**Appendix A**

**Template for Daily Teleconferences between States/ANSPs during COVID-19**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Telecom.** | **Ref.** | **date** | **Action/Remark** |
|  | Covering period (date and time) | From: | To: | *i.e. coming 12h, 24h, 5, 7 days*  |
|  | Between State/ANSPs  | State/ANSP A: [title][Coordinator name][email][Telephone/mobile] | State/ANSP B: [title][Coordinator name][email][Telephone/mobile] |  |
|  | Greetings | --- | ---- |  |
|  | Brief Overview of the situation  |  |  |  |
|  | Describe the measures planned/implemented due COVID-19 and/or any changes to these measures that may have impact on traffic flow during the coming period. Consider airlines reported challenges/requirements |  |  |  |
|  | Aerodromes specific issues affecting capacity such as VIP movements, special flights, infrastructure, weather, etc. |  |  |  |
|  | En-route specific issues such ATM restrictions, Military operations, weather, status of CNS/ATM infrastructure, etc. |  |  |  |
|  | Changes to Coordination Processes/Communication  |  |  |  |
|  | Preparation to the normalized situation: |  |  |  |
| 1. ANSP readiness
 |  |  |  |
| 1. Measures required during transition period
 |  |  |  |
| 1. Inputs from airlines
 |  |  |  |
| 1. Inputs from CCTs
 |  |  |  |
| 1. Common Date of implementation and publication of NOTAM
 |  |  |  |
| 1. other
 |  |  |  |
|  | Other topics of mutual interest |  |  |  |
|  | Required follow-up actions till next telecom |  |  |  |
|  | Agreement what and who will report any relevant information or decisions to the relevant ICAO Regional Office and/or CCT |  |  |  |
|  | Summary |  |  |  |

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