

Appendix 6

Exercise 3 - Planning Brief

Situation

You are a group of unit managers within an ANSP situated in either Lutan or Aksia. The release of the *EUROCONTROL Guidelines for Contingency Planning of Air Navigation Services (including Service Continuity)* - May 2009 has prompted your senior level management to review their contingency planning arrangements.

Following on from the elaboration of the ANSP Contingency Policy Statement, Consultation Process and Operational Concept, the senior management have now tasked you to begin the process of Planning the detailed measures and actions that will turn these documents into realistic Contingency Plans that can be enacted in response to a variety of circumstances and scenarios.

In particular, the Senior Management Board would like you begin the elaboration of the contingency measure you would need to take to ensure Service Continuity provision in your ANSP. Consequently, you should begin to consider and map out in greater detail the major considerations and challenges that will need to be met and overcome in terms of people, equipment and procedures.

Mission

Your mission is to demonstrate to the Senior Management Board (in a presentation to be made later today) the diverse range of areas (e.g. operational, organisational, and engineering) you need to consider and the measures/actions that would need to be taken to realise the aims and objectives of the Policy and Operational Concept concerning **only the main ATCC**.

This means that your planning should be limited to one strategy only as follows:

- For Lutan - the use of Alternate Location Multi-Use facilities at Borax.
- For Aksia - the use of Alternate Location Multi-use facilities at Lazur.

In addition, for the purposes of the exercises and for brevity, it is not necessary to follow the full Planning process as set out in Chapter 8 of the Contingency Guidelines. ☐

The focus of the exercise is to elaborate the Contingency planning process and necessary steps in the form of a planning 'roadmap' rather than generating a Contingency plan per se. Moreover, it is important for you to gain an appreciation of the scale of the wide-ranging considerations that need to be taken into account when developing detailed Contingency Plans.

Execution

General Outline

- All team members have a role to play.
- The 'roadmap' of planning considerations and measures/actions should be primarily focused on Service/Business Continuity.

Detailed Planning

Your planning considerations/measures/actions should reflect, amongst others:

- Measures and actions to realise Contingency operations:
 - Immediate actions.
 - Short/Medium Term actions.
 - Long Term (Service Continuity).
- Eventual recovery to 'Normal' operations.

Associated Considerations

- ANSP Engineering/technical policy (In-house, Contractual etc).
- CNS.
- Airspace aspects (including ATFM, FAB, ICAO).
- AIS.
- Military aspects.
- Personnel/human factors issues

Team Composition (*slight change of emphasis to a more parochial, internal to the ANSP, set of stakeholders*)

Within your team you may find it useful for each participant to role play a specific Stakeholder perspective:

- ATC Operations
- Engineering/Technical
- Personnel/HF
- Legal/Regulation
- Security/Military
- Safety/Hazards/Risk
- Economics

Instructions

To assist you in undertaking the various processes necessary to elaborate your Service Continuity planning 'roadmap', you should use:

- The State Brief;
- the solution should be guided by the 'pink' Policy Statement and the 'pink' Operational Concept (contingency strategies for the main ACC) provided as a model answers to the first two exercises;.
- the EUROCONTROL Guidelines for ANS Contingency Planning;
- and/or the associated Quick Reference Guide.

Constraints

The following constraints should be applied during the course of your work:

- Your Planning does not need to address industrial action and Pandemics;
- you do not have unlimited financial and personnel resources; be realistic.

Timings

You have 45 minutes to complete the exercise.

Solution and Presentation

Solution

Your solution does not need to be in detailed paragraphs. Use **bullet points** to show that you are aware of the headline issues. The solution should describe:

- A brief description of:
 - The Planning considerations that need to be taken into account to fully develop the measures and actions.
 - The measures, actions and considerations consolidated into a draft outline Contingency Plan.

Presentation of results

Please appoint a spokesperson who will report to the Senior Management Board (i.e. all the SASI WS participants, later).

A flip chart and pens will be available to record your activities.

If deemed appropriate and fitting time constraints, you may also make a presentation.