

ANNEX 1 ASM LEVEL 2 PROCEDURES

1. GENERAL

ASM level 2 procedures apply only to SUAs that are AMC-manageable¹ (AMA) and define the coordination process starting from Airspace Users SUA request and ending in a published Airspace Use Plan (AUP) as well as its update (UUP).

Airspace Use Plans for ECAC states are made available to the general public daily via the Eurocontrol Network Operation Portal².

The Estonian AUP/UUP is also available publicly via the Estonian AIM portal <https://aim.eans.ee>.

2. PARTIES INVOLVED

- Military Airspace Users (MIL AU)
- Military Approved Agencies (MIL AA) approved by the HLAPB
- Military AMC
- Civil AMC

3. SPECIAL USE OF AIRSPACE REQUEST AND RESERVATION PROCESS

3.1 Military Airspace Users (MIL AU) shall request SUA no later than 10:00 LMT on the last working day prior to the activation from the authorised military Approved Agency.

3.2 MIL Approved Agency (MIL AA), based on the requests from Military Airspace Users, shall by no later than 11:00 LMT on the day before operations (D-1):

- 3.2.1 validate request data taking into account the limitations set forth in this and any other applicable agreements;
- 3.2.2 de-conflict all valid requests from Military Airspace Users by coordinating necessary changes;
- 3.2.3 insert all valid de-conflicted requests into LARA as airspace reservations, specifying the responsible CMU.

3.3 Military AMC shall by no later than 12:00 LMT on D-1:

- 3.3.1 de-conflict all reservations from MIL AA-s by coordinating any necessary changes;
- 3.3.2 de-conflict all reservations with published NAM activations;
- 3.3.3 approve all de-conflicted reservations in LARA.

3.4 Civil AMC shall by no later than 15:00 LMT on D-1:

- 3.4.1 validate SUA reservations from approved civil agencies taking into account the limitations set forth in this and any other applicable agreements;
- 3.4.2 de-conflict all civil and military reservations by coordinating any necessary changes with civil airspace users and military AMC;

¹ Available SUA list in Annex 4

² <https://www.public.nm.eurocontrol.int/PUBPORTAL/gateway/spec/>

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- 3.4.3 based on the above, approve, edit or reject all area reservations;
 - 3.4.4 generate the intent Airspace Use Plan (AUP) and coordinate it with Network Manager (NM);
 - 3.4.5 publish the Estonian AUP.
- 3.5 Military AMC shall by no later than 16:00 LMT on D-1
- 3.5.1 submit to the NOTAM-office NOTAM-requests for all those AMC Manageable SUAs that require D-1 NOTAM publication.

4. SUA RESERVATION CONDITIONS AND ALLOCATION LIMITATIONS

4.1 General

SUA cannot be reserved outside of the vertical limits published in AIP Estonia.

An AMC-approved reservation will under normal circumstances grant priority to use the area according to the times and flight levels as published in the Estonian AUP.

During the booking process on D-1, all concerned parties should be ready to respond to any additional coordination inquiries between 11:00-15:00 (LMT).

Military area requests are regarded as allocated only after they have been approved by both MAM and Civil AMC.

4.2 For Military Airspace Users

If additional times/flight levels for pre-tactical TSAs are required after AUP publication, booking requests for extra times and/or flight level must be submitted as soon as possible, triggering the promulgation of an Updated Airspace Use Plan (UUP) by AMC Estonia.

MIL Airspace User shall request from the MIL AA the operational vertical limits required.

4.3 For AAs & Military AMC

Due UUP processing limitations, booking requests for extra times and/or flight levels shall only be processed by Civil AMC if they are submitted no later than 1800 LMT on the day before operations (in this case changes can take effect from 0800 LMT on the day of operations) or 1000 LMT on the day of operations (in that case changes can take effect only after 1400 LMT).

MIL AA-s shall reserve the area in either

- Corresponding IFR flight levels adding 500FT to both upper and lower limits, or
- Height in feet from SFC/MSL.

4.4 For Civil AMC

In case of conflicting area reservations, MAM and Civil AMC shall take into account the priority rules as defined in the Estonian ASM Handbook Annex 1 and other applicable agreements.

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5. TIMETABLE

D-1/LM	1000	1100	1200	1500	1600	1700
Military Airspace User MIL AU	Submit SUA request to MIL AA.	Ready to respond to coordination from MIL AA.				
Military Approved Agency MIL AA		Validate SUA requests from MIL AUs; de-conflict valid requests; insert valid requests into LARA (specifying CMU).	Ready to respond to coordination from MAM.			
Military Airspace Manager Military AMC			De-conflict MIL AAs reservations; de-conflict reservations with NAM; approve de- conflicted reservations in LARA.	Ready to respond to coordination from AMC.	Submit NOTAM- requests (if applicable)	
Civil Airspace Management Cell Civil AMC				Validate CIV users SUA requests; de-conflict CIV and MIL reservations; approve/edit/r eject all reservations; generate the intent AUP.	Ready to respond to coordination from NM; publish the AUP.	

6. SUA ALLOCATION CHANGES AFTER AUP PUBLICATION ON D-1

6.1 In order to change SUA reservations after AUP has been published (17:00 LMT on D-1), an Airspace Use Plan update (UUP) needs to be published. On D-1 it is possible to publish UUP-s from 1800 to 2200 LMT with changes becoming effective from 0800 (LMT) next morning.

6.2 Any following change requires UUP publication:

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- 6.2.1 All reductions to SUA utilization, including:
- cancellations of area reservations;
 - later start and/or earlier finish of activation;
 - reduction of vertical limits.
- 6.2.2 All increases to SUA utilization, including:
- new and/or substitute area reservations;
 - earlier start and/or later finish of activation;
 - extension of vertical limits.
- 6.3 Change coordination takes place in the following order:
- 6.3.1 Military Airspace Users shall request a change to their SUA reservation from the relevant MIL AA.
- 6.3.2 The MIL AA shall validate the request based on the compatibility with UUP time frame and coordinate the change with Civil AMC.
- 6.3.3 Civil AMC shall evaluate the change, de-conflict (if necessary) with other reservations and publish the UUP.

APPROVED BY:

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[Digitally Signed]