



**GREPECAS Programmes and Projects Committee (PPRC) Third Virtual Meeting
 (ePPRC/03)
 Online, 22 – 23 July 2021**

Agenda Item 3: CARSAM ANP VOL. III Planning

AMENDMENT PROCEDURES OF THE CAR/SAM AIR NAVIGATION PLAN

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This paper presents the structure of the CARSAM Air Navigation Plan and procedures for the amendment of these plans.	
Action:	Suggested actions are presented in Section 3.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"> • Air Navigation Capacity and Efficiency
<i>References:</i>	<ul style="list-style-type: none"> • Global Air Navigation Plan (GANP) • CARSAM Regional Air Navigation Plan

1. Introduction

1.1 At the Fourth Meeting of its 202nd Session, the Council approved (C-DEC 202/4 refers) the Regional Air Navigation Plan (ANP) templates for Volumes I, II and III and associated procedures for amendments. The introduction to all ANPs (which by the decision of the Council are harmonized) include the following information:

- General background;
- Relationship between the Global and Regional Air Navigation Plans;
- Objective and purpose of Regional Air Navigation Plans;
- Management and amendment of Regional Air Navigation Plans; and
- Procedure for the amendment of Regional Air Navigation Plans.

General

1.2 ANP Volume I contains stable plan elements, the amendment of which requires approval by the Council. The material to be included in Volume I should minimize the requirement for frequent amendment.

1.3 ANP Volume II contains dynamic plan elements, the amendment of which does not require approval by the council. ANP Volume II contains material related to:

- the assignment of responsibilities to States for the provision of aerodrome and air navigation facilities and services; and
- the current to medium term mandatory regional requirements related to aerodrome and air navigation facilities and services to be implemented by States in accordance with regional air navigation agreements involving the relevant PIRG.

1.4 Approval of ANP Volume II is under the responsibility **of the relevant PIRG**.

1.5 ANP Volume III contains dynamic/flexible plan elements providing implementation planning guidance for air navigation systems and their modernization taking into consideration emerging programmes, such as, the ICAO Aviation System Block Upgrades (ASBUs) and associated technology roadmaps described in the *Global Air Navigation Plan (GANP)* (Doc 9750).

1.6 The ANP Volume III would also include appropriate additional guidance, particularly with regard to implementation, to complement the material contained in the ANP Volumes I and II. The amendment of Volume III **would not require approval by the Council**. WP/09 describes the activities of the Secretariat to assist in the development of Volume III.

Objective and purpose of Regional Air Navigation Plans

1.7 The ANPs provide for the planning and implementation of air navigation systems within a specified area, in accordance with the agreed global and regional planning framework. They are developed to meet those needs of specific areas not covered in the worldwide provisions. ICAO PIRGs undertake the development and maintenance of the ANPs with the assistance of the ICAO Secretariat.

1.8 The ANPs contain requirements related to the facilities and services to be implemented by States in accordance with regional air navigation agreements. The procedural parts of ANPs are published in the *ICAO Regional Supplementary Procedures (SUPPs)* (Doc 7030).

1.9 The ANPs contain provisions that States can follow in the planning of aerodrome and air navigation facilities and services activities, with the assurance that facilities and services furnished in accordance with the plan will form with those of other States an integrated system adequate for the foreseeable future.

1.10 The ANPs may serve as a **legal basis** for air navigation services charges which are levied for services provided or made available to users, in accordance with ICAO's *Policies on Charges for Airports and Air Navigation Services* (Doc 9082) and *ICAO Manual on Air Navigation Services Economics* (Doc 9161).

Management of Regional Air Navigation Plans

1.11 The elements of the existing planning system and the planning principles, operational requirements and planning criteria as developed for the CARSAM Regions should be kept under constant review by the GREPECAS in accordance with its schedule of meetings, in consultation with provider and user States and with the assistance of the NACC & SAM ICAO Regional Offices.

2. Discussion

2.1 The ANPs are used as a repository Document for the assignment of responsibilities to States for the provision of air navigation facilities and services within a specified area in accordance with Article 28 of the *Convention on International Civil Aviation* (Doc 7300), which makes their accuracy and currency of critical importance.

2.2 Recognizing that many aerodromes used for international operations or aerodromes under construction or planned for international operations in CAR/SAM Region may not be included in CARSAM ANP Volume I, Table AOP I-1 and ANP Volume II, Table AOP II-1, and it is utmost important that information to be included in Tables AOP I-1 and Table AOP II-1 be accurate and current for regional planning of the other air navigation services. In addition, States should consider the revision of Table AOP I-1 and AOP II-1, and its subsequent amendment, specifically related to the Location Indicator, which directly impacts Table MET II-2 of e-ANP CAR/SAM, Volume II.

2.3 To do this, States should follow the procedure for the amendment of the Volumes of the Regional Air Navigation Plans as approved by the Council. That procedure is provided in **Appendix A** to the ANP Volume I (for easy reference is provided in **Appendix A** to this Paper).

2.4 In addition, a template of the Proposal for the Amendment of the CARSAM ANP Volume I and II is provided in **Appendix B**.

2.5 When the Regional Office has determined that the proposal is acceptable, it should be circulated immediately to all interested States and international organizations as well as to Headquarters, in accordance with the procedure described in **Appendix A** to ANP Volume I (**Appendix A** to this **WP**) and in the format provided in **Appendix C** together with adequate documentation and the request for comments. A copy of the proposed amendment as circulated should also be sent to Regional Office(s) that have interested States accredited to them.

2.6 States are invited to constantly review the ANP in order to ensure it is accurate and current with their realities, for the purposes of regional planning of air navigation services.

3. Suggested actions

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) following the need to have an accurate and current air navigation plan, the meeting is invited to adopt the following conclusion:

<p>Conclusion ePPRC/03/0X – Proposal for Amendment of CARSAM ANP Volume I, Table AOP I-1 and ANP Volume II, Table AOP II-1</p>	
<p>That:</p> <p>Many aerodromes used for international operations or aerodromes under construction or planned for international operations in CARSAM Region were not included in CARSAM ANP Volume I, Table AOP I-1 and ANP Volume II, Table AOP II-1. It is also important that information included in Tables AOP I-1 and Table AOP II-1 are accurate and current for regional planning of the other air navigation services. States are urged to:</p> <ul style="list-style-type: none"> a) review the aerodromes listed in CARSAM ANP Volume I, Table AOP I-1; b) review the ANP Volume II, Table AOP II-1 for the list of facilities and services to be provided by the State concerned at each aerodrome that is listed in Table AOP I-1; c) initiate and send to ICAO NACC and SAM Offices proposals for amendment of CARSAM ANP Volume I, Table AOP I-1 and ANP Volume II, Table AOP II-1 in accordance with the template provided in Appendix A, if their international aerodromes are not listed in Table AOP I-1 or require any amendments to update the information provided in Tables AOP I-1 and AOP II-1. d) evaluate if the PFA proposed to the AOP Tables impact to e-ANP CAR / SAM e-ANP Volume II, Table MET II-2, and if it will impact it, propose another PFA for Table MET II-2 	<p>Expected impact:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical
<p>Why:</p> <p>In order to have a first step to guarantee a harmonized and scalable implementation of the A-CDM concept, and its incorporation into Vol. III of the Regional Air Navigation Plan.</p>	
<p>When:</p> <p>December 4, 2020</p>	<p>Status:</p> <p>To be endorse</p>
<p>Who: <input type="checkbox"/> Coordinators <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO Secretariat <input type="checkbox"/> ICAO HQ <input type="checkbox"/> OTHERS:</p>	

c) Discuss any relevant matters as appropriate.

APPENDIX A
PROCEDURE FOR THE AMENDMENT OF
REGIONAL AIR NAVIGATION PLANS

(Approved by Council on 18 June 2014)

1. Introduction

1.1. The procedure outlined below has been evolved to provide a means of maintaining the regional air navigation plans using an ANP web based platform.

2. General criteria

2.1. The Assembly has resolved that regional plans should be revised when it becomes apparent that they are no longer consistent with current and foreseen requirements of international civil aviation and that, when the nature of a required change permits, the associated amendment of the regional plan should be undertaken by correspondence between the Organization and the States and international organizations concerned.

2.2. When a State cannot immediately implement a particular part or a specific detail of a regional plan although it intends to do so, when practicable, this in itself should not lead to the State proposing an amendment to the plan.

2.3. The general structure of the regional plans for the parts which concern an air navigation field in Volumes I and II consists of an "Introduction", "General Regional Requirements" and "Specific Regional Requirements". As the section "General Regional Requirements" is harmonized for all regions, an amendment of the provisions (text) in "General Regional Requirements" will lead to amendment of Volumes I and II of the regional plans of all regions.

2.4. The amendment process of Volume III is under the responsibility of the relevant Planning and Implementation Regional Group (PIRG). The Parts 0 (Introduction) and I (General Planning Aspects) of Volume III are harmonized for all regions and the amendment of these parts should be made following inter-regional coordination.

3. User rights

3.1. Access to the ANP web based platform to develop and submit amendment proposals to the regional plan and to comment on an officially issued amendment proposal should be provided through controlled access by the State's or international organization's designated Focal Points. The State or international organization should officially inform their respective Regional Office of the registration of their designated Focal Points.

4. States and international organizations to be consulted

4.1. The Secretary General, through the relevant Regional Office, will determine the States and international organizations to be consulted on the amendment proposal. These will generally only include the provider and user States and international organizations that have a direct and obvious interest in the amendment in question.

PART A — AIR NAVIGATION PLANS, VOLUME I**5. Procedure for amendment of Volume I**

5.1. If, in the light of the above general criteria, any State (or group of States) wishes to effect a change in the approved air navigation plan for that region, it should propose to the Secretary General, through the Regional Office accredited to that State, an appropriate amendment to the plan, adequately documented; the proposal should include the facts that lead the State (or group of States) to the conclusion that the amendment is necessary. Such amendments may include additions, modifications or deletions. (This procedure does not preclude a State having previous consultation with other States before submitting an amendment proposal to the Regional Office.) This proposed amendment should be submitted via the web based tool and/or by correspondence to the Regional Office.

5.2. Upon studying the proposal, if the Secretary General considers that the proposed amendment requires further coordination through the relevant Planning and Implementation Regional Group (PIRG), the proposal will be presented, adequately documented, to the PIRG. The views of the PIRG will be coordinated with the originating State and the proposed amendment will be uploaded via the ANP web based platform for processing proposals for amendment for approval by the Council.

5.3. If the proposal concerns an amendment of the provisions (text) in “General Regional Requirements”, the Secretary General will coordinate and circulate, through all Regional Offices, an amendment of all the regional plans.

5.4. If the Secretary General considers that the proposed amendment conflicts with established ICAO policy, or that it raises questions which the Secretary General considers should be brought to the attention of the Air Navigation Commission, the proposal will be presented, adequately documented, to the Commission. In such cases, the Commission will decide the action to be taken on the proposal.

5.5. The Secretary General, through the Regional Office, will circulate the proposal, adequately documented, with a request for comments to all provider and user States of the region considered affected as well as to user States outside the region and international organizations which may be invited to attend suitable ICAO meetings and which may be concerned with the proposal. The States and international organizations concerned should either send their comments/agreement/objection via the ANP web based platform and/or by correspondence to the Regional Office. Any comment or objection should be adequately supported by reasons for the comment or objection.

5.6. If, in reply to the Secretary General's inquiry, no objection is raised to the proposal by a specified date, the proposal should be submitted to the President of the Council, who is authorized to approve the amendment on behalf of the Council. The approved amendment should be incorporated into Volume I of the regional plan.

5.7. If, in reply to the Secretary General's inquiry, any objection is raised, and if objection remains after further consultation, the matter will be documented for discussion by the respective planning and implementation regional group (PIRG) and, ultimately for formal consideration by the Air Navigation Commission, if it remains unresolved. If the Commission concludes that the amendment is acceptable in its original or other form, it will present appropriate recommendations to the Council.

5.8. Proposals for the amendment of Volume I of the regional plan submitted by international organizations directly concerned with the operation of aircraft, which may be invited to attend suitable ICAO meetings and which attended the meeting(s) where the relevant regional plan is managed, will be dealt with in the same manner as those received from States, except that, before circulating a proposal

to States and selected international organizations, the Secretary General will ascertain whether it has adequate support from the State or States whose facilities will be affected. If such support is not forthcoming, the proposal will be presented to the Commission, and the Commission will decide on the action to be taken on the proposal.

5.9. Proposals for the amendment of Volume I of the regional plan may also be initiated by the Secretary General, through the Regional Office accredited to that State, provided that the State or States whose facilities will be affected have expressed their concurrence with the proposal.

5.10. Amendments to Volume I of the regional plan which have been approved in accordance with the above procedure will be published in the ANP web based platform at convenient intervals.

PART B — AIR NAVIGATION PLANS, VOLUME II**6. Procedure for amendment of Volume II**

6.1. Amendments of Volume II of the regional plan should be effected on the basis of an adequately documented proposal submitted by a State (or a group of States) or the relevant PIRG to the Secretary General, through the Regional Office accredited to that State. The proposal should include the facts that lead to the conclusion that the amendment is necessary. Such amendments may include additions, modifications or deletions to Volume II of the regional plan. (This procedure does not preclude a State having previous consultation with other States before submitting an amendment proposal to the Regional Office.) This proposed amendment should be submitted via the ANP web based platform and/or by correspondence to the Regional Office.

6.2. If the proposal concerns an amendment of the provisions (text) in “General Regional Requirements”, the Secretary General will coordinate and circulate, through all Regional Offices, an amendment of all the regional plans.

6.3. The ICAO Regional Office will circulate the proposal, adequately documented, with a request for comments to all provider and user States of the region considered affected as well as to user States outside the region and international organizations which may be invited to attend suitable ICAO meetings and which may be concerned with the proposal. The States and international organizations concerned should either send their comments/agreement/objection via the ANP web based platform and/or by correspondence to the Regional Office. Any comment or objection should be adequately supported by reasons for the comment or objection.

6.4. If, in reply to the ICAO Regional Office’s inquiry, no objection is raised to the proposal by a specified date, it will be deemed that a regional agreement (involving the relevant PIRG) on the subject has been reached and the proposed amendment should be incorporated into Volume II of the regional plan.

6.5. If, in reply to the ICAO Regional Office’s inquiry, any objection is raised, and if objection remains after further consultation, the matter will be documented for discussion by the respective planning and implementation regional group (PIRG) and, ultimately for formal consideration by the Air Navigation Commission, if it remains unresolved. If the Commission concludes that the amendment is acceptable in its original or other form, it will present appropriate recommendations to the Council.

6.6. Proposals for the amendment of Volume II of the regional plan submitted by international organizations directly concerned with the operation of aircraft, which may be invited to attend suitable ICAO meetings, where the relevant regional plan is managed, will be dealt with in the same manner as those received from States, except that, before circulating a proposal to States and selected international organizations, the Secretary General will ascertain whether the proposal has adequate support from the State or States whose facilities or services will be affected. If such support is not forthcoming, the proposal will not be pursued.

6.7. Proposals for the amendment of Volume II of the regional plan may also be initiated by the Secretary General, through the Regional Office accredited to that State, provided that the State or States whose facilities or services will be affected have expressed their concurrence with the proposal.

6.8. Amendments to Volume II of the regional plan which have been approved in accordance with the above procedure will be published in the ANP web based platform at convenient intervals.

PART C — AIR NAVIGATION PLANS, VOLUME III**7. Procedure for amendment of Volume III**

7.1. Amendments of Volume III of the regional plan are under the responsibility of the relevant Planning and Implementation Regional Group (PIRG) and not subject to a formal application of the procedure for amendment of the ANP described in Parts A and B above. However, the amendment of the provisions of Part 0 - “Introduction” and Part I - “General Planning Aspects” needs special coordination, as specified in 7.4 below. Since these two Parts are harmonized for all regions, an amendment of the provisions contained there-in will lead to amendment of Parts 0 and I of Volume III of the regional plans of all regions.

7.2. Amendments of Volume III of the regional plan should be effected on the basis of an adequately documented proposal submitted to the ICAO Regional Office concerned by:

- a State (or a group of States); or
- the relevant Planning and Implementation Regional Group (PIRG) of the region(s); or
- the ICAO Secretariat; or
- international organisations directly concerned with the operation of aircraft, which may be invited to attend suitable ICAO meetings and/or which attended the meeting(s) where the relevant Volume III amendments were agreed.

7.3. This procedure does not preclude a State (or group of States) having previous consultation with other States before submitting an amendment proposal to the Regional Office. Such amendments may include additions, modifications or deletions to Volume III of the regional plan. In addition, the facts that led to the conclusion that the amendment should be included.

7.4. If the proposal concerns an amendment of the provisions in Part 0 - “Introduction” or Part I - “General Planning Aspects”, the ICAO Regional Office concerned will submit the proposal to ICAO Headquarters (Air Navigation Bureau) for coordination with all ICAO Regional Offices. The views of the ICAO Regional Offices will be taken into consideration in the consolidation/approval of the amendment by the ANB. The approved amendment will be published in Volume III of all regional plans at convenient intervals.

7.5. The mechanism for the amendment of Part II of Volume III of the regional plan should be developed, agreed by the relevant PIRG and reflected in the corresponding PIRG Handbook.

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APPENDIX B



**PROPOSAL FOR AMENDMENT OF THE ICAO
CENTRAL AMERICA - CARIBBEAN AND SOUTH AMERICAN (CAR/SAM)
REGIONS AIR NAVIGATION PLAN, VOLUME XX**

(Serial No.: (NACC or SAM)-XXXX 21/XX – AOP)

a) Plan:	Doc 8733, CAR/SAM Air Navigation Plan (ANP), Volume XX
b) Proposed amendment:	<p>Editorial Note: Amendments are arranged to show deleted text using strikeout (text to be deleted), and added text with grey shading (text to be inserted)</p> <p><i>Add, Amend or Delete</i> requirement as follows:</p> <p>1) Volume I PART II – AERODROMES/AERODROME OPERATIONS (AOP)</p> <p>In respect of aerodromes in [Name of State], amend Table AOP I-1 as indicated in Appendix 1 to this document.</p> <p>(cf. Part II, Table AOP I-1, Page II-xx)</p> <p>2) Volume II PART II – AERODROMES/AERODROME OPERATIONS (AOP)</p> <p>In respect of aerodromes in [Name of State], amend Table AOP II-1 as indicated in Appendix 2 to this document.</p> <p>(cf. Part II, Table AOP II-1, Page II-xx to)</p>
c) Originated by:	[Name of State or Organization]
d) Originator's reasons for amendment:	<p>[Example of the Text]</p> <p>To reflect the current requirements in respect of aerodromes (including their designations) that are required in the Regions to serve international civil aviation operations (international scheduled air transport, non-scheduled air transport and general aviation operations).</p>
e) Intended date of implementation	As soon as possible after final approval of the proposal.

f) Proposal circulated to the following States and International Organizations:	Antigua and Barbuda Anguilla (United Kingdom) Argentina Aruba (Kingdom of Netherlands) Bahamas Barbados Bermuda (United Kingdom) Belize Bolivia Bonaire (Netherlands) Brazil	Ecuador El Salvador French Antilles (France) French Guiana (France) Germany Grenada Guatemala Haiti Honduras Italy Jamaica Mexico Montserrat Nicaragua Panama	Spain Suriname Trinidad and Tobago Turks and Caicos Islands (United Kingdom) United Kingdom United States Uruguay Venezuela Virgin Islands (United States) COCESNA* IATA* IFALPA*
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	British Virgin Islands (United Kingdom) Canada Cayman Islands (United Kingdom) Chile Colombia Costa Rica Cuba Curacao (Kingdom of Netherlands) Dominica Dominican Republic	Paraguay Peru Puerto Rico (United States) Saba (Kingdom of Netherlands) Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Sint Eustatius (Kingdom of Netherlands) Sint Maarten (Kingdom of Netherlands)	* For information purposes
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g) Secretariat Comments:	1. [TEXT] 2. [TEXT] 3. [TEXT]
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Appendix 1

Editorial Note: Amendments are arranged to show deleted text using strikethrough (~~text to be deleted~~), and added text with grey shading (text to be inserted)

Amend Table AOP I-1 – International aerodromes required in the CARSAM Region. **Add** the following requirements under **[Name of State]**

Table AOP I-1 [Example only]

Location Indicator	Name of City/Aerodrome	Designation
ARGENTINA		
SARI	CATARATAS DEL IGUAZÚ / My. D. C. E. Krause	RNS & AS
SAZM	MAR DEL PLATA/Astor Piazzolla	RG & AS RNS
SAZN	NEUQUÉN/Presidente Perón	RNS & AS
SARE	RESISTENCIA	RNS & AS
SAZS	SAN CARLOS DE BARILOCHE	RNS & AS
SADF	SAN FERNANDO/ Aeropuerto Internacional de San Fernando	RG RNS
SAWH	USHUAIA/Malvinas Argentinas	RNS & AS
CAYMAN ISLANDS (United Kingdom)		
MWCB	CAYMAN BRAC/ Gerrard Smith Intl Charles Kirkconnell Intl	RS
COLOMBIA		
SKCC	CUCUTA/Camilo Daza/Norte de Santander	RNS & AS
SKLT	LETICIA/Alfredo Vásquez Cobo/Amazonas	RNS & AS
COSTA RICA		
MRLB	LIBERIA/Daniel Oduber Quirós	RNS & AS
MRLM	LIMON/Limón Intl	RG RNS
MRPV	PAVAS/Tobias Bolaños Intl.	RG RNS

Notes:

- 1) For a new aerodrome, States should first send a formal request to ICAO corresponding Regional Office for obtaining ICAO Location Indicator in the format below:

Subject: Request registration of a new location indicator in ICAO Doc 7910 – *Location Indicators*:

Location Name:	[Xxxxxxx]
Location Indicator Requested:	[XXXX]
FIR:	Xxxxxx
Use:	[e.g. Civil, Military, Civil/Military]
IATA Code (if any):	
Connected to AFTN:	[YES/NO]

- 2) On receipt of the formal request, ICAO Regional Office will coordinate with ICAO headquarters, and respond to the State in due course.

- 3) Following approval by ICAO the Location Indicator will be included in the next routine update of Doc 7910.

Appendix 2

Editorial Note: Amendments are arranged to show deleted text using ~~text to be deleted~~, and added text with grey shading (text to be inserted)

[Example only]

Table AOP II-1 — Requirements and capacity assessment in international aerodromes in the CARSAM Region, add the following requirements under [Name of State].

City/Aerodrome/Designation	RFF Category	Physical Characteristics			Remarks
		RC	Rwy No	Rwy Type	
1	2	3	4	5	6
ARGENTINA					
SARI CATARATAS DEL IGUAZÚ / My. D. C. E. Krause RNS & AS	8	4E	13 31	NPA PA1	
SAZM MAR DEL PLATA/Astor Piazzolla RNS & AS	7	4D	13 31	PA1 NINST	
SAZN NEUQUÉN/Presidente Perón RNS & AS	7	4C	09 27	PA1 NINST	
SARE RESISTENCIA RNS & AS	7	4C	03 21	NINST PA1	
SAZS SAN CARLOS DE BARILOCHE RNS & AS	8	4E	11 29	NPA PA1	
SAWH USHUAIA/Malvinas Argentinas RNS & AS	9	4E	07 25	NPA PA1	
CAYMAN ISLANDS (United Kingdom)					
MWCB CAYMAN BRAC/Gerrard Smith Charles Kirkconnell Intl RS	3 4	4C	09 27	NINST NINST	RFF CAT 7 on request
MWCR GEORGE TOWN/Owen Roberts Intl RS	8 7	4E	08 26	NPA NINST NPA NINST	RFF CAT 9 on request
COSTA RICA					
MRLB LIBERIA/Daniel Oduber Quirós RNS & AS	7	4D	07 25	PA1 NINST	
MRLM LIMÓN/Limón Intl RG RNS	6	3C	14 32	NPA NINST	
MRPV PAVAS/Tobías Bolaños Intl. RG RNS	4	2B	09 27	NINST NINST	

General Guidance

It is the responsibility of a State originating an amendment proposal to ensure that the proposal is consistent, complete and unambiguous, whilst it is the responsibility of the Regional Office to verify that this is the case before processing the proposal; and in particular ensure that it is:

- a) **fully justified:** It should state the operational requirement that support the proposed change.
- b) **accurate:** This applies in particular to typographical errors which can be critical in the case of geographical coordinates or air route headings.
- c) **complete:** The proposal should give full details under the seven headings under which it is presented. Proposals for changes in airspace organization, ATS routes, location of facilities, etc. should always be accompanied by simplified, although accurate, sketches, charts, diagrams, etc.
- d) **consistent:** The consequences produced by proposals should be properly reflected throughout the plan. Amendment proposals need to be systematically examined for the potential need for consequential amendment, and, if necessary, refer the proposal back to the originating State for consultation. Any consequential amendments should then be combined with the original into one multiple amendment proposal and processed in the established manner.
- e) **timely:** Proposed implementation dates should allow sufficient time for the required processing formalities to be completed.

The following minimum information should be given to States in respect of each proposal that is circulated to them for comments:

- a) Plan (a reference to the air navigation plan document should be given);
- b) Proposed amendment;
- c) Originated by xxx;
- d) Originator's reason for amendment;
- e) Intended date of implementation;
- f) Proposal circulated to the following States and organizations; and
- g) Secretariat comments.

Each proposal should be complete in itself and be stated in narrative form whenever possible. Item e) should provide a realistic implementation date or alternatively the phrase "As soon as possible after final approval of the proposal" may be used. Item g) should include additional explanatory comments or background information which is considered necessary for a clear understanding of the amendment proposal, both by States and by Headquarters as well as comments of technical and operational nature

that would indicate the added value of Secretariat's examination of the proposal. The concurrence of the State(s) whose facilities will be affected by proposals submitted by international organizations or initiated by the Secretariat should also be shown under this

Appendix C

**PROPOSAL FOR AMENDMENT OF THE ICAO CAR/SAM
AIR NAVIGATION PLAN, VOLUME XX**
(Serial No.:.....)

a) **Plan:** Doc 8733, CAR/SAM Air Navigation Plan (ANP)

b) **Proposed amendment:**

[State clearly the amendment(s) proposed to the current requirements of the plan, including any consequential amendments arising out of the proposal. When a proposal for the amendment of Volume I also requires consequential amendments to the related Volume II, the consequential amendments of Volume II should not be processed separately but should be included in the proposal for the amendment of Volume I with a clear indication. References to the Table(s) and page(s) of the ANP that would be affected by the proposed amendment should be given within brackets following each component element of the proposed amendment, e.g. ("cf. Table AOP 1, page 1-1-.."). Abbreviations other than those in Doc 8400 - ICAO Abbreviations and Codes should not be used unless their meaning is made quite clear in the amendment proposal.]

c) **Originated by:** [State or Organization]

d) **Originator's reason for amendment:**

e) **Intended date of implementation:**

[If the originator is not in a position to indicate a precise date, or the proposed amendments have not already been implemented, the expression "as soon as practicable after approval" should be used.]

f) **Proposal circulated to the following States and International Organizations:**

g) **Secretariat comments:**

—END—