Airport Collaborative Decision Making (A-CDM) Flight Crew Briefing Document

General
This document should be read in conjunction with all documents uploaded on the Dublin A-CDM webpage, see link below.

Flight Plan Validation
Three hours prior to the Estimated Off-Block Time (EOBT) of a flight, checks will be performed to verify the consistency between the ATC Flight Plan, Airport Slot and Airport Flight Data. If the Scheduled Off-Block Time (SOBT) deviates from the EOBT, the relevant contact person will be informed and advised to adjust the times accordingly. Aircraft Operator (AO) or their Handling Agent (HA) is responsible for timely update of aircraft registration in the A-CDM portal (AOS).

Target Off-Block Time (TOBT)
This is the time that an Aircraft Operator or their Handling Agent estimates that an aircraft will be ready, all doors closed, boarding bridge removed, push back vehicle available, de-icing completed, and ready to start up / push back immediately upon reception of clearance from the Tower. TOBT = prediction of "Aircraft Ready".

Automated TOBT
90 minutes prior to the Estimated Off-Block Time (EOBT), the A-CDM portal (AOS) system will automatically generate a default Target Off-Block Time (TOBT).

Person Responsible for TOBT
The Aircraft Operator or their agent is responsible for entry, update and if necessary deletion of TOBT's. It is the responsibility of the AO / HA to communicate and ensure the pilot of a flight has the correct TOBT & Target Start Up Approval Time (TSAT) prior to calling for clearance. TSAT will also be included in DCL messages.

If it becomes obvious that the TOBT cannot be respected, it shall be corrected or re-entered by the person responsible for the TOBT. Since the TOBT is used for various ground processes, it shall be updated by the person responsible for TOBT when deviations of more than 5 minutes occur.

For deviations of 15 minutes or more from the EOBT, it will still be mandatory to send a delay message (DLA) to the Network Manager.

TOBT Update / Deletion
Until the TSAT has being issued (TOBT minus 40 minutes) the TOBT can be updated as often as desired. After the TSAT has been issued, the TOBT can be updated up to three times. If a fourth TOBT update is required the flights TSAT will be removed and the flight will get re-sequenced. It is important to recognise that once sequenced, changes to TOBT are likely to impact the aircraft's position in the Pre-Departure Sequence (PDS). TOBT's require updating if they differ by 5mins from the previous declared TOBT.

If a flight is to be taken out of the TOBT / TSAT calculation, the TOBT shall be deleted. The TOBT shall be re-entered by the person responsible for the TOBT.

TOBT Reporting
The TOBT is reported and or adjusted in one of the following ways:
- A-CDM portal (AOS)
- AOS mobile application
- Internal system of the airline / handling agent (via interface)
- By telephone via the Dublin Airport Control Centre (ACC). Tel: +353 (0)1 814 4352

Target Start-up Approval Time (TSAT)
The TSAT is the target time for start-up approval according to the Dublin A-CDM Operational procedures, taking into account TOBT, CTOT and / or the traffic situation. The earliest time for the TSAT calculation (by the PDS) is 40 minutes prior to TOBT.

TOBT is the time at which an Aircraft Operator, or his duly accredited representative, expect the flight will be ready to commence movement; whereas a TSAT is the time at which Ground will grant the start-up.

It is the responsibility of the AO / HA to communicate the most up to date TSAT to the pilot.

The "Pre-Departure Sequence" is a result of the calculated TSATs.

TSAT Reporting
The TSAT is transmitted in one of following ways, via:
- A-CDM portal (AOS)
- AOS mobile application
- Internal system of the airline / handling agent (via interface)
- Datalink Clearance (DCL). If a TSAT changes post clearance, ATC will communicate the revised TSAT verbally to the pilot. A revised DCL message will not be issued, post ATC clearance

Start-up and Push-back

The sequence of push and start is based on the TSAT sequence. The following rules apply:

- The pilot shall report ready to push and start at TOBT (+/-)5 minutes. (ATC Clearance (including DCL) shall be requested any time prior to TOBT from Delivery)
- The aircraft has to be ready for start-up at TOBT
- Ground will issue push and start clearance at TSAT (+/-)5 minutes
- If pilots have received their clearance and called at TOBT and Ground has not called to give push and start clearance by TSAT +5 minutes, pilots are requested to call Ground requesting push and start clearance

In case of delays (> 5 minutes) after ATC clearance has been received and / or a call ready at TOBT has been made, pilot shall inform clearance of the delay and a new TOBT must be sent by the AO / HA.

Datalink Clearance - DCL

For data link departure clearances (DCL), the published procedures and the time parameters published in the AIP will remain valid. The TSAT will also be transmitted in DCL messages.

Changes within the Sequence

After a TSAT has been calculated and published, it may be possible to swap the sequence ordering of two flights under very strict conditions. Swapping of flights may be facilitated provided the flights are of similar type, same operator, similar location, etc. Such changes shall be coordinated with the ATC Station Manager. Flights with a Calculated Take Off Time (CTOT) cannot be switched. It is not envisaged that swapping flights will be used on a regular basis.

De-icing

De-icing must be completed before an aircraft can report ready for push and start. De-icing times shall be taken into account, to calculate a TOBT.

Coordination with the Network Manager (NMOC)

A permanent and fully automatic data exchange with the Network Operations will be established. This data transfer will enable highly accurate early predictions of landing and departure times. Furthermore, this will allow for more accurate and efficient calculation of the CTOT (when applicable) due to the use of local target take-off times.

The following messages are used:

- Flight Update Message (FUM)
- Early Departure Planning Information Message (E-DPI)
- Target Departure Planning Information Message (T-DPI)
- ATC Departure Planning Information Message (A-DPI)

The basic Network Operations procedures continue to apply. The Network operations will generally take these local Target Take-Off Times (TTOT) into consideration, when updating the flights' profiles in its system. In some cases Clearance Delivery position will offer to coordinate a new CTOT (if applicable) in agreement with the pilot.

Remote Holding

If a flight is ready to depart but has a TSAT sometime in the future, Dublin Airport may request a remote hold position from ATC so that the stand can be reused.

The Pre-departure Sequencer (PDS) will, if necessary, recalculate a revised TSAT from the remote location so that the flights position in the departure sequence is not changed.

Contact and information

For the TOBT dialogue and the TSAT submission, all Aircraft Operators / Handling Agents have to appoint a person responsible for TOBT and give the details to the airport company.

VFR flights are not part of the A-CDM process and therefore do not require TOBTs to be entered.

Aeronautical Information Publication (AIP)

The Airport CDM procedure for Dublin Airport is published in AIP Ireland in AD2 Aerodromes, EIDW AD 2.20 Local Traffic Regulations.

Contact persons

Contact persons for the A-CDM procedure at Dublin Airport, are as follows:

Dublin Airport:	**Irish Aviation Authority:**
Stand Allocation Unit	ATC Duty Station Manager
Tel: 00353-1-8144352	Tel: 00353-1-8445962
e-mail: SAU@daa.ie	e-mail: atcdub@iaa.ie

Webpage: https://www.dublinairport.com/regulation-and-planning/regulatory/airport-cdm
EUROCONTROL website: http://www.euro-cdm.org/
Revision: Rev. 2