

Gibraltar Director of Civil Aviation

State Letters

Procedure 02

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Revision History

Version	Item	Date
1	Initial Issue	29 January 2009
2	General Revision	30 November 2015
3	Complete Review	06 December 2022
4	Addition of Systemmatic	14 April 2023
5	RAF added to Aerodrome Distribution List	01 October 2023

Purpose of this Document

1. The 2005 International Civil Aviation Organisation (ICAO) Audit of the United Kingdom (UK) and Overseas Territories (OTs) recommended that a system be established for the distribution of ICAO State Letters to the OTs 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 Civil Aviation Authority (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.

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5. The DCA will receive an e-mail version of the State Letter from the CAA ICAO Technical Coordinator (ITC). This e-mail will indicate the deadline for the response back to the 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 ITC;
 - b. The “Other interested parties” identified in Appendix B. These parties will be advised that the copy is “for information” and that comments are 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;
 - c. Agreements concerning the provision of Aeronautical Information Services (AIS)/Maps & Charts/Procedures for Air Navigation Services (PANS), Search and Rescue or Accident Investigation.

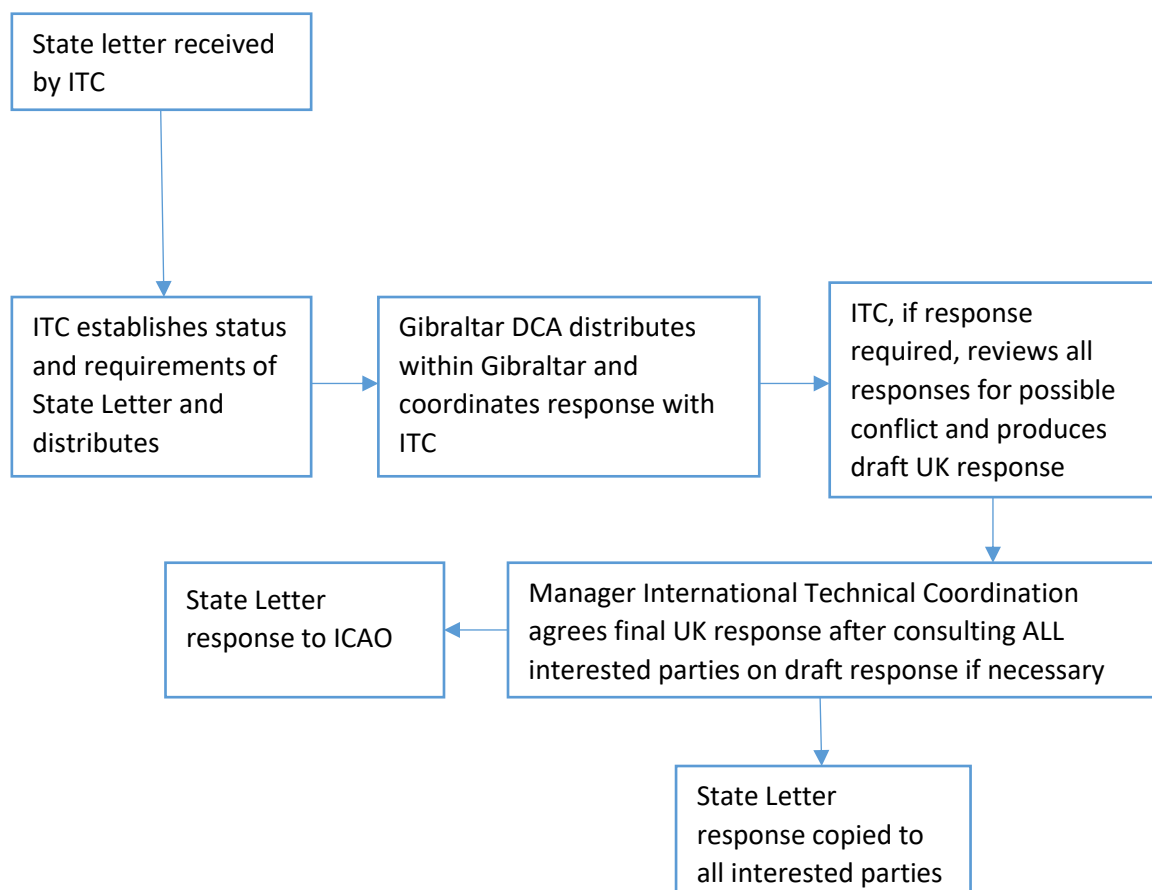
9. Once the response(s) / comments have been received, a consolidated response will be composed by the DCA and sent to the ITC, normally by e-mail. A copy of the response will be stored in the folder identified in paragraph 6.
10. The DCA shall prepare an Index File to track State Letters received and to monitor the progress of the Gibraltar Response.
11. The ITC 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.
12. All compliances with ICAO requirements are set out and reported to ICAO through the Systematic system. Any amendments to responses to ICAO Protocol Questions generated by State Letters or otherwise are updated through this system. The system contains a Compliance Checklist to manage compliance with the Annexes of the Chicago Convention. Both the responses to the Protocol Questions and the Compliance Checklist are routinely uploaded into the ICAO database.

Appendix A

ICAO State Letter Handling Procedures

Type of State Letter	Requirement to Respond
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 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

State Letter Handling Procedure Flow Chart



Appendix B

List of Focal Points and Interested Parties for ICAO Annexes

Annex No.	Title	Responsib Person	Prime Contact	Other Intereste Parties
Annex 1	Personnel Licensing	DCA	Senior Air Traffic Control Officer (SATCO)	Legal Support Unit (LSU)
Annex 2	Rules of the Air	DCA	SATCO	LSU
Annex 3	Meteorological Services for International Air Navigation	DCA	Principal Meteorologica Officer	SATCO
Annex 4	Aeronautical Charts	DCA	NA	
Annex 5	Units of Measurements to be Used in Air and Ground Operations	DCA	NA	
Annex 6 part I	Operation of Aircraft – International Commercial Air Transport - Aeroplanes	DCA	NA	
Annex 6 part II	Operation of Aircraft – International General Aviation - Aeroplanes	DCA	NA	
Annex 6 Part III section 1 and 2	Operation of Aircraft – International Operations – Helicopters (<i>General & Commercial Air Transport Operations</i>)	DCA	NA	
Annex 6 Part III section 3	Operation of Aircraft - International Operations - Helicopters (<i>General & International General Aviation Operations</i>)	DCA	NA	
Annex 7	Aircraft Nationality & Registration Marks	DCA	NA	
Annex 8	Airworthiness of Aircraft	DCA	NA	
Annex 9	Facilitation	DCA	Air Terminal Director	
Annex 10 Vol. I	Aeronautical Telecommunications - Radio Navigation Aids	DCA	NA	
Annex 10 Vol. II	Aeronautical Telecommunications - Communications Procedures including those with PANS status	DCA	NA	
Annex 10 Vol. III Pt 1	Aeronautical Telecommunications - Digital Communications Systems	DCA	NA	
Annex 10 Vol. III Pt 2	Aeronautical Telecommunications - Voice Communications Systems	DCA	NA	
Annex 10 Vol. IV	Aeronautical Telecommunications - Surveillance Radar and Collision Avoidance Systems	DCA	NA	

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Annex 10 Vol. V	Aeronautical Telecommunications - 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 Investigation	DCA	SATCO	LSU
Annex 14 Vol. I	Aerodromes - Aerodrome Design and Operations	DCA	RAF	
Annex 14 Vol. II	Aerodromes - Heliports	DCA	RAF	
Annex 15	Aeronautical Information Services	DCA	NA	
Annex 16 Vol. I	Environmental Protection - Aircraft Noise	DCA	Environment Agency	
Annex 16 Vol. II	Environmental Protection - Aircraft Engine Emissions	DCA	Environment Agency	
Annex 16 Vol. III	Environmental Protection – CO ² Certification Requirement	DCA	Environment Agency	
Annex 16 Vol. III	Environmental Protection – Carbon Offsetting and Reduction Scheme for International Aviation	DCA	Environment Agency	
Annex 17	Security: Safeguarding International Civil Aviation against Acts of Unlawful Interference	DCA	Air Terminal Director	
Annex 18	The Safe Transport of Dangerous Goods by Air	DCA	Air Terminal Director	Gib Air