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Международная
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10 July 2009

Subject: Establishment of the *Procedures For Air Navigation Services – Aerodromes (PANS-Aerodromes)* Study Group (PASG)

Action Required: Reply by 31 August 2009

Sir/Madam,

1. I have the honour to inform you that the Air Navigation Commission, at the seventh meeting of its 180th Session on 26 February 2009, agreed to the establishment of a study group to be named as the PANS-Aerodromes Study Group (PASG) in order to assist the Secretariat to progress the task of developing a *Procedures for Air Navigation Services-Aerodromes* document to address procedures for aerodrome operational management.
2. The Commission recognized that it would not be possible to resolve all of the safety and efficiency challenges facing existing aerodromes worldwide in their day-to-day operations through an amendment of the aerodrome design provisions in Annex 14 — *Aerodromes*, Volume I — *Aerodrome Design and Operations*, in particular where larger aircraft need to be accommodated and/or the development of the aerodrome is constrained. It was therefore considered that it would be beneficial to develop a PANS-Aerodromes document to address aerodrome operational issues. The Commission subsequently agreed with a Secretariat study on the feasibility of developing a PANS-Aerodromes, the structure of the document, the way of and timeframe for doing the work and with the proposal that the task be pursued with the assistance of the PASG.
3. A memorandum which explains both the concept and practices of air navigation study groups may be found in Attachment A to this letter.
4. It is envisaged that the task of developing the PANS-Aerodromes will be completed by December 2011. Thereafter, the PASG could resume work during the final phase on the revision of selected documents affected by the PANS-Aerodromes. The task will be progressed principally through correspondence. However, in view of the nature of the task, it may not be possible to complete the effort without at least three meetings which would normally be held in Montreal. In order that nominees may

contribute freely and effectively to the work of the study group, it is important that they have the necessary resources in hand and be able to attend the meetings. The terms of reference and the time frame for the work to be undertaken can be found at Attachment B.

5. In selecting your nominee to the study group, it is suggested that consideration be given to the need for extensive knowledge of and experience in the field of aerodrome operational management. Substantial expertise in one of the following areas is highly desirable: aerodrome design, including design of operational procedures under constrained physical conditions and conducting of aeronautical studies to resolve aeronautical problems; aerodrome operations and services, including apron management, obstacle control and management, bird/wildlife hazard management and emergency planning and rescue and fire fighting; air traffic management and tower operations, and safety management.

7. In light of the foregoing, may I invite you to inform me, by 31 August 2009, whether your Government or Organization is willing to make available an expert for the PASG and, if so, provide me with the name of the nominee including a brief resume and contact details.

8. The Commission encouraged wide participation and representation in the PASG. For your information, invitations to make an expert available for participation in the work of this study group are being sent to:

Australia, Brazil, Canada, China, France, Germany, India, Italy, Japan, Netherlands, Russian Federation, Saudi Arabia, Singapore, Spain, Sweden, United Kingdom, United Republic of Tanzania, United States, Airport Council International (ACI), European Aviation Safety Agency (EASA), European Organisation for the Safety of Air Navigation (EUROCONTROL), International Air Transport Association (IATA), International Coordinating Council of Aircraft Industries Association (ICCAIA), International Federation of Air Line Pilots' Associations (IFALPA).

Accept, Sir/Madam, the assurances of my highest consideration.

Taïeb Chérif
Secretary General

Enclosures:

A – Memorandum on air navigation study groups

B – Terms of Reference of PASG

ATTACHMENT A

MEMORANDUM ON AIR NAVIGATION STUDY GROUPS

1. CONCEPT OF STUDY GROUPS

1.1 Study groups are small groups of experts made available by States and organizations for assisting the ICAO Secretariat, in a consultative capacity, in advancing progress on technical tasks of ICAO of the type specified below. The experts work in a close but informal manner with the Secretariat. The results of the work accomplished with the help of a study group are submitted to the Air Navigation Commission for further processing as necessary. The work of a study group may involve the development of initial proposals for the amendment of ICAO Annexes and Procedures for Air Navigation Services (PANS) for consideration by the Air Navigation Commission before their submission to States for comment.

1.2 The tasks that are pursued with the assistance of study groups, as authorized by the Air Navigation Commission, are selected in accordance with the following criteria:

the tasks are clearly defined technical issues, the objective resolution of which may be expected to contribute materially to the advancement of international civil aviation;

the tasks should not involve issues that are predominantly of political, economic or legal nature;

the tasks are of a specialized nature, requiring a degree of technical or operational knowledge and experience that is possessed only by persons continuously active in research and development work or operations;

the tasks cannot be explored and developed by the Secretariat alone as they involve a volume of time or work which is beyond its available capacity or the Secretariat does not have the requisite expertise; and

the tasks do not require lengthy consideration to reach a satisfactory conclusion.

2. PRACTICES USED FOR STUDY GROUPS

2.1 The Air Navigation Commission authorizes the establishment of each study group and its assigned task.

2.2 The size of each study group is kept small, preferably consisting of not more than six members.

2.3 The membership is established through correspondence between the ICAO Secretariat and States and organizations.

2.4 Each study group works without formality. There are no budgetary provisions for language services to be provided to individual experts.

2.5 All expenses incurred by members in study group work are borne by the States and organizations which have made them available.

2.6 The principal working method of a study group is through correspondence. If the work cannot be completed by correspondence, a meeting of the study group may be arranged with the consent of the Air Navigation Commission, with as much advance notice as possible.

2.7 The Secretariat keeps the Air Navigation Commission regularly informed of the progress of work of each study group and submits to it a final report on the work of each group.

2.8 Each group is disbanded as soon as its assigned task is completed.

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ATTACHMENT B
TERMS OF REFERENCE
OF THE PANS-AERODROMES STUDY GROUP (PASG)

1. Terms of Reference

To undertake specific studies in the field of aerodrome operational management with an aim to developing global aerodrome operational procedures to enhance aerodrome safety and efficiency. Such procedures, to be included in a PANS-Aerodromes document, should be taken into account by aerodrome regulators and operators during the initial aerodrome certification and continuing safety monitoring.

The PANS-Aerodromes would be a living document with new contents to be added as operational issues arise. The first edition would focus on high-priority issues such as operational procedures at existing aerodromes, as well as other operational management issues.

2. Timeframe

The work of the PASG would be divided into the following phases:

- a) Phase I, establishment of the PASG (September 2009);
- b) Phase II, first draft of the document (December 2011);
- c) Phase III, review of the document by the Secretariat (June 2012);
- d) Phase IV, review of the document by the Commission (December 2012); and
- e) Phase V, approval by the Council (March 2013).

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