

NMD/NOM/NOS	Operational Notice					Doc. ID: ON/21-020
Issued on: 12/05/2021 By: nnedic/RDZ	Subject Regulation proposals via the NOP Portal					Validity From: 17/05/2021 To: UFN NOP Portal: Yes Briefing: No
Applicability	AD		FM	✓	FP	TLP Status Green

1. Introduction

This document describes the steps to follow by FMPs in the event they want to start sending regulation proposals via the NOP Portal in the tactical phase of operations, and the different phases to follow. The steps described in this document do not modify the nature of current procedures regarding ATFCM Measures described in the ATFCM Operations Manual.

2. Implementation periods

Any official request shall be addressed to the following NM email address: [\[redacted\]](#)
After the reception of the request, the requesting FMP shall follow the 2 phases described below.

2.1 Operational implementation - phase 1

During Phase 1 any regulation proposal sent via the NOP shall be coordinated via telephone by the FMP. This phase should have a duration of one month after which Phase 2 would be entered. If major problems are identified during Phase 1, extended acceptance activities will be initiated. The phase 1 may be optionally extended depending on the frequency of usage of the service.

2.2 Operational implementation - phase 2

The phase 2 will start after conclusion of Phase 1. At this moment, telephone coordination will not be mandatory except for proposals that are part of a set of regulations where the order of proposal acceptance plays a critical role. For example:

- Splitting or collapsing regulated sectors
- Strike regulations
- Recovery periods
- Implementation/cancellation of 0 rates
- Etc.

2.3 Procedure

The steps detailed below are complementary to section 5.6.1. ATFM of the ATFCM Operations Manual. All active regulations shall be reviewed by NMOC staff and the resulting proposal shall be reviewed by the FMP.

2.3.1 Regulation proposal via the NOP Procedure:

The procedure below describes the steps to be followed when implementing the regulation proposals via the NOP:

- 1) The FMP may submit a proposal for a new ATFM regulation (PROPOSED) via the NOP Portal.
- 2) The FMP shall coordinate the proposal details with the NM tactical team via telephone according to the operational implementation phase described in the sections 2.1 and 2.2 of this document.
- 3) The NM tactical team shall monitor the reception of new ATFM regulation proposals. This is indicated by an alert - green background highlighting of the **Measures** button.

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4) The NM tactical team shall review the ATFM regulation proposal:

a) In the Regulation Editor

- i. Check that the proposal is sent by the relevant FMP;
- ii. Check that the Regulation fields are correctly filled in.

b) In the History display, compare Proposal with Regulation versions if necessary.

Note:

Starting the review changes the status of the proposal to 'COORDINATED'.

- 5) The NM tactical team shall coordinate with the FMP the regulation details via telephone if any modification might be required.
- 6) In case of incorrect ATFM Regulation proposal Id, the NM tactical team shall reject the proposal and request the FMP to submit a new proposal with updated Regulation Id.

The NM tactical team shall then either activate and publish or reject the proposal. In case of rejection, the tactical team shall coordinate via telephone with the FMP.

If rejected, the proposal changes the status to 'ABANDONED' and the regulation is not implemented.

If activated, the proposal changes the status to 'IMPLEMENTED' and the regulation becomes active and published.

7) The FMP shall visualise the accepted / rejected proposal in the NOP interface.

Note:

- Active regulation can contain additional fields or coordinated changes applied by the NMOC.
- Training video with detailed explanations is available on the link below:

<https://www.youtube.com/watch?v=2bUkFTuLnD8>

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2.4 Regulation naming convention

The general convention that shall be followed for a complete Regulation ID is presented in the section 5.6.4.2 of the ATFCM Operations Manual.

2.5 Reporting and Feedback

The duty DOM is responsible for ensuring that the NMOC reporting and feedback on the procedure is carried out. Any difficulties while applying the procedure or possible improvements detected should be introduced in the feedback. Please send any feedback to:

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Annex 1

The table below indicates the status of different FMPs who are in the process of requesting the access to Regulation via the NOP service.

Requester	Contact	Start date
Stockholm FMP		N/A
Skopje FMP		N/A
Amsterdam FMP		N/A
Canarias FMP		N/A
Finland FMP		N/A
Italy FMP		07.06.2021
UK FMP		N/A
Brussels FMP		N/A
Zagreb FMP		N/A

Operations Manager

NOTE: The official electronic version takes precedence over any paper copies (except in the event of contingency)