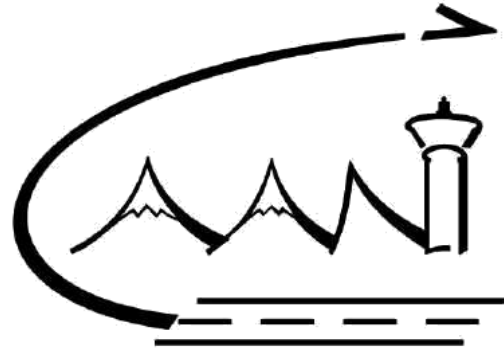




**Civil Aviation Authority of Nepal**  
**Procedures Manual For ICAO, Int'l Affairs Functions**



# **Procedures Manual For ICAO, Int'l Affairs Functions**

**Approved by the Director  
General and published under his  
authority**

**Second Edition - 2021**

**Civil Aviation Authority of Nepal**



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## **Procedures Manual For ICAO, Int'l Affairs Functions**

Procedures Manual

Second Edition 2021

Civil Aviation Authority of Nepal

Head Office

Babar Mahal, Kathmandu

Nepal

[www.caanepal.gov.np](http://www.caanepal.gov.np)



April : 2022



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## Foreword

Civil Aviation Authority of Nepal is the aeronautical authority of Nepal. Regulation of Civil Aviation in Nepal is the primary obligation of CAAN. Implementation of SARPs of the Annexes to the Convention on International Civil Aviation is one of the most important responsibilities of CAAN as specified in Section 5 of the Civil Aviation Authority of Nepal Act, 2053. CAAN has established a dedicated department to look after the functions relating to the ICAO, International Affairs and Legal matters. All these function require a proper coordination among various Departments/Units within CAAN and other concerned agencies outside CAAN.

The purpose of the **Procedure Manual for ICAO, International Affairs** is to elucidate the procedures being followed for the effective accomplishment of these responsibilities. CAAN introduced a Standard Operating Procedure (SOP) to carry out these functions in 2011 and its subsequent revision was made in 2012. However, the SOP was reviewed and upgraded as a Procedure Manual encompassing the scope relating to the regulatory development, SARPs management, ratification of international Conventions, Air Service Agreement and other legal matters. This procedure Manual shall help to understand the intricacies of the system along with the sequenced flow of various processed involved.

The second edition of this Procedure Manual, promulgated under the authority of the Director General as envisaged by the Rule 83 of CAAN, Civil Aviation Regulation, 2058 2002], has been published to address the change in organogram. This Manual supersedes the "Procedure Manual for ICAO, International Affairs and Legal Functions, 2013 (Revision 2016)".

21 April, 2022



  
Er. Pradeep Adhikari  
Director General  
Director General

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## Chapter-1

### Introduction

#### 1.1 Statutory Provision

Civil Aviation Authority of Nepal (CAAN) is the Aeronautical Authority of Nepal. Section 5 of Civil Aviation Authority of Nepal Act, 2053 (1996) has empowered CAAN for the implementation of Annexes to the Convention of International Civil Aviation. Rule 83 of Civil Aviation Regulation, 2058 (2002) authorizes the CAAN to promulgate requirements, directives and manuals to implement the provisions of SARPs to the Annexes. CAAN is the 'Focal Point' to coordinate with ICAO on behalf of the State and various entities responsible for civil aviation matters in Nepal.

#### 1.2 ICAO, Int'l Affairs and Legal Functions

ICAO matters, International affairs and Legal functions, inter alia, are the key areas of responsibility of CAAN. The performance of CAAN as a regulatory body of civil aviation is the matter of concern to the ICAO and international community. ICAO, International Affairs Division under the Aviation Safety and Security Regulation Directorate (ASSRD) is the responsible unit to look after these functions in CAAN. The functions to be performed by ICAO, Int'l Affairs Division need proper coordination among different Departments within CAAN as well as other stakeholders of aviation industry.

The major functional areas of ICAO, International Affairs Division are related to:

- ICAO SARPs management
- Coordination with ICAO and other international agencies
- Regulation development
- International air law instruments
- Air Service Agreement

*Note: Organisation Chart of Aviation Safety and Security Regulation Directorate is given in Appendix-1.*

#### 1.3 Objective

The objective of this Manual is to shape up a framework within which ICAO, International Affairs Division, in close co-ordination with the concerned departments, shall carry out



various tasks and responsibilities related to ICAO, International Affairs and Legal matters in congruence with the national legislation and ICAO Annexes.

*Note: The list of departments and organizations responsible for different Annexes to the Convention are given in Appendix-2.*

## **1.4 Duties and Responsibilities**

1. To act as a 'focal point' on ICAO matters making close coordination with the Director General and the Deputy Director General (DDG) of ASSRD.
2. To perform tasks relating to the management ICAO State letter on behalf of CAAN.
3. To make inter/intra-departmental coordination to respond to ICAO on the matters of SARPs amendment/adoption.
4. To initiate action regarding the formulation of new legal instruments and amendment of existing one as required.
5. To formulate recommendations regarding ratification/accession of the International Instruments of civil aviation.
6. To co-ordinate with other international agencies on behalf of CAAN as deemed necessary.
7. To participate in SSP implementation function and regulatory audits to be conducted by CAAN as required.
8. To initiate necessary actions regarding the new Air Services Agreements and amendment of existing ASAs on behalf of State Aeronautical Authority.
9. To represent CAAN in Court of Law as required.
10. To advise other Directorates, Departments and units on legal matters with particular reference to aviation law and International legal Instruments.
11. To manage Technical Library at CAAN Head Office.

## Chapter-2: Development of Legal Framework

### 2.1 Legislative System in Nepal

Constitution is the fundamental law of Nepal. Nepal's Parliament has the powers to promulgate Acts for the implementation of various provisions made in the Constitution. The Government of Nepal (GoN) can formulate various regulations under the powers given by the Acts. Therefore, Acts and regulations form the primary aviation legislations. Additionally, autonomous organizations established under the Act (like CAAN) can issue and enforce necessary Requirements, Directives and Manuals exercising the authority of respective regulations. Hence, requirements, directives and manuals are parts of the specific operating regulations.

*Note: the term 'stakeholder' for the purpose of this procedure manual refers to the user group and persons or the entities that are affected by, concerned with or have interest in the regulations in anyway, including but not limited to the technical personnel and regulators involved in the oversight in the areas of Flight Operations (OPS), Airworthiness (AIR), Aerodrome and Ground Aid (AGA), Personnel Licensing (PEL), Air Navigation Services (ANS), Aircraft Accident and Incident Investigation (AIG) etc. and the services providers in these areas.*

### 2.2 Formulation and amendment of Acts

The Civil Aviation Act, 1959 and Civil Aviation Authority of Nepal Act, 1996 are a part of the primary legislative framework for the regulation of civil aviation in Nepal. Formulation and amendment of Act is not a regular process and takes comparatively a very long timeframe.

Promulgation of new acts and amendments to those are triggered by the ratification of conventions by the Government of Nepal (GoN), amendment to the conventions ratified by the Nepal, other international obligations, Civil Aviation Policy or amendment to it, National Development Plan, feedback from other government ministries, department and agencies.

Normally, following procedures are followed, in accordance to the procedures established by the Law Commission of Nepal for formulation and amendment of civil aviation Acts.

#### 2.2.1 Formulation of Act

1. The proposal of bill is prepared by the Ministry of Culture, Tourism and Civil Aviation (MoCTCA) and forwarded to the Ministry of Law for necessary review and suggestion.
2. The Ministry of Law sends back the proposal of bill with its

comments/suggestion and the MOCTCA submits the proposal bill to the Council of Ministers.

3. After getting consent to the proposal of bill from the Council of Ministers by principle, the MOCTCA forwards the proposal of bill to the Ministry of Law to prepare final draft of bill.
4. The MOCTCA submits the final draft of bill prepared by the Minister of Law to the Council of Ministry for its approval. Council of Ministry by itself or after review from the Bill Committee gives consent to table the bill to the Parliament.
5. The Minister responsible for MOCTCA tables the bill to the Parliament and after the bill is passed by the Parliament it is sent to the President.
6. After authenticated by the President, bill becomes the Act.

### **2.2.2 Amendment of Act**

The procedure for the amendment of Act is almost same as that of formulation of new Act. The amendment shall repeal, replace or modify the existing provisions to the extent indicated in the amendment.

*Note: The formulation and amendment of Act requires a lengthy process of consultation in various steps and a long parliamentary process. Therefore, it is not possible to specify the time-frame for the formulation and amendment of Act.*

## **2.3 Formulation and Amendment of Regulations**

Under the power given by the Acts, GON can promulgate different regulations as primary aviation legislation to implement the provisions made on Acts. These Regulations are the secondary regulation that empowers Director General to promulgate various Requirements, Directives, Manuals, Circulars, Procedures etc. required for the regulation of civil aviation.

Promulgation of new regulations amendments to those are triggered by the ratification of conventions by the GoN, amendment to the conventions ratified by the Nepal, other international obligations, civil aviation policy or amendment to it, national development plan, feedback from other government ministries, department and agencies.

The procedures to formulate new regulation or amendment of existing one shall be as follows:

1. The concerned department/unit shall request to the 'Focal Point' in written form with justification regarding the need of new regulation or amendment of the existing one.
2. After receiving the request from concerned department/unit, Focal point shall initiate the development of new regulation or amendment to existing one within 3

- working days.
3. A draft team shall be formed consisting of concerned experts from within or outside CAAN to draft the required document. Representative from the Legal Section shall be one of the members of the draft committee. The legal representative shall be responsible for the necessary coordination between the technical and legal aspects of the draft together with ensuring legal compliance.
  4. Feedback and suggestion from concerned departments/units and stake-holders that are the users and also those affected by, concerned with or have interest in the regulations in anyway, shall be collected on the subject matter within 15 working days.
  5. The draft team shall prepare the draft document within a period of 1-3 months.
  6. After preparation of the draft regulation, an interaction programme shall be conducted for the comments on the draft Regulation from the concerned stakeholders and, if found appropriate, comments shall be incorporated in the final draft within 7 working days.
  7. Final draft shall be prepared and submitted to the Director General through the DDG, ASSRD within 15 working days.
  8. After the concurrence of the Director General the final draft is submitted to the Board of Directors for its approval within 3 working days.
  9. After the approval of the Board of Directors, the draft regulation shall be sent to the MoCTCA for the GON approval within 3 working days.
  10. MoCTCA shall evaluate the regulation in coordination with the Ministry of Law.
  11. MoCTCA shall consult with Ministries as necessary and submit to Council of Ministries for approval.
  12. Council of Ministers, after consultation with other ministries as necessary, approves the draft of regulation.
  13. The regulation, thus approved, shall be applicable on the date as specified in the Regulation.
  14. The amendment shall repeal, replace or modify the existing Regulations to the extent indicated in the amendment.

*Note: The flow chart for the development/amendment of regulation is presented in Appendix-3.*

## **2.4 Formulation and amendment of Requirements and Directives:**

Requirements/Directives constitute the major operating regulations in civil aviation. Provisions made on SARPs to the Annexes to the Convention are enforced through the various Requirements. Therefore, the development or amendment of requirements are triggered by the changes in the SARPs to the ICAO Annexes. Such developed or amended requirements are issued by the Director General. Directives' development or amendment may be triggered by local requirements, recommendations of accident and incident

investigations that are relevant or any conclusion derived from inspection, audit or survey. The draft work of Civil Aviation Requirements and Directives shall be initiated in such a way that it shall be congruent with the date as specified in the ICAO State letter.

The procedure to formulate new civil aviation requirements or amendment of the existing one shall be as follows:

1. The concerned safety department/unit shall initiate the development of new requirements or directives or amendment to existing one.
2. A draft team shall be formed consisting of concerned experts from within or outside CAAN to draft the required document. Representative from the Legal Section shall be one of the members of the draft committee. The legal representative shall be responsible for the necessary coordination between the technical and legal aspects of the draft together with ensuring legal compliance.
3. The draft team shall prepare the draft document within the period of 1-3 months based on the nature of task.
4. Feedback and suggestion from concerned stake-holders shall be collected on the subject matter within 15 working days and, if found necessary, comments from the stakeholders shall be incorporated in the final draft.
5. After receiving and incorporating comments, the respective safety department/unit shall submit the draft requirements to the DDG, SSRD for the approval process within 3 working days.
6. DDG, ASSRD shall submit the final draft to the Director General for his approval within 3 working days.
7. After the approval of Director General the requirements/directives shall be applicable on the date as specified in these documents.
8. The amendment shall repeal, replace or modify the existing provisions of Requirements/Directives to the extent indicated in the amendment.

*Note: The flow chart for the development/amendment of requirements/directives is presented in Appendix-3.*

## **2.5 Development and amendment of Manuals/Procedures**

Manuals, Guidance Material, Procedures etc. relating to the regulatory functions shall be developed and amended by the respective safety departments/unit. Such development or amendment may be triggered by local requirements, recommendations of accident and incident investigations that are relevant or any conclusion derived from inspection, audit or survey.

The procedure to formulate new manuals/procedures or amendment of the existing one shall be as follows:

1. The concerned safety department/unit shall initiate the

- development of new manual/procedure or amendment to existing one.
- 3 A draft team shall be formed consisting of concerned experts from within or outside CAAN to draft the required document. Representative from the Legal Section shall be one of the members of the draft committee. The legal representative shall be responsible for the necessary coordination between the technical and legal aspects of the draft together with ensuring legal compliance.
  - 4 The draft team shall prepare the draft document within the period of 1-3 months based on the nature of task.
  - 5 Feedback and suggestion from concerned stake-holders shall be collected on the subject matter within 15 working days and, if found necessary, comments from the stakeholders shall be incorporated in the final draft.
  - 6 After receiving and incorporating comments, the respective safety department/unit shall submit the draft requirements to the DDG, ASSRD for the approval process within 3 working days.
  - 7 After receiving the draft, DDG shall submit to DG for approval within 3 working days.
  - 8 After the approval from the Director General, these documents shall be applicable from the date as specified in the decision.
  - 9 The amendment shall repeal, replace or modify the existing provisions of Manuals, Procedures and Documents to the extent indicated in the amendment.
  - 10 Manuals and Procedures relating to the operators and service providing organizations shall be developed and amended by the respective operators and service providers and submitted to the concerned safety department. The concerned safety department shall evaluate the Manuals and Procedures to ensure whether it is in line with prevailing regulations. If found appropriate, the Director of the concerned safety department shall approve such Manuals and Procedures.

*Note: The flow chart for the development/amendment of manuals/procedures is presented in Appendix-3.*

*The Checklist for the verification of timeline for each adoption and/or amendment proposal is as attached in Appendix- 7.*

## **2.6 Adoption of Regulation from another State**

Nepal shall develop its own set of regulation to comply with the SARPS contained in various Annexes to the Convention as far as possible. Nepal shall not adopt the foreign regulations; rather Nepal has developed its own regulation to fulfill the international obligation as a signatory of Chicago Convention. However, adoption of regulation from another State may sometimes become necessary due to the lack of experience

or benefits of harmonization of regulations. FAA and EASA regulations are the most common foreign regulations adopted by many States. Following procedures shall be followed for adopted regulations:

1. Before adopting regulation of another State, it shall be verified that the adopted regulation fully aligns with the corresponding SARPs by referring to the list of differences filed by that State. The CC/EFOD in the online framework of ICAO shall be referred to check the compliance status of the particular State to comply with the SARPs of relevant Annex.
2. If it is found that the concerned State has filed the differences for the regulation to be adopted, the similar differences in the corresponding SARPs shall be filed to the ICAO in CC/EFOD in OLF.
3. A Memorandum of Understanding (MOU) shall be signed with the relevant authority whose regulations have been adopted to ensure that the corresponding compliance or difference (of the parent State whose regulations have been adopted by Nepal) with the adopted SARPs of the relevant Annexes shall be maintained. The MOU shall facilitate Nepal to obtain the current CC/EFOD status in the relevant Annex.
4. The concerned Department shall continuously monitor the amendments either in the original regulation or corresponding SARPs so as to ensure the continued compliance with parent regulation as well as SARPs.
5. If the adoption of foreign regulation is no longer necessary to Nepal, the adoption of such regulations shall be discontinued. However, Nepal shall ensure that the corresponding SARPs shall be complied.
6. Safety Departments shall develop necessary procedure to be followed for the adoption of foreign regulation.
7. Approval procedure for the adoption and amendments shall be as stipulated in Para 2.3 and 2.4 as applicable.

## Chapter-3 Management of ICAO

### SARPs

#### 3.1 State obligation to the SARPs

Implementation of SARPs of the Annexes is ensured through the incorporation of adopted SARPs to the national regulation of the State. When there exists a significant difference with respect to the provisions of Annexes, filing of difference is the obligation of Contracting State under the provision of Article 38 to the Convention. In this regard adoption of SARPs and filing of differences is an important task of CAAN.

ICAO communicates to the Member States through the State Letters via electronic distribution system. Most of these letters invite comments from States on proposed amendment and adoption of SARPs to the Annexes. CAAN is responsible for formulating response to the State Letters.

#### 3.2 Response to ICAO State Letters

For the effective and timely management of ICAO state letter regarding SARPs, ICAO, Int'l Affairs Division shall act as the 'Focal Point' of CAAN. Nodal officers shall be appointed in each department responsible for safety oversight to coordinate with this department on behalf of their respective departments. In case of Annex 13 related State letters requiring the action by Ministry of Culture, Tourism and Civil Aviation, such State letters shall be sent to the Ministry for necessary actions as indicated in the letter.

The procedures to be followed for forwarding Nepal's response to the State Letters are as follows:

1. Focal Point shall disseminate the ICAO State Letter to the related CAAN Departments/unit and other agencies for their information and necessary action within 3 working days.
2. Department/unit/Ministry of Culture, Tourism and Civil Aviation (MoCTCA)/ other agencies responsible for the subject matter of the State Letter shall evaluate the State Letter and forward its comments/response to the 'Focal Point' within 30 working days of receipt.
3. 'Focal Point' evaluates the comments/ response on the State Letter received from the Department/Unit of CAAN (except the Ministry's response regarding SARPs from Annex 13 which is directly sent to ICAO by CAAN) and submits to the DDG, ASSRD within 5 working days of receipt.
4. DDG, ASSRD, after evaluating it submits the comments/response to the Director General for his approval within 3 working days of receipt.
5. Director General shall approve the comments/response, after consultations with



- Legal and other faculties if he deems it necessary, within 5 working days.
6. After approval from the Director General, 'Focal Point' shall send comments/response to the ICAO within 3 working days of receipt.
  7. For the comments/response from the agencies other than CAAN, it shall be forwarded to the ICAO. However, Director General shall consult with the concerned agency before forwarding their comments/response to the ICAO.
  8. In cases of State letters related with Annex 13, any response received from Ministry of Culture, Tourism and Civil Aviation shall be forwarded to ICAO/Int'l Affairs Division for necessary action as indicated in the letter from the ministry. Such responses shall be forwarded to the ICAO/Int'l Affairs Division by the Deputy Director General, ASSRD who receives the letters from Ministry.

*Note: The flow chart for the response to ICAO State Letters is presented in Appendix-4.*

### **3.3 Adoption of ICAO SARPs**

Being one of the Contracting States, Nepal is obliged to implement SARPs to the ICAO Annexes as practicable as possible. Following procedures shall be followed for the adoption of ICAO SARPs:

1. Upon receiving the proposal for the new or amendment to the SARPs, 'Focal Point' shall send the State letter to the concerned department/external agencies for their response.
2. The concerned department is responsible to coordinate the subject matter within the department as well as seek stake holders' view and suggestions if required.
3. The concerned department shall evaluate the proposed amendment of SARPs in terms of existing differences if any, necessity of new regulation to be developed or no action required in case of existing regulation being enough to comply.
4. The concerned department shall submit *its* formal comments in ICAO standard format to the 'Focal Point' within the specified time frame.
5. 'Focal Point' shall evaluate and submit the comments to the DDG, ASSRD.
6. The DDG, ASSRD shall submit the response/comments to the Director General for his approval. However, the DDG, ASSRD may seek the view of NAST on the matter, if deemed necessary.
7. After getting approval from the Director General, 'Focal Point' shall forward the agreement or disagreement (with or without comments) as received to ICAO.
8. In case of adoption of SARPs, the concerned department shall be advised  
to "notify any disapproval with justification"  
"Notify any differences and compliances"
9. After getting response from the concerned department in accordance to (8) the Focal Point shall follow the procedure as outlined in (5) and (6).
10. After getting approval of Director General the 'Focal Point' shall forward the

response to the ICAO.

11. In case of compliance, the concerned department shall be advised to initiate necessary action for issuance or amendment of regulations.
12. In cases of SARPs related with Annex 13, the response received from Ministry of Culture, Tourism and Civil Aviation regarding the adoption of SARPs shall be forwarded to ICAO, Int'l Affairs Division for necessary action as indicated in the letter from the ministry. Such responses shall be forwarded to the ICAO, Int'l Affairs Division by the Deputy Director General, ASSRD who receives the letters from Ministry.

*Note: The adoption process of amendments to the PANS shall be same as that for the SARPS.*

## **Chapter-4**

### **Miscellaneous**

#### **4.1 Air Services Agreement**

The ICAO/International Affairs Division, on behalf of CAAN, shall deal with the matters related to bilateral ASAs and MOUs. The procedure, in this regard, shall be as follows:

1. Conduct regular evaluation of ASAs and MOUs concluded between Nepal and other countries.
2. Conduct discussions with industry stakeholders on the matter of ASAs and find out the issues to be addressed through ASAs and MOUs.
3. Advise higher authority regarding the necessary actions to be taken so as to address the identified issues in the particular ASAs and MOUs.
4. Participate in the meeting related to bilateral ASAs.
5. Assess and monitor the implementation status of ASAs and MOUs in Nepal and report to the Deputy Director General and the Director General.

#### **4.2 Ratification of the International Conventions**

Nepal, a signatory to the Chicago Convention, is obliged for the formulation and development of various legal instruments of international civil aviation in harmonization with the international norms and standards. It is, therefore, expected that Nepal ratifies/accedes to such International instruments. The procedure, in this regard shall be as follows:

#### **4.3 International Relations matters**

1. This Division is responsible to make necessary coordination with concerned International organization and agencies on behalf of CAAN.
2. Other Directorates and Departments of CAAN shall provide a copy of each correspondence made with international agencies to this Department.

#### **4.4 Technical Library Management at CAAN Head Office**

This Division is responsible for the management of technical library at CAAN Head Office. The library shall be equipped with current ICAO publications as well as other necessary documents relating to civil aviation. All the publications of CAAN as well as legislative instruments of Nepal shall be made available in the library.

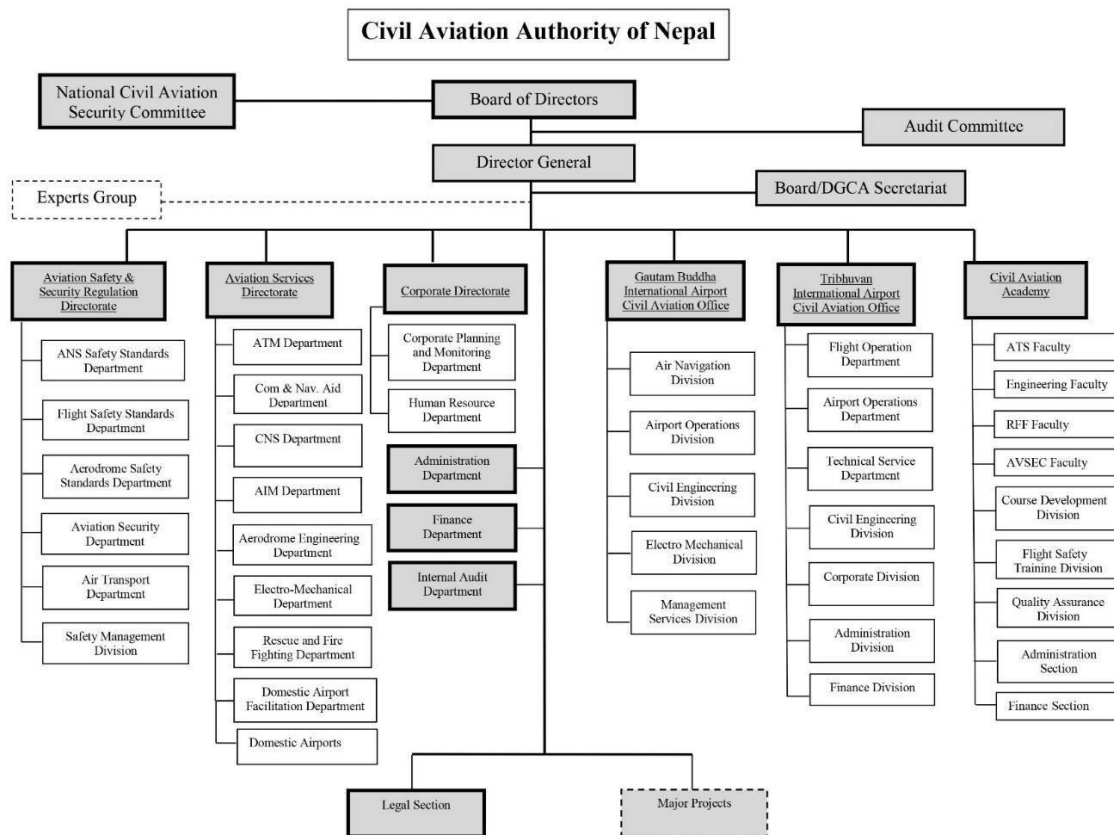
#### **4.5 Inter-departmental and interagency Communication and Coordination**

As per the nature of functions to be performed by this Department, it requires a close coordination and harmonious relationship between this Department and other concerned Departments of CAAN, agencies in the ministry and other stakeholders.

- a) Communication- Communication needed for the effective functioning of the provisions included in this Manual shall normally be carried out through official channel. However, considering the urgency of the matter, time factor and effectiveness, other electronic medium such as emails and other electronic media can be used for communication with other departments, agencies, and stakeholders.

The latest ICAO Annexes, shall be forwarded by the 'focal point' via email or any other electronic channel to all concerned Departments/Agencies concerned with the adoption and implementation of those Annexes, (in accordance to Appendix-2) at least annually, every first week of December and as and when needed.

- b) Coordination- In order to maintain effective coordination between all concerned, including stakeholders, 'focal point' shall conduct meetings, interactions, briefing sessions etc. The exchange of information with all concerned shall be done via letters, emails, and other electronic media. This Department shall also organize interaction programmes, workshops to maintain continuous communication among all concerned Departments, agencies and stakeholders on regular basis.



## Entities Responsible for ICAO Annexes

### A. Departments and Division responsible within CAAN

### APPENDIX -2

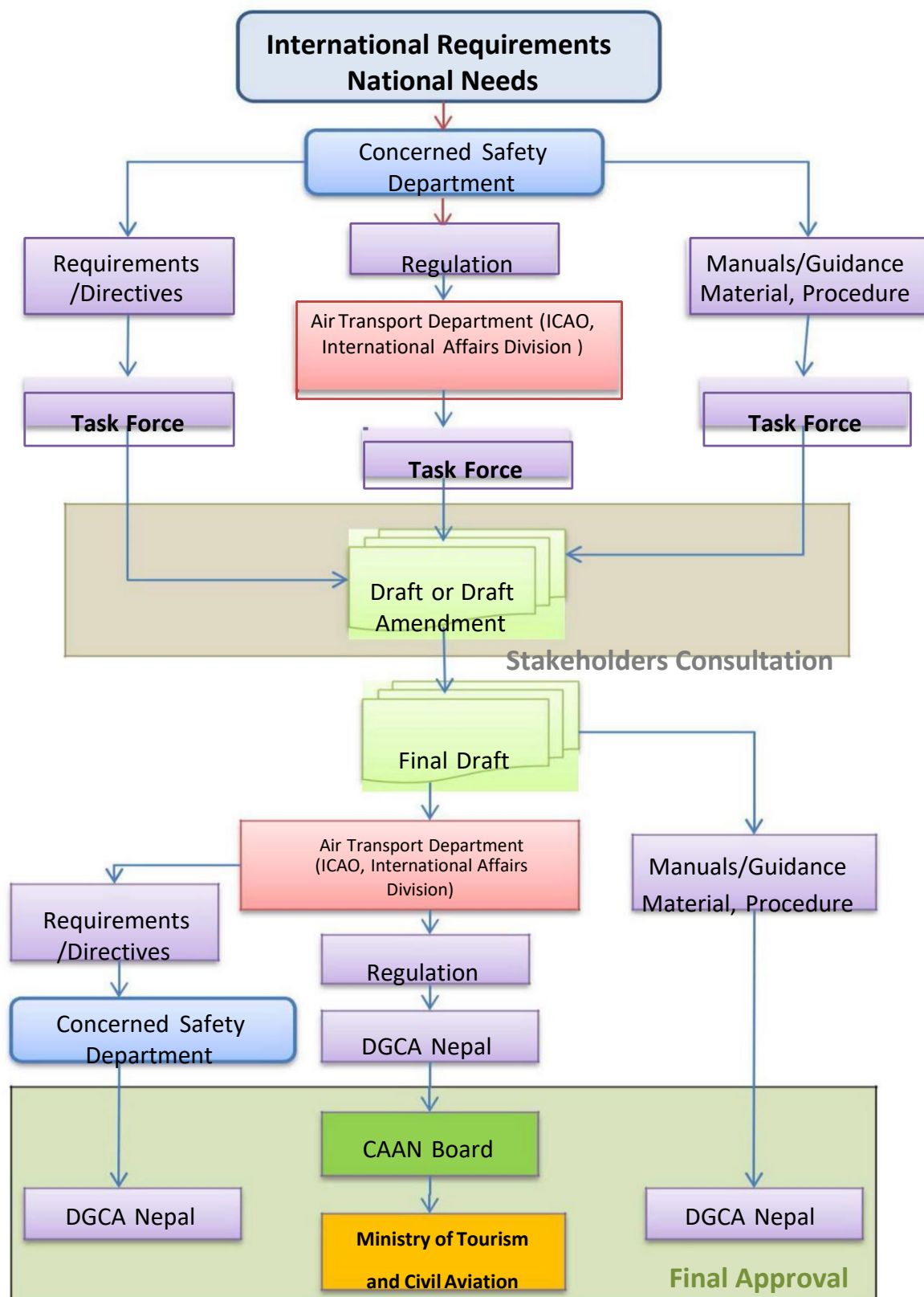
S/N	Departments/Division	Annexes
1	Flight Safety Standards Department	Annex 1- Personnel Licensing Annex 6- Operation of Aircraft Annex 7- Aircraft National and Registration Marks Annex 8- Airworthiness of Aircraft Annex 16- Environmental Protection Annex 18- The Safe Transport of Dangerous Goods by Air Annex 19- Safety Management Annex 9- Facilitation
2	Air Navigation Services Standards Department	Annex 2- Rules of the Air Annex 3- Meteorological Services for International Air Navigation Annex 4- Aeronautical Charts Annex 5- Units of Measurement to be used in Air and Ground Operations Annex 10- Aeronautical Telecommunications Annex 11- Air Traffic Services Annex 12- Search and Rescue Annex 15- Aeronautical Information Services Annex 19- Safety Management
3.	Aerodrome Safety Standards Department	Annex 14- Aerodromes Annex 19- Safety Management
4.	Security Department	Annex 9- Facilitation
5.	Safety Management Division	Annex 19- Safety Management

### B. Organizations outside CAAN

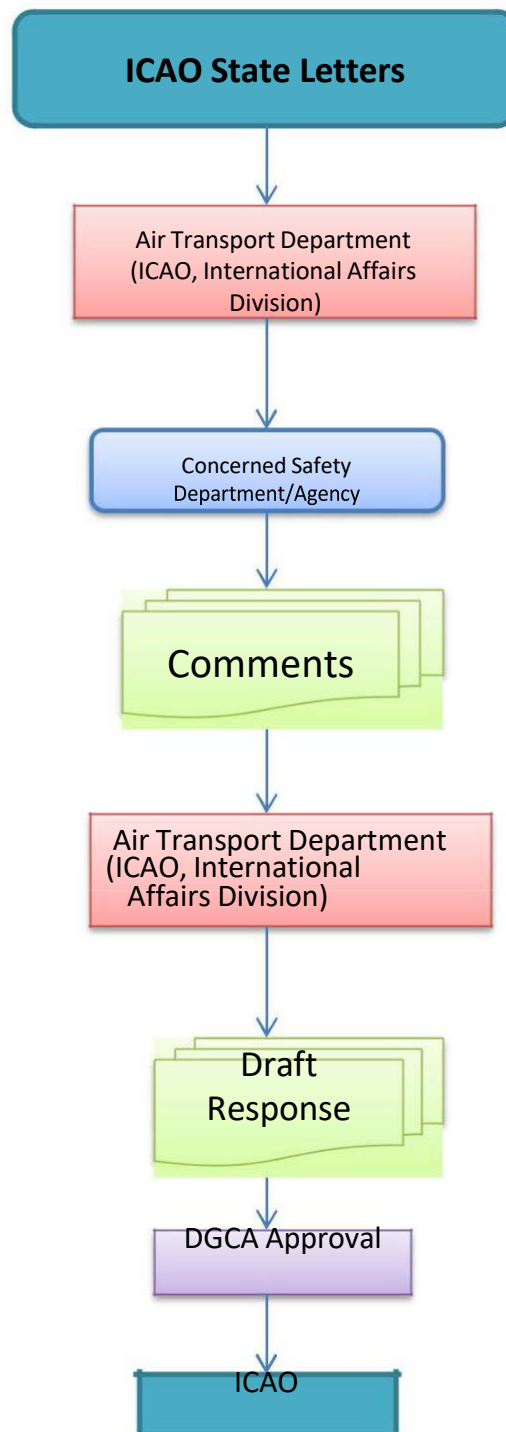
S/N	Organizations	Annexes
1	Ministry of Culture, Tourism and Civil Aviation	Annexes 13- Aircraft Accident and Incident Investigation

Appendix-3

**Development /Amendment of Regulation**

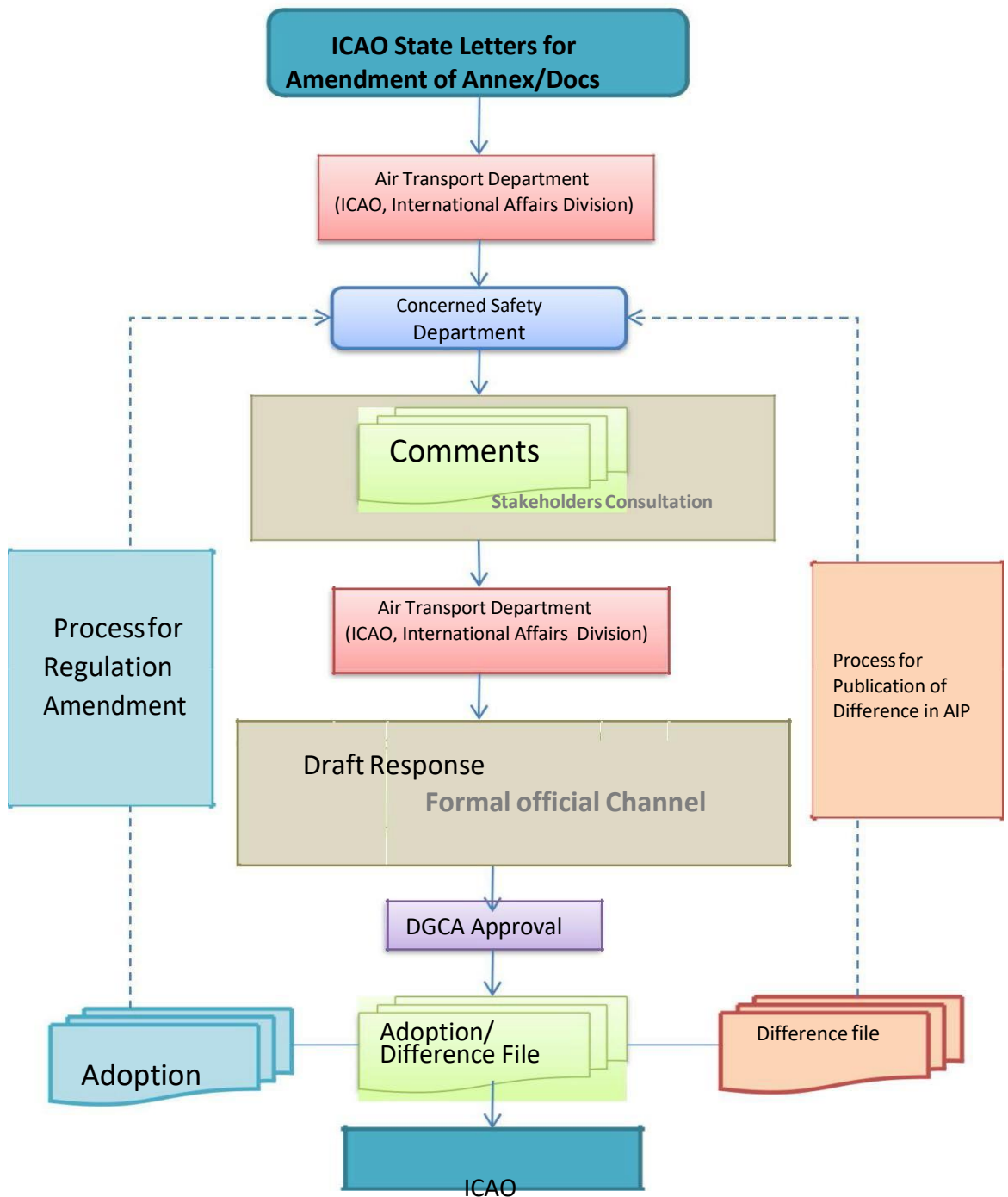


## Response to ICAO State Letters





## Management of ICAO SARPs/PANS



## ICAO SARPs Management Timeline

## APPENDIX – 6

S/N	Focal Point	Concerned Department*/Unit/Ministry/ Other agencies	Dy. Director General Aviation Safety and Security Regulation	Director General	AIM Depart ment	Timeline**
<b>1. Action on State Letter</b>						
1.1	Distribution of State Letter via e-mail and/or other channel to the respective Safety Departments/Units/Ministry/Other agencies					Within 3 working days after receiving the State Letter
1.2		1) Review the State Letter and evaluate the a) proposed amendment of SARPs for any points of agreement or disagreement b) notified adoption of SARPs for: - any point of disapproval - any difference or compliance 2) Forward it's formal response to Focal Point				Within 30 working days after receiving the State Letter from the focal point.
1.3	Evaluate response (except for the Ministry's response which is directly sent to ICAO by CAAN) and submit to DDG for approval process					Within 5 working days of receiving the response from Safety Department/Unit.

1.4			Submission of final response to Director General			Within 3 working days after submitted by the Focal
1.5				Approval		Within 5 working days after submitted by the DDG
1.6	State Response made to ICAO					Within 3 days after approval from DG
<b>2.Requirement Development</b>						
2.1	Focal Point notifies safety department the decision of DG					Within 3 days from the approval of DG as specified in 1.6
2.2		a) Form draft team b) Stake-holder consultation, if required c) Forward draft regulation to Focal Point for approval process				Within 30 days after receiving the notification from Focal Point
2.3	Evaluates the draft regulation, and submit to DDG for approval of DG					Within 7 days after receiving of draft regulation
2.4			Evaluates and submit to DG for approval			Within 5 days after submitted by Focal Point
2.5				Approval		Within 5 days after submitted by DDG
<b>3 Filing of Differences</b>						
3.1	Focal Point notifies safety department the decision of DG					Within 5 days from the approval of DG as specified in 1.6

3.2		Notify to AIS Department to file differences				Within 21 days from the date of notification
3.3					Publishes the	As per the AIRAC Cycle in November

*\*Department responsible for Annexes to the Convention, as outlined in Appendix-2.*

*\*\* The time-frame specified here may vary depending upon the need and urgency of the subject matter.*

ICAO, International Affairs Division

SARPs/PANs Amendment/ Adoption Timeline Verification Checklist

1. ICAO State Letter  
No.....Dated.....
  2. Title.....
  3. State letter concerning
    - ☐ Annex, Specify.....
    - ☐ PANS, Specify.....
    - ☐ Others, Specify.....
  4. Amendment ☐ or Adoption ☐ or Others ☐, specify .....
  5. Name of Concerned Department
    - ☐ FSSD, Date communicated .....
    - ☐ ANSSSD, Date communicated .....
    - ☐ ASSD, Date communicated .....
    - ☐ Others, specify with date.....
- 
- To be completed by concerned Safety Department(s) [from 6-12]**
6. Responding Safety Dept. ☐ Specify.....
  7. State Letter related to
    - CARs ☐ Specify.....
    - Regulations ☐ Specify.....
    - Others ☐ Specify.....
  8. State letter communicated within with concerned stakeholder(s) for feedback
    - ☐ Specify with date .....
  9. Meeting held, if necessary also with concerned stakeholder(s)
    - ☐ Within Dept., date .....

☐ With concerned stakeholder(s), Specify withdate .....

10. Meeting Decision For proposal for amendment

a) Agreement without Comments ☐

Agreement with Comments ☐

Disagreement without Comments ☐

Disagreement with Comments ☐

No Position ☐

Remarks.....

For adoption (SARPs/PANs)

a) Disapproval of Adoption

☐ All

☐ Part

Remarks.....  
.....

b) Compliance with the provisions of Adoption

☐ All

☐ Part

Remarks.....

c) Differences with the Annex provisions of Adoption

☐ No difference

☐ Differences exist

Details of difference, if any .....

## ICAO, Int'l Affairs Functions

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Remarks, including reasons of difference(s).....

### 11. Actions for Adoption

☐ Planned initiation for development/amendment of regulation, (date).....

☐ Planned amendment adoption or implementation in regulation by, (date).....

### 12. Decision as of 10. forwarded to ICAO, International Affairs Division on

Date.....

Remarks.....

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### 13. Response received from Concerned Department

☐ FSSD, Date received .....

☐ ANSSSD, Date received .....

☐ ASSD, Date received .....

☐ Others, specify with date.....

### 14. Response received within ..... days from the first day of communication.

Signature.....