

KEMENTERIAN PERHUBUNGAN  
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA  
NOMOR : SKEP /2758 / XII / 2010

TENTANG

PROSEDUR MANAJEMEN *INTERNATIONAL CIVIL AVIATION ORGANIZATION*  
(*ICAO*) *STATE LETTER* DI LINGKUNGAN DIREKTORAT JENDERAL  
PERHUBUNGAN UDARA

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : a. bahwa guna memastikan partisipasi penuh Indonesia dalam pengembangan regulasi penerbangan di lingkup organisasi penerbangan sipil internasional dan regional diperlukan prosedur yang efektif untuk manajemen *state letter*;
- b. bahwa berdasarkan pertimbangan pada huruf a, dipandang perlu mengatur ketentuan prosedur manajemen *International Civil Aviation Organization (ICAO) State Letter* di lingkungan Direktorat Jenderal Perhubungan Udara, dengan Peraturan Direktur Jenderal Perhubungan Udara.
- Mengingat : 1. Undang-undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Tahun 2009 Nomor 1, Tambahan Lembaran Negara Nomor 4956);
2. Peraturan Pemerintah Nomor 40 Tahun 1995 tentang Angkutan Udara (Lembaran Negara Tahun 1995 Nomor 68, Tambahan Lembaran Negara Nomor 3610) sebagaimana telah diubah terakhir dengan Peraturan Pemerintah Nomor 3 Tahun 2000 tentang Perubahan Atas Peraturan Pemerintah Nomor 40 Tahun 1995 tentang Angkutan Udara (Lembaran Negara Tahun 2000 Nomor 7, Tambahan Lembaran Negara Nomor 3925);
3. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Tahun 2001 Nomor 9, Tambahan Lembaran Negara Nomor 4075);
4. Peraturan Pemerintah Nomor 70 Tahun 2001 tentang Kebandarudaraan (Lembaran Negara Tahun 2001 Nomor 128, Tambahan Lembaran Negara Nomor 4146);

5. Peraturan Presiden Nomor 47 Tahun 2009 tentang Pembentukan dan Organisasi Kementerian Negara;
6. Peraturan Presiden Nomor 24 Tahun 2010 tentang Kedudukan, Tugas dan Fungsi Kementerian Negara serta Susunan Organisasi, Tugas dan Fungsi Eselon I Kementerian Negara;
7. Keputusan Menteri Perhubungan Nomor T.11./2/4-U Tahun 1960 tanggal 30 Nopember 1960 tentang Peraturan-Peraturan Keselamatan Penerbangan Sipil (CASR) sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor KM 29 Tahun 2010;
8. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan;
9. Peraturan Menteri Perhubungan Nomor KM 25 Tahun 2009 tentang Pendelegasian Kewenangan Menteri Perhubungan kepada Direktur Jenderal Perhubungan Udara;
10. Peraturan Menteri Perhubungan Nomor KM 8 Tahun 2010 tentang Program Keselamatan Penerbangan Nasional;
11. Peraturan Menteri Perhubungan Nomor KM 9 Tahun 2010 tentang Program Keamanan Penerbangan Nasional;

MEMUTUSKAN :

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PROSEDUR MANAJEMEN *INTERNATIONAL CIVIL ORGANIZATION (ICAO) STATE LETTER* DI LINGKUNGAN DIREKTORAT JENDERAL PERHUBUNGAN UDARA.

Pasal 1

- (1) Memberlakukan prosedur manajemen *International Civil Organization (ICAO) State letter* di lingkungan Direktorat Jenderal Perhubungan Udara.
- (2) Prosedur manajemen *International Civil Organization (ICAO) State letter* di lingkungan Direktorat Jenderal Perhubungan Udara, sebagaimana tercantum dalam lampiran dan merupakan bagian tidak terpisahkan dari Peraturan ini.

Pasal 2

Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : JAKARTA  
Pada tanggal : 10 Desember 2010

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**DIREKTUR JENDERAL PERHUBUNGAN UDARA**

ttd

**HERRY BAKTI**

**SALINAN** Peraturan ini disampaikan kepada :

1. Menteri Perhubungan;
2. Sekretaris Jenderal Kementerian Perhubungan;
3. Inspektur Jenderal Kementerian Perhubungan;
4. Sekretaris Direktorat Jenderal Perhubungan Udara;
5. Para Direktur di lingkungan Ditjen Perhubungan Udara;

Salinan sesuai dengan aslinya

**KEPALA BAGIAN HUKUM**



**RUDI RICHARDO,SH, MH**

Lampiran I Peraturan Direktur Jenderal Perhubungan Udara

Nomor : SKEP/2758/XII/2010  
Tanggal : 10 DESEMBER 2010

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# **Staff Instruction**

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**SI LEG-04**

**Procedure for the Management of ICAO State Letters within the Directorate General of Civil Aviation**

Amendment : Original  
Date :

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**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION  
DIRECTORATE GENERAL OF CIVIL AVIATION  
JAKARTA - INDONESIA**



### SUMMARY OF AMENDMENTS

Amendment No.	Source/s	Subject/s	Approved
Original	ICAO State Letters		

## FOREWORD

1. **PURPOSE** : This staff instruction prescribes responsibilities, policies, and procedure to be used by the Directorate General of Civil Aviation (DGCA) for the management of ICAO State Letters.
2. **REFERENCES** : This Staff Instruction should be used in accordance with the Law on Aviation Number 1 Year 2009, the applicable Civil Aviation Safety Regulations (CASRs) and the equivalent ICAO Annexes, and Staff Instructions : SI PUB – 01 Rev 1 and SI LEG – 02 Rev 1.
3. **AMENDMENT** : Amendment of this Staff Instruction will be approved by the Director General of Civil Aviation.

**DIRECTOR GENERAL OF CIVIL  
AVIATION**

ttd

**HERRY BAKTI**

Salinan sesuai dengan aslinya

**KEPALA BAGIAN HUKUM**



**RUDI RICHARDO,SH,MH**

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## CHAPTER I - APPLICABILITY

### 1. General

This document prescribes the procedures followed by the Directorate General of Civil Aviation (DGCA) for the management of the International Civil Aviation Organization (ICAO) State Letters.

### 2. Authority

- 2.1 The Law on Aviation Number 1 Year 2009 establishes the authority and delegates the responsibility for the regulation of Civil Aviation in Indonesia to the DGCA.
- 2.2 The Minister Decree Number 25 Year 2009 and The Minister Decree Number 60 Year 2010, Minister delegates the responsibility as mentioned on paragraf 2.1 to the DGCA.
- 2.3 The DGCA and subordinate Directorates are responsible for establishing Civil Aviation Safety Regulations, enforcing such regulations to assure civil aviation safety throughout Indonesia.
- 2.4 The Republic of Indonesia as a member State of ICAO has signed the Convention on International Civil Aviation and pledged to adhere to this Convention.

## CHAPTER II – GENERAL INFORMATION ON STATE LETTERS

### 1. INTRODUCTION

- 1.1. State Letters are correspondence addressed to the State of Indonesia from ICAO Headquarters in Montreal, the ICAO Asia Pacific Office (APAC) in Bangkok or, on occasion, from other ICAO Regions.
- 1.2. They generally require either action by, or are for the information of, what ICAO calls the Aviation Administration – in the case of Indonesia, that is the Directorate General of Civil Aviation (DGCA)
- 1.3. ICAO Headquarters issues up to 100 State Letters each year on a wide range of topics. In addition, ICAO APAC sends letters to aviation administrations in the Region on issues such as regional co-operation and planning and the holding of meetings or workshops. A small number of State Letters may also come from other Regions, generally about inter-regional co-ordination issues.

### 2. STATE LETTERS

- 2.1. Topics covered by ICAO State Letters addressed to Indonesia are:
  - 2.1.1 Proposals to amend an ICAO Annex to the Chicago Convention or PANS (Procedures for Air Navigation Services);
  - 2.1.2 Adoption of an amendment to an ICAO Annex or PANS – requires a formal reply from the State;

- 2.1.3 Advice of meetings, conferences or training programmes – regional or Montreal and including offers of training courses from States;
- 2.1.4 Request for views on emerging safety issues or proposals to improve regional or global operating procedures;
- 2.1.5 Advice of adoption of changes to Manuals or guidance material following meetings or a request for the provision of views on changes;
- 2.1.6 Advice of action to be taken to prevent the spread of communicable diseases;
- 2.1.7 Advice of new ICAO policies regarding gender equality, languages, staffing arrangements, etc;
- 2.1.8 Advice of major meetings to be held (Diplomatic Conferences, the Assembly) or major decisions to be made (election of the ICAO President or Secretary General);
- 2.1.9 Advice concerning nominations from States to the Air Navigation Commission;
- 2.1.10 Surveys of the views or practices of States on a wide variety of issues (airport financing, air navigation charges, safety oversight functions, etc);
- 2.1.11 Advice of the implementation or development of new air navigation procedures (SID/STAR level revisions, ADS-B, etc); and
- 2.1.12 Annual notification of acts of signature, ratification or accession to international law instruments or advice of outstanding contributions to the ICAO Budget.

- 2.2 Many State Letters seek a reply from the State – and many regional letters invite participation in regional events such as training courses and regional air navigation planning.
- 2.3 In all cases, it is not only important for Indonesia to ensure that its voice is heard in ICAO, but also for Indonesia to participate fully in regional and global aviation regulation developments. An efficient and effective procedure for managing State Letters will provide increased opportunities for Indonesia to participate in these matters.

### **3 ICAO PROCESS**

- 3.1 ICAO Headquarters sends advice by email message to each State as a new State Letter is added to the ICAONet web site – the State Letter Electronic Distribution or SLED. Paper copies of State Letters take time to arrive and ICAO now expects each State to manage the internal distribution of State Letters by accessing the SLED and forwarding the relevant document electronically (or, if desired, a printed copy) to the action unit.
- 3.2 The ICAO Regional Office in Bangkok also sends messages by email to a central point and maintains an extensive web site of State Letters.
- 3.3 ICAO is increasingly using electronic communications for cost and efficiency reasons, but States will find it necessary to establish new systems and allocate new responsibilities to staff in order to participate fully in ICAO activities. For instance:
  - 3.3.1 At the High Level Safety Conference of 2010, ICAO outlined a need for States to nominate a National Continuous Monitoring Coordinator (NCMC) as part of the new

Continuous Monitoring Approach (CMA) to safety oversight audits;

- 3.3.1.1 The NCMC will receive specialised training from ICAO and will be responsible for informing ICAO on progress in resolving safety oversight deficiencies, in respect of all ICAO Annexes to the Convention, as well as providing information on aviation activity. This information will be shared with all States, thus improving knowledge and transparency, and contributing to overall safety.
- 3.3.2 ICAO has also advised (State Letter 10/32 of 29 March 2010) that it is proposing to improve the process for State Letter consultation on amendment proposals to standards and recommended practices (SARPs). This will require the identification of a State Letter Focal Point (SLFOP) within each State who will be responsible for input to a specialised ICAO web site for recording State responses on proposals to amend SARPs.
  - 3.3.2.1 Indonesia replied to State Letter 10/32 nominating Agoes Soebagio, Chief of Multilateral Cooperation and International Organization, Directorate of Air Transport, as the SLFOP.
- 3.4 Indonesia, like all other ICAO member States, needs to adopt systems and procedures to deal with electronic distribution of material from ICAO.
- 3.5 This Staff Instruction outlines an approach and the procedures that Indonesia will take, as well as addressing a range of related problems and issues.

## **4 DGCA PROCESS**

### **4.1 Timely distribution and proper follow up of State Letters**

It is important for Indonesia to properly consider State Letters and reply to them where required – Indonesia's voice needs to be heard in ICAO. A simple administrative process can be introduced to provide for proper administrative control of State Letters, built around an ICAO Desk with an expanded mandate which includes appropriate follow up and management. This process is based on experience with similar problems in other States, but is tailored to meet the administrative structure and method of working of the DGCA as detailed in chapter III.

## CHAPTER III – PROCEDURES FOR DGCA MANAGEMENT OF ICAO STATE LETTERS

### 1. ICAO CONTACT

- 1.1. Each Directorate in DGCA, plus those external bodies that have responsibility for an ICAO Annex (e.g. BMKG – ICAO Annex 3; Badan SAR Nasional – ICAO Annex 12; and NTSC – ICAO Annex 13, will identify an ICAO Contact (ICAO-Con) – by position and not by name - to be the principal point of contact for the Directorate on ICAO matters.
- 1.2. The prime function of the ICAO-Con is to receive State Letters and other information on ICAO matters and ensure proper distribution within the Directorate.
- 1.3. The ICAO-Con should be an experienced officer and have the support of a number of colleagues who can access email and also take action on State Letters or other ICAO matters should the ICAO-Con be absent for any period. The ICAO Contact also needs to work closely with the Head of the Directorate to keep him/her informed of important ICAO communications and what action is being taken.
- 1.4. It is essential that each Directorate establishes procedures to ensure that a State Letter is sent to the responsible person for action immediately and is not delayed by the temporary absence of the ICAO Contact or the Director.
- 1.5. It should not be necessary for the ICAO Contact or any staff assisting to allocate all of their time to ICAO duties. However, internal procedures need to be established to ensure there is a

daily review of State Letters received by the Directorate and a check made on progress with the preparation of replies.

- 1.6. The ICAO Contact will be responsible for ensuring a reply is prepared to a State Letter from ICAO – but all replies must go through the ICAO Desk (and replies dealing with Annexes must go through Legal Division). The ICAO Contact cannot speak on behalf of DGCA to ICAO.

## 2. ICAO DESK

- 2.1. There should be a central focus for all communication between ICAO and the DGCA. All communications from DGCA to ICAO must go through the ICAO Desk.

### 2.2. The ICAO Desk:

- 2.2.1. will operate as a coordinator and provider of information, but not as a policy unit itself;
- 2.2.2. needs to be seen as an independent source of advice and assistance to the whole of DGCA – as well as to the Director General;
- 2.2.3. will distribute State Letters received from Montreal, Bangkok and other locations to the responsible Directorate;
- 2.2.4. when forwarding a State Letter, will provide advice to Directorates on the form of a reply to ICAO – but not on the content of the reply unless requested;



- 2.2.5. will follow up responses from Directorates to ensure replies are sent on time;
  - 2.2.6. will respond, on behalf of the State of Indonesia, to all State Letters;
  - 2.2.7. will manage access to ICAO secure web sites, including ICAONet;
  - 2.2.8. will maintain a database of State Letters, including copies of replies sent to ICAO; and
  - 2.2.9. will commence the creation of an ICAO database for use by all Directorates.
- 2.3. Appendix A lists all current ICAO Annexes and identifies the Directorate or outside agency that has prime responsibility. This list will assist in identifying the appropriate Directorate or outside agency to handle any State Letter that deals with issues other than an ICAO Annex.
- 2.4. It should not be necessary for the ICAO Desk or any staff assisting to allocate all of their time to ICAO duties. However, internal procedures need to be established to ensure there is a daily review of State Letters received by the DGCA and a check made on progress with the preparation of replies. Regular follow up by the ICAO Desk to remind Directorates that a deadline is approaching will be very important.

- 2.5. An important part of the function of the ICAO Desk with regard to State Letters will be the provision of advice on action required on the State Letter. Not all State Letters will need a response from DGCA – some will be for information or noting only. Where a reply or other specific action is indicated, the ICAO Desk will provide a short “executive summary” of action required, including any deadlines for provision of a draft response. Some examples of possible advice are at Appendix B.

### 3. RESPONSES TO STATE LETTERS

- 3.1. Where a response to a State Letter is required, the responsible Directorate should prepare a draft, based on guidance provided by the ICAO Desk. In preparing a response, it may be desirable to consult with other Directorates as well as affected stakeholders such as API, APII, airports and airlines.
- 3.2. Where the response deals with a proposed amendment to an ICAO Annex, or is in response to ICAO advice on the adoption of a change to an ICAO Annex, the responsible Directorate will send the proposed reply to Legal Division which will seek the approval of the Director General. Legal Division will then work with the ICAO Desk to send the reply to ICAO. A new procedure for providing advice to ICAO on changes, or the adoption of an amendment, to Annexes is being developed (see State Letter 10/32) and the ICAO Desk will need to adopt the new procedures once they are put in place.
- 3.3. All other responses are to be forwarded to the ICAO Desk. In most cases, the ICAO Desk should respond to ICAO Montreal or Bangkok on behalf of Indonesia, using text provided by the responsible Directorate. This will ensure that responses from Indonesia meet a common standard and style and also assist the

ICAO Desk maintain an accurate record of replies. However, the policy responsibility remains with the responsible Directorate – the ICAO Desk provides co-ordination, advice and assistance but should refrain from giving any binding instructions to the responsible Directorate on how to prepare the reply. The ICAO Desk will record that a response has been sent and will keep a copy of the reply for future reference.

#### 4. KEEPING TRACK

- 4.1. The ICAO Desk will maintain a record of State Letters, where they have been referred, the date a response is required and when a reply was sent. A worksheet for this purpose is at Appendix C. A similar worksheet should be established for Regional Office State Letters and State Letters from other States or Regions.
- 4.2. The worksheet allows for the identification of State Letters that require a reply. The ICAO Desk should establish a procedure for following up responses to such State Letters – either a paper diary system or the reminder facility provided by Microsoft Outlook or similar programs. Follow up should be designed to provide reminders to the responsible Directorate well in advance of the date ICAO requires a reply in order to ensure a response is ready in time. Follow up should be via telephone or email and a record should be made when each follow up message is provided.
- 4.3. The Chief of the ICAO Desk needs to consider when it is necessary to alert the Director of the relevant Directorate when it appears that a reply is being unacceptably delayed.

- 4.4. The ICAO Desk should establish a database of State Letter documentation. A paper based database should be established first, to consist of copies of State Letters and responses. In time, a full electronic database, accessible to all in DGCA, should be the objective.
  
- 4.5. The paper database should be set up as follows:
  - 4.5.1. A lever arch folder to contain current or under action State Letters;
  - 4.5.2. until an electronic database can be constructed and accessed by all of DGCA through a network, it is suggested that State Letters be printed out as they are received and stored in this folder for ease of access;
  - 4.5.3. The top folio(s) to be the Work Sheet of current State Letters, as at Appendix C to this report;
  - 4.5.4. The Work Sheet to be updated each time an action occurs – as the responsible Directorate and contact point is identified and advice provided, each time follow up action is taken and when action is completed;
  - 4.5.5. A copy of any reply to ICAO is to be filed with the State Letter.
  
- 4.6. Provided entries are kept up to date, it will be possible to quickly determine which State Letters requiring responses are outstanding, who is responsible and how many times there has been follow up. As the relevant State Letter will be in the folder, it

will also be possible for the ICAO Desk to assess the importance of the issue and decide whether to bring the delay to the attention of a senior officer.

## **5. MANAGING ICAO ACCESS CODES**

- 5.1. The ICAO Desk will manage access codes to restricted ICAO sites for all of DGCA, with the exception of Aviation Security which should manage access to the Aviation Security restricted web site.
- 5.2. All support staff of the ICAO Desk are to have access to both the Montreal and Bangkok web sites.

**APPENDIX A**  
**ICAO ANNEXES TO THE CHICAGO CONVENTION**

Directorate responsibilities for ICAO Annexes are set out below. All Directorates should seek input from relevant service providers (AN I and AN II) and/or other external agencies with specialist expertise, as may be appropriate.

<b>ICAO Annex</b>	<b>Description</b>	<b>Directorate Responsible</b>
1	Personnel Licensing (licensing of flight crews, air traffic controllers and aircraft maintenance personnel)	DAAO plus AN
2	Rules of the Air (rules relating to the conduct of visual and instrument flights)	AN
3	Meteorological Service for International Air Navigation (provision of meteorology services for international air navigation and reporting of meteorology observations from aircraft)	BMKG plus AN
4	Aeronautical Charts (specifications for aeronautical charts for use in international aviation)	AN
5	Units of Measurement to be used in Air and Ground Operations (dimensional systems to be used in air and ground operations)	Legal plus AN
6	Operations of Aircraft (specifications which will ensure in similar operations throughout the world a level of safety above a prescribed minimum): Part 1 International Commercial Air Transport – Aeroplanes Part 11 International General Aviation – Aeroplanes Part 111 International Operations – Helicopters	DAAO
7	Aircraft Nationality and Registration Marks (requirements for registration and identification of aircraft)	DAAO
8	Airworthiness of Aircraft (certification and inspection of aircraft according to uniform procedures)	DAAO
9	Facilitation	Air Transport
10	Aeronautical Telecommunications (standardisation of communications systems)	AN

	Vol 1 radio navigation aids Vol 11 communications procedures Vol 111 digital data and voice communications Vol 1V surveillance radar and collision avoidance systems	
11	Air Traffic Services (establishment and operation of air traffic control, flight information and alerting services)	AN
12	Search and Rescue (organisation and operation of facilities and services necessary for search and rescue)	Badan SAR Nasional
13	Aircraft Accident Investigation	NTSC
14	Aerodromes (specifications for the design and equipment of aerodromes) Vol 1 Aerodrome Design and Operations Vol 11 Heliports	Airports
15	Aeronautical Information Services (methods for the collection and dissemination of aeronautical information required for flight operations)	AN
16	Environmental Protection: Vol 1 Aircraft Noise (specifications for aircraft noise certification, noise monitoring and noise exposure units for land use planning) Vol 11 Aircraft Engine Emissions	Airports
17	Security – (Safeguarding International Civil Aviation Against Acts of Unlawful Interference)	Aviation Security
18	The Safe Transport of Dangerous Goods By Air (specifications for the labelling, packaging and shipping of dangerous goods)	Aviation Security

In addition, the following functional and policy responsibilities are noted:

Legal Division is responsible for oversight and coordination of policy in relation to Indonesia's compliance with the Chicago Convention. In this role, Legal Division has a coordination function to ensure that responsible Directorates are aware of proposals to change ICAO Annexes and follow up responses to ICAO.

**APPENDIX B**  
**SOME EXAMPLES OF POSSIBLE ADVICE FROM ICAO DESK**

Topic	Suggested Advice to Responsible Directorate
Proposals to amend an ICAO Annex or PANS	<p>“ICAO is seeking views of States on a proposed amendment to ICAO Annex (X). Examine each proposed change to the ICAO Annex and decide whether Indonesia agrees with/without comment or disagrees with/without comment or wishes to advise no indication of position.”</p> <p>Draw to attention any particular issues that may require broader consultation – with other Directorates, the Legal Division (if legal issues are raised) or with industry (airlines, airports, air navigation service providers, etc).</p> <p>“Consider how the proposed changes would be implemented in Indonesia – would it be necessary to change legislation, how long would it take to bring Indonesian law and/or procedures into line? Include this information in reply to ICAO if necessary.”</p> <p>“Note that the reply to ICAO must be transmitted to the Director General through Legal Division. This need to be done by (date).”</p>
Adoption of an amendment to an ICAO Annex or PANS	<p>“ICAO has adopted an amendment to ICAO Annex (X). Decide firstly whether Indonesia wishes to register <u>disapproval</u> of the amendment. If so, ICAO to be advised by (date) – this reply is to be cleared by the Director General. There is no requirement to reply to ICAO if Indonesia agrees with the amendment.”</p> <p>“The amendment will become applicable on (date). ICAO requires advice before (date) on whether any differences between national regulations or practices and the ICAO Annexes amended will exist as at the applicable date and also the date by which Indonesia will have complied with the ICAO Annexes amended.”</p> <p>“Note that the reply to ICAO must be transmitted to the Director General through Legal Division. This need to be done by (date).”</p>
Request for advice on safety issue	<p>“Decide the policy position of Indonesia in relation to the question from ICAO, taking account of current or proposed laws and regulations.”</p> <p>“Prepare a draft reply to ICAO for ICAO Desk to transmit on behalf of Indonesia by (date).”</p>
Topic	Suggested Advice to Responsible Directorate



Topic	Suggested Advice to Responsible Directorate
Advice of conference, meeting or training programme	<p>“Decide whether the Directorate will send a representative to the meeting.”</p> <p>“If necessary, prepare a draft reply to ICAO for ICAO Desk to transmit on behalf of Indonesia by (date).”</p>
Advice of necessary actions following an ICAO meeting	<p>“Review ICAO advice and decide what the position of Indonesia should be on any ICAO proposals or recommendations.”</p> <p>“If necessary, prepare a draft reply to ICAO for ICAO Desk to transmit on behalf of Indonesia by (date).”</p>
Election of the President or Secretary General of ICAO	<p>Send to all Directorates to ask for their views (does Indonesia have a candidate or want to support someone from another State?) Advice of Representative to ICAO should be obtained. ICAO Desk to prepare advice for Director General if necessary.</p>
Survey on funding “xxxx” programmes	<p>ICAO Desk may be able to answer some of the questions from its own knowledge, but the advice of the policy experts should be sought. ICAO Desk to coordinate a final reply.</p>
Notification of acts of signature, ratification or accession to international air law instruments	<p>ICAO Desk to request Legal Division review and consider whether Indonesia should ratify any conventions that have not been agreed to by Indonesia. No reply to ICAO required.</p>
ICAO-Republic of Korea Developing Countries Training Programme	<p>Distribution to all Directorates may be appropriate and all should be requested to advise ICAO Desk of any interest in the offer from RoK. The Director General may decide to appoint one Directorate, or the ICAO Desk, to coordinate a reply from DGCA and manage DGCA participation in the programme.</p>
37 <sup>th</sup> Session of the Assembly, Montréal, 28 September to 8 October 2010	<p>Director General would likely appoint a Steering Committee, perhaps serviced by the ICAO Desk, to plan Indonesia’s participation in the Assembly.</p>

**APPENDIX C**  
**DGCA INDONESIA – STATE LETTER MANAGEMENT SYSTEM – WORK SHEETS**

<b>State Letter Number</b>	<b>Title and date of SL ICAO Montreal</b>	<b>Referred to Directorate (date) Contact name</b>	<b>Reply to ICAO? Y/N</b>	<b>Date due ICAO Desk</b>	<b>Followed Up Completed and filed</b>
2010/1	Application by States of legal guidance in Attachment E to ICAO Annex 13 for the protection of safety data collection and processing systems (SDCPS) (8/01/2010)				
2010/2	Halon fire extinguishing system and halon contamination (12/01/2010)				
2010/3	Follow-up notification regarding the Next Generation of Aviation Professionals Symposium (Montréal, 1 to 4 March 2010) (12/01/2010)				
2010/5	Notification of acts of signature, ratification or accession to international air law instruments (20/01/2010)				
2010/6	Proposals for the amendment of ICAO Annex 6, Part I relating to operational requirements for rescue and fire fighting services (RFFS) (10/03/2010)				
2010/8	Outcome of the Global Air Traffic Management Forum on Civil/Military Cooperation (Montréal, 19-21 October 2009) (2/03/2010)				

State Letter Number	Title and date of SL ICAO Montreal	Referred to Directorate (date) Contact name	Reply to ICAO? Y/N	Date due ICAO Desk	Followed Up Completed and filed
2010/10	Diplomatic Conference (Beijing, China, 30 August to 10 September 2010) to adopt: 1) the Protocol to Amend the Convention for the Suppression of Unlawful Acts against the Safety of Civil Aviation (the Montreal Convention of 1971) as amended by the Protocol of 1988; and 2) the Protocol to Amend the Convention for the Suppression of Unlawful Seizure of Aircraft (The Hague Convention of 1970) (5/02/2010)				
2010/11	ICAO Colloquium on Aviation and Climate Change "En route to sustainability", Montréal, 12 to 14 May 2010; Pre-Colloquium Tutorial 11 May 2010 (16/02/2010)				
2010/12	SID/STAR level revisions (17/02/2010)				
2010/13	Recommendations other than for SARPs stemming from the Accident Investigation and Prevention (AIG) Divisional Meeting (2008) (26/02/2010)				
2010/14	ICAO-Thailand Developing Countries Training Programme (18/03/2010)				
2010/15	Survey on funding of oversight functions (2/03/2010)				
2010/16	ICAO-Republic of Korea Developing Countries Training Programme (26/02/2010)				

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2010/17	Adoption of Amendment 75 to Annex 3 (1/04/2010)				
2010/17e	Adoption of Amendment 75 to ICAO Annex 3 - CORRIGENDUM OF 19 APRIL 2010 (English only) (2/04/2010)				
2010/18	Adoption of Amendment 36 to ICAO Annex 15 (1/04/2010)				
2010/19	Adoption of Amendment 56 to ICAO Annex 4 (13/04/2010)				
2010/20	Thirty-seventh Session of the Assembly, Montréal, 28 September to 8 October 2010 (29/03/2010)				
2010/21	Adoption of Amendment 34 to ICAO Annex 6, Part I (26/03/2010)				
2010/22	Adoption of Amendment 29 to ICAO Annex 6, Part II (1/04/2010)				
2010/23	Adoption of Amendment 15 to ICAO Annex 6, Part III (1/04/2010)				
2010/24	Adoption of Amendment 17 to ICAO Annex 5 (26/03/2010)				
2010/25	Adoption of Amendment 102 to ICAO Annex 8 (1/04/2010)				
2010/26	Adoption of Amendment 13 to ICAO Annex 13 (29/03/2010)				
2010/27	ICAO-Singapore Developing Countries				

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	Training Programme (22/03/2010)				
2010/28	Adoption of Amendment 85 to ICAO Annex 10 (1/04/2010)				
2010/29	Dangerous goods training programme (9/04/2010)				
2010/30	Election of the President of the Council (1/04/2010)				
2010/31	Flight Plan Implementation Tracking System (FITS) to support implementation of Amendment 1 of the PANS-ATM (Doc 4444), <i>Procedures for Air Navigation Services — Air Traffic Management</i> (29/03/2010)				
2010/32	Improvement of the State letter consultation process on amendment proposals to SARPs and PANS (29/03/10)				
2010/33	Proposals for the amendment of ICAO Annex 6, Part I relating to a Fatigue Risk Management System (FRMS) (9/06/2010)				
2010/34	Technical Cooperation Programme – Vacancies and Roster of Experts (29/03/2010)				
2010/35	Global Search and Rescue Forum (Abu Dhabi, UAE, 21 to 22 June 2010) (14/04/2010)				
2010/36	Tariffs for Airports and Air Navigation				

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	Services (30/04/2010)				
2010/37	ICAO-China Developing Countries Training Programme (3/05/2010)				
2010/38	Survey on implementation by States of the recommendations of the Conference on the Economics of Airports and Air Navigation Services (CEANS) (31/05/2010)				
2010/40	Gender Equality Programme (5/05/2010)				
2010/41	Outstanding Contributions receivable as at 30 April 2010 (21/05/2010)				
2010/43	Proposals for the amendment of ICAO Annex 10, Volume I, concerning the global navigation satellite system (GNSS) ground-based augmentation system (GBAS) (22/06/2010)				
2010/44	Proposal for the amendment of ICAO Annex 18 concerning Standards and Recommended Practices (SARPs) relating to definitions and to approvals and exemptions (15/07/2010)				
2010/45	ICAO/LACAC Regional Seminar on MRTDs, Biometrics and Security Standards (Montevideo, Uruguay, 7 and 8 July 2010) (2/06/2010)				

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2010/47	Nominations for the Air Navigation Commission (14/06/2010)				
2010/48	Proposals for the amendment of ICAO Annex 16, Volume I concerning Standards and Recommended Practices relating to environmental protection – Aircraft noise (23/06/2010)				
2010/49	Proposals for the amendment of ICAO Annex 16, Volume II concerning Standards and Recommended Practices relating to environmental protection – Aircraft engine emissions (23/06/2010)				
2010/51	National aviation plan: communicable diseases (22/06/2010)				
2010/52	Proposals for the amendment of ICAO Annex 1 regarding the training and licensing of aviation personnel (15/07/2010)				
2010/53	Guidance material for the issuance of required navigation performance approach (RNP APCH) operational approvals (23/07/2010)				
2010/54	Proposed amendment to ICAO Annex 17 (25/06/10)				
2010/57	Diplomatic Conference on Aviation Security (Beijing, China, 30 August to 10 September 2010) (18/06/2010)				