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# AIP KOSOVO

Aeronautical Information Service  
Pristina International Airport  
Vrellë-Lipjan

AIP  
AMDT  
**03/2015**

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**1. Insert the following new page**

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**2. Please record entry of Amendment on page GEN 0.2-1**

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# GEN 1. NATIONAL REGULATIONS AND REQUIREMENTS

## GEN 1.1 DESIGNATED AUTHORITIES

The addresses of the designated authorities concerned with facilitation of international air navigation are as follows:

### 1.1 Civil Aviation Authority of Kosovo:

Kosovo Civil Aviation Authority  
Ahmet Krasniqi Str. p.n.  
Lagjja Arbëria  
10 000 Prishtina,  
Republic of Kosovo  
Tel: +381 (0)38 248 629  
Fax: +381 (0)38 211 009  
Mobile Phone:  
+377 (0)44 613 567 (Duty Officer 24/7)  
E-mail: info@caa-ks.org  
Web: www.caa-ks.org

### 1.2 Meteorology:

Meteorological Division  
Pristina International Airport-Air control  
“Adem Jashari”  
Vrellë, Lipjan 10070  
TEL: +381 38 59 58 411, 413  
FAX: +381 38 59 58 414  
E-mail: meteo.service@anp-ka.org

### 1.3 Customs:

Costums Station  
Pristina International Airport  
TEL and Fax: +381 38 548 450 ext. 167  
+381 38 513 92 167  
E-mail: fisnik.nuli@dogana-ks.org

### 1.4 Immigration:

Headquarter of Border Police Department  
“Luan Haradinaj” Street NN 10000 Prishtina  
Tel.+381 38 50 80 1177 & 1610  
+381 38 50 80 1103  
+381 38 542 127  
Tel.Fax: +381 38 50 80 1609  
E-mail: drejtoriapermigrim@KosovoPolice.com  
qkmk@rks-gov.net.  
qkmk.kordinatori@rks-gov.net.

### 1.5 Health:

Ministry of Health -  
Sanitary Inspection  
“Zagrebi” Str, No number  
10000 Prishtina, Kosova  
TEL: +381 38 200 38 356  
+381 38 212 225  
E-mail: inspektoriatisanitar@yahoo.com  
ilirjana.zymberi@rks-gov.net

### 1.6 En-Route and Aerodrome/Heliport Charges:

See 1.1 above

### 1.7 Agricultural Quarantine:

Agjencia e Ushqimit dhe Veterinarise,  
Zona Industriale,Fushë Kosovë  
Tel: +381 (0)38 551 918  
Fax: +381 (0)38 551 962  
E-mail: infoauv@ks-gov.net  
Web: www.auv-ks.net

### 1.8 Aircraft Accident Investigation:

Aeronautical Accident and Incident  
Investigations Commission of Kosovo  
Office of the Prime Minister  
Government Building,Office 715  
Nënë Tereza Str.  
10000 Prishtina  
Republic of Kosovo  
Tel: +381 (0)38 200 14 861  
Mobile Phone:  
+377 (0)45 356 666 (Duty Officer 24/7)  
E-mail:arben.sh.gashi@rks-gov.net  
Web: http://kryeministri-ks.net

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## GEN 1.3 ENTRY, TRANSIT AND DEPARTURE OF PASSENGERS AND CREW

### 1.3.1 Customs required

Regulations, requirements and procedures applicable to passengers, crew, cargo and aircraft Customs service all of their procedures and actions are based on Customs and Excise Code Nr. 03/L-109 (referring also release of customs taxes including personal belongings of passenger entering Kosovo, see article 45-48), Regulation 2004/02 on Deterrence of Money Laundering and related Criminal.

#### 1.3.1.1 Customs requirements on entry, transit and departure of passengers and crew members

Any person entering Kosovo (including crew members), shall declare anything contained in this luggage or carried with him which:

##### 1.3.1.1.1 Has obtained outside Kosovo, or

1.3.1.1.2 Being goods on which duty or tax is chargeable in Kosovo, he/she has obtained in Kosovo without payment of all or part of that duty or tax, and in respect of which he/she is not entitled to exemption from duty and tax by Customs and Excise Code Nr. 03/L-109.

Any person entering or leaving Kosovo (including crew members) shall answer such questions as an officer may put him with respect to his luggage and anything contained therein or carried with him/her, if required by that customs officer, produce that luggage and any such things for examination. Any person failing to declare any thing or to produce any luggage or thing as required by customs officer based on a custom code, shall be liable to an administrative penalty of up to five times the tax paid of the thing not declared or of the luggage or thing not produced, as the case may be, and that luggage or thing shall be liable to detention and seizure. On arrival terminal Customs Service at Prishtina International Airport has arranged a red-green channel system for arriving passengers and crew members, those carrying goods exceeding customs exemption of non-commercial goods, including presents and souvenirs, contained in traveler's personal luggage and not exceeding a customs value of 175 • (one hundred and seventy-five) Euros, or money or any other monetary means exceeding 10,000 .00•, shall report to customs control at the customs desk in the red channel marked with the sign with red point and the word "Goods and Money to declare". Other travelers choosing the green channel marked with the sign with the green point and the word "Nothing to Declare" is considered to have declared for Customs Authorities that they have not brought goods or monetary means exceeding what customs legislation considers that should be declared. Anyway customs examination may take place on such cases of declaration.

The customs examination may take place upon departure of passengers and crew members.

means exceeding 10,000 .00•, shall report to customs control at the customs desk in the red channel marked with the sign with red point and the word "Goods and Money to declare". Other travelers choosing the green channel marked with the sign with the green point and the word "Nothing to Declare" is considered to have declared for Customs Authorities that they have not brought goods or monetary means exceeding what customs legislation considers that should be declared. Anyway customs examination may take place on such cases of declaration. The customs examination may take place upon departure of passengers and crew members. Anyway customs examination may take place on such cases of declaration. The customs examination may take place upon departure of passengers and crew members.

### 1.3.2 Immigration requirements

These points are based LAW No. 04/L-219 "LAW ON FOREIGNERS" Approved by the Assembly of the Republic of Kosovo on 31 July 2013 and is promulgated by the Decree No. DL-042-2013, dated 19.08.2019, by the President of Republic of Kosovo, and LAW No. 04/L-072 "ON STATE BORDER CONTROL AND SURVEILLANCE." Dated 21 December 2011, and is Promulgated by the Decree No. DL-001-2012, dated 06.01.2012, by the President of Republic of Kosovo, LAW NO. 04/L-214 "ON AMENDING AND SUPPLEMENTING THE LAW No. 04/L-072 ON STATE BORDER CONTROL AND SURVEILLANCE" approved by the Assembly of the Republic of Kosovo on 31 July 2013, and On the Government of the Republic of Kosovo Decision No.15/158 dated 29.11.2013, for changes of the conditions of entry and visa regime for foreigners entering in the Republic of Kosovo.

#### 1.3.2.1. As per article 13 of the law No. 04/L-219

1. A foreigner, which during his time of residence in an airport of the Republic of Kosovo or in the course of international flights does not leave the international transit zone, needs no visa.
2. Exceptionally from paragraph 1. of this Article, the Government of the Republic of Kosovo, may set out for foreign citizens of given states as well as holders of the passports issued by competent authorities of the state to have an air transit visa.
3. An air-transit visa shall be issued for one (1), two (2) or more transit passages through the international air transit zone.

4. Validity of the air transit visa includes an additional grace period of fifteen (15) days.
5. Exceptionally from paragraph 4. of this Article, additional time is not applied in cases concerning reasons which relate to state security, public order or international relations.
6. Multiple air transit visa shall be issued for a period of up to six (6) months

#### **1.3.2.2. As per article 31 of the Law No. 04/L-219**

1. A foreigner may be allowed to enter the Republic of Kosovo for stays not exceeding three(3) months per six (6) month period provided that he or she meets the following conditions:

1.1 is in possession of valid travel document or other document authorizing him/her to cross the border;

1.2. is in possession of a valid visa or residence permit, when required;

1.3. he/she justifies the purpose, the conditions of entry and residence and proves to have sufficient means of subsistence, both for the duration of the intended residence in the Republic of Kosovo and for the return to their country of origin or transit to a third country into which they are certain to be admitted, or are in a position to acquire such means lawfully;

1.4. no entry or residence ban has been issued for in the Republic of Kosovo;

1.5. constitutes no threat to state security, public order, public health in the Republic of Kosovo.

2. A foreigner who does not fulfil the conditions referred to in paragraph 1. of the present Article, may be authorized to enter in the Republic of Kosovo at a given border crossing point, if required on humanitarian grounds, in particular persons in need of international protection, on grounds of national interest or because of international obligations of the Republic of Kosovo.

3. The amount of sufficient means of subsistence shall be set out with a decision of the Minister of MIA and height of this amount shall be assessed in accordance with the duration and the purpose of residence, by reference to average prices for subsistence.

4. The assessment of sufficient means of subsistence may be based on the cash, travellers' cheques and credit cards in the foreigner's possession. Declarations of sponsorship and letters of guarantee from hosts which shall be

approved by the DCAM prior to their entry in the Republic of Kosovo, may also constitute, in certain cases, evidence of sufficient means of subsistence.

5. The Government of the Republic of Kosovo with a decision may decide that the citizens of certain states may enter and exit the Republic of Kosovo with a valid identification document or other documents proving the identity and citizenship. Also the Government of Kosovo may with a decision may prescribe in cases when foreigners who come from countries which need a visa for entering the country may enter and residence for a given period of time in the Republic of Kosovo with a valid Schengen visa or residence permit of one of the countries of the Schengen zone, if they do fulfil the conditions referred to in paragraph 1. of this Article.

6. A non-exhaustive list of supporting documents which the border police may request from the foreigner in order to verify the fulfilment of the conditions set out in subparagraph 1.3 of this Article will be detailed in a sub-legal act related to the prohibition of entry of foreigners into the Republic of Kosovo.

#### **1.3.2.3. As per article 32 of the law No. 04/L-219**

1. A foreigner who does not fulfil the entry conditions laid down in Article 31 of the Law, shall be refused entry to the territory of the Republic of Kosovo and a decision with the justification for the refused entry shall be issued to him/her.

2. A foreigner has the right to appeal against the decision referred to in paragraph 1. of the present Article. Appeal shall be made at the diplomatic or consular missions having territorial competence or at the Appeals Commission. Appeal against such a decision shall not have suspensive effect of its execution.

#### **1.3.2.4. As per article 35 of the law No. 04/L-219**

1. A carrier may carry a foreigner to a border crossing point of the Republic of Kosovo if the foreigner is in possession of a valid travel document or other document required for border crossing, of a valid visa, if required or a residence permit.

2. The carrier may bring the foreigner to the border crossing point if he/she meets the requirements for entry in the Republic of Kosovo.

3. If a foreigner is refused entry into the Republic of Kosovo, the carrier that has brought him/her to the border crossing point, at the request of the authority for border control, shall return him/her to the 15 state from which he/she entered, in the state where the document of the foreigner is issued, or any other state which he/she is certain to be admitted.

4. If the carrier cannot bring the foreigner back from the Republic of Kosovo in accordance with paragraph 3. of this Article, it shall promptly and at its own expenses provide another carrier.

5. The carrier, which has brought the foreigner to the state border or in the territory of the Republic of Kosovo in infringement of paragraph 2. of the present Article, must pay for the accommodation and expenses for returning back the foreigner.

6. Obligations deriving from the present Article shall also apply to carriers that carry a foreigner to the state border or within the territory of the Republic of Kosovo, which is in transit or who has been refused further transportation

by the other carrier or to whom entry into the country of destination has been refused and returned back in the

7. An organizer of tourist trips or business ones in the Republic of Kosovo, shall be obliged that to foreigners to whom have been provided the relevant service, to cover the costs of leaving from the Republic of Kosovo, if to the foreigner has been applied an entry ban or the foreigner shall be removed by force from the Republic of Kosovo, if these costs the foreigner cannot cover themselves.

#### **1.3.2.5. As per article 41 of the law No. 04/L-219**

1. Temporary residence shall be granted to a foreigner who resides or his/her intention is to residence in the territory of the Republic of Kosovo, for the purpose of:

- 1.1. family reunification;
- 1.2. secondary and higher education;
- 1.3. scientific research;
- 1.4. humanitarian grounds, including refugees, persons under subsidiary protection and victims of human trafficking or victims of migration, smuggling and foreigners who have willingly expressed cooperation with competent authorities;
- 1.5. employment and
- 1.6. employment of a posted worker.

2. Foreigner with temporary residence and foreigner with permanent residence permit pursuant to Article 84 of this Law shall be issued a uniform residence permit.

3. Temporary residence for a posted worker shall be issued to a foreigner which fulfills the conditions laid down in Article 48 and Article 77 paragraph 1. of the law.

4. Irrespective from the paragraph 1. of the present Article, a foreigner may be issued a temporary residence for other purposes as well. Residence for other purposes shall not exceed more than six (6) months within one (1) year.

5. The form, content and procedure for issuance of residence permit pursuant to paragraph 2. of this Article shall be regulated by bylaws adopted by MIA.

#### **1.3.2.6. As per article 42 of the law No. 04/L-219**

1. A temporary residence permit application shall be submitted to a diplomatic or consular mission of the Republic of Kosovo.

2. Foreigner for whom to enter the Republic of Kosovo does not need a visa, may apply for temporary residence permit in the DCAM.

3. Not with standing paragraph 1. of the present Article, a foreigner who is in possession of a visa and if he/she comes for the purpose of full-time regular studies at undergraduate, university and post university levels, as well as a foreigner referred to in article 70 paragraph 1. subparagraph 1.12. 1.13. and 1.14. of the law, and the members of their close family, may apply for temporary residence permit in the DCAM.

4. A foreigner referred to in paragraph 2. and 3. of the present Article must submit an application for temporary residence permit before the expiration of the short-term residence and can residence in the Republic of Kosovo till his/her application has been decided upon.

#### **1.3.2.7. As per article 43 of the law No. 04/L-219**

1. Application for residence permit a foreigner shall submit in person or in case of unaccompanied children or vulnerable persons application can be submitted by a parent or legal custodian.

2. Exceptionally from paragraph 1. of the present Article, application for residence permit for the purpose of employment may submit the employer as well.

#### **1.3.2.8. As per article 44 of the law No. 04/L-219**

1. In relation with the application of a temporary residence permit, DCAM shall decide upon within thirty (30) days from the date of receipt of the application.

2. Against the decision from paragraph 1 of this Article within eight (8) days may be appealed for which the appeals commission shall decide within thirty (30) days from the receipt of the appeal. The appeal does not suspend the execution of the decision.

3. Against the decision to refuse a temporary residence permit for work due to the completion of the annual quota for employment, or if the annual quotas for the continuation of valid permits, new employment or seasonal employment, still has not been set out, the foreigner has no right to appeal, however may initiate an administrative dispute at a Basic Court.



**1.3.2.9. As per article 48 of the law No. 04/L-219**

1. A foreigner shall be issued a temporary residence permit, if:
- 1.1. proves the purpose of temporary residence;
  - 1.2. is in possession of a valid travel document;
  - 1.3. is in possession of sufficient means of subsistence;
  - 1.4. is in possession of medical insurance;
  - 1.5. has no entry and residence ban in the Republic of Kosovo;
  - 1.6. constitutes no threat to state security, public order or public health.

**1.3.2.10.** The foreigner who is entering and exiting the Republic of Kosovo must comply with the Article 10 of the law No. 04/L-072.

**1.3.2.11. As per article 12 of the law No. 04/L-072**

1. Border police officer in the performance of border control on persons, is authorized:

- 1.1. to require for valid travel document or other document designated for crossing state border, to determine the identity of the person who intends to cross the state border;
- 1.2. to check whether the conditions for entry and exit from the Republic of Kosovo are fulfilled, as defined by law, to give instructions and orders for the purpose of carrying out rapid and unimpeded border control;
- 1.3. if there exist indications, respectively suspicion for a criminal offense or minor offenses committed, to carry out border control in the second line, which means the control or raiding of the person, items and the vehicle he possesses;
- 1.4. to check the validity of the travel document, respectively any other document designated for crossing state border;
- 1.5. to conduct controls of fingerprint and palm trace and of other biometric data in the relevant evidences, to perform operational control records (required) and other records and electronic data bases of people, objects and means of transportation.

**1.3.2.12. As per article 22 of the Law No.04/L-072**

Border control according to regulation, are not done on transit zone, except if it is based on the risk assessed related to the national security and illegal immigration. 1.3.2.5. As per article 5, 6, and 7 of the law No. 04/L-072 documentation at border crossings are checked (controlled) by on duty police officer.

**1.3.2.13. As per article 24 of the Law No.04/L-072**

1. Air carriers, upon request of the police station responsible for border control, with the aim of facilitating the border control, by the end of the check-in of the passengers must submit information relating to travellers that they carry to the border crossing point through which they will enter into the territory of the Republic of Kosovo.

2. Information from paragraph 1 of this article contains the following data:

2.1.number and type of travel document or other valid document for crossing the state border;

2.2.nationality;

2.3.name and last name;

2.4.birthday;

2.5.border crossing point for entrance into the territory of the Republic of Kosovo;

2.6.flight number;

2.7.time of departure and arrival of transport;

2.8.total number of passengers;

2.9.accompanying document for goods; and

2.10.initial point of departure.

3. Data from paragraph 2 of this Article are sent via electronic means or in case of failures in other appropriate ways.

### 1.3.3 Public health requirements

1.3.3.1 The Border (Costums) Sanitary Inspector shall monitor:

- a) persons, items and means used for their transport that enter through the border, with the aim of protecting the population from contagious diseases;
- b) the compatibility with health standards of imported foods, articles of mass consumption and imported raw materials;
- c) imports and exports of poisons and radioactive substances;
- d) the transport of deceased persons coming from other places.

1.3.3.2 Sanitary border inspection of Kosova, in order to control borders and public facilities shall perform:

- a) Control of all persons and materials to state their possible infected disease,
- b) Stop's movement of all persons or suspected ones that have any infected disease,
- c) Take necessary actions against infected disease, according to the applicable sanitary laws and international conventions.

1.3.3.3 Sanitary Inspection of Kosova issue, sanitary permission (Sanitary certificate) to import and export food products and other organic products for general use based on the applicable law and tariff code.

1.3.3.4 Sanitary Inspection issue, permission for transport of deceased persons coming from other places to Kosova.

For further information visit [www.mshgov-ks.org](http://www.mshgov-ks.org)

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## GEN 3. SERVICES

### GEN 3.1 AERONAUTICAL INFORMATION SERVICES

#### 3.1.1 Responsible service

3.1.1.1 The Aeronautical Information Service in Kosovo ensures the flow of information necessary for the safety, regularity and efficiency of international air navigation within the area of its responsibility as indicated under **GEN 3.1.2** below. It consists of AIS Headquarters, International NOTAM Office (NOF) and AIS units established at Pristina aerodrome as listed under **GEN 3.1.5** below.

##### 3.1.1.2 *AIS Headquarters*

Aeronautical Information Service  
Pristina International Airport  
TEL: +381 38 59 58 300  
FAX: +381 38 59 58 306  
E-mail: jashar.mehmeti@anp-ka.org

##### 3.1.1.3 **International NOTAM office (NOF)**

Aeronautical Information Service  
Pristina International Airport  
TEL: +381 38 59 58 304  
FAX: +381 38 59 58 306  
E-mail: beni.bajrami@anp-ka.org

3.1.1.3.1 The service is provided in accordance with the provisions contained in ICAO Annex 15 — *Aeronautical Information Services*.

3.1.1.3.2 The service is provided during AD operational hours.

#### 3.1.2 Area of responsibility

3.1.2.1 The Aeronautical Information Service is responsible for the collection and dissemination of information for the entire territory of Kosovo.

#### 3.1.3 Aeronautical publications

3.1.3.1 The aeronautical information is provided in the form of the Integrated Aeronautical Information Package consisting of the following elements:

- Aeronautical Information Publication (AIP);
- Amendment service to the AIP (AIP AMDT);
- Supplement to the AIP (AIP SUP);
- NOTAM and Pre-flight Information Bulletins (PIB);
- Aeronautical Information Circulars (AIC); and

— Checklists and summaries.

NOTAM and the related monthly checklists are issued via the Aeronautical Fixed Service (AFS), while PIB are made available at Pristina AIS units. All other elements of the package are distributed by air mail.

##### 3.1.3.2 *Aeronautical Information Publication (AIP)*

3.1.3.2.1 The AIP is the basic aviation document intended primarily to satisfy international requirements for the exchange of permanent aeronautical information and long duration temporary changes essential for air navigation,

3.1.3.2.2 AIP Kosovo is published in one volume. The AIP is published in a loose-leaf form in English only for use in international operations, whether the flight is a commercial or a private one.

##### 3.1.3.3 *Amendment service to the AIP (AIP AMDT)*

3.1.3.3.1 Amendments to the AIP are made by means of replacement sheets. Two types of AIP AMDT are produced:

- regular AIP Amendment (AIP AMDT), issued when minor amendments and manuscript corrections necessitate and identified by a light blue cover sheet, incorporates permanent changes into the AIP on the indicated publication date; and
- AIRAC AIP Amendment (AIRAC AIP AMDT), are published on predetermined dates at 28 day intervals (AIRAC system dates) and identified by a pink cover sheet and acronym - AIRAC, incorporates operationally significant permanent changes into the AIP on the indicated AIRAC effective date.

A brief description of the subjects affected by the amendment is given on the AIP Amendment cover sheet. New information included on the reprinted AIP pages is annotated or identified by a vertical line in the left margin (or immediately to the left) of the change/addition.

3.1.3.3.2 Each AIP page and each AIP replacement page introduced by an amendment, including the amendment cover sheet, are dated. The date consists of the day, month (by name) and year of the publication date (regular AIP AMDT) or of the AIRAC effective date (AIRAC AIP AMDT) of the information. Each AIP amendment cover sheet includes references to the serial number of

those elements, if any, of the Integrated Aeronautical Information Package which have been incorporated in the AIP by the amendment and are consequently cancelled.

3.1.3.3.3 Each AIP AMDT and each AIRAC AIP AMDT are allocated separate serial numbers which are consecutive and based on the calendar year. The year, indicated by two digits, is a part of the serial number of the amendment, e.g. AIP AMDT 1/04; AIRAC AIP AMDT 1/04.

3.1.3.3.4 A checklist of AIP pages containing page number/chart title and the publication or effective date (day, month by name and year) of the information is re-issued with each amendment and is an integral part of the AIP.

#### 3.1.3.4 ***Supplement to the AIP (AIP SUP)***

3.1.3.4.1 Temporary changes of long duration (three months and longer) and information of short duration which consists of extensive text and/or graphics, supplementing the permanent information contained in the AIP, are published as AIP Supplements (AIP SUP). Operationally significant temporary changes to the AIP are published in accordance with the AIRAC system and its established effective dates and are identified clearly by the acronym AIRAC AIP SUP.

3.1.3.4.2 AIP Supplements are separated by information subject (General—GEN, En-route—ENR and Aerodromes—AD) and are placed accordingly at the beginning of each AIP Part. Supplements are published on yellow paper to be conspicuous and to stand out from the rest of the AIP. Each AIP Supplement (regular or AIRAC) is allocated a serial number which is consecutive and based on the calendar year, i.e. AIP SUP 1/04; AIRAC AIP SUP 1/04.

3.1.3.4.3 An AIP Supplement is kept in the AIP as long as all or some of its contents remain valid. The period of validity of the information contained in the AIP Supplement will normally be given in the supplement itself. Alternatively, NOTAM may be used to indicate changes to the period of validity or cancellation of the supplement.

3.1.3.4.3 The checklist of AIP Supplements currently in force is issued in the monthly printed plain-language summary of NOTAM in force.

#### 3.1.3.5 ***NOTAM and Pre-flight Information Bulletins (PIE)***

3.1.3.5.1 NOTAM contain information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential for personnel concerned with flight operations. The text of each NOTAM contains the information in the order shown in the ICAO NOTAM

Format and is composed of the significations/uniform abbreviated phraseology assigned to the ICAO NOTAM Code complemented by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, figures and plain language. NOTAM are originated and issued for Pristina Airport and are distributed in three series identified by the letters A, B and S

#### *Series A.*

General rules, en-route navigation and communication facilities, airspace restrictions and activities taking place inside CTR(Aerodrome Control Zone—GND up to 5000ft AMSL) CTA1,CTA2,CTA3,CTA4,CTA5 (Control Area 5000ft up to FL205) below FL205, and information concerning major international aerodrome.

#### *Series B.*

Information concerning aerodromes, heliports, facilities and procedures, restricted operations zones outside Pristina Aerodrome CTR and CTA1,CTA2,CTA3,CTA4 CTA5 below FL205.

#### *Series S (SNOWTAM).*

Information concerning snow, slush, ice or standing water associated with snow and slush and ice in the movement areas. SNOWTAM are prepared in accordance with ICAO Annex 15, Appendix 2, and are issued by the individual aerodrome directly, with separate serial numbers. Details are given in the Snow plan in the Aerodrome (AD) Part.

3.1.3.5.2 Pre-flight Information Bulletins (PIB), which contain a recapitulation of current NOTAM and other information of urgent character for the operator/flight crews, are available at the aerodrome AIS units. The extent of the information contained in the PIB is indicated under 5. of this subsection.

#### 3.1.3.6 ***Aeronautical Information Circulars (AIC)***

3.1.3.6.1 The Aeronautical Information Circulars (AIC) contain information on the long-term forecast of any major change in legislation, regulations, procedures or facilities; information of a purely explanatory or advisory nature liable to affect flight safety; and information or notification of an explanatory or advisory nature concerning technical, legislative or purely administrative matters. AICs are divided by subject and are issued in two series (A and B). AIC Series A contains information affecting international civil aviation and is given international distribution.

3.1.3.6.2 Each AIC is numbered consecutively within each series on a calendar year basis. The year, indicated by two digits, is a part of the serial number of the AIC, e.g. AIC A 1/04; AIC B 1/04. A checklist of AIC currently in force is issued as an AIC twice a year.

**3.1.3.7 Checklist and summary of NOTAM**

3.1.3.7.1 A checklist of valid NOTAM is issued monthly via AFS. The checklist is followed by a printed summary of NOTAM distributed by mail to all recipients of the Integrated Aeronautical Information Package. It contains a plain language (in English) presentation of the valid NOTAM and information about the number of the latest issued AIP AMDT, AIRAC AIP AMDT, AIP SUP and AIC as well as the numbers of the elements issued under the AIRAC that will become effective or, if none, the NIL AIRAC notification.

**3.1.3.8 Sale of publications**

3.1.3.8.1 The said publications can be obtained from the Aeronautical Information Service. Purchase prices are published in AIC Series A.

**3.1.4 AIRAC System**

3.1.4.1 In order to control and regulate the operationally significant changes requiring amendments to charts, route-manuals etc., such changes, whenever possible, will be issued on predetermined dates according to the AIRAC SYSTEM. This type of information will be published as an AIRAC AMDT. If an AIRAC AMDT cannot be produced due to lack of time, NOTAM clearly marked AIRAC will be issued. Such NOTAM will immediately be followed by an AMDT or SUP.

3.1.4.2 The table below indicates AIRAC effective dates for the coming years. AIRAC information will be issued so that the information will be received by the user not later than 28 days, and for major changes not later than 56 days, before the effective date. At AIRAC effective date, a trigger NOTAM will be issued giving a brief description of the contents, effective date and reference number of the AIRAC AIP AMDT or AIRAC AIP SUP that will become effective on that date. Trigger NOTAM will remain in force as a reminder in the PIB until the new checklist/summary is issued. If no information was submitted for publication at the AIRAC date, a NIL notification will be issued by NOTAM not later than one AIRAC cycle before the AIRAC effective date concerned.

2012	2013	2014	2015	2016
12 JAN	10 JAN	9 JAN	8 JAN	7 JAN
9 FEB	7 FEB	6 FEB	5 FEB	4 FEB
8 MAR	7 MAR	6 MAR	5 MAR	3 MAR
5 APR	4 APR	3 APR	2 APR	31 MAR
3 MAY	2 MAY	1 MAY	30 APR	28 APR
31 MAY	30 MAY	29 MAY	28 MAY	26 MAY
28 JUN	27 JUN	26 JUN	25 JUN	23 JUN
26 JUL	25 JUL	24 JUL	23 JUL	21 JUL
23 AUG	22 AUG	21 AUG	20 AUG	18 AUG
20 SEP	19 SEP	18 SEP	17 SEP	15 SEP
18 OCT	17 OCT	16 OCT	15 OCT	13 OCT
15 NOV	14 NOV	13 NOV	12 NOV	10 NOV
13 DEC	12 DEC	11 DEC	10 DEC	8 DEC

**3.1.5 Pre-flight information service at aerodromes/heliports**

3.1.5.1 Limited pre-flight information service is available during normal office hours at Pristina International Airport with coverage as follows:

Albania, Austria, Denmark, England, Finland, Germany, Greece, Hungary, Italy, Macedonia, Swiss, Slovenia, Turkey.

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