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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 regard 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 operator 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 operator 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 is 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 (flight or mission) 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. If the request is reviewed by Skyguide, the process will continue with the Step 2.

Step 2:

The operator has to announce (create) 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 airfield with air traffic services provided by Skyguide¹, the operator shall announce (create) the activity latest by 12:00 LT one work-ing day before the activity. For instance, activities impacting a military airfield taking place on Saturdays, Sundays or Mondays need to be created latest by 12:00 LT Friday before the activity. This procedure is detailed in the Request Coordination Information textbox for each request (request detail) in the SFO tool.

Skyguide will inform the operator about its decision during the afternoon of the day before the activity. 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. A lack of response from ATC unit shall not be understood as permission to fly. If the operator does not get the approval by phone, he or she is not allowed to fly.

1.4 U-Space

Operators of light drones (between 0.25 and 25 kilograms) can use the " Skyguide U-Space web app" or "Skyguide U-Space mobile apps". Under specific conditions (individual flight **below** U-Space Facility Map (UFM) values displayed in the cells surrounding the Skyguide-controlled aerodromes), 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 "Skyguide 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 Step 2.
Activity	The activity is submitted by the operator in Step 2, it is a confirmation that the operator wants 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 Sea 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.

¹ LSMD Dübendorf, LSMP Payerne, LSMA Alpnach, LSME Emmen, LSMM Meiringen and LSMO Locarno.

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 of 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 time used in the ATC business.
VFR	Visual Flight Rules
ZRH	Zurich

2 The Special Flight tool (SFO tool)

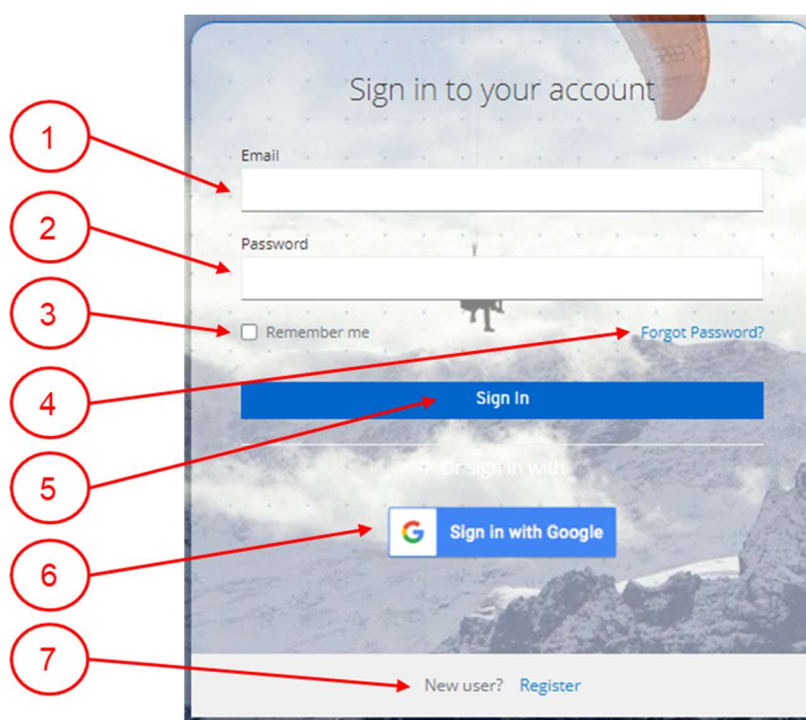
2.1 Introduction

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 Step 1 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://sfo.skyguide.ch/operator/requests>
To use the web-based tool, it is mandatory to register as operator.

2.2.1 Login page



#	Description
1	Email - it is the email address used when creating the account (<u>all notifications related to your requests and activities will be sent to this email address</u>)
2	Password
3	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>

4	Forgot password, see 2.2.2.
5	Log in with the credentials provided above (email and password)
6	Log in with Google account
7	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

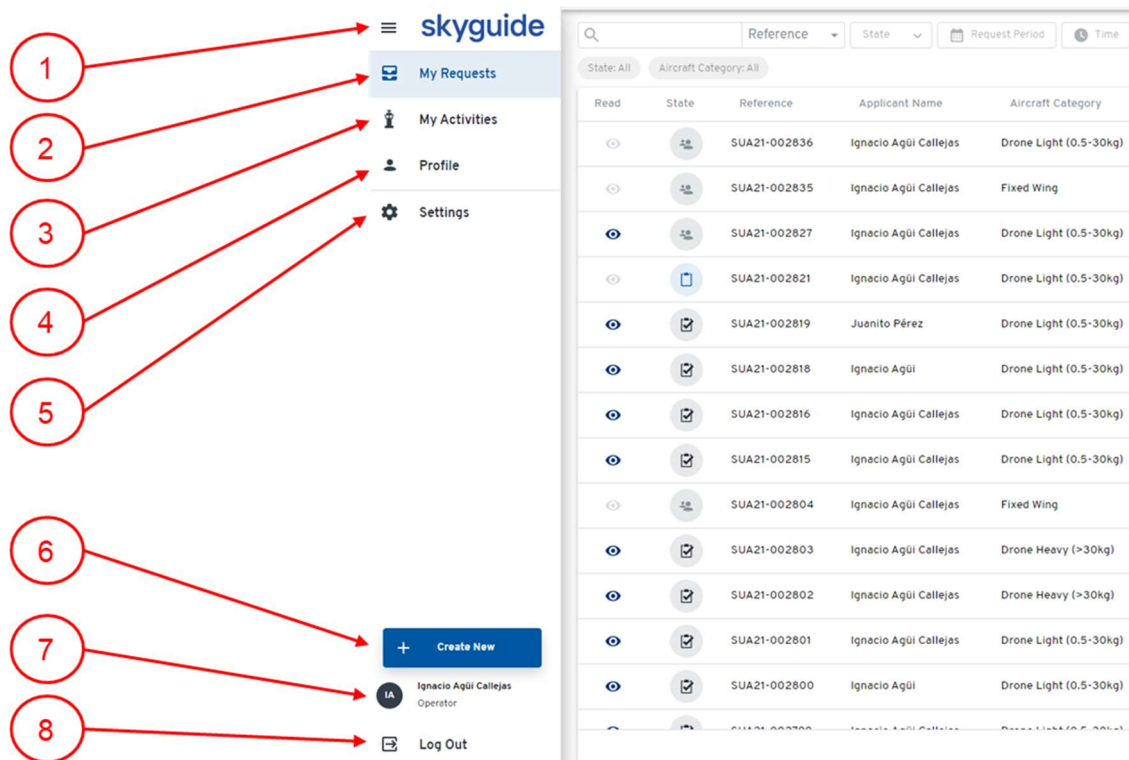
To use the SFO tool, an internet connection is required.

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

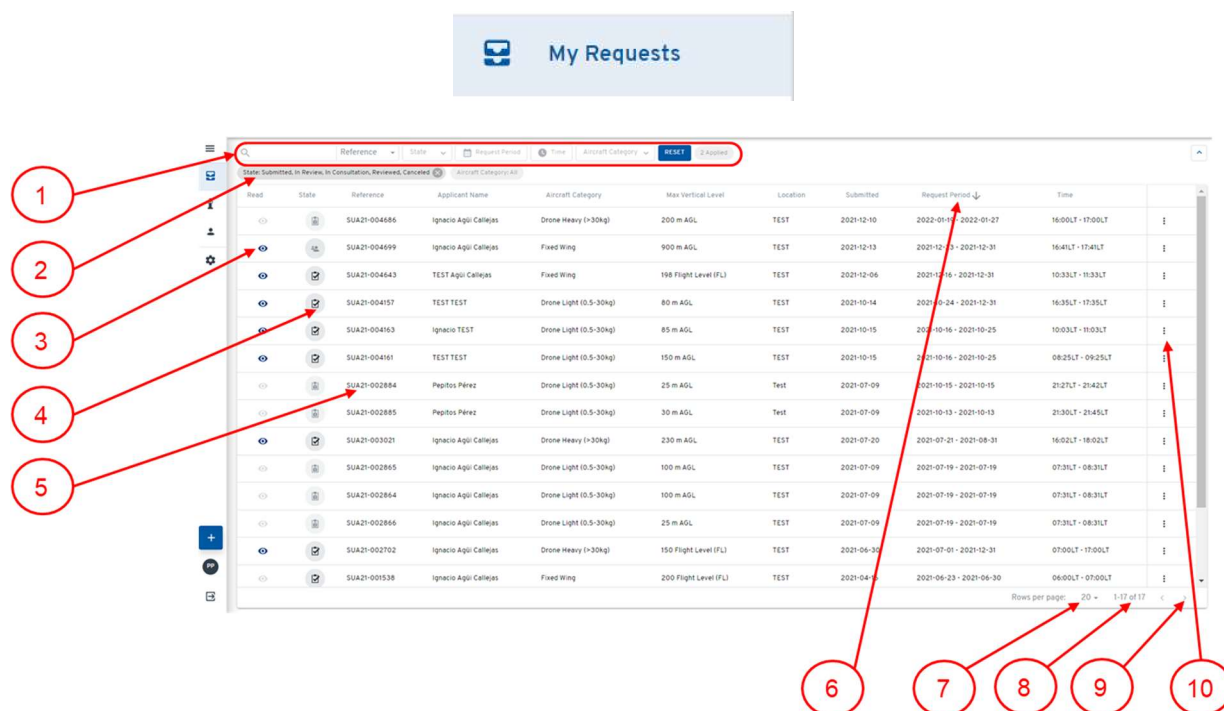
The main menu consists of a vertical bar menu on the left side of the main screen. It can be extended (showing the icons and the titles) or reduced (keeping only the icons).



#	Description
1	Expand, reduce the main menu.
2	Display all your requests in a list (see chapter 2.5).
3	Display all your activities in the Activity cockpit (see chapter 4.5.2)
4	Display the user profile, where it is possible to fill: <ul style="list-style-type: none"> First name, Last name 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 section: Skyguide Twitter, tool version, FAQ, User Manual and SFO support team email and phone number Find Privacy Policy, Terms and Conditions and Support
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 requests as a list with various interaction possibilities. For the requests, this is the default overall view when clicking on "My Requests" icon:



#	Description
1	Search and filter: — Search: can be performed on the Reference number, the First Name, the Last Name, the Location or the Company Name
2	Current search and filters applied to the list. Click on the "x" to remove a filter. Default filters are applied to show the active requests – State: Submitted, Reviewed, In Review, In Consultation; Request Period: 1 year from now.
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: Submitted, In Review, In Consultation, Reviewed, Rejected, Cancelled by ATC or Cancelled.
5	Request reference number (SUA number)
6	Sorting options: click on the title of any column to select a sorting option (ascending -> descending -> no sort)
7	Select the maximum number of lines to display on the page
8	Number of rows (requests) currently displayed on the page out of the total number of rows in the list
9	Navigation button: navigate through the pages

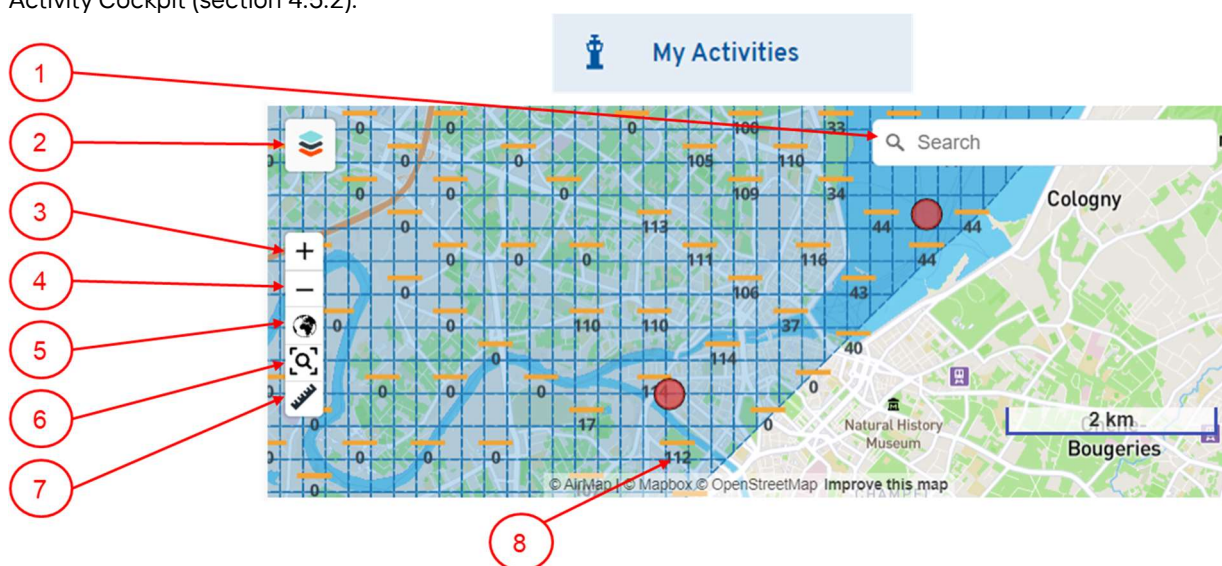
10 Contextual menu: cancel the selected request

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


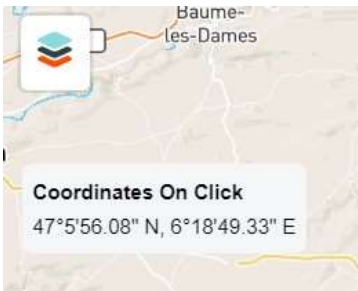
For the activities, the list view feature is also used to display a list of activities. When clicking on the button “My Activities” of the operator’s main menu, the Activity cockpit is displayed. This Activity Cockpit contains both the list view and the map view (section 2.6) features. For more details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

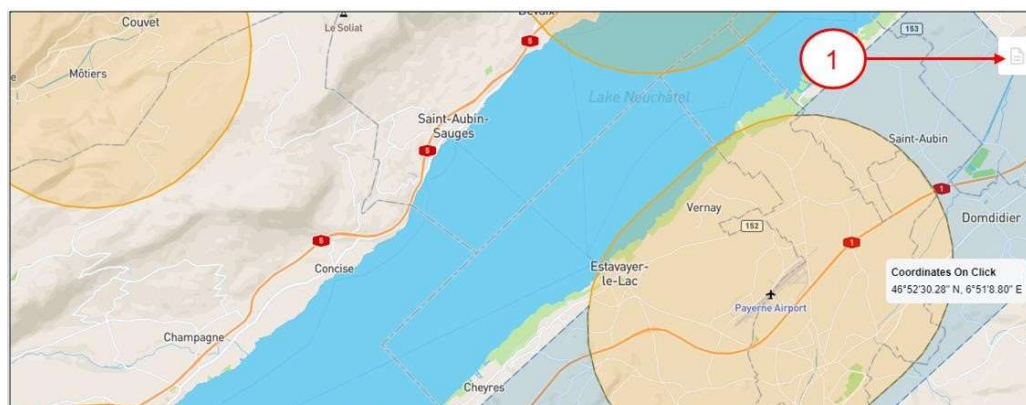


#	Description
1	Search box: it is possible to search a place (e.g., Prime Tower Zurich), an address, a city or specific coordinates. Then, the map is centered on the location (only available when creating a new Request or in the Activity cockpit view). <i>Note: Coordinates must be inserted in decimal system (e.g. Lat: 46.914230 Lng: 8.191084)</i>
2	Layer menu button (only available in the Activity cockpit view), available map layers are: <ul style="list-style-type: none"> – Switzerland: Airports, Areas prohibited to all drones, Controlled Airspace (Class C and Class D), UFM (Light drones), Heliport and Military Training Areas – Globals (background maps): VFR Chart, TWR/APP Chart, Lower and Upper En Route Charts, GVA and ZRH Lower and Upper Charts
3	Zoom in.
4	Zoom out.

5	Map backgrounds selector: three OpenStreetMap backgrounds (color, grey, dark mode) and one satellite background map.
6	Focus button: clicking on that button will set a zoom ratio to center the map on the Request / Activity geography and maximize it.
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 (in km).  <p>Measure points From 46°59'30.45" N, 7°0'6.75" E to 46°56'45.92" N, 7°27'1.56" E Distance: 34.41 Km</p>
-	<p>Coordinates:</p> <p>Clicking anywhere in the map displays the coordinates of the location clicked.</p>  <p>Coordinates On Click 47°5'56.08" N, 6°18'49.33" E</p>
8	UFM values (only available for Light Drones (0.25-25 kg)) in meters AGL: Requests below these values are automatically reviewed. An activity needs anyway to be created.

2.7 Communication feature

A communication feature is available to communicate with Skyguide. This communication is not an online chat, the operator should not expect to receive an immediate answer. The feature 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><div><div><div>S</div><div>13:22Z July 5 (15:22LT July 5)</div><div>stefane.bertrand@o...</div><div>Dear SFO....</div></div><div><div>Add Note</div><div>CANCEL</div><div>ADD</div></div></div><div><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 "Reviewed");
- 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 this condition is not met.

It contains the main parameters of the foreseen operation, including: Special Use of Airspace (SUA) reference 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 a reviewed 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.
	Reviewed: Request reviewed by Skyguide; it is possible now to create Activities (individual flights) 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 for the rejection.
	Cancelled by ATC: Request cancelled by Skyguide after acknowledgement. It is not possible anymore to submit Activities to Skyguide. If necessary, it is possible to submit a new Request taking into account the reasons of the cancellation.
	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 activity type are known;
- The submission of the request once the additional data of the request have been filled in.

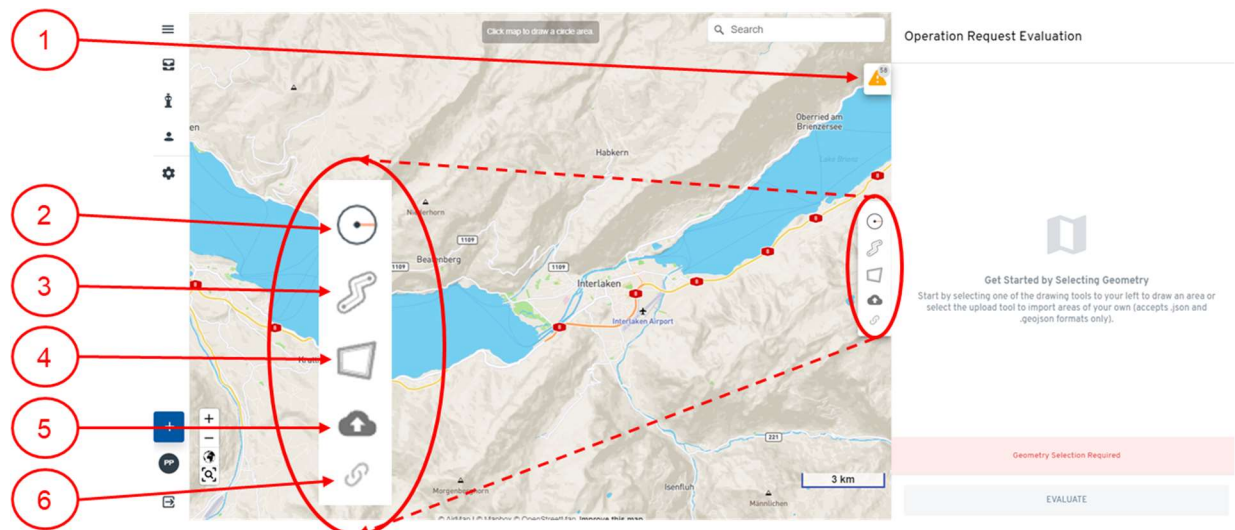
A new request can also be created by copying an existing request. The same request parameters will remain, except the date range, which can be adapted to any date range into the future. The contextual menu of the Request detail view must be used to copy an existing request. More details can be found in the section 3.6 Actions on an existing Request.

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	Local Constraints: all constraints applicable in the area currently displayed in the screen. It can include Airports, Areas prohibited to all drones, Heliports, Controlled Airspace, TMA, TRAs, etc.
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 ² : it is only possible to upload Json or GeoJson format.
6	Copy link: it is possible to copy the link to share the flight geometry with other users (e.g., SFO support team) if needed. This button is only enabled when the geometry is drawn.

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

Flight Area *

1 → Edition Mode ON ✓ ✕

2 → Radius 50 m
Press enter to apply

3 → ✓ ✕

Flight Area *

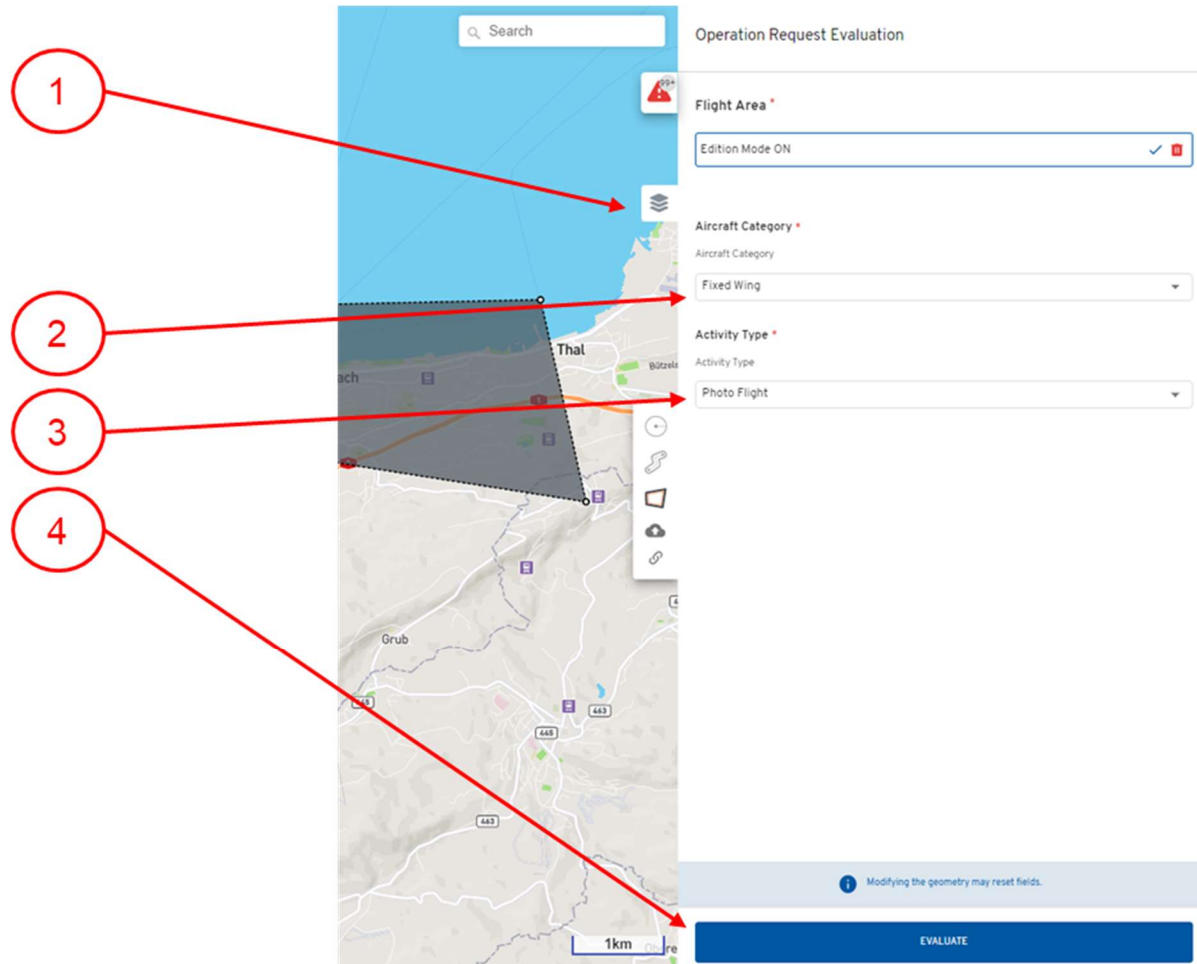
Edition Mode ON ✓ ✕

Width 65 m
Press enter to apply

#	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

² For Activity Type Test Flights EA9, the operator is requested to upload the EA9 geometry file (JSON file) when defining the flight area. This file can be found in the Skyguide Special Flights website (section Post-maintenance test flights within the test flight pattern EA9). Otherwise, the request will be rejected.

3.4.2 Starting the evaluation



#	Description
1	Remove all map layers: the user can remove all displayed map layers in the map view in order to have a clear view of the geometry.
2	Selection of the Aircraft category: once the Aircraft category is selected, the user can display the airspace layers relevant for the approval through the map layer menu (top left corner) (e.g., 5 km range or UFM for light drones close to aerodromes, limits of controlled airspace). The following aircraft categories are available: Captive Balloon, Drone Heavy (>25 kg), Drone Light (>0.25-25 kg), Drone Very Light (≤0.25 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.
3	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, TV Relay Flight and Test Flight EA9 ³ .

³ For Test Flights EA9, the operator is requested to upload the EA9 geometry file (JSON file) when defining the flight area. This file can be found in the Skyguide Special Flights website (section Post-maintenance test flights within the test flight pattern EA9). Otherwise, the request will be rejected.

4	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 intermediate steps. The additional details are described in the table below.
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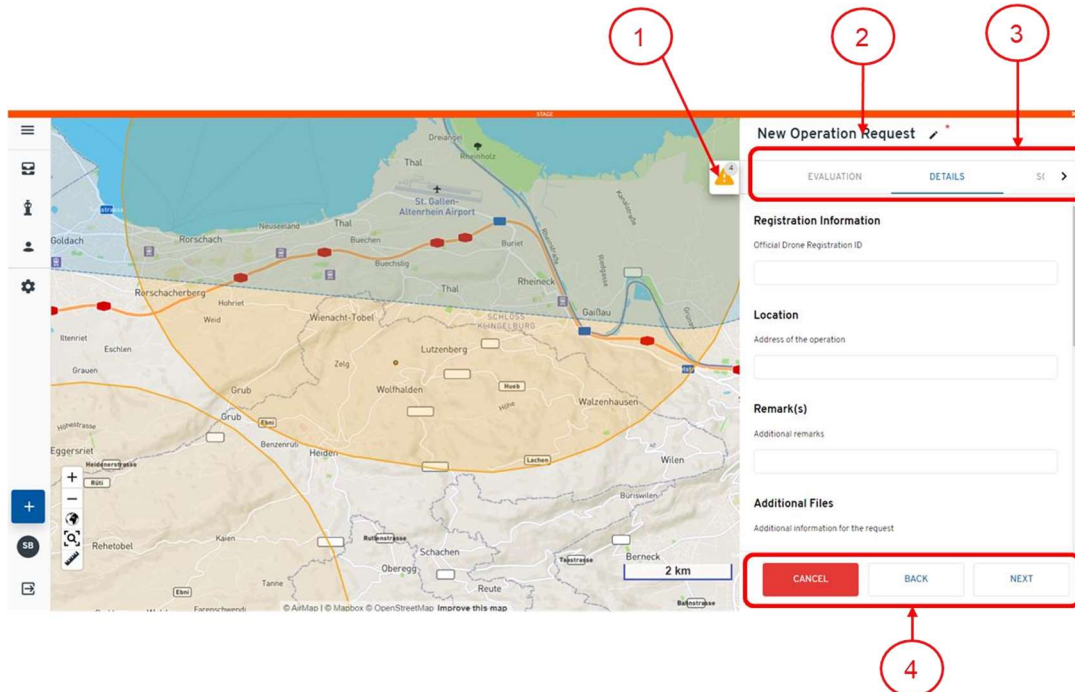
Additional details may be the following:

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 sea level (m AMSL)– Feet above mean sea 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 must 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	Sections: 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, departure, destination, flight rules, ICAO aircraft type, 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).

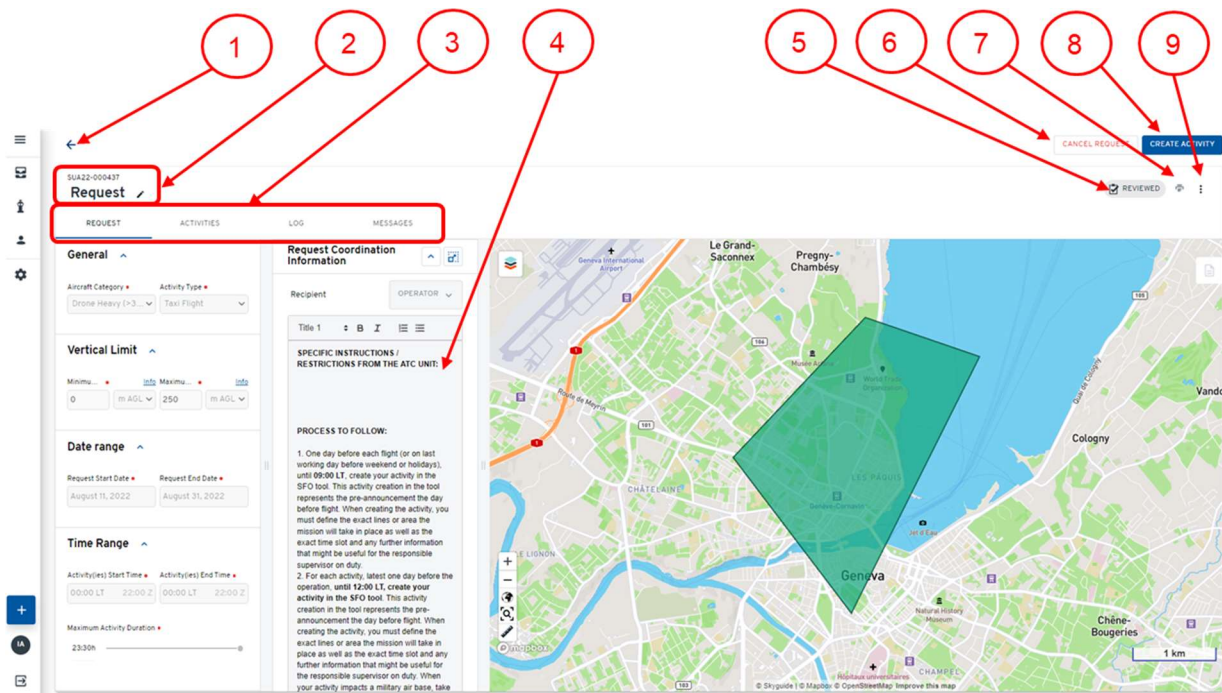
Field	Tab	Applicable to	Description
Registration information	Details	Drone Very Light, Light and Heavy	Official drone registration number.

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 (in English if possible).
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 PDF, PNG or JPEG.
Request Start Date(*)	Schedule	ALL	Start date of the validity period of the Request.
Request End Date(*)	Schedule	ALL	End date of the validity period of the Request: It can be the same date as the start date in case the exact date of the flight is known. It 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.
Activity(ies) Start Time(*)	Schedule	ALL	Start time of the flight(s).

Activity(ies) End Time (*)	Schedule	ALL	End time of the flight(s).
Maximum activ- ity duration(*)	Schedule	ALL	Maximum duration of the flight(s)
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 activ- ity(*)	Applicant	ALL	Name of the person who can be reached during the execution of the flight (different than the pilot in command, when 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, when 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, 4 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 Messages exchanged between Skyguide and the user through the communication feature
4	Request Coordination Information textbox: it contains important procedural instructions for the operator applicable to this specific request. This text comes from Skyguide SFO team.
5	Status of the Request.
6	Cancellation of the Request.
7	Print Request.
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) Copy Request (you can create a new request by copying an existing request and changing the date range for the future) 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. The system blocks the submission process if this condition is not met. Under some circumstances (when impacting a military airfield), the operator should consider the last working day before the activity.

The activity detail view 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 (PDF, 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.

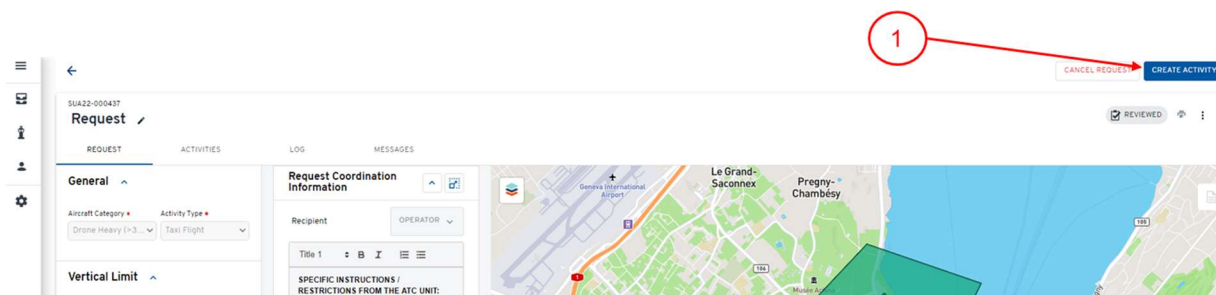
4.2 Activity statuses

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

Status	Description
	Announced: Activity sent to Skyguide.
	Acknowledged: activity acknowledged by Skyguide the day before the activity.
	Approved: activity approved by Skyguide the day of the activity during the phone 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.
	Terminated: Activity terminated (after the execution of the flight).

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 levels, aircraft type, activity type, validity period and activity times).



#	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 (except for the Contact details during activity)

In addition, time and dates of the activity (Activity Start, Activity End and Maximum Activity Duration) shall remain within the timeframe of the reviewed 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.

A new field "Preference" is presented at this step. It is an optional field that can be used by users when announcing several activities (from the same or different requests) to be conducted on the same day. It is the way to indicate your preferred alternative to the Skyguide ATC unit, so that this can be taken into account by the Skyguide supervisor. The values range from "A" as most preferred, to "E" as least preferred. For users announcing only one activity for a specific date, this Preference field must **not** be used.

By default, the activity lateral expansion (2D geometry) is inherited from the request. However, it is possible to edit this lateral expansion by drawing or uploading a new smaller area within the overall area of the reviewed request. Activity geographical area cannot be expanded outside the geographical area reviewed in the request.

Finally, it is also essential to keep in mind that the activity must be created latest by noon (12:00LT) the day before of the flight/mission. The tool will not allow late activity announcements.

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

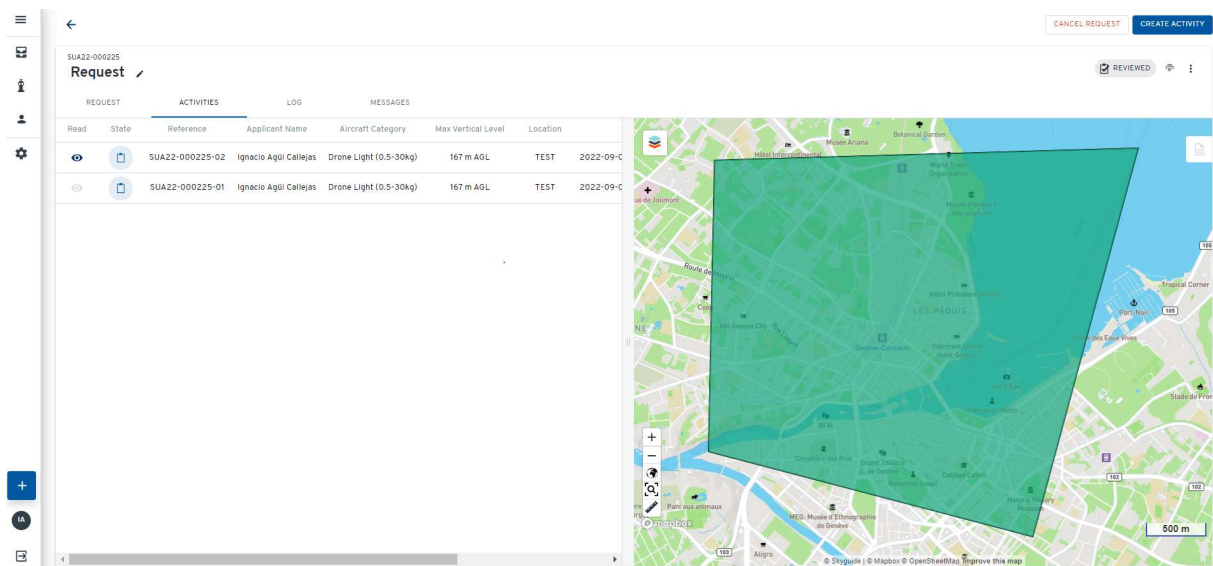
Field	Tab	Description
Maximum Level	Evaluation	Not possible to choose a maximum level higher than the one from the Request.
Minimum Level	Evaluation	Not possible to choose a minimum level lower than the one from the Request.
Activity Start	Schedule	Not possible to choose a start date earlier than the first day of validity of the Request or an earlier time than the one submitted in the Request.
Activity End	Schedule	Not possible to choose an end date later than the last day of validity of the Request or a later time than the one submitted in the Request.
Maximum Activity Duration	Schedule	The duration should not be greater than the one submitted in the Request.

4.5 Displaying existing activities

It is possible to display existing activities from:

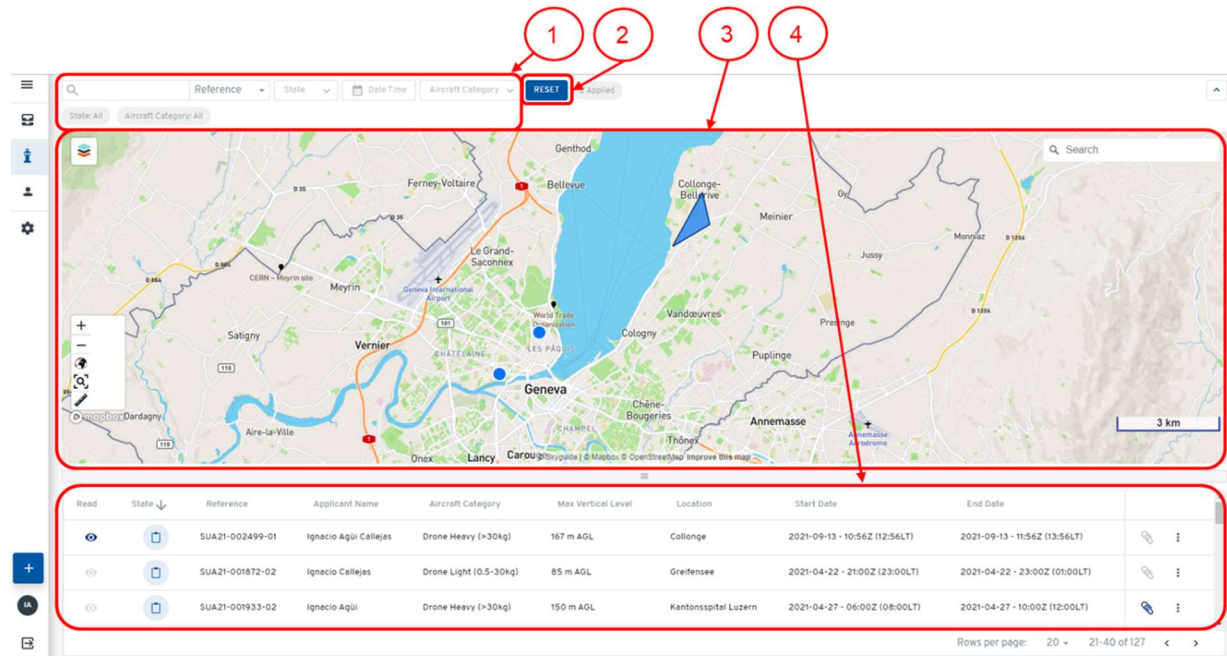
- The corresponding Request detailed view
- My Activities (Activity Cockpit) tab in the lateral bar menu (Tower icon)

4.5.1 Activities of a given request



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

4.5.2 Activity Cockpit

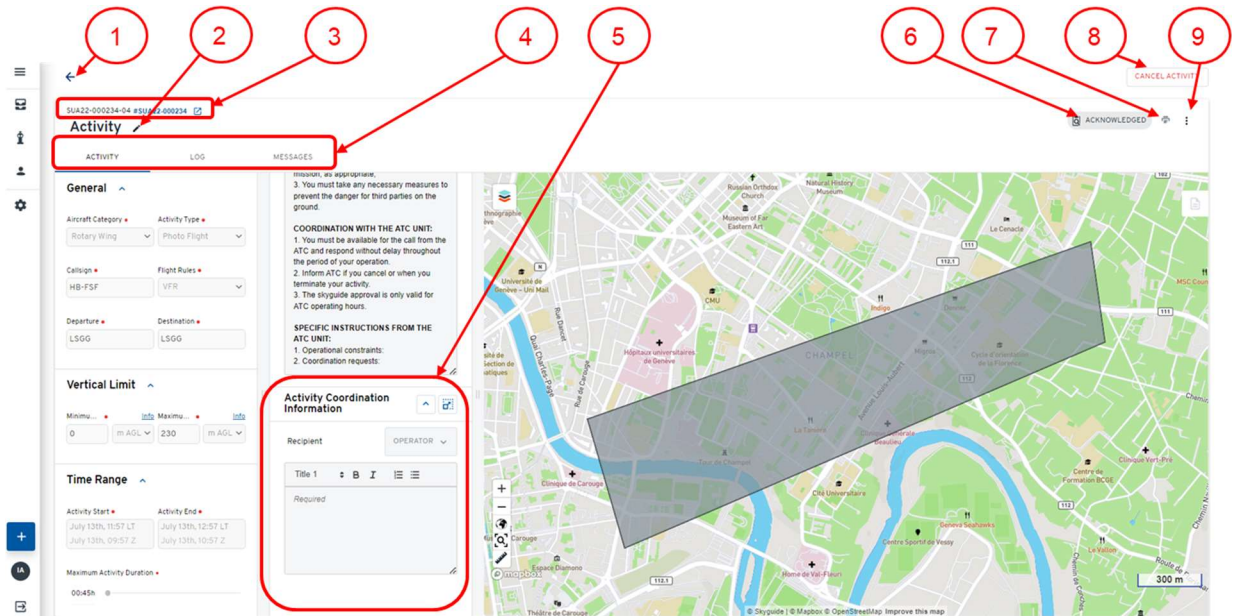


The Activity Cockpit displays the activities of the operator in two ways:

- The list of activities (bottom), which displays the activities as a list with the standard options and features. The contextual menu on the right side of each row allows to cancel an activity.
- The consolidated map (top), 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.

#	Description
1	Search and filtering functions.
2	Reset button: it removes all filters and searches. Only visible after setting one or more filters (or searching).
3	Consolidated map view of the activities of the operator.
4	List of the activities of the operator: including the following features: <ul style="list-style-type: none"> – Sorting per any column – Clip icon to open the attached files for a specific activity – Contextual menu to cancel a specific activity

4.6 Actions on an existing activity



#	Description
1	Back to the Activity Cockpit (My Activities).
2	Activity Title: it is possible to give a name to an Activity.
3	Activity reference number: It is composed of the SUA Request number and an extension for the Activity (-XX). Each activity of a reviewed request is identified with a unique ID (extension). The SUA Request number appears next to the activity number. By clicking on the link, the operator is redirected to the Request detailed view.
4	Tab selector, three 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 Messages exchanged through the communication feature
5	Activity Coordination Information textbox: it contains important procedural instructions or restrictions for the operator applicable to this specific activity. 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.
9	Contextual menu: <ul style="list-style-type: none"> Edit the Activity title (same as "pencil" button in the Activity title area)