



**AIR TRAFFIC MANAGEMENT
CONTINGENCY PLAN
LEVEL 1
FOR JAKARTA FIR**

Version 2.0

Effective: 25th January 2024

SIGNING PAGE

By the grace of God Almighty, the Directorate General of Civil Aviation and the Indonesian Aviation Navigation Service Provider Corporation (Airnav Indonesia), released the Indonesia Air Traffic Management Contingency Plan Level 1 Document for the Jakarta FIR as a functional manual for setting up Aviation Navigation Services in the event of contingency conditions.

Tangerang, 19 Januari 2024

Approved by

DIRECTOR OF OPERATION
AIRNAV INDONESIA



BAMBANG RIANTO

Jakarta, 22 Januari 2024

Acknowledged by

DIRECTOR OF AIR NAVIGATION
DIRECTORATE GENERAL OF CIVIL AVIATION



Capt. SIGIT HANI HADIYANTO

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FOREWORD

This Contingency Plan for Air Traffic Services (ATS) forms part of overall national contingency planning for the Jakarta Flight Information Region (FIR), in accordance with the provision of annex 11 to the convention on civil aviation, ICAO Doc. 9462 ATS Planning Manual and Doc. 9673 Asia and Pacific region air navigation plan, and the Asia/Pacific region ATM Contingency Plan. The plan, and any activation of the plan, is authorized by Directorate General of Civil Aviation (DGCA). The Plan provides for the safe continuation of international air traffic through the Jakarta FIR during periods when ATS may be disrupted or unavailable, or when airspace may be affected by volcanic ash cloud, radioactive cloud, severe weather events or military activity.

This Contingency Plan (the Plan) is presented in the event that the air traffic and support services normally undertaken by Jakarta Area Control Centre should become partially or totally unavailable due to any occurrence that restricts flight operations.

The Indonesian territory, which comprises an archipelago of more than 17,500 islands extending about 5000 km mainly in an east/west direction, is located in a major earthquake zone with many active volcanoes. A major earthquake and volcanoes eruption could strike at any time causing serious damage to civil aviation and air navigation services, facilities and infrastructure. It is considered would take several days to relocate and operate ATS from the remaining ACC and restore a more normal level of service. During this interim period, flight operations in Jakarta FIR would be delegated to all ATS units under jurisdiction of Jakarta ACC .

This Plan has been developed in close co-operation and collaboration with the civil aviation authorities responsible for the adjacent FIRs and representatives of the users of the airspace. The Indonesian Air Force also have been consulted and recognize the requirement for the Plan and the civil aviation procedures that apply there to.

The Plan will be activated by promulgation of a NOTAM issued by the Indonesian International NOTAM Office (NOF) or AIS Regional Office Makassar (reff point 8) as far in advance as is practicable. However, when such prior notification is impracticable for any reason, the Plan will be put into effect on notification by the designated authority, as authorized by the Directorate

General of Civil Aviation (DGCA). It is expected that the civil aviation authorities concerned and the airline operators will fully cooperate to implement the Plan as soon as possible.

This Plan has been prepared in coordination with the International Civil Aviation Organization (ICAO) to meet the requirements in ICAO Annex 11 – *Air Traffic Services* to provide for the safe and orderly continuation of domestic flights through Jakarta FIR.

Any proposed amendments to this plan shall be forwarded to:

Director General
Directorate General of Civil Aviation
Jl. Medan Merdeka Barat No. 8
Gedung Karsa Lt. 5
Jakarta, 10110, Indonesia
Email: sekretariatdju@gmail.com

DOCUMENT CHANGE RECORD

Amendment Number	Effective Date	Date Entered	Entered By	Paragraph/ Reference	Authority

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**ATM CONTINGENCY PLAN LEVEL 1
FOR JAKARTA FIR**

1. OBJECTIVE

- 1.1 The Air Traffic Management (ATM) Contingency Plan Level I, contains arrangements to ensure the continued safety of air navigation in the event of partial or total disruption of air traffic services in the Jakarta FIR in accordance with Civil Aviation Safety Regulation (CASR) *part 170 – Air Traffic Rules Civil Aviation Safety Regulation (CASR) Part 172 – Air Traffic Management and Aeronautical Telecommunication Services Provider, Advisory Circular (AC) Part 170-03 Indonesia Air Traffic Management Contingency Plan*. The Contingency Plan provides the ATS procedures using existing airways in most cases that will allow aircraft operated in the Jakarta FIR.
- 1.2 This Contingency Plan address arrangements for aircraft arriving or departing at Indonesian airports or for domestic flight operations within the jurisdiction of the Jakarta ACC.
- 1.3 In the event of disruption of the ATC services provided by Jakarta ACC, airspace is delegated to all APP or FIC within Jakarta FIR which will be introduced to ensure safety of flight and to facilitate flight operations of domestic flight commensurate with the prevailing conditions.
- 1.4 All TMAs within Jakarta FIR will be raised vertically up to FL280.
- 1.5 FIC under jurisdiction of Jakarta FIR, which undertake Jakarta FIR, has a responsibility for issuing flight information service and alerting service to all aircraft up to FL280.

2. ATS UNITS AFFECTED

- 2.1 In the event that the Director General of Civil Aviation activates this Contingency Plan, all ATS Units affected will be notified in accordance with Letter Operational Coordination Agreement (LOCA) established. Such ATS Units directly affected by this Contingency Plan are as follows:
- a. Jogjakarta APP;
 - b. Medan APP;
 - c. Pontianak APP;
 - d. Palembang APP;
 - e. Pekanbaru APP;
 - f. Semarang APP;
 - g. Jakarta FIC Medan Sector.
- 2.2 The contact details of the civil aviation authorities and organizations concerned are contained in **Appendix 1A** and **Appendix 1B**. These details should be kept up to date and relevant information provided to the Directorate by the General of Civil Aviation (DGCA) as soon as practicable.

Level and Categories of ATM Contingency Plan

- 2.3 This is ATM State Contingency Plan Level I for domestic (internal state) plans having little or no effect on external air navigation service providers
- 2.4 Categories of ATM Contingency Plan Level I
- a. Category A - Airspace Safe, but Restricted or No ATS, due to causal events such as industrial action, unlawful interference, pandemic, earthquake, nuclear emergency affecting the provision of ATS, or ATM system failure or degradation;
 - b. Category B - Airspace Not Safe, due to causal events such as Volcanic Ash Cloud (VAC), nuclear emergency, military activity, and;
 - c. Category C – Airspace Not Available, due to causal events such as pandemic, national security – normally a political decision.

3. MANAGEMENT OF THE CONTINGENCY PLAN

3.1 The contingency measures set out in this Plan are applicable in cases of foreseeable events caused by unexpected interruptions in ATS caused by natural occurrences or other circumstances, which, in one way or another, may impair or totally disrupt the provision of ATS and/or of the related support services in the Jakarta FIR.

3.2 The following arrangements have been put in place to ensure that the management of the Contingency Plan provides for domestic flights to proceed in a safe in the Jakarta FIR.

Central Coordinating Committee (CCC)

3.3 The Central Coordinating Committee (CCC) function shall oversee the conduct of the Contingency Plan and in the event that Area Control Service is disrupted for an extended period, make arrangements for and facilitate the temporary relocation of the Area Control Service to the all ATS Unit under jurisdiction of Jakarta ACC and the restoration of Area Control Service. The terms of reference for the CCC will be determined by DGCA

3.4 The Central Coordinating Committee (CCC) comprised of representatives from :

- a. Directorate General of Civil Aviation;
- b. Ministry of Defense;
- c. Indonesian Air Force;
- d. Meteorological, Climatological and Geophysical Agency (MCGA);
- e. Center of Volcanology and Geological Hazard Mitigation (PVMBG);
- f. Search and Rescue (SAR) Agency;
- g. National Disaster Management Agency (BNPB);
- h. Air Navigation Indonesia (Perum LPPNPI);
- i. Airport business entity or Airport Management Unit;
- j. Representative from the air transportation business committee;
- k. Representative from the airlines operators;
- l. Other participants as required.

3.5 Term of Reference (TOR) for the CCC and the contact detail of its members are provided in **Appendix 1A**.

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- 3.6 Under the circumstances described and when deemed necessary by the DGCA or under the circumstances described in its Terms of Reference and when deemed necessary and as soon as practicable in advance of, or after the commencement of a contingency event causing disruption to Jakarta ACC has occurred, the DGCA shall convene the Central Coordinating Committee, by the most expeditious means appropriate for the situation, e.g. by telephone or web-based conference.

ATM Operational Contingency Group (AOCG)

- 3.7 The ATM Operational Contingency Group (AOCG) will be convened by Central Coordinating Committee (CCC) with a primary responsibility to oversee day-to-day operations under the contingency arrangements and coordinate operational ATS activities, 24 hours a day or as required, throughout the contingency period. The Terms of Reference of the AOCG will be determined by CCC. The AOCG will include specialized personnel from the following disciplines:

- a. Airport Authority;
- b. Air Traffic Services (ATS);
- c. Communication, Navigation, Surveillance and Data Processing (CNSD);
- d. Meteorology, Climatology and geophysics (MET);
- e. Aeronautical Information Services (AIS);
- f. Search and Rescue (SAR);
- g. Other participants as required.

- 3.8 Term of Reference (TOR) for the AOCG and the contact detail of its members are provided in **Appendix 1B**.

- 3.9 The AOCG functions shall include:

- a. Review and update of the Contingency Plan as required;
- b. Keep up to date at all times of the contingency situation;
- c. Organize contingency teams in each of the specialized areas;
- d. keep in contact with and update all affected airspace and system users, customers and other relevant stakeholders;
- e. Exchange up to date information with the adjacent ATS authorities concerned to coordinate contingency activities;
- f. Notify CCC the contingency situation sufficiently in advance and/or as soon as possible thereafter;
- g. Issue NOTAMs or relevant information by Indonesian International NOTAM Office

or AIS Regional Office Makassar (reff point 8) according to the corresponding contingency situation, this plan or as otherwise needed. If the situation is foreseeable sufficiently in advance, a NOTAM or relevant information provided by Indonesian International NOTAM Office or AIS Regional Office Makassar (**reff point 8**) will be issued 48 hours in advance (example NOTAMS are provided in **Appendix 1C**).

h. Maintain an activity log using the report form.

4. AIR TRAFFIC MANAGEMENT AND CONTINGENCY PROCEDURES

Reduced ATS and provision of Flight Information Service (FIS)

4.1 During the contingency critical period, air traffic control services may not be available, particularly with regard to availability of communications and radar services. In cases where service are not available, the relevant information will be provided by Indonesia International NOTAM office or AIS Regional Office Makassar (**reff point 8**), including an expected date and time of resumption of service. The contingency plan provides for limited flight information and alerting services to be provided by Jakarta FIC Medan Sector affected.

4.2 The primary means of communication will be by VHF and HF radio.

ATS Responsibilities

4.3 During the early stages of a contingency event, ATC may be overloaded and tactical action taken to reroute aircraft on alternative routes not included in this Plan.

4.4 In the event that ATS cannot be provided in the Jakarta FIR a NOTAM or relevant information by Indonesian International NOTAM Office or AIS Regional Office Makassar (**reff point 8**) shall be issued indicating the following:

- a. Time and date of the beginning of the contingency measures;
- b. Airspace to be avoided;
- c. Details of the facilities and services available or not available and any limits on ATS provision (e.g, ACC, APP, TWR and FIC), including an expected date of restoration of services if available;
- d. Information on the provisions made for alternative services;

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- e. Applicable ATS routes, AIP-published contingency routes, or tactically defined contingency routes (if any);
 - f. Any special procedures to be followed by neighbouring ATS units not covered by this Plan;
 - g. Any special procedures to be followed by pilots; and
 - h. Any other details with respect to the disruption and actions being taken that aircraft operators may find useful.

Aircraft Separation

- 4.5 Aircraft separation criteria will be applied in accordance with the standard separation of each APP Units concerned.

Flight Level Restrictions

- 4.6 Where possible, special operations (e.g. Search and Rescue (SAR) flights, state aircraft, humanitarian flights, etc) shall be given priority with respect to cruising levels.

Airspace Classifications

- 4.7 If ATC services become unavailable during the interruption of air traffic services, and depending on the level of service and anticipated outage of facilities, airspace classifications may be changed to reflect the reduced level of services. Changes to airspace classification will be notified by Indonesia International NOTAM Office or AIS Regional Office Makassar (**reff point 8**).

VFR Operations

- 4.8 VFR flights may still operate in Jakarta FIR depend on subject to APP or FIC concerned, including special cases such as state aircraft, medevac flights, and any other essential flights authorized by the DGCA.

Procedures for ATS Units

- 4.9 The ATS units providing ATC services will follow their unit emergency operating procedures and activate the appropriate level of contingency procedures in line with ATM Contingency Plan Level 1 or applicable LOCA. These procedures include the following:
- a. Where ATS provided by the Jakarta ACC may be reduced or disrupted by a short-notice contingency event, ATC will inform pilots of the emergency condition and advise if it is likely that the ACC will be evacuated and ATS suspended. In the event of it becoming necessary to evacuate the ACC building, the unit evacuation procedures will be activated, and time permitting, controllers will make an emergency evacuation transmission on the radio frequency in use providing pilots with alternate means of communication;
 - b. During the period the contingency procedures are in effect, flight plan and other aircraft movement messages must continue to be transmitted by operators to the ATS Unit concerned via the AFTN using normal procedures;
 - c. On notification by DGCA, all APP and FIC will activate the contingency procedures in accordance with ATM Contingency Plan Level 1 and applicable LOCA;
 - d. Prior to entry to the Jakarta FIR during contingency operations prior authorization must be obtained from the AOCG, and flights must comply with the ATC clearance and communications instructions issued by the ATC authority responsible for the airspace immediately adjacent to the contingency airspace;
 - e. Coordination of aircraft boundary estimates and flight levels by the adjacent ATC authority responsible for aircraft entering the Jakarta FIR shall be in accordance with ATM Contingency Plan Level 1 and the applicable LOCA.

Transition To and From Contingency

- 4.10 During times of uncertainty in the event of partial or total disruption of air traffic service in the Jakarta FIR, aircraft operators should be prepared for a possibility of level change (descend or climb) in routing while en-route, familiarization of the alternative routes outlined in this Contingency Plan, as well as those which may be promulgated by ATS Units concerned.

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- 4.11 In the event of disruption has not been promulgated, ATC should, if possible, broadcast to all aircraft in their airspace, what airspace is being closed and to stand by for further instructions.
- 4.12 ATS Units concerned should recognize that when closures of airspace or airports are promulgated, individual airlines might have different company requirements as to their alternative routings. ATC should be alert to respond to any request by aircraft and react commensurate with safety.
- 4.13 In the event Jakarta ATS resume its capability to provide the services, this procedure should be followed subsequently:
- a. AOCG report to CCC, the readiness of Jakarta ATS, after full assessments to the facilities, personnel and procedures to resume the service;
 - b. CCC instruct to AOCG concerned to starting transition process;
 - c. AOCG concerned in the event of transition process:
 - i. Publish a NOTAM Jakarta ATS unit resume normal operation;
 - ii. Inform to all ATS unit involved in Contengency Plan Level 1 for Jakarta FIR and instruct to handover traffic back to Jakarta ATS;
 - iii. Report to CCC when all transition process complete.
 - d. After reported by AOCG concerned transition process complete, CCC should be terminated contingency plan;
 - e. A NOTAM shall be issued indicating the following:
 - i. Time and date of the end of the contingency measures;
 - ii. Contingency plan level 1 for Jakarta FIR is terminated.

Transfer of Control and Coordination

- 4.14 The transfer of control and communication should be at the common TMA boundary between ATS units concerned unless there is mutual agreement between ATS units and authorization given to use alternative transfer of control points. These will be specified in the respective LOCAs.
- 4.15 The ATS providers concerned should review the effectiveness of current coordination requirements and procedures in light of contingency operations or short notice of airspace closure, and make any necessary adjustments to the Contingency Plan and LOCAs.

5. PILOTS AND OPERATOR PROCEDURES

Filling of Flight Plans

- 5.1 Flight planning requirements for the Jakarta FIR are to be followed in respect to normal flight planning requirements contained in the Indonesia **Aeronautical Information Publication (AIP)** and as detailed at **Appendix 1E**.

Pilot operating procedures

- 5.2 Pilots will continue to make routine position reports in line with normal ATC reporting procedures.
- 5.3 Pilots of aircraft operating in the Jakarta FIR during contingency operations shall comply with the following procedures:
- a. Continuous communications watch shall be maintained on the specified contingency frequency as specified in **Appendix 1D**;
 - b. Aircraft position reports and other information as necessary shall be broadcast in accordance with TIBA procedures defined in Indonesia AIP;
 - c. Aircraft navigation and anti-collision lights shall be displayed;
 - d. Except in cases of emergency or for reasons of flight safety, pilots are to maintain during their entire flight within Jakarta FIR, the last assigned flight level, mach number and SSR transponder code. If no transponder code has been assigned, aircraft shall squawk code 1200 (for VFR flight) or 2000 (for IFR flight);
 - e. Not all operational circumstances can be addressed by this Contingency Plan and pilots are to maintain a high level of alertness when operating in the contingency airspace and take appropriate action to ensure safety of flight.

Interception of Civil Aircraft

- 5.4 Pilots need to be aware that in flight of the current circumstances, a contingency routing requiring aircraft to operate off normal traffic flows, could result in an intercept by military aircraft. Aircraft operators must therefore be familiar with Civil Aviation Safety Regulations (CASR) *Part 170 – Air Traffic Rules*.

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- 5.5 The Indonesian Air Force may intercept civil aircraft over the territory of Indonesia in the event that a flight may not be known to and identified by the Indonesian Air Force. In such cases, the ICAO intercept procedures contained in Annex 2 –*Rules of the air*, Civil Aviation Safety Regulation (CASR) Part 170 – *Air Traffic Rules*, will be followed by the military authority, and pilots shall comply with instructions given by the pilot of the interceptor aircraft. In such circumstances, the pilot of the aircraft being intercepted shall broadcast information on the situation.
- 5.6 Pilots shall continuously guard the VHF emergency frequency 121.5 MHz and should operate their transponder at all times during flight, regardless of whether the aircraft is within or outside airspace where secondary surveillance radar (SSR) is used for ATS purposes. Transponders should be set on a discrete code assigned by ATC or select code 1200 (for VFR flight) or 2000 (for IFR flight) if ATC has not assigned a code.

6. COMMUNICATION PROCEDURES

Degradation of Communication - Pilot Radio Procedures

- 6.1 When operating within the contingency airspace of the Jakarta FIR, pilots should use normal radio communication procedures where ATS are available. Where limited or no ATS available, communications will be conducted in accordance with the procedures in this Plan, or as otherwise notified by NOTAM.
- 6.2 If communications are lost unexpectedly on the normal ATS frequencies, pilots should try the next applicable frequency, e.g. if en-route contact is lost then try the next appropriate frequency, that is, the next normal handover frequency. Pilots should also consider attempting to contact ATC on the last frequency where two-way communication had been established. In the absence of communication with ATC, the pilot should continue to make routine position reports on the assigned frequency, and also broadcast positions in accordance with the TIBA procedures.

Communication Frequencies

- 6.3 A list of frequencies to be used for the ATS units providing FIS and air-ground communication monitoring for the Jakarta FIR is detailed at **Appendix 1D**.

7. PERSONNEL IMPROVEMENT PLAN

- 7.1 Human performance-based training and procedures for response to ATM contingency operations for all staff providing related ATS, including ATC, Flight Information, Aeronautical Information, Aeronautical Telecommunication and ATS equipment maintenance, MET and SAR should be developed and implemented,
- 7.2 Personnel training including any testing, familiarization personnel, pre-activation or activation of a contingency plan or any contingency exercise are reviewed and analyzed, and lessons learned incorporated in contingency procedures.

8. AERONAUTICAL SUPPORT SERVICES

Aeronautical Information Services (AIS)

- 8.1 A NOTAM contingency plan or relevant information provided by Indonesia International NOTAM Office will be developed to ensure continuation of the NOTAM service for the Jakarta FIR in support of contingency operations. The NOTAMs or relevant information provided by Indonesia international NOTAM office will establish the actions to be taken in order to reduce the impact of the failures in the air traffic services. The NOTAMs will also establish the necessary coordination and operational procedures that would be established before, during and after any contingency phase.
- 8.2 In the event that the Indonesian International NOTAM Office is unable to issue the NOTAM, the relevant information will be provided by AIS Regional office Makassar.
- 8.3 NOTAM templates are provided at **Appendix 1C** and the content shall include the following item refers to **point 4.4**.

9. METEOROLOGICAL SERVICES (MET)

- 9.1 The Indonesian Meteorological, Climatological and Geophysical Agency (MCGA) is the designated meteorological authority of Indonesia. MCGA is also the provider of meteorological services for the international and domestic air navigation. In order to comply with Civil Aviation Safety Regulation (CASR) *Part 174 – Aeronautical Meteorological Information Services*, MCGA should ensure regular provision of the

following products and services:

- a. Aerodrome observations and reports – local MET REPORT and SPECIAL, as well as WMO coded METAR and SPECI; METAR and SPECI should be provided for all international aerodromes listed in the AOP Table of ASIA/PAC Basic ANP and FASID Table MET 1A;
- b. Terminal aerodrome forecast - TAF as per the requirements indicated in FASID Table MET 1A;
- c. SIGMET should be issued by the meteorological watch offices (MWO) designated in FASID Table MET 1B – WAAA;
- d. Information for the ATS units (TWR, APP, ACC, FIC) as agreed between the meteorological authority and the ATS units concerned;
- e. Flight briefing and documentation as per CASR Part 174.

9.2 It is expected that the Indonesian MET services would continue to be available in the event of an ATS contingency situation. However, should ATS services for the Jakarta FIR be withdrawn, timely MET information may not be immediately available to pilots in flight. Alternative means of obtaining up to date MET information concerning the Jakarta FIR will be provided to the extent possible through the Meteorological Watch Office (MWO) Jakarta.

9.3 In the event MWO Jakarta not available, MWO Makassar will take responsibility.

10. SEARCH AND RESCUE

Notification and Coordination

10.1 All ATS units affected involved in this Contingency Plan are required to assist as necessary to ensure that the proper Search and Rescue (SAR) authorities are provided with the information necessary to support downed aircraft or aircraft with an in-flight emergency in respect to Jakarta FIR.

10.2 The SAR authority responsible for the Jakarta FIR is Indonesia Rescue Coordination Centre (INDONESIA RCC)

Contact detail for :

INDONESIA Rescue Coordination Centre

- ID : 62-21-65867510 and 62-21-65867511
- Fax : 62-21-65867512

-
- AFTN : WIIICYL
 - Email : rcc.indonesia@basarnas.go.id or kagahar@gmail.com

10.3 All ATS Units (under jurisdiction of Jakarta ACC) shall assist as necessary in the dissemination of INCERFA, ALERFA and DETRESFA in respect to incidents in Jakarta FIR.

10.4 In the event that the Jakarta ACC is not available, the responsibility for coordinating with the Indonesia RCC for aircraft emergencies and incidents involving in the Jakarta FIR will be undertaken by the ATS Units (under jurisdiction of Jakarta ACC) concerned. The CCC will take appropriate steps to ensure that SAR information is made available to the Indonesia RCC. The AOCG will also oversee SAR coordination and disseminate relevant contact information.

10.5 In the event that Jakarta ACCs are not available, there are 24 hour-alert SAR Offices (Indonesia RCCs) throughout Jakarta FIR, coordinated by the National SAR Agency (BASARNAS) to ensure the provision of SAR services in the Jakarta FIR.

10.6 In the event Indonesia RCC not available Makassar RSC will take responsibility as Indonesia RCC.

Contact detail for Makassar RSC:

Makassar Rescue Sub-Centre (RSC):

- ID : 62-411-555515 and 62-411-550024
- Fax : 62-411-554852
- Email : sar.makassar@basarnas.go.id or kansar_makassar@yahoo.co.id

APPENDIX 1A

TERM OF REFERENCE
CENTRAL COORDINATING COMMITTEE
(CCC)

DIRECTORATE GENERAL OF CIVIL AVIATION

1. Background

Every contracting state of ICAO, especially the ICAO Regional, must comply with the rules set by ICAO and possess the required documents. Indonesia, as one of them, is expected to comply with the existing rules, particularly in providing air traffic services to users, both during normal conditions and contingency situations, in accordance with standards and in harmony with neighboring countries.

Indonesia has designed a procedure related to contingency situations outlined in the Air Traffic Management (ATM) Contingency Plan. This document must always be updated, practical, dynamic, effective, and efficient. The ATM Contingency Plan is a procedure designed to anticipate failures and potential disruptions in providing air traffic services and other supporting services for arriving and departing aircraft, as well as overflying aircraft, caused by various factors such as pandemics, earthquakes, major floods, tsunamis, volcanic ash, nuclear impacts, military conflicts, and non-conductive national security conditions.

ICAO has established three (3) levels of ATM Contingency Plan as follows:

- a. ATM Contingency Plan Level 1 is a contingency plan for disruptions and potential disruptions in the provision of Air Traffic Management services and other supporting services in the airspace under its responsibility to ensure the continuity of domestic flight services.
- b. ATM Contingency Plan Level 2 is a contingency plan for disruptions and potential disruptions in the provision of Air Traffic Management services and other supporting services in the airspace under its responsibility to ensure the continuity of overflying flight services.
- c. ATM Contingency Plan Level 3 is a contingency plan jointly developed by countries in a regional or sub-regional area to ensure the continuity of international flight services within a regional or sub-regional area.

In order to support the implementation of the ATM Contingency Plan in the Jakarta and Ujung Pandang FIR, the Directorate General of Civil Aviation has established a Central Coordination Committee (CCC). The members of this committee include all relevant stakeholders in the field of aviation. The committee's tasks include forming, activating, and deactivating the ATM Operational Coordination Group (AOCG), as well as overseeing, coordinating, and evaluating the implementation of air traffic services during contingency conditions.

For the implementation of CCC and AOCG activities, a Terms of Reference (TOR) document has been developed. This document serves as a reference for all relevant stakeholders involved, ensuring that the implementation of the ATM Contingency Plan aligns with the specified provisions.

The Terms of Reference (TOR) document for the Central Coordination Committee (CCC) and ATM Operational Coordination Group (AOCG) will be incorporated as part of the ATM Contingency Plan for Jakarta FIR and Ujung Pandang FIR.

2. Reference

The legal basis that can be used as a reference in the preparation of the Terms of Reference for the Central Coordination Committee (CCC) is as follows:

- a. Law of the Republic of Indonesia Number: 1 of 2009 concerning Aviation;
- b. Law of the Republic of Indonesia Number: 11 of 2020 concerning Job Creation;
- c. Government Regulation Number: 3 of 2001 concerning Aviation Safety and Security;
- d. Government Regulation Number: 77 of 2012 concerning Public Companies (Perum) Indonesian Aviation Navigation Service Organizing Institutions;
- e. Government Regulation Number: 32 of 2021 concerning the Implementation of the Aviation Sector;
- f. Regulation of the Minister of Transportation Number PM 55 of 2016 concerning the National Aviation Navigation Order as last amended by Regulation of the Minister of Transportation number: PM 9 of 2022;
- g. Minister of Transportation Regulation Number: PM 65 of 2017 concerning Civil Aviation Safety Regulations Part 170 (Civil Aviation Safety Regulation Part 170) concerning Aviation Traffic Regulations as last amended by Minister of Transportation Regulation Number: PM 10 of 2022;
- h. Minister of Transportation Regulation Number: PM 95 of 2018 concerning Civil Aviation Safety Regulations Section 174 concerning Aviation Meteorological Information Services;
- i. Minister of Transportation Regulation Number: PM 29 of 2021 concerning Civil Aviation Safety Regulations Section 172 concerning Aviation Traffic Management and Telecommunications Service Providers;
- j. Minister of Transportation Regulation Number: PM 9 of 2023 concerning Civil Aviation Safety Regulations Section 175 concerning Aeronautical Information Service Provider;
- k. Minister of Transportation Regulation Number: PM 10 of 2023 concerning Civil Aviation Safety Regulations Section 176 concerning Search and Rescue in Aircraft Accidents;
- l. Regulation of the Director General of Civil Aviation Number: SKEP/25/II/2009 concerning Manual of Air Traffic Services Operational Procedures (Advisory Circular part 170 – 02);
- m. Regulation of the Director General of Civil Aviation Number: KP 565 of 2015 concerning Operational Technical Guidelines Part 170-03 (Advisory Circular Part 170-03) Preparation of Air Traffic Management Contingency Plans in Indonesia (Indonesia Air Traffic Management Contingency Plan) as last amended by the Director's Regulation General of Civil Aviation Number: KP 47 of 2021;
- n. Document Indonesia ATM Contingency Plan level 1 and level 2 for Jakarta and Ujung Pandang FIR.

3. Purpose and Objectives

The purpose and objectives of preparing the Terms of Reference for the Central Coordination Committee (CCC) is to serve as the foundation for the CCC in carrying out tasks and responsibilities related to the series of activities of the Air Traffic Management function during Contingency Level 1 and Level 2 in Jakarta FIR or Ujung Pandang FIR. This is to ensure that Air Traffic Services for aircraft flying within the Jakarta FIR and Ujung Pandang FIR airspace can be provided by other ATS units during contingency conditions.

4. Scope

The scope of activities includes assessment, planning, supervision, operational, coordination, evaluation, and information exchange activities related to air traffic services during contingency conditions in Jakarta FIR and Ujung Pandang FIR. This is to provide contingency handling in the air traffic management services within Ujung Pandang FIR and Jakarta FIR.

5. Organization

5.1. Central Coordinating Committee (CCC)

5.1.1. The Central Coordinating Committee (CCC) is the central coordination and national command committee for contingency planning in the field of Air Traffic Management in the Jakarta FIR and/or Ujung Pandang FIR airspace, involving the leadership of several relevant ministries/agencies/entities.

5.1.2. CCC consist of:

- a. Directorate General of Civil Aviation;
- b. Ministry of Defense;
- c. Indonesian Air Force;
- d. Meteorological, Climatological and Geophysical Agency (MCGA);
- e. Center of Volcanology and Geological Hazard Mitigation (PVMBG);
- f. Search and Rescue (SAR) Agency;
- g. National Disaster Management Agency (BNPB)
- h. Air Navigation Indonesia (Perum LPPNPI);
- i. Airport business entity or Airport Management Unit;
- j. Representative from the air transportation business committee;
- k. Representative from the airline operators;
- l. Other participants as required.

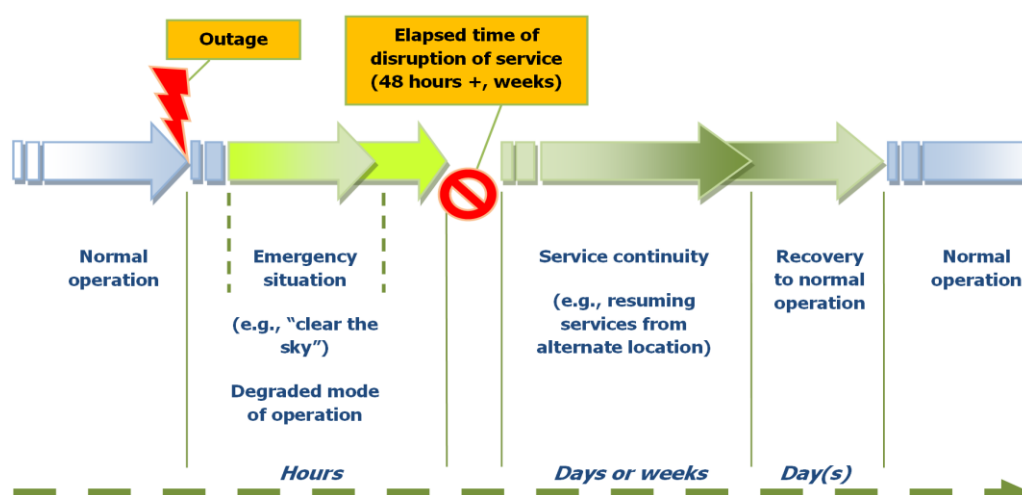
5.1.3. The duties and responsibilities of CCC are as follows:

- a. Conduct an analysis/assessment of the level and category of contingency conditions and determine operational handling plans in accordance with the ATM Contingency Plan Level 1 and 2 documents as a reference for AOCG's work;
- b. Activate the ATM Operational Contingency Group (AOCG);
- c. Activate the ATM Contingency Plan operations;
- d. Conduct coordination meetings among CCC members to update the ongoing contingency conditions and contribution factors from their respective areas;

- e. Monitor the implementation of emergency situations carried out by affected ATS units;
- f. Supervise and evaluate the implementation of the takeover of Air Traffic Management functions by other ATS Units periodically and continuously, following the ATM Contingency Plan or other supporting documents;
- g. Coordinate periodically with ICAO Regional, aircraft operators, IATA regional offices, and other relevant stakeholders;
- h. Determine the end of contingency conditions;
- i. Deactivate the ATM Operational Contingency Group (AOCG);
- j. Prepare documentation and reports to the Minister of Transportation and other relevant ministries/agencies.

5.1.4. CCC will carry out its duties and responsibilities from the receipt of information about the occurrence of contingency conditions impacting the transfer of air traffic management functions until the return of air traffic management functions to normal operations within one (1) contingency life cycle.

5.1.5. The Contingency Life Cycle is a condition where the Air Traffic Management functions initially operate normally, then transition into emergency situations, degraded modes of operation, service continuity, recovery, and ultimately return to normal operational conditions.



5.2. CCC Coordinator

The CCC Coordinator is the Director General of Civil Aviation at the Ministry of Transportation.

5.2.1. The duties and responsibilities of the CCC Coordinator include:

- a. Receive information from the Chief Executive of Perum LPPNPI or the Head of the Flight Meteorology Center - BMKG or the Head of PVMBG or other relevant ministries/agencies regarding the occurrence of disasters such as earthquakes, tsunamis, floods, volcanic ash, disease outbreaks/pandemics, military activities (war), nuclear disasters/radiation, demonstrations, ATM system degradation/failure, national security issues, or political conditions, actions against the law that may potentially disrupt and pose the possibility of

- disruption to the provision of Air Traffic Services and other supporting services in Indonesian airspace, potentially rendering Indonesian airspace unsafe or unavailable;
- b. Activate the CCC and designate the Command Center location as the center for coordinating and nationally controlling the implementation of the contingency plan;
 - c. Activate the air traffic contingency within a specific airspace affected, after going through coordination and assessment stages by all CCC members;
 - d. Periodically and continuously receive contingency condition reports from ministries/agencies that are members of the CCC;
 - e. Make policy-oriented decisions or provide guidance to AOCG in the contingency management plan for the affected Air Traffic Management, after going through coordination and assessment stages by all CCC members;
 - f. Deactivate the contingency management plan for air traffic within a specific affected airspace after conducting comprehensive coordination meetings and evaluations of air traffic management functions that have transitioned (recovered) towards normal conditions;
 - g. Deactivate the CCC.

5.3. Duties of the member

5.3.1. Duties and Responsibilities of Perum LPPNPI (AirNav Indonesia):

- a. Report to the Director General of Civil Aviation when an ATS unit experiences an emergency condition transitioning to a contingency condition;
- b. Prepare personnel, procedures, and facilities for taking over air traffic management functions during contingency conditions;
- c. Analyze and inventory the impacts of contingency conditions and identify possible mitigations;
- d. Publicize the occurrence of contingency conditions to users of Indonesian airspace.

5.3.2. Duties and Responsibilities of Disbangops - Indonesian Air Force:

- a. Analyzing and evaluating the causal factors of contingency conditions related to military activities (war), demonstrations, national security issues, or political conditions, and actions against the law, then periodically and continuously reporting to the Coordinator and other CCC members;
- b. Mobilizing Indonesian Air Force personnel to assist in the mobilization of personnel in response to contingency conditions related to military activities (war), demonstrations, national security issues, or political conditions, and actions against the law.

5.3.3. Duties and Responsibilities of the Ministry of Defense:

- a. Monitor the security of Indonesian airspace during the implementation of the ATM Contingency Plan and subsequently report periodically and continuously to the Coordinator and other CCC members.

5.3.4. Duties and Responsibilities of Search and Rescue Agency:

- a. Implementing internal contingency plans/implementation procedures for Search and Rescue (SAR) operations;
- b. Providing support for the preparation of personnel and SAR service facilities during contingency conditions.

5.3.5. Duties and Responsibilities of MCGA:

- a. Implementing internal contingency plans;
- b. Providing meteorological information, including METAR/SPECI, SIGMET, Volcanic Activity Report, Aerodrome Warning, etc., periodically and continuously.

5.3.6. Duties and Responsibilities of PVMBG:

- a. Providing Volcano Observatory Notice for Aviation (VONA) information periodically and continuously;
- b. Providing information related to CCTV images and/or photos.

5.3.7. Duties and Responsibilities of National Disaster Management Agency (BNPB):

- a. Coordinating the implementation of disaster response activities in a planned, integrated, and comprehensive manner;
- b. Providing guidance and direction for disaster response efforts, including disaster prevention, emergency response, rehabilitation, and reconstruction in a fair and equitable manner.

5.3.8. Duties and Responsibilities of Airport Business Entity or Airport Management unit:

- a. Analyzing and evaluating airport conditions during contingency conditions, then reporting periodically and continuously to the coordinator and other CCC members;
- b. Implementing provisions stated in the Aerodrome Emergency Procedure at the affected airports;
- c. Preparing alternative airports in terms of personnel sufficiency, facilities, and other supporting factors.

5.3.9. Duties and Responsibilities of Airlines Operators:

- a. Implementing internal contingency plans;
- b. Analyzing and inventorying the impact of contingency conditions on flight schedules, the use of contingency routes, and reporting any PIREP and other important information periodically and continuously to the coordinator and other CCC members.

6. Contact detail CCC

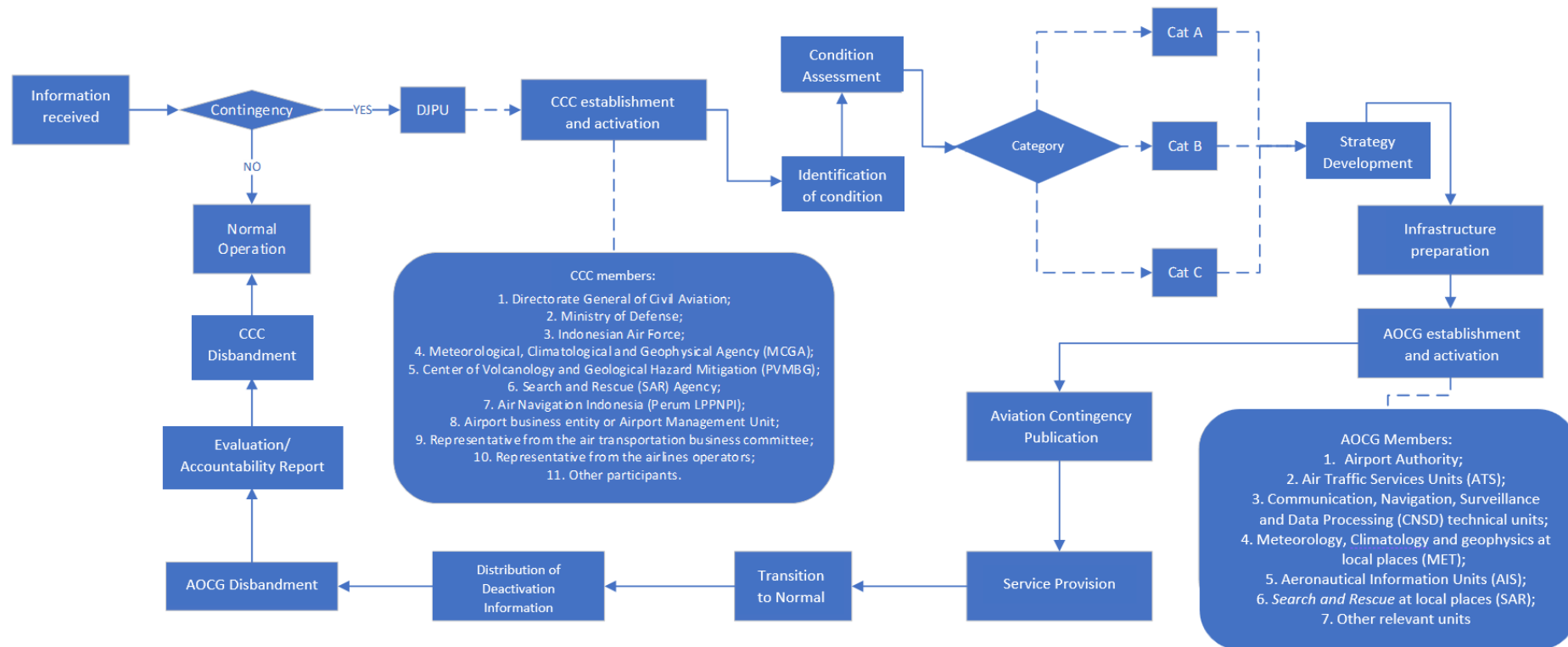
POSITION	ADDRESS
Directorate General of Civil Aviation	Jl. Medan Merdeka Barat No.8 Gedung Karsa Lt.5 Kemenhub Jakarta. 10110 Email: sekretariatdju@gmail.com
Directorate of Air Navigation	Jl. Medan Merdeka Barat No.8 Gedung Karya Lt.23 Kemenhub Jakarta. 10110 Phone: +62 8156508802 email: sekdir.dnp@gmail.com

<p>Directorate of Airport, Coordinator of Airport Certification and Surveillance</p> <p>Directorate of Aviation Security, Coordinator of Standardization</p>	<p>Jl. Medan Merdeka Barat No.8 Gedung Karya Lt.22 Kemenhub Jakarta. 10110</p> <p>Phone: +62 877-1970-1973</p> <p>Jl. Medan Merdeka Barat No. 8 Gedung Karya Lt.24 Kemenhub Jakarta. 10110</p> <p>Phone : +62 852 17648234</p>
<p>Ministry of Defense</p> <p>Kasubdit Wilud Ditwilhan Ditjen Strahan</p>	<p>Kementerian Pertahanan Republik Indonesia – Direktorat Strategi Pertahanan Gedung Ahmad Yani, jalan Medan Merdeka Barat No. 13-14 Jakarta Pusat, 10110</p> <p>Mobile: +62 812 81911944 Phone: +62 21 – 3828548 Email: strahan@kemhan.go.id or sotardd73@gmail.com</p>
<p>Indonesian Air Force</p> <p>Kadisbangopsau / LLU</p>	<p>Disbangopsau – Mabes TNI Cilangkap.</p> <p>Mobile: +62 8119446712 Phone: + 62 21 – 8709235</p>
<p>Meteorological, Climatological and Geophysical Agency (MCGA)</p>	<p>Jl. Angkasa I no. 2 Kemayoran, Jakarta Pusat</p> <p>Mobile: +62 81347362299 +62 82334588233 (PMG) +62 85215039595 (PMG) Phone: +62 21 – 4246321 Fax: +62 21 – 4246703</p>
<p>Center of Volcanology and Geological Hazard Mitigation (PVMBG);</p>	<p>Jl. Diponegoro No. 57 Bandung - Jawa Barat 40122 Indonesia</p> <p>Telepon 1: +62227271402 Telepon 2: +62227272606 Fax: +62227202761 Email: pvmbg@esdm.go.id</p>

National Disaster Management Agency (BNPB)	Gedung Graha BNPB, Jl.Pramuka Kavling 38, Jakarta Timur 13120 Mobile : +628122640173 Telepon : +622129827766 Email : -
AirNav Headquarter President Director	Perum LPPNPI Kantor Pusat Gedung AirNav Indonesia Jl. Ir. H. Juanda Tangerang, 15121 Phone: +62 21- 55915000 Fax: +62 21-55915100 Mobile: +62 812-9000-4970 Email: du@airnavindonesia.co.id
Indonesia Rescue Coordination Centre	Jl. Angkas Blok B. 15 Kav. 2-3 Kemayoran Jakarta Pusat Phone: +62-21-65867510 and +62-21-65867511 Fax: + 62-21-65867512 AFTN: WIIYCYL Email: rcc.indonesia@basarnas.go.id or kagahar@gmail.com
Airport Compliance, Performance & Quality Assurance Departement Head PT. Angkasa Pura I (Persero) Deputi Direktur Pelayanan Bandara PT. Angkasa Pura II (Persero)	Kota Baru Bandar Kemayoran Blok B12 Kav.2 Jakarta Pusat Phone: +62 21 – 6541961 ext 2116 Fax: +62 21 – 6541514 Email: humas@angkasapura1.co.id Bandara Soekarno-Hatta Gd. 600 PO BOX 1001/BUSH Jakarta 19120 Phone: +62 811984138 Call center: +62 138 Email: contactcenter@angkasapura2.co.id

Representative of Airline Operator:	
Special Staff of Chairman Indonesia National Air Carriers	Mobile: +62 811-993-690 Email: dwiyanto.ambarhidayat@gmail.com
Senior Manager Navigation Support Garuda Indonesia	Mobile: +62 817 666 2207 Phone: + 21 – 25601712 Email: ernato_w@garuda-indonesia.com
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Activating Process of Central Coordination Committee (CCC) and ATM Operational Contingency Group (AOCG) on ATM Contingency Plan



APPENDIX 1B

TERM OF REFERENCE

ATM OPERATIONAL CONTINGENCY GROUP

(AOCG)

DIRECTORATE GENERAL OF CIVIL AVIATION

1. Background

Every contracting states of ICAO, particularly in the ICAO Regional, is required to comply with the rules set by ICAO and possess the required documents. Indonesia, as one of them, is expected to adhere to the existing rules, especially in providing air traffic services to users, both during normal conditions and in contingency situations, in accordance with standards and in harmony with neighboring countries.

Indonesia has developed a procedure related to contingency conditions outlined in the Air Traffic Management (ATM) Contingency Plan. This document must always be current, applicable, dynamic, effective, and efficient. The ATM Contingency Plan is a procedure designed to anticipate failures and potential disruptions in providing air traffic services and other supporting services for arriving and departing aircraft, as well as overflying aircraft. These disruptions may be caused by factors such as pandemics, earthquakes, major floods, tsunamis, volcanic ash, nuclear impacts, military conflicts, and non-conducive national security conditions.

ICAO has established 3 (three) levels of ATM Contingency Plan as follows:

- a. ATM Contingency Plan Level 1 is a contingency plan for disruptions and potential disruptions in the provision of Air Traffic Management services and other supporting services in the airspace under its responsibility to ensure the continuity of domestic flight services.
- b. ATM Contingency Plan Level 2 is a contingency plan for disruptions and potential disruptions in the provision of Air Traffic Management services and other supporting services in the airspace under its responsibility to ensure the continuity of overflying flight services.
- c. ATM Contingency Plan Level 3 is a contingency plan jointly developed by countries in a regional or sub-regional area to ensure the continuity of international flight services within a regional or sub-regional area.

In order to support the implementation of the ATM Contingency Plan in the Jakarta and Ujung Pandang FIR, the Directorate General of Civil Aviation has established a Central Coordination Committee (CCC). The members of this committee include all relevant stakeholders in the field of aviation. The committee's tasks include forming, activating, and deactivating the ATM Operational Coordination Group (AOCG), as well as overseeing, coordinating, and evaluating the implementation of air traffic services during contingency conditions.

For the implementation of CCC and AOCG activities, a document called the Term of Reference (TOR) has been prepared. This document serves as a reference for all relevant stakeholders involved, ensuring that the implementation of the ATM Contingency Plan can proceed according to the specified provisions.

The Term of Reference (TOR) document for the Central Coordination Committee (CCC) and

ATM Operational Coordination Group (AOCG) will subsequently be incorporated as part of the ATM Contingency Plan documents for Jakarta FIR and Ujung Pandang FIR.

2. Reference

The legal basis that can be used as a reference in the preparation of the Terms of Reference for the ATM Operational Contingency Group (AOCG) is as follows:

- a. Law of the Republic of Indonesia Number: 1 of 2009 concerning Aviation;
- b. Law of the Republic of Indonesia Number: 11 of 2020 concerning Job Creation;
- c. Government Regulation Number: 3 of 2001 concerning Aviation Safety and Security;
- d. Government Regulation Number: 77 of 2012 concerning Public Companies (Perum) Indonesian Aviation Navigation Service Organizing Institutions;
- e. Government Regulation Number: 32 of 2021 concerning the Implementation of the Aviation Sector;
- f. Regulation of the Minister of Transportation Number PM 55 of 2016 concerning the National Aviation Navigation Order as last amended by Regulation of the Minister of Transportation number: PM 9 of 2022;
- g. Minister of Transportation Regulation Number: PM 65 of 2017 concerning Civil Aviation Safety Regulations Part 170 (Civil Aviation Safety Regulation Part 170) concerning Aviation Traffic Regulations as last amended by Minister of Transportation Regulation Number: PM 10 of 2022;
- h. Minister of Transportation Regulation Number: PM 95 of 2018 concerning Civil Aviation Safety Regulations Section 174 concerning Aviation Meteorological Information Services;
- i. Minister of Transportation Regulation Number: PM 29 of 2021 concerning Civil Aviation Safety Regulations Section 172 concerning Aviation Traffic Management and Telecommunications Service Providers;
- j. Minister of Transportation Regulation Number: PM 9 of 2023 concerning Civil Aviation Safety Regulations Section 175 concerning Aeronautical Information Service Provider;
- k. Minister of Transportation Regulation Number: PM 10 of 2023 concerning Civil Aviation Safety Regulations Section 176 concerning Search and Rescue in Aircraft Accidents;
- l. Regulation of the Director General of Civil Aviation Number: SKEP/25/II/2009 concerning Manual of Air Traffic Services Operational Procedures (Advisory Circular part 170 – 02);
- m. Regulation of the Director General of Civil Aviation Number: KP 565 of 2015 concerning Operational Technical Guidelines Part 170-03 (Advisory Circular Part 170-03) Preparation of Air Traffic Management Contingency Plans in Indonesia (Indonesia Air Traffic Management Contingency Plan) as last amended by the Director's Regulation General of Civil Aviation Number: KP 47 of 2021.
- n. Document Indonesia ATM Contingency Plan level 1 and level 2 for Jakarta and Ujung Pandang FIR

3. Purpose And Objective

The purpose and objectives of preparing the Term of Reference for AOCG are as the foundation for AOCG in carrying out tasks and responsibilities related to the series of activities of the Air

Traffic Management function during Contingency Level 1 and Level 2 in Jakarta FIR or Ujung Pandang FIR. This is to ensure that Air Traffic Services for aircraft flying within the Jakarta FIR and Ujung Pandang FIR airspace can still be provided by other ATS units.

4. Scope

The scope of activities includes all assessment, planning, supervision, operational, coordination, evaluation, and information exchange activities related to air traffic services during contingency conditions in Jakarta FIR and Ujung Pandang FIR. This is to provide contingency handling in the air traffic management services within Ujung Pandang FIR and Jakarta FIR.

5. Organization

5.1. ATM Operational Contingency Group (AOCG)

5.1.1. AOCG is the Operational Contingency Group for day-to-day operational implementation based on Contingency regulations and coordinates ATS operational activities, 24 hours a day or as needed throughout the emergency period.

5.1.2. AOCG is coordinated by the Head of Airport Authority for Region I or the Head of Airport Authority for Region V.

5.1.3. Members of the AOCG consist of:

- h. Airport Authority;
- i. Air Traffic Services (ATS) Units;
- j. Communication, Navigation, Surveillance and Data Processing (CNSD) technical unit;
- k. Meteorology, Climatology and geophysics (MET) at local places;
- l. Aeronautical Information Service (AIS) Units;
- m. Search and Rescue (SAR) at local places;
- n. Other participants as required.

5.2. Duties and responsibilities of AOCG in general include the following:

- a. Reviewing and updating contingency plans as needed;
- b. Monitoring developments and obtaining the latest information on contingency conditions;
- c. Organizing contingency teams in each area;
- d. Exchanging up-to-date information with relevant air traffic service units to coordinate contingency activities;
- e. Coordinating and updating contingency information to all system users and other relevant airspace users;
- f. Notifying the Central Coordinating Committee (CCC) promptly about the contingency situation;
- g. Publishing NOTAM or other information through the Aeronautical Information Service provider regarding contingency conditions.

-
- 5.3. Duties and responsibilities of the Head of the Airport Authority Office are as follows:
- a. Acting as the coordinator for the implementation of tasks by AOCG members;
 - b. Analyzing and ensuring the readiness of personnel, facilities, and other supporting facilities needed to carry out the delegation of air traffic management functions and the implementation of provisions stated in the Air Traffic Management Contingency Plan (ATM Contingency Plan);
 - c. Reporting the readiness of AOCG members to the CCC coordinator;
 - d. Periodically and continuously reporting the implementation of operational delegation of air traffic management functions and provisions stated in the ATM Contingency Plan to the CCC;
 - e. Reporting to the CCC coordinator when contingency conditions gradually improve and return to normal.
- 5.4. The Air Traffic Service (ATS) unit referred to has the following responsibilities:
- a. Ensuring the readiness of personnel in terms of quantity and capability to implement the Contingency Plan;
 - b. Conducting intensive coordination with stakeholders according to the prevailing dynamic developments;
 - c. Implementing the contingency plan in accordance with the procedures in the ATM CP Level 1 and 2 documents or other supporting documents.
- 5.5. Communication, Navigation, Surveillance and Data Processing (CNSD) technical units referred to has the following responsibilities:
- a. Ensuring the readiness of personnel in terms of quantity and capability for contingency conditions;
 - b. Maintaining the readiness of CNSD facilities and infrastructure to face contingency conditions;
 - c. Conducting intensive coordination with stakeholders according to the prevailing dynamic developments.
- 5.6. The duties and responsibilities of the Local Airport Meteorology, Climatology, and Geophysics Agency (MET) are as follows:
- a. Providing necessary Meteorology, Climatology, and Geophysics information for aviation, especially for the implementation of air traffic management functions during contingency conditions, periodically and continuously;
 - b. Adhering to the provisions stated in the LOCA between the Meteorology Station and the Air Navigation Service Provider;
 - c. Actively participating in the coordination process and exchanging up-to-date information among AOCG members.
- 5.7. The duties and responsibilities of the Aeronautical Information Service (AIS) Units are as follows:

- a. Preparing draft of NOTAM to be subsequently submitted to the Notam Office (NOF) related to activation, deactivation, and other information related to contingency conditions, such as available and unavailable airspace, facilities and services, alternative services, contingency routes, special procedures for neighboring ATS units, special procedures for pilots, potential changes in airspace classification, and other contingency information;
 - b. NOF issues and distributes NOTAM conveyed by the AIS related to contingency conditions and the implementation of the contingency plan according to the ATM CP Document;
 - c. The AIS Regional Office in Makassar will take over the functions of the Jakarta NOF in the event that the Jakarta NOF is affected by contingency conditions;
 - d. Actively participating in the coordination process and exchanging up-to-date information among AOCG members.
- 5.8. The duties and responsibilities of the Search and Rescue at the local airport (SAR) are as follows:
- a. Conducting SAR operations in accordance with existing SAR SOP;
 - b. Providing periodic and continuous information related to SAR operations;
 - c. Adhering to the provisions stated in the LOCA between the Meteorology Station and the Air Navigation Service Provider;
 - d. Actively participating in the coordination process and exchanging up-to-date information among AOCG members.
- 5.9. The duties and responsibilities of other relevant units are to provide necessary information and prepare personnel who can participate as members of AOCG.

6. Contact detail AOCG

6.1. Contact Detail AOCG Jakarta FIR

POSITION	ADDRESS
Head of Airport Authority Region I - Jakarta	Jl. C.2 Gedung Kantor Otoritas bandar udara Wilayah I- Kelas Utaman Soekarno - Hatta Banten 19110 Phone : +62 21 55912648 / +62 21 55912649, (021) 55912650 Mobile : +62 81218573737 +62 82124051255 Email : Sekreotban@gmail.com
General Manager of AirNav Indonesia JATSC	JATSC Building 611 Soekarno Hatta Airport Jakarta Phone : +62 21-5506112 Mobile : +62 8111138851 +62 87876761108 Email : generalmanagerjatsc@gmail.com
Deputy GM of operation of AirNav Indonesia JATSC	JATSC Building 611 Soekarno Hatta Airport Jakarta Phone : +62 21-5506112 Mobile : +62 8111138851 Email : jatsc.deputyops@gmail.com
Operation Manager of ACC JATSC	JATSC Building 611 Soekarno Hatta Airport Jakarta Phone: +62 21-5506582 : +62 811113881 Email : jatsc.managerops@gmail.com
Jakarta NOF	Perum LPPNPI (AirNav Indonesia) Soekarno – Hatta International Airport Building 611 – Jakarta Air Traffic Service Centre (JATSC) Jakarta Indonesia – 19120 Mobile: +62 21-55910631 Email : notamoffice@airnavindonesia.co.id
GM of ATS Medan	Gedung ATS Bandar Udara Kualanamu Deliserdang , Sumatera Utara Phone : +62 8155787957 +62 8116353939 Email : wahyutirtaji@airnavindonesia.co.id

Operation Manager Medan	Gedung ATS Bandar Udara Kualanamu Deliserdang , Sumatera Utara Phone : +62 81222685229 Email : medan@airnavindonesia.co.id
GM of ATS Pekanbaru	Gedung Radar Bandar Udara SSK II Jalan Perhubungan-KP 28284, Riau Phone : +62 761-7876278 Mobile : +62 8127402502 +62 819807229 Email : airnav.pku@gmail.com
GM of ATS Palembang	Gedung Radar Bandar Udara SMB II Palembang, Sumatera Selatan Phone : +62 8129434898 Email : shellya.yunita@airnavindonesia.co.id gm.palembang@airnavindonesia.co.id
ATS Operation Coordinator Palembang	Gedung Operasi / APP Bandar Udara SMB II Palembang , Sumatera selatan Phone : +62 711-385008 Email : operationplb@gmail.com
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GM of ATS Yogyakarta	Gedung Operasi Bandara Adi Sucipto Yogyakarta Phone : +62 811168717 +62 8112246144 Email : zaenal.arifin@airnavindonesia.co.id

6.2. Contact Detail AOCG Ujung Pandang FIR

POSITION	ADDRESS
Head of Airport Authority Region V - Makassar	Jl. Otoritas Bandara No. 5, Maros, Sulawesi Selatan, 90552 Phone: +62 411 3656222 Mobile: +62 813 1869 0666 Email: otban_wil.v@dephub.go.id or obu5.mks@gmail.com
MWO Ujung Pandang	Jl. Bandara International Sultan Hasanuddin, Maros, Sulawesi Selatan, 90552 Phone: +62 411 4831296 Mobile: +62 85399271060 Email: stamet.hasanuddin@bmkgo.id hndforecaster@yahoo.co.id
General Manager of AirNav Indonesia MATSC	MATSC Building Hasanuddin Airport Makassar – Indonesia, 90552 Phone: +6281144602012 +62411-4813718 +62411-4813210 ext 1134 Email: gm.matsc@airnavindonesia.co.id
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Manager of operation of AirNav Indonesia MATSC	Phone: +62411-4813228 Mobile: +628114408991 Email: acc.matsc@airnavindonesia.co.id
AIS Regional Office in Makassar	Kantor Cabang Perum LPPNPI (Airnav Indonesia) MATSC Building Jl. Bandara Baru Makassar PO BOX 90552- Indonesia Phone: +62 411 4813210 Ext. 2058 Mobile: +62 811 4612 017 Email: ais.makassar@airnavindonesia.co.id
General Manager of AirNav Indonesia Denpasar	Operation Building, I GustiNgurah Rai Airport Phone: +62 361-9351011 ext 5011 Email: gm.denpasar@airnavindonesia.co.id
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Manager of operation of AirNav Indonesia Surabaya	Phone: +62-0312986517 Email: atscoordinator_surabaya@yahoo.com
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General Manager of AirNav Indonesia Merauke	Branch Office Airnav Merauke Phone: +6281242523825 Mobile: +6281242523825 Email: airnavmerauke@gmail.com
General Manager of AirNav Indonesia Kendari	Kantor Cabang Pratama Kendari Gedung Tower Bandara Haluoleo Kendari Sulawesi Tenggara Phone: +62 4013127869 Mobile: +62 85340515863 +62 8163133429 Email: airnavkdi@gmail.com
Head of sub-branch of AirNav Indonesia Biak	Jln. Moh Yamin No 1B Gedung ATS Operation Bandara Frans Kaisiepo Phone: +62-981-22555 ext.209 Mobile: +62 8114877040 Mobile: +62 8114875746 Email: biak.airnav@gmail.com
Head of sub-branch of AirNav Indonesia Palu	Kantor KPNP Palu Bandar Udara Mutiara Sis al jufri Palu Phone: +62 451- 487222 Mobile: +62 858 2507 0150 Email: kpnppalu@gmail.com
Head of sub-branch of AirNav Indonesia Ternate	Bandara Sultan Babullah Jln.Bandara Ternate Maluku Utara 97700 Mobile: +62-81340773288 +62- 81333064482 Email: airnav.tte@gmail.com

Head of sub-branch of AirNav Indonesia Pangkalan Bun	Kantor KPNP Pangkalan bun BandarUdara Iskandar Pangkalan bun Kalteng Mobile: +62 81225092254 +62 82153655901
Head of sub-branch of AirNav Indonesia Gorontalo	Kantor KPNP Gorontalo Bandar Udara Jalaludin Gorontalo Jl. Satria Angkasa No.274 Gorontalo Mobile: +62-8134009247 Mobile: +62-82333331830 Email: airnav.gorontalo@yahoo.com

NOTAMS

1C.1. SPECIFICATIONS FOR NOTAM

1C.1.1. Message series, number and identifier of NOTAM

Each NOTAM must be allocated a series identified by a letter and a four-digit number, followed by a stroke and a two-digit number for the year.

Example: A0123/13, “A” indicates the NOTAM series, “0123” indicates the NOTAM number and “13” indicates the year, means (2013).

1C.1.2. NOTAM Series

NOTAM Series distributed by Indonesia International NOTAM Office classified as follows:

A - NOTAM containing information of concern to long- or medium-range flights and given selected for national and international distribution.

B - NOTAM containing full information on all aerodromes, facilities and procedures available for use in international civil aviation and given international distribution to adjacent States and other States on request.

C - NOTAM containing information about domestic flights and given national distribution only.

S - NOTAM published in the SNOWTAM format concerning the presence or removal of hazardous conditions due to snow, slush or ice on aerodrome / heliport. Regarding standing water, published in the NOTAM (series based on location of aerodrome which affected).

V - NOTAM published in the ASHTAM format concerning the occurrence of pre-eruption volcanic activity, or an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected.

1C.1.3. If more than one series of NOTAM is issued, each series must be identified separately by the letters A, B, C, V with the exception of S and T.

1C.1.4. The number must be consecutive and based on the calendar year.

1C.1.5. Numbering of each NOTAM Series must start on 1 January annually with number 0001.

1C.1.6. NOTAM identifier consist of:

- a. NOTAMN if it concerns a NOTAM containing new information (e.g. A0123/13 NOTAMN)
- b. NOTAMR if it concerns a NOTAM replacing a previous NOTAM, followed by the series and number/year of the NOTAM replaced (e.g. A0125/03 NOTAMR A0123/03).
- c. NOTAMC if it concerns a NOTAM cancelling a previous NOTAM, followed by the series and number/year of the cancelled NOTAM (e.g. A0460/03 NOTAMC A0456/03).

1C.2. SAMPLE NOTAMS FOR CONTINGENCY PLAN

a. Avoidance of airspaces

NOTAM..... ATM CONTINGENCY PLAN LEVEL 1 ACTIVATED DUE TO DISRUPTION OF ATS WITHIN [AFFECTED] FIRS, DOMESTIC FLIGHTS ARE DELEGATED TO ATS UNITS UNDER JURISDICTION OF [AFFECTED] ACC AND [ADJACENT] FIC WITH LEVEL ALLOCATED NOT ABOVE FL280.

b. Airspace available limited ATS

NOTAM.....DUE TO DISRUPTION OF ATS WITHIN JAKARTA FIR ALL ACFT ARE ADVISED THAT THERE WILL BE LIMITED ATS. PILOTS MAY EXPERIENCE DLA AND OVERFLIGHTS MAY CONSIDER AVOIDING THE AIRSPACE.

c. Non adherence to the contingency plan

NOTAM..... OPERATORS UNABLE TO ADHERE TO THE CONTINGENCY PLAN SHALL AVOID JAKARTA FIR.

d. Termination contingency plan

NOTAM..... JAKARTA FIR RESUMED NORMAL OPERATION AND CONTINGENCY PLAN LEVEL 1 FOR JAKARTA FIR HAS TERMINATED.

1C.3. COORDINATED RECOVERY FROM ATS CONTINGENCY OPERATIONS

1C.3.1. The recovery from any contingency operation can be just as difficult to safely manage as the initial onset of the contingency situation, particularly when involving multiple ANSPs/FIRs. To avoid ad hoc recovery actions that place aircraft and/or the service provided by adjacent ATS units in an unsafe or unmanageable situation, it is important to consider, coordinate and agree on recovery actions.

1C.3.2. States coordinating the recovery from contingency operations should:

1. establish, in coordination with the ANSPs responsible for the identified Core Contingency FIRs (i.e. those FIRS that have responded to the contingency situation by making changes to traffic flows, use of ATS routes, Flight Level Allocation Schemes (FLAS) and separation minima or spacing, or other procedures) an agreed time of resumption of normal operations or agreed resumption time (i.e. the common time on any day when the traffic situation is most suitable for contingency recovery);
2. provide prior notification of resumption of normal operations at the agreed resumption time via NOTAMs promulgated not less than 6-12 hours (or longer agreed prior notification time, where necessary) before the resumption time, noting that aircraft operators are normally flight planning six hours or more before flight, although there is a need to take into account any long haul and ultra-longhaul flights that may be already airborne).
3. specify, through coordinated contingency recovery planning and associated NOTAMS that:
 - a. the only that may plan via non-contingency routes are those flights that:
 - 1) with Expected Off-Block Times (EOBT) after the agreed resumption time; or
 - 2) that will enter the first of any of the Core Contingency FIRs at or after the agreed resumption time;
 - b. no re-filing of FPL routes or requests for direct tracking are to be made by airborne flights within the Core Contingency FIRs at the time of resumption to normal operations, although ATC may tactically offer improved tracking; and
4. ensure the ATC service in each Core Contingency FIR is prepared for any 'mixed mode' (contingency route/level and non-contingency route/level) operations in the same airspace during the transition to full normal operations.

1C.4. PROMULGATION OF INFORMATION SUPPORTING NATURAL DISASTER HUMANITARIAN AID OPERATIONS

- 1C.4.1. Aircraft operators supporting humanitarian aid organizations responding to natural disasters and other incidents requiring their intervention require ready access to up-to-date operational information. In many cases, NOTAMs referring to ATS units, aerodromes, communications and navigations facilities and infrastructure may be domestically distributed only.
- 1C.4.2. There is also a need to ensure that contact details for the ATS unit or organization providing the AOCG function (paragraph 5.10 iv) are provided to enable ready access to information necessary to plan humanitarian aid operations.
- 1C.4.3. States should ensure that NOTAM relating to the contingency situation are temporarily included in the international NOTAM distribution for the FIR/s concerned. NOTAM providing contact details for the ATS unit or other organization providing the AOCG function should also be promulgated.

NUMBER LIST OF APP OR FIC

NO	APP-TMA and FIC UNIT	FREQUENCY	AFTN	PHONE NUMBER		
			ADDRESSES			
1	MEDAN TMA WEST	121,2 MHz	WIMMZAZX	Opsroom	(061)88880405	
		120.65 MHz			08111782310	
	MEDAN TMA EAST	135.9 MHz		WIMMYSYX	General Manager	(061)8880408
		JAKARTA FIC - MEDAN SECTOR				13357 kHz, 8957 kHz, 3497 kHz, 5481 kHz, 10054 kHz
	08116045062					
	08155787957					
08116353939						

				Operational manager	08116029772
2	PEKANBARU TMA	120.8 MHz	WIBBZAZX	Opsroom	(0761)72891
	PADANG TMA	124.0 MHz	WIEEZAZX		(0761)8442022
				General Manager	08127402502 08117690053
				Operational manager	081273363463
3	PALEMBANG TMA	Primary: 119,2 MHz Secondary: 120,75MHz	WIPPZAZX	Opsroom	(0711)385008 (0711)385069
	PANGKAL PINANG TMA	123,6 MHz			General Manager

				Operational manager	08136670086
4	YOGYAKARTA TMA	Primary:123.4 MHz Secondary: 120.0 MHz	WAHHZAZX	Opsroom General Manager Operational manager	(0274)489229 ext. 202 (0274)4542298 <i>0811168717</i> <i>08112603369</i> 08112644194
5	PONTIANAK TMA	125.4 MHz	WIOOZAZX	Opsroom General Manager Operational manager	(0561)722525 08115673939 (0561)672910 EXT 120(APP) 08115620070 08115661441

6	SEMARANG APP	Primary: 120.3 MHz Secondary: 123.65 MHz	AFTN: WAHSZAZX WBF: WAHSZFZX	Opsroom General Manager Operational manager	(0247637003 081391002135 024-7617626 0811254646
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FLIGHT PLANNING REQUIREMENT

Airline operators are expected to familiarize themselves with the Regional Contingency Plan as well as Contingency Plans Jakarta FIR and the activation times. For aircraft intending to operate in areas during periods when the contingency plans are activated, the operators shall plan the flight to conform with the activation times of the Contingency Plans. Airline operators shall ensure that flights are established on contingency routes prior to entering an area which is under Contingency Plan procedure.

The flight planning requirements during the contingency period will be in accordance to ICAO Annex 2 *Rules of The Air*, Doc 4444 *Air Traffic Management* and CASR Part 170 *Air Traffic Services*. Additional information, will, however, be required, to indicate that the flight will operate in airspace where the contingency plan is active. This information is to be indicated in the 'RMK/' field of item 18 of the ICAO flight plan, for example “**RMK/CRIDN03**” in the event that Ujung Pandang ACC has taken over the air traffic services for Jakarta ACC. (Remarks/aircraft will be operating on contingency routes in the Jakarta FIR).

Airline operators are required to file flight plans in accordance with the contingency flight planning procedures. Flight plans should be filed at least 12 hours in advance in order to allow sufficient time for manual processing.

INTERCEPTION OF CIVIL AIRCRAFT

(Appendix 2 of ICAO Annex 2 — *Rules of the Air*)

(*Note.*— See Chapter 3, 3.8 of the Annex)

1. Principles to be observed by States

- 1.1 To achieve the uniformity in regulations which is necessary for the safety of navigation of civil aircraft due regard shall be had by Contracting States to the following principles when developing regulations and administrative directives:
- a) interception of civil aircraft will be undertaken only as a last resort;
 - b) if undertaken, an interception will be limited to determining the identity of the aircraft, unless it is necessary to return the aircraft to its planned track, direct it beyond the boundaries of national airspace, guide it away from a prohibited, restricted or danger area or instruct it to affect a landing at a designated aerodrome;
 - c) practice interception of civil aircraft will not be undertaken;
 - d) navigational guidance and related information will be given to an intercepted aircraft by radiotelephony, whenever radio contact can be established; and
 - e) in the case where an intercepted civil aircraft is required to land in the territory overflown, the aerodrome designated for the landing is to be suitable for the safe landing of the aircraft type concerned.
- 1.2 Contracting States shall publish a standard method that has been established for the maneuvering of aircraft intercepting a civil aircraft. Such method shall be designed to avoid any hazard for the intercepted aircraft.
- 1.3 Contracting States shall ensure that provision is made for the use of secondary surveillance radar, where available, to identify civil aircraft in areas where they may be subject to interception.

2. Action by intercepted aircraft

- 2.1 An aircraft which is intercepted by another aircraft shall immediately:
- a) follow the instructions given by the intercepting aircraft, interpreting and responding to visual signals in accordance with the specifications in Appendix 1;
 - b) notify, if possible, the appropriate air traffic services unit;
 - c) attempt to establish radio communication with the intercepting aircraft or with the appropriate intercept control unit, by making a general call on the emergency frequency 121.5 MHz, giving the identity of the intercepted aircraft and the nature of

the flight; and if no contact has been established and if practicable, repeating this call on the emergency frequency 243 MHz;

d) if equipped with SSR transponder, select Mode A, Code 7700, unless otherwise instructed by the appropriate air traffic services unit.

2.2 If any instructions received by radio from any sources conflict with those given by the intercepting aircraft by visual signals, the intercepted aircraft shall request immediate clarification while continuing to comply with the visual instructions given by the intercepting aircraft.

2.3 If any instructions received by radio from any sources conflict with those given by the intercepting aircraft by radio, the intercepted aircraft shall request immediate clarification while continuing to comply with the radio instructions given by the intercepting aircraft.

3. Radio communication during interception

If radio contact is established during interception but communication in a common language is not possible, attempts shall be made to convey instructions, acknowledgement of instructions and essential information by using the phrases and pronunciations in Table 2.1 and transmitting each phrase twice:

Table 2.1

Phrases for use by INTERCEPTING aircraft			Phrases for use by INTERCEPTED aircraft		
Phrase	Pronunciatio	Meaning	Phrase	Pronunciatio	Meaning
	n1			n1	
CALL SIGN	<u>KOL</u> SA-IN	What is your call sign?	CALL SIGN	<u>KOL</u> SA-IN	My call sign is (call sign) ² (call sign) sign)
FOLLOW	<u>FOL</u> -LO	Follow me	WILCO	<u>VILL</u> -KO	Understood Will comply
DESCEND	DEE- <u>SEND</u>	Descend for landing	CAN NOT	<u>KANN</u> NOTT	Unable to comply
YOU LAND	<u>YOULAAN</u>	Land at this aerodrome	REPEAT	REE- <u>PEET</u>	Repeat your instruction
	<u>D</u>				

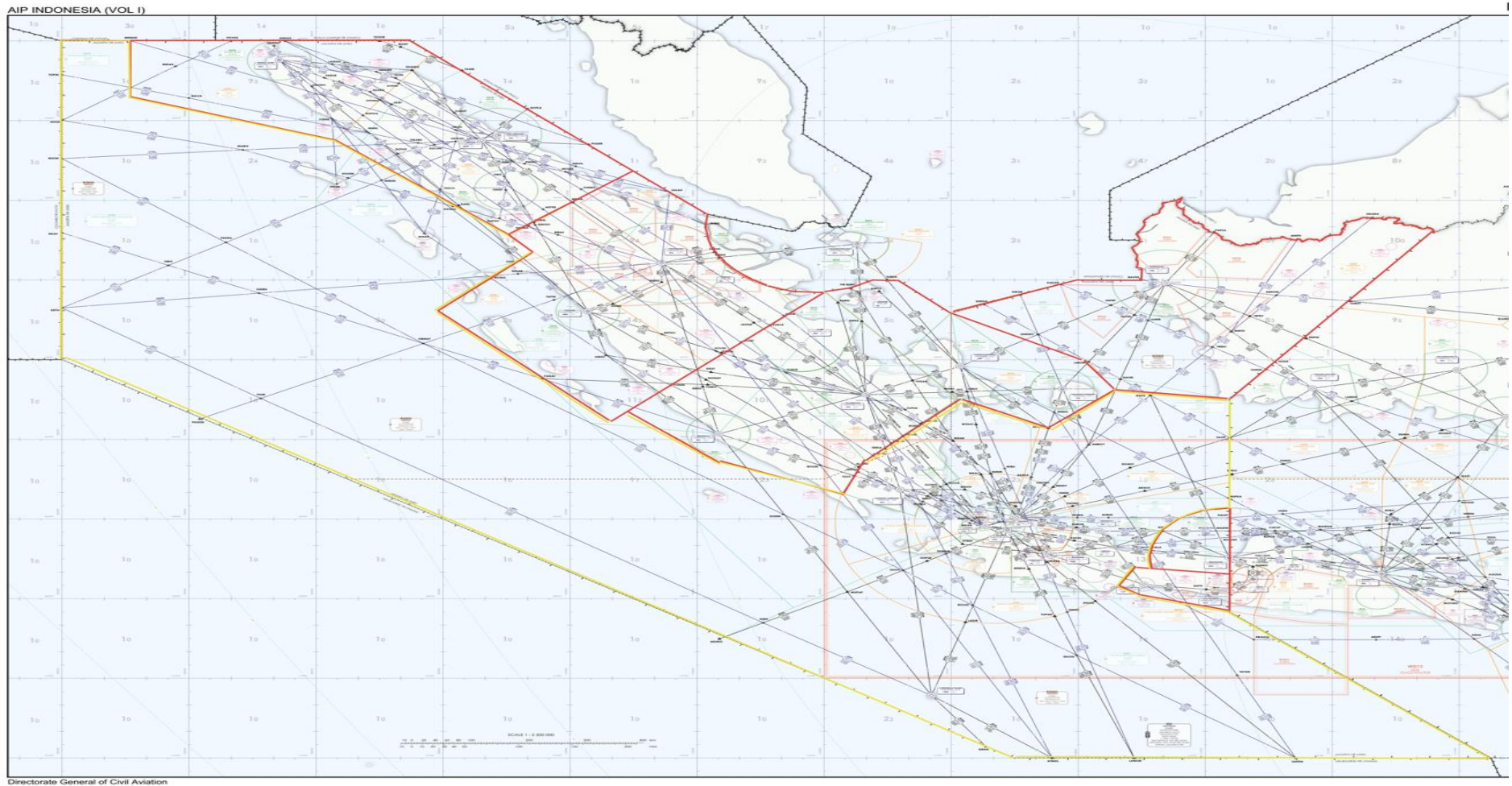
PROCEED	PRO- <u>SEED</u>	You may proceed	AM LOST	<u>AMLOSST</u>	Position unknown
			MAYDAY	<u>MAYDAY</u>	I am in distress
			HIJACK3	<u>HI-JACK</u>	I have been hijacked
			LAND	LAAND	I request to land at (place name) (place name) (place name)
			DESCEND	DEE- <u>SEND</u>	I require descent

1. In the second column, syllables to be emphasized are underlined.

2. The call sign required to be given is that used in radiotelephony communications with air traffic services units and corresponding to the aircraft identification in the flight plan.

3. Circumstances may not always permit, nor make desirable, the use of the phrase "HIJACK".

APP – TMA and FIC COVERED JAKARTA FIR MAP



PUBLIC HEALTH RISK (PANDEMIC) PROCEDURE

1. Pilot in command action

The pilot in command of an aircraft may take emergency measures in flight as may be necessary for the health and safety of travellers on board.

He/she shall inform air traffic control, as early as possible before arrival, of any cases of illness indicative of a disease of an infectious nature or evidence of a public health risk on board. This information must be relayed immediately/as soon as possible by air traffic control to the competent authority for the destination airport

The flight crew of the transiting aircraft shall, upon identifying a suspected case(s) of communicable disease, or other public health risk, on board the aircraft, promptly notify the Air Traffic Service (ATS) unit with which the pilot is communicating, the information listed below:

- a. aircraft identification;
- b. departure aerodrome;
- c. destination aerodrome;
- d. estimated time of arrival;
- e. number of persons on board; and
- f. number of suspected case(s) on board; and
- g. nature of the public health risk,

2. ATS Unit action

In the event of ATM Contingency Plan activated, the ATS unit concern shall provide the air traffic services to transiting aircraft from pandemic area with following procedure:

If known The ATS unit, upon receipt of information from a pilot regarding suspected case(s) of communicable disease, or other public health risk on board the aircraft, shall forward a message as soon as possible to the adjacent ATS unit, unless procedures exist to notify the appropriate authority designated by the State, and the aircraft operator or its designated representative.

3. In summary

When a report of a suspected case(s) of communicable disease or other public health risk, on board an aircraft, pilot shall report to ATC as listed below:

- a. Pilot reports to Air Traffic Services (ATS) Unit
 - b. ATS Unit shall forward the messages to next ATS unit
4. In the event Aeronautical Information Circular (AIC) already published by DGCA for response of global health emergency alert from WHO (World Health Organization) operator which depart from pandemic area shall be follow the Aeronautical Information Circular (AIC)

Flow Chart of Coordination

