

# Meeting Notes

## 1<sup>st</sup> Teleconference of ATFM/IR/SWG

**Time:** 0700-0810 UTC

**Date :** 4<sup>th</sup> July, 2018

**Participants:** Please refer to the attachment A

## 1 Proceedings

- 1.1 The teleconference called to order at 0700UTC by Mr. Hiroyuki Takata, Regional Officer ATM, ICAO Asia Pacific Sub Regional Office (ICAO APAC RSO);
- 1.2 ICAO APAC RSO proposed the Order of Discussion for this teleconference (attachment B) with unanimity of the participants;
- 1.3 ICAO APAC RSO made the introduction of the outcomes of relevant ICAO meetings, emphasized on the ATFM/SG/5 where the decision was made to establish the IR/SWG and the ATFM/SG/8 where an agreement was reached to organize the IR/SWG teleconference and the face-to-face meeting in conjunction with the meetings of the sub-regional ATFM Projects;
- 1.4 ICAO APAC RSO presented the Terms of Reference (TOR) of the ATFM/IR/SWG developed at ATFM/SG/5 in 2015 (Attachment C), and proposed to consider relevant amendments on this TOR at the next face-to-face meeting due to the progressions of the studies and developments of certain tasks defined in this TOR;
- 1.5 ICAO APAC RSO made a briefing on its proposed Agenda Items of the ATFM/IR/SWG face-to-face meetings (Attachment D), and an introduction of the proposed subsidiary topics for the first face-to-face meeting of the ATFM/IR/SWG (Attachment E); The Conference discussed these subsidiary topics, the discussion was summarized in the section 2 of this Meeting Notes;
- 1.6 ICAO APAC RSO proposed the tentative schedule for the following teleconferences and face-to-face meetings of ATFM/IR/SWG (Attachment F), the tentative schedule was agreed by the participants unanimously, Singapore, Japan and Thailand were supportive for the planned upcoming meetings in their respective locations;
- 1.7 The first ATFM/IR/SWG face-to-face meeting will be held in ICAO APAC RSO in Beijing, China in August, 2018; ICAO APAC RSO will prepare the official invitation letters for meeting participants;
- 1.8 The teleconference adjourned at 0810UTC

## 2 Discussions

- 2.1 Regarding the “Standardization readiness update on each project” under Agenda Item 3, Thailand proposed to focus the discussion on technical side and to merge this bullet point with the second one “technical pathway for information exchange”. ICAO APAC RSO explained that both Distributed Multi-Nodal ATFM Ops Trial Project and NARAHG Project made achievements respectively on standardization as presented by the papers at

various meetings, the intention of this bullet point was to exchange the information between Groups on the standardization, which may not be the technical ones only.

- 2.2 Questions were raised regarding what experts would be required to participate in this small working group: technical experts only or the operational experts be included as well since there were proposed Agenda Items regarding the objective/scope renewal and the harmonization updates/discussions. ICAO APAC RSO explained that the preliminary intention of laying out these agenda items was to open the discussion on whether it is necessary to renew the objective and scope of the TOR after analyzing the gaps between the tasks assigned in the 2015 and the status quo of their completion, focusing on the technical aspects, so the technical experts attendance would be preferable. However further discussion unveiled the necessity and importance of information exchange on both technical and operational progresses between two projects, so the discussion would be open to all in making the decision;
- 2.3 Hong Kong, China questioned the purpose of the Concept of Operation update under Agenda Item 3. ICAO APAC RSO stated the necessity of exchanging the information on concept of operation adopted by different Project Groups at the first face-to-face meeting since the discrepancy in concept of operation between two Project Groups had been identified, and the gaps between the CONOPS agreed in the Regional Framework for Collaborative ATFM and the ones adopted in the Projects may affect the technical pathway.

### **3 Actions**

- 3.1 ICAO APAC RSO will coordinate with the participating States/Administrations to decide the date of the first face-to-face meeting of the ATFM/IR/SWG and advise the meeting participants;
- 3.2 ICAO APAC RSO will prepare the invitation letters for the meeting participants.
- 3.3 The meeting participants will exchange emails for further clarification of the concerned topics in proposed Agenda Items.

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**The first tele-con of ATFM/IR/SWG Participants list**

	State/Organization	Name
1	Australia (Airservices Australia)	Dr Jesper Bronsvort
2	China (ATMB)	ZHENG Yibin
3	China (ATMB)	TAN Wei
4	Hong Kong, China	Peter Chadwick
5	Hong Kong, China	Alexander Honig
6	Hong Kong, China	Anfernee Poon
7	Hong Kong, China	George Wong
8	Hong Kong, China	Fernando Leung
9	Hong Kong, China	Peter Chadwick
10	India	M K Nelli
11	Japan (JCAB)	Nobutoyo Ataka
12	Japan (JCAB)	Toshiya Shigenobu
13	Republic of Korea	Cha Si Hyun
14	Republic of Korea	Im Jae Han
15	Singapore (CAAS)	Clarence Foo
16	Singapore (CAAS)	Ying Kit AW
17	Thailand	Piyawut Tantimekabut
18	Thailand	Sakon Sinlapakun
19	Thailand	Amornrat Jirattigalachote
20	ICAO	Hiroyuki Takata
21	ICAO	Li Wenxin

**The first tele-con of ATFM/SG/IR/SWG  
(Order of Discussion)**

4<sup>th</sup> July 2018 at 0700UTC

<https://aerothai.adobeconnect.com/atfm-sg-atfm-ir-swg/>

1. Introduction of members
2. Review outcomes of ATFM/SG
3. Agenda items of SWG
4. Schedule of SWG

## Terms of Reference

### ATFM Information Requirements Small Working Group (ATFM/IR/SWG)

Recognizing that:

The Draft Regional Framework for Collaborative ATFM will be presented to APANPIRG/26 for endorsement; and

The ongoing development of the Regional ATFM Concept and the understanding of operational requirements for information distribution are dependent on experience to be gained in trial programs and operational deployments:

1. The ATFM/IR/SWG, reporting to ATFM/SG, will develop a draft operational requirements document detailing:
  - a) Items of ATFM information, such as ADP, ATFM measures and compliance information to be distributed and dynamically updated to each of the following stakeholder domains:
    - i. ATFMU;
    - ii. ATSU (ACC/APP/TWR);
    - iii. Airspace User; and
    - iv. Airport Operator
  - b) Access levels and authorizations for stakeholders;
  - c) Items of ATFM Information that authorized users may add or amend, including but not limited to:
    - v. ADP;
    - vi. ATFM measures;
    - vii. Collaborative ATFM interaction;
    - viii. Cancellation, suspension and de-suspension of ATFM measures;
    - ix. Compliance monitoring information such as ATOT and ATO;
  - d) Network and/or node administrator arrangements;
  - e) Required reliability and availability of the distributed multi-nodal network and its interfaces.
  - f) Notification parameters guidance for ATFM measure implementation.
2. ATFM/IR/SWG will, in cooperation with the ACS ICG, develop an interface control document (ICD) for cross-border ATFM described in the Regional Framework for Collaborative ATFM and the Regional ATFM Concept.

## **Provisional Agenda**

- Agenda Item 1: Review and agreement on Agenda
- Agenda Item 2: Briefings on the relevant ICAO meetings
- Agenda Item 3: Project Update /Review
- Agenda Item 4: SWG Work Progress Update / Review of TOR
- Agenda Item 5: Harmonization /Standardization Update/Discussion
- Agenda Item 6: Working Plan Update
- Agenda Item 7: Any Other Business

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**Proposed subsidiary topics for the first face-to-face meeting of  
ATFM/SG/IR/SWG**

- Agenda Item 1: Review and agreement on Agenda
- Agenda Item 2: Briefings on the relevant ICAO meetings
- Agenda Item 3: Project Update / Review
- Concept of Operation
  - Technical pathway for information exchange
  - Standardization readiness Update on each project
  - Project Status Update
- Agenda Item 4: SWG Work Progress Update /Review
- Gap analysis on TOR scope – what were defined in 2015 v.s. the current status/progressions
  - Objective renewal
  - Scope renewal – to include the proposed items in IH/SWG TOR
- Agenda Item 5: Harmonization /Standardization Update/Discussion
- Discussion on the technical pathway to achieve the objective
  - Identify the work need to be done along the agreed technical pathway
- Agenda Item 6: Working Plan Update
- Assignment of the work
  - Timelines
- Agenda Item 7: Any Other Business
- Next meeting

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## Tentative schedule – ATFM/SG/IR/SWG

1<sup>st</sup> tele-con: July 2018

1<sup>st</sup> Face-to-face: August 2018 (RSO, China)

	Wednesday, 29 Aug	Thursday, 30 Aug	Friday, 31 Aug
Morning	ATFM/SG/IR/SWG	ATFM/SG/IR/SWG	ATFM/SG/IR/SWG
Afternoon	ATFM/SG/IR/SWG	ATFM/SG/IR/SWG	Side-bar meeting

2<sup>nd</sup> tele-con: October 2018

2<sup>nd</sup> Face-to-face: December 2018 (Singapore in conjunction with Multi-Nodal core meeting)

\*Need to be fixed at the first f2f meeting

3<sup>rd</sup> tele-con: February 2019

3<sup>rd</sup> Face-to-face: April 2019 (Japan in conjunction with NARAHG) \*1

\*Need to be fixed at the first f2f meeting

**ATFM/SG/9: May or June 2019**

4<sup>th</sup> tele-con: August 2019

4<sup>th</sup> Face-to-face: October 2019 (Thailand in conjunction with Multi-Nodal core meeting)

5<sup>th</sup> tele-con: January 2020

5<sup>th</sup> Face-to-face: April 2020 (TBD)

**ATFM/SG/10: May or June 2020**

\*1 Multi-Nodal meeting will be held in Japan as well