

LIBERIA CIVIL AVIATION AUTHORITY



ADMENDMENT PROCEDURE MANUAL HANDBOOK

DECEMBER 2025



FORWARD

This Manual is issued to provide information and guidance for the amendment of the Liberian Civil Aviation Authority Act, Civil Aviation Regulations (LCARs), and Technical Guidance Materials; as well as for compliance with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs).

The International Civil Aviation Organization (ICAO), in accordance with Article 37 of the Convention on International Civil Aviation (Chicago Convention or Convention), adopts and amends Standards and Recommended Practices (SARPs) regularly, as may be necessary to secure among all contracting States the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to air navigation and transportation. Liberia is a contracting State to the Chicago Convention.

The Government of Liberia is responsible for safe, secure and efficient air navigation services in Liberia controlled airspace. Changing air traffic volume and complexity, new and emerging technologies, and other factors, may require amendments to ICAO SARPs or LCAA policies or procedures. Under Articles 37 and 38 of the Chicago Convention, the Government of Liberia has agreed to and is required to comply with ICAO standards or notify ICAO of differences and publish significant differences in Liberia Aeronautical Information Publication (AIP).

The Government of Liberia collaborates with ICAO, other contracting States and/or air navigation service providers, representatives from airspace operator and industry groups, and others to improve ICAO SARPs and domesticate it. Upon adoption of new or amended ICAO SARPs, the ICAO Secretary General sends a State Letter to all contracting States informing each State of new SARPs or amendments to existing SARPs. Upon receiving the State Letter from ICAO, the DG LCAA, serving as National Focal Point secures inter-agency and intra LCAA coordination.

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LIST OF EFFECTIVE PAGES

Chapter Number	Chapter Title	Number of Pages	Amendment Number	Date
1	General Overview		Edition 1 Rev 01	10/10/2020
2	Civil Aviation Documentation Framework		Edition 1 Rev 01	10/10/2020
3	Roles, Functions and Responsibilities		Edition 1 Rev 01	10/10/2020
4	Liberia Civil Aviation Act and Regulations		Edition 1 Rev 01	10/10/2020
5	Structure and Content of Guidance Material		Edition 1 Rev 01	10/10/2020
6	Documents Development and Maintenance		Edition 1 Rev 01	10/10/2020
5-1	CAA Form O-GEN003A Guidance Material Feedback Form		Edition 1 Rev 01	10/10/2020
5-2	Development and approval procedure flowchart		Reserved	Reserved
6-3	Order Template		Reserved	Reserved
6-4	CAA Form O-GEN003B Comment Response Record		Edition 1 Rev 01	10/10/2020
6-5	AC template		Edition 1 Rev 01	10/10/2020
6-6	CAA Form O-GEN003C Issue Paper		Edition 1 Rev 01	10/10/2020
6-7	CAA Form O-GEN003D Document Quality Control Checklist		Edition 1 Rev 01	10/10/2020
6-8	Safety Alert template		Reserved	Reserved
6-9	Internal Bulletin Template		Reserved	Reserved
6-10	Cancellation Notice Template		Edition 1 Rev 01	10/10/2020

RECORD OF AMENDMENT

Amendment Number	Amendment Date	Chapters Affected	Details	Date Entered	Entered by

REVISION AND AMENDMENT INSTRUCTIONS

The Document Development Guidelines Handbook will be subject to on-going review and revision. The Director General is responsible for the publication, amendment and distribution of this Handbook.

Persons identifying errors or omissions, or those wishing to make recommendations for change, are asked to forward their observations to the Director General. Any proposed amendment should be in the form of printed replacement pages which shall be approved by the Director General before insertion.

Revision pages will be annotated to show the date of issue, amendment list number, and the portion of the text which has been revised, as indicated by vertical marginal lines to the changes. Each amendment will be accompanied by a revised list of effective pages with their dates of issue, a Letter of Transmittal, and by a certificate of receipt or incorporation.

ABBREVIATIONS AND ACRONYMS:

AIP:	Aeronautical Information Publication
ANSP:	Air Navigation Service Provider
CAD:	Civil Aviation Directive
CAO:	Civil Aviation Order
CMA:	Continuous Monitoring Approach
CRD:	Comment Response Document
DG:	Director General
DGLCAA:	Director General Liberia Civil Aviation Authority
EASA:	European Aviation Safety Agency
EFOD:	Electronic Filing of Difference
FAA:	Federal Aviation Administration
ICAO:	International Civil Aviation Organization
LCAA:	Liberia Civil Aviation Authority
LRC:	Legal & Regulatory Committee
NCMC:	National Continuous Monitoring Coordinator
OLF:	Online Frame Work
RWG:	Regional Working Group
SARPs:	Standard and Recommended Practices
USAP:	Universal Security Audit Program
USOAP:	Universal Safety Oversight Audit Program

DEFINITIONS:

ICAO State Letters Focal Point: The person responsible for receipt and distribution of State Letters via the ICAO electronic distribution system including sending Liberia's response to ICAO.

National Continuous Monitoring Coordinator: Person nominated and approved by the Authority to act as primary point of contact for all ICAO USOAP CMA processes and activities.

Legal and Regulations Committee: A group chaired by a Director, consisting of NCMC and the concerned technical and legal officials for review and finalization of Civil Aviation Regulations, Requirements and Amendments.

Concerned Directorate: The Directorate of the LCAA that is principally concerned with, or affected by the proposed amendment; or which has primary responsibility for regulation of the particular aviation activity.

Significant Differences: These are those differences that are not only materially different from the ICAO SARPs but also may significantly impact on the affected aviation activity with or without consequent safety risk implications.

CHAPTER 1: DUTIES AND RESPONSIBILITIES

1.1 BACKGROUND

Under the LCAA Act, the Authority is responsible to ensure compliance with the Chicago Convention and ICAO SARPs where necessary or applicable. This may be done by way of promulgation of legislation, amendment, or issuance of regulations. Under the Act, the Director General has the power to pass regulations to give effect to the ICAO SARPs, PANS, etc. Sections 401(1) provide for the DG to make regulations for the carrying into effect the purpose of the Act to provide generally for regulating civil aviation.

The various sources of the regulations and amendments thereto include ICAO SARPs and amendments to the Annexes to the Chicago Convention, PANS, Technical Instructions, Regional Harmonization initiatives, Government policies, and Safety recommendations, Deficiencies raised from ICAO audits or validations as Industry best practices that are in the interest of safety. The primary source of amendments and issuance of the Regulations however is from ICAO SARPs and amendments to the Annexes.

Regulations issued by the Authority have the force of law. They are binding on applicable Operators and are enforceable under the LCAA Act.

1.1.1 Responsibilities of the Director General

- (A) As Chief executive of the LCAA, the Director General is responsible for setting the overall policy and direction of the LCAA and resolving any amendment issues raised by the Legal and Regulation Committee (LRC).
- (B) The Director General shall be responsible for:
 - (a) Establishing and monitoring the LRC;
 - (b) Approving the amendment to regulations;
 - (c) Approving the CC and EFOD;
 - (d) Approving the differences identified as significant;
 - (e) Designation of the appropriate office to handle ICAO State Letters

1.1.2 Heads of Directorates

- (A) The Directors are responsible for making recommendations to the DG on policy and direction of the LCAA and resolving of any amendment issues in coordination with Legal and Regulation Committee (LRC).

1.1.3 Functions and Responsibilities

- (A) The Directors shall be responsible for:
 - (a) Nomination of experts to the LRC;
 - (b) Setting up a functional groups or committees within the Directorates to handle the monitoring and reviewing of applicable sections of LCARs against the latest ICAO amendments;

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- (c) Making recommendations to the LRC to amend applicable sections of the LCARs;
 - (d) Process of the drafting of Civil Aviation Directives and Orders (CAD/CAO);
 - (e) Process of the reviews of ICAO State Letters related to ICAO Annex Amendments;
 - (f) Working with NCMC on the CC and EFOD and differences identified as significant.

1.1.4 Technical Staff

All Technical staff, especially those involved in safety and economic regulatory activities, have the responsibility to provide feedback on any challenges they encounter with respect to the execution of oversight activities on service providers in the field through their respective Departments and Divisions to the RC;

1.2 THE LEGAL AND REGULATIONS COMMITTEE (LRC)

The DG LCAA shall establish a Legal and Regulations Committee (LRC). The committee shall be a standing committee chaired by a Director. The committee shall consist of members from the Flight Safety Standards, Aerodromes, Air Navigation Services, Aviation Security Directorates and Legal. The Chairperson shall, inter alia, act as the coordinator responsible for distributing and collating inputs from relevant Directorates and stakeholders as relates to ICAO proposed, adopted and other amendments.

1.2.1 Responsibilities of the Legal and Regulations Committee:

- (A) The LRC is established by the Director General LCAA with representation from all directorates whose function are relevant to ICAO Annexes and the National Continuous Monitoring Coordination (NCMC) Monitoring amendments to the Standards and Recommended Practices contained in the Annexes to the Convention on International Civil Aviation:
 - (a) providing advice on the overall priorities of the amendment program;
 - (b) providing advice on horizontal or controversial issues, including on concept papers;
 - (c) providing advice on the amendment processes and structures;
 - (d) providing advice on the understanding of provisions of the primary legislation;
 - (e) providing input on the implementation of rules, to assess the need for further amendment activities;
 - (f) providing input on the coherence between existing rules and proposed rules;
 - (g) providing advice on any specific technical aspects, on request of the DG LCAA;
 - (h) Coordination of civil aviation international issues largely relating to amendment of ICAO annexes and PANS;
 - (i) Incorporating the amendments into the Regulations and the LCAA Act where necessary;

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- (j) Consideration of proposals for amendment to the Regulations made by stakeholders and other members of the Public;
 - (k) Proposing on its motion, amendments to the Regulations;
 - (l) Review of identified differences and completed Compliance Checklists;
 - (m) Ensuring inter or intra-Directorate coordination to respond to ICAO on the matters of SARPs amendment or adoption;
 - (n) Initiating comments on the legal implication of SARPs amendment or adoption;
 - (o) Formulation of recommendations regarding ratification or accession of the International Instruments of civil aviation;
 - (p) Advising other Directorates, and sections on legal matters with particular reference to the aviation law and International Legal Instruments;
 - (q) Collating and consolidating comments or responses received regarding amendment proposals if any, by and external agencies and seeking the necessary clarifications if there are conflicting responses;
 - (r) Any other functions as may be assigned by the Director-General including preparation of the work plan, activities and timelines for amendment of the existing regulation;
 - (s) Ensuring implementation of these procedures by all concerned Departments, Divisions and industry; and
 - (t) Ensuring that the NCMC Identifies or notifies differences to ICAO SARPs and PANS.

Note: The work plan includes the activities of the primary and other concerned directorates who would be involved in effecting the change or amendment to the regulation.

1.2.2 Membership and Participation

- (A) The Members of the LRC shall be persons nominated by each Directorate and approved by the DG. The person nominated shall be qualified experts able to advise authoritatively on the relevant subject matter;
- (B) LRC Members may indicate an alternate when they are unable to attend a meeting. This alternate can only attend in the absence of the Member and can only exercise the rights and duties for the meeting in question. (Against the established ground rules if there is need to adopt use of alternate, the alternates must be nominated and designated by the DG as such);
- (C) LRC Members may be accompanied by an additional expert, if so, justified by the agenda of the meeting. In such case, they shall inform the Chairman in advance;
- (D) The Chairman may invite regional or international organization. The Chairman may also decide to invite additional experts to join the LRC as observers when specific issues need to be discussed;

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- (E) The LRC Secretariat will maintain an LRC contact list updated.

1.2.3 Meetings

- (A) The LRC shall meet, at least, once every quarter and as and when necessary, at dates to be defined by the Chairman. The LRC shall endeavor to provide schedule dates for the meetings one year in advance;
- (B) Further meetings of the LRC may be convened by the Chairman, either at his initiative, or following the request of at least half of the Members. These additional meetings should focus on specific issues;
- (C) LRC Members should:
- (a) attend all meetings from beginning to end on a regular basis, in order to ensure harmony and efficiency;
 - (b) participate in discussion whenever relative views or information could be given and contribute proposals for the text of new or amended rules as appropriate; and
 - (c) assist in efficient planning of the meeting, inform the Chairman and Secretary before the meeting of non-availability for a group meeting.

1.2.4 LRC Chairman

- (A) The LRC shall be chaired by an officer of LCAA appointed by the DG LCAA in consultation with the LCAA management and the staff must not be below the **grade of M2**;
- (B) The LRC, Chairman shall be a staff that is versed in regulation matters and have experience in drafting of rules and ICAO SARPs;
- (C) The tasks of the Chairman include:
- (a) Chairing LRC meetings and conduct the meeting in a fair, orderly and effective manner consciously, in this context, give room for opposing views and protect the weak or junior members from being intimidated by their superiors. It is also important that the Chairman prevents a few over-active and loquacious members from dominating and monopolizing discussions. Most importantly, the chairman must ensure judicious use of time and make sure that all contributions are relevant to the purpose at hand. It is the chairman prerogative to decide who takes the floor to speak. The chairman is also the one to give clearance as to when lunch should be served, if appropriate;
 - (b) Preparing the agenda and documentation for the meetings and should conduct the meeting in a fair, orderly and effective manner, using as much as possible the adopted Agenda;
 - (c) Serving as the LCAA's contact point on subjects dealt with by LRC Members between meetings;
 - (d) Ensuring appropriate co-ordination with the work of the State aviation safety coordination platform under the State Safety Program;

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- (e) In bringing a meeting to a close, it is the duty of the Chairman to carry out a number of responsibilities of which the following are the most notable:
 - (i) summarizes the conclusions of the forum to the agreement of the other members and for the benefit of the Secretariat which should reflect these in the minutes;
 - (ii) highlight the follow-up actions required, the party responsible for each action and the time frame for action.
 - (iii) direct the Secretariat as to the time for the production and circulation of the minutes of the meeting; and
 - (iv) secure agreement of the house on the date, time and venue of the next meeting, as applicable.
 - (D) The LRC Chairman reports to the DG LCAA. Soon after each meeting, the Chairman or Secretary should provide the DG LCAA with the adopted minute of meetings. Action items from meeting shall be tracked by secretary.

1.2.5 LRC Secretary

- (A) The Secretary supports the work of LRC, providing the necessary administrative and logistical support for meetings and to the Chairman. This support shall include the following:
 - (a) Distributing of preparatory documents, agenda, working papers and minutes for meetings;
 - (b) Updating the list of LRC Members;
 - (c) Distributing position papers, communications etc.;
 - (d) Assisting the group with information on procedural questions;
 - (e) Drafting the agenda and preparatory documents as necessary;
 - (f) Drafting the minutes;
 - (g) Collecting and drafting working papers or position papers if necessary;
 - (h) Monitoring the Matters Arising that requires follow-up actions on the part of any official before the meeting, and drawing the attention of such an official to the point; and
 - (i) Keeping records of all Civil Aviation Orders issued as per Master List of Orders issued as in Appendix H.

1.2.6 National Continuous Monitoring Coordinator

- (A) The National Continuous Monitoring Coordinator (NCMC) shall be responsible for:
 - (a) The coordination of OLF platform activities namely the upload of compliance checklists (CC), and Electronic Filing of Differences (EFOD) and answer PQs;
 - (b) Ensures data updated in USOAP, USAP CMA OLF platforms; and

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- (c) Coordination with LRC PQ, Findings, Annex amendments and CAPs related to regulations.

1.3 DUTIES AND RESPONSIBILITIES OF THE FOCAL POINTS TO INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)

- (A) The ICAO State letters Focal Point of the Republic of Liberia is the Data Quality Officer of the LCAA, who receives State Letters and other communications from ICAO on behalf of the State. The duty of the Focal Point is:
 - (a) To perform tasks relating to the overall management of ICAO State letters on behalf of LCAA;
 - (b) To ensure that State responses and comments arising from processing of State letters are dispatched to and received by ICAO before the specified deadlines;
 - (c) To ensure that all LCAA Personnel, Directorates and Offices assigned tasks in relation to processing of State letters perform their duties as required and within the specified timelines.

1.4 DUTIES AND RESPONSIBILITIES OF CONCERNED DIRECTORATE

- (A) The duties of the concerned Directorate would be carried out under the supervision and coordination of the Head of the Directorate. The duties of the concerned Directorate are:
 - (a) To review the State letter and identify the regulatory changes required (if any) and provide support or contributions in the preparation of responses or consolidated response to State letters. Note: The consolidated response is prepared based on the input received from Directorates, External Agencies or industries, if any;
 - (b) Where responses to State letters require the inputs of one or more other relevant Directorates, to prepare a work plan including timelines for coordinating activities with the relevant Directorates;
 - (c) To submit the response or consolidated response and work plan including timelines to the Director General;
 - (d) To provide clarification to the external agencies to issue arising from a review of the State letters where necessary and upon request;
 - (e) To perform any other task as may be assigned by the Director General;

CHAPTER 2: MANAGEMENT OF ICAO STATE LETTERS (ANNEXES, DOCUMENTS, AMENDMENTS)

These procedures outline the steps in the amendment process.

2.1 MANAGEMENT OF ICAO STATE LETTERS

2.1.1 General

The amendment process starts with a communication of the proposed amendment or adoption of the applicable ICAO SARPs, Aviation protocols and conventions, recommendation from the Aviation Industry stakeholders to the dissemination of the Legislation and or the specific operation regulation to the general public.

2.2 RESPONSE TO ICAO STATE LETTERS – RECEIPT AND DISTRIBUTION:

- (A) State letters regarding amendment of SARPS are issued by ICAO and send by email to State and posted on the ICAO portal which is received and process as indicated in this section;
- (B) The ICAO State Letter Focal Point is responsible for accessing the ICAO-NET regularly (at least once a week) to check for any newly posted letters and download same, which shall immediately be in the Authority's registry and further keep a tracking register of ICAO State Letters for the purpose of monitoring and action as necessary;
- (C) Depending on the ICAO State Letter received, the Focal Point shall take the following actions as presented in Sections 2.3 and 2.4.

2.3 PROPOSAL FOR AMENDMENT OF ICAO SARPs OR PANS:

- (A) Proposal on Amendment to ICAO SARPS
 - (a) Receipt and communication of state letter to the Accountable Staff or Divisions for Each Annex by the state letter focal person;
 - (b) The accountable staff or division for each annex upon receipt communicates the proposal for amendment to the accountable division and or the industry stakeholders for input;
 - (c) Upon receipt of input from Industry stakeholders, the accountable staff of the directorate for each annex communicate to the Chairman of the Legal and Regulatory Committee for consideration;
 - (d) The Chairman of the Legal and Regulatory Committee summons for a meeting of the committee members to deliberate on the proposal for amendment;
 - (e) The Legal and Regulatory Committee forwards recommendations to the Director General on the Proposed Amendment;

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- (f) The Director General approves the recommendation and informs ICAO on same accordingly; and
 - (g) On the Contrary if no input from industry stakeholders and or from the accountable division is received, the accountable staff reverts to the state focal person.

2.4 ADOPTION OF AMENDMENT TO ICAO SARPs OR PANS

(A) Adoption of Amendment to ICAO SARPS:

- (a) The state letter focal person, receives and communicates the state letter to the Accountable Staff for the Annex;
- (b) Upon receipt of the state letter, the accountable staff for each annex communicates the draft text to the Chairman of the Legal and Regulatory Committee for consideration;
- (c) With respect to (b) above, the Director General may issue civil aviation orders with respect to the adoption if in the opinion of the Authority the incorporation of the amendment into the regulation may exceed the applicability date
- (d) The Chairman of the Legal and Regulatory Committee summons the committee members to deliberate on the Adoption of amendment;
- (e) The Legal and Regulatory Committee reviews the draft text and makes recommendations to the Director General for inclusion in the regulation;
- (f) The Director General approves the recommendations and signs the specific operating regulation into Law;
- (g) If the recommendation is for the inclusion of provision into the primary aviation law, the Director General will initiate the process;
- (h) Once the specific operating regulation is promulgated into Law in accordance with the Liberia Civil Aviation act of 2019, it will be communicated and disseminated to the public in accordance with 2.1.1 (b).

The Enumerated procedures above are presented in a process flow chart in **Appendix 7**

CHAPTER 3: AMENDMENT TO THE ACT, REGULATION DEVELOPMENT, AMENDMENT AND NOTIFICATION PROCEDURE:

3.1 PROPOSAL FOR AMENDMENT OF LCAA ACT

- (A) The Civil Aviation Authority Act is a primary legislative instrument enacted in keeping with the law-making process as enshrined in the Liberia Constitution. As such, the legislature can “on its own” decide to amend the Liberia Civil Aviation Authority Act and they will be operating within the confines of the Law.
- (B) Accordingly, the law making or enactment process in Liberia begins with the introduction of a bill by either a member of parliament or the president. The person introducing the bill is referred to as the sponsor. When a bill is introduced, the bill is sent to a specialized committee for revision. The committee may invite stakeholders to form part of the revision process. Upon completion of the revision process, the committee makes a recommendation to plenary to either reject or approve the bill. If the bill is approved by one house, the approved bill is sent to the other house for concurrence. Upon the concurrence of both houses, the bill is sent to the President for his/her approval. The President reserves the right to veto a part or the whole bill but must return the bill with his objection to the legislature within twenty (20) days. Failure to do so, the bill becomes a law without the president’s approval.
- (C) Article 35 of the Constitution of Liberia speaks to the process in making laws or amending existing laws

Note: that in the lawmaking process, the President can also introduce a bill to the legislature and pray for concurrence from both houses in order for the bill to become law

- (D) The proposal for an amendment to the LCAA ACT shall be made to the Director General by the Legal and Regulation Committee (LRC) either on its own motion or following review of a proposal submitted by a Stakeholder (ICAO, BAGASOO, etc.). The request may involve adoption, amendment or repeal of any section of the Act. The LRC is responsible for initiating the amendment of the Act in response to the demand of the aviation industry or subject to an amendment of ICAO’s SARPs.
- (E) The proposed amendment will be forwarded to the office of the Director General for review, approval and onward transmission to the office of the President, recommending the amendment of the Act. The Director General will send a communication signed by him/her to the Office of the President requesting said amendment. The President will send the requested amendment in the form of a bill to the legislature for concurrence and subsequent amendment of the Act in keeping with the submitted request by the Director General.

(F) If approved by the President, the amendment shall then follow the statutory procedure as laid down in the Constitution of Liberia.

3.2 PROPOSAL FOR AMENDMENT OF LIBERIAN CIVIL AVIATION REGULATION (LCAR):

The proposal for an amendment of the LCAR shall be made to LRC by any LCAA Directorate, division or unit, industry Stakeholders, an individual or entity not related to the Organization. The proposal may involve the adoption, amendment or repeal of a LCAA regulation.

3.3 REASONS FOR A PROPOSAL FOR A CHANGE IN REGULATION

(A) A proposal for the adoption, amendment or repeal of a Regulation will be initiated for inter alia any of the following reasons:

- (a) An amendment to an ICAO Annex or document;
- (b) Findings of an ICAO Audit;
- (c) Regional harmonization initiatives;
- (d) Decisions emanating from APIRG meetings;
- (e) An amendment to National Regulations that affects Aviation Safety or Security;
- (f) New technology or scientific data;
- (g) Required reviews;
- (h) Statutory mandates;
- (i) Lawsuits;
- (j) Petitions;
- (k) Recommendations from other external agencies;
- (l) Other operational and environmental demands; and
- (m) When the particular regulation is no longer relevant, applicable or effective

3.4 SUBMISSION OF PROPOSAL

(A) A proposal to amend, adopt or repeal a regulation shall be submitted to stakeholders for input using the following methods:

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- (a) By internet: Using the LCAA website at www.lcaa.gov.lr and follow online instructions;
 - (b) Email: liberiacao@lcaa.gov.lr
 - (c) Hand Delivery or courier: The Director General, Liberia Civil Aviation Authority, P.O. Box 68, Harbel, Margibi County, Republic of Liberia.
- (B) Upon promulgation of the rule, the Amended Legislation or Regulation, will be communicated/disseminated to the public either through of the following medium:
- (a) Publication on LCAA official Website;
 - (b) Used of Shared Drive;
 - (c) Physical circulation through Internal mail courier services;
 - (d) Email of soft encrypted copies to service providers and stakeholders;
 - (e) via flash disk;
 - (f) Access to the technical library;
 - (g) Use of other websites; and
 - (h) Any other means that may from time to time be approved by management.

3.5 CONTENT OF THE PROPOSAL

- (A) The following information should be included in the proposal:
- (a) Name, mailing address and telephone number or e-mail address of the proposer. Other contact information such as a fax number is optional;
 - (b) An explanation of the proposer's action and its purpose;
 - (c) The language being proposed for the new regulation or amended regulation, or the language to be removed from a current regulation;
 - (d) An explanation of why the proposed action would be in the public interest;
 - (e) Information and arguments that support the proposed action, including relevant technical and scientific data available to the proposer;
 - (f) Any specific facts or circumstances that support or demonstrate the need for the action being proposed.
- (B) The following information may be required:
- (a) The costs and benefits of the proposed action to society in general, and identifiable groups within the society in particular;

-
- (b) The regulatory burden of the proposed action on small businesses, small organizations, small governmental jurisdictions;
 - (c) The recordkeeping and reporting burdens of the proposed action and whom the burdens would affect;
 - (d) The effect of the proposed action on the quality of the natural and social environments.

3.6 PREPARATION OF NOTICE OF A PROPOSED CHANGE IN REGULATION (NPCR)

3.6.1 Preliminary Review

- (A) The Director General shall send received proposals for amendments from the LRC.
- (B) The Committee shall review the proposal to determine if it is justified. The Committee may request inputs from the relevant LCAA Directorate(s) when deemed necessary. The review will take account of the following:
 - (a) The urgency of the safety or security concerns raised;
 - (b) The priority of other issues the Authority must deal with;
 - (c) The resources available to address these issues; and
 - (d) If a NPCR has been previously issued by the Authority on the subject matter, the proposers request for a regulation change will be treated as his or her comments on the subject and not as a separate action. This also applies if an amendment project has begun on the same subject.
- (C) Thereafter, the Committee will prepare and forward to the Director General a report stating its determination or proposed action.
- (D) The amendment cycle for LCARs and all other LCAA documents shall be two (2) years from the effective date of publication.

3.6.2 Types of amendment procedures:

There shall be two types of amendment procedures which includes:

- (A) Procedures for review, amendment or repeal of the primary aviation legislation; and
- (B) Procedures for adoption, review or amendment of specific Operating Regulation

3.6.3 Procedures For Review, Amendment or Repeal of the Primary Aviation Legislation

The following will be the applicable procedures for:

- (A) Receipt of recommendation form the different directorates in the Authority, industry stakeholders or the public where applicable;
- (B) Development of the proposal for the review, amendment or repeal of the legislation by the Head of Legal services in the Authority. **See Appendix 1** for structure of the proposal for the review, amendment or repeal of the legislation;
- (C) The Head of the Legal Services request for Approval from the Director General to conduct stakeholders' consultative workshop or meeting;
- (D) Submission of report from the stakeholder's consultative workshop or meeting to the Ministry responsible for Aviation by the Director General for their concurrence and further action;
- (E) Cabinet Approves or disapproves the proposed review, amendment or repeal of the legislation;
- (F) In the case of approval, the Ministry responsible for Aviation communicates to the office of the President for the Drafting of the Bill;
- (G) The Office of the President submits the Bill to legislature for concurrence;
- (H) Upon concurrence of the legislature and the subsequent passage of the Bill by both houses of the legislature, the Bill is returned to the President for signing;
- (I) Once the President signs the Bill, it is submitted to the Foreign Ministry for gazetting;
- (J) After the Bill is gazetted, it is promulgated by the Foreign Ministry and becomes law;
- (K) The promulgated Bill is communicated/disseminated to the public in accordance with section 2.1.1 (b).

The Enumerated procedures above are presented in a process flow chart in Appendix 6:

3.6.4 Rulemaking Procedures for Specific Operating Regulation

The following will be the applicable procedures for amending specific operating regulations:

- (A) Proposal on Amendment to ICAO SARPS:
 - (a) Receipt and communication of state letter to the Accountable Staff or Divisions for Each Annex by the state letter focal person;

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- (b) The accountable staff or focal person for each annex upon receipt, communicates the proposal for amendment to the accountable office or the industry stakeholders for input;
 - (c) Upon receipt of inputs from Industry stakeholders, the accountable staff for each office communicates to the Chairman of the Legal and Regulatory Committee for consideration;
 - (d) The Chairman of the Legal and Regulatory Committee summons for a meeting of the committee members to deliberate on the proposal for amendment;
 - (e) The Regulations Committee forwards recommendation to the Director General on the Proposal Amendment;
 - (f) The Director General approves the recommendation and informs ICAO on same accordingly; and
 - (g) On the Contrary if no input from industry stakeholders and or from the accountable division, is received, the accountable staff reverts to the state focal person.

(B) Adoption of Amendment to ICAO SARPS

- (a) Receipt and communication of state letter to the Accountable Staff Annex by the state letter focal person;
- (b) Upon receipt of the state letter the accountable staff for each annex communicate the draft text to the Chairman Regulations committee for consideration;
- (c) With respect to (ii) above the Director General may issue civil aviation orders with respect to the adoption if in the opinion of the Authority the incorporation of the amendment into the regulation may exceed the applicability date;
- (d) The Chairman Regulations committee summon for a meeting of the committee members to deliberate on the Adoption of amendment;
- (e) The Regulations Committee reviews the draft text and makes recommendation to the Director General for inclusion in the regulation;
- (f) The Director General approves the recommendation and signs the specific operating regulation into Law;

-
- (g) If the recommendation is for the inclusion of provision into the primary aviation law, the Director General will initiate the process;
 - (h) Once the specific operating regulation is promulgated into Law in accordance with the civil aviation act 2019 it will be communicated and disseminated to the public in accordance with 2.1.1 (b).

The Enumerated procedures above are presented in a process flow chart in Appendix 7:

CHAPTER 4: ICAO STATE LETTER

4.1 Purpose

This chapter describes the procedure adopted by the Liberia Civil Aviation Authority for processing of ICAO State letters and handling of periodic reviews of the latest updates to ICAO SARPS.

4.2 General

- (A) The DG LCAA is responsible for interactions with ICAO and other civil aviation organizations and designates the Data Quality Officer as a focal point responsible for receipt, monitoring and distribution of ICAO state letters.
- (B) The focal point designated to monitor ICAO state letters shall monitor the website <https://portal.icao.int> and receive information through the official email address. The Legal and Regulatory Committee (LRC) is responsible for coordinating technical response to the ICAO State letters dealing with proposal to amend Annexes and adoption of amendment to Annexes.

Types of ICAO State Letters

- (a) Informative Letter
- (b) Letter requiring response
- (c) Invitation letter to an ICAO event
- (d) Letter requesting amendment(s)

4.3 State Letters Procedure

- (A) Receipt of ICAO State Letters. State Letters are received by the Focal Point, Director General, and the ICAO National Continuous Monitoring Coordinator via the ICAO electronic distribution system (<https://portal.icao.int>) and or through their official email addresses. Upon receipt of an ICAO state letter the focal point shall;
- (B) Distribute each State letter or electronic bulletin containing at least the

following to LCAA concerned directorate(s) using **Appendix 4**;

- (C) Processing of ICAO State letters. The process of ICAO state letters by the focal point will depend on the content as follows;
- (D) Informative letter. This letter will be only dispatched to the concerned Offices, Agencies and staff for information. The ICAO State letter follow-up file established by the focal point shall be updated with an indication of date letter was dispatched and the officer(s) in receipt. The process will end at this step;
- (E) Letters requiring response (Apart from Amendment Letters). Upon collation of inputs from concerned Directorate(s) or Agencies, the Focal Point shall put up a reply to ICAO for the DG LCAA's signature on the relevant action taken by the Liberia in respect of the State letter. If the subject covers more than one area or domain, the concerned Directorate in charge of the main area shall be responsible for coordination with other concerned Directorates or agencies to obtain their views and comments;
- (F) Invitation letter to an ICAO event. Upon receipt of this letter the DG LCAA will designate participants to the ICAO event in accordance with ICAO state letter notification procedure described in Chapter 2. The ICAO State letter follow-up file shall be updated accordingly. The process will end at this;
- (G) Amendment letter: Two cases are covered under this subject: ICAO proposed amendments and ICAO adopted amendment. Upon receipt of proposed amendment letter from ICAO the focal point will forward such proposed amendment letter to the Chairman, LRC who shall initiate a review with the relevant Directorate(s).

4.4 RECEIPT OF PROPOSAL AND REVIEW BY CONCERNED DIRECTORATES AND STAKEHOLDERS

- (A) Upon receipt of notification of a proposal for the amendment of any ICAO Annex or PANS, the Focal Point shall within five (5) working days forward the said proposals by minuting on the State Letter received to the Legal and Regulatory Committee and also to the concerned Directorate for their comments. Depending on the bulk of the amendment proposed, a time limit not exceeding one (1) month (20 working days) shall be provided for comments, which shall be forwarded to the Legal and Regulatory Committee (LRC) for review.
- (B) Once received from the Director General by the LRC and where necessary, the LRC may request for stakeholder consultations (such as ANSPs, Airport Authorities, Airline Operators or other government Directorates) and deliberate on any comments that may be received from the industry. The LRC shall give a time limit not exceeding one month to the external agencies

for their comments.

- (C) Review of the amendment proposals by the stakeholders and external agencies must adhere to strict timelines prescribed by the LRC so as to ensure a response before the deadline stipulated on the state letter.

4.5 RECEIPT OF PROPOSAL AND REVIEW BY LRC

Following receipt of comments from concerned Directorates and stakeholders, the LRC shall, within five (5) working days meet to undertake a final review of the proposals and establish a final draft of its position on the ICAO proposed amendments. Upon request and when deemed appropriate, the relevant heads of Directorate may assign subject matter experts to work with the Committee in producing the draft final position based on an analysis of stakeholder comments. This draft shall reproduce the comments received on the individual issues and shall be submitted to the head of relevant Directorate(s) for validation and return to LRC within five (5) working days.

4.6 COMMENTS RECEIVED DURING THE FINAL REVIEW

Comments received from Stakeholders during the final review period shall be taken into consideration by the LRC in the final review.

4.7 COMMENTS RECEIVED AFTER THE FINAL REVIEW

Comments received after the final review periods are not considered at this stage. However, the LRC shall analyze the comment and propose a course of action to the Director General. If there is a significant impact of ICAO proposed amendments on the activities of a particular stakeholder or group of stakeholders and foreseen difficulties for the implementation, the final position of the LRC shall be reviewed to take into consideration the stakeholders' inputs.

4.8 APPROVAL AND TRANSMISSION TO ICAO

Within five (5) working days of the return of comments by head of concerned Directorate, the LRC shall use the comments to fill the requisite form (attached by ICAO to the State Letter- a typical form is shown in appendix A) and shall forward same for the DG's approval. Where the DG approves the comments, they shall be forwarded to ICAO. This shall be done within five (5) working from the date of receipt and in any case no later than five (5) working days prior to the required action date if specified by ICAO on the State Letter. A copy of the approval shall within the same period be sent to the NCMC and LRC. A database (soft or hard copy) keeping track of the status of the State Letter will be kept by the NCMC.

4.9 FILING

There shall be established an ICAO amendment file to contain all letters received from ICAO for proposed amendment and all materials produced during all the stages of review of the amendment proposal including the ICAO

state letter on the amendment. The Chairman LRC shall have custody of the file.

Note: Detailed process is contained in the flow chart shown in Figure 2.1.

4.10 ADOPTION OF AMENDMENT TO ICAO SARPs or PANS

4.10.1 Review by Concerned Directorates and Stakeholders

- (A) Upon receipt of notification of adoption of amendment of an ICAO SARP or PANS, the Focal Point shall within five (5) working days forward the said amendment by minuting on the State Letter received to the concerned Directorates for its review with a copy to the LRC.
- (B) The concerned Directorates shall review based on the content of the initial proposal, to identify any changes to initial amendment proposal, and provide a summary of the changes if any. They will forward their position regarding these changes to the LRC within ten (10) working days of receipt of the amendment, together with a summary of these changes, if any, to the LRC to review and consolidate the proposed amendments.

CHAPTER 5: AMENDMENT TO THE ACT, REGULATION DEVELOPMENT, AMENDMENT AND NOTIFICATION PROCEDURE:

5.1 PROPOSAL FOR AMENDMENT OF LCAA ACT

- (A) The Civil Aviation Authority Act is a primary legislative instrument enacted in keeping with the law-making process as enshrined in the Liberia Constitution. As such, the legislature can “on its own” decide to amend the Liberia Civil Aviation Authority Act and they will be operating within the confines of the Law.
- (B) Accordingly, the law making or enactment process in Liberia begins with the introduction of a bill by either a member of parliament or the president. The person introducing the bill is referred to as the sponsor. When a bill is introduced, the bill is sent to a specialized committee for revision. The committee may invite stakeholders to form part of the revision process. Upon completion of the revision process, the committee makes recommendations to plenary to either reject or approve the bill. If the bill is approved by one house, the approved bill is sent to the other house for concurrence. Upon the concurrence of both houses, the bill is sent to the President for approval. The President reserves the right to veto a part or the whole bill but must return the bill with his objection to the legislature within twenty (20) days. Failure to do so, the bill becomes a law without the president’s approval;
- (C) Article 35 of the Constitution of Liberia speaks to the process in making laws or amending existing laws.

Note: that in the lawmaking process, the President can also introduce a bill to the legislature and pray for concurrence from both houses in order for the bill to become law.

- (D) The proposal for an amendment to the LCAA ACT shall be made to the Director General by the Legal and Regulatory Committee (LRC) either on its own motion or following review of a proposal submitted by a Stakeholder (ICAO, BAGASOO, etc.). The request may involve adoption, amendment or repeal of any section of the Act. The LRC is responsible for initiating the amendment of the Act in response to the demand of the aviation industry or subject to an amendment of ICAO’s SARPs;
- (E) The proposed amendment will be forwarded to the office of the Director General for review, approval and onward transmission to the office of the President, recommending the amendment of the Act. The Director General will send a signed communication to the Office of the President requesting said amendment. The President will send the requested amendment in the form of a bill to the legislature for concurrence and subsequent amendment of the Act in keeping with the submitted request by the Director General;

(F) If approved by the President, the amendment shall then follow the statutory procedure as laid down in the Constitution of Liberia.

5.2 PROPOSAL FOR AMENDMENT OF LIBERIA CIVIL AVIATION REGULATION (LCAR)

The proposal for an amendment of the LCAR shall be made to LRC by any LCAA Directorate, office or unit, industry Stakeholders, an individual or entity not related to the Organization. The proposal may involve the adoption, amendment or repeal of a LCAA regulation.

5.3 REASONS FOR PROPOSAL FOR A CHANGE IN REGULATION

A proposal for the adoption, amendment or repeal of a Regulation will be initiated for inter alia any of the following reasons:

- (A) An amendment to an ICAO Annex or document;
- (B) Findings of an ICAO Audit;
- (C) Regional harmonization initiatives;
- (D) Decisions emanating from APIRG meetings;
- (E) An amendment to National Regulations that affects Aviation Safety or Security;
- (F) New technology or scientific data;
- (G) Required reviews;
- (H) Statutory mandates;
- (I) Lawsuits;
- (J) Petitions;
- (K) Recommendations from other external agencies;
- (L) Other operational and environmental demands; and
- (M) When the particular regulation is no longer relevant, applicable or effective.

5.4 SUBMISSION OF PROPOSAL

A proposal to amend, adopt or repeal a regulation should be submitted using the following methods:

- (A) By internet: Using the LCAA website at www.lcaa.gov.lr and follow online instructions;

(B) Email: liberiacao@lcaa.gov.lr

(C) Hand Delivery or courier: **The Director General, Liberia Civil Aviation Authority, P.O. Box 68, Unification City, Margibi County.**

5.5 CONTENT OF THE PROPOSAL

(A) The following information should be included in the proposal:

- (a) Name, mailing address and telephone number or e-mail address of the proposer. Other contact information such as a fax number is optional;
- (b) An explanation of the proposer's action and its purpose;
- (c) The language being proposed for the new regulation or amended regulation, or the language to be removed from a current regulation;
- (d) An explanation of why the proposed action would be in the public interest;
- (e) Information and arguments that support the proposed action, including relevant technical and scientific data available to the proposer; and
- (f) Any specific facts or circumstances that support or demonstrate the need for the action being proposed.

(B) The following information may be required:

- (a) The costs and benefits of the proposed action to society in general, and identifiable groups within the society in particular;
- (b) The regulatory burden of the proposed action on small businesses, small organizations, small governmental jurisdictions;
- (c) The recordkeeping and reporting burdens of the proposed action and whom the burdens would affect;
- (d) The effect of the proposed action on the quality of the natural and social environments.

5.5.1 Acceptance of Proposal or Public Meeting

(A) If the Director-General approves the implementation of the proposal, the Director General will request the LRC to prepare a Notice of Proposed Change in Regulation incorporating a draft of the proposed amendment for subsequent publication.

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- (B) A proposer may request a public meeting. The Authority may hold a public meeting when more than written comments are needed to make a fully informed decision. A proposer requesting public comment shall submit a written request that the Authority holds a public meeting not later than 30 days after issuance of the notice of proposed regulation change. If the Authority agrees to convene a meeting, it shall publish a notice of the meeting on its website.

5.5.2 Dismissal of Proposal

If the LRC identifies that the issues raised by the proposer may have merit, but do not address any immediate safety concern or cannot be addressed because of other priorities and resource constraints, the proposal may be dismissed. The comments and arguments for a rule change will be placed in a database, which will be examined at an appropriate time in future.

5.5.3 Publication of the notice of proposed change in Regulation

- (A) The Authority shall publish the notice for a proposed amendment of regulation on its website not later than 30 days after the date the proposal was received. Request for public comments will be within a period of 30 days. The Notice shall indicate the effective date of the proposed amendment. The contents of the notice shall include:

- (a) The regulation involved;
- (b) The Authority's legal authority for issuing the proposal;
- (c) How interested persons may respond (for example, by filing written comments or making oral presentations at a public meeting);
- (d) Persons to contact if there are issues requiring clarification;
- (e) The date, time, and place of any public meetings the Authority will hold to discuss the proposal;
- (f) The regulation identifier number.

A sample Notice for Proposed Change in Regulation Document is in Appendix E.

- (g) The Authority may issue a final regulation without first requesting public comment if, for good cause;
- (h) The Authority determines that a notice is impracticable, unnecessary, or contrary to the public interest. The finding and a brief statement of the reasons before it is placed in the final regulation;

-
- (i) If a notice would be unnecessary because adverse comment is not anticipated;
 - (j) Where the Authority decides to publish ICAO adopted amendment, this shall be together with a separate text of identified changes to the initial proposed amendment.

5.6 PUBLIC COMMENTS

- (A) Public comments are to be sent to the location specified in the notice. Comments are to reach the Authority within the 30-day deadline set in the notice. Late-filed public comments would be considered to the extent possible only if they do not significantly delay the regulation development or amendment process.
- (B) Paper or electronic comments may be rejected if they are frivolous, abusive or repetitious.
- (C) Comments must contain the following:
 - (a) The name and mailing address of the commenter. Other contact information, such as a fax number, telephone number, or e-mail address are optional;
 - (b) Information, views, or arguments, in respect of the regulation and in the format required. The sample format for the submission of comments is given in **Appendix F**.
 - (c) Submissions should also include all materials relevant to any statement of fact or argument made, to the extent that the material is available and reasonable for submission. A copy of the title page of the document should be included.
 - (d) Whether or not a copy of the material is submitted, the commenter should indicate specific places in the material that support their position.

5.7 FINAL REVIEW

- (A) Following receipt of comments from members of the public including concerned stakeholders, the Committee shall undertake a review of the comments received and produce a Comment Response Document (CRD). The committee may request the support of concerned Directorates when deemed necessary.
- (B) This document shall reproduce the comments received on the individual issues and the respective responses provided and amendments to the proposed regulation. It may contain a list of all persons or organizations that have provided comments.

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- (C) The CRD shall be submitted to the head of relevant Directorate(s) for validation. Once validated by the heads of relevant Directorate(s) and approved by the Director General, it will be posted on the LCAA website.

The CRD may contain a list of all persons and Organizations that have provided comments. It will be available for 30 days after consultation has closed and from the date it was posted on the website. A sample CRD is contained in **Appendix G**.

5.8 PUBLICATION OF FINAL REGULATION

The approved regulation shall be published on the LCAA website and notice of the coming into force shall be published in the national gazette and in at least three local dailies.

5.9 PUBLICATION OF NEW EDITIONS

A complete revised edition incorporating all amendments will be published every three years from the original effective date of the current regulation.

5.10 ADOPTION OF REGULATION FROM ANOTHER STATE

Adoption of regulation from another State may sometimes become necessary due to insufficient experience or for the benefit of harmonization of regulations. FAA and EASA regulations are the most common foreign regulations adopted by many States.

5.11 PROCEDURES FOR ADOPTED REGULATIONS

The following procedures will be followed for adopted regulations:

- (A) Before adopting regulation of another State, it will be verified that the adopted regulation fully aligns with the corresponding SARPs by referring to the list of differences filed by that State.
- (B) If it is found that the concerned State has filed the differences for the regulation to be adopted, the regulation will not qualify for adoption.
- (C) If no difference exists, the regulation will be adopted and customized in the operational context of Liberia.
- (D) The Legal and regulations committee will check the amendments to the adopted regulation and corresponding SARPs to ensure the continued compliance with parent regulation as well as SARPs.
- (E) If the parent regulation no longer aligns with the SARPs or Annexes the adoption will be discontinued and new set of regulation will be promulgated.
- (F) In addition, if harmonization on regulation is no longer useful to Liberia, the adoption of such regulations will be discontinued.

CHAPTER 6: PROCEDURE FOR ISSUING CIVIL AVIATION ORDER (CAO), CIVIL AVIATION DIRECTIVE (CAD) AND OTHER BULLETINS:

6.1 PURPOSE

This chapter provides direction and guidance on developing, making, issuing and amending of Civil Aviation Orders, Civil Aviation Directives and other Bulletins like All Operators Letters in accordance with the powers conferred on the DG in the Liberia Civil Aviation Act of 2019.

6.2 REASONS FOR ISSUING OR AMENDING CIVIL AVIATION ORDER (CAO):

The DG LCAA will issue or amend CAO for inter alia any of the following reasons:

- (A) An urgent need to amend the Liberia Civil Aviation Regulations for Aviation Safety and security exigencies.
- (B) An amendment to an ICAO Annex or document where it is impracticable to amend Liberia Civil Aviation Regulations after the applicability date of the ICAO annex.

6.3 DRAFTING, ISSUING AND AMENDING OF THE CAO

- (A) The process starts with drafting of the CAO by the directorate or unit responsible for the affected area(s) and send it for further action by the LRC.
- (B) The LRC will work with RWG(s) to deliberate on the CAO and make appropriate recommendations to the DG LCAA for amendment and issuing of the CAO in the format in Appendix C
- (C) There shall be no public consultation because of the urgent and special nature of the CAO. Public consultation shall take place when CAO is being consolidated into the LCARs following the amendment Procedures of Chapter 3.
- (D) The DG LCAA shall issue and amend the CAO by publishing it on the official LCAA Website.
- (E) The LRC shall maintain a Master Inventory List of all CAOs issued or amended by DG LCAA stating effective date, amended date, and cancelled date. CAO reference will carry the following format: LCAA/O-GEN-001Ed1Rev.00
- (F) The CAO issued or amended by DG LCAA shall remain effective until amended or repealed.
- (G) The CAO shall subsist until consolidated into the LCARs.

6.4 ORGANIZATION OF THE CAO

6.4.1 In as far as possible an Order will be developed in a common standard format that reflects the following parts:

(A) **Header.** Consists of the logo, Authority's Name, order reference number and date of approval

- (a) The Logo which will reflect the Authority is placed on the upper left-hand side of header.
- (b) The Authority's name. In this case it is Liberia Civil Aviation Authority. The Authority's name is also located on the header but is centered just below the LCAA Logo. Writing Style and font size for the Authority's name is bolded Bookman Old Style all caps and 22 respectively.
- (c) The reference number. Reference number with format as indicated in 5.2.2 (B) is located in the header just below the Authority's name. Writing Style and font size for the Authority's name is bolded Bookman Old Style all caps and 14 respectively.
- (d) Date signifies the date of approval by the LCAA. Writing Style and font size for the date is bolded Bookman Old Style all caps and 14 respectively. Date is located in the header just below the order reference number.

(B) **Body of document**

- (a) **Title of order.** Writing Style and font size for the Title of the order is bolded Bookman Old Style all caps and 11 respectively. Title is not in the header.
- (b) **Purpose.** provides the intent and the objectives of the Order. Writing Style and font size is bolded Bookman Old Style all caps and 11 respectively.
- (c) **Background.** This section provides a brief history and a preamble for the subject of the document.
- (d) **Reference** is given to the relevant regulations and requirements and applicable forms to be used. Writing Style and font size is bolded Bookman Old Style all caps and 11 respectively.
- (e) **Scope:** provide the necessary information and major objectives. Writing Style and font size is bolded Bookman Old Style all caps and

11 respectively. Guidance, procedures or information, as applicable. Guidance and procedures provide the necessary requirements and information to help the user comply effectively with the regulations.

- (f) **Cancellation/Suspension:** By default, it is understood that the publication of any new issue of a document automatically renders all earlier issues of the same document null and void.

NOTE: Here are examples of text to incorporate:

All persons shall comply with the instructions contained in this Order from time to time until a further order, rule or regulation as may be essential is issued suspending or cancelling this order.

- (g) **Signature:** Document is signed by the Director General
- (h) **Appendices:** could be any other information considered necessary to assist completing the task satisfactorily
- (i) **Footer:** each page will have a footer indicating the Order reference number on the left, the approval date in the middle and page number on the right-hand side.

6.5 REASONS FOR ISSUING CIVIL AVIATION DIRECTIVE (CAD) AND OTHER BULLETINS

The DG LCAA will issue CAD and other bulletins for inter alia any of the following reasons:

- (A) CAD will be issued to require a mandatory action or compliance with any matter of operational safety and security that is not in the regulations but expedient for public interest.
- (B) All Operators Letter or other bulletins will be issued by the DG or concern director to provide guidance or safety and security information to the industry or require compliance with specific part of the regulations.

6.6 DRAFTING AND ISSUING/AMENDING OF THE CAD AND OTHER BULLETINS

- (A) The process starts with drafting of the CAD by the directorate/section responsible for the affected area(s) and send it for further action by the RC.
- (B) The LRC will work with the directorate/section to deliberate on the CAD and make appropriate recommendation to the DG LCAA for issuing or amendment of the CAD in the format in appendix 4-2. 4.5.3 The RC shall maintain a Master Inventory List of all CADs issued/amended by DG LCAA stating effective date, amended date, and cancelled date. CAD reference will carry the following format LCAA/CAD/YYYY/NNN e.g. First CAD issued in year 2021 will be LCAA/CAD/2021/001.

- (C) All Operators Letter and other bulletins will be drafted by

directorates/sections responsible for the civil aviation areas and issued by the DG or on behalf of the DG by the director. The AOL and other bulletins will not require any work from the regulation committee.

CHAPTER 7: NOTIFICATION AND FILING OF DIFFERENCES

The primary purpose of the notification of differences is to promote safety, regularity and efficiency in air navigation by ensuring that governmental and other agencies, including operators and service providers, concerned with international civil aviation are made aware of all national regulations and practices in so far as they differ from those prescribed in the Standards contained in Annexes to the Chicago Convention.

7.1 GENERAL INFORMATION

- (A) Article 38 of the Chicago Convention requires States to notify ICAO of any differences between their national Regulations and the International Standards contained in the Annexes and any amendments thereto.
- (B) Furthermore, States are required to keep ICAO currently informed of any differences which may subsequently occur, or withdrawal of any differences previously notified. A specified request for notification of differences is sent to States immediately after the adoption of each amendment to a particular Annex.
- (C) In addition to the obligation of States under Article 38 of the Convention, States are further obliged pursuant to Annex 15 – Aeronautical Information Services, to publish significant differences to the PANS through the Aeronautical Information Service in the Aeronautical Information Publication (AIP).

7.2 DEFINITIONS

In this Chapter, the following words shall have the meanings assigned to them:

- (A) Aeronautical Information Publication (AIP): A publication issued by or with the authority of a State and containing aeronautical information and aeronautical data of a lasting character essential to air navigation.
- (B) Significant differences: These are those differences that are not only materially different from the ICAO SARPs or PANS but also may significantly impact on the affected aviation activity with consequent safety risk implications.
- (C) Safety risk: is the projected likelihood and severity of the consequence or outcome from an existing hazard or situation.

7.3 ANNEX COMPONENTS TO WHICH NOTIFICATION OF DIFFERENCES PROCESS APPLY

The following Annex components shall equally apply with respect to notification of differences:

- (A) Standard. Any specification for physical characteristics, configuration, materiel, performance, personnel or procedures, the uniform application of which is recognized as necessary for the safety or regularity of international air navigation and to which Contracting States will conform in accordance

with the Convention; in the event of impossibility of compliance, notification to the Council is compulsory under Article 38.

- (B) Recommended Practice. Any specification for physical characteristics, configuration, materiel, performance, personnel or procedures, the uniform application of which is recognized as desirable in the interest of safety, regularity or efficiency of international air navigation, and to which Contracting States will endeavor to conform in accordance with the Convention; in the event of impossibility of compliance notification to the Council is encouraged under Assembly Resolutions.
- (C) Definitions. Definitions of terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have independent status but are an essential part of each SARP in which the term is used, since a change in the meaning of the term would affect the specification. Therefore, differences against definitions shall be notified to ICAO. Once a difference against a definition has been notified, differences against the SARPs using that definition shall equally be notified as well.
- (D) Appendices. Appendices comprise material grouped separately for convenience but forming part of the SARPs adopted by the Council. The notification of differences, if any, shall therefore apply to appendices.
- (E) Tables and figures. Tables and Figures which add to or illustrate a SARP and which are referred to in an annex, form part of the associated SARP and have the same status. The notification of differences, if any, shall therefore apply to such tables and figures.

7.4 FORM OF NOTIFICATION OF DIFFERENCES:

- (A) LCAA notify differences through the Electronic Filing of Differences (EFOD) System at www.icao.int/usoap.
- (B) In case it is not possible, to notify differences through the EFOD System LCAA will notify the difference by sending to ICAO Headquarters the form provided in **Appendix B**.

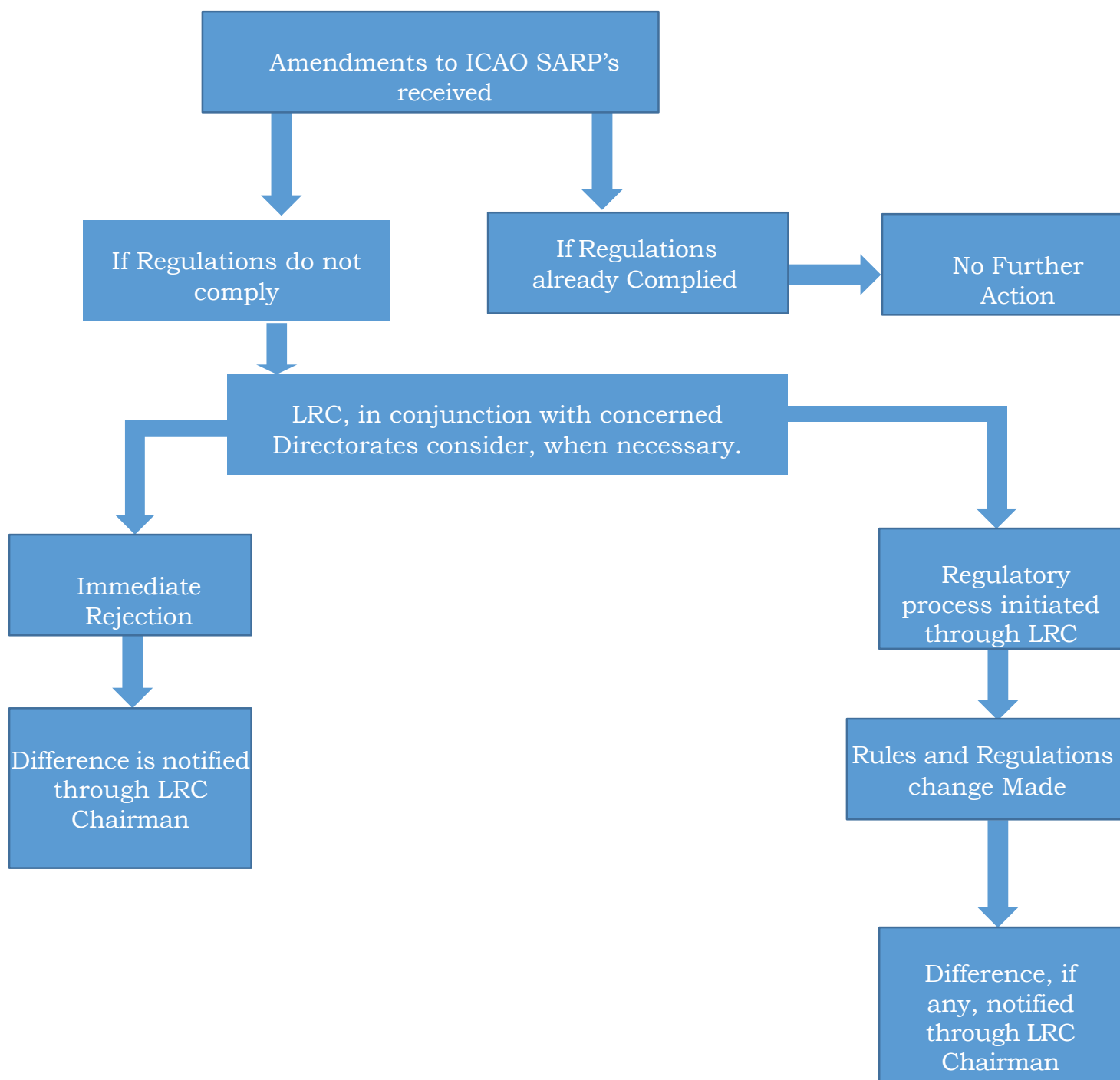
7.5 PROCEDURE FOR IDENTIFICATION AND NOTIFICATION OF DIFFERENCES

- (A) Any substantive difference from SARPs needs to be identified and notified. For Liberia to fulfill this obligation, it is clear that an appropriately organized and effective procedure must be established on the basis of national regulations and structured to effectively fulfill the tasks that it is expected to undertake.
- (B) In order to file differences successfully and cost effectively, Liberia has set-up, and applies, a simple, suitable procedure for notifying differences.

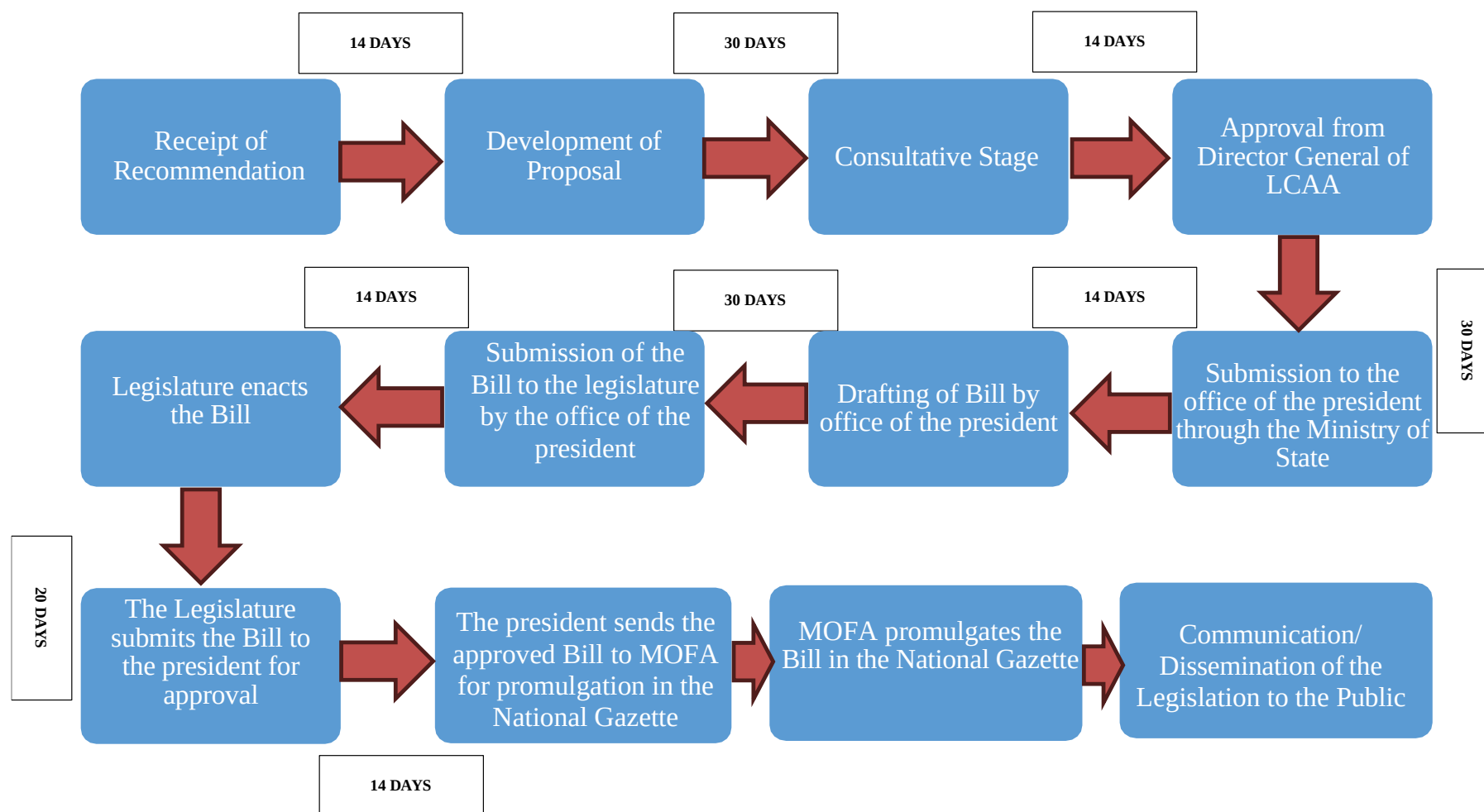
The legal and Regulations Committee has responsibility to identify differences to ICAO SARPs. This procedure is as follows:

- (a) Difference is initially identified by the Legal and Regulations Committee immediately after the approval by the DG of response to ICAO letters on proposals for amendments to SARPs;
- (b) After receipt and completion of processing of ICAO state letters on adoption of amendments, LRC will further review and where necessary update identified differences, should there be any additional differences arising from any changes identified in ICAO adoption of amendment letter that may have resulted from modifications to initial proposed amendment letter;
- (c) The identified differences will be retained by the LRC until the completion of the regulations' amendment process;
- (d) If there are any changes to the approved amendment arising from the regulation amendment process which could affect the identified differences LRC will proceed to review and update the existing list of identified differences in order to obtain the correct list of differences;
- (e) LRC will then forward the differences to the NCMC for notification using the CC/EFOD before the deadline given by ICAO to notify differences. If there are no differences to notify, the approved amendments will be forwarded to the NCMC to notify compliance with ICAO SARPs using the CC/EFOD;
- (f) If it is determined that the regulations amendment process cannot be completed before the date specified by ICAO for the notification of differences, the differences identified in (c) above, should be notified before the ICAO deadline for notification of differences;
- (g) The Legal and Regulations Committee must forward the list of differences to the NCMC for notification through the CC/EFOD system at least five days before the deadline specified by ICAO for notification of differences; and
- (h) All differences to ICAO annex provisions arising solely from the regulation amendment process due to amendments proposed from other sources, different from ICAO, should be identified by the Legal and Regulation Committee and notified by the NCMC at least five days after the proposed amendments becomes final regulations.

7.6 PROCEDURE FOR PUBLICATION OF SIGNIFICANT GENERAL PROCESS TO FOLLOW IN NOTIFICATION OF DIFFERENCES

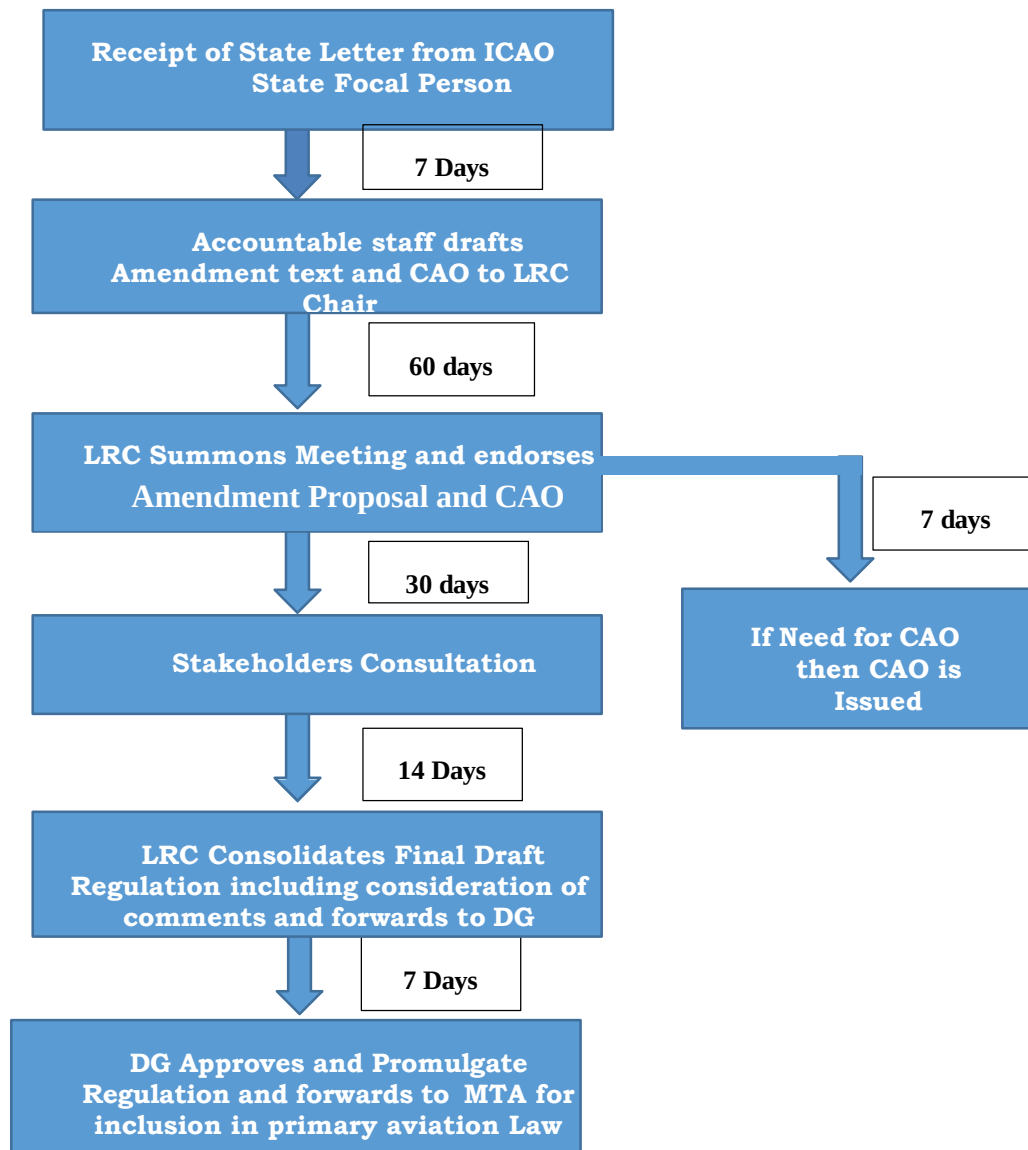


APPENDIX 6: GENERAL PROCESSES TO FOLLOW FLOWCHART ON PROCEDURES FOR REVIEW/AMENDMENT/REPEAL OF THE PRIMARY AVIATION LEGISLATION



Note: On Average 180 days (6 months)

**APPENDIX 7: FLOW CHART ON THE PROCEDURES FOR AMENDING
REGULATIONS FOLLOWING AN ADOPTION OF AMENDMENT TO
ICAO SARPS**



Note: On Average 125 days (4 months)

7.7 PROCEDURE FOR PUBLICATION OF SIGNIFICANT DIFFERENCES

- (A) ICAO Annex 15 – Aeronautical Information Services require publication of a list of significant differences in Part 1 — General (GEN) of Aeronautical Information Publications (AIP).
- (B) Following the identification of a difference, the difference shall be assessed using the tool for analysis specified in Attachment “A” and the accompanying safety risk matrix marked Attachment “B” as may be applicable.
- (C) The expected outcome of the analysis stated is the determination that such a regulatory difference or different national practice is a significant difference or otherwise. Where the risk matrix is applied and the safety risk is high or moderate, the difference is categorized as significant. Whenever such a difference is analyzed and identified, appropriate mitigations shall be developed and implemented by the Authority.

Note: Significant differences are those differences that are not only materially different

from the ICAO SARPs, but also may significantly have impact on the affected aviation activity and with consequent safety risk implications.

- (D) Following the determination of significant differences, the Head of concerned Directorate shall within one (1) week submit the report to the LRC.
- (E) The LRC shall duly review the proposed significant differences within one (1) month (20 working days) of submission and shall forward a report with recommendations for approval by the Director-General.
- (F) The Director-General shall within two (2) weeks, provide his decision to the Chairperson of the LRC, who shall within one (1) week (5 days) forward, through the NCMC for filing of significant differences on the OLF. The Head of AIS shall within the same period dispatch a copy of the said approval of the list of significant differences to the Secretary of the Roberts Flight Information Region (RFIR) through a letter signed by the Director General for publication in the AIP.
- (G) The list of significant differences would, in line with the guidance provided in the Aeronautical Information Service (AIS) Operations Manual, include the following:
 - (a) provision affected (Annex and edition number, paragraph);
 - (b) difference in full text; and
 - (c) all annexes shall be listed in numerical order if there is no difference to an Annex, in which case a NIL notification shall be indicated.

- (H) The Head of AIS shall follow up to ensure timely publication by the Roberts Flight Information Region and shall ensure accuracy and completeness of content of the information in the AIP Amendment.

7.8 LIBERIA POLICY ON CATEGORIES OF DIFFERENCES TO SARPS:

- (A) Compliance with SARPs in Liberia generally extends beyond the issuance of national regulations and requires establishment of practical arrangements for implementation, such as the provision of facilities, personnel, equipment and effective enforcement mechanisms.

The following categories of differences serve as criteria to be used by Liberia in determining whether a notifiable difference exists:

- (a) Liberia's requirement is more exacting or exceeds a SARPs (**Category A**). This category applies when the Liberia's national regulation and practices are more demanding than the corresponding SARPs, or impose an obligation within the scope of the Annex which is not covered by the SARPs. This is of particular importance where Liberia requires a higher standard which affects the operation of aircraft of other Contracting States in and above its territory;

Example:

Annex reference	Provision	Text of the difference to be notified to ICAO	Comments, including the reason for the difference
Annex 2, 3.3.1.3	A flight plan shall be submitted before departure to an air traffic services reporting office or, during flight, transmitted to the appropriate air traffic services unit or air-ground control radio station, unless arrangements have been made for submission of repetitive flight plans.	For flights crossing international borders, the flight plan should be submitted at least 30 minutes prior to departure	This additional requirement is considered to be necessary.

- (b) Liberia's requirement is different in character, or Liberia has established other means of compliance (**Category B**). This category applies, in particular, when the Liberia's regulation and practices are different in character from the corresponding SARPs, or when Liberia's national regulation and practices differ in principle, type or system from the corresponding SARPs, without necessarily imposing an additional obligation;

Example:

Annex reference	Provision	Text of the difference to be notified to ICAO	Comments, including the reason for the difference
Annex 3, 6.5.3	Area forecasts for low-level flights prepared in support of the issuance of AIRMET information shall be issued every 6 hours for a period of validity of 6 hours and Transmitted to meteorological watch offices and/or aerodrome meteorological offices concerned not later than one hour prior to the beginning of their validity periods.	The area forecasts are issued every 3 hours instead of 6 hours, but only from 7 :00 to 22 :00 local time.	The frequency and issuance periods are considered to offer a better benefit/cost ratio.

- (c) **Liberia’s requirement is less protective, partially implemented or not implemented (Category C).** This category applies when Liberia’s regulation and practices are less protective than the corresponding SARP; when no national regulation has been promulgated to address the corresponding SARP, in whole or in part; or when Liberia has not brought its practices into full accord with the corresponding SARP.

Example:

Annex reference	Provision	Text of the difference to be notified to ICAO	Comments, including the reason for the difference
Annex 11, 2.31.1	Each prohibited area, restricted area, or danger area established by a State shall, upon initial establishment, be given an identification and full details shall be promulgated.	Even though this standard is implemented in practice, it has not been incorporated into national regulations.	Incorporation is planned for the 2016 air traffic services code of regulations update.

Note: *These categories do not apply to “Not Applicable” SARP. Please see the paragraph below.*

7.8.1 Not Applicable SARP:

When Liberia deems a SARP concerning aircraft, operations, equipment, personnel, or air navigation facilities or services to be not applicable to its existing aviation activities, notification of a difference is not required. For example, Liberia, not being a State of Design or Manufacture and not having any national regulations on the subject, would not notify differences from Annex 8 provisions related to the design and construction of an aircraft.

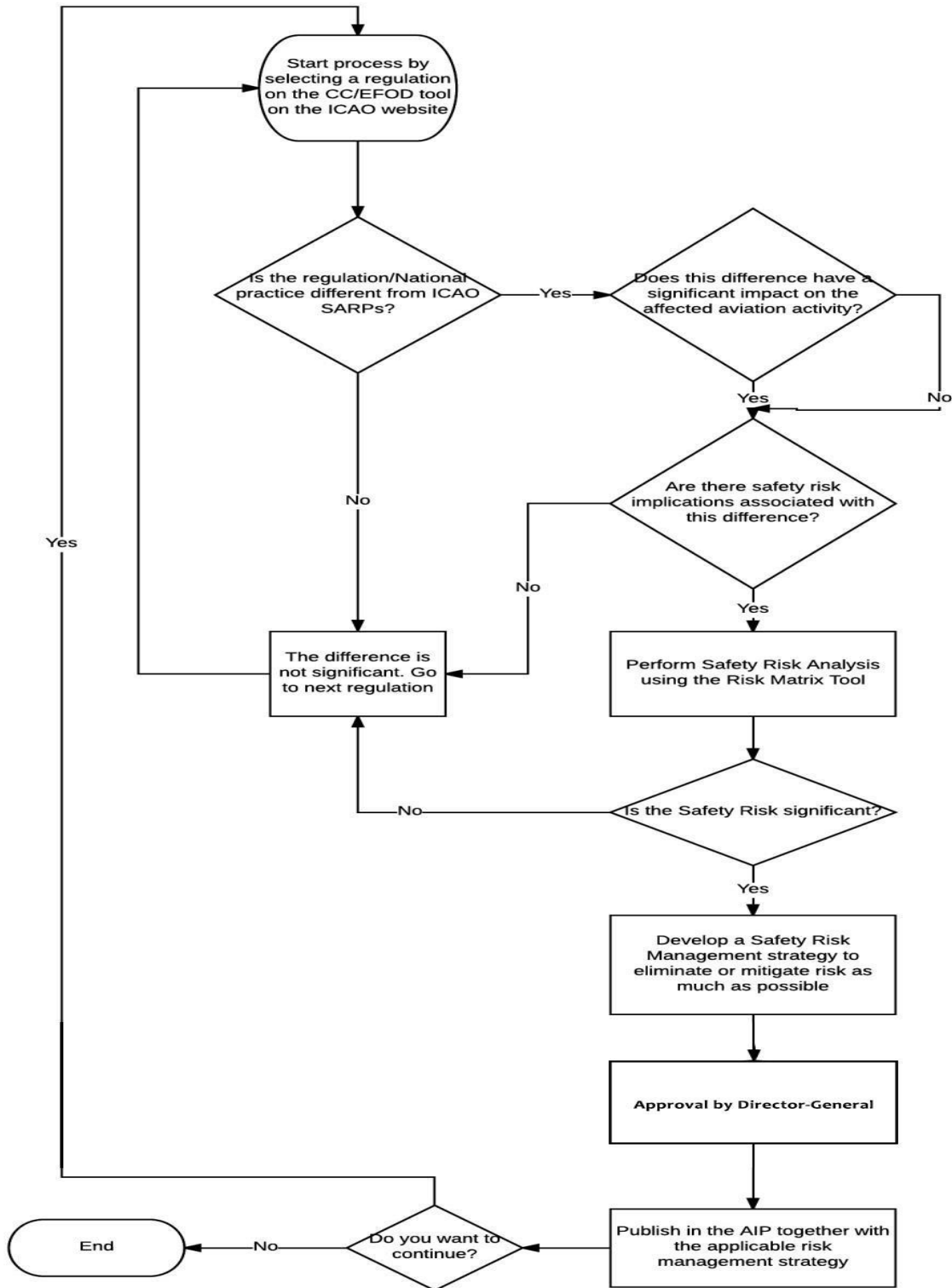
7.8.2 Differences from Appendices, Tables and Figures:

The material comprising a SARP includes not only the SARP itself, but also the appendices, tables and figures associated with the SARP. Therefore, differences from appendices, tables and figures are notifiable under Article 38. In order to file a difference against an appendix, table or figure, Liberia shall file a difference against the SARP that makes reference to the appendix, table or figure.

7.8.3 Differences from Definitions:

Liberia shall notify differences from definitions. The definition of a term used in a SARP does not have independent status but is an essential part of each SARP in which the term is used. Therefore, a difference from the definition of the term may result in there being a difference from any SARP in which the term is used. To this end, Liberia shall take into consideration differences from definitions when determining compliance or differences to SARPs in which the terms are used.

ATTACHMENT A - TOOL FOR ANALYSIS OF SIGNIFICANT DIFFERENCES TO THE ICAO SARPs:



CHAPTER 8: PROPOSALS FOR SARPS AND PANS

8.1 FORMULATION OF PROPOSALS FOR SARPS AND PANS.

8.1.1 General

- (A) In general, the formulation of proposals for new standards and recommended practices (SARPs), Procedures for Air Navigation Services (PANS), and guidance material, or for amendments, to the existing SARPs, PANS and guidance material is initiated by divisional or panel type air navigation meetings (i.e. air navigation conferences and divisional or panel meetings). These proposals are reflected as recommendations within the meeting report.
- (B) In the event where Liberia, as a contracting State to ICAO, has a permanent mission at ICAO, then, the involvement of LCAA commences at this stage with the participation of experts at the various meetings via the permanent mission of the State to ICAO. At least one technical officer attends the divisional type air navigation meeting as LCAA representative. Often representatives from LCAA headquarters are designated as well to attend as official delegate members.

8.1.2 LCAA Representative in ICAO Meetings, If Applicable:

- (A) The designation of LCAA representatives is coordinated by the relevant focal point in charge of receipt monitoring and distribution of ICAO State letters, upon receipt of ICAO invitation letter by the Director General and within two-working days, the invitation letter is dispatched to all concerned LCAA Directorates through the focal point requesting the designation of staff. The focal point shall ensure coordination with any external concerned stakeholders (e.g. Ministry of Defense, etc....) taking into account the ICAO deadline for reply. Any received reply from stakeholders shall be forwarded as earlier as possible to Director General.
- (B) The Director General shall approve the list of LCAA representatives and establish an official list of the State representatives including any representative from the external stakeholder. This list shall be transmitted by the focal point by a letter to the Secretary General of ICAO within two working days from the approval date. A copy of the mentioned letter shall be forwarded to each concerned LCAA Directorate and the relevant stakeholders who have representatives.

8.1.3 LCAA Representatives in ICAO Divisional or Panel-Type Air Navigation Meeting:

- (A) Within one month from the closing divisional or panel-type air navigation meeting, LCAA delegation in coordination with the State representative at ICAO, shall produce a meeting report. This report shall cover the main

subjects and focus particularly on proposals on amendments to SARPs, PANS and associated Appendices and attachments together with the delegation position, views or comments on the proposals. The related divisional or panel-type meeting recommendations shall be reproduced in the report.

- (B) To readily identify LCAA delegation's position on proposals for amendments, a vertical line with the abbreviation (CAA position, views and comments) shall be placed in the margin against their text. If the CAA delegation finds it necessary to reject a divisional, panel-type air navigation meeting recommendation(s) on amendment(s) proposals to SARPs, PANS or associated appendices and attachments, the delegation shall explain the reasons to do so.
- (C) A divisional or panel type air navigation meeting follow-up file shall be established with the following:
 - (a) A copy of ICAO invitation letter;
 - (b) A copy of dispatching notes/letters;
 - (c) Replies of the concerned LCAA Directorate and stakeholders;
 - (d) List of LCAA and stakeholders' representatives;
 - (e) A copy of divisional or panel-type air navigation meeting report;
 - (f) A copy of LCAA delegation report; and
 - (g) Excerpt of LCAA position views and comments from the CAA delegation report.

8.1.4 ICAO AMENDMENT ADOPTION PROCESS:

- (A) Following the receipt of comments from States and international organizations, ICAO Air Navigation Commission undertakes a final review of the recommendations and produces a final text of proposed amendment to SARPs, PANS and associated attachment for consideration by ICAO council.
- (B) If ICAO council adopts the proposed SARPs amendment and if subsequently the majority of the contracting states does not disapprove them, they become effective and applicable on date specified by the council. The council will adopt a resolution, which prescribed these dates.
- (C) ICAO prepares the green edition of amendment, which consists of the following elements:
 - (a) Cover sheets;
 - (b) Copy of state letter sent to contracting states, notifying the adoption of the respective amendment;
 - (c) Copy of the resolution adoption;
 - (d) Copy of amendment; and

- (e) Note on the notification of differences from the annex concerned and form of notification.
- (D) The PANS amendments approved by the council are not subject to disapproval. They become applicable on the same date as any associated SARPs amendments.
- (E) Within two weeks from the adoption of the amendment to annexes by the council, ICAO Secretary General sends a state letter to all contracting states asking them to inform him:
 - (a) Before the effective date of the amendments, if there is any part of the adopted standards and recommended practices (SARPs), concerning which a state wishes to register disapproval, using the ICAO notification form for this purpose. Only statement of disapproval needs to be registered. No reply is interpreted that a state does not disapprove the amendment. A sample of ICAO notification disapproval form is shown as **Appendix D**;
 - (b) Before the applicable date of amendments, if there is difference that will exist between the national regulation or practices of the state and the provisions of amended annex using ICAO notification form. In addition, states should indicate dates by which will have complied with the provisions of the amended annex. A sample of ICAO notification of compliance with differences form is given as **Appendix B**;
- (F) Following the approval of the adopted amendments to annexes and PANS by more than 2/3 contracting states, ICAO will issue the blue edition of these amendments.
- (G) The blue edition of an annex amendment is reproduced either in the form of replacement pages to the annex concerned or of a new edition of the annex.
- (H) In addition, ICAO will also issue a supplement to the concerned annex with all differences notified by contracting states. In this respect, if CAA reply includes differences to the adopted amendments, the State representative to ICAO will ensure a follow-up with ICAO Secretariat, in order to verify the accuracy.

APPENDIX A: ASSIGNMENT SHEET

	Liberia Civil Aviation Authority (LCAA)		
Assignment Sheet			
ICAO State letter:(Insert the title)			Reference: Date:
Source of letter:	☐ ☐ ☐ ☐ ICAO-NET (Ministry of Foreign Affairs) Both		
Reply deadline(s) ☐ (if any)	Reply date: ☐	Disapproval date: ☐	Difference Date:
Type of letter: ☐	☐ Informative ☐ Proposal of Amendment ☐ ICAO Meeting/Seminar ☐ Adoption of Amendment ☐ Other		
LCAA concerned Directorate(s):			
Summary of ICAO State letter (Short description based on the ICAO State letter)			
Assignment:			
Date:			
Form No: When the State Letter is circulated by (focal point for receipt monitoring and distribution of State Letters) , Please provide the reference of note (.....) This reference will be used in the reply.			

APPENDIX B: SAMPLE OF ICAO NOTIFICATION OF COMPLIANCE WITH OR DIFFERENCES FORM

NOTIFICATION OF COMPLIANCE WITH OR DIFFERENCES FROM ANNEX....
(including all amendments up to and including Amendment)

To: The Secretary General
International Civil Aviation Organization 999
University Street
Montreal, Quebec
Canada. H3C 5H7

1. No differences will exist on _____ between the national regulations and or practices of **(state)** _____ and the provisions of Annex, including all Amendments up to and including Amendment;
2. The following differences will exist on _____ between the regulations and/or practices of **(State)** _____ and the provisions of Annex, including Amendment *(please see Note)* below
 - a) **Annex Provision** (Please give exact paragraph reference)
 - b) **Details of Difference** (Please describe the difference clearly and concisely)
 - c) **Remark** (Please indicate reasons for the difference)
 - d) By the dates indicated below, **(State)** _____ will have complied with the provisions of Annex, including all amendments up to and including Amendment.... for which differences have been notified in 2 above.

(Please give exact paragraph reference)

(Please use extra sheets as required)

Signature _____

Date _____

NOTES

If paragraph 1 above is applicable to you, please complete paragraph 1 and return this form to ICAO Headquarters. If paragraph 2 is applicable to you, please complete paragraph 2 and 3 and return the form to ICAO Headquarters.

- a)** Please dispatch the form to reach ICAO Headquarters by 19 October 2009 (18 October 2010 for paragraph 2.4.4).
- b)** A detailed repetition of previously notified differences, if they continue to apply may be avoided by stating the current validity of such differences.
- c)** Guidance on the notification of differences from Annex 4 is provided in the Note on the Notification of Difference at attachment D.
- d)** Please send a copy of this notification to the ICAO Regional Director accredited to your government.

APPENDIX C: CIVIL AVIATION ORDER (CAO)

 Liberia Civil Aviation Authority	CIVIL AVIATION ORDER (CAO)
ORDER ON	LCAA/ CAO/2021/001
SUBJECT	CARBON OFFSETTING AND REDUCTION SCHEME FOR INTERNATIONAL AVIATION (CORSIA)
BASIS/ COMMENCEMENT	Pursuant to the powers vested ton the Director General by Section 30(5) of the Civil Aviation Act, 2019 the Liberian Civil Aviation Authority (LCAA) hereby Orders as contained in this document
APPLICABILITY	Aeroplane(s) with a maximum certificated take-off mass greater than 5 700 kg conducting international flights on or after 1 January 2019, with the exception of humanitarian, medical and firefighting flights.
PURPOSE	An Order to adopt the amendments to ICAO Standards and Recommended Practices as contained in Annexes to the Convention on International Civil Aviation but yet contained in the Liberian Civil Aviation Regulations.
ICAO ANNEX REFERENCE OR OTHER SOURCES	• ANNEX 16, VOL. IV AMENDMENT XXX
LIB. CAR PARTS AFFECTED	PART 16
ISSUE /REV NO/DATE.	ISSUE 1/REV.00
EFFECTIVE DATE	21/01/2021
ACTIONS REQUIRED AND COMPLIANE TIMELINES	
APPROVED BY	
NAME	< DG'S NAME>
TITLE	DIRECTOR GENERAL
SIGNATURE /DATE	<SIGN> <DD/MM/YYYY>

**APPENDIX D: SAMPLE OF ICAO NOTIFICATION OF DISAPPROVAL FORM.
NOTIFICATION OF DISAPPROVAL OF ALL OR PART OF AMENDMENT TO
ANNEX....**

To: The Secretary General
International Civil Aviation Organization
999 University Street
Montreal, Quebec
Canada. H3C 5H7

(State) _____ hereby wishes to disapprove the
following parts of Amendment to Annex:

Signature _____ Date _____

NOTES:

1. If you wish to disapprove all or part of Amendment..... to Annex....., please dispatch the notification of disapproval to reach ICAO Headquarters by **[insert dd/mm/yy]**. If it has been received by that date, it will be assumed that you do not disapprove of the amendment. **If you approve of all parts of Amendment ..., it is not necessary to return this notification of disapproval.**
2. This notification should not be considered a notification of compliance with or difference from Annex... Separate notifications on this are necessary. (See Appendix A).
3. Please use extra sheets as required.

APPENDIX E– NOTICE OF PROPOSED CHANGE IN REGULATION

LIBERIA CIVIL AVIATION AUTHORITY

NOTICE OF PROPOSED CHANGE IN REGULATION

PROPOSED CHANGES TO PART XXXX (TITLE OF AFFECTED REGULATION)

TABLE OF CONTENTS –

1. EXPLANATORY NOTE:

- a) **GENERAL**
- b) **CONSULTATION**
- c) **COMMENT RESPONSE DOCUMENT**
- d) **PRELIMINARY IMPACT ASSESSMENT**
- e) **DISCUSSION OF THE PROPOSAL**

2. PROPOSED CHANGES:

- a) **EXPLANATORY NOTE**
- b) **GENERAL**

(Discuss the purpose of the proposed changes to the regulation) e.g. The purpose of the proposed changes to the Part XXXX (Title of this Part) is to provide further guidance and explanatory material.

(List the factors that have made it necessary for the changes being proposed to the regulation). For example: There are a number of factors that have determined the need for and timing of this amendment.

- 3. **Changes to ICAO Standards and Recommended Practices (SARPs) that are due to become effective in (date) as outlined in ICAO State Letter (reference)**
- 4. **Additional technology and procedural development etc**

CONSULTATION:

In order to reach a wide audience and collect relevant comments, the text of this notice of proposed change in regulation is submitted for consultation to all (specify stakeholders) and other interested parties on the LCAA website.

A comment form is included with the consultation details on the web page, for completion and submission to:

Mail: The Director General

Attn: Legal and Regulation Committee liberiacao@lcaa.gov.lr

Hand Delivery or courier: The Director General

Attn: Legal and Regulation Review Committee Harbel, Margibi County, Republic of Liberia

Website: www.lcaa.gov.lr

A 30-day consultation period is given, effective from (date). The LCAA must receive comments back by (date). Comments that are not submitted in the appropriate form provided or which are received after this date may not be considered.

1. COMMENT RESPONSE DOCUMENT:

The comments will be reviewed by (XXX). All comments received will be responded to and incorporated in a Comment Response Document (CRD), which will also be posted on the consultations page of the LCAA website. The CRD may contain a list of all persons and/or organizations that have provided comments. The CRD will be available for four weeks after the consultation has closed.

1. PRELIMINARY IMPACT ASSESSMENT:

Intent –

(Discuss intent of the amendment) e.g. The intent of this proposed change to Part XXXX (title of regulation) is to ensure that the requirements of this regulation remain current.

Option –

(State whether or not there are options) e.g. There are no alternative options. To do nothing would mean that LCAA has neither adopted nor implemented changes to ICAO State letters and that requirements and guidance for Part XXXX will not be current.

Impact –

Safety: *(State whether negative or positive and the nature of the impact)*. e.g. The intended changes are expected to have a positive impact on safety. Economic: *(State whether negative or positive and the nature of the impact)* Conclusion of the Proposal

Discuss the overall impact e.g. the majority of the proposals are considered as having a positive safety and a limited economic impact. Therefore, progress of the proposal is justified.

1. DISCUSSION OF THE PROPOSALS:

Discuss the types of changes in the proposal e.g.

Administrative Changes:

The following changes are incorporated throughout this proposal on changes to Part XXX:

- ✓ Typographical errors have been corrected.

Other Changes

Other changes are outlined in Part B of this Notice. For each chapter, only the amended paragraphs are shown, in tabular format, providing the rationale for the change, the previous text (if applicable) and the proposed amendment. Shading denotes new or amended text, whereas text to be deleted is shown with a line through it. Table and diagram are shown

1. PROPOSED CHANGES

Part XXX Title of Section

Paragraph No:	Rationale:
<u>Proposed Text: (Provide the proposed text – text to be deleted has a line running through it and new text is shaded)</u>	

APPENDIX F: COMMENT SHEET TO NOTICE OF PROPOSED CHANGE IN REGULATION

Comment Sheet:

Notice of Proposed Change in Regulation (NPCR) –

Please return this response sheet by (Date), via email attachment to the Director General, LCAA / Mail: liberiacao@lcaa.gov.lr Hand Delivery or courier: P.O Box 68, Harbel, Margibi County, Republic of Liberia.

Please indicate your acceptance or otherwise of this proposal by ticking the appropriate box below. Additional comments, suggested amendments or alternative action are welcome and may be provided on this response sheet or by separate correspondence.

☐ The proposal is acceptable without change.

☐ The proposal is acceptable but would be improved if the following changes were made:

☐ The proposal is **not acceptable but would be acceptable if the following changes were made:**

S/N	NPCR Reference	Comments or suggested change	Explanation
1			
2			

RESOURCE IMPLICATIONS:

Please provide specific comment on any significant resource implications that this proposal may have for your organization, for both its implementation and ongoing compliance. Your comments should address both financial and human resource considerations.

Resource Implication – Proposal implementation	
Resource Implication – Proposal sustainment	

RESPONDENT DETAILS:

Name		
Submission Date		
Organization		
Postal Address		
E-mail Address/Phone		

APPENDIX G: COMMENT RESPONSE DOCUMENT (CRD)

LIBERIA CIVIL AVIATION AUTHORITY

COMMENT RESPONSE DOCUMENT TO NOTICE OF PROPOSED CHANGE IN REGULATION (Number)

1. EXPLANATORY NOTE:

a) GENERAL –

(Discuss the purpose of the notice of proposed changes in regulation which was earlier issued)

b) CONSULTATION

The notice of proposed change in regulation was published on XXX (indicate mode of publication) on (State date). By closing date of XXX, the LCAA had received XX comments (No of comments).

c) PUBLICATION OF THE CRD

All comments received have been acknowledged and incorporated into this Comment Response Document (CRD) with the responses of the Authority.

In responding to comments, a standard terminology has been applied to attest the Authority's acceptance of the comment. This terminology is a follow:

Accepted – The comment is agreed by the Authority and any proposed amendment.

Partially Accepted – Either the comment is only agreed in part by the Authority or the comment is agreed by the Authority but any proposed amendment is partially transferred to the revised text.

Noted – The comment is acknowledged by the Authority but no change to the existing text is considered necessary.

Not Accepted – The comment or proposed change is not shared by the Authority.

The resulting text highlights the changes as compared to the current regulation

The Decision of the Director General will be issued at least XX months after the publication of this CRD to allow for any possible reaction of stakeholders regarding possible misunderstandings of the comments received and answers provided.

Such reactions should be received by the Authority not later than XXXX (specify date) at
XXX (specify location)

1. CRD TABLE OF COMMENTS AND RESPONSES

Part XXX Title of Section:	Paragraph No:
Comment No:	
Comment by: (Text of Comment)	
(Accepted/Partially Accepted/Noted/Not Accepted)	
(Text of Explanation)	
Part XXX Title of Section Paragraph No:	

ICAO Annex Stakeholders

Annex	Concerned Directorates	External Agencies
Annex 1 - Personnel Licensing	PEL, OPS, AIR and ANS Departments Medical accessor	Medical Examiner Unions
Annex 2 - Rules of the Air	ANS Departments	ANS Service Providers
Annex 3 - Meteorological Services	ANS Departments	ANS Service Providers
Annex 4 - Aeronautical Charts	ANS Departments	ANS Service Providers
Annex 5 - Units of Measurement	ANS Departments	ANS Service Providers
Annex 6 - Operation of Aircraft	PEL, OPS and AIR Departments	Operators
Annex 7 - Aircraft Nationality and Registration Marks	AIR Department	Aircraft owners and operators
Annex 8 - Airworthiness of Aircraft	AIR Department	Aircraft owners and operators
Annex 9 - Facilitation	AVSEC Department	
Annex 10 - Aeronautical Telecommunications	ANS Departments	ANS Service Providers
Annex 11 - Air Traffic Services	ANS Departments	ANS Service Providers
Annex 12 - Search and Rescue	ANS Departments	ANS Service Providers
Annex 13 - Aircraft Accident and Incident Investigation		Aircraft Accident and Investigation Bureau
Annex 14 - Aerodromes	AGA Departments	Airport Service Providers
Annex 15 - Aeronautical Information Services	ANS Departments	ANS Service Providers
Annex 16 - Environmental Protection	AIR Department	
Annex 17 - Security	AVSEC Department	
Annex 18 - The Safe Transportation of Dangerous Goods by Air	OPS and AVSEC Departments	Operators, handling
Annex 19 - Safety management	ALL Technical Departments	Aircraft Accident and Investigation Bureau

APPENDIX H: MASTER TASK LIST

[illegible]