

Asia-Pacific ATFM Network ATFM Daily Plan (ADP) Exchange Procedure

To facilitate network-wide situational awareness, member ATFMUs in the Asia-Pacific ATFM Network shall exchange the **ATFM Daily Plans (ADPs)** in accordance to the following specifications:

1. ADP Content and Format

The ADP is a document outlining situations and possible issues affecting ATS capacities at various ATM resources within the ATFMU's area of responsibilities for the upcoming day (24 hours). It should also include planned and/or expected ATFM measures that will be activated to manage excessive traffic demand. The purpose of exchanging ADP is to ensure that all ATFMUs and stakeholders are aware of the situation and can plan their operations accordingly.

For the purpose of ADP exchange within the Asia-Pacific ATFM Network, the ADP should include, at minimum, information contained in **Appendix A** to this procedure.

2. ADP Exchange Protocols

In the absence of digital information exchange model for ADP, member ATFMUs shall send their active ADP to other network members as a **PDF file attached to an E-Mail disseminated to all other ATFMUs in the network with the following specifications:**

- E-Mail Subject:
ADP_[FIR Name 1][FIR Name 2]...[FIR Name n]_[Effective Date, yyyyymmdd]_[Version]
- PDF File Name:
ADP_[FIR Name1][FIR Name 2]...[FIR Name n]_[Effective Date, yyyyymmdd]_[Version]
- Example:
ADP_VTBB_20191122_1
ADP_YBBBYMMM_20191122_1

where *FIR Name* refers to the FIR(s) for which the ATFMU is responsible and *Effective Date* refers to the date on which information in the ADP applies.

The use of common E-Mail subject and file name will enable States/ANSPs/organizations to develop or procure a system to automatically process the ADPs if necessary.

At a future time, when digital information exchange model for ADP is developed and SWIM infrastructure implemented, the exchange of ADPs may be moved to a SWIM-based service accordingly.

3. ADP Exchange Frequency

Member ATFMUs with capability to activate ATFM measure shall **disseminate ADPs at least once (1x) per day** regardless of **whether an ATFM measure is required**.

4. Dissemination of ADP to Local Stakeholders

To facilitate common situational awareness among stakeholders (airspace users, airport operators, ground handling agencies, etc.), **it is the responsibility of member ATFMUs to determine whether the ADPs received should be further disseminated to local stakeholders**. As a general rule, whenever an ATFM measure is expected to be active, stakeholders with expected impact should be provided with the information.

5. Contact Information for ADP Exchange

The E-Mail contact information for ADP exchange is included in **Appendix B** to this procedure.

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Asia-Pacific ATFM Network
ATFM Daily Plan (ADP) Exchange Contact E-Mails

ATFM Unit	Country	E-Mail Address
Bangkok ATFMU	Thailand	atfm@bobcat.aero
Singapore ATFMU	Singapore	CAAS ATFMU@caas.gov.sg
Hong Kong ATFMU	Hong Kong China	
Sanya ATFMU	China	chinaatfm@163.com

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