



ICAO

Fifth Meeting of the Asia/Pacific Airport Collaborative Decision Making Task Force (APA-CDM/TF/5)
Video Conferencing, 15 to 17 June 2020

Agenda Item 8: APA-CDM/TF Task List

APA-CDM/TF TERMS OF REFERENCE AND DELIVERABLES

(Presented by the Secretariat)

SUMMARY

This paper provides the APA-CDM/TF Terms of Reference (TOR) and Task List for review and update by the meeting.

1. INTRODUCTION

1.1 This Working Paper provides the APA-CDM/TF Terms of Reference (ToR) and Task List for review and update by the meeting.

2. DISCUSSION

2.1 Formulated by APA-CDM/TF/4 (Bangkok, Thailand, 22 to 26 April 2019) and endorsed by AOP/SG/3 (Bangkok, Thailand, 24 to 26 June 2019), APANPIRG/30 (Bangkok, Thailand, 4 to 6 November 2019) adopted **Decision APANPIRG/30/3** regarding the proposal for amendment of APA-CDM/TF TOR. The amended ToR is available in **Attachment A**.

2.2 The APA-CDM/TF Task List is available in **Attachment B**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review APA-CDM/TF ToR and update APA-CDM/TF Task List.

Asia/Pacific Airport Collaborative Decision-Making Task Force (APA-CDM/TF)

TERMS OF REFERENCE

(As amended by **Decision APANPIRG/30/3**)

The scope and objective of the APA-CDM/TF is to assist States in implementation of A-CDM at high density international aerodromes (100,000 scheduled movements per annum or more as per Asia/Pacific Seamless ATM Plan) by fostering harmonized A-CDM implementations and promoting best practices to achieve performance expectations as per Asia/Pacific A-CDM Implementation Plan.

To achieve the above objective, the Task Force shall:

- 1) Monitor and assist States in implementation of A-CDM at high density international aerodromes to foster harmonized implementations as per Asia/Pacific A-CDM Implementation Plan;
- 2) Encourage States to share their experiences and best practices in implementing A-CDM through Workshop /Seminar;
- 3) Monitor the progress of achieving the performance expectations as per Asia/Pacific A-CDM Implementation Plan and review them as needed;
- 4) Foster the interoperability of A-CDM with ATFM and Aircraft Operator systems; and
- 5) Establish and continue close working arrangements with other relevant ICAO Regional groups such as the Air Traffic Flow Management Steering Group (ATFM/SG), System-Wide Information Management Task Force (SWIM/TF) and other groups working on related issues.

Composition: The APA-CDM Task Force will be a multidisciplinary group composed of subject matter experts in aircraft operations, air traffic management, aerodrome operations and systems engineering, supplemented with other members as and when required.

Working Methods: The Task Force will hold at least one three-day face-to-face meeting each year.

Time Lines: Deliverables addressing the objective of the Task Force are required to be developed and delivered to APANPIRG/32.

APA-CDM/TF TASK LIST

(Updated 26 April 2019)

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
1/1	Update group of expert names and contact details	Group of Expert States	8 December 2017	Completed	Prepared and posted as IP/02 at ICAO APAC Meeting Webpage
1/2	Examine available guidance material for clear definition of what is A-CDM and what is not	Secretariat	Ongoing	Completed	To be included in Draft Implementation Plan
1/3	Check with ICAO HQ whether APA-CDM/TF Participants can be provided with a copy of Draft Doc 9971 3 rd Edition	Secretariat	28 April 2017	Completed	For use only on APA-CDM/TF work.
1/4	Conduct survey of State A-CDM implementation status	India/CANSO/Group of Experts/Secretariat	Before November 2017	Completed	Results of Survey to be analyzed by APA-CDM/TF/2
1/5	Offline analysis of ICAO Doc 9971 Part 3, when available, and report recommendations to APA-CDM/TF/2	China/Group of Experts	APA-CDM/TF/2	Completed	Gap analysis between Doc 9971 and any identified needs.
1/6	Review the effectiveness of existing A-CDM programmes in the APAC Region	CANSO/IATA	Ongoing	Completed	Dependent on the development of a set of metrics
1/7	Develop a set of metrics for measurement of effectiveness of A-CDM implementation	CANSO/IATA/ Group of Experts/	APA CDM/TF/4	Completed	Incorporated in Draft APAC A-CDM Implementation Plan
2/1	Re-circulate A-CDM implementation survey questionnaire to non-respondent States, seek clarification from States where information provided was unclear, and make the questionnaire (i.e. in MS Word file) available in the webpage for APA-CDM/TF/2	Secretariat/CANSO	15 December 2017	Completed	Survey questionnaires and supplementary questionnaires had been sent to States.

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
2/2	Finalize the interim report of the survey results incorporating information provided by States who have not responded to survey questionnaire and additional clarifications received from States	India/CANSO/Group of Experts/Secretariat	28 February 2018	Completed	Presented in APA-CDM/TF/3 meeting.
2/3	First draft of Asia/Pacific Regional A-CDM Implementation Plan	India/Singapore/CANSO/IATA/Group of Experts	31 March 2018	Completed	First draft of Asia/Pacific Regional A-CDM Implementation Plan presented in APA-CDM/TF/3 meeting.
3/1	Interoperability Milestones: 1. Develop Interoperability Operational Concept 2. Identify minimum A-CDM milestones for interoperability with cross-border ATFM; and 3. Prepare Operational Scenarios for FIXM Extension;	Hong Kong, China/India/Singapore/Thailand/CANSO/IATA/Group of Experts	APA-CDM/TF/4	Completed	Developed FIXM v4.1 Extension based on A-CDM operational scenarios developed under the SWIM in ASEAN Demonstration project
3/2	Coordinate with SWIM TF for inclusion of A-CDM attributes in FIXM Extension	Thailand/Secretariat	31 August 2018	Completed	SWIM TF Chair and Task Leaders web-conference planned for August 2018
3/3	Examine availability of A-CDM-specific MET information for inclusion by reference in A-CDM Plan.	Secretariat	APA-CDM/TF/4	Completed	Reference is made to the <i>Asia/Pacific Regional Guidance for Tailored Meteorological Information and Services to support Air Traffic Management Operations</i> and included in the Asia/Pacific A-CDM Implementation Plan

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
3/4	Provide examples of A-CDM guides, AIP Supplement, AIC for notification of A-CDM operational trial/ implementation	Republic of Korea, Hong Kong China, other States that have implemented A-CDM	28 February 2019	Completed	ROK has provided Incheon A-CDM Operational Manual
3/5	Provide examples of A-CDM performance measurement	States that have implemented A-CDM	28 February 2019	Completed	
3/6	Finalize Asia/Pacific Regional A-CDM Plan	India/Singapore/Thailand/CANSO /IATA/Group of Experts	APA-CDM/TF/4	Completed	Informal face-to-face meeting was held from 4 to 8 March 2019. DRAFT Asia/Pacific Regional A-CDM Implementation Plan submitted to the APA-CDM/TF/4 for endorsement.
4/1	Develop frequently asked questions as live document	CANSO/IATA			
4/2	Develop new survey questionnaire based on APAC A-CDM Implementation Plan	CANSO/India/Hong Kong, China			
4/3	Analysis of the completed survey	CANSO/India/Hong Kong, China			
4/4	Interoperability of A-CDM with ATFM in collaboration with ATFM/SG Experts and SWIM TF	Hong Kong China/Thailand/Singapore/India/ CANSO/IATA			