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*When replying please quote*

Reference : EUR/NAT 20-0186.TEC (NAE/SUL)

25 March 2020

Subject : **Template NOTAM for reduced services at aerodromes due to COVID-19**

Dear Madam/Sir,

1. I wish to turn to a recent example whereby ATS in oceanic airspace were temporarily reduced due to an ACC being vacated, and the NOTAM proved confounding to Operators and neighboring ANSPs alike. In this regard, I wish to reiterate the importance of *ATM Contingency Plans* should reduction in air traffic services become unavoidable, and invite you to consider the following subjects when drafting NOTAM:

- The extent air traffic services will be provided (ATC, flight service, alerting service), or no service – procedures.
- Airspace that the contingency plan applies to.
- Any revision to airspace classification
- Implementation of Traffic information broadcast by aircraft (TIBA) or the IATA In-flight Broadcast Procedure (IFBP), including Frequency to be used.
- Procedures for re-entering controlled airspace, if necessary
- Revised communications procedures
- Availability of ATS surveillance service
- Reference to promulgated Regional procedures and guidance material and promulgation of pertinent aspects, if considered essential.
- Reference to other pertinent procedures in PANS-ATM 15.2.3.3 where clearance cannot be obtained and pilot needs to exercise the authority of a pilot-in-command under the provisions of Annex 2, 2.3.1.
- Responsibilities of adjacent ANSPs
- Contingency tracks
- Separation standards
- Air traffic flow management procedures

2. Finally, attached herewith you shall find a draft NOTAM that your ANSP might find useful for promulgating reduced services at international aerodromes.

Yours faithfully,

Silvia Gehrer  
ICAO Regional Director  
Europe and North Atlantic

Enclosure: Template for NOTAM reducing services at international aerodromes due COVID-19

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**TEMPLATE FOR NOTAM REDUCING SERVICES  
AT INTERNATIONAL AERODROMES DUE COVID-19**

**A00xx/20 NOTAMN**

Q) [FIR]/QFAXX/IV/NBO/A/000/999/ddmmN0ddmmWxxx

A) [FIR] B) 2003222359 C) 2004xxxxxx

E) (name and code) AIRPORT/S IS/ARE CLOSED TO ALL INBOUND INTL FLIGHTS DUE TO COVID-19 INFECTION PREVENTION. THIS RESTRICTION DOES NOT AFFECT THE FOLLOWING FLIGHTS:

1. ACFT IN STATE OF EMERGENCY
2. CARGO FLIGHTS
3. TECHNICAL LANDING
4. HUMANITARIAN/MEDEVAC/REPATRIATION FLIGHTS.
5. UNITED NATIONS FLIGHTS

PERSONS ON BOARD EXCEPT CREW SHALL NOT BE PERMITTED TO DISEMBARK WITHOUT AUTHORIZATION. CREW MEMBERS MAY DISEMBARK BUT SHALL UNDERGO STRICT MANDATORY QUARANTINE UNDER THE SUPERVISION OF THE STATE DURING THEIR ROTATION/REST PERIOD.

EXCEPT ACFT IN EMERGENCY THE EXEMPTED FLIGHTS ARE TO SEEK PRE-AUTHORISATION FROM THE [name] AUTHORITIES (details) (or IN ACCORDANCE WITH [State Name] AIP GEN 1.2).

ENR ATS IS NORMAL AND AIR OPERATORS ARE ABLE TO FILE [aerodrome names] AS ALTERNATE AERODROMES.

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