**Appendix B**

**Template for Daily Teleconferences between Adjacent ACCs or ATFM units**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Telecom.** | **Ref.** | **date** | **Action/Remark** |
|  | Covering period (date and time) | From: | To: | *i.e. coming 12h, 24h, 5, 7 days* |
|  | Between State/ANSPs  | State/ANSP A: [title][Coordinator name][email][Telephone/mobile] | State/ANSP B: [title][Coordinator name][email][Telephone/mobile] |  |
|  | Greetings | --- | ---- |  |
|  | Brief Overview of the situation  |  |  |  |
|  | Describe the issues that may have impact on traffic flow during the coming period: |  |  |  |
|  | 1. Weather: current or forecasted weather that would have impact on en-route or aerodrome operations such as reduced visibility, hurricanes, sandstorms, turbulence, thunderstorm activities, volcanic ash, etc.
 |  |  |  |
|  | 1. Infrastructure (NAVAID outage, GNSS signal interference, planned maintenance, radar outage, direct COM issues, etc.) NOTAMed or planned to take place.
 |  |  |  |
|  | 1. Military activities
 |  |  |  |
|  | 1. VIP movements
 |  |  |  |
|  | 1. Special events
 |  |  |  |
|  | 1. Pandemic-related issues
 |  |  |  |
|  | 1. Others
 |  |  |  |
|  | Aerodromes issues |  |  |  |
|  | 1. Airport capacity
 |  |  |  |
|  | 1. Projected terminal demand;
 |  |  |  |
|  | 1. Anticipated ATFM measures (MDI, MIT, GSt, GDP, MINIT, etc.)
 |  |  | *Refer to Doc 9971 Chap 4 Section 4.5* |
|  | 1. Other
 |  |  |  |
|  | En-route issues |  |  |  |
|  | 1. Airspace capacity (Sector capacity)
 |  |  |  |
|  | 1. Changes to traffic flow with highlight on relevant Entry/Exist Points.
 |  |  |  |
|  | 1. ATS Routes status (available, closed, CDR, DCTs, etc.)
 |  |  |  |
|  | 1. Anticipated ATFM measures (MDI, MIT, MINIT, Re-route, etc.)
 |  |  | *Refer to Doc 9971 Chap 4 Section 4.5* |
|  | 1. Other
 |  |  |  |
|  | Coordination Process/Communication  |  |  |  |
|  | 1. Discuss changes to way of communication and exchange of info and coordination, of traffic between the 2 ATS units, if any. This would include, Direct Speech, OLDI/AIDC, AFTN Messages, etc.
 |  |  |  |
|  | 1. Transfer of control points
 |  |  |  |
|  | 1. Flight level restrictions at entry/exit points
 |  |  |  |
|  | 1. Expected frequency changes in case of Sector opening/closure or combining sectors.
 |  |  |  |
|  | 1. Other
 |  |  |  |
|  | Other topics of mutual interest |  |  |  |
|  | Required follow-up actions till next telecom |  |  |  |
|  | Agreement what and who will report any relevant information or decisions to the relevant ICAO Regional Office and/or CCT |  |  |  |
|  | Summary |  |  |  |

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