International Civil Aviation Organization

Twentieth Meeting of the ICAO Aeronautical Information Services − Aeronautical Information Management Implementation Task Force (AAITF/20)

Chitose, Japan, 9 – 13 June 2025

Agenda Item 5: Regional AIM Guidance and Planning

USE OF DIGITAL FORM FOR STATUS AND IMPLEMENTATION PROGRESS REPORT

(Presented by Secretariat)

SUMMARY

This paper presents feedback on the trial use of a digital form as the data collection platform for the Asia/Pacific Regional A-CDM Monitoring and Reporting Scheme and the proposal to extend the use of digital form for other Asia/Pacific (APAC) regional monitoring and annual reporting forms return.

1. **INTRODUCTION**

1.1   The Twelfth Meeting of the Air Traffic Management Sub-Group (ATM/SG/12) of the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) agreed to include the *Asia/Pacific Regional A-CDM Monitoring and Reporting Scheme* as part of the routine reporting for the year 2025, on trial basis.

1.2   To simplify data collection and enhance the analysis, monitoring, and reporting processes, digital form over the Microsoft Form platform was used to replace the conventional paper-form or excel sheets.

1.3   Currently, the implementation status of annual air navigation services (ANS)-related plans is reported using Microsoft Excel sheets (i.e. Regional AIM Plan Monitoring and Reporting Form, Regional ATFM Plan Monitoring and Reporting Form, Regional ATM Contingency Plan Monitoring and Reporting Form and Regional SAR Plan Monitoring and Reporting Form), submitted via email for data collection. Upon the annual reporting due date of 28 February, tremendous work for the Secretariat was required to consolidate all the data. During the process, the data would be prone to human errors, such as duplicate entries, inconsistent formatting and data entry mistakes which can affect the accuracy of the subsequent analysis.

1.4   This paper proposes the use of digital form to enhance efficiency and accuracy in processing the collected data and at the same time reduces the Secretariat workload.

2. **DISCUSSION**

Feedback from Trial A-CDM Monitoring and Reporting Scheme

2.1   A total of 30 responses from 13 Point of Contacts (POCs) were received for the trial A-CDM Monitoring and Reporting Scheme. Follow-up questions were sent via email to survey the

effectiveness and difficulties in navigating over the Microsoft Forms platform; the area to be improved for both the form content and modality were also surveyed.

2.2   In the responses, all POCs agreed that Microsoft Forms were easy to use and encountered no issues in navigating through the digital form. The ability to access the form via different devices provided enhanced flexibility.

2.3   POCs also provided suggestions to improve user experience by providing a copy of the completed form for record purposes. In addition, query has been raised about how numeric data could be reported effectively through the Microsoft Forms platform.

2.4   All the responded POCs recommended using Microsoft Forms as primary means to report ANS-related plans implementation status, provided the questions be published in document format so that they can gather the required information before inputting the data into the digital form.

Using Microsoft Forms for Annual ANS-related Plans Implementation Status Report

2.5   With the benefits of using digital form, the secretariat transformed the current Forms in Excel format into the sample Microsoft Forms as below:

a) [SAMPLE] Regional AIM Plan Monitoring and Reporting Form:

https://forms.office.com/r/BENsq4FA4F (PDF version in **Attachment A**).

Figure 1: QR Code to Sample Regional AIM Plan Monitoring and Reporting Form

b) [SAMPLE] Regional ATFM Plan Monitoring and Reporting Form:

https://forms.office.com/r/PPz8z81Xk6 (PDF version in **Attachment B**).

Figure 2: QR Code to Sample Regional ATFM Plan Monitoring and Reporting Form

c) [SAMPLE] Regional ATM Contingency Monitoring and Reporting Form:

https://forms.office.com/r/K5bJ5WQc7i (PDF version in **Attachment C**).

Figure 3: QR Code to Sample Regional ATM Contingency Monitoring and Reporting Form

d) [SAMPLE] Regional SAR Plan Monitoring and Reporting Form:

https://forms.office.com/r/fw1ZmCwypG (PDF version in **Attachment D**).

Figure 4: QR Code to Sample Regional SAR Plan Monitoring and Reporting Form

2.6   These sample forms replicated the details of the original forms in Microsoft Excel format but limited the choice of answers to minimize the human inputting error. Upon completing the form, users with a Microsoft account would be allowed to save a copy of the completed form; users without a Microsoft account would be able to print the completed form into a PDF file.

2.7   Similar proposals to use digital forms as the primary means of collecting annual ANS-related plans' implementation status reports will also be presented for discussion and agreement by the respective contributory bodies.

2.8   During the Fifteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/15) held from 28 April – 2 May, the steering group agreed on the Draft Conclusion ATFM/SG/15-4 to adopt the digital form (Microsoft Forms) as the primary means to collect annual Regional ATFM Monitoring and Reporting Form and Regional A-CDM Monitoring and Reporting Scheme.

2.9   The use of digital form is expected to be online for the 28 February 2026 reporting period subject to endorsement by ATM/SG.

e) **ACTION BY THE MEETING**

3.1 The meeting is invited to:

a) note the feedback and benefits of using digital form to collect annual ANS-related plans implementation status report;

b) endorse using the digital form (Microsoft Forms) as the primary data collection modality for regional AIM implementation status reporting;

c) agree to draft conclusion below; and

d) discuss any relevant matters as appropriate.

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Draft Conclusion AAITF/20-X: The Use of Digital Form to Collect Annual Regional AIM Monitoring and Reporting Data		
What: That, the digital form (Microsoft Forms) be used as the primary means to collect annual Regional AIM Monitoring and Reporting data.		Expected impact: ☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Ops/Technical
Why: To streamline and enhance efficiency in processing the Regional Plans' Implementation Status Monitoring.	Follow-up: ☒Required from States	
When: 29-Aug-25	Status: Draft to be adopted by Subgroup	
Who: ☒Sub groups ☒APAC States ☒ICAO APAC RO ☐ICAO HQ ☐Other:		