International Civil Aviation Organization

Seventeenth Meeting of the ICAO Aeronautical Information Services − Aeronautical Information Management Implementation Task Force (AAITF/17)

Video Teleconference, 20 – 24 June 2022

Agenda Item 5: Regional AIS-AIM Planning and Guidance

PROGRESS UPDATE FROM THE SMALL WORKING GROUP (SWG) ON GUIDANCE FOR POSTPONEMENT OF AERONAUTICAL INFORMATION DISTRIBUTED UNDER THE AIRAC SYSTEM

(Presented by the SWG Rapporteur – Singapore)

SUMMARY

This paper seeks to update the progress made by the Small Working Group (SWG) on Guidance for postponement of Aeronautical Information distributed under the AIRAC system.

1. INTRODUCTION

1.1 During the Sixteenth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/15) the Small Working Group (SWG) presented an update on the development of the regional guidance for managing postponement of changes of Aeronautical Information distributed under the AIRAC system for States in the Asia Pacific region.

1.2 This paper presents the continued progress made by the SWG on tasks associated with postponement of AIRAC AIP Supplement, and additionally tasks associated with postponement of AIRAC AIP Amendment.

2. DISCUSSION

Progress Update

2.1 The SWG had several meetings, and the last meeting was held on 25 April 2022 via Video Teleconference to further discuss the work on the development of the guidance material. The meeting was attended by 25 attendees from 9 States, namely, China, India, Indonesia, Maldives, Mongolia, Singapore, Thailand and Vietnam and 2 International Organisations namely, IATA and ICAO.

2.2 The meeting was guided by the key principles listed below to form the basis of the development of the guidance document:

- Development of the regional guidance on postponement of changes to Aeronautical Information distributed under the AIRAC system may not deviate from or contravene the current Standards and Recommended Practices (SARPs) in Annex 15 and PANS-AIM procedures.
- The scope of the SWG is mainly focused on developing guidance material for AIS to manage postponement initiated by Data Originators for aeronautical information already published under AIRAC system.

- Development of the guidance document is done by the AIS group for the AIS community who are not directly involved in the management of the root causes of such postponements. E.g., late notice on the change of aerodrome works, late notice on the amendment of Instrument Flight Procedure, etc.
- Potential for AIS to be included in the holistic planning of related projects, and to educate Data Originators on the consequences of issuing late notice on changes.

2.3 As the criteria for the publication of an AIRAC AIP Amendment differs from an AIRAC AIP Supplement, the SWG had worked out the guidance process for managing postponements for the respective products separately, as follows:

- Task 1: Discussion of scenarios for postponement of information published through an AIRAC AIP Supplement and the operational procedures to manage these scenarios
- Task 2: Development of the flow chart showing the consolidated picture for managing postponement of information published through an AIRAC AIP Supplement.
- Task 3: Discussion of scenarios for postponement of information published through an AIRAC AIP Amendment and the operational procedures to manage these scenarios
- Task 4: Development of the flow chart showing the consolidated picture for managing postponement of information published through an AIRAC AIP Amendment.

Task 1 and Task 2 Work Progress

2.4 Under Task 1, as discussed at the AAITF/16, three scenarios were identified. These scenarios were developed with the underlying understanding that the request for such postponements by the Data Originators are made due to real extenuating circumstances such as inclement weather, pandemic, etc.

2.5 The proposed operational procedures have also been worked out as per **Table 1** below.

Scenarios	Proposed Operational procedures
Scenario 1: Postponement of information informed by data originators more than or equal to 28 days prior to the indicated AIRAC effective date.	Solution 1: A) Data originator should inform the new effective date to AIS as soon as possible. B) AIS to promulgate a NOTAM to cancel the AIRAC AIP Supplement. a. The validity of the NOTAM is to last till the publication of the next round of NOTAM checklist. b. NOTAM Format: "XX" should not be used in the Q-code. Instead, the Trigger NOTAM Q-code should be used. c. NOTAM Content: Specific keywords should be used in item E such as Trigger and postpone. C) AIS to promulgate a "CNL Trigger NOTAM" using the Trigger NOTAM Q-code D) AIS to promulgate 'NIL AIRAC FOR EFFECTIVE DATE ……" if applicable. E) AIRAC AIP Supplement to be removed as soon as possible but preferably on the same day. F) Data-houses proceeding to perform the update work e.g., charting products or flight planning system/navigation databases should maintain a back-up copy of the previous information should the need arise to reinstate the information and distribute to the users. G) Data originator to determine the next AIRAC effective date. AIS to publish the

	new AIRAC AIP Supplement on the corresponding publication date e.g., Pub-2 or Pub-3 for effective date Eff-2 or Eff-3.
Scenario 2: Postponement of information less than 28 days prior to the indicated AIRAC Effective date, with the estimated effective date on or prior to the next scheduled AIRAC effective date	Solution 2: A. AIS should inform Data Originators that such postponement should be avoided unless absolutely necessary as there will be impact to aviation users: • Operators may not be able to roll-back to the previous aeronautical data in the navigational databases (NAVDBs). • Pilots are limited on the type of navigation data that can be manually inserted or modified in the FMS. • Significant cost and operational resources incurred to roll-back to the previous aeronautical data into NAVDBs. B. Data originators should engage relevant stakeholders and conduct a **Safety Assessment** to identify operational impact and the risks associated with the last-minute postponement. C. Data originators to implement mitigation measures to reduce the risk. D. AIS to publish NOTAM informing the aviation community of the delay, using guidance contained in the current ICAO Doc 8126 – AIS Manual (Chapter 3. Aeronautical Information Updates para 3.2.10) • including reason for the delay (for accountability), and the new effective date. NOTAM to also include information on the current status of the facility/ service, if available e.g., whether to revert to the pre-implementation state, or if the facility/ service is unavailable/ closed in the meantime. E. Replace Trigger NOTAM to indicate new Effective date.

Table 1: Task 1 Proposed Operational Scenarios

Scenario 3: Postponement of information less than 28 days prior to the indicated AIRAC Effective date and A) the new estimated effective date is on or after the next scheduled AIRAC effective date; or B) data originators are unable to determine the new effective date.	Solution 3: A. Data originators to engage relevant stakeholders and conduct a Safety **Assessment** to identify risks associated with the last-minute postponement and implement mitigation measures to reduce the risk. B. AIS to publish NOTAM to cancel the AIRAC AIP Supplement. • Validity of the NOTAM is to last till the publication of the next round of NOTAM checklist, and C. AIS to promulgate a "CNL Trigger NOTAM" using the Trigger NOTAM Q-code D. AIRAC AIP Supplement is to be removed as soon as possible but preferably on the same day. E. Data-houses should reinstate the previous information in the navigation database and distribute to the users as soon as possible. F. Data originator to determine the next AIRAC effective date and send the information to AIS at least 7 days prior to publication date in accordance with the AIRAC system. G. AIS to publish the new AIRAC AIP Supplement on the corresponding publication date once the new effective date has been finalised.

2.6 Task 2 – Workflow on Postponement of AIRAC AIP Supplement is provided in **Attachment 1** for reference.

Task 3 and Task 4 Work Progress

2.7 Under Task 3 to address postponements of an AIRAC AIP Amendment, the SWG had identified only one Scenario. When developing the scenario, the underlying understanding was that the impact of postponement, informed more than 28 days prior or less than 28 days prior to AIRAC Eff-1, would remain the same to the aviation community.

2.8 The proposed operational procedure to address the postponement of an AIRAC AIP Amendment has been worked out as per **Table 2** below.

Scenarios	Proposed Operational procedures
Scenario 1: Postponement of information informed by data originators **more** / **less** than or equal to 28 days prior to the indicated AIRAC effective date.	Solution 1: A. Data originators to engage relevant stakeholders and conduct a Safety **Assessment** to identify risks associated with the last-minute postponement and implement mitigation measures to reduce the risk. B. Data originator should inform the new effective date to AIS as soon as possible. C. AIS to promulgate a NOTAM informing the aviation community of the intended postponement. • NOTAM should indicate the rationale for the postponement. • Contain specific keywords in item E such as postponement of specific information to AIRAC EFF-2 or EFF-3. (e.g., Reference to AIRAC AIP Amendment XX/22 page XX, an AIP Supplement will be published to reinstate the previous information.) • Validity of the NOTAM is to last till the next 'AIRAC Eff-2 or Eff-3' and an AIP Supplement is to be published as soon as possible but preferably on the same day to reinstate previous information. B. Data originator to determine the next AIRAC effective date. AIS to publish the new AIP Supplement on the corresponding publication date. D. AIS to publish an AIP Supplement informing the aviation community of the intended postponement. • AIP Supplement shall contain previous AIP information that will be reinstated. • AIP Supplement start date: 'AIRAC Eff-1, end date: 'AIRAC Eff-2' or 'AIRAC Eff-3' • Validity of the AIP Supplement to last till 'AIRAC Eff-2 or 'AIRAC Eff-2'

Table 2: Task 2 Proposed Operational Scenarios

2.9 Task 4 – summary of the scenario and the proposed operational procedures as described in para 2.8, the SWG has also developed a Workflow on Postponement of AIRAC AIP Amendment in **Attachment 2** for reference.

Guiding Principles for Postponement of Aeronautical Information

2.10 While the SWG presents various scenarios to address the postponements of AIRAC publications, it shall by no means taken as an 'option of convenience' for data originators to adopt due to poor planning. On the contrary, it should only be used as a last resort for large-scale projects where

inevitable delays may occur due to multiple coordination taking place.

2.11 State/Administrations shall endeavor to engage and educate their Data Originators on the consequences of last-minute postponements and emphasize on the need to engage all relevant stakeholders who will be impacted before initiating the postponement.

2.12 States/Administrations must implement procedures for Data Originators to conduct a **Safety Assessment** to identify operational consequences and the risks associated with the last-minute delay resulting in users not being updated on time and implement mitigation measures to reduce the risk before initiating a postponement. Sample Safety Assessment Form is provided in **Attachment 3** for reference.

2.13 States/Administrations must be involved at the planning stage, particularly for large projects, to ensure the data quality requirements, AIRAC cycle and the associated cut-off dates for providing information to AIS and the AIRAC cycle limitations are well understood, and contingency arrangements are built into the planning in case of postponements.

2.14 When planning, States/Administrations should in collaboration with their Data Originators consider the following options to reduce the potential for an aeronautical information roll back if delays occur. For example,

- consider if the circumstances may safely allow the existing and planned new information to be current at the same time over a transition period.
- the actual change over date/time (e.g., operational availability of a facility) may be managed by NOTAM and/or ATC in some cases.
- to allow the new information to become effective as published but make the facility not available for use. (e.g., managed operationally in real-time by ATC or Aerodrome operator)
- consider if very large changes could be done in stages to reduce the likelihood and impact of any delays.

2.15 Additionally, to avoid the need to roll-back or make changes after 28 days prior to effective date unless absolutely safety critical, particularly for instrument flight procedure related data, Data originators should consider the following:

- Data houses who would have likely processed the data and it may be being uploaded to aircraft as the effective date approaches.
- Number of days taken for airlines to update their fleet's navigation database once received.
- Cost to airlines to request an updated database for a cycle and to roll-back.

2.16 In mitigating postponements for AIRAC information publication e.g., AIRAC AIP SUPs containing large or complex changes, States/Administrations may consider, in collaboration with Data Originators, to plan the implementation of large changes in smaller tranches where possible. Additionally, States should, in particular, identify the type of changes that would be more manageable at short notice than others in order to provide Airspace Users with better decision-making options.

2.17 The development of a regional guidance was intended to provide a standardised procedure for States/Administration in the region to manage last-minute postponements of aeronautical information distributed under the AIRAC system, due to circumstances beyond the control on the part of the Data Originator. States must take all necessary steps to avoid last-minute postponements and put in their best efforts to adhere to the AIRAC system.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

a) note the information contained in the paper.

b) review the proposed scenarios, solutions and flowchart developed by the SWG for the postponement of information published through an AIRAC AIP Supplement.

c) discuss any other relevant matters as appropriate.

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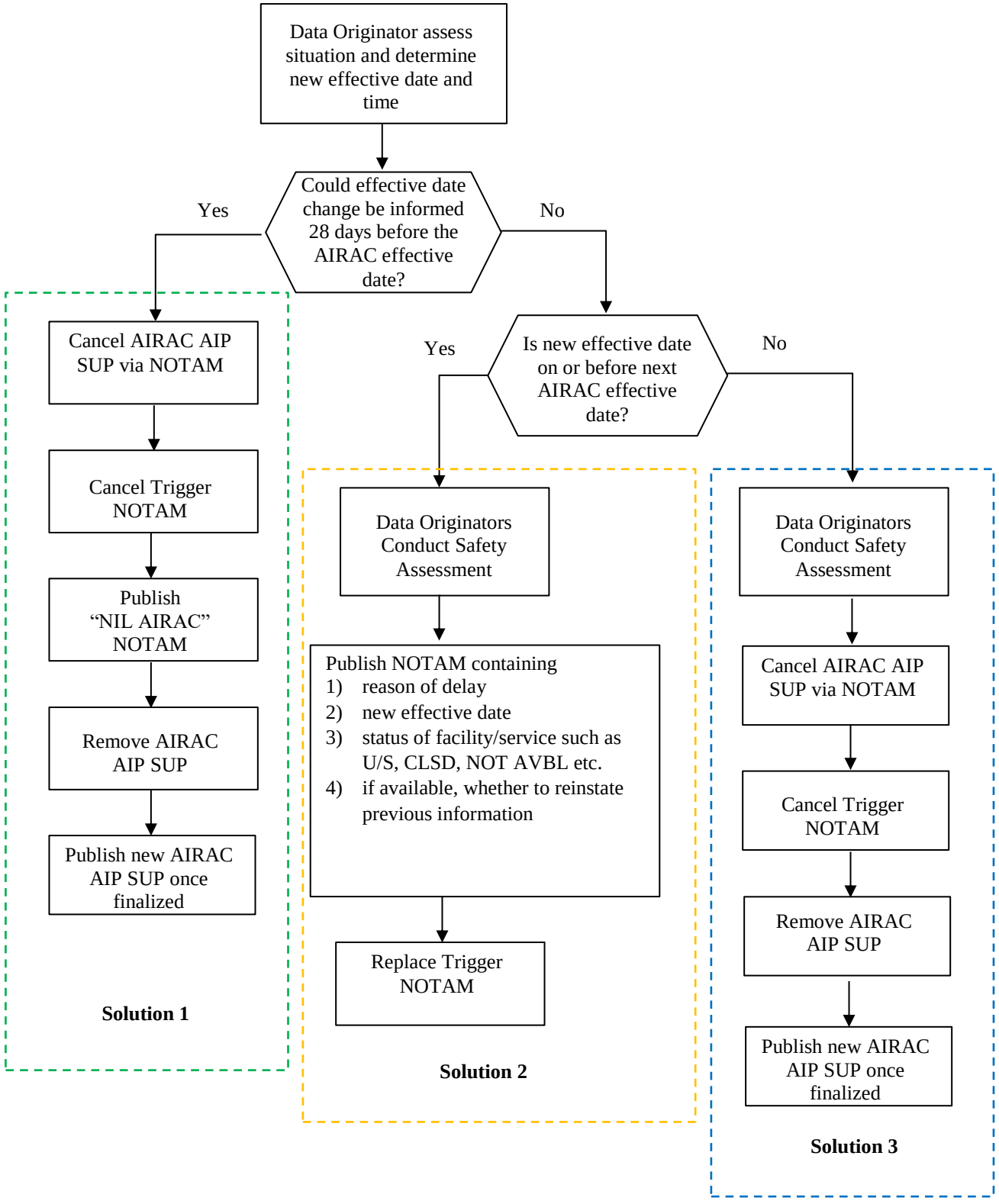
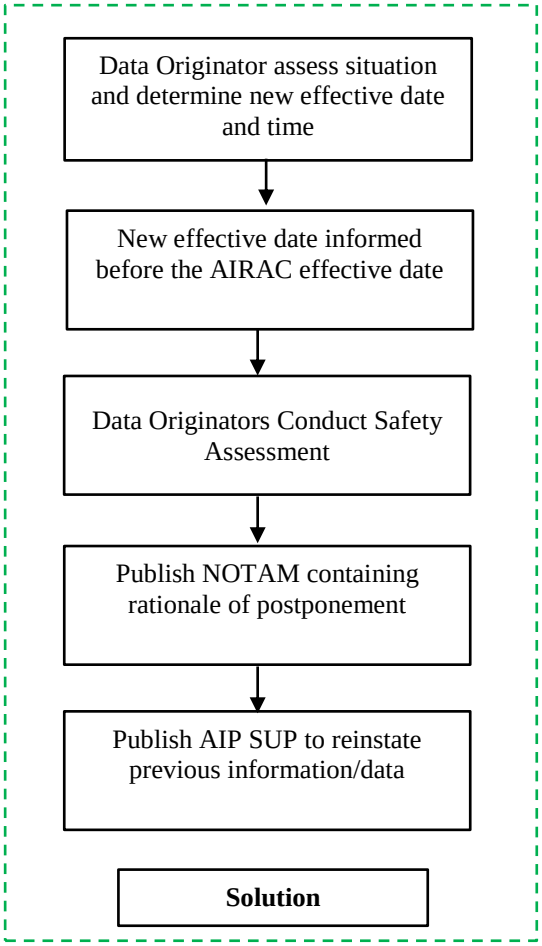
Attachment 1

Task 2 - Workflow on Postponement of AIRAC AIP Supplement



Attachment 2

Task 4 - Workflow on Postponement of AIRAC AIP Amendment



Attachment 3

Sample
Safety Assessment Form for Postponement of AIRAC information

* Delete as appropriate

Part I – Application and Declaration		
Type of Postponement: AIRAC AIP Amendment ( ) | AIRAC AIP Supplement ( ) *(Please indicate a tick (√) on the type of postponement required.)*		
Requests for postponement should be submitted **as soon as possible** to AIS upon knowledge of postponement.		
A. Postponement Request		
Name of requestor: _____ Contact Nos: _____ Organisation: _____		X _____ Signature / Designation
AIP AMDT/ AIP SUP No:	AIP Section affected (*if applicable*): *Part: GEN / ENR / AD	Section:
Please complete **Part III** in the next page of the *Safety Assessment Form* prior to submission for approval.		
Submission date:	Publication date:	Effective Date:
B. Postponement endorsed by Section Head		
I, _____ (Name of Section Head), confirm that the postponement of aeronautical data and information set out in this form was due to extenuating circumstances and has gone through our internal checking processes. The requestor has done his/her due diligence in engaging the stakeholders and appropriate mitigations are addressed to reduce the risk to aviation community in accordance with "*Regional Guidance Material on postponement AIRAC information publication*"		X _____ Signature / Designation / Date
C. Approved by Division Head		
I, _____ (Name of Division Head), acknowledge and take responsibility for the risk and outcomes associated with non-adherence to the AIRAC system requirements for the data/information submitted. I am satisfied with **Part III** of the Safety Assessment Form. Comprehensive safety assessment has been conducted and appropriate mitigation actions have been taken to minimize the risk. (Please attach Safety Assessment Form for record purposes.)		X _____ Signature / Designation / Date
D. Consultation with CAA Regulator		
I, _____ (Name of Regulator), confirm that Data Originator has consulted me on the non-compliance to AIRAC publication requirements and we are satisfied with the mitigation measures put in place by the Data Originator to address any safety risk posed by the postponement of the aeronautical data and information publication. The actions carried out by the requestor is in accordance with "*Regional Guidance Material*"		X _____ Signature / Designation / Date
Part II – For Official Use		
E. Approved by CAA Division Head		
X _____ Signature / Designation / Date		
F. Action by AIS (in accordance with *Regional Guidance Material*)		
AIRAC AIP Amendment:		AIRAC AIP Supplement:
Scenario 1 – Postponement informed ≥ 28 ≤ days prior to Effective Date		Scenario 1 – Postponement informed ≥ 28 days prior to Effective Date
☐ Publish NOTAM to postpone AIRAC AIP AMDT		☐ Publish NOTAM to cancel AIRAC AIP SUP
☐ Publish AIP SUP to reinstate previous information		☐ Remove AIRAC AIP SUP
		☐ Cancel Trigger NOTAM
		☐ Publish NOTAM "NIL AIRAC"
		Scenario 2 – Postponement informed ≤ 28 days prior to Effective Date
		☐ Publish NOTAM on the reason of the postponement

	☐ Replace Trigger NOTAM for the new Effective date
	Scenario 3 – Postponement informed ≤ 28 days prior to Effective Date
	☐ Publish NOTAM to cancel AIRAC AIP SUP
	☐ Remove AIRAC AIP SUP
	☐ Cancel Trigger NOTAM

Part III – Determination of Safety Significance of the Postponement

Requests for postponement of AIRAC AIP Amendment/AIRAC AIP Supplement shall complete the below but not limited to:

1) Reason(s) for the AIRAC postponement.

2) Have the relevant stakeholders been consulted and the impact to stakeholders analysed?

3) What are the safety risks identified and mitigation measures put in place?

Small Working Group on Postponement of Aeronautical Information Distributed under AIRAC

Summary of Discussion: First Video Teleconference: 09 April 2021

1. Participants: see **Attachment A**.

2. Schedule of Tasks and VTCs: See **Attachment B**.

3. Draft Document: *Asia/Pacific Regional Guidance for Postponement of Changes to Aeronautical Information.*

   ICAO presented an early draft version of the regional guidance document (**Attachment C**). This document will be further developed by ICAO, and will progressively incorporate the outcomes of technical work by the SWG.

4. Task 1: Scenarios – postponement of AIP Supplement information

   The SWG Rapporteur (Ravi, Singapore) presented a problem statement and proposed scenarios for the postponement of AIRAC information published in AIP Supplements (AIP SUPs). See **Attachment D**. All participants are requested to provide feedback/comments to the Secretariat (ssumner@icao.int) and Rapporteur (Ravichandran_VEVAGANANDAM@caas.gov.sg) by **not later than 23 April 2021**.

5. General discussion items

   - Participants should keep the Annex 15 Standards and Recommended Practices (SARPS) and PANS-AIM procedures in mind at all times. The SWG may not propose or promote practices that contravene the SARPS and PANS.
   - The scope of the SWG is the development of guidance for the management of aeronautical information published under AIRAC that is then postponed by the data originator. This SWG (and the parent AAITF) is an AIS group, not directly involved in the management of the root causes of such postponements, e.g. late notice change of aerodrome works, late notice amendments of Instrument Flight Procedures, etc. However, there is potential for the AIS to make all efforts to be included in wholistic planning of related projects, and to educate data originator organizations on the ramifications of late notice changes. Discussion of this aspect may be included in the draft guidance document.
   - PANS-AIM 6.1.3 precludes the use of NOTAM to postpone information promulgated in AIP SUP.

     6.1.3 Specifications for AIP Supplements.

     When an error occurs in an AIP Supplement or when the period of validity of an AIP Supplement is changed, a new AIP Supplement shall be published as a replacement.

     Post-VTC update: the following note to PANS-AIM 6.1.3 indicates there may be some cases where, NOTAM may be used to inform users that the AIP Supplement information is postponed, pending the issuance of a replacement AIP SUP.

     Note 1.— The requirements for NOTAM apply when time constraints do not allow sufficient time for the distribution of an AIP Supplement.
   - ICAO Secretariat to contact one or more data houses to seek information on how late in an AIRAC cycle information could be ‘rolled back’.

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