

ENR 1.9 Air traffic flow management**ENR 1.9 Служба за контрола на протокот на сообраќајот****1.9.1 Introduction****1.9.1**

Within the ICAO EUR Region, a Centralised Air Traffic Flow Management (ATFM) service has been established to optimise the use of air traffic system capacity. This service is provided by the Eurocontrol Central Flow Management Unit (CFMU) in Brussels.

The day to day ATFM activity, in the airspace of the ECAC states, will be managed by the Flow Management Division (FMD) supported by Flow Management Positions (FMPs) established at the Area Control Centres and Flight Data Operations Division (FDOD).

The ATFM Service has three main phases of activity:

- a. The Strategic Phase - Strategic activities are research, planning and coordination activities carried out more than one week before the day of operation. These activities include identifying possible ATC overloads by comparing forecast traffic demand with ATC capacity values and planning appropriate remedial action.
- b. The Pre-Tactical Phase - Pre-Tactical activities are planning and coordination activities carried out during the day before the day of operation. These activities include the monitoring of planned air traffic demand, any resulting amendment to strategic remedial action, thus ensuring that the air traffic system capacity is not exceeded.
- c. The Tactical Phase - Tactical activities are those ATFM activities carried out on the day of operation. The main Tactical activities concern the imposition and execution of any ATFM measures necessary to tailor the demand within the air traffic system capacity on the day.

1.9.2 General**1.9.2**

The overall authority for the provision of the Air Traffic Flow Management in the Skopje FIR is delegated to the Eurocontrol Central Flow Management Unit (CFMU).

The CFMU is responsible for:

- a. ensuring traffic demand does not exceed the stated capacity of the sectors;
- b. ensuring that ATFM measures, when necessary, are applied in an equitable manner and in such a way as to reduce as far as possible the penalties to Aircraft Operators (AO).

In order to do this the CFMU applies procedures which:

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- a. are agreed internationally,
- b. are published in the corresponding CFMU documentation,
- c. have, within the FIR Skopje, the same status as procedures explicitly published in this AIP.

1.9.3 Responsibilities of The Air Traffic Services

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ATS provides a Flow Management Position (FMP) in ACC Skopje to liaise between ATC, local aircraft operators and the CFMU.

It should be noted that an ATFM slot (CTOT), if applicable, shall be included as part of ATC clearance. ATC at aerodromes shall ensure that flights adhere to departure slots issued by the FMD. TWR is responsible ATC unit for departure slots (CTOT) monitoring.

In accordance with the provisions of the Regional Supplementary Procedures, Europe (ICAO Doc.7030) and the ATFM Handbook (ICAO EUR Doc.003), flights which do not adhere to their slot shall be denied start-up clearance. However ATC shall make all efforts to enable departing flights to comply with the slot and flights shall not be prevented from departing due to small taxiing delays.

1.9.4 Responsibilities of aircraft operators

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Aircraft operators shall inform themselves of and adhere to:

- a. general ATFM procedures including flight plan filling and message exchange requirements,
- b. strategic ATFM measures (e.g. Route Availability Document (RAD)),
- c. current ATFM measures (e.g. Specific measures applicable on the day of the operation, promulgated by ATFM Notification Message (ANM)),
- d. departures slots (CTOTs) issued by the FMD.

1.9.5 ATFM documentation

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The general ATFM procedures which applied throughout the ICAO European region are published in ICAO Doc.7030, Regional Supplementary Procedures (Europe) and in ICAO EUR Doc.003 the ATFM Handbook.

Detailed CFMU procedures will be found in the CFMU Handbook obtainable from the Eurocontrol library, rue de la Fusee 96, B-1130 BRUXELESS, telephone 32 2 729 36 39, fax: 32 2 729 91 09.

1.9.6 Information on ATFM situation

ATFM measures are issued and forwarded by the CFMU via ATFM Messages (ANMs). Information relating to them are notified via ATFM Information Messages (AIMs).

These messages are issued generally late afternoon before the day of operation. These messages are received at the Aircraft Operators' offices which have direct contact with the CFMU either via SITA or a CFMU Terminal.

For those AOs who do not contact directly with the CFMU, information on current ATFM measures (ANMs and AIMs) are available at FMP Skopje and ATS Reporting Office (ARO).

1.9.7 FMP Tactical Operation

Flow controller in the Skopje FMP is responsible for the day to day monitoring of all ATFM measures affecting traffic entering, leaving or overflying the area of its responsibility, monitoring delays and FMD regulations to optimise traffic flow through ACC sectors.

The Flow controller will also undertake message exchange with the FMD on behalf of ATC or AOs when required.

1.9.8 ATFM Slot Allocation Procedures

The acceptance of a flight plan within the Integrated Flight Plan System (IFPS) will provide sufficient information for the provision of a CTOT (slot) if the flight enters a regulated area. The flight plan should be submitted to IFPS at least 3 hours before Estimated Off-Blocks Time (EOBT).

IFPS addresses:

AFTN address for sending flight plans and associated messages are:

EUCHZMFP
(initial flight plan processing unit, Bruxelles)

EUCBZMFP
(Bretigny initial flight plan processing unit)

The respective SITA addresses:.

BRUEP7X and **PAREP7X**

They should be addressed systematically to both of this units.

The FMD slot allocation process for an individual flight is initiated by the filing of a flight plan. Filing a flight plan is, therefore, the first action required of an AO.

The primary ATFM rule for flight plan filing, as defined in ICAO Doc 7030 is:

For flights likely to be subject to ATFM measures AOs shall submit Flight Plans at least 3 hours before the EOBT.

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At EOBT -2 hrs. the CFMU TACT system will send a Slot Allocation Message (SAM) containing a Calculated Take-Off Time (CTOT) for flights subject to regulation to the aerodrome of departure and AOs via AFTN or SITA.

CTOT is calculated adding to the estimated off-block time the taxi time and the delay, if a delay exists.

Revisions to or cancellations of the last issued CTOTs may be initiated by the FMD, the AO or an FMP on behalf of the AO. AOs requiring assistance should contact either the CEU Helpdesk or the FMP.

All CTOT revisions or cancellations are to be made using the ATFM message exchange procedures described in the CFMU Handbook.

In all cases, it is in the best interest of AOs to initiate prompt revisions/cancellations thus permitting the system to maximize use of available capacity and minimise delay. The later the revision is made the greater the probability of a delay.

It is not possible to amend the EOBT to an earlier time than the EOBT given in the flight plan using an Slot Revision Request (SRR).

In principle, to amend the EOBT to an earlier time than the EOBT given in the flight plan, a CNL message shall be sent to IFPS followed five minutes later by a new flight plan with the earlier amended EOBT.

1.9.9 Slot Monitoring

ATC is responsible for departure slot monitoring at departure aerodromes. There are, however, THREE requirements as follows:

- a. The ATFM slot, if applicable, shall be included as part of the ATC clearance. The ATC clearance should take account of an applicable slot;
- b. That ATC units responsible for departure slot monitoring shall be provided with the necessary information concerning the restrictions in force and slots allocated;
- c. Aircraft operators are responsible for informing themselves and adhering to:
 1. General ATFM procedures published by CAA and Eurocontrol, including flight plan filing and message exchange requirements;
 2. Strategic ATFM measures (e.g. Route Availability Document);
 3. Current ATFM measures.

In order to give the CTOT a more flexible application for ATC units, a tolerance of minus 5 minutes to plus 10 minutes is allowed.

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1.9.10 CFMU addresses**1.9.10**

CFMU addresses for sending TACT messages are:

AFTN: **EUCHZMTA**

SITA: **BRUEA7X**

1.9.11 Special processing request**1.9.11**

The insertion of an STS/... in field 18 of a Flight Plan will identify that a flight may require special handling. This indicator is for use by all parties which may have to handle the flight.

The current list of STS/ indicators recognised for ATFM purposes comprises:

STS/EMER - for flight emergencies,

STS/HUM - for flight operating for humanitarian reasons,

STS/HOSP - for officially approved medical flights,

STS/SAR - for search and rescue flights,

STS/HEAD - for flights carrying heads of state,

STS/STATE - for flights other than heads of state specially designated by national authorities,

STS/PROTECTED - for protected flights.

Note: if more than one abbreviation is necessary, they must be inserted into separate fields.

It should be noted that:

Only STS/HEAD, STS/SAR, STS/EMER and STS/ATFMEXEMPTAPPROVED will in future gain automatic exemption from ATFM measures.

Flights using only STS/STATE; STS/HUM or STS/HOSP will no longer automatically qualify the flight for exemption from ATFM measures.

Further information on the use of STS/ indicators for ATFM purposes may be found in the ATFM Users Manual published by the CFMU.

1.9.12 Rerouting**1.9.12**

The CFMU plan to inform users by ANM or AIM transmitted the day before, of rerouting possibilities for all flights.

User are strongly advised to take advantage of this information which could avoid them long delays.

General rerouting possibilities could also be given to users in real time who will be informed by an ANM message.

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For individual rerouting requests, communication between the user and the CFMU based on TACT messages has been planned.

Note: It is very important in case of approved rerouting for the user to cancel the initial flight plan (CNL) then file not less than 5 minutes after this cancellation a replacement flight plan stating same in square 18:RFP/Qn.

(n=1 for the first replacement, n=2 for a second replacement)

1.9.13 Flow Management Position Skopje (FMP Skopje)

1.9.13

Postal address:

M-NAV
FMP Skopje
P.O. BOX 9
1043Petrovec
Republic of Macedonia

Phone:

Tactical&Pre-tactical: ++ 389 2 314 82 50

Strategic: ++ 389 2 314 82 49

Fax: ++ 389 2 314 82 12

AFTN: LWSSZDZX

SITA: SKPAPYF

Hours of operation: **H24**

Person to contact: **Flow Controller**