The image shows the cover of a user guide. The background is split into two main sections: a blue section on the left and a dark grey section on the right, separated by a white diagonal line. The text 'WAGMAR User Guide' is written in white on the blue background.

WAGMAR User Guide

1. Intro to WAGMAR



ICAO

WAGMAR WEBSITE OF AERONAUTICAL AGREEMENTS AND ARRANGEMENTS

Search Agreement Search Aircraft

LOGIN

WAGMAR

WEBSITE OF AERONAUTICAL AGREEMENTS AND ARRANGEMENTS

Welcome to the Website for Aeronautical Agreements and Arrangements (WAGMAR) Tutorial Series.

Building on the existing DAGMAR system, WAGMAR streamlines the agreement application processes and offers users a simple and intuitive interface to initiate/manage new agreement applications, generate agreement summaries as well as search and retrieve information.

In this series, we will be walking you through the various functionalities of WAGMAR.

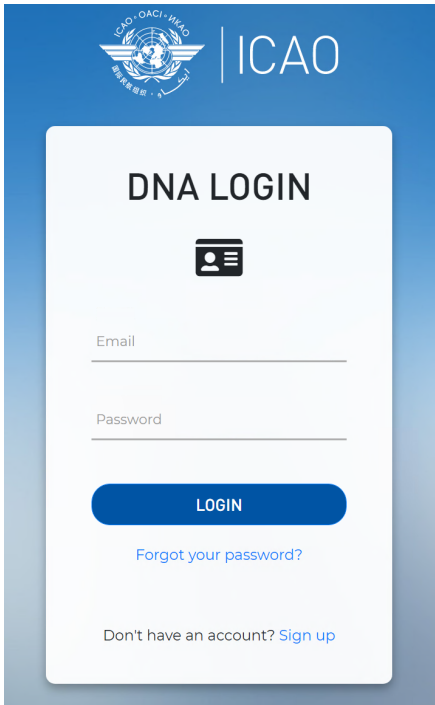
WELCOME TO WAGMAR

Notice : Migration of Agreements and Arrangements from ICAO's Database of Aeronautical Agreements and Arrangements (DAGMAR) is partially complete. Some Agreements and Arrangements may therefore not be accessible on WAGMAR at this time. While the situation is being resolved, please note that you may access preexisting registrations on DAGMAR at the following address: https://cfapp.icao.int/dagmar/main.cfm?UserLang=_e.

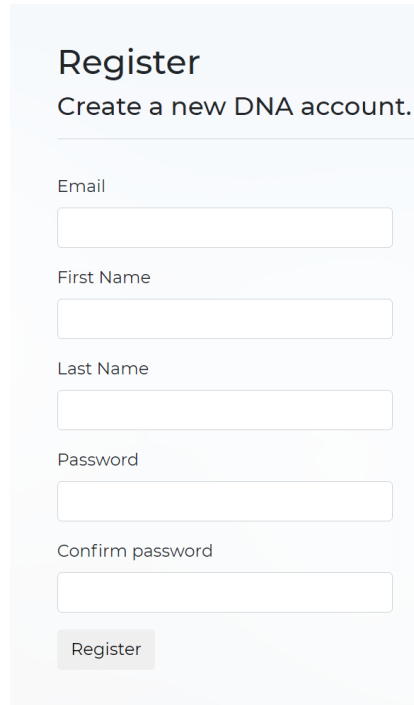
Pursuant to the Convention on International Civil Aviation States are required to register international aeronautical agreements and arrangements with ICAO. WAGMAR permits States to register such agreements and arrangements on-line.

It is also available to States, operators and the public to search for information concerning registered agreements and arrangements. If you would like to find out more about WAGMAR, please click on the Video tutorial button below for further information.

2. WAGMAR Account Activation

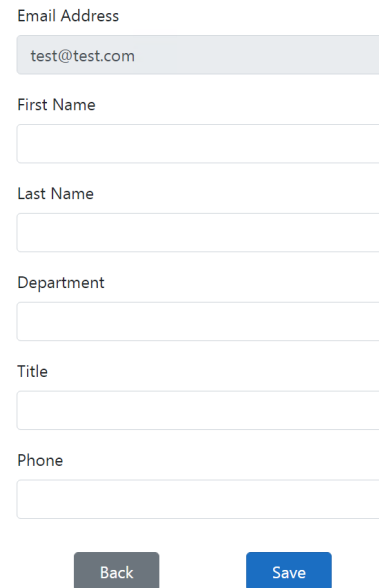


The screenshot shows the ICAO DNA LOGIN page. At the top left is the ICAO logo. The main heading is "DNA LOGIN" with a user icon below it. There are input fields for "Email" and "Password". A blue "LOGIN" button is centered below the fields. Below the button is a link "Forgot your password?". At the bottom, there is a link "Don't have an account? Sign up".



The screenshot shows the ICAO Register page. The heading is "Register" with the subtext "Create a new DNA account." Below this are input fields for "Email", "First Name", "Last Name", "Password", and "Confirm password". A "Register" button is located at the bottom of the form.

USER PROFILE



The screenshot shows the ICAO User Profile page. It has a heading "USER PROFILE" and several input fields: "Email Address" (pre-filled with "test@test.com"), "First Name", "Last Name", "Department", "Title", and "Phone". At the bottom, there are "Back" and "Save" buttons.

1. Click Sign up
2. Fill out your DNA account information (Email, First Name, Last Name, Password, Confirm password)
3. Click Register
4. Navigate to your email account and click on the activation link provided
5. Navigate back to dna.icao.int/WAGMAR
6. Click the Login button
7. Login using your activated DNA account credentials
8. Complete your WAGMAR profile information
9. Click on Save and navigate to the System's Homepage
10. If you encounter access issues, please contact wagmar@icao.int

3. Dashboard Overview I

AGREEMENTS

+ ARTICLE 83

+ ARTICLE 83 BIS

Show 10 entries

Search:

Ref Num	Type	Registering State/Entity	Other State/Entity Party	Submitted On	Reg Num	Reg Date	Status
3	A83	Australia	Netherlands	31/01/1946	3	31/01/1946	Approved
4	A83	Australia	Netherlands	31/01/1946	4	31/01/1946	Approved
5	A83	Australia	United Kingdom of Great Britain and Northern Ireland	31/01/1946	5	31/01/1946	Approved
6	A83	Australia	Portugal	31/01/1946	6	31/01/1946	Approved
7	A83	Ireland	United States of America	31/01/1946	7	31/01/1946	Approved
8	A83	Ireland	United States of America	31/01/1946	8	31/01/1946	Approved
9	A83	Netherlands	Czechoslovakia	31/01/1946	9	31/01/1946	Approved
10	A83	Canada	United States of America	31/01/1946	10	31/01/1946	Approved
11	A83	Canada	United States of America	31/01/1946	11	31/01/1946	Approved
12	A83	Canada	United States of America	31/01/1946	12	31/01/1946	Approved

- From this Dashboard, you are able to access and look up existing agreements. You can also review pending or modified agreements that require you to take action. The different actions and work processes will be covered in a later section .
- The first column is the Agreement Reference Number. An application can be accessed by simply clicking on the Reference Number of the agreement you wish to view.
- The Type column indicates whether the application type is 83 or 83bis.
- Registering State/Entity and Other State Entity Party identify the different States included in the application.
- The Submitted On column is the date in which the application was submitted on.
- The Registration Number is assigned by the system upon approval of the application and displayed in the dashboard.

3. Dashboard Overview II

AGREEMENTS

+ ARTICLE 83 + ARTICLE 83 BIS

Show 10 entries Search: Portugal

Ref Num	Type	Registering State/Entity	Other State/Entity Party	Submitted On	Reg Num	Reg Date	Status
6	A83	Australia	Portugal	31/01/1946	6	31/01/1946	Approved
77	A83	United States of America	Portugal	28/02/1946	77	28/02/1946	Approved
118	A83	United Kingdom of Great Britain and Northern Ireland	Portugal	31/05/1946	118	31/05/1946	Approved
119	A83	United Kingdom of Great Britain and Northern Ireland	Portugal	31/05/1946	119	31/05/1946	Approved
331	A83	France	Portugal	31/08/1946	331	31/08/1946	Approved
341	A83	Portugal	Netherlands	30/11/1946	341	30/11/1946	Approved
343	A83	Portugal	Belgium	31/12/1946	343	31/12/1946	Approved
402	A83	South Africa	Portugal	28/02/1947	402	28/02/1947	Approved
403	A83	South Africa	Portugal	28/02/1947	403	28/02/1947	Approved
404	A83	South Africa	Portugal	28/02/1947	404	28/02/1947	Approved

- Please note that Agreements with Pending and Draft status will not have a Registration Number.
- Registration Date is the date in which the application was approved.
- Finally, we have the status column, where we see the progress of the application in the approval workflow. There are four statuses in the WAGMAR System: Draft, Pending, Approved or Modified.
- Please note the sorting arrows featured next to each of the column labels. You can alphanumerically sort the values, to help you quickly find what you are looking for.
- The Search box can also be utilized to search for a specific type of agreement, date, State, or any value within the boundaries of the columns featured in the dashboard.

4. Completing Article 83 form I

ARTICLE 83

DRAFT

Submission for registration of an Article 83 agreement/arrangement. These include air services and air transport agreements and arrangements and other aeronautical agreements and arrangements that do not fall under Article 83 *bis*.


AGREEMENT DETAILS

Submission Reference Number

9077

ICAO Registration Number 

Title of Agreement * 

Languages * 

Start Date/Entry into Force (Optional - provide date now or when known) 

02/10/2020 

End Date (Optional)

02/10/2021 

Duration Days

365

Dates are not known Ongoing Agreement

1. From the Homepage, select the SUBMIT ARTICLE 83 AGREEMENT/ARRANGEMENT FOR REGISTRATION button.
2. The WAGMAR system navigates to the 83 Agreement form that has a combination of fields, some are mandatory (red asterix) while others are optional.
3. The Submission Reference Number and ICAO Registration Number, are both values that are generated by the system. The Registration number field is empty and will only have a value after an agreement has been approved.
4. An 83 agreement must have a Title.
5. More than one language can be tagged to the application. ICAO stipulates that every application should have at least one UN language tagged to it.
6. On the right side, we have the optional Date section. A user can enter the Start Date/Entry into Force date and End Date. If you do not have the date information, you can select the Dates are not known checkbox.
7. If an agreement is ongoing, you can enter the Start Date followed by clicking on the Ongoing Agreement checkbox.
8. Regardless of what combination is entered, the Duration Days field, which is system generated, will calculate and display the duration of the agreement. Please ignore the value of 01/01/0001 when applicable, it is the N/A value of the date field.

4. Completing Article 83 form II

REGISTERING STATE/ENTITY

State/Entity *

Date of Signature *



Focal Point (Optional)

OTHER PARTIES TO THE AGREEMENT

State *



Select Organization(s)



Add Organization(s) if not present in above list

Date of Signature * (For multilateral agreements with several dates of signature provide date of final signature)



Focal Point (Optional)

1. At the bottom left side of the agreement is the Registering State/Entity section. From this dropdown menu, only States that are assigned to you will appear.
2. For the Other Parties to the Agreement section, featured on the right side of the form, more than one State can be tagged from the dropdown State menu.
3. WAGMAR requires the inclusion of at least one State value, if your agreement does not have another State Party, select N/A in the State field and proceed to input the appropriate Entities in the Organization(s) section.
4. An existing Organization can be selected. As you type into the field the name of existing organizations will appear.
5. If you cannot find your Organization listed, simply click on the Add organization(s) if not present in above list checkbox. This will open the field below in which you can type your affiliated Organization.
6. For the Date of Signature on both sides of the form, the system automatically lists current date however, you can edit this field if needed.
7. For multilateral agreements with several dates of signature please enter the date of final signature.
8. The Focal Point field is an optional one and up to your discretion. It allows the inclusion of the name of the Focal Point(s) on each side of the agreement.

4. Completing Article 83 form III

UPLOAD FILE

Choose Files No file chosen

DRAG AND DROP THE FILE TO UPLOAD (Max file(s) size is 4MB and only pdf)

CERTIFICATION

- I confirm that the uploaded agreement is a true copy of the original agreement as signed by the parties thereto, with particulars of any reservation made by any party thereto.
- I confirm that the uploaded agreement is in one of the following languages - English, Arabic, Chinese, French, Russian, Spanish and if not a translation into one of these languages is also uploaded.

Submission Date



02/10/2020



Registration Date

02/10/2020

Back

SAVE

SUBMIT

1. Every Article 83 agreement application requires for the Main Agreement PDF to be uploaded. To do so, click on the Choose Files button. Only PDF file format is accepted and multiple file uploads are permitted and as long as you do not exceed the file size of 4MB.
2. ICAO stipulates that if a State uploads a main agreement in a non-UN language, they are required to provide another version in a UN language.
3. Next are the Certification checkboxes. Without certifying your application and clicking on the checkboxes, the agreement cannot be submitted.
4. Finally, you have two greyed out fields Submission Date and Registration Date, both of which are auto-generated by the system.
5. Click on the Submit button to submit your application.
6. Article 83 does not require approval – the status of the agreement automatically shows up on the Agreement Dashboard as Approved and the appropriate parties are notified via email.
7. Upon Submission, The System Automatically navigates back to the Agreement Dashboard. You can find the Agreement you just submitted via the Search box. Your agreement will now have a Registration Number and an Approved status

5. Completing Article 83 bis form I

ARTICLE 83 BIS

DRAFT

Article 83 *bis* agreements provide for the transfer of certain functions and duties normally incumbent on the State of Registry to the State of the Operator or the State of the principal location of a general aviation operator (PLG) in the case of lease, charter or interchange of an aircraft or similar arrangement.

Complete this page to submit an Article 83 *bis* Agreement for registration. To add or remove an aircraft from an existing registration go to your dashboard, which can be accessed here.

To submit other types of aeronautical agreements and arrangements for registration, for example air services and air transport agreements, return to the home page and click on the "Submit Article 83 Agreement/Arrangement for Registration" button.

AGREEMENT DETAILS

Submission Reference Number

9078

ICAO Registration Number

Parent Agreement Number

Title of Agreement *

Languages *

Start Date/Entry into Force (Optional - provide date now or when known)

02/10/2020

End Date (Optional)

02/10/2021

Duration Days

365

Dates are not known Ongoing Agreement

1. From the Homepage select the SUBMIT ARTICLE 83BIS AGREEMENT FOR REGISTRATION button.
2. The System will initiate the three-step process to registering an 83bis agreement. The first step involves entering the general details of the agreement.
3. The Submission Reference Number and ICAO Registration Number are both values that are generated by the system. The Registration number field is empty and will only have a value after an agreement has been approved.
4. The Parent agreement number is a dropdown featuring existing agreements. This field should only be used IF the agreement being generated is an extension of a pre-existing one.
5. An 83bis agreement must have a Title.
6. More than one language can be tagged to the application. ICAO stipulates that every application should have at least one UN language tagged to it.
7. On the right side of the form, we have the Date section. You can enter the Start Date/Entry into Force date and end date. Both fields are optional, if you do not have the date information, you can select the Dates are not known checkbox.
8. If an agreement is ongoing, you can enter the Start Date/Entry into Force followed by clicking on the ongoing agreement checkbox.
9. Regardless of what combination is entered, the Duration Days field, which is system generated, will calculate and display the duration of the agreement. Please ignore the value of 01/01/0001 when applicable, it is the N/A value of the date field.

5. Completing Article 83 bis form II

STATE OF REGISTRY

State *

Afghanistan

Date of Signature *

02/10/2020

Focal Point (Optional)

UPLOAD FILE

Choose Files No file chosen

DRAG AND DROP THE FILE TO UPLOAD (Max file(s) size is 4MB and only pdf)

CERTIFICATION

- I confirm that the uploaded agreement is a true copy of the original agreement as signed by the parties thereto, with particulars of any reservation made by any party thereto.
- I confirm that the uploaded agreement is in one of the following languages - English, Arabic, Chinese, French, Russian, Spanish and if not a translation into one of these languages is also uploaded.

STATE OF THE OPERATOR/PLG

State *

Afghanistan

Date of Signature *

02/10/2020

Focal Point (Optional)

1. The State of Registry and State of Operator/PLG fields, can be selected using the dropdown menu. Proceed to tag one state on each side of the agreement. There must be at least one state listed for which you are the focal point, otherwise you will receive an error message upon submission.
2. For the Date of Signature on both sides of the form, the system automatically lists current date however, you can edit this field as needed.
3. The focal point field is optional and up to your discretion. It allows the inclusion of the name of the focal point(s) on each side of the agreement.
4. Every Article 83bis agreement application requires for the Main Agreement PDF to be uploaded. To do so, click on the Choose Files button. Only PDF file format is accepted and multiple file uploads are permitted and as long as you do not exceed the file size of 4MB.
5. ICAO stipulates that if a state uploads a main agreement in a non-UN language they are required to provide another version in a UN language.
6. Next are the Certification checkboxes. Without certifying your application and clicking on the checkboxes, the agreement cannot be submitted.

5. Completing Article 83 bis form III

I WILL PROVIDE MY OWN AGREEMENT SUMMARY INSTEAD OF USING ICAO'S SYSTEM TO GENERATE ONE. 

UPLOAD AGREEMENT SUMMARY FILE

Choose File No file chosen

DRAG AND DROP THE FILE TO UPLOAD (Max file(s) size is 4MB and only pdf)

Submission Date 

02/10/2020 

Registration Date

02/10/2020

Back

SAVE 

SAVE & NEXT

1. You now have the option of either proceeding to the next step of the three step process and have WAGMAR automatically generate an agreement summary or uploading your own agreement summary by clicking on the "I will provide my own agreement summary..." checkbox.
2. Please note that if you opt to provide your own agreement summary, its structure and contents must match those approved by ICAO standards.
3. Once you click on the "I will provide my own agreement summary..." checkbox, a new upload file box will appear. Only PDF file format is accepted and multiple file uploads are permitted and as long as you do not exceed the file size of 4MB.
4. Should you wish to proceed to the next steps of WAGMAR, please do NOT select the checkbox "I will provide my own agreement summary..."
5. Finally, we have two greyed out fields Submission Date and Registration Date, both of which are auto generated by the system.
6. Click on the SAVE & NEXT button to proceed to the next step in the 83bis application process.

5. Completing Article 83 bis form IV

ARTICLE 83 BIS

PENDING

FUNCTIONS AND DUTIES TRANSFERRED FROM THE STATE OF REGISTRY TO THE STATE OF THE OPERATOR OR THE STATE OF THE PRINCIPAL LOCATION OF A GENERAL AVIATION OPERATOR

Select all functions and duties transferred under the terms of the Article 83 bis agreement being submitted for registration.

- | | |
|---|--|
| <input type="checkbox"/> General Rules of the Air, Visual Flight Rules, Instrument Flight Rules (Annex 2) | <input type="checkbox"/> Continuing Airworthiness (Annex 8) |
| <input checked="" type="checkbox"/> Radio station License (Article 30 a) | <input checked="" type="checkbox"/> Aircraft Maintenance (Annex 6) |
| <input checked="" type="checkbox"/> Licenses for Pilots, Licenses for Other Flight Crew Members (Annex 1) | <input checked="" type="checkbox"/> Noise Certification (Annex 6) |
| <input type="checkbox"/> Radio Operator License (Annex 6) | <input checked="" type="checkbox"/> Aircraft Performance Operating Limitations (Annex 6) |
| <input type="checkbox"/> Certificate of Airworthiness (Annex 8) | <input type="checkbox"/> Aircraft Instruments, Equipment and Flight Documents (Annex 6) |

Back

SAVE ⓘ

SAVE & NEXT

Next

1. If you opted to let the WAGMAR generate the 83bis agreement summary for you, the System navigates to this page featuring the transfer of functions and duties.
2. Based on your selections from the list provided, the correct Agreement Summary will be generated.
3. The appropriate Annex is highlighted in parentheses to help you associate the Functions and Duties with their respective Annexes.
4. Click on the Next button to navigate to the final step of the three-step process of the 83bis application submission, the Aircraft Details page.

5. Completing Article 83 bis form V

ARTICLE 83 BIS ADD AIRCRAFT DETAILS

AIRCRAFT AFFECTED BY THE TRANSFER OF RESPONSIBILITIES TO THE STATE OF THE OPERATOR/STATE OF THE PRINCIPAL LOCATION OF A GENERAL AVIATION OPERATOR

PENDING

The Addition/Deletion/Editing of any aircraft will move the registration status to "Modified" pending the other State's approval. If you have already received such approval through alternate means you may revert the registration status back to "Approved" by checking the confirmation box at the bottom of the page and clicking "Submit".

SEARCH AIRCRAFT

Make * 3D ROBOTICS

Model *

Series *

SELECT

Number of Aircraft(s): 1

3D ROBOTICS | AERO | M | 12345

Make * 3D ROBOTICS

Model * AERO

Series * M

Serial Number * 12345

Nationality & Reg Marks N123

Purpose Commercial

Type Aeroplane

AOC#

Start Date 01/01/0001

End Date 01/01/0001

Include details below if known, otherwise for completion by the other State party to the agreement. If dates are not applicable, please leave as or set them to 01/01/0001.

1. This step allows the addition, deletion and modification of aircrafts associated with the agreements.
2. To add an aircraft, begin by searching for the appropriate Make/Model/Series from dropdowns provided and click on the SELECT button.
3. The system generates an Aircraft details Table featuring both mandatory and optional fields.
4. Proceed to fill out the appropriate information.
5. The serial number is required.
6. In order to generate the appropriate certificate for the aircrafts, the proper Type and Purpose must be selected.
7. For the Start and End date fields, if the dates are not available, enter the value 01/01/0001. The system will replace this date value with the proper terminology
8. When all details have been provided, click on the Add Aircraft button.
9. Repeat the process as needed.
10. You can also edit, duplicate and remove added aircrafts, these processes will be covered in a later section.
11. Once completed, click on the Submit button.
12. The System will navigate back to the Agreement Dashboard.
13. Search for the agreement you submitted in the Search box. You will find the agreement status of the application has changed from Draft to Pending.

6. How to Navigate to the AC section

AGREEMENTS

+ ARTICLE 83

+ ARTICLE 83 BIS

Show 10 entries

Search:

Ref Num	Type	Registering State/Entity	Other State/Entity Party	Submitted On	Reg Num	Reg Date	Status
3	A83	Australia	Netherlands	31/01/1946	3	31/01/1946	Approved
4	A83	Australia	Netherlands	31/01/1946	4	31/01/1946	Approved
5	A83	Australia	United Kingdom of Great Britain and Northern Ireland	31/01/1946	5	31/01/1946	Approved
6	A83	Australia	Portugal	31/01/1946	6	31/01/1946	Approved
7	A83	Ireland	United States of America	31/01/1946	7	31/01/1946	Approved
8	A83	Ireland	United States of America	31/01/1946	8	31/01/1946	Approved
9	A83	Netherlands	Czechoslovakia	31/01/1946	9	31/01/1946	Approved
10	A83	Canada	United States of America	31/01/1946	10	31/01/1946	Approved
11	A83	Canada	United States of America	31/01/1946	11	31/01/1946	Approved
12	A83	Canada	United States of America	31/01/1946	12	31/01/1946	Approved

- From the Agreement Dashboard, select an Approved 83bis agreement by clicking on the Reference Number.
- You are now in the form, click the Next Button to navigate through the first two sections of the form.
- The system will take you to the final section of the form also known as the Aircraft section.

7. How to Add a New Aircraft

SEARCH AIRCRAFT

Make * 3D ROBOTICS

Model * AERO

Series * M ~ 3D ROBOTICS INC ~ No Popular Name

SELECT

AIRCRAFT DETAILS

Include details below if known, otherwise for completion by the other State party to the agreement. If dates are not applicable, please leave as or set them to 01/01/0001.

Make *	3D ROBOTICS	Nationality & Reg Marks		AOC#	
Model *	AERO	Purpose		Start Date	01/01/0001
Series *	M	Type		End Date	01/01/0001
Serial Number *					

ADD AIRCRAFT

- Begin by searching for the appropriate Make/Model/Series from the dropdown menus. The selection of each field populates the next. Once you have arrived at the appropriate combination, click on the SELECT button.
- The system generates an Aircraft details Table with both mandatory and optional fields.
- The Make/Model and Series selected will be featured but uneditable.
- Proceed to fill out the appropriate information.
- The serial number is required.
- In order to generate the appropriate certificate for the aircraft, the proper Type and Purpose must be selected.
- For the Start Date and End Date fields, if the dates are not available, enter the date 01/01/0001. The system will replace this date value with the proper terminology.
- When all details have been provided, click on the Add Aircraft button.
- If the status of the Agreement was previously Approved, it will automatically change from Approved to Modified now that an Aircraft has been added to the 83bis agreement.

8. How to Edit Aircraft Entries

AAI | RQ2 | B | 123

Include details below if known, otherwise for completion by the other State party to the agreement. If dates are not applicable, please leave as or set them to 01/01/0001.

Make *	AAI	Nationality & Reg Marks		AOC#	123
Model *	RQ2	Purpose		Start Date	01/01/0001
Series *	B	Type		End Date	01/01/0001
Serial Number *	123				

[Update](#)

I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83 *bis* agreement and that they shall be added to the registration. This box should only be ticked when an aircraft is being added to an existing registration and the other state party as agreed to the details of the aircraft.

Back

SUBMIT

RETURN TO DASHBOARD

PREVIEW

- If you wish to edit an Aircraft entry, navigate to the final section of the 83bis form. Select the Aircraft entry you wish to modify and click on the Edit icon. The previously greyed out fields will become open and editable (except for the Make/Model/Series entries)
- Make the necessary changes and click on the Update button.
- If the status of the agreement was previously approved, it will automatically change from Approved to Modified now that a change has been made to one of the entries tagged to the agreement.
- You can click on the “I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83bis agreement....” Checkbox followed by the Submit button. This certification should only be clicked if you have reached an approval offline with the other State. The system will update the agreement from Modified back to Approved status.
- If you Search for the agreement in which you edited an Aircraft entry, you will see that the status has been updated from Modified back to Approved.
- If you do not click the checkbox or the submit button, the status of the application will remain listed as Modified. It is up to the other State to access the agreement from their Dashboard and approve it.

9. How to Duplicate an Aircraft Entry

AIRCRAFT DETAILS

Include details below if known, otherwise for completion by the other State party to the agreement. If dates are not applicable, please leave as or set them to 01/01/0001.

Make *	AAI	Nationality & Reg Marks		AOC#	
Model *	RQ2	Purpose		Start Date	01/01/0001
Series *	B	Type		End Date	01/01/0001
Serial Number *					

ADD AIRCRAFT

Number of Aircraft(s): 1

AAI | RQ2 | B | 123

Make *	AAI	Nationality & Reg Marks		AOC#	123
Model *	RQ2	Purpose		Start Date	01/01/0001
Series *	B	Type		End Date	01/01/0001
Serial Number *	123				

I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83 bis agreement and that they shall be added to the registration. This box should only be ticked when an aircraft is being added to an existing registration and the other state party has agreed to the details of the aircraft.

Back

SUBMIT

RETURN TO DASHBOARD

PREVIEW

- If you wish to add multiple aircrafts with the same Make/Model/Series, WAGMAR makes it easier for you to do so via the Duplication Function.
- In the final page of the 83bis form, navigate to the Aircraft entry you wish to duplicate, and click on the Duplicate icon.
- A new aircraft entry is generated featuring the same Make/Model/Series combination. Proceed to fill out the rest of the fields and then click on the Add Aircraft button.
- If the status of the agreement was previously Approved, it will automatically change from Approved to Modified now that a new aircraft has been tagged to the agreement.
- You can click on the "I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83bis agreement...." Checkbox followed by the Submit button. This certification should only be clicked if you have reached an approval offline with the other State. The system will update the agreement from Modified back to Approved status.
- If you Search for the agreement in which you duplicated an Aircraft entry, you will see that the status has been updated from Modified back to Approved.
- If you do not click the checkbox or the Submit button, the status of the application will remain listed as Modified. It is up to the other State to access the agreement from their Dashboard and approve it.

10. How to Delete an Aircraft Entry

s-dna.icao.int says
Are you sure to delete this aircraft?

OK Cancel

Number of Aircraft(s): 1

AAI | RQ2 | B | 123

Delete

I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83 *bis* agreement and that they shall be added to the registration. This box should only be ticked when an aircraft is being added to an existing registration and the other state party as agreed to the details of the aircraft.

Back SUBMIT RETURN TO DASHBOARD PREVIEW

- You can delete an aircraft entry tagged to an agreement via the Delete function.
- In the final page of the *83bis* form, navigate to the Aircraft entry you wish to delete and click on the Delete icon.
- A confirmation message asking for confirmation on whether you wish to delete this aircraft entry will appear. Click on the OK button.
- If the status of the agreement was previously Approved, it will automatically to Modified now that a change has been made to one of the entries tagged to the agreement.
- You can click on the "I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83*bis* agreement...." Checkbox followed by the Submit button. This certification should only be clicked if you have reached an approval offline with the other State. The system will update the agreement from Modified back to Approved status.
- If you Search for the agreement in which you edited an Aircraft entry, you will see that the status has been updated from Modified back to Approved.
- If you do not click the checkbox or the submit button, the status of the application will remain listed as Modified. It is up to the other State to access the agreement from their Dashboard and approve it.

11. How to Change an Agreement from Modified to Approved as the Initiating State

I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83 *bis* agreement and that they shall be added to the registration. This box should only be ticked when an aircraft is being added to an existing registration and the other state party as agreed to the details of the aircraft.

Back

SUBMIT

RETURN TO DASHBOARD

PREVIEW

- Navigate to the final aircraft section of the *83bis* application
- You can click on the “I confirm that the submitted aircraft details have been agreed with the other State party to the Article *83bis* agreement...” Checkbox followed by the Submit button. This confirmation should only be clicked if you have reached an approval offline with the other State. The system will update the agreement from Modified back to Approved status.
- If you Search for the agreement for which you edited an Aircraft entry, you will see that the status has been updated from Modified back to Approved.
- If you do not click the checkbox or the Submit button, the status of the application will remain listed as Modified. It is up to the other State to access the agreement from their dashboard and approve it.

12. How to Preview an Agreement Summary Certificate of One Aircraft Entry

AAI | RQ2 | B | 123

Include details below if known, otherwise for completion by the other State party to the agreement. If dates are not applicable, please leave as or set them to 01/01/0001.

Make *	AAI	Nationality & Reg Marks		AOC#	123
Model *	RQ2	Purpose		Start Date	01/01/0001
Series *	B	Type		End Date	01/01/0001
Serial Number *	123	Update			

I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83 *bis* agreement and that they shall be added to the registration. This box should only be ticked when an aircraft is being added to an existing registration and the other state party as agreed to the details of the aircraft.

Back

SUBMIT

RETURN TO DASHBOARD

PREVIEW

- The WAGMAR System allows you to preview a certificate for a single aircraft.
- In the aircraft section of the *83bis* application form, navigate to the aircraft entry you wish to preview and click on the Preview (document with magnifying glass) icon.
- A preview of the certificate featuring the main information, functions and the details of the Aircraft is displayed.
- Please note that this is only a preview and should not be used or considered as an official document.

13. How to Download an Agreement Summary Featuring One Aircraft Entry

AAI | RQ2 | B | 123

Include details below if known, otherwise for completion by the other State party to the agreement. If dates are not applicable, please leave as or set them to 01/01/0001.

Make *	AAI	Nationality & Reg Marks		AOC#	123
Model *	RQ2	Purpose		Start Date	01/01/0001
Series *	B	Type		End Date	01/01/0001
Serial Number *	123	<input type="button" value="Update"/>			

I confirm that the submitted aircraft details have been agreed with the other State party to the Article 83 *bis* agreement and that they shall be added to the registration. This box should only be ticked when an aircraft is being added to an existing registration and the other state party as agreed to the details of the aircraft.

Back

SUBMIT

RETURN TO DASHBOARD

PREVIEW

- The WAGMAR System allows you to download a certificate for a single aircraft.
- In the aircraft section of the *83bis* application, navigate to the appropriate Aircraft entry and click on the generate PDF icon.
- A download of an agreement summary certificate is generated featuring the main information of the agreement, its functions and the details of that one single Aircraft are displayed.
- An alternative method to obtain an aircraft certificate, is to use the Search Aircraft page. You can locate the aircraft using the search parameters and then click on the generate PDF icon.

14. Saving a Draft of an Agreement Application (83 & 83 bis)

UPLOAD FILE

Choose Files No file chosen

DRAG AND DROP THE FILE TO UPLOAD (Max file(s) size is 4MB and only pdf)

CERTIFICATION

- I confirm that the uploaded agreement is a true copy of the original agreement as signed by the parties thereto, with particulars of any reservation made by any party thereto.
- I confirm that the uploaded agreement is in one of the following languages - English, Arabic, Chinese, French, Russian, Spanish and if not a translation into one of these languages is also uploaded.

Submission Date

02/10/2020



Registration Date

02/10/2020

Back

SAVE ⓘ

SUBMIT

- There may be cases where you start an application but are unable to complete it. WAGMAR allows you to begin an application and Save it in Draft form. The draft agreement will show up in the Dashboard, it will have a reference number and can be re-accessed and completed at a later date.
- From the Homepage, select the **SUBMIT ARTICLE 83 AGREEMENT/ARRAGEMENT FOR REGISTRATION** button.
- The System navigates to the 83 Agreement form. Proceed to fill out the Title, Languages, and Start Date/End Date fields. Tag two States.
- From that point onwards, you can click on the Save button.
- The System will save the agreement and assign it a reference number.
- To verify that a copy of this form has been saved as a draft, navigate back to the Agreement dashboard and search for its Reference Number.
- You will see that your form is accessible from the dashboard with the current date for Submitted Date and under Draft status.

15. Application Approval Workflow

SEARCH AIRCRAFT

Make * 3D ROBOTICS

Model *

Series *

SELECT

Number of Aircraft(s): 1

A2 CZ | ELLIPSE SPIRIT | LSA | 12345

Back APPROVE REJECT RETURN TO DASHBOARD PREVIEW

- From the Agreement Dashboard, select a Pending agreement. The system navigates to the 83bis agreement awaiting review.
- When an agreement application is in Pending mode, only the date section is open to you for editing in addition to the final page of the form featuring the Aircraft section.
- If needed, the uploaded pdfs are downloadable. Simply click on them to initiate the download.
- Click Next to navigate to the Functions and Duties section of the form. This page displays what functions were selected by the other State and are not editable.
- Click on Next to navigate to the Aircraft Section. All fields on this page are open allowing for further changes and additions to be made.
- In this scenario, you want to approve the agreement. To do so, click on the Approve button.
- The system generates an approval email that will be sent to both States.

16. Application Rejection Workflow

SEARCH AIRCRAFT

Make * 3D ROBOTICS ▾

Model * ▾

Series * ▾

SELECT

Number of Aircraft(s): 1

▼ A2 CZ | ELLIPSE SPIRIT | LSA | 12345

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Back APPROVE **REJECT** RETURN TO DASHBOARD PREVIEW

- From the Agreement Dashboard, select a Pending agreement. The system navigates to the Agreement awaiting review.
- When an agreement application is in Pending mode, only the date section is open to you for editing in addition to the final page of the form featuring the Aircraft section.
- If needed, the uploaded pdfs are downloadable. Simply click on them to initiate the download.
- Click Next to navigate to the Functions and Duties section of the form. This page displays what functions were selected by the other State and are not editable.
- Click on Next to navigate to the Aircraft Section. All fields on this page are open allowing for further changes and additions to be made.
- In this scenario, you want to reject the agreement. To do so, click on the Reject button.
- The system generates a rejection email that is sent to the initiating State.

17. Download of the system generated 83 bis Agreement Summary

FILE ATTACHMENT

_7561-Certificate9_25_2020 (4).pdf

Download

Delete

CERTIFICATION

- I confirm that the uploaded agreement is a true copy of the original agreement as signed by the parties thereto, with particulars of any reservation made by any party thereto.
- I confirm that the uploaded agreement is in one of the following languages - English, Arabic, Chinese, French, Russian, Spanish and if not a translation into one of these languages is also uploaded.

REGISTRATION COMMENT

I WILL PROVIDE MY OWN AGREEMENT SUMMARY INSTEAD OF USING ICAO'S SYSTEM TO GENERATE ONE. 

Submission Date 

02/10/2020 

Registration Date

02/10/2020

Back

SAVE 

SAVE & NEXT

Download

Next

- The WAGMAR system affords users a choice on whether to upload their own *83bis* agreement summary or have the WAGMAR system generate the document for them.
- You can access and download an agreement summary created by the WAGMAR system.
- From the Agreement Dashboard, click on the Reference Number of an *83bis* agreement with approved or modified status.
- You are now in the agreement. At the bottom of the first page of the *83bis* form click the Download button.
- The System downloads the agreement summary featuring the information related to the agreement.
- The PDF is composed of three sections. Main information followed by a table featuring Chicago Article Conventions and their corresponding ICAO annexes. The final section features all Aircraft that are tagged to this specific agreement.
- Please note that in order to have an accurate agreement summary relating to the transfer of functions and duties, the appropriate information regarding the Type and Purpose of an Aircraft must be inputted in the Aircraft section.

18. Aircraft Search Page

Serial Number 123

OR

Nationality & Registration Mark RegistrationMark

OR

Make Nothing selected Model Nothing selected Series Nothing selected

From 01/01/0001 To 01/01/0001

AOC number AocNumber Registration Number RegistrationNumber

Search Clear

Number of Aircraft(s): 1

AAI | RQ2 | B | 123

If dates are not applicable, the value will be set to 01/01/0001

Make *	AAI	Nationality & Reg Marks		AOC	123
Model *	RQ2	Purpose	n/a	Start Date	01/01/0001
Series *	B	Type	n/a	End Date	01/01/0001
Serial Number *	123				



- In order to access the Aircraft Search Page, click on the Search Aircraft tab in the main menu bar.
- On this page, you are able to search for all aircrafts currently tagged to approved or modified agreements in the WAGMAR system.
- There are three main filtering approaches available on the Aircraft Search Page. You can search by Aircraft Serial number Or the Aircraft Nationality & Registration Mark. You can also search for an aircraft by selecting from the Make/Model/Series dropdown menus and other information related to an aircraft such as start and end dates, AOC number or Registration Number.
- After inputting the proper information in the appropriate fields, click on the Search button to execute the search.



19. Agreement Search page

Registration Number

OR

Organization State

Start Date  End Date 

Signed After  Signed Before 

Agreement 83 Agreement 83 bis Exclude Agreements no longer In Force

Reg.#	Agreement Type	Registering State	Other State/Entity Parties	Registration Date
5	Agreement 83	Australia	United Kingdom of Great Britain and Northern Ireland	1/31/1946

- In order to access the Agreement Search Page, click on the Search Agreement tab in the main menu bar.
- The page features various filters to help you find existing approved agreements in the WAGMAR Database.
- You can search for an existing agreement by entering its Registration Number . After You click on the Search button, You will get a specific agreement with the corresponding Registration Number featured at the bottom of the page.
- You also have additional filters that allow you to search by Organization. All agreements with that particular organization tagged to them will appear.
- Other filters available for you to use are: States, Date range From/To of when the agreement was in force, the Signature Date when applicable.
- Above the Search button, you have three toggles that can be used to narrow down results and conduct more effective searches. You can toggle the 83 or 83bis on or off to tell the System to only search for a specific type of agreement.
- If you wish to only search for existing agreements, you can switch on the Exclude agreements no longer in force toggle. The search results will only show entries that are in force and related to the data parameters you have entered.

20. Migrating a DAGMAR Agreement

AGREEMENTS

+ ARTICLE 83

+ ARTICLE 83 BIS

Show 10 entries

Search: bis

Ref Num	Type	Registering State/Entity	Other State/Entity Party	Submitted On	Reg Num	Reg Date	Status
2591	A83	USSR	Guinea-Bissau	20/01/1976	2591	20/01/1976	Approved
2657	A83	Cuba	Guinea-Bissau	14/01/1977	2657	14/01/1977	Approved
4198	A83bis	Malawi	Russian Federation	14/09/1999		14/09/1999	Draft
4236	A83bis	UK (Bermuda)	Russian Federation	06/06/2000		06/06/2000	Draft
4271	A83bis	Ireland	Colombia	26/09/2000		26/09/2000	Draft
4272	A83bis	Ireland	Philippines	26/09/2000		26/09/2000	Draft
4273	A83bis	Ireland	Mexico	26/09/2000		26/09/2000	Draft

WAGMAR allows for an easy migration from DAGMAR Article 83bis agreements

- Navigate to the Agreements Dashboard and search for the 83bis Agreement you wish to migrate.
- Click on the Reference Number to initiate the migration process.
- Proceed to complete the missing details from DAGMAR to WAGMAR. The process is similar to filling out a new agreement. All agreement details provided in DAGMAR will automatically be populated in the appropriate fields.
- If your article 83bis agreement is showing as an 83 agreement, please contact wagmar@icao.int with the issue and we will correct the problem.

21. WAGMAR Preview Function

SEARCH AIRCRAFT

Make * 3D ROBOTICS

Model *

Series *

SELECT

Number of Aircraft(s): 1

▼ A2 CZ | ELLIPSE SPIRIT | LSA | 12345

Back

APPROVE

REJECT

RETURN TO DASHBOARD

PREVIEW

WAGMAR has a preview function that can be used for both 83 and 83bis agreements. The preview function is available for all applications regardless of status.

1. From WAGMAR's agreement Dashboard, select any 83bis agreement.
2. Click on the Next button to navigate to the final page of the form, skim to the bottom of the page and click on the PREVIEW button.
3. A preview of the completed form will appear, including all details added to the form. Please note that this is not nor should it be considered as an official document.