Guidance Material Package

Document information

Version history

Version #	Date	Changes
1.0	4 October 2017	Document ready for 2017 LSSIP KOE

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1. GUIDANCE FOR THE PRODUCTION OF THE LSSIP DOCUMENT

1.1 INTRODUCTION

The "Guidance for the Production of the LSSIP Document" is intended for national **Focal Points (FPs)** and their experts, and for the DPS/PEPR **Contact Persons (CPs)** and Objective Coordinators to be used as a reference to know which actions are needed by whom and when in order to have all parts of the LSSIP documents produced in time with the appropriate level of quality.

This guidance consists of three processes, which are:

1.2 Production of the LSSIP Document – Chapters 1-5 & Annexes
1.3 Production of the LSSIP Document – Chapter 6
1.4 Finalisation of the Production of the LSSIP Document

Each of these processes is described in the next chapters using Vertical Deployment Flowcharts (or Cross-Functional Flowcharts) which show the various actors and the flow of activities. In addition, a deadline / Time of Action for the essential activities has been included.

Chapter 1.5 presents the timeline of the 2017 LSSIP document productions presented with all applicable deadlines at one graphic.

Chapter 1.6 Reference contains links to other relevant guidance material such as the LSSIP Template, MP L3 2017 Implementation Plan etc.

1.2 PRODUCTION OF THE LSSIP DOCUMENT – CHAPTERS 1 to 5 & ANNEXES

LSSIP Support (LS)	LSSIP Contact Person (CP)	National Focal Point (FP)	Deadline / Time of Action

Publish New LSSIP Template → **By 2017 KOE**

Prepare Generic and State's Strawman

Pre-fill the LSSIP State's Initial Draft - Chapters 1 to 5 & Annexes ⇄ **Review the initial Draft Chapters 1 to 5 & Annexes**

Update the Initial Draft Chapters 1 to 5 & Annexes in cooperation with all stakeholders involved in the process

Upload Initial Draft on SharePoint, inform FP/CP → **15.11.2017**

Further update the initial Draft Chapters 1 to 5 & Annexes ⇄ **Review the initial Draft Chapters 1 to 5 & Annexes**

Acceptance by FP

LSSIP WLA document Chapters 1 to-5 & Annexes → **01.03.2018**
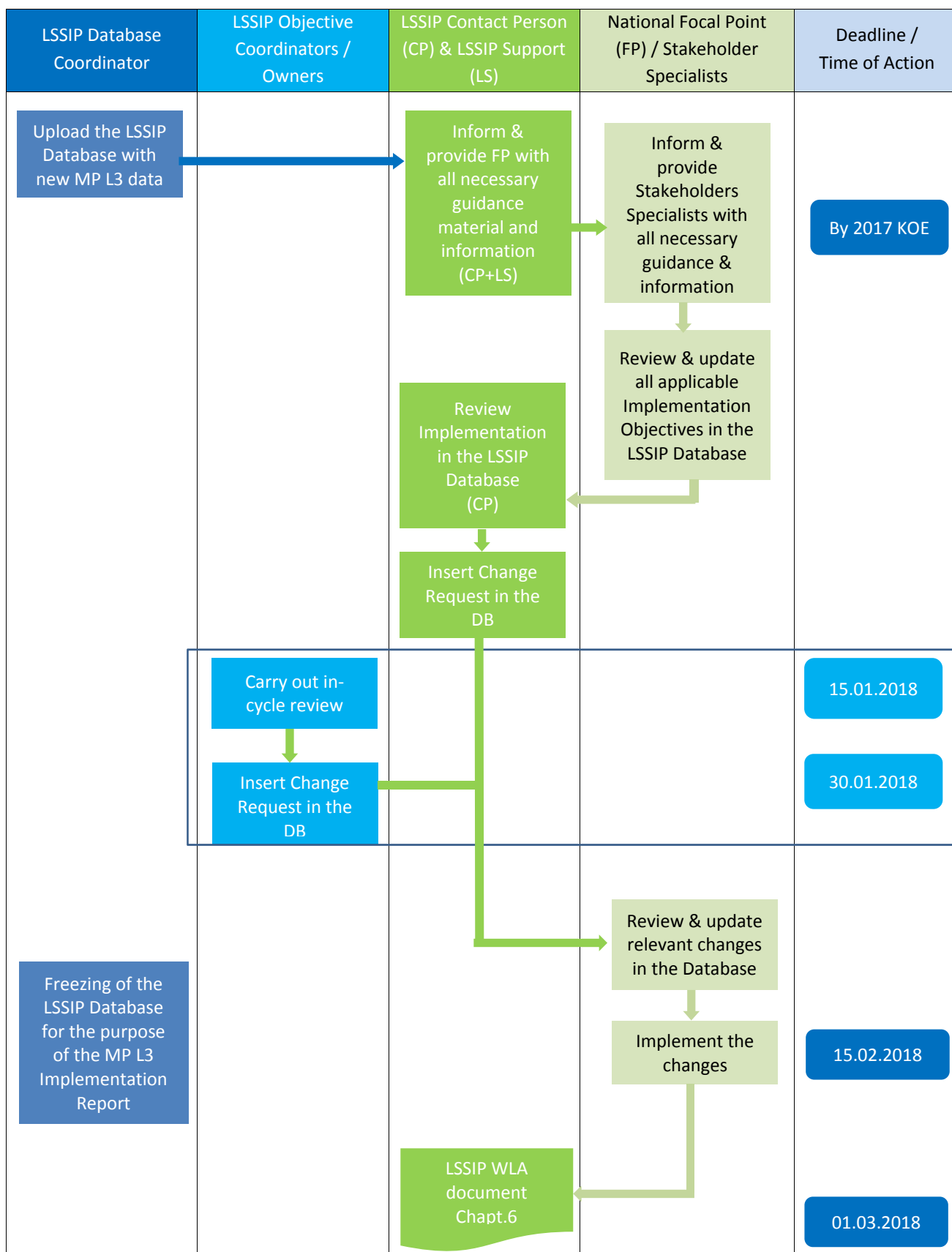
Other information:

<u>LSSIP Support</u>

- LSSIP Support will ensure that LSSIP Guidance Package, Initial Strawmen, presentations from Kick Off Event will be uploaded on the LSSIP SharePoint: https://ost.eurocontrol.int/sites/lssip/SitePages/Home.aspx and will manage the overall configuration control of the document until reaches Working Level Agreed (WLA) version.

- The Air Traffic Information for Chapter 2 "En-route Traffic and Capacity" of the LSSIP Template will be provided by NM by 15 February 2018 and will be inserted by CP into Initial Draft available on LSSIP SharePoint.

<u>LSSIP Contact Person</u>

- The CPs are responsible for updating the parts of the Initial Draft which can be uploaded only after the deadline for final update of the LSSIP Database (15 February 2018).

1.3 PRODUCTION OF THE LSSIP DOCUMENT – CHAPTER 6

LSSIP Database Coordinator	LSSIP Objective Coordinators / Owners	LSSIP Contact Person (CP) & LSSIP Support (LS)	National Focal Point (FP) / Stakeholder Specialists	Deadline / Time of Action
Upload the LSSIP Database with new MP L3 data		Inform & provide FP with all necessary guidance material and information (CP+LS)	Inform & provide Stakeholders Specialists with all necessary guidance & information	By 2017 KOE
			Review & update all applicable Implementation Objectives in the LSSIP Database	
		Review Implementation in the LSSIP Database (CP)		
		Insert Change Request in the DB		
	Carry out in-cycle review			15.01.2018
	Insert Change Request in the DB			30.01.2018
Freezing of the LSSIP Database for the purpose of the MP L3 Implementation Report			Review & update relevant changes in the Database	
			Implement the changes	15.02.2018
		LSSIP WLA document Chapt.6		01.03.2018

Other information:

<u>National FPs and other Stakeholders</u>

- During the review process of all applicable Objectives/SLoAs/Checkpoints in the LSSIP Database the following should be consulted:

    - all relevant guidance material recommended in the SLoAs of the Implementation Objectives;
    - the MP L3 2016 Implementation Report for the applicable conclusions;
    - pay attention to various Warnings and correct them as necessary.

- After the review and update of the applicable Objectives/SLoAs/Checkpoints, the national FP should mark the box "stable" per each Objective/SLoA in the LSSIP Database to inform that the information in the Database is mature and ready to be reviewed by the Objective Coordinators.

- In case of several people working on the LSSIP Database, the LSSIP data amendments are under the responsibility of the national FP.

<u>LSSIP Database Coordinator</u>

- On 15 February 2018 the LSSIP Database for all States will be frozen by the LSSIP Database Coordinator. Data provided by that time in the Database will be used for the production of the MP L3 2017 Implementation Report.

- Minor changes/amendments may still be made (i.e. spelling or editorial corrections), however only through the LSSIP CP. If a State wants a particular change inserted into the Database after 15 February to be included in the results presented in the MP L3 2017 Implementation Report, he/she needs to contact directly the LSSIP CP. This may only be done in duly justified cases and no later than by the end of February 2018.

<u>LSSIP Support</u>

- Produces Reports 108 and 109 and integrates them into the LSSIP document Level 1 and Level 2 documents.

1.4 FINALISATION OF THE PRODUCTION OF THE LSSIP DOCUMENT

LSSIP Support (SP)	LSSIP Contact Person (CP)	National Focal Point (FP)	Deadline / Time of Action
Develop new LSSIP document cover page	Inform FP about new LSSIP document cover page		By 2017 KOE
LSSIP WLA document Chapters 1 to-6 & Annexes			
Ensure the WLA LSSIP document to be Final version			01.03.2018
Upload WLA LSSIP document on SharePoint, inform FP		FP distribute WLA LSSIP document to all national Stakeholders for signature	
Update the LSSIP Completion Checklist	Provide signature page to LSSIP Support	Return signature page to LSSIP CP	30.03.2018
Publish Released Version of the LSSIP document			
Distribute requested copies to the State			

Other information:

For the 2017 LSSIP cycle a new type of document cover has been developed, namely a personalized cover with flag of each country. We would strongly recommend that for the harmonization purposes States do not provide the personalized pictures for this cycle.

1.5 2017 LSSIP TIMELINE
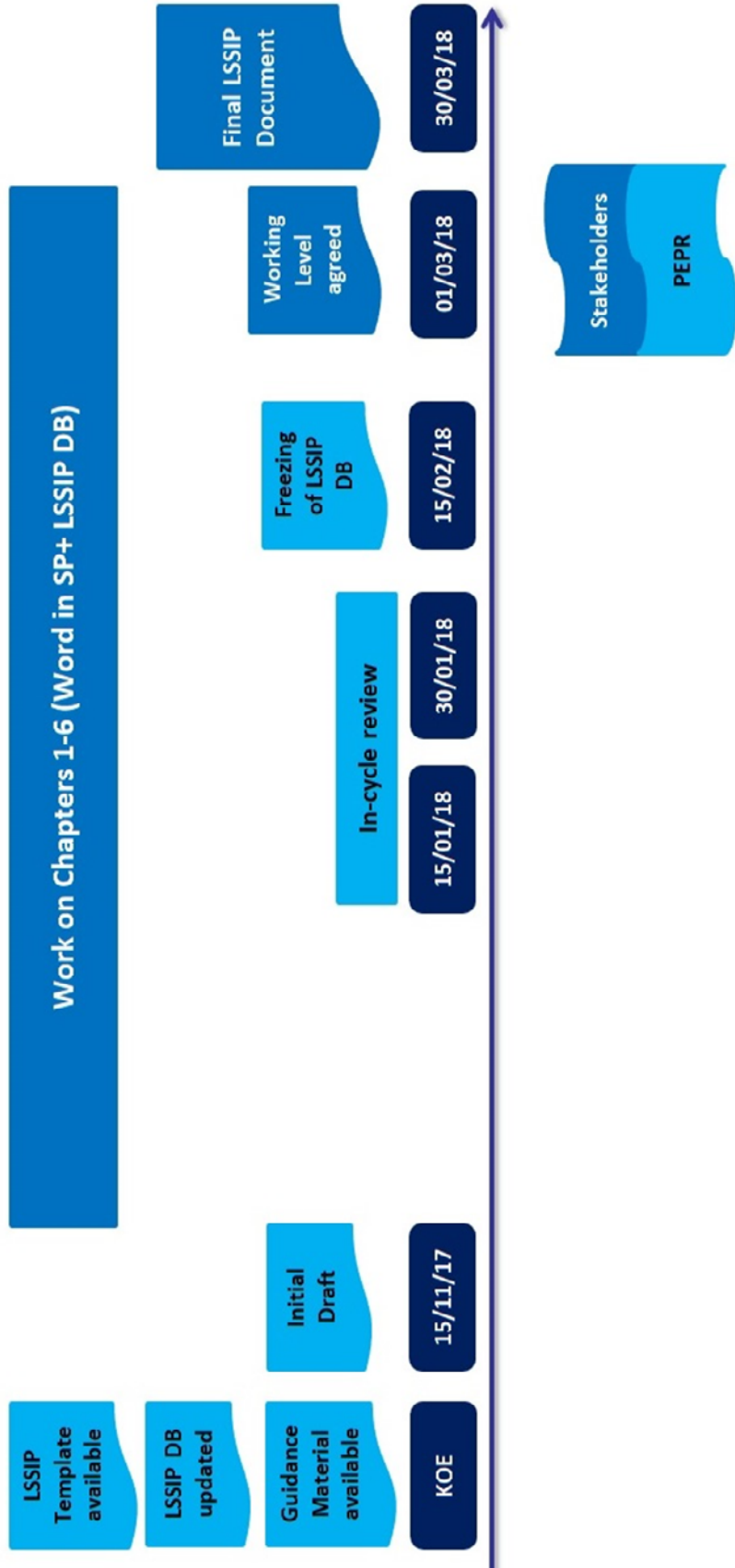
1.6 REFERENCES

This section provides all information needed for the development of the LSSIP document and where it can be obtained from.

- − LSSIP Template :

    The released issue of the LSSIP Template can be obtained from the PEPR Website:

    http://www.eurocontrol.int/articles/lssip

    and LSSIP SharePoint: https://ost.eurocontrol.int/sites/lssip/SitePages/Home.aspx

- − Information material :

    - MP L3 Plan: https://www.eatmportal.eu/working/depl/essip_objectives and

        https://www.eatmportal.eu/working/downloads

    - MP L3 Report: http://www.eurocontrol.int/articles/european-atm-master-plan-level-3-implementation-report

    - LSSIP Database: https://ext.eurocontrol.int/lssip_hmi/

- − Other useful web links :

    - http://www.eurocontrol.int/articles/lssip - Contains all LSSIP related information, including all LSSIP documents

    - http://www.eurocontrol.int/faq/pepr - lists all Frequently Asked Questions

Any proposal for improvement, please contact lssip.support@eurocontrol.int or any of the DPS/PEPR staff http://www.eurocontrol.int/articles/pepr-team.

2. GUIDANCE FOR THE DETERMINATION OF IMPLEMENTATION PROGRESS

2.1 INTRODUCTION

The "Guidance for the determination of implementation progress" is intended for national Focal Points (FPs) and their experts, and for the Contact Persons (CPs) and Objective Coordinators to be used as a reference for the determination of the Objectives implementation progress for 2017 LSSIP documents.

The main aim of this guidance is to ensure that "Implementation Progress" (further called "Progress") at SLoAs, Stakeholders and States level is determined in a common and consistent manner for all LSSIP documents. It facilitates the correct interpretation and verification of "Progress" reported by FPs and Stakeholders, thus contributing to the quality and European-wide uniformity of the LSSIP documents.

2.2 ELEMENTS TO BE REPORTED

For 2017 LSSIP cycle States are reporting on their implementation progress with regard to the following types of **Implementation Objectives**:

1. **Main Objectives** as established in Master Plan Level 3 2017 Implementation Plan,
2. **Additional Objectives** necessary for the reporting purposes on the implementation of ICAO ASBU Modules not covered anymore by the Master Plan Level 3 2017 Implementation Plan,
3. **Local Objectives** established for the first time in the 2017 LSSIP cycle and covered by the Master Plan Level 3 2017 Implementation Plan which do not have deadline and cover voluntary applicability area.

For each Implementation Objective the following **Stakeholder** groups might be included:

- REG – State Authorities,

- ASP – Air Navigation Service Providers,

- MIL – Military Authorities,

- APO – Airports.

It is the State's responsibility to nominate/delegate national experts who will provide yearly update of the LSSIP information in their areas of expertise.

FPs/Stakeholders are expected to report on each particular local implementation by means of written descriptions and statements. This info is collected and compiled in a **bottom-up approach**, into four levels of the LSSIP Database, for each Active and Additional Objective, which are (starting from the lowest level):

1. Checkpoints (CPT);

2. Stakeholder Lines of Action (SLoAs);

3. Stakeholder level; and finally

4. State level.
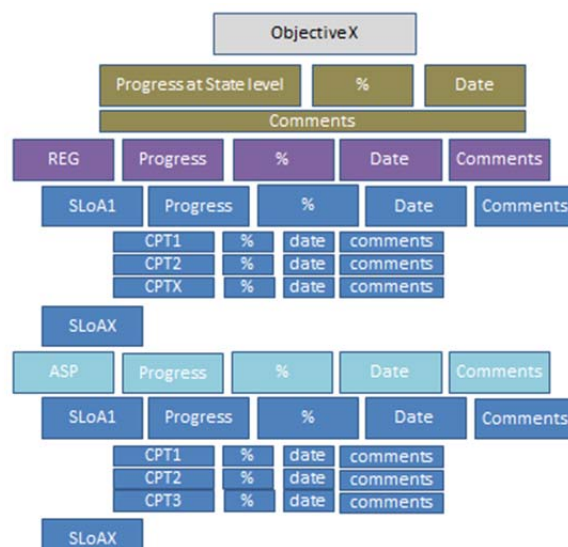
Each information level, from Checkpoints until the State level, relies on the appropriate descriptions, explanations and the reported dates. "Progress" is a statement that "measures" the extent to which the local implementation situation of a SLoA or Objective meets the MP L3 Objective scope, the finalisation criteria and schedule.

It is important that all States and Stakeholders are "measured" with equal consistency and impartiality for all Implementation Objectives. This ensures the overall quality of the LSSIP information, the LSSIP Map Tool and finally the accuracy of analysis in the MP L3 Report.

The reporting done through LSSIP must be consistent with local and individual stakeholder/Organisation plans, which should contain elements in the MP L3 Implementation Plan. How this is done is left to the Focal Point and its national environment: e.g. it could be done by properly classifying each individual Checkpoint to a specific item in the ANSP Business or Operating Plan and, if applicable, Deployment Implementation Projects (from the Deployment Programme 2017). For that purpose, the "National Plan" field associated to each Stakeholder's comment field in the LSSIP Database should be used to capture the appropriate link, while any clarification and explanation can be reported in the Checkpoint description.

Local Objectives are described in Chapter 3.7.

Date of implementation

The date of implementation at SLoA, Stakeholder and State level will be filled in automatically in the LSSIP Database based on the latest date inserted within the level below (e.g. for SLoAs it will be the latest date of the Checkpoints applicable, at Stakeholders level it will be the latest date of applicable SLoAs).

2.3 CHECKPOINTS DETERMINATION

Depending on the type (system, procedure, procedure+system, training, other) SLoAs were broken down in a number of Checkpoints with associated percentages. Example of generic Checkpoints questions for standard procedure SLoA is presented below.

'Procedure' SLoA:

CPT1   Activity started (e.g. project kicked-off): 10%
CPT2   Procedures drafted: 30%
CPT3   Procedures agreed, tested & validated: 35%
CPT4   Procedures implemented, i.e. in operational use: 25%

When developing the Checkpoint methodology for Implementation Objectives, those generic Checkpoints questions were adjusted to the specific requirements of each Objective.

Table below explains the possible answers to Checkpoints and their influence on the total score, together with explanation on what kind of additional information should be provided at the level of Checkpoint:

Answer to each Checkpoint	How % calculated	Comment to be provided by State
Y	% as determined in the DB	Provide relevant references confirming the completion i.e. reference(s) to a publication(s), evidences of compliance with relevant national or EC regulations, EUROCONTROL released data, an audit confirming compliance or completion etc.
N	0%	Provide a short text in the comment box describing the local progress made so far and the plans for the achievement of the Checkpoint
N/A	Weight of this Checkpoint is given to other Checkpoints	In cases when the Objective and the SLoA are applicable to the Stakeholder/Organisation but N/A to this specific Checkpoint, then a convincing justification shall be provided to the comment box why this Checkpoint is N/A.

The FP shall answer Yes, No or N/A to each of the defined Checkpoints in the LSSIP Database according to the local progress, provide the dates of implementation (at least the date of the final implementation of the SLoA) and in addition should further justify the answer by a short, concise and comprehensive text in the comment box. In case of sequential SLoAs the comment should be provided in the last available comment box.

Note: By default, when a new Local Scope and/or Organisation is added to a SLoA, the answer to all Checkpoints is set to No.

The completion of each Checkpoint contributes quantitatively to the completion of the SLoA concerned.

2.4 SLoA PROGRESS DETERMINATION

SLoAs can be **sequential** – a Checkpoint can only be completed after the previous one – or **parallel** – Checkpoints can be implemented at same time.

The percentage at the SLoA level is calculated automatically on the basis of the information filled in for each Checkpoint. Percentage at SLoA level is the **sum** of the percentages for all completed Checkpoints. For instance, when the answer is "Yes" to all Checkpoints then the computed percentage at the SLoA level will be 100%. If the answer is "Yes" only to first Checkpoint then the computed percentage at the SLoA level will be 10%.

When determining the progress at the SLoA level two factors need to be taken into consideration to properly determine the implementation progress: date of planned implementation and associated (calculated or overwritten) percentage.

The following "Progress" types for SLoAs can be chosen in the LSSIP Database:

"Progress"	Definition	Computed percentage
Completed	The development or improvement aimed by SLoA is fulfilled in accordance with the MP L3 Plan Finalisation Criteria. Relevant info should be provided confirming the completion, e.g. completion date, reference(s) to a publication(s), evidences of compliance with relevant national or EC regulations, EUROCONTROL released data, an audit confirming compliance or completion etc. For those Objectives where the implementation depends on adjacent countries, an SLoA can be reported "Completed" if the implementation is at least achieved with **one** adjacent country.	**100%**
	Checkpoints: • The answer is "Yes" to all Checkpoints concerned; • The answer is "Yes" at least to one Checkpoint and N/A to the remaining ones.	
Ongoing	Implementation has **kicked off** but is not yet fully completed and the planned implementation date is **within** the SLoA finish date.	**1-99%**
	Checkpoints: • At least first Checkpoint is answered "Yes" and; • The planned implementation dates for all remaining Checkpoints concerned are **within** the SLoA's finish date.	
Planned	A planned schedule and proper (approved and committed budgeted) actions are specified **within** the SLoA finish date for completion (last Checkpoint is within the SLoA finish date) but not yet kicked off (SLoA/Objective covered by stakeholder's Business Plan). Relevant information must be explained.	**0%**
	Checkpoints: • The answer to all Checkpoints concerned will be "No" or a combination of "No" and "N/A" **and** • The planned implementation dates for all remaining Checkpoints are **within** the SLoA's finish date.	

Late	An SLoA shall be reported "Late" in the case when there is a **firm commitment** to implement the SLoA (e.g. budget and schedule approved) but foreseen to be achieved **after** the SLoA finish date, and relevant information must be explained. Note: "Late" will not be used for Implementation Objectives in which a State or Stakeholder does not belong to the ATM MP L3 applicability area, but has nevertheless opted to provide info on their implementation or plans for compliance.	**0-99%**
	Checkpoints: • The answers are a mix of "Yes", "No", "N/A" **and** • The planned implementation dates for all remaining Checkpoints are **beyond** the SLoA's finish date.	
No Plan	1) The Stakeholder has not yet defined a project management/implementation plan for this SLoA with assigned financial and human resources but has the intention to implement it for the next year or 2) The Stakeholder cannot develop a project management/Implementation plan with relevant financial or human resources for the implementation of this SLoA due to (local/national) austerity measures, but has the general intention to implement it or 3) The Stakeholder is in the scoping phase where he is developing a feasibility study including a cost benefit analysis etc. and hence has not yet finally decided on a project management/Implementation plan to implement an SLoA. For any case, the Stakeholder must provide a justification.	**0-99%**
	Checkpoints: • The answers are a mix of "Yes", "No", "N/A" **and** • There is **no** planned implementation date.	

Not Applicable	1) The Stakeholder is not part of the MP L3 Plan 'Applicability Area'; or
	2) The Stakeholder is part of the MP L3 Plan 'Applicability Area', however:
	    • The Stakeholder does not provide the required service for this SLoA i.e. Military not providing ATC services to GAT or in the case of MUAC providing only upper area control services; or
	    • The Stakeholder has reviewed the SLoA and there is no intention to implement it because it is not justified particularly in terms of the cost/benefit ratio or there are national/local restrictions in terms of environment, legislation which prevent the Stakeholder to implement it; or
	    • The Stakeholder is implementing alternative solutions to the one described in the SLoA (e.g. not distributing information via a leaflet, but via other electronic means).
	For any case, the Stakeholder must provide a justification.
		-

	Checkpoints: • all Checkpoints should be reported as "N/A".	
Missing Data	Lack of data from a Stakeholder makes it impossible to define "Progress". If following the closure of the LSSIP Database, at the end of the yearly LSSIP cycle, the information required is missing in the LSSIP Database, then the Contact Person will put the "Progress" 'Missing Data'.	**0%**

Overwritten percentage

In case of SLoAs with status "On-going" or "Late" the FP has the right to overwrite the computed percentage in duly justified case, however LSSIP Data Base allows to overwrite the computed percentage **only at SLoA level** (with range from 0-99%). Each case needs to include a full justification on why the computed percentage is not accepted by the State and what is the justification of higher/lower overwritten percentage. In case when no justification is provided in the comment box, the LSSIP DatabBase will issue a Warning.

Examples of progress determination for SLoAs:

1)

SLoA1	Planned	0%	31.12.2017			FOC=01.01.2019
	CPT1	10%	1.12.2016	N		
	CPT2	40%	31.03.2017	N		
	CPTX	50%	31.12.2017	N		

SLoA2	On-going	10%	31.12.2017			FOC=01.01.2019
	CPT1	10%	1.11.2016	Y		
	CPT2	40%	31.03.2017	N		
	CPTX	50%	31.12.2017	N		

SLoA3	Completed	100%	31.12.2016			FOC=01.01.2019
	CPT1	10%	1.11.2016	Y		
	CPT2	40%	1.12.2016	Y		
	CPTX	50%	31.12.2016	Y		

2)

SLoA1	Late	0%	31.12.2019			FOC=01.01.2019
	CPT1	10%	1.12.2017	N		
	CPT2	40%	31.03.2018	N		
	CPTX	50%	31.12.2019	N		

SLoA2	Late	10%	31.12.2019			FOC=01.01.2019
	CPT1	10%	1.11.2016	Y		
	CPT2	40%	31.03.2018	N		
	CPTX	50%	31.12.2019	N		

SLoA3	No Plan	0%				FOC=01.01.2019
	CPT1	10%		N		
	CPT2	40%		N		
	CPTX	50%		N		

2.5 STAKEHOLDER PROGRESS DETERMINATION

The percentage at the Stakeholder level is calculated automatically on the basis of the information filled in for each applicable SLoA. Percentage at Stakeholder level is the **average** of the percentages for all <u>applicable</u> SLoAs.

If an Objective has several SLoAs, their "Progress" statements must be further grouped to determine the Stakeholder "Progress". The most straightforward scenario is when all SLoAs have the same "Progress" – the Stakeholder's "Progress" will then be the same. In addition, the SLoAs with the reported "Progress" 'Not Applicable' are not taken into account in the determination of the overall Stakeholder "Progress".

When all SLoAs are considered important for the completion of the Objective, the "Progress" of each of them will be considered in determining the overall "Progress".

However, often Stakeholder "Progresses" differ through the SLoAs of a Stakeholder, which may complicate the assessment and also make it depend of other aspects, such as if any specific SLoAs are less necessary or important to the end Objective (i.e. low-Key SLoAs) in the general MP L3 implementation context or in that particular local context.

The Stakeholder "Progress" should always be established taking into consideration **three** elements:

- **percentage** calculated at Stakeholder level,
- **latest date of implementation** at Stakeholder level and
- **the less advanced SLoA "Progress"** and which is not a low-Key SLoA.

The overall "Progress" determination will then be applied in the following sequence: (1) Missing Data, (2) No Plan, (3) Late, (4) Planned, (5) Ongoing and (6) Completed.

Completed	100%
On going	1-99%
Planned	0%
Late	0-99%
No Plan	0-99%
Not applicable	-
Missing data	0%

Examples of progress determination for Stakeholder level:

1) Case when all SLoAs have the same implementation status

SLoA1	Planned	0%	31.12.2017
SLoA2	Planned	0%	31.12.2017
SLoA3	Planned	0%	31.12.2016

ASP1	Planned	0%	31.12.2017		FOC=01.01.2019

2) Case when all SLoAs have different implementation statuses and the Stakeholder implementation status is determined by date and percentage given

SLoA1	Planned	0%	31.12.2017
SLoA2	On-going	10%	31.12.2017
SLoA3	Completed	100%	31.12.2016

ASP1	On-going	XX%	31.12.2017		FOC=01.01.2019

3) Case when SLoAs have different implementation statuses and the Stakeholder implementation status is determined by date of implementation (Late with 0%)

SLoA1	Planned	0%	31.12.2017
SLoA2	Planned	0%	31.12.2017
SLoA3	Late	0%	31.12.2019

ASP1	Late	0%	31.12.2019		FOC=01.01.2019

4) Case when SLoAs have different implementation statuses and the Stakeholder implementation status is determined by date of implementation (Late with XX%)

SLoA1	Late	0%	31.12.2019
SLoA2	Late	10%	31.12.2019
SLoA3	Completed	100%	31.12.2016

REG1	Late	XX%	31.12.2019		FOC=01.01.2019

5) Case when SLoAs have different implementation statuses and the Stakeholder implementation status is determined by less advanced SLoA progress

SLoA1	Late	0%	31.12.2019
SLoA2	Late	10%	31.12.2019
SLoA3	No Plan	0%	

REG1	No Plan	XX%			FOC=01.01.2019
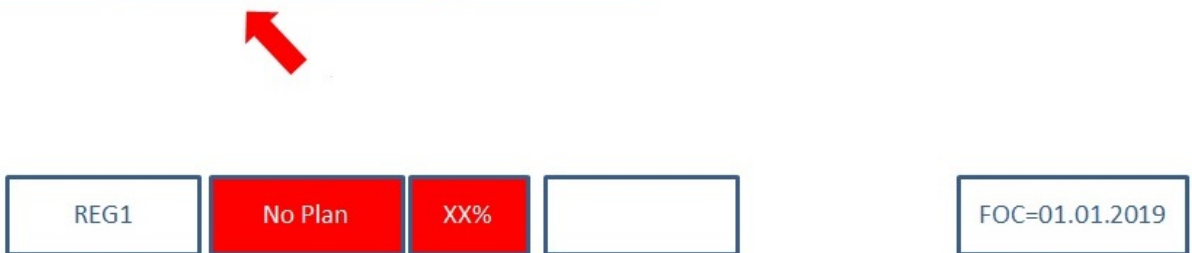
2.6 STATE PROGRESS DETERMINATION

The percentage at the State level is calculated automatically on the basis of the information filled in for each applicable SLoA. Percentage at Stakeholder level is the **average** of the percentages for all applicable Stakeholders.

Any stakeholders who have reported the progress as 'Not Applicable' will not be considered in the determination of the state's overall progress.

The main principle in the determination of the overall State's Progress of each Objective shall be that all Stakeholders relevant to this Objective shall be equally considered. This practically means that the overall state's progress should always be established taking into consideration **three** elements:

- **percentage** calculated at State level,
- **latest date of implementation** at State level and
- **the less advanced Stakeholder "Progress"** and which is not a low-Key Stakeholder.

The only exception is the case when the Objective is reported 'No Plan' by any stakeholder and due to the local environment and conditions this stakeholder (low key stakeholder) is considered that does not impact negatively the overall State's progress and hence will not be considered on the determination of the progress. However, this exception should be well argumented and justified in the respective stakeholder's comment box of the LSSIP Database.

As the rules governing the determination of State progress are the same as for Stakeholder level all examples presented in 3.5 are applicable also to State level.

2.7 COORDINATION WITHIN FAB

LSSIP document represents a mechanism through which stakeholders can demonstrate their progress against those Implementation Objectives that are deemed appropriate for implementation at a Functional Airspace Block level, as well as the actual alignment of those capabilities within the FAB. For the purposes of the LSSIP the term "FAB coordinated" is defined as: The relevant data has been shared between the FAB partners prior to submission, the schedule for implementation deadlines has been synchronised and where possible a coordinated progress text has been presented for the respective FAB objective. Moreover, it is considered that if we want to have an added value with this functionality in the Database, Stakeholders should focus on those objectives which have a FAB dimension and the coordination/synchronization in implementation is a must for getting full operational benefits for all FAB Members or at least 2 of them.

2.8 PROGRESS DETERMINATION FOR LOCAL OBJECTIVES

Local Objectives are addressing solutions that are considered beneficial for specific operating environments, therefore for which a clear widespread commitment has not been expressed yet. Typically this would be the case for local deployments which may include selected main/core operating environments, subject to positive business cases at local level.

Local Objectives have no defined deadline and voluntary applicability area. The reporting on the progress determination is therefore voluntary and limited only to high level information at State level.

States that implement the solutions described in Local Objectives are asked to provide the following information:

1. Description of the implementation progress - States are not obliged to provide information per stakeholder or SLoA. However, the description should specify the locations (ACCs, TMAs) where implementation is planned/completed; also, while developing the description, the SLoAs as determined in the ATM MP Level 3 2017 Implementation Plan can be taken as guidance for basic elements to be described in this part

2. Implementation status – please note that for the Local Objectives the following statuses are applicable: No Plan, Planned, Ongoing, Completed.

3. Planned date of implementation.

4. Percentage of implementation estimated at State level - unlike Active and Other Objectives this is not automatically calculated as there are no Checkpoints, SLoAs and Stakeholder levels.

3. LSSIP DATABASE USER GUIDE
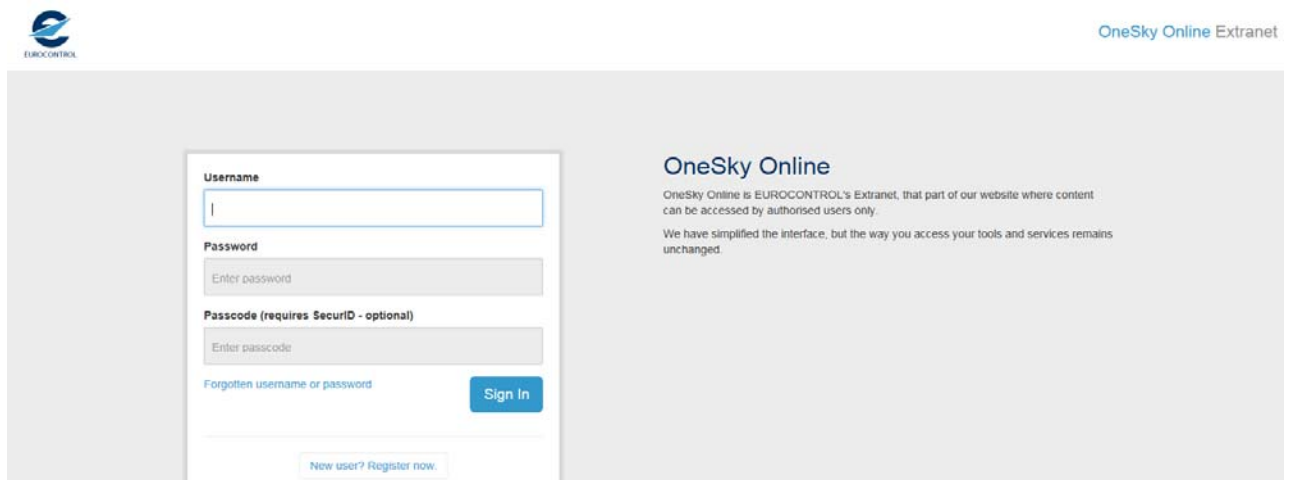
3.1 INTRODUCTION

The LSSIP Database stores all the information related to the LSSIP for all States and for all Objectives. It allows the users – depending on their permissions – to access different data and to log their progress in the implementation of the different Objectives. Apart from a page dedicated to all Implementation Objectives (Active, Achieved and Local), where the relevant information can be consulted and/or edited, the LSSIP Database offers other services, such as the identification of transnational projects related to the implementation of different Objectives, as well as the possibility to automatically download reports showing the States/Organisation's progress and performance.
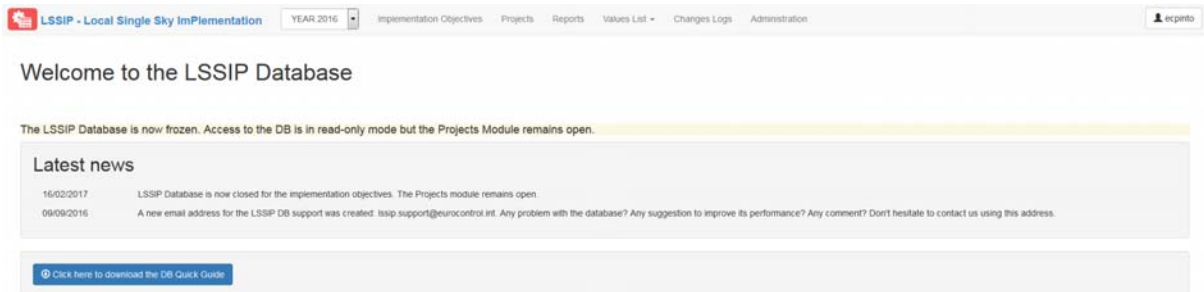
In order to improve the performance and the usability of the DataBase, several changes in the look and feel were made for the 2017 cycle. These changes increase the visibility of the different elements of the LSSIP DB and of the Implementation Objectives, making it more user-friendly and intuitive to use. Moreover, a strong improvement in terms of performance is expected. To be noted that as from the 2017, there's no longer a "Read" and a "Write" mode in the DataBase. Now, in order to edit a field, it is enough to click in the relevant field, editing it directly.

3.2 ACCESS TO THE LSSIP DATABASE
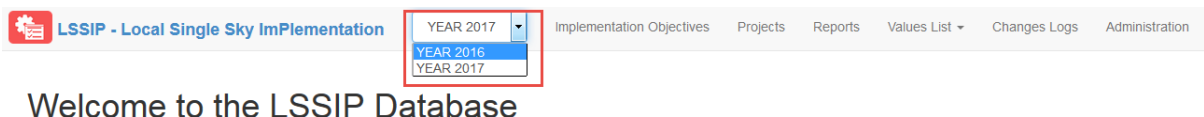
In order to access directly the LSSIP Database, you can use the following URL: https://ext.eurocontrol.int/lssip_hmi/. Once there, you'll be asked to login using your OneSky Online credentials: Username and Password:

Once logged in, you'll be redirected to the LSSIP Database welcome page. Throughout the DataBase, the menu on the top of the screen will constantly be visible. Please note that the available options might change, according to your permissions.

In order to access the 2016 version of the DataBase, you'll need to change the year as shown in the picture below.

3.3 IMPLEMENTATION OBJECTIVES

3.3.1 Main Objectives page

The first option is the Objectives menu. In this page you can see the list of all Objectives per State, as well as their scopes, links to ICAO Modules, Progress, percentage of completion, stability and FAB coordination. Moreover, this page shows as well the total number of Warnings related to the State that need to be solved, as well as the number of Change Requests. The FAB coordination menu is available in this page as well. Note that each type of Objective – Active, Achieved and Local – has a **dedicated tab**.

3.3.2 Detailed Objective page

When an Objective is selected, a dedicated page is opened. There are several differences in comparison with the previous version of the database. Now, the left side of the screen shows the Objective tree, allowing the user to easily navigate to the desired level – State, Organisation or SLoA. Moreover, now there's a single screen which includes both the edit and read mode. In order to edit an item, it is enough to click on it and edit the content. Keep in mind that some fields (e.g. dates and % at Stakeholder and national level) are not editable, but rather automatically calculated based on the information given at the SLoA level. To identify an item as stable (or the opposite) it is enough to click in the relevant button and the change will be immediate. Those editable items are clearly identified with a "pencil" which appears when hovering on an editable item. When all the changes are performed, you must click in the button **Save**.

The detailed Objective page for the Local Objectives is slightly different. Being of volunteer implementation, these Objectives don't have a FOC date or an applicability area. This means that it is up to the State's FP to decide on which (if any) airports those Objectives will be applied, in case of a Local Airport Objective. For the 2017 cycle, there are 4 different Local Objectives: AOP14, ATC18, ENV03 and NAV12. Objectives AOP14 and ENV03 are Local Airport Objectives and, by default, have no airport selected:
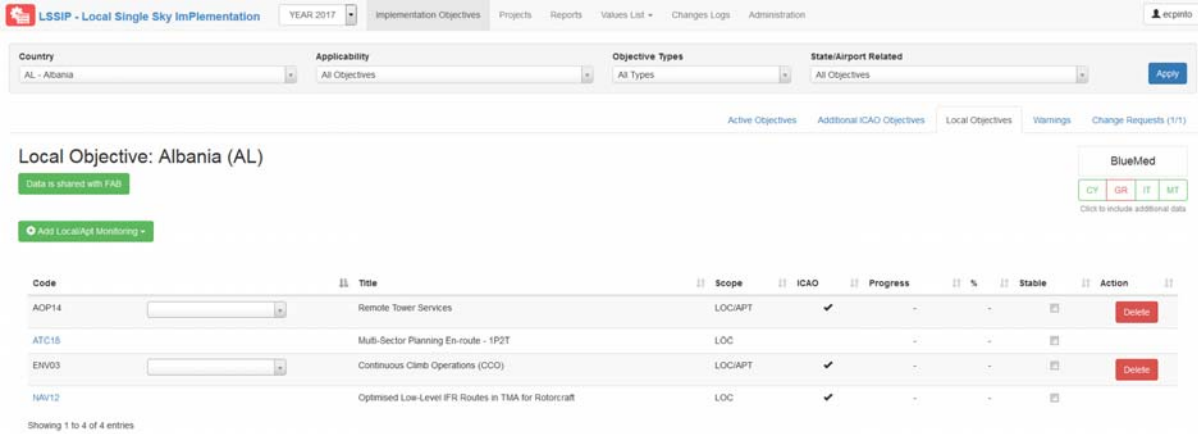
To add an airport to one of those Objectives, click on the blank dropdown menu and type the name of the airport you'd like to include.
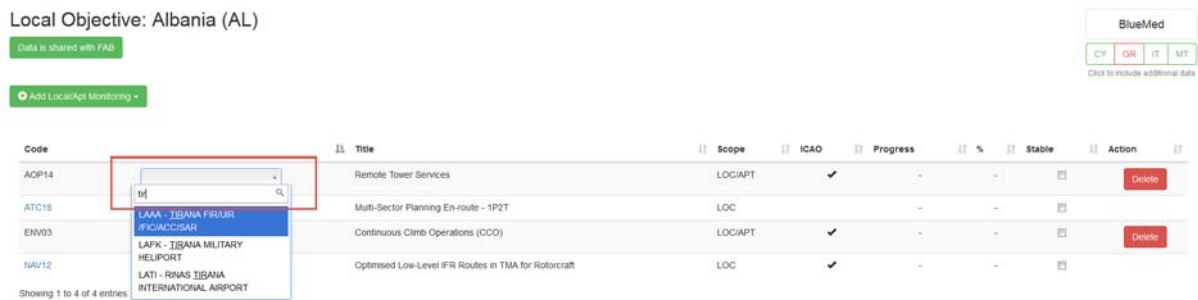
Once selected, it will now appear in the list. To add another airport to the same Objective, click in "Add Local/Apt Monitoring" and select the relevant Objective:
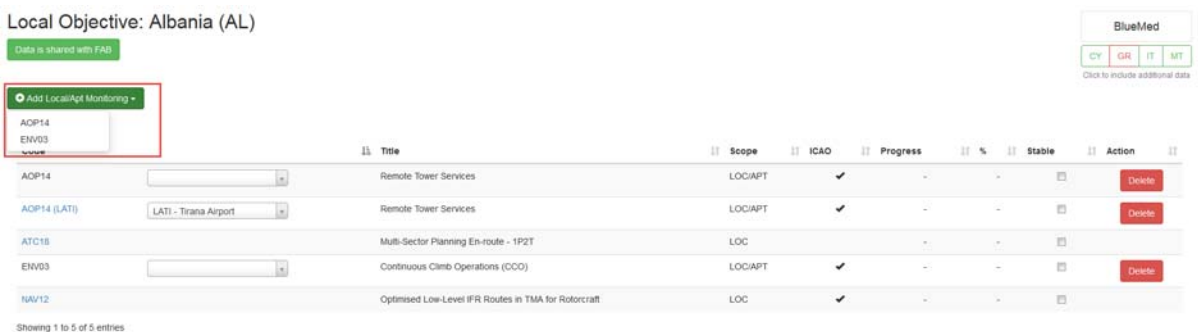
The dedicated page for the Local Objectives shows only the higher (i.e. State or Airport) level, being all the fields editable. Moreover, on top of the page some guidance is available:
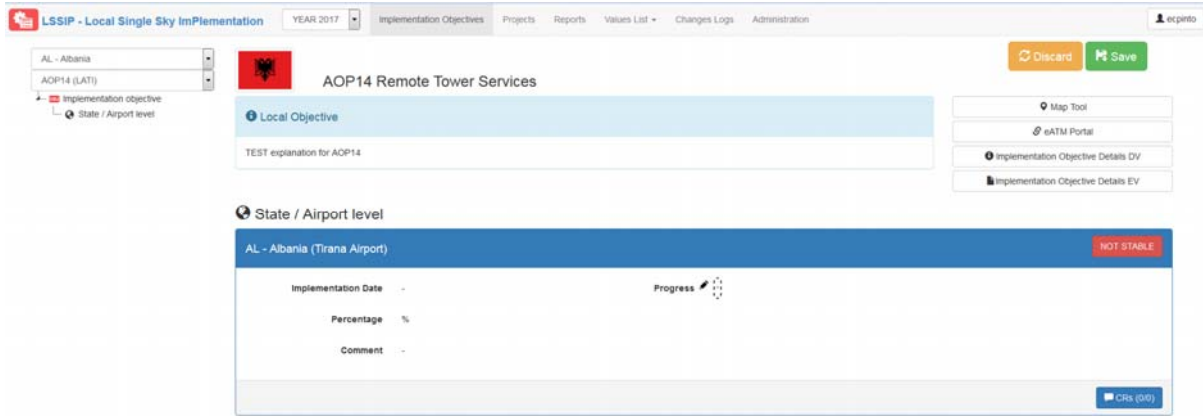
3.3.3 Change Request functionality

In case you'd like to propose any kind of change to the Objective, you can use the change request mechanism. Here you change the status of the change request (open/closed) and add one or more comments related to it. As from this edition, a system to subscribe to the change requests was developed, allowing the user to receive an email notification every time a relevant change request is created/updated.
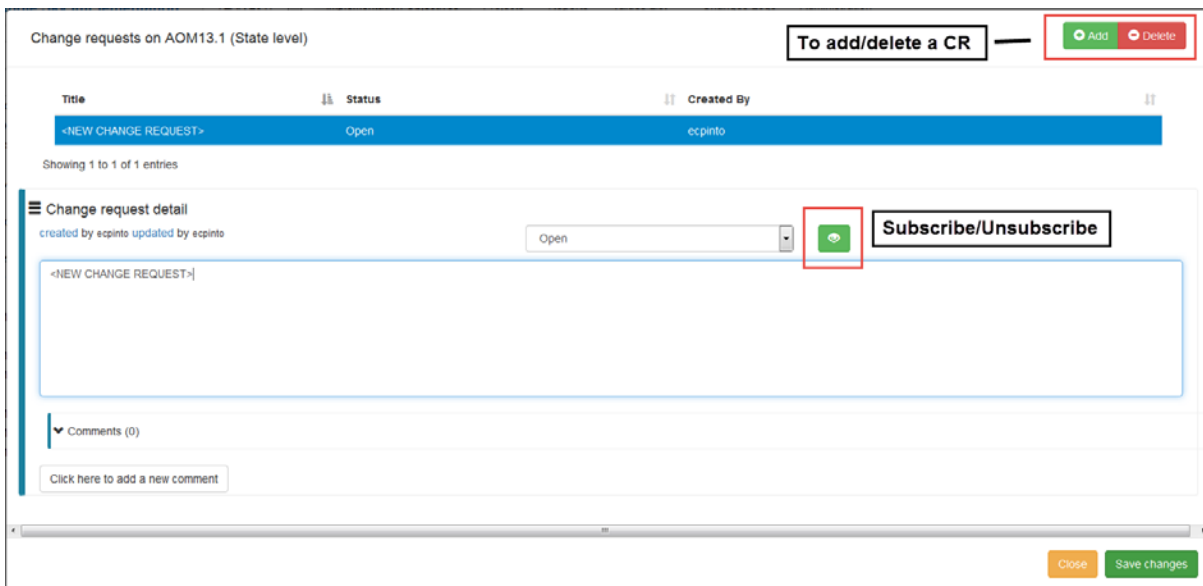
To subscribe or unsubscribe a particular CR, it is enough to click in the button next to the Status drop-down. **Note** that if you are already receiving notifications for the country to which the change request refers to, you will receive the change notification together with other changes. This dedicated subscription to a particular change request will allow you to receive immediate notifications in case of change. More detail about the subscription mechanism is given in Chapter 3.3.8.

On top of the CR description, further comments can be added by the users.

Note: After completing the change request, don't forget to click in "Save changes" as, otherwise, the change request title and comment will not be saved.

In the LSSIP Objectives page you can access all the change requests related to all the State's Objectives:
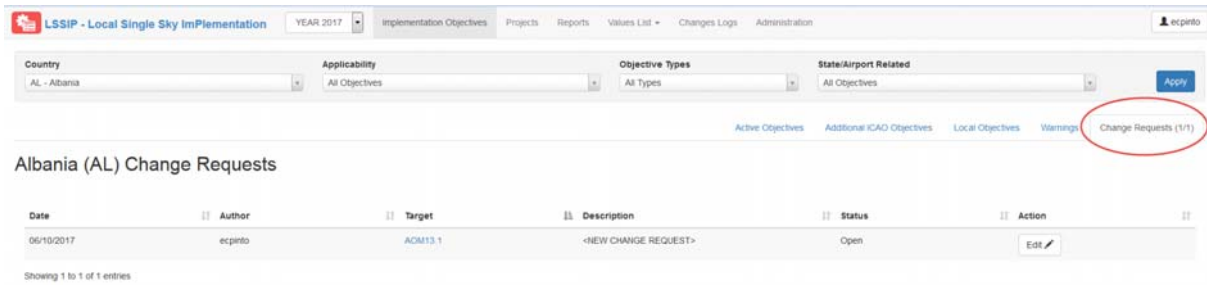
3.3.4 Warnings

A similar behaviour is observed regarding the warnings. Note that the number of Warnings and Change Requests is dynamic, i.e. the number of open issues is always showed and updated. The same happens with the total – open or closed – number of issues, being both presented in the Database.

Only the Change Requests can be manually inserted in the Database, whereas the Warnings are automatically generated based on an established list. Nevertheless, there's always the possibility to ignore a Warning, as long as there's a reason to do so.

3.3.5 Stakeholders / Organisations

The Objectives' dedicated page gives all the information related to a given Objective and relevant Organisations.
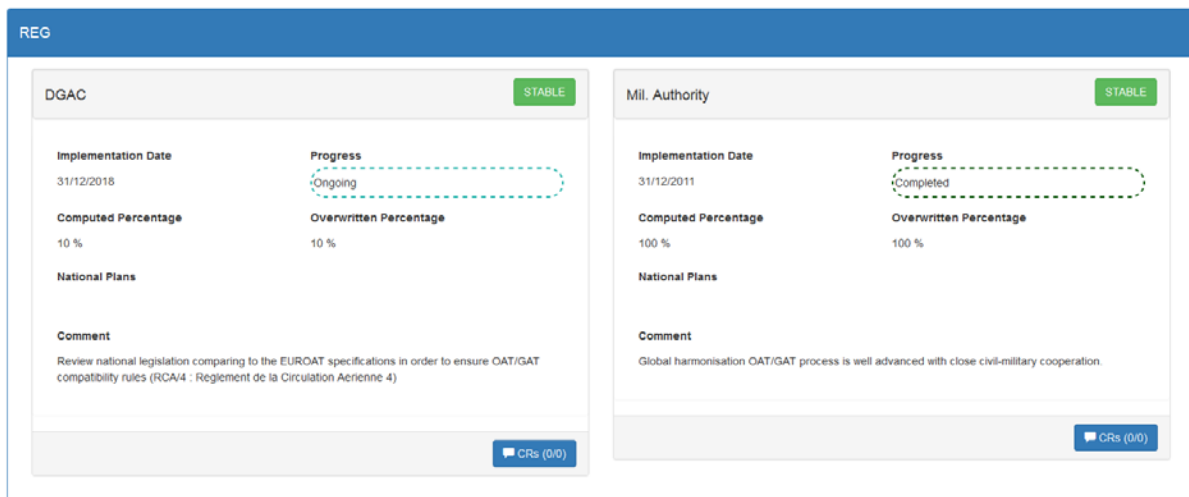
3.3.6 SLoAs

The Stakeholder's Lines of Action (SLoAs) appear under the relevant Stakeholder. In some cases, the same SLoA might be applicable to more than one Organisation or to more than Local Scope within the same organisation. For each SLoA, the specific Checkpoint are presented:
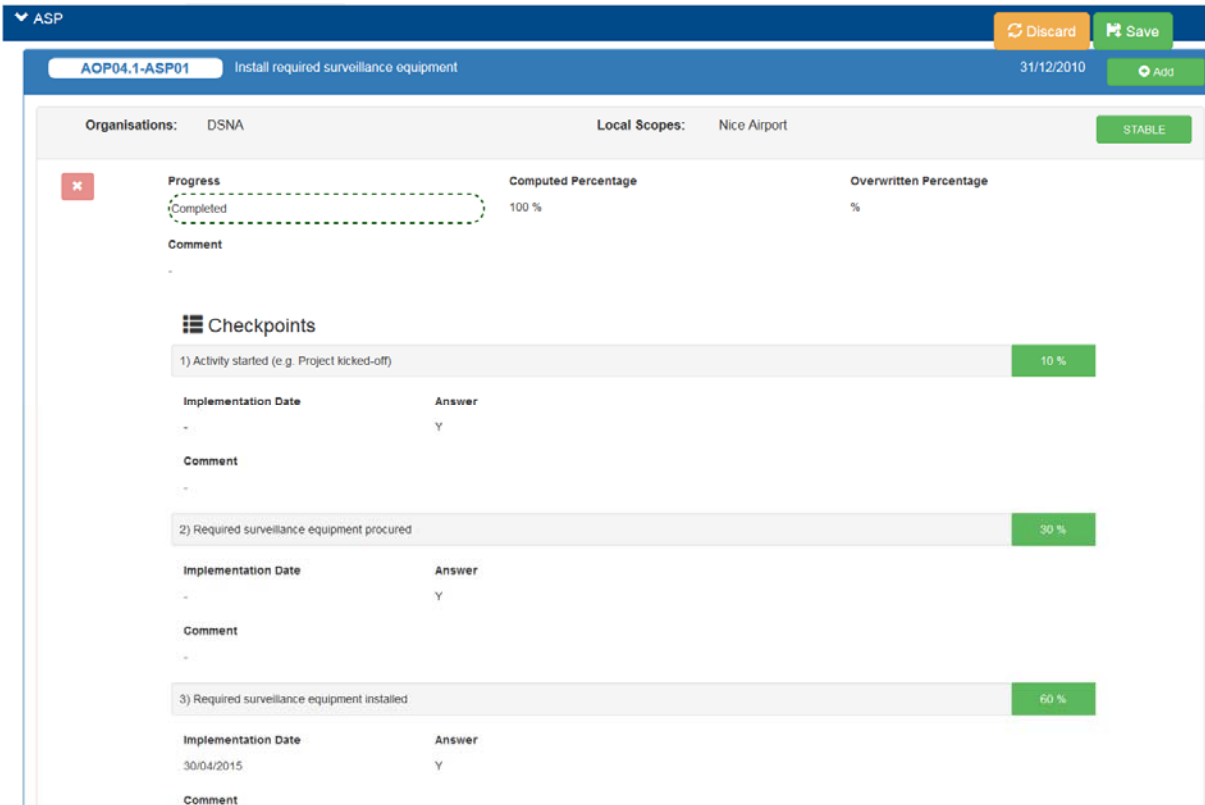
3.3.7 Saving

When editing an Objective, the "Save" button will always be visible. As soon as a change is made, a message remind you to save appears.
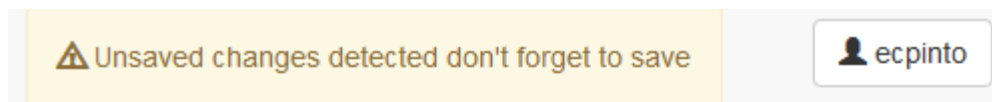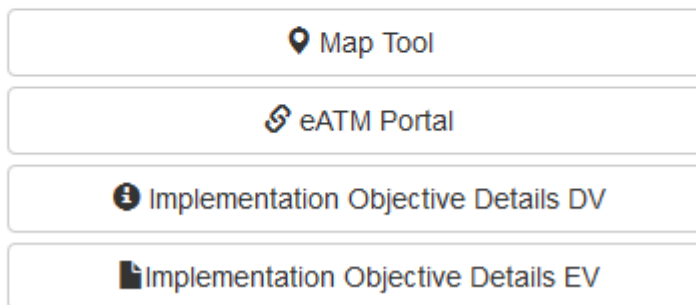
3.3.9 Checkpoints

As from the 2016 cycle, and in order to have a more detailed track of the progress of the implementation of the different Objectives, all the SLoAs are divided into Checkpoints. The Database was adapted in order to include those changes but the look and feel from the previous cycle was kept. These new Checkpoints are translated to the detail objective page as shown next:

- Each Checkpoint has a percentage assigned as defined by the Objectives' Coordinators;
- If the answer to the Checkpoint is "Yes", the percentage is the one set before, in green, and it will be added to the computation;
- If the answer is "No", the percentage is not added in the computation;
- If the answer is "NA" (Not Applicable), the percentage of that specific Checkpoint is shared between the rest of the Checkpoints. Shall all the Checkpoints of a given SLoA be considered as "NA", the percentage of that SLoA is not considered while calculating the progress at Organisation nor Objective level.

When the answer is "NA", the original percentage will be in red and struck-out. The new percentage will appear in green.

The percentage of progress based on the Checkpoints is calculated at different levels:

- Step 1 – SloA Level: the % is calculated first by SLoA and Organisation.

- Step 2 – Organisation Level: the % is calculated considering the percentages of the applicable SLoAs where this stakeholder is affected.

- Step 3 – Objective Level: the % is calculated as an average of the SLoAs values.

Note: In case of overwriting the value of the percentage of progress – possible only at SLoA level – there should be given a detailed explanation for that fact.

3.3.8 Subscription of notifications

As from the 2017 cycle, a system of notifications is available to both internal and external users of the LSSIP DB. It allows users to subscribe to Objectives and/or States, receiving daily, weekly or monthly email notifications with an Excel file detailing those changes. To subscribe to these notifications, click in "Subscriptions", which will appear when clicking in your username. According to your permissions, you'll be able to select the relevant country(ies) and Objectives. Moreover, by subscribing to a country, the changes made via the "change request" mechanism will be included as well.

3.4 PROJECTS

The Projects module is the second one available. Here you can access the list of national/transnational projects, as well as automatically generating relevant reports. As from the 2017, the Projects appear divided per scope (National, Regional and FAB) in different tabs.

For those Projects identified as FAB Scope, <u>any update done for one country will be applied by default to the rest of the countries</u>. Note: The deletion is not applied through them. If the user needs to Delete, it will require to repeat the action by country.

In order to create a new project, it is necessary to click in "Create new project", after what a new window opens:

Note that some of the fields – namely the "Link to ESSIP" and "Link to OI Steps" – are dynamic, allowing you to choose the answer from a list. All the fields show a support text, explaining what kind of information is relevant in each field.

3.5 REPORTS

The Database offers the possibility to automatically generate two different types of reports:

- RPT108: Advisor Objective summary Report / Annex Z - (High level info / Multi-State / 1 Objective);
- RPT109: Advisor Objective detailed Report - (Detailed info / Multi-State / 1 Objective).
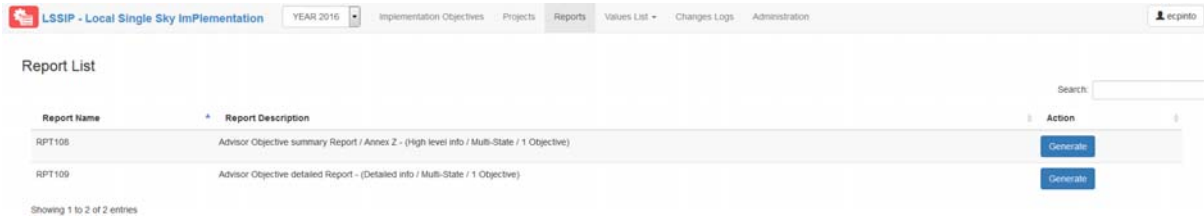
Note that, depending on the type of report, you might choose the format – Word, Excel or PDF – and, depending on your permissions, filter the type of information to be shown:

Report RPT109 Parameters

Countries:

× BE - Belgium

Select Country Groups ▾ Select ALL Deselect ALL

Organisations:

Missing Organisations
[Belgium] - BCAA
[Belgium] - Belgocontrol
[Belgium] - Mil. Authority
[Belgium] - Regional Airports
[Belgium] - The Brussels Airport Company

Select ALL Deselect ALL

Objectives:

Select ALL Deselect ALL

Stability:

All Info

Stakeholder:

ALL

Applicability:

All States/Airports

Format:

RTF

☑ Add 'Comments' column?
☐ Include Warnings?
☐ Include Change Requests?
☐ Include stable flag?
☐ Include FAB Coord. Flag?
☐ ATM Master Plan links?

Download

It is possible as well to generate the Report including the Warnings and/or the Change Requests.

4. LSSIP SHAREPOINT USER GUIDE

4.1 ACCESS TO LSSIP 2017 SHAREPOINT – ONE SKY TEAM

Because of the EUROCONTROL security settings, SharePoint is working better under Internet Explorer. Do not use Firefox or Google Chrome.

- A OneSky Online account is necessary to access the LSSIP 2017 – SharePoint.
- Go to My Orbite / My groups
- Clic on '**LSSIP - SharePoint**'
- You can add the link to your Favorites

OR

- Go to https://ost.eurocontrol.int and enter your username and password to access the OneSky Teams landing page
- Clic on '**LSSIP - SharePoint**'
- You can add the link to your Favorites

4.2 NAVIGATE

Access to the LSSIP SharePoint Site Collection – Read Only access

Main page area
Contains all the necessary guidance documents for the production of your LSSIP document, a Calendar with main milestones and a webpart with useful external links (LSSIP DB, eATM Portal, etc.)

Navigate

Access to your LSSIP State Subsite – Write access (State CP, State FP & National experts)

Navigate Up

To access FAQ & Support

The Toolbar will display only **your** States

Site Actions ▾   Browse   Page

OneSky Teams   LSSIP Belgium ▸ Home

| Home | LSSIP Albania | LSSIP Armenia | LSSIP Austria | LSSIP Azerbaijan | LSSIP Belgium | LSSIP Bosnia | LSSIP Bulgaria | LSSIP Croatia | LSSIP Cyprus | LSSIP Czech Republic | LSSIP Denmark |

LSSIP Estonia LSSIP France LSSIP Finland LSSIP Fyrom LSSIP Georgia LSSIP Germany LSSIP Greece LSSIP Hungary LSSIP Ireland LSSIP Italy LSSIP Latvia LSSIP Lithuania

LSSIP Luxembourg LSSIP Maastricht LSSIP Malta LSSIP Moldova LSSIP Montenegro LSSIP Netherlands LSSIP Norway LSSIP Poland LSSIP Portugal LSSIP Romania LSSIP Serbia

LSSIP Slovakia LSSIP Slovenia LSSIP Spain LSSIP Sweden LSSIP Switzerland LSSIP Turkey LSSIP Ukraine LSSIP United Kingdom LSSIP Expert Group FABCE

Search this site...

Libraries
Shared Documents

Recycle Bin
All Site Content

Welcome to the LSSIP Year 2017 - Belgium site!

This site is a collaboration tool for the **LSSIP Year 2017 Belgium** Contact Person & Stakeholders. It is a secure space on the internet to share, organize, collaborate and manage its work.

Shared Documents

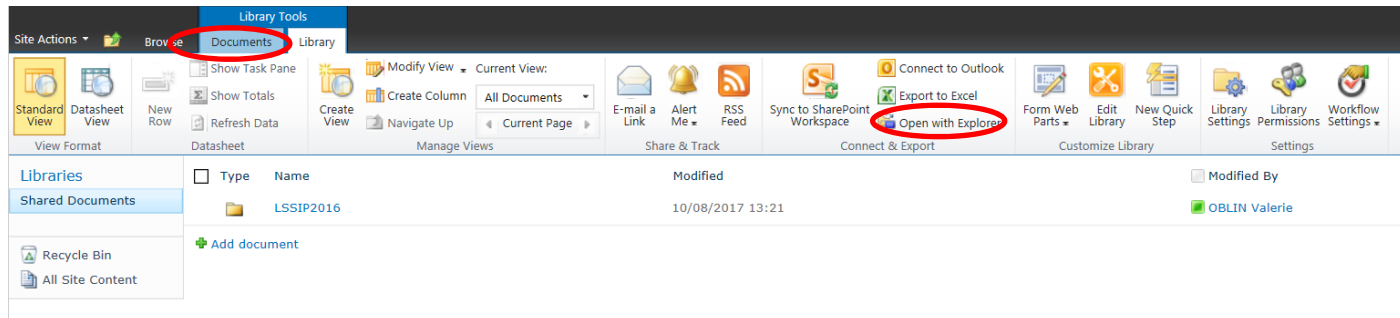|	Type	Name	Modified		Modified By
☐	📁	LSSIP2016	10/08/2017 13:21		✈ OBLIN Valerie
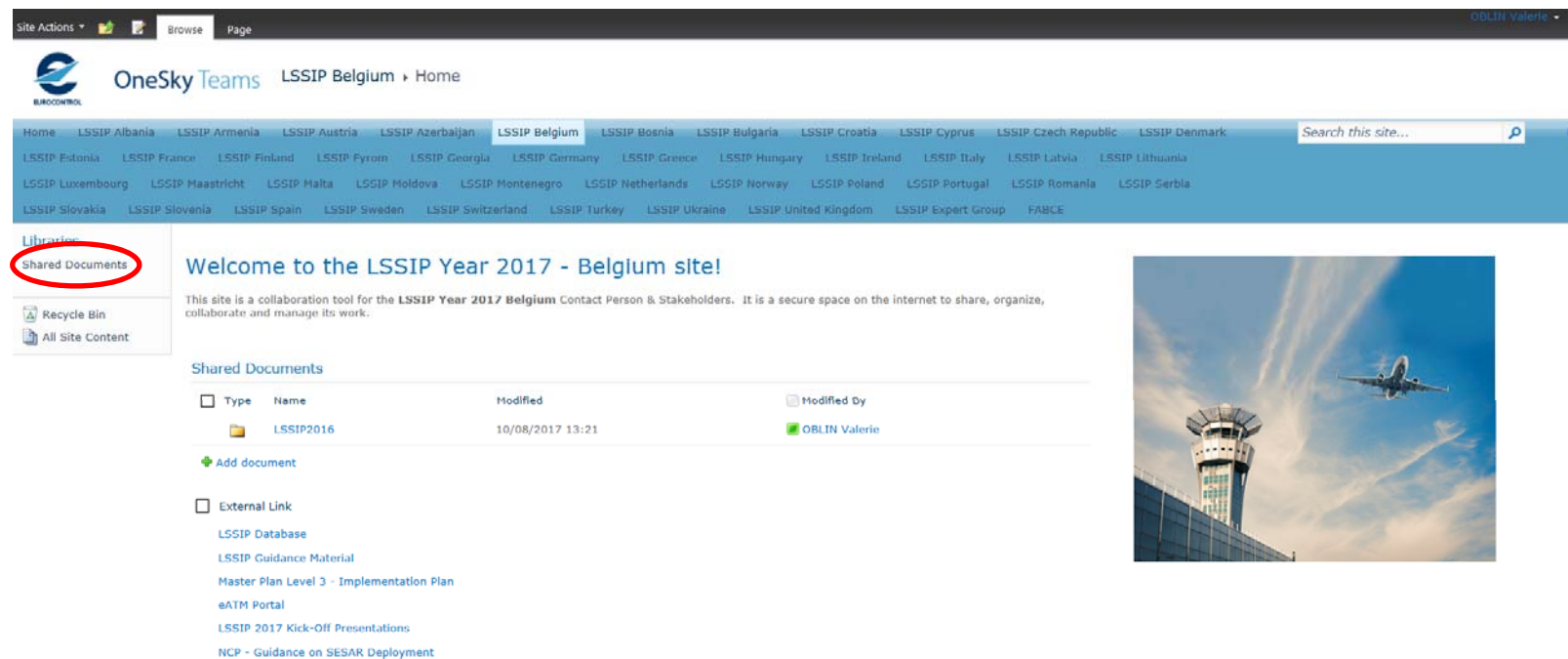
➕ Add document

☐ External Link
  LSSIP Database
  LSSIP Guidance Material
  Master Plan Level 3 - Implementation Plan
  eATM Portal
  LSSIP 2017 Kick-Off Presentations
  NCP - Guidance on SESAR Deployment

Quick Launch
Allow you to access your shared documents

Main page area
Contains your shared Documents and a webpart with useful external links (LSSIP DB, eATM Portal, etc.)

4.3 ADD DOCUMENTS

- Click on *'Add document'* below your Shared Documents

- A dialog box opens

- Click **Browse** and select the location of the document you want to upload

4.4 DELETE DOCUMENTS

- Select the document you would like to delete
- Click on **Delete Document** in the ribbon

  OR

- Click on the 'arrow' icon to expand the item's menu
- Click on **Delete**

4.5 WORKING WITH DOCUMENTS

- Click on the document you want to edit
- Open the item's menu (by clicking the arrow icon)
- Click **Edit** in (…)
  OR
- Click on **Edit Document** in the ribbon

Recommendations : Work directly in SharePoint, do not download the document. Several users can work at the same time, just open the document and work on it. When you finish, do a save (automatic versioning done) or Save as (day's date, V1, …). . The aim is to have one "**Master Copy**" of the Level 1 document.

Create a folder (optional)

- Click on the 'Shared Documents' Library

- Click on the '**Documents**' tab of the Library Tools in the ribbon

- Click on *New Folder*

- Enter the name of the folder and press *Save*

4.6 WORKING OFFLINE

If you need to create/delete/edit folders and/or move documents, you can do it in a way similar to working with offline folders. NOTE: This works only if using internet explorer.

- Enter the relevant document library

- Click in the tab "Library" and then click in "Open with Explorer".

A folder similar to the offline ones opens and there you can perform the same actions that you would perform in a normal folder, knowing that the changes will be reflected in SharePoint.

4.7 ENABLE NOTIFICATIONS (OPTIONAL)

To be alerted of changes in a document, click here and follow the instructions

4.8 ENABLE VERSIONING (OPTIONAL)

- *Optional – State's Contact Persons to ask Valerie Oblin to enable this option* Enter the document library – it will not work from the State's main page.
- Click in the "Library" tab and then "Library Settings"

- Click in "Versioning Settings"

List Information

Name:	Shared Documents
Web Address:	https://ost.eurocontrol.int/sites/lssip/Netherlands/Shared Documents/Forms/AllItems.aspx
Description:	Share a document with the team by adding it to this document library.

General Settings

- Title, description and navigation
- Versioning settings
- Advanced settings
- Validation settings
- Column default value settings
- Rating settings
- Audience targeting settings
- Metadata navigation settings
- Per-location view settings

Permissions and Management

- Delete this document library
- Save document library as template
- Permissions for this document library
- Manage files which have no checked in version
- Workflow Settings
- Generate file plan report
- Enterprise Metadata and Keywords Settings
- Information management policy settings

Communications

- RSS settings

- Select "create major versions" and click "OK".

Each time you save the document with the same name, it will create a new version of it. You can even add comments to that specific version.

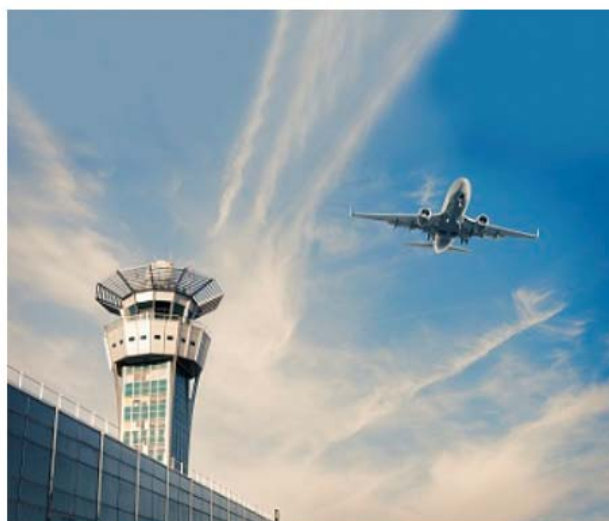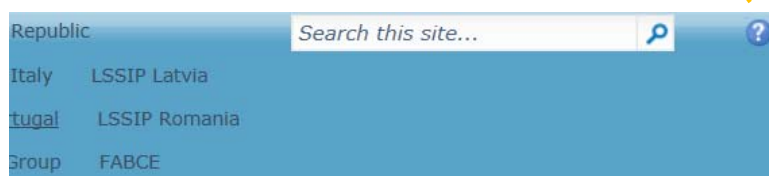Below, the example of the LSSIP FR version:

4.9 SUPPORT

To access FAQ & Support documents

FAQ, One Sky Team user presentation and other documents available for more detailed instructions

- To add or Remove Users to your States, please send a mail to **Valerie Oblin** (a OneSky Online account is necessary to access SharePoint).

- Feel free to customize your States subistes to your needs.

Specific Recommendations :

- Work directly in SharePoint, do not download the document. Several users can work at the same time, just open the document and work on it. When you finish, do a save (automatic versioning done) or Save as (day's date, V1, …). . The aim is to have one "**Master Copy**" of the Level 1 document.

- Be clear with your FPs to align the ways of working: Level 1 document to remain in the SharePoint environment till it's released.

- Because of the EUROCONTROL security settings, SharePoint is working better under Internet Explorer. Do not use Firefox or Google Chrome.

4.10 LSSIP FORUM QUICK GUIDE

What is it for?

This is an exchange platform **open to all LSSIP Stakeholders** where you can raise any question / comment and replies to others, which are of interest for the whole LSSIP community.

This Forum allows all users to share views between peers, and also receive quick replies from EUROCONTROL PEPR team.

It is complementary to the LSSIP Support activity.

How is it organised?

To facilitate the exchanges on various topics, we have identified 6 main themes, each of which has a dedicated forum namely:

1) Forum **SharePoint**

2) Forum **LSSIP Database**

3) Forum **MP L3 Objectives**

4) Forum **Level 1 Documents**

5) Forum **Pilot Case with SDM**

6) Forum Other Discussions

The high level themes, and first topics of discussion being already integrated, are based on previous exchanges with LSSIP CPs and LSSIP Support team.

Who is moderating the forum?

The forum is **monitored and moderated** by a Member of the EUROCONTROL PEPR team (Frédéric Rooseleer, frederic.rooseleer@eurocontrol.int).

The moderator role is to review the exchanges in each forum, and ensure that the discussed topics fit within the theme.

The moderator role is also to assist the Stakeholders in any question related to the use of the LSSIP forum.

In practice, how does it work?

If you have a **question which is of interest to other LSSIP Member, or wish to check the topics being discussed and exchange further**, then you can choose one of the 6 forums.

The LSSIP Forum is open to LSSIP Stakeholders.

Important: If you are not yet Member of LSSIP SharePoint, to access the forum you first need to register for the OneSky Online portal.   When registered, please request access to the forum using this link

If you want to access one of these forums:

1) Connect to LSSIP SharePoint via link: https://ost.eurocontrol.int/sites/lssip/SitePages/Home.aspx

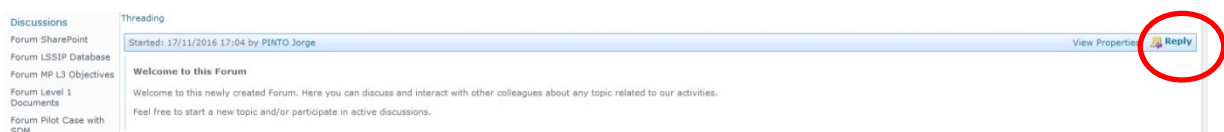2) **Click on one** of the forum theme in the left
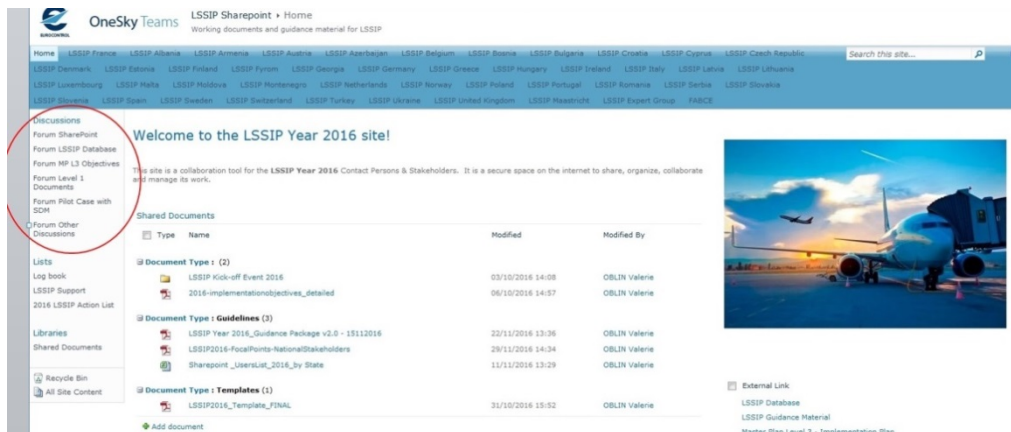
3) **Create a post** with your question or comment related to the forum theme by using "Add new discussion" button
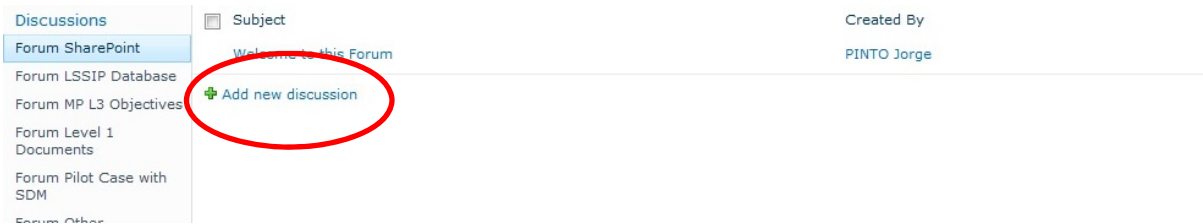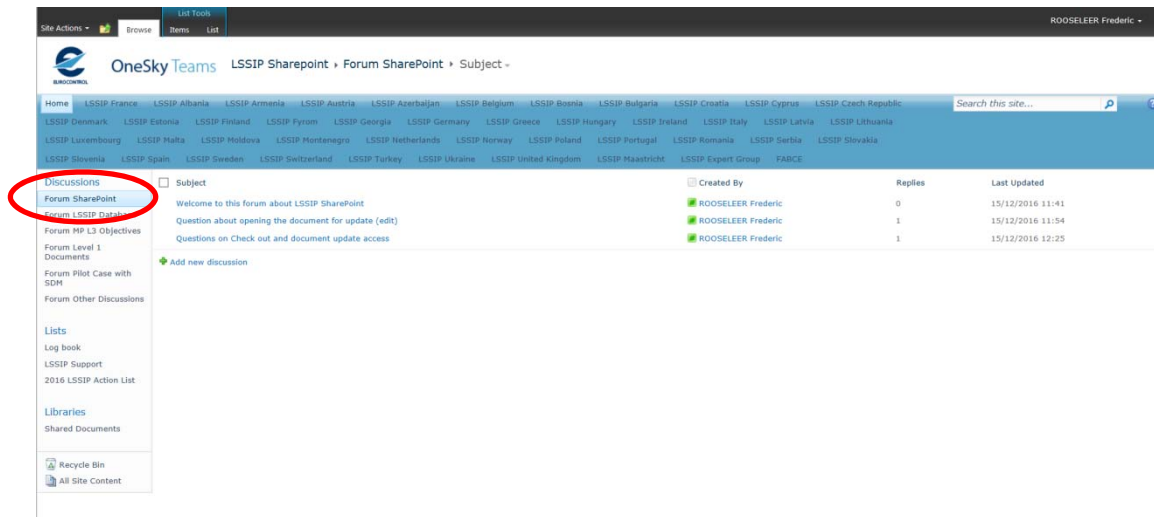

or

Create a reply to one of the posts using "Reply" button directly in the post you are interested in
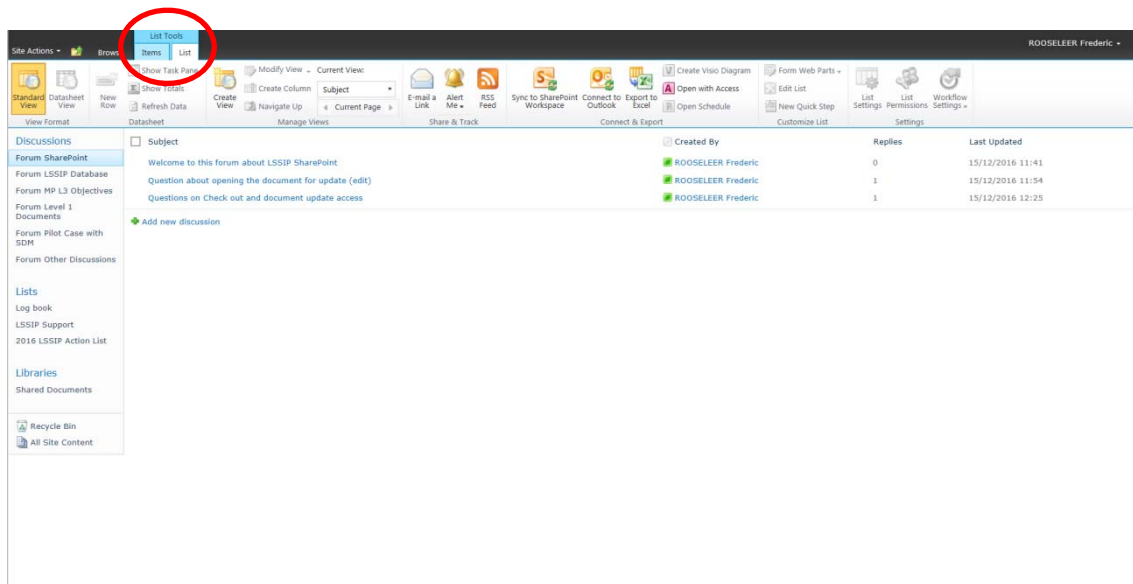
How to set up an alert for automatic notification of new posts?

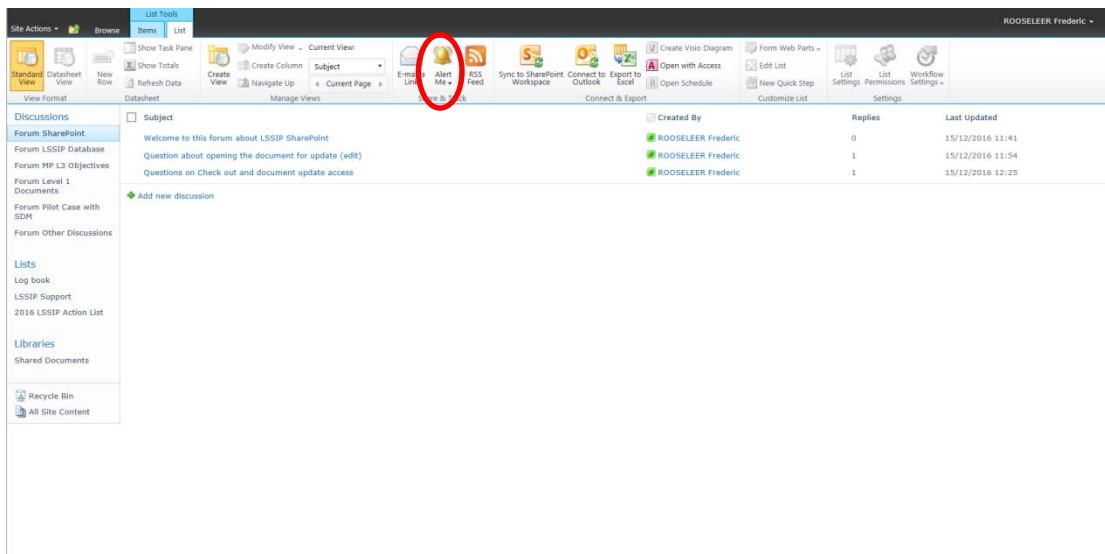If you want to be alerted when a new message is posted in one of the forums

1) Connect to LSSIP SharePoint via link: https://ost.eurocontrol.int/sites/lssip/SitePages/Home.aspx
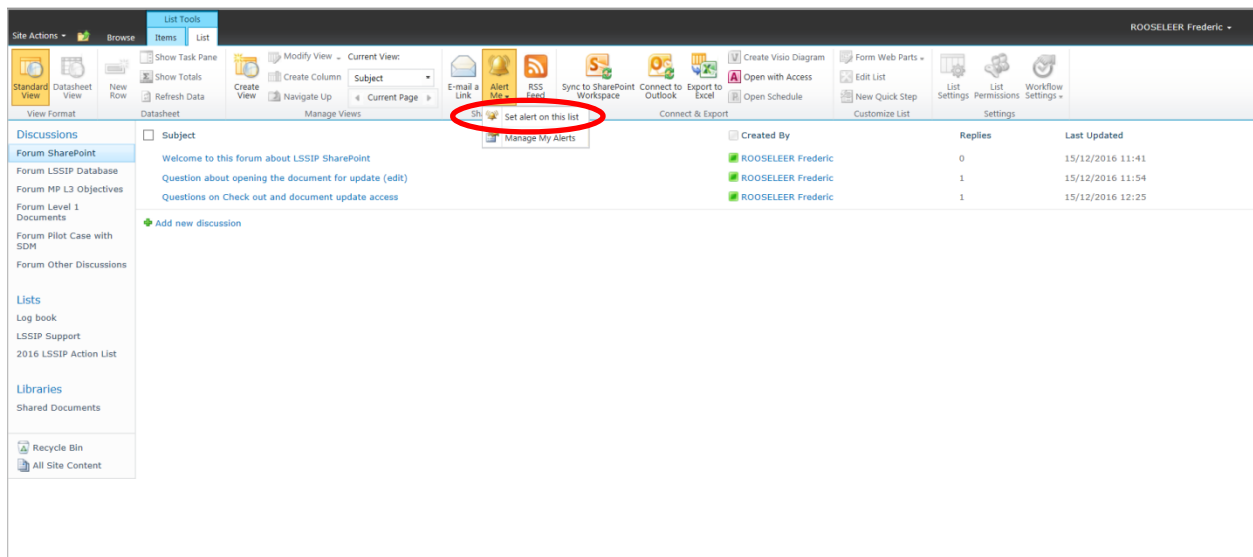
2) Click on one the Forums

3) Click on the "List" in the top menu

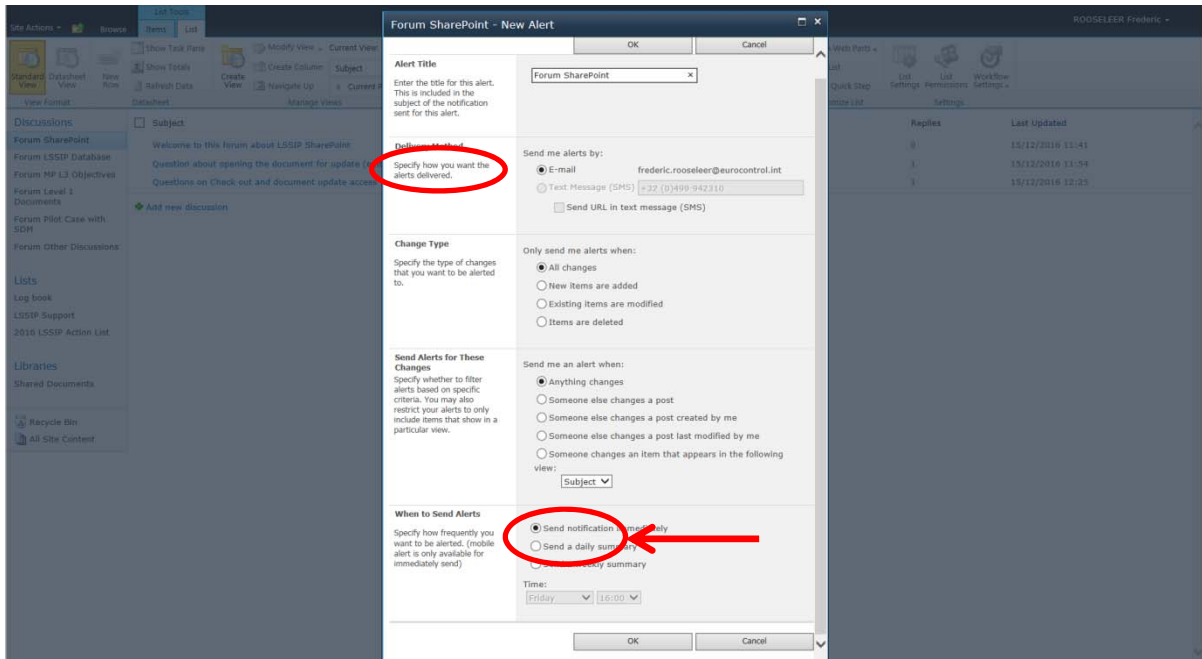4) Click on "Alert Me"
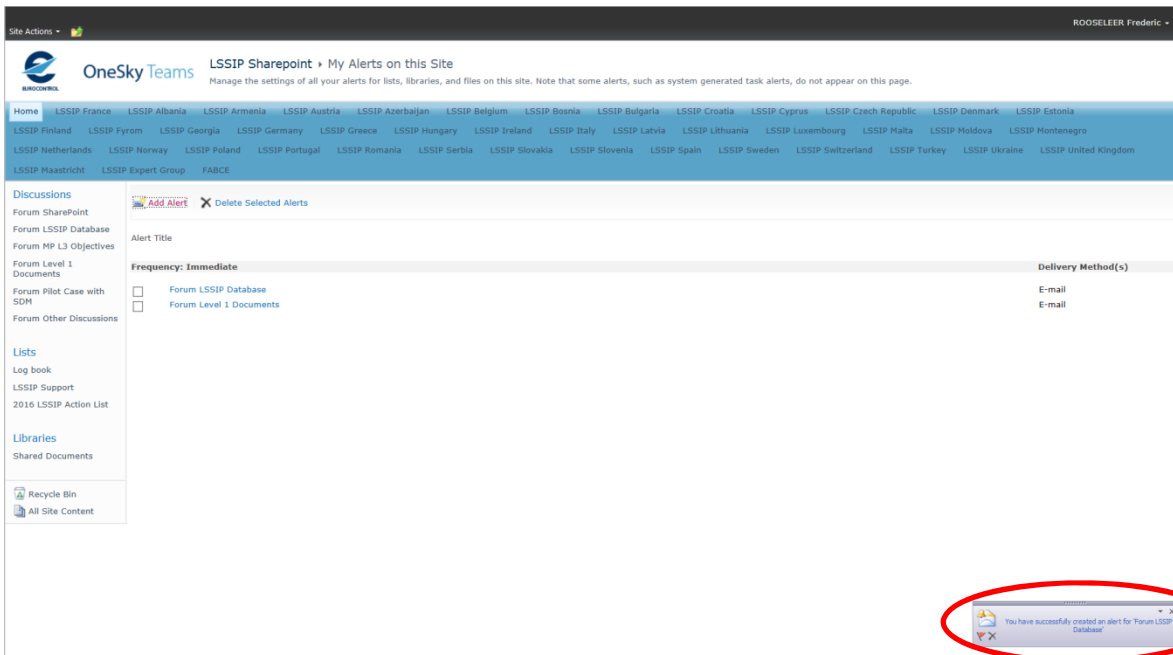

5) Click on "Set alert on this list"

6) Select your notification alert preferences in the proposed options, including the frequency (immediately , daily or weekly summary)

7) Click "Ok" to finish

You will then see the summary of the alerts which are now set and receive a confirmation by email

Important: please repeat this process to set notification alerts for each of the 6 forums