

**Guyana Civil Aviation Authority**

# **ATR Form K Instructions**

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## Submission of ATR Forms

The ATR Forms were developed in MS Excel so as to be used to submit data electronically. Completed electronic ATR Forms are to be submitted to GCAA by email to [statistics@gcaa-gy.org](mailto:statistics@gcaa-gy.org).

The following points are to be noted and observed when entering data on the electronic Forms:

- Do not attempt any modifications to the structure of the Forms by inserting or deleting columns or rows;
- Use only the GCAA-supplied forms when submitting data;
- Enter numerical values as numbers, not text;
- Do not use 1000 separator when entering numerical values;
- Use either the decimal point or comma to enter decimals, depending on convention.

## Form K: Air Navigation Services Financial Data

### Statistics to Be Reported

This form should be used by ICAO Member States to report financial data for each of their entities that provides air navigation services for international civil aviation, within their territory, over another State, over the high seas, or in an air space of undetermined sovereignty (in accordance with the provisions of ICAO Annex 11 – *Air Traffic Services to the Convention on International Civil Aviation*).

In cases where more than one entity provides major air navigation services (ATM, CNS, MET, SAR and AIS), the financial data related to all such entities should, as far as possible, be combined and reported on a single Form K. Please submit any relevant data available, even if the form can only be partially completed.

In cases where the same entity provides financial data for both this form and Form J (Airport Financial Data), it is essential that any revenues, expenses or investments which are reported on both forms be clearly identified and the amounts involved shown in the "Remarks" section.

General guidance on air navigation services cost accounting and cost allocation can be found in the *Manual on Air Navigation Services Economics* (Doc 9161). Report all amounts in the currency in which the air navigation services financial accounts are maintained, and indicate that currency in the appropriate place at the top of the form.

### Filing Schedule

The data reported should cover the calendar year January to December. However, if this is not practical, the report may cover a different twelve-month period (e.g. the entity's financial year). Form K should be filed with GCAA within four months of the end of the reporting period to which it refers.

### Electronic Filing

Entities should submit the requested data in electronic format, by email via the Internet to [statistics@gcaa-gy.org](mailto:statistics@gcaa-gy.org). An electronic copy of the form can be obtained from the GCAA website at <http://www.gcaa-gy.org> or by contacting the Air Transport Management Directorate of the GCAA directly.

### File Naming Convention

The file naming convention to be followed is: FormKAnspNameyyyy

- Where:
- i) AnspName is the reporting air navigation service provider's name in Camel Case format (words are written without spaces, and the first letter of each word is capitalized)
  - ii) yyyy is the reporting period (y=year)

## Instructions for Completion of Form

### PART I – REVENUES

The following describes the row items for which financial data will be entered across the respective columns:

**En-route services (Item 1):** Enter the sum of Items 1.1 and 1.2.

*Revenue from route charges (Item 1.1):* Include any revenue from charges levied and fees collected specifically for the provision of en-route services.

*Other revenues (Item 1.2):* Include any other revenues collected for en-route facilities and services, including revenue from airport charges and from approach and aerodrome control charges allocated to en-route services.

**Approach and aerodrome control services (Item 2):** Enter the sum of Items 2.1 and 2.2.

*Revenue from approach and aerodrome control charges (Item 2.1):* Include any revenue from charges levied and fees collected specifically for the provision of approach and aerodrome control services.

*Other revenues (Item 2.2):* Include any other revenues collected for the provision of approach and aerodrome control services, including revenue from airport charges and from route charges allocated to approach and aerodrome control services.

**Grants and subsidies (Item 3):** Include any payments received to defray the cost of providing air navigation services and not requiring the transfer of assets or the provision of services in return.

**Other revenues (Item 4):** Include any revenues not already reported under Items 1 to 3 above, including, for example, revenue from consultancy, rentals, and bank and cash management.

### PART II – EXPENSES

Report the expenses contained in the accounting system plus any additional costs that are included in the cost basis for air navigation services charging purposes.

**Expenses by item**

**Operation and maintenance (staff, supplies, services, etc.) (Item 1):** Include the cost of employing operating and maintenance personnel (i.e. direct remuneration, social and medical insurance, pensions, remuneration in kind, travel subsistence allowances, employee training, etc.); the cost of supplying power for operating and maintenance purposes; the cost of spare parts and materials incorporated or expended in maintaining equipment and buildings; rentals paid for premises and equipment, and charges for the operating and maintenance services provided by others. Also include the cost of services and supplies, such as heating, air conditioning, lighting, water, cleaning, laundry, sanitation, stationery and postage.

**Administrative overhead (Item 2):** Include the cost of common administrative services not already included under Item 1, such as overall management economic planning, etc.

**Depreciation and/or amortization (Item 3):** Enter the amount by which the value of the assets has decreased during the year due to physical deterioration, obsolescence and other such factors that limit their productive life. Also include the amount by which intangible assets (e.g. investments in experimental research and training projects) have been written off during the year.

**Interest (Item 4):** Include interest paid or payable during the year on debts as well as any interest computed on capital assets.

**Other expenses (Item 5):** Report any expenses not already included under Items 1 to 4 above.

**Expense allocation by function (amounts or percentages of total expenses).** When reporting the allocation of total expenses for en-route services, approach and aerodrome control services, other ANS and non-aeronautical activities, approximate amounts or percentages may be given if the actual amounts are not available.

**PART III – GROSS CAPITAL INVESTMENTS DURING THE YEAR BY SERVICE**

The value of any fixed assets acquired during the year for each of the services provided should be reported under Items 1 to 5. Enter the sum of Items 1 to 5 under Item 6.

**PART IV – EMPLOYMENT**

The number of employees, for each of the categories of personnel defined, and in total, should be reported for each of the services described. The number of staff reported should be the full time equivalent (FTE). Where breakdowns of staff by activity are difficult to

provide, the “joint” column should be used and difficulties explained in the “Remarks” box below.

The following describes the categories of personnel for which the number of employees shall be reported:

**Administration:** Personnel employed in administrative work. If administrative staff are dedicated to a particular service, they should be reported in the column relating to that service. General administrative staff, not attributable to an individual service, should be reported in the “joint” column.

**Ancillary Services:** Personnel and facilities dedicated to services such as MET (under the “MET” column), AIS (under the “AIS” column) and SAR (under the “SAR” column).

**ATCO:** The holder of a valid air traffic controller licence which permits the individual to control traffic at a specific operational unit.

**ATCO OPS:** An ATCO who is participating in an activity that is either directly related to the control of traffic or is a necessary requirement for an ATCO to be able to control traffic (OPS).

**ATCO other duties:** An ATCO who is participating in an activity outside OPS, such as special projects, teaching at a training academy, providing instruction in a simulator, working in a full-time management position, etc.

**AIS (aeronautical information services):** Personnel and facilities employed to provide information pertaining to the availability of air navigation services and their associated procedures necessary for the safety, regularity and efficiency of air navigation (i.e. AIP, AIC, NOTAM, etc.).

**ANS (air navigation services):** Personnel and facilities employed in air traffic management, communication, navigation and surveillance systems, meteorological services for air navigation, search and rescue and aeronautical information services. These services are provided to air traffic during all phases of operations (approach, aerodrome control and en-route). Staff employed in ANS services, which are not attributable to en-route or terminal air navigation services, should be reported in the “Other ANS” column.

**ATM (air traffic management):** Personnel and facilities employed to provide air traffic services (ATS), air traffic flow management and airspace management. ATS comprises air traffic control service (area control service, approach control service, or aerodrome control service), flight information service (including air traffic advisory service) and alerting service.

**CNS (communications, navigation and surveillance):** CNS includes communication facilities, navigation services and surveillance systems. Communication facilities may be broadly classified under two main categories: aeronautical fixed service and aeronautical mobile service.

*Aeronautical fixed service (AFS):* All facilities and personnel employed to provide telecommunication services between fixed points, such as AFTN/ATS, the ground part of ATN and ATS direct speech and data circuits.

*Aeronautical mobile service (AMS):* All ground-based facilities and personnel engaged in air-ground communications and radiotelephony broadcasts such as ATIS and VOLMET (i.e. VHF and HF transmitting and receiving stations). Implementation of AMSS, as well as other ATS air-ground links and other communications sub networks of the future ATN, will add satellites or satellite transponders and associated ground earth stations.

**Navigation services comprise ground-based radio navigation equipment (e.g. VOR, DME and NDB) and precision approach and landing aids (e.g. ILS equipment):** Implementation of GNSS will add the satellite constellations providing the standard signal positioning service and the associated augmentation systems required, i.e. satellite-based (wide-area) and ground-based (local area) augmentations. Surveillance systems comprise primary surveillance radar (PSR), secondary surveillance radar (SSR), including SSR Mode S, surface movement radar (SMR) as well as automatic dependent surveillance (ADS), including the supporting network and maintenance personnel.

**MET (meteorological services):** Meteorological services comprise those facilities and services that provide aviation with meteorological forecasts, briefs and observations as well as SIGMET information, VOLMET broadcasting material and any other meteorological data provided by States for aeronautical use.

**OPS support (non-ATCOs):** Personnel which fulfil the requirements of the operational air traffic management without being either administrative or technical support.



**SAR (search and rescue services):** Any permanent civil establishment of equipment and personnel maintained for the purposes of providing search and rescue services.

**Technical Support:** Personnel employed either in maintenance, monitoring and control work for on-going operational activity, or in work intended to improve safety, capacity, efficiency or quality of service in the future.

## Appendix A

### Conversion Factors

#### I — From the imperial system to metric system

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes

1 statute mile (5 280 feet) = 1.6093 kilometres

1 nautical mile (6 080 feet) = 1.8531 kilometres

1 ton-mile (short tons and statute miles) = 1.4600 tonne-kilometres

1 ton-mile (long tons and statute miles) = 1.6352 tonne-kilometres.

1 kg = 0.001 tonnes

*Note. — “Tonne” denotes metric and “ton” the imperial system of measurement.*

#### II — Default mass/densities values

*Air carriers are encouraged to use the values which best correspond to their operations, however if no other values are available, it is recommended the following factors be used:*

Passenger mass including checked baggage: 100 kg

Freight density: 161 kg/cubic metre

Baggage density: 161 kg/cubic metre

Jet fuel density: 0.8 kg/litre

## Appendix B

### Symbols

The following symbols are to be used in the completion of the ATR Forms:

*	estimated data (asterisk immediately following the estimated figure)
(blank)	category not applicable
na	data not available.