International Civil Aviation Organization

ICAO

Twelfth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/12)

Video Teleconference, 13 – 16 September 2022

Agenda Item 7: Review of the Task List

ATFM/SG TERMS OF REFERENCE AND TASK LIST

(Presented by the Secretariat)

SUMMARY

This paper presents the ATFM Steering Group Terms of Reference and Task List for review and update by the meeting.

---

1.   **INTRODUCTION**

1.1   The ATFM/SG Terms of Reference (TOR) and Task List are presented for review and update by the meeting

2.   **DISCUSSION**

2.1   The ATFM/SG Terms of Reference (TOR) were updated by the Thirty-Second Meeting of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG/32, December 2021). The meeting agreed to the following Decision:

Decision APANPIRG/32-4: Revised ATFM/SG Terms of Reference	
What: That, noting the dissolution of the APA-CDM/TF under ***Decision APANPIRG/32-1***, ongoing APAC regional A-CDM work be conducted by ATFM/SG, and the revised ATFM/SG Terms of Reference at **Appendix A to the Report on Agenda Item 3.2** be adopted.	Expected impact: ☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Ops/Technical
Why: To ensure the continuity of regional A-CDM activity conducted under APANPIRG	Follow-up: ☐Required from States
When: 3-Dec-21	Status: Adopted by PIRG
Who: ☒Sub groups ☒APAC States ☐ICAO APAC RO ☐ICAO HQ ☐Other:	

2.2   The revised ATFM/SG Terms of Reference is provided at **Attachment A**.

2.3   The Sixth Meeting of the Asia/Pacific Airport Collaborative Decision-Making Task Force (APA-CDM/TF/6, 28 – 30 April 2021) had agreed to develop a regional model for the integration of

ATFM and A-CDM. Noting the planned dissolution of the APA-CDM/TF the associated action items 5/2 and 5/3 from the APA-CDM/TF Task List had therefore been recorded in the ATFM/SG Task List.

2.4   The ninth meeting of ATM Sub Group (ATM/SG/9, 1 – 5 November 2021) agreed that the action item 7/4 would be transferred to ATFM/SG Task List.

ACTION ITEM & PRIORITY	DESCRIPTION	TARGET DATE	RESPONSIBLE PARTY	STATUS	REMARKS
7/4	India was requested to provide a draft of a contingency ATFM response concept.	~~ATFM/SG/10~~ ATFM/SG/12	India Thailand Secretariat	~~Open~~ Closed	Updated at ATM/SG/9 Transferred to ATFM/SG Task List

2.5   The Task List as updated by ATFM/SG/11 is provided at **Attachment B**, for update by the meeting. The Task List has been rationalized to remove historical tasks that were closed or completed prior to ATFM/SG/11. Previous Task Lists retaining the historical information remain available in earlier meeting reports.

3.   ACTION BY THE MEETING

3.1   The meeting is invited to:

   a)   review the ATFM/SG TOR; and

   b)   update the Task List.

………………………..

DRAFT AMENDMENT -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 and A-CDM 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.

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.

....

Air Traffic Flow Management Steering Group

Task List

(last updated ATFM/SG/11, 06 August 2021)

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
5/1	Poor on time performance of BOBCAT aircraft subject to ATFM procedures has direct impact on efficiency of ATFM procedures. All parties to undertake investigation as to reason for poor on-time performance including: a) Non compliance with BOBCAT CTOT– early and late departures b) Non compliance with BOBCAT Kabul FIR CTO– early and late at Kabul entry fix.	Ongoing	Affected States, IATA	~~Open~~ Closed	Transferred to ATFM/SG by SAIOACG/5 Poor punctuality performance is actively being monitored and rectified where possible by IATA/States. SAIOACG/5: this is still problematic. TASK 6/2 also refers Reviewed by ATFM/SG/10 The task should be actioned further after traffic recovery (COVID-19) Reviewed ATFM/SG/11 ATFM compliance covered by routine ATFM programs guided by Regional Post-Ops Analysis Recommended Framework

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
5/10	Develop First Draft Operational Requirements Document	ATFM/SG/12	ATFM/IR/SWG	Open	Dependent on meeting schedule cycle Updated ATFM/SG/8 Reviewed ATFM/SG/11 The need for the task to be reviewed after the Framework 2022 update.
5/13	Research ATFM for long range flights	Ongoing	Australia/India/Japan/New Zealand/Pakistan/Singapore/Thailand/CANSO/IATA	Open	Updated ATFM/SG/8 Updated ATFM/SG/11 Action Item 11/8 also refers.
6/2	Detailed list of non-compliance with BOBCAT entry times	Ongoing	Thailand	~~Open~~ Closed	To be provided in conjunction with BOBCAT update papers, with a link to where the list is available. Task 5/1 also refers. Updated at ATFM/SG/10 Updated ATFM/SG/11 ATFM compliance covered by routine ATFM programs guided by Regional Post-Ops Analysis Recommended Framework

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
7/1	Investigate and Develop a draft PfA for Doc 7030 Regional Supplementary Procedures for Cross-border ATFM	ATFM/SG/12	China/Japan/Singapore/Thailand/Secretariat	Open	Final Decision on this yet to be made. Update ref ATFM/SG/9 report ADEXP and EET in FPL First draft provided Action Item updated at ATFM/SG/10
8/3	Investigate and report on reasons for high rates of non-compliance with received CTOT at Jakarta. Report to ATM/SG/7 and Multi-Nodal/18	Multi-Nodal/18 ATFM/SG/12	Indonesia Chair/Secretariat	Open	Refer also ATFM/SG/9 IP/13
8/5	ATFM Points of Contact for Implementation Status Reporting	Ongoing	States	~~Open~~ Closed	Reports to be submitted by end of April each year. Where ATFM POCs for status reporting are not provided, the most recent participants at ATFM/SG meetings will be the POC. Note that this list is (currently) separate from the consolidated ATM Points of Contact List.
9/1	Draft regional guidance for advance notice of ATFM measures	~~ATFM/SG/11~~ ATFM/SG/12	China/Japan/Singapore/Thailand/Secretariat	~~Open~~ Closed	Consolidated in action item 11/8 and included in the scope of work of the Regional Framework Review 2022

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
9/2	Review and Update Regional ATFM Framework per ATFM/SG/9 Report para 4.11 (maximum achievable airborne delay) para 4.16 (ATFM qualification schemes) para 4.30 (use case for CTO) para 5.7 (example post-ops analysis) para 5.11 (example demand analysis) para 6.23 (DLA messages) para 6.29 (major review)	ATFM/SG/11 ATFM/SG/12	China, Hong Kong China, India, Japan, Mongolia, Singapore, Thailand, USA	~~Open~~ Closed	First draft to be provided at ATFM/SG/11 (planned Video Teleconference Q3 or Q4 2020) Updated ATFM/SG/11 Consolidated in action item 11/8 and included in the scope of work of the Regional Framework Review 2022
9/3	Develop operational scenario for CTO for airborne flights	ATFM/SG/11	Australia, Japan, New Zealand, Singapore, Thailand	~~Open~~ Completed	FIXM use case included in APAC FIXM Version 4.1 ATFM Extension. First draft of operational scenario/guidance to be included in draft revision to Regional ATFM Framework document ATFM/SG/11. Action Item 5/13 LR ATFM also refers
9/5	Missing DEP messages follow-up multi-State analysis	~~24 July 2020~~ ATM/SG/9	Australia, China, India, Japan, Mongolia, Singapore, Thailand	Open	To be coordinated/confirmed, depending on level of traffic recovery post-COVID-19 pandemic

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
9/9	Analysis of MET requirements to support Non-ASBU elements of Seamless ~~ATM~~ ANS Plan	ATFM/SG/12	Secretariat/MET R WG Chair	Open	Updated ATFM/SG/11 To be discussed by ~~MET/R WG/9~~ MET/R WG/11 – to consider in context of 2022 update of Seamless ANS Plan
10/1	Streamline Status Reporting requirements	~~ATM/SG/8~~	Secretariat	~~Open~~ Closed	Shifting meeting schedules, and ICAO requests for status reports to SAIOACG/SEACG, which were usually held before the annual due date for implementation status reports.

Updated ATFM/SG/11 Consolidated in action item 11/8, and included in the scope of work of the Regional Framework Review 2022 |
| 10/2 | Additional case studies for inclusion in Post Operations Analysis Recommended Framework | 24 July 2020 | Australia/Thailand | ~~Open~~ Completed | To be included in the document for consideration by ATM/SG/8 |

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
10/3	Nomination of ATFM Experts to participate in MET/R WG Ad Hoc Group	11 May 2020	Australia, Hong Kong China, Japan, Singapore, Thailand, CANSO, IATA Other States welcome to join the Ad hoc group.	~~Open~~ Completed	Email to secretariat ssumner@icao.int; MET R Ad-hoc Group for development of *APAC Use Case and User Requirements for SWIM-based MET Information Services Supporting ATFM* now includes ATFM experts from all identified Administrations/IOs.
10/4	Communication strategy and enhanced work plan for ATFM/IR/SWG	~~15 May 2020~~ ATFM/SG/12	Chair/Secretariat	Open	Action Item 5/10 also refers
10/5	Develop agenda and offline work schedule ~~ATFM/SG/11~~ for review of Regional Framework for Collaborative ATFM	~~15 May 2020~~ 30 September 2021	Chair/Secretariat	Open	Agenda focused on Review of Regional ATFM Framework Work schedule to include frequent VTC progress meetings. Updated ATFM/SG/11. Partly completed. Scope of work agreed. Action item 11/8 refers. Schedule and rapporteur to be finalized.

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
10/6	Nominate experts to work on offline tasks for Review of Regional ATFM Framework	~~15 May 2020~~ 30 September 2021	States/IOs	Open	Email to Secretariat ssumner@icao.int Updated ATFM/SG/11 ATFM/IR/SWG to manage.
10/7	Respond to survey on MET services for ATM, to be distributed by State Letter	~~TBC State Letter~~ ATFM/SG/12	All Administrations	Open	Updated ATFM/SG/11. State Letter (to be distributed) will include reply-by date.
11/1	*APA-CDM/TF Action Item 5/2 - included in ATFM/SG Task List pending APANPIRG decision on re-assignment of responsibility for A-CDM.* 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	ATFM/SG/12	(APA-CDM/TF/6) Hong Kong China to lead China, India, Pakistan, Republic of Korea, Thailand, Group of Experts, CANSO	In progress	Included at ATFM/SG/11 APA-CDM/TF/6 WP/03 Task to be carried out by the APANPIRG technical body assigned ongoing responsibility for oversight of A-CDM.

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
11/2	*APA-CDM/TF Action Item 5/3 -Included in ATFM/SG Task List pending APANPIRG decision on re-assignment of responsibility for A-CDM.* 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.	ATFM/SG/12	(APA-CDM/TF/6) Thailand to lead Hong Kong China, India, Pakistan, Group of Experts, CANSO	To be commenced	Included at ATFM/SG/11 Task to be carried out by the APANPIRG technical body assigned ongoing responsibility for oversight of A-CDM. Dependent on progress of action item 11/1 Refer also SWIM/TF progress on FIXM 4.2 Extension
11/3	Follow up technical enquiry on whether BOBCAT can send SAM to ATC at departure aerodromes outside Thailand that are not transiting the Bangkok FIR.	ATFM/SG/12	Thailand	Open	ATFM/SG/11 Report para 4.7 May require support/guidance from AMNAC Technical Sub-Group and/or ATFM/IR/SWG.
11/4	Contribute knowledge and experience on integration of ATFM and AMAN/XMAN, Long Range ATFM and TBFM to CANSO white paper.	30 September 2021	Australia/China/India/Japan/New Zealand/Pakistan/Singapore/Thailand/USA/CANSO/IATA	Open	ATFM/SG/11 Report para 4.56 and 4.69 All administrations welcome to input. Not restricted to CANSO members only.
11/5	Provide specific data on flights for which DEP messages for flights entering the Bangkok FIR were not received, in order that action could be taken to rectify the problem.	31 August 2021	Thailand	~~Open~~ Completed	ATFM/SG/11 Report para 4.80

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
11/6	Examine proposal to rename *marginal* implementation status to better reflect the level of progress for internal ANSP reporting.	05 November 2021	Secretariat	Open	ATFM/SG/11 Report para 4.89
11/7	Review Draft *APAC User Requirements for SWIM-based MET Information Services Supporting ATFM* and provide additional use cases to MET R/WG Ad hoc Group.	30 September 2021	All Administrations	Open	ATFM/SG/11 Report para 5.2
11/8	Review Regional Framework for Collaborative ATFM.	ATFM/SG/12	ATFM/IR/SWG and CANSO Nomination of SWG members to be made by 15 September 2021 (action item 10/6)	Open	(Consolidation of action items 9/1, 9/2, 10/1). Scope of work provided in **ATFM/SG/11 Report of the Meeting – Appendix E**
12/1	India was requested to provide a draft of a contingency ATFM response concept	ATFM/SG/12	India Thailand Secretariat	Open	Transferred from ATM/SG Task List 05/11/2021/ Formerly ATM/SG Action Item 7/4