

DRAFT PROPOSED FORMAT

LETTER OF PROCEDURE BETWEEN

ANSP 1

and

ANSP 2

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Letter of Procedure	13	01 July 2013

Letter of Procedure between ANSP 1 and ANSP 2.

1. Preamble and objective

- 1.1 The objective of this Letter of Procedures is to specify co-ordination procedures between..... and..... The signatories undertake that the procedures contained herein shall remain in force from the effective date. Amendments shall follow the procedures described in paragraph 4 below. Unilateral cancellation is not foreseen.
- 1.2 This letter of procedures supersedes and cancels the existing Letter of Procedure between and from the effective date.

2 Effective Date

- 2.1 The provisions in this LOP shall enter into force on at 00:01 UTC.

3 Scope

- 3.1 The Convention on International Civil Aviation Organization Article 1, inter alia states that the Contracting States recognizes that every State has complete and exclusive sovereignty over the airspace above its territory.
- 3.2 Any Contracting State which delegates to another State the responsibility for providing air traffic services within airspace over its territory does so without derogation of its sovereignty over its territory.
- 3.3 The procedures contained herein are supplementary to the ICAO Standards and Recommended Practices in Annexes 2 and 11, the Procedures for Air Navigation Services in Document 4444 and the Regional Supplementary Procedures (Doc 7030). They detail the conditions under which the responsibility for the provision of air traffic services shall be transferred between the ATS units mentioned in paragraph 1.1 above.
- 3.4 This letter of Procedures also formalises the delegation of responsibility from to and vice versa for the provision of air traffic services within those portions of airspace which lie between the FIR boundaries and the agreed points of transfer of responsibility as defined in paragraph 6.2.1. Establishment of transfer points is based on operational considerations only and does not therefore contribute to, neither can be invoked for, any other purpose beyond this context.

4 Amendments

- 4.1 Any permanent change to this Letter of Procedures, including its cancellation or replacement, requires the consent of the ATS unit concerned. This applies to the substance of the change as well as to its date of applicability. Any change shall be made either in the context of a meeting between the two units, or by exchange of correspondence, or by exchange of AFTN messages, with acknowledgment by all signatories.
- 4.2 Whilst temporary deviations from these procedures may be agreed between the ACC supervisors concerned, as specified in paragraph 12 below, permanent amendments to this document shall be effective only in the form of a written amendment duly signed by authorised representatives.

5 Procedures

5.1 Movement and control messages

5.1.1 Flight plans

- (a) Filed Flight Plan (FPL) messages shall normally be transmitted for flights originating within one FIR and entering the other, so as to be received not less than minutes before the estimated time of the aircraft over the common FIR boundary.
- (b) AFTN / AMHS addressing of flight plan (FPL) messages etc. shall be as follows between the centres concerned;
..... and
- (c) Repetitive Flight Plans (RPL) are accepted for scheduled flights departing and / or terminating in and airspace.

5.1.2 Departure Messages

Departure (DEP) messages shall be transmitted for all international flights as soon as practicable after the aircraft is airborne. AFTN / AMHS message addressing shall be in accordance with paragraph 5.2.1 (b) above.

5.1.3 Estimates

Estimates (EST) messages shall be transmitted for all flights crossing the common FIR boundary, in sufficient time to permit its receipt by the receiving ATS unit before the estimated time of the aircraft over the transfer points. AFTN / AMHS message addressing shall be in accordance with paragraph 5.2.1 (b) above.

5.1.4 Revisions

Co-ordination (CDN) messages shall be transmitted as soon as practicable whenever the estimated time of the aircraft over the transfer point differs by minutes or more from the estimated time originally passed or when a change of cleared level and / or crossing condition is planned. AFTN / AMHS message addressing shall be in accordance with paragraph 5.2.1 (b) above.

5.1.5 Acceptance

Co-ordination messages (EST and CDN) sent by AFTN / AMHS require an operational acceptance, in the form of an acceptance (ACP) message, to be transmitted to the transferring unit. AFTN / AMHS message addressing shall be in accordance with paragraph 5.2.1 (b) above.

5.2 Message transmission and co-ordination procedures

- 5.2.1 FPL / DEP messages shall normally be transmitted via AFTN / AMHS. DEP messages where appropriate, may be transmitted via ATS / DS. In the event of failure of the AFTN / AMHS, these messages shall be transmitted by any other means available such as fax, voice etc.

5.2.2 Co-ordination messages (EST, CDN and ACP) shall normally be transmitted using the ATS direct speech circuits. In case of non-availability of the ATS direct speech circuit, alternative means shall be used in the following order of priority:

-
-
-
-

5.2.3 Co-ordination messages shall be initiated in sufficient time to permit receipt by the receiving ATS unit at least minutes prior to the aircraft’s estimated time over the transfer point.

5.2.4 The transferring unit shall not change the conditions of agreed transfer unless prior agreement has been obtained from the accepting unit.

5.2.5 In case of flights departing from aerodromes for which, due to their proximity to the FIR boundary, application of the procedures set out in 5.2.1 above would not be possible after departure, co-ordination between the transferring ATS unit and the accepting ATS unit shall be effected prior to the issuance of the ATC clearance to the aircraft concerned.

5.3 Communications Failure

5.3.1 In the event of total communications failure between the ATS units concerned, a departing aircraft shall only be cleared to a flight level that it can reach before the transfer of control point. If such a level is lower than that specified in the flight plan, the aircraft shall be instructed to request clearance for a higher level directly from the accepting unit and then obtain clearance from the transferring unit to climb to the level approved by the accepting unit.

5.3.2 In case of total communications failure between ATS units, the transferring unit will instruct aircraft at least 10 minutes before the Transfer of Control Point (TCP) to establish contact with the accepting ATS unit in order to provide it with the necessary flight data and to report back.

5.4 Near Boundary Operations

5.4.1 and..... shall co-ordinate significant details of any known flights which are, or intend operating at or within nm of the FIR boundary.

5.5 Level Changes

5.5.1 After the estimate for the TCP has been advised, ATS units shall co-ordinate any level change prior to the aircraft crossing the TCP.

5.6 AFI RVSM Airspace

5.6.1 The AFI Region airspace between FL290 and FL410 inclusive, encompassing all FIR’s in the AFI Region is the designated AFI RVSM airspace, only effective when RVSM is implemented.

5.6.2 There is no transition airspace in the AFI RVSM airspace.

5.7 Procedures for the AFI RVSM Airspace

5.7.1 The applicable RVSM procedures in the AFI RVSM airspace are contained in the Regional Supplementary Procedures – Doc. 7030/4 – African Indian Ocean Region. The detailed procedures are contained in the ATC Operations Manual for the RVSM in AFI Region.

5.7.2 RVSM compliant aircraft and non-RVSM compliant aircraft entering RVSM airspace from a non-RVSM airspace shall be established at a flight level in accordance with the ICAO Table of Cruising Levels, as published in ICAO, Annex 2, Appendix 3, (a).

5.7.3 The following table contains RVSM FL's applicable in the AFI RVSM airspace.

Cruising levels as per direction of flight – FL280 to FL430	
Route from 180 degrees to 359 degrees*	Route from 000 degrees to 179 degrees*
← FL430 (non RVSM level above RVSM airspace)	
	FL410 →
← FL400	
	FL390 →
← FL380	
	FL370 →
← FL360	
	FL350 →
← FL340	
	FL330 →
← FL320	
	FL310 →
← FL300	
	FL290 →
FL280 (non RVSM level below RVSM airspace)	

5.7.4 Flight operations within the AFI RVSM airspace.

5.7.4.1 Except for State aircraft as defined in Article 2 to the Chicago Convention (Doc.7333) only RVSM approved aircraft shall be approved to operate within the AFI RVSM airspace.

5.8 Contingency procedures for increased separation

5.8.1 and will consider increasing vertical separation within affected areas of the and..... FIR RVSM airspace when there are pilot reports of greater than moderate turbulence. Within areas where significant turbulence is reported, vertical separation minimum between all aircraft will be increased.

6. Alternative means of communication

If the dedicated means of communication are not available the following alternative means shall be used in the order of priority listed:

	ANSP 1	ANSP 2
Telephone 1		
Telephone 2		
Telephone 3		
E-mail		
Fax 1		

6.1 Transfer of communications

6.1.1 Frequency assignment for transfer of communications is as follows:

<u>ATS ROUTES</u>	<u>ATSU CALL SIGN & PRIMARY FREQUENCY</u>	<u>SECONDARY FREQUENCY</u>
<u>A???</u>		
East bound	????? Area Control ?????? MHz	????? MHz ????? kHz
South bound	????? Area Control ?????? MHz	????? MHz ????? kHz
<u>UA???</u>		
West bound	????? Area Control ?????? MHz	????? MHz ????? kHz
North bound	????? Area Control ?????? MHz	????? MHz ????? kHz

6.1.2 Aircraft shall be instructed to establish communications with the accepting unit over the transfer of communications point. The transfer of communications point may not necessarily coincide with the transfer of control point on the same route (paragraph 6.2.1)

6.1.3 With reference to paragraph 3.2.12 of Part VIII of the PANS-RAC, the accepting ATS unit need not, as a matter of routine, notify the transferring ATS unit that radio communication has been established with an aircraft being transferred.

6.1.4 If the accepting ATS unit is unable to establish contact with an incoming aircraft within minutes after it's estimated time over the transfer of control point, it shall attempt other mobile frequencies including 121.5 MHz, and finally attempt relay through other aircraft. If attempts are still unsuccessful it shall then inform the transferring ATS unit so that appropriate measures may be initiated.

6.1.5 Whenever one of the ATS units becomes aware that an aircraft is unable to establish or maintain radio communication with the ATS unit responsible for the airspace where it is operating, it shall endeavour to relay pertinent messages through any means available.

6.2 Transfer of responsibility

6.2.1 Responsibility for the provision of air traffic services shall be transferred to the accepting unit at the following significant points:

ATS Route	Transfer of Control Point	Transfer of Communications
UMXXX	XXXXX	XXXXX
UAXXX	XXXXX	XXXXX

6.2.2 The following table indicates contingency routes to be used in the event of a systems failure.

Traffic routing to / from via the..... FIR.	
WIV, ESRAS, ORNAD, VMA This is a current route, which will also be used as a contingency route.	WIV, ESRAS, ORNAD, VMA This is a current route, which will also be used as a contingency route.

6.2.3 If transfer of responsibility is required at points other than those specified in paragraph 6.2.1 above, this shall be co-ordinated individually for each flight.

6.2.4 The accepting unit shall not modify the ATC clearance of the transferred aircraft until it has reported passing the appropriate transfer of control point, unless specifically agreed by the transferring unit.

6.2.5 There is no requirement for additional transfer or acceptance messages unless requested.

7 Flight levels

7.1 Aircraft shall normally be assigned flight levels in accordance with the table of cruising levels in Appendix 3 to Annex 2.

7.2 Deviations from above may be agreed between the controllers concerned, on case by case basis, within controlled airspace.

8 Separation minima

- 8.1
 - a) Longitudinal separation minima is: minutes
 - b) Lateral separation minimum: nm.
 - c) Navigation equipment on board aircraft joining the airspace is required to comply with RNP..... standards.

8.2 When the succeeding aircraft is faster than the preceding aircraft, the transferring unit shall notify the accepting unit and seek its approval of the transfer of control conditions.

8.3 If operational situation so dictates, temporary increases in separation minimum may be agreed between ATS supervisors. The deviation shall cease as soon as circumstances permit.

9 Clearance limit

9.1 The clearance limit shall normally be the destination aerodrome. However, if the necessary co-ordination cannot be effected in good time e.g. due to communications failure between ATS units, the clearance limit shall be the transfer point and the aircraft instructed to request onward clearance from the accepting unit before proceeding beyond that point.

10 Contingency plans

10.1 States shall agree to periodically review and amend the regional contingency plan and implement the contingency plan as and when required.

11 Weather information

- 11.1 ATIS units shall keep each other informed of SIGMET information and of weather conditions at destination aerodromes within their respective FIR's, whenever such conditions may fall below aircraft operating minima and consequently may result in diversion or holding for weather improvement.

12 Flow control

- 12.1 Should it become necessary to implement flow control to avoid excessive delays at destination within their respective FIR's, ATIS units shall negotiate and agree a mutually acceptable number of aircraft per hour.
- 12.2 Flow control measures shall not be valid beyond 24:00 hours UTC on the day of implementation. Any extension must be negotiated prior to the expiry time.
- 12.3 All flow control measures shall be terminated as soon as circumstances permit. ACC supervisors shall have sufficient authority to decide in this respect.

13 NOTAM information

- 13.1 States shall exchange NOTAM information by agreement and in accordance with Annex 15 provisions.

14 Deviations

- 14.1 Temporary deviation from the procedures specified in this Letter of Procedures shall only be permitted in exceptional circumstances and prior co-ordination on a case-by-case basis by the ATIS supervisors concerned.
- 14.2 Any deviations from these provisions, that arise due to an emergency or are applied to ensure the safety of air traffic, shall immediately be notified to the other ATIS unit(s) concerned and shall be terminated as soon as the circumstances that caused the deviation cease to exist.

15 Revision

- 15.1 This Letter of Procedure shall be subject to revision whenever a modification to ICAO Standards and Recommended Practices, Regional Supplementary Procedures, Standard Operating Procedures, IAIP or local Station Standing Instructions, which might affect the procedures contained in this Letter of Procedure occurs, or when new communications facilities, or air traffic services which might affect these procedures, are commissioned.
- 15.2 For any other reason which might make it advisable to change these Procedures and its associated attachments, either ATISU shall propose the pertinent revision, with approval from both respective Managers ATIS / Civil Aviation Authority (as determined by the State Authority).
- 15.3 When less than thirty (30) days exists between an identified need to amend this Procedure and the effective date of the amendment, the respective Manager ATIS / Civil Aviation Authority or their designated deputies shall agree via telephone, followed by confirming fax message signed by all parties, on the nature of the change and publish the change to staff by a suitable local instruction. Formal exchange of signed copies of the amended document shall take place as soon as practicable thereafter.

16 Authorized Signatories

Place:.....

Date:

For **ACC**

For **APC**

Name:

.....

Title:

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