



International Civil Aviation Organization

ICAO

Fifteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/15)

Bangkok, Thailand, 28 April – 02 May 2025

Agenda Item 8: Review of the Task List

TERMS OF REFERENCE AND TASK LIST

(Presented by the Secretariat)

SUMMARY

This paper presents the ATFM/SG Terms of Reference, 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. A copy of the TOR is appended as **Attachment A**. Any amendment proposed by the meeting will require that a supporting Draft Decision is formulated, for consideration by the ATM Sub-Group of APANPIRG (ATM/SG) at its next meeting in August 2025.

2.2 The ATFM/IR/SWG TOR were updated by the Thirteenth Meeting of the Asia/Pacific Air Traffic Flow Management Steering Group (ATFM/SG/13, April 2023), following the **Decision ATFM/SG/13-1: Update Terms of Reference of ATFM Information Requirements Small Working Group**. A copy of the TOR is provided at **Attachment B**.

2.3 The Task List as updated by ATFM/SG/14 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/15. 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 the ATFM/IR/SWG TOR;
 - b) urge A-CDM experts to participate in the ATFM/IR/SWG;
 - c) update the Task List.
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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, 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 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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Air Traffic Flow Management Steering Group

Task List

(last updated ATFM/SG/14, 26 April 2024)

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
9/5	Missing DEP messages follow-up multi-State analysis	24 July 2020 ATM/SG/9 30 September 2022 (POC) October (data gathering) APANPIRG/33 (by 31 Oct) ATM/SG/11	Australia, China, India, Japan, Mongolia, Singapore, Thailand, Indonesia, Viet Nam, Cambodia	Open Closed	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 2023 data collection will be tentatively in June 2023
9/9	Analysis of MET requirements to support Non-ASBU elements of Seamless ANS Plan	ATFM/SG/12 ATFM/SG/13 ATFM/SG/15	Secretariat/MET R WG Chair	Open	Updated ATFM/SG/11 To be discussed by MET/R WG/9 MET/R WG/11 13 to consider in context of 2022 update of Seamless ANS Plan
11/1	<i>APA-CDM/TF Action Item 5/2 - included in ATFM/SG Task List pending APANPIRG decision on re-assignment of responsibility for A-CDM.</i> Develop joint operational procedure guidance for the integration of ATFM and A-CDM operations, focusing the integration between A-CDM and "cross-	ATFM/SG/12 ATFM/SG/13 ATM/SG/10 (CANSO) ATFM/SG/14	(APA-CDM/TF/6) ATFM/IR/SWG to lead China, Hong Kong 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.

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	border" ATFM in collaboration with Experts from ATFM/SG and SWIM TF				CANSO provides a paper ATM/SG/10
12/3	Register the Asia/Pacific Bi-Weekly Web Conference (AMNAC) to share the ATFM-related information through the MS Teams	Ongoing	Administrations willing to join	Open	ATFM/SG/12 report para. 4.29 invitation extended to some States outside of AMNAC ATFM/SG/13 report para. 4.13 ATFM/SG/14 report para 4.80
12/4	CTO compliance window follow-up (lessons learned from other Regions)	ATFM/SG/13 Ongoing	Secretariat	Open	ATFM/SG/12 report para. 4.73
12/6	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) MET/R WG/13	ATFM/IR/SWG	Open Closed	ATFM/SG/12 report para. 5.3 Hong Kong China provides a presentation to MET/ATM seminar in May 2023
12/10	Provide a FAQ to assist States in reviewing their ATFM implementation	ATFM/SG/13	New Zealand, Hong Kong China, Thailand and Singapore	Open Closed	ATFM/SG/12 report para. 4.16
13/1	Report on the progress of CTO trials	ATFM/SG/14 Ongoing	Japan	Open	ATFM/SG/13 report para. 4.53 ATFM/SG/14 report para 4.89
13/2	Report on the progress of multi constraints resolution	ATFM/SG/14 Ongoing	China , Hong Kong China, Republic of Korea, Singapore, Thailand	Open	ATFM/SG/13 report para. 4.71
13/3	Support the workshop on capacity assessment, and consider to include ATFM-related USOAP PQs	Nov 2023-2024 (tentative)	Secretariat, China, Thailand, Singapore, Japan, Hong Kong China, ROK, Pakistan, USA, India, Malaysia, Philippines, IATA and CANSO	Open	ATFM/SG/13 report para. 7.5
13/5	Draft Regional A-CDM Implementation monitoring and reporting scheme	ATFM/SG/14 ATM/SG/12	ATFM/IR/SWG	Open	ATFM/SG/13 report para. 6.6

ACTION ITEM	DESCRIPTION	TIME FRAME	RESPONSIBLE PARTY	STATUS	REMARKS
					ATFM/SG/14 report para 6.19
13/7	Update MET/R WG ad-hoc group member list (ATFM experts)	MET/R WG/12	MET/R WG ad-hoc group member	Open	ATFM/SG/13 report para. 2.4
13/8	Provide feedback and additional use cases for <i>APAC User Requirements for SWIM-based MET Information Services Supporting ATFM</i> to MET R/WG ad-hoc group	MET/R WG/13	Secretariat, All administrations	Open	ATFM/SG/13 report para. 2.4
14/1	APAC Region ATFM Implementation Status report analysis – Show Phase IIIA and IIIB elements status separately	ATM/SG/12 ATFM/SG/15	Secretariat, All Administrations	Open	ATFM/SG/14 report para 4.6
14/2	Air Traffic Flow over Bay of Bengal – Status Update	ATM/SG/12	Singapore, Malaysia, India, IATA	Open	ATFM/SG/14 report para 4.23
14/3	Provide recommendations and share experiences on ATM contingency	ICAO APAC/MID ATM Contingency Planning Workshop	All Administrations	Open	ATFM/SG/14 report para 7.9

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