

GIBRALTAR

DIRECTOR OF CIVIL AVIATION

POLICY – 02

STATE LETTERS

DCA Policy 02 – State Letters

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Amendment Record

Revision	Item	Date
1	Initial Issue	29 January 2009
2	Minor changes	12 November 2015

DCA Policy 02 – State Letters

Purpose of this document

ICAO, in recommendation ORG/01 of their 2005 audit of the UK & Overseas Territories required the UK to establish a system for the distribution of State Letters and consultation thereon with its Overseas Territories.

This Policy Statement is intended to give effect to the recommendation in Gibraltar.

Policy Statement

The UK CAA ICAO Technical Coordinator will distribute ICAO State Letters directly to the DCA, which are for:

- Proposed amendments to ICAO Annexes or PANS;
- Adoption of amendments to ICAO Annexes or PANS;
- Questionnaires;
- Information;
- Service provision issues (Air Navigation Publications amendments);
- Service provision issues (Air Navigation Publications deficiencies, updates, etc)

In order to ensure that the relevant interested parties are consulted within Gibraltar, the DCA will implement a procedure to:

- distribute all State Letters and relevant subsidiary material to parties within Gibraltar that might have a valid interest as soon as is practicable after receipt from the UK CAA ICAO Technical Coordinator;
- allow the maximum possible time, consistent with the ICAO response date, for responses from the relevant interested parties. A lack of response within the timescale shall be treated as a nil response;
- consider if the proposed changes may require any changes to legislation and if so consult with the Government Legal Office;
- coordinate a response to the UK CAA ICAO Technical Coordinator taking account of comments received from interested parties, stating the formal Gibraltar response to the State Letter;
- request the UK CAA ICAO Technical Coordinator to take account of the Gibraltar response when consolidating the response to ICAO and to indicate to ICAO that Gibraltar's response is included within the UK response.