

## ENR 1.10 Flight Planning

### 1. Submission of a flight plan

1.1 A flight plan shall be submitted to ATS in accordance with ICAO Annex 2, Commission Regulation (EU) No 923/2012 and ICAO Doc 7030 prior to operating:

- 1) Any IFR flight performed in airspace class C, D, E and G
- 2) Any VFR flight when:
  - a. performed in airspace class C and D
  - b. crossing the boundaries of København FIR and the Danish territorial waters, except as detailed in para. 6
  - c. crossing a FIZ
  - d. alerting service is required for a specific part of the route
  - e. performing a VFR-NIGHT flight (See ENR 1.2)

1.2 No flight plans shall be filed via the airspace København FIR deviating from the State restrictions defined within the Route Availability Document (RAD). This common European reference document contains all airspace utilisation rules and availability for København FIR and any reference to them shall be made via:

<https://www.nm.eurocontrol.int/RAD/index.html>.

1.3 For all IFR flights, including the IFR portions of mixed IFR/VFR flights, entering, overflying or departing the Integrated Initial Flight Plan Processing System Zone (IFPZ), a flight plan shall be submitted to IFPS either directly or via the Air Traffic Services Reporting Office (ARO) serving the aerodrome of departure. Flight plans and associated messages shall be addressed only to the two IFPS addresses for that portion of the flight within the IFPZ. The IFPS addresses to be included in flight plans and associated messages submitted by operators that intend to fly into or through the IFPZ are as follows:

Network	IFPS Unit Addresses	
	IFPU1	IFPU2
	Haren, Belgium	Brétigny, France
AFTN	EUCHZMFP	EUCBZMFP
SITA	BRUEP7X	PAREP7X

1.4 IFPS will ensure distribution of the accepted flight plan to all relevant ATS units within their area of responsibility. Flight plan message originators filing to IFPS are responsible for ensuring that the flight plan and any modifications made thereto are addressed to all the relevant ATS units outside the IFPZ. In order to ensure consistency between the flight plan data distributed within the IFPZ and that distributed outside the IFPZ, the Network Manager Operations Centre (NMOC) has established a "re-addressing function". The "re-addressing function" is intended primarily for flights originating within the IFPZ and proceeding outside the IFPZ.

Note: Detailed procedures and information applicable to flight plan addressing and distribution are contained in the EUROCONTROL IFPS Users Manual section of the Network Operations Handbook.

1.5 Flight plans for flights which may be subject to ATFM shall be submitted at least 3 hours before the EOBT.

### 2. Contents of a flight plan

2.1 The rules in ICAO PANS-ATM, Doc 4444 and ICAO Regional Supplementary Procedures/European (EUR), Doc 7030 (See ENR 1.8) shall apply, with the following special Precision, ref Commission Regulation (EC) 1033/2006:

For IFR arrivals, the published STAR starting point shall be inserted. If no STAR starting point has been established for an airport, a point within 100 NM from the airport shall be inserted.

For IFR departure, the published SID termination point shall be in-

serted followed by the designator of an ATS route or DCT. If no SID termination point has been established for an airport, a point within 100 NM from the airport shall be inserted.

For IFR flights within Danish FIR there may be exceptions. For exceptions, consult the Route Availability Documents (RAD).

2.2 The EUR RVSM flight planning requirements for the completion of the ICAO Flight Plan Form and the Repetitive Flight Plan are contained in the ICAO EUR Regional Supplementary Procedures (Doc 7030/4-EUR).

Furthermore, in addition to the flight planning requirements contained in the ICAO EUR Regional Supplementary Procedures (Doc 7030/4-EUR) the following will apply: In addition to military operations, operators of customs or police aircraft shall insert the letter M in item 8 of the ICAO Flight Plan Form.

Note: For aircraft operators planning flights where GPS is used as navigation aid, Eurocontrol is providing information on the Internet for making RAIM prediction.

The address is: <http://augur.eurocontrol.int/>

Aircraft operators without access to the Internet may obtain information from the Central ATS Briefing Office, Denmark:

TEL +45 32 47 82 72.

### 3. Modification of Estimated Off Block Time (EOBT)

For Airspace Users operating IFR. Reference Network Operations Handbook.

#### 3.1 Introduction

It is a prime requirement for both ATC and ATFM, that the EOBT of a flight shall be an accurate EOBT. This applies to all flights, whether subject to ATFM or not. These procedures are to enable an AO to meet this requirement whenever they know that the EOBT of a flight will require modification.

The ICAO requirement is that delays in excess of thirty (30) minutes should be communicated (cf. para. 4.4.2.1.2. ICAO Doc. 4444). This requirement is mandatory. For flights, which are departing, arriving or overflying states within the IFPS-zone the requirement is that any change (+ or -) in an EOBT of more than 15 minutes shall be communicated.

There are two categories of flights concerned: those, which have an ATFM slot, issued by the NMOC, and those who have not.

An AO should not modify the EOBT to a later time simply as a result of an ATFM delay. The EOBT is changed only if the original EOBT established by the AO cannot be met by the AO.

#### 3.2 Procedure for Modifying the EOBT of a Flight Not Having Received an ATFM Slot.

Procedure:

- i) To amend the EOBT to a later time, a DLA (or CHG) message shall be sent to IFPS.
- ii) To amend the EOBT to an earlier time, a CNL message shall be sent to IFPS followed five minutes later by a new flight plan with the new EOBT indicated.

**Note: The replacement flight plan procedure shall not be used.**

#### 3.3 Procedure for Modifying the EOBT of a Flight, Which Has Received an ATFM Slot.

AOs should note that an EOBT should not be modified simply in response to any possible delay due to an ATFM slot. If the EOBT established by the AO can no longer be met for reasons other than ATFM, then:

If the EOBT of a flight has changed or is no longer realistic then the following procedure shall be used:

- If a flight has an ATFM slot (CTOT) which cannot be met, then the AO shall send a DLA (or CHG) message to IFPS with the new EOBT of the flight. This may trigger a revised CTOT.

- If a flight has an ATFM slot (CTOT) with some delay and the AO is aware that the original EOBT cannot be met but the existing CTOT is acceptable then a DLA (or CHG) message shall be sent to IFPS with the new EOBT of the flight. However, in order not to trigger a new CTOT with a worse delay, the following formula shall be used:
- Take the current CTOT, minus the taxitime, minus 10 minutes and send the new EOBT, which must not be after this time e.g. EOBT 1000, CTOT 1100, but the flight cannot go off blocks until 1025. The taxitime is say 15 minutes. 1100 - 15, minus 10 = 1035. The new EOBT must be earlier than 1035. If it is, then this action will not trigger a revised CTOT.  
However, as Network Operations systems are continuously seeking to give zero delay, the CTOT of the flight will never be earlier than the new EOBT plus the taxitime.
- If a flight has had an ATFM slot (CTOT) but now receives an SLC (Slot Cancellation Message) but the original EOBT can no longer be met, then the AO shall communicate the new EOBT by use of a DLA (or CHG) message. ATC/ATFM will now have the "true" EOBT of the flight.  
Some states outside the IFPS zone still require AOs to update the EOBT regardless of why the flight's original EOBT may have changed. AOs should bear in mind the formula explained above when doing this. Where it is known that ATC send departure messages (DEP) for all flights, then this DEP message will suffice.

**It is not possible to amend the EOBT to an earlier time than the EOBT given in the flight plan**, however, if a flight is ready to go off blocks earlier than the current EOBT, then there are two options available:

- i) The AO may ask the local ATC Unit (TWR) or the FMP to send a Ready (REA) message. In this case, the flight is considered as "ready to depart" from the filing time of the REA message.
- ii) The AO may contact Central Flow Help Desk who have the possibility to input an earlier EOBT into the TACT system (max - 30 minutes). Each case is treated on its merits and may be refused if it is considered that "abuse" is involved.

3.4 As Flight Activation Monitoring (FAM) has been activated for København FIR, and the ETFMS expects flights to be airborne, based on the filed EOBT or the ATFM slot departure time issued by the ETFMS (CTOT).

Those flights that are not notified as being airborne through ATC messages within 15 minutes of the Estimated Take-Off Time (ETOT) (ETOT = EOBT + taxi-time) or CTOT will receive a Flight Suspension (FLS) message from ETFMS and will remain suspended until a DLA (or CHG) message has been received. The comment '**NOT REPORTED AS AIRBORNE**' will be identified in the text.

Unless an aircraft is taxiing it is the responsibility of the AO to send a DLA (or CHG) message. If a flight is suspended during the taxiing phase then ATC will be responsible for sending a DLA message. ETFMS will then respond with a De-Suspension Message (DES) or Slot Revision Message (SRM) depending whether the flight is non-regulated or regulated, respectively.

If the flight is already airborne, no action is required upon receipt of a FLS.

#### 4. Abbreviated flight plan

4.1 An abbreviated flight plan can be used for flights within København FIR and Rønne TMA (in Sweden FIR) in the following cases:

- When the flight is conducted within airspace class C and D,
- When the flight is conducted within a FIZ/RMZ,
- Where alerting service is required for a specific part of a route.

An abbreviated flight plan cannot be submitted for flights intended to perform flying at night.

4.2 The abbreviated flight plan shall, depending on the situation, contain the necessary details to obtain the service required.

Mandatory information to be submitted are:

- aircraft call sign,
- aircraft type,

- flight rules (IFR/VFR),
- cruising speed,
- requested level,
- route,
- ETA (for arriving aircraft only), and
- persons on board.

*Note 1: Alerting service is provided only for the specified part of the route.*

*Note 2: Unless departing from a controlled aerodrome or an aerodrome where AFIS is provided, an abbreviated flight plan can be submitted only when in the air.*

#### 5. VFR-Flights between certain Danish and German border aerodromes

*Note: For VFR-flight between the under item 5.1 listed Danish and German aerodromes, a special arrangement has been established regarding submission and exchanging of flight plan information due to practical considerations and temporal relations.*

5.1 VFR flights performed within the daily periods for VFR flights are exempted from the obligation to file a regular ICAO flight plan between the Danish aerodromes:

Sønderborg (EKSB)  
Tønder (EKTD)  
Ærø (EKAE)

and the German aerodromes:

Flensburg/Schäferhaus (EDXF)  
Heide-Büsum (EDXB)  
Husum (EDXJ)  
Kiel-Holtenau (EDHK)  
Leck (EDXK)  
Rendsburg/Schachtholm (EDXR)  
St. Michaelisdonn (EDXM)  
Westerland/Sylt (EDXW)  
Wyk auf Föhr (EDXY)

5.2 The flights may be conducted under the following conditions:

5.2.1 The pilot-in-command shall submit the following flight plan information to the ATS-unit at the aerodrome of departure:

- aircraft identification and type,
- departure aerodrome and estimated off-block time,
- destination and estimated elapsed time,
- endurance,
- number of persons on board, and
- name of pilot-in-command.

The above-mentioned information may be submitted over radio.

5.2.2 The flight plan information and the actual time of departures are being exchanged by and between the ATS-units on the aerodromes of departure and destination without being communicated to the respectively Danish and German Area Control Centres.

5.2.3 The flights are considered overdue if they are not arrived at the destination within 10 minutes after the estimated times of arrival based on the flight plan information given by the pilots.

5.2.3.1 Overdue aircraft ref. item 5.2.3 which have not reported change to the in item 5.2.1 submitted 'estimated elapsed time', may lead to effectuation of search and rescue service.

5.2.4 The flights shall be conducted in accordance with the respective national Danish and German VFR-procedures.

#### 6. Exception for compulsory submission of flight plan - VFR

6.1 Normally flight plan is compulsory for flight over international waters and when crossing the boundary to another country. However, the Danish CAA has determined that submission of flight plan is not compulsory for VFR flights exclusively flying within the area shown on the chart on the ANC 1:500 000 - Denmark, reverse.

6.1.1 If alerting service is wanted for a VFR-flight within the above mentioned areas, a flight plan must be submitted as stated in the preceding paragraphs.