



International Civil Aviation Organization

SUMMARY OF DISCUSSION

ICAO MID NOTAM IMPROVEMENT WEBINAR

(1 JUNE 2021, 08:00 – 10:00 UTC)

1. INTRODUCTION

1.1 The ICAO MID NOTAM Improvement Webinar was successfully held on 1 June 2021, from 10:00 to 12:00 UTC using MS Teams platform.

1.2 The objectives of the Webinar are to:

- raise awareness to improve the quality of NOTAM;
- monitor progress in eliminating the old NOTAMs; and
- share States' experiences and lessons learned.

1.3 The Webinar was attended by a total of Seventy-Six (76) participants from ten (10) States (Bahrain, Egypt, Iran, Jordan, Lebanon, Libya, Oman, Qatar, Saudi Arabia, UAE) and four (4) Organizations/Industries (AACO, CANSO, IATA and IFATCA). The list of participants is at **Attachment A**.

1.4 The Agenda included the following items:

- Welcome and introduction;
- COVID 19 – RPTF activities including Regional developments and COVID publication Analysis;
- Regional activities on NOTAM Improvement including NOTAMeter and Regional Statistics and Regional KPIs;
- MID States action plans, experiences and challenges;
- The way forward and AoB.

1.5 The Webinar's materials including, Agenda/Work Programme, presentations and the Summary of Discussion are available at <https://www.icao.int/MID/Pages/2021/NOTAM%20Improvement%20Webinar.aspx>

2. OPENING REMARKS

2.1 Mr. Radhouan Aissaoui, Regional Officer, Information Management, ICAO Middle East Office, welcomed all participants and thanked them for accepting the invitation to join the teleconference. He highlighted that this Webinar is held in accordance with MIDANPRG/18 Conclusion 18/21 related to AIM WEBINARS in which ICAO MID office was asked to organize Webinars on the NOTAM proliferation and needs for improvement in 2021.

3. DISCUSSIONS

3.1 *Background*

3.1.1 ICAO launched the Global Campaign on NOTAM Improvement (NOTAM2021) with a virtual webinar on 8 April 2021. The campaign aims to reduce the number of old and very old NOTAM and enhance the effectiveness, usefulness, and reliability of NOTAM globally.

3.1.2 To support States in achieving the aim of the NOTAM2021 campaign and to monitor progress, ICAO will host a series of bi-monthly global progress webinars.

3.1.3 The NOTAM2021 Global Campaign is supplemented by a series of regional activities during 2021 with the aim of raising awareness to improve the quality of NOTAM, monitoring progress in eliminating the old NOTAM and sharing experiences and lessons learned.

3.1.4 The overall schedule for these regional webinars is:

- 1 June 2021;
- 16 August 2021; and
- 14 October 2021.

3.1.5 The web-based NOTAMeter tool has been rolled out by ICAO to keep track of the campaign's progress. The NOTAMeter provides estimated statistics of the absolute and relative numbers of current, old, and very old NOTAM. The NOTAMeter data is sourced from the U.S. Defense Internet NOTAM Service (DINS) and updated on a monthly basis.

3.1.6 On 6 May, the NOTAMeter showed that for the MID Region, there were 982 active NOTAM of which 49 were classified as 'old' – having over three but less than 12 months' duration – and 123 were considered 'very old', with duration of more than a year.

3.1.7 The regional campaign aims to the significant reduction in the number of 982 old NOTAM still in circulation.

3.2 ***RPTF activities, Regional developments and COVID publication Analysis***

3.2.1 Mr. Walid Elhoss, AACO Manager - Economics, delivered a presentation covering the latest developments related to COVID-19 at global level. He highlighted that the outcomes of the CART Phase III were embedded into three documents.

3.2.2 The first document is the High-Level Cover Document. It summarizes the outcomes of CART Phase III and is divided into three sections. The first section introduces the general context of the pandemic, introduces six new and two revised recommendations, and outlines considerations for the way forward.

3.2.3 The second outcome is the third edition of the Take-Off Guidance Document (TOGD), which elaborates on certain recommendations and provides latest operational and public health guidance related to air travel reflecting technological and medical advancement.

3.2.4 The third outcome of CART Phase III is the concurrently updated Testing and Cross-Border Risk Management Measures Guidance Manual, which was updated in close collaboration with the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) and in consultation with the WHO.

3.2.5 It was noted also that under CART Phase III, Recommendations 12 and 14, originally developed under CART phase II have been amended, and 6 additional recommendations were developed.

3.2.6 The meeting was provided with a brief update on the MID-RPTF activities. It was pointed out that in order for the MID-RPTF to provide support and targeted assistance to States in line with the MID CART Implementation Plan, to allow sharing of information about common challenges and best practices related to the implementation of CART recommendations and measures and avoid duplication of efforts, the 21st MID RPTF meeting proposed to include the States CRRIC Focal Points and States Representatives in the MID RPTF membership and agreed to amend the MID RPTF Terms of Reference (TORs). The ToRs will be presented to fourth DGCA-MID virtual meeting for endorsement.

3.2.7 Ms. Lindi-Lee Kirkman, IATA Manager Safety & Flight Operations ATM Infrastructure provided a presentation covering the COVID-19 publications challenges and highlights on:

- Multiple subjects are promulgated in single NOTAM such as flight restrictions with crew restrictions and passenger restrictions,
- Extended text in NOTAM,
- NOTAM contain erroneous Q-Codes or series,
- NOTAM that are expired or no longer relevant,
- NOTAM fail to adequately articulate the operationally significant message due to the use of poor English.

3.2.8 To address the above challenges, the following actions to be considered

- The review of COVID-19 NOTAM and publications ensuring;
 - Compliance to ICAO SARP's in all respects,
 - The avoidance of NOTAM with extended text, where detailed process information is required, this should be published in AIC,
 - The NOTAM text is concise, clear, and well-articulated,
 - Estimate NOTAM are reviewed and replaced/cancelled well in advance of the estimated expiry time.

3.3 ***Regional activities on NOTAM Improvement including NOTAMeter and Regional Statistics and Regional KPIs***

3.3.1 Mr. Radhouan Aissaoui, ICAO MID RO IM, pointed out that in the MID Region the number of active NOTAM since Jan 2021 decreased from 1074 to 982; old NOTAM decreased from 88 to 49 and very old NOTAM decreased from 143 to 123.

3.3.2 It was noted that there is a downward trend in number of old and very old NOTAM already noticed such as the 28% and 10 % decline in old and very old NOTAM respectively.

3.3.3 The top 10 NOTAM-promulgating States in the MID Region were identified. Those States are promulgating 96.2% of all MID NOTAM and represent the lion's share of MID old and very old NOTAM with 90.6%.

3.3.4 Furthermore, it was noted with appreciation that in the MID region there were some excellent performances, where 5 States have ZERO old and very old NOTAM. These being Qatar, UAE, Iraq, Lebanon and Sudan.

3.3.5 Mr. Dean Anthony Fernandes, Manager - AIM Operations GCAA UAE, provided a presentation on regional Key Performance Indicators (KPIs). The KPIs are the critical indicators that will be used to measure the MID Regions progress toward the intended result of the NOTAM2020 Campaign. Since the objective of regional NOTAM campaign is to eliminate 90% of old and very old NOTAM during 2021 and to measure and demonstrate the achievement of the set target, 2 KPIs have been defined and to be measured on a quarterly basis by states and monitored by the Aeronautical Information "go-team" as follows :

- First KPI is Reduction of the number of PERM international NOTAM, published prior to 01 JAN 2021 by 30% each quarter.

KPI Name	REDUCTION OF EXISTING PERMANENT INTERNATIONAL NOTAM	KPI #1
Description	Reduce the number of PERM international NOTAM, published prior to 01 JAN 2021 by 30% by 30 JUN 2021	

Objective	To ensure that PERM (static) aeronautical information is published in the correct part of the IAIP and reduce NOTAM proliferation
Type	<input checked="" type="checkbox"/> Quantitative <input type="checkbox"/> Qualitative
Effort	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
Unit	<ul style="list-style-type: none"> • Baseline number: Count PERM international NOTAM with issue date before 01 JAN 2021 • Target Number: Count number of those still valid on 30 JUN 2021 • Target – 30% less than the baseline number
Assessment Method	Baseline number minus (-) Target Number divide (÷) by Baseline number x 100
Analysis Frequency	<input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input checked="" type="checkbox"/> Quarter <input type="checkbox"/> Year
Comments	<p>List and count all PERM international NOTAM that were valid on 01 JAN 2021 to establish the base line for each State NOTAM Office.</p> <p>Proposed evaluation sheet can be used to record and monitor the progress.</p> <p>Every quarter check the number of those NOTAM still valid and update the count.</p> <p>Report the analysis to ICAO MID AIM Forum. The progress will be discussed.</p>

- Second KPI is that PERM international NOTAM published since 01 JAN 2021 to be taken up (published) in the applicable part of the AIP within 6 AIRAC cycles.

KPI Name	INCLUDE PERM INTERNATIONAL NOTAM CONTENT INTO IAIP	KPI #2
Description	New PERM international NOTAM published since 01 JAN 2021 to be taken up (published) in the applicable part of the IAIP within 6 AIRAC cycles and/or cancelled	
Objective	To ensure that PERM (static) aeronautical information is published in the correct part of the IAIP and reduce NOTAM proliferation	
Type	<input checked="" type="checkbox"/> Quantitative <input type="checkbox"/> Qualitative	
Effort	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High	
Unit	Number of AIRAC effective dates (months) from issuance of NOTAM to publication of AIC, AIP SUP or AIP amendment containing the PERM NOTAM data and/or cancellation of NOTAM	

- a) AISP should:
 - review individual status of the old NOTAM using the NOTAMeter and/or national NOTAM systems; take remedial action (replace, cancel, publication of the information in AIP or AIP Supplements, etc) and prevent it from reoccurring in future;
 - implement, maintain and improve the Quality Management System;
 - establish formal arrangements with Data originator;
 - implement regular programs of engagement with all stakeholders.

- b) Data Originators should:
 - improve planning processes;
 - improve raw data checking process;
 - conduct efficient corrective actions based on the information reported by AIS.

- c) Regulator (AIS Inspector) should:
 - improve oversight activity (specially for States not implemented QMS);
 - ensure NOTAM are compliant with SARPs and oversight of NOTAM;
 - support AIS in resolving data originator issues, including collaboration with inspectors in other fields such as AGA, CNS, ATS etc.

- d) The AI “go-team” should :
 - hold AIM Technical Panels with concerned States and provide assistance, as required;
 - monitor and report the progress of eliminating old/very old NOTAM.

5. CLOSING

5.1 The Webinar was closed by Mr. Aissaoui Radhouan, who thanked participants for their attendance and invited all MD States to share plans, actions taken, experiences and challenges during the next regional webinars using the standard template.

5.2 The next webinar will take place on 16 August 2021.

ICAO MID NOTAM Improvement Webinar
(1 June 2021, 08:00 – 10:00 UTC)
List of Participants

State Org/Industries	Contact	Title
Bahrain	Mr. Mohammed Ahmed Al Hallaq	Head, AIM Operation
	Ms. Fatima Ali Mohammed	Computer Specialist
	Mr. Hassan Ebrahim Qamber	AIM Supervisor
	Ms. Hanan Abdulla Al Awadhi	AIM Specialist
	Ms. Noora Nabeel Kamal	AIM Specialist
Egypt	Mr. Samer Hussein Emam	G.M. Airspace Affairs and AIS
	Mr. El Sayed Abdullah Zedan	ANS Inspector
	Ms. Jehan Hassan	ANS Inspector
	Mr. Ayman Emam Ibrahim	AIS General Manager
	Mr. Younan Emil	Director of briefing service
	Mr. Osama Ahmed Ali Taha	Director of NOTAM
	Mr. Ahmed Abd Ellatif	Supervisor
	Mr. Ammar Saied	Supervisor
	Mr. Gamal Elbana	Supervisor
	Mr. Hany Fathy	Supervisor
	Mr. Haytham Sedik	Supervisor
	Mr. Medhat Fahmy	Supervisor
	Mr. Mohamed Abdalla	Supervisor
	Mr. Mohamed Alzoghby	Supervisor
	Mr. Mostafa Nabih	Supervisor
	Mr. Omar Gamal	Supervisor
	Mr. Sherif Arafat Saad Hussein	Aerodrome Safety Manager
	Ms. Basma Refat Abd El- Hameed	Compliance and safety General Manager
	Mr. Mohamed Ibrahim Atef EL-hefnawy	Aviation Safety Specialist
	Iran	Mrs. Narges Assari
Mr. Mohammad Sadeghi		Expert-in-charge of Static Data
Ms. Sotoudeh Nikmanesh		ATC Expert
Mr. Mohammad Motaghian		AIS Expert
Mr. Ali Akbar Salehi Valojerdi		Supervisor of AFTN/AMHS Com Centre
Jordan	Mr. Tarik Mohammed Al-Rabee	Aeronautical Info. Services Officer
	Mr. Ra'ed Ghazawi	ANS Inspector

State Org/Industries	Contact	Title
	Mrs. Hamda Ahmad Taha Oudeh	AIS Officer
	Mr. Aref Abed Alsalam Altaher	AIS Officer
	Mr. Tareq Okleh Al Momani	AIS Officer
	Mr. Mahmoud M. Al-Rimini	AIS Officer
Lebanon	Mr. Bassem Nasser	Chief of AIS
Libya	Mr. Said Azabi	AIS Officer
Oman	Mr. Jaffer Abdul Amir Moosani	AIM Director
	Mr. Said Musallam Al-Tamini	AIS Chief
	Mr. Faisal Hamed Al.Bousaidi	Aeronautical Data Management Officer
	Mr. Harith Said Al-Harhi	Aeronautical Data Management Officer
	Ms. Samiya Salim Al-Battashi	Aeronautical Data Management Officer
Qatar	Mr. Faisal Alqahtani	Head AIM
	Mrs. Pamela Erice	AIM Supervisor
	Mr. Roel Santiago	AIM Office
	Mr. Asiri Christo	AIM Officer
	Mr. Wazir Preena	AIM Officer
Saudi Arabia	Mr. Hadi A. Alghamdi	Manager of Saudi Aeronautical Information Publication
	Mr. Ibrahim Alshaya	Aeronautical Charts Supervisor
	Mr. Imed ben Saad	AFP and AIM Expert
	Ms. Hind Abdulaziz Almohaimed	AIP Specialist
	Mr. Mohamed A. Ben Abdessalem	AIM Strategy Specialist
	Mr. Abdullah Alharthi	NOTAM Supervisor
	Mr. Muhammad Al-Juhani	Flight Procedure Designer Inspector
Sudan	Mr. Hayder Mohamed Abdalla	AIM Director
UAE	Mr. Herman Groenewald	Senior Inspector Air Navigation
AACO	Mr. Walid Al Hoss	Manager Economics and Technical Department
	Mr. Mohammad Akel	Specialist – Economics & Technical Dept
ACAO	Mr. Hicham Benani	Safety & Air Navigation Expert
CANSO	Mr. Aleksandr Estrov	CANSO AIM WG Chair
IATA	Ms. Zainab Khudhair	Manager Safety & Flight Operations (Africa & Middle East)
	Ms. Lindi-Lee Kirkman	Manager Safety Flight Operations ATM Infrastructure Focus
IFATCA	Mr. Raouf Helmy	IFATCA Representative Middle East

State Org/Industries	Contact	Title
ICAO	Mr. Radhouan Aissaoui	RO/IM
	Ms. Muna Alnadaf	RO/CNS
	Mr. Ahmad Amireh	RO/ATM/SAR
	Mr. Ahmad Kaveh	RO/ATM
	Mrs. Manal Wissa	Programme Analysis Associate