



SAM/AIM/17

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
SOUTH AMERICAN REGIONAL OFFICE**

**SEVENTEENTH MULTILATERAL AIM WORKSHOP/MEETING
OF THE SAM REGION FOR THE TRANSITION OF AIS TO AIM**

(SAM/AIM/17)

FINAL REPORT

Lima, Peru, 27 to 31 May 2024

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

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HISTORY OF THE MEETING

ii-1 PLACE AND DURATION OF THE MEETING

The Seventeenth Multilateral AIM Workshop/Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/17) was carried out face-to-face at the ICAO South American Office, in Lima, Perú, with some virtual participants, from 27 to 31 May 2024.

ii-2 OPENING CEREMONY AND OTHER MATTERS

Mr. Rabbani, ICAO South American (SAM) Office Regional Director welcomed all State delegates and representatives of organizations and industry. Likewise, he conveyed to those present the strategy of the SAM Regional Office to promote the implementation of Aeronautical Information Management (AIM). He emphasized that the implementation of the Quality Management System (QMS) and the use of the Regional Air Navigation Plan are fundamental tools for advancing the digitalization of aeronautical information.

The Secretariat has sought alternatives to continue supporting the States in preparing for the implementation of Phase II of the "Roadmap for the transition from AIS to AIM", and to follow up on the Implementation Plans for Aeronautical Information Management, which has undergone an unprecedented change in the global scenario, and considered using the technologies applicable to real-time communication in multimedia format and held this meeting in virtual mode as well.

The Meeting appreciates the contributions made by the industry (GCX AERO, EAD Group, and NGA) through presentations addressing the Digital Data Set, Training, GAP Analysis for AIM implementation, and Challenges and experiences related to SWIM implementation.

ii-3 SCHEDULE, ORGANISATION, WORKING METHODS, OFFICERS AND SECRETARIAT

The Meeting agreed to hold its sessions from 08:30 to 15:30, with appropriate breaks.

Mrs. Ivette Iturrado acted as president and moderator of the Workshop/Meeting and Mr. Jorge Armoa Cañete, AIM/MET Regional Officer, and Mr. Roberto Sosa, ATM/SAR Regional Officer of the ICAO South American Regional Office, acted as Secretaries.

ii-4 WORKING LANGUAGES

The working language of the Meeting was Spanish, with simultaneous interpretation into English. The documentation was presented in both languages.

ii-5 AGENDA

The following agenda was adopted:

- Agenda Item 1: Follow-up of:
- a) Conclusions of Previous Meetings;
 - b) NOTAM Global Campaign; and
 - c) The implementation of SNOWTAM.
- Agenda Item 2: Follow-up to deficiencies in the AIS/AIM area.
- Agenda Item 3: Follow-up to the implementation of the Quality Management System in the AIM facilities (QMS/AIM).
- Agenda Item 4: Follow-up of the implementation of Digital Data Sets (e-AIP, TOD, etc.), and preparation for SWIM.
- Agenda Item 5: Review by:
- a) NOTAM Contingency Plans;
 - b) AIS Contingency Plan for Volcanic Ash; and
 - c) ICARD System.
- Agenda Item 6: Review of the implementation of Doc. 8126 – AIS/AIM Staff Competency Assessment and AIS/AIM Staff Training.
- Agenda Item 7: Review of amendments to ICAO AIS documentation and approval of the new PANS-IM.
- Agenda Item 8: Other Matters

ii-6 **ATTENDANCE**

Twenty-eight participants from 10 States of the SAM Region (Argentina, Bolivia, Brazil, Chile, Colombia, Suriname, Panama, Paraguay, Peru, and Uruguay) attended the meeting, along with a delegate from the NACC Region (Curaçao – virtual) and 4 industry representatives.

The list of participants is presented on page iii-1.

LISTA DE PARTICIPANTES / LIST OF PARTICIPANTS**ARGENTINA**

1. Verónica Esther Villarruel

BOLIVIA

2. John Félix Apaza Apaza

BRASIL / BRAZIL

3. Cesar Fagundes Monteiro

4. Felipe Mistieri dos Santos

COLOMBIA

5. Gladys Mercedes Roa De La Cruz – *virtual*

6. Isabel Garay - *virtual*

CHILE

7. Pablo Alejandro Pérez Fernández

PANAMA

8. Iris González

9. Ivette M. Iturrado - *virtual*

10. Dalys Rodríguez – *virtual*

11. William Santamaría - *virtual*

PARAGUAY

12. Pedro Alejandro Díaz

PERU

13. Sara Siles La Rosa

14. Eloy Tafur Carbajal

15. Mayra Lican Córdova

16. Patricia Villena Merino

17. Antonia Sánchez Valverde

18. Marychris Rojas Díaz

19. Ángel Carrera Masías

20. Karina Calderóna Yactayo

21. Luis Camos Puescas

22. Juan Izquierdo Escudero

23. Karen Torres Mendoza

24. Hugo Dávila Arenas

SURINAM / SURINAME

25. Radjie Sharitadevi A.

26. Henna Painie Karamantana

URUGUAY

27. Mario Dávila

28. Graciela Monzillo

29. Juan J. González – *virtual*

GCX AERO

30. Amine Bach-Chaouch - *ponente*

EAD Group

31. Henry Cáceres - *virtual*

32. Joaquín Fagone - *virtual*

NGA

33. Jodi Brainard

OACI / ICAO

34. Michael Goodfellow, ATM/ICAO HQ - *virtual*

35. Jorge Armoa, MET/AIM-RO

36. Roberto Sosa, ANS/STY-RO

Agenda Item 1: Follow-up to the Conclusions of Previous Meetings, the NOTAM Global Campaign and the implementation of SNOWTAM

1.1 Under this agenda item, the Meeting considered the following notes:

- **WP/02** – Follow-up to recommendations for workshops and seminars (presented by Secretariat)
- **WP/03** – Follow-up to the implementation of SNOWTAM and the NOTAM Global Campaign (presented by the Secretariat)
- **WP/10** – Follow-up to the implementation of SNOWTAM – Implementation of ASHTAM and SNOWTAM in Brazil (submitted by Brazil)
- **Brazil Presentations:** P1, P2

1.2 The Secretariat, with the support of the State of Brazil, has organized, prior to Issue 1, a brief workshop on the experiences and challenges for the implementation of the SWIM enablers.

1.3 In this workshop, the importance of establishing a quality management system that ensures compliance with data quality requirements as well as the quality of information and service of the AIS was highlighted.

1.4 Brazil shared its experiences in the implementation of the Digital Dataset of Flight Procedures.

1.5 The Secretariat informed the meeting of the follow-up to the Workshops and Seminars held this year, following up on the recommendation of SAM/AIM/16.

1.6 The Meeting noted that the Seminar/Workshop on Doc 8126 – IYA Manual, Part 1 and the new PANS-IM Document, have been held in Panama City, in March of this year, with the support of the Higher Institute of Professional Aeronautical Training of Panama and Project RLA/06/901.

1.7 Likewise, it was reported that the Workshop on Digital Data Set and Phase 2 of the Transition Roadmap from AIS to AIM, in Rio de Janeiro, in April, with the support of the State of Brazil and the RLA/06/901 Project, was reported.

1.8 Both workshops issued important recommendations in relation to the implementations of:

- a) AIS/AIM Staff Competency Assessment
- b) Implementation of Digital Data Sets (DSD)
- c) Assessment of the readiness of the implementation of System-wide Information Management (SWIM)

1.9 With regard to the implementation of SNOWTAM, the meeting followed up on the implementation of SNOWTAM, in its new format. **Appendix A** shows the status assessed.

1.10 Argentina has shared its experience with the implementation of SNOWTAM. States that need support for SNOWTAM implementation could receive assistance from the State of Argentina for this process.

1.11 Brazil reported on the procedures it will implement for the preparation and issuance of SNOWTAM and ASHTAM.

1.12 With regard to the NOTEAM Global Campaign, the meeting was informed that ICAO has discontinued the "NOTAMeter" tool. However, the recommendation to continue with the processes of elimination of old and very old NOTAMs remains and recommended that States make every effort to transfer the information contained in these NOTAMs into the corresponding Aeronautical Information Product.

1.13 The Meeting noted that the word "PERM" refers to a NOTAM in which information contained in the NOTAM is "permanent", and that this information must be transferred to the appropriate Aeronautical Information Product no later than three months after the issuance of the permanent NOTAM.

1.14 The Meeting was informed that the Twenty-first meeting of GREPECAS took note of the progress of the implementation of SNOWTAM in the CAR/SAM regions. By means of Conclusion 21/18 of GREPECAS, it has been decided to include the status of SNOWTAM in the GREPECAS dashboard.

1.15 The Meeting requested further workshops on implementation issues for the AIM for capacity building.

APPENDIX A

FOLLOW UP TO SNOWTAM IMPLEMENTATIO

| <i>N°</i> | <i>States</i> | <i>Implemented Action</i> | <i>Date of Implementation</i> | <i>Comments</i> |
|-----------|---------------|--|---|--|
| 1 | Argentina | They have formed a work team with all the areas involved. Tests have been conducted both at airports where snow occurs and at airports that may be affected by heavy rain. | 1 July 2022 | Implemented |
| 2 | Brazil | They have worked in coordination with all the areas involved, they have issued an AIC-A 16/21 in relation to the GRF and a regulatory framework on the new format of the SNOWTAM will be issued | 4 November 2021 | <ul style="list-style-type: none"> ▪ Brazil has marked Dec/2023 but they have a delay so it is postponed to February /2024. |
| 3 | Bolivia | <ul style="list-style-type: none"> ✓ No action reported ✓ Se actualizó normativa DAP 15 00, la cual está próxima a ser publicada, en la cual se incluyó el nuevo formato que regirá desde el 4 de November. ✓ Se realizará taller a todos los encargados en terreno durante los meses de octubre y November; este se encuentra incluido en el plan anual de capacitación. | December 2023 | <ul style="list-style-type: none"> ▪ Bolivia reports that it has held the meetings for the implementation. The DGAC has made the latest review and currently has a GRF procedure in which the implementation of SNOWTAM is included. The procedure will be under constant review to identify opportunities for improvement. |
| 4 | Chile | It was included in the field training guidelines that each DA conducts annually. | 4 November 2021 | Implemented |
| 5 | Colombia | It will not be implemented. The difference will be published in AIP/LOC part GEN-1.7. In the same way, we are attentive to coordinate with the MET and ATS providers, the measures that replace or complement the notification of poor braking (if it occurs) due to waterlogged track or when its effectiveness is degraded. | No implementation date | |
| 6 | Ecuador | Recurring NOTAM course prepared pending execution November 2021. | Implemented. November 2021 - January 2022 | <ul style="list-style-type: none"> • Implanted. A circular has been issued. ▪ An SLA is being worked on with Quiport to measure runway efficiencies. |
| 7 | Guyana | They have updated the system – The Focal Point for the GRF is creating a Accountability Table for all parties involved. The AIS has not yet defined a policy regarding the issuance of | It does not have a planned implementation date. | <ul style="list-style-type: none"> • The authority has published a circular with guidelines. • They have worked on a GRF. They publish the SNOWTAM but only for |

| <i>N°</i> | <i>States</i> | <i>Implemented Action</i> | <i>Date of Implementation</i> | <i>Comments</i> |
|-----------|---------------|---|---|---|
| | | SNOWTAM in its new format | | <p>one airport.</p> <ul style="list-style-type: none"> • They are working to extend the information to all international airports |
| 8 | Panama | A workshop on SNOWTAM was held in October 2019, at the NOTAM staff. Participated in webinar on track condition | Circular in process for the signature of the Director of the AAC. Meetings with Tocumen S.A. Instructional talk for AIS and ATC personnel. It is scheduled for April, but the Circular has not yet been released. | <ul style="list-style-type: none"> • Panama maintains the difference, but the five international airports are working for SNOWTAM and the implementation of the GRF |
| 9 | Paraguay | Paraguay has worked jointly on the regulatory area with the service provider. The new format of SNOWTAM has been included in the State Rules. | 4 November 2021 | |
| 10 | Peru | There were no differences in the Regulation of the Peruvian State, the format was included in the amendment of RAP 315. | Fourth quarter 2021 | <ul style="list-style-type: none"> • Will not publish SNOWTAM in its new format. • Follow up on SAM/AIM/17 |
| 11 | Suriname | It has not reported any actions. | There is no definite date | Follow-up at SAM/AIM/17 |
| 12 | Uruguay | A working committee was formed with all areas involved. | Implementation date has not yet been set | <ul style="list-style-type: none"> • The work is maintained and the difference is maintained. • Alternative implementation remains (ATS) |
| 13 | Venezuela | No action has been reported | There is no definite date | <ul style="list-style-type: none"> • Venezuela maintains the difference. They depend on the AIS provider in relation to the change of SNOWTAM format. • Training is maintained for AGA, AIS and MET personnel |

Agenda Item 2: Follow-up to deficiencies in the area of AIS/AIM

1.1 Under this Agenda Item, the Meeting considered the following note:

- **WP/05** – Follow-up to the resolution of AIS deficiencies in the GANDD System (presented by the Secretariat);
- **IP/02** - Status of AIS-related air navigation deficiencies (submitted by Argentina)

1.2 During its consideration of this matter, the Meeting considered the Air Navigation Deficiencies for the AIS area that remain active in the GANDD, which is presented as **Appendix A**¹ to this part of the report.

1.3 The Meeting received reports on the current status of States' deficiencies in:

- a) Guyana
- b) Argentina
- c) Ecuador.

1.4 Panama and Peru have reported that no progress has been made in resolving deficiencies, including the TOD, for both states.

1.5 Uruguay has reported that it has not been able to complete the implementation of the TOD, as has Chile (it maintains the two airports).

1.6 The Secretariat has suggested that States submit their corrective action plans, indicating phases, activities within each phase, and indicating the start date and end date of each phase. States will send the recommendations of the Secretariat.

1.7 The Secretariat has committed itself to including in the GANDD the corrective action plans submitted by States.

¹ Refer to NE/05

APPENDIX A

FOLLOW-UP TO THE IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM IN AIS-AIM PROCESSES IN THE SAM REGION

| <i>N°</i> | <i>State</i> | <i>Status of implementation of the AIM/QMS</i> | <i>Certification date</i> | <i>Follow-up audit</i> | <i>Foreseen re-certification</i> |
|-----------|--------------|---|---|----------------------------|---|
| 1 | Argentina | The process has been restarted. The process is carried out jointly with the service provider. Training in ISO 9001:2015 for ANAC and EANA is planned for 2023. The minutes of the AIS Department were signed in November 2022, but there is no certification date yet. | Not certified. No date defined for certification. Project not yet approved. ANSP has just started the process. | | |
| 2 | Brazil | | Certified | March 2022 | 2024 |
| 3 | Bolivia | | Not certified | No | No Planned for 2024 |
| 4 | Chile | Follow-up audit in June 2022 Maintains certification. | Certified | June 2022 | August 2024 |
| 5 | Colombia | | Not certified | | Probably in 2024 (Mid 2024) |
| 6 | Ecuador | Restructuring of the institution After this, they proceeded to the documentation revision (Mid 2024). | Not certified | No dates have been defined | No dates The system is changing towards 2015 (SAM/AIM/16). |
| 7 | Guyana | They are still working on the documentation but have not yet completed the implementation. QMS AIS Manual implemented and in use as of December 2021. ISO 9001 certification process in initial phase (research). | Not certified. | No date has been defined | January 2023 |

| <i>N°</i> | <i>State</i> | <i>Status of implementation of the AIM/QMS</i> | <i>Certification date</i> | <i>Follow-up audit</i> | <i>Foreseen re-certification</i> |
|-----------|--------------|---|--|------------------------|--|
| | | Final review for October 2023 is being reviewed by the CAA. NBS Certification (2024) | | | |
| 8 | Panama | | Certified | December 2022 | |
| 9 | Paraguay | | Re-certified | | December 2023 |
| 10 | Peru | | Certified | Report | Recertified in 2022 The Supplier has set up a quality team in the AIS/AIM area. |
| 11 | Suriname | NIL | | No dates | No dates Has reported its Quality Manual and Training Plan for AIS personnel. |
| 12 | Uruguay | | Re-certified | September/2022 | July 2024 |
| 13 | Venezuela | | Not certified. Will apply for certification in July 2022. | No dates | A meeting will be held with the Director of Air Navigation to raise awareness for certification, but no date has been given. |

Agenda Item 3: Follow-up to the implementation of the Quality Management System in the AIM facilities (QMS/AIM)

3.1 Under this Agenda Question, the Meeting considered the following notes:

- **WP/05 - Current Status of Implementation of the Quality Management System in AIS Processes (QMS/AIS) (Presented by Secretariat)**
- **NGA Presentation – Verification and Validation in Aeronautical Information**
- **Brazil Presentation – Data Quality in Brazil**
- **GroupEAD Presentation**

3.2 The Meeting reviewed the status of implementation of the Quality Management System applied to the AIS/AIM processes in the States. **Appendix A** shows the current status of implementation in the States.

3.3 In this regard, it should be reported that the States of Brazil, Chile, Paraguay, Peru, Panama and Uruguay had implemented and certified it in 2022, in accordance with the 2015 version of the ISO 9001 Standard.

3.4 Bolivia presented progress on the Roadmap, which it had shared at SAM/AIM/16, regarding the implementation of QMS in AIS. This can be observed in **Appendix B** of this part of the report.

3.5 Guyana reported that the documentation is under review by the Authority, and once concluded, they will begin the certification process before the *National Standard Bureau* (NSB) of Guyana.

3.6 Colombia has reported that it has coordinated the processes of updating its quality management system, and they intend to complete the implementation by December 2024.

3.7 Ecuador has reported its QMS implementation plan.

3.8 Suriname has once again reported that it is working on the implementation of the QMS/AIS, for which it manages all documentation, declarations, determination of the scope of the system, as well as the performance of internal audits. Processes indicated before would be finished on August of the present year.

3.9 Brazil has shared the procedures applied to ensure the quality of aeronautical information data within its QMS/AIS processes.

3.10 NGA has presented the procedures they apply for the verification and validation of data and information from States. NGA also indicated that they have a tool for this procedure, which is available to the States for their use.

3.11 NGA informed the Meeting that the States interested in using the tool for data verification and validation can contact NGA to establish a Memorandum of Agreement for its use.

APPENDIX A

FOLLOW-UP TO THE IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM IN AIS-AIM PROCESSES IN THE SAM REGION

| <i>N°</i> | <i>State</i> | <i>Status of implementation of the AIM/QMS</i> | <i>Certification date</i> | <i>Follow-up audit</i> | <i>Foreseen re-certification</i> |
|-----------|--------------|---|---|----------------------------|---|
| 1 | Argentina | The process has been restarted. The process is carried out jointly with the service provider. Training in ISO 9001:2015 for ANAC and EANA is planned for 2023. The minutes of the AIS Department were signed in November 2022, but there is no certification date yet. | Not certified. No date defined for certification. Project not yet approved. ANSP has just started the process. | | |
| 2 | Brazil | | Certified | March 2022 | 2024 |
| 3 | Bolivia | | Not certified | No | No Planned for 2024 |
| 4 | Chile | Follow-up audit in June 2022 Maintains certification. | Certified | June 2022 | August 2024 |
| 5 | Colombia | | Not certified | | Probably in 2024 (Mid 2024) |
| 6 | Ecuador | Restructuring of the institution After this, they proceeded to the documentation revision (Mid 2024). | Not certified | No dates have been defined | No dates The system is changing towards 2015 (SAM/AIM/16). |
| 7 | Guyana | They are still working on the documentation but have not yet completed the implementation. QMS AIS Manual implemented and in use as of December 2021. ISO 9001 certification process in initial phase (research). Final review for October 2023 is being reviewed by the CAA. NBS Certification (2024) | Not certified. | No date has been defined | |

| <i>N°</i> | <i>State</i> | <i>Status of implementation of the AIM/QMS</i> | <i>Certification date</i> | <i>Follow-up audit</i> | <i>Foreseen re-certification</i> |
|-----------|--------------|--|---|------------------------|--|
| 8 | Panama | | Certified | December 2022 | 2026 |
| 9 | Paraguay | | Re-certified | December 2023 | |
| 10 | Peru | | Certified | Report | Recertified in 2022 The Supplier has set up a quality team in the AIS/AIM area. |
| 11 | Suriname | NIL | | No dates | They are carrying out the documentation process and QMS/AIM process. They anticipate an internal audit for August 2024. |
| 12 | Uruguay | | Re-certified | September/2022 | June 2024 |
| 13 | Venezuela | | Not certified. Will apply for certification in July 2022. | No dates | A meeting will be held with the Director of Air Navigation to raise awareness for certification, but no date has been given. |

Report on Appendix B to Agenda item 3



AVANCE DEL QMS EN EL ESTADO PLURINACIONAL DE BOLIVIA



Sistema de Gestión de Calidad ISO 9001:2015 del Servicio de Información Aeronáutica / Mapas y Cartas Aeronáuticas

Informe elaborado por el ANSP NAABOL

Lic. Ingrid Poppe González – Profesional de Planificación NAABOL

Sp. Álvaro Manual Guzmán Vega – Responsable AIM NAABOL

En fecha 25 de mayo de 2023, se aprueba el Plan de Implantación del SGC AIS/MAP, donde se establece un cronograma, el mismo que ha sido presentado y aceptado por la OACI y la DGAC.

 **BOLIVIA**
DIRECCIÓN GENERAL DE AERONÁUTICA CIVIL
Máxima Autoridad de Aeronáutica Civil

 **DGAC**

La Paz, 19 de junio de 2023
DGAC-3608/2023
DNA-908/2023





Señor
Lic. Elmer Pozo Oliva
DIRECTOR GENERAL EJECUTIVO
NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS
NAABOL
Presente.-

REF.: PLAN DE IMPLANTACIÓN SGC AIS/MAP

De mi consideración:

En atención a su nota CAR/DGE-UNNA N° 0333/2023, la Dirección General de Aeronáutica Civil, comunica a su Administración que, luego de la revisión y análisis a la modificación de fechas y nuevo cronograma propuesto por su Institución, esta Dirección **ACEPTA** el nuevo Plan de Implantación Sistema de Gestión de la Calidad para los Servicios de Información Aeronáutica. Se adjunta documento aceptado.

Al respecto, cabe recordar que esta nueva planificación sobre la Implantación SGC debe ajustarse a los plazos establecidos para cada fase del plan, y se exhorta a su Administración cumplir a cabalidad la implantación de referencia, misma que resolverá parte de las observaciones de la USOAP al proveedor de los servicios de navegación aérea (NAABOL) conforme a normativa vigente y a los compromisos pendientes con la OACI.

Por lo expuesto, la Autoridad de Aeronáutica Civil realizará el seguimiento de cumplimiento del Plan SGC mediante inspecciones de seguimiento programadas y no programadas.

Con este motivo, saludo a usted atentamente.


John Felix
19/06/2023




Ing. José Iván P. García Terceros
DIRECTOR EJECUTIVO a.i.
Máxima Autoridad de Aeronáutica Civil

DETALLE Y RESPONSABLES - CRONOGRAMA DE IMPLANTACIÓN

| FASES | ACTIVIDADES | RESPONSABLE | INICIO | DURACIÓN EN DIAS | FINALIZACIÓN |
|--|---|----------------------------------|------------|------------------|--------------|
| 1- PREPARACIÓN | Diagnóstico | MAE | 2/4/2023 | 7 | 9/4/2023 |
| | Compras de Alto Gerencia | JEF UNP, AIM Y LIDER SGC AIS/MAP | 2/4/2023 | 578 | 31/12/2024 |
| | Conformación del Equipo de Trabajo SGC AIS/MAP | MAE | 2/4/2024 | 3 | 5/4/2024 |
| | Capacitación del Personal SGC AIS/MAP | EQUIPO SGC UNP AIS | 17/7/2023 | 4 | 21/7/2023 |
| | Gestión de Recursos - Apoyo de la MAE | DNO - DNAF - MAE | 2/4/2023 | 549 | 22/12/2024 |
| | Toma de conciencia | MAE UNP DNO | 2/4/2023 | 30 | 27/2/2023 |
| 2- PLANIFICACIÓN | Desarrollo de la Política de la Calidad | UNP, AIM Y LIDER SGC AIS/MAP | 31/7/2023 | 4 | 4/8/2023 |
| | Determinación de Alcance | UNP, AIM Y LIDER SGC AIS/MAP | 21/8/2023 | 4 | 25/8/2023 |
| | Objetivos de Calidad | UNP, AIM Y LIDER SGC AIS/MAP | 28/8/2023 | 4 | 1/9/2023 |
| | Asignación de Recursos | UNP, AIM Y LIDER SGC AIS/MAP | 15/11/2015 | | 15/11/2015 |
| | Macroproceso de Servicio de Navegación Aérea | UNP, AIM Y LIDER SGC AIS/MAP | 21/8/2023 | 6 | 27/8/2023 |
| | Gestión de Riesgo | UNP, AIM Y LIDER SGC AIS/MAP | 28/8/2023 | 491 | 31/12/2024 |
| 3- DOCUMENTACIÓN, COMUNICACIÓN E INFORMACIÓN | Identificar procesos y procedimientos AIS /MAP | UNP, AIM Y LIDER SGC AIS/MAP | 5/9/2023 | 90 | 4/12/2023 |
| | Información Documentada | UNP, AIM Y LIDER SGC AIS/MAP | 8/9/2023 | 90 | 7/12/2023 |
| | Presentación e información | UNP, AIM Y LIDER SGC AIS/MAP | 3/10/2023 | 120 | 31/1/2024 |
| | Modificaciones y Requisitos en los Procesos | UNP, AIM Y LIDER SGC AIS/MAP | 20/10/2023 | 40 | 19/12/2023 |
| | Sesiones de implantación de Procesos y Procedimientos | UNP, AIM Y LIDER SGC AIS/MAP | 22/10/2023 | 120 | 19/2/2024 |
| | Comunicación | UNP, AIM Y LIDER SGC AIS/MAP | 22/10/2023 | 40 | 21/12/2023 |
| 4- IMPLANTACIÓN | Manual de Calidad | UNP, AIM Y LIDER SGC AIS/MAP | 3/10/2023 | 90 | 1/1/2024 |
| | Gestión de auditoría | UNP, AIM Y LIDER SGC AIS/MAP | 13/11/2023 | 353 | 31/10/2024 |
| | Registro de Calidad "Plan de auditoría" | UNP, AIM Y LIDER SGC AIS/MAP | 20/11/2023 | 350 | 4/11/2024 |
| | Plan de Objetivos y Metas | UNP, AIM Y LIDER SGC AIS/MAP | 20/11/2023 | 30 | 20/12/2023 |
| 5- EVALUACIÓN | Elaboración de la documentación | UNP, AIM Y LIDER SGC AIS/MAP | 31/7/2023 | 160 | 7/1/2024 |
| | Evaluación | UNP, AIM Y LIDER SGC AIS/MAP | 8/1/2024 | 303 | 23/11/2024 |
| 6- AUDITORIA INTERNA | Implementación (procesos de mejora) | UNP, AIM Y LIDER SGC AIS/MAP | 13/11/2023 | 360 | 7/11/2024 |
| | Revisión General | UNP SGC NAABOL | 13/11/2023 | 360 | 7/11/2024 |
| 7- CERTIFICACIÓN | Acciones Correctivas | UNP SGC NAABOL | 13/11/2023 | 360 | 7/11/2024 |
| | Selección del Órgano Certificador | DNO - DNAF - MAE | 14/9/2024 | 10 | 24/9/2024 |
| | Realización de pre-auditoría Etapa I | UNP SGC AIS/MAP - CERTIFICADORA | 30/9/2024 | 5 | 5/10/2024 |
| | Auditoría de Certificación Etapa I | UNP SGC AIS/MAP - CERTIFICADORA | 16/10/2024 | 5 | 21/10/2024 |





Plazo de ejecución: Las actividades realizadas, se han iniciado en mayo de 2023, con la aprobación del Plan de Implementación, en cuyo cumplimiento, se han llevado a cabo las siguientes acciones:



FASE 1



SE HA CUMPLIDO CON LA PRIMERA FASE DE LA IMPLEMENTACIÓN del plan, de acuerdo al siguiente detalle:

- ✓ **Compromiso de la Alta Dirección.**
- ✓ **Conformación del equipo de calidad.**
- ✓ **Capacitación y Compromiso del Personal.**
- ✓ **Presupuesto para la Implementación de Calidad.**



MANUAL DE GESTIÓN DE LA CALIDAD

SERVICIO DE INFORMACIÓN
AERONÁUTICA / MAPAS Y CARTAS
AERONÁUTICAS

Código:
NAABOL/SGC/AIS/MAP
/MAN - 1
Version:01
Fecha: 01/04/2024
PAGINA 42 DE 49

ANEXO N° 2 : Compromiso por la Dirección

La Dirección General ejecutiva de Navegación Aérea y Aeropuertos Bolivianos – NAABOL, lidera, impulsa y soporta la Organización del Sistema de Calidad, definiendo documentalmente la Política y Objetivos de la entidad en este contexto.

La Dirección asume como fundamental y necesaria la participación de todo el personal en el esfuerzo común de implantación, mantenimiento y mejora del Sistema de Calidad. Por consiguiente, Calidad es toda acción que realice cada uno de nosotros y sólo la podemos conseguir trabajando todos en equipo y responsabilizándose personalmente, ya que cada puesto de trabajo es importante y cada acción debe ser realizada correctamente.


Lic. Elmer Pozo Oliva
DIRECTOR GENERAL EJECUTIVO
NAVEGACIÓN AEREA Y AEROPUERTOS BOLIVIANOS
NAABOL



Equipo de Trabajo:
Profesionales de la Unidad de Planificación y del Servicio de Información Aeronáutica / Mapas y cartas Aeronáuticas.

**MEMORANDUM
 CONFORMACION COMITE SGC AIS/MAP**

| NOMBRES Y APELLIDOS | RESPONSABILIDAD |
|---------------------------------|----------------------------------|
| 1. Edgar Conde Apaza | Responsable Nacional SGC/AIS |
| 2. Ingrid Poppe González | Responsable SGC/UNP/NAABOL |
| 3. Ronald Limbert Condar Choque | Responsable Nacional SGC/MAP |
| 4. Edgar Aliaga Bracamonte | Coordinador SGC/AIS - AD SLLP |
| 5. Ricardo Ordóñez Cruz | Coordinador SGC/AIS - AD SLCB |
| 6. Madelin Tapanache | Coordinador SGC/AIS - AD SLVR |
| 7. Ana María Gutiérrez Blanco | Coordinador NOTAM SGC/AIS |
| 8. Cristian Zapata | Desarrollador SGC/AIS |
| 9. Joel Santamaria | Responsable Informático SGC SLLP |

**INSTRUCTIVO
 PERSONAL SGC AIS/MAP PARTICIPANTE**

| NOMBRES Y APELLIDOS | RESPONSABILIDAD |
|-----------------------------------|--------------------------------------|
| 1. Omar Alcón Torrez | Coordinación y Revisión SGC Nacional |
| 2. Gregorio Germán Aliaga Limachi | Coordinador SGC/AIS Nacional |
| 3. Ilse Mercado Martínez | Responsable SOA/UNP/NAABOL |
| 4. Alejandra Pacheco Zapata | Coordinador SGC/AIS |
| 5. Gustavo Aruquipa Lazo | Coordinador SGC/AIS |
| 6. José Bautista | Coordinador SGC/AIS |

CRONOGRAMA DE CAPACITACIONES

En el marco de la implementación de la ISO 9001:2015, para AIS/MAP, se establece el cronograma de capacitación para el equipo de calidad designado en la nacional y en las Regionales que correspondan:

| N° | Objeto | Duración | Modalidad | FECHA DE REALIZACIÓN |
|----|--|----------|--------------------|----------------------|
| 1 | Introducción SGC | 3 Hrs | Teórica | 24/07/2023 |
| 2 | Política, Objetivos, Indicadores. | 2 hrs | Teórica y práctica | 21/08/2023 |
| 3 | Enfoque basado en procesos Procedimientos SGC (Obligatorios) Procedimientos Operativos (AIS / MAP) | 2 hrs | Teórica y práctica | 13/09/2023 |
| 4 | Enfoque basado en procesos Indicadores, seguimiento, medición | 2 Hrs | Teórica y práctica | 15/09/2023 |
| 4 | Implementación de Registros | 2 Hrs | Teórica y práctica | 20/09/2023 |
| 5 | Partes Intervinientes Identificación Manejo Plan de acción | 2 hrs | Teórica y práctica | 22/09/2023 |
| 5 | Gestión de Riesgo Identificación de los riesgos Matriz de riesgos Medición de los riesgos | 2 hrs | Teórica y práctica | 27/09/2023 |
| 6 | Gestión de Riesgo Medición de los riesgos | 2hrs | Teórica y práctica | 29/09/2023 |



Cristian David Zapata Infante
ENCARGADO SMS
DIRECCIÓN AEREA Y AEROPUERTOS BOLIVIANOS
NAABOL





FASE 2



SE HA CONCLUIDO CON LA FASE 2 DE LA IMPLEMENTACIÓN del plan, la misma que considera:


- ✓ **Política de Calidad.**
- ✓ **Objetivos De Calidad.**
- ✓ **Alcance del SGC de AIS/MAP.**
- ✓ **Macroproceso.**
- ✓ **Se ha aprobado el Procedimiento Normativo "GESTIÓN DE RIESGOS Y OPORTUNIDADES"-NAABOL/SGC/P-005.**



ESTADO PLURINACIONAL DE
BOLIVIA

MINISTERIO DE OBRAS
PÚBLICAS, SERVICIOS Y VIVIENDA




| | | | |
|---|-------------------------------|---------|---------------------|
|  | POLÍTICA DE LA CALIDAD | CÓDIGO | P/SGC/AIS/MAP - 001 |
| | | VERSIÓN | 1 |
| | | FECHA | 13/09/2023 |

POLÍTICA DE CALIDAD
SERVICIO DE INFORMACIÓN AERONÁUTICA Y CARTOGRAFÍA AERONÁUTICA
AIS/MAP

Suministrar información y datos aeronáuticos necesarios para la seguridad operacional, regularidad y eficiencia de la navegación aérea; completa, oportuna y de calidad; cumpliendo con los requisitos legales y reglamentarios aplicables; manteniendo un alto nivel de competencia del personal y mejoramiento de nuestros procesos para la satisfacción de nuestros clientes y partes interesadas."




 APROBADO
 LIC. ELMER POZO OLIVA
DIRECTOR GENERAL EJECUTIVO NAABOL



OBJETIVOS DE LA CALIDAD

| | |
|----------------|------------------------|
| CÓDIGO | SGC/ AIS/MAP/OC |
| VERSIÓN | 1 |
| FECHA | 12/09/2023 |

SERVICIO DE INFORMACIÓN AERONÁUTICA – AIS/MAP






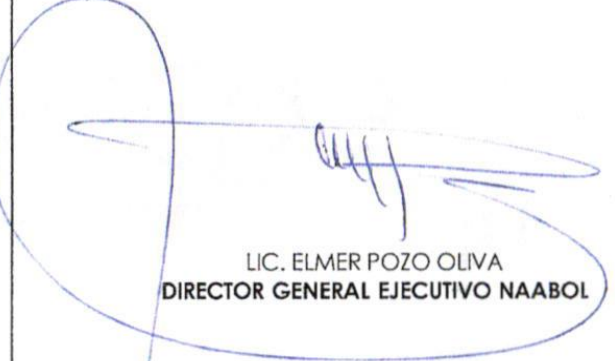
| Política de Calidad | Objetivos de Calidad | Actividad | Recursos | Responsables | Meta % | Frecuencia de medición | Evaluación | |
|--|---|--|---|---|--------|------------------------|------------|--|
| | | | | | | | Indicador | Fórmula |
| "Cumplir con los requisitos legales y reglamentarios aplicables" | Asegurar la distribución de información aeronáutica y datos aeronáuticos necesarios para la seguridad operacional, regularidad, y eficiencia, nacional e internacional, establecidas en la RAB 95 | Publicación de los Productos de información Aeronáutica - (AIP, Suplementos y Enmiendas, Circulares AIC, PIB, Cartas aeronáuticas y NOTAM) | Personal calificado, para brindar el servicio de Información Aeronáutica Equipamiento de Sistemas Integrados adecuados Infraestructura adecuada Capacitación y entrenamiento periódico | <ul style="list-style-type: none"> Responsable Nacional AIM Especialista publicaciones AIS Especialista NOTAM Especialista AIS/AD Especialista MAP | 97 | Semestral | Porcentaje | $X = \frac{\text{N}^\circ \text{ total de NOTAM publicados}}{\text{N}^\circ \text{ total de NOTAM emitidos}} \times 100 \%$ |
| | | | | | 90 | Anual | Porcentaje | $X = \frac{\text{N}^\circ \text{ total de cartas aeronáuticas aceptadas x la DGAC}}{\text{N}^\circ \text{ total de cartas aeronáuticas elaboradas}} \times 100 \%$ |
| | | | | | 90 | Anual | Porcentaje | $X = \frac{\text{N}^\circ \text{ total de AIC aceptadas x la DGAC}}{\text{N}^\circ \text{ total de AIC elaboradas}} \times 100 \%$ AIC = Circular de Información Aeronáutica |
| | | | | | 90 | Anual | Porcentaje | $X = \frac{\text{N}^\circ \text{ total de Suplementos AIP aceptadas x la DGAC}}{\text{N}^\circ \text{ total de Suplementos AIP elaboradas}} \times 100 \%$ AIP = Publicación de Información Aeronáutica |
| | | | | | 90 | Anual | Porcentaje | $X = \frac{\text{N}^\circ \text{ total de Enmiendas a la AIP aceptadas x la DGAC}}{\text{N}^\circ \text{ total de Enmiendas a la AIP elaboradas}} \times 100 \%$ |
| | | | | | 90 | Anual | Porcentaje | $X = \frac{\text{N}^\circ \text{ total de BIP publicados}}{\text{N}^\circ \text{ total de BIP emitidos}} \times 100 \%$ BIP = Boletín de Información Previo al Vuelo |
| "Mejorar nuestros procesos para la satisfacción de nuestros clientes y partes interesadas" | Asegurar la satisfacción del cliente. | Encuesta Semántica de satisfacción del cliente. | Personal AIS Formularios establecidos | <ul style="list-style-type: none"> Responsable Nacional AIM Especialista publicaciones AIS | 80 | Semestral | Porcentaje | $X = \frac{\text{Número de Clientes Satisfechos}}{\text{Número total de clientes encuestados}} \times 100 \%$ |
| "Asegurar la competencia del personal" | Mantener la competencia y entrenamiento del especialista AIS en función a las competencias técnicas específicas en cada puesto de trabajo | Gestionar los requerimientos de capacitaciones nacionales e internacional para mantener el nivel óptimo del especialista AIS | Plan de Capacitación Presupuesto CIAC (Silabos, Instructores, evaluadores) Jefes AIS y Equipos | <ul style="list-style-type: none"> Director General Ejecutivo Director Nacional de Operaciones Jefe Unidad Nacional de Navegación Aérea Responsable AIM | 90 | Anual | Porcentaje | $X = \frac{\text{Número de capacitaciones efectuadas}}{\text{Número de capacitaciones programadas en la gestión}} \times 100 \%$ |

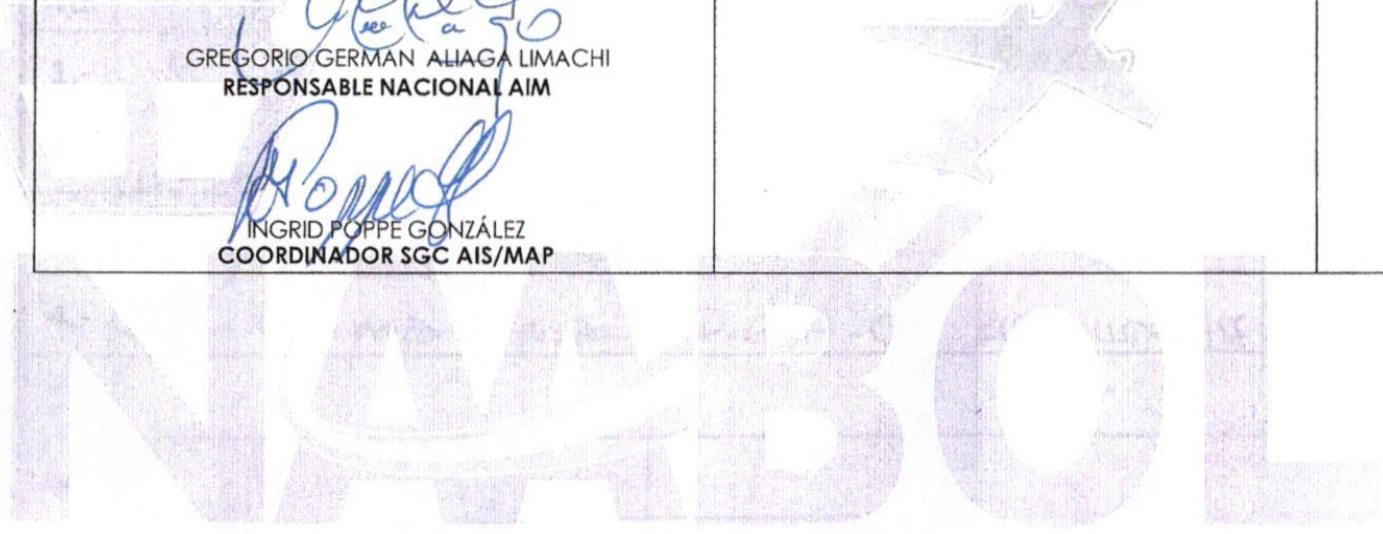


ESTADO PLURINACIONAL DE
BOLIVIA

MINISTERIO DE OBRAS
PÚBLICAS, SERVICIOS Y VIVIENDA



| | | | | | | | | |
|--|--|---|--|------------------------------------|----|--|-----------------|---|
| "Mantener la infraestructura y equipamiento necesarios para la operación de sus procesos". | Mantener los equipos de AIS/MAP, en funcionamiento óptimo. | Mantenimiento de infraestructura y equipamiento de AIS/MAP. | Presupuesto de la gestión aprobado. | • Director Nacional de Operaciones | 80 | Anual | Monto ejecutado | X = $\frac{\text{Monto ejecutado}}{\text{Monto programado en la gestión}} \times 100\%$ |
| ELABORADO | | | REVISADO | | | APROBADO | | |
| <p style="text-align: center;"> EDGAR CONDE APAZA RESPONSABLE NACIONAL SGC/AIS</p> <p style="text-align: center;"> RONALD LIMBERT CONDAR CHOQUE RESPONSABLE NACIONAL SGC/MAP</p> <p style="text-align: center;"> GREGORIO GERMAN ALIAGA LIMACHI RESPONSABLE NACIONAL AIM</p> <p style="text-align: center;"> INGRID POPPE GONZÁLEZ COORDINADOR SGC AIS/MAP</p> | | | <p style="text-align: center;"> OMAR RAÚL ALCÓN TORREZ JEFE DE UNIDAD DE NAVEGACIÓN AÉREA</p> | | | <p style="text-align: center;"> LIC. ELMER POZO OLIVA DIRECTOR GENERAL EJECUTIVO NAABOL</p> | | |





ANEXO N° 3 : Alcance

El alcance del sistema de la Gestión de la Calidad es el Servicio de Información Aeronáutica / Mapas y Cartas Aeronáuticas, aplicable al suministro de la información aeronáutica para la Navegación Aérea, que comprende los procesos de: **Publicaciones Aeronáuticas (PUB), Mapas y Cartas Aeronáuticas (MAP), AIS de Aeródromo (AIS/AD) y NOTAM**, por consiguiente, el AIS tiene los siguientes productos:

- a) Publicación de Información Aeronáutica (AIP);
- b) Enmienda de la AIP (AIP AMDT);
- c) Suplemento AIP (AIP SUP);
- d) NOTAM;
- e) Circulares de Información Aeronáutica (AIC);
- f) Cartas Aeronáuticas;
- g) Boletín de Información Previa al Vuelo (PIB).



ENTIDAD 389: NAABOL - NAVEGACION AEREA Y AEROPUERTOS BOLIVIANOS
 PLAN OPERATIVO ANUAL - POA 2024 (ANTEPROYECTO)



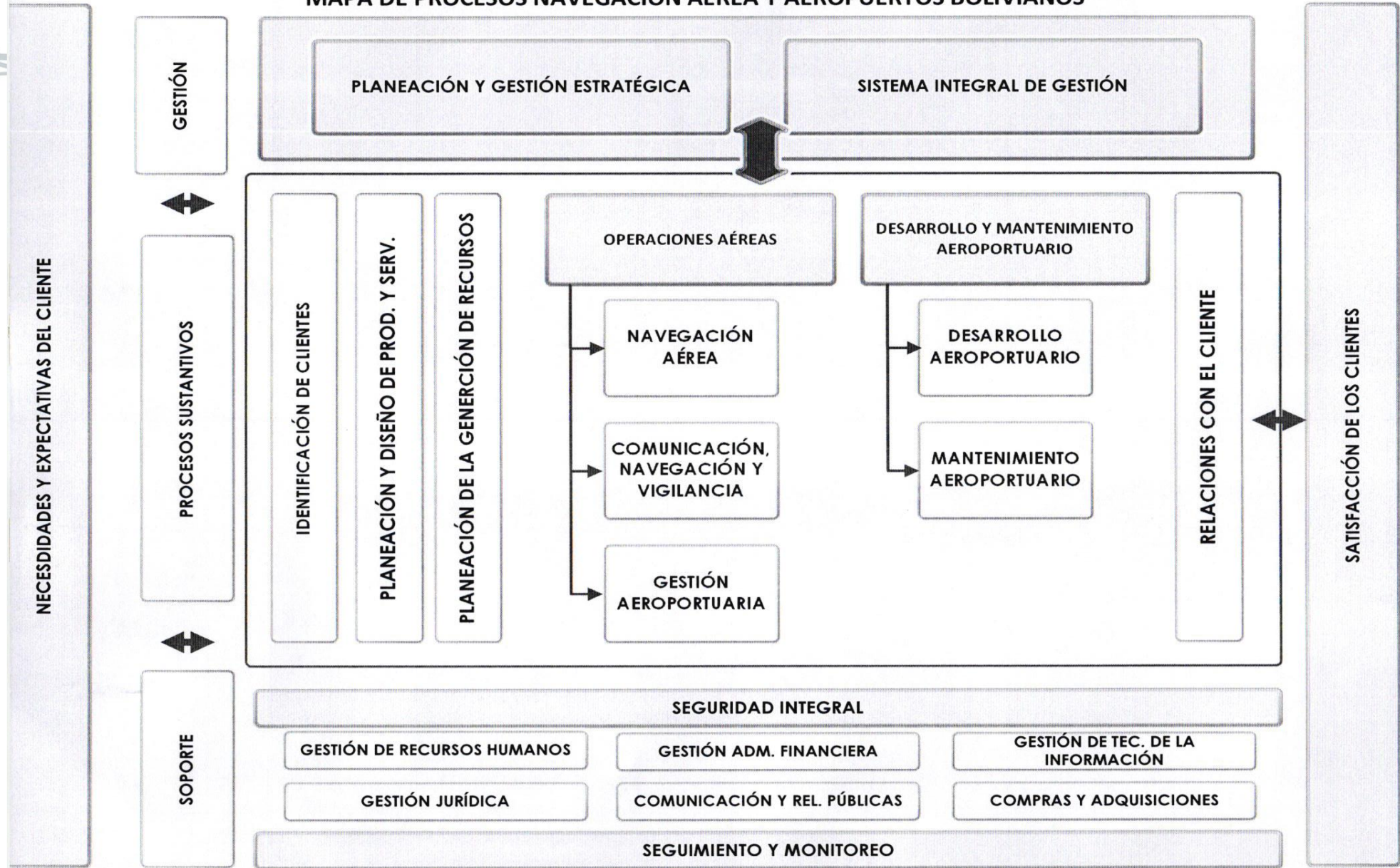
31/8/2023

| Cod. | Acción de Corto Plazo Gestión 2024 | Fecha prevista de inicio | Fecha prevista de finalización |
|---------------|--|-----------------------------|-----------------------------------|
| 3.3.2.1.1.1.1 | Efectuar una gestión administrativa de los recursos para la ejecución de procesos institucionales, con eficiencia, eficacia y transparencia, en el marco de las normas públicas y reglamentación técnica legal y vigente. | 01/01/2024 | 31/12/2024 |
| 3.3.2.1.1.1.2 | Desarrollar un Sistema de Gestión de la Calidad a los procesos sustantivos y administrativos de la Institución, certificado según normas internacionales. | 01/01/2024 | 31/12/2024 |
| 3.3.2.1.1.2.3 | Elaborar y ejecutar planes y proyectos de mantenimiento y mejoramiento de infraestructura aeroportuaria, adoptando las normas y procedimientos técnicos. | 01/01/2024 | 31/12/2024 |
| 3.3.2.2.1.1.1 | Desarrollar estudios para la implementación del HUB de Viru Viru | 01/01/2024 | 31/12/2024 |
| 3.3.2.3.1.1.1 | Planificar e implementar los procedimientos de prestación de servicios de seguridad aeroportuaria, facilitación y otros auxiliares, en los aeropuertos que controla la Institución, según la RAB y recomendaciones de la OACI. | 01/01/2024 | 31/12/2024 |
| 3.3.2.3.1.1.2 | Planificar, ejecutar y controlar los procedimientos operativos del Sistema de Navegación Aérea en el espacio aéreo nacional, según las reglamentaciones y recomendaciones de organismos de aviación civil. | 01/01/2024 | 31/12/2024 |
| 3.3.2.3.1.1.3 | Incentivar a los operadores aéreos y población en general a utilizar nuestros servicios seguros y de calidad. | 01/01/2024 | 31/12/2024 |
| 3.3.2.3.1.2.1 | Formular y ejecutar planes, programas y proyectos de equipamiento, mantenimiento y reparación de los sistemas de comunicación electrónicos, electromecánicos e informáticos de la Institución. | 01/01/2024 | 31/12/2024 |

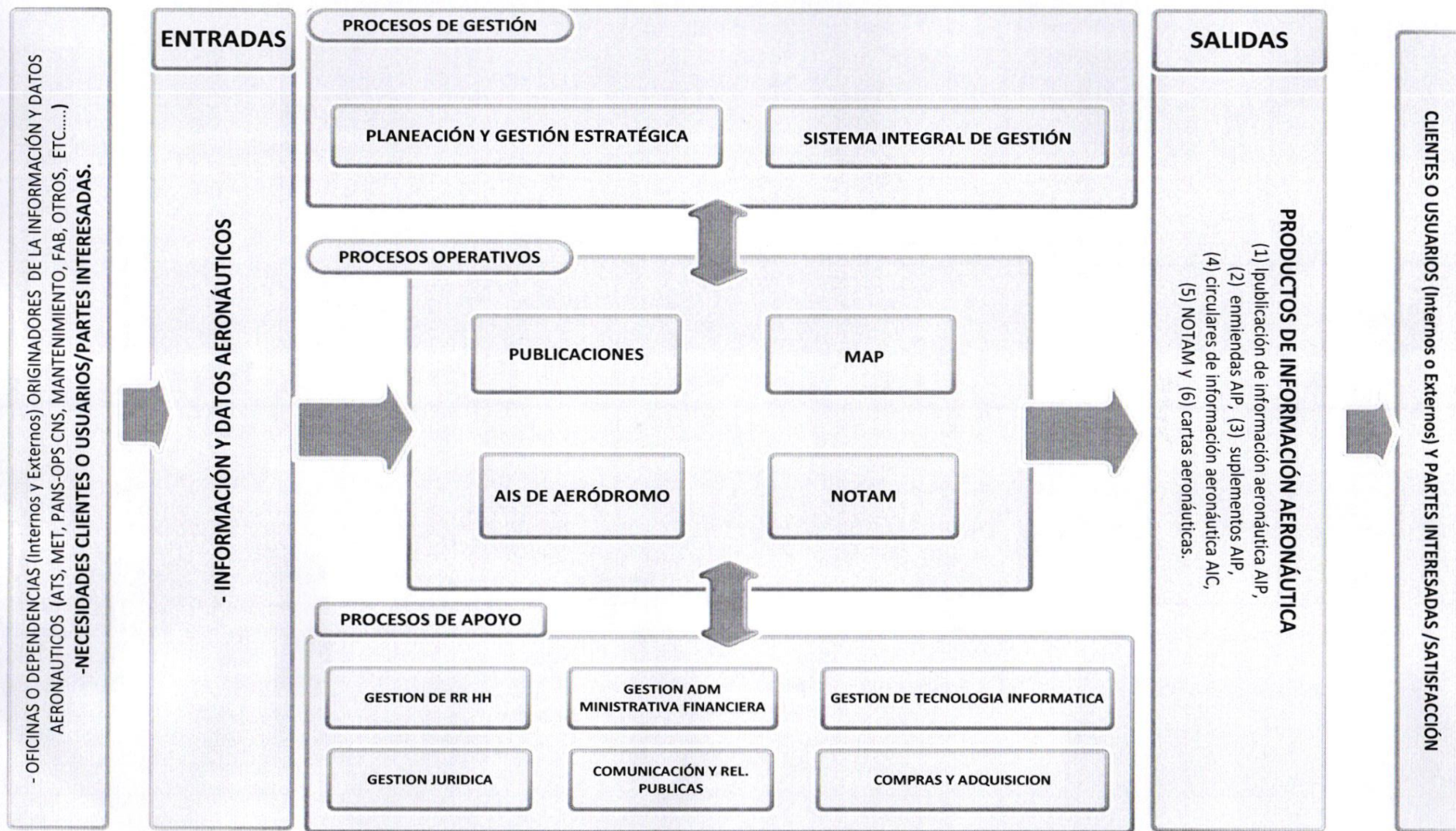
A CIVIL

| | NOMBRE | CARGO | FIRMA |
|----------------|--------|--|-------|
| ELABORADO POR: | | Lic. Ingrid M.D. Poppe González PROFESIONAL DE PLANIFICACIÓN I NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL | |
| REVISADO POR: | | Arq. Alvaro Gutiérrez Urquiza JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL | |
| APROBADO POR: | | Lic. Elmer Pozo Oliva DIRECTOR GENERAL EJECUTIVO NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL | |

MAPA DE PROCESOS NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS



MAPA DE PROCESOS DEL SERVICIO DE INFORMACIÓN AERONÁUTICA DE BOLIVIA



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FASE 3



SE HA CONCLUIDO CON LA FASE 3 DE LA IMPLEMENTACIÓN del plan en un 90%, la cual considera:

- ✓ **Normativa de calidad.**
- ✓ **Manual Técnico Operativo AIS.**
- ✓ **Instructivos Mapas y Cartas Aeronáuticas: **En fase de elaboración.****
- ✓ **Manual de la calidad de AIS /MAP.**
- ✓ **Capacitación de procedimientos.**



PROCEDIMIENTO NORMATIVO
CODIFICACIÓN Y ELABORACIÓN DE
DOCUMENTOS

CÓDIGO:
NAABOL/SGC/P -001
Version:01
Fecha: 16/10/23
PÁGINA 1 DE 25

PROCEDIMIENTO NORMATIVO DE CODIFICACIÓN Y ELABORACIÓN DE DOCUMENTOS

| | ELABORADO POR: | REVISADO POR: | APROBADO POR: |
|----------------|--|---|--|
| Nombre: | Ingrid Poppe González | Alvaro J. Gutiérrez Urquiza | Elmer Pozo Oliva |
| Cargo: | Profesional de Planificación I | Jefe de Unidad Nacional de Planificación | Director General Ejecutivo |
| Fecha: | 16 octubre 2023 | | |
| Firma y Sello: | Lic. Ingrid M.D. Poppe González PROFESIONAL DE PLANIFICACIÓN I NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL | Lic. Alvaro J. Gutiérrez Urquiza JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN NABOL | Lic. Elmer Pozo Oliva DIRECTOR GENERAL EJECUTIVO NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |



PROCEDIMIENTO NORMATIVO
CONTROL
DE DOCUMENTOS Y REGISTROS

CÓDIGO:
NAABOL/SGC/P - 002
Version:01
Fecha: 23/10/23
PÁGINA 1 DE 16

PROCEDIMIENTO NORMATIVO DE CONTROL DE DOCUMENTOS Y REGISTROS DEL SISTEMA DE GESTIÓN DE LA CALIDAD

| | ELABORADO POR: | REVISADO POR: | APROBADO POR: |
|----------------|--|---|--|
| Nombre: | Ingrid Poppe González | Alvaro J. Gutiérrez Urquiza | Elmer Pozo Oliva |
| Cargo: | Profesional de Planificación I | Jefe de Unidad Nacional de Planificación | Director General Ejecutivo |
| Fecha: | 23 octubre 2023 | | |
| Firma y Sello: | Lic. Ingrid M.D. Poppe González PROFESIONAL DE PLANIFICACIÓN I NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL | Lic. Alvaro J. Gutiérrez Urquiza JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN NABOL | Lic. Elmer Pozo Oliva DIRECTOR GENERAL EJECUTIVO NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |



PROCEDIMIENTO NORMATIVO

REVISIÓN POR LA DIRECCIÓN

CÓDIGO:
NAABOL/SGC/P - 003
Versión: 01
Fecha: 30/10/2023
PÁGINA 1 DE 9

PROCEDIMIENTO NORMATIVO DE REVISIÓN POR LA DIRECCIÓN

| | ELABORADO POR: | REVISADO POR: | APROBADO POR: |
|----------------|---|--|--|
| Nombre: | Ingrid Poppe González | Alvaro J. Gutiérrez Urquizu | Elmer Pozo Oliva |
| Cargo: | Profesional de Planificación I | Jefe de Unidad Nacional de Planificación | Director General Ejecutivo |
| Fecha: | 30 de octubre 2023 | | |
| Firma y Sello: |  Lic. Ingrid M.D. Poppe González PROFESIONAL DE PLANIFICACIÓN I NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |  Lic. Alvaro J. Gutiérrez Urquizu JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |  Lic. Elmer Pozo Oliva DIRECTOR GENERAL EJECUTIVO NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |

4



PROCEDIMIENTO NORMATIVO
NO CONFORMIDADES Y ACCIONES
CORRECTIVAS

CÓDIGO:
NAABOL/SGC/P - 004
Versión: 01
Fecha: 06/11/2023
PÁGINA 1 DE 12

PROCEDIMIENTO NORMATIVO NO CONFORMIDADES Y ACCIONES CORRECTIVAS

| | ELABORADO POR: | REVISADO POR: | APROBADO POR: |
|----------------|---|--|---|
| Nombre: | Ingrid Poppe González | Alvaro J. Gutiérrez Urquizu | Elmer Pozo Oliva |
| Cargo: | Profesional de Planificación I | Jefe de Unidad Nacional de Planificación | Director General Ejecutivo |
| Fecha: | 6 de noviembre de 2023 | | |
| Firma y Sello: |  Lic. Ingrid M.D. Poppe González PROFESIONAL DE PLANIFICACIÓN I NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |  Lic. Alvaro J. Gutiérrez Urquizu JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |  Lic. Elmer Pozo Oliva DIRECTOR GENERAL EJECUTIVO NAVEGACIÓN AÉREA Y AEROPUERTOS BOLIVIANOS NAABOL |

4



PROCEDIMIENTO NORMATIVO GESTIÓN DE RIESGOS Y OPORTUNIDADES

| | ELABORADO POR: | REVISADO POR: | APROBADO POR: |
|----------------|--------------------------------|--|----------------------------|
| Nombre: | Ingrid Poppe González | Alvaro J. Gutiérrez Urquiza | Elmer Pozo Oliva |
| Cargo: | Profesional de Planificación I | Jefe de Unidad Nacional de Planificación | Director General Ejecutivo |
| Fecha: | 18 de diciembre de 2023 | | |
| Firma y Sello: | | | |

A



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| III. REFERENCIAS | 4 |
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| 4.3. Unidades Responsables de Servicios | 4 |
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| 4.4.2. Identificación de las Necesidades y Expectativas de las Partes Interesadas | 6 |
| 4.4.3. Aplicación de la gestión de los Riesgos y Oportunidades | 6 |
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PROCEDIMIENTO NORMATIVO

AUDITORÍA INTERNA

CÓDIGO:
NAABOL/SGC/P-006
Versión:01
Fecha: 18/12/2023
PÁGINA 1 DE 22

PROCEDIMIENTO NORMATIVO AUDITORÍA INTERNA

| | ELABORADO POR: | REVISADO POR: | APROBADO POR: |
|----------------|--------------------------------|--|----------------------------|
| Nombre: | Ingrid Poppe González | Alvaro J. Gutiérrez Urquizu | Elmer Pozo Oliva |
| Cargo: | Profesional de Planificación I | Jefe de Unidad Nacional de Planificación | Director General Ejecutivo |
| Fecha: | 11 diciembre 2023 | | |
| Firma y Sello: | | | |

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PROCEDIMIENTO NORMATIVO

AUDITORÍA INTERNA

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PÁGINA 3 DE 22

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ESTADO PLURINACIONAL DE
BOLIVIA

MINISTERIO DE OBRAS
PÚBLICAS, SERVICIOS Y VIVIENDA



CIRCULAR
CIR /UNP- NAABOL/020/2023

DE : Arq. Álvaro Gutiérrez Urquiza
JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN

A : DIRECTORA NACIONAL DE ADMINISTRACIÓN Y FINANZAS
DIRECTOR NACIONAL DE OPERACIONES
DIRECTOR NACIONAL DE DESARROLLO Y MANTENIMIENTO
AEROPORTUARIO
DIRECTOR REGIONAL DE LA PAZ
DIRECTOR REGIONAL DE COCHABAMBA
DIRECTOR REGIONAL DE SANTA CRUZ
DIRECTOR REGIONAL DE BENI

REF. : Difusión Documentos Normativos ISO 9001:2015
FECHA: 17 de noviembre de 2023

En cumplimiento a lo establecido por la NB ISO 9001:2015, Clausula 7.5 – Información Documentada, la Unidad Nacional de Planificación, ha procedido con la elaboración de los primeros documentos normativos, que permitirán a las diferentes áreas, normalizar los procedimientos y registros generados en el marco de la implementación en sus servicios con la ISO 9001: 2015.

- **Procedimiento Normativo De Revisión Por La Dirección Del Sistema De Gestión De Calidad NAABOL/P/SGC-003**

Este procedimiento establece directrices para la Revisión por la Dirección del Sistema de Gestión de Calidad, de los Servicios de Navegación Aérea y Aeropuertos Bolivianos NAABOL, a intervalos planificados para asegurar su conveniencia, adecuación y eficacia continua. Así como evaluación de las oportunidades de mejora y necesidades de efectuar cambios en el SGC, política y objetivos de la calidad y los requisitos de la Norma ISO 9001:2015

- **Procedimiento Normativo de No Conformidades Y Acciones Correctivas NAABOL/SGC/P - 004**

Este procedimiento tiene por objeto establecer el proceso a seguir por los servicios que han implementado un Sistema de Gestión de la Calidad en Navegación Aérea y Aeropuertos Bolivianos NAABOL para el control de las No Conformidades, incluyendo la identificación y tratamiento de los productos y servicios no conformes, y la aplicación del correspondiente Plan de Acciones Correctivas (PAC), con objeto de eliminar las causas de las No Conformidades reales mediante la adopción de acciones correctivas apropiadas y que, tras su implantación, resulten eficaces para prevenir que vuelvan a ocurrir.



ESTADO PLURINACIONAL DE
BOLIVIA

MINISTERIO DE OBRAS
PÚBLICAS, SERVICIOS Y VIVIENDA



Los procedimientos normativos generados, permitirán que los servicios que implementen Sistemas de Gestión de Calidad, puedan enmarcarse en una misma normativa para la NB ISO 9001:2015.

La documentación en copia controlada ha sido remitida a sus correos institucionales, y es de cumplimiento obligatorio a partir de su difusión.

Por otro lado, señalar que cualquier servicio de la entidad que decida implementar un sistema de gestión de calidad, deberá coordinar con la Unidad de Planificación, para dar inicio a la formulación documental del sistema.

Con este particular motivo, saludo a ustedes, con toda atención.

Arq. Álvaro Gutiérrez Urquiza
JEFE DE UNIDAD NACIONAL DE PLANIFICACIÓN
UNP

NAABOL



Servicio de Información Aeronáutica AIS/
NAABOL
Acta de Reunión



Nombre de la Reunión: REVISION DE LA ELABORACION DE DOCUMENTACION S.G.C. AIS-MAP

Lugar: OFICINA U.N.P. - NAABOL **Fecha:** 16-10-23

Hora de inicio: 09:00 **Hora de conclusión:** 15:30

En señal de conformidad a lo acordado en la presente reunión, suscriben:

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| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |



ESTADO
PLURINACIONAL DE
BOLIVIA

DIRECCIÓN GENERAL DE AERONÁUTICA CIVIL
AUTORIDAD AERONÁUTICA CIVIL



REGISTRO DE ASISTENCIA

CURSO

TALLER

SEMINARIO

REUNIÓN

Título: REUNIÓN DGAC – NAABOL SOBRE SEGUIMIENTO SGC AIS/MAP Fase 2

Facilitadores: JOHN FELIX APAZA APAZA

Fecha: 8 DE SEPTIEMBRE DE 2023

Lugar: NAABOL

NÓMINA DE PARTICIPANTES

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| 5.- | | | | | |
| 6.- | | | | | |
| 7.- | | | | | |
| 8.- | | | | | |





SINTESIS



Avance progresivo
hasta abril 2024 de un
60%.

FASE 4



SE DIÓ INICIO A LA FASE 4 DE LA IMPLEMENTACIÓN del plan, que comprende la implantación del sistema de gestión de calidad en el Servicio de Información Aeronáutica / Mapas y Cartas Aeronáuticas. **En fecha 12 de abril de 2024 se dio inicio oficialmente la Fase 4** a la Implantación del Sistema de gestión de Calidad.

CULMINAR LA IMPLEMENTACION SGC

DICIEMBRE 2024



| | | |
|---|---|---|
|  MANUAL DE GESTIÓN DE LA CALIDAD | | Código: NAABOL/SGC/AIS/MAP /MAN - 1 |
| SERVICIO DE INFORMACIÓN AERONÁUTICA / MAPAS Y CARTAS AERONÁUTICAS | | Version:01 Fecha: 01/04/2024 PAGINA 1 DE 49 |
| MANUAL DE LA CALIDAD SERVICIO DE INFORMACIÓN AERONÁUTICA / MAPAS Y CARTAS AERONÁUTICAS NAABOL | | |
| ELABORADO POR: | REVISADO POR: | APROBADO POR: |
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| Cargo: Profesional de Planificación I ARO AIS-AD I | Responsable Nacional AIM Jefe Unidad nacional de Planificación Jefe Unidad Nacional de Navegación Aérea Director Nacional de Operaciones | Director Ejecutivo General |
| Fecha: | 01/04/2024 | 02/04/2024 |
| Firma y Sello: | [Firma] Lic. Alvaro Gutiérrez Urquiza JEFE DE UNIDAD NACIONAL DE PLANIFICACION NAVEGACION AEREA Y AEROPUERTOS BOLIVIANOS NAABOL | [Firma] Lic. Elmer Pozo Oliva DIRECTOR GENERAL EJECUTIVO NAVEGACION AEREA Y AEROPUERTOS BOLIVIANOS NAABOL |



***MUCHAS GRACIAS POR
SU ATENCION !!!***

Agenda Item 4: Review of the Phase 2 Transition Process from AIS to AIM and Preparation for SWIM

4.1 Under this Agenda Question, the Meeting considered the following notes:

- **WP/06** - Monitoring the implementation of Digital Data Sets (DSDs) (Presented by Secretariat)
- **WP/11** – Brazil's progress in the implementation of Digital Data Sets (DSDs)
- **CGX-Aero Presentation**
- **GroupEAD Presentation**
- **Colombia Presentation**
- **Suriname Presentation**

4.2 During its consideration of this matter, the Meeting discussed aspects related to the implementation of Phase 2 of the Roadmap for the transition from AIS to AIM.

4.3 In **Appendix A**¹ to this part of the report, you can find the implementation status of the Digital Data Sets requested in Doc. 10066, except for the TOD, as well as the e-AIP, the Data Catalog, the Aeronautical Information Exchange Model and the SLAs managed and signed with the providers and originators of data and information.

4.4 The Meeting has requested the organization of a Workshop or Course on the use of the Data Catalogue, included in Doc. 10066 – PANS-AIM.

4.5 The implementation status of the TOD is presented in Agenda Item 2, because they relate to Air Navigation Deficiencies.

4.6 With regard to the State of Venezuela, it has updated its information management system with the renewal of the system's license.

4.7 The State of Brazil informed the meeting of its progress in the implementation of Digital Data Sets (DSDs).

4.8 The meeting noted that the State of Brazil uses a vendor for the information management system. It has also been observed that a number of States use the same system but experience some difficulties in the implementation of the tool. Considering Brazil's level of experience, the meeting asked the Secretariat to manage a project that would allow the State of Brazil to assist States working with the same provider, through face-to-face missions to these States by Brazilian experts.

4.9 The Meeting has also requested the creation of channels on platforms that allow the creation of forums to share the experiences and good practices of the States in relation to the aeronautical information management systems that they have acquired for the implementation of the AIM.

4.10 In addition, the State of Colombia has shared the progress of its implementation of the e-AIP and other Digital Data Sets, which can be found as **Appendix B** to this part of the report.

4.11 The industry has also offered presentations related to the process of digitization of aeronautical information (GroupEAD and CGX-Aero). These presentations can be found in **Appendices C** through **E** to this part of the report.

¹ Appendix B to WP/06

4.12 The Meeting mandated the Secretariat to continue to follow up on the implementations of digital datasets (DSDs).

4.13 The Meeting was informed that the Twenty-first Meeting of GREPECAS, through paragraph a) of Conclusion GREPECAS/21-18, has requested that States/Territories finalize the implementation of the digital datasets, the e-AIP and all steps of Phase 2 and notify their respective ICAO NACC and SAM Regional Offices no later than the third quarter of 2024.

APPENDIX A

TABLE: MONITORING OF THE IMPLEMENTATION OF THE E-AIP, DDS, INFORMATION EXCHANGE MODELS, AND DATA CATALOGUES

| No. | State | Action Plan | Status of implementation | | | | |
|-----|------------------|---|---|---|--|---|--|
| | | | DDS (does not include TOD) | Exchange model | e-AIP | Data catalogue | SLA |
| 1 | Argentina | There is an action plan. | | | They have the licence. They have it published via website but is not digital (the electronic one depends on software maintenance payment). | Coordination with EANA S.E. They will send the information. | They signed again the SLAs with data providers. |
| 2 | Brazil | Implemented | 100% | 100% | 100% | 100% | They do not sign SLAs. They issue ICA with the rules to be followed by information providers (Agreements following meeting with providers) |
| 3 | Bolivia | No progress made on these issues due to the change of provider. | | | Not yet until automated systems are in place. | By 2024 (Q4) | They have the SLAs, but they do not include the data catalogues. |
| 4 | Chile | Project under discussion to see if it can be implemented by 2023. | | | | | They do not have them, because they are all included in the QMS. |
| 5 | Colombia | e-AIP and DDS processes (except for TOD) completed. | 90% TOD no | 90% | 95% | 80% | 90% |
| 6 | Ecuador | Project submitted to the Planning Secretariat and waiting for approval by 2023. | Not available | Not available | At the moment, it is available in HTML and PDF format under Eurocontrol standard. | Available in Excel format. It is estimated that they will be available on the first semester of 2022; 75% | They are working with information providers to sign the SLAs. |
| 7 | Guyana | Budgetary Allocations for 2023 have been made by the Civil Aviation Authority to source | Dependent on training. Will implement progressively as the training of staff in | Dependent on training. Will implement progressively as the training of staff in | Dependent on training. Will implement progressively as the training of staff in these | Dependent on training. Will implement progressively as the training of staff in | LOA's with our two major airports have been established for the provision of |

| No. | State | Action Plan | Status of implementation | | | | |
|-----|-----------------|---|---|-----------------------|----------------------|---|--|
| | | | DDS (does not include TOD) | Exchange model | e-AIP | Data catalogue | SLA |
| | | transition AIS to AIM training. A national strategy for conducting workshops with all raw data originators will be done in the first quarter of 2023 through the AIS regulator. | these areas are done. | these areas are done. | areas are done. | these areas are done. | raw data for promulgation by the AIS. All other raw data is provided through the Ministry of Public works which has national oversight of national civil aviation. |
| 8 | Panama | <ul style="list-style-type: none"> • -DDS workshops are expected to start on Q3 2022. • Regarding data catalogues, they are waiting for the AISR to notify the dates of the seminar-workshop. • No progress made because of the QMS certification process • A meeting will be held on 16 January to plan DDS implementation. • They are a little delayed with AIS regulations. • The first workshop on data catalogues will be held on Q1. • SWIM project includes all DDS | No progress made | 100% | 100% | No progress made AIC of Advice on Data Set Submission (Book 29 - AIS). The AIC will be followed by a Service Provider Seminar - The AIC will be accompanied by the table. It will be published by the end of August. | |
| 9 | Paraguay | e-AIP in beta version | Database fully loaded but not yet available in digital format. | 100% | 100% in beta version | They are in a transition stage, understanding the data catalogue. | They are in the process of dissemination with internal and external users, but have not yet signed an SLA. |
| 10 | Peru | With the signing of the contract for the acquisition of the integrated aeronautical information system in June 2021, Peru, through the AISP, is in the process of implementing the | 10% They will send the information assessed for the four parameters. The system was assessed on the basis of | 10% | 10% | 10 to 15% Included in the Regulation. The Provider already works with its data originators. | They have a review plan with information providers |

| No. • | State | Action Plan | Status of implementation | | | | |
|----------|------------------|---|---|--|--|---------------------|--|
| | | | DDS (does not include TOD) | Exchange model | e-AIP | Data catalogue | SLA |
| | | eAIP, which will be made available on Q4 2022, meeting the requirements of our regulations, Annex 15, PANS AIM, and their respective amendments. The integrated aeronautical information system was acquired in February. They will review all the data. The timeline from 2023 to 2024. (October or November 2024 initially but they will update it) (probably by the first quarter of 2025). (Proyecto PER 20810) | one airport. Progress made in the uploading of data of the major international airports of Peru, but there will be modifications, because loading will be modified in 2023. All planned for the first quarter of 2025 (SAM/AIM/16) | | | | |
| 1 | Suriname | | | | | | |
| 12 | Uruguay | Migration to AMHS completed. AIXM system acquisition in progress for 2023 A call for bids for its implementation is being prepared. The call will probably be in the last quarter of 2023. | | | | | Complete |
| 13 | Venezuela | They will send the files at the end of the Meeting. | 25% AIXM 5.1 100% | They are working on the implementation of the DDS (60%) Updated IDS license (end of 2023) (SAM/AIM/16) | 100% implemented and updated. Published on the INAC website. The new tools to be published by Q1 2024 | 25% in the database | They are working on it and will meet with providers in Q1 2023 to sign the letters of agreement. |



OACI

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL

ORGANISMO ESPECIALIZADO
DE LA ONU



Transición del AIS al AIM en el Estado Colombiano

— Gladys Mercedes Roa De La Cruz –
Coordinadora Nacional Grupo Gestión Información
Aeronáutica AIM

Isabel Cristina Garay Cruz-
Coordinadora Grupo Publicaciones Aeronáuticas AIM

Colombia – Mayo 2024

Transición del AIS al AIM



AIM PUBLICACIONES

Resumen de la Presentación

01

Introducción

04

Desarrollo de la Presentación

02

Antecedentes

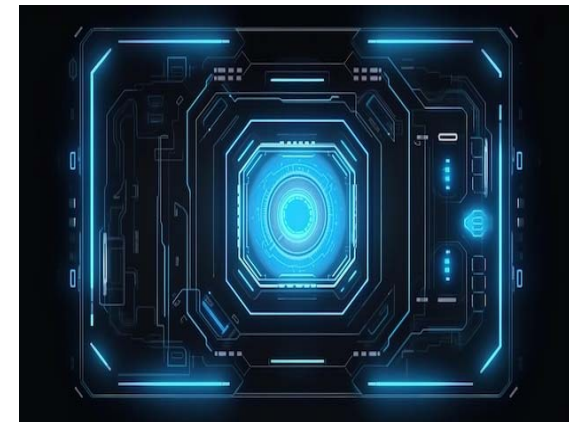
03

Objetivos

Antecedentes

02

Anexo 15 - Servicios de información aeronáutica;
Anexo 4 - Cartas aeronáuticas;
Doc. 10066 PANS AIM Catálogo de Datos
Doc. 8126 Manual de servicios de información aeronáutica;
Doc. 8697 Manual de cartas aeronáuticas
Doc. 8400 PANS-ABC Abreviaturas y códigos de la OACI
Doc. 9674 Manual Sistema geodésico mundial - 1984 (WGS-84).
RAC 215 Servicios Información Aeronáutica

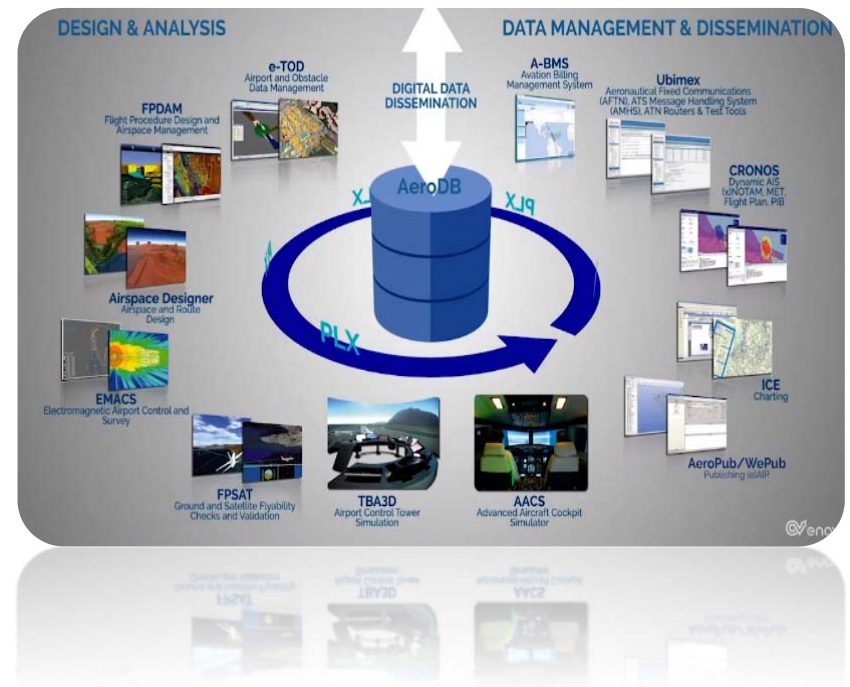


SISTEMA SIA/AIM

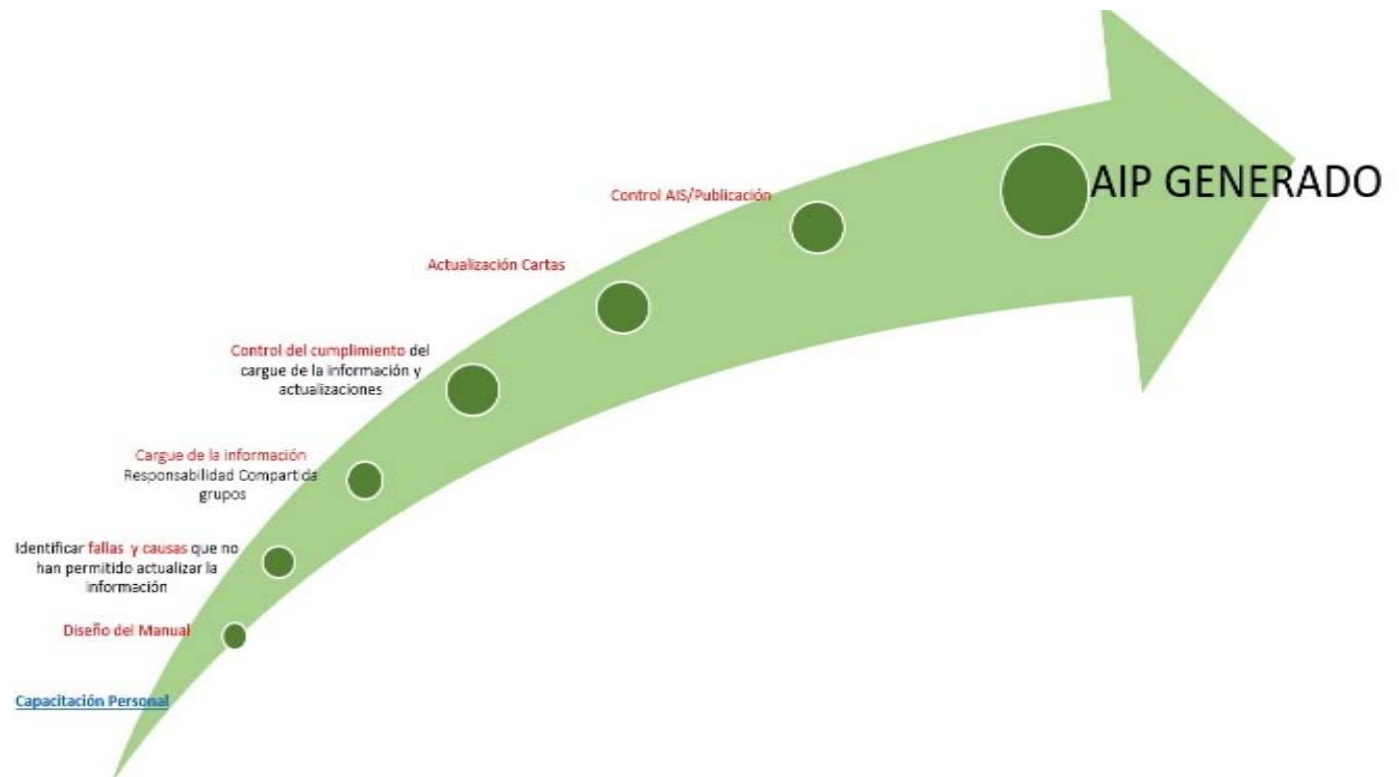
El Estado Colombiano cuenta con un Sistema de Información Aeronáutica AIM y con la adquisición, instalación y puesta en funcionamiento de los módulos relacionados a continuación:

- e-TOD (Cartografía y gestión de datos)
- Sistema de auditoria/monitoreo (**Workflow Management System**)
- Módulo Banco NOTAM+NOTAM digital
- Módulo Boletín Previo al vuelo PIB
- Módulo OPMET, FPL/e-FPL

Establece un sistema Integrado estático/dinámico completo.



Describir el proceso contractual, técnico y operativo de la implementación de la Herramienta SIA/AIM.



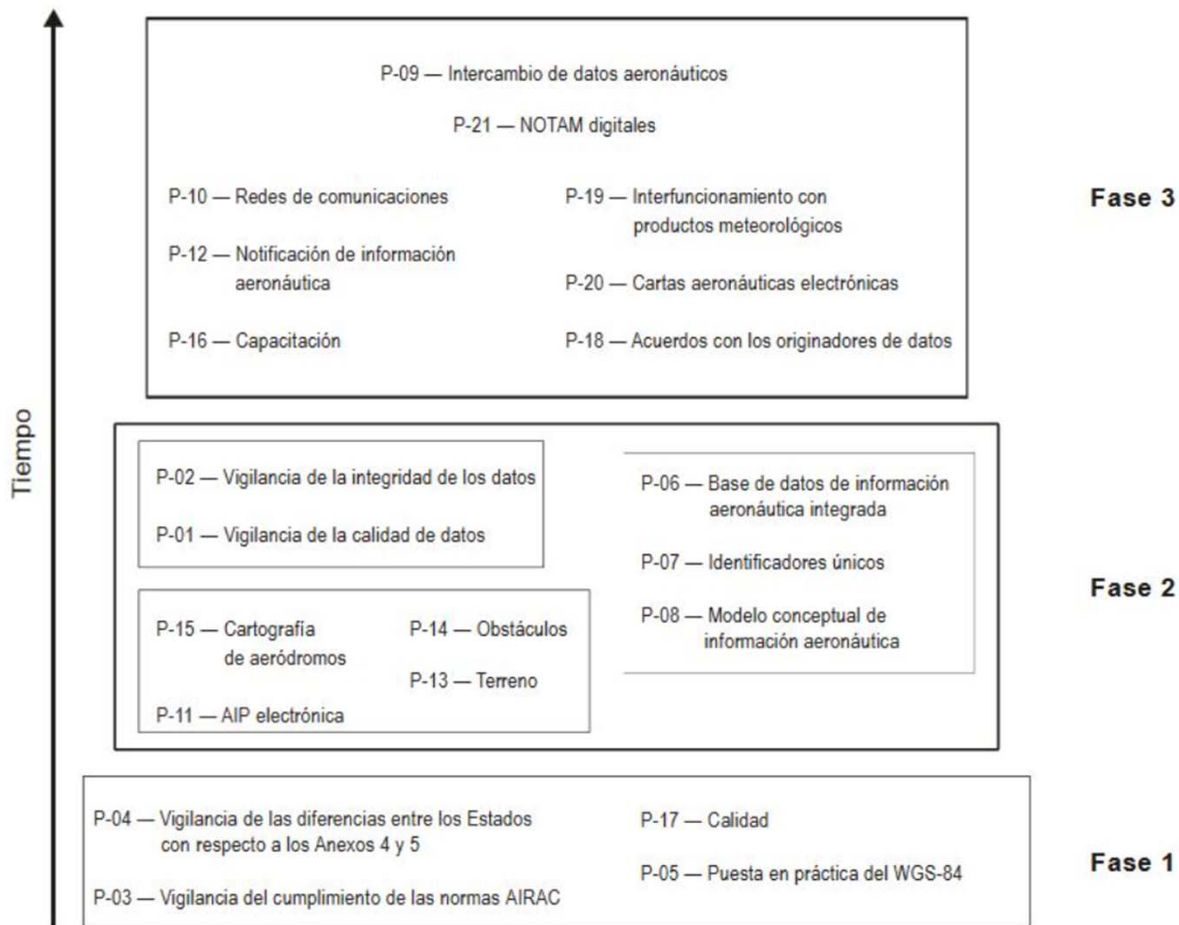
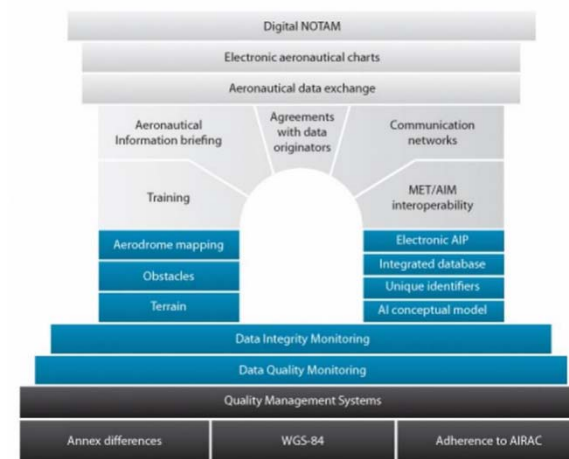


Figura 3. Colocación de los 21 pasos de la hoja de ruta en las tres fases

Fase 3

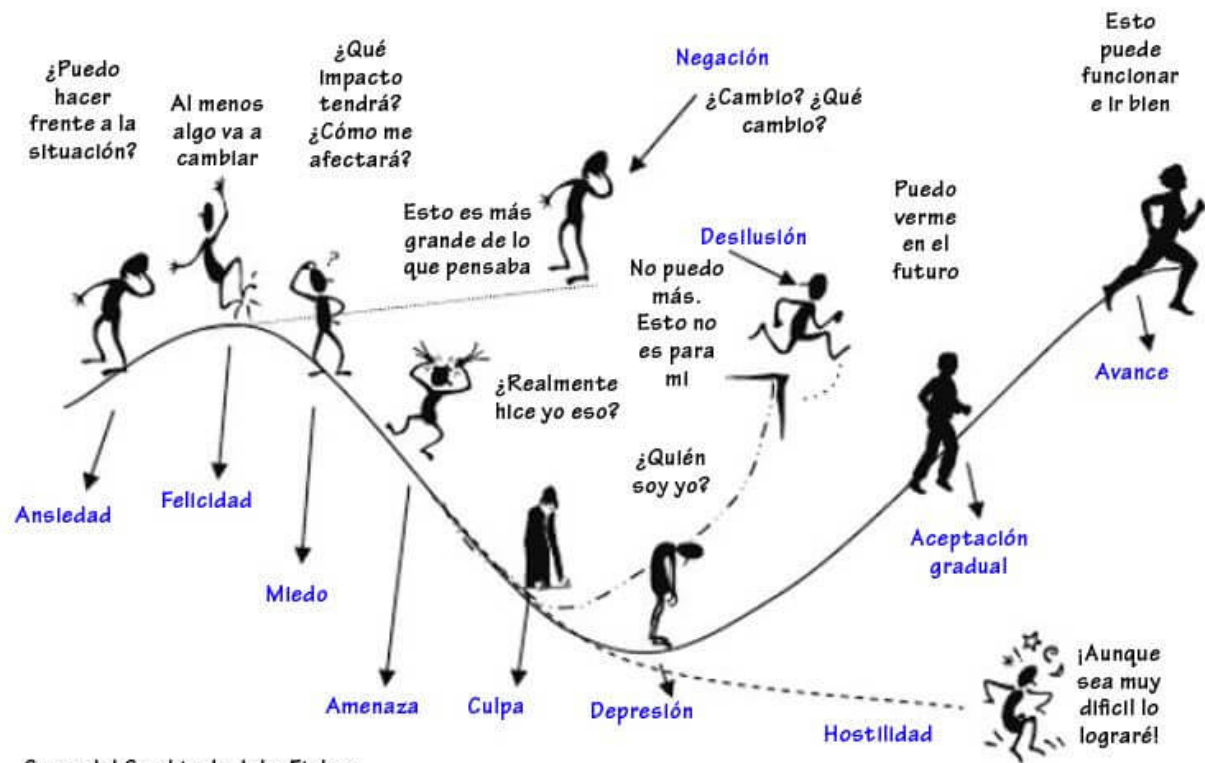
Fase 2

Fase 1



GESTIÓN DEL CAMBIO

Facilita y consigue Implementar los procesos de transformación, implicando trabajar con las personas en la aceptación y asimilación de los cambios y en la reducción de la resistencia a los mismos. Estos cambios son: tecnológicos, en el modelo de negocio, organizacional de procesos, etc.

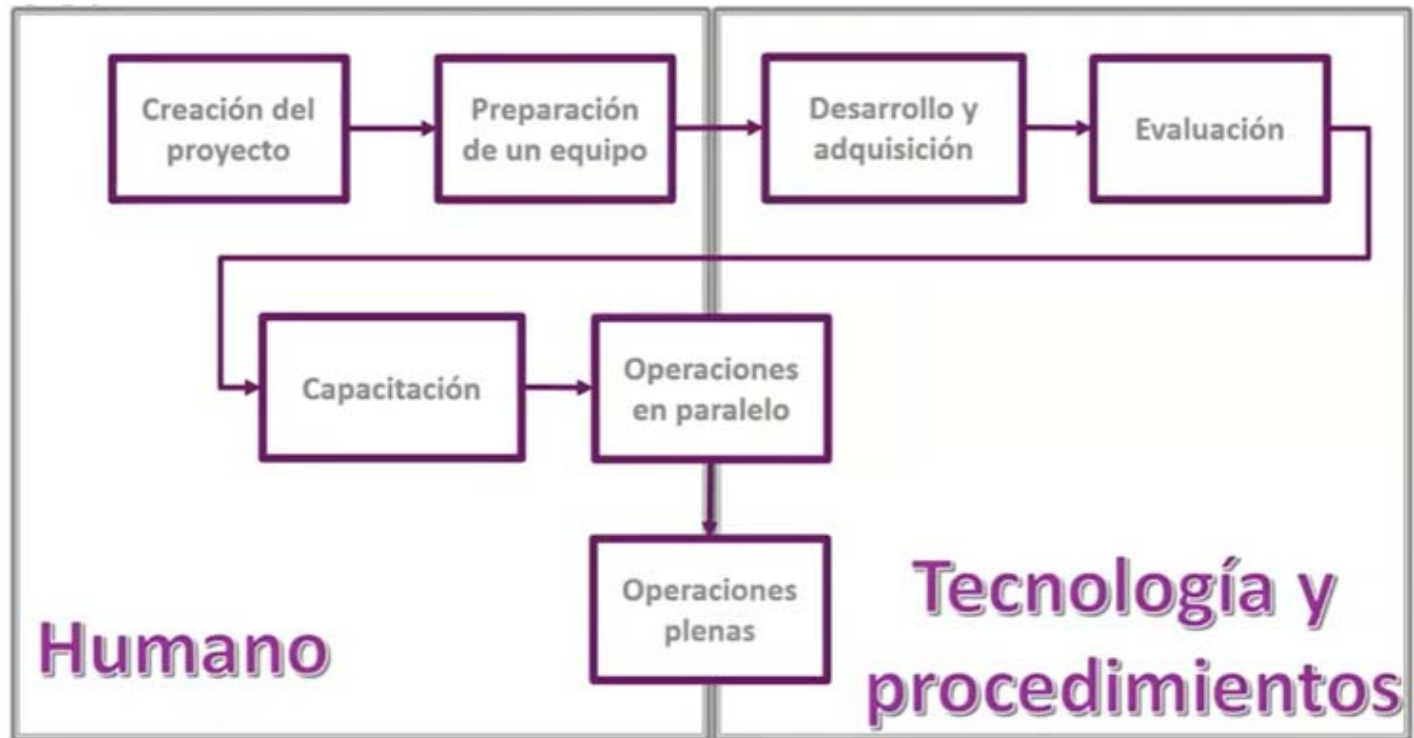


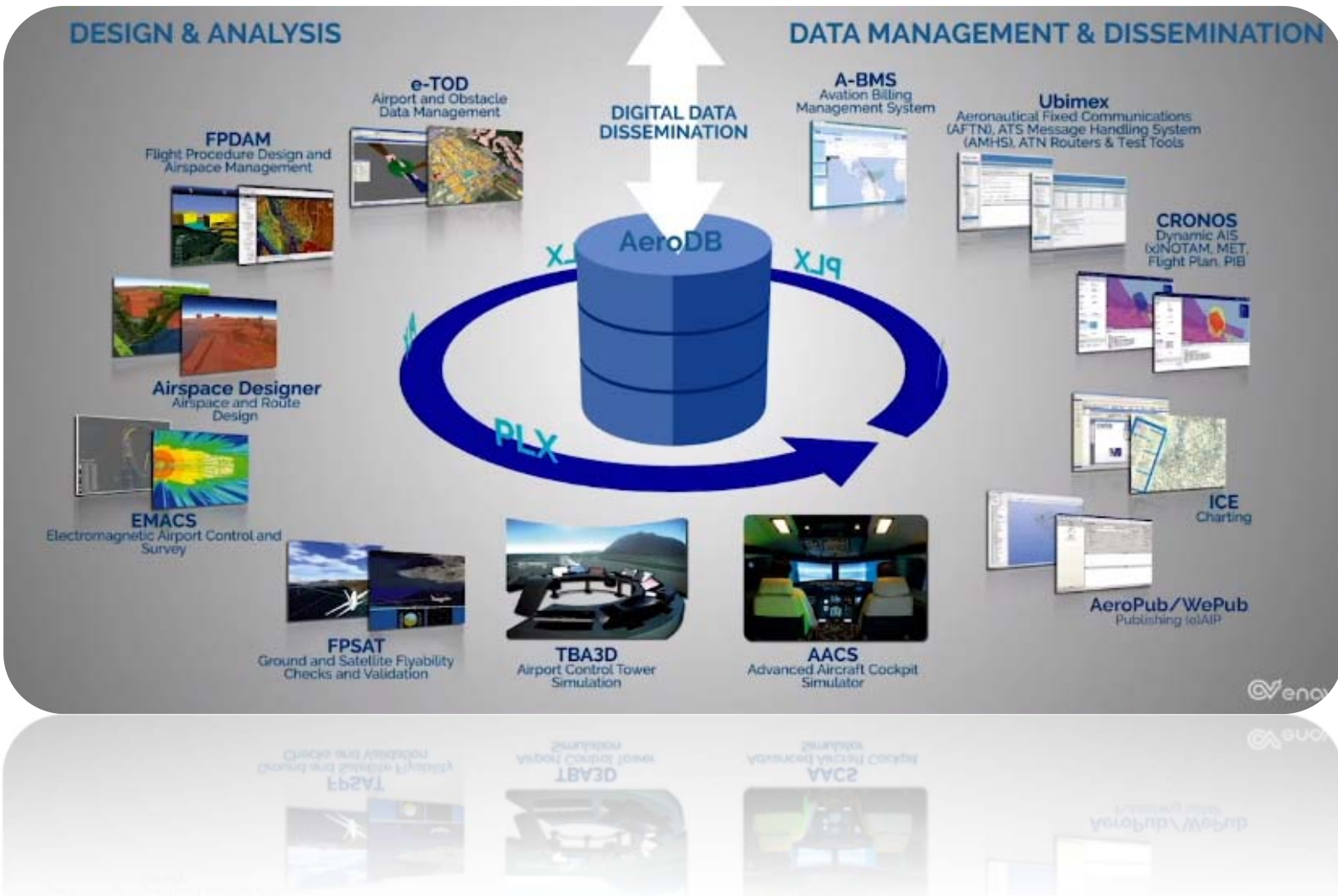
Curva del Cambio de John Fisher

CAPACITACIÓN

- Mantenimiento de datos
- GFeaMan
- WePub
- Cronos
 - Módulo NOTAM
 - Módulo FPL
 - Módulo Met
- Módulo PIB
- PLX
- Repaso en los módulos estáticos.







✓ Mantenimiento de datos

- GFeaMan
- WePub
- WeCat

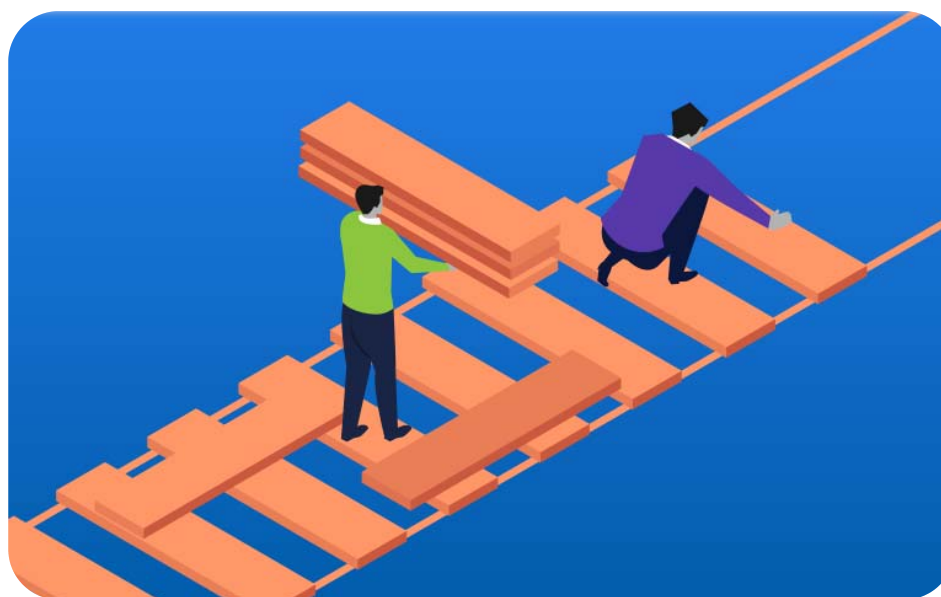
✓ Cronos

- Módulo NOTAM
- Módulo FPL
- Módulo Met
- Módulo PIB

✓ PLX

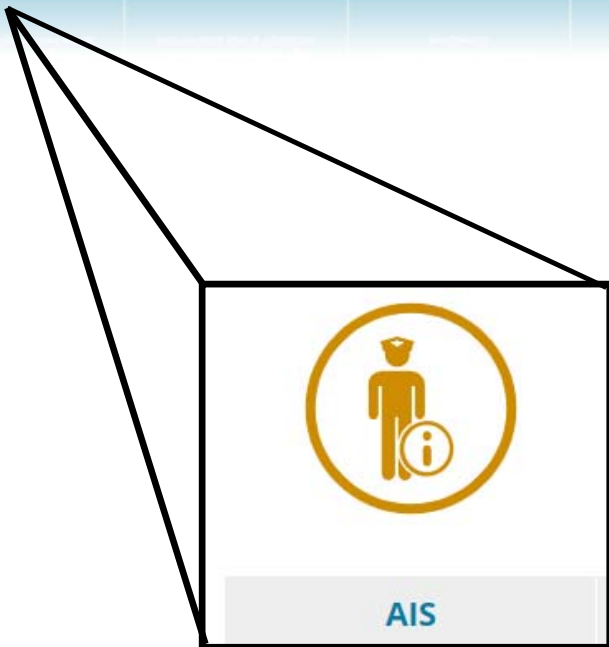


DAIM (Digital AIM)



AIM PUBLICACIONES

|  |  |  |  |  |
|---|---|---|---|--|
| AIS Contiene la documentación integrada que garantiza la seguridad, regularidad y eficacia de las operaciones aéreas. | METEOROLOGÍA Declaración de la meteorología observada con relación a una hora y lugar determinados para la tripulación. | PLAN DE VUELO Desarrollo de un vuelo que se somete a lo servicios de tránsito aéreo en los aeropuertos. | ATFCM Periodo de tiempo previsto para la llegada o salida, disponible o asignado al movimiento de una aeronave. | GUÍA DEL PASAJERO Sección que contiene recomendaciones generales para el usuario del transporte aéreo. |



► Servicio de información Aeronáutica- AIS

- Catálogo de Datos
- eAIP
- Enmienda AIP
- Obstáculos
- Formatos AIC
- Listas de verificación y Listas de NOTAM válidos
- AIS Internacional
- ASHTAM
- Cronos



República de Colombia

Dirección de Operaciones de Navegación Aérea
AIM Publicaciones Colombia



AERONÁUTICA CIVIL
UNIDAD ADMINISTRATIVA ESPECIAL

Información sobre este paquete eAIP

Fecha de entrada en vigor : 18 MAY 2023

Fecha de publicación : 06 ABR 2023

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SUP 22/23 SKNQ

SUP 23/23 SKSG

SUP 24/23 SKRG

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- PART 1 - GENERAL (GEN)

- + GEN 0
- + GEN 1 NATIONAL REGULATIONS AND REQUIREMENTS
- + GEN 2 TABLES AND CODES
- + GEN 3 SERVICES
- + GEN 4 CHARGES FOR AERODROMES/HELIPORTS

- PART 2 - EN-ROUTE (ENR)

- + ENR 0
- + ENR 1 GENERAL RULES AND PROCEDURES
- + ENR 2 AIR TRAFFIC SERVICES AIRSPACE
- + ENR 3 ATS ROUTES
- + ENR 4 RADIO NAVIGATION AIDS/SYSTEMS
- + ENR 5 NAVIGATION WARNINGS
- + ENR 6 EN-ROUTE CHARTS

- PART 3 - AERODROMES (AD)

- + AD 0
- + AD 1 AERODROMES/HELIPORTS - INTRODUCTORY
- + AD 2 AERODROMES
- + AD 3 HELIPORTS

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Information on this eAIP

Effective date: 05 OCT 2023
Publication date: 24 AUG 2023

Description

AIP AMDT 10/2023 ([Complete Amendment in PDF](#))
AIP AMDT 10/2023 ([Complete AIP in PDF](#)) (Size 420 MB)

New Supplement:

- SUP [057/2023](#)
- SUP [058/2023](#)
- SUP [059/2023](#)
- SUP [060/2023](#)

New Circular:

- AIC M [095/2023](#)
- AIC M [096/2023](#)
- AIC M [097/2023](#)
- AIC M [098/2023](#)
- AIC M [099/2023](#)
- AIC Y [100/2023](#)
- AIC M [101/2023](#)
- AIC M [102/2023](#)

ISAVIA ANS Aeronautical Information Publication
See cover page for details.

History Help IS EN

AIP | **AMDT** | SUPs | AICs | Search

Effective 06 OCT 2023

- PART 1 - GENERAL

- + GEN 0 PREFACE AND LISTS
- + GEN 1 NATIONAL REGULATIONS AND REQUIREMENTS
- + GEN 2 TABLES AND CODES
- + GEN 3 SERVICES
- + GEN 4 CHARGES for AERODROMES and AIR TRAFFIC SERVICES

- PART 2 - ENROUTE

- + ENR 0 PREFACE AND LISTS
- + ENR 1 GENERAL RULES AND PROCEDURES
- + ENR 2 AIR TRAFFIC SERVICES AIRSPACE
- + ENR 3 ATS ROUTES
- + ENR 4 RADIO NAVIGATION AIDS/SYSTEMS
- + ENR 5 NAVIGATION WARNINGS
- + ENR 6 EN-ROUTE CHARTS

- PART 3 - AD

- + AD 0 PREFACE AND LISTS
- + AD 1 AERODROMES/HELIPORTS - INTRODUCTORY
- + AD 2 AERODROMES



ISAVIA ANS
Air Navigation Services

eAIP Package

ICELAND

[Consult Notam for Latest Information](#)

Information on this eAIP Package

Effective date : 06 OCT 2023
Publication date : 06 OCT 2023

Description

AMDT 05/2023 ([See complete AMDT in PDF](#))

Please report any errors and omissions to ais@isavia.is

Changes in this Issue

See AMDT tab for changes



Gracias!

Report on Appendix C to Agenda item 4



NGA Aeronautical Navigation Office (SFA) Credentialing Program

28 May 2024

The overall classification of this presentation is:
UNCLASSIFIED

Overview

- Background
- Credentialed NGA Aero Analysts
- Receiving a credential and type rating
- Maintaining a credential and/or type rating
- Role of FAA at NGA
- Program status



Background

- 2006 - FAA Order 1100.161 Change 1, Air Traffic Safety Oversight
 - Established credentialing program for air traffic control (ATC)
 - Credential required for FAA Air Traffic Organization (ATO) safety personnel who provide direct safety-related ATC services throughout the National Airspace System (NAS)
 - Credential also required for individuals who perform certifications on certifiable systems/subsystems/services in support of the NAS
- 2014 - FAA & NGA establish credential for Aeronautical Information Management (AIM)
 - NGA voluntarily enacted program implementation to demonstrate NGA's leadership in the Aeronautical Information Specialist (AIS) community
 - Credential ensures that AIS practitioners have demonstrated proficiency in a common set of competencies
 - This process facilitates professional development and training, promotes better synchronization and alignment of individual capabilities with the FAA through transportable credentials, and increases the professionalization of the workforce
 - NGA is the first US government agency to issue FAA AIS credentials

Credentialed Aero Analysts

- 200+ analysts credentialed as AIS with type ratings:
 - Aeronautical Information Processing
 - AIP Management
 - Airport Mapping
 - Digital Terminal Design
 - Graphic Design
 - Procedure Design
 - Vertical Obstructions



Receiving a Credential & Type Rating

- Analyst is assigned a certified trainer and begins an on-the-job training (OJT) rubric
 - Rubric contents are unique to each type rating (some overlapping topics) and contains pertinent OJT topics and required classroom training courses
- Analyst completes OJT and required classroom training and demonstrates proficiency to their trainer
- Trainer “signs off” on the trainee’s rubric and passes it to their Designated Examiner (DE)

Once training is complete, the following must occur within 30 days:

- Trainee is recommended for credential & type rating by DE
- Credential is approved by Proficiency Manager (PM)

Credential is then issued by FAA with listed type rating

- Credential holders may have more than one type rating

(U) Vertical Obstruction Phase 3 (Advanced) Rubric

(U) Trainer instructions:

- Date and initial Start date when training on the associated line item begins
- Date and initial Demonstration (demo.) date (both trainer and trainee) once the trainee has demonstrated the associated task
- Please provide section specific comments within the area provided at the end of each section (keep all comments UNCLASSIFIED)

| (U) The compiled contents of this table are UNCLASSIFIED//FOUO. | | | | | | |
|---|-----------------|------------------|------------|------------------|------------------|-------|
| Professional Tradecraft Criteria and Requirements | Start Date | Trainer Initials | Demo. Date | Trainer Initials | Trainee Initials | Notes |
| Phase 3 – Advanced <i>Proficient Analysts should be able to accomplish Phase 3 within <1 month</i> | | | | | | |
| VO JPIP FUNCTIONS | | | | | | |
| Execute all appropriate actions: | Java Basics | | | | | |
| | Search Filters | | | | | |
| | Map Functions | | | | | |
| | Query Functions | | | | | |
| | Diagnostics | | | | | |
| Feedback is invited and encouraged throughout training. | | | | | | |
| Section comments: DO NOT USE THIS SECTION FOR CLASSIFIED FEEDBACK. | | | | | | |
| PRODUCTION | | | | | | |
| Production reports process: | Accessing Files | | | | | |



Maintaining a Credential and/or Type Rating

- Credentials and type ratings are valid for no more than 24 months
 - Each type rating must be maintained individually under credential umbrella
- DE recommends & PM approves renewals based on biennial skills evaluation (BSE)

Archived Ratings

- If holder moves to a new work function within Aero with a different type rating AND the holder does not maintain their previous type rating, it will be archived upon its expiration

Criteria for Withdrawal of Credentials and/or Type Ratings

- Departure from NGA
- Analyst no longer performs functions of any rating without likelihood of returning to SFA


Criteria for Removal of Credentials and/or Type Ratings

- Analyst unable to meet current requirements
- Analyst performance has adversely affected aviation safety
- Just cause as determined by supervisor

Credentials and type ratings may be reinstated at any time following re-training

Role of FAA at NGA

- FAA conducts a yearly audit on NGA’s credentialing program
- The audit includes interviews and document reviews
- Authority for recommendation and approval of credentials & type ratings lies solely with NGA DE & PM as long as NGA remains in compliance with FAA standards

| | | | |
|---|--|------------------------|---|
|  | AVS Quality Management System | QPM# AOV-002-001-W1 | Revision 9 |
| | Title: AOV Audit and Assessment Work Instruction | | Effective Date: April 22, 2022 Page 1 of 45 |

AOV-002-001-W1

AOV Audit and Assessment Work Instruction

Purpose

The purpose of this Work Instruction is to describe how the Air Traffic Safety Oversight Service (AOV) conducts surveillance of the Air Traffic Organization (ATO) through audit and assessment procedures. This document standardizes audits and assessments for AOV’s safety oversight of the ATO’s operations. The term “audit” encompasses assessments throughout the rest of this document.

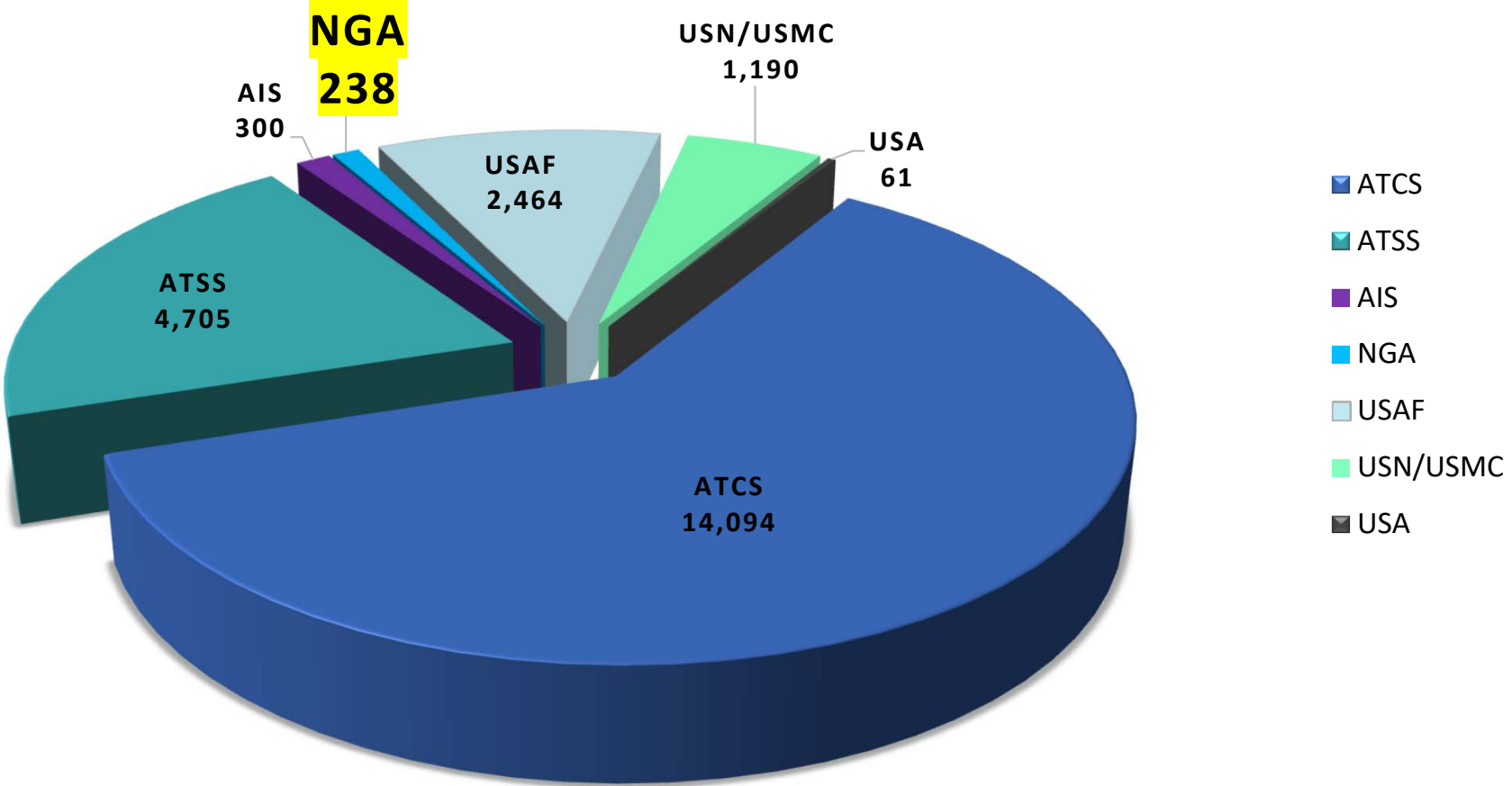
Scope

This Work Instruction provides AOV employees with step-by-step procedures for conducting audit and assessment surveillance activities in accordance with the AOV Surveillance Process, AOV-002-001. It describes the procedures used to effectively generate proposals, develop and conduct an audit, and complete post-audit activities.

FAA-DoD Credentialing Program Status

Total number of Active Credentials (as of 02/03/2023): 23,052*

*This number only includes Credentials with an active status.



ATCS = Air Traffic Control Specialist
ATSS = Airway Transportation Systems Specialist
AIS = Aeronautical Information Specialist

USAF = US Air Force
USN/USMC = US Navy/US Marine Corps
USA = US Army





Report on Appendix D to Agenda item 4



GroupEAD

SAM-AIM 2024





A hand is holding a circular lens with a black border. The lens is held in a way that it is slightly out of focus, with the text 'CP1' appearing in the center. The background is a blurred stadium with blue and orange seats.

CP1

GroupEAD



Aeronautical Information Unveiled:

Exploring the Horizon with CP1 Insights



Exploring the Horizon with CP1 Insights

AIM Landscape

AIM in CP1

GroupEAD highlights



Exploring the
Horizon with
CPI Insights

AIM Landscape



Current products: Paper/PDF and AFTN

| | | |
|--|---|--|
| AIP HONDURAS | | AD-2.MHRO-1 23 MAR 2023 |
| AD 2 AERÓDROMOS / AERODROMES | | |
| <p>Note: The following sections in this chapter are intentionally left blank: AD 2.7.</p> <p>MHRO AD 2.1 INDICADOR DE LUGAR - NOMBRE DEL AERÓDROMO AERODROME LOCATION INDICATOR - NAME MHRO — JUAN MANUEL GALVEZ INTL</p> <p>MHRO AD 2.2 DATOS GEOGRAFICOS Y ADMINISTRATIVOS DEL AERÓDROMO AERODROME GEOGRAPHICAL AND ADMINISTRATIVE DATA</p> | | |
| 1 | Coordenadas del ARP en el AD: ARP Coordinates at AD | 161902.22N 0863120.26W |
| | Emplazamiento en el AD: Site at AD | CENTRO DE LA PISTA |
| 2 | Dirección y distancia desde la ciudad: Direction and distance from (city) | Coxen Hole, 3km al Noroeste de la Ciudad |
| 3 | Elevación: Elevation | 6.4 M (21 FT) |
| | Temperatura de referencia: Reference temperature | 27°C |
| 4 | Ondulación Geoidal en AD PSN EL-EV: Geoidal undulation at AD ELEV PSN | -4.12 M |
| 5 | Variación magnética/Cambio anual: MAG VAR / Annual change | 2°W (2022) / 0.8° |
| 6 | Administración: AD administration | Empresa Hondureña Infraestructura Y Servicios Aeroportuarios |
| | Dirección: Address | AFROPIERTO. IIJIAN MANIFI CAI VF7 ROATAN HONDURAS |
| | Teléfono: Telephone | (504) 2445-1875 |
| | Fax: | NIL |
| | AFS: | MHROZPX, MHROYOYX, MHROZTX |
| | Web / Email: | e-mail: www.ehisa.hn / info@ehisa.hn |
| 7 | Tipos de tránsito permitido: Types of traffic permitted | IFR, VFR |
| 8 | Observaciones: Remarks | 1. Aeronave restringida para operar: B-767-300 ER 2. Clave de referencia Anexo 14 para infraestructura de vuelo: 4D |
| AIM - HONDURAS | | AIRAC AMDT 20/23 |

| Pre-Flight Information Bulletin | Route | Aeronautical Information Service |
|---------------------------------|--|----------------------------------|
| Date/Time (UTC): 03MAY13 0703 | Period (UTC): 03MAY10 0700 To 02MAY10 1346 | |
| Briefing ID: 80200957 | Dist Includes: SHONTAN ROTAK DOZINFO | |
| Type of Traffic: I-IV | | |
| Aircraft ID: HBRTA | ADSR: UJBS | ADSR: R00T |
| Lower: 0 Upper: 999 | Radius: DRPOM - DRYSM | |
| Outpost: +E +B -NBO +H +SM | | |
| ALTR: R00W | | |
| FIR: OMW ETVL BPN | | |
| PG: or Route: | | |

| Aerodrome Information | |
|---|--------------|
| Departure: UJBS (SHEBMTYEV0) | |
| N) 1004261603 | C11005281959 |
| E) TERMINAL F APPROX: | |
| 1. ACFT STANDS 34, 35, 36 AVBL FOR ACFT WITH MEN'S SHAN UP TO 34.00H AND 35.00H TO 34.15H NO COMMERCIAL AND TECHNICAL SERVICES. STANDS 31, 32 AVBL FOR PARKING OF ACFT A-321 TYPE. STAND 35A AVBL FOR PARKING OF ACFT E1-75 TYPE. | |
| 2. ONLINE START-UP AND ACFT TAXIING OUT FR STANDS 28, 29, 30, 31, 32 UNDER OWN RESPONSIBILITY ALLOWED ONLY WHEN THERE ARE NO ACFT BEHIND MENTIONED STANDS. | |
| 3. ACFT PARKING ONTO STANDS 29, 30, 31, 32 CARRIED OUT BY TOW TRACTOR ROSE TO TERMINAL. | |
| R) 1004263140 | C11006301959 |
| E) TIME OF ACFT TAXIING BEFORE TRF/AFTER LOG INCREASED BY 15 MIN. | (A1132/10) |
| N) 1004260900 | C11007260900 |
| E) TRANSFER OF CONTROL LIMITS BETWEEN 'AEROFLOT-APRON' AND 'SHEBMTYEV0-APRON' ESTABLISHED AS FOL: | (A2327/10) |
| 1. TAXI ROUTE BTH TERMINAL F APRON AND TERMINAL D APRON FR RWY 27 TO TAXI 35. | |
| 2. TAXI ROUTE BTH TERMINAL E APRON AND TERMINAL D APRON FR ACFT STAND 33 TO ACFT STAND 32. | |
| R) 1004260900 | C11007261959 |
| E) TAXIING FR ESTABLISHED BTH TERMINAL F APRON AND TERMINAL D APRON FR STAND 33 TO STAND 32 FOR ACFT WITH MEN'S SHAN UP TO 05H 30 DAY-LIGHT HOURS. | (A2932/10) |
| N) 1004092900 | C10000 |
| E) ACFT STANDS DIMENSION ON TERMINAL F APRON CHANGED: | (A2260/10) |
| STAND 13 CHANGED TO 13C. STAND 37 CHANGED TO 37A. STAND 38 CHANGED TO 38A. | |
| REF AIP AD 2.1 UJBS-17.48. | |
| N) 1004092900 | C10000 |
| E) TERMINAL E LOCATED WEST OF TERMINAL F BUT INTO OF. | (A2258/10) |
| TERMINAL E APRON (FCM 608/A/J/T) LOCATED WEST OF TERMINAL F BUT INTO OF. | |
| REF AIP AD 2.1-17.48. | |
| R) 1004092900 | C11007261959 |
| E) ACFT TAXIING ONTO TERMINAL E APRON SHALL BE CARRIED OUT AFTER FOLLOW-ME CAR. ACFT TAXIING OUT SHALL BE CARRIED OUT BY TOWING TO BUSINESS STAND-UP POSITION UNDER SHEBMTYEV0-APRON CONTROLLER'S PERMISSION ON PARQ 123.4 MSL. | (A2257/10) |
| N) 1004092900 | C10000 |
| E) TERMINAL E APRON: FIVE STANDS COMMISSIONED FOR ACFT COMMERCIAL SERVICE DURING DAYLIGHT HOURS: | (A2259/10) |
| STAND 31, 32A, 33B (1557.00 03724.82). | |
| STAND 33B, 34 (1557.00 03724.82). | |
| STAND 33, 35A, 35B (1557.00 03724.72). | |
| STAND 34, 37, 38 (1557.00 03724.82). | |
| REF AIP AD 2.1 UJBS-17.48. | |
| R) 1003300900 | C10000 |
| E) TERMINAL F APRON, ACFT STANDS 26, 26A, 27 AND 27A WITHDRAWN. | (A1309/10) |
| REF AIP AD 2.1 UJBS-17.48. | |
| N) 1003300900 | C11006301959 |
| | (A1318/10) |

G ___/22 NOTAMN

Q)LSAS/QMRLC/IV/NBO/A/000/999/4727N00833E005

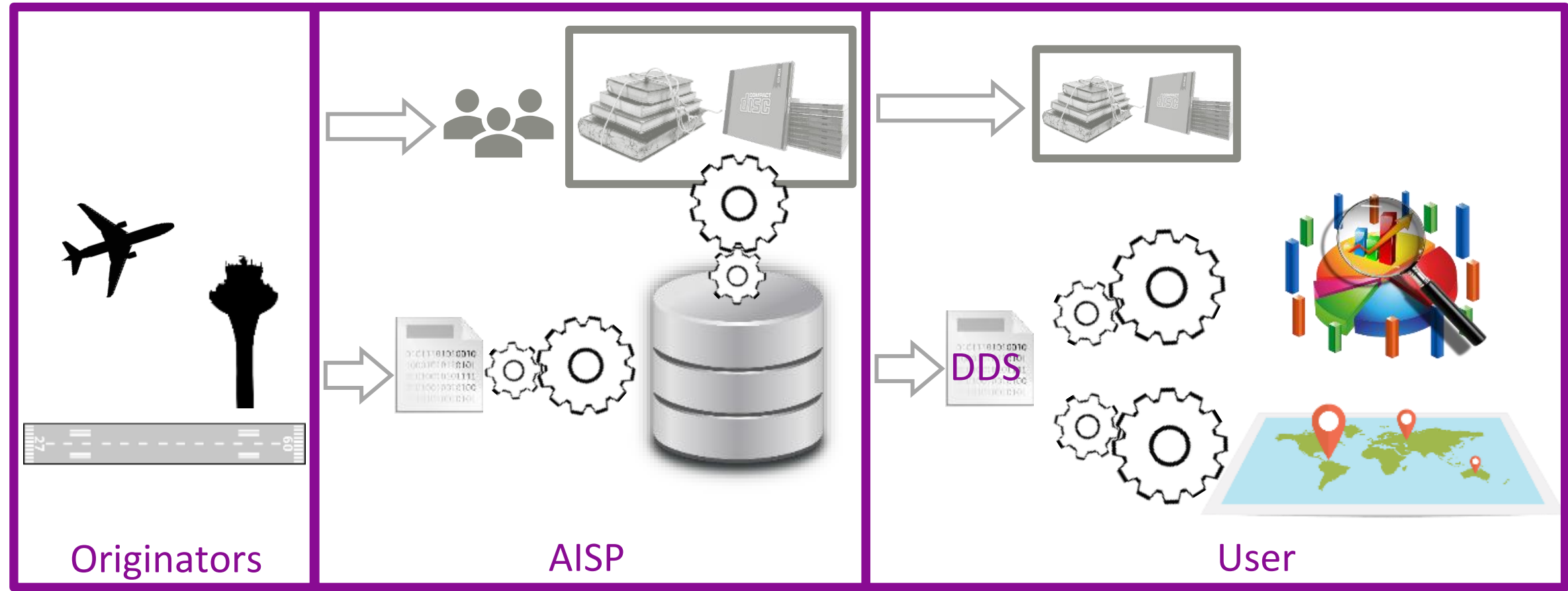
A)LSZH

B)2205010000

C)2205312359

E)RWY 10/28 CLOSED DUE TO RUBBER REMOVAL EQUIPMENT AND VEHICLES MOVING ON AND IN THE VICINITY OF THE RWY.

»» Data chain flow



Exploring the
Horizon with
CP1 Insights

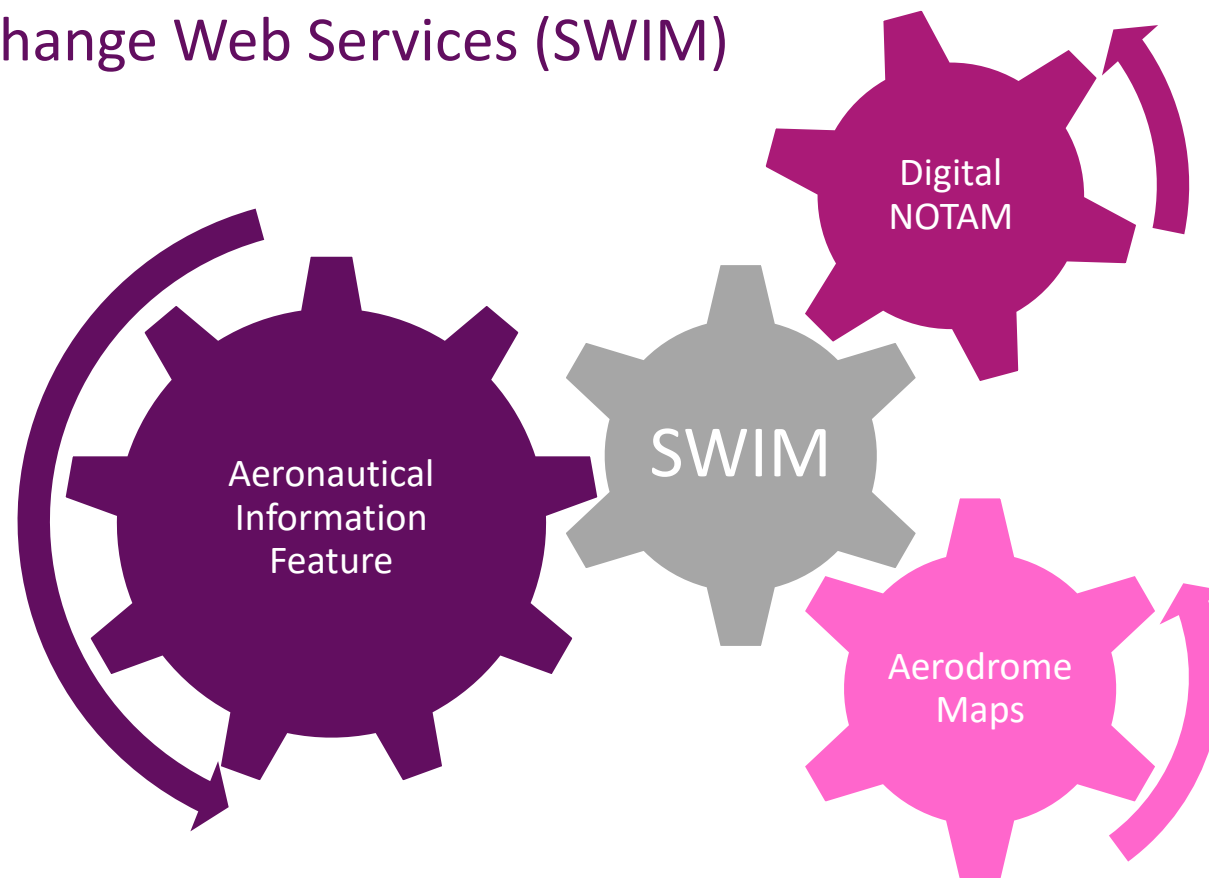
AIM in CP1



»»» AIM in CP1

EU 2021/116 CP1 – Common Project 1

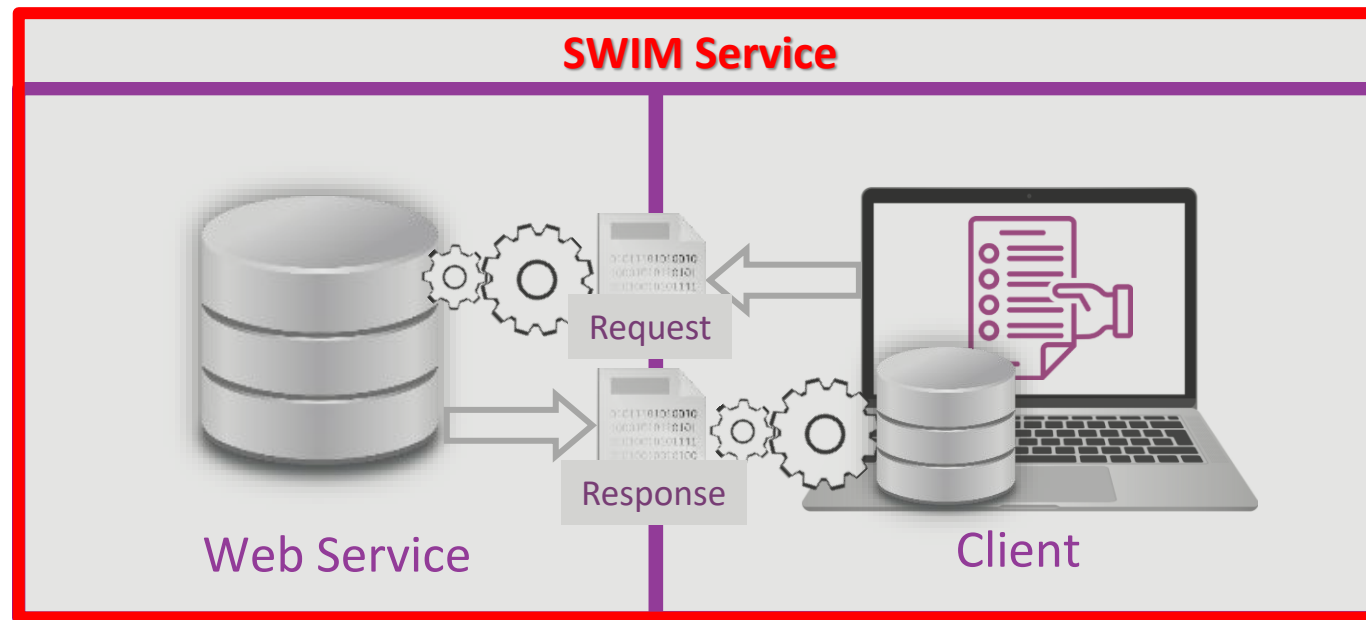
- Aeronautical Data Exchange Web Services (SWIM)



»» AIM in CP1

EU 2021/116 CP1 – Common Project 1

- Aeronautical Data Exchange Web Services (SWIM)



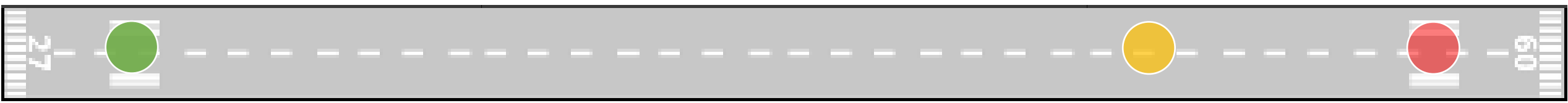
▶▶▶ AIM in CP1

EU 2021/116 CP1 – Common Project 1

- Aeronautical Data Exchange Web Services (SWIM) - Deadline







CP1 Entry into force
(01.02.21)

SWIM Services
(31.12.25)



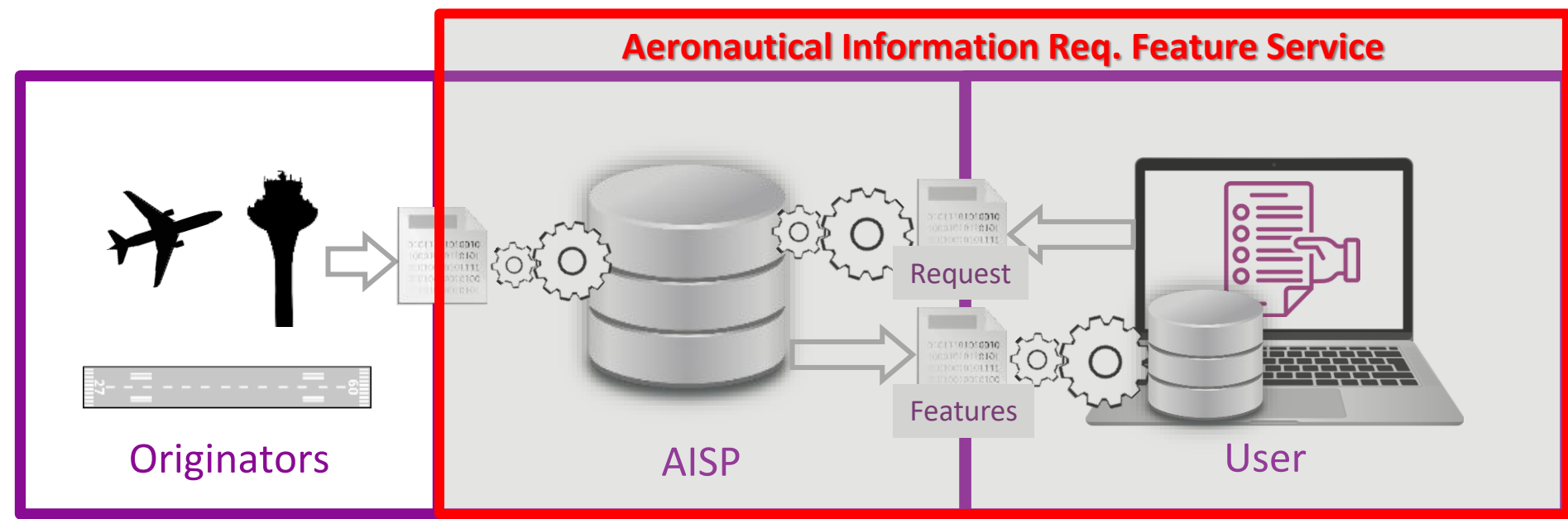
Today
(25.04.24)

➤➤➤ Aeronautical Data Exchange Web Services

| | |
|---|---|
| AIP AD Data | Aeronautical Information Feature Service |
|  Aerodrome Mapping data |  Aerodrome Maps Service  |
|  Aerodrome Events <small>Aerodrome AISP</small> |  Digital NOTAM Service <small>User</small>  |

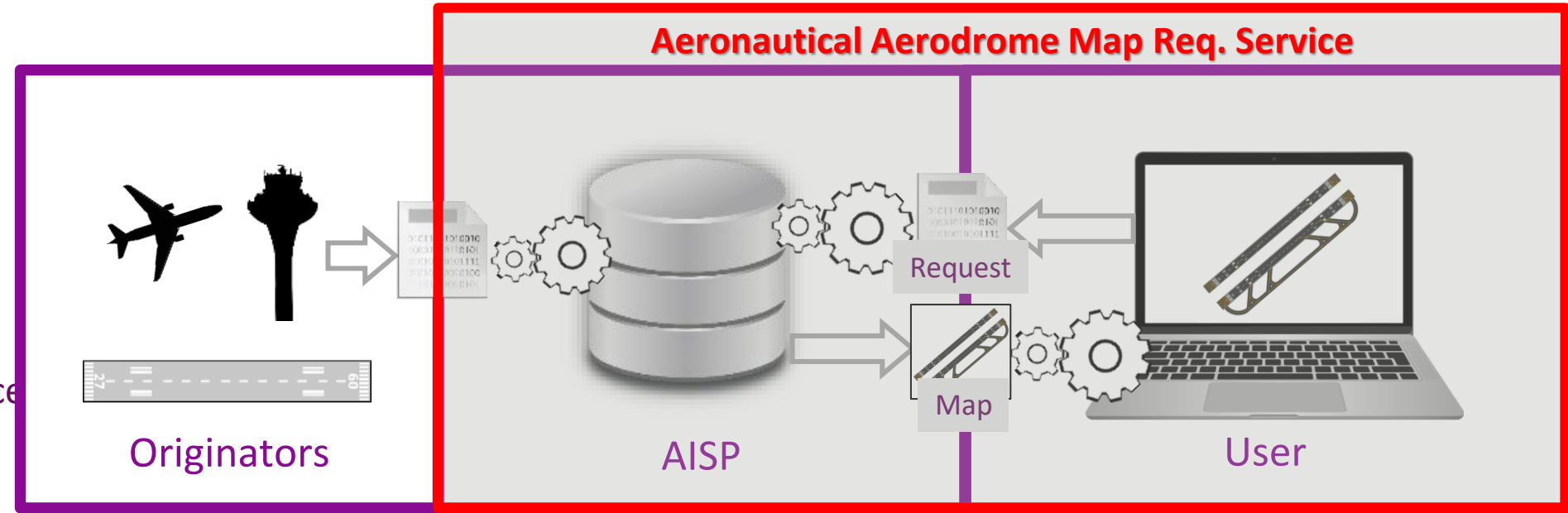
»»» Aeronautical Information Req. Service

- Users can request:
 - Actual and future aeronautical data
- Request based on:
 - Feature type
 - Feature name
 - Feature location
- Output:
 - AIXM 5.1.1
- Use cases:
 - ATM systems
 - Data Services



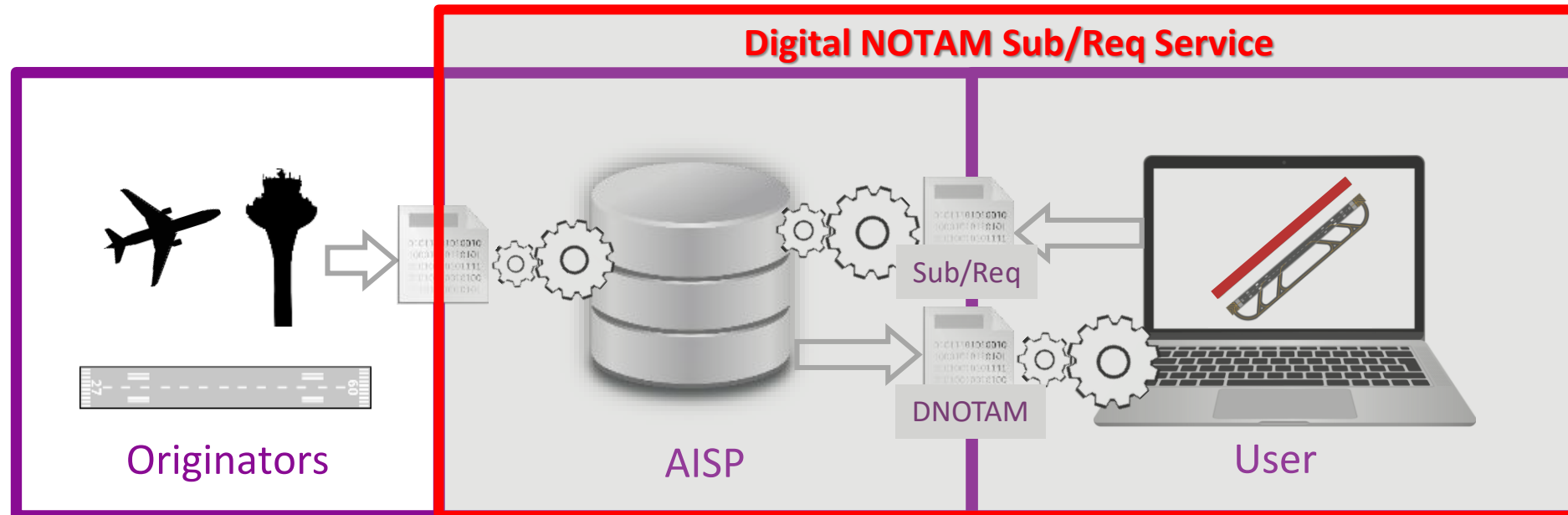
➤➤➤ Aeronautical Aerodrome Map Req. Service

- Users can request:
 - Aerodrome maps (graphical)
 - Current or next AIRAC cycle
- Request based on:
 - Aerodrome name
 - Map layers
 - Area of interest
- Output:
 - Backdrop map
- Use cases:
 - Digital NOTAM
 - ePIB
 - Aerodrome Surface management



»» Digital NOTAM Sub. & Req. Service

- Users can request/subscribe:
 - Digital NOTAM
- Request/subscription based on:
 - Digital NOTAM Scenarios (e.g. Runway closure)
- Output:
 - AIXM 5.1.1
- Use cases:
 - ePIB
 - EFB
 - In flight updates



»»» iNM Programme

Integrated Network Management

- New digital products (big data, AI, cloud, etc.)
- Replacement of EAD
- CP1 Compliant



»» Main concerns

- Regulatory awareness
- Solutions in the market
- Organization readiness



A futuristic, metallic humanoid figure stands against a dark blue background with a glowing grid pattern. The figure is holding a glowing globe of Earth in its right hand. The word "AIMM" is written in large, pink, 3D letters across the globe, and the word "Technology" is written in a smaller, white, sans-serif font behind it.

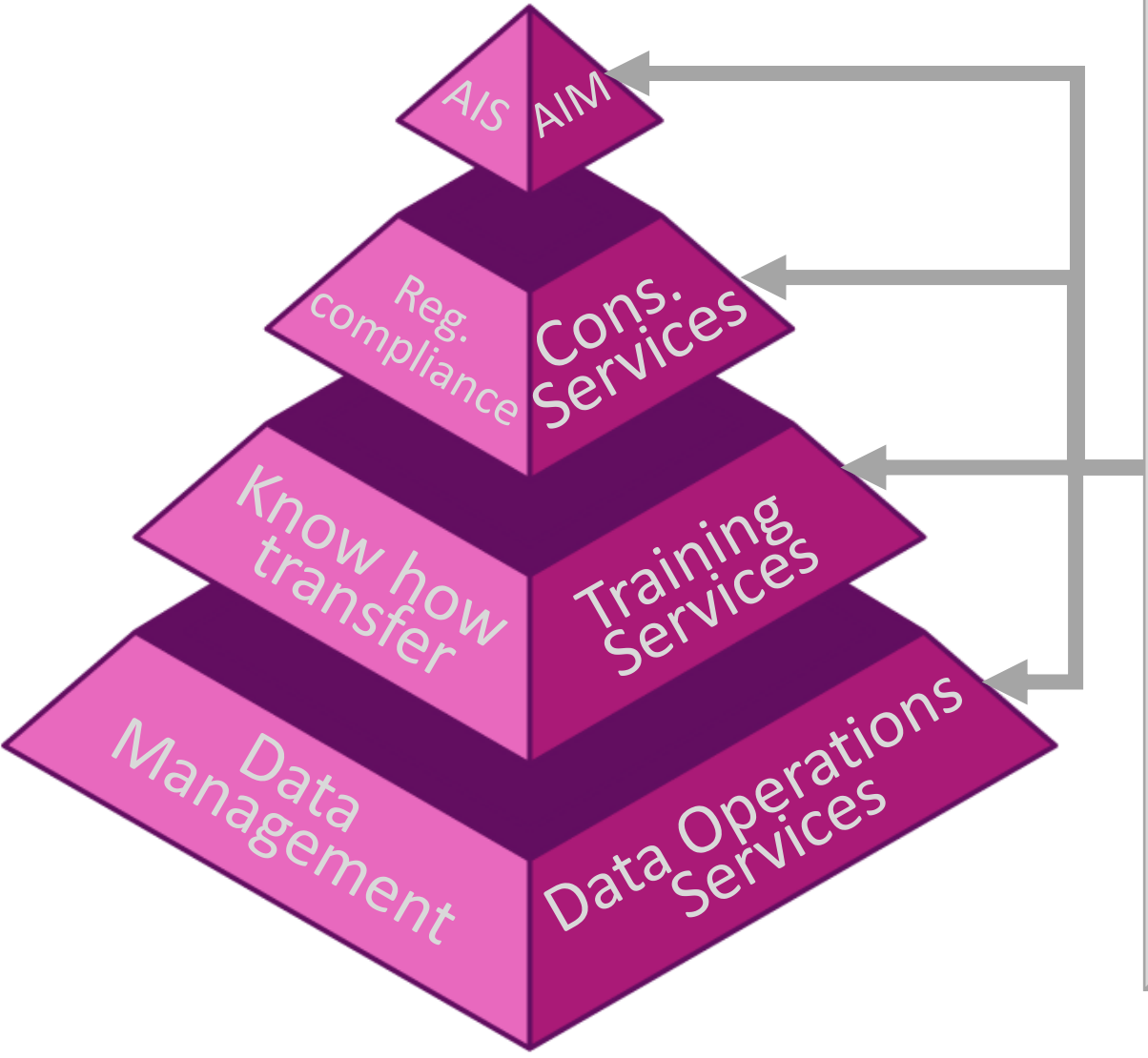
AIMM
Technology



GroupEAD

'AIM' Solutions

Our Services



- EAD's Regulatory Compliance (a.r.g)
- Since 2003, Dynamic Operations
- Multi-national staff & service (e.g. New York, London, Paris, Rome)
- Decree 17/373, 2021/116)

The image shows the letters 'A' and 'M' in a large, stylized font. The 'A' is filled with a dark, starry space background. The 'M' is filled with a dark background and contains a smaller image of a man in a dark shirt looking at a laptop screen. The 'A' also contains a smaller image of a blue airplane flying in a clear sky.



THANKYOU

GroupEAD





Contact Us :

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Report on Appendix E to Agenda item 4

SAM-AIM 2024

GroupEAD Team Challenge 2022



GroupEAD
TEAM CHALLENGE
→ ———— 2022

700km in 10Days
SAVE THE DATE
3rd to 12th Oct.

Walk, Run, Skate or Cycle during the 10 days and collect kilometre for a **Good and Sustainable Cause**. For each kilometre, company will donate. Participants will get a GroupEAD sport shirt for the support.

Be part of our first challenge and journey.
Stay tuned, more info will follow.

You be the Change

- This will never work?
- We are not fit?
- We don't have the culture?

Let's change
our mindset!!!

GroupEAD Team Challenge 2022



- 700 KM (3 days before)
- 30 participants
- 1001.22 KM
- 700 Euros



The collected money of 700,-EUR will be donated to “Frankfurt Organization Supporting Children who Suffer from Cancer”.

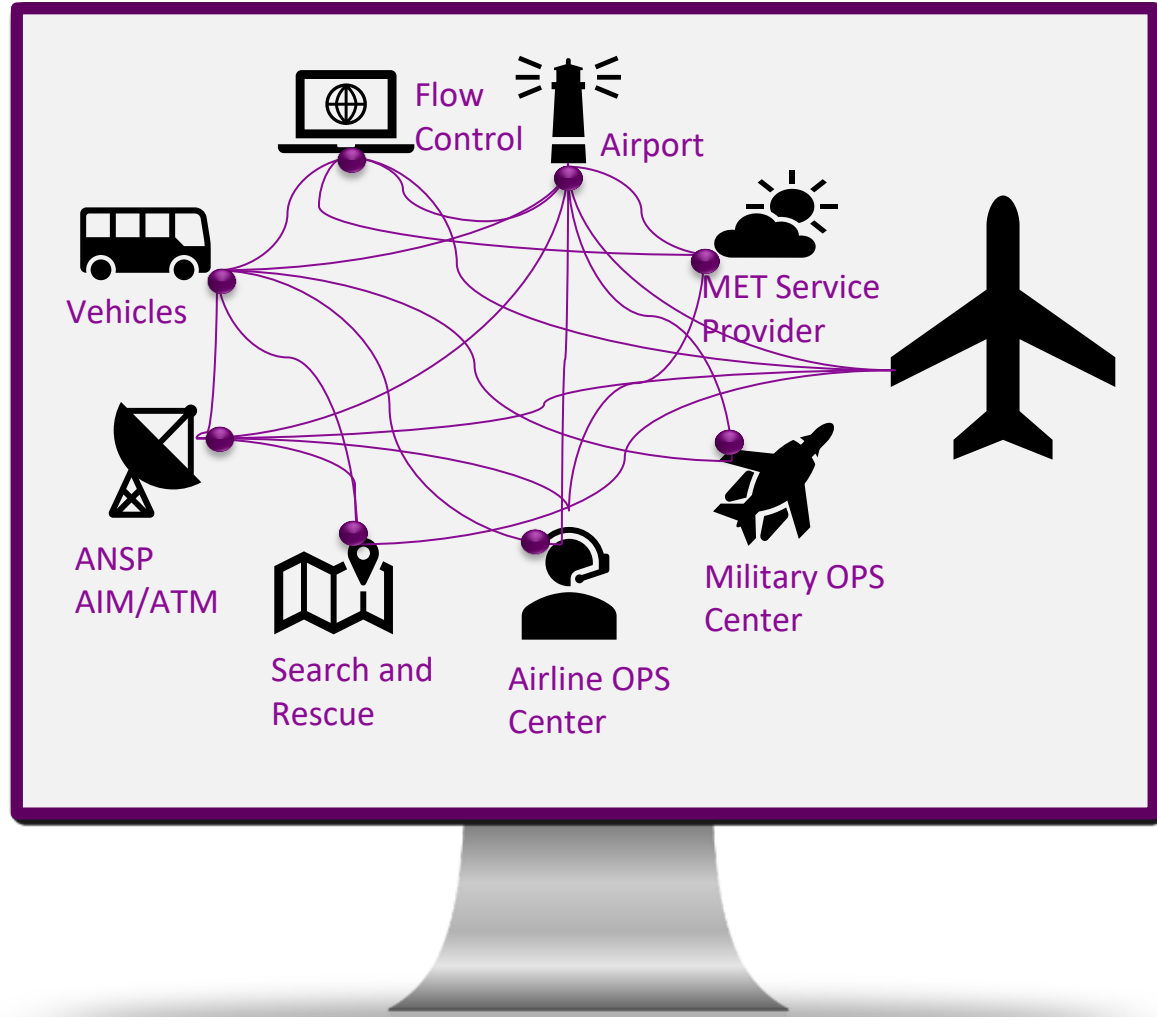


AIM/SWIM Implementation Challenges

Henry Caceres - GroupEAD

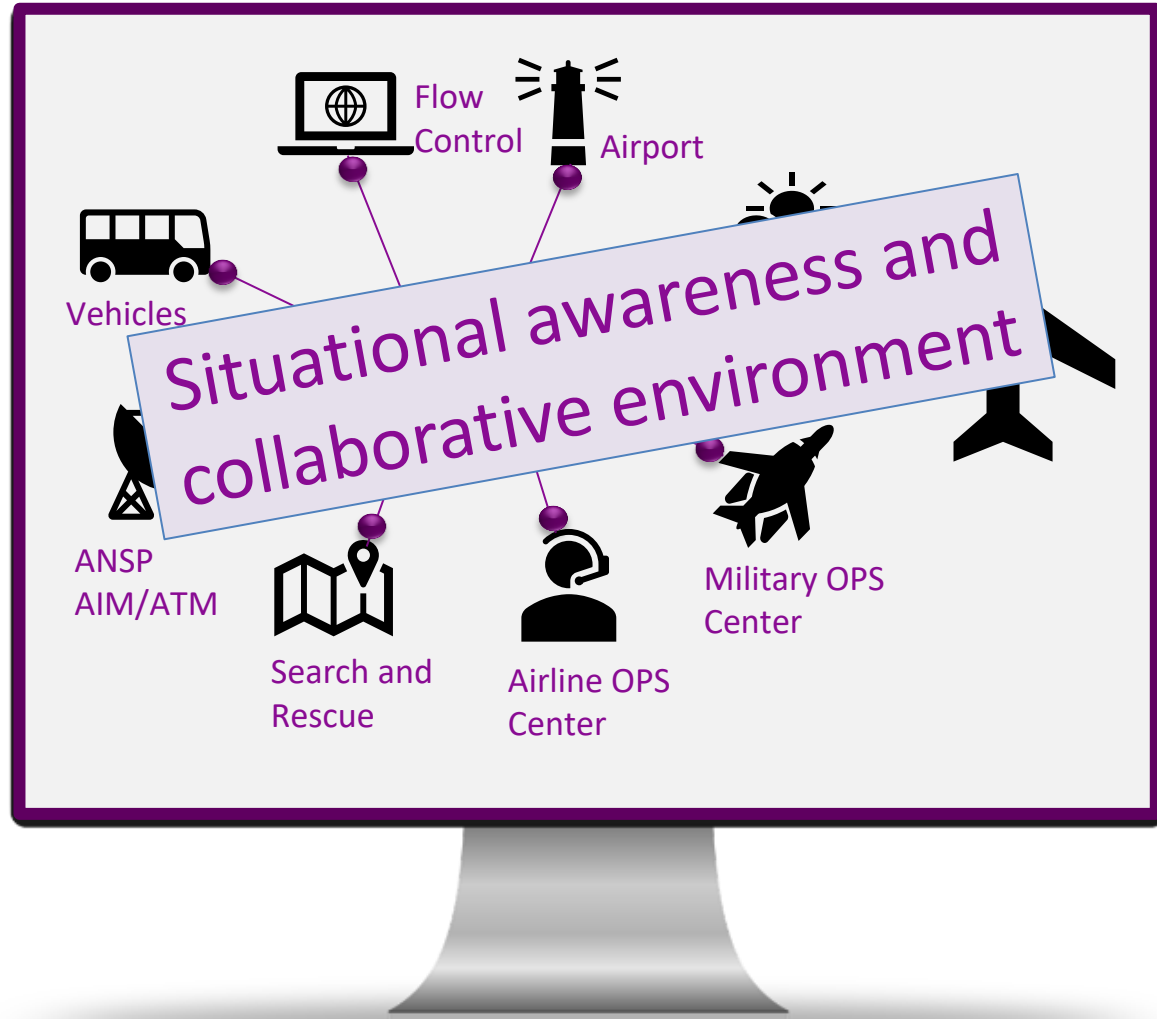
What is NOT SWIM?

- Point to point
- Many protocols
- Custom interfaces

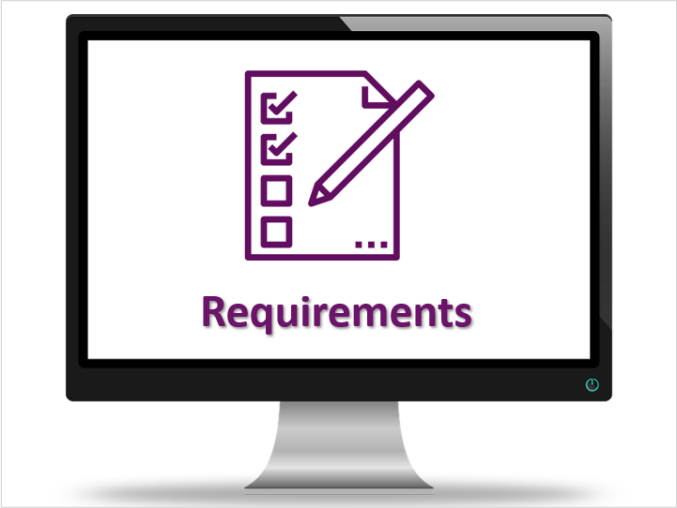


What is SWIM?

- Network centric
- Standard protocols
- Global operational



SWIM Challenges for AIM

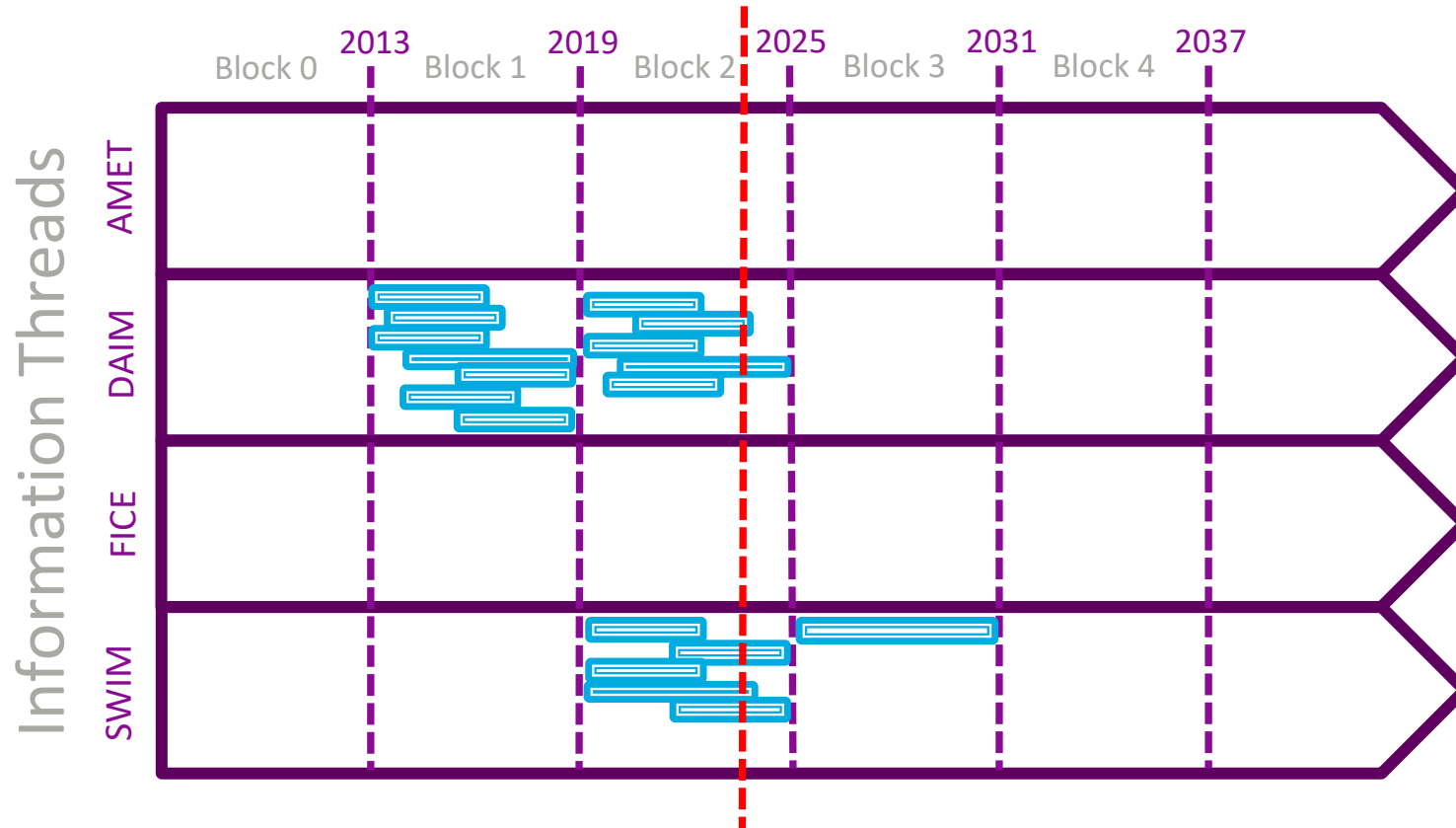




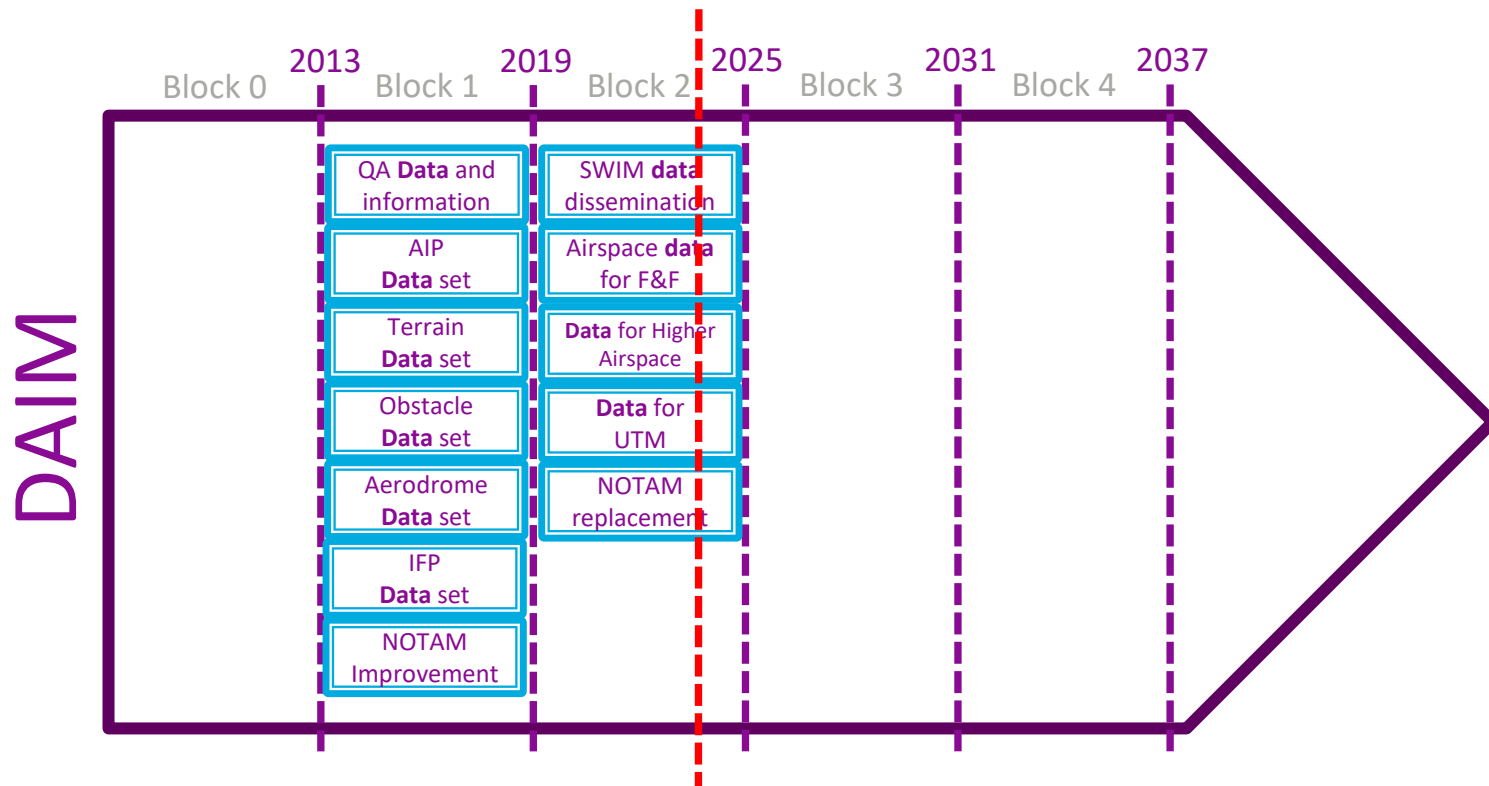
Requirements



DAIM and SWIM - ASBU



DAIM – Data everywhere!



EUR – Digital Data Sets

- Low level of compliance
- Lack of Coding Guidelines
- Waiting for eEAD (2025)



DAIM in Block 2

- Fully digital exchange
- Zero Paper
- Data position/time
- High airspace/UAS
- Obstacle database/
dynamic geo-fence



SWIM in Block 2

- Internet technologies
- Publish/Subscribe – Request/Reply
- Aircraft as a node in A/G





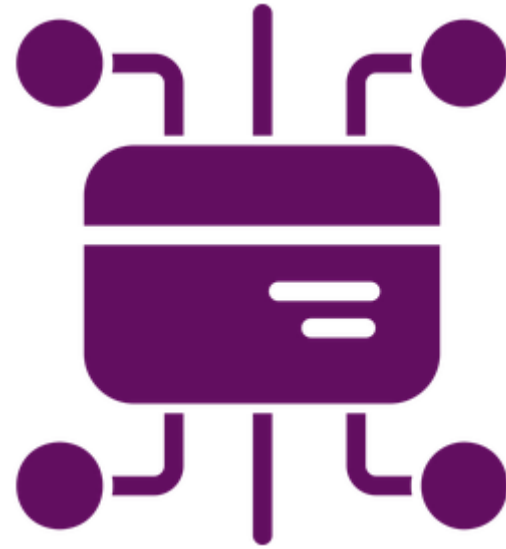
Resources



Resources

- Resources
 - Time
 - Budget
 - Staff
- Staff
 - Updated profile
 - New knowledge
 - New roles



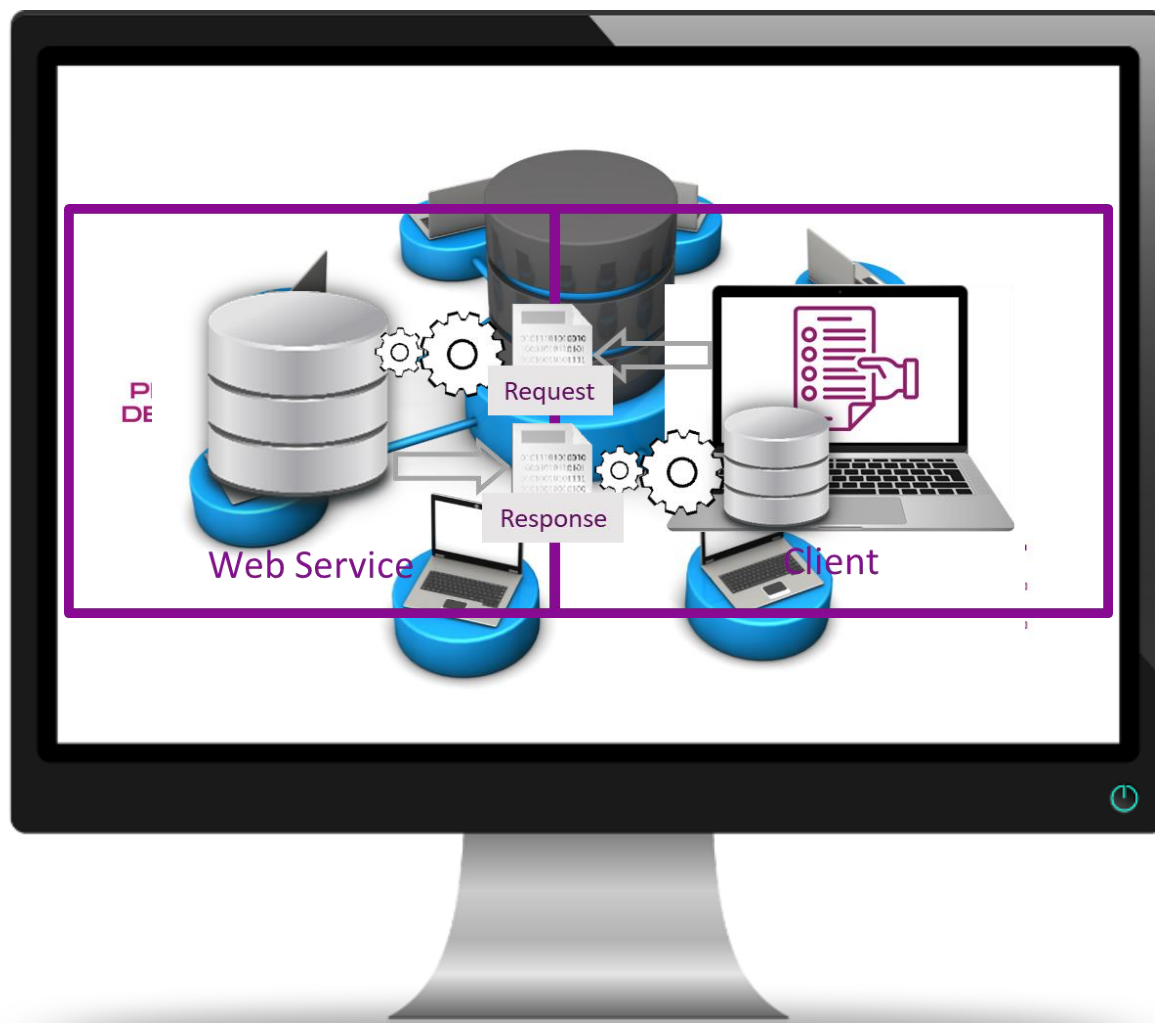


New Technologies/Tools



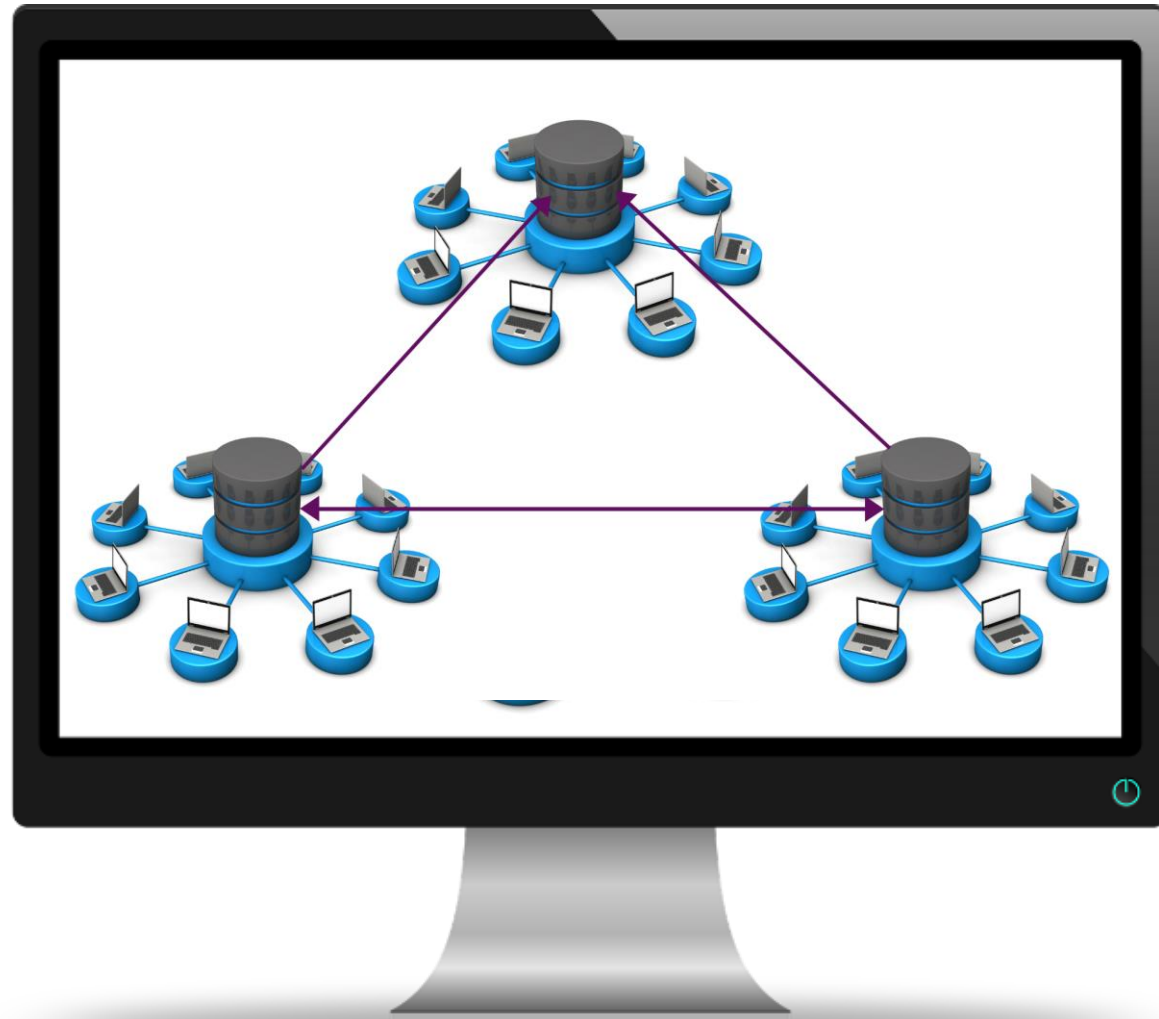
New Technologies

- Data Models
 - AIXM
 - FIXM
 - iWXM
- Databases
- Web Services
 - WFS
 - WMS
- Service Oriented



New AIM tools

- New Tools
 - WFM
 - Centralized AIM Systems
- Integration with other environments
 - Airports
 - ATM
 - Web Services



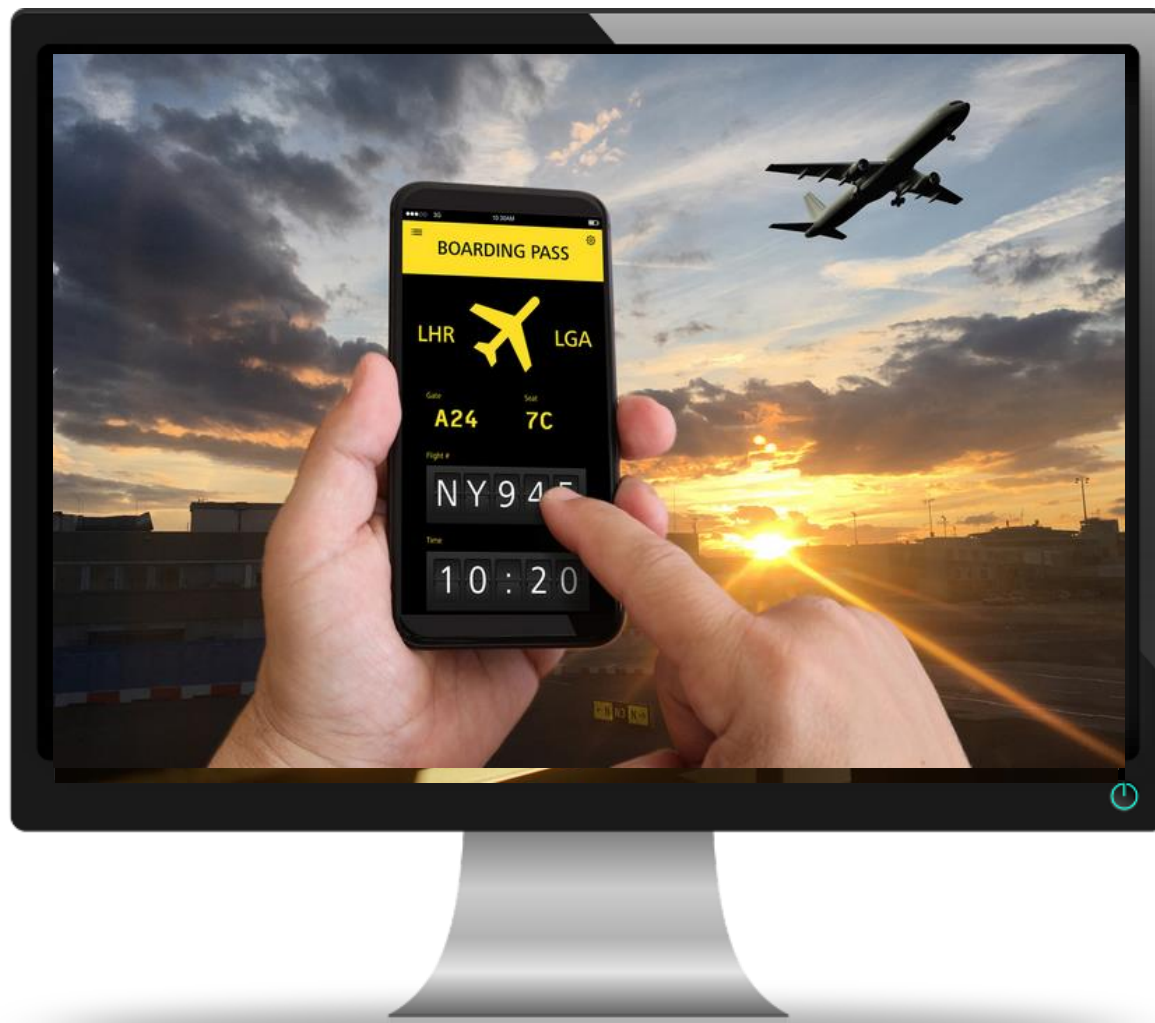


New Products/Services



New AIM Products and Services

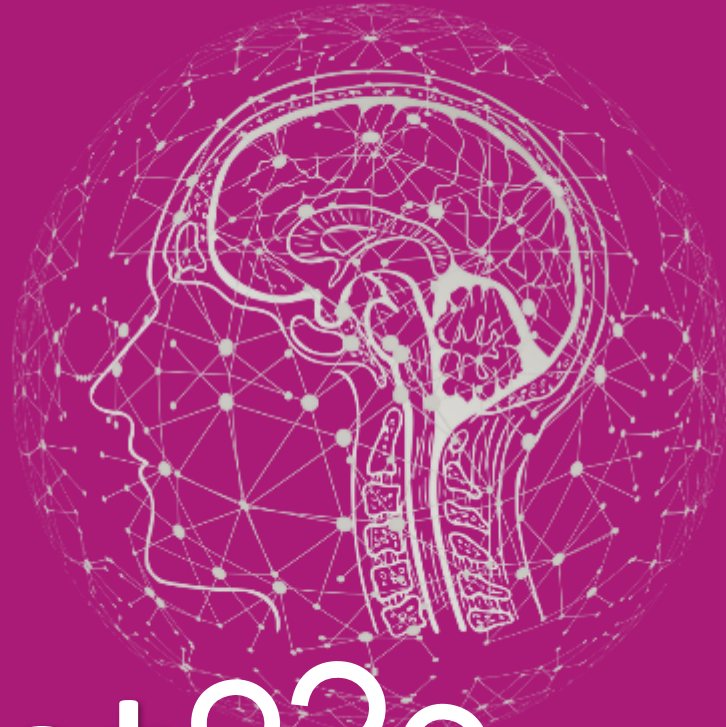
- New Products
 - Digital Data Sets
 - Digital NOTAM
- New Data Services
 - WFS/WMS
- Future Products/Services
 - eFB/iPIB
 - ATM Data
 - Flight Data



In AIM, we are getting ready for...

Data

- set
- base
- chain
- integrity
- exchange
- mindset???





Conquering the AIM/SWIM challenges



*"Embrace the challenge,
it's the only path to growth."*



Thank You / Gracias

Agenda Item 5: NOTAM Contingency Plans, AIS Contingency Plan for Volcanic Ash, and ICARD System

5.1 Under this Agenda Question, the Meeting considered the following notes:

- **WP/07** - NOTAM Contingency Plan (Submitted by Secretariat)
- **WP/08** – Volcanic Ash Exercise (VOLCEX) (Presented by Secretariat)
- **WP/09** - Follow-up to resolutions of ICARD problems (Presented by Secretariat)
- **WP/10** – Implementation of SNOWTAM and ASHTAM in Brazil

5.2 Under this agenda item, the Meeting analyzed the NOTAM Contingency Plan, the Volcanic Ash Contingency Plan, as well as issues related to ICARD.

NOTAM Contingency Plan

5.3 With regard to the NOTAM Contingency Plan, data from Bolivia, Panama and Uruguay have been updated. The status of the NOTAM Contingency Plans is presented as **Appendix A** to this part of the report.

5.4 In addition, a teleconference has been established with the States of Colombia, Venezuela and Peru to review the agreements for the NOTAM Contingency Plan between these States.

5.5 The Meeting approved the implementation of support exercises among the NOFs, within the context of the NOTAM Contingency Plan, to verify the applicability of these plans and detect opportunities for improvement, within the cycle of continuous improvement. The Agenda for these tests has been included within **Appendix A** to this part of the report.

Volcanic Ash Exercises

5.6 In relation to the exercise of volcanic ash (VOLCEX) the meeting was informed that the Workshop for the Coordination of VOLCEX will be held in the city of Lima, from June 17 to 20.

5.7 The Secretariat reported that the Workshop would consist of two parts:

- a) Workshop on Volcano Monitoring on International Airways;
- b) Coordination workshop on VOLCEX, which will take place between the months of October and November.

5.8 The Secretariat has also informed that it will send the Protocol of the Exercise to the States, so that internal coordination can be carried out, between all the parties involved, in each State and the Workshops to socialize the protocol of the exercise as well as its objectives.

5.9 The Secretariat has urged States to update their Volcanic Ash Contingency Plan in preparation for this exercise. Delegates provided information regarding the Volcanic Ash Contingency Plan. The current status can be found as **Appendix B¹** to this part of the report

ICARD System

5.10 The Meeting has been informed of the status of ICARD in relation to the resolution of the discrepancies observed between the Database and the 5LNC codes that are in use by States.

¹ Appendix to WP/08

5.11 The Secretariat has highlighted the achievements made in eliminating duplicate codes and commends States for their coordinated work to that end.

5.12 The Secretariat called on all States to establish prior coordination when planning to establish new waypoints or amend existing waypoint coordinates at RIR boundaries. Coordination should be made prior to the application to ICARD and should include the establishment of unique dates for the entry into force of the amendment for the two States involved.

5.13 On the same point, States have also been informed to consider that, if these amendments affect the route network, the amendment to the Regional Air Navigation Plan should be requested.

APÉNDICE A / APPENDIX A

Catálogo de los Planes de Contingencia NOTAM de la Región SAM
 Catalogue of NOTAM Contingency Plans in the SAM Region

Fecha: 18 de junio de 2024
 Date: 18 June 2024

| Estado/ State | Estado de respaldo/ Backup State | Situación / Estatus | | Punto de Contacto/ Contact Point | Descripción general de facilidades y servicios que garantizan la continuidad / General description of facilities and services available which ensure continuity | Banco NOTAM NOTAM Bank | Fecha probable de Prueba del Plan de Contingencia / Probable Contingency Plan Test Date |
|------------------|--|------------------------|-------|--|--|---------------------------|--|
| | | Borrador/ Draft | Final | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Argentina | Uruguay | | X | NOF Ezeiza Tel: 541 4480 2294 Fax: 541 4480 2260 Email: nofezeiza@eana.com.ar NOF Montevideo Tel: 5982 6040067 Email: aisnof@dinacia.gub.uy notam.uy@gmail.com | AFS, Tel/Fax, REDDIG, Internet | AMHS | Fines de junio 28 / End of June 28 |
| Bolivia | Perú | | X | NOF La Paz Tel: 5912821732 int 288 Mobile: +5972028265 Email: nofbolivia@naabol.gob.bo NOF Lima Tel: +511 2301419 +511 2301416 Mobile: +51 978471875 Email: aislima@corpac.gob.pe aislimaperu@gmail.com | AFS, Tel, REDDIG, Internet | | Coordinaran entre ambos Estados. 20 de junio / They will coordinate between both States. June 20th |

| Estado/ State | Estado de respaldo/ Backup State | Situación / Estatus | | Punto de Contacto/ Contact Point | Descripción general de facilidades y servicios que garantizan la continuidad / General description of facilities and services available which ensure continuity | Banco NOTAM NOTAM Bank | Fecha probable de Prueba del Plan de Contingencia / Probable Contingency Plan Test Date |
|----------------------|--|------------------------|-------|--|--|--|---|
| | | Borrador/ Draft | Final | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Brasil/Brazil | | | | NOF Brasil Tel: 5521 21016976 552121016879 Mobile: +5521985543390 Email: nofbrazil@decea.mil.br | Tel, Internet | CRONOS | Cuenta con contingencia de Infotemp. Informa |
| Chile | Ecuador | | X | NOF Chile Tel: 56224392081 Email: nofchile@dgac.gob.cl NOF Guayaquil Tel: 5934 2924940 Email: nof_ecuador@dgac.gob.ec | AFS, Tel/ REDDIG, Internet | IAT-WIN | |
| Colombia | | | | NOF Bogotá Tel: 571 2962991 Email: ais@aerocivil.gov.co ; solicitudes.notam@aerocivil.gov.co | | Actual Banco Web / Current Web Bank AMHS | |
| Ecuador | Chile | | X | NOF Guayaquil Tel: 5934 2924940 Email: nof_ecuador@aviacioncivil.gob.ec NOF Chile Tel: 56224392081 Email: nofchile@dgac.gob.cl | AFS, Tel/ REDDIG, Internet | IAT-WIN | |

| Estado/ State | Estado de respaldo/ Backup State | Situación / Estatus | | Punto de Contacto/ Contact Point | Descripción general de facilidades y servicios que garantizan la continuidad / General description of facilities and services available which ensure continuity | Banco NOTAM NOTAM Bank | Fecha probable de Prueba del Plan de Contingencia / Probable Contingency Plan Test Date |
|---|--|------------------------|-------|--|--|---------------------------|---|
| | | Borrador/ Draft | Final | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Guyana | Suriname | | X | NOF Guyana Telefax: 592 2612279 Tel: 592 2612269 Cel: 592-632-0416 AFS: SYCJYNYX Cable: TIMAIRPORT GUYANA Email: aisguyana@gcaa-gy.org NOF Suriname Tel: 597 0325103 Email: ais.sur@hotmail.com ais@cadsur.sr | AFS, Tel/Fax, REDDIG, Internet | AMHS | |
| Guyana Francesa/ French Guiana | | | | | | | |

| Estado/ State | Estado de respaldo/ Backup State | Situación / Estatus | | Punto de Contacto/ Contact Point | Descripción general de facilidades y servicios que garantizan la continuidad / General description of facilities and services available which ensure continuity | Banco NOTAM NOTAM Bank | Fecha probable de Prueba del Plan de Contingencia / Probable Contingency Plan Test Date |
|------------------|-------------------------------------|------------------------|-------|--|--|---------------------------|--|
| | | Borrador/ Draft | Final | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Panamá | Perú | | X | <p>NOF Panamá Tel: +507520-1647, +507520-1636 y +507520-1646 Mobile: +50764062071 +50768703783 Estación del Servicio al Vuelo +507 5244735 (02 a 12 utc): Email: aisnof@acronautica.gob.pa aisnoftum@gmail.com telecomtocumen@gmail.com</p> <p>NOF Lima : +511 2301419 +511 2301416 +51 978471875 Email: aislima@corpac.gob.pe aislimaperu@gmail.com</p> | AFS, Tel/Fax, REDDIG, Internet | AMHS AMHS | 15 de julio / July, 15 |
| Paraguay | Chile | | X | <p>NOF Asunción Tel: 59521 645952 Email: ais_adnof@dinac.gov.py aim.ad.nof@gmail.com</p> <p>NOF Chile Tel: 56224392081 Email: nofchile@dgac.gob.cl</p> | AFS, Tel/Fax, REDDIG, Internet AFS, Tel/ REDDIG, Internet | AMHS IAT-WIN | The test was satisfactory. The signature of the Directors is required to update the document. 2025 |

| Estado/ State | Estado de respaldo/ Backup State | Situación / Estatus | | Punto de Contacto/ Contact Point | Descripción general de facilidades y servicios que garantizan la continuidad / General description of facilities and services available which ensure continuity | Banco NOTAM NOTAM Bank | Fecha probable de Prueba del Plan de Contingencia / Probable Contingency Plan Test Date |
|------------------|--|------------------------|-------|--|--|---------------------------|---|
| | | Borrador/ Draft | Final | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Perú | Bolivia | | X | NOF Lima Tel: : +511 2301419 +511 2301416 +51 978471875 Email: aislima@corpac.gob.pe aislimaperu@gmail.com NOF La Paz Tel: 5912821732 int 288 Mobile: +5972028265 Email : nofbolivia@naabol.gob.bo | | AMHS | |
| Suriname | Guyana | | X | NOF Suriname Tel: 597 0325103 - Email: ais.sur@hotmail.com ais@cadsur.sr NOF Guyana Telefax: 592 2612279 Tel: 592 2612269 Cel: 592-632-0416 AFS: SYCJYNYX Cable: TIMAIRPORT GUYANA Email: aisguyana@gcaa-gy.org | AFS, Tel/Fax, REDDIG, Internet | AMHS | |

| Estado/ State | Estado de respaldo/ Backup State | Situación / Estatus | | Punto de Contacto/ Contact Point | Descripción general de facilidades y servicios que garantizan la continuidad / General description of facilities and services available which ensure continuity | Banco NOTAM NOTAM Bank | Fecha probable de Prueba del Plan de Contingencia / Probable Contingency Plan Test Date |
|------------------|--|------------------------|-------|--|--|---------------------------|---|
| | | Borrador/ Draft | Final | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Uruguay | Argentina | | X | NOF Montevideo Tel: 5982 6040067 Email: aisnof@dinacia.gub.uy notam.uy@gmail.com NOF Ezeiza Tel 5414 480 2294 Fax 5414 480 2260 Email: nofezeiza@eana.com.ar | AFS, Tel/Fax, REDDIG, Internet | AMHS, SISNOTAM | |
| Venezuela | Perú | X | | NOF Lima Tel: +511 2301419 +511 2301416 +51 978471875 Email: aislima@corpac.gob.pe aislimaperu@gmail.com | | | |

Nota/Note:

- Columna 1: Indicar Estado, Territorio u Organismo Internacional / *Indicate State, Territory or International Organization.*
- Columna 2: Indicar Estado, Territorio u Organismo Internacional con quien debe coordinarse el Plan de Contingencia del Estado citado en la Columna 1 / *Indicate State, Territory or International Organization with whom the Contingency Plan of the State mentioned in Column 1 should be coordinated.*
- Columna 3: Marcar con X en el caso que el Plan de Contingencia se encuentre en proceso para su armonización con el Estado en cuestión / *Mark with an X in case the Contingency Plan is in process for its harmonization with the referred State.*
- Columna 4: Marcar con X en el caso que el Plan de Contingencia se encuentre armonizado con el Estado en cuestión / *Mark with an X in case the Contingency Plan is in process for its harmonization with the referred State.*
- Columna 5: Indicar cargo del Punto de Contacto y medio de comunicación a utilizar en caso de ser necesario / *Indicate position of the Point of Contact and communications means to be used, if necessary.*

- Columna 6: Indicar cuáles son, en general, las facilidades y los servicios disponibles mientras el Plan de Contingencia se encuentra activado / *Indicate which are, in general, the facilities available services while the Contingency Plan is activated.*
- Columna 7: Banco NOTAM / *NOTAM Bank.*
- Columna 8: Fecha tentativa de test de los Planes de Contingencia NOTAM.

APÉNDICE B / APPENDIX B

PLAN DE CONTINGENCIAS AIS/AIM POR CENIZAS VOLCÁNICAS / CONTINGENCY PLAN FOR VOLCANIC ASH

| Número / Number | Estado / State | ¿Cuenta su Estado con un Plan de Contingencia? / Does your State have a Contingency Plan? | Servicios y organizaciones involucrados en su Plan de Contingencia / Services and organizations involved in the Contingency Plan |
|--------------------|----------------|--|--|
| 1 | Argentina | <p>Está prevista en su Regulación y el ANSP lo incluirá en su MADE del NOF en desarrollo (sujeto al acuerdo que está en revisión). También está en revisión los acuerdos con el SEGEMAR Para el AGA, Apéndice 2 de la RAAC 153. Establece procedimientos y responsabilidades para cada área y la activación del COE /</p> <p>It is foreseen in their regulation and the ANSP will include it in its NOF MADE being developed (subject to the agreement that is under review). Agreements with SEGEMAR are also under review. For AGA, Appendix 2 to RAAC 153 establishes procedures and responsibilities for each area and the activation of the Emergency Management Committee.</p> | <p>ANAC, EANA, SMN, SEGMEAR, AGA Aviacion general y comercial están invitados al ejercicio. Participara un representante de la Sociedad Argentina de Aviación Civil / General and commercial aviation are invited to the exercise. A representative from the Argentine Society of Civil Aviation will participate.</p> |
| 2 | Brazil | <p>Tiene un Plan CIRCEA 63-2 / A plan CIRCEA 63-2 is in place.</p> | <p>Será actualizada el Plan debido a la implantación del ASHTAM este año, pero aún no hay fecha. / The Plan will be updated due to the implementation of ASHTAM this year, but there is still no date set.</p> |

| Número / Number | Estado / State | ¿Cuenta su Estado con un Plan de Contingencia? / Does your State have a Contingency Plan? | Servicios y organizaciones involucrados en su Plan de Contingencia / Services and organizations involved in the Contingency Plan |
|--------------------|----------------|---|---|
| 3 | Bolivia | Bolivia cuenta con la Regulación en relación con el tema. / Bolivia has regulations on the subject. | La Autoridad ha requerido al proveedor preparar el Plan de Contingencia que no lo tenían. El Plan de Contingencia ya se tiene concluido y aprobado por el Proveedor de Servicio. La Autoridad ya ha aceptado el Plan y Bolivia está preparado para el ejercicio. / The Authority has required the provider to prepare the Contingency Plan, which they did not have. The Contingency Plan has now been completed and approved by the Service Provider. The Authority has already accepted the Plan, and Bolivia is prepared for the exercise. |
| 4 | Chile | Cuenta con una Carta con SERNAGEOMIN. Están trabajando en un Procedimiento de Contingencia con ATS/MET/AIS. / Currently, they have a letter signed with SERNAGEOMIN. They are working on a contingency procedure with ATS/MET/AIS. | El Plan de Contingencia está aprobado y publicado por el AIC 04/204. / The Contingency Plan is approved and published under AIC 04/204. |
| 5 | Colombia | Están organizando unas mesas de trabajo para firmar cartas de acuerdos ATS/AIS/MET (Aerocivil e IDEAM) e Ingeominas para revisar, actualizar y mejorar este Plan. Para el primer semestre del 2023. El Plan de Contingencia está ingresado en el Sistema de Gestión de Calidad. / They are organising working groups to sign letters of agreement with | ATS, AIS, MET, Centro meteorológico / ATS, AIS, MET, Meteorological centre |

| Número / Number | Estado / State | ¿Cuenta su Estado con un Plan de Contingencia? / Does your State have a Contingency Plan? | Servicios y organizaciones involucrados en su Plan de Contingencia / Services and organizations involved in the Contingency Plan |
|--------------------|----------------|--|---|
| | | ATS/AIS/MET (Aerocivil and IDEAM) and Ingeominas to review, update and improve this plan. For the first half of 2023. The contingency plan is included in the Quality Management System. | |
| 6 | Guyana | | |
| 7 | Ecuador | | |
| 8 | French Guiana | | |
| 9 | Panama | Cuenta con su Plan de Contingencia Nacional pero están en proceso de armonizarlo al Plan Regional. No hay fecha porque lo está trabajando el servicio MET. / They have a national contingency plan, which is being harmonised with the Regional Plan. There is no date defined because the MET service is working on it. | Firmado el Plan de Contingencia con MET. / Contingency Plan with MET signed |
| 10 | Paraguay | No tienen un Plan de Contingencia por VA. Esperan desarrollarlo para el primer semestre del 2023. / They do not have a VA contingency plan. They expect to have it by the first half of 2023. | El Departamento de MET Aeronáutica estaban trabajando en un borrador y coordinará con ATS y AIS para ajustar detalles y luego será firmado en el segundo semestre del 2024. / Paraguay emite ASHTAM y tiene procedimientos para su preparación y emisión. / The Aeronautical MET Department was working on a draft and will coordinate with ATS and AIS to finalize details before it is signed in the second half of 2024. Paraguay issues |

| Número / Number | Estado / State | ¿Cuenta su Estado con un Plan de Contingencia? / Does your State have a Contingency Plan? | Servicios y organizaciones involucrados en su Plan de Contingencia / Services and organizations involved in the Contingency Plan |
|--------------------|----------------|---|---|
| | | | ASHTAM and has procedures for its preparation and issuance. |
| 11 | Peru | No publican ASHTAM. Verificar publicación de diferencias. / They do not publish ASHTAMs. Check publication of differences. | No hay plantillas para ASHTAM y observaran los requerimientos para el AMHS (debiera de incluir la plantilla para ASHTAM). En el proyecto de adquisición del AMHS, está contemplado la plantilla del ASHTAM y el SNOWTAM. / There are no templates for ASHTAM, and they will observe the requirements for AMHS (which should include the ASHTAM template). The AMHS acquisition project includes the ASHTAM and SNOWTAM templates. |
| 12 | Suriname | | |
| 13 | Uruguay | Cuentan con un Plan de Contingencia por Cénizas Volcánicas para el AIS. / Volcanic ash contingency plan for AIS in place. | Están actualizando el Plan de Contingencia, elaboran ASHTAM y realizan pruebas periódicamente. / They are updating the Contingency Plan, developing ASHTAM, and conducting regular tests. |
| 14 | Venezuela | Estan en proceso de revision del Plan de Contingencia con SERMETAVIA para implementar en el 2023. / They are in the process of reviewing the contingency plan with SERMETAVIA for implementation in 2023. | |

Agenda Item 6: Review of the implementation of Doc. 8126 – AIS/AIM Staff Competency Assessment and AIS/AIM Staff Training

6.1 Under this Agenda Question, the Meeting considered the following notes:

- **WP/12** – Follow-up to the implementation of the AIS/AIM Staff Competency Assessment
- **WP/13** – AIS/AIM Staff Training.
- **Presentation of Suriname**

AIS/AIM Staff Competency Assessment

6.2 During the consideration of this matter, the Meeting analyzed the actions implemented by the States in relation to the implementation of the Competency Assessment of AIS/AIM personnel, both of the Authorities and of the Service Providers, as part of the analysis of the implementation of Doc 8126, Part I.

6.3 The Meeting took note of one of the recommendations of the Panama Workshop, on Doc. 8126 – IYA Handbook, Part I, which urged States to implement a system of Assessment of Competence of AIS/AIM personnel, first defining the competencies that AIS personnel must have to perform in the position.

6.4 The Meeting noted that, according to **Doc. 9991 – AIS Staff Instruction Manual**, competency requirements should be determined and documented. Processes (i.e. instruction, assessment plans, etc.) should be established and followed to ensure that all AIS technical staff are adequately trained and evaluated to perform the duties assigned to them.

6.5 **Appendix A** presents the follow-up to the implementation of staff competency assessment procedures in the States.

6.6 Suriname informed the Meeting of the number of staff working in IYA Offices. In addition, he reported on course proposals for capacity building and strengthening the competencies of AIS/AIM personnel in the State. The report is found as **Appendix C** to this part of the report.

AIS/AIM Staff Training

6.7 The Meeting noted that, as of November of this year, the AIS Staff Training, and the requirements that will be introduced from November 2024, for which it will be requested that Training and Assessment must be competency-based (CBTA).

6.8 The Meeting has been informed that Doc. 9991 – AIS Personnel Instruction Manual, released in 2023 is aimed at individuals and organizations involved in the planning, design, delivery or evaluation of instruction in aeronautical information services (AIS), or in the conversion of established training programs to a competency-based approach.

6.9 The Meeting urged aeronautical information service providers to socialize the reference manual with training entities to note that the document provides guidance to aeronautical information service providers on how to identify the competencies required for their environment and how to design the necessary instruction and assessment for the various phases of AIS training.

6.10 The Meeting urged aeronautical information service providers to hold meetings with Civil Aviation Training Centers, in order to coordinate the review of initial training programs, specialized training and refresher courses, and their updating, if necessary, aligning them with the requirements of Doc. 9991 – AIS Personnel Instruction Manual.

6.11 In **Appendix B** to this part of the report, you can see the status of the AIS Personnel Training Programs of the States.

APÉNDICE / APPENDIX

**TABLA DE SEGUIMIENTO DE SISTEMAS DE EVALUACIÓN DE COMPETENCIAS DEL
PERSONAL DEL AIS/
FOLLOW UP TABLE FOR AIS PERSONNEL COMPETENCE ASSESSMENT SYSTEMS**

| N° | Estado / State | ¿Tiene un Sistema de Evaluación de Competencia para el personal AIS?/ Do you have a Competency Assessment System for AIS personnel? | ¿Su Sistema de Evaluación de Competencia del personal AIS está alineada a los requerimientos del Doc. 8126 – Manual del AIS, Parte I? / Is it your AIS personnel Competency Evaluation System aligned with the requirements of Doc. 8126 – AIS Manual, Part I? |
|-----------|-----------------------|---|---|
| 1 | Argentina | No, está en desarrollo y se pretende alinear a los requerimientos del Doc. 8126 / No, it is under development and is intended to align with the requirements of Doc. 8126. | |
| 2 | Brazil | Tiene dos sistemas, antes de la formación, ya requiere algunos conocimientos, incluyendo inglés. Programa de instrucción es constantemente actualizado de acuerdo con las nuevas tecnologías, y los requerimientos de la SARP de OACI. Después de formado, tienen licencias específicas para el área que se desenvolver. Tienen prueba anual para verificar si mantiene las competencias. Norma ICA 63-31 / It has two systems. Prior to training, it already requires some knowledge, including English. The training programme is constantly updated according to new technologies and the requirements of the ICAO SARPs. After training, they have specific licenses for the area in which they will work. There is an annual test to verify if they maintain their competencies. Standard ICA 63-31. | Alineado al Doc. 8126 / Aligned to Doc. 8126. |
| 3 | Bolivia | No, no lo tienen aplicado. Se ha conversado con el proveedor para añadir de este requisito y la Autoridad implementará esta evaluación. Para el mes de octubre se incluirá el requisito y | |

Report on Appendix A to Agenda item 6

| | | | |
|---|-----------------|--|--|
| | | <p>aplicar al proveedor desde el 2025 / No, it has not been applied.</p> <p>Discussions have been held with the provider to add this requirement, and the Authority will implement this evaluation. The requirement will be included in October and will apply to the provider starting in 2025.</p> | |
| 4 | Chile | <p>Tienen evaluación de competencia para el ARO/AIS y también incluyen las directrices del Doc. 8126 para esta evaluación / They have competency assessment for ARO/AIS, and they also include guidelines from Doc. 8126 for this assessment.</p> | Alineado al Doc. 8126 / Aligned to Doc. 8126 |
| 5 | Colombia | <p>Hay un sistema de evaluación de competencia. Tienen licencia aeromédica y una licencia de especialización del AIS/AIM. Están incluyendo la proficiencia lingüística (B2) / There is a competency assessment system. They have an aeromedical license and a specialized AIS/AIM license. They are including language proficiency (B2).</p> | Alineado al Doc. 8126 / Aligned to Doc. 8126 |
| 6 | Ecuador | | |
| 7 | Guyana | | |
| 8 | Panama | <p>Analizando el Manual 9991 contrastando con el Manual de Cargo para luego preparar el Sistema de Evaluación de Competencia. Primer trimestre del 2025 / Analyzing Manual 9991 and comparing it with the Job Description Manual to then prepare the Competency Assessment System. First quarter of 2025.</p> | |
| 9 | Paraguay | <p>Trabajando en la parte normativa para dar una estructura a lo que requiere el Doc. 8126 y el Doc. 9991 y luego compartir con el proveedor para los ajustes, si fueran necesario / Working on the regulatory part to provide a</p> | El plan es alinearlos / The plan is to align it. |

Report on Appendix A to Agenda item 6

| | | | |
|----|------------------|--|--|
| | | structure according to the requirements of Doc. 8126 and Doc. 9991, and then sharing it with the provider for adjustments if necessary. | |
| 10 | Peru | Este año cumplirán al 30% de la Evaluación de Competencia. Ya se incluyó en el Enmienda 2 a la RAP. Ya está en preparación el Manual de Evaluación por Competencias / This year they will complete 30% of the Competency Evaluation. It has already been included in Amendment 2 to the RAP. The Competency Evaluation Manual is already being prepared. | Todas las propuestas están alineadas al Doc. 8126 / All proposals are aligned to Doc. 8126 |
| 1 | Suriname | No, ellos no lo tienen. Tienen planificado hacerlo en octubre incluyendo proficiencia lingüística / No, they do not have it. They plan to do it in October, including language proficiency. | |
| 12 | Uruguay | Se copia de la presentación de Panamá / It's copied from Panama's presentation. | |
| 13 | Venezuela | | . |

Involucrar a los gremios de profesionales del AIS para socializar el objetivo de este requerimiento /

Engage AIS professional guilds to socialize the objective of this requirement.

APÉNDICE B / APPENDIX B

TABLA DE SEGUIMIENTO DE PROGRAMAS DE FORMACIÓN Y CAPACITACIÓN DEL PERSONAL AIS BASADA EN COMPETENCIA /

FOLLOW UP TABLE FOR AIS PERSONNEL TRAINING AND CAPACITY BUILDING PROGRAMMES BASED ON COMPETENCE

| N° | Estado / State | ¿Tiene su Estado un Programa de Formación y Capacitación para el personal AIS? / Do you have Training and Capacity Building Programme for AIS personnel? | ¿El Programa de Formación y Capacitación para el personal AIS está alineado a los requerimientos del Doc. 9991- Manual de Instrucción del Personal AIS? / Is the Training and Training Programme for AIS personnel aligned with the requirements of Doc. 9991- AIS Personnel Instruction Manual? |
|----|------------------------|---|--|
| 1 | Argentina | Si / Yes | Alineado a los dos documentos. CIPE. Aligned to both documents. CIPE. |
| 2 | Brasil / Brazil | Si / Yes | Están desarrollando un curso AIS – 004 para los operadores con más experiencia para prepararlos en su desenvolvimiento en el AIM They are developing an AIS – 004 course for the more experienced operators to prepare them for their roles in AIM. |
| 3 | Bolivia | Todavía no lo tienen. No han establecido el programa; estableceran una reunión con INAC en el primer trimestre del 2025 para aplicar. NAABOL ha presentado su programa de capacitación y tienen adecuarlo a los requerimiento del Docl. 9991. / They do not have it yet. They have not established the Programme; they will set up a meeting with INAC in the first quarter of 2025 to apply it. NAABOL has presented its training Programme and needs to adjust it to the requirements of Doc. 9991. | |
| 4 | Chile | Tienen un Programa de Formación y Capacitación con enfoque basada en competencia. / They have a Training and Education Programme with a competency-based approach. | Alineado a los dos documentos / Aligned to both documents |

Report on Appendix B to Agenda item 6

| N° | Estado / State | ¿Tiene su Estado un Programa de Formación y Capacitación para el personal AIS? / Do you have Training and Capacity Building Programme for AIS personnel? | ¿El Programa de Formación y Capacitación para el personal AIS está alineado a los requerimientos del Doc. 9991- Manual de Instrucción del Personal AIS? / Is the Training and Training Programme for AIS personnel aligned with the requirements of Doc. 9991- AIS Personnel Instruction Manual? |
|----|-----------------|--|--|
| 5 | Colombia | <p>Colombia desde el momento que han iniciado la automatización, han trabajado con el CEA para implantar los Programas con enfoque basados en competencia. Aun no tienen un programa pero han hecho seminarios a nivel nacional. /</p> <p>Since Colombia began automation, they have worked with CEA to implement competency-based Programmes. They do not have a Programme yet, but they have conducted seminars at the national level.</p> | |
| 6 | Ecuador | | |
| 7 | Guyana | | |
| 8 | Panama | <p>Están trabajando con el proveedor para la adecuación y actualización del Programa de Formación del AIS. Se pretende incluir el OJT y la evaluación anual. Están en borrador el Programa y el Plan de instrucción con enfoque basados en competencias./</p> <p>They are working with the provider to adapt and update the AIS Training Programme. They intend to include OJT and the annual evaluation. The Programme and the Instruction Plan with a competency-based approach are in draft form.</p> | |
| 9 | Paraguay | <p>El 9 de agosto del 2023, se aprobó el Plan de Capacitación de la DINAC con enfoque en competencia. La versión 2 está en revisión y cada área está trabajando su Plan. En coordinación con el CIAC y Talento Humano./</p> <p>On 9 August 2023, DINAC's Training</p> | <p>Alineado a ambos documentos /</p> <p>Aligned to both documents</p> |

| N° | Estado / State | ¿Tiene su Estado un Programa de Formación y Capacitación para el personal AIS? / Do you have Training and Capacity Building Programme for AIS personnel? | ¿El Programa de Formación y Capacitación para el personal AIS está alineado a los requerimientos del Doc. 9991- Manual de Instrucción del Personal AIS? / Is the Training and Training Programme for AIS personnel aligned with the requirements of Doc. 9991- AIS Personnel Instruction Manual? |
|----|------------------|---|--|
| | | Plan with a competency-based approach was approved. Version 2 is under review, and each area is working on its Plan in coordination with CIAC and Human Resources. | |
| 10 | Peru | La RAP315, el Apéndice 9 incluye este requisito. Ya hay un programa, incluso una primera capacitación por competencias y este año se realizará el segundo./ RAP315, Appendix 9, includes this requirement. There is already a programme, including an initial competency-based training, and the second one will be conducted this year. | Alineado a ambos documentos / Aligned to both documents |
| 11 | Suriname | Tienen un Programa de capacitación. / They have a Training programme. | Tienen enfoque a competencias / They have a competency-based approach. |
| 12 | Uruguay | Hay un Programa de capacitación y recurrente en NOTAM. No hay capacitación, todavía para el AIM./ There is a training and recurrent programme for NOTAM. There is no training for AIM yet. | El Programa es con enfoque basado en competencia./ The programme has a competency-based approach. 4o |
| 13 | Venezuela | | |



Aeronautical Information Services SURINAME

Report on Appendix C to Agenda Item 6

Radjie Sharitadevi
Karamantana Henna

Johan Adolf Pengel International Airport (SMJP)

NOF and AD unit:

Two AIS Supervisors, from which one is all-round Coordinator of AIS Pengel.

Five AIS Officers which are nominated to be the next AIS Supervisors.

Due to a lack of personnel, the 24/7 shifts has been downgraded to two instead of three shifts per day at the J.A. Pengel International Airport.

Normally we would have 5 shifts with each its own supervisor.

New personnel: we had 7 candidates for the next AIS training, but only 5 made it through the medical test. For the practical orientation the aforementioned 5 are on a rotating base both on the NOF and AD unit.

These participants will be enrolled in the upcoming BATS training, which is planned for the month June 2024. The AIS training is planned for December 2024.

Earlier this month May we got another group of five (5) AIS aspirants, which enrolled in the familiarization week since Friday 17th May 2024 for 1 week at the J. A. Pengel International Airport.

In total we need at least 25 qualified AIS Officers for both for J. A. Pengel International Airport and Zorg en Hoop Aerodrome.



Zorg en Hoop Aerodrome

HQ and AD unit:

This is the actual staffing:

Headquarters:

Acting Coordinator AIS Officer

1 Supervisor AIS

1 AIS Officer

AD unit:

1 Supervisor AIS

1 AIS Officer

J. A. Pengel International Airport:

NOF and AD unit:

Current shifts are from 1100 till 1800 UTC and 1800 till 0100 UTC.

Zorg en Hoop Aerodrome:

Aerodrome unit:

Due to lack of personnel there is not always the possibility to work from sunrise to sunset.

The operational hours are from 1000 UTC till 1800 UTC, from Monday till Friday.

Headquarters:

The operational hours are from 1000 UTC till 1800 UTC.

SURINAME



Our schedule for refreshing & training:

- 8 participants for AIS refreshing (local)
- 10 participants for AIM training (online from T & T)
- 2 participants for Training Instructors Course (online from T & T)
- 3 participants for Training Developers Course (T & T)
- 2 participants for Training Aviation Charting (local)
- 5 participants for On-the-Job Training
(online from T & T)
- 5 participants for Management training (local)

AVIATION DEPARTMENT



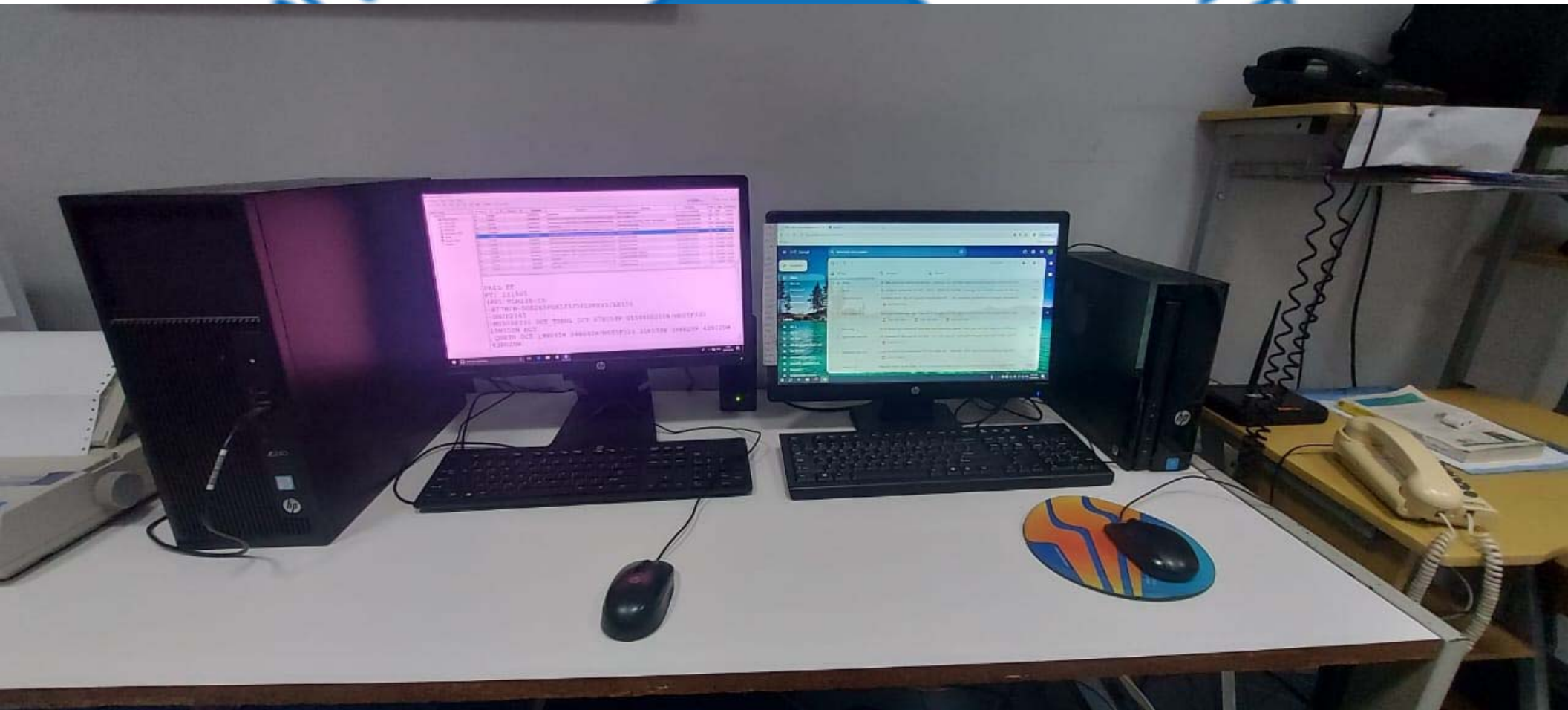
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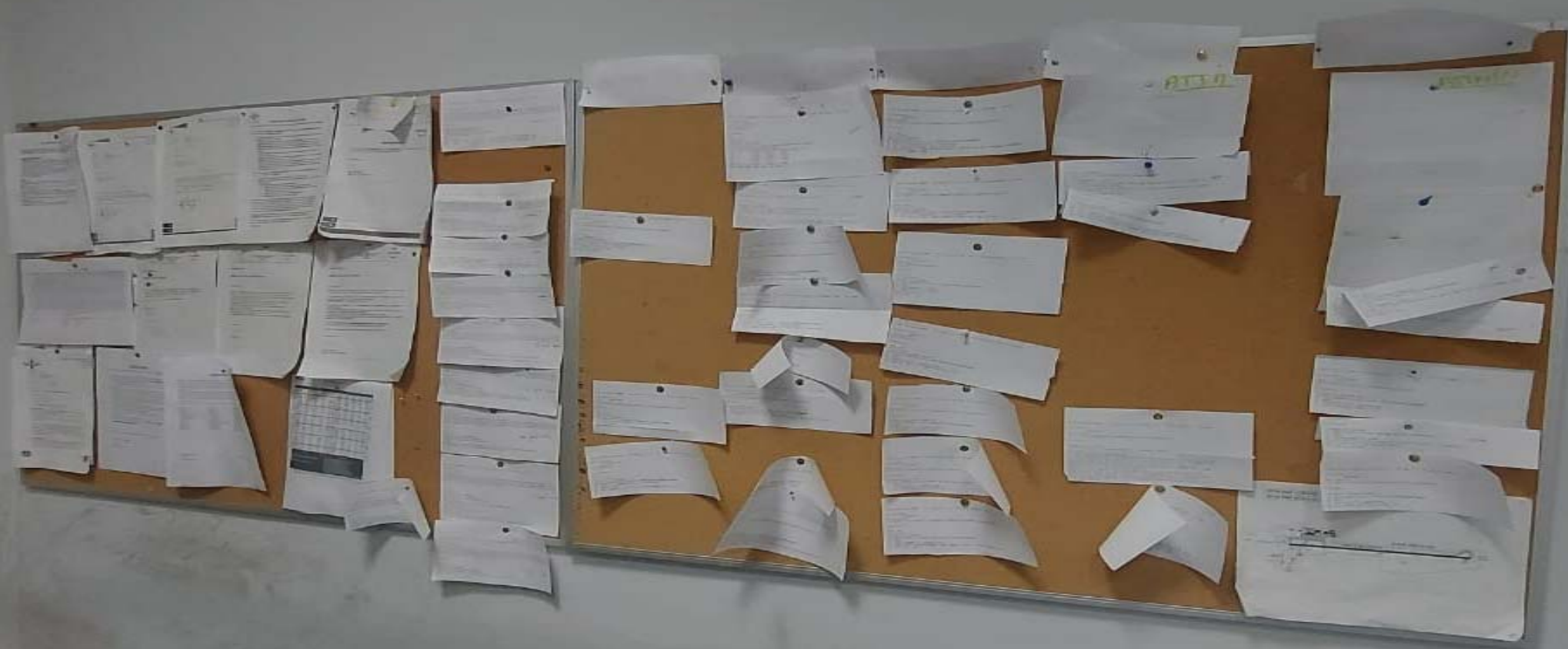
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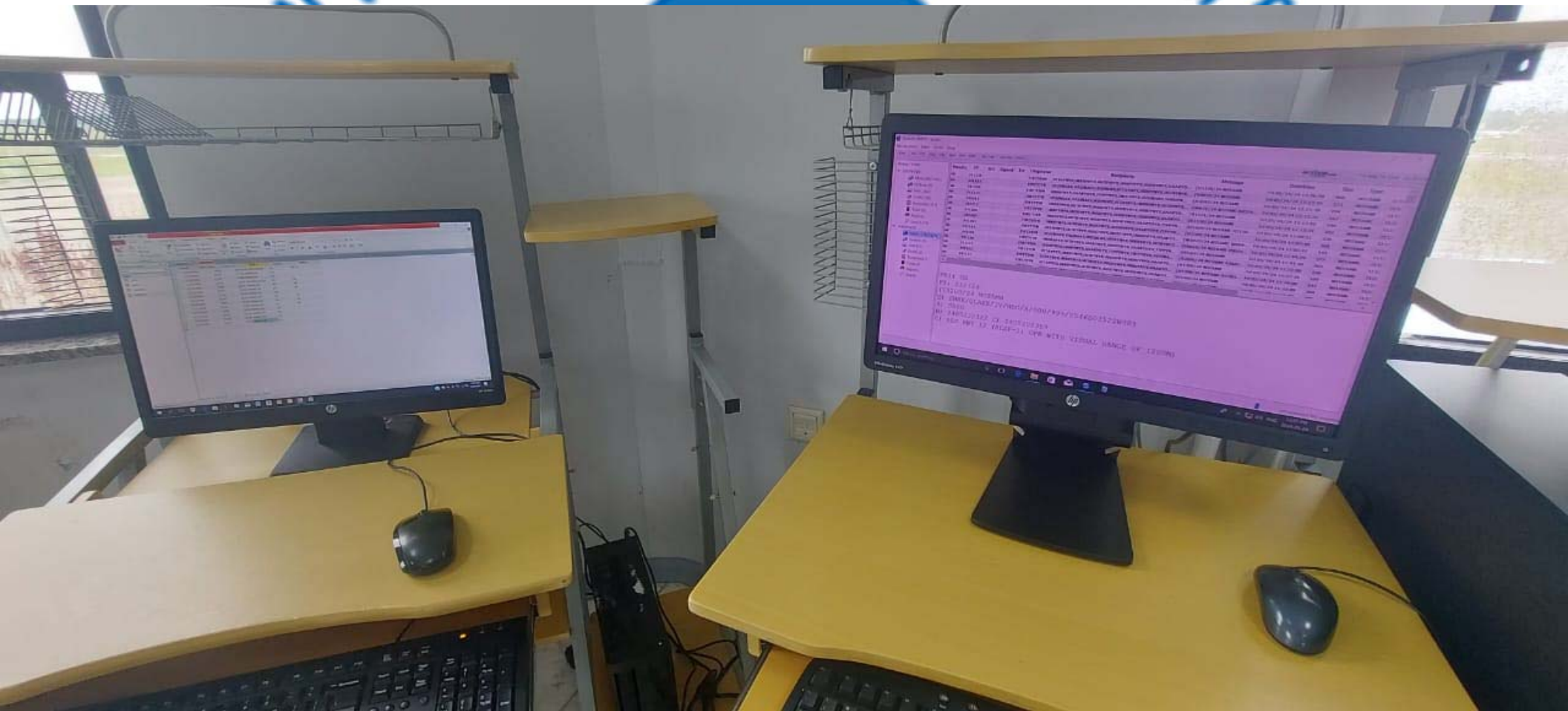
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AIR AVIATION DEPARTMENT



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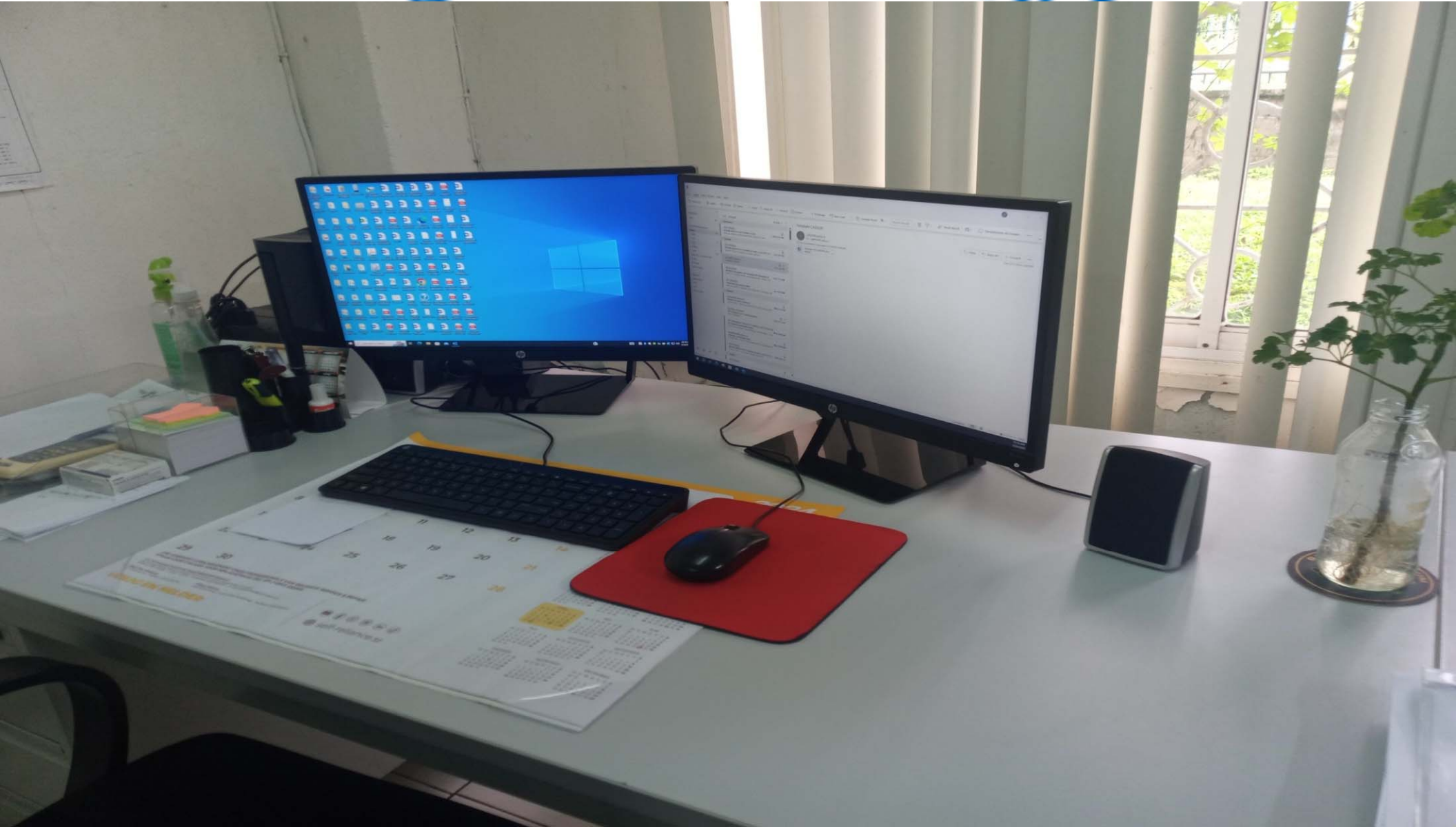
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CIVIL AVIATION DEPARTMENT

Thank you for your attention

SURINAME

Agenda Item 7: Review of Amendments to ICAO AIS Documentation and Approval of the New PANS-IM

7.1 Under this Agenda Item, the Meeting considered the following notes:

- **WP/14** – Approval of New Doc. 10199 - PANS-IM (Submitted by Secretariat)
- **WP/15** – Approval of Amendment 43 to Annex 15 – Aeronautical Information Service and Amendment 3 to Doc. 10066 – PANS-AIM (Submitted by Secretariat)

7.2 The Meeting was informed of the approval of Doc. 10199 – PANS-IM and the approval of the amendments to Annex 15 and Doc. 10066 – PANS-AIM.

Approval of the new Doc. 10199 – PANS-IM

7.3 The Meeting noted that the first edition of the PANS-IM aims to describe the requirements and procedures related to system-wide information management (SWIM) and information security.

7.4 The meeting was informed that the approval of the document was reported to the States in April of this year and that its requirements will enter into force as of November 28, 2024.

7.5 The meeting took note of the list of recommended activities to plan the implementation of Doc. 10199 – PANS-IM (See WP/14 – paragraph 2.5).

7.6 The Meeting recommended to the Secretariat to conduct virtual workshops for the planning of the implementation of procedures included in Doc. 10199 – PANS-IM.

Approval of Amendment 43 to Annex 15 – Aeronautical Information Service

7.7 The Meeting has been informed of the adoption of ICAO Annex 43 to Annex 15 which incorporates the Competency-Based Instruction and Assessment (CBTA) methodology and System-wide Information Management (SWIM) and information security, as well as editorial changes.

7.8 The Meeting noted that the incorporated amendment introduced changes to Chapters 1, Chapter 3 and Chapter 5. In addition, the dates that should be considered for its implementation are:

- a) Effective Date: 22 July 2024
- b) Application Date: 28 November 2024

7.9 The Secretariat recommended the list of activities contained in paragraph 2.6 of NE/15 for planning the implementation of the reference amendment.

Adoption of Amendment 3 to Doc. 10066 PANS-AIM

7.10 The Secretariat further reported the approval of Amendment 3 to Doc. 10066 – PANS-AIM. The approval was communicated in April of this year and has an effective date from 28 November 2024.

7.11 The Meeting took note of the changes made to the AIS/AIM documentation by the proposal for the first edition of the PANS-IM. The Secretariat urged States to make the changes to the Regulations and the AIP, to align the national documentation with the proposed amendments and the first edition of the PANS-IM, by the effective date of the proposal (24 November 2024).

7.12 The Meeting noted that the purpose of Amendment 3 to the reference document was to address the requirements and procedures regarding:

- a) aircraft with foldable wingtips, competency-based instruction and assessment (CBTA) methodology, consistency of data contained in different aeronautical information products, editorial changes and system-wide information management (SWIM);
- b) initial implementation of Flight Information and Flow Services for the Cooperative Environment (FF-ICE); and
- c) Navigation specifications and accuracies.

7.13 The Meeting urged States to plan for the implementation of these procedures included in Amendment 3 to PANS-AIM.

Amendment 34 to Doc. 8400- PANS-ABC

7.14 The Meeting was also informed of the approval of amendment 34 of Doc. 8400 - PANS-ABC, which introduces consequential amendments relating to the initial implementation of FF-ICE services and an amendment relating to the NOTAM code for gliding and paragliding activities.

Agenda Item 8: Other Matters

8.1 Under this point, the following presentations have been considered:

- **Presentation by the Rapporteur of the NACC Working Group AIM/TF;**
- **Presentation by the NACC Working Group Rapporteur AIM/TF**

8.2 The Rapporteur of the NACC Working Group AIM/TF shared the implementation monitoring activities carried out in the NAM/CAR Regions related to the Transition Roadmap from AIS to AIM.

8.3 The AIM/TF has prepared a dashboard through which each State and Territory of the Region is monitored on the status of the implementation of the elements of the AIM (QMS, DDS, Personnel Competence, e-AIP, etc.).

8.4 Follow-up is carried out through face-to-face meetings and periodic teleconferences.

8.5 The AIM/TF has offered to share the dashboard they have developed, as a good practice, to apply it to the monitoring of the implementations of the AIM in the SAM Region.

8.6 The AIM/TF has proposed to the meeting to establish coordination for the interaction between both regions, to conduct activities, such as meetings, teleconferences, and workshops, as well as projects that allow interregional collaboration in the implementation of the AIM.

8.7 The Meeting believes that this collaboration can facilitate the implementation of System-wide Information Management (SWIM) and has committed to reviewing possible activities that could be developed jointly for the AIM between the two regions.
