

## Appendix 4

### Exercise 1 - Policy and Consultation Process Brief

#### Situation

You are a group of unit managers within an ANSP situated in either Lutan or Aksia - see Appendices 1 and 2 respectively for a profile of each State/ANSP. A map showing the geographical layout, airports and FIR boundaries is at Appendix 3.

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.

Currently there are only embryonic plans in place and your directors are keen to ensure that the organisation is ready and able to respond to a range of key hazards and risks that might lead to a contingency situation in the short and/or long term. In particular they wish to ensure that the organisation is able to continue discharging its legal and regulatory obligations with respect to safety, security, capacity, efficiency and the environment.

As part of the review you have been tasked to consider the Policy and Consultation Process aspects within your respective ANSP/state.

#### Mission

Your mission is to produce a draft Policy Statement for Contingency in your allotted ANSP/state based on the information provided in this brief and the State brief (Appendix 1 or 2 as appropriate). You should also describe the Consultation Process you would undertake as part of establishing the ANSP's Contingency Policy and elaborate on the outcomes. You will be required to report the results of your activities to the senior management board in a 15-minute presentation later today.

#### Execution

##### General Outline

- All of the team members have a role to play.
- Begin by reading the profile for your state/ANSP; if you have any queries please address them to one of the facilitators.
- Extract from this brief and the State profile the essential information that will help you formulate your draft Policy Statement - further guidance is available in the Guidelines and Reference Guide.

- Similarly use the Guidelines and Reference Guide to guide your thinking on the Consultation Process you would undertake to develop your Policy and elaborate a basic set of Contingency Requirements.

### **Detailed Planning**

In broad terms, your draft Policy Statement should reflect, amongst others:

- The organization's attitude towards, and commitment to, Contingency .
- The Contingency goals and objectives (e.g. services/units covered, reaction times for restoration of capacity).
- Scope of Contingency (all aspects as per the Life Cycle or only part?).
- The founding principles that will underpin the detailed Contingency Planning actions and measures

Moreover, in addition to your organisation's own needs and requirements, the Consultation Process should highlight those of:

- Aircraft Operators
- The State
- Airports
- Others (as appropriate)

### **Team Composition**

Within your team you may find useful to consider the Policy aspects from the following perspectives:

- ATC Operations
- Airspace Users
- Legal/Regulation
- Safety/Hazards
- Security/Military
- Airport
- Environment
- Economic

### **Instructions**

To assist you in undertaking the various processes necessary to construct your outline Policy statements and Consultation Process outcomes, you should use

- The State Brief;
- the EUROCONTROL Guidelines for ANS Contingency Planning;
- and/or the associated Quick Reference Guide

## Timings

You have 30 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:

- The draft Policy Statement - be prepared to answer questions on why you chose a particular issue for inclusion (or exclusion).
- Draft Consultation Process outcomes (what would you discuss, with whom and why? What might be the results from these discussions?).

### 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.