

# ***EUROCONTROL GUIDELINES for CONTINGENCY PLANNING of AIR NAVIGATION SERVICES***

***SASI WS 04A Cyprus 24 – 26 November 2009***

***Organisational Aspects and Planning Process***

**Richard Lawrence – Deputy Project Manager**

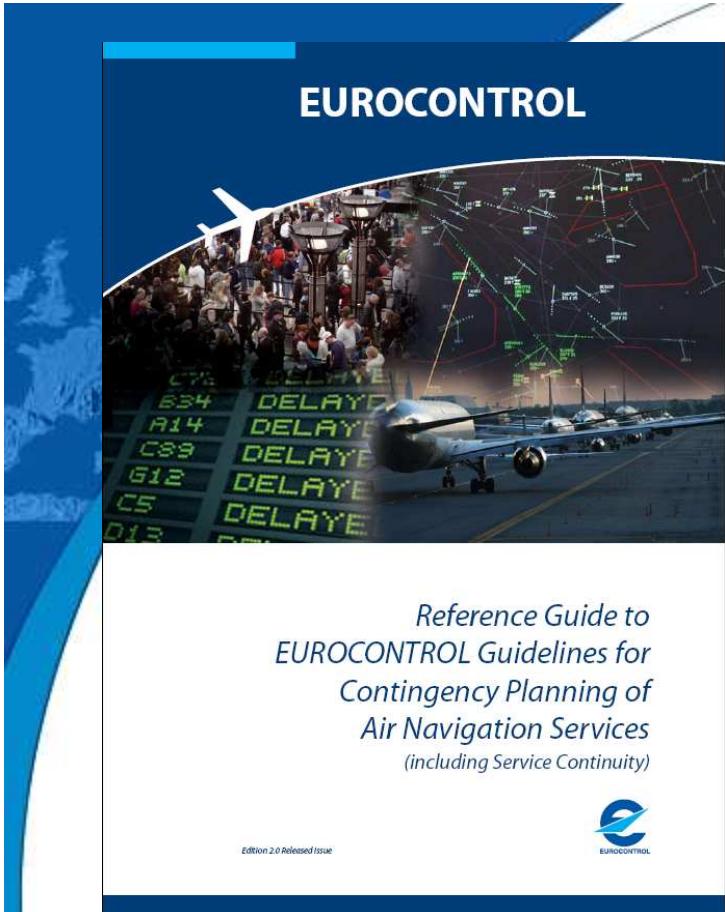
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**[http://www.eurocontrol.int/ses/public/standard\\_page/sk\\_sesis\\_guidelines.html](http://www.eurocontrol.int/ses/public/standard_page/sk_sesis_guidelines.html)**

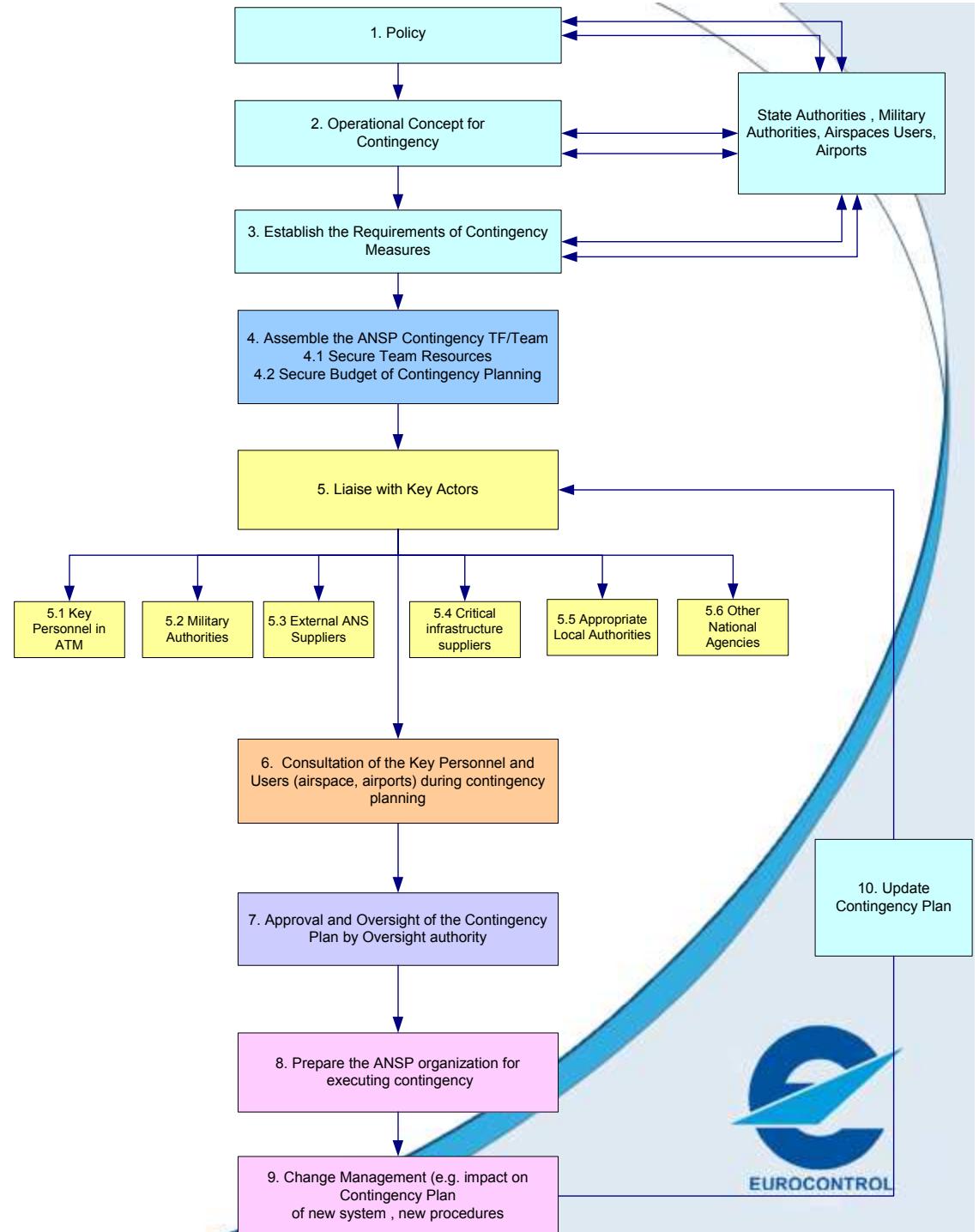


# Generic Contingency Organisational Aspects

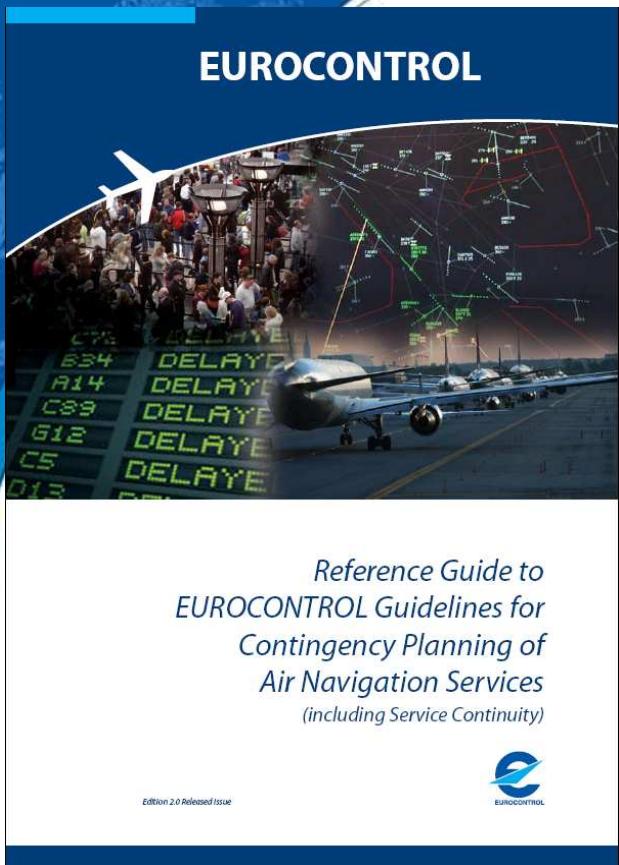
- Who is responsible for Contingency in your organisation?
- How is contingency organised?
- Who are the key participants?
- What processes do you follow?



- Schematic page 13
- Checklist page 24



# Generic Contingency Organisational Aspects



## CHECKLIST OF ORGANISATIONAL ASPECTS

A checklist of the organisational actions to be completed by ANSPs for a given ANS unit (e.g. ACC, APP, TWR), Airspace Users, and Airports is provided below. Complete guidance can be found in Chapter 5 of the Guidelines.

### ESTABLISH CONTINGENCY PLAN REQUIREMENTS

- Check that a process is in place to set the requirements for "Contingency measures" with the State authorities (including the Military authorities), the Airspace Users and the Airports if relevant.
- ASSEMBLE ANSP CONTINGENCY PLANNING TASK FORCE/TEAM**
- Check that all specialists relevant to the ANS unit considered are involved, e.g:
  - Managers/Supervisors
  - ATCOs
  - Engineers/Technicians
  - Legal
  - Human Resources
  - Finance
  - Facilities Management (e.g. parking, catering)
  - Staff representatives if appropriate
- Convene workshops/brainstorming
  - Consider the "what ifs"
  - Gain greater understanding of contingency planning
- Appoint senior manager to own the process
  - Responsible for final sign-off of contingency plan(s)
- Identify those responsible for maintaining the CP
- Secure resources and budget of the contingency planning team/activities

- Secure resources and budget for the actual contingency measures

### LIAISON WITH

- National**
  - State authorities, other ANS Units (e.g. ACC, APP, TWR), Airports, Airspace Users
- International**
  - National key actors plus:
    - CFMU (see below)
    - Adjacent States - ANSPs, State authorities, ANS Units, Airports
  - CFMU and OCG**
    - See [Achievement Checklist for actions before an incident](#) and the [Execution and Assurance Checklist for actions during and after an incident](#)

- Liaise with specialist planning groups
- Local Authorities**
  - Include liaison with Local Authorities (fire, police, medical, councils etc)
  - Check mutual awareness of contingency plans
- Other National Agencies**
  - Consider need for liaison (possibly through the Regulator) with other national authorities, e.g. National Counter Terrorism etc

### CONSULTATION OF KEY ACTORS (DURING PLANNING)

- Airspace Users**
  - Check consultation during planning stages (to discuss potential solutions)
  - and Execution (to be kept informed of latest developments)
- CFMU**
- Airports (if relevant)**

- APPROVAL AND OVERSIGHT**
  - Manage approval and oversight of the Contingency plan as per the [Roles and Responsibilities Checklist \(ANSP and NSA\)](#)

### PREPARING ANSP ORGANISATION FOR EXECUTION OF CONTINGENCY PLANS

- Check roles and responsibilities are clearly assigned within the organisation
- Check ANSP executive is nominated to have overall responsibility/authority for Contingency Planning

### CHANGE MANAGEMENT

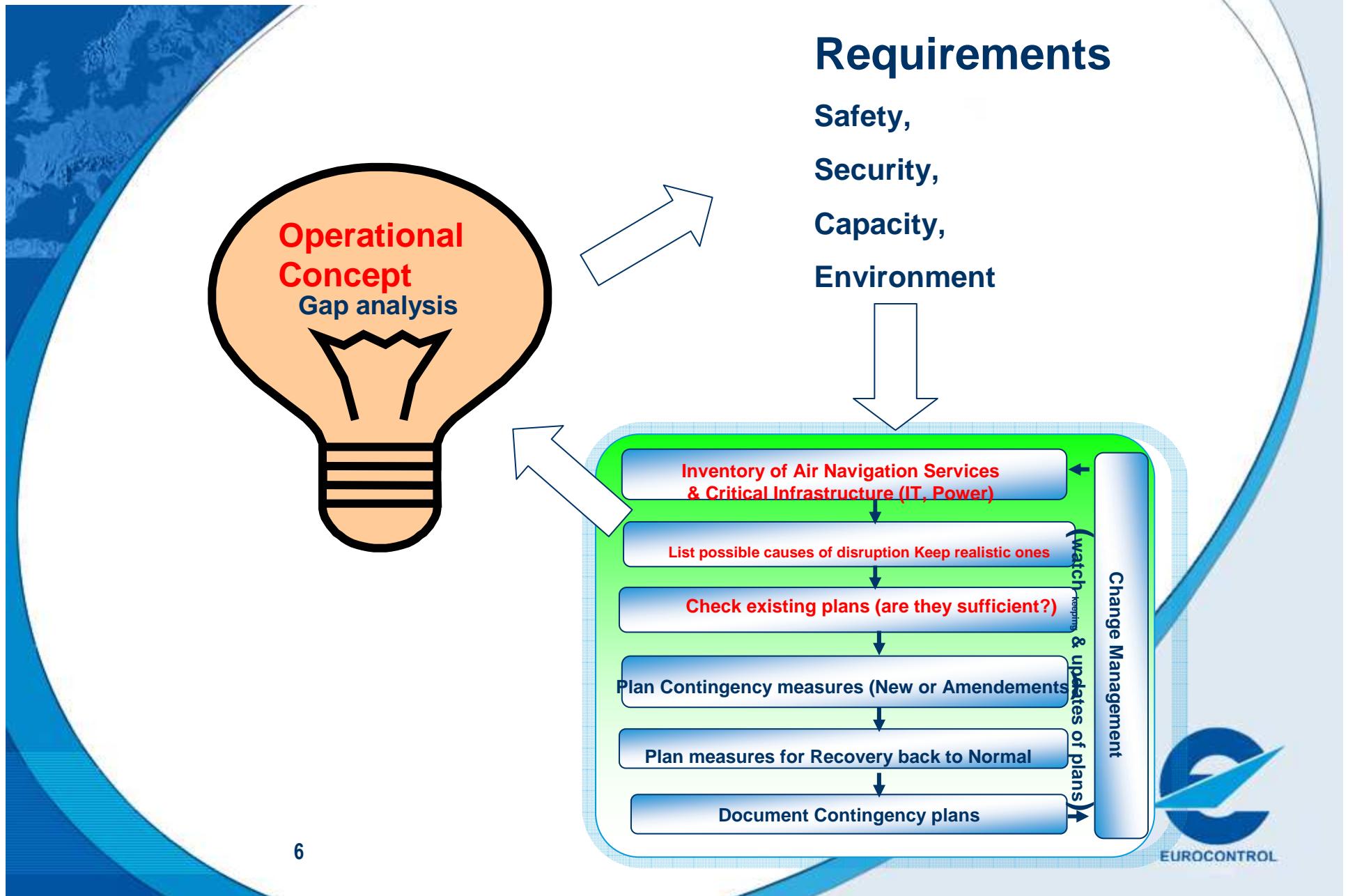
- Check relevant contingency plans after all changes (e.g. system changes, procedures changes, organisation changes)
- Update contingency plans as necessary

<sup>1</sup> The Crisis Management Group (CMG) has been created which aims to react quickly and efficiently when unexpected situations seriously disturb air traffic flows in ECAC airspace. This group is chaired by the Director of the CFMU and is composed of nominated representatives of the Directors of Air Navigation.

# Generic Contingency Planning Process



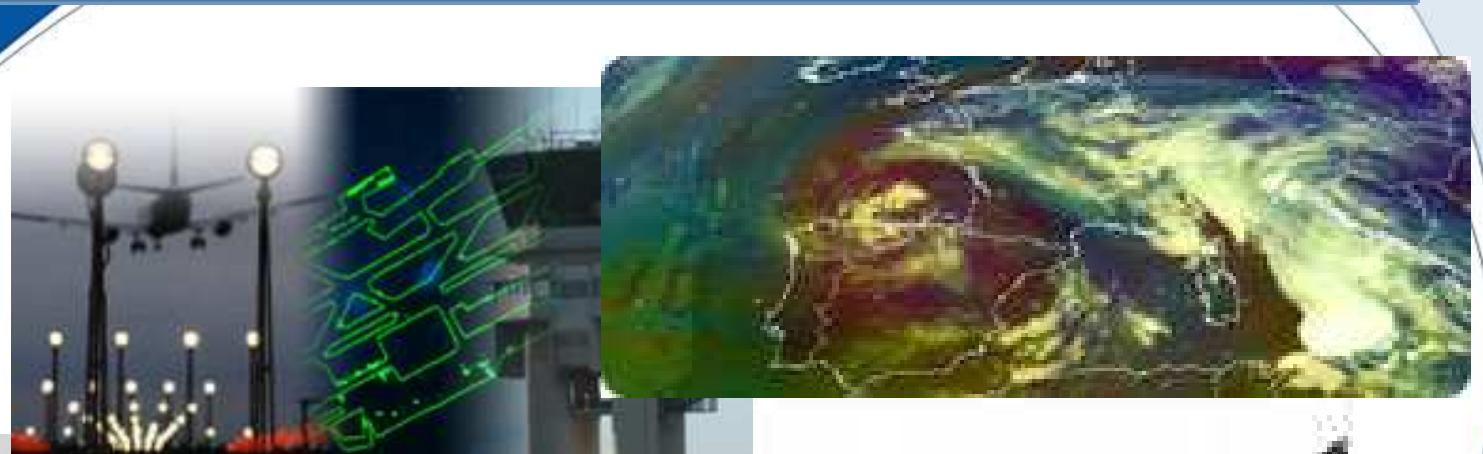
# Operational Concept – Requirements - Planning



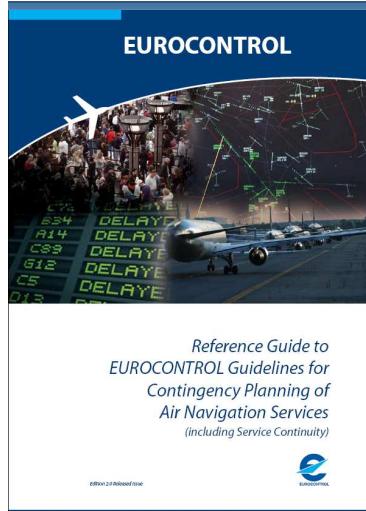
# Planning for ...



# Planning - Operational Considerations



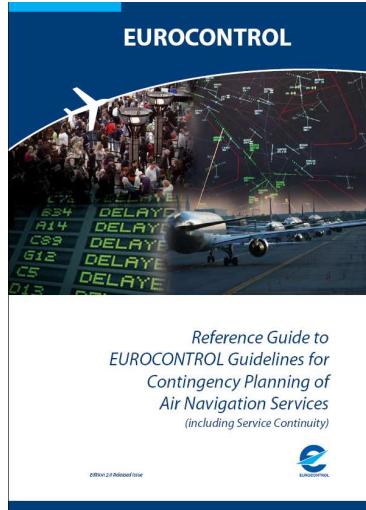
# Planning - Engineering Considerations



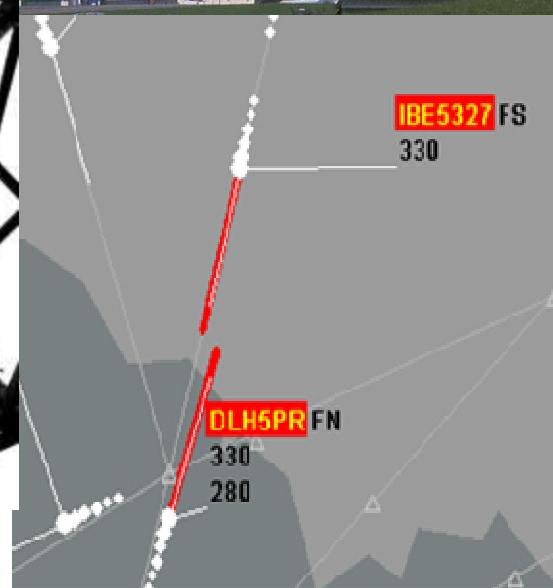
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# Planning - Technical Considerations



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## Planning Considerations – Testing/Exercising

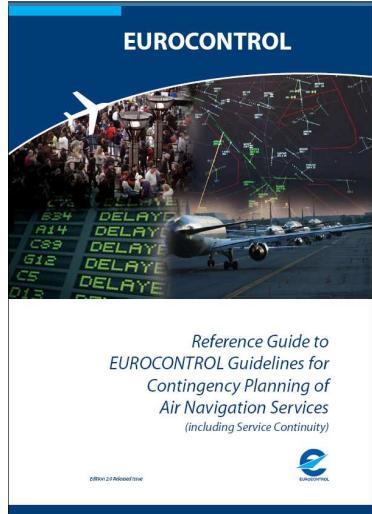


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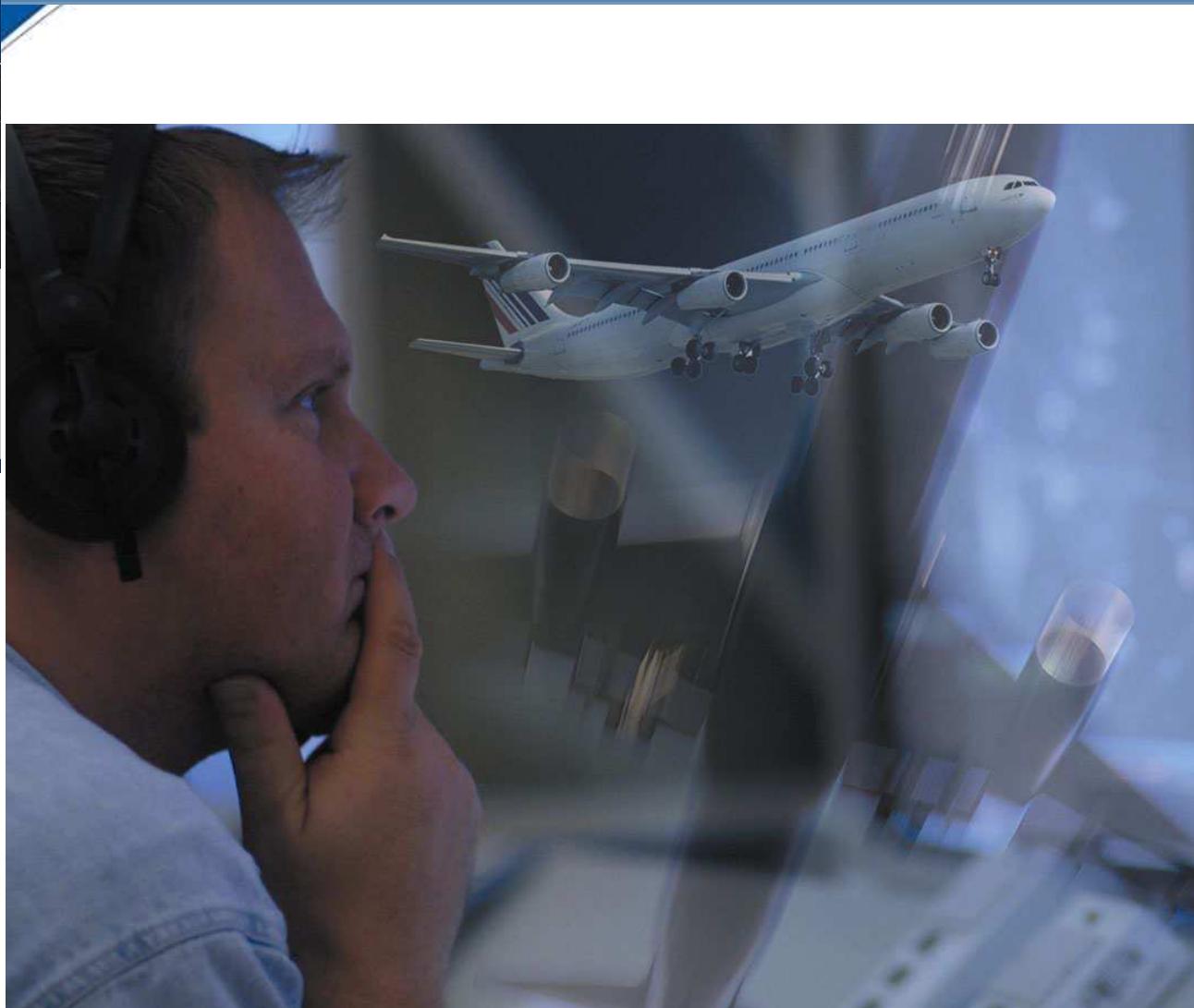


Detailed planning in Achievement in line with Policy expectations

# Planning Human Considerations – Training, licensing



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