



ICAO

**Virtual Workshop on the improvement of NOTAM and
the implementation of the new SNOWTAM format,
22 June – 24 June 2021**

PROVISIONAL AGENDA AND WORK PROGRAMME

| Time | Subject | Actors |
|------------------------------|---|--------------------------|
| Day one: 22 June 2021 | | |
| 09:00 – 09:30 | Housekeeping Welcome and opening remarks | ICAO RDs (ESAF/WACAF) |
| Session 1 09:30 – 10:00 | Background information <ul style="list-style-type: none"> • Setting the scene - Purpose of the Workshop and expected outcomes • | ICAO |
| Session 2 10:00 – 11:00 | Review of aeronautical information products <ul style="list-style-type: none"> • Aeronautical Information Publications - AIP • AIP Supplement • Aeronautical Information Circular - AIC | ICAO |
| 11:00 - 11:15 | <i>Short Break</i> | <i>ALL</i> |
| Session 2 11:15 - 12:15 | Review of aeronautical information products <ul style="list-style-type: none"> • NOTAM • Guidance on choosing the suitable product to promulgate aeronautical information | ICAO EAD |
| Session 3 12:15 - 13:15 | Review of aeronautical information services <ul style="list-style-type: none"> • Pre-flight information service • Post-flight information service | ICAO |
| 13:15 – 13:30 | Summary of Discussions | All |

Day two: 23 June 2021

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| Session 4 09:00 – 10:00 | <p>Updating aeronautical information</p> <ul style="list-style-type: none"> • Review of the AIRAC System • Impact of promulgating AIRAC related information by NOTAM | ICAO JEPESN |
| <i>10:00 – 10:15</i> | <i>Short Break</i> | <i>All</i> |
| Session 5 10:15 – 11:15 | <p>Need for improvement of NOTAM</p> <ul style="list-style-type: none"> • Quality issues related to NOTAM • Proliferation of NOTAM | IATA IFAIMA |
| Session 5 11:15 – 12:15 | <p>Need for improvement of NOTAM</p> <ul style="list-style-type: none"> • Safety concerns related to NOTAM • Global campaign on NOTAM improvement • Demonstration of the NOTAMeter tool | ICAO AIM Action Group |
| Session 6 12:15 – 13:15 | <p>Way forward to improve NOTAM</p> <ul style="list-style-type: none"> • Actions to eliminate old and very old NOTAM • Actions to improve the quality of NOTAM | ICAO |
| 13:15 – 13:30 | Summary of Discussions | All |

Day three: 24 June 2021

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|----------------------------|---|--------------------------|
| Session 7 09:00 – 10:00 | New Format of SNOWTAM <ul style="list-style-type: none">• Overview of the Global Reporting Format for Runway Surface Conditions• Runway Condition Report | ICAO |
| <i>10:00 – 10:15</i> | <i>Short Break</i> | <i>All</i> |
| Session 7 10:15 – 11:15 | New Format of SNOWTAM <ul style="list-style-type: none">• General provisions of the SNOWTAM• Description of the SNOWTAM template | ICAO |
| Session 7 11:15 – 12:15 | New Format of SNOWTAM <ul style="list-style-type: none">• AIM actions to support GRF implementation• Sharing of States experience in preparing GRF implementation | ICAO States |
| Session 8 12:15 -13:00 | Workshop Outcomes <ul style="list-style-type: none">• Regional and State Plan of Action to improve NOTAM• State Plan of Action to effectively implement the new SNOWTAM in support to the GRF | ALL |
| Closing Ceremony | | |
| 13:00 – 13:30 | Closing Remarks | ICAO RDs (ESAF/WACAF) |