



ICAO

International Civil Aviation Organization

Twentieth Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/20)

Chitose, Japan, 9 – 13 June 2025

Agenda Item 4: AIS-AIM Updates

NADI INTERNATIONAL NOTAM OFFICE CONTINGENCY PLAN

(Presented by Fiji)

SUMMARY

This paper presents an update on the Nadi International NOTAM Contingency Plan, in the event of a disruption to the NOTAM service.

1. INTRODUCTION

1.1 The purpose of this paper is to provide an update on how Fiji AISP has been working on meeting the action item 18/4 requirement on developing a template for NOTAM service disruption contingency.

2. DISCUSSION

Identifying Appropriate Adjacent NOF

2.1 Fiji AISP has identified that the New Zealand Christchurch International NOTAM Office (NOF) currently distributes international NOTAMs to all the States and territories that the Nadi International NOTAM Office (NOF) also distributes to and receives from. This alignment in distribution responsibilities is documented in ICAO Doc 7383 AIS Provided by States Part 2 – Current International Exchange of NOTAM, which outlines the routing and dissemination of aeronautical information among States.

2.2 An initial discussion was initiated with the Christchurch International NOTAM Office (NOF) via email, during which both parties acknowledged the importance of collaborative support. It was mutually agreed to proceed with the drafting of a formal agreement outlining contingency services between the two NOTAM offices. This agreement would define the roles, responsibilities, and procedures to be undertaken in the event of service disruptions, ensuring continuity of international NOTAM operations in accordance with ICAO provisions.

Final Draft Agreement

2.3 The final draft agreement includes clearly defined contingency procedures to be undertaken by each International NOTAM Office (NOF) during the following:

- a) Loss of AFTN/AMHS Connection

In the event of a disruption or failure of the Aeronautical Fixed Telecommunication Network (AFTN) or the Air Traffic Services Message Handling System (AMHS), the affected NOF shall:

- i) Immediately notify the partner NOF and relevant stakeholders.
- ii) Coordinate with the partner NOF to facilitate continued distribution and receipt of NOTAMs on behalf of the affected office, if applicable.

b) Event of Staff Shortage

In the case of critical staffing shortages due to unforeseen circumstances (e.g., health emergencies, natural disasters, industrial action):

- i) Where operational capacity remains limited, the partner NOF may be requested to temporarily assist in NOTAM issuance and dissemination duties under agreed terms.

c) Event of NOTAM System Database outage

If the NOTAM system database becomes inaccessible or fails:

- i) The affected NOF will immediately transition to manual NOTAM processing procedures, following established backup protocols.
- ii) Coordination with the partner NOF will be initiated to ensure the continuity of NOTAM services, including possible temporary hosting or entry of NOTAMs by the partner office, until the system is restored.

Final and Publication online

2.4 Fiji AISP is awaiting the review and comments of the final draft of the contingency plan from Christchurch NOF.

3 ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) discuss any relevant matters as appropriate.

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