



# **Guidelines on the Cooperation Between Aerodrome Operators and ANSP to Enhance Safety**

**First Edition-2024**

## **Preface and Acknowledgements**

This document is the first guidelines jointly published by ACI Asia-Pacific & Middle East and CANSO as a result of the agreement that the two associations reached at their first in-person meeting held in May 2023 in Kobe, Japan. The Kobe meeting was a culmination of a series of video conferences held between the two parties during the height of the COVID-19 pandemic from 2022 to early 2023 when international travels were severely restricted in the region. Despite the difficulties both associations demonstrated their sincerity and eagerness to collaborate in their common pursuit of safety.

Befittingly the first guidance document ACI Asia-Pacific & Middle East and CANSO jointly drafted is about how to best promote cooperation between aerodrome operators and ANSPs for the purpose of enhancing safety.

ACI would like to thank all the CANSO colleagues who supported and contributed this initiative, especially Jaco vd Westhuizen (South Africa), Duangtawan Pinpimai (Aerothai), James Lewis (Think), Mark Stretch (Airways New Zealand), Phil O'Connell (Airways New Zealand), Bill Middleswart (CANSO), Soh Poh Theen (CANSO), and John Wennes (CANSO).

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## **1. Purpose**

This document provides guidelines on ensuring and strengthening the cooperation between aerodrome operators and air navigation services providers (ANSP) for the purpose of enhancing aerodrome and ANSP safety performance by suggesting areas of cooperation and methods of securing and promoting cooperation.

## **2. Potential Areas of Cooperation**

The ANSP and aerodrome operator are close partners in the day to day running and long term operational and infrastructural planning of the aerodrome. Cooperation between them is essential for ensuring the safety and efficiency of aerodrome operations.

Areas for cooperation between the two parties are many and examples of such are given in the following:

- Prevention of runway incursions;
- Prevention of excursions such as the implementation of GRF (Global Reporting Format for Runway Surface Conditions);
- Enhancement of apron safety;
- Maintenance of airfield facilities, e.g. NAVAIDS, visual aids, and pavements;
- Managing aerodrome operations during construction works on airside;
- Incident and accident reporting such as runway incursions, sighting of drones and laser lights;
- Enhancement of aerodrome capacities such as by way of improving runway occupancy time;
- Low visibility operations;
- AIP update and NOTAM issuance;
- Aerodrome operations and ANSP operational hours;
- Definition of sensitive and critical areas;
- Obstacle control;
- Safety information sharing;
- Safety performance monitoring and target setting;
- Participation in airside safety committee activities and meetings;
- Safety risk management;
- Accident investigation;
- Safety promotion;
- Joint evaluation and implementation of application of technologies in the enhancement of safety;
- Establishment, review, implementation and rehearsal of emergency response procedures;
- Wildlife hazard management in particular in reporting of wildlife strikes; and
- Cross training and familiarization of each other's operational procedures.

## **3. Methods of Enhancing Cooperation**

### ***3.1 Memorandum of Understanding***

The aerodrome operator and ANSP should seek securing cooperation by way of a memorandum of understanding (MOU). This helps maintain the cooperation in the long-term regardless of personnel changes, ensure clear understanding by the two parties of the scope of cooperation, and gain support from management.

The MOU should define and include:

- Purpose of cooperation such as enhancing aerodrome safety and air navigation efficiency;
- Joint declaration of commitment to cooperate to achieve the purpose mentioned above, e.g. enhance safety;
- Commitment to periodically reviewing progress towards agreed objectives
- Functional relationship between the aerodrome operator and ANSP;
- Responsibilities of each party;
- Communication channels such as contact points;
- Scope of cooperation, (refer to the list in paragraph 2)
- Duration of the validity of the MOU;
- Conditions for amendments to MOU; and
- Signatures of authorized persons and dates of signing.

**Attachments A and B** are samples of such MOU.

If the ANSP and aerodrome operator are two departments or entities of the same organization as it is the case in some countries, an internal written agreement should be considered to enhance cooperation based on the above. In this kind of organization, ensure that both the ANSP and aerodrome operator are represented on the Safety Review Board.

### *3.2 Other Means of Enhancing Cooperation*

As the Runway Safety Team (RST) is the most important forum for all relevant stakeholders to discuss and resolve runway safety issues, both the ANSP and aerodrome operator should be members of the RST and participate in meetings. To help secure their participation, include this in the MOU discussed above and their membership in the terms of reference of the RST.

At many airports, as the aerodrome operator is the entity that establishes the RST per PANS Aerodromes, they also chair RST meetings. The ANSP and the aerodrome operator should however consider co-chairing the RST or alternate chairmanship to encourage equally active participation from both parties and collaborative decision making, subject to local regulations.

The ANSP and aerodrome operator should consider jointly conducting safety enhancement activities to compare notes and ensure views from both perspectives are thoroughly considered. Such initiatives may be joint safety inspections, risk assessment and mitigation, safety promotion and as necessary accident investigation as well.

Mutual understanding is the one of the pillars of cooperation. Cross and joint training and familiarization programs are good approaches to understanding each other's roles, work methods, rationale behind operating procedures and challenges. Organizing visits to each other's workplace is a good start. On this basis operating procedures may be fine-tuned and safety enhanced.

Once trust is built between the two parties, further cooperative efforts should be considered, such as cross review of standard operating procedures (SOP) and establishment of an interface with each other's safety management system (SMS) as per ICAO Document 9859.

Establish clear and consistent communication protocols between airport and air traffic control units, using standard phraseology, procedures and radio frequencies.

Share relevant information and data on traffic flows, weather conditions, runway availability, operational constraints and emergencies, e.g. using an online data storage facility.

Participate in collaborative decision-making processes to address common issues and challenges, such as capacity management, demand and delay reduction, environmental impact and contingency planning. One example of such collaboration is the joint development of a structured A-CDM system especially at busy hub airports where coordination between the two parties would result in most benefits.

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**Attachment A:** [Operational Protocol Between Mingaladon ATC- Air Traffic Control Tower and YACL- Yangon Aerodrome Company Limited \(Courtesy of Yangon Aerodrome Company Limited\)](#)

**Attachment B:** [Activity Coordination Between QAIA Operations and Air Navigation Services Provider \(Courtesy of Queen Alia International Airport, Jordan\)](#)



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