



International Civil Aviation Organization

**The Fourth Meeting of the Air Traffic Flow Management Task Force
(ATFM/TF/4) and BOBCAT Workshop**

Bangkok, Thailand, 7 to 11 November 2005

Agenda Item 4: Flow Management Handbook

DRAFT BOBCAT ATFM OPERATIONAL HANDBOOK

(Presented by Thailand)

SUMMARY

The purpose of this working paper is to present a non-exhaustive list of topics by Thailand, to be considered by ATFM/TF/4 for inclusion in the BOBCAT ATFM Operational Handbook.

1. INTRODUCTION

1.1 The meeting is invited to recall discussion on the development of an ATFM Handbook since ATFM/TF/1 in accordance with provisions of ICAO Doc 4444 (PANS-ATM) Ch 3.2.1.5, which contains operating procedures and guidance materials for the ATFM Unit, related ANSPs and Airline Operators.

1.2 The concept of an ATFM Handbook was further discussed during subsequent meetings of the ATFM/TF. The meeting would recall that during ATFM/TF/3, Australia presented components of Business Rules associated with implementation of the Central Traffic Management System (CTMS/Skyflow) at Sydney Airport, which contains material that could be relevant to the BOBCAT ATFM Operational Handbook. The ATFM/TF/3 Meeting agreed to incorporate relevant parts of the document into this Handbook.

1.3 Moreover, ATFM/TF/3 has agreed that a Working Group led by Task Force Chairman with representatives from India, Thailand (AEROTHAI) and IATA would be responsible in the preparation of this document.

2. DISCUSSION

2.1 As a part of the contribution to the preparation of the BOBCAT ATFM Operational Handbook, Thailand has prepared a suggested list of relevant topics to be covered in the handbook which is attached as Appendix A to this Working Paper and to be used by the Handbook Working Group in finalizing this document.

2.2 Several sections of the attached list, namely the Emergency Procedures section, have been inspired by material taken from the Business Rules associated with implementation of CTMS/Skyflow at Sydney Airport presented by Australia in ATFM/TF/3.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) Discuss the suggested topics to be included in the BOBCAT Operational Handbook presented in the attachment to this Working Paper;
- b) Discuss further possible topics related to the handbook; and,
- c) Use this material in Appendix A as well as other items put forward to the meeting to develop and finalize the handbook.

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BOBCAT Operational Handbook – Related Topics

1. Area of Operations
 - a. Waypoints concerned by BOBCAT
 - b. Buffer Time and Interpretation
2. Timetable of BOBCAT Operations
 - a. Hour of BOBCAT Operations
 - b. Who does what, when and where
3. Guidance Materials and Procedures
 - a. *ATFMU*
 - i. Procedure for ATFM Manager Slot Allocation Result Review and Approval
 - ii. Cooperation with ANSP in modifying availability of Flight Levels at waypoints and/or spacing at waypoints
 - iii. Procedure for Assignment of Slot Request Privilege for Dispatcher Organization in order to submit slot request on behalf of an airline operator
 - iv. Procedure for Assignment of User Login to Dispatcher Organization and ANSP personnel
 - v. Procedure for Password Reset
 - vi. Procedure for Slot Request Submission on behalf of Airline Dispatchers
 - vii. Procedure for Slot Request Modification on behalf of Airline Dispatchers
 - viii. Procedures for Allocating delay necessary for aircraft unable to meet WUT
 - ix. Guideline on Password Security
 - b. *ANSP*
 - i. Procedure for Cooperation with ATFMU in metering waypoint spacing and availability of flight levels at waypoints
 - ii. Procedure for Cooperation with ATFMU in allocating delay to aircraft unable to meet WUT assigned
 - iii. Procedure for Procuring and Removing Login and Password
 - iv. Procedure for Resetting Password
 - v. Guideline on Viewing Slot Allocation Results
 - vi. Guideline on Password Security
 - c. *Airline Operators / Dispatcher Organization*
 - i. Procedure for Procuring and Removing Login and Password
 - ii. Procedure for Resetting Password
 - iii. Guideline on Submitting Slot Request Prior to Cutoff Time
 1. Submitting Slot Requests
 - a. Concept of Route Track and Flight Level Choice
 - b. Responsibility of requesting proper times
 2. Saving Slot Request into Templates
 3. Viewing Previously Submitted Slot Requests
 4. Modifying Previously Submitted Slot Requests
 - iv. Guideline on Viewing Slot Allocation
 - v. Guideline Requesting new Slot Allocation
 1. Viewing Free Slot
 2. Changing Slot Allocation
 - vi. Guideline on Submitting Slot Request After Cutoff Time
 - vii. Guideline on Password Security

4. Emergency Procedures

- a. Level of Service Failure
 - i. Short Term – < 2 hr
 - ii. Medium Term – 2-24 hr
 - iii. Long Term – > 24 hr
- b. “Degraded Mode Operations”
 - i. Fax Usage Procedure
 - ii. Telephone Usage Procedure
- c. BOBCAT Web Server Failure
 - i. Single Server
 - ii. Dual Server
 - iii. Complete Failure
 - iv. Reporting Arrangements
- d. BOBCAT Application Server Failure
 - i. Single Server
 - ii. Dual Server
 - iii. Complete Failure
 - iv. Reporting Arrangements
- e. BOBCAT Database Server Failure
 - i. Single Server
 - ii. Dual Server
 - iii. Complete Failure
 - iv. Reporting Arrangements
- f. BOBCAT Servers Internet Link Failure
 - i. Alternate Facility
 - ii. Business Resumption Plan
 - iii. Reporting Arrangements
- g. ATFMU System Failure
 - i. Alternate Facility
 - ii. Business Resumption Plan
 - iii. Reporting Arrangements
- h. Airline Operators Facility Failure
 - i. Alternative Facility
 - ii. Business Resumption Plan
 - iii. Reporting Arrangements
- i. Airline Operators Link Failure
 - i. Alternative Facility
 - ii. Business Resumption Plan
 - iii. Reporting Arrangements
- j. ANSP Facility Failure
 - i. Alternative Facility
 - ii. Business Resumption Plan
 - iii. Reporting Arrangements
- k. ANSP Link Failure
 - i. Alternative Facility
 - ii. Business Resumption Plan
 - iii. Reporting Arrangements