



International Civil Aviation Organization

ICAO

Thirteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/13)

Bangkok, Thailand, 03 – 07 April 2023

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**Agenda Item 8: Review of the Task List**

**TERMS OF REFERENCE AND TASK LIST**

(Presented by the Secretariat)

**SUMMARY**

This paper presents the ATFM Information Requirements Small Working Group (ATFM/IR/SWG) Terms of Reference and Task List for review and update by the meeting.

**1. INTRODUCTION**

1.1 The ATFM Information Requirements Small Working Group (ATFM/IR/SWG) 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) to include Airport Collaborative Decision Making (A-CDM) related tasks.

2.2 The proposed TOR of the ATFM/IR/SWG is at **Attachment A** of this paper. In view of the above, it is proposed that ATFM/SG consider the following discussion and associated Decision.

2.3 The Task List as updated by ATFM/SG/12 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/12. 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) discuss and agree to **Decision ATFM/SG/13-x: Update Terms of Reference of ATFM Information Requirements Small Working Group**;
- b) urge A-CDM experts to participate in the ATFM/IR/SWG;
- c) update the Task List.

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<b>Decision ATFM/SG/13-x: Update Terms of Reference of ATFM Information Requirements Small Working Group</b>	
<b>What:</b> That, the ATFM/IR/SWG Terms of Reference (TOR) be amended as detailed in <b>Attachment A to the WP/20</b> .	<b>Expected impact:</b> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input checked="" type="checkbox"/> Ops/Technical
<b>Why:</b> To include A-CDM in ATFM/IR/SWG activities and simplify SWG working processes.	<b>Follow-up:</b> <input type="checkbox"/> Required from States
<b>When:</b> 7-Apr-23	<b>Status:</b> Draft to be adopted by ATFM/SG
<b>Who:</b> <input type="checkbox"/> Sub groups <input type="checkbox"/> APAC States <input type="checkbox"/> CAO APAC RO <input type="checkbox"/> ICAO HQ <input checked="" type="checkbox"/> Other: ATFM/SG	

## Terms of Reference

(proposed changes marked up)

### ATFM Information Requirements Small Working Group (ATFM/IR/SWG)

Recognizing the direction provided in the Asia/Pacific Regional Framework for Collaborative ATFM, and Regional ATFM Concept of Operations, and Asia/Pacific Airport Collaborative Decision Making (A-CDM) Implementation Plan, the ATFM/IR/SWG will:

1. Support harmonized implementation of cross-border ATFM, including common operating procedures and a common network level CDM process, between States and groups of States in the Asia/Pacific Region;
2. Support harmonized implementation of A-CDM, including common terminologies and operating procedures, among high-density international airports in the Asia/Pacific Region and its integration with ATFM;
- ~~3. Develop a draft operational requirements document detailing:~~
  - ~~a) Items of ATFM Information that collaborative ATFM participants should distribute or publish, amend or cancel, including but not limited to:~~
    - ~~i. ADP;~~
    - ~~ii. Initiation, amendment or cancellation of ATFM measures;~~
    - ~~iii. Compliance monitoring information such as ATOT, ATO and ALDT;~~

*Note: Collaborative ATFM Participants may include ATFMU, ATSU (ACC/APP/TWR), Airspace Users and Airport Operators.*
  - ~~b) Network and/or node administrator arrangements;~~
  - ~~c) Required reliability and availability of the distributed multi-nodal network and its links and interfaces, where not already established.~~
  - ~~d) Notification parameters guidance for ATFM measure implementation.~~
3. Develop operational requirements for information exchange models, including Flight Information Exchange Model (FIXM) and any other standardized exchange models, necessary for the exchange of ATFM and A-CDM information in the Asia/Pacific Region;
4. Make recommendations to ATFM/SG on interim methods of ATFM information exchange in the absence of FIXM capability between States, including:
  - a. Systems and methods of information exchange ; and
  - b. Minimum data elements to be exchanged;
5. Establish close working arrangement with other relevant ICAO regional groups on related issues, including ATFM Interface Control Document (ICD) and the implementation technical

specifications required for cross-border ATFM described in the Regional Framework for Collaborative ATFM, and the Regional ATFM Concept of Operations and Asia/Pacific A-CDM Implementation Plan.

6. Develop any necessary Proposals for Amendment (PfAs) to the Regional Framework for Collaborative ATFM, and Regional ATFM Concept of Operations and Asia/Pacific A-CDM Implementation Plan, for discussion and agreement by ATFM/SG.

The ATFM/IR/SWG will conduct its activities mainly by electronic means between meetings of the ATFM/SG, with face-to-face meetings conducted only where necessary and in conjunction with other meetings where opportunity presents. The group should include, as a minimum, representatives from the Asia/Pacific Administrations participating in Sub-Regional ATFM project groups including, but not limited to, the Distributed Multi Nodal ATFM Network Project, the North east Asia Regional ATFM Harmonization Group (NARAHG), Australia and India, and/or providing ATFM/A-CDM, and relevant international organizations, supported by ICAO led by a rapporteur selected from among the members. Other APAC Administrations may participate according to their ATFM and/or A-CDM needs.

The ATFM/IR/SWG reports to ATFM/SG.

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**Terms of Reference**

**(clean version incorporating proposed changes)**

**ATFM Information Requirements Small Working Group (ATFM/IR/SWG)**

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The ATFM/IR/SWG reports to ATFM/SG.

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**Air Traffic Flow Management Steering Group**

**Task List**

*(last updated ATFM/SG/12, 16 September 2022)*

<b>ACTION ITEM</b>	<b>DESCRIPTION</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>STATUS</b>	<b>REMARKS</b>
<b>5/10</b>	Develop First Draft Operational Requirements Document	ATFM/SG/12 ATFM/SG/13	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.  ATFM/IR/SWG reports to ATFM/SG/13
<b>5/13</b>	Research ATFM for long range flights	Ongoing ATFM/SG/13  ATM/SG/10 (CANSO)	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.  CANSO provides a paper at ATM/SG/10
<b>7/1</b>	Investigate and Develop a draft PfA for Doc 7030 Regional Supplementary Procedures for Cross-border ATFM	ATFM/SG/12 ATFM/SG/13	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

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
9/5	Missing DEP messages follow-up multi-State analysis	24 July 2020 <del>ATM/SG/9</del> 30 September 2022 (POC) October (data gathering) APANPIRG/33 (by 31 Oct)	Australia, China, India, Japan, Mongolia, Singapore, Thailand,	Open	To be coordinated/confirmed, depending on level of traffic recovery post-COVID-19 pandemic  POC confirmation ATFM/SG/12 report para. 4.39 and 4.43
9/9	Analysis of MET requirements to support Non-ASBU elements of Seamless ATM ANS Plan	<del>ATFM/SG/12</del> ATFM/SG/13	Secretariat/MET R WG Chair	Open	Updated ATFM/SG/11 To be discussed by <del>MET/R WG/9</del> MET/R WG/11 – to consider in context of 2022 update of Seamless ANS Plan
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	<del>ATFM/SG/12</del> ATFM/SG/13  ATM/SG/10 (CANSO)	(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.  CANSO provides a paper ATM/SG/10

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
11/2	<p>APA-CDM/TF Action Item 5/3 - Included in ATFM/SG Task List pending APANPIRG decision on re-assignment of responsibility for A-CDM.</p> <p>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 v4.2 Extension in collaboration with Experts from ATFM/SG and SWIM TF.</p>	<p>ATFM/SG/12 31 December 2022 (Operational requirement)</p>	<p>(APA-CDM/TF/6) Thailand to lead Hong Kong China, India, Pakistan, Group of Experts, CANSO</p>	<p>To be commenced Open</p>	<p>Included at ATFM/SG/11</p> <p>Task to be carried out by the APANPIRG technical body assigned ongoing responsibility for oversight of A-CDM.</p> <p>Dependent on progress of action item 11/1</p> <p>Refer also SWIM/TF progress on FIXM 4.2 Extension offline with SWIM/TF</p> <p>ATFM/SG/12 report para. 5.15</p>
11/3	<p>Follow up technical enquiry on whether BOBCAT can send SAM to ATC at departure aerodromes outside Thailand that are not transiting the Bangkok FIR.</p>	<p>ATFM/SG/12 ATFM/SG/13</p>	<p>Thailand</p>	<p>Open</p>	<p>ATFM/SG/11 Report para 4.7</p> <p>May require support/guidance from AMNAC Technical Sub-Group and/or ATFM/IR/SWG.</p>
12/2	<p>Amend provisional Agenda to include specific item for A-CDM matters</p>	<p>30 September 2022</p>	<p>Chair, Secretariat</p>	<p>Open</p>	<p>ATFM/SG/12 report para. 1.2</p>
12/3	<p>Register the Asia/Pacific Bi-Weekly Web Conference (AMNAC) to share the ATFM-related information</p>	<p>Ongoing</p>	<p>Administrations willing to join</p>	<p>Open</p>	<p>ATFM/SG/12 report para. 4.29 invitation extended to some States outside of AMNAC</p>

<b>ACTION ITEM</b>	<b>DESCRIPTION</b>	<b>TIME FRAME</b>	<b>RESPONSIBLE PARTY</b>	<b>STATUS</b>	<b>REMARKS</b>
<b>12/4</b>	CTO compliance window follow-up (lessons learned from other Regions)	ATFM/SG/13	Secretariat	Open	ATFM/SG/12 report para. 4.73
<b>12/5</b>	Provide Regional ATFM Monitoring and Reporting Form for 2022	30 September 2022	Administrations not yet submitted	Open	ATFM/SG/12 report para. 4.49
<b>12/6</b>	Explore what seasonal meteorological conditions information (airport and airspace) are required during ATFM strategic phase in coordination with AUs	MET/R WG/12 (22-26 May 2023)	ATFM/IR/SWG	Open	ATFM/SG/12 report para. 5.3
<b>12/7</b>	Provide A-CDM Points of Contact	30 September 2022	Administrations and IOs	Open	ATFM/SG/12 report para. 6.1
<b>12/8</b>	Consider a guidelines for each element of the Regional ATFM Plan and Monitoring and Reporting Form	30 September 2022	ATFM/IR/SWG	Open	ATFM/SG/12 report para. 5.14
<b>12/9</b>	Consider to include of the remarks column in the Regional ATFM Plan and Monitoring and Reporting Form	30 September 2022	ATFM/IR/SWG	Open	ATFM/SG/12 report para. 5.14
<b>12/10</b>	Provide a FAQ to assist States in reviewing their ATFM implementation	ATFM/SG/13	New Zealand, Hong Kong China, Thailand and Singapore	Open	ATFM/SG/12 report para. 4.16