

**ICAO**Sixth Meeting of the Asia/Pacific Airport Collaborative
Decision Making Task Force (APA-CDM/TF/6)*Video Teleconference, 28 to 30 April 2021***Agenda Item 7: APA-CDM/TF Task List****APA-CDM/TF TERMS OF REFERENCE AND TASK LIST**

(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/5 (video teleconference on 15 - 17 June 2020) and endorsed by AOP/SG/4 (video teleconference from 10 to 13 November 2020), APANPIRG/31 (video teleconference from 14 to 16 December 2020) adopted **Decision APANPIRG/31/1** 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**.

Timelines of the APA-CDM/TF

2.3 As per recommendation of the APA-CDM/TF/4 and endorsement of the recommendation by the AOP/SG/3, APANPIRG/30 had decided to extend the timeframe of the APA-CDM/TF for two years, i.e. until APANPIRG/32, thus requiring that deliverables of APA-CDM/TF addressing the objectives of the Task Force are developed and delivered to APANPIRG/32.

2.4 At APANPIRG/30, the Chairpersons of APANPIRG and ATM/SG had remarked that the work of the APA-CDM/TF would eventually be absorbed by ATM/SG at the time when it is dissolved.

2.5 The APA-CDM/TF has achieved its objectives and accomplished the work as per its initial TOR and most of the remaining work as per current TOR and the Task List (**Attachment B**) are related to the integration of A-CDM with ATFM systems. As A-CDM is a component of ATFM, and to better apply the resources of States and the ICAO Asia/Pacific Regional Office, and to carry out work related to the integration and interoperability of A-CDM with other ATM systems more effectively, it is recommended that the APA-CDM/TF be merged with the ATFM/SG and encouraged A-CDM

Experts nominated by States and International Organisations to participate in future ATFM/SG Meetings, the APA-CDM/TF/6 is invited to endorse the following Draft Decision:

Draft Decision APA-CDM/TF/6–X: Dissolution of the APA-CDM/TF	
<p>What: that,</p> <p>a) the Airport Collaborative Decision Making Task Force (APA-CDM/TF), having completed most of the tasks assigned under its Terms of Reference, be dissolved, and any further Asia/Pacific Regional work in the A-CDM field be undertaken by the Air Traffic Flow Management Steering Group (ATFM/SG); and</p> <p>b) A-CDM Experts nominated by States and International Organisations are encouraged to attend the ATFM/SG Meetings.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global</p> <p><input type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Ops/Technical</p>
<p>Why: To dissolve the APA-CDM/TF and merge with the ATFM/SG so that further coordination on matters related to A-CDM implementation and the integration and interoperability of A-CDM with ATFM and with other systems be undertaken by ATFM/SG.</p>	<p>Follow-up: <input type="checkbox"/> Required from States</p>
<p>When: 24-Nov-21</p>	<p>Status: Draft to be adopted by PIRG</p>
<p>Who: <input checked="" type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input checked="" type="checkbox"/> ICAO APAC RO <input type="checkbox"/> ICAO HQ <input type="checkbox"/> Other:</p>	

2.6 The Draft Decision will be presented to the Aerodromes Operations and Planning Sub-Group (AOP/SG) and the Air Traffic Management Sub-Group (ATM/SG) of APANPIRG for agreement before then being considered by APANPIRG/31.

2.7 The ATFM/SG/11 meeting, scheduled to be held from 12 to 16 July 2021, will consider an amendment to its TOR to incorporate A-CDM-related activities. ATFM/SG/9 meeting in 2019 had agreed to a draft amendment to the ATFM/SG TOR (**Attachment C**, for information). When a final draft is agreed by ATFM/SG/11 it will be forwarded under a Draft Decision to ATM/SG/9 and APANPIRG/32 for consideration. APAC Administrations are encouraged to ensure their delegations at ATFM/SG include appropriate representation from the A-CDM community.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the updated TOR approved by APANPIRG/31 (**Attachment A**);
- b) review and update the List of Tasks provided in **Attachment B**;
- c) endorse the Draft Decision formulated in **Paragraph 2.5**; and
- d) note the proposed inclusion of A-CDM related activities in the draft TOR of ATFM/SG (**Attachment C**)

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

TERMS OF REFERENCE

(As amended by **Decision APANPIRG/31/1**)

The scope and objective of the APA-CDM/TF is to assist States in implementation of A-CDM at international aerodromes 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 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 ~~16 June 2020~~ 23 April 2021)

	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	September 2020	In progress Completed	APA-CDM/TF/6 WP/05
4/2	Develop new survey questionnaire based on APAC A-CDM Implementation Plan	CANSO/India/Hong Kong, China	APA-CDM/TF/5	Completed	State Letter AN 3/3 – AP109/20 (AGA) dated 12 May 2020
4/3	Analysis of the completed survey	CANSO/India/Hong Kong, China	APA-CDM/TF/5	Completed	APA-CDM/TF/5 WP/09
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	APA-CDM/TF/5	Completed	APA-CDM/TF/5 WP/06 Continue in Tasks 5/2 & 5/3.
5/1	Develop a monitoring framework and monitor the progress of achieving the performance expectations as per Asia/Pacific A-CDM Implementation Plan and review the expectations as needed, in consultation with ATFM/SG	India to lead CANSO	Framework: November 2020 Progress Monitoring Report: APA-CDM/TF/6	Completed	TOR item 3 APA-CDM/TF/6 WP/06 States to report to APAC Office A-CDM implementation status as per A-CDM

	ACTION ITEM/PLANNED ACTIVITIES	RESPONSIBLE PARTY	TIME FRAME	STATUS	REMARKS
					Implementation Monitoring Framework in a periodic basis.
5/2	Develop joint operational procedure guidance for the integration of ATFM and A-CDM operations, focusing the integration between A-CDM and "cross-border" ATFM in collaboration with Experts from ATFM/SG and SWIM TF.	Hong Kong China to lead China, India, Republic of Korea, Thailand, Group of Experts, CANSO	APA-CDM/TF/6	In progress	APA-CDM/TF/6 WP/03
5/3	Identify any other data attributes which are necessary to support the A-CDM and ATFM integrated operations (from A-CDM perspective), in addition to the ones already included in the current version of the FIXM v4.1 Extension in collaboration with Experts from ATFM/SG and SWIM TF.	Thailand to lead Hong Kong China, India, Group of Experts, CANSO	APA-CDM/TF/6		
5/4	Update the Asia/Pacific A-CDM Implementation Plan	India to lead Thailand, CANSO	Editorial Changes: November 2020 Other Changes: APA-CDM/TF/6	Completed	APA-CDM/TF/6 WP/07

DRAFT Terms of Reference

AIR TRAFFIC FLOW MANAGEMENT STEERING GROUP (ATFM/SG)

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 and aerodromes 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 and aerodrome users with ATFM and A-CDM measures; and
 - e. any other guidance relevant to the Regional ATFM Framework and Asia/Pacific A-CDM Implementation Plan.
3. Maintain an overview of CDM/ATFM and A-CDM programs being conducted within the Region, with a view to facilitating their coordination and alignment, and to promote:
 - a. harmonized procedures;
 - b. Implementation of the performance expectations of the Regional ATFM Framework and Asia/Pacific A-CDM Implementation Plan;
 - c. Interoperability of A-CDM with ATFM
4. Review the effectiveness of existing and planned ATFM and A-CDM 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.

Attachment C

5. The Group coordinates closely with other relevant bodies such as ~~the Airport Collaborative Decision Making Task Force (APA-CDM/TF)~~, Airport Operations and Planning Sub-Group, the Meteorological Requirements Working Group (MET R/ WG and System-Wide Information Management Task Force (SWIM/TF).
6. The Group reports to the ATM Sub-Group.

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