



International Civil Aviation Organization

**The Fifth Meeting of ICAO Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/5)**

Bangkok, Thailand, 30 March – 3 April 2015

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**Agenda Item 7: Review of the Task List**

**REVIEW OF THE AFTM/SG TASK LIST**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the ATFM/ST Task list for review and update by the meeting.

**1. INTRODUCTION**

1.1 This working paper provides the ATFM/SG Task List for review and update by the meeting

**2. DISCUSSION**

2.1 The ATFM/SG Terms of Reference (TOR) were last updated by APANPIRG/25 (September 2014). A copy of the TOR is appended as **Attachment A**.

2.2 The Task List updated by ATFM/SG/4 (Bangkok, Thailand, 1 – 5 December 2014) is appended as **Attachment B**.

**3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

3.1.1 review the ATFM/SG TOR; and

3.1.2 update the Task List.

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## Terms of Reference

### AIR TRAFFIC FLOW MANAGEMENT STEERING GROUP (ATFMSG)

1. Having considered relevant documents such as the *Manual on Collaborative Air Traffic Flow Management* (Doc 9971), regional air traffic data and the Asia/Pacific Region city pairs and associated airspace and ATS routes experiencing the most significant traffic demand, and noting the Asia/Pacific Seamless ATM Plan provisions for structural airspace capacity increasing measures, develop an Asia/Pacific Regional ATFM Framework which addresses ATFM implementation and ATFM operational issues in the Asia/Pacific Region;
2. Identify, research and recommend appropriate guidance regarding:
  - a. capacity assessment and adjustment mechanisms;
  - b. regular review for all aerodromes and ATC sectors where traffic demand is expected to reach capacity, or is resulting in traffic congestion;
  - c. mechanisms for ATFM data gathering, collation and sharing between States, International Organizations and ICAO, which may include:
    - i. capacity assessments, including factors affecting capacity such as special use airspace status, runway closures and weather information;
    - ii. traffic demand information which may include flight schedules, flight plan data, repetitive flight plan data as well as associated surveillance updates of flight status; and
  - iii. ATFM Daily Plan;
  - d. compliance by airspace users with ATFM measures; and
  - e. any other guidance relevant to the Regional ATFM Framework.
3. Maintain an overview of CDM/ATFM programs being conducted within the Region, with a view to facilitating their coordination and alignment.
4. Review the effectiveness of existing and planned ATFM programs in the Asia and Pacific Region, and make specific recommendations regarding ATFM, including any adjacent airspace affecting the Asia and Pacific Regions, and research and recommend appropriate mechanisms for the on-going review of such programs.
5. The Group has linkages to the Aerodromes Operations and Planning Working Group (AOP/WG), Regional ATM Contingency Plan Task Force (RACP/TF) and the Meteorological Requirements Task Force (MET/R TF).
6. The Group reports to the ATM Sub-Group.

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**Air Traffic Flow Management Steering Group**

**Task List**

*(last updated ATFM/SG/4, 5 December 2014)*

<b>ACTION ITEM</b>	<b>DESCRIPTION</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>STATUS</b>	<b>REMARKS</b>
<b>2/1</b>	Research guidance on qualifications and competencies for ATFM operators	ATFM/SG/4 ATFM/SG/5	Specialist Team/Secretariat	Open	First Draft of Training Requirement Document has been provided.
<b>2/2</b>	Research guidance material on ATFM compliance	ATFM/SG/4 ATFM/SG/5	Specialist Team/Secretariat	Open	Can be sourced from EUROCONTROL
<b>2/3</b>	Further develop draft Regional Framework for Collaborative ATFM.	ATFM/SG/4 ATFM/SG/5	Specialist Team/Secretariat	Open	<del>Second draft to be presented to ATFM/SG/4</del> Second draft to be compiled from outcomes of ATFM/SG/4
<b>2/4</b>	Produce interim regional ATFM guidance (extracted from draft Regional Framework).	ATFM/SG/3 18 July 2014	Specialist Team/Secretariat	<del>Open</del> Closed	<del>Guidance material to be presented to APANPIRG/25 for adoption</del> Reconsidered need for Interim Guidance. Final draft version of Framework can be used as interim guidance pending APANPIRG adoption and further concept development

ATFM/SG/5-WP/14  
Attachment B

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
2/5	Align Asia/Pacific BANP Volume 1 ATFM provisions with the ATFM framework and Doc 9971	ATFM/SG/5	Secretariat	Open	In consultation with ATFM/SG May require longer time frame due to transition to EANP.
2/6	Develop Regional priorities, targets and performance monitoring metrics for ASBU Module B0-NOPS	March 2014	Specialist Team/Secretariat	Open Completed	To be provided to APANPIRG Sub-Group Chairs by March 2014
2/7	Conduct study to establish regional baseline of ATFM capability and develop recommended implementation strategies.	ATFM/SG/4 ATFM/SG/5	IATA	Open	Decision 2/2. Study completed and provided to ATFM/SG/4 Phase 2 Study/recommendations
3/1	Provide copy of Indonesia Manual of Runway and Airspace Capacity Measurement	28 March 2014	Indonesia	Open Closed	Requires translation from Bahasa Indonesia.
3/2	Provide information on airport and airspace capacity assessment methodology for framework development	ATFM/SG/4	China	Open Completed	ATFM/SG/4 WP/19
3/3	Coordinate with MET/R TF Secretary for information on potential Annex 3 amendments including MSTA	18 July 2014	Secretariat	Open Completed	ATFM/SG/4 IP/02
3/4	Provide Points of Contact for IATA Study	21 March 2014	States/ATFM/SG Participants	Open Completed	
3/5	Coordinate with MET/R TF to invite appropriate Aviation Meteorology experts to participate in ATFM Specialist Team activities.	28 March 2014 Ongoing	Secretariat	Open	
3/6	Develop a list of ATFM terminologies, definitions, their meanings and application, identifying a minimum set for interoperability	25 April 2014 ATFM/SG/5	CANSO, India Japan Singapore, Thailand	Open	Minor amendments to be coordinated following ATFM/SG/4 WP/06 review.
3/7	Provide list of airport and airspace capacity improvements Incorporate Thailand capacity improvement suggestions (ATFM/SG/3 WP14)	25 April 2014 ATFM/SG/5	CANSO Secretariat	Open	Capacity improvements suggestions received. Require some explanatory notes for inclusion in Framework.

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
3/8	Provide list of aptitudes, skills, experience recommended for Flow Managers and ATFMU operators	25 April 2014 ATFM/SG/5	CANSO	Open	Received by Secretariat. Will also be updated as part of Training guidance
3/9	Research and extract appropriate information and guidance from Eurocontrol A-CDM Manual to use as guidance material in the Regional ATFM Framework	ATFM/SG/4	ICAO/Secretariat/Specialist Team	Open Closed	Referred to AOP/WG
3/10	Expand and develop CDM Project assessment form to include assessment of ATFM implementation	ATFM/SG/4 ATFM/SG/5	Secretariat/Specialist Team	Open	
3/11	Further develop concept of ATFM Categories of Airspace	ATFM/SG/4 ATFM/SG/5	Secretariat/Specialist Team	Open	Refinement/simplification commenced. Further refinement following ATFM/SG/4 review
3/12	Develop draft training curriculum topics based on Thailand suggested. ATFM/SG/3 IP05	ATFM/SG/4 ATFM/SG/5	Secretariat/Specialist Team	Open	Draft Training Document presented to ATFM/SG/4. Undergoing further development before inclusion in Framework
3/13	<del>Commence drafting distributed multi node CDM/ATFM ICD</del> Research best practice for development of ICD by ICAO regional groups.	ATFM/SG/4 ATFM/SG/5	<del>Specialist Team</del> Secretariat	Open	Requires specialist skills. May require formation of a technical group.
3/14	Adapt Thailand CDM/ATFM Concept of Operations for inclusion in Regional Framework (ATFM/SG/3 WP15)	ATFM/SG/4 ATFM/SG/5	Secretariat/Thailand/Specialist Team	Open	Initial work done. Minor amendments to be made to render charts generic.
3/15	<del>Commence adapting</del> Adapt multi-nodal distributed network concept for inclusion in Regional Framework. Add discussion of airspace capacity constraints and emphasis on <i>cross-border</i> ATFM.	ATFM/SG/4 ATFM/SG/5	Secretariat/Specialist Team	Open	Initial work done and reviewed by ATFM/SG/4.
4/1	Provide draft guidance on CDM processes for inclusion in Framework	ATFM/SG/5	India/Secretariat	Open	
4/2	Develop simple guidance on capacity assessment .	ATFM/SG/5	Secretariat/Specialist Team	Open	ATFM/SG/4 WP/19
4/3	Further refinement of ATFM Principles	ATFM/SG/5	Secretariat/Specialist Team	Open	ATFM/SG/4 WP/10

ATFM/SG/5-WP/14  
Attachment B

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
4/4	Update ASBU Applicability (Framework Background Info)	ATFM/SG/5	Secretariat/Specialist Team	Open	ATFM/SG/4 WP/11
4/5	Further develop concept of minimum information exchange interaction, ATFM phrases, AFTN messages, and exchange mechanisms for information such as capacity constraints and ATFM daily plan	ATFM/SG/5	Secretariat/CANSO	Open	ATFM/SG/4 WP/12
4/6	Coordinate ATFM terminology and proposed communications formats/protocols with AOP/WG	ATFM/SG/5	Secretariat	Open	ATFM/SG/4 WP/14
4/7	Develop guidance for factors to be considered when determining MET products to support ATFM	ATFM/SG/5	Secretariat/specialist Team	Open	ATFM/SG/4 WP/21
4/7	Clarify ATFM/SG Terms of Reference and other APANPIRG information relating to the expected term of the Steering Group	ATFM/SG	Secretariat	Open	Firm view of the group that ATFM/SG should continue beyond the production of Version 1.0 of the Framework.