

DRAFT

Digital NOTAM

Working Group Charter

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Prepared for:

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Systems Operations - Aeronautical Information Management group

Federal Aviation Administration

Revision History

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1 Introduction

The purpose of the Digital NOTAM System is to digitally encode, store, transform and transmit temporary changes that affect flight safety to aviation system customers.

The current NOTAM system has several well-documented limitations such as:

- Manual entry and validation process that is error prone
- Non-compliant with ICAO standards for NOTAMs
- Incomplete set of aeronautical information
- Legacy NOTAMS series and business processes that impede customer access to safety of flight information
- Inconsistent and difficult to comprehend textual messages
- Human readable format that is unsuited for advanced automation systems

The Digital NOTAM system is expected to address these limitations by providing:

- Automated entry and validation of information about events that are to be promulgated as NOTAMs
- Improved business processes including the provision to allow NOTAM originators to encode all the necessary information directly in digital format
- Nearly complete elimination of free text inputs making computer interpretation of NOTAM information possible.
- Improved human readable formats incorporating plain language with the possibility to be fully compatible with ICAO NOTAM requirements.
- Provision for advanced system to system and system to user interfaces that enable complex queries and more relevant pilot information briefings
- Enable new services, such as advanced pre-flight and in-flight briefing capabilities, made possible by the availability of all information, both static and dynamic, in digital format.

2 Working Group

Title: Digital NOTAM Submission Working Group (DNSWG)
Chairperson: Brett K. Brunk
Systems Operations – Aeronautical Information Management
Federal Aviation Administration

The DNSWG is expected to be a partnership between all United States Digital NOTAM stakeholders and the FAA. This is to ensure all the needs of the users of the system are met by the Digital NOTAM system.

3 Mission of the Working Group

The mission of DNSWG is to work with our stakeholders to develop specifications, as well as workflow, security and other operational requirements for submitting digital data about temporary changes to aeronautical resources to the Digital NOTAM system.

4 Scope

The focus of the working group will be on submitting information about events affecting aeronautical features ("candidate NOTAMs") electronically by a NOTAM originating authority through a system interface.

- The working group will develop detailed specifications for submitting temporary changes that affect all areas of an airport. Submission activity includes requests for creating new NOTAMs, and for revising or cancelling existing NOTAMs.
- The working group will develop a detailed step-by-step workflow process that ensures successful submission of candidate NOTAMs to the Digital NOTAM System. Some suggested steps include having:
 - Validation step before the actual submission, to enable the NOTAM originating authority to review the interpretation before the digital data and the NOTAM are activated.
 - Comparing the baseline (permanent) data for an airport to ensure the changes made as described in the NOTAM are accurate.
 - Mechanism to handle submission or response failures between the NOTAM originating authority system and the Digital NOTAM System.
- The working group will develop appropriate security requirements to ensure the submission is made by an authorized NOTAM originating authority and the information is not compromised during transmission between the NOTAM originating authority and the Digital NOTAM System. These requirements must meet FAA policies and standards.
- The working group will develop all of the operational requirement policies to ensure successful dissemination of NOTAM information (both in the new digital format and in the traditional text message format) to the aviation community. These policies should include but not be limited to expected response times and service level agreements (SLAs).
- The working group will identify any potential risks for submitting NOTAMs electronically and develop strategies to manage them.

5 Requirements

All information exchange communication with the Digital NOTAM system will be using the Aeronautical Information Exchange Model (AIXM). AIXM version 5 is an internationally endorsed model for aeronautical data that is based on ICAO Standards and Recommended Practices for Aeronautical Information and other relevant ICAO and industry standards. Information on AIXM can be found at: <http://www.aixm.aero>.

6 Duration of Working Group

The DNSWG is expected to have a term of six months expiring by the end of March 2008. All deliverables are expected to be complete by this time.

7 Membership

Members of the working group are expected to be users of the current NOTAM system. Although membership is open to all interested parties, final approval will be made by the chairman to ensure success of this activity.

The DNSWG will be a contribution-led working group in which contributions from all participants are welcomed. Feedback and input from all members will help ensure all the requirements are considered in the development of the Digital NOTAM system.

Membership requests can be made as follows:

- Send email request to kimberly.middleton@faa.gov
- Mention "DNSWG Membership Request" in the subject
- Provide
 - Full name
 - Organization
 - Title
 - Mailing address
 - Email
 - Telephone
 - Subject area expertise

8 Deliverables

All products from this working group will be made public at the DNSWG website.

- Minutes of all meetings and conference calls.
- Working group requirements/specification documents addressing, at a minimum, issues within scope:
 - Specification document clearly detailing the affected airport area, different NOTAM scenarios, and parameters used to describe them, data types and the corresponding AIXM feature/property each aspect of these scenarios maps to.
 - Workflow steps, including both required and optional steps that ensure accurate, reliable and timely submission of candidate NOTAM information to the Digital NOTAM system.
 - System to system interface specification, security and other operational requirements.
 - Risk identification and management.

9 Resources

The following resources will be provided to support the working group

- Web site for the working group to support dissemination (http://www.aixm.aero/public/standard_page/digital_notam_faa.html)
- Meeting room and required infrastructure for regularly scheduled meetings.
- Teleconference facilities for regularly scheduled conference calls.
- Maintaining working group member list.

10 Communication Mechanisms

- Monthly meeting of the working group alternating between meetings in Washington DC and teleconference calls.
- Working group forum website.
- Working group email.