
	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን ETHIOPIAN CIVIL AVIATION AUTHORITY	Document No. ECAA/ANR/AC/004	
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APPROVAL PAGE


This Guidance on the Preparation of a Letter of Agreement between Air Traffic Service units has been prepared by Air Navigation Regulation Directorate to assist the effort of the Ethiopian Civil Aviation Authority to maintain the provision of effective Air Navigation Services with in Ethiopia airspace.

It is important to note that the Guidance on the Preparation of a Letter of Agreement between Air Traffic Service units improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the Guidance on the Preparation of a Letter of Agreement between Air Traffic Service units on June, 2016 to be used as guidance to Air Navigation Services.

Approved by
 Date June, 2016
Wossenyeich Hunegnaw (Col.)
Director General



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GUIDANCE ON THE PREPARATION OF A LETTER OF AGREEMENT

CHAPTER 1

1.1 INTRODUCTION

1.1.1 The following general guidance developed to assist Air Traffic Service units Providers make operational Letters of Agreement. The purpose of these guidelines is to ensure uniformity in the signatory procedures of the Letters of Agreement and to draw the attention to those legal aspects related to the signing of a Letters of Agreement.


1.2 GENERAL GUIDANCE

1.2.1 When drafting a Letter of Agreement between two ATS units, the "Common Format, Letter of Agreement between ATS Units" as produced by air navigation regulation, should be used to the extent possible to achieve a high level of uniformity in respect of operational requirements throughout the country.

1.2.2 Normally, a Letters of Agreement should be signed by at least the representatives of the ATS units concerned having a mandate to sign a Letters of Agreement.

1.2.3 The Approving Authorities should consider the legal aspects of signing a Letters of Agreement

1.2.5 By considering the legal aspects of a Letters of Agreement, special attention should be paid to the legal liability aspects.

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1.2.6 For any of the cases mentioned in 1.2.5 the specific services to be provided by an ATS unit in areas for cross border provision of ATS, or part thereof, should be clearly specified (this is normally also done in the relevant AIP).

1.3 STRUCTURE OF THE LETTERS OF AGREEMENT


1.3.1 The detailed coordination procedures shall be published as Annexes to a Letter of Agreement, and as such will form an integral part of the Letters of Agreement.

CHAPTER 2

2.1 STRUCTURE OF THE COMMON FORMAT LETTER OF AGREEMENT:

PART I letter of Agreement:

- ❖ General
- ❖ Areas of Responsibility and Delegation of the Responsibility for the Provision of ATS
- ❖ Procedures
- ❖ Revisions and Deviations
- ❖ Cancellation
- ❖ Interpretation and settlement of disputes
- ❖ Validity

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- ❖ Appendices with maps describing Delegations of ATS (if applicable)

PART II Definitions and Abbreviations

- ❖ Definitions
- ❖ Abbreviations

PART III Area of Common Interest

- ❖ Airspace Structure and Classification within the Area of Common Interest.
- ❖ Special Areas within the Area of Common Interest

PART IV Exchange of Flight Data (Automatic)

- ❖ General
- ❖ Means of Communications and their Use
- ❖ Failure of Ground/Ground Voice Communications

PART V Exchange of Flight Data (Verbal)

- ❖ General
- ❖ Means of Communications and their Use
- ❖ Failure of Ground/Ground Voice Communications