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

PROCESS FOR THE COORDINATION OF VALIDATION AND CANCELLATION OF FIVE-LETTER NAME-CODES (5LNC) IN FLIGHT PROCEDURE AND ATS ROUTE DESIGN

(Presented by Viet Nam)

SUMMARY

This paper presents detailed instructions on the coordination process for the validation and cancellation of five-letter name-codes (5LNC) within the Flight Information Regions (FIRs) of Vietnam.

1. INTRODUCTION

1.1 According to ICAO recommendations, significant points used for flight procedures and ATS routes shall be designated by a unique five-letter pronounceable name-code (5LNC). These 5LNCs shall be notified to the ICAO Regional Offices for coordination and must be registered in the ICARD system.

1.2 To ensure the effective use of 5LNCs in flight procedures and ATS route design, this paper outlines the sequential steps for the coordination process for the validation and cancellation of five-letter name-codes (5LNC) within the Flight Information Regions (FIRs) of Vietnam, following ICAO guidelines.

2. DISCUSSION

Content of process

2.1 Diagram (**Figure 1**)

Step to implement	Responsibility	Process	Notes
1	Flight Procedure Designer	Propose demand of 5LNC registration	
2	ICARD Planner	Select 5LNC	
3	ICARD Planner	Check 5LNC's availability	
4	ICARD Planner	Register/Reserve 5LNC	
5	ICARD Regional Manager	Coordinate to verify 5LNC	
6	ICARD Planner, Flight Procedure Designer	Use and cancel 5LNC	

Figure 1: Process

Description of the diagram

2.2 *Step 1: Propose demand of 5LNC registration*

During the designing flight procedures and ATS routes, and before promulgation, when there is a demand to select 5LNCs to assign to significant points in the flight procedure and ATS routes, the Flight Procedures Designer shall notify the ICARD Planner at the Designing unit and the PANS-OPS section of Air Navigation Department - CAAV, to propose demand of 5LNC registration.

The Flight Procedures Designer provides the number of significant points, their coordinates and their purposes to the ICARD Planner for 5LNC selection on the ICARD website at Step 2.

2.3 *Step 2: Select 5LNC*

On the ICARD website, the ICARD Planner accesses the "Find 5LNC in Available List" function, fills in the latitude, longitude and radius to check for proximity (range of 250NM for significant points on the flight procedure, range of 500NM for significant points on the ATS route) corresponding to each significant point provided by the Flight Procedures Designer at Step 1. This search identifies and allows the selection of suitable 5LNCs that meet the usage requirements.

After selecting the 5LNCs (without registering/reserving 5LNCs), the ICARD Planner continues to Step 3 to check the usage of these 5LNCs by States that have not registered them in ICARD.

2.4 *Step 3: 5LNC's availability*

The ICARD Planner checks whether the 5LNC selected in Step 2 are used by other States that have not registered such 5LNC on the ICARD website through Jeppesen's database.

If the 5LNC has not been used by another State: The ICARD Planner will proceed to Step 4 to register for a 5LNC reservation with ICAO.

If the 5LNC has been used by another State: The ICARD Planner returns to Step 2 to select a 5LNC to replace the 5LNC that has been used by another State.

2.5 *Step 4: Register/Reserve 5LNC*

On the ICARD website, the ICARD Planner accesses the 5LNC reservation page via the "Find 5LNC in Available List" function and enters the values: Latitude, Longitude, Purpose of the significant point and Note (Comment).

The ICARD Planner enters the value of the radius for the proximity check (250NM for significant points related to flight procedures, 500NM for significant points on the ATS routes) and clicks the check button (Map/List). This step ensures that no 5LNC with a similar pronunciation exists within the specified range before marking the "Proximity Check Done" selection box.

If the 5LNC requires agreement from neighbouring States (for example, significant points at FIR boundaries), the ICARD Planner adds the relevant States concerned under "Add Co-ordinating Country".

Finally, the ICARD Planner clicks the "Submit" button to send the 5LNC reservation request to ICAO. The responsible regional ICARD Manager will then consider the request in Step 5.

In the event that a 5LNC has not yet been approved by the appropriate ICARD Regional Manager (status is pending) and its parameters need modification (for example, coordinates or usage purposes), the Flight Procedures Designer will coordinate with the ICARD Planner to revise the 5LNC parameters using the "Check My Request" function on the ICARD website.

2.6 *Step 5: Coordinate to verify 5LNC*

Following the submission of a request to register/reserve a 5LNC, the ICARD Planner should routinely monitor the "Check My Request" function on the ICARD website. This allows for tracking the confirmation status provided by the relevant ICARD Regional Manager, which is typically processed within 20 working days.

Should an earlier confirmation of the 5LNC be necessary to meet operational timelines, the ICARD Planner should send an email to the appropriate ICARD Regional Manager to request priority consideration.

If the 5LNC is approved: The process will proceed to Step 6.

If the 5LNC is rejected: The ICARD Planner should review the notification from the ICARD Regional Manager to understand the reason for rejection and then return to Step 2 to select a replacement 5LNC.

2.7 *Step 6: Use and cancel 5LNC*

Once a 5LNC has been approved by ICAO, the ICARD Planner will inform the Flight Procedures Designer that it is available for use in the design of associated flight procedures, ATS routes, and aeronautical charts.

During the amendment or cancellation of procedures and ATS routes, if a previously approved 5LNC is no longer used, the Flight Procedures Designer will notify the ICARD Planner. The ICARD Planner will then initiate a cancellation request through ICAO to remove that specific 5LNC from the VNM 5LNC database on the ICARD website.

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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