DOCUMENT CONTROL

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<td>Contact Person(s)</td>
<td>G. Van Laethem (NMD)</td>
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APPROVAL TABLE

The following table identifies all management authorities who have successively approved the present issue of this document.

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The approval may also be recorded via electronic workflow, where put in place. Where document approval is made via a meeting or electronic workflow, the details shall be indicated here in place of the approval table.

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<tr>
<td>1. INTRODUCTION</td>
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<tr>
<td>2. PROPOSED AMC WORKING PROCEDURES</td>
<td>2.1.2.4 Alert for P3 request.</td>
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<td>3. CADF WORKING PROCEDURES</td>
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<tr>
<td>10. ANNEX 2 APPENDIX D OF AMC COORDINATION LOA</td>
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TABLE OF CONTENT

DOCUMENT CONTROL ........................................................................................................... I
APPROVAL TABLE ................................................................................................................ I
EDITION HISTORY ............................................................................................................... II
EDITION CHANGE RECORD ............................................................................................... III

1 INTRODUCTION ............................................................................................................... 2
  1.1 Purpose .......................................................................................................................... 2
  1.2 Scope ............................................................................................................................. 2

2 PROPOSED AMC WORKING PROCEDURES .................................................................. 4
  2.1 Working Procedure of the AMC .................................................................................. 4
     2.1.1 AUP Procedure ....................................................................................................... 4
     2.1.1.1 Rolling AUP ........................................................................................................ 4
     2.1.2 UUP Procedure ....................................................................................................... 5
     2.1.2.1 Timing ................................................................................................................ 5
     2.1.2.2 Next UUP Time .................................................................................................. 6
     2.1.2.3 UUP Content ....................................................................................................... 6
     2.1.2.4 Alert for P3 request .......................................................................................... 9
  2.2 Common Procedure Covering Large Holiday Periods ................................................. 11
  2.3 AUP/UUP warnings ..................................................................................................... 11
  2.4 Temporary airspaces relevant for FPL validation ....................................................... 13
     2.4.1 Restricted Areas in CACD .................................................................................... 14
  2.5 Technical Problems/Contingency ............................................................................... 14

3 CADF WORKING PROCEDURES ................................................................................... 16
  3.1 Scope of the CADF ....................................................................................................... 16
  3.2 Working Procedure of CADF ..................................................................................... 16
     3.2.1 Main CADF tasks ................................................................................................... 16
     3.2.2 AUP Procedure ..................................................................................................... 16
     3.2.3 UUP Procedure ..................................................................................................... 16
     3.2.3.1 Checking of the UUP content .......................................................................... 16
     3.2.3.2 Publication of UUPs .......................................................................................... 17
  3.3 Technical Problems/Contingency ............................................................................... 17

4 FUA-RELATED CACD DATA ........................................................................................... 18
  4.1 Manageable or Restricted Airspaces (RSA) ............................................................... 18
     4.1.1 Data Sources .......................................................................................................... 18
     4.1.2 RSA Types ............................................................................................................. 18
     4.1.3 AUP Categories ..................................................................................................... 19
     4.1.4 FUA Parameters (Flexible Use, Level 1, Level 2, Level 3) .................................... 21
     4.1.5 CDR Info (Offload, Nearby, Excluded CDRs, Related routes) .............................. 22
4.1.6 CDR Expansion ................................................................. 23
4.1.7 Availability ................................................................. 24
4.1.8 Activation ................................................................. 24
4.1.9 AMC-RSA Relationship .............................................. 25
4.1.10 FMP-RSA Relationship ............................................. 25
4.2 Air Routes ........................................................................... 26
4.2.1 Data Sources .............................................................. 26
4.2.2 CACD Air Route Datasheet ........................................... 26
4.3 FPL Buffer Zone (FBZ) ...................................................... 27
4.3.1 Data Sources .............................................................. 27
4.3.2 Naming Conventions ................................................... 27
4.3.3 Activation ..................................................................... 28
4.3.4 Allocation ..................................................................... 28
4.4 No Planning Zone (NPZ) ..................................................... 30
4.5 FUA Restrictions ............................................................. 32
4.5.1 Data Sources .............................................................. 32
4.5.2 FUA Restriction Types .................................................. 32
4.5.3 Implementation of FUA Restrictions in CACD and usage in CIAM .................................................. 33
4.5.4 Multiple AS/RT for Restriction Dependant Applicability .................................................. 35
4.5.5 Difference between EU and FUA Restrictions .................................................. 39
5 FUA TEMPORARY INSTRUCTIONS (FTI) ............................................... 42
5.1 Background ...................................................................... 42
5.2 Basic AMC/CADF Procedures .......................................... 42
5.3 Temporary AMC/CADF Procedures .................................... 42
5.4 FTI Process ....................................................................... 42
5.5 Format and Subsequent Treatment ...................................... 43
5.6 Fields of Application ......................................................... 43
6 LEAD AMC CONCEPT ................................................................. 44
6.1 Scope ................................................................................ 44
6.2 Procedure ......................................................................... 44
6.3 Lead AMC Routes (Related Routes) ...................................... 44
6.4 Promulgation and Distribution of Information on Cross-Border CDRs Availability .................................................. 45
6.5 Hours of Operation of AMCs – Delegation of Lead AMC Responsibilities .................................................. 46
6.6 Additional Information ...................................................... 46
6.7 LEAD AMC Live Updateable .............................................. 46
7 AMC/CADF ADDRESSEES ......................................................... 50
7.1 Scope ................................................................................ 50
8 TRAINING MATERIAL ................................................................. 52
A. FUA TEMPORARY INSTRUCTION (FTI) TEMPLATE ............................................... 54
B. APPENDIX D OF THE ‘AMC COORDINATION LETTER OF AGREEMENT’ ............................................... 56
1 Introduction

1.1 Purpose

The purpose of this manual is to provide the Airspace Management Cell (AMC) personnel and the EUROCONTROL/NM Centralised Airspace Data Function (CADF) personnel with the necessary guidance to perform their daily tasks and to prepare and release daily the consolidated European Airspace Use Plan (EAUP) and European Updated Airspace Use Plan(s) (EUUP(s)).

1.2 Scope

The manual describes the basic principles, timeframes and working procedures. The manual should be considered as an operational attachment to the EUROCONTROL NETWORK OPERATIONS HANDBOOK, but it will be maintained independently.

Caution In case of conflict or contradiction of data between this manual and the EUROCONTROL ERNIP part 3 – Airspace Management (ASM) Handbook, the ERNIP part 3 is the reference and this manual should be aligned. Deviation could be accepted as FTIs only.

The scope and activities of the NM are detailed in the Network Operations handbook.
2 Proposed AMC Working Procedures

2.1 Working Procedure of the AMC

2.1.1 AUP Procedure

The Airspace Management Cell (AMC) should promote the AUP as soon as possible and before 13:00 UTC (12:00 UTC summer) from INTENT to DRAFT (this will make the AUP visible to the other AMCs and will enhance the co-ordination whenever required).

Coordination procedures must exist or be established between neighbouring AMCs (lead AMC concept, Cross Border Area concept).

The draft AUP will also be used to support coordination with the NM as required.

Once the coordination between neighbouring AMCs as well as the NM is finalised, the AMC will promote the AUP before 15:00 UTC (14:00 UTC summer) from DRAFT to READY.

Each AMC must produce a READY AUP for each day, even when no openings or closures have to be done. In the latter case, a NIL AUP shall be made.

This implies that for an AMC not manned during weekend or bank holidays or longer holiday periods, the READY AUPs for those days shall be made at least on the last day before the AMC closes down its operations for the period.

2.1.1.1 Rolling AUP

Some ANSPs have stable information about planning operations by military well in advance of D-1 and want to publish this information to airspace users earlier. For instance for major scale military exercises, predefined public holidays they will be allowed:

- To publish in advance information of CDRs availability and/or planned allocation of areas;
- AOs and CFSPs to be early advised of CDRs and areas information.

For early coordination between AMCs/AMCs as well as AMCs/NM for improving planning.

Procedure to follow:

- Draft AUP can be created as from D-15 but will only be visible on the NOP from D-6 to D-2 included. It is an optional process for AMCs;
- It is automatically published by the system as soon as at least 1 AMC has created a draft AUP between D-6 to D-2;
- Draft AUP is based on available AIRAC data: either on OPS or PRE-OPS when active;
- It cannot be used for FPL processing (only “Released” EAUP can be) because it is not completely validated;
- It is not published via B2B, only on the NOP.
2.1.2 UUP Procedure

The UUP process is not mandatory; therefore the following instructions are applicable only to those States using UUPs.

2.1.2.1 Timing

Technically, CIAM allows the publication of a UUP for a validity starting at any time between 06.00 UTC and 06.00 UTC the next day. The ‘Next UUP time’ is set by CADF (cf. next paragraph).

It is planned to have up to 31 UUPs (4 on D-1 + 27 on D) at fixed times as follows:

Winter Timetable

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#### 2.1.2.2 Next UUP Time

After each publication of the EAUP or EUUP, the start time of the next UUP has to be set manually in CIAM by the CADF. It should be noted that this ‘next UUP’ target time applies simultaneously to all users.

For this reason, an AMC shall only start the creation of a draft UUP for a given start time after the publication of the previous EUUP, if any. This is reflected in the second column of the above tables.

**Example**: draft UUP08 (valid from 08:00 UTC) shall not be created before 07:00 UTC, the publication time of the previous EUUP, if any.

AMCs are only able to create a UUP that will be valid as from the ‘next UUP time’ set by the CADF. If the CADF has not set a ‘next UUP time’, the AMCs are not able to create any UUP and will get an error message.

For the initial phase of this procedure, as only a relatively small number of UUPs are expected, the CADF will not systematically set the ‘Next UUP time’ for all possible UUP times. Therefore when intending to create an UUP, an AMC should first check the next UUP time in CIAM. If no ‘next UUP time’ is set, the AMC should contact the CADF and ask them to set the next UUP time as required, according to the tables above.

CIAM accepts consecutive UUPs with the same start time.

#### 2.1.2.3 UUP Content

**General case with additional route or airspace availability**

Except for the two UUPs mentioned in the next paragraph, the following restrictions apply to the content of an UUP:
Allowed

- Cancellation of RSA allocation;
- Reduction (in time and/or FL) of RSA allocation;
- Additional CDR2 availability;
- Extension (in time and/or FL) of CDR2 availability;
- Cancellation of CDR1/ATS route closures; in this case a NOTAM cancellation is required (only if the closure has been announced by NOTAM or other AIP SUP), and the route closure must be deleted from CACD;
- Reduction (in time and/or FL) of CDR1/ATS route closures; in this case a new NOTAM publication is required (only if the closure has been announced by NOTAM or other AIP SUP), and the route closure must be updated in CACD.

Not Allowed

- Additional RSA allocation
- Extension (in time and/or FL) of RSA allocation
- Cancellation of CDR2 availability published in previous AUP/UUP
- Reduction (in time and/or FL) of CDR2 availability published in previous AUP/UUP
- Additional CDR1/ATS route closures
- Extension (in time and/or FL) of CDR1/ATS route closures

There is one additional exception to the above limitations: in case the UUP concerns the correction of erroneous data published by mistake in the AUP, and this corrected data is available in due time for publication as part of one of the UUP06.

In such a case, the CADF may decide to publish an AIM to attract the attention of airspace users on the potential impact of the concerned UUP.

Specific UUPs with additional route or airspace closures

After the AUP publication, additional CDR/ATS route closures and/or activations of RSAs (known as ‘procedure 3’) are allowed in the following UUPs, with a minimum of 3 hours lead time:

- UUP06/16 (winter) = UUP06/17 (summer)
- UUP06/17 (winter) = UUP06/18 (summer)
- UUP06/18 (winter) = UUP06/19 (summer)
- UUP06/19 (winter) = UUP06/20 (summer) UUP09 (winter) = UUP08 (summer).
- UUP13 (winter) = UUP12 (summer)

Consequently, the content of these UUPs with a validity later than 3 hours after the planned publication time is not concerned by the restrictions listed in the paragraph above. In other words, additional activations of RSAs or closures of CDRs/ATS routes can be part of these UUPs if they comply with the 3-hour lead-time.
For all UUPs Day-1, this lead-time is guaranteed by the UUP validity, starting only the next day at 06:00 UTC.

- For UUP09 (winter) = UUP08 (summer), this implies that the additional closures must be effective after 12:00 UTC (winter) - 11:00 UTC (summer).
- For UUP13 (winter) = UUP12 (summer), this implies that the additional closures must be effective after 16:00 UTC (winter) - 15:00 UTC (summer).

**Network Impact Assessment**

The NM will assess the impact of the request at network level (e.g. on-loading sector, sector re-configuration, etc.). During this step, the NM should identify the flights that would be impacted by a route or airspace closure, consider this element in the assessment, look for opportunities reducing the network impact (if any), and coordinate with the AMC(s) and FMP(s) concerned for optimisation of airspace allocation if possible.

The result of this analysis and potential alternative scenarios (if any) will be sent by the NM to the AMC(s) and FMP(s) concerned for their consideration.

To allow the time necessary in operations for this network impact assessment, UUPs containing additional CDR/ATS Route closures and/or activations of RSAs shall be provided to the NM in draft status immediately after the publication of the previous EUUP (if any):

- For UUP06/18 (winter) at 17:00 UTC, UUP06/17 (summer) at 16:00 UTC;
- UUP06/17 (winter) = UUP06/18 (summer)
- UUP06/18 (winter) = UUP06/19 (summer)
- UUP06/19 (winter) = UUP06/20 (summer)
- For UUP09 (winter) at 08:00 UTC, UUP08 (summer) at 07:00 UTC.
- For UUP13 (winter) at 12:00 UTC, UUP12 (summer) at 11:00 UTC

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</tbody>
</table>
Due to the current limitation, in order to allow the NM to prepare the data necessary to perform this network impact assessment, AMCs intending to use UUPs with additional route or airspace **CLOSURES** (to perform Strategic Network assessment, new Restrictions, disabling of Restrictions, Scenarios) or **OPENING** (early termination of route closure/airspace de-activation, impact on network assessment) are recommended to initiate a co-ordination with the NM OPS well in advance.

**e.g.:**
- **28 days** recommended if the area(s) are known and can be passed to NM for implementation.
- **7 days** for AD-HOC airspaces announced by NOTAM and confirmed by AMC to implement in CACD (if it will be used in the AUP/UUP process or in FUA restrictions).
- **On the day of operation** for Crisis and Safety related operational issues.

To identify strategic restrictions associated to relevant RSAs eligible for additional closure in order to facilitate the network impact assessment.

- Concerned ATS routes/CDRs/DCT's
- Concerned RSAs

**Impacted ATC Sectors**

The final decision to apply procedure 3 remains a national responsibility; therefore, in case of impossibility to perform a network assessment, the involved AMCs shall ensure adequate coordination with local FMPs as well as with adjacent AMCs whenever required.

### 2.1.2.4 Alert for P3 request

In the context of UUP, the Procedure 2 corresponds to the release of constraints previously setup by the latest AUP/UUP: reduction of RSA allocation and/or CDR1 closure, increase of CDR2 opening. The Procedure 3 correspond to more constraining measures: increase of RSA allocation and/or CDR1 closure, reduction of CDR2 opening. In that case, the AMC should advise NM on the unplanned activation of airspace to allow impact assessment by NM before applying Procedure 3.

In the past, this request is communicated manually between AMC and NM (MILO). This may lead to workload and risks of mistakes (overlooking of new AS/CDR constraints).

To avoid mistakes an automatic detection is introduced of P3 requests in a draft UUP to:

- Automatically highlight UUPs containing a P3 request in CIAM
- Automatically highlight the actual P3 requests inside the UUP
- Provide the P3 information via B2B
When the UUP is saved in status DRAFT or READY, CIAM compares the UUP with previous AUP/UUP and add a “P3” flag to the UUP and to every RSA allocation, CDR update and FUA/EU restriction by the means of a specific color:
2.2 Common Procedure Covering Large Holiday Periods

When military operations are foreseen to be significantly reduced, e.g. during a long-term holiday period, some States allow the re-classification of some CDRs 2 as CDRs 1. Adequate notification to the users is required, possibly according AIRAC cycles or via NOTAM to be issued at least one week in advance. The affected routes and times should be coordinated through the Lead AMC for cross-border CDRs 2 concerned.

Once those CDRs have CDR 1 status and, during all the holiday periods defined in the NOTAM, CDR 1 procedures will apply and in particular those concerning the closure of CDR 1 (see EUROCONTROL ERNIP Part 3 ASM Handbook paragraphs 4.6.1, 4.6.2, 4.6.3 & 4.6.4).

In support of this re-classification procedure, a list of days when military operations are likely to be reduced allowing the temporary conversion of CDR 2 into CDR 1, should be established per country in order to inform the NM/CADF in advance of NOTAM distribution (e.g. National public holidays, bridge days, Christmas period, Easter period).

An example of a common NOTAM, covering a Large Holiday Period can be:

Filing time: 05/12/05 12:00
Origin time: 051205
Destination:
AFTN Originator:
Message text:
(A____/05 NOTAMN
Q)
A)???? B)0512211500 C)0501020600
E) THE CDR2 ROUTES LISTED HEREAFTER WILL BE PERMANENTLY AVAILABLE FOR FLIGHT PLANNING DURING THE ABOVE MENTIONED PERIOD.)
UG109 KOK/DIK/KHR 195/460
UJ158 BAM/LNO 250/460

In specific circumstances also CDR3 could be re-classified as CDR1; in these cases notification to the users should be provided according to AIRAC cycles.

2.3 AUP/UUP warnings

There is no NOTAM closure corresponding to the AUP/UUP closure (Route ID: Route portion)

This warning indicates that NO NOTAM closure was manually input in CACD. NOTAM could have been overlooked by CADF staff or no NOTAM was published. The CDR1/ATS route closure will be applied to the NM systems according to the AUP/UUP data.

Actions
CACD: No action

AMC: Depending on internal ANSP/State agreement, NOTAM publication or no NOTAM publication, the AMC is to coordinate with responsible services for the publication of a NOTAM.

The AMC is to decide the way of closing routes they prefer: NOTAM or AUP closures or combination of both.

**AUP/UUP closure (Route ID: Route portion) is only partially covered by NOTAM closure(s)**

This warning indicates that a NOTAM was implemented by CADF staff, but the closing time via AUP/UUP of the mentioned route(s) in the NOTAM is longer than published on the NOTAM. The CDR1/ATS route closure will be applied to the NM systems according to the AUP/UUP data.

**Actions**

CACD: No action

AMC: Depending on internal ANSP/State agreement, NOTAM update publication, the AMC is to coordinate with responsible services for the publication of a NOTAM or UUP to adapt according NOTAM publication.

```
------------------------| AUP/UUP
01.00     19.00
------------------------| NOTAM
01.00     18.00
```

**NOTAM closure (Route ID: Route portion)”is only partially covered by AUP/UUP closure(s)”**

This warning indicates that a NOTAM was implemented by CADF staff, but the closing time via AUP/UUP of the mentioned routes in the NOTAM is shorter than published on the NOTAM. The CDR1/ATS route closure will be applied to the NM systems according to the AUP/UUP data.

**Actions**

CACD: No action

AMC: Depending on internal ANSP/State agreement, NOTAM update publication, the AMC is to coordinate with responsible services for the publication of a NOTAM or UUP to adapt according NOTAM publication.

```
---------------------------- AUP/UUP
01.00     17.00
---------------------------- NOTAM
01.00     18.00
```
A combination of warning 2.2 and 2.3 will indicate a warning as well. A NOTAM was implemented by CADF staff. The CDR1/ATS route closure will be applied to the NM systems according to the AUP/UUP data.

**Actions**

**CACD:** No action

**AMC:** Depending on internal ANSP/State agreement, NOTAM update publication, the AMC is to coordinate with responsible services for the publication of a NOTAM or UUP to adapt according NOTAM publication.

|-----------------------| AUP/UUP
| 04.00                 | 19.00  

CDR2 (Route ID): Route portion open by AUP or a previous UUP is being re-closed for at least part of the FL range and applicability period.

**Actions**

**CACD:** No action

**AMC:** Depending on internal ANSP/State agreement, NOTAM publication, the AMC is to coordinate with responsible services for the publication of a NOTAM.

**RSA allocation (RSA ID) is less then 3 hours after planned UUP publication**

**CDR1/ATS route closure (Route ID: Route portion) is less than 3 hours after planned UUP publication**

**CDR2 re-closure (Route ID: Route portion) is less than 3 hours after planned UUP publication**

**Warning:** the above 3 messages indicate that the agreed 3 hour lead time for the procedure 3 application is not respected in an UUP

**Actions**

**CACD:** Report to Airspace Data Domain

**AMC:** Report to CADF staff reason (typing error, safety issue, etc.)

Remark: CADF staff still monitors CDR1/ATS route closures and implement the route closures manually in the CACD, based on the published NOTAMs and before AUP/UUP validation in CIAM.

### 2.4 Temporary airspaces relevant for FPL validation

- Manageable or Restricted Areas represent a part of the airspace where General Air Traffic (GAT) can be restricted. In practice; it corresponds in most cases with airspace where military operations may take place.
• One and only one Airspace Management Cell (AMC) manages each Manageable Area in time. The selected lead AMC is responsible for the coordination and final publication of the restrictions of the Area.
• CACD data only includes Restricted Areas (RSAs) after coordination with /request from the concerned AMC through the National Environment Coordinator (NEC).
• The coordination with the NEC depends on the internal agreement inside ANSP/STATE concerning the request of implementing RSAs in CACD. This coordination is needed to decide precisely which of the Restricted Areas published in AIPs are required in CACD, and to define CIAM-specific parameters for which the values are not published.

2.4.1 Restricted Areas in CACD

States’ requests for the modification of route and/or area availability in the CACD should be supported by the publication of a NOTAM or AIP SUP and/or AUP/UUP. Telephone, email and fax should be used as the sole means of communication only in case of contingency procedures due to technical constraints or for specific requests, when a NOTAM or UUP cannot fulfil operational requirements.

In case a State requires the NMOC to implement a temporary area (e.g. for military exercises) in the CACD which shall be relevant for FPL validation, the following coordination procedure and deadlines shall be applied:

Provide the NM the temporary area (Static/AIRAC related data) coordinates/levels at least 28 days but not later than 14 days before next AIRAC date.

This deadline does not apply to temporary areas established on short notice, e.g. for security reasons, political events or in case of (natural) disasters.

If AIRAC related-data cannot be delivered before the above-mentioned period, the NM is to propose other solutions to the AMC, if any, for FPL checking during the event.

The AUP/UUP procedure should be used for those areas classified as manageable/Non manageable; otherwise NOTAM / AIP SUP publication should be followed. The publication of a NOTAM and usage of UUP is always required for the procedure 3 process.

If only NOTAM publication is used and ANSPs/States requires FPL validation on announced activities via NOTAM, an FTI is also required. The reason for the FTI is that CADF staff does not monitor NOTAMs on area activities. The main reasons for this are the limited CADF resources and the common practices to manage the area activities tactically.

2.5 Technical Problems/Contingency

NM agreements concerning contingency procedures should be signed between the NM and national authorities; Annex 11 of the ERNIP Part 3 - ASM Handbook will be used as a referent template. An FUA Temporary Instruction (FTI) has been
published to provide AMC/CADF staff guidance in case of contingency procedures.
3  CADF working procedures

3.1  Scope of the CADF

The Centralised Airspace Data Function (CADF) within the NM is charged with the collection and compilation of the Airspace Use Plans and Updated Airspace Use plans (AUPs/UUPs) sent by the European AMCs and publication on the NOP Portal of the consolidated European AUP/UUP (EAUP/EUUP).

The CADF position is located in the Network Manager Operations Centre (NMOC) and manned daily from 06:00 UTC (05:00 UTC summer) up to 21:00 UTC (20:00 UTC summer).

3.2  Working Procedure of CADF

3.2.1  Main CADF tasks

On request, the CADF provides assistance to AMCs encountering difficulties in the composition of their AUP/UUP in CIAM or other ASM support systems.

The CADF monitors NOTAMs related to Route availability and inputs ATS Route/CDR 1 closures in CACD, except for those of ANSPs mentioned in FTI with subject “AMC Route availability Operating Changes / NOTAM publication”.

The CADF sets the ‘Next UUP time’ on request of AMCs, as explained in 2.1.2.

The CADF coordinates with the NM’s Pre-tactical and MILO for the Network Impact Assessment of specific UUPs containing additional route or airspace closures (cf. 2.1.2).

The CADF releases AUPs and UUPs as detailed in 3.2.2 and 3.2.3.

3.2.2  AUP Procedure

At the time agreed in the procedure (cf. 2.1.1), CADF validates the Ready AUPs. In this process, the final AUPs produced by AMCs (Ready AUPs) are re-validated against the current CACD data. In case of discrepancy, the CADF coordinates with the concerned AMC(s) for correction.

The release of the AUPs triggers the update of NM operational systems and makes the information available as an EAUP on the Network Operations Portal, as well as through eAMI via B2B.

3.2.3  UUP Procedure

3.2.3.1  Checking of the UUP content

AMCs are responsible for the compliance of the UUP with the constraints described in 2.1.2. However, as a service to external clients, CADF staff will verify the content of the UUP against these constraints and advise AMCs of discrepancies.
The CADF is not in a position to refuse the UUP, but if an UUP with discrepancies is implemented on request of an AMC, the AD Domain manager will be informed for follow-up with the concerned State.

3.2.3.2 Publication of UUPs

At the time agreed in the procedure (cf. 2.1.2), the CADF releases the available Ready UUPs, if any. This triggers the update of NM operational systems and makes the information available as an EUUP on the Network Operations Portal, as well as through eAMI via B2B.

If, at the time of publication, there is still an UUP in draft status, the CADF contacts the concerned AMC. Either this UUP can be set to Ready status for immediate publication, or it has to be deleted in order to prevent blocking the publication of UUPs of other states.

If there is no UUP, no publication is required.

3.3 Technical Problems/Contingency

NM agreements concerning contingency procedures should be signed between the NM and national authorities; Annex 11 of the ERNIP Part 3 - ASM Handbook will be used as a referent template. An FUA Temporary Instruction (FTI) has been published to provide AMC/CADF staff guidance in case of contingency procedures.
4 FUA-related CACD data

The following paragraphs provide information on the CIAM specific parameters used to process the data gathered in the CACD. The terminology used is related to the specific tools above mentioned.

4.1 Manageable or Restricted Airspaces (RSA)

4.1.1 Data Sources

- Manageable or Restricted Areas represent a part of the airspace where General Air Traffic (GAT) can be restricted. In practice, it corresponds in most cases with airspace where military operations may take place.
- CACD data only includes Restricted Areas (RSAs) after coordination with /request from the concerned AMC through the National Environment Coordinator (NEC).
- The coordination with the NEC depends on the internal agreement inside ANSP/STATE concerning the request of implementing RSAs in CACD. This coordination is needed to decide precisely which of the Restricted Areas published in AIPs are required in CACD, and to define CIAM-specific parameters for which the values are not published.
- It should also be noted that once Restricted Areas are defined in CACD operations database, an AUP is required daily for the concerned AMC.

4.1.2 RSA Types

RSAs are divided into two types: Elementary RSA (ERSA) and Composed RSAs (CRSA).

Both ERSA and CRSAs are further divided into 8 RSA types.

These types correspond to the classification of these airspaces according to the official publications:

- Danger area: D
- Restricted area: R
- Prohibited area: P
- Temporary Reserved Area: TRA
- Temporary Segregated Area: TSA
- Restricted Coordination Area: RCA
- Military Reserved Area: MRA
- Military Training Area: MTA
- Cross-Border Area: CBA

Specific constraints for Composed RSAs (CRSAs):

- A composed RSA (CRSA) must have the same RSA Type as one of its composing Elementary RSAs (ERSA);
EUROCONTROL

Network Management Directorate

Edition Number: 12.0
Edition Validity Date: 30-06-2020
Classification: White
Page: 19

- A composed RSA of RSA type CBA must have the following principles as an Identifier in order to ensure harmonised identification of CBA’s across Europe:
  - A group of two letters (EU); followed by
  - C” (EAD DHO-5, rule 6 for CBA); followed by
  - A group of up to 6 characters (preferably digits) unduplicated within ECAC.

In order to ensure the uniqueness of the designator, a centralised management of CBA identification in Europe has been agreed, with tasking ASMSG and its Secretariat to manage the process in close coordination with EAD.

The list of all implemented CBA’s in NM system will be reported at each ASMSG meeting via the CADF report.

Over the high seas, the harmonised CBA identification is not applicable. When D areas are established by different States on both sides of the FIR/UIR boundary and may be used jointly in accordance with bilateral agreements, their identification shall respect the provisions of ICAO Annex 11 section 2.31, and of the ASM Handbook 6.1.5.2 when applicable.”

Request for new CBA must be send to the NM AD Supervisor, ASMSG secretariat.
The CBA ID’s will be communicated ASAP back to the requester.

Following form "Data submission form for ASM data” should be used to request the implementation of ASM related data in NM systems.
The form is published on the NOP: “Network operations HANDBOOK / Other operational handbooks & CACD forms”

4.1.3 AUP Categories

For all the areas inserted in the CACD, there are 4 possible values of Airspace Use Plan (AUP) category, which are derived from the FUA parameters (cf. 4.1.4):

- AMA (AMC manageable): areas which can be allocated in a flexible way after due coordination/negotiation between military and civilian users and owned by one and only one AMC.
- NAM (Non-AMC manageable): areas, which can be allocated by the military airspace users without prior coordination/negotiation with the civilian users/AMC and owned by one and only one AMC.
- RCA (Reduced Coordination Airspace): airspaces in which civil air traffic control can allow flights to deviate from the published route structure (using a DCT) with limited or no prior coordination and owned by one and only one AMC.
- Blank: airspaces for which a standard coordination agreement exists and which are never mentioned in the AUP. These airspaces shall be displayable in the CACD, but shall not be considered for AUP processing.

The AUP category (AMA, NAM, RCA, None) is derived from the FUA parameters (cf. 4.1.4), according to the following rules:

- For any RSA type except RCA:
  - If FUA Level 1 and FUA Level 2: AUP category = AMA
o If only FUA Level 1: AUP category = NAM
- For an RSA of type RCA: AUP category = RCA
- Any other combination: AUP category = None

Although it is effectively replaced by the FUA parameters, the AUP category is kept as an RSA parameter until further notice because it is still used in CIAM mechanisms (CDR expansion etc.) and in CIAM windows (e.g. as a selection criterion).

It should be noted in particular that a NAM (Non-AMC Manageable Area), which is normally not explicitly allocated in an AUP/UUP, is still considered by CIAM as implicitly allocated during its period of availability. This may have an impact on the CDR expansion proposed by CIAM for such an RSA, as well as on the activation data automatically propagated from the AUP/UUP to the RSA datasheet.

<table>
<thead>
<tr>
<th>Action</th>
<th>AMA</th>
<th>NAM</th>
<th>NAM activated by NOTAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Area activation</td>
<td>AMC</td>
<td>by default</td>
<td>CADF Staff to insert availability time (on request from the AMC)</td>
</tr>
<tr>
<td>2. Area de-activation</td>
<td>do nothing</td>
<td>CADF Staff to insert availability time as &quot;empty&quot; (on request from the AMC)</td>
<td>do nothing</td>
</tr>
<tr>
<td>3. FUA restriction from ON to OFF</td>
<td>AMC</td>
<td>AMC</td>
<td>AMC (once the area is active, see point 1.)</td>
</tr>
<tr>
<td>4. Reduce availability time</td>
<td>AMC</td>
<td>AMC</td>
<td>AMC (once the area is active, see point 1.)</td>
</tr>
<tr>
<td>5. Extend availability time</td>
<td>CADF Staff (on request from the AMC)</td>
<td>CADF Staff (on request from the AMC)</td>
<td>CADF Staff (on request from the AMC)</td>
</tr>
<tr>
<td>6. Reduce vertical limits</td>
<td>AMC</td>
<td>AMC</td>
<td>AMC (once the area is active, see point 1.)</td>
</tr>
<tr>
<td>7. Extend vertical limits</td>
<td>AD SPVR (AIRAC cycle)</td>
<td>AD SPVR (AIRAC cycle)</td>
<td>AD SPVR (AIRAC cycle)</td>
</tr>
<tr>
<td>8. Reduce horizontal limits</td>
<td>AD SPVR (AIRAC cycle)</td>
<td>AD SPVR (AIRAC cycle)</td>
<td>AD SPVR (AIRAC cycle)</td>
</tr>
<tr>
<td>9. Extend horizontal limits</td>
<td>AD SPVR (AIRAC cycle)</td>
<td>AD SPVR (AIRAC cycle)</td>
<td>AD SPVR (AIRAC cycle)</td>
</tr>
</tbody>
</table>

Table 1 - Comparison between AMA and NAM in terms of areas management in NM Systems
Note 1: NOTAM publication and coordination via e-mail (ref nbr NOTAM) required with CADF position before updates will be done in CACD concerning NAM areas, see item 1 / 2 / 4 / 5 and 6 of table above.

Note 2: Publication in AIP to be updated and e-mail (using Data_submission form for ASM related data) to request modification in CACD.

Note 3: CADF contacts: nm.ad.cadf@eurocontrol.int
Phone number: +32 27451939
(back up NM AD Supervisor: +32 27299848)

4.1.4 FUA Parameters (Flexible Use, Level 1, Level 2, Level 3)

These parameters indicate whether the RSA is managed according to FUA principles, and if so, in which FUA phases (or ASM levels) a change of the allocation is allowed. They are visible in the RSA list of CIAM, but can only be updated in the RSA definition itself.

- Flexible Use: the airspace is not designated as either military or civil airspace but should be considered as one continuum and used flexibly on a day-to-day basis. Consequently, any necessary airspace segregation should be only of a temporary nature. If Flexible Use is selected, then at least one level must be selected as well.
- Level 1: the airspace is manageable at ASM level 1 (strategic level). The act of defining and reviewing as required the national airspace policy taking into account national and international airspace requirements. The activation of an RSA of Level 1 is determined by its availability.
- Level 2: the airspace is manageable at ASM level 2 (pre-tactical level). The act of conducting operational management within the framework of pre-determined existing ATM structure and procedures defined in ASM Level 1 and of reaching specific agreement between civil and military authorities involved. An RSA of Level 2 is activated by its allocation in the AUP/UUP.
- Level 3: the airspace is manageable at ASM level 3 (tactical level), the act on the day of operations of activating, de-activating or real-time reallocating airspace allocated in Level 2 and of solving specific airspace problems and/or individual OAT/GAT traffic situations in real-time between civil and military units and/or controllers, as appropriate. An RSA of Level 3 can be activated by real time activations, which are presently not known by the NM.

The allowed combinations of RSA types and FUA parameters are given in the table below:
4.1.5 CDR Info (Offload, Nearby, Excluded CDRs, Related routes)

There are 3 possibilities for the CDR Info (see below).

This data is provided by the lead AMC, normally through the National Environment Coordinator (NEC).

The purpose of this data is to fine-tune the proposals of CDR expansion made by CIAM when the concerned RSA is allocated or expanded in the AUP/UUP.

The CDR Info data is live-updatable.

Note that routes crossing the RSA are not defined as explicit RSA data because these routes are derived automatically by CIAM.

- Offload CDRs

Offload CDRs are CDR2 segments (Route, From PT, To PT, Lower FL, Upper FL) that CIAM will propose to open in the AUP/UUP when the RSA is allocated or expanded.

- Nearby CDRs

Nearby CDRs are CDR1 or ATS route segments (Route, From PT, To PT, Lower FL, Upper FL) that CIAM will propose to close in the AUP/UUP when the RSA is allocated, in the same way as it proposes to close the crossing segments.

Nearby CDRs are generally route segments preceding or following a crossing segment that it would not make sense to leave open when the crossing segment is closed, or route segments very close to the RSA but not effectively crossing it (in particular due to the fact that CIAM only considers the ATS route centreline, as if the ATS route was 0 NM wide...).

- Excluded CDRs

<table>
<thead>
<tr>
<th>FUA parameters RSA type</th>
<th>Flexible Use</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
<tr>
<td>R</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
<tr>
<td>P</td>
<td>Y/N</td>
<td>Y/N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>TRA</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y/N</td>
</tr>
<tr>
<td>TSA</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y/N</td>
</tr>
<tr>
<td>RCA</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y/N</td>
</tr>
<tr>
<td>MRA</td>
<td>Y</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
<tr>
<td>MTA</td>
<td>Y</td>
<td>Y/N</td>
<td>Y/N</td>
<td>Y/N</td>
</tr>
<tr>
<td>CBA</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

Table legend:  
Y = FUA parameter is mandatory for this RSA type  
N = FUA parameter is not allowed for this RSA type  
Y/N = FUA parameter is optional for this RSA type
Excluded CDRs are CDR2, CDR1 or ATS route segments (Route, From PT, To PT) physically crossing the RSA but that CIAM will consider as not crossing the RSA. As a consequence, CIAM will not propose to close these CDRs in the AUP/UUP when the RSA is allocated or expanded.

Excluded CDRs are generally ATS route segments crossing the RSA but managed tactically by the AMC, and which do not require a closure by NOTAM. By default CIAM would propose these crossing segments for closure in the AUP/UUP when the RSA is allocated. To avoid that the AMC has to systematically delete these proposed closures from the AUP/UUP, it is possible to define the concerned route segments as Excluded CDRs in the relevant RSA(s).

Note that Excluded CDRs do not include a FL band, which means that the full vertical limits of the route overlapping with the concerned RSA are concerned.

An Excluded CDR can still be entered in the 'Manual CDRs' tab of the AUP/UUP if required.

Related Routes: See 6.3 - Lead AMC

### 4.1.6 CDR Expansion

Considers RELATED/CROSSING/OFFLOAD routes vertical limits.

The CDR expansion should trigger CROSSING or NEARBY or OFFLOAD routes as they are described, and not limit the update to the vertical limits of the allocated RSA. This can be done during the allocation of the area:
- Expand above allocation: if checked, indicates that the CDR expansion must go up to the upper limit of the CDR definition, even if this is outside the flRange of the RsaAllocation
- Expand below allocation: if checked, indicates that the CDR expansion must go down to the lower limit of the CDR definition, even if this is outside the flRange of the RsaAllocation

4.1.7 Availability

The availability corresponds to the periods of time when an RSA can be allocated. It is normally published in the national AIP as the period during which the RSA may be active. This data must be cross-checked by the AMC and/or the National ENV Coordinator.

The availability of an Elementary RSA (ERSA) is live updatable. The availability of a Composed RSA (CRSA) is derived from the availability of its composing Elementary RSAs (ERSAs), as the intersection of their availability periods. To retrieve this availability for a CRSA it is necessary to click on the 'Get availability' button.

It should be noted that RSAs with AUP category NAM (Non-AMC Manageable = Level 1 only) are generally not allocated explicitly in the AUP/UUP. In this case, the RSA is considered as implicitly allocated during its period of availability; in other words the RSA availability is the default allocation for a NAM.

4.1.8 Activation

The RSA activation includes a FL band (Lower/Upper FL), a start date and time, an end date and time.

Allocations from released AUPs/UUPs are automatically propagated to the corresponding RSA activation tables.

In case there exists a restriction with a dependant applicability referring to the RSA, the activation of this restriction will be based on the propagated times and levels.
Note that the RSA activation can also still be updated manually, even through a live update. However, the propagated RSA activation overwrites the manually input one for the concerned AUP/UUP validity period.

NM systems shall allow airspace reservations outside the AIP published times/vertical limits according to temporary modifications published via NOTAM. But NM ADS staff will not be responsible for checking existence as well as content of the NOTAM. NM systems do not process these NOTAMs. Hence this is entirely an AMC responsibility (Notam Check box shall be selected and flag “extendedVerticalLimits” to Restriction DependentApplicability shall be added).

FUA Restrictions shall apply to the modified limits and the automatic Route CDR expansion will apply to the modified limits. Only warnings will be returned.

Temporary expansion of RSA limits shall not modify the limits of the permanent RSA for download.

4.1.9 AMC-RSA Relationship

An explicit relationship must be entered between an AMC and an RSA to define the responsible AMC of the RSA. Each RSA must have one and only one AMC.

Based on this principle, in case of CBAs a lead AMC needs to be defined.

This relationship is entered in the Unit (type AMC) datasheet, Related Airspaces & Aerodromes tab.

This enables the responsible AMC to retrieve the available RSAs in their daily AUPs, and to allocate them. It also enables the display of RSA availability and allocation on the CHMI ASM monitor by selection of an AMC.

4.1.10 FMP-RSA Relationship

An explicit relationship can be entered between an FMP and an RSA to trigger the display of the RSA availability and allocation on the CHMI ASM monitor for a specific FMP. This relationship is entered in the Unit (type FMP) datasheet, Related Airspaces & Aerodromes tab.
4.2 Air Routes

4.2.1 Data Sources

CACD data includes ATS, RNAV and Conditional Routes as published in National Aeronautical Information Publications (AIPs), AIP Supplements, and NOTAM.

In addition, a NOTAM monitoring is performed by the CADF in order to process temporary ATS Route or CDR1 closures. These closures are input manually in the CACD by CADF staff.

CDR2 openings are automatically propagated from released AUPs/UUPs to the CACD air route definition and make these CDR2s available for flight planning.

4.2.2 CACD Air Route Datasheet

Air route definitions are available in CACD Air Route datasheets.

In particular, the route track portions Info tab includes:

- Basic air route definition in both directions (CDR portions down and CDR portions up panes);
- ATS route or CDR1 closures, as well as CDR2 openings (CDR Update pane).

Note that the day/time applicability of the selected lines in the CDR portions down/up is triggered by a right-click > Expand all portions.

The CDR update panel may include:

- CDR1 or ATS route segments with source NOTAM or AIP SUP and type CLOSE, which are input manually by CADF staff;
- CDR2 openings with source AUP or UUP and type OPEN, which are automatically propagated from the corresponding AUP or UUP when it is released.
### 4.3 FPL Buffer Zone (FBZ)

#### 4.3.1 Data Sources

**FPL Buffer Zone (FBZ)** is the associated airspace which may be applied to a reserved/restricted airspace. The FBZ defines the lateral and vertical limits for the purpose of submitting a valid IFR FPL when such areas are active or planned to be active.

An FBZ must always be published in the national AIP.

#### 4.3.2 Naming Conventions

The FBZ includes the volume of the owner’s RSA, and neither can be allocated at the same time or levels.

The ID of the FBZ is the owner’s RSA ID + Z (end character). Example:

Owner RSA: EFTSAJ03

FBZ: EFTSAJ03Z
4.3.3 Activation

The default active area (either the FBZ or the owner RSA) is implemented in the CACD and updatable on request of an AMC. This is done in the FBZ by setting the parameter ‘FBZ Default Active’ to Y (default active area is FBZ) or N (default active area is the owner RSA).

The objective of setting either the FBZ or the owner RSA as ‘default active’ is:

- For display purposes: in the CIAM AUP/UUP list of areas the default active area is displayed in blue, the non-default in black (note that once allocated they are displayed in green like any other allocated area).
- For the system to know which area to use in the implicit allocation of a non-AMC manageable area (NAM = ASM level 1).

4.3.4 Allocation

- Local Airspace management systems contain reservations overlapping in time and levels of the same area for different military activities.
- Information about RSAs and associated FBZs are used locally in order to inform simultaneously different types of Airspace Users interested in each of them for different purposes:
  - RSAs for Military users
  - FBZs for Civil users

- Allowing and supporting different allocations (RSA/RSA, FBZ/FBZ, RSA and associated FBZ(s)) to overlap with each other by time and/or level.
- Support that both RSA and FBZ are default for allocation. The tick box **Default For Activation** indicates whether an FBZ and/or its associated RSA is the default active for AUP/UUP processing.
In details:

- If *Default for Activation* flag is selected for a RSA or FBZ, then this area is the default active area within the RSA and its associated FBZ(s);
- There can be more than one default active RSA/FBZ within the RSA and its associated FBZ(s) but typically, only one RSA or FBZ is the default active;
- At least one RSA/FBZ within the RSA and its associated FBZ(s) must have *Default For Activation* flag selected.

Objectives:

- For display purposes: in the CIAM AUP/UUP list of areas, the default active area is displayed in blue, the non-default in black (note that once allocated they are displayed in green like any other allocated area);
- For the system to know which area(s) to use in the implicit allocation of a non-AMC manageable area (NAM = ASM level 1);
- Add warning message when FBZ is de-allocated while RSA is not;
- Support multiple FBZ associated to a single RSA. In this case, the FBZ Id will end with ‘Z’+ 1 numeric excluding 0 (i.e. EGD701Z1);
- UUP in DRAFT/READY status should trigger a warning if the RSA is cancelled and at least one associated partial FBZ remains active.

In case of partial overlap between Area and FBZ, such an overlap can be either horizontal or vertical.
4.4 No Planning Zone (NPZ)

ATC wants to forbid flights from entering parts of its sector (small area in orange) called No Planning Zone (NPZ). Those areas are published in the AIP and they are available in CACD as such.

Introduction of No Planning Zone – NPZ – concept in CACD, as a new sub-type of ERSA. Whenever a NPZ is active, FPLs will be rejected by IFPS if crossing this area.

NPZ and associated Restrictions are exported via B2B.

Creation of an NPZ:

Rules:
- Location Indicator: Country Code or “EU” in case of cross-border NPZ
- Airspace Indicator: “NPZ”[0-9][0-9][0-9][0-9]
- NPZ shall be an ERSA (no composed NPZ)
- NPZ can be of category AMA or NAM
- It can have no Offload, Nearby or Excluded routes associated to it
- NPZ cannot be a FBZ
- The related Restriction identifier shall end with “A” like “EBNPZ1A”

The availability of the NPZ is defined:
- In the tab “Availability” Preparation Area. NPZ’s are published in advance and input in the Preparation Area, based on the information of the AIP.

The activation of the NPZ is done:
- If Category NAM it is active by default but can be released by the AMC
- If Category AMA it is protected by the AMC through the AUP/UUP
4.5 FUA Restrictions

4.5.1 Data Sources

FUA Restrictions are used for RSAs published in the AIP and/or AIP Sup and are only created by the CADF/AD team on request of an AMC. As agreed in the 15th Joint ASMSG/RNDSG Session, the AMC must pass this request for an FUA Restriction to their internal ANSP RAD Coordinator for publication in the RAD Appendix 7.

4.5.2 FUA Restriction Types

An FUA Restriction is a Traffic Flow Restriction which has the same behaviour as an EU Restriction concerning FPL validation.

An FUA Restriction must have:

- A Reference location (an RSA or FBZ).
- Dependent applicability based on RSA or FBZ activation.
- A FUA Restriction ID starting with an RSA or FBZ ID and ending with the character ‘R’ (then S, T, U, V, W, X, Y. if there are multiple FUA Restrictions it should be followed by A.B.C..)(These letters won’t be published in RAD document Appendix 7). There is a limit of 10 characters in total.

Note: In case of more than 8 FUA restrictions per RSA, the NM RAD team in coordination with the relevant NRC’s and/or other NMOC Teams is authorised to use other letters starting with Q on reserved order (Q, P, M, N, etc...., but NO O and I).

In the dependent applicability of the FUA Restriction, the ‘FUA Default Active’ parameter (Yes/No) determines whether the FUA Restriction is active by default when creating an AUP/UUP. If required, the resulting activation or non-activation of the FUA Restriction in an AUP/UUP can be changed there by selecting or deselecting the corresponding checkbox.

A basic FUA Restriction will invalidate FPLs that have a profile calculated to be inside the airspace volume of the concerned area when it is activated in an AUP/UUP.

Examples of basic FUA Restrictions:

- EHR8R
- EHR8S

When more than one FUA restriction used for same RSA (different scenarios), the last letter used based on the following rules:

- R - describes the most restrictive limitation/s in RSA availability;
- S - describes the less restrictive limitation/s different from those under letter “R”;
- T, U, V, W, X, Y - same descending logic as for letter “S”.

Example of a complex FUA restriction (one scenario)
• EBTRANARA
• EBTRANARB

For this example, impossible to define the requested scenario with one FUA restriction (too complex). Two FUA restrictions created. The R stands for one scenario, the A and B indicates that we have a complex scenario.

Always both FUA restrictions applied in AUP/UUP.

Only EBTRANAR published in the RAD document Appendix 7.

4.5.3 Implementation of FUA Restrictions in CACD and usage in CIAM

RSA: FUA RS tab

In the image below, three FUA Restrictions have been created for the RSA EBD07C, but none of them have been set as ‘Default Active’ in the CACD, meaning that they will not be shown in CIAM as ‘Activated’.

![Image of FUA Restrictions table]

This activation setting in the CACD can be overruled in a CIAM (ASM tool) AUP/UUP by the AMC.

AUP/UUP RSAs tab

The activation or the FUA Restrictions (as defined in the CACD) can still be overruled in CIAM or any other ASM tool by the AMC, and each Restriction (even those not activated) must be confirmed by the AMC.

In the ‘RSA Allocation’ pane, the ‘FUA RS’ column displays the following information:

Blank: No FUA Restrictions associated with this RSA are active.

![Image of RSA Allocation pane]
Vink sign: All FUA Restrictions associated with this RSA are active.

Shaded square sign: Some, but not all, FUA Restrictions associated with this RSA are active.

**AUP/UUP Overview tab**

In the Overview tab, the active FUA Restrictions are displayed in the ‘FUA Restrictions’ pane.

The same convention is used in the ‘FUA RS’ column of the RSA allocations pane as in the RSAs tab (see above), and the following information will be shown.

Blank checkbox in the ‘FUA RS’ column and no highlighted restrictions in the ‘FUA Restrictions’ pane: No active FUA Restrictions exist for this RSA.

A Vink sign in the ‘FUA RS’ column and one or more highlighted restrictions in the ‘FUA Restrictions’ pane: All FUA Restrictions associated with this RSA are active.
A shaded square in the ‘FUA RS’ column and one or more highlighted restrictions in the FUA Restrictions pane: Some, but not all, FUA Restrictions associated with this RSA are active.

4.5.4 Multiple AS/RT for Restriction Dependant Applicability

It is possible for a Restriction Dependent Applicability to reference more than 1 Restricted Airspace (TSA, TRA, CBA, D, R, P) or CDR.

Addition of a composite dependent applicability table in Restrictions type H/S or PT.

How does it work?

- If FUA = ‘YES’, no change, there can be only one Airspace allowed, it shall be the reference location of the Restriction (as per today).
If FUA = 'NO', there can be at least one airspace or at least one route.

**Note:**
- In box Airspace, Airspace actually means "Airspace Activation".
- In box Route Portion, Route Portion actually means "Route Portion Availability".

Example FUA set to YES:
Example FUA set to NO:

- When operation is 'AND', it means “active together”, the dependent applicability corresponds to the **intersection** of the applicability’s derived for the combined element
- When operation is 'OR', the dependent applicability corresponds to the **union** of the applicability’s derived for the combined element
- When operation is 'NOT', it means "outside", the dependent applicability corresponds to the **inversion** of the applicability derived for the combined element
4.5.5 Difference between EU and FUA Restrictions

FUA Restrictions are used for RSAs published in the AIP and are only created by the CADF / AD Team on request of an AMC.

The AMC shall pass the request for an FUA Restriction to the relevant State / FAB / ANSP National RAD Coordinator (NRC) for publication in the RAD Appendix 7.

An FUA Restriction is a Traffic Flow Restriction which has the same behaviour as an EU Restriction concerning flight plan validation.

An FUA Restriction must have:

- A Reference location (an RSA or FBZ);
- Dependent applicability based on RSA or FBZ activation;
- A FUA Restriction ID starting with an RSA or FBZ ID and ending with the character ‘R’ (then S, T, etc. if there are multiple FUA Restrictions). There is a limit of 10 characters in total.

EU Restrictions are used for temporary events.

EU Restrictions are not published in the RAD but are available via:

- NOP portal as an .xls file, which is provided by the NM RAD Team;
- B2B.

An EU Restriction ID starts with “EU” followed by maximum 8 characters (EUTLP974A).

Similarly, to FUA Restrictions, EU Restrictions can have a dependent applicability based on an RSA allocation in an AUP / UUP, in which case they inherit its activation times and vertical limits.

In case of urgent required FUA restrictions (Safety issue), an AMC can ask CADF to create an EU restriction, which will remain in CADF for 3 AIRAC’s (End
The date of requested EU restriction will be implemented. This will give the AMC the time to coordinate, if the request is a permanent FUA restriction, with the RAD coordinator for publication in the RAD document.

**Actions**

AMCs shall send all requests for the creation of EU Restrictions to be used in the FUA context to the AD Supervisor.

These EU Restrictions shall then be entered into CACD, and will be visible in the FUA/EU pane of ASM Tools RSAs tab once an associated RSA has been allocated.

These Restrictions can be activated or de-activated by AMCs in AUPs/UUPs.
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5  FUA Temporary Instructions (FTI)

5.1  Background

The Flexible Use of Airspace Sub-Group (FUSG/ 22) asked the NM/CADF to review at regional AMCs/CADF workshops the day to day coordination problems and to find solutions through the application of appropriate procedures, if necessary on a trial basis, between the CADF and the AMCs.

FUSG/23 agreed to the use, on a nine-month trial basis from 1st February 1998, of the ‘FUA Temporary Instruction’ (FTI) procedure. After the successful trial, FUSG/26 agreed to formalise the ‘FUA Temporary Instruction’ (FTI) procedure.

ANT/18 approved the FTI procedure on 2nd February 1999 (see EUROCONTROL ERNIP Part 3 – ASM Handbook).

5.2  Basic AMC/CADF Procedures

The ASM Handbook covers all functions and associated ATM procedures that are needed to apply and fully exploit the FUA concept. It contains inter alias the AMC/CADF procedures as endorsed by the Network Operations Team (NETOPS).

These basic procedures are permanent, common to and binding for all AMCs and the CADF.

5.3  Temporary AMC/CADF Procedures

Operational instances may arise which, for the benefit of the users, require the CADF and AMCs:

a. To deviate temporarily from the basic procedures.

or

b. To apply a new procedure this has been considered beneficial by the experts of AMCs and of the NM/CADF prior to being endorsed as a new basic procedure.

or

c. To apply a new procedure this could be of temporary validity and/or of such operational impact, which would not justify its transformation into a permanent procedure.

These procedures are FUA Temporary Instructions (FTIs). FTIs will be agreed/applied by appropriate AMCs and the NM/CADF for all or for a part, of the FUA area.

5.4  FTI Process

Actions

In the event that an FTI is needed, the following steps shall be followed:
1. ASMSG, ODSG, or another group agrees on a change or on trial in regards to the ASM or an AMC approaches CADF with a request for temporary procedures, e.g. during a large-scale exercise.
2. NM assumes that the local AMCs (and when necessary, FMPs) are aware of, and in agreement with, the change or trial. This agreement shall be included within the safety assessment of the Flexible Use of Airspace Temporary Instruction (FTI) published by the NOS.
3. An FTI is drafted by NOS and/or the AMC concerned.
4. The draft FTI is reviewed and agreed by the AMC(s) concerned, OPL/ASM and AD SNOS.
5. The FTI is published provided that the NM safety statement is positive. In some cases a safety statement may be needed, and the OPL/ASM will be involved.
6. The FTI shall have a clear scope and time period of application.
7. The FTI will go to NM Instruction Team for NM Internal and Final review, numbering and internal NM publication and to the AMC(s) concerned for national publication.
8. The FTIs are published on the “OneSky Teams” ASM-SG/Shared Documents/CADF-AMC Operational Documents, and in a binder at the CADF position and in the local AMC Ops Manual.

5.5 Format and Subsequent Treatment

The format for the FTI, based on the present NM Operational Instruction, is available at Annex 1. The AOs will be addressed by AIM.

When an FTI is intended to be applied on a permanent basis, e.g. after a trial period, NM shall take action for submission to the next Airspace Management Sub-Group (ASM-SG) prior to potential incorporation in the ASM Handbook.

Once published in the ASM Handbook, the NM will inform the involved parties of the change of status of the FTI and the respective FTI will be cancelled.

5.6 Fields of Application

The NM shall be able to issue FTIs/AIMs in the following domains:

a. NM/CADF - AMC working procedures.
b. FUA/CACD matters (e.g. modification of data, etc.).
c. Use of the CIAM tool/ASM planning tools.
d. NM/CADF - AO relationship.
e. Changes in AMCs or CADF addresses.

The list of effective FTIs can be found on OneSky Teams.
6 LEAD AMC Concept

6.1 Scope

The need has been highlighted on various occasions of the requirement for the AUPs/UUPs to be harmonised and for the CADF to have a single point of contact, as already applied for Cross Border Ares (CBAs), for each cross-border CDR which extends through the area of responsibility of more than one AMC.

Consequently, some AMCs have agreed by means of an ‘AMC Co-ordination Letter of Agreement’ to delegate to a ‘Lead AMC’ on a route by route basis the responsibility for coordinating and publishing the harmonised availability of cross border CDRs.

In Annex 3 (published as a separated sheet on the “One sky teams”) are the cross-border CDRs concerned, affected RSAs, affected AMCs and for each of them the allocated Lead AMC.

Those cross border CDRs are described in the CACD as ‘Lead AMC routes. It is the responsibility of the AMC to advise the CADF about those segments and report modifications impacting those reported segments.

6.2 Procedure

Before 11:00 UTC on the day before the day of operation (Day-1) or 11:00 UTC on the last working day prior to a closing period of the Lead AMC (whichever is earliest), each AMC concerned will provide the national plan on availability for cross-border CDRs to the Lead AMC allocated to that CDR by phone, fax, AFTN or any other means.

In case of inconsistent plans, the Lead AMC, after having studied the problem, shall initiate the necessary coordination with AMCs concerned to achieve the required consistency in cross-border CDRs availability. Final results shall be achieved before 13:00 UTC.

On the day before agreed Busy Days, the Lead AMC coordination process requires particular attention in order to secure additional capacity by inviting the AMCs concerned to seek agreement on early access to sub-sets of cross-border weekend routes for the following day. To that end, two lists of internationally agreed busy days are published every year by the end of March in the form of a FTI for Level 2 Information.

6.3 Lead AMC Routes (Related Routes)

Lead AMC routes will be implemented as “Related routes” to the responsible AMC Unit.

The related Routes are route portions located outside the related NAS and the related RSA’s of the AMC, but for which the AMC is responsible.

The Related Routes input for a given AMC will enable this AMC to use these routes in their AUPs/UUP’s although they are located geographically in another
AMC’s area of responsibility. These route portions will become available in CIAM as “Manual CDR’s” in the AUP/UUP of the AMC.

In addition (to improve safety) a warning will be given when:

No matter which AMC starts the input (AUP/UUP) the other AMC will get a warning, who’s ever AUP is in higher status will trigger the warning for the other AMC AUP/UUP when they will promote or validate theirs.

In case the warning is received by Lead AMC, Lead AMC should take initiative and coordinate with AMC who changed availability of related route.

The warning popped-up at the beginning of the error list.

![Figure 3 - Warning Message](image)

6.4 Promulgation and Distribution of Information on Cross-Border CDRs Availability

The Lead AMC creates their national AUP/UUP for all the cross-border CDR according to the agreement, including the appropriate route extension within neighbouring FIR/UIR(s). Therefore, an AMC not designated, as Lead AMC shall not include any information in its national AUP/UUP on a cross-border CDR for which a Lead AMC is defined. The current procedures for CDRs other than cross-border CDRs 2 remain unaffected.

If the CADF has a query concerning one or more cross-border CDRs, the Lead AMC for the CDR concerned will be the sole contact point in each case.

Each AMC shall crosscheck the draft-AUP/UUP as far as its own contribution is concerned. The Lead AMC shall be responsible for checking the correct reflection of cross-border CDRs 2 availability in the draft-AUP/UUP.
6.5 Hours of Operation of AMCs – Delegation of Lead AMC Responsibilities

The hours of operations of the AMCs and the designation of an alternate ASM contact point in the event of their closure are specified in the appropriate page of the Supplement to the ASM Handbook.

Unless specified otherwise in bilateral/multilateral Letter of Agreements between AMCs, each AMC shall:

- Keep its neighbouring AMC(s) and the NM/CADF informed on national public holidays/non-operation days by plans of half a calendar year with a minimum of 14 days in advance.

   And

- Advise of any changes in the operational status of its facilities, which may affect the Lead AMC procedures.

If, due to a longer foreseen closing period or for any other operational reason, an AMC considers it is unable to assume its Lead AMC responsibilities, a delegation of the Lead AMC responsibility should be formally given to an adjacent AMC and notified to the CADF and the other AMCs concerned.

6.6 Additional Information

Lead AMCs and other AMCs are requested, when applying the above procedures, to report any problems encountered to the NM/CADF in writing.

6.7 LEAD AMC Live Updateable

The lead AMC concept already applies on cross-border RSAs and cross-border CDR2s; lead AMC cannot be modified outside AIRAC.

There is a need to improve capacity through more and better Flexible Use of Airspace.

There is a need to improve safety through better publication of Airspace usage.

➔ Need to promote and facilitate the establishment and usage of Cross Border Areas amongst different States to allow bigger flexibility and to facilitate transparent publication in AUP/UUP
Solution

Creation of an Airspace delegation time applicability table in Unit AMC.
- This table is live-updateable
- For a given Area, there is only 1 Lead AMC at a given moment in time:

```
<table>
<thead>
<tr>
<th>Airspace Id (*)</th>
<th>Start -&gt; End (Date)</th>
<th>Days</th>
<th>Start -&gt; End (Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUCBA10</td>
<td>2017/03/17 -&gt; 2017/03/18</td>
<td>----5--</td>
<td>06:00 -&gt; 10:00</td>
</tr>
<tr>
<td>EUCBA102</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

An FBZ shall be delegated exactly as its owning Area, otherwise you get the following error:

```
[ERROR] 18760: Amc ESAAZAMC: FBZ EUCBA102 does not have the same delegation applicability as the owner Rsa EUCBA10
```
The delegation applicability must be inside the RSA availability
No overlap between Delegation applicability of same and different AMCs
The system guarantees that a change in Lead AMC doesn’t invalidate any active AUP/UUP:
  o The Lead AMC delegation can only be changed when there is no AUP/UUP in status Ready (needs to demote to Draft) or Released
  o The Lead AMC delegation cannot be changed for dynamically created RSA
  o The Lead AMC delegation can be changed when an AUP exists in status Intent or Draft and validate any inconsistencies. This allows to prepare Draft AUP several days in advance

Procedure
The Lead AMC delegation of responsibility between 2 AMCs shall be done until 13.00 UTC (Win) / 12.00 UTC (Sum) for the next day from 06.00 UTC.
The involved AMCs notify CADF for implementation.


7 AMC/CADF Addressees

7.1 Scope

The list of AMC/CADF addresses that was initially published as a Supplement to the ASM Handbook is now published as separate data sheet (per AMC).

The list includes any general information necessary to conduct Airspace Management (ASM) coordination at Level 2 between national AMCs and the CADF.

Revised information on AMC addresses received from the States will be directly updated in the sheets available in the “One sky teams”.


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8 Training Material

An e-learning program relevant for AMC staff has been developed by EUROCONTROL. This program named ‘AMC Refresher Training’ is available on the Eurocontrol Training Zone.

The registration procedure for this program is explained on the NM website:

- www.eurocontrol.int/training > Courses and Training > AMC Refresher Training

The AMC Refresher Training program contains in particular a CIAM course with training material for CIAM users in the form of work-based examples presented in short animated modules.
A. FUA Temporary Instruction (FTI) Template

<table>
<thead>
<tr>
<th>FUA OPERATIONS</th>
<th>FUA TEMPORARY INSTRUCTION</th>
<th>Doc. ID: FTI/ YY-nnn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued on: DD/MM/YYYY By: xxx</td>
<td>Subject</td>
<td>Validity From: dd/mm/yyyy To:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOP Portal: Yes/No Briefing: Yes/No</td>
</tr>
</tbody>
</table>

**EXAMPLE FORMAT**

**Actions**

In the event that an FTI is needed, the following steps shall be followed:

1. ASMSG, ODSG, or another group agrees on a change or on trial in regards to the ASM or an AMC approaches CADF with a request for temporary procedures, e.g. during a large-scale exercise.
2. NM ensures that the local AMCs (and when necessary, FMPs) are aware of, and in agreement with, the change or trial.
3. An FTI is drafted by NOS and/or the AMC concerned.
   The draft FTI is reviewed and agreed by the AMC(s) concerned, OPL/ASM, AD SNOS and ASMSG group if FTI is affecting all AMCs. If only one or a few AMC(s) are affected, then the approval process is reviewed by OPL/ASM_/AD SNOS and impacted AMC(s).
   In all cases, ASMSG is in the loop.
4. The FTI is published provided that the NM safety assessment is positive.
   In some cases, a safety statement may be needed, and the OPL/ASM will be involved.
5. In case of the safety assessment outcome is classified as Types “A” and “B”, EASA approval is required before introducing a change or run a live trial.
6. The FTI shall have a clear scope and time period of application.
7. The FTI will go to NM Instruction Team for NM Internal and Final review, numbering and internal NM publication and to the AMC(s) concerned for national publication. In case of additional instructions are required for NMOC staff, an operational Instruction (OI) is required; a dedicated safety assessment shall be performed.
8. The FTIs are published on the “OneSky Teams” ASM-SG/Shared Documents/CADF-AMC Operational Documents, and in a binder at the CADF position and in the local AMC Ops Manual.

**TLP status**

The traffic light protocol (TLP) status must be indicated by the author. The default is set to white as it is shared information externally. Red, amber and green should not normally be used.

The use of the codes is explained as:
<table>
<thead>
<tr>
<th>RED</th>
<th>Highly sensitive, non-disclosable information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBER</td>
<td>Sensitive information with limited disclosure.</td>
</tr>
<tr>
<td>GREEN</td>
<td>Normal business information.</td>
</tr>
<tr>
<td>WHITE</td>
<td>Public information.</td>
</tr>
</tbody>
</table>
B. Appendix D of the ‘AMC Coordination Letter of Agreement’

Appendix D

Procedures for the Coordination of Cross-Border Areas and/or Conditions
Route Availability Prior to AUP Publication

List of routes/Airspaces published on the “One sky teams” as separated document. Will be reviewed at ASMSG meeting.

This will allow us to update the lead AMC data, whenever required.
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Abbreviations

Abbreviations and acronyms used in this document are available in the EUROCONTROL Air Navigation Inter-site Acronym List (AIRIAL) which may be found online:

http://www.eurocontrol.int/airial/definitionListInit.do?skipLogon=true&glossaryUid=AIRIAL.

Additionally, for ease of use listed below are those technical and non-technical acronyms, abbreviations, or mixture of these two which:

1. are not too specific to a specific domain or section in the NM;
2. are used in documents sent across NM sections or externally, or during meetings with people coming from different sections or from outside NM.

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Area Control Centre</td>
</tr>
<tr>
<td>AD</td>
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