

Chapter 3 -Initiation phase

Attachment 3.1

1. Initial Familiarization on A-CDM content –Template

Session Title: Introduction to Airport Collaborative Decision Making (A-CDM)

Duration: 1.5 – 2 hours

Target Audience: All A-CDM stakeholders (Airlines, Airport Operator, ANSP, GHAs, etc.)

Facilitator: _____

Date: _____

Venue / Platform: _____

1. Session Objectives

- Understand the concept and value of A-CDM
- Identify key stakeholders and their roles
- Explore the expected outcomes and benefits
- Set the stage for deeper operational and implementation discussions

2. What is A-CDM?

Definition:

Airport Collaborative Decision Making (A-CDM) is a joint initiative involving all airport partners working together more transparently by sharing information to make better operational decisions.

Discussion Prompt:

In your own words, how would you describe A-CDM in your current airport context?

Participant Notes:

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3. Why A-CDM? (Objectives)

- Enhance **efficiency** and **predictability**
- Optimize use of **resources** and **infrastructure**
- Improve **resilience** and response to disruptions
- Support **environmental sustainability**

Quick Activity:

List 3 common operational challenges at your airport that A-CDM might help address:

1. _____
2. _____
3. _____

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4. Key Stakeholders in A-CDM

Stakeholder	Role in A-CDM	Current Engagement Status		
Airport Operator	Coordinates and leads implementation	High	Med	Low
ANSP	Provides ATC and flight data			
Airlines	Supplies TOBT, AOBT, etc			
Ground Handlers	Input on turnaround processes			
Regulator	Oversight and alignment with policies			
Others stakeholders	(to identify and complete)			

Are there any other stakeholders unique to your airport/region?

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5. A-CDM Core Principles

- Real-time **information sharing**
- **Joint decision-making** processes
- **Shared situational awareness**
- Trust and transparency among all parties

Reflection: Which of these principles does your team already practice?
Which need improvement?

6. A-CDM Milestones Overview

- Key Events in Aircraft Turnaround (e.g., TOBT, TSAT, AOBT, ATOT)
- Enables tracking and alignment of operational sequences

Refer to ICAO A-CDM Milestone Table (Doc 9971) for details

Exercise:

Match the milestone with its description (can be done as a printed handout or interactive quiz)

7. Benefits of A-CDM

Benefit Area	Description	Relevance to Your Airport		
Predictability	More accurate operational planning	High	Medium	Low
Efficiency	Less idle time, fewer delays			
Environment	Reduced emissions			
Cost Savings	Better resource planning			

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8. A-CDM Global and Regional Picture

- ICAO's A-CDM Global Implementation Roadmap
- Status in AFI Region and beyond
- Case studies from airports like Nairobi (JKIA), Munich, Singapore

What inspiration or lessons can you take from other airports?

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9. Implementation Phases Checklist

Phase	Key Activities	Completed? (Y/N) Notes
Planning	Stakeholder mapping, needs assessment	
Preparation	SOPs, technical readiness	
Implementation	Tools, training, agreements	
Operational	Live data exchange, monitoring	
Continuous Improvement	Post-ops analysis, refinements	

10. Next Steps / Action Plan

- Assign roles in A-CDM working groups
- Identify quick wins for collaboration
- Plan for a full stakeholder A-CDM workshop

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Appendix: Key considerations for A-CDM training

- **Who**
 - All partners who are active, both within the implementation project and whose work directly involves Airport CDM, should receive in-depth training. This is because it involves a new way of working with, quite possibly, new procedures and processes.
 - Specifically operational staff of ANSPs, airports, airlines and ground handlers should be trained. It may also be of interest to anyone from other organizations involved in the implementation of ACDM activities.
 - It is also advisable to provide some level of training to the IT and implementation team, so that they can fully understand the concept prior to the project start.
- **What**
 - The course should cover the concept elements and how to apply the various techniques of A-CDM in relation to the different partners' operations.
 - The dedicated modules should focus on the role, tasks and responsibilities of each CDM partner.
 - The information sharing process that shows how effectively shared information can benefit operational decisions of the various partners should be highlighted.
- **When**
 - The training phases should be scheduled within the project plan.
 - Awareness programs should start in the early stages of implementation, but it is advisable to plan the main training sessions near to the project completion, this to avoid the need for refresher training if training is conducted too early.
- **How**
 - Instructors should be fully trained on the Airport CDM concept. Various methods of training can be utilized; however, it is important that all relevant personnel are fully trained.
 - It is advisable that other staff receives at least an awareness program to increase and promote the A-CDM.
 - Courses should be organized, preferably in a mixed partner environment, to have staff from several operational airport partners in one room discussing new procedures and viewing the problems that occur during the many activities in the turn-round of an aircraft and solutions offered by Airport CDM.
 - Self-teaching or internet-based training can also be considered but this should not be considered as the only training required. If it is developed, then it is probably best to develop interactive training material, with specific modules for each partner. This approach can save expensive training time and be considered refresher training.
- **Continuance**
 - Recurrent and refresher training sessions should be planned as standard, whether to cover enhancements within the A-CDM processes, for new staff or ones who have changed roles.