



Agenda Item 2: Review of Air Navigation Matters
2.2 Air Navigation specific activities:
2.2.5 Aeronautical Information Management (AIM)

PIARCO AIS LETTERS OF AGREEMENT

(Presented by Trinidad and Tobago)

SUMMARY	
This working paper seeks to urge Eastern Caribbean States to consider and sign new letters of agreement with Piarco NOF.	
References:	
• ICAO Annex 15 • Doc 8126 Aeronautical Information Manual • GREPECAS Common Operational Procedures Manual (COPM CAR/SAM)	
Strategic Objectives	<i>This working paper is related to Strategic Objectives A – Safety; D – Efficiency and F3 – Rule of Law – Aeronautical agreements.</i>

1. Introduction

1.1 ICAO Annex 15 states that a contracting state may agree with another Contracting State for the provision of joint AIS Services.

1.2 This arrangement has been at work in the Eastern Caribbean region for many years. Letters of Agreement are in force with the Piarco International NOTAM Office and Islands of the Eastern Caribbean and the British Virgin Islands.

2. Discussion

2.1 Over the years, there have been many changes in the mode of operation at Piarco NOF as well as in the other Eastern Caribbean States. An example is the database interrogation procedures in place for Piarco NOF AIS Database as well as the use of email as a means of disseminating elements of the IAIP.

3. Suggested Action

3.1 E/CAR States are requested to consider the draft LOA attached to this document (**Appendix**), to make relevant changes to it and to have the relevant authorities sign the document and submit to Piarco NOF for reciprocal signing and consequent return of the signed document to the State

APPENDIX

**LETTER OF AGREEMENT BETWEEN
-xxxxxx AERONAUTICAL INFORMATION SERVICES UNIT OF
THE xxxxxxxxxxxx AUTHORITY**

AND

**PIARCO INTERNATIONAL NOTAM OFFICE OF THE
TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY**

FOR THE

**RECEIPT, PROCESSING, STORAGE AND DISTRIBUTION
OF INFORMATION FOR**

**THE INTEGRATED AERONAUTICAL INFORMATION
PACKAGE
FOR THE PIARCO FIR AND THE BRITISH VIRGIN ISLANDS**

**Letter of Agreement (LOA) for the receipt, processing, storage and distribution
of information for the Integrated Aeronautical Information Package (IAIP)
for the Piarco Flight Information Region, (FIR) and the British Virgin Islands (BVI)
between the
Piarco International NOTAM Office (NOF) of the Trinidad and Tobago Civil Aviation
Authority (TTCAA) and the xxxxxx Aeronautical Information Services Unit (AIS) of the
xxxxxxxxxx Authority**

This agreement is effective between the organizations on the date contained in the signature page

1 OBJECTIVE

- 1.1 The objective of this letter of agreement is to establish operating procedures between PIARCO NOF and xxxxx AIS for the receipt, processing, storage and distribution of aeronautical information/data in the Piarco Flight Information Region and the BVI.

2. SCOPE

- 2.1 The procedures contained in this letter of agreement supplement or detail, when so required, the procedures in Annex 15 - Aeronautical Information Services, Doc 8126/AN/872 - AIS Manual, and the Common Operating Procedures Manual for the Integrated Automated AIS System in the CAR/SAM Region (COPM CAR/SAM), that define the standards and recommended practices for the issuance and distribution of the elements of the IAIP.
- 2.2 According to the 1944 Convention of the International Civil Aviation Organization (ICAO), each contracting State undertakes to cooperate in achieving the highest possible level of uniformity in terms of organization, regulations, standards, recommended practices and international procedures for dealing with the receipt, processing, storage, and dissemination of elements of the IAIP.
- 2.3 ICAO Annex 15 stipulates that a contracting State may agree with another contracting State for the provision of joint services.

3. ORGANIZATIONS.

- 3.1 The organizations referred to in this letter of agreement are :-
- i) Director General Eastern Caribbean Civil Aviation Authority (ECCAA)
 - ii) State Authority
 - iii) xxxxxx AIS Unit
 - iv) Trinidad and Tobago Civil Aviation Authority (TTCAA)
 - v) Piarco International NOTAM Office (NOF)

4. ROLE OF EACH ORGANIZATION

4.1 Director General Eastern Caribbean Civil Aviation Authority (DG ECCAA)

DG ECCAA is responsible for the implementation of the Protocol and the relevant procedures, detailed in this Letter of Agreement, for the OECS.

4.2 State Authority

xxx is responsible for facilitating the provision of relevant documents by xxxxx AIS Unit to Piarco NOF.

4.3 State Aeronautical Information Services Unit (AIS)

xxxx AIS is responsible for the issue of information/data on the various elements of the IAIP to Piarco NOF. xxxxx AIS is responsible for the accuracy of this information.

4.4 Trinidad and Tobago Civil Aviation Authority (TTCAA)

The authority responsible for Civil Aviation in Trinidad and Tobago and by extension the Piarco FIR excluding the Resident Terminal Control Areas (TMAs). The TTCAA is responsible for the facilitation of the action required by Piarco NOF as contained in this document.

4.5 Role of Piarco International NOTAM Office (NOF)

The Piarco NOF shall be responsible for the publication and distribution of the various elements of the IAIP for the Organization of Eastern Caribbean States (OECS). The elements of the IAIP are specified in Annex A to this document.

5. OPERATIONAL PROCEDURES

5.1 On the advice in writing, of the xxxxx AIS and/or DG ECCAA, Piarco NOF shall be responsible for the receipt, processing, storage and distribution of the various elements of the IAIP specified in Annex A to this document.

5.2 The Piarco NOF shall disseminate the information issued by xxxx AIS, using the format described in Annex 15 AIS, Doc. 8126-AN/872, AIS Manual, and the Common Operating Procedures Manual for the Integrated Automated AIS System in the CAR/SAM Region (COPM CAR/SAM).

5.3 The Piarco NOF shall evaluate the information of xxxx AIS. This information shall be stored, processed and distributed by the Piarco NOF. Incorrect information will be corrected after consultation with xxxxx AIS as necessary. If correction is not possible, the information shall be returned to xxxx AIS.

- 5.4 NOTAM and Checklist for Piarco FIR shall be stored at xxxx AIS and at Piarco NOF.
- 5.5 Request procedures for NOTAM Checklist and Aerodrome Bulletin from the Piarco NOF is published in Annex E to this Document and as an AIC.

6. AREA OF RESPONSIBILITY

- 6.1 State AIS shall provide the Piarco NOF with information for the elements of the IAIP for the following Airports, and Terminal Control Areas (TMAs).

xxxx TMA
xxxx Airport
xxxx Airport (List all airports)

- 6.2 Piarco NOF shall receive, process, store and distribute NOTAM , Checklist and summaries for the States detailed in Annex B.
- 6.3 Piarco NOF shall only store NOTAM for all states not listed in Annex B.
- 6.4 Piarco NOF shall receive, process, store and distribute all elements of the IAIP for the States detailed in Annex B excluding Barbados and the French Antilles..

7. COMMUNICATIONS

- 7.1 The primary means of communication is the Aeronautical Fixed Telecommunications Network (AFTN).
- 7.2 The AFTN and email addresses, faxes and/or telephone numbers shall be used for communication purposes as detailed in ANNEX C.

8. BACKUP PROCEDURES

- 8.1 In the event of breakdown of communications, each of the parties will inform the other of the problem and data will be exchanged using the following means in the stated order of preference.
- i) FAX
 - ii) Telephone
 - iii) ATC speech circuit
 - iv) email

9. AMENDMENT, CANCELLATION

- 9.1 This Letter of Agreement shall not be modified or cancelled without full agreement by both parties.

SIGNATURE PAGE TO LETTER OF AGREEMENT BETWEEN PIARCO NOF AND **STATE AIS**.

FOR STATE

FOR TRINIDAD AND TOBAGO

DIRECTOR GENERAL EASTERN
CARIBBEAN CIVIL AVIATION AUTHORITY

DIRECTOR GENERAL TRINIDAD AND
TOBAGO CIVIL AVIATION AUTHORITY

OFFICER IN CHARGE **STATE AIS**

CHIEF TECHNICAL OFFICER PIARCO NOF

Date of Agreement-----

ANNEX A TO LOA-PIARCO NOF/STATE AIS

1 – GENERAL DESCRIPTION

The whole Integrated Aeronautical Information Package consists of the following elements :

Aeronautical Information Publication (AIP) and its amendments
Notices to Airmen (NOTAM) (TRIGGER NOTAM AND ASHTAM)
AIP Supplements (AIP SUP) AIRAC and non AIRAC

Aeronautical Information Circulars (AICs)
Checklists of NOTAM AIP SUPs and AICs
Summary of NOTAM in Force

2 – PERMANENT INFORMATION

The AIP is the basic source of reference for permanent information and long term modification.

Amendments to the AIP are of two types :

AIRAC : concerning information of an operational nature published in accordance with the AIRAC system (Annex 15 - § 6.1).
Non AIRAC concerning other information not requiring prior AIRAC notice.

AIP SUPPLEMENTS contain temporary information of long duration, permanent information that can not immediately be included in the next amendment or information which cannot be published in their entirety by NOTAM due to long texts and/or charts. They are usually printed on yellow paper and are of two types : AIRAC and non AIRAC.

AICs disseminate technical, administrative or legislative information not qualified to be published in the AIP or as NOTAM.

Checklists of AIP SUPs and AICs are published in the monthly issue of NOTAM checklist and Summary of NOTAM in force.

The above documents are published and disseminated by Piarco NOF.

3 – TEMPORARY INFORMATION

NOTAM for international distribution are received by Piarco NOF from **State AIS**. After validation, Piarco NOF re-issues these NOTAM as international NOTAM.

NOTAM are distributed on the AFTN, in accordance with ICAO specification in series A.

TRIGGER NOTAM are distributed on AFTN in accordance with ICAO specifications.

ASHTAM are distributed in the form of NOTAM on the AFTN, in accordance with ICAO specifications of ANNEX 15, chapter 5.3.4, and Appendix 3.

CHECKLIST. A checklist of NOTAM in force is issued monthly and distributed via AFTN.

SUMMARY. A summary of NOTAM in force is distributed monthly via email.

The above items are published and disseminated by Piarco NOF.

ANNEX B TO LOA-PIARCO NOF/**STATE AIS**

PIARCO NOF

AERA of RESPONSIBILITY – PIARCO FIR

STATES	LOCATIONS
1 – ANTIGUA AND BARBUDA	TAPA – TAPH - TAPT
2 - ANGUILLA	TQPF
3 – BRITISH VIRGIN ISLANDS	TUPA – TUPJ – TUPG - TUPW
4 - BARBADOS	TBPB
5 - DOMINICA	TDCF – TDPD
6 – FRENCH ANTILLES MARTINIQUE	TFFF
7 – FRENCH ANTILLES GUADELOUPE	TFFA – TFFB – TFFC – TFFG - TFFJ – TFFM – TFFR - TFFS
8 – GRENADA	TGPY – TGPZ
9 – MONTSERRAT	TRPG
10- ST KITTS AND NEVIS	TKPK – TKPN
11 – ST VINCENT AND THE GRENADINES	TVSB – TVSC – TVSM – TVSU - TVSV
12 – SAINT LUCIA	TLPL – TLPC
12 – TRINIDAD AND TOBAGO	TTCP – TTPP – TTZP

ANNEX C TO LOA-PIARCO NOF/**STATE AIS**

COMMUNICATION

AFTN ADDRESSES, FAXES AND TELEPHONE NUMBERS

	EMAIL	AFTN	FAX	TELEPHONE	OPERATIONAL HOURS
TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY	ttcaa@tsstt.net.tt		868-669-5397	868-669-4302	Monday to Friday 8AM to 4:15PM
PIARCO NOF	ais@caa.gov.tt	TTPPYNYX	868 669 1716	1 868 669 4128	Monday to Friday 8AM to 4:15PM (Admin) H24 (Operations)
EASTERN CARIBBEAN CIVIL AVIATION AUTHORITY					
STATE AUTHORITY					
STATE AIS					

ANNEX D TO LOA-PIARCO NOF/STATE AIS**PROCEDURES FOR INTERROGATION OF PIARCO AIS DATA BASE****1. ACCESS TO PIARCO AIS DATA BASE**

Considerations

- a) Requests from users of Piarco AIS data base must be in AFTN message format.
- b) Messages will be addressed to the Piarco AIS Database - TTPPYNYX.

2.PIARCO AIS DATABASE INTERROGATION PROCEDURES**Please note the following:**

<NOF> is the four letter ICAO code for any issuing International NOTAM Office;
<aerodrome> is the four letter ICAO code for any aerodrome;
<location> is the four letter ICAO code for any FIR or aerodrome;
<FIR> is the four letter ICAO code for any FIR;
<series> is the letter defining the series of the NOTAM requested;
<number> is the four digit serial number of the NOTAM requested; and
<year> is the two last digits of the year the NOTAM was issued

A) REQUEST FOR NOTAM BY NUMBER***i) COMMON OPERATING PRACTICES MANUAL CAR/SAM*****a) REQUEST FOR SINGLE NOTAM**

Format: RQN <NOF> <series><number>/<year>

e.g. : RQN TTPP A0098/06

This requests from the Piarco AIS database NOTAM number A0098 issued in 2006 by the Piarco NOF (represented by TTPP).

b) REQUEST FOR SEVERAL NOTAM IN CONSECUTIVE ORDER

Format: RQN <NOF> <series><number>/<year>-<series><number>/<year>

e.g. : RQN TTPP A0098/06-A0102/06

This requests from the Piarco AIS database NOTAM numbers A0098 to A0102 issued in 2006 by the Piarco NOF (represented by TTPP).

c) REQUEST FOR SEVERAL NOTAM IN RANDOM ORDER

Format: RQN <NOF> <series><number>/<year> <series><number>/<year> <series><number>/<year>

e.g. : RQN TTPP A0098/06 A0100/06 A0102/06

This requests from the Piarco AIS database NOTAM numbers A0098, A0100 and A0102 issued in 2006 by the Piarco NOF (represented by TTPP).

ii) ICAO DOC 8126 AIS MANUAL**REQUEST FOR SINGLE NOTAM**

Format: ONB//<NOF>,<series><number>/<year>

e.g. : ONB//TTPP,A0098/06

This requests from the Piarco AIS database NOTAM number A0098 issued in 2006 by the Piarco NOF (represented by TTPP).

B) REQUEST FOR NOTAM BY AERODROME**iii) PIARCO AIS SYSTEM MANUFACTURER**

Format: RQN/AQ:<aerodrome>,<aerodrome>

e.g. : RQN/AQ:TTPP,TFFF

This requests from the Piarco AIS database all valid NOTAM for TTPP and TFFF.

C) REQUEST FOR NOTAM BY LOCATION***PIARCO AIS SYSTEM MANUFACTURER***

Format: RQN/LQ:<location>,<location>

e.g. : RQN/LQ:TTZP,TFFM

This requests from the Piarco AIS database all valid NOTAM issued with the A) field TTZP and TFFM.

D) REQUEST FOR NOTAM BY FIR***PIARCO AIS SYSTEM MANUFACTURER***

Format: RQN/FQ:<FIR>,<FIR>

e.g. : RQN/LQ:TTZP,LFFF

This requests from the Piarco AIS database all valid NOTAM issued with A) fields that lie within the Piarco FIR (TTZP) and the Paris FIR (LFFF) as defined in the Q) line.

E) REQUEST FOR NOTAM CHECKLIST BY FIR (NOTAM NUMBERS ONLY)**i) COMMON OPERATING PRACTICES MANUAL CAR/SAM (Retrieves individual series for requested FIR)****a) SINGLE CHECKLIST REQUEST (Numbers Only)**

Format: RQL <NOF> <series>

e.g. RQL TTPP A

This requests from the Piarco AIS Database a checklist of NOTAM series A issued by TTPP International NOTAM Office.

b) MULTIPLE CHECKLIST REQUEST (*Numbers Only*)

Format: RQL <NOF> <series> <series> <series>

e.g. RQL TTPP A B H

This requests from the Piarco AIS Database checklists of NOTAM series A, B and H issued by TTPP International NOTAM Office. (At present, the Piarco NOF issues only Series A NOTAM)

ii) CAO DOC 8126 AIS MANUAL (*Retrieves all series for requested FIR*)

SINGLE CHECKLIST REQUEST (*Numbers Only*)

Format: NCB//<NOF>

e.g. NCB//TTPP

This requests from the Piarco AIS Database a checklist of NOTAM, all series, issued by TTPP International NOTAM Office.

F) REQUEST FOR AERODROME BULLETIN

ICAO DOC 8126 AIS MANUAL (*No Q code available in reply*)

a) SINGLE AERODROME REQUEST

Format: AER//<aerodrome>

e.g. AER//TTPP

This requests from the Piarco AIS Database, all valid NOTAM for TTPP Aerodrome

b) MULTIPLE AERODROME REQUEST

Format: AER//<aerodrome>,<aerodrome>,<aerodrome>

e.g. AER//TTPP,TBPB,TGPY

This requests from the Piarco AIS Database, all valid NOTAM for TTPP, TBPB and TGPY