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Introduction

Manchester Airport is one of several European airports required to provide accurate predicted take-off time data to EUROCONTROL under the Airport Collaborative Decision Making (A-CDM) process. A-CDM replaces the former 'Advanced Tower' process, which automatically transmitted predicted take-off data from ATC EFPS via the AFTN network.

A-CDM introduces new systems, protocols, and secure B2B data links to enhance predictability, network efficiency, and environmental performance.

A-CDM is an airfield-wide process. All A-CDM-related timestamps are displayed on Safedock display screens. Implementation of A-CDM at Manchester Airport is mandated under UK legislation due to the airport's traffic volume within European airspace.

This procedure defines how Airport Collaborative Decision Making (A CDM) is managed, degraded (regressed), and re enabled at Manchester Airport to ensure safe, resilient, and predictable operations during normal and abnormal system conditions.

Scope

This applies to:

- Airfield Operations
- MAG Tech
- Air Traffic Control (NATS)
- Ground Handling Agents and FBOs
- Airlines and Aircrew
- Other Operational Stakeholders

It covers all A-CDM operational levels (LV1–LV4).

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A-CDM Definitions

Acronyms related to A-CDM and used within ACISP and supporting applications.

Acronym	Definition
ACGT	Actual Commence of Ground Handling Time
ACISP	Airport CDM Information Sharing Platform
ACM	Airfield Control Manager
A-CDM	Airport Collaborative Decision Making
ACL	Airport Coordination Limited
ACT	Aircraft Type
ACZT	Actual Commencement of De-icing Time
ADEP	Aerodrome of Departure
ADES	Aerodrome of Destination
ADIT	Actual De-icing Time (mins)
A-DPI	ATC/Actual-Departure Planning Information message (at AOBT)
AEGT	Actual End of Ground handling Time
AEZT	Actual End of De-icing Time
AGHT	Actual Ground Handling Time
AIBT	Actual In-Block Time
ALDT	Actual Landing Time
ANSP	Air Navigation Service Provider
AO	Aircraft Operator
AOBT	Actual Off-Block Time
AOC	Airport Operator Committee
AODB	Airport Operational Database (CHROMA)
AOT	Automatic Update of TOBT
ARDT	Actual Ready Time (for Movement)
ARR	Arrival
ARZT	Actual Ready for De-icing Time
ASAT	Actual Start Up Approval Time
ASBT	Actual Start Boarding Time
ASRT	Actual Start Up Request Time
ATC	Air Traffic Control
ATFCM	Air Traffic Flow and Capacity Management
ATFM	Air Traffic Flow Management
ATM	Air Traffic Management
ATOT	Actual Take Off Time
ATS	Air Traffic Services
ATTT	Actual Turn-round Time
AVDGS	Advanced Visual Docking Guidance System
AXIT	Actual Taxi-In Time
AXOT	Actual Taxi-Out Time
B2B	Business to Business (data shared via secure internet)

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BIBT	Best In Block Time
BOBT	Best Off Block Time
CDM	Collaborative Decision Making
C-DPI	Cancel – Departure Planning Information message
CHG	Modification message
CNL	Flight Plan Cancellation
CTOT	Calculated Take Off Time
DCL	Departure Clearance (Data link)
DEP	Departure
DIR	De-Icing Request
DLA	Delay message
DPI	Departure Planning Information message
ECZT	Estimated Commencement of De-icing Time
EDIT	Estimated De-icing Time (mins)
E-DPI	Early – Departure Planning Information Message
EET	Estimated Elapsed Time
EEZT	Estimated End of De-icing Time
EFPS	Electronic Flight Progress System
EGCC	Manchester Airport ICAO code
EIBT	Estimated In-Block Time
ELDT	Estimated Landing Time
EOBT	Estimated Off-Block Time (Flight Plan Reference)
EOBTatc/EOBTa	ACISP reference to the ATC (Flight Plan) version of EOBT
EOBTlocal/EOBTl	Local input of an EOBT reference used in A-CDM calculations
EOBTcalc/EOBTc	A calculated EOBT value based upon the EIBT + turnaround (EOBT)
ERZT	Estimated Ready for De-icing Time
ETO	Estimated Time Over
ETOT	Estimated Take Off Time (FPL + default taxi)
ETTT	Estimated Turn-round Time
EXIT	Estimated Taxi-In Time
EXOT	Estimated Taxi-Out Time
FIDS	Flight Information Display System
FIR	Flight Information Region
FIR/FIRT	Flight in Range Time
FLS	Flight Suspension message
FNLT	FINALS Time
FPL	Filed Flight Plan
FUM	Flight Update Message
GH/GHA	Ground Handler
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
IFPLID	Flight Plan ID
IFPS	Integrated Initial Flight Plan Processing System
IFR	Instrument Flight Rules
KPI	Key Performance Indicator

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LoA	Letter of Agreement
LVP	Low Visibility Procedures
MAN	Manchester Airport IATA code
MDI	Minimum Departure Interval
MM	Milestones
MOT	Manual Update of TOBT
MTT/MTTT	Minimum Turn-round Time
MVT	Movement message
NATS	National Air Traffic Services
NM	Network Manager
NMOC	Network Manager Operations Centre
PAX	Passengers
PDS	Pre-departure sequencer
PIBT	Public In Block Time
POBT	Public off Block Time
PRD	Production (version of software)
REA	Ready message
REG	Aircraft Registration
REJ	Rejection message
RFP	Replacement Flight Plan
RIDS	Ramp Information Display System (Safedock screen)
RTOT	Requested Take Off Time
RWY	Runway
SAM	Slot Allocation Message
SAM	SafeControl Apron Management software
SIBT	Scheduled In-Block Time
SID	Standard Instrument Departure
SIT1	NMOC Slot Issue Time
SLC	Slot Cancellation message
SOBT	Scheduled Off-Block Time
STTT	Scheduled Turn-round Time
T-DPI	Target - Departure Planning Information message
TLDT	Target Landing Time
TOBT	Target Off-Block Time
TSAT	Target Start Up Approval Time
TTOT	Target Take Off Time
VFR	Visual Flight Rules
VTT/VTTT	Variable Taxi Time

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A-CDM Alarms

Within ACISP, A-CDM alarms will alert users of the issues described in the table below.

Alarm	Description	Recipient(s)	Reason(s) for alarm	Recommended action
CDM01	No Airport Slot Available, or Slot already correlated	Message sent to AO/GH	FPL cannot be correlated with an existing Airport Slot.	GHA to advise airline to clear airport slot with ACL.
CDM02	SOBT vs. EOBT discrepancy	Message sent to AO/GH	Initial EOBT falls outside of permitted SOBT window (SOBT must equal initial EOBT).	GHA to advise airline to adjust airport slot with ACL or refile FPL
CDM03	Aircraft Type discrepancy	Message sent to AO/GH and Airport Operator	• Airport Database and the ATC Flight Plan have different aircraft type • Airport Database identifies a discrepancy with another source, e.g. movement message or FUM • Type change occurs and the FPL and the airport system differ (e.g. flight plan shows B772 while ACISP shows B744).	AO/GH to confirm which data is correct and either re-file the FPL or get the Airport Database updated through local procedures.
CDM04	Aircraft Registration discrepancy	Message sent to AO/GH and Airport Operator	• Airport system identifies a discrepancy with another source (e.g. movement message or FUM) • Registration of the inbound aircraft does not match the planned aircraft rotation	GH to update ACISP with correct aircraft registration or AO update the FPL
CDM05	First Destination discrepancy	Message sent to AO/GH	• if discrepancy not resolved locally at the airport • First destination discrepancy can occur between Airport Operator information	GH to update Chroma with correct aircraft routing or AO update the FPL

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			and FPL due to operational reasons, such as fuel stops or diversions.	
CDM06	Non-Airborne Alert	Message sent to AO/GH	When a flight did not take off from outstation based on ETOT outstation + EET from ATC Flight Plan compared to EIBT at DEST.	GH input an EIBT or "Next Info" time i n ACISP to reflect the delay or AO delay inbound flight plan.
CDM07	EIBT + MTTT discrepancy with EOBT	Message sent to AO/GH	When inbound flight EIBT and turn-round MTTT is later than EOBT +15 minutes and could affect outbound leg.	GH update EIBT or "Next Info" time in ACISP to reflect the delay or AO delay flight plan.
CDM07 a	EIBT + MTTT discrepancy with TOBT	Message sent to AO/GH	When inbound flight EIBT and turn-round MTTT is later than TOBT +6 minutes and could affect outbound leg.	GH review EIBT and TOBT time in ACISP to resolve discrepancy.
CDM08	EOBT Compliance Alert	Message sent to AO/GH	When confirmed TOBT is outside EOBT ± 15 minutes window.	GH and AO to ensure TOBT and EOBT alignment.
CDM09	Boarding Not Started	Message sent to AO/GH	When boarding has not started at a time parameter agreed locally before TOBT and therefore TOBT may not be achieved.	AO/GH will take action as defined in local procedures
CDM10	TOBT Rejected or Deleted	Message sent to AO/GH	When the TOBT has been deleted (e.g. to inform remote airline operations, or in case when the maximum number of TOBT updates is exceeded).	A new TOBT is required
CDM11	Flight not Compliant with TOBT/TSAT	Message sent to AO/GH	• When the flight is not informed ATC ready by TOBT +6 minutes. • When the flight has not started or pushed by TSAT +6 minutes.	Enter a new TOBT to trigger re-sequencing of the flight

CDM11a	Flight not compliant with TOBT for de-icing	Message sent to AO/GH or de-icing co-ordinator	When the flight is ACZT? Deviating from TOBT +6 minutes.	Enter a new TOBT to trigger re-sequence of flight (and update de-icing co-ordinator). To be aligned with de-icing procedures
CDM12	TSAT not respected by ATC		When the flight not started or pushed (ASAT) by TSAT +6 minutes.	
CDM12a	Missed TSAT	Message sent to AO/GH	When the flight not started or pushed (ASAT) by TSAT +6 minutes.	
CDM13	No ATC Flight Plan Available	Message sent to AO/GH	AO cancels the ATC FPL, even when Ground handling / turn-round takes place (e.g. change of route or EOBT in the FPL)	File FPL or cancel/delay slot
CDM14	Automatic TOBT Generation not Possible	Message sent to GH	First TOBT cannot be automatically generated because TOBT + taxi time EXOT is later then CTOT.	Manual input of TOBT required and/or re-file flight plan to correct CTOT

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Accountabilities

Director of Aerodrome Operations (Accountable Manager)

The Director of Aerodrome Operations, reporting to the Chief Operating Officer, is accountable for defining, deploying, and maintaining the resources required to achieve and sustain A-CDM compliance with EUROCONTROL.

Head of Airfield Operations and Airfield Operations Manager

The Head of Airfield Operations (or nominated deputy) is responsible for ensuring that Airfield Operations manage and maintain A-CDM standards

Airfield Operations Duty Manager (AODM)

The AODM is responsible for on-shift compliance with A-CDM operational requirements, liaison with ATC during capacity constraints, management of the Pre-Departure Sequencer (PDS), initial triage of A-CDM issues, and the management of A-CDM regression and re-enablement.

Airfield Operations Lead (AOL)

The AOL will assist the AODM in their responsibilities and may act on their behalf as instructed by the AODM. The AOL will also conduct turnaround and performance audits with ground handlers for A-CDM compliance

Airfield Performance Leads

Airfield Performance Leads are responsible for achieving and maintaining EUROCONTROL compliance, including system ownership, configuration, documentation, performance reporting, governance, training, and airport-wide coordination of A-CDM.

Airfield Control

Airfield Control are responsible for day-to-day monitoring and management of A-CDM processes, including ACISP data integrity, flight plan clearing, runway and LVP settings, Safedock data control, KPI monitoring, contingency implementation, stakeholder liaison, and system updates across ACISP, AODB, and the Community App.

Airfield Safety and Compliance Officer (ASCO)

ASCOs are responsible for conducting audits on the airfield that ensure the Safedock system is displaying A-CDM data correctly and report to the AODM/AOL.

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Air Traffic Control (NATS)

ATC are responsible for managing arrivals and departures using A-CDM protocols, operating EFPS in TSAT or EOBT mode as appropriate, managing READY status, coordinating remote holds, and working collaboratively with the AODM to manage the PDS and Airfield Control to optimise runway throughput via PDS settings.

Ground Handling Agents and FBOs

GHAs and FBOs are responsible for managing flights within ACISP, maintaining accurate TOBT that reflects the end of the departure phase, inputting registrations, de-icing data, and flight estimates, responding to A-CDM alarms, and ensuring alignment between TOBT and Flight Plan EOBT. as well as keeping other AODB related times accurate.

Airlines and Aircrew

Airlines and aircrew are responsible for flight plan compliance, TOBT and TSAT awareness, READY reporting, coordination with handling agents, and adherence to A-CDM procedures as published in the AIP, Conditions of Use, and NOTAMs.

Other Operational Stakeholders

All other turnaround partners must advise GHAs promptly of any issues impacting TOBT compliance. While these stakeholders do not edit ACISP data directly, they monitor A-CDM timestamps via Safedock RIDS and the Airport Community App.

MAG Tech

MAG Tech including IT service desk and MAG Tech product owner(s) of A-CDM remain responsible for the technical upkeep, maintenance and upgrade of the A-CDM systems, including ACISP, SAM and PDS

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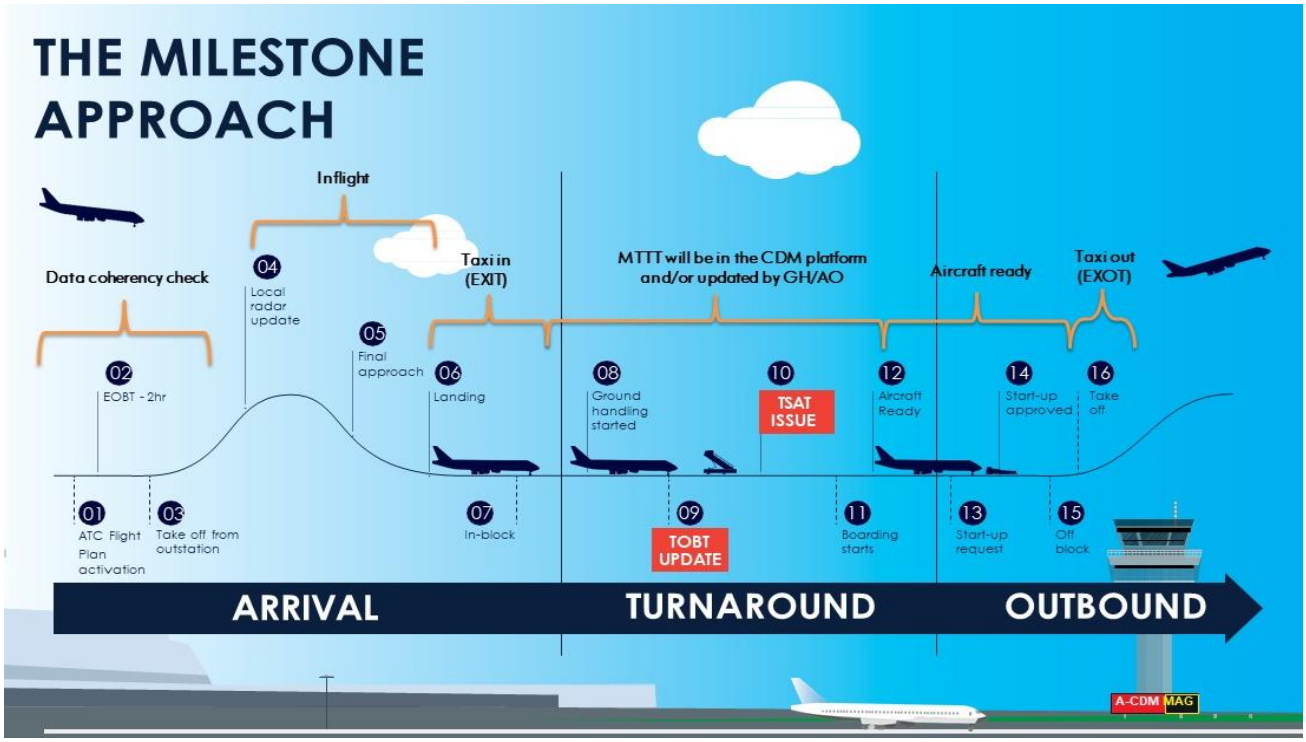
How A-CDM Works

The Milestone Approach

The A-CDM process is defined by a set of milestones which are events or targets used to track flight progress from initial planning to take off and identify any deviations from that flow. EOBT is the airline Flight Planned time for the proposed departure (off stand) and is a mandated requirement to enable a flight to operate in controlled airspace. TOBT is the airport submitted time for the proposed pushback (off stand). There are 16 possible milestones leading up to each departure (take-off) of which 14 are currently being implemented in MAG processes:

Milestone	Description	Time reference	Implemented?	Information source
1	ATC flight Plan activation	3 hours before EOBT	Y	Network Manager
2	EOBT -2hr	2 hours before EOBT	Y	Network Manager
3	Take off from outstation	ATOT from outstation	Y	Network Manager
4	Local radar update	30 mins before ELDT	Y	System calculation
5	Final approach	8 miles from touchdown	Y	Radar/Chroma
6	Landing	ALDT	Y	EFPS
7	In-block	AIBT	Y	GHA / AVDGS / EFPS
8	Ground Handling starts	ACGT	N	No source available
9	TOBT update prior to TSAT	~90 mins before EOBT	Y	Auto calculation by ACISP or manual input by GHA
10	TSAT issue	40 mins before TOBT	Y	PDS
11	Boarding starts	ASBT	N	No source available
12	Aircraft ready	ARDT	Y	EFPS
13	Start-up request	ASRT	Y	EFPS
14	Start-up approved	ASAT	Y	EFPS
15	Off-block	AOBT	Y	EFPS / GHA / AVDGS
16	Take off	ATOT	Y	EFPS

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Visual representation of the Milestone Approach

Milestone 1: ATC Flight Plan Activation (FPL) 3 hours before EOBT

A check to confirm that an ATC flight plan exists, and the filed time (EOBT (EOBTatc)) is consistent with the airport slot (SOBT). This check is performed 3 hours before EOBT and initiates the A-CDM process for a departing flight.

If no flight plan or airport slot is found, or if either has data discrepancies (destination, aircraft type, registration, SOBT vs EOBT) stakeholder operations will be alerted via CDM alarms and, if possible, will resolve the issue.

If the issue cannot be resolved, airfield operations may send a notification to the Airline or GHA responsible for corrective action - otherwise ACISP will send an early departure planning information message (E-DPI) to Network Manager to confirm the flight's operation. This is the first stage of departure prediction.

Milestone 2: coherency check 2 hours before EOBT (AOT)

A check to see if the predicted TOBT is consistent with the flight plan departure time (EOBT) and to see if a slot restriction has been applied (CTOT) by the Network Manager. This check is performed 2 hours before EOBT. TOBT may not have been issued at this time, but it's the earliest that it can be.

A consistency check between TOBT and EOBT times is performed, accounting for estimates including the expected arrival and turnaround times. EOBT must remain within 10 minutes of TOBT otherwise an alert will be sent to the AO/GH for one or the other to update the flight plan.

The ACISP will display any network imposed take off restrictions (CTOT) that may have been issued. If all data is within tolerance, ACISP will send a target departure planning information (T-DPI-t) message to the Network Manager proposing a more accurate prediction of departure. Any loss of EOBT to TOBT link from Milestone 2 onwards may prevent the flight being given permission to start up.

Milestone 3: Take-off From Outstation (TFO)

When a flight has departed from its outstation, a flight update message is received from Network Manager to confirm it is airborne. This milestone can occur before milestones 1 and 2 for arrivals that have a flight time of more than 2 or 3 hours. The ACISP Flight Status changes from SCH to AIR.

Automated updates to the TOBT may occur if inbound flight estimates (EIBT) plus the minimum turnaround time (MTTT) are later than the current predicted TOBT (+5 mins). ACISP may generate an updated T-DPI-t if the predicted target take-off time (TTOT) changes by more than 5 mins.

Milestone 4: Local Radar Update (FIR/FIRT)

As consistently accurate radar data is not yet available for this, a calculation is made by ACISP 30 minutes before the ELDT from flight update messages provided by the Network Manager. This timestamp is the Flight in Range Time (FIRT) measure but is not currently taken direct from a radar feed. The ACISP Flight Status updates from AIR to FIR.

Any changes to the EIBT and predicted TOBT may result in alerts being generated if set tolerances are exceeded. TTOT changes of more than 5 minutes will result in an update T-DPI-t being sent to Eurocontrol.

Milestone 5: Final Approach (FNL/FNLT)

When the arriving aircraft is ~8 miles from touchdown, FNLT is activated through a radar interface to Chroma and ELDT & EIBT may be updated based upon system settings. The ACISP Flight Status updates from FIR to FNL.

Any resultant changes to the EIBT and therefore the predicted TOBT (by adding MTTT) may result in alerts being generated if alarm tolerances are exceeded. TTOT changes of more than 5 minutes will result in an updated T-DPI-t being sent.

Milestone 6: Landing (LAN/ALDT)

ALDT is captured by ATC in EFPS as the aircraft touches down on the runway. The ACISP Flight Status updates from FNL to ARR. Milestone TXI is triggered.

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Any resultant automated changes to the EIBT and therefore the predicted TOBT may result in alerts being generated. TTOT changes of more than 5 minutes will result in an updated T-DPI-t being sent.

Milestone 7: In/On-block (IBK/AIBT)

The time that an aircraft arrives in block at a given stand. There are several prioritised sources. The ACISP Flight Status updates from ARR to IBK. Milestone ONB is triggered.

Any resultant changes to the predicted TOBT may result in alerts being generated.

TTOT changes of more than 5 minutes will result in an updated T-DPI-t being sent to Eurocontrol.

If AIBT has not been populated, Airfield Control are required to populate this in ACISP.

Milestone 8: Ground Handling Starts

Ground handling start time. This milestone is not used as it is not mandatory, and no accurate data source is available. ACISP currently uses a default of assuming this is the same time as actual in block time (AIBT).

Milestone 9: TOBT update prior to TSAT (MOT)

Manual update of TOBT prior to TSAT.

TOBT auto-populates at max of EOBTatc-90 or ELDT-30. TOBT will be equal with max of EOBTatc or EIBT+MTT. Once AIBT is registered, TOBT will be set as a max of EOBTatc or AIBT +MTT.

If the handling agent can achieve an earlier TOBT, manual input will override any automatic calculation. A new TOBT must be a minimum of 5 minutes ahead of current time. AND: A new TOBT must differ by a minimum of 5 minutes from the previous TOBT. GHAs have 5 TOBT changes before the flights order in the PDS sequencer will be lost and go to the back of the queue.

Any changes to the TOBT may result in alerts being generated if set tolerances are exceeded.

The pilot must call READY within +/- 5minutes of the TOBT window or the TOBT will be deleted. READY must mean the aircraft is ready to start and if not, the TOBT must be changed by the GHA.

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Milestone 10: TSAT issue (SEQ)

40 minutes before TOBT, the TSAT will be provided by the pre departure sequencer. This is the time that a pilot can request start up clearance considering any CTOT or local runway constraints that may be in place.

For flights without a CTOT, a sequenced departure planning information message (T-DPI-s) will be sent by ACISP. For flights with a CTOT, the T-DPI-s will not be sent until 10 minutes before TSAT to allow for possible slot improvement by the Network Manager once the flight has called ATC to indicate it is ready for departure.

Pilots must request start approval within +/- 5minutes of the TSAT window.

The TOBT & TSAT will be deleted if we do not have at least an ARDT at TOBT window and/or ASRT at TSAT window.

Milestone 11: Boarding Starts

Boarding starts is not implemented as the event time cannot currently be captured.

Milestone 12: Aircraft Ready (RDY/ARDT)

Pilots must declare ready (for start) to ATC within +/- 5minutes of the TOBT window. This is recorded by EFPS. This is the time when the turnaround process is complete, and the flight is fully ready to push and start. It is imperative that the statement is true for A-CDM to be successful. This Milestone capture is seen as the end of the TOBT update process for the handling agent.

Once in level 4 A-CDM operations, by calling aircraft ready, and once ATC have recorded that in EFPS, a departure planning information message will be sent to the Network Manager and if the flight has a delayed CTOT, it will automatically be evaluated for immediate improvement.

Any revised CTOT may require immediate push back and minimal taxi time. Therefore once a ready statement has been made pilots must remain ready and able to move with minimal notice.

Milestone 13: Start-up Request (SUR/ASRT)

Pilots must request push and start up to ATC within +/- 5minutes of the TSAT window. This is recorded by EFPS.

An alert will be generated if at TSAT +6 mins a request for start has not been made and a Cancel Departure Planning Information message (C-DPI) will be automatically sent informing Network Manager that previously sent DPI messages are no longer valid until a new TOBT is entered.

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Milestone 14: Start-up Approved (given) (SUG/ASAT)

The time when the aircraft receives its start-up approval from ATC and is recorded by EFPS.

Milestone 15: Off Block (OFB/AOBT)

The time the aircraft vacates the stand position. This time can be taken from various sources including GHA Chroma input, EFPS or AVDGS.

An ATC departure planning information message (A-DPI) will be sent to Network Manager unless the flight is moving to a remote holding location whereby the A-DPI message will not be activated until the flight begins taxiing from the remote hold location. Remote Hold management in ACISP and EFPS is critical for this.

If AOBT has not been populated, Airfield Control are required to populate this in ACISP.

Milestone 16: Take off (DEP/TTOT/ATOT)

The time that the aircraft takes off from the runway and is recorded by ATC in EFPS.
At this point an airborne status is generated and the flight is removed from the A-CDM departure sequence.

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A-CDM Application and Systems

Applications that are directly required for A-CDM to function correctly and receive downstream information from A-CDM systems:

System	Description	Stakeholder Input
ACISP (Airport CDM Information Sharing Platform)	Main calculation engine of A-CDM.	Requires admin input from Airfield Control Requires GHA input TOBT management, De-icing input amongst other A-CDM information Monitored by AODM to ensure functionality
PDS (Pre-Departure Sequencer)	Matches departing aircraft demand against available runway capacity.	Managed by NATS and AODM to set the departure capacity limits
SAM (SafeControl Apron Management software)	Manages the Safedocks/RIDS/AVDGS to display A-CDM information	Monitored in SAM by AODM to ensure functionality
Safedocks/RIDS/AVDGS	Provides timestamps such as on block and off block time stamps into ACISP	Monitored in ACISP by AODM and Airfield Control to ensure functionality Physical hardware monitored on the airfield by ACSOs
ACISP WebView Application	Light version of ACISP for TOBT management and De-Icing input only	Requires admin input from Airfield Control Requires GHA input TOBT management, De-icing input amongst other A-CDM information Monitored by AODM to ensure functionality
EFPS (Electronic Flight Progress Strip)	Provides timestamps such as on block, off block, ready times into ACISP	Monitored by ATC using EFPS to ensure functionality Monitored in ACISP by AODM and Airfield Control to ensure functionality
BSG (Better Stand and Gate)	ACISP provides the start and end of actual stand aircraft occupancy within BSG	Monitored in BSG by Airfield Control

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NMOC (Network Manager Operations Centre)	EUROCONTROL NMOC systems provide flight plan and other integration data into ACISP to allow A-CDM to function	Monitored in ACISP by AODM and Airfield Control to ensure functionality
Airport Operational Database	ACISP provides timestamps into AODB. Display timestamps for operational use and for passengers on FIDS (Flight Information Display Screens). Triggers call to gate functionality.	Monitored in Chroma by GHA, AODM and Airfield Control to ensure functionality
Airport Community App	ACDM timestamps are displayed in the Community App.	Monitored by AODM

A-CDM System Access

A-CDM data may be accessed through:

- Direct MAG network client access (AODB and ACISP)
- Secure remote desktop access (AODB and ACISP)
- Secure web-based ACISP view (WebView Application)
- Airport Community App
- Safedock RIDS screens on networked stands

Account ownership and configuration are managed by Airfield Performance Leads, with MAG Tech supporting network and account provisioning.

Communications

Clear, timely communication is essential to maintaining collaborative decision making during both degradation and recover.

At all stages, the following communications may be used as appropriate:

- Airside Operations Notices (OAN)
- AODB banners
- Community App A-CDM banner

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- NOTAMs
- NOP Airport Corner updates
- AIP
- ADHOC notifications

Variable Taxi Times (VTTT)

Variable taxi time is the calculation of the time taken for an aircraft to taxi between its parking stand and the planned runway, considering the distance from the runway, push back and start up time, ground movement time, runway holding times, aircraft size (Wake Turbulence Category) and weather conditions (LVPs). It is used for both arriving (EXIT) and departing (EXOT) flights.

Variable taxi times for each stand, runway and aircraft size category are stored in the ACISP reference data under 'Distance Matrix'. When the airport is operating in low visibility conditions the variable taxi times table will be changed to reflect the condition when Airfield Control change the ACISP weather status from NORMAL to LVP. Taxi times are reviewed periodically to ensure times are accurate to current operating conditions

Minimum Turn Around Times (MTTT)

Minimum Turn Around Times (MTTT) can be used to generate TOBTs.

Minimum Turn Around Times are generated from a reference data table in ACISP. This is updated seasonally by Airfield Performance Leads or through ad hoc requests when required. This information is provided by airline operators or GHAs. It is essential that this information is communicated accurately and in a timely manner prior to the commencement of each IATA season, and updated promptly whenever any changes become known.

Pre-Departure Sequencing

Pre-departure sequencing is the ordering of times for when aircraft are planned to depart from their stands to reach the runway threshold whilst respecting any airspace flow management restriction that may be in place (CTOT). The aim of sequencing is to try and limit runway holding times whist allowing a steady flow of traffic to maximize runway capacity vs demand balancing.

To achieve this a system called PDS (Pre-Departure Sequencer) has been installed in the ATC tower. For all outbound flights the Variable Taxi Time (VTT) is added to the TOBT to calculate a Target Take-Off Time (TTOT).

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The PDS calculates how many aircraft will be approaching the runway hold point at any timeframe compared to the available runway capacity for that same period. All flights will be given a Target Start Up Approval Time (TSAT) if they meet certain A-CDM criteria, and where the PDS identifies that runway capacity has been exceeded, a tactical delay will be applied. In periods of low or normal runway demand TSAT would normally be the same as TOBT.

ATC in conjunction with the AODM, will set the runway capacity limit the PDS allocates demand to.

The PDS takes many factors into account when calculating the sequence including TOBT, en-route flow management restrictions from Eurocontrol (CTOTs), Standard Instrument Departure routes (SIDs) and Minimum Departure Intervals (MDIs). Local factors such as aircraft de-icing, remote hold, runway capacity, VTTs and taxiway congestion will also be considered.

Operative Runway

The current runway operation will be set in ACISP and the PDS. This allows accurate taxi times to be calculated in order to predict accurate TTOTs.

Both arrivals and departures will be set in ACISP by Airfield Control on instruction from ATC along with the operating state or adverse conditions (LVPs). Planned runway changes, and particularly switching from single to dual operations, should be input into ACISP 5 hours prior to the change in operational mode.

The PDS will be set by ATC or the AODM.

Runway Changes

ACISP and the PDS will be updated either in advance of planned runway changes (opening of runway 2 for dual operations) or immediately once it is known a runway change will happen (operational changs such as wind direction).

This is to ensure that accurate calculations are made within ACISP and PDS to ensure appropriate TTOTs are calculated and TSATs are assigned.

Planned Runway Changes

For planned runway changes, such as the opening of Runway 2 for dual operations, ACISP will be updated in advance to reflect the planned runway configuration. Airfield Control will enter the planned runway opening time into ACISP, and ATC will notify Airfield Control once the runway is operational and ensure that the runway in use setting is correct. Where there is a short difference between the planned and actual opening times, EFPS will maintain the accuracy of ACISP during the transition period.

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To ensure runway capacity is accurately represented during planned runway configuration changes, ATC or the AODM will enter the corresponding planned capacity into the PDS in advance of the change taking effect.

This also applies for planned returns to single runway operations.

Unplanned Runway Changes

For unplanned runway changes, such as for operational reasons, the AODM will inform Airfield Control once it is known. Airfield Control will then update ACISP with the runway in use setting to reflect the runway configuration.

To ensure runway capacity is accurately represented, ATC or AODM will enter the corresponding capacity into the PDS immediately.

Callsigns

A-CDM requires each flight's airport slot to be linked to the corresponding flight plan. This is generally done by ensuring the callsign links to the flight number.

ACISP Reference Table

A reference data table in ACISP contains callsigns and corresponding flight numbers which is used to provide a link from the flight's airport slot the flight plan once it is filed. This is updated seasonally by Airfield Performance Leads or through ad hoc requests when required Airfield Control will manage on the day changes to keep the operation up to date. This information is provided by airline operators or GHAs. It is essential that this information is communicated accurately and in a timely manner prior to the commencement of each IATA season, and updated promptly whenever any changes become known.

At times this reference data table is not valid for specific flights due to operational reasons which have caused a change.

Flight Plan Clearing

When ACISP has not linked a flight's airport slot to a flight plan from the reference data table, then they must be linked manually.

Airfield Control monitor this within ACISP in the Flight Clearing section and action a link when necessary.

POBT (Public Off Blocks Time)

POBT (Public Off Blocks Time) is the departure time that passengers see within the terminal and on the FIDS (Flight Information Display Screens). This time is also used to trigger the call-to-gate process once the defined pre-departure threshold is reached.

POBT is system-derived and updates in the following order of precedence:

1. SOBT – Used as the initial POBT until a flight plan has been filed and an EOBT/EOBTatc is available.
2. EOBT/EOBTatc – Replaces SOBT once available following flight plan submission.
3. EOBTl (optional) – May be amended by the GHA to reflect operational delays where EOBTatc has not been updated. This is only possible before a TOBT has been issued.
4. TOBT – Once issued, TOBT becomes the driver of POBT and any subsequent TOBT amendments will update POBT.
5. AOBT, final state once aircraft is off blocks.

BOBT (Best Off Blocks Time)

BOBT (Best Off Blocks Time) is the departure time displayed in operational systems such Better Stand and Gate (BSG) and used by operational teams such as Airfield Control and GHAs.

BOBT is system-derived and updates in the following order of precedence:

1. SOBT – Used as the initial BOBT until a flight plan has been filed and an EOBT/EOBTatc is available.
2. EOBT/EOBTatc – Replaces SOBT once available following flight plan submission.
3. TOBT – Replaces EOBT due to a more accurate knowledge of the flight
4. TSAT – Once issued, TSAT becomes the driver of BOBT. Any subsequent TOBT amendments will update TSAT and in turn update BOBT.
5. AOBT – final state once aircraft is off blocks.

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A-CDM Operating Levels

Level	Description
LV1	GHA manage data in AODB only. No A-CDM process. No ACISP writeback or Safedock A-CDM data. ATC work in EOBT mode, flight deck adhere to EOBTs. CTOTs based on EOBT
LV2	GHA manage A-CDM data in ACISP with AODB writeback enabled. ATC operates in EOBT mode, flight adhere to EOBTs. Safedock A-CDM data hidden. CTOTs based on EOBT
LV3	Full local A-CDM. GHA manage data in ACISP, AODB writeback enabled, ATC operates in TSAT mode, Safedock data visible. Flight Deck adhere to EOBTatc, TOBT and TSAT windows. CTOTs based on EOBT only calculation.
LV4	Full A-CDM including operational use of Airport DPI data by EUROCONTROL. CTOTs based on A-CDM data.

Summary table

Level	ATC Mode	Flight Deck Adherence	GHA Input	ACDM information	EUROCONTROL DPI	CTOT Based On:
LV1	EOBT	EOBT	AODB	Hidden	No	EOBT
LV2	EOBT	EOBT	ACISP	Hidden	No	EOBT
LV3	TSAT	EOBTatc, TOBT and TSAT windows	ACISP	Visible	No	EOBT
LV4	TSAT	TOBT and TSAT windows	ACISP	Visible	Yes	A-CDM

Governance and Accountability of Operating Levels

The AODM retains authority to regress or re-enable A-CDM levels based on safety, system integrity, and operational resilience.

- Accountable Owner: Airfield Operations Duty Manager (AODM)
- Responsible Parties: AODM, AOL, Airfield Control and ASCOs
- Consulted: NATS, EUROCONTROL, MAG Technology
- Informed: GHAs, FBOs, ADM, wider business partner.

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A-CDM Regression Procedures

Principles for Regression and Re-Enablement

- Safety and operational stability take priority over data accuracy
- Regress only to the minimum level necessary
- Maintain stakeholder communication at all times
- Re-enable A-CDM at the earliest safe opportunity
- Decisions must be coordinated with ATC and EUROCONTROL where applicable

Regression from LV4 to LV3

Scenario: EUROCONTROL cannot reliably use Airport DPI data.

Triggers include:

- Incorrect CTOT behaviour linked to A-CDM data
- DPI data flow failures or inconsistencies
- EUROCONTROL request to stop DPI usage
- Maintenance as agreed with MAG Tech and EUROCONTROL

Procedure:

1. AODM to liaise with EUROCONTROL https://www.eurocontrol.int/contact/network-management-contacts +32 2 745 19 01 and the NATS Watch Manager to determine the right course of action.
2. AODM to liaise with MAG IT Service Desk
3. MAG IT Service Desk to switch off DPI sending in ACISP if requested by eurocontrol or determined to be the right course of action
4. ATC may need to liaise more with Flow Control regarding CTOT delay management as Eurocontrol will have reverted to using EOBT only for CTOT calculations.
5. All stakeholders continue to operate to Local A-CDM procedures (LV3/ATC TSAT mode) when possible, depending on scenario.
6. AODM to send comms to stakeholders, update the Community App and Chroma banner

Key Impact: CTOTs revert to EOBT-only calculation.

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Regression from LV4 or LV3 to LV2

Scenario: Local A-CDM processes cannot be safely sustained.

Triggers include:

- Loss of TSAT visibility in EFPS for longer than a few minutes
- ATC unable to operate in TSAT mode
- ACISP or PDS failures impacting TOBT/TSAT accuracy
- Widespread Safedock/RIDS outage
- Maintenance as agreed with MAG Tech

Procedure:

1. AODM to liaise with EUROCONTROL and advise of the situation as MAG DPI data in the EUROCONTROL live environment will not be as accurate
2. If the issue is within MAG's control, AODM to inform the MAG IT Service Desk (raise **High Priority** incident if one does not exist already) on 0330 838 4111, preferably after having reported it in CSP as an incident first with some wording and screenshots on the exact issue being observed, but this is not always possible to do for a speedy response
3. Review and activate LV4 to LV3 regression steps if needed
4. AODM to liaise with NATS Watch Manager to determine and agree the right course of action.
5. ATC switch to EOBT mode.
6. Flight deck to not adhere to TSATs and stay valid with EOBT
7. ATC to update Flow Control with the situation
8. AODM to hide A-CDM data on Safedock RIDS screens using SAM
9. AODM will instruct ASCO to check physical safedock units are not displaying A-CDM data across the airfield.
10. AODM to send comms to stakeholders, update the Community App and Chroma banner
11. AODM to update IT Service Desk or Incident ticket in CSP and to seek a swift resolution that enables a decision to return to LV3/LV4 ops as soon as possible
12. AODM to send a NOTAM advising of cessation of A-CDM operations
13. GHAs remain inputting A-CDM information into ACISP

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Regression from LV2 to LV1

Scenario: ACISP–AODB data integrity cannot be maintained.

Triggers include:

- Loss of ACISP access for multiple users
- Severe or persistent AODB writeback errors
- Grossly inaccurate A-CDM data populating AODB
- Maintenance as agreed with MAG Tech

Procedure:

1. Review and activate LVL4 to LVL3 and LVL3 to LVL2 regression steps if necessary
2. AODM to inform the MAG IT Service Desk (raise High Priority incident if one does not exist already) on 0330 838 4111, preferably after having reported it in CSP as an incident first with some wording and screenshots on the exact issue being observed, but this is not always possible to do for a speedy response
3. IT Service Desk to raise priority incident with 3rd party supplier Azinq to switch Chroma System Option USE_ACDM_PROB from 1 to 0
4. Azinq to disable API services going to Chroma
5. IT Service desk to update AODM/Airfield Ops and seek a swift resolution to the issue as a high priority.
6. AODM to send comms to stakeholders, update the Community App and Chroma banner
7. GHAs to update AODB instead of ACISP

A-CDM Re-enablement Procedures

Re-enablement from LV1 to LV2

Pre-requisites:

- ACISP fully accessible
- Verified, reliable data
- Interfaces functioning normally
- Stakeholders notified in advance

Procedure:

1. Service Desk to inform AODM that previous LV2 issues have been resolved so Chroma writeback can be enabled and/or all users can access and enter data in ACISP
2. Airfield Control to verify that ACISP data is up to date and ready for writeback to Chroma – registration and new/cancelled flight updates in Chroma should still have fed through to ACISP.
3. AODM to verify that PDS is running and with the correct settings for current operations
4. Airfield Control to ensure Clearing is up to date

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5. Airfield Control to ensure ACISP has the correct Runway and Weather status selected
6. AODM to advise users to ensure data in ACISP is up to date in preparation for re-enablement of data output feed to Chroma – Check EOBTa, EOBTlocal, TOBT, registrations
7. AODM to advise IT service desk to restart Chroma writeback
8. IT Service Desk to liaise with 3rd party supplier Azinq to switch Chroma System Option USE_ACDM_PROB from 0 to 1
9. Azinq to enable API services from ACISP to Chroma
10. Azinq or T-Systems to run the ACISP-CHROMA Callsign update script which will update all the callsigns in Chroma to match those in ACISP
11. IT Service desk to update AODM of completion of return to LV2 ops
12. AODM to send comms to stakeholders, update the Community App and Chroma banner
13. GHAs to update A-CDM information into ACISP

Re-enablement from LV2 to LV3

Pre-requisites:

- LV2 stable
- ATC ready to operate in TSAT mode
- GHAs actively managing TOBTs

Procedure:

1. AODM to update IT Service Desk with plan to return to LV3 A-CDM operation
2. AODM to liaise with NATS Watch Manager to determine best time to return to LV3 A-CDM operation (TSAT mode)
3. AODM check PDS settings and validate them with ATC
4. ATC switch to TSAT mode and confirm with Flow Control
5. Flight Deck to adhere to TSATs
6. AODM enable A-CDM data on Safedock RIDS screens in SAM
7. AODM will instruct ASCO to visually check A-CDM data is displaying on physical Safedock screens across airfield
8. AODM to update IT Service Desk that operation is back in LV3 operations
9. AODM to send comms to stakeholders, update the Community App and Chroma banner
10. GHAs remain inputting A-CDM information into ACISP

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Re-enablement from LV3 to LV4

Pre-requisites:

- Accurate and complete DPI data available

Procedure:

1. AODM to liaise with EUROCONTROL to determine when to re-enable DPI message sending from ACISP
2. Eurocontrol to confirm they will enable the B2B feed of DPI data into their live environment AND/OR
3. AODM to liaise with MAG IT Service Desk
4. MAG IT Service Desk to switch on DPI sending in ACISP if it had been previously stopped
5. ATC to update flow control that CTOTs are again being regulated through A-CDM data, not EOBT

Adverse Conditions, LVPs and Other

During adverse conditions, LVPs and other events, ACISP and the PDS will be adjusted to account for the real time and calculate TSATs and TTOTs accordingly.

During these periods:

1. Airfield Control will adjust the weather setting in ACISP (by setting LVP) which will adjust the VTT (Variable Taxi Times) for both EXIT and EXOT
2. On agreement with the AODM, ATC will adjust the PDS to a suitable departure rate and adhere to it
3. All other parties will maintain their normal responsibilities and ensure communication is constant

At the safest, earliest opportunity once normal conditions resume, all ACISP and PDS will return to normal to ensure maximum efficiency.

Aircraft De-icing within A-CDM

Post-boarding aircraft de-icing requirements must be entered into ACISP by the GHA or nominated De-Icing Agent. If de-icing has taken place pre-boarding, no de-icing information is required to be entered into ACISP and A-CDM principles function as normal.

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As a minimum, the de-icing request (DIR), estimated ready time (ERZT) and estimated duration (EDIT) must be recorded. A-CDM assumes de-icing occurs after TOBT unless updated. When de-icing, TOBT remains managed by the normal GHA and is not used to inform about the end of de-icing.

The GHA or nominated De-Icing Agent needs to ensure ERZT is updated for any late operational delays such as late de-icing rigs arriving at aircraft side. Once de-icing has started, ERZT cannot be updated. EDIT needs to be updated if the de-icing duration takes longer than first anticipated.

Amending the de-icing times ensures that an appropriate TSAT will provide and the flight is sequenced correctly in the departure sequence.

Accurate de-icing data improves TTOT predictability and downstream EUROCONTROL information.

Remote Hold Process

Remote Hold remains under ATC authority. ATC manage entry and exit times in EFPS, enabling ACISP to calculate accurate TTOTs for EUROCONTROL.

For remote holds not located at U1 and VC1 for 23L departures, ATC will contact Airfield Control, for Airfield Control to enter the appropriate remote hold location in ACISP which ensures accurate EXOT times and TTOTs are calculated correctly.

Return to Stand procedure (RFT – Return From Taxi)

The Return from Taxi fact is managed by Airfield Control after notification from ATC. It is triggered manually in ACISP to re-set the flight ready for a new TOBT and that action removes all recorded flight facts including RMH remote hold, RH On block, RH off block, all de-icing records, TOBT, TSAT, ARDT, ASRT, ASAT & AOBT. Importantly, this action should never be actioned until just prior to (or after) the aircraft pulling back onto stand in case the return to stand issue is rectified in the meantime.

A return from Taxi event may need to be triggered for any of the following conditions:

- A flight that had previously pushed back and/or taxied to the runway now needs to return to stand
- A flight that had previously been recorded as AOBT is now not able to be pushed off or taxi from the stand
- AOBT has been wrongly recorded in ACISP and needs to be re-set

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Ground Handler (GHA) Flight Access

ACISP provides access rights to ensure flights can only be altered by their designated GHA. This is updated by Airfield Performance Leads. This information is provided by airline operators or GHAs.
GHAs must provide information in advance of a change of GHA for an airline or a new airline starting operations at Manchester Airport.

Monitoring, Compliance, and Performance Management

A-CDM compliance is monitored continuously by Airfield Operations and reviewed by Airfield Performance Leads post operationally. All other stakeholders contribute to the performance and compliance of A-CDM principles most notably ATC, GHAs and Flight Deck.

Performance is measured by the below table but is not limited to:

Performance Measure	Definition	Influencing Stakeholders	Action by Stakeholder
TOBT vs ARDT	ARDT (Actual Ready time – from flight deck calling ready to ATC) within the TOBT window (+/-5 minutes)	GHA and Flight Deck	GHA manages TOBT Flight Deck call ready to ATC within TOBT window (+/- 5mins of TOBT)
TOBT Stability	Number of times TOBT has changed	GHA	GHA manages TOBT
TOBT Last Minute Changes	Changes to TOBT that occurred at -10 to ARDT (Actual Ready time – from flight deck calling ready to ATC)	GHA and Flight Deck	GHA manages TOBT Flight Deck call ready to ATC within TOBT window (+/- 5mins of TOBT)
Expired TOBTs	Number of expired TOBTs	GHA and Flight Deck	GHA manages TOBT Flight Deck call ready to ATC within TOBT window (+/- 5mins of TOBT)
Expired EOBTs	Number of expired EOBTs	GHA and Flight Deck/Airline	GHA manages TOBT and also ensures EOBT is valid Flight Deck ensures EOBT is valid

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EOBT vs TOBT	EOBT (Estimated Off Blocks Time) are TOBT are aligned with 10 minutes of each other	GHA and Flight Deck/Airline	GHA manages TOBT and also ensures EOBT is valid Flight Deck ensures EOBT is valid
TSAT vs ASRT	ASRT (Actual Start Request time – from flight deck calling ready to ATC) within the TSAT window (+/- 5 minutes)	Flight Deck	Flight Deck call for start to ATC within TSAT window (+/- 5mins of TSAT)
EXIT/EXOT vs AXIT/AXOT	EXIT (Estimated Taxi In Time) / EXOT (Estimated Taxi Out Time) vs AXIT (Actual Taxi In Time) / AXOT (Actual Taxi Out Time)	Airfield Control and Airfield Performance Leads	Airfield Control adjust time taxis accordingly due to operational conditions (LVPs, weather etc) Airfield Performance Leads, post operationally audit estimated vs actual taxi times and adjust accordingly
TTOT vs ATOT	TTOT (Target Take Off Time) and ATOT (Actual Take Off Time are within tolerance	Airfield Control and Airfield Performance Leads	Airfield Control adjust time taxis accordingly due to operational conditions (LVPs, weather etc) which contributes to TTOT vs ATOT compliance Airfield Performance Leads, post operationally audit estimated vs actual taxi times and adjust accordingly to maintain TTOT vs ATOT compliance

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