



OACI

Organización de Aviación Civil Internacional  
Oficina para Norteamérica, Centroamérica y Caribe

NOTA DE ESTUDIO

AIM/TF/4 — NE/05

04/05/21

**Cuarta Reunión del Grupo de Tarea para la Implementación de la Gestión de la Información Aeronáutica (AIM/TF/4) del Grupo de Trabajo de Norteamérica, Centroamérica y Caribe (NACC/WG) (AIM/TF/4)**

En línea, 11 de mayo de 2021

**Cuestión 5 del  
Orden del Día:**

**Planes de contingencia NOTAM para las Regiones NAM/CAR y Tareas relacionadas con la Campaña Global de NOTAM: la eliminación de NOTAM permanentes o lo indicado por el Doc 8126 – *Manual para los servicios de información aeronáutica* de la OACI**

**PLANES DE CONTINGENCIA AIM/NOTAM PARA LAS REGIONES NAM/CAR, ACTIVIDADES DE LA CAMPAÑA NOTAM GLOBAL Y PLANTILLAS GRUPO AD HOC DEL PLAN DE CONTINGENCIA AIM**

(Presentada por la Relatora AIM/TF)

| RESUMEN EJECUTIVO                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Esta Nota de Estudio presenta información sobre la necesidad de un Plan de Contingencia Regional para asegurar la continuidad de los servicios AIM y/o NOTAM, manteniendo un alto nivel de seguridad operacional, de acuerdo al estado de implementación de los Planes de Contingencia AIM y/o NOTAM en la región. Además, se alienta a los Estados a firmar Cartas de Acuerdo (LoA) aprobadas entre Estados, Territorios y Organizaciones Internacionales. |                                                                                                                                                                                                                                                      |
| <b>Acción:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | Descrita en la Sección 5.                                                                                                                                                                                                                            |
| <b>Objetivos Estratégicos:</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• Seguridad Operacional</li><li>• Capacidad y eficiencia de la navegación aérea</li></ul>                                                                                                                      |
| <b>Referencias:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"><li>• Anexo 11 – Servicios de Tránsito Aéreo</li><li>• Anexo 15 – Servicios de Información Aeronáutica</li><li>• Doc 4444 – PANS-ATM</li><li>• Doc 8126 – Manual de Servicios de Información Aeronáutica</li></ul> |

**1. Introducción**

1.1 Desde la Reunión GREPECAS/13, se entregó un Material de Orientación sobre planes de contingencia NOTAM con el propósito de instar a los Estados a desarrollar sus planes de contingencia NOTAM principalmente para Regiones de Información de Vuelo (FIR) y participar en acuerdos bilaterales

o multilaterales con otros Estados, Territorios e incluso Organizaciones internacionales. La Reunión AIM/TF necesita crear una especie de catálogo que se actualice periódicamente como el “Catálogo Regional de Planes de Contingencia NOTAM”.

- 1.2 Los principales objetivos son que los Estados:
- a) desarrollen planes de contingencia nacionales AIM - NOTAM
  - b) actualicen los planes de contingencia existentes con referencia a los desarrollos recientes y aseguren su integridad e interoperabilidad para el intercambio de conjuntos de datos.
  - c) coordinen NOTAM de contingencia con FIR adyacentes para facilitar la funcionalidad de los planes de contingencia
  - d) faciliten la publicación de planes de contingencia para su implementación en caso de interrupción
  - e) inicien el establecimiento de un equipo interregional de coordinación de contingencias, cuya función será coordinar la continuidad del flujo del tránsito aéreo internacional a nivel regional o interregional en caso de indisponibilidad total o parcial de cualquier porción del espacio aéreo
  - f) integren los Planes de contingencia junto con los Planes de contingencia ATM.

## **2. Discusión**

2.1 Los requisitos para la implementación de la Navegación basada en la performance (PBN) y los sistemas de navegación autónoma introdujeron la necesidad de nuevos requisitos AIM para asegurar la información de calidad oportuna y la distribución de datos, con el fin de reducir o eliminar el posible impacto de conflictos laborales y desastres naturales en la prestación continua de los ANS, proporcionando las medidas técnicas y de gestión necesarias para la coordinación y los procedimientos operativos a ser adoptados antes, durante y después de cualquier fase o etapa de contingencia.

2.2 Algunos Estados de la región ya cuentan con su plan de contingencia AIM y/o NOTAM, mientras que la mayoría aún no cuenta con dicho Plan de Contingencia. Será necesario actualizar el estado de implementación durante esta reunión.

2.3 El plan de contingencia NOTAM está sujeto a revisión periódica. Cualquier modificación requiere coordinación entre las partes, y se ha acordado que cualquier modificación realizada será efectiva al menos 30 días después de su aprobación. Esta reunión es una buena oportunidad para realizar cualquier modificación que se requiera, actualizar los detalles de los Puntos de Contacto (PoC) AIM, con el objetivo de intercambiar información, actualizar el estado de implementación de los planes de contingencia NOTAM y firmar las LoA aprobadas entre los Estados.

## **3. Avances en los Planes de Contingencia AIM/NOTAM para NAM/CAR**

3.1 Los avances hasta el momento en los Planes de Contingencia AIM/NOTAM para las Regiones NAM/CAR y las tareas relacionadas con la Campaña Global NOTAM son los siguientes:

- a. El AIM TF ha creado un grupo de trabajo Ad hoc del plan de contingencia de AIM.
- b. Se han realizado varias reuniones de teleconferencia.

- c. Se han creado Plantillas de planes de contingencia AIM y NOTAM, con el fin de facilitar a los Estados la implementación de dichos planes. Las Plantillas de Plan se presentarán en esta reunión bajo los **Apéndices A y B**.
- d. Se ha realizado una reunión con el Líder del proyecto del Plan de Contingencia ATM de la Oficina Regional NACC de la OACI

3.2 Se da prioridad a la mayor continuidad del servicio importante para la prestación segura de Servicios de navegación aérea. Esto conlleva el aplazamiento de la cancelación completa para que se implementen ciertos pasos.

3.3 Dado el esfuerzo para mantener el cumplimiento del Anexo 15, Doc 10066 - PANS-AIM y el Doc 8126 - *Manual de servicios de información aeronáutica* actualizado en cuatro volúmenes, es importante que la Oficina Regional NACC de la OACI reconsidere a nivel regional (y probablemente también a nivel mundial), el conjunto solicitado de fechas de implementación de las Mejoras por bloques del sistema de aviación (ASBU).

3.4 El archivo Estado de implementación de la transición AIM para los Estados NAM/CAR se ha enviado a todos los miembros de AIM TF para que lo actualicen/completen, a fin de respaldar el 3.3 anterior.

#### **4. Conclusión**

4.1 Durante reuniones anteriores se enfatizó la necesidad de contar con planes de contingencia NOTAM desarrollados para apoyar las rutas principales en términos de flujo de tránsito aéreo a través de las FIR. Es fundamental que el plan no se limite a las fronteras de los Estados sino que traspase fronteras con otros Estados siendo, por tanto, interregionales.

4.2 En este sentido, el Grupo Ad hoc AIM de Estados, Territorios y Organizaciones Internacionales seleccionados facilitó el desarrollo de una plantilla de plan de contingencia NOTAM regional sólida y eficiente.

4.3 Se invita a los Estados, Proveedores de Servicio de Navegación Aérea y Organizaciones Internacionales a firmar un Memorando de Acuerdo (MoU)/LoA para la implementación de los Planes de Contingencia AIM y/o NOTAM para abordar las responsabilidades relacionadas con las Normas de Separación que se aplicarán, Acción NOTAM que debe asegurar una coordinación adecuada de los Planes de Contingencia con los usuarios del espacio militar y aéreo.

4.4 Otra perspectiva es de las fuerzas armadas durante los diversos escenarios de contingencia, incluida la seguridad de la aviación, sus roles en la salvaguarda de la seguridad de la aviación de los Estados, así como la colaboración para garantizar que la seguridad operacional de los sistemas de transporte aéreo internacional no se vean comprometidos, o amenazas potenciales que afecten la infraestructura, los sistemas y las operaciones de la aviación no se vean comprometidas.

- 4.5 Para mejorar la planificación de contingencias, se alienta a los Estados a:
- implementar Comunicaciones por enlace de datos controlador-piloto (CPDLC), Comunicaciones de Datos entre Instalaciones de Servicios de Tránsito Aéreo (AIDC) y Sistema de tratamiento de mensajes de los servicios de tránsito aéreo (ATS) (AMHS)
  - completar transición de AIS a AIM
  - involucrarse con las partes interesadas militares
  - garantizar la realización adecuada de la evaluación de la seguridad operacional antes de los planes de contingencia
  - garantizar la aplicación de redes de seguridad operacional de radar de vigilancia cuando estén disponibles
  - colaborar en la implementación del intercambio de datos de vigilancia dentro de las Regiones NAM/CAR
  - garantizar la revisión periódica de los Planes de contingencia y los MoU
  - considerar la inclusión de amenazas de ciberseguridad en sus Planes de contingencia
  - asegurar un flujo de información adecuado durante la contingencia
  - publicar sus Planes de contingencia antes del **31 de diciembre de 2021** para una implementación efectiva en 2 ciclos de Reglamentación y control de información aeronáutica (AIRAC) después de 2022.

4.6 La OACI facilitará la integración de los Planes de contingencia regionales en un Plan de contingencia regional NACC para su presentación en la Reunión GREPECAS/19 para su consideración con la membresía de todas las FIR y otras partes interesadas (IATA, IFALPA, IFATCA, usuarios del espacio aéreo, militares, etc.)

## 5. Acciones Sugeridas

- 5.1 Con base en lo anterior, se invita a la Reunión a:
- a) discutir cualquier asunto relevante según corresponda;
  - b) actualizar los correspondientes Planes de Contingencia o desarrollar sus Planes de Contingencia en caso de que no se cuente con uno;
  - c) instar a los Estados a compartir información en beneficio de la región y contribuir a mejores Planes de contingencia que cumplan con los requisitos incluidos en los Anexos: 11, 15, PANS-ATM, Doc 8126 y las conclusiones de las Reuniones ANS; y
  - d) firmar LoA o MoU con otros Estados, Territorios y/u Organizaciones Internacionales cuando corresponda.

— — — — —

**APÉNDICE A**  
**PLANTILLA DE PLANES DE CONTINGENCIA AIM/NOTAM**

**LETTER OF AGREEMENT BETWEEN  
ORGANIZATION**

**AND**

**ORGANIZATION  
FOR**

**An Aeronautical Data Sharing Agreement and  
a Failover/Disaster Recovery Environment**



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## OPERATIONAL LETTER OF AGREEMENT

This Operational Letter of Agreement (LOA) is between the:

**ORGANIZATION A** located at **Street** represented by **Name, Director**

And

**ORGANIZATION B** located at **Street** represented by **Name, Director**

(Both hereinafter also referred to collectively as "the Parties")

### 1. OBJECTIVE

- 1.1. This LOA summarizes the mutual interest of the Parties in using the **VENDOR** system(s) that are installed at each of the Parties site(s) to implement:
  - 1.1.1. an Aeronautical Data Sharing agreement;
  - 1.1.2. a Failover/Disaster Recovery environment; and
  - 1.1.3. to create further collaboration between the States in the Caribbean region.

### 2. SCOPE

- 2.1. This LOA is strictly intended primarily to establish a basis for the responsibility descriptions of the Parties, defined in the below table.

### 3. BUSINESS PURPOSE

- 3.1. **ORGANIZATION A** is responsible for the management, dissemination, and distribution of Aeronautical Information Services ("AIS") on behalf of Country/Countries (as "XXXX").
- 3.2. **ORGANIZATION B** is responsible for the management, dissemination, and distribution of AIS on behalf of Country/Countries (as "XXXX").



#### **4. INTERRUPTION OF SERVICE**

4.1. The Parties have invested resources to provide services to each State within these areas and have taken the responsibility to ensure that these services are provided on a continuous basis with minimal interruption and data loss. The Parties are ensuring no service interruption through this cooperative and collaborative agreement to share aeronautical data and to provide disaster recovery capabilities to each of the Parties, in the event of failure or interruption of service at either **ORGANIZATION A** (ICAO: XXXX) or **ORGANIZATION B** (ICAO: XXXX).

4.2. Table 1 describes the scenarios, responsibilities and actions required by the Parties.

#### **5. TERMINATION**

5.1. This is entered into for an indefinite period of time and this agreement may be terminated in whole or in part by either PARTY by at least thirty (30) days' notice in writing to the other party.

#### **6. COSTS**

6.1. The services described herein by the **ORGANIZATION A** and **ORGANIZATION B** shall be provided by both parties free of charge.

#### **7. CONTACTS**

7.1. Communications between the parties may be effected by the persons listed in Annex 1. Annex 1 may be amended or updated by written notification of one party to the other party.

#### **8. LIABILITY**

8.1. The **ORGANIZATION A** and **ORGANIZATION B** shall not accept liability for any loss, damage or injury suffered by either party or by any person or organization arising from the use of these services.

#### **9. INTERNET SERVICES**

9.1. Each Party shall provide a secure Internet Connection with the applicable rules to the Contingency System.

#### **10. SIGNATURE**

10.1. This agreement will take effect on the date of signing by the **ORGANIZATION A** and **ORGANIZATION B**.



SIGNATURE PAGE TO LETTER OF AGREEMENT BETWEEN ORGANIZATION A AND ORGANIZATION B

|                             |                             |
|-----------------------------|-----------------------------|
| FOR ORGANIZATION A          | FOR ORGANIZATION B          |
| ON BEHALF OF ORGANIZATION A | ON BEHALF OF ORGANIZATION B |
| NAME (PRINT)                | NAME (PRINT)                |
| TITLE (PRINT)               | TITLE (PRINT)               |



**TABLE 1 — RESPONSIBILITIES AND ACTIONS REQUIRED BY THE PARTIES**

Scenarios (are referenced from **VENDOR's PROPOSAL — ##### — dated ## MMM YYYY**)

| SCENARIO                                                                                             | ORGANIZATION A RESPONSIBILITY                                                                                                           | ORGANIZATION B RESPONSIBILITY                                                                                                           | REMARKS                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #1 ORGANIZATION B has experienced a communications failure to both KATL (main) and SVMl (alternate). | ORGANIZATION A shall route all ORGANIZATION B AMHS traffic.<br><br>ORGANIZATION A to <b>inform KATL/SVMl</b> on AMHS traffic rerouting. | Route all AMHS traffic to ORGANIZATION A                                                                                                | AIM system will continue to operate without any changes or Interruptions.                                                                                                                                        |
| #2 ORGANIZATION A has experienced a communications failure to both KATL (main) and SVMl (alternate). | Route all AMHS traffic to ORGANIZATION B                                                                                                | ORGANIZATION B shall route all ORGANIZATION A AMHS traffic.<br><br>ORGANIZATION B to <b>inform KATL/SVMl</b> on AMHS traffic rerouting. | AIM system will continue to operate without any changes or Interruptions.                                                                                                                                        |
| #3 AMHS unserviceable at ORGANIZATION A                                                              | ORGANIZATION A shall establish a connection between the ORGANIZATION B AMHS and its own ORGANIZATION A AIM system.                      | Route all AMHS traffic through ORGANIZATION B<br><br>ORGANIZATION B to <b>inform KATL/SVMl</b> on AMHS traffic rerouting.               | All traffic is diverted through the ORGANIZATION B AMHS to ORGANIZATION A without changing any other operational practices at ORGANIZATION A.<br>Only diversions of messages will be applied by the AMHS system. |
| #4 AMHS unserviceable at ORGANIZATION B                                                              | Route all AMHS traffic through ORGANIZATION A                                                                                           | ORGANIZATION B shall establish a connection between the                                                                                 | All traffic is diverted through the ORGANIZATION A AMHS to ORGANIZATION B without changing                                                                                                                       |



| SCENARIO                                                                                                                   | ORGANIZATION A RESPONSIBILITY                                                                                                                                                                                                                                             | ORGANIZATION B RESPONSIBILITY                                                                                                                                                                                                               | REMARKS                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
|                                                                                                                            | ORGANIZATION A to inform <b>KATL/SVMI</b> on AMHS traffic rerouting                                                                                                                                                                                                       | ORGANIZATION A AMHS and its own ORGANIZATION B AIM system.                                                                                                                                                                                  | any other operational practices at ORGANIZATION B.<br>Only diversions of messages will be applied by the AMHS system. |
| #5 Local AIM servers U/S in ORGANIZATION A. All other service operational (AMHS, MPLS, KATL, SVMI) – IP Tunnel functional  | ORGANIZATION A connects to Contingency AIM server in ORGANIZATION B.<br><br>ORGANIZATION A will route AMHS traffic from Contingency AIM server back to ORGANIZATION A via the IP Tunnel. ORGANIZATION A routes traffic via normal channels.<br>Monitor Remote AIM Server. | Monitor Remote AIM Server.                                                                                                                                                                                                                  | ECAR States to connect to remote AIM server.                                                                          |
| #6 Local AIM servers U/S in ORGANIZATION B. All other service operational (AMHS, <b>KATL SVMI</b> ) – IP Tunnel functional | Monitor Remote AIM Server.                                                                                                                                                                                                                                                | ORGANIZATION B connects to Contingency AIM server in ORGANIZATION A.<br><br>ORGANIZATION B will route AMHS traffic from Contingency AIM server back to ORGANIZATION B via the IP Tunnel. ORGANIZATION B routes traffic via normal channels. |                                                                                                                       |
| #7 ORGANIZATION A all equipment failure, not including an ISP Network Failure                                              | ORGANIZATION A access their own system through a secure VPN connection (with a login credential & security encryption) and would continue to operate                                                                                                                      | ORGANIZATION B AMHS system accepts all AMHS traffic to ORGANIZATION A and from <b>KATL/SVMI</b>                                                                                                                                             |                                                                                                                       |



| SCENARIO                                                                             | ORGANIZATION A RESPONSIBILITY                                                                                                                                                                                            | ORGANIZATION B RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                 | REMARKS |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                                                                      | <p>and access their own system via the Contingency Spatia Dynamic AIM.</p> <p>ORGANIZATION A informs KATL/SVMI that all AMHS traffic destined for ORGANIZATION A should be diverted to ORGANIZATION B.</p>               | <p>ORGANIZATION B will accept all AMHS traffic from the AIM system from ORGANIZATION A and route it out to KATL/SVMI</p>                                                                                                                                                                                                                                      |         |
| <p>#8 ORGANIZATION B all equipment failure, not including an ISP Network Failure</p> | <p>ORGANIZATION A AMHS system accepts all AMHS traffic to ORGANIZATION B and from KATL/SVMI</p> <p>ORGANIZATION A will accept all AMHS traffic from the AIM system from ORGANIZATION B and route it out to KATL/SVMI</p> | <p>ORGANIZATION B access their own system through a secure VPN connection (with a login credential &amp; security encryption) and would continue to operate and access their own system via the Contingency <b>SYSTEM/</b>AIM.</p> <p>ORGANIZATION B informs KATL that all AMHS traffic destined for ORGANIZATION B should be diverted to ORGANIZATION A.</p> |         |



| SCENARIO                                                                                   | ORGANIZATION A RESPONSIBILITY                                                                                                                                                                                                                           | ORGANIZATION B RESPONSIBILITY                                                                                                                                                                                       | REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #9 Completely down in Trinidad and no services are available on the site at ORGANIZATION A | <p>ORGANIZATION A contacts ORGANIZATION B via <b>SAT phone</b> and request AIS Curacao to log on as ORGANIZATION A AIS and send out NOTAMs and other ATS messages as required.</p> <p>Maintain continues contact with ORGANIZATION B via SAT phone.</p> | <p>Initiate connection to the Replication Monitoring System (RMS) Software, and log on as ORGANIZATION A</p> <p>Send out NOTAM immediately</p> <p>Maintain continues contact with ORGANIZATION A via SAT phone.</p> | <p>1. <i>Testing of scenarios must be carried out periodically (APR/MAY)</i></p> <p>2. SAT Phone to carry internet possibility.</p> <p>3. Distribution list pre-set</p> <p>4. When ORGANIZATION B is sending out messages on behalf of ORGANIZATION A, include in NOTAM description: <b>"On behalf of ORGANIZATION A ... MESSAGE ... Please contact ORGANIZATION B AIS via ORGANIZATION B YNYX or phone or email."</b></p> <p>5. ORGANIZATION B to activate switch link to KATL, routing it.</p> <p>6. NOTAM Item E:</p> <ul style="list-style-type: none"> <li>• Total communication loss in the PIARCO FIR (AIM and ATM)</li> <li>• Activation of ACC (STATE) Contingency within the PIARCO FIR</li> </ul> |



| SCENARIO                                                                                   | ORGANIZATION A RESPONSIBILITY                                                                                                                                                                                                                           | ORGANIZATION B RESPONSIBILITY                                                                                                                                                                                | REMARKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #10 completely down in Curacao and no services are available on the site at ORGANIZATION B | ORGANIZATION B contacts ORGANIZATION A via <b>SAT phone</b> and request AIS ORGANIZATION A to log on as ORGANIZATION B AIS and send out NOTAMs and other ATS messages as required.<br><br>Maintain continues contact with ORGANIZATION A via SAT phone. | Initiate connection to the Replication Monitoring System (RMS) Software, and log on as ORGANIZATION B<br><br>Send out NOTAM immediately<br><br>Maintain continues contact with ORGANIZATION B via SAT phone. | <ol style="list-style-type: none"><li>1. <i>Testing of scenarios must be carried out periodically (APR/MAY)</i></li><li>2. SAT Phone to carry internet possibility.</li><li>3. Distribution list pre-set</li><li>4. When ORGANIZATION A is sending out message on behalf of ORGANIZATION B include in NOTAM description:<br/><b>"On behalf of ORGANIZATION B ... MESSAGE ... Please contact ORGANIZATION A AIS via ORGANIZATION ANYX or phone or email.)"</b></li><li>5. ORGANIZATION A to activate switch link to KATL, routing it.</li><li>6. NOTAM Item E:<ul style="list-style-type: none"><li>• Total communication loss in the CURAÇAO FIR (AIM and ATM)</li><li>• Activation of ACC (STATE) Contingency within the CURAÇAO FIR</li></ul></li></ol> |

| SCENARIO                             |  | ORGANIZATION A RESPONSIBILITY                  | ORGANIZATION B RESPONSIBILITY                  | REMARKS                                                                                      |
|--------------------------------------|--|------------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------|
| #11 Systems resume normal operations |  | ORGANIZATION A to revert to normal operations. | ORGANIZATION B to revert to normal operations. | Both ORGANIZATION A and ORGANIZATION B shall revert to normal configurations and operations. |





### ACRONYMS

| ACRONYM | DEFINITION                                |
|---------|-------------------------------------------|
| ACC     | Air Traffic Control Center                |
| AIM     | Aeronautical Information Management       |
| AIS     | Aeronautical Information Services         |
| AMHS    | ATS Message Handling System               |
| ATM     | Air Traffic Management                    |
| FIR     | Flight Information Region                 |
| ICAO    | International Civil Aviation Organization |
| IP      | Internet Protocol                         |
| KATL    | ICAO Code for Atlanta                     |
| LOA     | Letter of Agreement                       |
| NOTAM   | Notice To Airmen                          |
| RMS     | Replication Monitoring System             |
| SAT     | Satellite Phone                           |

**APÉNDICE B**  
**PLANTILLA DE PLANES DE CONTINGENCIA NOTAM**



**NOTAM CONTINGENCY LETTER OF AGREEMENT (LOA) BETWEEN**

AERONAUTICAL INFORMATION SERVICES/AERONAUTICAL INFORMATION  
MANAGEMENT (AIS/AIM) **STATE**

AND

AERONAUTICAL INFORMATION SERVICES/AERONAUTICAL INFORMATION  
MANAGEMENT (AIS/AIM) **STATE**

**1. FOREWORD**

The authorised representatives of the **State** Civil Aviation Authority (**\$CAA**), located in **Country**, and the authorised representatives of the **State** Civil Aviation Authority (**\$CAA**), located in **Country**, agree that the NOTAM provisions of each State is assured when activated in Contingency situations indicated in this LOA, whereby NOTAM publication is continued in accordance with format requirements of the ICAO SARPs, timely promulgation, and whereby the system communication platform for dissemination is assured.

**2. EFFECTIVE DATE**

Each States' procedures contained in this document shall remain in force from the effective date specified herein until either amended or cancelled.

The provisions in the Letter of Agreement becomes effective at **Month dd, yyyy** at **0000 UTC**.

**3. OBJECTIVE**

The objective of this LOA is to specify NOTAM Contingency procedures between **Country** and **Country** and to assure that when Contingency is activated, each party carries out the required responsibilities as indicated in this document.



#### 4. SCOPE

- 4.1 The procedures contained herein are supplementary to the ICAO Standards and Recommended Practices in Annex 15, the AIS Manual (Document 8126), ICAO Abbreviations and Codes (Doc 8400) and the PANS Aeronautical Information Management (Doc 10066). These documentations detail NOTAM procedures, format and the conditions under which the responsibility for the provision of NOTAM services shall be transferred between the AIS/AIM Units mentioned in paragraph 3 above.
- 4.2 This LOA refers to the implementation of short-term contingency measures in cases of disruption, or partial disruption of NOTAM capabilities due to communication failures or other contingency scenarios.
- 4.3 This LOA also formalises the short-term delegation of responsibility from AIS/AIM State/Country to AIS/AIM State/Country for the provision of NOTAM services for the:
- NAME Flight Information Regions for which AIS/AIM State/Country has NOTAM responsibility (including .....); and
  - NAME Flight Information Regions for which AIS/AIM State/Country has NOTAM responsibility (including .....).
- 4.4 The establishment of transfer is based on contingent operational considerations only and does not therefore contribute to, neither can it be invoked for, any other purpose beyond this context.

#### 5. ACTIVATION AND MONITORING OF NOTAM CONTINGENCY

- 5.1 This NOTAM Contingency Plan shall be activated on a contingency-based need by either State's assigned point of contact with the authorization rights for NOTAM Contingency Plan activation, indicated on Appendix A.
- 5.2 Activation of this NOTAM Contingency Plan will be by means of a **telephone call**, followed by an E-mail using the **Official** . **NOTAM Request procedure** of each State/Country must be followed. See attachments to this LoA.

##### 5.2.1 NOTAM requests procedure State/Country

Only the person(s) listed in this LOA, are allowed to request/activate the Contingency NOTAM to STATE NOF Office.

*The emergency NOTAM request procedure is as follows:*

1. Requestor contacts the AIM at (+XXX) XXX XXXX



2. Activate the Contingency NOTAM for State;
3. NOTAM will be created & Published;
4. Requestor shall send the official filled out NOTAM Request Form within 24hrs to [email@email.gov](mailto:email@email.gov)

### 5.2.2 NOTAM requests procedure State/Country

Only the person(s) listed in this LOA, are allowed to request/activate the Contingency NOTAM to STATE NOF Office.

*The emergency NOTAM request procedure is as follows:*

1. Requestor contacts the AIM at (+XXX) XXX XXXX
2. Activate the Contingency NOTAM for State;
3. NOTAM will be created & Published;
4. Requestor shall send the official filled out NOTAM Request Form within 24hrs to [email@email.gov](mailto:email@email.gov)

- 5.3 **Next valid** NOTAM number to be used for publication must be confirmed by both units prior to dissemination of any NOTAM.
- 5.4 NOTAM requests for dissemination shall be communicated primarily via E-mail from the assigned NOF of the Contingency Activated State.
- 5.5 The Subject of the E-mail containing NOTAM request should contain the term "CONTINGENCY NOTAM REQUEST" followed by the word "NUMBER" I or symbol "#" and then the next consecutive number starting from 1.

*For examples:*

*CONTINGENCY NOTAM REQUEST NUMBER 1*

*Or*

*CONTINGENCY NOTAM REQUEST #*



- 5.6** The body of the E-mail from **one of the States to the other**, will contain the completed/encoded NOTAM for dissemination.
- 5.7** Should E-mail capabilities become unavailable, then NOTAM requests from **one of the States to the other and visa versa** will be communicated via telephone or any other applicable/available digital messaging tool. For ease of referencing by both units the same subject-numbering system for requests should be used as stated in section 5.4 above, then the completed/encode NOTAM given for dissemination.
- 5.7** NOTAM disseminated shall be in accordance with ICAO format and standards and recommended practices (SARPs).
- 5.8** AIS/AIM Units' Managers and/or Directors of both States shall monitor and keep each other informed of NOTAM requests and subsequent disseminated NOTAM.
- 5.9** An E-mail or any other digital messaging tool containing a copy of each disseminated NOTAM or picture thereof, should be sent to **stated emails** to facilitate updating of disseminated NOTAM information on the respective AIM website of the corresponding **State/Country**.

## **6. AMENDMENTS**

- 6.1** Any change to this Letter of Agreement, including its cancellation or replacement, requires the consent of the AIS/AIM Units concerned. This applies to the substance of the change as well as to its date of applicability. Any change shall be made either in the context of a meeting between the two units, or by exchange of correspondence, or by exchange of AFTN messages, with acknowledgement by all signatories.
- 6.2** Amendments to this document shall be effective only in the form of a written amendment duly signed by authorised representatives.



## 7. AUTHORISED SIGNATORIES

For/on behalf of **State/CAA/ANSP (Country):**

Name: Mr. /Mrs. ....  
Director/Manager AIM (State)

Name: Mr. /Mrs. ....  
Director/Manager AIM (State)

Signature: .....

Signature: .....

Place.....

Date.....

For/on behalf of **State/CAA/ANSP (Country):**

Name: Mr. /Mrs. ....  
Director/Manager AIM (State)

Name: Mr. /Mrs. ....  
Director/Manager AIM (State)

Signature: .....

Signature: .....

Place.....

Date.....



**Appendix A**

| STATE/COUNTRY                                                                                                                                  | STATE/COUNTRY                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Director General .....</p> <p>Mr. / Mrs. ....</p> <p>Tel: 123456789 Extension: 000</p> <p>Cell/CUG: 123456789</p> <p>E-mail: .....</p>      | <p>Director General .....</p> <p>Mr. / Mrs. ....</p> <p>Tel: 123456789 Extension: 000</p> <p>Cell/CUG: 123456789</p> <p>E-mail: .....</p>      |
| <p>Director / Manager AIM.....</p> <p>Mr. / Mrs. ....</p> <p>Tel: 123456789 Extension: 000</p> <p>Cell/CUG: 123456789</p> <p>E-mail: .....</p> | <p>Director / Manager AIM.....</p> <p>Mr. / Mrs. ....</p> <p>Tel: 123456789 Extension: 000</p> <p>Cell/CUG: 123456789</p> <p>E-mail: .....</p> |
| <p>International NOTAM Office (NOF)</p> <p>Tel: 123456789</p> <p>Hotline: 123456789</p> <p>Fax: 123456789</p> <p>E-mail: .....</p>             | <p>International NOTAM Office (NOF)</p> <p>Tel: 123456789</p> <p>Hotline: 123456789</p> <p>Fax: 123456789</p> <p>E-mail: .....</p>             |
| <p>Additional contact information</p>                                                                                                          | <p>Additional contact information</p>                                                                                                          |