



ICAO

International Civil Aviation Organization

Twenty-First Meeting of the ICAO Aeronautical Information Services – Aeronautical Information Management Implementation Task Force (AAITF/21)

Bangkok, Thailand, 19 – 22 May 2026

Agenda Item 5: Regional AIM Guidance and Planning

ENHANCING THE EFFICIENCY OF REQUEST FOR NOTAM (RQN) THROUGH AUTO-ADDRESSING IN AERONAUTICAL INFORMATION MANAGEMENT SYSTEM (AIMS)

(Presented by Singapore)

SUMMARY

This paper highlights the critical need for implementing auto-addressing in Aeronautical Information Management Systems (AIMS) for processing Request for NOTAM (RQN). The objective is to ensure that, upon submission of a NOTAM request, the system automatically routes the message to the appropriate originator's address, streamlining the process and enhancing efficiency.

1. INTRODUCTION

1.1 Auto-addressing is an advanced feature within AIMS that automatically identifies and directs RQN messages to the correct recipients, based on the originator's specified address.

1.2 The auto-addressing workflow ensures that when a RQN is submitted, the system automatically routes it to the relevant aeronautical authorities, minimizing the risk of manual addressing errors and speeding up the message dissemination process.

1.3 By automating the routing process, it eliminates the need for operators or AIS staff to manually address RQNs, especially when recipients differ from the originator's address, thus enhancing overall operational efficiency.

2. DISCUSSION

Challenges of Manual Addressing of RQN Messages

2.1 The manual addressing of RQNs increases the workload for AIS staff and is prone to human error, especially in complex or time-sensitive scenarios.

2.2 Compared to automated systems, manual routing of RQNs leads to delays, resulting in slower message dissemination across relevant parties.

2.3 AIS staff must manually identify and input alternate recipient addresses, adding another layer of complexity and risk for errors and inefficiencies in the process.

Benefits of Implementing Auto-Addressing in AIMS

2.4 Auto-addressing significantly reduces the manual workload and minimizes human intervention, enhancing overall efficiency and drastically reducing the risk of errors.

2.5 It ensures a standardized and consistent distribution of RQNs across all International NOTAM Offices, promoting seamless coordination on a global scale.

2.6 By aligning the originator's address with the system's auto-addressing functionality, the system ensures precise, timely, and error-free routing of RQNs, improving both accuracy and efficiency in the process.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) acknowledge the key points presented in this paper;
- b) discuss the need for implementing auto-addressing for RQNs within AIMS to enhance operational efficiency; and
- c) address any additional relevant issues or suggestions as appropriate.

— END —