



ICAO

International Civil Aviation Organization

Sixteenth Meeting of the Asia/Pacific Air Traffic Flow Management and Airport Collaborative Decision-Making Steering Group (ATFM & A-CDM/SG/16)

Bangkok, Thailand, 06 – 10 April 2026

Agenda Item 4a: Review of Current ATFM Operations and Problem Areas

STREAMLINING REGIONAL ATFM COLLABORATIVE DECISION-MAKING PLATFORMS

(Presented by China, Hong Kong China and Singapore)

SUMMARY

This paper presents the proposal to consolidate existing regional Air Traffic Flow Management (ATFM) web conferences into a single, unified platform to enhance operational efficiency and resource management within the Asia-Pacific (APAC) region. By streamlining the APAC Bi-Weekly ATFM Web Conference introduced by APAC Cross-Border Multi-Nodal ATFM Collaboration (AMNAC) and the Traffic Flow Coordination Call (TFCC) initiated by APAC Air Navigation Service Provider (ANSP) Committee (AAC) into a single platform – the APAC TFCC – Member States/Administrations can be benefited from a synchronized approach to the timely ATFM information sharing and Post-Operations Analysis (POA).

1. INTRODUCTION

1.1 The APAC region currently utilizes a variety of platforms for cross-border ATFM coordination, where two of the more significant platforms are the AMNAC-initiated APAC Bi-Weekly ATFM Web Conference and the AAC-initiated TFCC.

1.2 The APAC Bi-Weekly ATFM Web Conference, which is held every other Thursday at 0800UTC, serves as a primary forum among participating ANSPs in AMNAC to share planned ATFM events, e.g. military exercises, airshows, aerospace activities, etc. in the coming two weeks and POA of the ATFM activities initiated in the past two weeks. However, its bi-weekly cadence limits the ability of ANSPs to share, address and resolve daily operational constraints in a timely manner. The Conference Procedures for the APAC Bi-Weekly ATFM Web Conference is attached in **Annex A**.

1.3 On the other hand, the TFCC, which is held daily at 0200UTC, serves participating ANSPs embarking on a project to enhance the operational mechanism for ATFM collaboration under the AAC. This platform facilitates daily sharing of operational information and weekly sharing of POA (shared every Monday), thus fostering a more agile and common Collaborative Decision-Making (CDM) environment with appropriate information sharing frequency. The TORs for the TFCC could be found in **Annex B**.

2. DISCUSSION

Benefits of Timely Information Sharing

2.1 The TFCC has demonstrated benefits by providing a holistic view of the regional ATFM situation by allowing stakeholders to coordinate current-day strategies, discuss pre-tactical to tactical ATFM measure implementations and, learn from past performance for future improvement. TFCC facilitates frequent and tactical briefings to provide an overview of ATM situation. This is aligned to the ICAO APAC Regional Framework for Collaborative ATFM.

2.2 One significant benefit reaped from the TFCC is the conversion of tactical traffic management using Minutes-In-Trail (MINIT) restrictions to planned traffic management using Calculated Take-Off Time (CTOT) control mechanism. It provisioned predictability for Airspace Users (AU) and reduced workload from Air Traffic Control Officers (ATCO).

The Need for Consolidation

2.3 Results of POA are shared both during TFCC and the APAC Bi-Weekly ATFM Web Conference, in addition to daily sharing of operational information. Both meetings are also largely attended by the same participants¹. Considering the duplicative agenda and participants, it is thus proposed to streamline the APAC Bi-Weekly ATFM Web Conference and TFCC into a single platform – the APAC TFCC, with effect from 1 June 2026 0000UTC. This would optimize resources and minimize effort for participating ANSPs of States/Administrations.

Onboarding Plan

2.4 In support of the proposed streamlining of ATFM coordination platforms, an onboarding plan has been developed to facilitate participation in the APAC TFCC. The plan is presented to illustrate how ANSPs of States/Administrations may progressively join the APAC TFCC, across both the weekly and daily APAC TFCC sessions.

2.4.1 Phase 1 - For the conduct of weekly APAC TFCC

Stage	Description	Date
0	Preparation, outreach and alignment – Prepare both existing and potential participants for transition to APAC TFCC	ATFM & A-CDM/SG/16
1	Onboarding and familiarization – Facilitate the addition of participants (existing + new) to APAC TFCC community on MS Teams	13 – 30 April 2026 (3 weeks)
2	Observation – Passive exposure to real operations	1 – 15 May 2026 (2 weeks)
3	Active Participation – Transit from passive to active participation	16 – 31 May 2026 (2 weeks)
4	Sustained participation in APAC TFCC – Participants may progressively adopt the APAC TFCC as the main avenue for weekly ATFM update	1 June 2026
<p><i>Note: There may be a few weeks where members may still need to attend both web conference calls. When members are ready, they may proceed to participate in the daily APAC TFCC.</i></p>		

¹ TFCC is attended by participants from ATMB, CAAS, CATS, HK CAD, and VATM. APAC Bi-Weekly ATFM Web Conference is opened for APAC ANSPs to participate, and mostly attended by participants from AEROTHAI, ATMO ROK, CAAP, CAAS, HKCAD and VATM, and occasionally by CANSO, IATA and FAA.

2.4.2 Phase 2 – For the conduct of daily APAC TFCC

Stage	Description	Date
1	Observation – Passive exposure to real operations	Whenever ready
2	Active Participation – Transit from passive to active participation	Whenever ready

2.5 ANSPs of States/Administrations that are not currently participating in the TFCC are strongly encouraged to join to enhance network collaboration. Information on administrative support and link for on-boarding can be referenced from Annex B.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) **Agree** on the benefit to streamline the platform for ATFM, recognising the duplication between the TFCC and the APAC Bi-Weekly ATFM Web Conference, and the proposal for consolidation effective from 1 June 2026 0000UTC; and
- b) **Review** the onboarding plan to APAC TFCC; and
- c) **Encourage** Member States/Administration to participate in the APAC TFCC for better regional synergy; and
- d) discuss any relevant matters as appropriate.

— END —

ANNEX A

Asia-Pacific Bi-Weekly ATFM Web Conference Procedure

Introduction

The **Asia-Pacific Bi-Weekly ATFM Web Conference** is a routine web-based conference to facilitate the sharing of information pertinent to air traffic service (ATS) and air traffic flow management (ATFM) among ATFM and/or ATC units in the Asia-Pacific region. The conference aims to enhance Collaborative Decision Making (CDM) among the units, to improve network-wide situational awareness, and to allow for advance resolution of conflicting ATC and ATFM requirements. Information exchanged during the conference can be an input to ATFM and ATC units to prepare and/or adjust their operational plans for the coming week.

It is expected that ATFM and/or ATC units participating in the web conference further distributes the information to other operational units in their organizations and stakeholders (e.g. Airspace Users and Airport Operators) in their countries as appropriate.

Note that the information shared during the web conference is for situational awareness purpose only. ATM operational units and stakeholders are still required to check for information from authoritative sources including NOTAMs and publications promulgated by relevant authorities before planning their flight and ATM operations.

Web Conference Details

Table 1 - Web Conference Details

Day and Time of the Conference	Every 2 weeks on Thursdays at 0800 UTC
Web Conference Hosts	AEROTHAI, CAAS, HKCAD on rotation
Platform and Participating Link	MS Teams via this link: Web Conference Link
Information Repository	APAC Bi-Weekly ATFM Web Conference Information Repository

Sharing of Information during the Web Conference

To facilitate a structured sharing by participating units, unit representatives are invited to submit their updates **prior to each call** through **Microsoft Forms** via [APAC Bi-Weekly ATFM Status Update](#)

For reference, questions within the APAC Bi-Weekly ATFM Status Update Form are outlined in [Appendix A](#). Status update information is designed to be shared in approximately 10 minutes, to allow sufficient time for all participating units to share during the call.

Participating units should ensure that the information included in the form is permitted to be shared among ATM operational units and aviation stakeholders in the region. Consolidated document containing information presented during each call is accessible via [APAC Bi-Weekly ATFM Web Conference Information Repository](#). Participants are welcomed to download and distribute them among their local ATC/ATFM units and stakeholders as appropriate, for the purpose of common situational awareness and enhanced planning.

Hosting Procedure

1. **Approximately 2 days before the call**, send an e-mail reminder to web conference points of contact of Asia-Pacific ATS authorities using the e-mail template in Appendix B.
Note: The POC list is included in Appendix C and is based on AMNAC¹ project POCs and Asia/Pacific States' ATFM POCs maintained by ICAO Asia/Pacific Regional Office.
2. **On the day of the call**,
 - 2.1 Check the Consolidated APAC Bi-Weekly ATFM Status Update Excel, accessible via [APAC Bi-Weekly ATFM Status Update.xlsx](#) to ensure the workbook is synced.
 - 2.2 For syncing issues observed, please contact CAAS for technical support.
3. **By 0750 UTC on the day of the call**, start the [web conference link](#) and admit participants into the meeting room, taking care to check the audio and visual connection as required.
4. **During the call**, facilitate the sharing by participating units – one-by-one – in appropriate order. This also includes facilitating discussion of questions raised by meeting participants.
Note: It is recommended that each participating unit be allocated up to 10 minutes for their presentation.
 - 4.1 In cases where an ANSP has no available representative to participate in the call, the host will present the updated information on their behalf.
5. **Before ending the call**, remind participants that information presented and contained in the Information Repository are be shared with local ATC units and stakeholders as necessary.
6. **After the call**, save worksheets with ATFM status updates into PDF format and upload onto Information Repository Channel accessible via this link [APAC Bi-Weekly ATFM Web Conference Information Repository](#)

Participation Procedure

¹ AMNAC = Asia-Pacific Cross-Border Multi-Nodal ATFM Collaboration, a cross-border ATFM collaboration initiative among 12 ANSPs in the APAC region.

1. **Approximately 2 days before the call**, monitor an e-mail reminder to join the web conference and start preparing information to be shared during the call.
2. **1 day before the call**, submit an ATFM Status Update through the APAC Bi-Weekly ATFM Status Update Microsoft Form.
Note: In cases where an ANSP has no available representative to participate in the call, the ANSP may reach out to the host to request that their information be presented on their behalf.
3. **By 0800 UTC on the day of the call**, join the [web conference link](#) and prepare to present the information.
4. **During the call**, participate in the presentation and discussion of the information being shared.
5. **After the call**, review and/or download information shared in the Information Repository to share with local ATC units and stakeholders as necessary.

Appendix A – Recommended Set of Information for the Web Conference

Section 1 – Basic Information

1. Country
2. Information submitted by

Section 2 – Post-Ops Analysis Data

3. CTOT compliance rate as facilitating ANSP
4. Any ATFM measure(s) implemented
5. CTOT compliance rate for implemented ATFM measure(s)
6. Post-ops analysis of implemented ATFM measure(s)
7. Issues faced in ATFM operations
8. Description of issues

Section 3 – Plans for Upcoming Operations

9. Expected meteorological events affecting ATC capacity
10. Expected operational events affecting ATC capacity
11. Expected ATFM measure(s)
12. Details of expected ATFM measure(s)

Section 4 – Other Pertinent Information

13. Relevant links/references for additional information
14. Relevant contact information to State's ATFM unit
15. Any other additional information (presentations/graphs) to be shared

Appendix B – Web Conference Notification E-Mail Template

Subject: APAC Bi-Weekly ATFM Web Conference – [Date of the Conference]

E-Mail Content:

Dear All,

The captioned web conference aims to facilitate the sharing of information pertinent to air traffic service (ATS) and air traffic flow management (ATFM) among ATFM and/or ATC units in the Asia-Pacific region.

Please kindly note the details for the captioned web conference.

Date/Time: **Thursday [Date of the Conference] / 0800 UTC (Thursday)**

Web URL for Conference:

<https://teams.live.com/meet/9516211693332?p=CwL71nTpQUnslPwlzy&eventype=community>

Prior to the conference, participating units are encouraged to complete the ATFM Status Update by submission of online form via this link [APAC Bi-Weekly ATFM Status Update](#)

We look forward to speaking with you on the call

ANNEX B

Terms of Reference (Version 1.0)
Asia-Pacific Traffic Flow Coordination Call
(APAC TFCC)

1 Objective

- 1.1 Air traffic in the Asia-Pacific region is projected to grow significantly, with movements expected to triple over the next 20 years. To better manage the traffic movement in this region, the Asia-Pacific Traffic Flow Coordination Call (APAC TFCC) provides a platform for ANSPs and stakeholders to collaborate and exchange pre-tactical and tactical MET and ATM related information on a regular basis, thus strengthening shared situational awareness and supporting coordinated planning and real-time responses that ensure safe, efficient and resilient air traffic operations.

- 1.2 The APAC TFCC consists of (i) daily calls; (ii) weekly calls; and (iii) event-triggered calls.
 - 1.2.1. Daily APAC TFCC – Exchange of tactical MET and ATM related information for day-of-operations, including updated weather impacts, traffic demand, capacity-affecting factors, and a summary of ATFM measures implemented on the previous day, enhancing shared situational awareness and supporting coordinated tactical responses on traffic flow, where appropriate.

 - 1.2.2. Weekly APAC TFCC – Exchange of Post-Operations Analysis (POA) results, pre-tactical MET and ATM related information, including medium-term weather outlooks, anticipated traffic demand, and potential capacity constraints, enabling early identification of operational risks and alignment of planning considerations among participating ANSPs.

 - 1.2.3. Event-Triggered APAC TFCC – Provide information on an impending ATFM measure(s) that would be implemented and provide opportunity for ANSPs and stakeholders to make necessary adjustments to mitigate the impact to their operations to support the ATFM measure(s). The criteria and parameters to initiate the calls are to be developed.

2 APAC TFCC Web Conference Details

- 2.1 To ensure a smooth conduct of the web conference, TFCC sessions are organised as follows:

Time of Conference	Daily APAC TFCC: Daily at 0200UTC
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	Weekly APAC TFCC: Every Monday at 0800UTC
Conference Host	ATMB and CAAS
Conference Platform	Microsoft Teams Meeting ID: 934 044 949 484 9 Passcode: fR9v8Z
Information sharing scope	Please refer to Section 3

3 Roles and Responsibilities

Host

- 3.1 At 5 minutes before the meeting commencement time, Meeting Host will be responsible to start the meeting, admit participants, and check on the audio and visual connection.
- 3.2 Meeting Host is to ensure that only relevant participants are admitted into the meeting.
- 3.3 During the call, Meeting Host is to facilitate the sharing by participating ANSPs, cueing them for their turn to do the update and facilitate questions from the floor.
- 3.4 At the end of the call, Meeting Host should note any matters arising during the call for separate discussions and/or follow ups.

Participant

- 3.6 Prior to joining the meeting, participants are encouraged to indicate their organisation to facilitate admission by the Meeting Host. Participants should reflect their username in the format: Organisation–Department–Name. [E.g., ATMB-OMC-Peter, HKCAD-ATFM-John].
- 3.7 During the meeting, Participant is to share relevant core information as outlined in the tables below. Supplementary information may be shared as required. Update by each participant is limited to 5 minutes.

Daily APAC TFCC

S/N	Content	Recommended Format
1	Weather forecast for the following: <ul style="list-style-type: none"> • Key aerodromes • Key ATS routes 	Daily Outlook of significant weather <ul style="list-style-type: none"> • Thunderstorm • Snow forecast • Typhoon
2	Traffic Demand for the following: <ul style="list-style-type: none"> • Key aerodromes 	<ul style="list-style-type: none"> • Daily Outlook (hourly traffic demand for day of operations)

	<ul style="list-style-type: none"> Key ATS routes 	<ul style="list-style-type: none"> Identify peak arrival/departure period and periods with demand and capacity imbalance
3	Planned events which may reduce capacity for <ul style="list-style-type: none"> Key aerodromes Key ATS routes 	<ul style="list-style-type: none"> Event type Expected duration Impact (low/moderate/high) of event on flights
4	Current and/or expected ATFM measures / traffic regulation measures affecting <ul style="list-style-type: none"> Key aerodromes Key ATS routes 	<ul style="list-style-type: none"> Expected duration Type and reason of measure

Note:

Key aerodrome refers to aerodrome where demand capacity imbalance may or have occurred, leading to potential initiation of ATFM measures or ATFM measures being implemented

Key ATS route refer to routes where demand capacity imbalance may or have occurred, leading to potential initiation of ATFM measures or ATFM measures being implemented

Weekly APAC TFCC

S/N	Content	Recommended Format
1	Weather forecast for airspace where ATS is provided, including key aerodromes <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Weekly outlook for thunderstorm forecast
2	Planned events affecting key aerodromes or ATS routes, which may require ATFM measures	<ul style="list-style-type: none"> Details of events and expected ATFM measures duration
3	CTOT compliance for GDP-participating airports, as <i>facilitating</i> ANSP <ul style="list-style-type: none"> Reasons for low-compliance, when CTOT compliance falls below 80% 	<u>For the past week</u> <ul style="list-style-type: none"> Number of flights Average CTOT compliance (%) Other information
4	CTOT compliance for GDP-participating airports, as <i>initiating</i> ANSP <ul style="list-style-type: none"> [Mandatory] ANSPs/airports whose CTOT falls below 80% 	<u>For the past week</u> <ul style="list-style-type: none"> Number of flights Average CTOT compliance (%) Other information

	<ul style="list-style-type: none"> Lesson learnt/support needed, if applicable 	
5	Summary of ATFM measures, including Flow Control Restrictions and Large-Scale Weather Deviation implemented on key ATS routes in the past week	<ul style="list-style-type: none"> Total number of measures implemented and duration Number of flights (approx.) affected by measures Average ATFM delay (min/flight), if applicable

3.8 At the end of the meeting, all participants are to upload the information shared onto the APAC TFCC Microsoft Teams Community.

4 Standardised Methodologies

4.1 To ensure a common understanding of reported key performance indicators (KPIs) (e.g., Calculated Take-off Time (CTOT) and ATFM Delays), participants are to apply standardised methodologies as outlined below:

CTOT compliance:

$$CTOT \text{ Compliance rate} = \left(\frac{\text{Number of CTOT compliant flights}}{\text{Number of CTOTs for facilitation}} \right) \times 100\%$$

where,

CTOT compliance flights = flights where:

- 5 ≤ ATOT - CTOT ≤ +10 mins (airport constraints)
- 5 ≤ ATOT - CTOT ≤ +5 mins (airspace constraints)

CTOTs for facilitation = total number of CTOTs received, excluding:

- CTOTs cancelled by initiating ATFMU
- CTOTs with insufficient lead time (e.g., time of CTOT issue is later than (EOBT - 90mins))
- Flights refiled out of ATFM measure duration

ATFM Delay:

$$ATFM \text{ Delays} = (CTOT - STT) - EOBT$$

where,

- STT = Standard Taxi-out Time

5 Participation at APAC TFCC

Onboarding ANSPs to APAC TFCC Community on Microsoft Teams

- 5.1 The on-boarding to the APAC TFCC Community on Microsoft Teams is limited to personnel from ANSP only.
- 5.2 Personnel from ANSPs who wish to onboard to the TFCC Community may put in the request using the following link ([Onboard link](#)). The request will be processed by the Administrative Team comprising ATMB, CAAS and HKCAD (refer to Appendix A).

Ad-hoc participation at APAC TFCC meetings

- 5.3 ANSPs that has been on-boarded to the APAC TFCC may invite their stakeholders i.e., airport operators, airspace users etc to join the calls on ad-hoc basis.
- 5.4 International Organisation i.e., CANSO or IATA who are interested to participate on an ad-hoc basis should make known their intentions to the Administrative Team (reference Appendix A) in advance to facilitate admission of relevant parties for the call.

6 Amendments to Sharing Scope and APAC TFCC Processes

- 6.1 To ensure consistency and alignment across participants of the TFCC, any modifications to the content of sharing and processes are to follow the change process outlined below:

a) Submission of Proposed Change

Any participating ANSPs identifying a need for change (e.g., content, methodologies, timings, modality) is to document the proposal clearly, including:

- Rationale for change
- Expected impact on operations
- Proposed effective date
- Any resource or coordination implications

The ANSP proposing the change is to submit the proposal to the Administration Team (refer to Appendix A) via email.

b) Proposal Dissemination and Review

The Administration Team will evaluate and disseminate the proposal to all ANSPs participating in the TFCC as appropriate. APAC TFCC ANSPs may be given a minimum review period (e.g., 14 working days) to assess implications, provide comments, concerns, or alternative suggestions as necessary.

c) Coordination and Endorsement

Where necessary, the proposal may be discussed during the Weekly APAC TFCC or a dedicated coordination session. Amendments will proceed based on mutual agreement among participating ANSPs.

d) Documentation

Endorsed changes are to be recorded as a version update and circulated to all participants for confirmation via email.

e) Implementation and Effective Date

Approved changes will take effect only on the agreed implementation date.

f) Post-Implementation Review (if applicable)

For changes deemed significant by the ANSPs participating in the APAC TFCC, a post-implementation review (e.g., after one month) may be conducted to assess effectiveness and address issues.

APPENDIX A

Administrative Team and Contact Information

Points of Contact and Email address of Administration Team

- a) Air Traffic Management Bureau (ATMB)
 - i. Yan Xiaoyu – yanxiaoyuatfm@qq.com; yanxiaoyu@atmb.net.cn
 - ii. Lu Xiaoying – atfm@atmb.net.cn; luxiaoying@atmb.net.cn

- b) Hong Kong Civil Aviation Department (HKCAD)
 - i. Anfernee Poon – awhpoon@cad.gov.hk
 - ii. Wicko Fok – wctfok@cad.gov.hk
 - iii. Alex Leung – almleung@cad.gov.hk

- c) Civil Aviation Authority of Singapore (CAAS)
 - i. He Jialing – he_jialing@caas.gov.sg
 - ii. Chng Xue Li – chng_xue_li@caas.gov.sg

ATFM Unit Contact Information

ANSP, Unit Name	Primary Contact	Secondary Contact
CAAS, ATFM Unit	+65 6241 4143	+65 6241 4142
OMC of ATMB, CAAC, ATFM Unit	+86 10 57803966	+86 10 57803977
HKCAD, ATFM Unit	+852 2910 6275	+852 2910 6859