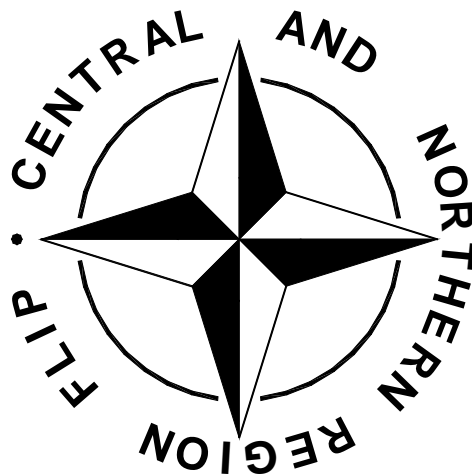


# Memorandum of Understanding

between

**MOD Belgium**  
**MOD Denmark**  
**MOD Germany**  
**MOD Netherlands**  
**MOD Norway**

regarding the common production of Flight Information Publications  
for the Central and Northern Region of NATO



Production Specifications for  
CENOR Flight Information Publications  
Instrument Approach Procedures  
Standard Instrument Procedures  
and Aerodrome Layouts

prepared by the  
Bundeswehr Air Traffic Services Office (AFSBw) - Section Aeronautical Publications  
Insterburger Straße 4-6, D-60487 Frankfurt am Main, Germany

# Memorandum of Understanding

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Ratified by:

MOD Belgium	01 SEP 2003
MOD Denmark	22 SEP 2003
MOD Germany	30 JUL 2003
MOD Netherlands	14 JUL 2003
MOD Norway	07 AUG 2003

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# 1 Scope

1.1 The safe conduct of military IFR flight operations depends, among other important things, primarily on the availability of valid flight information publications (FLIPs; in the context of this MoU, FLIPS are considered to extend to instrument approach procedures (IAP) and standard instrument departures (SID) with all necessary information in English, produced and published at specified time intervals). Because NATO aircrews may use the airspace over the entire NATO territory, information pertaining to the IAPs and SIDs of nations other than the home nation must be available.

As the production of FLIPs at national level is a small-scale, cumbersome and labor-intensive process, standardized joint FLIPs have been introduced, which

- increases the safety of flight operations,
- ensures the timely dissemination of FLIPs to pilots to facilitate the conduct of flight operations,
- decreases the production costs of FLIPs, and
- saves manpower.

The centralized production and distribution of FLIPs is therefore the optimum solution.

1.2 The responsibility for the management of its airspace and the adoption of procedures for its use rests with each individual nation. I.e; the responsibility for the authorization and the publication of IFR procedures. Therefore the mutual work within the CENOR community is based on trust.

1.3 It is common practice to publish procedures other than CENOR member states based on their national publications, as long as they meet the standards herein.

1.4 There are no objections to the publishing of procedures from several nations on the basis of their calculations and designs in a special booklet.

1.5 It is therefore the intention of participating nations to centralize the production of FLIP by publishing the Central and Northern Region Flight Information Publications (CENOR FLIP).

## 2 The Structure of CENOR

The CENOR is organized as follows:

- CENOR Steering Committee: Highest Controlling body of the CENOR group consisting of a MOD/Air Staff representative from each participating nation.
- CENOR Specialist Working Group: Technical and Editorial Group of the CENOR FLIP Production Specifications consisting of specialists within the field of procedure design and publication.
- CENOR Office: Central focal point for all matters concerning CENOR FLIP, as well as printing, producing and distributing the CENOR FLIP. For the purposes of this agreement, the Bundeswehr Air Traffic Services Office (AFSBw) is considered to be the CENOR Office.

### 2.1 Terms of Reference (TOR) of the CENOR Steering Committee

- control/monitor CENOR FLIP production according to the defined quality management regulations (ref para 4);
- monitor the work of the CENOR Specialist Working Group;
- decide on publication intervals of CENOR FLIP;
- control/monitor costs and financial aspects of CENOR FLIP;
- take the final decision on organizational, operational and functional matters raised by the CENOR Specialist Working Group and the CENOR Office, considering national responsibilities and aspects;
- evaluate and decide about the admission of additional NATO states;
- appoint liaison nation for a candidate state;
- obtain the formal consent to full membership of a candidate state from the MOD/Air Staff of the CENOR member states via the chairman of the CENOR Steering Committee when all requirements for membership are fulfilled (ref para 3.3);
- elect the chairman of the CENOR Steering Committee for a two-year period;
- the CENOR Steering Committee meets as required and at least once a year (combined with the CENOR Specialist Working Group) alternating in turn between the member nations (with the exception of Germany).

## **2.2 Terms of Reference (TOR) of the CENOR Specialist Working Group**

- maintain the CENOR FLIP production specifications;
- decide on format, standardization and amendments;
- propose changes with financial or major operational effects on the CENOR FLIP production specifications to the CENOR Steering Committee for approval;
- ensure that the required quality standard laid down in the CENOR FLIP Production Specifications is met.

CENOR Specialists Working Group meetings will be held twice a year. One meeting will be organized and chaired by the CENOR Office in the premises of the AFSBw, and the second meeting will be held iaw para 2.1.

## **2.3 Terms of Reference (TOR) of the CENOR Office**

- act as the Central Focal point for all matters concerning CENOR FLIP;
- award contracts on behalf of the CENOR Steering Committee;
- collect CENOR FLIP information from member nations;
- print, produce and distribute CENOR FLIP iaw this MoU and the CENOR FLIP production specifications.

The CENOR Office is only responsible for the completeness, printing and distribution of the data submitted by the individual nations.

## **3 Membership**

### **3.1 Admission**

The foundation members of the CENOR FLIPs are Belgium, Denmark, Germany, the Netherlands and Norway.

The admission of additional NATO states is possible, provided that it is in the interest of, and that the procedures can be utilized by the CENOR participating states.

By applying for admission, the state concerned accepts the provisions of the MoU and the CENOR specifications without reservation.

### **3.2 Admission Procedures**

Applications for admission are to be made in writing to the CENOR Office.

The CENOR Office will submit the application for a decision at the subsequent CENOR Steering Committee meeting. At the meeting a liaison nation shall be appointed after an unanimously decision has been taken.

Full membership will be preceded by a candidate membership until the admission requirements are met by the nation in question, and evaluated by the CENOR Steering Committee.

Ultimately the chairman of the CENOR Steering Committee shall obtain the formal consent to full membership of a candidate state from the MOD/Air Staff of each of the CENOR member states.

### **3.3 Admission Requirements**

The requisite quality of aeronautical data and Instrument Approach and Departure Procedures Design Criteria shall be guaranteed by the individual nation iaw CENOR standards (Reference to standards in para 5.4).

Changes and amendments to the CENOR FLIPs shall be prepared with proper lead times in compliance with the AIRAC cycle and the CENOR FLIP Production Specifications (reference to para 5.3).

### **3.4 Membership Withdrawal**

If a member state no longer meets the CENOR standards, the CENOR Steering Committee has the authority to withdraw it's membership from the CENOR organization.

## **4 Quality Management**

The highest standards of accuracy in plotting, drafting, reproduction and currency of information contained therein, shall be maintained. Refer to the CENOR FLIP Production Specifications. The responsibility for the authorization and the publication of IFR procedures and their amendments rests with the individual nations. Therefore the mutual work is based on trust.

## 5 CENOR FLIP Production

### 5.1 General

Due to the need for common FLIPs, the CENOR FLIPs are produced on the basis of copies/data of the individual nations' IAPs (High/Low) and SIDs.

Details regarding the transmission and exchange of data and any other necessary information will be agreed between the CENOR Office and the appropriate national FLIP/NOTAM offices.

### 5.2 Printing, Distribution, Shipping

The CENOR Office is responsible for the printing, shipping and distribution of CENOR FLIPs on the basis of individual national requests (to be specified).

- Printing  
CENOR FLIPs are printed at an adequate facility at the discretion of the CENOR Office based on data provided by the nations.
- Distribution  
The CENOR FLIPs shall be centrally distributed from the printing facility, so that they can be packed and addressed to the consignees there as well.
- Shipping  
The shipment of the CENOR FLIPs is based on the participating nations' own shipping capabilities and requirements. The CENOR FLIPs could be shipped directly to the final users or to a location at which military or other means of transport are available as directed by the responsible national representative.

### 5.3 Publication Dates and Periods, NOTAM Action

The CENOR FLIPs will be published at specified time intervals on the basis of the AIRAC system as laid down by ICAO and as agreed to by the CENOR Steering Committee. Depending on these dates, the preparation, printing and distribution lead times shall be determined in detail. Accordingly, changes and amendments to the CENOR FLIPs will have to be prepared with proper lead times in compliance with the AIRAC system.

Individual time requirements for shipping have to be considered to ensure the availability of CENOR FLIP to the user well in advance of the effective date. NOTAM action, if necessary, will be provided by the initiator.

#### **5.4 Standardization**

The procedure design should be in accordance with STANAG 3759 "Criteria for the Preparation of Instrument Approach and Departure Procedures" (reference to the CENOR FLIP Production Specifications).

The production of a common Central and Northern Region FLIP is considered to be the first step towards the NATO-wide standardization of FLIPs and in no way jeopardizes the aim of NATO in this regard.

#### **5.5 Costs**

Revenues from CENOR FLIP sales shall cover only the printing and distribution costs.

## **6 Validity of the Memorandum of Understanding (MoU)**

This MoU is binding nations for at least 5 years. Nations may agree to prolong the MoU for another period. Nations may terminate this MoU by giving two years' notice before the end of the year in which the termination shall become effective.