

GIBRALTAR

DIRECTOR OF CIVIL AVIATION

PROCEDURE – 02

**STATE LETTERS –
CONSULTATION AND RESPONSE**

DCA Procedure 02 – State Letters

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Amendment Record

Revision	Item	Date
1	Initial Issue	29 January 2009
2	General Revision	30 November 2015

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Purpose of this Document

1. The 2005 ICAO Audit of the UK and Overseas Territories recommended that a system be established for the distribution of ICAO State Letters to the Overseas Territories for their input. DCA Policy 02 states that the DCA will publish a procedure to show how this recommendation will be implemented in Gibraltar.
2. This procedure outlines the methodology for ensuring that all relevant interested parties in Gibraltar receive copies of ICAO State Letters and are given the opportunity to have their comments considered and included in the overall UK response.
3. In essence, the DCA will collate responses to ICAO State Letters concerning all Annexes of the Chicago Convention, except Annexes 9 and 17. Responses will be forwarded to the UK CAA ICAO Technical Coordinator to be included in the overall UK State response. In the case of State Letters concerning Annexes 9 and 17, the DCA will forward the response constructed by the “Responsible Person” to the UK CAA ICAO Technical Coordinator.
4. This procedure compliments the UK’s ICAO State Letter procedure.

Procedure

5. The DCA will receive an e-mail version of the State Letter from the UK CAA ICAO Technical Coordinator. This e-mail will indicate the deadline for the response back to the UK CAA ICAO Technical Coordinator.
6. The State Letter will be filed in the folder “N:\Department Sections\DCA\State Letters\name”, where “name” identifies the essence of the State Letter. Copies of the file will then be sent to the following:
 - a. The “Responsible Person” and the “Prime contact”, identified in Appendix B. The covering e-mail will request a response by a set date, which normally will be one week prior to the response date set by the UK CAA ICAO Technical Coordinator;
 - b. The “Other interested parties” identified in Appendix B. These parties will be advised that the copy is “for information” and that comments welcome by the indicated response date;
 - c. In each case the lack of a response by the set date will be treated as a “nil return”.
7. The DCA shall consider the State Letter to identify if any other parties should be consulted. In particular, consideration should always be given to liaising with the Legislation Support Unit in order that any potential changes to legislation can be considered.
8. The DCA shall consider if the State Letter will have implications for the following:
 - a. Differences filed with ICAO;
 - b. Local policies and/or procedures;

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- c. Agreements concerning the provision of AIS/Maps & Charts/PANS, Search and Rescue or Accident Investigation.
9. Once the response(s) / comments have been received, a consolidated response will be composed by the DCA and sent to the UK CAA ICAO Technical Coordinator, normally by e-mail. A copy of the response will be stored in the folder identified in paragraph 2.2.
10. The DCA shall prepare an Index File to track State Letters received and to monitor the progress of the Gibraltar Response.
11. The UK CAA ICAO Technical Coordinator will incorporate the formal response from Gibraltar, as appropriate, within the overall UK response to ICAO and shall provide a copy of the UK response to the DCA for the record.

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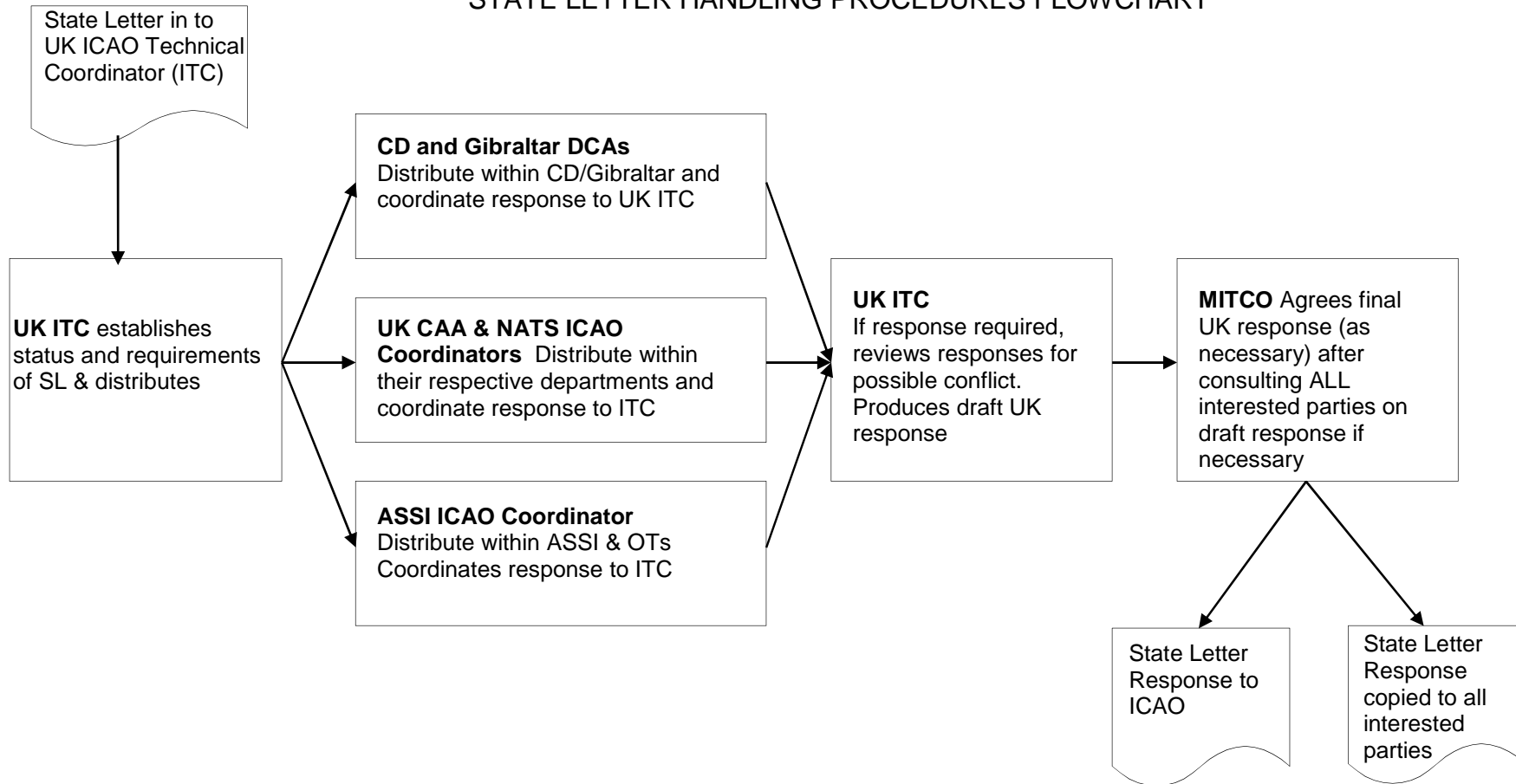
APPENDIX A
to DCA Procedure 2 dated
30 November 2015

ICAO STATE LETTER HANDLING PROCEDURES

Type of State Letter	Response Required?
Proposed amendments to ICAO Annexes or PANS	Response needed but not critical
Adoption of amendments to ICAO Annexes	Response needed and critical
Adoption of amendments to ICAO PANS	Response not required but expected to implement and publish differences in AIP
Questionnaires	Response needed and critical
Information only	No response needed
Service Provision issues (ANP amendments)	Response needed but not critical
Service Provision issues (ANP deficiencies, updates etc)	Response needed and critical

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STATE LETTER HANDLING PROCEDURES FLOWCHART



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APPENDIX B
to DCA Procedure 2 dated
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LIST OF FOCAL POINTS & INTERESTED PARTIES FOR ICAO ANNEXES

Annex No.	Title	Responsible Person	Prime Contact	Other Interested Parties
Annex 1	Personnel Licensing	DCA	SATCO	LSU
Annex 2	Rules of the Air	DCA	SATCO	LSU
Annex 3	Meteorological Services for International Air Navigation	DCA	PMO	SATCO
Annex 4	Aeronautical Charts	DCA	N/A	
Annex 5	Units of Measurement to be Used in Air and Ground Operations	DCA	N/A	
Annex 6	Operation of Aircraft			
Part I	Intl. Commercial Air Transport - Aeroplanes	DCA	N/A	
Part II	Intl. General Aviation - Aeroplanes	DCA	N/A	
Part III Sec 1 & 2	International Operations - Helicopters (<i>General & Commercial Air Transport Operations</i>)	DCA	N/A	
Part III Sec 3	International Operations - Helicopters (<i>General & International General Aviation Operations</i>)	DCA	N/A	
Annex 7	Aircraft Nationality & Registration Marks	DCA	N/A	
Annex 8	Airworthiness of Aircraft	DCA	N/A	
Annex 9	Facilitation	Terminal Director		
Annex 10	Aeronautical Telecommunications			
Vol I	Radio Navigation Aids	DCA	N/A	
Vol II	Communications Procedures including those with PANS status	DCA	N/A	

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Annex No.	Title	Responsible Person	Prime Contact	Other Interested Parties
Vol III Pt1	Digital Communications Systems	DCA	N/A	
Vol III Pt2	Voice Communications Systems	DCA	N/A	
Vol IV	Surveillance Radar and Collision Avoidance Systems	DCA	N/A	
Vol V	Aeronautical Radio Frequency Spectrum Utilisation	DCA	Gibraltar Regulatory Authority	SATCO
Annex 11	Air Traffic Services	DCA	SATCO	
Annex 12	Search & Rescue	DCA	Port Authority	SATCO
Annex 13	Aircraft Accident & Incident Investigations	DCA	SATCO	LSU
Annex 14	Aerodromes			
Vol I	Aerodrome Design and Operations	DCA	N/A	
Vol II	Heliports	DCA	N/A	
Annex 15	Aeronautical Information Services	DCA	N/A	
Annex 16	Environmental Protection			
Vol I	Aircraft Noise	DCA	Environment Agency	
Vol II	Aircraft Engine Emissions	DCA	Environment Agency	
Annex 17	Security: Safeguarding International Civil Aviation against Acts of Unlawful Interference	Terminal Director		
Annex 18	The Safe Transport of Dangerous Goods by Air	DCA	Terminal Director	Gib Air

Abbreviations:

ITC ICAO Technical Coordinator
 MITCO Manager International Technical Coordination
 SATCO Senior Air Traffic Control Officer

PMO Principal Meteorological Officer
 LSU Legislation Support Unit