



International Civil Aviation Organization
Eastern and Southern African Office

**Third Meeting of the AFI Flight Plan Transition Task Force
 (FPLT TF/3)
 (Dakar, Senegal, 15 – 16 September 2011)**

**Agenda Item: 3 Review of implementation implications and development of
 implementation strategy, plan and guidance**

GUIDELINES FOR MANUAL 2012 FLIGHT PLAN PROCESSING SYSTEM

(Presented by the Secretariat)

SUMMARY
<p>This working paper provides guidelines developed by the Secretariat to assist AFI States/ANSPs in implementing the provisions of Amendment 1 of the 15th Edition of PANS-ATM, Doc 4444 for their non-automated flight plan processing systems.</p> <p>Action by the meeting is at paragraph 3.</p>
<p>REFERENCES: SP AFI RAN Report</p>
<p>This Working Paper is related to Strategic Objectives: A</p>

1. INTRODUCTION

1.1 The work programme of the FLPT Task Force includes the development of specific guidance for ANSPs that are operating manual/non-automated flight plan processing systems (Task No.6).

2. DISCUSSION

2.1 **Appendix A** to this working paper contains a set of guidelines developed by the Secretariat to assist AFI States/ANSPs in implementing the provisions of Amendment 1 of the 15th Edition of PANS-ATM, Doc 4444 for their non-automated flight plan processing systems. These guidelines were discussed during the regional workshop/seminar which was in Dakar, Senegal, from 12 to 14 September 2011).

3. ACTION BY THE MEETING

3.1 The meeting is invited to review and endorse the guidelines shown at **Appendix A** to this working paper, for use by AFI States/ANSPs when implementing the provisions of Amendment 1 of the 15th Edition of PANS-ATM, Doc 4444 for their non-automated flight plan processing systems.

Appendix A

1 Manual Programme Phases**1.1 Negotiation and Approval Phase****1.1.1 Acceptance and agreement of the changes to the Flight Plan Form by States**

All State differences to be identified in the AIP

All Regional differences to be identified in the SUPPs so long as they do not conflict with the Amendment 1

1.1.2 Approval of the amendment by the ICAO Council**1.1.3 This Phase is complete (01/May/2010)****1.2 Impact Assessment and Requirements Phase****1.2.1 Awareness of impact of changes**

Regional Task Force meetings

All regions have now had several Task Force meetings with others planned throughout the duration of the programme

Regional Seminars and Workshops

Many have commenced and all regions are planning future events.

All regions are now conducting advanced Seminars and workshops

ICAO HQ guidelines and amendment changes identification

1.2.2 This Phase is still ongoing in some States and was planned to be completed end of Dec 2010.**1.3 Solution Production Phase****1.3.1 Identify manual processes. Who uses the process? and is the process written in a document?**

Source of incoming Flight Plan message

AFTN

AMHS

Telephone

Any other method of incoming Flight Plan?

Data checking of the Flight Plan

Who checks the flight plan has been filed correctly?

Correct addressing

Route Checking

Format checking

Is the flight plan rejected if incorrectly filed?

If the Flight Plan is rejected how is this done?

Do you return a typed AFTN message to the originator saying FPL rejected?

Do you return a typed AFTN message to the originator saying what changes are required to make the Flight Plan acceptable to your Facility?

Do you telephone the originator?

To advise that the Flight Plan has been rejected

To advise which changes are required to make the flight plan acceptable to your Facility.

Do you do nothing and ignore the message?

Is the received Flight plan manually modified by your staff if it requires changes?

Who makes the changes to the received Flight Plan?

AFTN Operator

Air Traffic Controller

Do you inform the originator that the flight plan was modified?

Does the flight plan now have a new Number/ ident?

Is the Flight Plan information manually written on a Flight Strip?

Is the Flight plan information manually printed on a flight strip?

Does the printing machine require modification?

Does the format of the flight strip require modification?

Metrics/statistics information systems

Route Charges

1.3.2 Identify which of your processes will be affected by the Amendment 1.

From the Inventory identify those Systems and Interfaces which will require a change.

1.3.3 Solution Identification

Will this be done In-house?

Will the changes to your processes be identified by someone else?

Ensure all other systems, interfaces or operations which use Flight Plan data are identified

Local Airport

Local Airline

1.3.4 Will the changes to your processes have any safety impact on your operation

1.3.5 Do you need to conduct a safety hazard analysis of the changes

1.3.6 Solution Production (new documents produced)

Will this be done In-house?

Will the changes to your documents be provided by someone else?

1.3.7 Ensure there is sufficient time to review and proof-read the new documents

1.3.8 This Phase should complete by 31st Dec 2011

1.4 Transition Phase 1

1.4.1 ANSP Implementation

Practice your changes to the processes offline

Development system

Offline system

Training system

Identify Key Transition Entry criteria

All safety assurances available

All training complete

All documentation produced and distributed

Operational Interfaces checked with adjacent centres using FPL data of NEW, PRESENT and NEW to PRESENT

Transition rehearsals complete on Operational Systems

Produce a Transition Plan

- walk-through the Plan
- ***Produce and validate a reversion Plan***
- walk-through the Plan

Operational Readiness Demonstration (ORD) to:

- Users
- Management
- Regulators
- any other Key Stakeholders

Produce a training Plan

Conduct the training

Test the changes offline with your neighbours or other stakeholders

1.4.2 Guideline 5: use the FITS database

1.4.3 1 Jan 2012- 31 March 2012

1.5 Transition Phase 2

1.5.1 Transition into Operations

Guideline 1: ANSPs will support PRESENT and NEW as they Transition

Guideline 2: Coordinated regional transitions. New information may not be coordinated with ANSPs who have yet to transition

Guideline 5: use the FITS database

1.5.2 01 April 2012 -30 June 2012

1.6 Transition Phase 3

1.6.1 Airspace User Implementation

Guideline 3: Airspace users can file PRESENT or NEW

Guideline 4: ANSP accepting NEW will not be able to coordinate NEW with ANSP using PRESENT

Guideline 5: use the FITS database

1.6.2 01 July 2012 - 14 Nov 2012

1.7 Closure phase

1.7.1 Only NEW Flight Plans filed

Guideline 6: PRESENT flight Plans will be rejected.

1.7.2 From 15 Nov 2012 onwards
