

title Special Flight Office Tool
subj Operator User Guide
version/lang. 1.1 E
Status Published
Date of issue: 2021-02-09

Contact/unit Laurent Delétraz / OPR-L
Owner/ unit Robert Fraefel / T-U
File 53486763
Pages 26

Classification Public
For action
For information
Annexes none

Abstract U-Space / SFO - User guide of the new SFO tool

Legal notice The entire content of this publication is protected by copyright. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any electronic, mechanical, photocopying and recording means or otherwise, without the prior written permission of Skyguide.

Contents

1	Introduction	4
1.1	Special Flight Process – Regulatory Basis	4
1.1.1	Non-standard flights	4
1.1.2	Special category aircraft	4
1.1.3	Activities hazardous for aviation	4
1.2	Delimitation of Responsibilities	5
1.3	Special Flight Process Overview	5
1.4	U-Space	6
1.5	Abbreviations and Acronyms	6
2	The Special Flight tool (SFO tool)	7
2.1	Introduction	7
2.2	Get access to the SFO tool	7
2.2.1	Login page	7
2.2.2	Forgot password	8
2.3	System requirements	8
2.4	Operator's main menu	9
2.5	List view feature	10
2.6	Map view feature	11
2.7	Communication feature	13
2.8	Notification by email	13
3	Management of Requests	14
3.1	Introduction	14
3.2	Request statuses	14
3.3	Creation of a new Request	15
3.4	Evaluation of the Request	15
3.4.1	Definition of the flight area	15
3.4.2	Starting the evaluation	17
3.4.3	Evaluation result	18
3.5	Submission of the Request	18
3.6	Actions on an existing Request	21
4	Management of Activities	22
4.1	Introduction	22
4.2	Activity statuses	22
4.3	Creation of a new Activity (Announcement)	23
4.4	Submission of a new activity	23
4.5	Displaying existing activities	24
4.5.1	Activities of a given request	24
4.5.2	Activity Cockpit	25
4.6	Actions on an existing activity	26

History of changes

Changes and Reviews				
Version	Status	Date of issue	Author	Details
0.1	Draft	26.08.2020	S. Bertrand	
1.0	Published	17.01.2021	S. Bertrand	
1.1	Published	09.02.2021	I. Agüi Callejas	

1 Introduction

1.1 Special Flight Process – Regulatory Basis

Skyguide provides air traffic services within the airspace allocated to it with the primary objective of ensuring safe, regular and efficient flow of air traffic. Within Swiss airspace, Skyguide's mandate is defined in the Aviation Act, while in the parts of the French and German airspace, the mandate is provided by delegation from their respective authorities.

There are, however, different aerial activities that can be especially detrimental for ATS objectives, as they can require specific adaptations of ATC operational procedures and working methods and, therefore, need to be planned well in advance. In order to permit sufficient time for ATC planning purposes, as well as to permit operators to seek approval from ATC where such approval is required, Skyguide has established the specific procedure further on referred to as "special flight process".

Aerial activities relevant for the application of the special flight process can broadly be divided into the following categories:

1.1.1 Non-standard flights

Non-standard flights are those flights that are conducted in accordance with the rules of the air and participate in the provision of air traffic services, but by the nature of their mission do not follow the regular traffic patterns. Examples of these flights include calibration and survey flights, VFR flights above FL 195, helicopter aerial work and similar.

Non-standard flights have no legal obligation to follow the special flight process, however, omission to comply with this process may result in significant uncertainty for the operator about if and when they would obtain the ATC clearance to execute their flight. Operators of such flights are, therefore, strongly encouraged to follow the special flight process as, by doing so, they would give an advance notice to ATC to plan additional workload or special procedures, and obtain more certainty (although no guarantee) that their mission would be executed.

1.1.2 Special category aircraft

Special category aircraft are flights conducted by devices that fall within the definition of the aircraft (that is, they sustain themselves in the atmosphere by the interaction with the air, excluding the reaction of the air against the earth's surface), but are exempted from the compliance with the rules of the air and do not participate in the provision of air traffic services. Examples include drones, kites, parascending, sky lanterns and similar. Where operators of such flights need an ATC approval, Skyguide special flight process represents the only way for them to obtain that approval and is, as such, for them legally binding.

Operators are warned that Skyguide mandate in regards to special category aircraft is limited to Swiss sovereign airspace and, exclusively for drones, those parts of French airspace within Geneva CTR. Requests for this type of activity outside of the airspace defined in Skyguide mandate will not be considered.

1.1.3 Activities hazardous for aviation

Activities hazardous for aviation are any other activities that either evolve in the air, but do not qualify as an aircraft (such as ballistic missiles, including but not limited to fireworks), or do not involve a flying object, but create hazardous environment in the air (such as electromagnetic radiation, including but not limited to laser shows). Where operators of such activities need an ATC approval, Skyguide special flight process represents the only way for them to obtain that approval and is, as such, for them legally binding.

1.2 Delimitation of Responsibilities

It is the responsibility of the organiser of an activity to:

- a. identify the category of aerial activity they belong to, and their resulting legal obligations; and
- b. seek ATC approval whenever such an approval is required for them in the view of the type and the location of their activity, by complying with the special flight process

When and if Skyguide delivers approval for the activity through the special flight process, such an approval must not be understood as a confirmation that the activity itself is legal, and does not supersede or replace any other approval or authorisation from other authorities that the organiser may be required to obtain. In issuing its approval, Skyguide will consider exclusively the risk that the activity may pose to other airspace users that participate in the provision of air traffic services. When it comes to activities that involve a flying object, Skyguide approval will aim exclusively at the prevention of collision between that object and other airspace users that participate in the provision of air traffic services. Skyguide will explicitly not consider the risk that may arise from the nature of the activity itself, such as from dropping or spraying from a flying object, as well as any other public, environmental or security risks. Managing all these risks and seeking appropriate approvals, when required, are an exclusive responsibility of the operator. Additionally, Skyguide actions in the prevention of collision do not exempt the operators from their obligations to actively prevent collision between their flying object and other airspace users. Finally, Skyguide will not consider the risk that a special aerial activity may represent to another special aerial activity that may evolve in the vicinity, nor can Skyguide commit that the information about other aerial activities in the vicinity will always be complete or correct. Exempted from this limitation are exclusively those activities conducted in accordance with the rules of the air, to whom the information about the known hazards are provided in the context of air traffic services.

1.3 Special Flight Process Overview

To obtain an approval from Skyguide for a special flight activity, the operator has to follow a 3- step approval process called the "special flight process". Operators are warned that the approval, if and when issued, will only be delivered at the very end of the process, in verbal coordination between the operator and the relevant Skyguide Air Traffic Control (ATC) unit. During the process, Skyguide will notify the operator about the progress, by the means of "acknowledgement" messages. Acknowledgement message must only be understood as a confirmation that the process has progressed to a next step and must not at any time be understood as an approval to execute the activity, nor as a guarantee that the approval will eventually be delivered.

Step 1:

The operator must submit a request to Skyguide in the SFO tool at least 10 working days before the activity takes place. For recurrent activities in the same location, one single request for the complete time range is sufficient. Skyguide will analyse the request and inform the operator about its decision few hours or days later. In case of acknowledgment of the request by Skyguide, the process will continue with the Step 2.

Step 2:

The operator has to announce (confirm) the individual special flight activity in the SFO tool latest by 12:00 Local Time (LT) the day before the execution of the activity. If the activity impacts a military air field with air traffic services provided by skyguide1, the operator shall announce (create) the activity latest by 12:00 LT one working day before the activity. For instance, activities impacting a military air field taking place on Saturdays, Sundays or Mondays need to be created latest by 12:00 LT Friday before the activity. Skyguide will inform the operator about its decision few hours later. In case of acknowledgment of the activity by Skyguide, the process will continue with the Step 3.

Step 3:

One hour before starting the activity, the operator must call Skyguide by phone to get the approval.

1.4 U-Space

Operators of light drones (lower or equal to 30 kilograms) can use the "U-Space Skyguide web app" or "U-Space Skyguide mobile app". Under specific conditions, the request can be submitted in these apps until the day before the flight until 12:00 LT. If specific conditions are not met, operators will be redirected to the "SFO tool".

1.5 Abbreviations and Acronyms

A complete list of Air Traffic Control abbreviations and acronyms can be decoded in the AIP Switzerland, GEN 2.2

Term	Definition
Acknowledgement	Pre-approval of an Operation delivered by Skyguide in Step1 and Step 2.
Activity	The activity is submitted by the operator in Step 2, it is a confirmation that the operator want to perform an individual special flight activity.
AGL	Above Ground Level – Height measured from ground
Airspace	Specific three-dimensional portion of the atmosphere
AMSL	Above Mean See Level – Height measured from sea level
Approval	Authorization to perform the operation delivered by the ATC unit at Step 3.
ATC	Air Traffic Control: a service provided by ground-based controllers who direct aircraft on the ground and through controlled airspace, and can provide advisory services to aircraft in non-controlled airspace.
Controlled airspace	Airspace of defined dimensions within which ATC services are provided.
CTR	Controlled zone from the surface of an aerodrome to a given level.
FL	Flight Level
GVA	Geneva
ICAO	International Civil Aviation Organisation
IFR	Instrument flight rules
LT	Local time, time in Switzerland. LT is 1 (winter) or 2 (summer) in advance on UTC time.
Request	The request is submitted by the Operator in the Step 1. It contains the description of the activity.
SFO	Special Flight Office
SUA	Special Use of Airspace
TRA	Temporary Restricted Area

TWR/APP	Tower / Approach
UFM	U-Space Facility Map. 2D surface grid around a Skyguide controlled airport. Below UFM height values, light drone operators can submit flight requests in the Skyguide U-Space apps as described in chapter 1.4.
Unit	ATC unit in charge of managing traffic (e.g. Tower Geneva, Lugano Airport)
UTC	Coordinated Universal Time (or UTC) is the primary time standard by which the world regulates clocks and time. UTC time is the rime used in the ATC business.
VFR	Visual Flight Rules
ZRH	Zurich

2 The Special Flight tool (SFO tool)

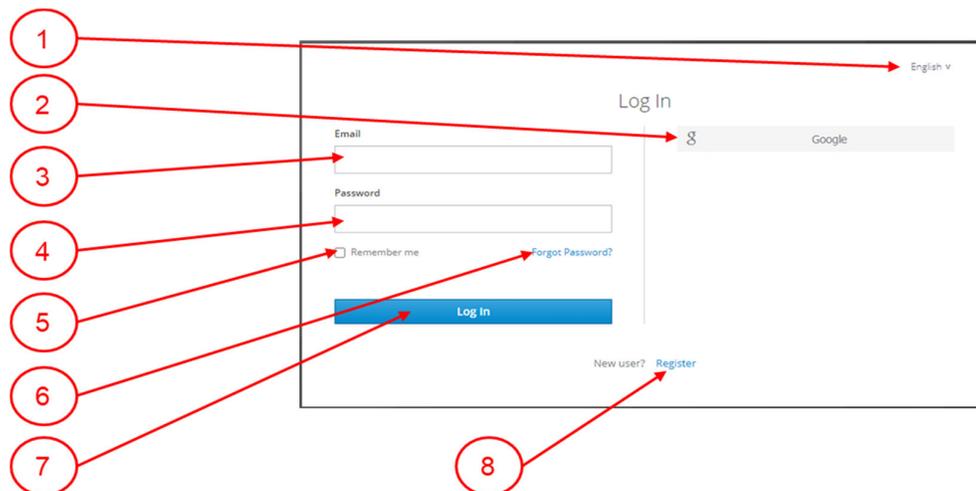
2.1 Introduction

The SFO tool is a web application that supports the operator in getting approval from skyguide for a special flight activity. All interactions, except telephone calls, between the operator and skyguide in the Step1 and Step 2 of the special flight process are performed with this tool.

2.2 Get access to the SFO tool

The link to the SFO tool is available here: <https://www.skyguide.ch/en/services/special-flights/> To use the application, it is mandatory to register as operator.

2.2.1 Login page



#	Description
1	Select language – the tool is only translated in one of the following languages: English, French or German
2	Login from Google account
3	Email - it is the email address used when creating the account
4	Password
5	Remember me: by selecting this option, the browser stores the credentials in the cookies to automatically fill them for a next login. <i>Note: it may depend on the operator browser settings.</i>
6	Forgot password, see 2.2.2.
7	Log in with the credentials provided above (email and password)
8	Register new user

2.2.2 Forgot password

This function allows users to change the password. When clicking on that link, the system asks for the email address used to create the account in the tool. An email is sent to that email address with a link to reset the password. This link is valid for 30 minutes. Click on the link to open a web page and enter the new password.

2.3 System requirements

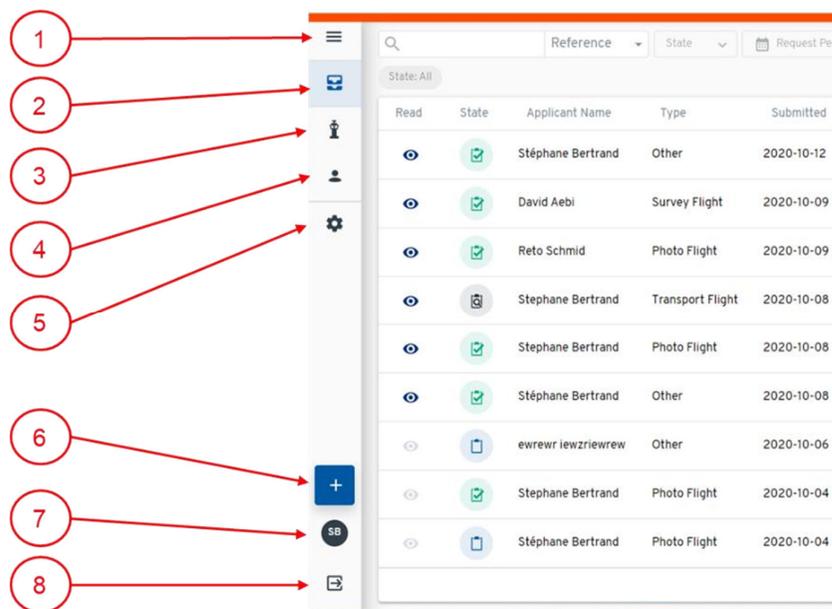
To use the SFO tool, an internet connection is required.

The following internet browsers are supported:

- Windows
 - Edge v 44.18362.267.0 or later
 - Chrome 77.0.3865.90 or later
 - Firefox v 69.0.1 or later
- macOS
 - Safari v13 or later
 - Chrome v 77.0.3865.90 or later
 - Firefox v 69.0.1 or later
- **Important note: Internet Explorer is NOT supported**

2.4 Operator's main menu

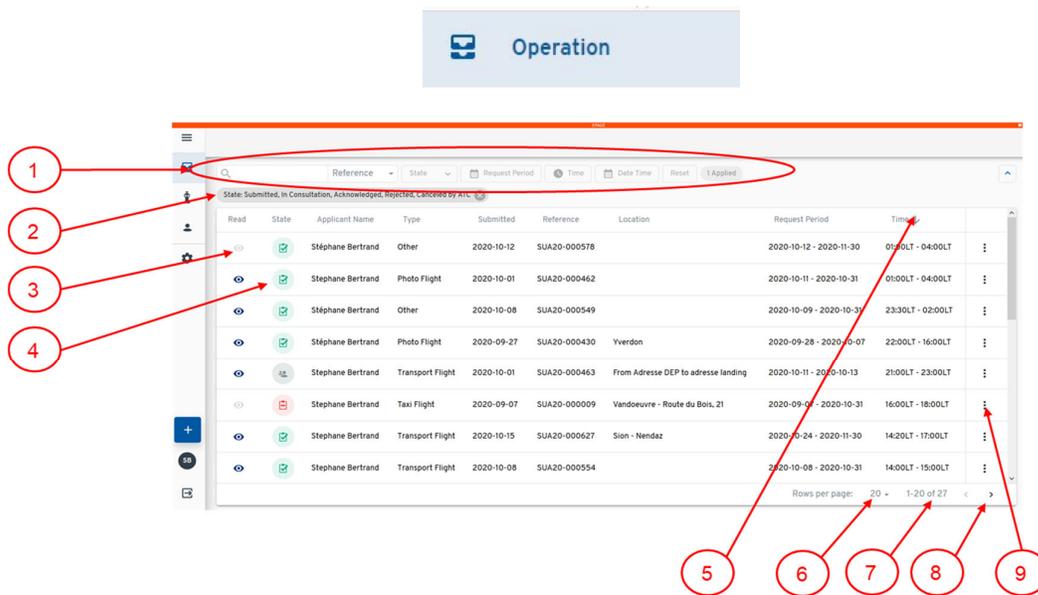
The main menu consists of a vertical bar menu on the left side of the main screen. It can be extended (showing the icons and the titles) or reduced (keeping only the icons).



#	Description
1	Expand, reduce the main menu.
2	Display all your requests in a list (see chapter 2.5).
3	Display the Activity cockpit (see chapter 4.5.2)
4	Display the user profile, where it is possible to fill: - First name, Last name
	<ul style="list-style-type: none"> - Username - Mobile phone number - when changing the mobile number, a verification code is sent by SMS and must be entered in the system.
5	Display the settings, it is possible to: <ul style="list-style-type: none"> - Choose the measurement system (metric or imperial) - Choose the language of the tool (English, French, German) - Find the feedback link, FAQ and support details - Find Privacy Policy and Terms and Conditions
6	Create a new request (see chapter 3.3).
7	User currently logged in. The icon is a combination of the first letters of the first name and last name. When the menu is expanded, it specifies the role of the user logged in.
8	Logout.

2.5 List view feature

The list feature is used to display a set of request or activities as a list with various interaction possibilities. For the requests, this is the default overall view when clicking on "Operation" icon:



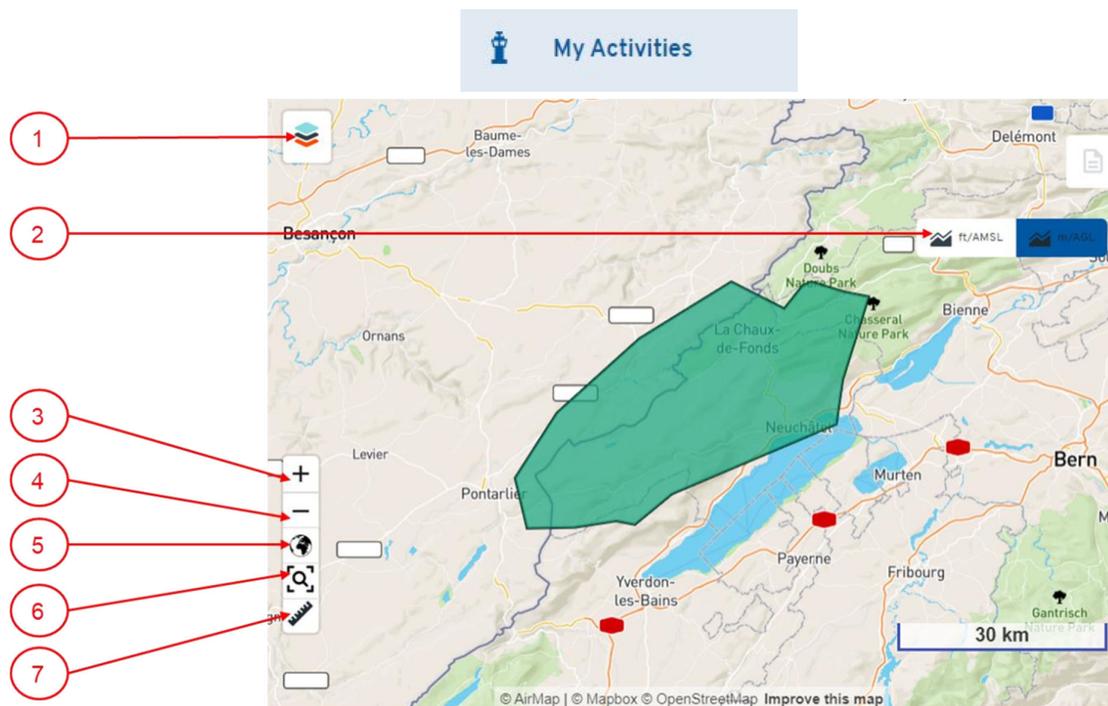
#	Description
1	Search and filter: — Search: can be performed on the Reference, the Request or the Company name
2	Current search and filters applied to the list. Click on the "x" to remove a filter.
3	"Read" indicator to highlight a line in the list. The "read" flag is set by the system each time an event happens to a line (e.g. change of status or new comment on a Request/Activity). It is reset when opening the request. It is also possible to manually set the flag by clicking on it. It is possible to sort the list in descending order and display the highlighted lines always at the top.
4	Status of the request
5	Sorting options: click on the title of any column to select a sorting option (ascending -> descending -> no sort)
6	Select the number of lines to display on the page
7	Number of rows (requests) currently displayed on the page out of the total number of rows in the list
8	Navigation button: navigate through the pages
9	Contextual menu: delete the selected line

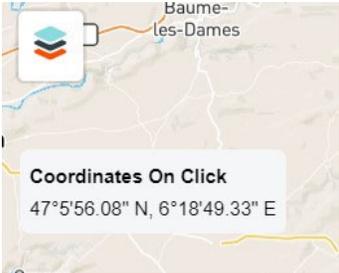
Note: It is also possible to display a list of activities related to a specific Request, by browsing through the details of this Request.

For the activities, the list view feature is also used to display a list of activities. When clicking on the button "My Activities" of the operator's main menu, the Activity cockpit is displayed. This Activity Cockpit contains both the list view and the map view (section 2.6) features. For more details on the Activity Cockpit, please see section 4.5.2.

2.6 Map view feature

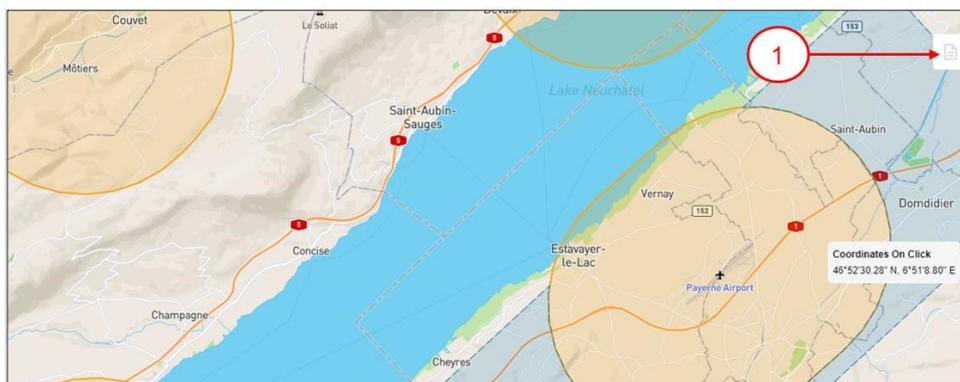
The map view feature is used to create or display Requests and Activities. Menus are available to interact and set various displays. Settings and current position are stored in the tool cookies. The user can use this map view feature when opening the details of a specific request or activity from the list view feature. In addition, this map view is also displayed by default when clicking on "My Activities" of the operator's main menu as part of the Activity Cockpit (section 4.5.2)



#	Description
1	<p>Layer menu button, available map layers are:</p> <ul style="list-style-type: none"> – Switzerland: Airports, Controlled Airspace, LAANC Layers (UFM), Heliports and Special Use Air-space (TRAs) – Globals (background maps): ICAO Chart, TWR/APP, En Route, GVA and ZRH charts
2	<p>Vertical reference for UFM button: select the vertical reference when the UFM layer is displayed, units can be m ALG or ft/AMSL. This layer is applicable only for light drones.</p>
3	<p>Zoom in.</p>
4	<p>Zoom out.</p>
5	<p>Map backgrounds selector: three OpenStreetMap backgrounds (color, grey, dark mode) and one satellite background map</p>
6	<p>Focus button: clicking on that button will set a zoom ratio to centre the map on the Request / Activity geography and maximize it.</p>
7	<p>Measuring tool toggle:</p> <ul style="list-style-type: none"> – Click on the button to activate or deactivate the tool – When the tool is selected, the measure display appears on the bottom right corner of the map. Clicking in two different places on the map will draw a line and display the coordinated of the two points and the distance between these two points. 
-	<p>Coordinates :</p> <p>Clicking anywhere in the map displays the coordinates of the location clicked.</p> 

2.7 Communication feature

A communication feature is available to communicate with Skyguide. This communication is not an on-line chat, the operator should not expect to receive an immediate answer. The tool can be opened from the map when opening the details of a request or an activity:



#	Description
1	<p>Comment: click on the button to open / close the comment tool.</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 5px; width: 300px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="background-color: #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">S</div> <div style="font-size: 8px; margin: 0 5px;">13.22Z July 5 (15.22LT July 5)</div> <div style="font-size: 8px; margin: 0 5px;">stefano.bertrand@o...</div> </div> <div style="font-size: 8px; margin-bottom: 5px;">Dear SFO....</div> <div style="border: 1px solid #ccc; height: 100px; margin-bottom: 5px;"></div> <div style="font-size: 8px; margin-bottom: 5px;">Add Note</div> <div style="display: flex; justify-content: space-between; width: 100%;"> CANCEL ADD </div> </div> <div style="margin-left: 10px; padding-top: 10px;"> <p>To send a message to Skyguide, type the comment in the "add note" textbox, then click on the ADD button and the comment will appear at the top of the popup window, or below an existing message.</p> <p>Each time a comment is added by Skyguide, the comment appears in first position, a notification email is sent to the operator to inform him or her about the new comment (see 2.8)</p> </div> </div>

2.8 Notification by email

A notification email is sent to the operator when:

- The status of a Request or an Activity changes (e.g. "Submitted" to "In review");
- A modification is made to the request/activity parameters (vertical levels, start time, end time or duration) by Skyguide due to ATC related constraints;
- A new comment is added by Skyguide on a Request or an Activity.

The notification message contains the link on the Request or the Activity, clicking on the link redirects to the SFO tool to display the Request / Activity

3 Management of Requests

3.1 Introduction

The request is submitted by the operator in the Step 1 at least 10 working days before the flight. Nevertheless, the system does not block the submission process if the condition is not met. It contains the main parameters of the foreseen operation, including: Special Use of Airspace (SUA) number automatically set by the system, aircraft category, activity type, location, 2D geometry, vertical levels, time period, maximum duration, operator information and contact details, as well as relevant coordination information prepared by Skyguide. The validity period of the request can be either a specific date or a date range. Date ranges are used when the exact date of the flight is not yet known or more than one activity will take place on different dates (recurrent activities). At any time, the operator can retrieve and display an existing request to get informed of the decision of Skyguide or the procedure to follow for the further steps or to create an activity from an acknowledged request.

3.2 Request statuses

During its validity period, a request may have different statuses:

Status	Description
	Submitted: Request sent to skyguide.
	In review: Request under analysis by Skyguide
	In consultation: Request under analysis by Skyguide
	Acknowledged: Request acknowledged by Skyguide after the assessment; it is possible now to create Activities and submit them to Skyguide.
	Rejected: Request rejected by Skyguide after the analysis; it is not possible to submit Activities to Skyguide. If necessary, it is possible to submit a new Request taking into account the reasons of the rejection.
	Cancelled by ATC: Request cancelled by Skyguide after acknowledgement. It is not possible to submit Activities to Skyguide. If necessary, it is possible to submit a new Request taking into account the reasons of the rejection.
	Cancelled by Operator: Request cancelled by the operator.

3.3 Creation of a new Request

The creation of a new request is done in 2 steps:

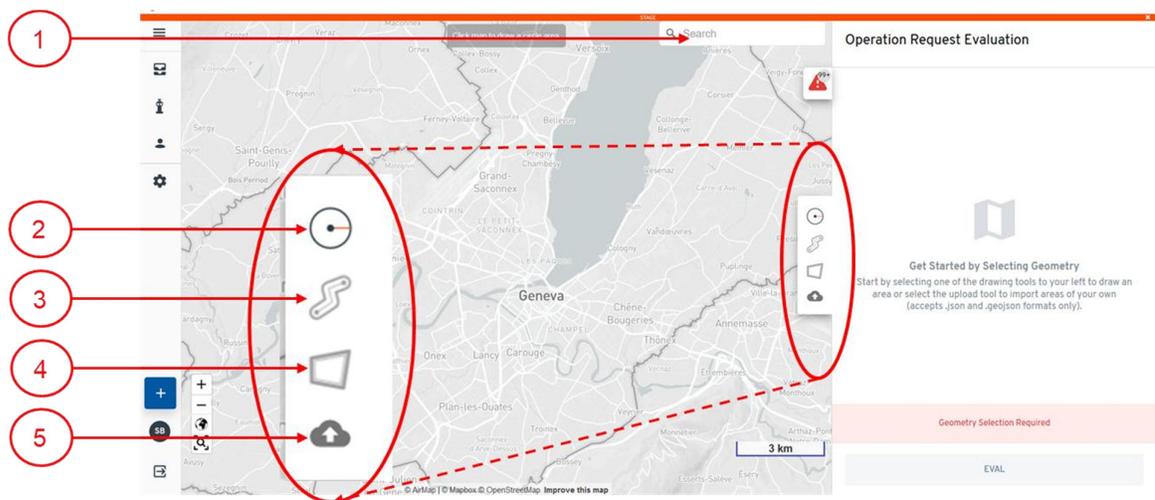
- The evaluation by the SFO tool whether an approval from skyguide is required or not. This evaluation is performed once the geography of the request (volume), the aircraft category and flight type are known;
- The submission of the request once the additional data of the request have been filled in.

3.4 Evaluation of the Request

3.4.1 Definition of the flight area

It is possible to define the 2D flight area in 2 ways:

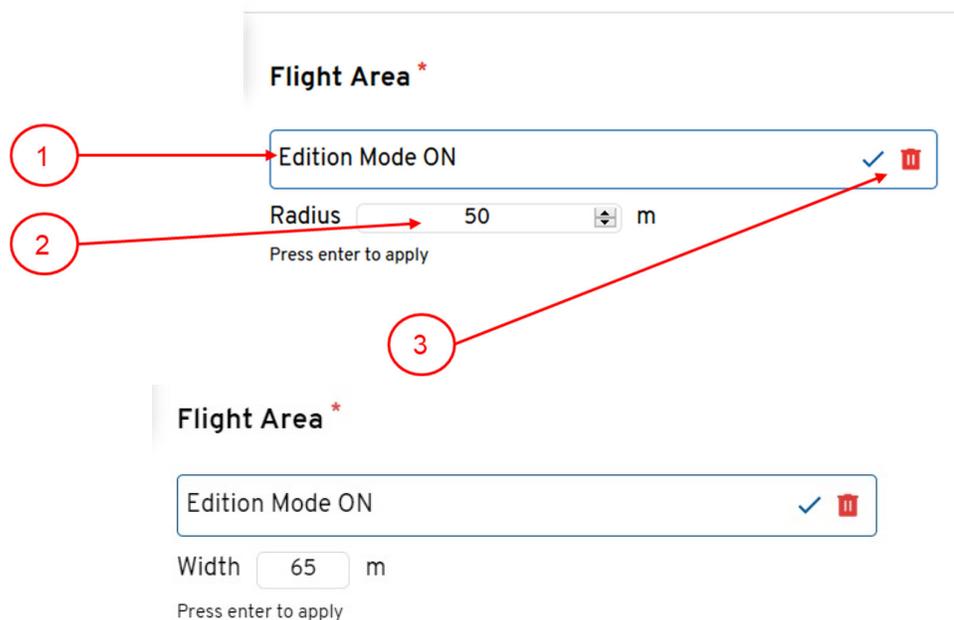
- Drawing it directly on the map
- Uploading a geo file



#	Description
1	Search box: it is possible to search a place (e.g. Prime Tower Zurich), an address, a city or specific coordinates. Then, the map is centred on the location.
2	Draw a circle: click on the map to define the radius of the circle; a field to define the radius will appear in the area on the right to enter the value (see below).
3	Draw a path: click on the map to define each point of the segments of the path, a double click ends the drawing.
4	Draw a polygon: click on the map to define each point of the segments of the polygon, a double click ends the drawing.
5	Upload a file: it is only possible to upload Json or GeoJson format.

Once the drawing is done, a dialog box appears in the area on the right of the map. This dialog box is used to define the radius of the circle or the width of the path. It allows also to save the drawing or enter it again in the edit mode. It is possible to change the drawing any time before the end of the evaluation.

Operation Request Evaluation



#	Description
1	Current Flight area definition mode : edition mode can be ON (geometry can be edited) or OFF (geometry is locked)
2	Radius of a circle or width of a path.
3	Action on the flight area : <ul style="list-style-type: none"> - Toggle Save / edit mode - Deletion of the current drawing

3.4.2 Starting the evaluation

Operation Request Evaluation

Flight Area *

Edition Mode ON ✓

Width 300 m

Press enter to apply

Aircraft Category *

Rotary Wing

Activity Type *

Survey Flight

Modifying the geometry may reset fields.

EVAL

#	Description
1	Selection of the Aircraft category: once the Aircraft category is selected, the map displays the air-space relevant for the approval (e.g. 5 km or UFM for light drones close to aerodromes, limits of controlled airspace). The following aircraft categories are available: Captive Balloon, Drone more than 30 kg, Drone less than 30 kg, Model Aircraft, Fireworks, Fixed Wing, Gas Balloon, Hang Glider, Hot Air Balloon, Kite, Model Rocket, Parachute, Rotary Wing, Military Drone, Sky Lantern, Skylight / Laser Show, Toy Balloon, Weather Balloon and Other.
2	Selection of the Activity type. The following Activity types are available: Airshow, Calibration Flight, Contest, Military Mission, Other, Photo Flight, Police Mission, Survey Flight, Taxi Flight, Test Flight, Transport Flight and TV Relay Flight.
3	Evaluation button: when clicking on the Evaluation button, the system may ask to fill in additional details to complete the evaluation. These details depend on the Aircraft category. It is then necessary to click on the Evaluation button after these intermediates steps. The additional details are described in the table below.

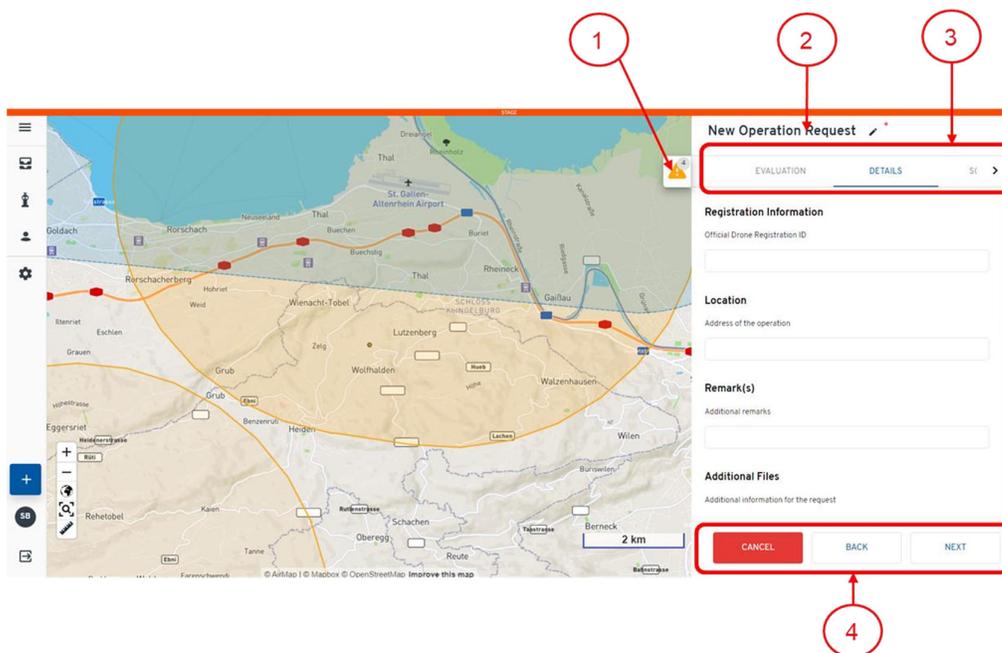
Additional details may be the following:

Field	Description
Number of aircraft	Number of aircraft involved in the request (e.g. toy balloons).
Maximum Vertical Reference	Unit used to define the maximal height / altitude, it can be : <ul style="list-style-type: none"> – Meters above ground level (m AGL) – Meters above mean see level (m AMSL) – Feet above mean see level (ft AMSL) – Flight level (FL)
Maximum level	Maximal level value of the flight
Minimum Vertical Reference	Unit used to define the minimal height / altitude, units available are the same as for the Maximum Vertical Reference. It is possible to choose a unit different than the Maximum Vertical Reference.
Minimum level	Minimal level value of the flight can be 0.

3.4.3 Evaluation result

Once the evaluation has been performed by the system, it displays a message to inform the user whether an authorization is required or not from Skyguide. If yes, the user has to continue the process by filling all the information of the Request, if not, the process stops here.

3.5 Submission of the Request



#	Description
1	Local Constraints: clicking on this icon displays the local constraints applicable in the overall area depicted on the map.
2	Request title: it is possible to give a name to the Request. This name is optional and is not to be used as reference for the request.
3	Tabs: there are 4 tabs to fill before submitting the Request: <ul style="list-style-type: none"> – Evaluation: information filled during the evaluation (read-only mode); – Detail: general information (e.g. registration ID, location, remarks) and attached files – Schedule: period of validity of the Request and schedule of the activity – Applicant: information related to the applicant and person of contact during the activity
4	Action buttons: <ul style="list-style-type: none"> – Cancel: cancellation of the Request creation – Next / Previous: navigation between Tabs – Submit: when the Applicant tab is displayed, the Next button is replaced by the Submit button. Click on the submit button to submit the Request to Skyguide.

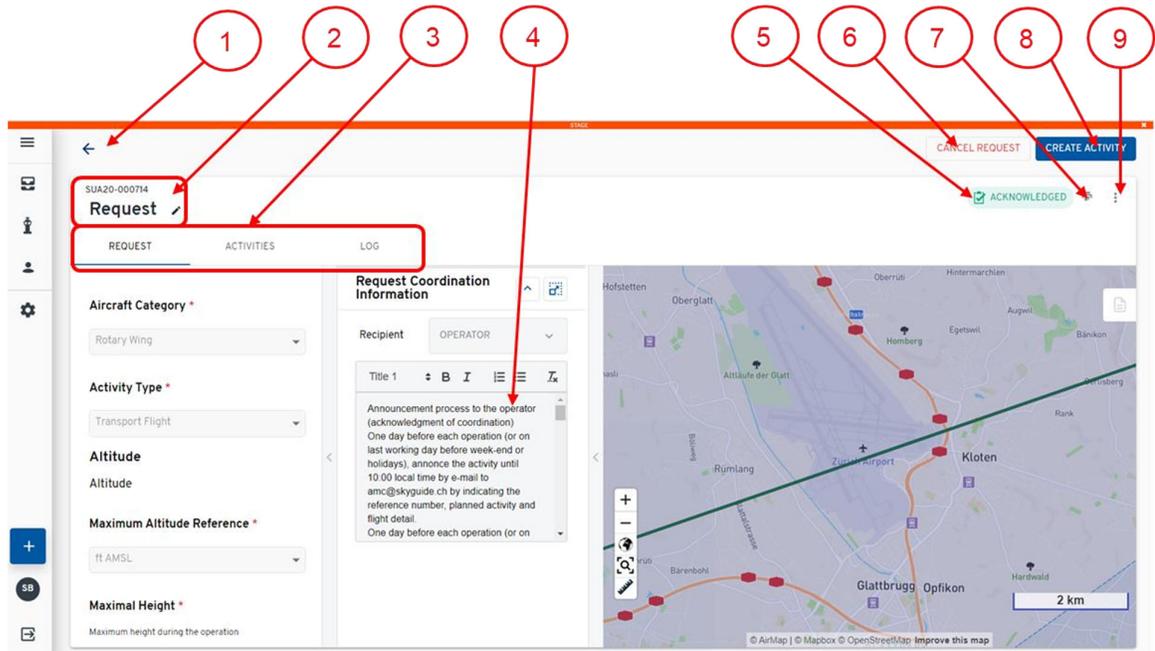
To submit the request to skyguide, it is required to fill data in the additional tabs of the request. These tabs contain different information depending on the Aircraft category. Among these fields, those having a red asterisk in their name are mandatory (see fields below).

Field	Tab	Applicable to	Description
Registration information	Details	Drones	Official drone registration number
Departure(*)	Details	Fixed Wing, Gas Balloon, Hot Air Balloon, Parachute, Rotary Wing, Other	ICAO code of the departure aerodrome, UNKNOWN if not applicable or not known at this stage (it will be filled in the Activity creation)
Destination(*)	Details	Fixed Wing, Gas Balloon, Hot Air Balloon, Parachute, Rotary Wing, Other	ICAO code of the destination aerodrome, UNKNOWN if not applicable or unknown at this stage (will be filled in the Activity)
Callsign(*)	Details	Fixed Wing, Gas Balloon, Hot Air Balloon, Parachute, Rotary Wing, Other	Call sign of the Aircraft, UNKNOWN if unknown at this stage (will be filled in the Activity)
Flight rules(*)	Details	Fixed Wing, Gas Balloon, Hot Air Balloon, Parachute, Rotary Wing, Other	Flight rules can be IFR or VFR
ICAO Aircraft Type	Details	Fixed Wing, Rotary Wing	Aircraft type as per ICAO nomenclature if known

Payload(*)	Details	Sky Lantern, Toy Balloon, Weather Balloon	Type of payload attached in the vehicle
Launch(*)	Details	Fireworks, Sky Lantern, Toy Balloon	It can be single, staggered, mass or tied together
Direction(*)	Details	Fireworks	Direction of the operation (free text field)
Location(*)	Details	ALL	Specific location of the operation, e.g. address, city, area.
Remarks	Details	ALL	Free text field for any remarks
Attached files	Details	ALL	File to provide additional information, e.g. a detailed description of the flight, it is possible to attach up to 5 files with the format PNG or JPEG. Other formats are not yet allowed.
Date from(*)	Schedule	ALL	Start date of the validity period of the Request.
Date to(*)	Schedule	ALL	End date of the validity period of the Request: can be the same date as the start date in case the exact date of the flight is known; can be any date after the start date if the exact date is unknown or multiple flight will take place over the validity period Overnight flights are allowed
Start time(*)	Schedule	ALL	Start time of the flight
End time(*)	Schedule	ALL	End time of the flight
Maximum activity duration(*)	Schedule	ALL	Maximum duration of the flight
Last Name(*)	Applicant	ALL	Last name of the applicant (person submitting the request)
First Name(*)	Applicant	ALL	First name of the applicant (person submitting the request)
Mobile Phone number(*)	Applicant	ALL	Phone number of the applicant or of the company of the applicant
Email address(*)	Applicant	ALL	Email address of the applicant
Address(*)	Applicant	ALL	Physical address of the applicant or the company of the applicant
Company	Applicant	ALL	Company name (if applicable)
Contact name during activity(*)	Applicant	ALL	Name of the person who can be reached during the execution of the flight (different than the pilot in command, where applicable)
Contact mobile phone during activity(*)	Applicant	ALL	Mobile phone of the person who can be reached during the execution of the flight (different than the pilot in command, where applicable)

3.6 Actions on an existing Request

Clicking on a line in the Request list displays the details of the corresponding Request.



#	Description
1	Back to the list of Requests
2	SUA Number and Request title: SUA number is the reference number of the request for communications with Skyguide. It is possible to edit the name of the Request.
3	Tab selector, 3 tabs are available: <ul style="list-style-type: none"> Information of the Request Activities announced for that Request (see 4.5.1) Log of actions on the Request: all actions / events are recorded by the system; those that are relevant for the operator are displayed in this tab
4	Request Coordination Information textbox: it contains important procedural instructions for the operator applicable to this specific request. This text comes from Skyguide special flight office team.
5	Status of the Request
6	Cancellation of the Request
7	Print Request: it can be printed in Full version or in Summary version
8	Create a new Activity (see 4.3)
9	Contextual menu : <ul style="list-style-type: none"> Create a new Request (same as "+" button the main menu) Edit Request title (same as "pencil" button in the Activity title area)

4 Management of Activities

4.1 Introduction

The activity is submitted by the operator in the Step 2 latest by 12:00 LT the day before the activity. Under some circumstances, the operator should consider the last working day before the activity. Nevertheless, the system does not block the submission process if the condition is not met. It contains the description of the instance of the activity (individual flight or activity) that will take place at a given date. The details of the activity are inherited from the request. Some can be modified by the operator. It is also possible to attach new files (JPG or PNG) to the activity. At any time, the operator can retrieve and display an existing activity to get informed of the decision made by Skyguide the day before the activity or on the day of the activity.

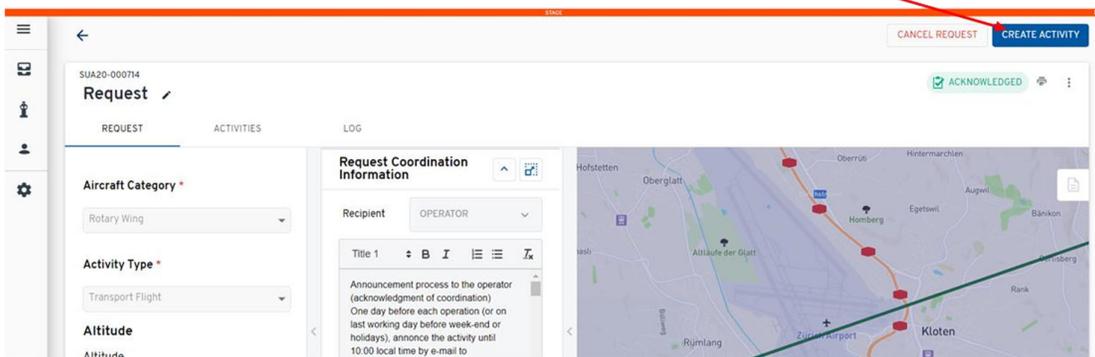
4.2 Activity statuses

During its validity period, an Activity may have different statuses:

Status	Description
	Submitted: Activity sent to the Skyguide.
	Acknowledged: activity acknowledged by Skyguide the day before the activity
	Approved: activity approved by Skyguide the day of the activity during the call that takes place before the activity.
	Rejected: Activity rejected by Skyguide the day before the activity or the day of the activity.
	Cancelled by ATC: Activity initially approved by Skyguide but cancelled in a later stage due to ATC constraints.
	Cancelled by Operator: Activity cancelled by the operator.

4.3 Creation of a new Activity (Announcement)

The announcement of a new activity is a one-step process that is initiated from the detailed view of the request. There is no evaluation process, as the evaluation has already been performed when submitting a request and the activity can be performed only within the acknowledged parameters of the request (2D flight area, vertical level, aircraft type, activity type, validity period and activity time).



#	Description
1	Create activity

4.4 Submission of a new activity

To submit an activity to Skyguide, it is required to fill data in the tabs of the activity. These tabs contain pre-filled information inherited from the request. The following fields cannot be modified and the information inherited from the request must remain:

- Aircraft category
- Activity type
- Vertical references
- Number of aircraft (when applicable)
- Applicant information

In addition, time and dates of the activity (Activity Start, Activity End and Maximum Activity Duration) shall remain within the timeframe of the acknowledged request. Location field can be updated in order to provide a more precise description of the location. When applicable, Departure, Destination, Callsign, ICAO Aircraft Type or Remarks can be edited for the specific special flight activity. It is also possible to attach additional files to the Activity. By default, the activity lateral expansion (2D geometry) is inherited from the request. For selected operators, it is possible to edit this lateral expansion and specify a smaller area within the overall area of the acknowledged request. Activity geographical area cannot be expanded outside the geographical area acknowledged in the request. Please contact the Skyguide team at uspace@skyguide.ch to be provided with the "Activity lateral expansion edit" rights.

Overall, the operator shall bear in mind the following restrictions when creating the activity out of an acknowledged request:

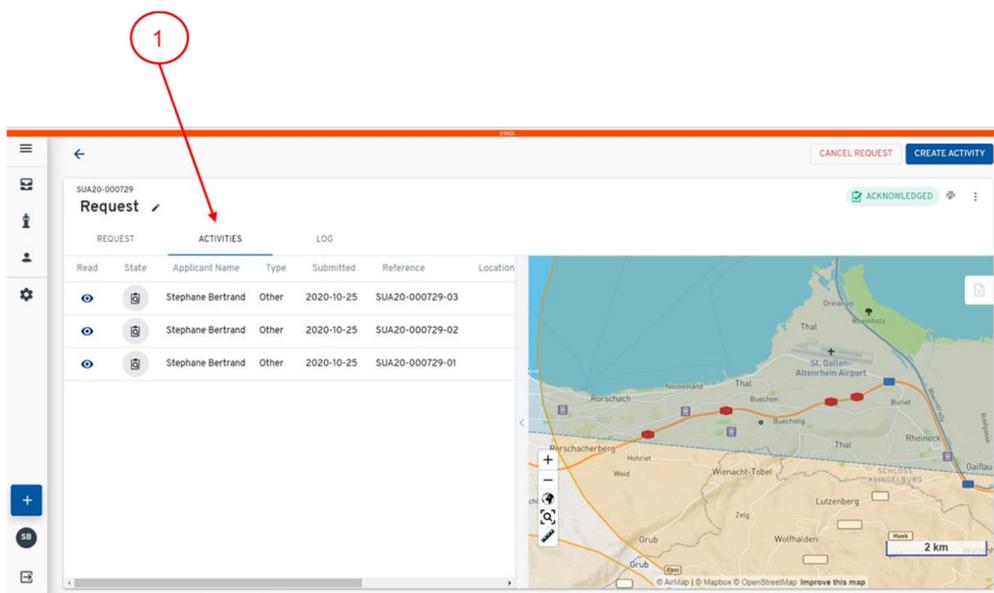
Field	Tab	Description
Maximum level	Evaluation	Not possible to choose a vertical maximum level higher than the one from the Request
Minimum level	Evaluation	Not possible to choose a vertical minimum level lower than the one from the Request
Date from	Schedule	Not possible to choose a start date earlier than the one from the Request
Date to	Schedule	Not possible to choose an end date later than the one from the Request
Start time	Schedule	Not possible to choose a start time sooner than the one from the Request
End time	Schedule	Not possible to choose an end time later than the one from the Request
Maximum activity duration	Schedule	Not possible to choose a duration greater than the one from the Request

4.5 Displaying existing activities

It is possible to display existing activities from:

- The corresponding Request detailed view
- The Activity Cockpit

4.5.1 Activities of a given request



#	Description
1	<p>Activity tab: display the list of Activities already submitted for the acknowledged Request; the behaviour of the list is the same as the Request list with the following limitations:</p> <ul style="list-style-type: none"> – There are no filtering options – There are no action buttons available neither contextual menu for a line <p>Click on a line to display the Activity details.</p>

4.5.2 Activity Cockpit

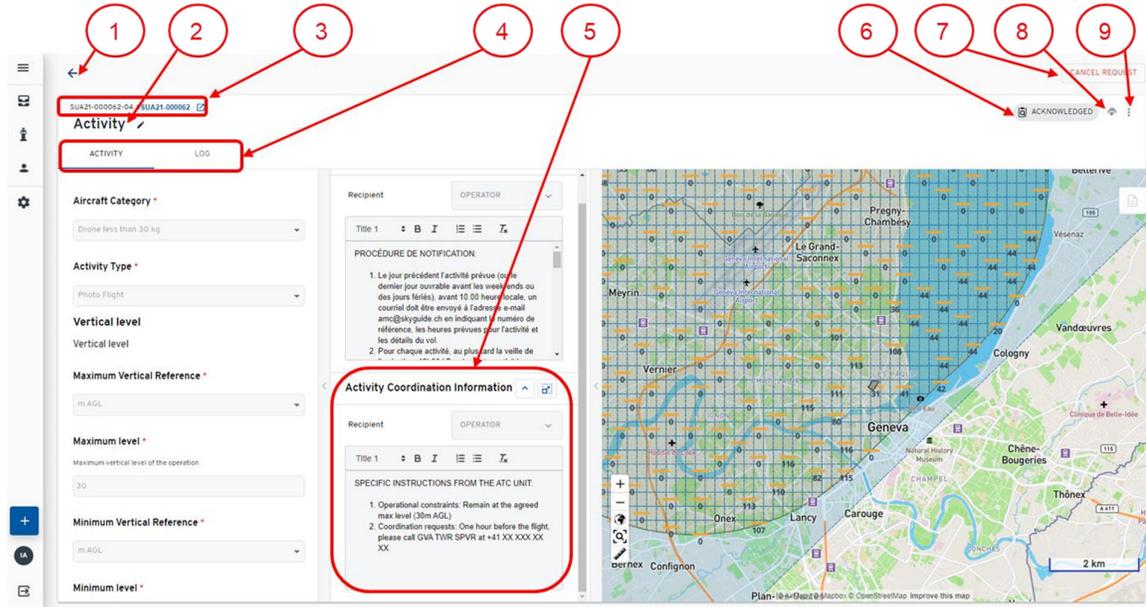
Read	State	Applicant Name	Type	Submitted	Reference	Location	Activity Period	Time	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stéphane Bertrand	Other	2020-10-12			2020-10-12 - 2020-11-30	00:00LT - 03:00LT	⋮
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stéphane Bertrand	Other	2020-10-08			2020-10-09 - 2020-10-10	22:30LT - 02:00LT	⋮
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stéphane Bertrand	Other	2020-10-08			2020-10-09 - 2020-10-31	22:30LT - 02:00LT	⋮

Rows per page: 100 1-6 of 6

The Activity Cockpit displays the activities of the operator in two ways:

- The list of activities, which displays the activities as a list with the standard options and features. The contextual menu allows to cancel an activity.
- The consolidated map, which shows the activities currently displayed on the list. Moving the mouse over the lines of the list highlights the activity on the map by changing the colour of the activity border to yellow.

4.6 Actions on an existing activity



#	Description
1	Back to the cockpit
2	Activity title: it is possible to give a name to an Activity
3	Activity number: It is composed of the SUA Request number and an extension for the Activity (-XX). Each activity of an acknowledged request is identified with a unique ID (extension). By clicking on the link, the operator is redirected to the Request detailed view.
4	Tab selector, two tabs are available: <ul style="list-style-type: none"> Information of the Activity Log of actions on the Activity: all actions / events are recorded by the system; the ones relevant for the operator are displayed in this tab
5	Activity Coordination Information textbox: it contains important procedural instructions or restrictions for the operator applicable to this specific activity for the following day. This text comes from skyguide and is addressed to the operator.
6	Status of the Activity (see 4.2)
7	Cancellation: an activity can be cancelled at any time by the operator. Once approved, the activity can also be terminated by the operator after the execution.
8	Print Activity: it can be printed in Full version or in Summary version
9	Contextual menu: <ul style="list-style-type: none"> Edit the Activity title (same as "pencil" button in the Activity title area)