



**FABEC  
NSAC – Manual**

**Procedure 04**

**Coordination between Competent Authorities for  
changes to functional systems  
across State boundaries**




## DOCUMENT SUMMARY

<b>Objective:</b> This document explains how a change affecting multiple service providers and aviation undertakings has to be coordinated between Competent Authorities of the FABEC group and with the neighbouring States			
<b>Origin:</b> Change Task Force		<b>Audience:</b> FABEC CAs	
<b>Title:</b> PRO 04 – Coordination between Competent Authorities for changes to functional systems across State boundaries			
<b>Reference:</b> FABEC NSAC Manual PRO 04 v5.0 <i>This reference is the filename.</i>			
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## DOCUMENT CHANGE RECORD

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## DOCUMENT APPROVAL

	Name and function	Signature	Date
Prepared by chairperson of the NSAC Change TF	Gianpaolo Cecchin Competent Authority Switzerland		18.10.2019
Approved by chairperson NSAC Manual Working Group	Antoine Vincent Belgian NSA		10.01.2020
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# 1 PURPOSE

This document describes the procedure to be applied by the CAs of the FABEC (including the necessary coordination with CAs of surrounding FABs as far as achievable) and to be taken notice of by FABEC service providers to coordinate<sup>1</sup> the selection and the review of changes to functional systems that cross State boundaries.

It can be applied by CAs outside FABEC by replacing any reference to the FABEC with the required context and scope.

This procedure fulfils the requirements of the Commission Implementing Regulation (EU) 2017/373 with respect to the coordination arrangements between Competent Authorities for notified changes to functional systems [ATM/ANS.AR.A.005(c)], its applicable AMC and GM. It substitutes the PRO04 “Notification and Review of FABEC Safety-related Changes”.

It covers:

- the coordinated decision to review a notified change to the functional system [ATM/ANS.AR.C.035] and
- the coordinated review of a notified change to the functional system [ATM/ANS.AR.C.040]

# 2 SCOPE

This PRO deals with the coordination, selection and possible review and acceptance of:

- a) **Multi-actor changes**
- b) **Cross border changes**

In case a of combination of both a) and b), the regime in a) prevails.

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<sup>1</sup> In case this procedure is in contradiction with procedures established in other FABs or surrounding neighbouring countries, individual coordination arrangements are to be established when the need arises. In principle, however, this PRO is designed in a generic manner so that it can be applied as well for any changes involving any non-FABEC states

### 3 GENERAL ARRANGEMENTS

#### 3.1 Coordination contacts

##### 3.1.1 FABEC Competent Authorities

The following functional Email addresses ensure the contact with the State Authorities and therefore the coordination, independently from their members' availability.

- Netherlands: [heleen.vaartjes@ILenT.nl](mailto:heleen.vaartjes@ILenT.nl)
- Belgium: [michel.vanopstal@mobiliteit.fgov.be](mailto:michel.vanopstal@mobiliteit.fgov.be)
- Luxembourg: [nsa@av.etat.lu](mailto:nsa@av.etat.lu)
- Germany / BAF: [change@baf.bund.de](mailto:change@baf.bund.de)
- France: [dsac-ana-smn@aviation-civile.gouv.fr](mailto:dsac-ana-smn@aviation-civile.gouv.fr)
- Switzerland / BAZL: [\\_BAZL-Safetydocuments@bazl.admin.ch](mailto:_BAZL-Safetydocuments@bazl.admin.ch)

##### 3.1.2 Neighbour States Competent Authorities

		FAB-x							
		AUT	CZE	DEN	ENG	ESP	ITA	POL	SWE
FABEC	BEL				●				
	CHE	●					●		
	DEU	●	●	●				●	●
	FRA				●	●	●		
	HOL			●	●				
	LUX								

- Spain / Seguridad Aerea: [supervisioncmbfna@seguridadaerea.es](mailto:supervisioncmbfna@seguridadaerea.es)
- Italy / Ente Nazionale per l'Aviazione Civile: Marco Costantini, [m.costantini@enac.gov.it](mailto:m.costantini@enac.gov.it)
- Austria / BMVIT: [nsa.austria@bmvit.gv.at](mailto:nsa.austria@bmvit.gv.at)
- Czech Republic / CAA Czech Republic: Renata Neubertová, [Neubertova@caa.cz](mailto:Neubertova@caa.cz)
- Poland / CAA PL: [loz@ulc.gov.pl](mailto:loz@ulc.gov.pl)
- Denmark / CAA DK: [cagj@tbst.dk](mailto:cagj@tbst.dk)
- Sweden : *will be updated with next PRO04 update*
- Norway : *will be updated with next PRO04 update*
- UK / CAA UK: *will be updated with next PRO04 update*

##### 3.1.3 Airspace Committee

In case of need, the Coordinating FABEC contact is:

- FABEC Airspace Committee: [Ref-LF17@bmvi.bund.de](mailto:Ref-LF17@bmvi.bund.de)

#### 3.2 Document templates

The following templates and forms accompany this procedure:

- Coordinated review decision, available on [Change Task Force Sharepoint templates folder](#)
- Checklist for the OASA review, available in Annexes chapter 9.2 below

#### 3.3 Records & archives

Each CA is in charge for the local storage of records, including those related to the multi-actor or cross-border changes.

## 4 RESPONSIBILITIES

### For Service Providers:

- Service Providers are responsible for identifying and notifying multi-actor changes and cross-border changes according to IR 2017/373 and applicable national procedures
- Service Providers are responsible to submit change notifications and safety (support) cases in due time taking into account applicable local directives<sup>2</sup> prescribing the applicable means, methods and timeline

### For Competent Authorities<sup>3</sup>:

- Each CA receiving the information about a multi-actor change or cross-border change is responsible to inform the other concerned CAs
- The CA overseeing the Service Provider initiating the change becomes the coordinating CA and is in charge of the coordination related to the decision to review and the review itself. This coordination role can be passed to other concerned CAs on a case-by-case basis
- The coordinating CA is in charge of ensuring the communication with the initiator Service Provider
- Each concerned CA exchanges relevant information and coordinates with the other concerned CAs whether and how to conduct the reviews at national level
- The concerned CAs evaluate in a harmonised way the risk posed by the change, and as a consequence there is an agreement on what safety (support) assessments will be reviewed by each CA<sup>4</sup>
- It remains the responsibility of each concerned CA to conduct reviews at national level according to applicable national procedures
- Based on the decision for a review, the concerned CAs commonly review the OASA, using the common review checklist annexed to this manual.
- The approval of the argument(s) is coordinated among the concerned CAs.
- The administrative act to send the approval remains the responsibility of each concerned CA according to applicable national rules and procedures, taking into consideration possible conditions set by other concerned CAs.
- Each CA reports operational risks identified during oversight activities at the next FABEC Change Task Force meeting

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<sup>2</sup> GM1 ATM/ANS.AR.A.005(c) C

<sup>3</sup> GM1 ATM/ANS.AR.A.005(c), Easy Access Rules June 2018, pages 47 and 48. Articles (b), (c), (d), (e)

<sup>4</sup> GM1 ATM/ANS.AR.A.005(c)

## 5 NOTIFICATION OF CHANGES

### 5.1 Entry point for the notification of changes

Service Providers notify both multi-actor and cross-border changes directly to their CA.

There is no additional notification to a FABEC NSAs focal point.

Service Providers shall give contact details and change reference names/identifiers from all Service Providers involved in the change in their change notification and in the OASA.

### 5.2 Content of a notification

Based on AMC1 OR.A.045(a) and GM1 OR.A.045(a) the notification of changes shall contain as a minimum (CA can require more in national directives) the following information:

- a) Name of the organisation notifying the change;
- b) Unique identifier of change;
- c) Version number of notification;
- d) Title of the change;
- e) Date of the submission of the original of this change notification;
- f) Scheduled date of entry into service (even if only approximate);
- g) Details of the change and its impact;
  - i. Purpose of the change;
  - ii. Reason for the change;
  - iii. Place of implementation;
  - iv. New/modified functions/services brought about by the change;
  - v. High-level identification of the constituents of the functional system being changed, and what is modified in their functionality;
  - vi. Consequence of the change, i.e. the harmful effects of the hazards associated with the change;
- h) The list of the service providers and other aviation undertakings that are affected by the change as identified in OR.A.045(a)(3);
- i) Entity in charge of the assurance case; and
- j) Identity of a point of contact for communications with the competent authority.

### 5.3 Information to the concerned CAs

In the case of multi-actor or cross-border changes, any CA shall inform (preferably in English) the other concerned CAs about the reception of a multi-actor change, providing the Service Provider notification form per Email.

### 5.4 Missed identification of a multi-actor or cross-border change

The Service Provider's change notification is required to contain information on which other service providers or aviation undertakings are affected by the change<sup>5</sup>.

A CA may receive information revealing that a notified change qualifies as a multi-actor or cross-border change even though it was not declared as such (by the Service Provider). In that case, the notified CA initiates the verification with the notifying Service Provider and asks for an amendment of the notification.

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<sup>5</sup> [ATM/ANS.OR.A.045 (a) (3); AMC1 ATM/ANS.OR.A.045 (a) – letter (h); ATM/ANS.AR.C.040 (a-2)]



## 6 DECISION TO REVIEW OR TO NOT REVIEW

The concerned CAs identify and link changes that belong together; they exchange their expert opinion based on the information provided along with the notifications.

They evaluate the risk posed by the change, and they agree on:

- what safety (support) assessments will be reviewed by each CA for multi-actor changes
- or
- the review decision to be taken by the CA overseeing the initiator Service Provider for cross-border changes.

The CAs may use the Changes Task Force decision matrix as a mean to facilitate a harmonised decision<sup>6</sup>.

The CAs clarify together:

1. Who takes the role of the Coordinating CA
2. Which CAs participate in the review of the OASA
3. The names of the reviewers to participate in the review of the OASA

### **Decision not to review:**

In case a local safety (support) argument of a multi-actor change is not reviewed, it is the responsibility of the concerned CA taking that decision, to add a condition in the decision to not review.

That condition shall state that the local part of the multi-actor change may only be put in operation as soon as any prerequisites related to the implementation of the multi-actor change are fulfilled. This includes necessary approvals of other concerned CA as applicable.

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<sup>6</sup> GM1 ATM/ANS.AR.A.005(c)

## 7 REVIEW OF THE OASA OR CROSS-BORDER ARGUMENTS

### 7.1 Common review of the OASA for multi-actor changes

As soon as the OASA is received, the common review shall start as soon as possible.

The CAs review collectively the OASA and check its consistency with the local arguments according to **Erreur ! Source du renvoi introuvable.**<sup>7</sup>.

*Note: Typically, all CAs reviewing the respective local/national assurance case as part of the assurance for the multi-actor change, will also participate in the review of the OASA, no matter if the OASA is part or an attachment of the local/national assurance case or an independent document. In both cases, the OASA completes the global picture as regards the dependencies between the different assurance cases.*

It is the responsibility of the coordinating CA that the review team concludes its work in a timely manner, commensurate with the complexity of the OASA and the planned implementation deadline(s).

The common review shall be accomplished via email and/or phone/conference call. If needed an on-site meeting may additionally be organised.

Review milestones (meetings, phone conferences, delivery deadlines,...) are coordinated by the coordinating CA in order to organise and structure the common review of the OASA taking into account the planned implementation date of the change(s).

### 7.2 Review of cross-border changes:

Once the decision to review the cross-border change is taken, the review shall start without any delay as soon as the argument for the change is received. Different scenarios are possible:

1. The Coordinating CA and the other concerned CA conduct a common review and jointly agree on a review team, the modalities of the review and the review conclusion.
2. The Coordinating CA conducts a review but the other concerned CA may not want to participate in the review. In that case, the coordinating CA informs the other concerned CA on the result of the review as soon as it is available.

In any case, the other concerned CA works under the functional authority of the coordinating CA and oversight procedures of the coordinating CA are applied.

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<sup>7</sup> GM1 ATM/ANS.AR.A.005(c) – (e)

## **8 COORDINATED CONCLUSION BETWEEN CA**

The CAs approval related to the argument of the local changes shall state that:

- the OASA has been commonly reviewed by the concerned CAs for multi-actor changes or
- the review of the cross-border change has been coordinated amongst the concerned CAs.

It is the responsibility of each concerned CA to add a condition in the local approval.

This condition shall state that the local part of the multi-actor change may only be put into operation as soon as any prerequisites related to the implementation of the multi-actor change are fulfilled. This includes necessary approvals of other concerned CA as applicable.

In case of a disagreement within the review team, the concerned CAs coordinate and decide on the next steps to resolve the issue and consider to involve the next escalation level (for FABEC: NSAC).

### **8.1 Post-acceptance follow up**

It is the responsibility of the concerned CAs to monitor the compliance with the conditions set for the introduction into service of the change by the Service Provider(s) under their supervision.

In case that a condition associated with the acceptance is not met and may affect others Service Providers, the CAs of the non-compliant Service Provider(s) shall inform the concerned CA(s) about the situation and the planned actions towards its resolution.

## 9 ANNEXES

### 9.1 Examples of changes covered by this procedure

#### 9.1.1 Change affecting Service Providers from different FABs

The removal of a VOR in a FABEC State used by a Service Provider overseen by a CA of another FAB State. Since both States use the VOR it is to expect an impact on the ENR and APP control

#### 9.1.2 Cross-border change within FABEC

Within German airspace, air traffic service provision is delegated from DFS to Skyguide within parts of the upper and lower airspace in the southern part of Baden-Württemberg. This cross-border service provision is based on a contract as required by Art. 10 of Regulation (EC) No 550/2004 and respective working arrangements are specified in LoAs between the involved units of DFS and Skyguide.

Typical cross-border changes are those changes to IFR approach and departure procedures to/from Zurich airport (which is located in northern Switzerland close to the German border) that stretch over territories from both States but which are designed according to applicable Swiss rules and responsibilities and used by Swiss ATC only.

