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**OPERATIONAL PROCEDURE OF AIRPORT COLLABORATIVE DECISION  
MAKING (A-CDM) AT TAN SON NHAT INTERNATIONAL AIRPORT**

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**1. DETAILS****1.1 Purpose**

Airport Collaborative Decision Making (A-CDM) is a procedure agreed among units: Airport Operators, Airlines, Ground Handling Service (GH), Air Traffic Control (ATC), Air Traffic Flow Management (ATFM) to collaboratively make decision at the airport in order to manage the congestion at the airport, increase the efficiency for departure aircraft, optimise the use of resource at the airport, enhance the ability of predicting and implementing exactly the process of a complete flight from departure phase till arrival phase.

All civil flights operating at Tan Son Nhat Airport must comply with A-CDM operational procedures, except for VIP, emergency, medical, search and rescue flights.

**1.2 Operational Procedure**

The coordination among flights is based on the principal which flights/aircraft are best planned shall be served best (Best planned, Best served).

There are two core timestamps of A-CDM procedure: Target Off-Block Time (TOBT) and Target Startup Approval Time (TSAT), which shall be applied during operations at Tan Son Nhat International Airport.

**1.2.1 Definition of commonly used terms in A-CDM**

- ACGT: Actual Commence of Ground handling Time.
- ALDT: The actual time that an aircraft touches down on the runway.
- AO: Airline Operator.
- ARDT: The point in time at which an aircraft is ready, which implies:  
all ground handling activities are finished, the flight preparation in the cockpit has finished, all doors are closed, and the boarding bridge and handling equipment removed, push-back truck available and ready for immediate start and push-back upon clearance from the Tower.
- ASRT: Actual Start Up Request Time. The time when the pilot requests start-up approval.
- ASAT: Actual Start Up Approval Time.
- CTOT: Calculated Take Off Time. The calculated time of take-off. CTOT is issued by the ATFMC as a result of an ATFM slot allocation and is a constraint in the planning of a TTOT (Target Take-Off Time).
- EIBT: Estimated In-Block Time.
- ELDT: Estimated Landing Time.
- EOBT: The estimated time that an aircraft will depart from its stand.
- EXIT: Estimated Taxi-In Time.
- ETTT: Estimated Turn-round Time.
- GH: Ground Handler.
- TOBT: The point in time at which the aircraft operator or ground handling estimates an aircraft to be ready: all ground handling activities are finished, the flight preparation in the cockpit has finished, all doors are closed and the boarding bridge and handling equipment removed, push-back truck available and ready for immediate start and push-back upon clearance from the Tower.
- TSAT: The time provided by ATC taking into account TOBT and CTOT, that an aircraft can expect to receive start-up/push-back approval (start-up and push-back approval are issued together).

**1.2.2 Operational procedure****1.2.2.1 SOBT**

SOBT: Aircraft start taxi out of the current stand as planned. The time leaving stand of aircraft is issued based on flight schedule determined at 22:00 by the Airline and the GH before the operational date.

**1.2.2.2 EOBT**

Foreign airlines, private flights, charter flights, official duties aircraft shall authorize GH to submit flight schedule.

In operation day, EOBT will be updated by Filed Flight Plan (FPL) or Delay/Modification (DLA/CHG) messages, as detailed:

- Proposal FPL will be submitted by AO to Tan Son Nhat Air Traffic Service Reporting Office (ARO)/AIS Center via Air Traffic Service Message Handling System (AMHS)/Aeronautical Fixed Telecommunication Network (AFTN) or AIS/AIM or email or hard copy, not later than:
  - 150 min before EOBT for domestic flights that submit FPL remotely.
  - 210 min before EOBT for international flights that submit FPL remotely.
  - 60 min before EOBT when submitting hard copy of FPL to ARO/AIS center.