

# NOTAM



IVAO - Division France

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Issued by the **ATC Operations** Department

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Object: Opening of ATC positions during activities organized by the French Division

## Activities of the Event Department:

### **Schedule**

An ATC schedule is established by the **FIR Chiefs** involved in the event as well as the **Event Department** and is approved by the **ATC Department**.

**The only people allowed to open the ATC positions related to an event are the ones which were registered in the ATC schedule (or the people exceptionally allowed to do so by the FIR Chiefs or the ATC Department).**

Whenever a member who is not registered in the ATC schedule has already booked a position concerned by the event on the IVAO ATC Scheduling System, the ATC Department will contact the member and delete his booking.

### **Award**

Some events are eligible to a point counting toward the attribution of the « *ATC Event Award* ». The points are given by the ATC Department based on the list of people present during the event.

## Activities of the Training Department

### **Opening of the Ground position (GND)**

The Training Department is in charge, among other activities, of tower position trainings and ADC rating exams. Within this framework, all procedures and skills proper to ground and delivery control are also taught and evaluated.

Therefore, during the following activities:

- Practical ATC School modules with a trainer connected with position: LFX\_X\_TWR
- ADC training with a trainer connected with position: LFX\_X\_TWR
- ADC exam with an examiner connected with position: LFX\_X\_TWR

**The GND position cannot be opened.** This also includes the **DEL** position.

Any member connected on the GND position, notwithstanding if he has booked the position or not, will have to leave his position when asked by a trainer/examiner (or any staff member of the division).

### **Opening of ATC positions during a Training Department activity**

The activities linked to the Training Department (ATC School modules, Trainings, Exams) **systematically go in pair with a booking** on the IVAO ATC Scheduling System by the concerned member. However, if the booking cannot occur because another booking already exists, **the ATC activity of the Training Department takes precedence over the existing booking**. In this case, the ATC Department will delete the booking of the member not concerned by the Training activity after having informed him.

Regarding the ATC positions which are directly adjacent to the one where a training activity occurs:

- **APP** for a TWR activity
- **TWR** and **CTR** for an APP activity
- **APP** and **neighboring CTR** for a CTR activity

Any member is free to book these positions on the IVAO ATC Scheduling System. However, **it is actively recommended to contact the controller in training** to inform him and ask if one's booking is acceptable.

If the controller in training has foreseen specific controllers to open the directly adjacent positions, **a systematic booking on the IVAO ATC Scheduling System shall be done by these controllers**. However, if the bookings cannot occur because other bookings already exist, **the will of the controller in training takes precedence over the existing bookings**. In this case, the ATC Department will delete the bookings of the members not foreseen by the controller in training after having informed them.

In any case, **no booking will be deleted less than 12h before the activity linked to the Training Department**.

*This NOTAM applies to all members of the French Division and to any member of a foreign division owning a GCA in the French Division.*