ENR 1.9 AIR TRAFFIC FLOW MANAGEMENT AND AIRSPACE MANAGEMENT

1 AIR TRAFFIC FLOW MANAGEMENT (ATFM) STRUCTURE

1.1 SERVICE AREA

1.1.1 ATFM is a service established with the objective of contributing to a safe, orderly, and expeditious flow of air traffic by ensuring ATC capacity is utilized to the maximum extent possible and the traffic volume is compatible with the capacities declared by the appropriate ATC authority.

1.1.2 The State of Qatar has established an ATFM Unit in accordance with ICAO regional guidelines. The Qatar Civil Aviation Authority is responsible for the provision of the ATFM service in the airspace notified in ENR 2 and shall be known as the Doha ATFM Unit.

1.2 SERVICE PROVIDED

1.2.1 The Doha ATFM Unit shall balance demand and capacity in its area of jurisdiction. In this context, the unit is charged with the following tasks, in so far as they are applicable:

a) Issuance of flow management messages;
b) ATFM Measures;
c) Calculated Take-Off Time (CTOT) assignment and revisions;
d) Coordination with associated ATFM positions and contiguous ATFM Units/ACCs.

1.3 LOCATION OF UNIT

Address:	DOHA ATFMU Air Traffic Control Tower Complex Hamad International Airport P.O.BOX 73 DOHA STATE OF QATAR
Tel:	+974 4470 5431
AFS:	OTHHATFM
E-mail:	doha.atfm@caa.gov.qa
URL:	https://atfm.gov.qa

1.4 HOURS OF OPERATION

1.4.1 The Doha ATFM Unit operates H24.

1.5 SERVICE DOCUMENTATION

1.5.1 The service is provided in accordance with the provisions contained in the following documents:

a) ICAO MID Region ATFM Procedures Doc 014;
b) QCAR - Air Traffic Flow Management (Document available in the QCAA website);
c) ICAO Doc 9971.

2 TYPES OF FLOW MESSAGES AND DESCRIPTIONS OF THE FORMATS

2.1 ATFM notification messages, as promulgated by the Doha ATFM Unit will be sent by email and available online via https://atfm.gov.qa to the concerned units.

2.2 Email/online notification will be sent to all stakeholders to ensure awareness of implementation of ATFM measures, revision and cancellations.

3 PROCEDURES APPLICABLE FOR DEPARTING FLIGHTS

3.1 SERVICE RESPONSIBLE FOR PROVISION OF INFORMATION ON APPLIED ATFM MEASURES.

3.1.1 Information with respect to ATFM measures can be obtained from the Doha ATFM Unit and is available via ATFM Daily Plan (ADP) and online system.

3.2 FLIGHT PLAN REQUIREMENTS

3.2.1 Non-repetitive (ICAO) flight plans to/from or via Qatar Airspace shall be submitted to the appropriate ATS organization at least 3 hours before EOBT.

3.2.2 Changes in EOBT of more than 15 minutes and/or cancellation of Flight Plans shall be reported immediately to the appropriate ATS organization via DLA, CHG and CNL AFTN message.

3.3 SLOT ALLOCATION

3.3.1 Primary means: Any Calculated Take Off Time (CTOT) will be available via online tool.

3.3.2 Secondary means: If no access to online tool, a slot request can be made to the Doha ATFM Unit telephone number +974 4470 5431.

3.3.3 A slot request may be made no earlier than 2 hours but not later than 30 minutes prior to EOBT, using the following phraseology:

a) ... flight identification;
b) ... departure airport;
c) ... destination airport;
d) ... EOBT;
e) ... REQUEST SLOT.

3.3.4 Operators shall ensure compliance with the issued Calculated Take Off Time (CTOT).

3.3.5 If the assigned CTOT is no longer required or cannot be met, the operator shall inform the Doha ATFM Unit immediately (see section 3.3.2).

3.3.6 If the CTOT for the planned route results in a significant delay, an alternative routing to the same destination may be obtained on consultation with the Doha ATFM Unit.

4 AIRSPACE MANAGEMENT RESPONSIBILITIES AND PROCEDURES

4.1 GENERAL

4.1.1 The Doha ATFM Unit is responsible for the day-to-day monitoring, planning and co-ordination of all ATFM measures affecting traffic entering, leaving, overflying or remaining within the OTDF FIR. The Flow Management Position (FMP) is responsible for all co-ordination between ATC units and for providing ATFM support to Aircraft Operators.

4.2 RESPONSIBILITIES OF QCAA

4.2.1 QCAA provides a Doha ATFM Unit at Hamad International Airport to liaise between ATC, Aircraft Operators and Airport Operator.

4.2.2 ATC have the following responsibilities:

a) ATC is responsible for departure slot monitoring at departure aerodromes within OTDF FIR;
b) ATC units responsible for departure slot monitoring shall be provided with the necessary information concerning the restrictions in force and slots allocated;
c) ATC shall ensure that an ATFM slot, if applicable, is included as part of the ATC clearance;
d) ATC shall take account of an applicable slot when a clearance is issued;
e) ATC shall provide all possible assistance to Aircraft Operators to meet a CTOT or to co-ordinate revised CTOT; and
f) ATC may deny start up clearance to flights unable to meet their slots until co-ordination with the Doha ATFM Unit has been affected and a revised CTOT issued.

4.2.3 ATC is also responsible for monitoring flights compliance with departure slots (CTOTs) issued by the Doha ATFM Unit. A slot window of -5 to +10 minutes is available to ATC to optimize the departure sequence.

4.3 RESPONSIBILITIES OF AIRCRAFT OPERATORS

4.3.1 Aircraft Operators shall inform themselves of and adhere to:

a) General ATFM procedures including flight plan filing and message exchange requirements;
b) Strategic and pre-tactical ATFM measures;
c) Tactical ATFM measures (including specific measures applicable on the day of operation, as promulgated by ADP; and
d) Departure slots (CTOTs) issued by Doha ATFM Unit and procedures related to changes to CTOTs.

4.3.2 In order to comply with a CTOT, Aircraft Operators need to plan the departure of a flight so that the aircraft will be ready for start-up in sufficient time to comply with a CTOT considering the taxi time.

© QATAR CIVIL AVIATION AUTHORITY

4.3.3 Where a flight departs from an aerodrome with an Air Traffic Service Unit (ATSU), the Aircraft Operator or pilot should obtain information, prior to start up from ATS as to whether a CTOT affects their flight.

4.3.4 Where a flight departs from an aerodrome without an ATSU, or when the FPL has been filed with a Parent Unit, it is the Aircraft Operator or pilot's responsibility to determine whether a CTOT affects their flight. In this case, the Aircraft Operator or pilot should contact the Doha ATFM Unit before the aircraft departs.

4.4 ATFM PROCESSES

4.4.1 The emphasis for ATFM measures is changing from regulation (delaying aircraft on the ground) towards capacity management. Only when no other option is available will an ATFM measure be applied, and delays issued (Slot Allocation).

4.4.2 Alternative ATFM measures include the re-routing of aircraft both strategically and tactically.

4.4.3 Re-routing may include restricting the level of an aircraft to keep it out of a particular ATC sector. This is known as level capping.

4.4.4 Aircraft Operators (AOs) complying with a re-route or level capping requirement shall cancel any existing flight plan and re-file on the new route.

4.5 SLOT ALLOCATION PROCESS

4.5.1 When no other option is available, an ATFM measure will be applied by Doha ATFM Unit and departure times will be issued in the form of a CTOT.

4.5.2 The ATFM System is largely automated and functions from an Aircraft Operators point of view in a passive mode. There is, therefore, no requirement to request a slot as the act of filing a flight plan effectively constitutes a request.

4.5.3 Pre-planned or strategic ATFM measures are promulgated by Doha ATFM Unit one day in advance by ATFM Daily Plan (ADP). All changes and tactical additions are promulgated by ADP revision messages.

4.5.4 For flights subject to an ATFM measure, Doha ATFM Unit will notify airspace users (including the aerodrome of departure as well as the Aircraft Operator) via https://atfm.gov.qa.

4.5.5 Revisions to, or cancellations of, the last issued CTOT may be initiated by Doha ATFM Unit, the Aircraft Operator, or the ATC unit on behalf of the AO. AOs requiring assistance should contact either the Doha ATFM Unit (Tel: +974 4470 5431) or doha.atfm@caa.gov.qa.

4.5.6 All CTOT revisions or cancellations are to be made using the ATFM message exchange procedures.

4.6 FLIGHT PLANNING

4.6.1 The ATFM rules for flight planning, are:

a) For flights likely to be subject to ATFM measures Aircraft Operators shall submit Flight Plans to IFPS at least 3 hours before the EOBT;
b) AOs filing flight plans for flights within the MID ATFM area or from within the ATFM adjacent area and entering the ATFM area shall assume their flight is subject to ATFM measures and subject to the requirement to submit a flight plan at least 3 hours before EOBT;
c) AOs should be aware that late filing of a flight plan may lead to a disproportionate delay; and
d) It is also important that the EOBT of a flight is as accurate as possible.

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

4.7 COLLABORATIVE DECISION - MAKING CONFERENCE (CDM)

4.7.1 Airspace users and contiguous ATFM Units/ACCs are invited to participate in the daily CDM Conference at 0800 UTC. The conference is conducted using MS (Microsoft) Teams and a link will be provided on request to the Doha ATFM Unit via Email: doha.atfm@caa.gov.qa.

4.8 ATFM DAILY PLAN (ADP)

4.8.1 An ATFM Daily Plan will outline activities for the following day. The ADP will be published and sent via email to all stakeholders at 1000 UTC daily. The ADP will include the following but is not limited to:

a) Expected modes of operation for the next day;
b) NOTAMs that are expected to significantly impact capacity;
c) Demand and Capacity predicted for the next day of operation;
d) Any expected ATFM Measures; and
e) Any other significant information that may impact operations.

4.8.2 Operational ATFM inquires should normally be addressed to the Doha ATFM Unit as shown in section 1.3 .

4.9 MODIFICATION OF ESTIMATED OFF BLOCK TIME (EOBT)

4.9.1 It is a requirement for both ATC and ATFM that the EOBT of a flight shall be an accurate EOBT. This applies to all flights, whether subject to ATFM or not. Any change to the EOBT of more than 15 minutes (+ or -) for any IFR flight, shall be communicated to IFPS.

4.9.2 An Aircraft Operator (AO) should not modify the EOBT to a later time simply as a result of an ATFM delay. When an AO submits an amendment message (e.g. DLA or CHG) to IFPS, they must always give as an EOBT the earliest EOBT they may comply with. This time is not directly related to the CTOT notification on https://atfm.gov.qa. The EOBT should always reflect the time the AO wants to be off-blocks. The EOBT should always be changed if the original EOBT established by the AO cannot be met by the AO for reasons other than ATFM delay.

4.9.3 The procedure to be followed to modify the EOBT of a flight that has not received an ATFM CTOT is as follows:

a) To amend the EOBT to a later time, a DLA or CHG message shall be sent to IFPS; and

b) To amend the EOBT to an earlier time, a CNL message must be sent to IFPS followed five minutes later by a new flight plan with new EOBT indicated.

4.9.4 The procedure to be followed to modify the EOBT of a flight that has received an ATFMCTOT is as follows:

a) If the EOBT established by the AO has changed or is no longer realistic for reasons other than ATFM then the following procedure shall be used:
   1) If a flight has a CTOT that cannot be met, then the AO shall send a DLA message to IFPS with the new EOBT of the flight. This may trigger a revised CTOT.
   2) However, as ATFM systems are continuously seeking to give zero delay, the CTOT of the flight will never be earlier than the new EOBT plus the taxi-time.

b) If a flight has had a CTOT and now receives a Slot Cancellation Message (SLC), but the original EOBT can no longer be met, then the AO shall communicate the new EOBT by use of a DLA message. ATC/ATFM will now have the 'true' EOBT of the flight.

4.10 ATFM EXEMPTION PROCEDURES

4.10.1 It is possible for Flight Plan (FPL) originators to obtain exemptions from ATFM measures for certain flights through the use of STS/indicators in FPLs.

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

b) The current list of STS indicators recognized for ATFM purposes comprises STS/HEAD, STS/SAR, STS/MEDEVAC, STS/FFR, STS/STATE, STS/HUM, STS/HOSP; It should be noted that:
   1) Only STS/HEAD, STS/SAR, STS/MEDEVAC; and
   2) STS/FFR qualify for automatic exemption from ATFM measures.

© QATAR CIVIL AVIATION AUTHORITY