



International Civil Aviation Organization

The Combined Sixth Meeting of the FANS Implementation Team, Bay of Bengal (FIT-BOB/6) and the Third Meeting of the FANS Implementation Team, South-East Asia (FIT-SEA/3)

Bangkok, Thailand, 22 – 25 November 2005

Agenda Item 5: Central Reporting Agency – South East Asia

**TERMS OF REFERENCE, TASK LIST AND PROBLEM
REPORTING PROCEDURES FOR FIT-SEA CRA**

(Presented by the Secretariat)

SUMMARY

This paper presents copies of the terms of reference, problem reporting procedures and list of proposed tasks proposed by the Japan CRA for adoption as documentation supporting the FIT-SEA CRA.

1 INTRODUCTION

1.1 During the combined FIT-BOB/5 and FIT-SEA/2 meeting (April 2005), CRA Japan advised that the objectives of the FIT-SEA CRA were to assist the FIT-SEA members in planning and implementing ADS/CPDLC systems by sharing the technical and operational information, processing FANS 1/A Problem Reports (PR), disseminating the de-identified problem report information, and submitting reports to the FIT-SEA and relevant bodies. In addition, the FIT-SEA CRA would also share the technical and operational information with the respective ATSUs for the purpose of improving ADS/CPDLC systems.

2 DISCUSSION

2.1 CRA Japan advised that at the next FIT-SEA meeting it would be necessary to confirm the role of the CRA, clarify who were the FIT-SEA members and their roles, and put in place the procedures and process for operating the CRA. In the meantime, the CRA Japan advised that they were willing to start work with Singapore on any problem reports that they had experienced as they were the only State presently operating ADS and CPDLC services in the area. Singapore agreed to provide these reports to the CRA Japan.

2.2 The combined FIT-BOB/5 and FIT-SEA/3 meeting requested the parties concerned to review the proposed draft terms of reference, task list and problem reporting material provided by CRA Japan for the FIT-SEA CRA, with the intention of finalizing these matters at the next FIT-SEA meeting.

2.3 Proposed terms of reference (TOR) of FIT-SEA CRA are provided in **Appendix A**, proposed detailed tasks of FIT-SEA CRA are described in **Appendix B** and proposed problem reporting procedures, including FANS 1/A PR Form for the FIT-SEA members are provided in **Appendix C**.

3 ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) Review and update the proposed material in Appendices A, B and C in relation to arrangements for the FIT-SEA CRA, and
- b) Adopt a suitable Terms of Reference, Task List and Problem Reporting Procedure for the FIT-SEA CRA.

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**PROPOSED
TERMS OF REFERENCE (TOR)
FANS IMPLEMENTATION TEAM, SOUTH-EAST ASIA
CENTRAL REPORTING AGENCY
(FIT-SEA CRA)**

The objective of the FIT-SEA CRA is to assist the FIT-SEA members to plan and implement ADS and CPDLC systems in the South China Sea area in accordance with the TOR of FIT-SEA.

To meet the above objective the FIT-SEA CRA shall:

- a) share the technical and operational information with the FIT-SEA members on the planning and implementation of ADS and CPDLC systems;
- b) process the problem reports (PR) received from the FIT-SEA members in the manner prescribed in the FANS 1/A Operations Manual (FOM);
- c) disseminate the de-identified information on individual PR to the FIT-SEA members by means of access to the CRA Japan website; and
- d) prepare periodic reports for the FIT-SEA and RASMAG.

The services of the FIT-SEA CRA operated by the CRA Japan are on a voluntary and temporary basis until a formal CRA is established by the FIT-SEA.

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LIST OF PROPOSED TASKS OF FIT-SEA CRA

The tasks of the FIT-SEA CRA concerns information sharing with the FIT-SEA members on technical and operational information to support the planning and implementation of ADS/CPDLC systems, the process of problem reports (PRs), and preparation of periodic reports to the FIT-SEA.

Tasks	Remarks
1. Information Sharing through FIT-SEA/RASMAG a. Suggestion on planning and implementation of ground systems. b. Advice on development of ADS/CPDLC operational procedures.	
2. Collection and processing of Problem Reports (PRs) a. Collection of PRs from ATSU and aircraft operators b. Processing the PRs with: * data analysis; * reconstruction of the event; * identification of causes/factors in cooperation with appropriate parties; and * monitoring of rectification progress.	Via e-mail, postal mail and fax Engineers analyse the logs of ground systems Consultation/cooperation with appropriate parties
3 Dissemination of information a. Report on the summary of PRs to the FIT-SEA. b. Website * List of PRs; * System performance analysis data of the Tokyo FIR; and * Documents.	Report to the FIT-SEA and RASMAG All information including PRs is de-identified FANS 1/A Operations Manual (FOM) & other documents Periodic reports and meeting summaries.

PROBLEM REPORTING PROCEDURES OF THE FIT-SEA CRA

1. Contact Point

Manager: Mr. Yoshiro NAKATSUJI
Address: K-1 Building, 3rd floor
1-6-6, Haneda Airport. Ota-ku, Tokyo 144-0041, Japan
Telephone: +81-3-3747-1231
Fax: +81-3-3747-1231
E-mail: crasa@cra-japan.org OR naka@atcaj.or.jp

2. Address to send FANS 1/A Problem Reports (PRs)

FANS 1/A PRs should be sent to “CRA Japan” via any means of e-mail, postal mail or facsimile.

E-mail address: crasa@cra-japan.org OR naka@atcaj.or.jp

Postal mail address:

CRASA, K-1, 1-6-6, Haneda Airport, Ota-ku, Tokyo 144-0041, Japan

Facsimile: +81-3-3747-1231

3. FANS 1/A PR Form

The FIT-SEA members are requested to send PRs to the CRA Japan with the items prescribed in the paragraph 3.10, FANS 1/A Operations Manual (FOM).

It is recommended to use the FANS 1/A PR Form attached to this paper. When other form is used, all items required by the FOM should be included.

4. Website address

<http://www.crasa.cra-japan.org>

FANS 1/A PROBLEM REPORT				Number
Date UTC		Time UTC		
Registration		Flight Number		
Sector				
Originator		Aircraft Type		
Organization				
Active Center		Next Center		
Position				
Description				