



INTERNATIONAL CIVIL AVIATION ORGANIZATION

MIDDLE EAST OFFICE

SEVENTH MEETING OF THE AIR TRAFFIC FLOW MANAGEMENT TASK FORCE

(ATFM TF/7)

(Doha, Qatar, 8 – 9 February 2023)

SUMMARY OF DISCUSSIONS

1. PLACE AND DURATION

1.1 The Seventh meeting of the Air Traffic Flow Management Task Force (ATFM TF/7) was gratefully hosted by Qatar Civil Aviation Authority (QCAA) in Doha, at the Qatar Air Traffic Control Centre (QATCC), on 8 – 9 February 2023.

2. OPENING

2.1 The meeting was opened by the ATFM Chairperson Mr. Hamad Al Belushi, Senior Expert - Air Traffic Management, GCAA, UAE, who welcomed all the participants and recalled the main tasks assigned to the ATFM Task Force. Mr. Al Belushi highlighted that the last version of the ICAO MID ATFM Plan (MID Doc. 014, Version 2.0) was endorsed by the MIDANPIRG/19 meeting (Riyadh, Saudi Arabia, 14 – 17 February 2022) and published on the ICAO MID website. He invited MID States as well as International Organizations to support the implementation plan, in particular Phase 1A. Additionally, he underlined that the slow pace of implementation due to the higher priority of FWC2022 and the COVID-19 are no longer a valid justification, the ATFM TF members are now encouraged to progress the development of National ATFM Plan. He thanked all the participants for their attendance and wished the meeting every success in its deliberations.

3. ATTENDANCE

3.1 The meeting was attended by a total of forty-eight (48) participants from ten (10) States (Egypt, Bahrain, Iraq, Jordan, Libya, Oman, Qatar, Saudi Arabia, UAE and USA/FAA) and three (3) International Organizations (CANSO, IATA and IFATCA). The list of participants is at **Attachment A**.

4. OFFICERS AND SECRETARIAT

4.1 Mr. Ahmad Amireh, Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM/SAR), ICAO MID Office, Cairo, was the Secretary of the meeting. Ms. Dina El Karimy, Technical Assistant, ATM/SAR and ASF, provided the technical assistance.

5. DISCUSSIONS

AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

5.1 The meeting adopted the following Agenda:

- | | |
|----------------|---|
| Agenda Item 1: | Adoption of the Provisional Agenda |
| Agenda Item 2: | Global Developments related to ATFM |
| Agenda Item 3: | Regional framework |
| | <ul style="list-style-type: none">- Follow-up on the MIDANPIRG/19 meeting outcomes- Outcomes of the FWC 2022 related to ATFM Implementation- Outcomes of the MID ATFM Workshop- National ATFM Implementation Checklist- States' Experience and Challenges- Review and update MID ATFM Implementation Action Plan |
| Agenda Item 4: | Future Work Programme |
| Agenda Item 5: | Any other Business |

5.2 The documentation and presentations delivered during the meeting are available on the ICAO MID Office website at: <https://www.icao.int/MID/Pages/2023/ATFM%20TF7.aspx>.

AGENDA ITEM 2: GLOBAL DEVELOPMENTS RELATED TO THE ATFM

5.3 The subject was addressed in PPT/2, presented by Secretariat. The meeting was apprised with the developments related to ATFM at the Global level, in particular the Proposals for Amendment concerning the initial implementation of the Flight and Flow- Information for a Collaborative Environment (FF-ICE) service, taking account of the flight plan evolving into different types (operational, preliminary, filed and current flight plan), to support flight trajectory sharing and optimization during all phases of a flight.

AGENDA ITEM 3: REGIONAL FRAMEWORK

Follow-up on MIDANPIRG/19 Outcomes

5.4 The subject was addressed in WP/3, presented by the Secretariat.

5.5 The meeting noted, in particular, the MIDANPIRG/19 meeting Conclusions 19/14 and 19/16, and the progress made, as at **Appendix A**.

5.6 The meeting noted with appreciation the progress of the development of ICAO Doc 014: MID Region ATFM Plan V2.0 and encouraged States to implement MID ATFM Plan at National level and provide the ICAO MID with comments and feedback related to the implementation.

Outcomes of the FWC 2022 related to ATFM Implementation

5.7 The subject was addressed in WP/4, presented by Qatar.

5.8 The meeting noted with appreciation the implementation of Doc.014 by QCAA prior to the FWC2022, to support traffic management during the event in the most safe and efficient manner, including the promulgation of national regulation related to ATFM, the development of CONOPS, capacity calculation and declaration, in coordination with the Airport operator, the Daily Conference Calls organized by Doha ATFM unit with Airspace users, ANSPs, Airports; and the distribution of ATFM Daily Plan; in addition, the training organized for the MID States and ANSPs on the basics of ATFM and the usage of the automation tool implemented by Doha ATFM Unit.

Outcomes of the MID ATFM Workshop

5.9 The subject was addressed in WP/5, presented by the Secretariat.

5.10 The documentation and presentations delivered during the ATFM Implementation Workshop are available on the ICAO MID Office website at: <https://www.icao.int/MID/Pages/2023/ATFM%20Workshop.aspx>.

5.11 The meeting reiterated that the Workshop was planned for 2022, aiming to build States' capabilities in relation to ATFM to foster the implementation in the MID Region. The main objective of the Workshop was to support States in taking proper actions required for the implementation of MID ATFM Plan in particular Phase IA, at **Appendix B**.

5.12 The meeting reviewed the outcomes of the Workshop, including the review of the reference material, capacity management and calculation methodologies, operational data collection and distribution, as well as examples and guidance on the establishment of national regulations and AIP publications.

5.13 The meeting noted the material delivered during the Workshop and appreciated the developments within the MID States during the last two years, and agreed to the following main outcomes:

- The timeline of Phase IA implementation according to the MID ATFM Plan is agreed to be 31 December 2023, the Action items/tasks will not require any additional human resources or tools. States were encouraged to use the information presented in the Workshop to support the implementation of Phase 1A, at **Appendix B**, and report progress or challenges to the next TF meeting.
- It was highlighted that the results of the last conducted ATFM implementation survey (on 2018) are not representing the latest developments by the States and encouraged the ATFM TF to develop and circulate a new survey, including the activities of Phase IA of the MID ATFM Implementation Plan, to the MID States to enable the TF to monitor the actual level of implementation and provide the necessary support, as required.

5.14 Based on the above, the meeting agreed on the development and distribution of the ATFM implementation survey by the Secretariate supported by the Chairperson; the consolidated results will be reviewed by the ATM SG/9 meeting in November 2023.

5.15 The meeting noted with appreciation the number of participants in the Workshop that reflected the interest of the MID States in building capabilities in relation to the ATFM.

States' Experience and Challenges

5.16 The subject was addressed in PPTs/6A-C, presented by Iraq, Oman, UAE, respectively.

5.17 The meeting was informed about the ATFM level of implementation and the related challenges. In summary, the presentations of States reviewed the national ATFM implementation plans in respect to Phase 1A, at **Appendix B**; and the current capacity calculation and traffic demands and trends.

5.18 The meeting encouraged the participants from the MID States and international Organizations to exchange their operational experience by providing the available reference material and documentation in their States/Organizations to support the outcomes of the MID ATFM Work.

5.19 The meeting noted with appreciation the offer received from QCAA to provide support in implementation, training including On-Job Training support and documentation related to ATFM with the expertise gained during FWC2022. QCAA also invited the MID States to visit the Doha ATFM Unit.

5.20 The meeting noted with appreciation the offer received from UAE for benchmarking of the different tools implemented within SZC, to support ATC workload, thus, enhance airspace capacity.

5.21 The meeting noted with appreciation the offer received from CANSO related to CADENA ATFM-CDM Procedures manual and development of training materials.

Review and Update MID ATFM Implementation Action Plan

5.22 The subject was addressed in WP/7, presented by the Secretariat.

5.23 The meeting reviewed and updated the MID ATFM Action Plan, as at **Appendix C**.

AGENDA ITEM 4: FUTURE WORK PROGRAMME

5.24 The meeting reviewed ATFM TF Terms of Reference, as at **Appendix D**.

5.25 The meeting agreed that the ATFM TF/8 and TF/9 meetings be planned as follows:

- ATFM TF/8: be held virtually during the third quarter of 2023 to review the consolidated ATFM survey and agree on the next steps, before the ATM SG/9 meeting (planned in Cairo, during the period 14 – 16 November 2023).
- ATFM TF/9: be tentatively scheduled for Q1/2024 before the MIDANPIRG/21 meeting (planned for May 2024).

5.26 The exact dates will be coordinated between the ICAO MID Office and the Chairperson of the ATFM Task Force.

AGENDA ITEM 5: ANY OTHER BUSINESS

5.27 Nothing has been discussed under this Agenda Item.

6. CLOSING

6.1 On behalf of the MID ATFM team, Mr. Hamad Al Belushi, the Task Force Chairperson thanked all participants for their active participation, fruitful discussion, and valuable outcomes. Additionally, he thanked the hosting State for the generosity and support provided during the Task Force and Workshop.

APPENDICES

FOLLOW-UP ON MIDANPIRG/19 CONCLUSIONS & DECISIONS

No.	CONCLUSIONS AND DECISIONS	CONCERNS/ CHALLENGES (RATIONALE)	DELIVERABLE/ TO BE INITIATED BY		TARGET DATE	STATUS/REMARKS
C. 19/14	<p><i>MID ATFM PLAN (V2.0)</i></p> <p><i>That, the MID Doc 014 renamed as MID Region Air Traffic Flow Management Plan (V2.0), is endorsed and be published on the ICAO MID website.</i></p>	Support a harmonized implementation of ATFM within the Region	MID ATFM Plan	ICAO MID	2022	<p>Completed (to be closed)</p> <p>MID Doc 014 V2.0 is posted.</p>
C. 19/16	<p><i>ATFM IMPLEMENTATION</i></p> <p><i>That,</i></p> <p><i>a) States be urged to take necessary measures to establish ATFM service in accordance with the MID Region ATFM plan taking into consideration the available relevant guidance materials, and the willingness of ICAO and international organization to provide support as appropriate; and</i></p> <p><i>b) ATFM TF be tasked to:</i></p> <p><i>i. assess the available opportunities for the exchange of information and propose a way forward to the ATM SG;</i></p> <p><i>ii. develop a checklist for ATFM service implementation assessment and monitoring (regulation, declared capacity, organizational ATFM structure, procedure for information sharing, etc).</i></p>	Support the implementation plan	Implementation checklist	MID States ATFM TF	2023	<p>On-going</p> <p>The subject will be addressed in WP/5.</p>

Note: detail information regarding each element is available in ICAO MID Doc 014, Version 2, Part II Chapter 5.

Checklist for ATFM service implementation assessment and monitoring						State	
Item	Phase	Task	Subtask / parameters to be considered	Target date / intervals	Applicable area	Status / reference	
1	IA	ATFM Regulations and national guidance material		31 December 2023	States where traffic demand at times exceeds or is expected to exceed declared capacity.		
2		Strategic Capacity and Demand Monitoring and Analysis: A regular program of strategic capacity and demand analysis	Human resources: Structure, Job description and Training programme	Programme of bi-annual analysis or on ad-hoc basis		Should be implemented for all international airports and associated terminal area airspace, and for all en-route ATC sectors. Where strategic analysis indicates that demand does not yet exceed capacity, preparation for the implementation of ATFM capability should be based on careful analysis of current traffic and expected growth in the next 5 years	
			Historical traffic data analysis and traffic growth forecasts				
			Seasonal flight schedules				
			Compliance with other ATC Units, which may be implementing ATFM measures				
			ATC procedures related to ATFM including LoAs				
			ATFM systems/tools (Daily traffic demand analysis)				
3		Methodology for Capacity calculation and declaration	Calculation of Aerodrome Acceptance Rate (AAR)	Based on item 2		Should be implemented for all international airports and associated terminal area airspace, and for all en-route ATC sectors. Where strategic analysis indicates that demand does exceed potentially will exceed the capacity, preparation for the implementation of ATFM capability should be based on careful analysis of current traffic and expected growth in the next 5 years	
			Calculation Sector Capacity				
			Policy for identifying the need for tactical ATFM measures (ATFM CONOPS)				
4		Pre-Tactical Capacity and Demand Monitoring and Analysis	Expected runway and airspace configurations	Daily pre-tactical airport and airspace capacity and demand analysis		all ATFM Program Airports and associated terminal area airspace, and for all en-route ATC sectors	
			Forecast meteorological phenomena				
			ATC resources, facilities and equipment				

			Other known or expected capacity constraints (including Military, special movements...)			
			updated flight schedule and flight plan information			
5	Pre-Tactical ATFM Execution		Operational data exchange (Daily Teleconferences between ACCs)	Daily basis	ATFM Daily Plan (ADP) for all ATFM Program Airports and associated terminal area airspace, including airport and airspace capacity declarations and related background information including relevant AIP/NOTAM publication should be prepared and distributed to all relevant stakeholders.	
			Web-based / Email distribution			
6	Post-Operations Analysis			Daily basis	The accuracy and effectiveness of capacity and demand analyses and ADP preparation and distribution, including supporting information should be verified through comparison with operational outcomes observed, and rectification of discrepancies included in planning for system and process improvements.	

ACTION PLAN FOR IMPLEMENTATION OF ATFM IN THE MID REGION

Key Activities	Action		Target date	Deliverable	Champion	Supported by	Status / RMKs
	No.	Description					
<u>Key Activity 1</u> Agreement on the ATFM Regional Framework	1.1	Recommending the best Scenario for a regional ATFM framework	20 Mar 2019	Recommendation	ATFM TF/2 meeting		Completed
	1.2	Presentation to the ACAO ANC/40	21 Mar 2019	Support	ACAO		Completed
	1.3	Preparing a Working Paper to MIDANPIRG/17	30 Mar 2019	WP	Secretariat	Chairman	Completed
	1.4	Agreement on the regional ATFM framework by MIDANPIRG	18 Apr 2019	MIDANPIRG Conclusion	MIDANPIRG/17	Secretariat	Completed
	1.5	Presentation to the ACAO Executive Council	28-29 Apr 2019	For support	ACAO		Completed
	1.6	Notifying States about MIDANPIRG/17 Conclusion and that the development of ATFM CONOPS started	30 Apr 2019	State Letter	ICAO	Chairman	Completed
<u>Key Activity 2</u> Development of CONOPS	2.1	Review of the CONOPS V0.1 during ATFM TF/3	12 Jan 2020	ATFM CONOPS draft V0.1	ATFM TF/3		Completed
	2.2	Further review V0.1 and develop V0.2 for presentation to the ATFM TF/4	20 Feb 2020	ATFM CONOPS draft V0.2	ATFM Core Team		Completed
	2.3	Review V0.2 by the ATFM TF/4	20 Sep 2020	ATFM CONOPS draft V0.2			Completed
	2.4	Presentation to ACAO ANC	28 Sep 2020	For Info and Support	ACAO		Completed
	2.5	Development of the CONOPS draft V0.3	20 Oct 2020	Chairperson and Secretariat			Completed
	2.6	Circulate the MID ATFM CONOPS draft V0.3 to ATFM TF members	20 Oct 2020	email to TF members for final comments	Secretariat	ACAO	Completed
	2.7	Feedback form Task Force members on the MID ATFM CONOPS draft V 0.3	31 Oct 2020	Feedback/comments	Task Force members		Completed
	2.8	Presentation of MID ATFM CONOPS draft V0.3 to ATM SG/6 for review	9 Nov 2020	Consolidated version of ATFM CONOPS V0.3	Chairman and Secretariat	ATFM Core Team	Completed
	2.9	Endorsement of the MID ATFM CONOPS V1.0 by MIDANPIRG/18	Feb 2021	ATFM CONOPS V1.0	MIDANPIRG/18		Completed
	2.10	Circulation of the MID ATFM CONOPS V1.0 to States	Mar 2021	ICAO Doc 014: MID Region ATFM CONOPS v1.0	posted under ICAO Website		Completed
	2.11	Presentation to ACAO Executive Council	29 – 30 June 2021	For Info and Support	ACAO		On-going

Key Activities	Action		Target date	Deliverable	Champion	Supported by	Status / RMKs
	No.	Description					
Key Activity 3 Development of ATFM Regional Framework and Common Operating Procedures	3.1	Development of ATFM Regional Framework and Common Operating Procedures initial draft V0.1 to be presented to the ATM SG/6	15 Nov 2020	ATFM Regional Framework and Common Operating Procedures initial draft V0.1	Chairperson and Secretariat		Completed
	3.2	Circulation of the ATFM Regional Framework and Common Operating Procedures initial draft V0.1 to ATFM TF members	15 Nov 2020	email to ATFM TF members for comments	Secretariat		Completed
	3.3	Feedback form Task Force members on ATFM Regional Framework and Common Operating Procedures initial draft V0.1	15 Dec 2020	Feedback/comments * consolidate the inputs (after receiving feedback)			Completed
		Development of: - ATFM Regional Framework draft V0.2, - ATFM Common Operating Procedures draft V0.2.	15 Nov 2021	-ATFM Regional Framework draft V0.2, -ATFM Common Operating Procedures draft V0.2.	ATFM Core Team	Volunteers (States/ ANSPs/ ORGs)	Completed
	3.4	Presentation to ACAO ANC	Q2 2022	For Info and Support	ACAO		
	3.5	Circulation of the: - ATFM Regional Framework draft V0.3, - ATFM Common Operating Procedures draft V0.3. to ATFM TF members.		email to ATFM TF members	ICAO	ACAO	Completed
	3.6	Feedback on V0.3.		Feedback/comments	ATFM TF members		Completed
	3.7	Consolidation of: - ATFM Regional Framework draft V0.4, - ATFM Common Operating Procedures draft V0.4. for presentation to ATM SG/7 meeting.	Nov 2021	Consolidated version of Draft ATFM Regional Framework and draft Common Operating Procedures	Chairman and Secretariat	Chairman ATFM Core Team	Completed
	3.8	Presentation to ACAO Executive Council.	TBD	For Info and Support	ACAO		
	3.9	Endorsement of MID ATFM Regional	Feb 2022	ATFM Regional	MIDANPIRG/19		Completed

Key Activities	Action		Target date	Deliverable	Champion	Supported by	Status / RMKs
	No.	Description					
		Framework and Common Operating Procedures V1.0 by MIDANPIRG/19		Framework and Common Operating Procedures V1.0			
	3.10	Circulation of the endorsed versions of CONOPS, Regional Framework and Common Operating Procedures and posting on the ICAO MID Website.	Q1 2022	State Letter	ICAO	ACAO	Completed
	3.11	Presentation to ACAO Executive Council	May 2022	For Info and Support	ACAO		
Key Activity 4 Implementation of ATFM in the MID Region	4.1	Development of MID ATM Operational Data Exchange process	9 Nov 2020	MID ATM Operational Data exchange	Chairperson and Secretariat		Completed
	4.2	Presenting to the MIDANPIRG/19 for endorsement	Feb 2021	MIDANPIRG Conclusion 19/14			Completed
	4.3	Establishment of the webpage under ICAO secure portal, including the ATM and Airspace user data	Feb 2021	Group name			Completed
	4.4	State nominated FPs briefings	June 2021				Completed
	4.5	Teleconferences between concerned stakeholders to exchange ATM related info	2022	Teleconferences to exchange info	ICAO MID	States - IATA	On-going under the FWC 2022
	4.6	Implementation of the MID ATFM Regional Framework and Common Operating Procedures	Cont.	Implementation roadmap	States		
	4.7	Implementation of ATFM framework at national level	Cont.	National ATFM framework	States		
	4.8	Development of Checklist and survey States' compliance	Q2 2023	Consolidate State compliance with the ATFM checklist	ATFM TF MID State	ICAO MID Office	On-going
Key Activity 5 Post Implementation	5.1	Post implementation review	Each 3 months	Post Implementation review	ATFM Core Team		
	5.2	Improvement of the ATFM Regional Framework and Common Operating Procedures	2024	V 3.0	ATFM TF	ATFM Core Team	

Key Activities	Action		Target date	Deliverable	Champion	Supported by	Status / RMKs
	No.	Description					
Review of the MID ATFM Regional Framework	5.3	Review and continuous improvement of the ATFM Implementation in the MID Region with consideration of establishment of centralized ATFM system for the MID Region	TBD	Continuous improvement	ATFM TF	ATFM Core Team	
Key Activity 6 Training and raising awareness related to ATFM	6.1	Development of National ATFM Implementation Plan and Training Programme Template for qualifying ATFM Specialist	2023	Training Programme Template for ATFM Specialist	MID States		
	6.2	Development of working arrangement for the ATFM Visits to States that would include ATFM Workshop and/or training courses	2023	working arrangement for the ATFM Visits	MID States		
	6.3	Organizing an ATFM Workshop with the A-CDM Workshop	21-23 Oct 2019	A-CDM/ATFM Workshop	ICAO	ATFM TF	Completed
	6.4	Organizing ATFM Workshop/Training /webinars Awareness Courses: - Capacity calculation and declaration - ATFM Publications issues - Flight Planning systems capabilities	Q1 2023	ATFM Training Awareness/Courses	ICAO	TBD	Completed
	6.5	Conduct ATFM Support visits to States	2022 2023	ATFM Support visits	ATFM support Team	TBD	
	6.6	Conduct familiarization visits/webinars of ICAO ATM/CDM CADENA, Singapore, India, EUROCONTROL, FAA, etc.	On-going	ATFM Familiarization Visits	ACAO ICAO		

**TERMS OF REFERENCE (TOR) OF THE
MIDANPIRG AIR TRAFFIC FLOW MANAGEMENT TASK FORCE
(ATFM TF)**

I. TERMS OF REFERENCE

- 1.1 Perform a joint assessment and confirmation of the Pre-requisites for a regional ATFM solution, this shall include:
 - a) Assessment of the performance objectives of the individual participating States and definition of common performance objectives for a regional ATFM service.
 - b) Perform a data collection and analysis to identify hot-spot areas and critical times in a regional ATFM service area where demand consistently exceeds capacity. The reasons and contributing factors for unbalanced demand and capacity are to be identified.
 - c) Analysis of air traffic flows within the designated area of the regional ATFM service that is causing unbalanced demand and capacity. The analysis shall identify the traffic fractions that due to their uniformity are candidates for effective ATFM measures to increase the efficiency without violating the equity principle.
- 1.2 Develop an ATFM Concept of Operations and a Framework which addresses ATFM minimum requirements for the implementation of ATFM in the ICAO MID Region.
- 1.3 Agree on a mechanism to support the phased implementation of ATFM measures in the MID Region, when and where required.
- 1.4 Identify, research and recommend appropriate guidance regarding:
 - a) Aerodromes and Airspace capacity under the normal circumstances and adjustment factors affecting the capacity;
 - b) regular review for all aerodromes and ATC sectors where traffic demand is expected to reach capacity, or is resulting in traffic congestion;
 - c) regular review of the implemented ATFM measures and the related publications; to support implementation of the required measures and reflection by the data houses (such as: Flight Planning Systems) and compliance of the airspace users;
 - d) mechanisms for ATFM data gathering, and exchanging operational data related to airspaces/aerodromes availability and air operation data between States, ANSPs, Airspace users, Organizations and ICAO, which may include:
 - i. adjusted aerodromes and enroute capacity due to factors affecting capacity such as:
 - Amid and after crisis management measures (mainly related to ANS Business Continuity Plans and recovery);
 - special use airspace status, runway closures; or
 - weather phenomena.
 - ii. traffic demand information which may include flight schedules, flight plan data, repetitive flight plan data as well as associated surveillance updates of flight status; and

- iii. ATFM Daily Plan.
 - e) measure compliance of airspace users with the applicable ATFM measures; and
 - f) any other guidance relevant to the Regional ATFM Framework.
- 1.5 Consider existing and planned ATFM initiative in the Region and make specific recommendations to ensure their alignment.
 - 1.6 Ensure inter-regional ATFM harmonization with adjacent ICAO Regions.
 - 1.7 Recommend appropriate inputs related to the implementations of ASBU Elements / Threads relevant to ATFM such as NOPS, A-CDM, etc.
 - 1.8 Report to the ATM SG.
 - 1.9 Review periodically its Terms of Reference and propose amendments as necessary.

Coordinate as deemed necessary with the relevant MIDANPIRG Sub-Groups and the Regional initiatives, matters of mutual interest.

II. COMPOSITION

- 2.1 The Task Force is composed of MID ATFM focal points and experts from:
 - a) MIDANPIRG Member States;
 - b) India, FAA, AACO, ACAO, AEROTHAI, CANSO, EUROCONTROL, IATA, and ICAO (Bangkok, Cairo, Paris Offices and HQ); and
 - c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.
- 2.2 The Task Force shall elect a Chairperson to act as the point of contact on behalf the Task Force.
- 2.3 ICAO MID Office will act as the Secretary of the ATFM Task Force meetings.

III. WORKING ARRANGEMENTS

- 3.1 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Task Force. The Task Force shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paperwork (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Task Force to advance the work. Best advantage should be taken of modern communications facilities, particularly videoconferencing (Virtual Meetings) and e-mails.
- 3.2 Face-to-face meetings will be conducted when it is necessary to do so.

ATTACHMENT A



LIST OF PARTICIPANTS

State	Name	Title
BAHRAIN	Mr. Abdulla Hasan Al Qadhi	Director Air Traffic
	Mr. Ahmed Y. Al Malki	A/Chief Air Traffic Management
EGYPT	Mr. Amr Ibrahim Abdel Latiff	ANS Inspector - ECAA
	Mr. Samer Hussein Emam	Act as Head of Central Administration for Air Navigation Services - ECAA
IRAQ	Mr. Abbas Sabbar Ghali	Director General of GCANS - GCANS
	Mr. Abdullah Fadhil Mohsin	Operations Member - GCANS
	Mr. Ali Mohammed Abdalghani	OPS Manager - GCANS
	Ms. Hiba Khalid Hussein	Approach Procedure Unit - GCANS
	Mr. Hussein Abdulkareem Lazim	ATFM Deputy - GCANS
	Mr. Mohanad Ali M. Jawad	ATFM Manager - GCANS
	Mr. Nabeel Saad Abdulridha	ACC Training Manager - GCANS
JORDAN	Mr. Khaled Arabiyat	ATM Director - CARC
	Mr. Marwan Hani Al-Masri	Air Traffic Control Officer ATCO - CARC
	Mr. Mohammad AbuSalah	Air Traffic Controller - CARC
LIBYA	Mr. Hisham Al Meselati	Deputy Head of Office ATFM
	Mr. Osama Elahwel	ATC - Chief of Air Traffic Flow Management Office
OMAN	Mr. Abdullah Said Al Hasani	Standard Officer – Airspace
	Mr. Mohammed Rashid Hamad Al Balushi	Air Traffic Controller Officer

State	Name	Title
QATAR	Mr. Abdulla Abdulqader Al-Haj	Head of Doha Tower
	Mr. Ahmed Mesad Qadar	ATCO 1 Approach
	Mr. Ahmed Mohd H M Al-Eshaq	ANS Director
	Mr. Aris Tzetitoglou	Manager AOCC - MATAR
	Mr. Dhiraj Ramdoyal	Head ANS Inspectorate
	Mr. Eissa Abdulrahman Al-Meabid	Deputy Head of Approach
	Mr. Erwin Obergruber	ATM Advisor
	Mr. Keith Crawford	ANS Advisor - ATFM Expert
	Mr. Kevin Cooper	ANS Advisor
	Mr. Marco Proietti	OPS Expert (ENAV - FUSION)
	Miss. Marion Murel	ANS - Deputy Safety Manager
	Ms. Maryam Rashid Al-Naimi	Acting Head of IMS - ANS Safety
	Mr. Mohammed A.Rahman Al-Nuaimi	Radar Engineer
	Mr. Mohammed Almuhamadi	ATC / Head of Training, Air Navigation Department & Chairperson of the FWC2022 Task Force
	Mr. Pieter Jacobus De Bruyn	ATFM Specialist
	Dr. Ramy Saad	ANS Inspector
	Mrs. Samina Razaq	Senior Electronics Engineer
Mr. Umair Ahmed	Team Lead Comm. OPS	

State	Name	Title
SAUDI ARABIA	Mr. Nasser A. Alotaibi	Airspace Operation Chief - SANS
UAE	Mr. Ahmed Ali Saeed Al Mansoori	Senior Specialist - Air Space Management
	Mr. Hamad Rashid Al Belushi	Senior Expert - Air Traffic Management & Chairperson of the ATFM Task Force
USA/FAA	Mr. Travis Fiebelkorn	Senior International Representative, Federal Aviation Administration, Air Traffic Organization, Mission Support- Europe, Africa, Middle East Group

Org.	Name	Title
CANSO	Mr. Javier Alejandro Vanegas	Director Latin America and Caribbean Affairs - Civil Air Navigation Services Organization (CANSO)
	Mr. Michael Murphy	Director Business Development Metron Aviation / CANSO ATFM WG
IATA	Ms. Zainab Khudhair	Manager Safety & Flight Operations (Africa & Middle East)
	Mr. Jacob Kipchumba Kangogo	ATM Regional Manager - ASPAC - Qatar Airways
IFATCA	Mr. Fateh Bekhti	Executive Vice President IFATCA AFM
	Mr. Raef Elsayed Ibrahim Doghda	ATCO
ICAO MID	Mr. Ahmad Amireh	Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM/SAR)
	Ms. Dina El Karimy	Technical Assistant (ATM/SAR & ASF)