

INTERNATIONAL CIVIL AVIATION ORGANIZATION



ICAO ANS REPORTING USER GUIDE

Version 2.0, May 2026

Instructions for Users to View and Manage Report Data

1. To start work on the report, go to page:
https://oaci.sharepoint.com/sites/ATM_reporting/Lists/ANS%20Reporting%20Priority/NewForm.aspx
2. Login with your Microsoft account.
3. After logging in, you will see the following page:

The screenshot shows the 'APSAP Reporting Tool' interface. At the top left is the ICAO Bangkok logo and the text 'UNITING AVIATION'. To the right is the title 'APSAP Reporting Tool'. Below this is a sub-header 'APAC Regional Seamless ANS Reporting Tool'. On the left side, there are four tabs: 'Home', 'Priority 1', 'Priority 2', and 'Priority 3'. The 'Home' tab is selected. In the center, there are two dropdown menus: 'Report Period' set to '2025 Year' and 'State/Administrations' set to 'Test'. On the right side, there are five input fields with numerical values: 'Number of FIR: 5', 'Number of Adjacent International FIR: 13', 'Number of International Aerodrome: 4', 'Number of High Density International Aerodrome: 3', and 'Number of ACCs: 5'. At the bottom, there are two buttons: 'Save & Exit' and 'Submit'.

4. Enter the following data:
 - a) Report Period;
 - b) Name of State/Administrations;
 - c) Number of FIR;
 - d) Number of Adjacent International FIR;
 - e) Number of International Aerodrome;
 - f) Number of High Density International Aerodrome; and
 - g) Number of ACCs.
5. Then, to report progress of ANS implementation please ensure the correct “Report Period” and “State/Administrations”, to enable Priority 1, Priority 2 and Priority 3 tabs.

Note: the priority tabs will be disabled if “Report Period” and “State/Administrations” are not selected.

APAC Regional Seamless ANS Reporting Tool

Regional/ASBU Reference	Seamless ANS Plan Phase	Definition	Definition of Indicator to Report as Progress	Applicability	Progress	Date/Expected Date of Implementation	Comments
Aerodrome Operations - Information Sharing	II	All high-density international aerodromes should operate an A-CDM system for ACS.	% of high density int'l AD with operational A-CDM system which fulfil the criteria	Not yet analysed	0%		
Aerodrome Operations - A-CDM	III	All high-density international aerodromes should operate an A-CDM system integrated with...	% of high density int'l AD with operational A-CDM system integrated with ATM network	Not yet analysed	0%		
Air Navigation Services - Information exchange	II	Aeronautical meteorological observations products, consistent with AMET-BO/1.	% of availability of MET observation information to ATC Units				
Air Navigation Services - Information exchange	II	Aeronautical meteorological observations products, consistent with AMET-BO/2.	% of availability of MET forecast information to ATC Units				
Air Navigation Services - Information exchange	II	Climatological and historical meteorological products (such as aerodrome meteorological...	% of availability of Climatological and historical MET information to ATC Units				
Terminal Operations - APCH Proc.	II	Where practicable, all instrument runways serving aeroplanes should have the...	% of instrument runways which are provided with the approach procedures (a) or (b) or (c)				
Terminal Operations - SID/STAR Proc.	II	Where practicable, all aerodromes should have RNAV 1 (ATS surveillance)	% of aerodromes having at least one runway end provided with RNAV 1 or RNAV 1 SID/STAR				
Terminal Operations - ADS-B airspace	II	Unless supported by alternative means of ATS surveillance, Category R...	% of Category R airspace supporting international aerodromes (International)				

6. Click on Priority 1 or Priority 2 or Priority 3 tabs, then you can report as follows:
 - a) Applicability: select “Not yet analysed” or “Not applicable” or “Applicable” from the dropdown;
 - b) Progress: select the percentage of completion from the dropdown;
 - c) Date/Expected Date of Implementation: select the date from the calendar; and
 - d) Comments: if any.

APAC Regional Seamless ANS Reporting Tool

Regional/ASBU Reference	Seamless ANS Plan Phase	Definition	Definition of Indicator to Report as Progress	Applicability	Progress	Date/Expected Date of Implementation	Comments
Air Navigation Services - Information exchange	IV	Capability for providing aeronautical meteorological observations in support of...	Indicate whether State has commenced the process of providing SWIM-compliant...	Not applicable			
Air Navigation Services - Information exchange	III	All States should ensure that aeronautical meteorological products supported by...	Indicate whether State has commenced dissemination of MET information in RWXDM	Not yet analysed			
Air Traffic Management - airspace classification	II	Controlled airspace classification should be consistent with Annex 11	% of Category R upper airspace fulfill the criteria	Applicable		4 March 2026	
Air Traffic Management - airspace classification	II	Controlled airspace classification should be consistent with Annex 11	% of Category S Upper controlled airspace fulfill the criteria				
Air Traffic Management - airspace classification	II	Controlled airspace classification should be consistent with Annex 11	% of Category S lower controlled airspace fulfill the criteria				
Air Traffic Management - FLAS	II	Priority for FLAS level allocations should be given to higher density ATS routes over...	Indicate whether State has implemented FLAS in: i) Category R airspace - YES				
Air Traffic Management - FLAS	II	Priority for FLAS level allocations should be given to higher density ATS routes over...	Indicate whether State has implemented FLAS in: ii) Category S airspace - YES				
Terminal Operations - Pns	II	All international aerodromes with rotary wing operations should establish Pns	% of int'l AD with rotary wing operations which have established Pns/one Pns				

7. After changes are made, click “Save & Exit” to return to view data page mode.

8. The page includes two parts: “ANS Reporting Regional Seamless Summary” and “ANS Reporting Regional Seamless Detail”.
9. After changes are finalized, click “Submit” to submit the reporting form.
10. In case there are many items listed under “ANS Reporting Regional Seamless Detail”, you can click on “Seamless Plan Item or ASBU Reference” then click “Filter by”. Then, select specific items and click “Apply”, this will only show the selected items and can make it easier to view data or modify data. Click on “ANS Reporting Regional Seamless Detail” will clear filters.
11. You will be able to see the ANS Reporting Implementation page: [ANS Reporting Implementation](#).
12. Once you have submitted the form, you can edit it again for the same period.
13. The previous report editing method (“Edit in grid view”) has been disabled. Users cannot modify incomplete data for 2024. Submitted and incomplete forms remain viewable.
