

Gibraltar Director of Civil Aviation

# State Letters

Policy 02

## Contents

|                               |   |
|-------------------------------|---|
| Revision History .....        | 1 |
| Purpose of this document..... | 2 |
| Policy Statement .....        | 2 |

## Revision History

| Revision | Item              | Date             |
|----------|-------------------|------------------|
| 1        | Initial Issue     | 29 January 2009  |
| 2        | Minor Change      | 12 November 2015 |
| 3        | Complete Review   | 10 November 2022 |
| 4        | Review no changes | 01 October 2023  |

## Purpose of this document

The International Civil Aviation Organisation (ICAO), in recommendation ORG/01 of their 2005 audit of the United Kingdom (UK) & Overseas Territories (OTs) required the UK to establish a system for the distribution of State Letters and consultation thereon with its OTs.

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

## Policy Statement

The UK Civil Aviation Authority (CAA) ICAO Technical Coordinator will distribute ICAO State Letters directly to the Gibraltar Director of Civil Aviation (DCA), which are for:

- Proposed amendments to ICAO Annexes or Procedures for Air Navigation Services (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.