



**IVAO**  
POLAND

# Letter Of Agreement

Revision 1.0 – 3.2024



**ATC Operations Department**

# FOREWORD

## **Purpose**

This Letter of Agreement defines the coordination procedures to be applied between EPWW and Adjacent ACCs when providing ATS to General Air Traffic and Operational Air Traffic.

## **Operational Status**

All Divisions shall keep each other advised of any changes in the operational status of their facilities and navigational aids, which may affect the procedures specified in this Letter of Agreement.

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# DEFINITIONS

When the following terms are used in the present document they have the following meanings:

**Area of Responsibility.** An airspace of defined dimensions where a sole ATC unit has responsibility for providing air traffic services.

**Area of Common Interest.** A volume of airspace as agreed between two ATS units, extending into the adjacent/subjacent Areas of Responsibility, within which airspace structure and related activities may have an impact on air traffic coordination procedures.

**Approval Request.** Request from an ATS-unit to the ATS sector concerned for an approval of:

- An aircraft not yet airborne, whenever the flying time to the transfer of control point is less than the agreed minimum prenotification time, or
- An aircraft in flight intending to operate under conditions other than those described in mutually agreed procedures.

**Division Level.** The flight level dividing two superimposed AoR for the provision of ATS.

**General Air Traffic.** All flights which are conducted in accordance with the rules and procedures of ICAO and/or the national civil aviation regulations and legislation.

**Operational Air Traffic.** All flights which do not comply with the provisions stated for GAT and for which rules and procedures have been specified by appropriate national authorities.

**Reduced Vertical Separation Minimum.** A vertical separation minimum of 300 m (1 000 ft) which is applied between FL 290 and FL 410 inclusive, on the basis of regional air navigation agreements and in accordance with conditions specified therein.

**RVSM Approved Aircraft.** Aircraft that have received State approval for RVSM operations within the EUR RVSM airspace.



# DEFINITIONS

**Release for Climb.** An authorization for the accepting sector to climb (a) specific aircraft before the transfer of control.

*Note. – The transferring sector remains responsible within its Area of Responsibility for separation between the transferred aircraft and other aircraft unknown to the accepting unit, unless otherwise agreed.*

**Release for Descent.** An authorization for the accepting sector to descend (a) specific aircraft before the transfer of control.

*Note. – The transferring sector remains responsible within its Area of Responsibility for separation between the transferred aircraft and other aircraft unknown to the accepting unit, unless otherwise agreed.*

**Release for Turn.** An authorization for the accepting sector to turn (a) specific aircraft away from the current flight path by not more than 45° before the transfer of control.

*Note. – The transferring sector remains responsible within its Area of Responsibility for separation between the transferred aircraft and other aircraft unknown to the accepting unit, unless otherwise agreed.*

**State Aircraft.** For the purposes of EUR RVSM, only aircraft used in military, customs or police services shall qualify as State aircraft.

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# ABBREVIATIONS

When the following abbreviations are used in the present document they have the following meanings:

- ACC** – Area Control Center
- ACI** – Area of Common Interest
- AD** – Aerodrome
- AIP** – Aeronautical Information Publication
- AoR** – Area of Responsibility
- ATC** – Air Traffic Control
- ATS** – Air Traffic Services
- ATZ** – Air Traffic Zone
- CBA** – Cross-Border Area
- COP** – Coordination Point
- DEP** – Departure
- DEST** – Destination
- DFL** – Division Flight Level
- FIR** – Flight Information Region
- FLA** – Flight Level Allocation
- GAT** – General Air Traffic
- LoA** – Letter of Agreement
- OAT** – Operational Air Traffic
- RVSM** – Reduced Vertical Separation Minimum



# EXCHANGE OF FLIGHT DATA

## GENERAL

### Basic Flight Plans

Basic flight plan data should normally be available to both ATS units.

### Current Flight Plan Data

Messages, including current flight plan data, shall be forwarded by the transferring ATS unit to the accepting ATS unit either by automatic data exchange or by private text to the appropriate position.

*Note. – Automatic data exchange is done via the label. Enter cleared flight level. If applicable, enter the speed restriction and waypoint the traffic is flying direct to as well.*

### Revisions

Any significant revisions to the flight data are to be transmitted to the accepting ATS Unit.

Changes to the coordinated levels within 5 minutes of the ETO for the Transfer of Control point are subject to an Approval Request.

## MEANS OF COMMUNICATION AND THEIR USE

### Verbal Coordination

Use the Aurora intercom for this.

Start every communication with the internal callsign designated for your sector group.

### Written Coordination

When required, communication can be performed by private text between the relevant sectors.



# PROCEDURES FOR COORDINATION

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### General Conditions for Acceptance of Flights

1. Coordination of flights shall take place by reference to the COP for the relevant route and in accordance with the appropriate flight levels specified for the relevant route.
2. Flights shall be considered to be maintaining the coordinated level at the transfer of control point unless climb or descent conditions have been clearly stated by use of written coordination, unless otherwise described.
3. If the accepting ATS Unit cannot accept a flight offered in accordance with the conditions specified above it shall clearly indicate its inability and specify the conditions under which the flight will be accepted.
4. For any proposed deviation from the conditions specified in this Annex (e.g. COP, route or level) the transferring Unit shall initiate an Approval Request.
5. The accepting ATS Unit shall not notify the transferring ATS Unit that it has established ground-air communications with the transferred aircraft unless specifically requested to do so. The accepting Unit shall notify the transferring Unit in the event that communication with the aircraft is not established as expected.

### ATS Routes, Coordination Points and Flight Level Allocation

Available routes, COPs to be used and flight level allocation to be applied, unless otherwise described, are described in the tables below.



# Coordination Points and Flight Level Allocation

Explanation of marks/abbreviations used in the following labels:

**280** – Aircraft must be at given (underscored) FL over the coordination point

**↑ 190, 170A** – Aircraft will be in climb to FL190 and will pass the coordination point at FL 170 or above

**↓ 220, 260B** – Aircraft will be in descent to FL220 and will pass the coordination point at FL 260 or below

**360B** – Aircraft must be at FL360 or below at specific position

**rlsd** – Aircraft is released for next unit for stated course/level change before passing the border

## Flights from ACC Bremen to ACC Warszawa

DEP AD	COP	RWYs	FLA	Receiving Sector
EDDB	ARSAP, LUROS	R07/R08	FL160↑	EPWW ACC
	ALUKA, ARSAP, GILAS	R25/R26	FL270↑	
EDDP, EDDC	BODLA, GOVEN, SUBIX			

## Flights from ACC Warszawa to ACC Bremen

DEST AD	COP	RWYs	FLA	Receiving Sector
EDDB	RENKI	R25/R26	FL120↓	EDBB_APP
	GOVEN		FL260	Bremen ACC
EDDP, EDDC, EDDE	SUI, SUBIX		FL280	
EDDB	NUKRO		FL200	
	BODLA	R07/R08	FL280	
	BODLA	R25/R26	FL180	
	RENKI	R07/R08	FL240	
	RENKI	R25/R26	By Bremen ACC	





# Coordination Points and Flight Level Allocation

## Flights from ACC Warszawa to ACC Bratislava

DEP AD	COP	FLA	Receiving Sector
EPKT, EPKK	BABKO, MEBAN	FL240↑ / FL150A	Bratislava ACC
	REGTO	FL250↑ / FL150A	
	LOLKA	FL190↑ / FL150A	
EPRA, EPLL, EPLB, EPWR, EPRZ	ALL COPs	MAX FL350	
EPWA, EPMO	ALL COPs	MAX FL360	

DEST AD	COP	FLA	Receiving Sector
LZZI	BABKO	FL140	Bratislava ACC
LKZK	LOLKA, REGTO, LENOV, PODAN	FL120↓ / FL250B	
LZTT	LOLKA, LENOV	↓FL140	
LZSL	BABKO	↓FL200 / FL240B	
	LENOV	↓FL260 / FL280B	
LZIB, LZPP	ALL COPs	FL320	
LOWW, LHCC	ALL COPs	MAX FL360	



# Coordination Points and Flight Level Allocation

## Flights from ACC Bratislava to ACC Warszawa

DEP AD	COP	FLA	Receiving Sector
LZTT	LOLKA	FL130	Warszawa ACC
	LENOV	FL150	
LKZK	LENOV, LOLKA, PODAN	FL220	
LZSL	MEBAN	FL230	
	LENOV	FL240	
LZZI	MEBAN	FL230	

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# Coordination Points and Flight Level Allocation

## Flights from ACC Warszawa to ACC Praha

DEP AD	COP	FLA	Release Conditions	Receiving Sector
EPPO	RASAN	<u>FL340</u>	NIL	Praha ACC
EPWR	TOMTI	<u>FL260</u>	Released↑ after ToC APR. RQ. not demanded	
	DESEN	↑270, 250A	NIL	
	REGLI	<u>FL270</u>	NIL	
EPKK	ADADO	<u>FL280</u>	Released for climb FL280	
	TUSIN	↑240, 130A	Released for climb FL280	
EPKT	ADADO	↑240, 200A	Released for climb FL280	
	BAVOK	<u>FL240</u>	APP. RQ. not demanded	
	TUSIN	↑240, 130A	Released for climb FL280	

ARR AD	COP	FLA	Release Conditions	Receiving Sector
EDDM, EDDN	TOMTI, RASAN	<u>FL340</u>	NIL	Praha ACC
LKPR, LKKB, LKVO, EDDC	TOMTI, RASAN	↓220, 260B (ACT 220 )		
LKCS	TOMTI, RASAN	<u>FL300</u>		
LKTB, LKKU, LKNA, LKPO	DESEN	<u>FL290</u>		
LKTB, LKKU, LKNA	TUSIN	<u>FL280</u>		
LKPD, LKCV	PADKA	<u>FL280</u>		
LKMT	TUSIN	<u>FL120</u>		
	REGLI			
	BAVOK			
	PADKA			
LOWW	DESEN	<u>FL350</u>		
	TUSIN	<u>FL340</u>		
	REGLI	<u>FL330</u>		
FIR LZBB	DESEN	<u>FL350</u>		
	TUSIN	<u>FL340</u>		
	REGLI	<u>FL330</u>		

Note. – ACC Warszawa is responsible for the provision of separation between traffic converging after **TOMTI** and **RASAN**.

Note. – Flights with destination within FIR LZBB and FIR LOVV via BAVOK – max **FL340**.



# DELEGATION OF ATS

## DELEGATION OF ATS

### Purpose

In order to reduce the number of coordinations, a separate areas has been established within the WARSZAWA FIR. This areas may be delegated to PRAHA ACC and in such a case PRAHA ACC is responsible for the provision of air traffic control and flight information services within this areas.

### Delegation of ATS – West of OKX Area

ACC Praha is responsible for traffic separation between **FL125** and **FL460**.

APP Praha is responsible for traffic separation between **FL095** and **FL125**.



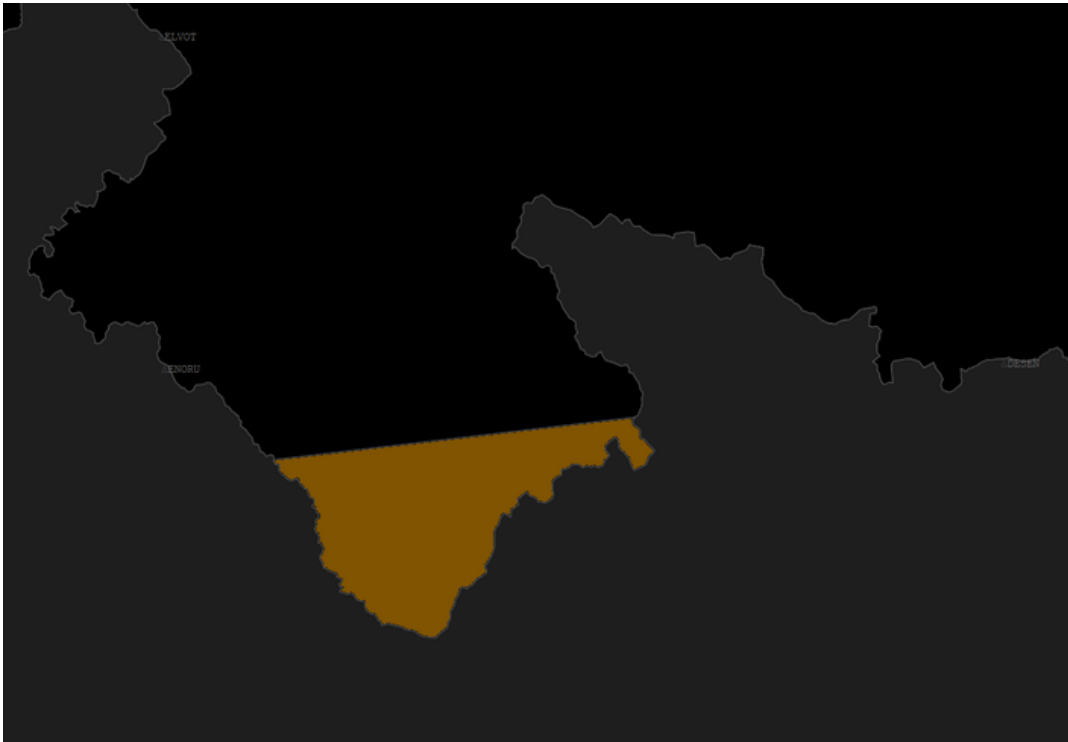
# DELEGATION OF ATS

## Delegation of ATS – South of Kłodzko Area

ACC Praha is responsible for traffic separation between **FL245** and **FL460**.

ACC Warszawa is responsible for traffic separation between **FL195** and **FL245**.

APP Poznań is responsible for traffic separation between **FL095** and **FL195**.



# DELEGATION OF ATS

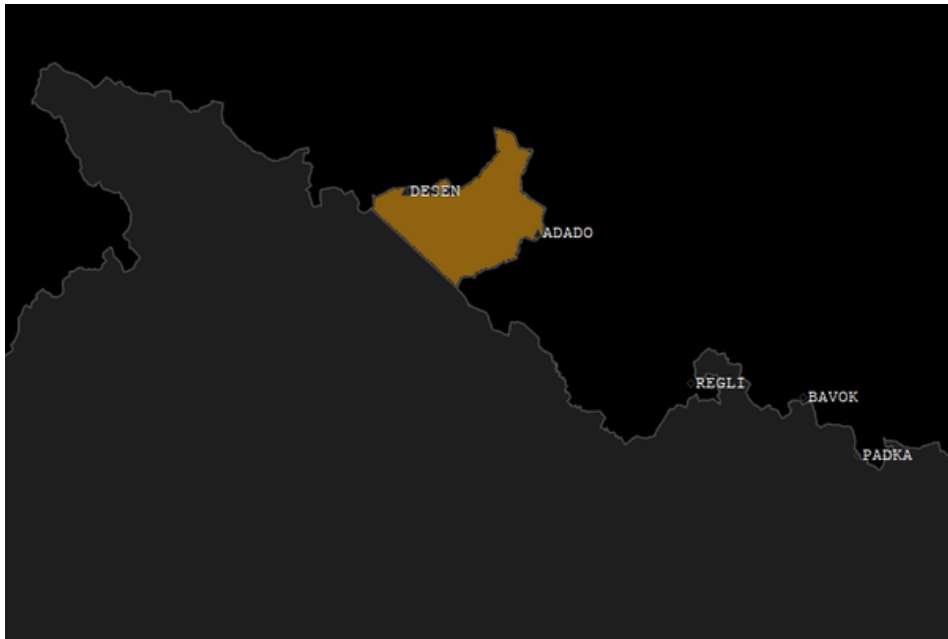
## Delegation of ATS – South of DESEN Area

ACC Warszawa is responsible for traffic separation between **FL285** and **FL660**.

APP Kraków is responsible for traffic separation between **FL245** and **FL285**.

ACC Praha is responsible for traffic separation between **FL125** and **FL245**.

APP LKMT is responsible for traffic separation between **FL095** and **FL125**.



# TRANSFER OF CONTROL AND COMMS

## Transfer of Control and Transfer of Communications

### Transfer of Control

The Transfer of Control takes place at the AoR boundary.

### Transfer of Communications

The transfer of communications shall take place not later than 2 minutes prior to the AoR boundary unless, coordinated otherwise.

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# ATS Surveillance-Based Coordination Procedures

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### Radar Separation Minima

The Radar Separation Minima is 5 NM.

### Vectoring minimum distance

A minimum distance of **2.5** NM to the boundary line of responsibility shall be observed when vectoring aircraft, except when a transfer of radar control has previously been coordinated.

## Types of Transfer of Control

### Transfer of Control without systematic use of direct communication (Silent Transfer of Control)

Transfer of control may be effected without systematic use of bi-directional speech facilities provided the minimum distance between successive aircraft about to be transferred is **10** NM and constant or increasing. Procedure to follow if separation is less than that:

The transferring controller shall inform the accepting controller of any level, speed or vectoring instructions given to aircraft prior to its transfer and which modify its anticipated flight progress at the point of transfer.

*Note. — When using Mach-number speed control, pilots concerned shall be instructed to report their assigned Mach-number to the accepting ATS Unit upon initial contact.*

### Termination of Silent Transfer of Control

The accepting controller may terminate the silent transfer of control at any time, normally with advance notice of **10** minutes.





# ATS Surveillance-Based Coordination Procedures

## **Transfer of Control with use of direct communication**

Transfer of control may be effected with the use of bi-directional speech facilities, provided the minimum distance between the aircraft does not reduce to less than **5 NM**, and:

- Identification has been transferred to or has been established directly by the accepting controller;
- The accepting controller is informed of any level, speed or vectoring instructions applicable to the aircraft at the point of transfer;
- Communication with the aircraft is retained by the transferring controller until the accepting controller has agreed to assume responsibility for providing ATS surveillance service to the aircraft. Thereafter, the aircraft should be instructed to change over to the appropriate frequency and from that point is the responsibility of the accepting controller.

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