ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

A UN SPECIALIZED AGENCY

Procedures for Amendment of Regional Air Navigation Plans (ANP)





AAOSG9 Appendix 11- Amendment Process of the ANP

OUTLINE

01 General Criteria

02 Procedure for amendment of Vol I

03 Procedure for amendment of Vol II

04 Procedure for amendment of Vol III

01

General criteria





1. Background

The Volume I of the AFI eANP was approved in August 2016, the Volume II during the APIRG/22 held from 29 July to 2 August 2019 and the Volume 3, during the APIRG/25 held from 7 to 11 November 2022.

1. General criteria

The Assembly resolved that:

- Regional plans **should be revised when it becomes apparent** that **they are no longer consistent with current and foreseen requirements** of international civil aviation.
- When the nature of a required change permits, the associated amendment of the regional plan **should be undertaken by correspondence between the Organization and the States** and international organizations concerned.
- When a State cannot immediately implement a particular part or a specific detail of a regional plan although it intends to do so, this in itself should not lead to the State proposing an amendment to the plan.

02

Procedure for amendment – Volume I



2. Procedure for amendment – Volume I



If a State (or group of States) wishes to effect a change in the approved air navigation plan for that region, it should propose to **the Secretary General, through the Regional Office accredited to that State**, an appropriate amendment to the plan, adequately documented.



The proposal **should include the facts** that lead the State (or group of States) to the conclusion that the amendment is necessary.



Such amendments may include additions, modifications or deletions to infrastructures or services.

Source icons : flaticon, freepik, Trex

2. Procedure for amendment – Volume I



This procedure does not preclude a State having previous consultation with other States before submitting an amendment proposal to the Regional Office.



The proposed amendment should normally **be submitted via correspondence to the accredited Regional Office**.

Source icons : flaticon, freepik, Trex

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

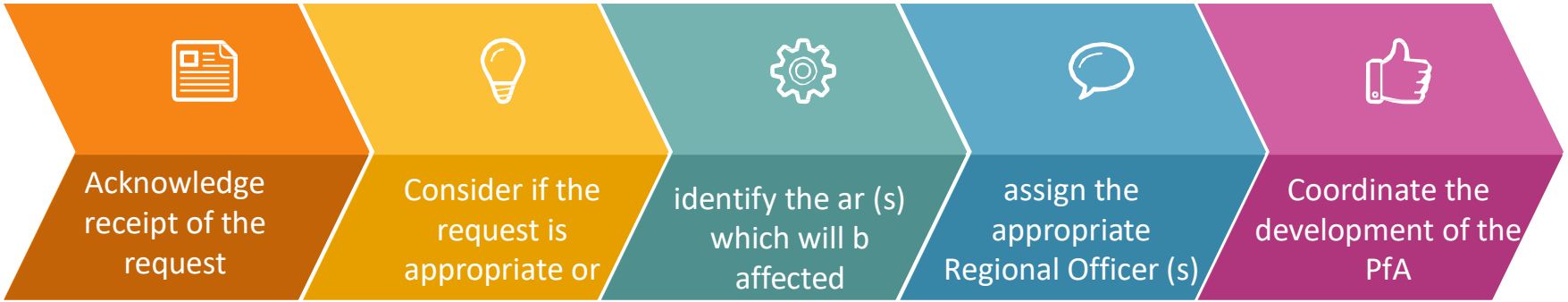
- Member States proposing amendments to a regional plan do so through their accredited Regional Office, which is then responsible for its processing.

- **The exception is when a user State initiates a proposal in respect of requirements in a provider State with a different accredited office**. In this case, the responsibility for processing the proposal is the **office accredited to the provider State**

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

Upon receipt of the proposal from a State, the Regional office

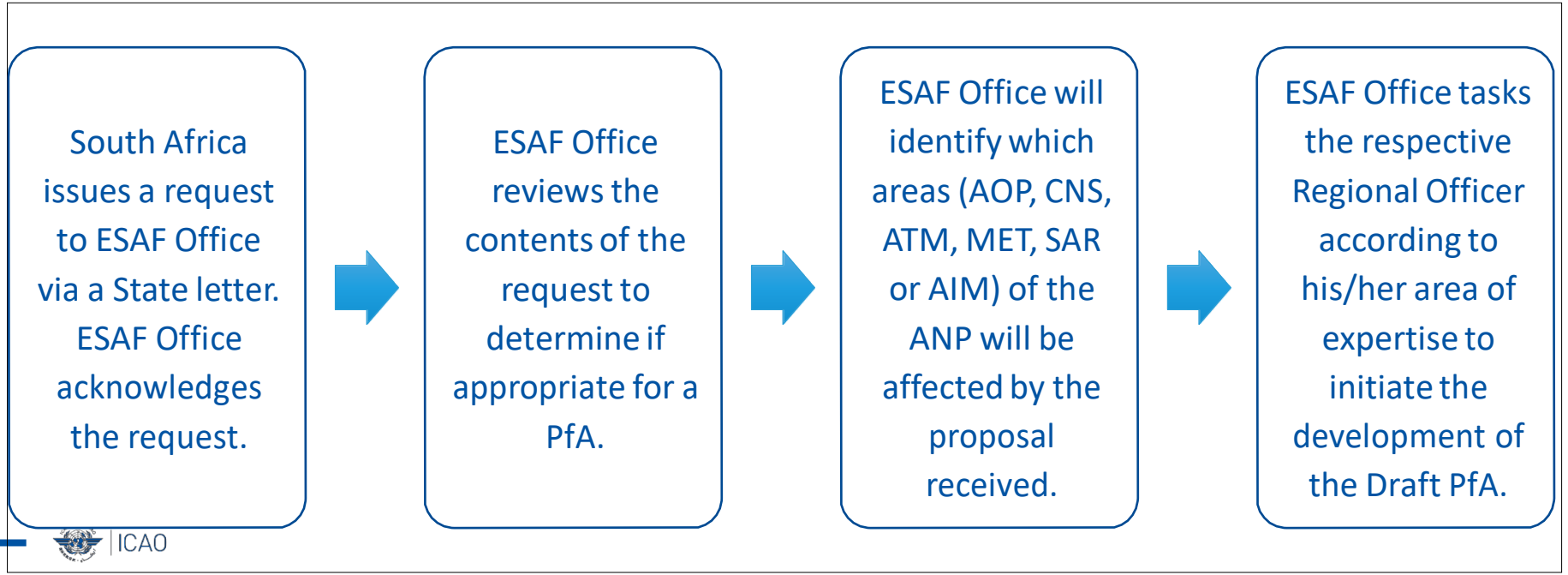


to coordinate the development of the Draft PfA.

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

Example



2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

- Once the Draft PfA has been developed, use the PfA platform to upload the PfA, using the ANP web platform: http://intranet.icao.lan/anb/ANPs/Lists/ANP%20Amendments/AllItems.aspx
- Select the Workflow station 2a: ANB feedback only.
  - *Selection of workflow 2a: This is recommended when a PfA is complex or has political implications and therefore, comments from HQ could be useful before circulation to States.*
- Select OK to save your transaction. The PfA is then automatically submitted to HQ.
- After some time **(2-3 weeks)** the Regional Officer responsible who uploaded the PfA will receive an email from HQ advising that comments from ANB Section have been included and made available online.

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

- If the comments from HQ are positive and no concerns raised, only then can the PfA be finalized for circulation to concerned States and organizations for their comments/feedback.
- Normally, a period of one month is provided for States/organizations to respond.
- The Secretary General, through the Regional Office, will circulate the proposal, adequately documented, with a request for comments **to all provider and user States of the region considered affected as well as to user States outside the region and international organizations which may be invited to attend suitable ICAO meetings and which may be concerned with the proposal**

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

- The States and international organizations concerned should either send their comments/agreement/objection via the ANP web based platform and/or by correspondence to the Regional Office. Any comment or objection should be adequately supported by reasons for the comment or objection.
- Comments received are collected and analyzed and if there are no concerns raised, then the Regional Officer can proceed with finalizing the PfA, which should include the comments received from States and organizations.
- **The final document is then uploaded on the ANP web platform for ANB review and Council approval.**

2. Procedure for amendment – Volume I

Action by the Council, the Air Navigation Commission and PIRGs

- If, in reply to the Secretary General's inquiry, no objection is raised to the proposal by a specified date, **the proposal should be submitted to the President of the Council**, who is authorized to approve the amendment on behalf of the Council. **The approved amendment should be incorporated into Volume I of the regional plan**.
- If, in reply to the Secretary General's inquiry, any objection is raised, and if objection remains after further consultation, **the matter will be documented for discussion by the respective planning and implementation regional group (PIRG)** and, **ultimately for formal consideration by the Air Navigation Commission**, if it remains unresolved.
- If the **Commission concludes that the amendment is acceptable in its original or other form**, it will present appropriate recommendations to the Council.

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

- Once approved by the ICAO President on behalf of the Council, a notification will be sent to the respective Regional Office informing them of the approved PfA.
- The Regional Office should then circulate the approved PfA to concerned States and organizations.

2. Procedure for amendment – Volume I

Action by the PIRGs and the Air Navigation Commission

- Upon studying the proposal, if the Secretary General considers that the proposed amendment requires further coordination through the relevant Planning and Implementation Regional Group (PIRG), the proposal will be presented, adequately documented, to the PIRG.

- The views of the PIRG will be coordinated with the originating State and the proposed amendment will be uploaded via the ANP web based platform for approval by the Council.

- If the Secretary General considers that the proposed amendment conflicts with established ICAO policy, or that it raises questions which the Secretary General considers should be brought to the attention of the Air Navigation Commission, the proposal will be presented, adequately documented, to the Commission. In such cases, the Commission will decide the action to be taken on the proposal.

2. Procedure for amendment – Volume I

Action by the accredited ICAO Regional Office

- **Proposals for the amendment of Volume I of the regional plan may also be initiated by the Secretary General, through the Regional Office accredited to that State**, provided that the State or States whose facilities will be affected have expressed their concurrence with the proposal.
- Amendments to Volume I of the regional plan which have been approved in accordance with the above procedure will be published in the ANP web based platform at convenient intervals.

03

Procedure for amendment – Volume II



2. Procedure for amendment – Volume II

- **Amendments of Volume II of the regional plan should be effected on the basis of an adequately documented proposal submitted by a State (or a group of States) or the relevant PIRG to the Secretary General, through the Regional Office accredited to that State**.
- Such amendments may include additions, modifications or deletions to Volume II of the regional plan.
- **The ICAO Regional Office will circulate the proposal, adequately documented**, with a request for comments to all provider and user States of the region considered affected as well as to user States outside the region and international organizations which may be invited to attend suitable ICAO meetings and which may be concerned with the proposal.

2. Procedure for amendment – Volume II

- If, in reply to the accredited ICAO Regional Office's inquiry, no objection is raised to the proposal by a specified date, **it will be deemed that a regional agreement (involving the relevant PIRG) on the subject has been reached and the proposed amendment should be incorporated into Volume II of the regional plan**.
- If, in reply to the ICAO Regional Office's inquiry, any objection is raised, and if objection remains after further consultation, **the matter will be documented for discussion by the respective planning and implementation regional group (PIRG) and, ultimately for formal consideration by the Air Navigation Commission, if it remains unresolved**.
- If the Commission concludes that the amendment is acceptable in its original or other form, it will present appropriate recommendations to the Council.

2. Procedure for amendment – Volume II

- Proposals for the amendment of Volume II of the regional plan may also be initiated by the Secretary General, through the Regional Office accredited to that State, provided that the State or States whose facilities or services will be affected have expressed their concurrence with the proposal.

04

Procedure for amendment – Volume II



4. Procedure for amendment – Volume III

Amendments of Volume III of the regional plan **are under the responsibility of the relevant Planning and Implementation Regional Group (PIRG)** and not subject to a formal application of the procedure for amendment of the ANP described in Section 2 and 3.


ICAO
Headquarters
Montreal
European and
North Atlantic
(EUR/NAT) Office
Paris
Middle East
(MID) Office
Cairo
Asia and Pacific
(APAC) Sub-Office
Beijing
Asia and Pacific
(APAC) Office
Bangkok
Eastern and
Southern African
(ESAF) Office
Nairobi
South American
(SAM) Office
Lima

ICAO