

ANNEX 1 ASM LEVEL 2 PROCEDURES

1. GENERAL

ASM level 2 procedures apply only to SUAs that are AMC-manageable (AMA) as defined in “AMA/NAM” column of Annex 4.

Certain SUAs are allocated into pre-defined configurations, facilitating the usage of two or more elementary SUAs as a combined operational volume. All pre-defined configurations of SUAs in Tallinn FIR are described in part 7 of this Annex. The following Level 2 procedures 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).

The Estonian AUP/UUP is also available publicly via the Estonian AIM portal <https://aim.eans.ee>. Airspace Use Plans for all ECAC states are made available to the general public daily via the Eurocontrol Network Operation Portal¹.

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(s) 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 requests, 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 – either as a single SUA or, when applicable, as a pre-defined configuration, specifying the responsible CMU; configurations shall be inserted as a single reservation, using the ‘add airspace’ function in LARA;
- 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;

¹ <https://www.public.nm.eurocontrol.int/PUBPORTAL/gateway/spec/>

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- 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;
 - 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.

For both reservation and activation purposes, any configuration of multiple SUAs shall always have a single (unified) lower and upper limit.

For each *s t a n d a r d* configuration, the maximum upper and lower limits of the combined pre-tactical operational volume are based on the most restrictive elementary SUA as described in Annex 4 and thus reflected in p7.1 of this Annex (in the 'Vertical limits' column).

For each *s p e c i a l* configuration, the maximum upper and lower limits of the combined pre-tactical operational volume may be outside the pre-tactical limits described in Annex 4 and are therefore explicitly defined in p7.2 of this Annex (in the 'Vertical limits' column).

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.

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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).

If SUA is required for other activities than flying (i.e shooting), it can be reserved in feet from MSL.

If SUA is required for flying, MIL AA shall reserve the area in corresponding IFR flight levels that are utilized inside the SUA and add a buffer of 500FT to both upper and lower limits.

The flying activities inside SUA shall at all times be maintained between the IFR flight levels that are within the limits the SUA.

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/reject all reservations; generate the intent AUP.	Ready to respond to coordination from NM; publish the AUP.		

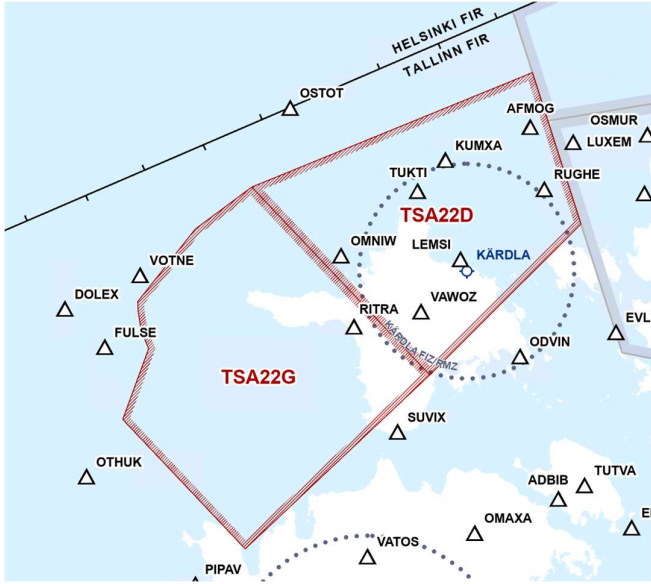
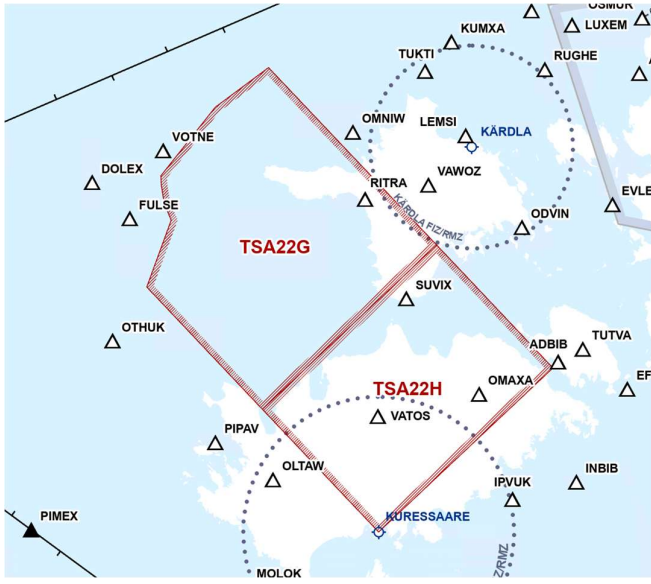
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6. SUA ALLOCATION CHANGES AFTER AUP PUBLICATION ON D-1
 - 6.1 In order to change reservations after AUP has been published (17:00 LMT on D-1), an Airspace Use Plan update (UUP) needs to be published. On D-1 it is possible to publish UUP-s from 1800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

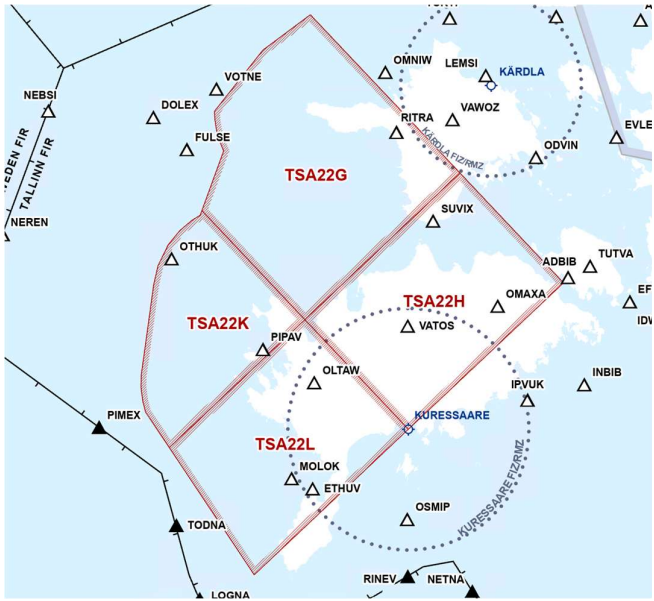
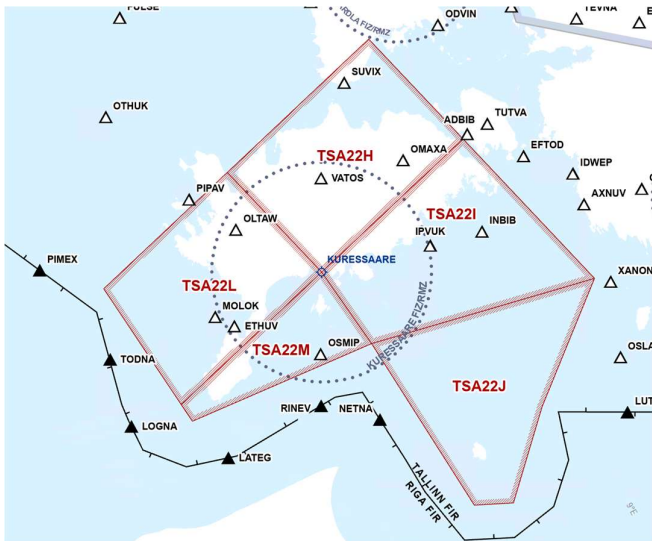
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7. PRE-DEFINED CONFIGURATIONS OF SUAs IN TALLINN FIR

7.1 The following *standard* configurations of SUAs in Tallinn FIR have been pre-defined for reservation under the procedures of this Annex:

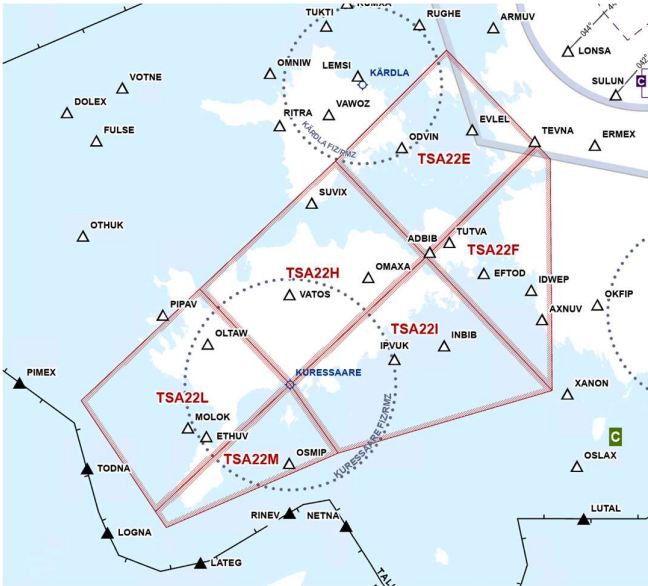
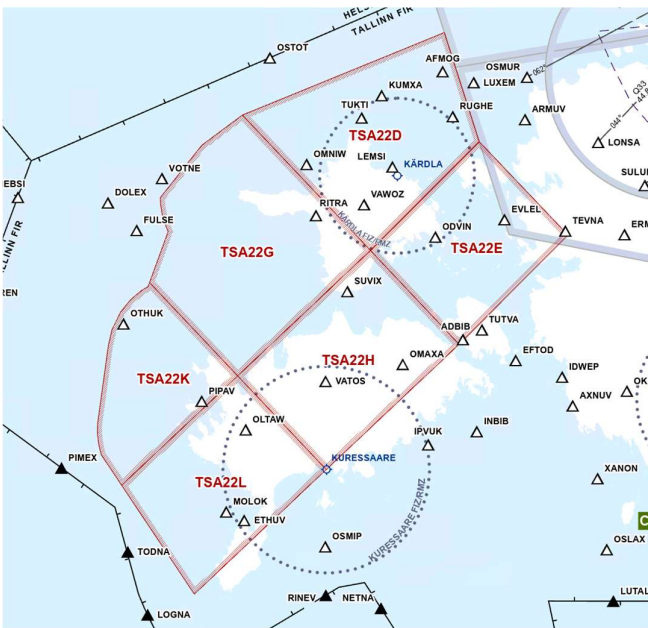
Standard configuration indicator and sub parts	Vertical Limits	Image	Utilization criteria
<p>Conf: Delta2</p> <p>EETSA22D</p> <p>EETSA22G</p>	<p><u>FL265</u> FL95</p>		<p>365/7/24H</p> <p>EEKA ARR/DEP shall have tactical priority between FL95-155</p>
<p>Conf: Hotel2</p> <p>EETSA22G</p> <p>EETSA22H</p>	<p><u>FL265</u> FL95</p>		<p>365/7/24H</p> <p>EEKE ARR/DEP shall have tactical priority between FL95-155</p>

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<p>Conf: Kilo4</p> <p><u>FL265</u> FL95</p> <p>EETSA22G EETSA22H EETSA22K EETSA22L</p>		<p>365/7/24H</p> <p>EEKE ARR/DEP shall have tactical priority between FL95-155</p>
<p>Conf: Mike5</p> <p><u>FL285</u> FL95</p> <p>EETSA22H EETSA22I EETSA22J EETSA22L EETSA22M</p>		<p>365/7/24H</p> <p>EEKE ARR/DEP shall have tactical priority between FL95-155</p>

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7.2 The following *special* configurations of SUAs in Tallinn FIR have been pre-defined for reservation under the procedures of this Annex:

Special configuration indicator and sub parts	Vertical Limits	Image	Utilization criteria
<p>Conf: 22South</p> <p>EETSA22E</p> <p>EETSA22F</p> <p>EETSA22H</p> <p>EETSA22I</p> <p>EETSA22L</p> <p>EETSA22M</p>	<p><u>FL395</u> <u>FL95</u></p>		<p>Utilization requires all following criteria met:</p> <ol style="list-style-type: none"> 1) Reservable during 8.30-13.00 LMT (AM slot) 2) Min 4 a/c 3) Max 2 reservations per week 4) Max 90 min per reservation <p>EEKA/EEKE ARR/DEP shall have tactical priority between FL95-155</p>
<p>Conf: 22North</p> <p>EETSA22D</p> <p>EETSA22E</p> <p>EETSA22G</p> <p>EETSA22H</p> <p>EETSA22K</p> <p>EETSA22L</p>	<p><u>FL395</u> <u>FL95</u></p>		<p>Utilization requires all following criteria met:</p> <ol style="list-style-type: none"> 1) Reservable during 12.30-16.00 LMT (PM slot) 01.00-03.30 LMT (Night slot) 2) min 4 a/c 3) Max 2 reservation per week 4) Max 90 min per reservation <p>EEKA/EEKE ARR/DEP shall have tactical priority between FL95-155</p>

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APPROVED BY:

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