

**Airport Operations Information Management and CDM  
Applications Task Force  
Fifth Meeting  
Eurocontrol HQ, Brussels  
11-12 December 2002**

Chairman	Elisabeth Lagios	Eurocontrol / AOP
Secretary	Dave Hogg	Eurocontrol / AOP
Present	Alejandro Egido	AENA / ACI Europe
	Michel Noel	BIAC
	Graham Lake	ARINC
	Marc Matthys	Belgocontrol
	Philippe Jasselin	Thales ATM
	Karl Fesl	Frequentis
	Ton Van Der Veldt	IATA
	Len Hearnden	IATA
	Peter Stephenson	IACA
	Chris Christoyannis	IACA
	Phil Benstead	Raytheon
	Andreas Naujoks	Star Alliance
	Graham Howarth	ATKearney
	John Ward	Stasys
	Ted Jerrard	Star Alliance
	Peter Eriksen	Eurocontrol / EEC
	Marcel Richard	Eurocontrol / CFMU
	Werner Gottlinger	Eurocontrol / EEC
	Jean-Pierre Florent	Eurocontrol / EEC
	Velis Eleftheriou	Eurocontrol / AOP
	Peter Milkov	Eurocontrol / CRCO
	Georg Schneider	Eurocontrol / CRCO
	Patrick Warnier	Eurocontrol / CFMU
Apologies	Andrew Hill	Eurocontrol / ATD
	Carol Huegel	ARINC
	Bruno Laveissiere	ADP / CDG

## 1. Opening Remarks & Approval of the Agenda

The Chairman, Mrs Elisabeth Lagios welcomed members, thanking them all for their hard work over the year and outlining objectives for the future.

The proposed agenda was approved.

*Note. The CDM Review and Drafting Group meeting directly followed TF/5 and all actions and comments where applicable will be incorporated in these minutes.*

## 2. Minutes Approval & Review of Pending Actions

The minutes of CDM/TF4 were approved with one amendment:

- Action 4.4 should read Barcelona not Brussels

## **2.1 Review of Pending Actions**

The Table of Outstanding / Closed Actions were reviewed and agreed by all members to update and streamline accordingly.

**Action 5.1: CDM Secretary to action**

## **3. Airport CDM TF ToR (Terms of Reference)**

The Chairman described the EUROCONTROL ToR process to all members, explaining the difficulties incurred with originally forming the group. With the proven work remaining within the Airport CDM project the requirement to extend the ToR for a further three years was needed and invited all members to review the draft ToR.

All general comments are bulleted below:

- Clarifying CFMU commitment required
- Quantifiable objectives required
- Introduce success criteria
- Confirmed harmonisation with other Eurocontrol projects
- Introduce objectives for next level- European Network Level
- Confirm minimum number of European airports for Airport CDM implementation i.e. ten airports

**Action 5.2: CDM Chairman to make amendments by 13/12/02**

**Note- Revised ToR sent electronically to TF members 13/12/02**

## **4. Tentative CDM ECIP Objectives Level I,II and III**

The Chairman described the ECIP process to all members. It was confirmed that Level I objectives will be included for implementation in 2004-2008 and Level II & III draft definitions were to be reviewed. It was additionally confirmed that any amendments made to CDM ECIP Objectives Level I needed to be made immediately as they were being sent to AOT members for review six weeks prior to AOT/12 (4-6 Feb 2003)

All general comments are bulleted below:

- Continuity checks needed to be made to all levels
- Eurocontrol and CFMU lines of action required
- Text amendments required in all levels

**Action 5.3: CDM Chairman to make amendments by 13/12/02**

**Note- Revised ECIP sent electronically to CDM/TF members 13/12/02**

**ECIP Level 1 (official template) sent electronically to AOT members 20/12/02**

## **5. CDM / CFMU Task Force Status and Presentation**

It had been agreed at both the Slot Adherence Workshop and CDM TF/4 that more formal agreements were required between CFMU and the Airport CDM project. A small working group was established from members of CFMU, AOP, AO Liaison Cell and EEC with the objective of reaching agreement on requirements and to incorporate within the latest CFMU system (version 10.0).

Marcel Richard (CFMU) and the Chairman of the above group presented the draft information paper describing all findings to date and proposed format of DPI (3 types) and FUM messages.

Some clarification and general comments are bulleted below:

- DPI 3: initiates the slot allocation process based on FPL data
- DPI 2: not an operational message just informs CFMU of the AO intentions, without updating the slot. Updating the traffic prediction and facilitate flow management decisions
- Pending the unit responsible for sending DPI 2, defined as local CDM, DPI 3 is the responsibility of the AO & DPI 1 is the responsibility of the ATC TWR

- EEC suggested to facilitate an enhanced service offered to Aircraft Operators that the EOBT be replaced by ETOT. Harmonising with current and future Airport CDM trials on variable taxitimes.

The final report will be distributed to TF members by end Jan 2003 and presented to BIAC and Belgocontrol.

**Action 5.4: M. Richard / V. Eleftheriou to distribute final report end Jan 2003**

**Action 5.5: JP.Florent to make presentation to BIAC / Belgocontrol**

## **6. Paris CDG (Star Alliance) Project Plan**

Ted Jerrard gave a presentation to the TF members, outlining the difficulties they had faced in gaining approval for the project. The project objectives and Star Alliance Management Process were defined and the formal agreements from most partners to participate in the project had been gained.

Ted Jerrard invited Eurocontrol to participate in the project and appreciated the comments made by the TF Chairman describing the commitment from Eurocontrol would be different from other Airport CDM trials and would be more in a consultancy / advisory mode.

All general comments are bulleted below:

- CDM Project would benefit from 'Hub' Airport
- Benefit from data sharing in Star Alliance Network
- Good opportunity for slot swapping / shifting trials with CFMU

**Action 5.6: Meeting to be arranged between AOP/ HoU, TF Chairman and Star Alliance to Finalise commitment**

## **7. CDM Standard Definitions and Acronyms**

Milen Dentchev updated the TF on recent developments with reference to Standard Definitions and Acronyms. A meeting had been held in Nov 2002 to discuss the draft paper (presented to TF/3) with representatives from the LEONARDO project of the EC, CDM project of Brussels Airport, CDM projects of both APR and EEC, AAMS project and the CFMU. During that meeting inconsistencies in the Encoding Convention were discussed and agreed amendments were proposed. The group had decided to present them to the CDM TF, the AAMS Project Co-ordination Group and to the AOT/12 in Feb 2002.

Some TF members showed concern to the proposed changes as they had already adopted the original coding methodology into their local airport systems. However it was agreed harmonisation and standardisation was urgently required and higher bodies within the Agency e.g. PRU and/or RU and International bodies was needed.

**Action 5.7: M. Dentchev / Chairman discussion with Agency Higher Level Bodies**

## **8. Barcelona Live Demonstration & Trial Report**

Alejandro Egido and Werner Gottlinger made a joint live presentation and updated the TF members on the airport trial. Many positive remarks were made to the HMI and detailed questions asked. The trial status is bulleted below:

- Trial well on track
- Technical Acceptance end of Dec 2002 (small bugs and fine tuning needed)
- Operational trials to be completed end of Jan 2003
- BCA after CBA
- Positive remarks to the HMI 'Look and Feel" by Barcelona TWR / AO and Eurohandling
- KPI reports and measurements built into Information System

## **9. CBA Presentation ATKearney**

Graham Howarth gave a very detailed presentation. TF members made many positive remarks and asked detailed questions. It was agreed by all that this made an excellent foundation for agreed Performance Indicators. Graham is an active member of the CDM Review and Drafting Group and will be very involved with future direction on this matter.

## **10. CDM Review and Drafting Group**

The Chairman reported that during the EATMP Stakeholders meeting, the request was made for all EUROCONTROL documents to have three levels:

- Thin Top Layer for Higher Management and Government Agencies
- Middle Layer for Middle Management e.g. OCD
- Detailed Layer for Expert Level e.g. FRD

It was confirmed that the Review and Drafting Group would structure the CDM Application Manual in this format. A number of TF comments and actions are listed below and for information purposes the minutes / actions of the Review and Drafting Group meeting are shown:

- OCD Executive Summary should include short description identifying the network effect of CDM and how it links to the Gate-to-Gate Concept
- Airline and Airport operations Chapter Review in FRD
- Work under Way / Gap Analysis development
- Risk and Safety development including Project Risks / Implementation Risks and Risks of In-action (Note. Use of the Term Safety with caution)
- Generic set of KPIs Level I adding success criteria required urgently

**Action 5.8: IACA, BIAC & Star Alliance (Stasys) comments to Airport / Airline Operations for future edition of the OCD**

Decision / Action No	Description of Decision / Action
A.01	<p>The OCD and FRD had already been reviewed by the CDM/TF5. Additional comments provided by CFMU/MR. Actions from CDM/TF5 Meeting:</p> <p>EEC/PE and ACI/A. Egido to draft paragraph identifying the network effect of CDM and how it links to the G2G concept. by 13.12.2002 <b>Post meeting note:</b> Action closed</p> <p>AOP/EL clarified that the final version of both documents (attached hereto) were internal Eurocontrol deliverables with due date 30/12/02. Comments received late or during the TF meeting that would effect drastically the structure of the documents will be reviewed again by the Review /Drafting Group members for inclusion in the CDM Application Manual - Level I. Furthermore, AOP/EL specified the priorities for the Review/Drafting Group activities for 2003. The documents that have to be reviewed and finalised by 31.03.2003, in order to be included in the CDM Implementation Manual - Level I, are:</p> <ol style="list-style-type: none"> <li>1. KPIs</li> <li>2. Risk / Safety Assessment</li> <li>3. Gap Analysis &amp; Work Underway</li> </ol> <p>Work to be finalised at a later date:</p> <ol style="list-style-type: none"> <li>4. Generic MoU</li> <li>5. CDM Procedures</li> <li>6. Airport CDM Applications Manual</li> </ol> <p>AOP/EL underlined the need to agree on a generic set of KPIs for Level I, adding success criteria.</p> <p><u>Actions agreed by the Group - due date 20.01.2003 (contributions to be sent to Dave Hogg):</u></p>
A.02	ATKearney /GH (Generic), BIAC/MN (for BRU)and EEC/PE (for BCN) to provide input on KPIs
A.03	CFMU/MR to draft paragraph on safety (depending on improved traffic prediction accuracy)
A.04	EEC/PE to draft paragraph on safety (depending on Network efficiency and reduction in late airport Stand changes)
A.05	EEC/JPF to draft table on Risks of each application
A.06	ARINC to provide input on Work Underway- Gap Analysis (pending since CDM/TF4) and to draft a paragraph on Risk of Non-Action
A.07	AOP/VE to collate contributions and consolidate papers to be circulated before the next meeting.
A.08	AOP/DH to provide initial material of generic MoU

**Action 5.9: Review & Drafting Group Members to amend and action all above minutes**

## 11. Trial Update and Future Candidates

The Chairman and Peter Eriksen updated the TF members on the progress of each current airport trial. It was also confirm that all local Project Managers would be invited to future TF meetings and the opportunity for them to share their knowledge and trial benefits at the forthcoming Airport CDM Workshop planned in Barcelona in May.

The Chairman made it very clear that the main objective is to have Level I in place at all trial airports and then focus on specific constraints applicable to each airport e.g. weather disruption in ESSA / EFHK, enhanced co-operation ATC in LIMP, and crosswind limitations and taxitimes in EHAM. It is anticipated the next trial airport will be either French or British.

### **11.1 EBBR**

- Trial back on track after two month delay
- TOBT test phase commence Jan 2003
- Full trial Q2 2003
- Aviapartner joining trial
- Belgocontrol participating in pre departure sequence trials
- CFMU invited to check results and benefits
- CAMACA available for Taxitime calculation

### **11.2 ESSA / EFHK**

- Excellent Co-operation from both Airport Steering Groups
- Results trial phase 1 (interview phase) to be presented to Steering groups 28/29 Jan 2003
- Results available to TF members after local airport steering group acceptance
- ARINC to supply ACARS data to CRCO for testing
- Enhancing 'network' benefits by involvement from Copenhagen & Oslo
- TF Chairman attending presentations
- GMAT available for internal validation if required

### **11.3 EHAM**

- Local High Level Management meeting Dec 2002- Outcome TBA
- Anticipated re launch of project with amendments
- IATA / Lockheed Martin supporting Airport CDM trial

### **11.4 LIMP**

- Trial commences Feb 2003
- Phase 1 report due Jun 2003
- Current Information system very compatible with CDM trial
- Very co-operative local participation to date
- Other Italian airports invited to monitor trial development

## **12. CDM Website and Marketing**

### **12.1 Website (Portal)**

- Professional (external design) needed to enhance 'look and feel' during 2003
- TF minutes to be made available on site and only approved and final documents
- Agreed no open forum on site
- CDM brochure to be available on Website
- Portal needs to be more interactive

### **12.2 Marketing & Raising CDM Awareness**

- Airport CDM stand ATC Maastricht Conference & Exhibition Feb 2003 (Barcelona Live HMI Demonstration planned)
- CDM Presentation to Agency Staff (Looking into Neighbours Garden) Jan 2003
- CDM Presentation to SDE and DSA Jan 2003
- CDM Presentation to CFMU Management & Systems Development Feb 2003

### 13. Airport CDM Workshop Barcelona & TF/6

- Joint Workshop with EC (Leonardo) Project
- Postponed until May 2003 & TF/6 will follow

### 14. Summary of Actions

TF	Ref.	Responsible	Action	Due Date
2	2.3	EEC	BCN & BRU Cost Benefit Analysis	End 2002 / Q1 2003
3	3.9	Chairman / Andrew Hill (ATD)	CFD Master plan + Airport CDM requirements agreed + attend CFD / CDM TF Meetings when required	On Going
4	4.9	EEC / HQ and TF Members	Website development & Version Updates notified via email	On Going
4	4.11	Lake ( ARINC)	To provide additional information (action 4.10) prior to AOT/11	On Going
4	4.12	Lagios	Tentative ECIP objectives- CDM Application Level 1	Closed
4	4.16	Lagios / Hogg Eriksen / Egido	Co-ordinate Workshop in BCN and TF/6	On Going
5	5.1	Hogg	Review and streamline table of outstanding / closed actions	TF/5 minutes
5	5.2	Lagios	Airport CDM ToR amendments	13/12/02
5	5.3	Lagios	Airport CDM ECIP Objectives Level I,II & III amendments	13/12/02
5	5.4	Richard / Eleftheriou	All TF members comments reviewed by CFMU / AOP TF and final report distributed	Jan 2003
5	5.5	Florent	CFMU / AOP final report presentation given to BIAC / Belgocontrol	Feb 2003
5	5.6	Lagios / Star Alliance	Meeting to finalise input to CDG Project from CDM Project with AOP HoU	ASAP
5	5.7	Dentchev / Lagios	Higher Level Discussion required for Standardisation	ASAP
5	5.8	IACA / BIAC / Stasys	Comments to be made to OCD chapters with reference to Airline / Airport Operations for any future editions	03/02/03
5	5.9	Review and Drafting Group	Members to discuss / amend all comments and full responsibility for all actions.	20/01/03

### 15. Next Meetings

The CDM Secretary will confirm dates when finalised with Barcelona Workshop / EC.

**16. TF/5 Agenda**

<b>Item</b>	<b>Subject</b>	<b>Duration</b>
First Day		
1.	Opening Remarks & Introductions	1000 – 1015
2.	Approval of Minutes of the TF/ 4 Meeting & Pending Actions	1015 – 1030
3.	Review CDM TF ToR	1030 – 1045
	<b>Coffee Break</b>	<i>1045 – 1110</i>
4.	Review Tentative CDM ECIP Objectives Level I,II and III	1110 – 1145
5.	CDM / CFMU Task Force Status and Presentation	1145 - 1300
	<b>Lunch</b>	<i>1300 – 1400</i>
6.	Paris-CDG (Star Alliance) Project Plan- T. Jerrard	1400 - 1445
7.	CDM Definitions and Acronyms - Dentchev, Florent	1445 - 1515
	<i>Coffee Break</i>	<i>1515 – 1530</i>
8.	Barcelona Live demonstration and Progress Report – A. Egido. W. Gottlinger	1530 – 1615
9.	CBA Presentation – G. Howarth ATKEARNEY	1615 - 1700
Second Day		
10.	CDM Review / Drafting Group documents review and approval: a) OCD & FRD Level 1 Applications b) Work under way and gap analysis c) Safety & Risk management d) To Agree KPIs for Level I applications	0930 - 1100
	<i>Coffee Break</i>	<i>1100 – 1120</i>
11.	Remaining Trial Airport Updates & Future Candidates – Eriksen, Florent	1120 – 1145
12.	CDM Website & Marketing	1145 - 1210
13.	Barcelona Workshop & CDM TF/6	1210 - 1230
14.	Any Other Business	1230 - 1300