**Appendix B**

**Template for Daily Teleconferences between Adjacent ACCs or ATFM units**

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| --- | --- | --- | --- | --- |
|  | **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 issues that may have impact on traffic flow during the coming period: |  |  |  |
|  | 1. Weather: current or forecasted weather that would have impact on en-route or aerodrome operations such as reduced visibility, hurricanes, sandstorms, turbulence, thunderstorm activities, volcanic ash, etc. |  |  |  |
|  | 1. Infrastructure (NAVAID outage, GNSS signal interference, planned maintenance, radar outage, direct COM issues, etc.) NOTAMed or planned to take place. |  |  |  |
|  | 1. Military activities |  |  |  |
|  | 1. VIP movements |  |  |  |
|  | 1. Special events |  |  |  |
|  | 1. Pandemic-related issues |  |  |  |
|  | 1. Others |  |  |  |
|  | Aerodromes issues |  |  |  |
|  | 1. Airport capacity |  |  |  |
|  | 1. Projected terminal demand; |  |  |  |
|  | 1. Anticipated ATFM measures (MDI, MIT, GSt, GDP, MINIT, etc.) |  |  | *Refer to Doc 9971 Chap 4 Section 4.5* |
|  | 1. Other |  |  |  |
|  | En-route issues |  |  |  |
|  | 1. Airspace capacity (Sector capacity) |  |  |  |
|  | 1. Changes to traffic flow with highlight on relevant Entry/Exist Points. |  |  |  |
|  | 1. ATS Routes status (available, closed, CDR, DCTs, etc.) |  |  |  |
|  | 1. Anticipated ATFM measures (MDI, MIT, MINIT, Re-route, etc.) |  |  | *Refer to Doc 9971 Chap 4 Section 4.5* |
|  | 1. Other |  |  |  |
|  | Coordination Process/Communication |  |  |  |
|  | 1. Discuss changes to way of communication and exchange of info and coordination, of traffic between the 2 ATS units, if any. This would include, Direct Speech, OLDI/AIDC, AFTN Messages, etc. |  |  |  |
|  | 1. Transfer of control points |  |  |  |
|  | 1. Flight level restrictions at entry/exit points |  |  |  |
|  | 1. Expected frequency changes in case of Sector opening/closure or combining sectors. |  |  |  |
|  | 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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