

Annex C¹.

Exchange of Flight Data. (with automatic data exchange)

Effective: **Error! Reference source not found.**

Revised: [date]

C.1 General.

C.1.1 Basic Flight Plans.

Basic flight plan data should normally be available at both ATS Units.

C.1.2 Current Flight Plan Data.

Messages, including current flight plan data, shall be forwarded by the transferring ATS unit to the accepting ATS unit either by automatic data exchange or by telephone to the appropriate sector/position.

C.1.2.1 Automatic Data Exchange.

ABI/ACT/LAM/PAC/REV/MAC messages are exchanged between the two ATS units in accordance with Appendix 1 to Annex C¹.

C.1.2.2 Verbal Estimates.

For conditions that are not supported by the automatic data exchange, verbal estimates will be exchanged.

A verbal estimate shall be passed to the appropriate sector at the accepting ATS unit at least [value to be decided] minutes prior, but not earlier than 30 minutes before the aircraft is estimated to pass the transfer of control point.

A verbal estimate shall contain:

a) Callsign.

Note: To indicate that the flight plan is available, the accepting ATS unit should state aircraft type and destination after having received the callsign.

b) SSR code:

Note: Normally, the notification of a SSR code indicates that the selection of that code by the aircraft was verified.

c) ETO for the appropriate COP as laid down in Annex D to this LoA.

d) Cleared level, specifying climb or descent conditions if applicable, at the transfer of control point.

Requested level if different from cleared level.

e) Other information, if applicable.

Normally, verbal estimates will not be passed in parallel with ACT messages.

In all cases, verbally passed data shall take precedence over data exchanged automatically.

C.1.2.3 Failure of Automatic Data Exchange.

In the event of a failure which prevents the automatic transfer of data, the Supervisors shall immediately decide to revert to the verbal exchange of estimates.

After recovery from a system failure, the Supervisors shall agree as to when they will revert to automatic data exchange.

C.1.3 Non-availability of Basic Flight Plan Data.

If the accepting ATS unit does not have basic flight plan data available, additional information may be requested from the transferring ATS unit to supplement the ACT message or a verbal estimate.

C.1.4 Revisions.

Any significant revisions to the flight data are to be transmitted to the accepting ATS unit.

Time differences of [value to be decided] minutes or more are to be exchanged.

Changes to the co-ordinated levels within [value to be decided] minutes of the ETO for the transfer of control point are subject to an Approval Request.

C.1.5 Expedite Clearance and Approval Requests.

Whenever the minimum time of [value to be decided] minutes for a verbal estimate, or those prescribed in Appendix 1 to Annex C¹ for ACT messages, cannot be met, either an expedite clearance request, an approval request (*or a PAC*), as appropriate, shall be initiated.

C.2 Means of Communications and their Use.

C.2.1 Equipment.

The following lines are available between **Error! Reference source not found.** and **Error! Reference source not found.:**

<i>Line Type</i>	<i>Amount</i>	<i>Additional Information</i>
Data Line	[X]	not applicable
Telephone Lines	[X]	

C.2.2 Verbal Co-ordination.

All verbal communications between non-physically adjacent controllers should be terminated with the initials of both parties concerned.

Exchange of flight plan data, estimates and control messages by voice shall be carried out in accordance with the following tables:

C.2.2.1 Messages from Error! Reference source not found. to Error! Reference source not found..

Receiving Sector/COPs	Message	Position	Extension
[name of sector]	Flight Plan Data and Estimates		
[COPs]	Control Messages, Expedite Clearances, Approval Requests and Revisions		
	Surveillance Co-ordination		
FIC	Flight Plan Data and other Co-ordination		

Supervisor:
Switchboard:
Telefax:

FMP:
AMC:

Degraded mode operations:

C.2.2.2 Messages from Error! Reference source not found. to Error! Reference source not found...

Receiving Sector/COPs	Message	Position	Extension
[name of sector]	Flight Plan Data and Estimates		
[COPs]	Control Messages, Expedite Clearances, Approval Requests and Revisions		
	Surveillance Co-ordination		
FIC	Flight Plan Data and other Co-ordination		

Supervisor:
Switchboard:
Telefax:

FMP:
AMC:

Degraded mode operations:

C.3 Failure of Ground/Ground Voice Communications.

C.3.1 Fall-Back Procedures for Co-ordination.

In the event of failure of the direct lines between the co-ordinating partners, co-ordination may be effected via:

- a) switchboard, or
- b) [other common co-ordination partner], or
- c) public telephone:

Error! Reference source not found.: [additional listing of available public telephone numbers to the operations room and the relevant working positions, if available]

Error! Reference source not found.: [additional listing of available public telephone numbers to the operations room and the relevant working positions, if available]

C.3.2 Alternate Fall-Back Procedures for Co-ordination.

In case of communications failure where the alternatives described in paragraph C.3.1 above are not available or practicable, pilots shall be instructed, at least 5 minutes prior to the transfer of control point, to pass flight data on the appropriate frequency of the accepting ATS unit for the purpose of obtaining an ATC entry clearance from the accepting ATS unit.

If the accepting ATS unit cannot issue an entry clearance to the pilot upon his initial contact, the pilot shall be instructed to inform the transferring ATS unit accordingly via RTF.

The transferring ATS unit shall hold the aircraft within its AoR and after a minimum of 10 minutes instruct the pilot to re-establish RTF contact with the accepting ATS unit.

This procedure shall be repeated until an onward clearance has been obtained from the accepting ATS unit.

Appendix 1 to Annex C¹

Automatic Data Exchange.

ABI/ACT/REV/PAC/MAC/COD/AMA/LAM messages are exchanged between the two
ATS units in accordance with the table below:

Messages	COPs	Time and/or Distance Parameters	
		Messages from Error! Reference source not found. to Error! Reference source not found.	Messages from Error! Reference source not found. to Error! Reference source not found.
ABI			
ACT			
REV			
PAC			
MAC			
COD			
AMA			
LAM			