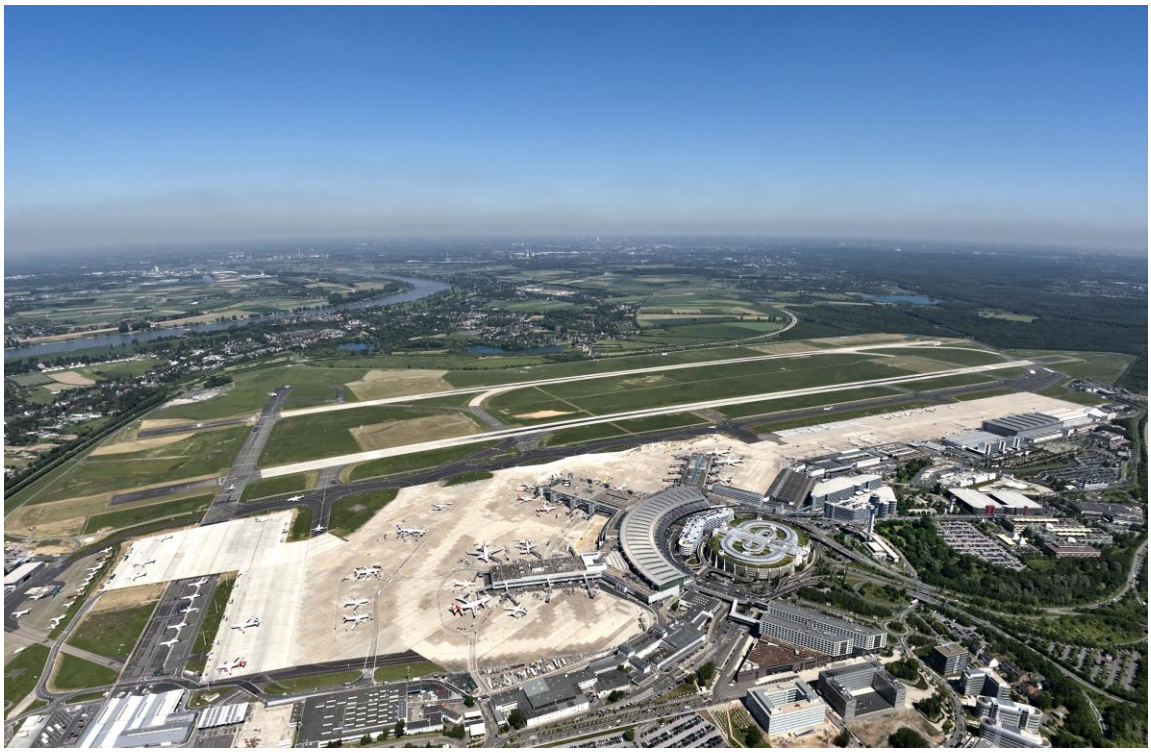
Airport
Collaborative Decision Making
(A-CDM)



AIRPORT-CDM
DÜSSELDORF AIRPORT

Flight Crew Briefing
English

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1. General

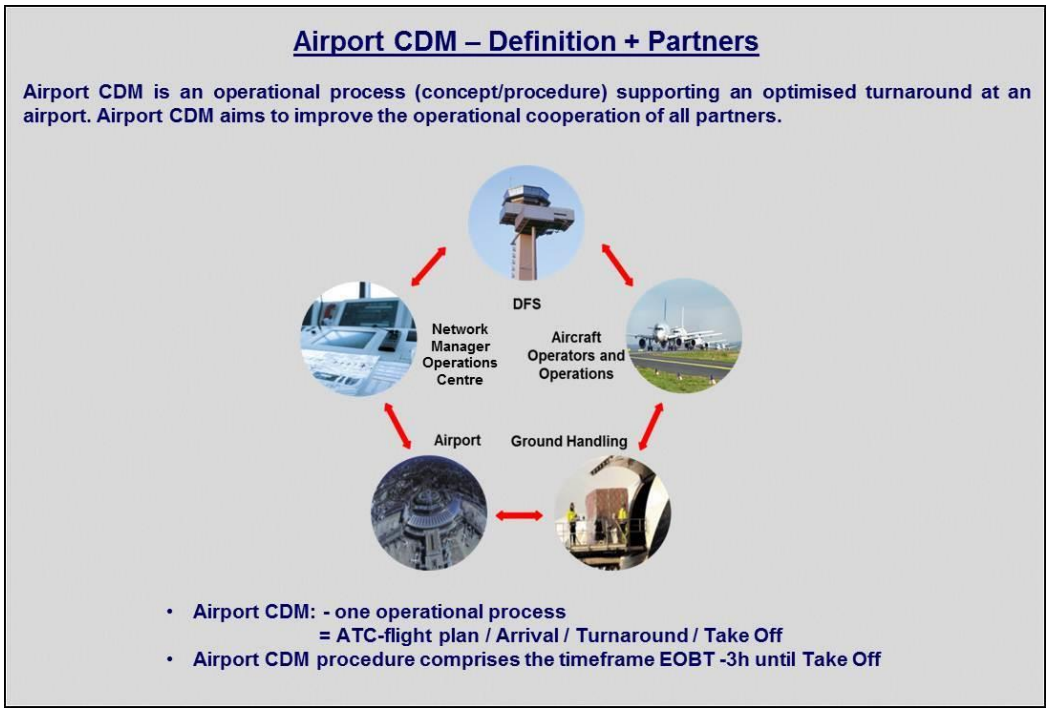
This document describes the airport collaborative decision making (A-CDM) process at Düsseldorf Airport. It is to be understood and used as information material for flight crews.

Together with the publications about Airport-CDM (AIP Germany, AIP AD2 EDDL and the airport user regulations FBO), this document is to ensure that Airport-CDM at Düsseldorf Airport is handled in an optimum way in the interest of all partners. A detailed description of the process is also available as a "brief description/process description".

This document entered into effect on August 16th, 2022 and supersedes any and all previous versions.

1.1. Definition

Airport-CDM facilitates the optimal handling of a turnaround process at Düsseldorf Airport. It covers the period of time between the Estimated Off-Block Time (EOBT) minus 3h and take-off and is a coherent process from flight planning (ATC flight plan) to landing and the subsequent turnaround on the ground until the next take-off.



Airport-CDM at Düsseldorf Airport is based on the European standard for Airport-CDM, the common specification for Airport-CDM (“Community Specification”) and the initiative "Deutsche Harmonisierung von Airport-CDM" (German harmonization of Airport-CDM).

2. Target Off-Block Time (TOBT)

TOBT is a reference time used for all ground handling processes except for aircraft pushback and de-icing. This time is used for coordination, since it is the best available time for that purpose.
TOBT is the prediction of “aircraft ready”.

2.1. Automatically generated TOBT

At fixed times, a TOBT for the linked outbound flight is generated automatically.

For flights which are not subject to a direct turnaround, the TOBT will be generated automatically at EOBT-90 minutes.

For flights which are subject to a direct turnaround, the TOBT will be generated automatically at TMF (Ten Miles Final) of the linked inbound flight.

A TOBT update of the TOBT responsible person is only possible after the AutoTOBT is available in the A-CDM tool.

2.2. Person responsible for TOBT

Airlines have to ensure:

- the nomination of one person responsible for the TOBT
- the communication with the relevant airline OCC (ATC flight plan/person responsible for the EOBT)
- the coordination of internal working procedures

The person responsible for the TOBT, generally the handling agent, the airline (for flights without handling agents) or the pilot in command/flight crew (for general aviation flights without handling agent) is responsible for TOBT correctness and adherence.

A wrong TOBT leads to disadvantages for further sequencing and/or CTOT allocation of regulated flights. Therefore, the TOBT has to be adjusted as early as possible.

2.3. TOBT input and adjustment

The following facts have to be taken into account for the input and/or adjustment of the TOBT:

- the earliest manual adjustment of TOBT can be made after it has been automatically generated
- the value of the manual TOBT update after AutoTOBT is only accepted between EOBT – 10 minutes and EOBT + 120 minutes
- TOBT can be adjusted as often as necessary until TSAT has been issued
- TOBT needs to deviate at least 4 minutes from the former TOBT value

- after TSAT has been issued, TOBT can only be corrected three times
- the entered TOBT has to be at least 4 minutes later than the actual time

As the TOBT is also the basis for further airport processes, adjustments of the TOBT (also if the process is completed more than 5 minutes in advance) are to be entered by the person responsible for the TOBT. Principally, an input of an antedated TOBT needs to be coordinated with the pushback contractor, if the A/C may not leave the stand on its own.

2.4. EOBT vs TOBT deviation

The TOBT is only supposed to be accepted 10 minutes earlier than EOBT. The advancement of the TOBT before EOBT shall be an exception.

If TOBT differs more than 15 minutes from EOBT of the ATC flight plan, the airline OCC needs to initiate a delay message (DLA). After having coordinated with the TOBT responsible person, the chosen EOBT should be analogue to the TOBT value.

After a Flight Suspension (FLS) first a TOBT (leading reference in the A-CDM data exchange) update should take place before updating the EOBT.

Please note: Airlines may subscribe to the EOBT Update Service of EUROCONTROL / NMOC for their flights departing from DUS. If you make use of this service, a local TOBT update of more than 15 minutes (parameter) after EOBT will automatically trigger a DLA message in IFPS (EUROCONTROL's flight plan system) and therefore set the adequate EOBT.

Contact: airport-cdm@eurocontrol.int

2.5. TOBT deletion

The TOBT has to be deleted in the following cases:

- TOBT is unknown (e.g. technical problems with the aircraft)
- the permitted number of TOBT inputs (3 times) after the generation of the TSAT has been exceeded

If the TOBT is deleted, the TSAT is automatically deleted as well.

If a new TOBT is known and the process shall continue, the person responsible for the TOBT has to enter a new TOBT.

2.6. TOBT in case of aircraft change

In case of an aircraft change an appropriate flight plan change message (CHG) needs to be submitted, but TOBT is kept and will automatically correlate with the new aircraft.

2.7. TOBT reporting channels

The TOBT is reported and/or adjusted in one of the following ways:

- web-based tool of sequence planner (Web-DUPLO)
- internal IT-system of the airline/the handling agent
- calling the ACC (Airport Control Center) of the FDG (Tel: +49 211 421 51011)

For General Aviation flights:

- by the handling agent
- by Jet Aviation for flights without handling agent (Tel: +49 211 421 7062)
- if none of the above is available, coordination can be affected by contacting Air Traffic Control (Tel: +49 211 4154 130 or 121,780 MHz)

2.8. TOBT display on positions provided with docking guidance system

Moreover, the TOBT and all TOBT updates will be announced TOBT – 30 min in UTC via the docking guidance system SafeGate® at the terminal positions and several remote stands including a TOBT countdown.

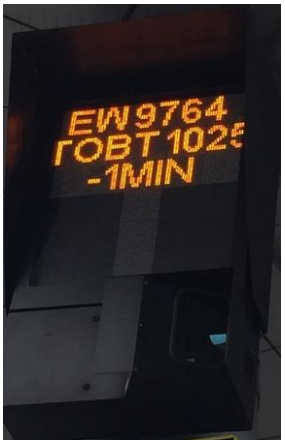
If TOBT has been reached, this line remains blank.

TSAT and all TSAT updates are displayed in UTC in as a ticker directly behind TOBT, if TOBT – 7 minutes has been reached.

If a TOBT was deleted by e.g. the TOBT responsible person, TOBT, TSAT and the countdown will disappear from the electronic display. „FLIGHT SUSPENDED - NEW TOBT REQUIRED“ will be published.

After a new TOBT entry by the TOBT responsible person and the re-sequencing of the flight TOBT and TSAT will be shown again.

Block Times (AIBT and AOBT) are displayed for 5 minutes.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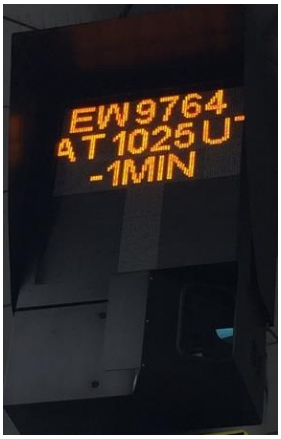
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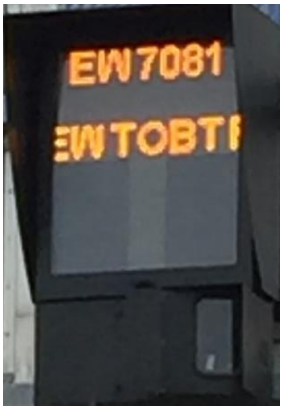
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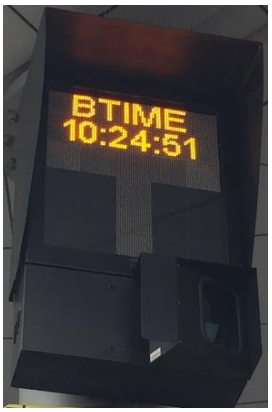
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3. Target Start-Up Approval Time (TSAT)

The TSAT is the target time for start-up approval according to the A-CDM procedure. The pre-departure sequence is based on the flights with a calculated TSAT. The TSAT is published 40 minutes prior to the valid TOBT. The TSAT is transmitted via the same communication channels than the TOBT.

Additionally, several A-CDM Airports offer an A-CDM app where TSAT and other important A-CDM information is shared. More information is available under point 6 at the end of this Flight Crew Briefing.

The TSAT and any changes to the TSAT are transmitted to the corresponding aircraft operator respectively to the person responsible for the TOBT who then forwards them to the flight crew / pilots. When the Datalink procedure (DCL) is used for clearances, TSAT will additionally be transmitted directly into the cockpit.

3.1. TOBT and TSAT handling in extreme situations

If TOBT and TSAT vary significantly, the person responsible for the TOBT can approach the TOBT to the TSAT in order to prevent an early boarding. The airline's/the handling agent's responsibility is to make sure that every ground handling process (incl. boarding) has been finalised at TOBT. Therefore, a sequencing of the flight before the approached TOBT is not feasible anymore.

4. Start-Up and Pushback

Start-up and pushback clearances are issued taking into account the TOBT and TSAT. The following rules shall apply:

- The aircraft has to be ready for start-up at TOBT
- In principle the timeframe for start-up approval and en-route clearance is TSAT +/- 5 minutes
    - The pilot should request start-up approval and en-route clearance TSAT +/- 5 minutes
    - Clearance Delivery issues the start-up approval and en-route clearance depending on TSAT and the current traffic situation
- The pushback/taxi clearance has to be requested not later than 5 minutes after the start-up approval has been issued
- In case of delays Clearance Delivery has to be informed. Otherwise, the TOBT will be deleted and has to be re-entered

4.1. Datalink Clearance - DCL

The published procedures and the time parameters published in the AIP AD 2 EDDL continue to apply to datalink departure clearances (DCL).

The TSAT is transmitted via CLD (departure clearance uplink message – issue of the start-up approval and en-route clearance by Clearance Delivery).

“Start-Up approved TSAT <hh:mm>“

If the TSAT changes after start-up clearance, no update of the DCL will follow. In this case the Aircraft Operator or the person responsible for the TOBT is in charge of passing on the actual TSAT into the cockpit.

The pushback/taxi clearance has to be requested at TSAT +/-5 minutes.

Beispiel:

DCL with Start-up approval and En route clearance	DCL only with En route clearance
CLD AN DLH4CM/MA 005A - /DUSDFYA.DC1/CLD 1347 070326 EDDL PDC 001 DLH4CM CLRD TO ESGG OFF 23L VIA MEVEL9T SQUAWK 2543 ADT MDI NEXT FREQ 121.900 ATIS H STARTUP APPROVED TSAT 09:00	CLD TSAT 09:00 AN DLH4CM/MA 008A - /DUSDFYA.DC1/CLD 1349 070326 EDDL PDC 001 DLH4CM CLRD TO ESGG OFF 23L VIA MEVEL9T SQUAWK 2543 ADT MDI NEXT FREQ 121.775 ATIS H STANDBY ON 121.775 FOR STARTUP TSAT 09:00

4.2. Changes within the sequence (swap)

After the TSAT has been calculated, the sequence of flights can be changed within the area of responsibility of the person responsible for the TOBT under specific conditions. Such changes have to be coordinated directly with Air Traffic Control (Tel: +49 211 4154 130).

4.3. De-icing

Aircraft de-icing is exclusively offered on remote de-icing areas at Düsseldorf Airport. Therefore, the aircraft needs to be fully ready at TOBT to taxi to the pad.
Whereas pre-de-icing during the night is realised on stand. This event is not part of the Airport-CDM process resp. the pre-departure sequence.

4.3.1. Remote de-icing

Aircraft de-icing times must not be taken into account for the calculation of the TOBT, because de-icing request and the approximately de-icing period will be the basis for the calculation of the TSAT. Therefore, de-icing should be requested as early as possible.

De-icing has to be requested not later than SUG. A de-icing request afterwards leads on the one hand to suspension of SUG and on the other hand to a new calculation of the TSAT taking de-icing into account.

4.4. Coordination with NMOC (Network Manager Operations Center)

The general NMOC (former CFMU) procedures remain the same.

In addition, during the turnaround process local Target Take-Off Times (TTOT) will be automatically calculated and transmitted to NMOC. In case of longer delay, which is under the responsibility of the airline, the standard CTOT allocation will apply, but will be fine-tuned by the local TTOT. Generally, NMOC will take the local TTOT into consideration for CTOT calculation and try to adjust it accordingly.

If an adjustment/extension is not sufficient, DFS (clearance delivery) offers to coordinate a new CTOT in consultation with the pilot in command/flight crew.

5. Aeronautical Information Publication (AIP)

The Airport-CDM procedure at Düsseldorf Airport is published in AIP Germany, Volume II, AD2 EDDL, section AD 2 “Local Traffic Regulations”.

6. Airport-CDM App

The Airport-CDM App is aimed exclusively at partners involved in the A-CDM process like airlines, ground handling services and handling agents. Above all, cockpit crews and ground handlers should be provided with the essential A-CDM information about their flight through the visualization of the data.

Users of this target group can download the app free of charge from the Apple App Store (iOS) and the Google Play Store (Android) using the search term “Airport CDM” or scanning the QR code to install it on their mobile devices.

7. Persons responsible for the process / contact persons

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