

**ENR 1.10 FLIGHT PLANNING****1. PROCEDURES FOR THE SUBMISSION OF A FLIGHT PLAN****1.1 General procedures****1.1.1 Reference documents**

1.1.1.1 The basic rules for the submission of a flight plan are contained in the following documents:

ICAO Annex 2, Chapter 3

ICAO Doc 4444 Chapter 4, Chapter 11, Chapter 16 and Appendix 2

ICAO Doc 7030/5 Regional Supplementary Procedures, Part EUR

Implementing Regulation (EU) No.923/2012 - SERA

**1.1.2 Flight rules and categories of flight plans**

1.1.2.1 Subject to the mandatory requirements of airspace classification, a pilot may file a VFR or IFR Flight Plan for any flight. When flying in different types of airspace, a pilot may indicate if the aircraft will fly VFR first, then change to IFR; or vice versa.

1.1.2.2 There are two categories of flight plans:

- a. Full Flight Plans;
- b. Abbreviated Flight Plans.

*Note: The destination aerodrome will be advised of the flight only if the flight plan information covers the whole route of the flight.*

**1.1.3 Consistency of flight plans and associated update messages**

1.1.3.1 A centralised flight planning processing and distribution service has been established by EUROCONTROL and operates under the authority of the EUROCONTROL Network Manager (NM). The service is provided by the Integrated Initial Flight Plan Processing System (IFPS) and covers that part of the ICAO EUR Region known as the IFPS Zone (IFPZ).

1.1.3.2 The area of applicability and detailed procedures pertaining to the IFPZ are contained in the IFPS Users Manual. The IFPS Users Manual may be downloaded from the Network Operations website at: [www.eurocontrol.int/network-operations/library](http://www.eurocontrol.int/network-operations/library)

1.1.3.3 To ensure successful distribution of flight plans to air traffic service units, a flight plan that accurately represents the intentions of the flight must be submitted to, and acknowledged by the IFPS before the flight may operate under IFR as GAT within the IFPZ.

1.1.3.4 Upon receipt of a flight plan, or a change thereto, IFPS shall:

- a. check it for compliance with the format and data conventions;
- b. check it for completeness and accuracy;
- c. take action to ensure that the flight plan is acceptable to the air traffic services;
- d. indicate acceptance or rejection of the flight plan or changes thereto to the originator;
- e. ensure distribution of accepted flight plans and changes thereto to all relevant ATS Units within its area of responsibility;
- f. ensure re-addressing of accepted messages to any additional AFTN addresses as requested by the message originator.

- 1.1.3.5 The IFPS shall process supplementary messages including request flight plan messages and request supplementary flight plan messages.
- 1.1.3.6 Flight plans and associated messages for all IFR flights, the IFR parts of mixed IFR/VFR flights, and the GAT parts of mixed GAT/OAT flights, operating wholly or in part within the IFPZ, shall be addressed only to the two IFPS addresses for that IFR/GAT part of the flight within the IFPZ. This is only applicable to submissions via AFTN or IATA Type-B.
- 1.1.3.7 Those flight plans and associated messages that are both syntactically and semantically correct shall normally be processed automatically by the IFPS. Where inconsistencies in the syntax or semantics of messages submitted for processing are found by the IFPS, those messages shall normally fail automatic processing and may be passed for manual treatment by the IFPS staff or be rejected automatically.
- 1.1.3.8 The originator, when not being the operator or the pilot, shall ensure that the conditions of acceptance of a flight plan and any necessary changes to these conditions as notified by IFPS are made available to the operator or pilot who has submitted the flight plan.
- 1.1.3.9 The operator shall ensure that the conditions of acceptance of a flight plan and any necessary changes thereto as notified by the IFPS to the originator are incorporated into the planned flight operation and communicated to the pilot.
- 1.1.3.10 The operator shall ensure prior to operation of the flight that the content of the initial flight plan correctly reflects the operational intentions.
- 1.1.3.11 When a message submitted to the IFPS for processing has been acknowledged, the IFPS shall send a copy to the Enhanced Tactical Flow Management System (ETFMS) where the flight shall be analysed for any flow regulations that may be relevant for that flight.
- 1.1.3.12 The IFPS shall also calculate at what time the flight plan is closed. Such a closure shall be the time at which the flight plan details become unavailable for any further associated messages, and the flight details are no longer available to external users of the IFPS. The closure time of a flight shall either be upon successful processing of an arrival message, 2 hours after the flight is terminated in the ETFMS or 8 hours after the total Estimated Elapsed Time (EET) of that flight; whichever comes first. Until the flight is closed, it shall remain accessible and available for certain associated messages depending on the type and content of those messages.
- 1.1.3.13 The flight details shall remain available within the IFPS to a maximum of 24 hours after the closure of that flight, after which time the details shall be archived and shall not be directly available to the IFPS operational staff.
- 1.1.3.14 ATC units shall, during the pre-flight phase, make available through IFPS any necessary changes affecting the route or flight level key items of a flight plan that could affect the safe conduct of a flight, for flight plans and associated update messages previously received by them from IFPS.
- 1.1.3.15 No other changes to, or cancellation of a flight plan shall be made by an ATC unit in the pre-flight phase without co-ordination with the operator.
- 1.1.4 Adherence to airspace utilization rules and availability**
- 1.1.4.1 No flight plans shall be filed via the airspace of Tirana FIR or ACC or CTA deviating from the State restrictions defined within the Route Availability Document (RAD). This common European reference document contains all airspace utilisation rules and availability for Tirana FIR or ACC or CTA and any reference to them shall be made via <https://www.nm.eurocontrol.int/RAD/index.html>
- 1.1.4.2 The IFPS shall check all IFR/GAT flights or parts thereof operating within the IFPZ for compliance with any relevant RAD restrictions, including those military flights operating under GAT conditions.
- 1.1.4.3 The RAD shall be updated each AIRAC cycle to reflect periodical changes in the airspace of the IFPZ.
- 1.2 Submission of a flight plan**
- 1.2.1 Information relative to an intended flight or portion of a flight, to be provided to air traffic services units, shall be in the form of a flight plan. The term "flight plan" is used to mean variously, full information on all items comprised in the flight plan description, covering the whole route of a flight, or limited information required, inter alia, when the purpose is to obtain a clearance for a minor portion of a flight such as to cross an airway, to take

off from, or to land at a controlled aerodrome.

1.2.2 A flight plan shall be submitted prior to operating:

- a. any flight or portion thereof to be provided with air traffic control service;
- b. any flight within or into areas, or along routes designated by the competent authority, to facilitate the provision of flight information, alerting and search and rescue services;
- c. any flight within or into areas or along routes designated by the competent authority, to facilitate coordination with appropriate military units or with air traffic services units in adjacent States in order to avoid the possible need for interception for the purpose of identification;
- d. any flight across the Tirana FIR boundary;
- e. any flight planned to operate at night, if leaving the vicinity of an aerodrome.

1.2.3 A flight plan shall be submitted, before departure, to the air traffic services reporting office (ARO) at the departure aerodrome or, during flight, transmitted to the appropriate air traffic services unit.

1.2.4 In cases where no air traffic services (ATS) reporting office has been established, the flight plan should be submitted to the ATS unit performing the functions of such an office, or via the internet.

1.2.5 A flight plan for any flight planned to operate across international borders or to be provided with air traffic control service shall be submitted at least 60 minutes before departure, or, if submitted during flight, at a time which will ensure its receipt by the appropriate ATS unit at least 10 minutes before the aircraft is estimated to reach:

- a. the intended point of entry into a control area; or
- b. the point of crossing an airway.

1.2.6 A flight plan may cover only part of a flight, as necessary, to describe that portion of the flight or those manoeuvres which are subject to air traffic control.

1.2.7 The term 'submit a flight plan' refers to the action by the pilot or the operator to provide ATS with flight plan information. The term 'filed flight plan' refers to the flight plan as received and accepted by ATS whereas 'transmit a flight plan' refers to the action by a pilot to submit the flight plan, or submit abbreviated flight plan by radiotelephony to the ATS unit concerned.

1.2.8 An Abbreviated Flight Plan is the limited information required to obtain a clearance for a portion of flight, filed either by telephone prior to take-off or by radiotelephony (RTF) when airborne. This might apply in the case of a required clearance to fly in a Control Zone (CTR) or crossing an airway. No flight plan form is submitted and the destination aerodrome will not be informed.

1.2.9 In the case of a departure from an aerodrome within a CTR, an Abbreviated FPL may be sufficient to obtain clearance to depart the aerodrome and route to the appropriate CTR/CTA boundary.

1.2.10 A Full Flight Plan must be filed if the pilot requires the destination aerodrome to be notified of the flight.

1.2.11 Flight plans shall not be submitted more than 120 hours before the estimated off-block time of a flight.

1.2.12 FPL messages should be transmitted immediately after the filing of the flight plan. If a FPL is filed more than 24 hours in advance of the estimated off-block time of the flight to which it refers, the date of the flight departure shall be inserted in Item 18 of the flight plan.

1.2.13 In the event of a delay of 30 minutes in excess of the estimated off-block time for a controlled flight or a delay of one hour for an uncontrolled flight for which a flight plan has been submitted, the flight plan should be amended or a new flight plan submitted and the old flight plan cancelled, whichever is applicable.

1.2.14 In addition, an integrated web briefing system allows pilots or aircraft operators to file their own flight plans and other related messages anywhere within Albania. Applications for flight planning online should be made via the AIS website at: [www.ais.albcontrol.al](http://www.ais.albcontrol.al)

1.2.15 A flight plan to be submitted during flight should normally be transmitted to the ATS unit in charge of the FIR or

control area in or on which the aircraft is flying, or in or through which the aircraft wishes to fly. When this is not practicable, it should be transmitted to another ATS unit for retransmission as required to the appropriate air traffic services unit. However, the filing of flight plans on the RTF is to be discouraged due to the delay likely to be caused by controller workload and congestion on the frequency.

### **1.3 VFR Flight Plans**

#### **1.3.1 International operations**

1.3.1.1 Pilots undertaking international flights are reminded that a flight plan must be filed for all VFR flights which will cross the Tirana FIR Boundary.

1.3.1.2 VFR flight plans shall be submitted to the ARO at the departure aerodrome at least 60 minutes before clearance to start up or taxi is requested. The ARO may assist with the compiling of flight plans and checking them. However, the ultimate responsibility for the filing of an accurate flight plan rests with the pilot or aircraft operator. A written FPL, which is filed through the ARO at the departure aerodrome, must be submitted on the ICAO FPL form.

1.3.1.3 A filed flight plan message shall be originated and addressed as follows by the ARO serving the departure aerodrome or, when applicable, by the ATS unit receiving a flight plan from an aircraft in flight:

- a. Tirana ACC or FIC;
- b. Tirana Aerodrome Control Tower;
- c. Aerodrome Control Tower and ARO at the destination aerodrome;
- d. All ACC or FIC in charge of each FIR along the route that the aircraft will fly through or land.

1.3.1.4 When filing the flight plan, pilots are to ensure that well defined, significant points are included in the FPL to indicate where the aircraft will cross the Tirana FIR Boundary. A position may also be shown as LAT/LONG, or as a bearing and distance from a navigation aid. This information shall be shown in Item 15 (Route) and Item 18 (Other Information) of the flight plan form.

1.3.1.5 Pilots should plan their flights, where possible, at such altitudes, which would enable radio contact to be maintained with the appropriate ATS Unit whilst the aircraft is crossing the FIR Boundary. Position reports are required when crossing the FIR Boundary.

1.3.1.6 In the case of a flight through intermediate stops, where flight plans for each stage of the flight are filed at the first departure aerodrome, the ARO at the first departure aerodrome shall:

- a. transmit an FPL message for the first stage of flight;
- b. transmit a separate FPL message for each subsequent stage of flight, addressed to the air traffic services reporting office at the appropriate subsequent departure aerodrome.

1.3.1.7 The air traffic services reporting office at each subsequent departure aerodrome shall take action on receipt of the FPL message as if the flight plan has been filed locally.

1.3.1.8 The pilot is responsible for ensuring that the airborne time of the flight is passed to the ARO with whom the flight plan has been filed. The ARO will ensure that the departure (DEP) message is sent to the appropriate addressees.

#### **1.3.2 Domestic operations**

1.3.2.1 Pilots undertaking domestic flights are reminded that a flight plan must be filed for all VFR flights when operated within or into controlled airspace Classes C and D, or passing through a restricted airspace, and when forming part of aerodrome traffic at controlled aerodromes.

1.3.2.2 Pilots may file a flight plan for any flight when operated in airspace Class G, but it is most advisable to file a FPL if flying over the sea, or over sparsely populated areas and mountainous areas where search and rescue operations may be difficult.

1.3.2.3 VFR flight plans shall be submitted to the ARO at the departure aerodrome at least 60 minutes before clearance

to start up or taxi is requested. The ARO may, when appropriate, assist in the compilation of flight plans and interpreting the associated messages.

1.3.2.4 If there is no ARO at the departure aerodrome, or the ARO is not connected to the AFTN, the pilot must ensure that the FPL is passed to the Tirana ARO for transmission over AFTN.

1.3.2.5 If pilots send their FPLs by e-mail or by fax, they should assure themselves that the FPL has been accepted and transmitted by ARO on their behalf. A telephone call to the ARO receiving the FPL, or contact with the ATS Unit at the aerodrome of departure, will enable pilots to confirm that their FPL has been received, accepted and transmitted.

*Note: The acceptance of FPL does not relieve the pilot of his/her responsibility for obtaining ATC clearance for the operation in controlled airspace or in controlled aerodromes as well as for correct pre-flight preparation.*

1.3.2.6 Pilots submitting a FPL via e-mail or fax to the ARO will receive a copy of the transmitted FPL for checking. The checking for accuracy of the transmitted FPL is the responsibility of the pilot/aircraft operator.

1.3.2.7 Acceptance of the flight plan submitted online or changes thereto is indicated to the pilot from the integrated web briefing system. Responsibility for filing an accurate FPL still rests with the pilot.

*Note: Acceptance of flight plans does not relieve the pilots of their responsibility to obtain an ATC clearance prior to entering the controlled airspace.*

1.3.2.8 A filed flight plan message shall be originated and addressed as follows by the ARO serving the departure aerodrome or, when applicable, by the ATS unit receiving a flight plan from an aircraft in flight:

- a. Tirana ACC or FIC;
- b. Aerodrome Control Tower at the destination aerodrome;
- c. Aerodrome Control Tower, when applicable.

1.3.2.9 FPL messages for flights along specified routes or portions of routes in close proximity to FIR boundaries shall also be addressed to the ACC or FIC in charge of each FIR adjacent to such routes or portions of routes.

1.3.2.10 When filing the flight plan, pilots are to ensure that well defined, significant points are included in the FPL to indicate where the aircraft will cross the control zone/area boundary. A position may also be shown as LAT/LONG, or as a bearing and distance from a navigation aid. This information shall be shown in Item 15 and Item 18 of the flight plan form.

1.3.2.11 The pilot is responsible for ensuring that the airborne time of the flight is passed to the ARO with whom the flight plan has been filed. The ARO will ensure that the departure (DEP) message is sent to the appropriate addressees. Failure to pass the airborne time will result in the flight plan remaining inactive; consequently, this could result in the destination aerodrome not being aware that alerting action should be taken.

### 1.3.3 Aerial activities

1.3.3.1 Pilots/operators, or their representatives, intending to embark upon civil aerial activities (crop spraying, photography and filming, and survey) should notify details of the flights to the Tirana FIC in the following format:

- a. Type of activity;
- b. Location(s);
- c. Area of operation(s);
- d. Date and time of intended operation(s);
- e. Maximum operating height(s);
- f. Number and type(s) of aircraft;
- g. Contact e-mail, fax and/or telephone number(s);

h. Operating company and fax/telephone number(s) (if applicable).

1.3.3.2 Pre-notification of intended operations should be communicated, by e-mail or fax if possible, to the Tirana FIC not less than 4 hours before commencement of the activity.

1.3.3.3 Every reasonable attempt should be made to inform the Tirana FIC as soon as it becomes obvious that an activity previously notified will no longer take place, or that the activity has been completed.

## **1.4 IFR Flight Plans**

### **1.4.1 Submission of flight plans to the IFPS**

1.4.1.1 The means of submission of flight plans and associated messages to the IFPS are: AFTN, IATA Type-B (SITA/ARINC), B2C (CHMI, NMP, NOP) and B2B.

1.4.1.2 The format accepted by IFPS for the submission of flight plans and associated messages are:

- ICAO FPL2012
- ADEXP
- FIXM (NM B2B and FF-ICE)

1.4.1.3 The method of submission of flight plans and associated messages is dependent upon the location of the aerodrome of departure.

#### *Aerodrome of Departure (ADEP) within IFPZ*

1.4.1.4 Flight plans and associated messages for IFR/GAT flights departing from an aerodrome within the IFPZ shall be submitted directly to the IFPS and not via the Air Traffic Services Reporting Office (ARO) at the departure aerodrome.

1.4.1.5 AOs who are unable (e.g. no AFTN or IATA Type-B nor access to B2B/B2C) to submit their flight plan or associated messages directly to the IFPS shall submit the flight plan messages to the ARO of the departure aerodrome.

1.4.1.6 It shall be the responsibility of the ARO to ensure submission to the IFPS for processing of any flight plans or associated messages relating to IFR/GAT flights or parts thereof intending to operate within the IFPZ submitted to that ARO by the relevant AOs or their representative.

1.4.1.7 AOs shall ensure that the flight plan or associated message is always submitted either directly to the IFPS or to the ARO at the departure aerodrome, but not both.

#### *Aerodrome of Departure (ADEP) outside IFPZ*

1.4.1.8 Flight plans and associated messages for IFR/GAT flights entering the IFPZ from a departure aerodrome outside the IFPZ shall be submitted in accordance with the procedures applicable within the State concerned.

1.4.1.9 It shall be the responsibility of the ARO to ensure submission and acceptance by the IFPS for processing of any flight plans or associated messages relating to IFR/GAT flights or parts thereof intending to operate within the IFPZ submitted to that ARO by the relevant AOs or their representative.

1.4.1.10 AOs shall ensure that, once submitted to the ARO, their flight plans and associated messages are acknowledged by IFPS before the operation of the flight and that any changes notified by IFPS are communicated to the pilot.

### **1.4.2 Time of submission**

1.4.2.1 Flight plans for flights which may be subject to ATFCM shall be submitted to the IFPS at least 3 hours before the EOBT.

1.4.2.2 IFPS will not accept flight plans submitted more than 120 hours in advance of the EOBT. If an FPL is submitted more than 24 hours in advance of the EOBT, the date of flight (DOF) must be indicated in Item 18 of the FPL.

1.4.2.3 Any changes to the EOBT of more than 15 minutes for any IFR flight within the IFPZ shall be communicated to the IFPS.

#### 1.4.3 Addressing IFR flight plans

1.4.3.1 All flight plans and associated submitted to the IFPS, when filed via AFTN or IATA Type-B, shall be addressed only to the two IFPS addresses to allow processing for that portion of the flight within the IFPZ.

1.4.3.2 The IFPS addresses for submissions via AFTN or IATA Type-B are:

Network/System location	IFPS 1 Haren, Belgium	IFPS 2 Bretigny, France
AFTN	EUCHZMFP	EUCBZMFP
IATA Type-B	BRUEP7X	PAREP7X

*Note: All flight plans and associated messages must be addressed to both IFPS (IFPS1 & IFPS2) either via the AFTN network or the IATA Type-B network, but not both networks.*

1.4.3.3 For those IFR/GAT flights departing within the IFPZ and proceeding outside, and for those IFR/GAT flights that depart outside the IFPZ and proceed to enter, it shall remain the responsibility of the message originator to ensure that the relevant ATS Units outside the IFPZ are addressed. That function shall not be undertaken by the IFPS unless those addresses are added under the re-addressing function to any message submitted to the IFPS for processing.

1.4.3.4 The IFPS shall not process messages relating to flights operating completely under VFR or OAT conditions. However, those flights planning to operate under mixed IFR/VFR or GAT/OAT conditions within the IFPZ shall submit any flight plan and associated messages to the IFPS in order that the IFPS may process only those parts of that flight operating under IFR/GAT conditions. It shall remain the responsibility of the message originator to ensure distribution of the flight plan and any associated messages for those parts of that flight operating under VFR or OAT conditions. That function shall not be undertaken by the IFPS unless those addresses are added under the re-addressing function to any message submitted to the IFPS for processing.

1.4.3.5 The IFPS shall not include any alternate aerodromes in the automatic addressing process. Where the message originator requires a copy of the flight plan or associated message to be sent to the alternate aerodrome, it shall be the responsibility of the message originator to include any relevant addresses in the re-addressing function of that message.

1.4.3.6 Re-addressing function may be used in any flight plan or associated message submitted to the IFPS for processing.

1.4.3.7 The IFPS shall transmit a copy of a message to any AFTN addresses specified by the message originator in the re-addressing function of that message.

1.4.3.8 The extra addresses for re-addressing shall be included in the message text after the originator information line and immediately before the opening bracket of the message. A maximum of 7 AFTN addresses is allowed per line of extra addressing, and each line shall begin with the letters 'AD' separated by a space from the first address.

#### 1.4.4 IFPS Operational Reply Messages (ORM)

1.4.4.1 Certain FPL messages are exclusive to the IFPS process, and are named Operational Reply Messages (ORM). They are:

- a. The FPL Acceptance Acknowledgement Message (ACK).
- b. Referred for Manual Repair (MAN).
- c. FPL Message Rejected (REJ).

1.4.4.2 Operational Reply Messages (ORMs) shall be used by the IFPS to indicate to a message originator the status of the processing of a submitted message.

- 1.4.4.3 The ACK message will be automatically received from IFPS when the FPL has been automatically accepted into the system. Alternatively, a MAN message will indicate that the FPL has not been accepted and is awaiting manual intervention by an IFPS operator. Manual repair of a failed FPL is often carried out in conjunction with the FPL originator. Where FPLs are filed directly to IFPS, it is strongly advised that the originator's contact details be included in Item 18 where this is not obvious from the flight details. An ACK message will include the "repaired" message so that the changes can be checked by the originator, and it is essential that the flight crew are informed of the accepted FPL route.
- 1.4.4.4 Receipt of a REJ message will indicate that the FPL has not been accepted by IFPS. The REJ message will indicate the errors in the message which need to be resolved and will also include a copy of the message received by IFPS; this will enable the originator to determine if the message has been corrupted during transmission. If an FPL or associated message is rejected by IFPS, a corrected message must be sent without delay.
- 1.4.4.5 Until an ACK message has been received by the message originator, the requirement to submit a valid FPL for an IFR/GAT flight intending to operate within the IFPS Zone will not have been satisfied. In this case the flight details will not have been processed by IFPS and consequently the flight data will not have been distributed to the relevant ATS Units within the IFPS Zone. Therefore, errors in the FPL or associated messages may result in the flight concerned being delayed.

## **2. CONTENTS OF A FLIGHT PLAN**

### **2.1 Items of a flight plan**

- 2.1.1 A flight plan shall comprise information regarding such of the following items as are considered relevant by the competent authority:
- Aircraft identification
  - Flight rules and type of flight
  - Number and type(s) of aircraft and wake turbulence category
  - Equipment
  - Departure aerodrome or operating site
  - Estimated off-block time
  - Cruising speed(s)
  - Cruising level(s)
  - Route to be followed
  - Destination aerodrome or operating site and total estimated elapsed time
  - Alternate aerodrome(s) or operating site(s)
  - Fuel endurance
  - Total number of persons on board
  - Emergency and survival equipment
  - Other information.
- 2.1.2 For flight plans submitted during flight, the departure aerodrome or operating site provided shall be the location from which supplementary information concerning the flight may be obtained, if required. Additionally, the information to be provided in lieu of the estimated off-block time shall be the time over the first point of the route to which the flight plan relates.
- 2.1.3 An abbreviated flight plan transmitted in the air by radiotelephony for the crossing of controlled airspace, or any other areas or routes designated by the competent authority, normally contains, as a minimum: call sign, type



of aircraft, point of entry, point of exit and level. Additional elements may be required by the competent authority.

## **2.2 Information about the operator in the flight plan in case of providing alerting service**

- 2.2.1 The ATS unit shall, when practicable, inform the aircraft operator when an alerting service is provided to an aircraft. In order to facilitate quick and effective coordination, it is advisable to provide in the flight plan (item 18 'Other information') information sufficient to enable the ATS unit to contact the on-duty staff of the aircraft operator if such information has not been provided to the ATS unit by other means.

## **3. COMPLETION OF A FLIGHT PLAN**

### **3.1 General**

- 3.1.1 A flight plan shall contain information, as applicable, on relevant items up to and including 'Alternate aerodrome(s) or operating site(s)' regarding the whole route or the portion thereof for which the flight plan is submitted.
- 3.1.2 It shall, in addition, contain information, as applicable, on all other items when so prescribed by the competent authority or when otherwise deemed necessary by the person submitting the flight plan.
- 3.1.3 An operator shall, prior to departure:
- a. ensure that, where the flight is intended to operate on a route or in an area where an RNP type is prescribed, the aircraft has an appropriate RNP approval, and that all conditions applying to that approval will be satisfied;
  - b. ensure that, where operation in reduced vertical separation minimum (RVSM) airspace is planned, the aircraft has the required RVSM approval; and
  - c. ensure that, where the flight is intended to operate where an RCP type is prescribed, the aircraft has an appropriate RCP approval, and that all conditions applying to that approval will be satisfied.

### **3.2 Completion of the flight plan form**

- 3.2.1 A flight plan form based on the model in ICAO Doc 4444, Appendix 2 should be provided and should be used by operators and air traffic services units for the purpose of completing flight plans.
- 3.2.2 Operators and air traffic services units should comply with:
- a. the instructions for completion of the flight plan form given in ICAO Doc 4444, Appendix 2; and
  - b. any constraints identified in relevant Aeronautical Information Publications (AIPs).

*Note: Failure to adhere to the provisions of Appendix 2 or any constraint identified in relevant AIPs may result in data being rejected, processed incorrectly or lost.*

- 3.2.3 With extensive use of automatic data processing in flight planning it is most important that the FPL Form is correct in every detail before submission. Even minor mistakes, such as leaving a space where it is not called for, will result in a delay in processing the information, which can cause a delay to the flight.

*Note 1: Item numbers on the form are not consecutive, as they correspond to Field Type numbers in ATS messages.*

*Note 2: Air traffic services data systems may impose communications or processing constraints on information in filed flight plans.*

### **3.3 EUR flight planning requirements**

The following flight planning requirements will apply to operators of aircraft intending to conduct flights within the EUR Region:

#### **3.3.1 Date of flight**

3.3.1.1 If a flight plan for a flight conducted wholly in the EUR Region is filed more than 24 hours in advance of the EOB T, it is mandatory to provide the date of flight.

3.3.1.2 If the flight plan is filed less than 24 hours in advance of the EOB T, the date of flight may be optionally indicated.

3.3.1.3 This information will be inserted in Item 18 of the flight plan in the form of a 3-letter indicator (DOF) followed by an oblique stroke and date of flight in a 6-figure group format:

DOF/ YYMMDD (YY=Year; MM=Month; DD=Day)

### 3.3.2 Route (including changes of speed, level and/or flight rules)

#### *Flights along designated ATS routes*

3.3.2.1 The route shall describe the intended route of the flight and shall be completed in accordance with ICAO Doc 4444 requirements.

3.3.2.2 If the departure or destination aerodrome is located on or connected to the ATS route, the last point of the SID or the first point of the STAR (or the IAF, where no STAR is available) shall be inserted in Item 15 of the FPL as the first or the last point of the route description followed or preceded by the designator of the ATS route, followed or preceded by each point at which either a change of speed or level, a change of ATS route, and/or a change of flight rules is planned.

3.3.2.3 If the departure or destination aerodrome is not located on or connected to the ATS route, the letters DCT shall be inserted in Item 15 of the FPL followed or preceded by the point of joining the first ATS route, followed or preceded by the designator of the ATS route.

3.3.2.4 The route of a FPL shall not contain SID or STAR designators.

#### *Flights outside designated ATS routes*

3.3.2.5 For flights operating outside designated ATS routes within the Tirana FIR below FL 115, the route shall be completed as required by the competent authority. For flights crossing Tirana FIR boundary, the significant points shown in ENR 4.4 shall be inserted in the FPL to indicate where the aircraft will cross the Tirana FIR boundary. A position may also be shown as LAT/LONG, or as a bearing and distance from a route reporting point or navigation aid. This information shall be inserted in Item 15 (Route) and Item 18 (Other information).

### 3.3.3 Indication in the flight plan of special status flights (STS)

3.3.3.1 To indicate the necessity for special handling, the appropriate Special Status Indicator (STS) should be inserted in Field 18 of the flight plan. The indicators defined are as follows, and are listed in the order in which they are to be inserted, if used:

STS	Reason for special handling by ATS
ALTRV	for a flight operated in accordance with an altitude reservation
SAR	for a flight engaged in a search and rescue mission
HEAD	a flight with Head of State status
ATFMX	for a flight approved for exemption from ATFCM measures by the appropriate ATS authority
HOSP	for a medical flight declared by medical authorities
HUM	for a flight operating on a humanitarian mission
STATE	for a flight engaged in military, customs or police services
FFR	for a flight engaged in fire-fighting
NONRVSM	for a non-RVSM flight intending to operate in RVSM airspace
MEDEVAC	for a life critical medical emergency evacuation
MARSA	for a flight for which a military entity assumes responsibility for separation of military aircraft
FLTCK	for a flight performing calibration of navaids
HAZMAT	for a flight carrying hazardous material

3.3.3.2 The following STS/indicators will be recognized by the EUROCONTROL NM and will be provided with

automatic exemption from flow regulation:

STS/HEAD; STS/SAR; STS/FFR; STS/MEDEVAC and STS/ATFMX.

- 3.3.3.3 The following STS/indicators require approval for exemption from flow regulation from the CAA of Albania, in accordance with the requirements detailed in ATFCM Users Manual and ENR 1.9:

STS/STATE, STS/HUM and STS/HOSP.

- 3.3.3.4 In addition to military operations, operators of customs or police aircraft shall insert the letter M in Item 8 of the Flight Plan Form.

- 3.3.3.5 To remove STS descriptor(s) from the flight plan currently held by the IFPS, a modification message (CHG) may be submitted to the IFPS for processing that contains the complete Item 18 without the STS descriptor(s) which is intended to be removed.

### **3.3.4 Indication in the flight plan of 8.33 kHz channel spacing capable radio equipment**

- 3.3.4.1 For flights conducted wholly or partly in the ICAO EUR region, in addition to the letter S and/or any other letters, as appropriate, the letter Y shall be inserted in Item 10 of the flight plan for aircraft equipped with 8.33 kHz channel spacing capable radio equipment, regardless of the requested level.

- 3.3.4.2 The letter Y shall not be inserted in Item 10, the letter Z shall be inserted in Item 10a and the descriptor COM/EXM833 in Item 18 of the flight plan for aircraft not equipped, but which have been granted exemption from the mandatory carriage equipment.

- 3.3.4.3 The letter M shall be inserted in Item 8, the letters U and Z in Item 10a and the descriptor COM/EXM833 in Item 18 of the flight plan for State aircraft not equipped with 8.33 kHz channel spacing capable radio equipment but equipped with UHF.

- 3.3.4.4 In case of a change in the 8.33 kHz capability status for a flight planned to operate in the ICAO EUR region, a modification message shall be sent with the appropriate indicator inserted in the relevant Item, as given in the IFPS Users Manual.

- 3.3.4.5 Medical flights specifically declared by the medical authorities and aircraft engaged in search and rescue actions are automatically exempted from the 8.33 kHz mandatory carriage equipment. The letter Y shall not be inserted in Item 10a and the descriptor STS/SAR or STS/HOSP or STS/MEDEVAC or STS/FFR shall be inserted in Item 18 of the flight plan.

### **3.3.5 Indication in the flight plan of RVSM approval status**

- 3.3.5.1 Only RVSM approved aircraft and non-RVSM approved State aircraft shall operate between FL290 – FL410 inclusive within the lateral limits of the EUR RVSM airspace.

- 3.3.5.2 Operators of RVSM approved aircraft shall indicate the approval status by inserting the letter W in Item 10 of the ICAO flight plan form, regardless of the requested flight level.

- 3.3.5.3 Operators of non-RVSM approved State aircraft with a requested cruising level of FL 290 or above shall insert STS/NONRVSM in Item 18 of the ICAO flight plan form.

- 3.3.5.4 Operators of formation flights of State aircraft shall not insert the letter W in Item 10 of the ICAO flight plan form, regardless of the RVSM approval status of the aircraft concerned. Operators of formation flights of State aircraft intending to operate within the EUR RVSM airspace as general air traffic (GAT) shall include STS/NONRVSM in Item 18 of the ICAO flight plan form.

- 3.3.5.5 The aircraft registration shall be inserted in Item 18 of the ICAO flight plan form.

- 3.3.5.6 Non-RVSM approved aircraft shall operate below FL290 or above FL410 within the lateral limits of the EUR RVSM airspace.

### **3.3.6 Indication in the flight plan of RNAV approval status**

- 3.3.6.1 Operators of aircraft approved for basic area navigation (B-RNAV/RNAV5) operations shall insert the designator 'R' in Item 10a of the flight plan and PBN/ in Item 18 followed by the appropriate capability of that

flight. The PBN descriptors for B-RNAV are: B1, B2, B3, B4, B5.

3.3.6.2 Operators of aircraft approved for precision area navigation (P-RNAV/RNAV1) operations shall, in addition to the designator 'R' in Item 10a, also insert PBN/ in Item 18 followed by the appropriate capability of that flight. The PBN descriptors for P-RNAV are: D1, D2, D3, D4, depending upon the sensors used, as appropriate. Unlike RNAV1 it is also possible to achieve P-RNAV capability using only VOR/DME in which case 'Z' should be inserted in item 10a and NAV/EURPRNAV in item 18.

3.3.6.3 Operators of State aircraft not approved for B-RNAV or P-RNAV operations shall not insert any of the designators B1, B2, B3, B4, B5, D1, D2, D3, D4 within the PBN/ indicator of Item 18 of the flight plan. Instead, the letter 'Z' shall be inserted in Item 10a and NAV/RNAVX shall be inserted in Item 18 of the flight plan.

Where a failure or degradation results in the aircraft being unable to meet the B-RNAV functionality and accuracy requirements before departure, the operator of the aircraft shall not insert any of the designators B1, B2, B3, B4, B5 within the PBN/ indicator of Item 18 of the flight plan. Since such flights require special handling by ATC, the letter 'Z' shall be inserted in Item 10a and Item 18 shall contain NAV/RNAVINOP.

### 3.4 Supplementary flight plan information

3.4.1 Information regarding supplementary flight plan data (information normally provided under Item 19 of the ICAO flight plan form) shall be kept readily available by the operator at the departure aerodrome or another agreed location, so that, on request by ATS units, it can be supplied without delay.

3.4.2 Where such information is supplied as part of a flight plan submission to IFPS it will be extracted and stored for later retrieval, if required, in the event of an emergency situation arising. Supplementary flight plan information will not be included in the normal flight plan distribution by IFPS.

*Note: If the FPL has been filed via the integrated web briefing system, this information will be held by the system, but will not be transmitted.*

3.4.3 ATS Units requiring supplementary flight plan information on a particular flight and for urgent operational reasons may contact the Supervisor at the appropriate IFPU; assistance will be provided by either:

- a. giving information on Field 19 where such information has been submitted to and stored by IFPS;
- b. giving advice on a contact name/address of the AO and/or originator of the flight plan, which may be stored in the database;
- c. giving any additional information which may be contained in Field 18.

3.4.4 A request supplementary flight plan (RQS) message shall be transmitted when an ATS unit wishes to obtain supplementary flight plan data. The message shall be transmitted to the air traffic services reporting office at the departure aerodrome or in the case of a flight plan submitted during flight, to the ATS unit specified in the flight plan message.

## 4. CHANGES TO A FLIGHT PLAN

### 4.1 Submission of changes to a flight plan

4.1.1 Subject to the provisions of SERA.8020 (b) all changes to a flight plan submitted for an IFR flight, or a VFR flight operated as a controlled flight, shall be reported as soon as practicable to the appropriate air traffic services unit. For other VFR flights, significant changes to a flight plan shall be reported as soon as practicable to the appropriate air traffic services unit.

4.1.2 Information submitted prior to departure regarding fuel endurance or total number of persons carried on board, if incorrect at time of departure, constitutes a significant change to the flight plan and as such shall be reported.

4.1.3 Flight plan data may be updated with any time, level or route changes, and any other changes except key fields, as necessary.

4.1.4 Any changes to a previously submitted flight plan for an IFR/GAT flight or part thereof operating within the IFPZ shall be submitted to the IFPS for processing.

4.1.5 It shall not be possible to modify certain key fields within a flight plan, as these fields are used for message

association purposes.

4.1.6 These non-modifiable key fields are:

- Aircraft Identification
- Aerodrome of Departure
- Aerodrome of Destination
- Estimated Off-Block Date (as a direct modification to the DOF sub-field).

4.1.7 To change any of these items, it shall be necessary to cancel the original flight plan and refile a new flight plan containing the corrected data. The RFP procedure shall not be used for such changes.

4.1.8 Apart from the above key fields, flight plans may be modified by sending a modification message (CHG) or a delay message (DLA). In the FPL related cases, the IFPS also accepts the modification of a flight plan by submitting another flight plan (with a different route for example) providing that the message originator is the same and that the key fields are identical. The second flight plan shall overwrite the original filed flight plan except for the estimated off-block time (EOBT). Modification of the EOBT shall only be possible by sending a DLA or CHG message.

## **4.2 Associated messages**

### **4.2.1 Delay (DLA)**

4.2.1.1 A DLA message shall be transmitted when the departure of an aircraft, for which basic flight plan data (FPL) has been sent, is delayed by more than 30 minutes after the estimated off-block time contained in the basic flight plan data. In the event of such delays it is important that the pilot advises the departure aerodrome ARO that a DLA message can be sent.

4.2.1.2 The DLA message shall be transmitted by the ARO serving the departure aerodrome to all recipients of basic flight plan data.

4.2.1.3 However, in order to meet the requirements of ATFCM, all IFR aircraft operating within the IFPS must have any changes to their EOBT of more than 15 minutes notified to the IFPS.

4.2.1.4 The IFPS shall not accept a delay of more than 20 hours in advance of the current EOBT held for the flight.

### **4.2.2 Departure (DEP)**

4.2.2.1 Unless otherwise prescribed on the basis of regional air navigation agreements, a DEP message shall be transmitted immediately after the departure of an aircraft for which basic flight plan data have been previously distributed.

4.2.2.2 The DEP message shall be transmitted by the ARO serving the departure aerodrome to all recipients of basic flight plan data.

4.2.2.3 A DEP message is not required if an IFR FPL has been filed with IFPS and the flight will operate solely within the IFPS Zone.

4.2.2.4 DEP messages must always be sent for VFR FPLs operating outside controlled airspace and for IFR FPLs operating outside the IFPS Zone.

4.2.2.5 It is also important that the DEP message is sent, as this activates the FPL. Failure to activate the FPL could result in the destination aerodrome not being aware that alerting action should be taken.

4.2.2.6 The IFPS shall accept a departure message for any existing flight plan provided the departure time indicated in the message is not in the future when compared to the system time at the time of processing. Where the departure time is indicated to be in the future, such messages shall be automatically rejected by the IFPS.

### **4.2.3 Modification (CHG)**

4.2.3.1 A CHG message shall be transmitted when any change is to be made to basic flight plan data contained in

previously transmitted FPL data. The CHG message shall be sent to those recipients of basic flight plan data which are affected by the change. Relevant revised basic flight plan data shall be provided to such affected entities not previously having received this.

4.2.3.2 In the case of FPLs filed with IFPS, and as long as the CHG message is sent to them, IFPS will do this automatically for the IFR portions of the FPL.

4.2.3.3 Other modifications to a filed FPL, such as a change in aircraft type, speed, level, route, etc., can be notified using a change (CHG) message.

4.2.3.4 It is also important that when any changes or modifications are made to the original FPL, that a change (CHG) message is transmitted to all the addressees that will be affected by the change or modification.

#### **4.2.4 Cancellation (CNL)**

4.2.4.1 A flight plan cancellation (CNL) message shall be transmitted when a flight, for which basic flight plan data has been previously distributed, has been cancelled. The ARO serving the departure aerodrome shall transmit the CNL message to ATS units which have received basic flight plan data.

4.2.4.2 Any changes to aircraft call sign, point of departure and/or destination will require the original FPL to be cancelled and a new FPL submitted.

4.2.4.3 Should the flight be cancelled, for any reason, it is equally important to ensure that a cancellation (CNL) message is transmitted to all the original FPL addressees. In the case of FPLs filed with IFPS, and as long as the CNL message is sent to them, IFPS will do this automatically for the IFR portion of the FPL.

4.2.4.4 Until a flight plan held by the IFPS is cancelled or closed, it shall remain accessible for certain updates. Message originators should not file a second flight plan where one already exists in the IFPS for the same flight.

#### **4.2.5 Arrival (ARR)**

4.2.5.1 When an arrival report is received by the ARO serving the arrival aerodrome, this unit shall transmit an ARR message:

- a. for a landing at the destination aerodrome:
  - to the ACC or FIC in whose area the arrival aerodrome is located, if required by that unit; and
  - to the ATS unit, at the departure aerodrome, which originated the flight plan message, if that message included a request for an ARR message;
- b. for a landing at an alternate or other aerodrome:
  - to the ACC or FIC in whose area the arrival aerodrome is located; and
  - to the aerodrome control tower at the destination aerodrome; and
  - to the air traffic services reporting office at the departure aerodrome; and
  - to the ACC or FIC in charge of each FIR or upper FIR through which the aircraft would have passed according to the flight plan, had it not diverted.

4.2.5.2 When a controlled flight which has experienced failure of two-way communication has landed, the aerodrome control tower at the arrival aerodrome shall transmit an ARR message:

- a. for a landing at the destination aerodrome:
  - to all ATS units concerned with the flight during the period of the communication failure; and
  - to all other ATS units which may have been alerted;
- b. for a landing at an aerodrome other than the destination aerodrome:

- to the ARO serving the destination aerodrome; this unit shall then transmit an ARR message to other ATS units concerned or alerted as in a) above.

4.2.5.3 On processing an arrival message, the IFPS shall distribute that message to the aerodrome control tower, approach and ATS reporting office of the aerodrome of departure where that aerodrome has specified a requirement to receive such messages, and is located within the IFPZ. The IFPS shall also send a copy of that arrival message to any extra addresses included in the re-addressing function.

4.2.5.4 On processing a diversion arrival message, the IFPS shall distribute that message to all ATC units that have been calculated in the processing of the associated flight plan, also to any extra addresses included in the re-addressing function.

4.2.5.5 In addition, the IFPS shall also close the associated flight plan, at which point the flight plan data shall become inaccessible outside the IFPS.

4.2.5.6 If an ARR message or diversion arrival message submitted to the IFPS for processing does not contain the estimated off-block time (EOBT) after the aerodrome of departure, the IFPS shall not raise an error, but the EOBT will be automatically inserted in the output by IFPS.

### 4.3 Replacement Flight Plan (RFP)

4.3.1 When an individual flight plan (FPL) has been filed but it is decided, within 4 hours of EOBT, to use an alternative routing between the same aerodromes of departure and destination, either a modification message (CHG) may be sent or alternatively:

- a. a cancellation message (CNL) shall be sent to IFPS;
- b. not less than 5 minutes after sending the CNL message, a replacement flight plan (RFP) in the form of an FPL with identical call sign shall be transmitted;
- c. the RFP shall contain, in Item 18, the indication "RFP/Qn", where RFP signifies "Replacement Flight Plan" and "n" is "1" for the first replacement, "2" for the second replacement, and so on; and
- d. the last RFP shall be filed at least 30 minutes before EOBT.

*Note: The submission of a replacement flight plan is normally accepted as fulfilling a State's requirement for advance notification of flight (diplomatic clearance).*

## 5. CLOSING A FLIGHT PLAN

### 5.1 Submission of an arrival report

5.1.1 An arrival report shall be made in person, by radiotelephony, or by telephone at the earliest possible moment after landing, to the appropriate air traffic services unit at the arrival aerodrome, by any flight for which a flight plan has been submitted covering the entire flight or the remaining portion of a flight to the destination aerodrome.

5.1.2 Submission of an arrival report is not required after landing on an aerodrome where air traffic services are provided on condition that radio communication or visual signals indicate that the landing has been observed.

5.1.3 When a flight plan has been submitted only in respect of a portion of a flight, other than the remaining portion of a flight to destination, it shall, when required, be closed by an appropriate report to the relevant air traffic services unit.

5.1.4 When no air traffic services unit exists at the arrival aerodrome or operating site, the arrival report, when required, shall be made as soon as practicable after landing and by the quickest means available to the nearest air traffic services unit.

5.1.5 When communication facilities at the arrival aerodrome or operating site are known to be inadequate and alternate arrangements for the handling of arrival reports on the ground are not available, the following action shall be taken. Immediately prior to landing the aircraft shall, if practicable, transmit to the appropriate air traffic services unit, a message comparable to an arrival report, where such a report is required. Normally, this transmission shall be made to the aeronautical station serving the air traffic services unit in charge of the flight information region in which the aircraft is operated.

## **5.2 Contents of an arrival report**

5.2.1 Arrival reports made by aircraft shall contain the following elements of information:

- a. aircraft identification;
- b. departure aerodrome or operating site;
- c. destination aerodrome (only in the case of a diversionary landing);
- d. arrival aerodrome or operating site;
- e. time of arrival.

5.2.2 Whenever an arrival report is required, failure to comply with these provisions may cause serious disruption in the air traffic services and incur great expense in carrying out unnecessary search and rescue operations.

## **6. FLIGHT PLANNING PROCEDURES WITHIN SECSI FRA**

### **6.1 Flight procedures**

#### **6.1.1 General**

6.1.1.1 All aircraft, other than State aircraft, shall comply with:

- Aircraft equipment requirements of the respective State;
- General rules and procedures of the respective State; and
- Current RAD.

6.1.1.2 For exemptions for State aircraft see the corresponding AIPs.

6.1.1.3 Within SECSI FRA, relevant significant points are considered as FRA Horizontal Entry (E), FRA Horizontal Exit (X), FRA Intermediate (I), FRA Arrival Connecting (A) and FRA Departure Connecting (D) Points, as described in ENR 4.1 and ENR 4.4 subsections.

6.1.1.4 The Flight Level Orientation Scheme (FLOS), applicable within SECSI FRA, corresponds to the semi-circular rules according to ICAO Annex 2, Appendix 3 a) or SERA Appendix 3 and ENR 1.7. Exceptions to this rule are published in ENR 4.1 and ENR 4.4 column "Remarks".

#### **6.1.2 Eligible flights for SECSI FRA**

6.1.2.1 Eligible flights are all flights that are intending to operate within the vertical and horizontal limits of SECSI FRA as specified in ENR 2.1 and/or ENR 2.2 and ENR 6 of the corresponding AIPs, regardless of the phase of flight (overflights, arriving or departing from local aerodromes or from aerodromes situated in close proximity of SECSI FRA).

### **6.2 Airspace restrictions and airspace reservations**

#### **6.2.1 Circumnavigating areas of airspace restrictions and airspace reservations**

6.2.1.1 Flights may be planned through active Military Areas published in sections ENR 2.2, ENR 5.2 or AD 2 of the corresponding AIPs, unless otherwise stated in RAD, Appendix 7.

6.2.1.2 Flight planning is not permitted through active restricted, danger or prohibited areas published in ENR 5.1 of the corresponding AIP, unless otherwise stated in RAD, Appendix 7.

6.2.1.3 Airspace users shall plan their trajectory around airspaces that are not available for civil operations as published/managed by NOTAM/AUP/UUP by using FRA relevant points published in ENR 4.1/ENR 4.4.

#### **6.2.2 Promulgation of route extension**

6.2.2.1 In cases, where crossing of active reserved (restricted) areas is not possible, one of the following procedures



applies:

- a. A flight will be instructed tactically by ATC to proceed via FRA Intermediate Points (I) published in ENR 4.1/ENR 4.4;
- b. Tactical radar vectoring by ATC.

6.2.2.2 The average extension to be considered by airspace users is approximately 5 NM.

### 6.3 Flight planning within SECSI FRA area

#### 6.3.1 General

6.3.1.1 Within SECSI FRA, airspace users are allowed to plan user preferred trajectories using significant points or radio navigation aids (see ENR 4.1 and ENR 4.4), as well as geographical coordinates under special conditions and rules laid down in AIP and RAD.

6.3.1.2 Eligible flights shall flight plan via FRA relevant points according to the table below.

From	To	Remarks
FRA Horizontal Entry Point (E)	FRA Horizontal Exit Point (X)	Flight plan direct or via one or several Intermediate Points.
	FRA Arrival Connecting Point (A)	
	FRA Intermediate Point (I)	
FRA Departure Connecting Point (D)	FRA Horizontal Exit Point (X)	
	FRA Arrival Connecting Point (A)	
	FRA Intermediate Point (I)	
FRA Intermediate Point (I)	FRA Horizontal Exit Point (X)	
	FRA Arrival Connecting Point (A)	
	FRA Intermediate Point (I)	

6.3.1.3 In SECSI FRA there is no limitation on the number of FRA Intermediate Points (I) and DCT-s used in Field 15 of FPL.

6.3.1.4 Within SECSI FRA there is no limitation on the maximum DCT distance.

6.3.1.5 In case published FRA Intermediate Points (I) or DCT segments are compulsory due ATS operational reasons, specific rules for the correct usage are described in the respective RAD. This is valid for departing, arriving and overflying traffic.

6.3.1.6 Flights shall not be planned closer than 3 NM to the published SECSI FRA border.

6.3.1.7 To manage the operationally sensitive areas, No Planning Zones (NPZ-s) are published. An NPZ is a defined airspace volume within which the planning of FRA DCT trajectories is either not allowed or allowed only for exceptions as described.

6.3.1.8 Airspace users can avoid these areas by planning via appropriate SECSI FRA Intermediate Points (I) around the NPZ or according to described conditions. Planning a DCT through the published NPZ will cause a reject message (REJ) by IFPS except where the set conditions are met. For complete NPZ source information see RAD.

6.3.1.9 For Y/Z flights, changes of flight rules (IFR joining or cancelling) shall be indicated, by reference, to any FRA relevant point, as published in ENR 4.1 and ENR 4.4 respectively.

6.3.1.10 Airspace users may use any significant FRA point published in ENR 4.1 and ENR 4.4, or unpublished point defined by geographical coordinates as described in 6.4, for indicating changes of level and speed.

6.3.1.11 Usage of bearing and distance from a significant point or radio navigation aid as FRA Intermediate Point (I) is not allowed in SECSI FRA.

6.3.1.12 Route portions between unpublished points defined by geographical coordinates, as well as to/from significant

points or radio navigation aids shall be indicated by means of "DCT" in accordance with ICAO Doc 4444 Appendix 2 "Flight Plan, Item 15".

### **6.3.2 Cross border application**

6.3.2.1 Inside SECSI FRA, the crossing of FIR borders as well as the crossing of the Area of Responsibility boundary between the involved ATS units is basically allowed without the usage of FRA Intermediate Points (I) published along the boundaries, except otherwise specified in RAD. Except for DCT segments published in RAD Appendix 4, ATS Routes and SIDs/STARs:

- entry to and exit from SECSI FRA shall be planned using the published FRA Horizontal Entry (E) and FRA Horizontal Exit (X) Points only;
- the planning of DCT segments that are partially outside the lateral limits of SECSI FRA (reentry segments) is only allowed by using FRA Horizontal Entry (E) and FRA Horizontal Exit (X) Points.

### **6.3.3 Determination of Lowest Available Level (LAL) within SECSI FRA**

6.3.3.1 For determination of lowest available level within those parts of the SECSI FRA where Free Route operations are eligible from ground to FL 660 see AIP Austria and AIP Slovenia, ENR 6.8. The published values correspond to the lowest available level within controlled airspace ensuring obstacle clearance.

6.3.3.2 Flight plan filing, according to SECSI FRA flight planning rules below these minima will cause a reject message by IFPS.

### **6.3.4 Use of geographical coordinates in Field 15**

6.3.4.1 Unpublished points defined by geographical coordinates shall in general only be inserted along the direct trajectory between two FRA relevant points (E/X/I/A/D) to indicate changes of level and speed.

### **6.3.5 Overflying traffic**

6.3.5.1 Overflying traffic are all flights whose aerodromes of departure and destination are located outside SECSI FRA.

6.3.5.2 Overflying traffic may be planned directly from any FRA Horizontal Entry Point (E) to any FRA Horizontal Exit Point (X) and via published and unpublished FRA Intermediate Points (I) as specified in the AIPs of the States involved in SECSI FRA and RAD.

### **6.3.6 Access to FRA for departing traffic**

6.3.6.1 Departing traffic are flights whose departure aerodrome is located inside the lateral limits of SECSI FRA.

6.3.6.2 Depending on the aerodrome, there are different requirements on flight planning for departing traffic. FRA flight plan filing shall be started from:

- a FRA Departure Connecting Point (D) or;
- a specific FRA Intermediate Point (I) linked to an aerodrome according to RAD or;
- if no SID is available or there is no requirement for a connecting point, any FRA relevant point within a required distance from the aerodrome, according to RAD, can be used.

### **6.3.7 Access to FRA for arriving traffic**

6.3.7.1 Arriving traffic are flights whose aerodrome of destination is located inside the lateral limits of SECSI FRA.

6.3.7.2 Depending on the aerodrome, there are different requirements on flight planning for arriving traffic. FRA flight plan filing shall be finished:

- at a FRA Arrival Connecting Point (A); or
- at a specific FRA Intermediate Point (I) linked to an aerodrome according to RAD; or

- if no STAR is available or there is no requirement for a connecting point, at any FRA relevant point within a required distance from the aerodrome, according to RAD, can be used.

## 7. FLIGHT PLANNING AND COMMON BALKANS REGION PROCEDURES

NATO Regulations for aircraft operating as General Air Traffic (GAT) in the Balkans region, Version 4.1, contains mandatory provisions and applies to all GAT operating in the airspace over Kosovo. Strict adherence to these rules and procedures is essential. Additionally, it also provides guidance for procedures for GAT operating in the Balkans region.

### 7.1 Flight Plans

Flight plans are to be filed in accordance with ICAO and EUROCONTROL procedures. When able, users/aircrew are advised to file inbound and outbound flight plans at the airport of initial departure. Flight plans are to include proper Aeronautical Fixed Telecommunication Network (AFTN) addresses in accordance with published procedures.

*Note: All NATO/KFOR flights are to ensure that RMK/NATO is in Field 18 of the Flight Plan.*

- 7.1.1 Flight movement messages relating to traffic into or via KFOR Sector shall be addressed as stated below in order to warrant correct relay and delivery. Flight movement messages in this context comprise flight plan messages, amendment messages relating thereto and flight plan cancellation messages (ICAO PANS ATM, DOC 4444, Chapter 11, para 11.2.1.1 refers).

Category of flight	Route (into or via airspace)	Unit name	Message address
Instrument flight rules (IFR)	KFOR Sector	IFPS 1 IFPS 2	EUCHZMFP EUCBZMFP

- 7.1.2 Do not call CAOC TJ for flight planning information.

### 7.2 AIP/AIC/NOTAM/AIM

For civil and military airports located within the Balkans region, aircrews are reminded to check and comply with all applicable and relevant AIP, AIC, current NOTAM or AIM for available Air Traffic Service (ATS) routes and altitudes. The aeronautical data and information for the KFOR Sector is published as a SUP to the Hungarian AIP. In the SUP, only differences or additional requirements to AIP Hungary are published. NOTAM for airspace above FL205 in the airspace over Kosovo, KFOR Sector, will be distributed by HungaroControl in one series, identified by the letter K.

*Note: Requests concerning inclusion and/or changes to the distribution list of Hungarian NOTAM series K should be addressed to: (email) notam@hungarocontrol.hu or (AFS) LHBPYNYN.*

- 7.2.1 Airspace/FL restrictions over the Balkans region are subject to change. Accordingly, users must check all applicable and relevant AIP/AIC, NOTAM and AIM for updates prior to departure.

- 7.2.2 Before planning and executing GAT flights in the Balkans region, relevant NOTAM and all applicable and relevant AIP are to be consulted.

### 7.3 Call signs

Users are to indicate designated ICAO call sign (C/S) on slot application requests to the airport. Once the slot request is approved, this C/S must be used entering, within and exiting Balkans region airspace.

*Note: Call signs for hospital flight GAT/Visual Flight Rules (VFR) and Humanitarian (HUMRO) flights into airspace over Kosovo are coordinated through the Schedule Facilitation Unit at Pristina International Airport.*

### 7.4 Diplomatic Clearance

Users are responsible for obtaining all over-flight diplomatic clearances enroute, to and within the Balkans region in accordance with standard commercial or national procedures, as applicable.

*Note: As Hungary exercises no sovereign powers in the airspace over Kosovo, FL205 to FL660, identified as KFOR Sector, will remain closed for enroute/overflight of State aircraft.*

## **7.5 Flight Procedures in the Balkans region**

7.5.1 Aircraft entering the Balkans region airspace, IFR/GAT must comply with the following requirements:

- An approved IFR flight plan (both inbound and outbound);
- Maintain contact with the appropriate Air Traffic Control (ATC) unit on two-way radio communications;
- Monitor Ultra-High Frequency (UHF) or Very High Frequency (VHF) Guard for emergency broadcasts;
- Operational Mode 3/A with Mode C (altitude information) or Mode S transponder;
- Pilots should refer to the applicable and relevant AIP and NOTAM for the latest aeronautical information;
- Deviation from the current flight plan route or portion of it is not permitted unless fully coordinated with ATC, due to military operational flights operating in close proximity to ATS routes;
- Military aircraft and aircrew operating in accordance with NATO Regulations will comply with national guidance on aircraft equipment systems and professional gear;
- Aircrews are to report any security or safety hazards to the appropriate authorities as soon as possible on the appropriate ATC frequencies.

## **7.6 Mode 3A Assignment Procedures in the Balkans region**

7.6.1 Flights in Albania may be asked to select Mode 3/A as assigned by Tirana ACC on request. If asked to do so, compliance with national ATC procedures is mandatory.

## **7.7 Airspace Flow Management: Flight Request and Slot Allocation Procedures**

The airports are the transportation agency controlling slot times for all fixed-wing airlift aircraft arriving in and departing from the Balkans region. Prior Permission Required (PPR)/Slot requests for intra-theatre flights to/from airports/landing sites are to be submitted using the request forms at Annex B2/B3 of NATO Regulations, Version 4.1. Requests are to be typed, not hand written. Requests submitted on superseded editions, or that are unreadable or incomplete will be returned to the sender without consideration. Any request submitted without appropriate valid accompanying documentation or approval will be rejected.

## **7.8 Pristina International Airport Slot Allocation Procedure**

7.8.1 Commercial Flights. The Schedule Facilitation Unit of Pristina International Airport is responsible for the coordination and assignment of airport slots, taking into consideration airport capacity. The Unit confirms the arrival/departure times at/from Pristina International Airport and on a permanent basis will give advice on airport capacity to commercial air carriers, and HUMRO flights for which a permit has been issued by the Department of Civil Aviation (DCA).

The exchange of messages shall be done as per International Air Transport Association (IATA) Standard Schedules Information Manual (SSIM).

*Note: Slot requests/Schedule Movement Advice for commercial air carriers into Pristina International Airport shall be submitted as per IATA SSIM Messages. Additionally, requests through form Annex B2 of NATO Regulations, Version 4.1, are accepted and will be processed.*

7.8.2 Military Flights. The Schedule Facilitation Unit of Pristina International Airport in coordination with KFOR Air Point of Departure (APOD) Flight Operations Officer will assign arrival/departure (slot times) for military flights.

*Note: Slot requests for military flights are to be submitted through the Slot Request Form at Annex B of NATO Regulations, Version 4.1.*

## **7.9 Slot Time Allocations/Schedule Movement Confirmation - Conditions and Criteria for Pristina International Airport**

Adherence to Air Traffic Flow Management (ATFM) (-5 +10 minutes) is mandatory for aircraft subject to ATFM. Users unable to meet both airport slot and ATFM restrictions are to contact the airport, using the change procedure, no later than the day prior to coordinate a new airport slot time. Aircraft not adhering to airport slot times may be denied landing clearance and future user requests may be subject to conditional review. Aircraft may be up to 10 minutes early or 20 minutes late on the arrival/departure times, but a late arrival should make every effort to avoid a late departure. Late arrivals are not to exceed their scheduled time on the ground.

#### **7.10 Slot Time Allocation/Schedule Movement Confirmation - Change and Cancellation Procedure**

For schedule change or cancellation of GAT, military and HUMRO flights at Pristina International Airport, airlines and users must notify via email the Schedule Facilitation Unit with details of change or cancellation.

Schedule Facilitation Unit contact details:

Phone: +383 38 501 502 1170/ 49 911 310

Email: [scheduleprn@limakkosovo.aero](mailto:scheduleprn@limakkosovo.aero)

URL: <http://www.airportpristina.com>

For any change to schedule which might occur on the day of operation due to weather conditions, technical problems or any operational (non-commercial) reason, before operating the flight, airlines and air users must contact Pristina (PRN) Operations Control Centre (OCC) to receive the relevant information in regard to the available capacity on the day of operation.

Contact details for PRN OCC:

Phone: +383 38 501 502 2222/ 49 784 381

Fax: + 383 38 501 502 1323

Email: [occprn@limakkosovo.aero](mailto:occprn@limakkosovo.aero)

URL: <http://www.airportpristina.com>

Opening hours: 24h

Contact details for NATO/Military users:

KFOR Pristina Military Airport (APOD)

24/7 Duty Operations Manager:

Phone: +383 (0)49 750 3661

Email: [kfor.apod@gmail.com](mailto:kfor.apod@gmail.com)

APOD Manager:

Phone: +383 (0)49 750 3651

Email: [jlsgapodmgr@hq.kfor.nato.int](mailto:jlsgapodmgr@hq.kfor.nato.int)

Deputy APOD Manager:

Phone: +383 (0)49 770 2961

Email: [jlsgapodmgrdeputy@hq.kfor.nato.int](mailto:jlsgapodmgrdeputy@hq.kfor.nato.int)

- 7.10.1 Users should be aware that cancelled or missed flights are not subject to any automatic review. A new slot request must be submitted along with conditional accompanying authority (e.g. KFOR APOD and Civilian Aviation Authority (CAA) approval) as necessary. Carriers who fail to coordinate changes with the airport may

be subject to landing and take-off clearance delays or possible denial.

- 7.10.2 Changes required on the day of flight should be addressed directly to the airfield concerned. Each airfield is authorised to approve same day slot changes and user request cancellations at its own discretion.

*Note: A change to a larger aircraft type may only be approved if a slot is available.*

*Note: If the departure slot window is missed, any subsequent slot window on the same day for the same call sign at the same airfield will be in jeopardy. Retention or re-assignment of subsequent slot windows will be at the airport discretion.*

#### 7.11 Offload Facilities/Manifests

The carrier or sponsoring agency must ensure that offload resources such as a movements team, air cargo handling equipment, and trucks meet the aircraft at the destination airport for loading/unloading. All cargo must be palletised or capable of roll-on/roll-off handling. Loose containers should not be floor-loaded. Aircraft must carry passenger/cargo manifests on all flights and should not depart any location without accurate passenger/cargo manifests on file. Manifests must be presented to the appropriate airport ground personnel on request. If a manifest cannot be provided, the aircraft will be given an airport slot time to depart without offloading.

#### 7.12 Emergency and Medical Evacuation (MEDEVAC) Flights

Airport operations should be contacted directly by telephone for the flight coordination of emergency and MEDEVAC situations requiring immediate action.

#### 7.13 Very Important Person (VIP)/Distinguished Visitors (DV)

Users must include details on their slot requests of any VIP/DV being flown into an airfield. Users should specify each VIP/DV by name, rank and position in the 'VIPs on Board' column of the request (no VIP codes are to be used). In addition, users should specify on which legs of the flight the VIP/DV is arriving and departing. The airfield must be advised of updates to VIP/DV information using the slot change procedure as identified above.

### 8. REGULATIONS FOR OPERATIONS IN THE AIRSPACE OVER KOSOVO BELOW FL205 AND AT PRISTINA INTERNATIONAL AIRPORT

#### 8.1 Kosovo Air Safety Zone (ASZ)

The ASZ has been relaxed.

#### 8.2 Kosovo Administrative Boundary Line (ABL)

Military flights crossing the ABL are strictly prohibited, except for flights with COMKFOR approval. All NATO/KFOR military aircraft should also refer to the NATO Balkan Airspace Control Plan.

#### 8.3 ANS

ANS are provided within the established Class D, and G airspace. Flight Information Service (FIS) and Alerting Service is provided for all aircraft provided with air traffic control service; in so far as practicable, to all other aircraft having filed a flight plan or otherwise known to the air traffic services; and any aircraft known or believed to be subject of unlawful interference.

- 8.3.1 Pristina ANSP provides Air Traffic Services in the airspace over Kosovo, from Ground to FL205. See the applicable and relevant AIP.

#### 8.4 Flight Procedures for VFR/GAT in airspace over Kosovo

Users intending to operate VFR/GAT in airspace below FL205 over Kosovo must comply with the following procedures and requirements:

- Submit the application form and the documents to CAA at least three (3) working days in advance prior to the scheduled start of operations. The application form is available on the CAA website: <https://caa.rks-gov.net/en/category/aip-en>  
CAA will coordinate the request with KFOR J3 Air for approval and inform the Flow Management Unit (FMU).

- Submit a VFR flight plan to Pristina Aeronautical Information Services (AIS) office (both inbound and outbound);
- Two operational VHF radios on board;
- Report by radio during the period 20 to 40 minutes following the time of the last contact;
- Monitor VHF guard frequency 121.5;
- Operational Mode 3/A with Mode C (altitude information). Mode S transponder recommended;
- Pilots should refer to the applicable and relevant AIP and NOTAM for the latest aeronautical information;
- Aircrews are to report any security or safety hazards to the appropriate authorities as soon as possible on the appropriate ATC frequencies;
- When the final landing is completed anywhere in Kosovo outside Pristina CTR, ensure the flight plan is closed by calling Pristina Approach (APP) via RTF 135.475 or 125.980 VHF or via phone Pristina ATS Reporting Office (ARO): +383 38 595 8303 or +383 38 595 8306.

## 8.5 Airspace Configuration

See applicable and relevant AIP.

## 8.6 Pristina International Airport - BKPR.

8.6.1 Airport Information. See applicable and relevant AIP.

8.6.2 General Comments

Pilots should refer to applicable and relevant AIP and NOTAM for the latest aeronautical information.

8.6.2.1 All military and military charter flights into Pristina require PPR and slot approval from Pristina Airport SCHEDULE PRN. Military requirements at Pristina Airport will be coordinated with Pristina Airport SCHEDULE PRN and KFOR APOD Flight Operations Officer. Refer to applicable and relevant AIP for specific procedures on Pristina Airport operations.

8.6.2.2 All commercial air carrier flights into Pristina require prior approval from the pertinent Institution in Kosovo (refer to applicable and relevant AIP).

8.6.2.3 All HUMRO flights require prior approval from PRISTINA FMU and Pristina International Airport (refer to applicable and relevant AIP).

## 8.7 Specific Arrival/Departure procedures for Pristina International Airport.

All flights flying in or out of airspace over Kosovo shall enter/exit via the following Fixes:

8.7.1 Inbound/outbound flights via Albania airspace.

For all GAT flights:

- a. Entry point ARBER fix (42° 07' 49"N 020° 29' 51"E)  
Corridor with 5 NM either side of centerline linking ARBER FIX and PRT VOR/DME, airspace Class D, vertical limits 9500ft AMSL - FL205.

For relevant Standard Instrumental Arrivals (STARs) refer to applicable and relevant AIP.

- b. Exit point KUKAD fix (42°21'08"N 020°10'53"E).  
Corridor with 5 NM either side of centerline linking PRT VOR/DME with KUKAD FIX, airspace Class D, vertical limits 9500ft AMSL - FL205.

For relevant Standard Instrumental Arrivals (STARs) refer to applicable and relevant AIP.

8.7.2 Inbound flights to Kukes via Kosovo airspace

For all GAT flights:

RNP Approach RWY 19 at Kukes LAKU, as per AIP Albania LAKU AD 2.24-9.

Entry point SINNE fix (42°14'47N 020°10'02"E).

Corridor with 5 NM either side of centerline linking SINNE through KU501, KU502, KU503, KU504 to LAKU.

Vertical limits 4500ft AMSL - 9500ft AMSL. Class G airspace protected by a Radio Mandatory Zone (RMZ).

Flight Information Service (FIS) is provided within the RMZ. Only commercial and charter are permanently allowed to fly this procedure without prior authorization issue by KFOR.

For relevant Standard Instrumental Arrivals (STARs) refer to applicable and relevant AIP.

8.7.3 For military NATO/KFOR flights only:

a. KUKES Fix (42°10'03"N 020°32'33"E) is the inbound fix to Kosovo fix from Albania airspace.

It is established as a coordination point/ fix for NATO/KFOR traffic coming from Albanian airspace linking KUKES with PRT VOR/DME STARs.

*Note: The coordination point/ fix KUKES serves also as a VFR coordination point (See "Orange 04").*

b. JAKOV Fix (42°22'08"N 020°14'41"E) is the outbound from Kosovo fix to Albania airspace.

It is established as a coordination point/ fix for NATO/KFOR traffic departing from Kosovo to Albania airspace linking PRT VOR/DME SIDs with JAKOV.