



SAM/AIM/18 · AIM/TF/9 · Panama City · 18–22 May 2026

Jamaica's Experience

NOTAM Contingency LOA **with Curacao**

Presented by Jamaica · Kingston FIR

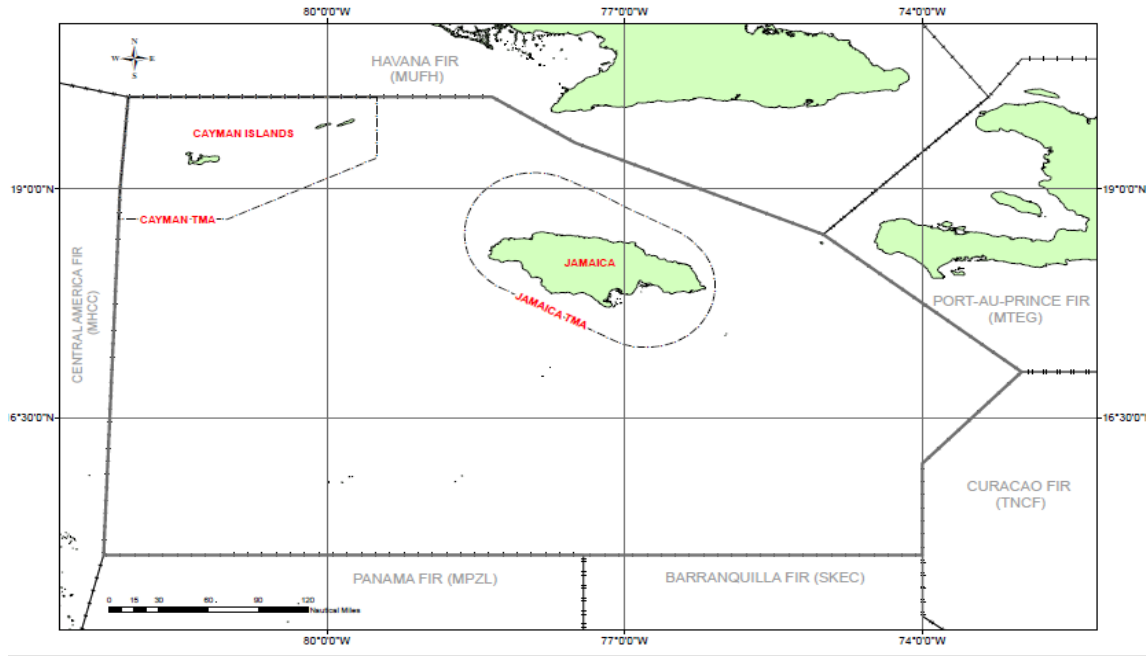
KINGSTON FIR



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- ❑ 125,000 Sq Nautical Miles
- ❑ Includes the Cayman Islands
- ❑ 2 TMAs Jamaica and Cayman
- ❑ Neighbour to PANAMA FIR

SCOPE & PURPOSE OF THE LOA



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SCOPE

- Supplementary procedures to ICAO Standards and Recommended Practices (Annex 15, Doc 8126, 8400, 10066)
- Short-term contingency measures for disrupted NOTAM services due to communication failures or staffing constraints
- Temporary delegation of NOTAM service from AIS/AIM Jamaica to AIS/AIM Curacao
- Covers the Kingston FIR, including the Cayman Islands

PURPOSE

- Specify NOTAM Contingency procedures between Jamaica and Curacao
- Ensure uninterrupted provision of NOTAM services within the Kingston FIR during system outages
- Maintain operational safety and compliance with ICAO requirements during disruptions
- Formalized through LOA effective 0001UTC, 26 March 2020

OBJECTIVES TO BE ACHIEVED



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Service Continuity

Ensure uninterrupted NOTAM services within the Kingston FIR during system outages or disruptions affecting Jamaica's NOF.

Operational Safety

Maintain safety and compliance with ICAO Annex 15 standards throughout any activation period.

Regional Collaboration

Strengthen bilateral cooperation between Jamaica and Curacao AIS/AIM units through standardized procedures.

Operational Readiness

Establish clear activation/deactivation protocols, roles, responsibilities, and communication channels.

OPERATIONAL IMPLEMENTATION



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KEY OPERATIONAL ELEMENTS

- 1** Defined activation triggers for system failures (AMHS outages, communication disruptions)
- 2** Coordination procedures between Jamaica NOF and Curacao NOF
- 3** Use of alternative communication channels (telephone and email)
- 4** Standardized templates to ensure consistency and reduce errors
- 5** Continuous monitoring of NOTAM dissemination during activation

ACTIVATION PROTOCOL

1 AMHS/System
Outage Detected



2 AIM Manager
Initiates Telephone
Call to Curacao



3 Formal Email
Confirmation Sent



4 Curacao Begins
NOTAM Service
for Kingston FIR

OPERATIONAL EXPERIENCE



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Since its establishment in 2020, the contingency arrangement has been activated on several occasions due to system outages and communication failures:

2020

LOA Established

LOA came into effect 0001UTC March 26, 2020 following coordination among AIM personnel, technical and communication specialists.

2021

System Failure & Tropical Storm

Activated during AIM Communication Network System Failure (June 10-11) and Tropical Storm Grace (Aug 17).

2024

Hurricane Beryl

AMHS antenna secured as a protective measure. NOTAM services maintained with Curacao's support. 9 NOTAMs disseminated.

2025

Hurricane Melissa

Activated Oct 25-29. 6 NOTAMs transmitted covering airport closures, airspace restrictions, and AIRAC postponements.

CONTINGENCY EXECUTION

CURACAO PERSPECTIVE



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From Curacao's perspective, coordination with Jamaica has demonstrated a high level of effectiveness and professionalism.

01

Standby & Immediate Readiness

Upon receiving a contingency notification, Curacao is placed on standby — ensuring immediate readiness for activation without delay.

02

NOTAM Continuity & Traceability

Jamaica provides the last published NOTAM number plus pending NOTAMs (incl. Cayman Islands), ensuring full continuity and traceability.

03

Full Activation — No Delay

All NOTAMs are processed and disseminated immediately via email, telephone, and WhatsApp — ensuring redundancy and reliability.

DEACTIVATION PROCEDURE

Structured communication is maintained to formally conclude contingency operations. Curacao transmits the last published NOTAM number through all channels, confirming full operational alignment with Jamaica.

COMMUNICATION CHANNELS



Email

Primary written record & formal confirmation channel



Telephone

Immediate voice coordination for rapid activation



WhatsApp

Redundant real-time messaging ensuring reliability

✓ Seamless NOTAM continuity across all activations

NOTAM Dissemination During Contingency Activations

EVENT / TRIGGER	ACTIVATION DATE	OUTPUT	REMARKS
AIM Communication Network System Failure	Jun 10–11, 2021	1 A-Series NOTAM disseminated	—
Tropical Storm Grace	Aug 17, 2021	Nil NOTAM disseminated	Standby activation for possible AIMO condition due to expected MEVA III disruption
Hurricane Beryl	Jul 4, 2024	9 NOTAMs disseminated	3 associated with Hurricane; 6 for testing purposes
Hurricane Melissa	Oct 25–29, 2025	6 NOTAMs transmitted (5 A-Series, 1 C-Series)	Airport/airspace closures, restrictions, unavailability of nav/surveillance facilities, AIRAC postponements

ACTUAL NOTAMs



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A0316/25 NOTAMR A0313/25

Q) MKJK/QAFXX/IV/NBO/E/000/999/1713N07808W999

A) MKJK

B) 2510282038

C) 2510291800

E) NO ATS AVBL IN KINGSTON FIR DUE HURRICANE MELISSA. ATS
CONTINGENCY ROUTING PROC NOT IN EFFECT. CAYMAN TMA NOT
AFFECTED. SENT BY TNCCYNYX ON BEHALF OF MKJKYNYX.

Sent: Oct 28, 2025

A0317/25 NOTAMN

Q) MKJK/QCTAS/I/BO/AE/000/999/1830N07754W250

A) MKJS

B) 2510282042

C) 2510291800

E) NORWOOD TAR U/S DUE HURRICANE MELISSA. SENT BY TNCCYNYX ON
BEHALF OF MKJKYNYX.

Sent: Oct 28, 2025

A0318/25 NOTAMR A0304/25

Q) MKJK/QFALC/IV/NBO/A/000/999/1756N07647W005

A) MKJP

B) 2510290239

C) 2510302000

E) AD CLSD DUE HURRICANE MELISSA.
SENT BY TNCCYNYX ON BEHALF OF MKJKYNYX.

Sent: Oct 29, 2025

STRENGTHS & BENEFITS



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Service Continuity

Ensures uninterrupted dissemination of safety-critical NOTAM information during outages and disruptions.

Operational Redundancy

Provides a robust backup mechanism that removes single points of failure in NOTAM service delivery.

Regional Collaboration

Strengthens bilateral cooperation between Jamaica and Curacao, fostering trust and mutual assistance.

Standardized Procedures

Clearly defined protocols ensure consistent, accurate and timely NOTAM processing during activations.

QMS & SOP Integration

Fully integrated into Standard Operating Procedures and Quality Management System for seamless execution.



LESSONS LEARNED



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KEY LESSONS

01

Importance of regular simulation exercises to maintain staff proficiency

02

Need for continuously updated contact information for both parties

03

Continuous staff training and awareness programs are essential

04

Clearly defined activation procedures reduce delays and errors

05

Value of redundant communication systems cannot be overstated

IMPROVEMENTS MADE

- Procedures and checklists were strengthened
- Staff training and awareness increased (ongoing)
- Coordination protocols enhanced
- Contingency processes integrated into SOPs



CONTINGENCY EXECUTION



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How the Contingency is Executed — Step-by-Step

1. TRIGGER

System outage or communication disruption affecting Jamaica NOF detected

2. NOTIFY

AIM Manager / AIM Director calls Curacao Director General or AIS/ARO Manager by telephone

3. FORMALIZE

Official email sent to confirm activation and transfer of NOTAM service responsibility

4. EXECUTE

Curacao processes and disseminates NOTAMs for Kingston FIR (incl. Cayman Islands) using standardized templates

5. MONITOR

Jamaica team continuously monitors NOTAM dissemination and validates data accuracy

6. DEACTIVATE

Once systems restored, AIM Manager confirms deactivation via telephone and formal email to Curacao

ACTIONS TAKEN








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CHALLENGES ENCOUNTERED

-  Limited communication channels during peak activations
-  Increased operational workload for both parties
-  Initial coordination delays and communication gaps
-  System settings mismatches between parties
-  Need for continuous staff familiarity with procedures

ACTIONS IMPLEMENTED

-  Immediate activation of contingency procedures upon outage
-  Establishment of alternative communication channels
-  Coordination and validation of NOTAM data with Curacao
-  Continuous monitoring of NOTAM dissemination during activations
-  Integration of lessons learned into SOPs and checklists

CONCLUSION



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Jamaica's experience demonstrates that the NOTAM contingency arrangement with Curacao is a practical, effective, and essential mechanism for ensuring continuity of aeronautical information services.

PREPAREDNESS

Proactive contingency planning and regular testing ensure seamless activation when needed.

COLLABORATION

Successful bilateral arrangements demonstrate the power of regional AIS/AIM cooperation.

RESILIENCE

Real-world activations prove the arrangement maintains safety and ICAO compliance under pressure.

A model for regional NOTAM contingency planning.

RECOMMENDATIONS



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01

Periodic Testing & Validation

Conduct regular simulation exercises to maintain system readiness and staff familiarity with procedures.

02

LOA Review & Updates

Regularly review and update the LOA to reflect operational changes, new contacts, and improved protocols.

03

Two-Way Partnership

Expand toward a reciprocal two-way contingency arrangement to benefit both Jamaica and Curacao.

04

SNOWTAM Integration

Include SNOWTAM processing within the contingency arrangement for comprehensive coverage.

05

Communication Redundancy

Improve communication infrastructure with additional redundant channels (AFTN, AMHS backup, satellite).

06

Documentation & Oversight

Maintain comprehensive documentation during activations and ensure continuous management oversight.

States are encouraged to establish similar bilateral NOTAM contingency arrangements to enhance regional resilience.

THANK YOU

Questions & Discussion Welcome

Presented by Jamaica | SAM/AIM/18 · AIM/TF/9 | Panama City, May 2026