

Coordination

- Introduction
- Coordination Tower / Ground
- Coordination Phrases Approach / Center
 - Definitions
 - Approval request
 - Release
 - Reference
 - Departure release
 - Addendum (not relevant for VATSIM)
- Handover Tower
- Handover Approach / Feeder / Center

Introduction

Coordination is indispensable in the overall air traffic control system. This is particularly important in a highly complex airspace such as that over the Federal Republic of Germany with its numerous small sectors. There are a large number of problems that cannot be solved within one's own sector and must therefore be solved in cooperation with neighboring sectors. The basis for coordination between the different sectors is provided by the various operating agreements and letters of agreement (LoA). For many of the standard flight movements, conditions for the handover of aircraft at sector boundaries can be found there. For various reasons, however, it is often necessary to deviate from the standard agreed in the documents. Here, coordination with neighboring sectors is required. In real air traffic control, almost every center and approach workstation has a so-called coordination controller or planner whose tasks include making phone calls to neighboring sectors and thus coordinating the sectors with each other.

In air traffic control, the principle "the receiving unit states the conditions" applies, meaning that the receiving sector determines the conditions under which the aircraft must fly in. In extreme cases, this also means that if in a fictitious sector sequence "A-B", controller B requires all aircraft to enter his sector "at FL100, speed 220, DCT <WPT>", sector A must implement this sequence.

This does not mean that individual or general renegotiation is not possible or that sector A should overflow. Nevertheless, this principle applies and, with common sense, this is not an invitation to a bazaar.

Therefore, it should be noted that the more extreme the condition you impose on the previous sector, the sooner you should let them know, if possible. It's all a matter of communication and pre-planning.

Use your head and common sense, think outside the box and communicate sensibly and realistically with each other.

Coordination Tower / Ground

Already between tower and ground, in many situations communication and coordination are indispensable for smooth, safe and efficient traffic handling.

Even though most standard operations are regulated in the form of SOPs, there are many situations that require coordination between two ATC stations.

Examples for **coordination tower / approach**:

- Vectored Departure (if an IFR pilot cannot / does not want to fly a SID)
- Visual Departure (if permitted according to SOPs)
- Departure releases, if required
- Non-standard approach procedures (e.g. visual approach if the pilot cannot fly a standard approach)
- Emergencies including relevant details
- Missed approaches including reason and further instructions (usually the standard missed approach)
- SVFR, so that the approach controller can increase spacing between approaches if necessary
- Low visibility operations
- Closing and reopening of runways
- Change of runway direction
- Departures from runways that aren't the current runway in use

Examples of coordination between **tower and ground / apron**:

- Pilot has mistaxied and must be handed over somewhere else than normal
- Aircraft at a holding point has a technical problem, so the ground controller places subsequent aircraft at a different intersection
- Pilot has requested a specific intersection
- Controller is missing an aircraft on their frequency that should already be with them

In contrast to many coordinations between approach and center, there generally is **no standard phraseology** for coordination in the tower area. Therefore, normal "plain language" should be used when coordinating with the neighboring ATC unit. However, it should be noted that this station may be very busy with pilots. Therefore, you should not just start talking and also should keep your inquiries as short as possible.

Examples:

“ T: Approach, Tower

A: Go ahead

T: DLH4MA can't fly SIDs and has to go to CINDY, which vectored departure should I give him?

A: Climb on runway track to 4000 feet, thereafter expect radar vectors

T: Consider

“ T: Apron, Tower

A: Go ahead

T: CFG2228 taxied wrong, coming via M30 instead of M8

A: Roger

Coordination Phrases

Approach / Center

Definitions

In the following chapters some terms are used, which will be explained now.

Upstream/downstream sector

UPSTREAM SECTOR is the previous sector.

DOWNSTREAM SECTOR is the following sector.

In the flight profile of a pilot through the sectors A-B-C would be from the view of B: A = UPSTREAM; C = DOWNSTREAM

COP - Coordination Point or Reference Point

In most cases, the COP is a waypoint near the sector boundary where the handoff occurs. The COP acts as a reference point for both coordination partners. In the lists of most RGs, you will find the designation COPN for an Entry COP (i.e., a COP for an inbound flight) and COPX for an Exit COP (for an outbound flight from the sector).

The COP serves as an orientation during coordination, over which point the aircraft flies in or out. In the VATSIM environment, however, it is often advisable to specify the position because preplanning plays less of a role. Select a sensible position that the other party also knows. There is no point in telling a colleague in Munich that he should look in the direction of Aartalsee. Use, for example, VORs, large aerodromes or jointly known waypoints.

Transfer of control

The point at which CONTROL is transferred for a flight. As a controller, I may only issue instructions that change the trajectory of the flight (e.g., heading/directs, altitude instructions, speed instructions) if I have been handed CONTROL. If no other arrangement has been made verbally or in the LoA, the transfer of control takes place as soon as the aircraft has entered the next sector and has reached half the minimum distance to the common sector boundary. If 3NM separation is required, one has to keep 1.5NM to the border at any time - the same value, which the partner also ensures without coordination. Together you thus arrive at 3NM.

Silent transfer of control

In the Letters of Agreement, the SILENT TRANSFER OF CONTROL defines parameters under which flights can be sent to the receiving sector without prior coordination.

Transfer of communication

≠ Transfer of control! The (time) point at which the frequency is changed. Does not affect control or responsibilities.

Initials

Each controller has their own initials in the real center, i.e., two letters consisting of the first letter of the first and last name, if available. Each coordination is terminated by naming the initials. Accordingly, the initials have the meaning of a "contract signature" for the coordination made and signals to the counterpart that one has nothing more to say. If both parties have named their initials, the telephone conversation is ended.

Approval request

For coordination purposes, there are some keywords that give the coordination partner a rough idea of what is involved when the initial contact is made. One of these keywords is the "Approval Request". This can be used in the following cases.

Direct request (downstream)

For various reasons (pilot's request, efficiency, problem solving in the own sector) it is often helpful to deviate from the route given in the flight plan and to enable a direct flight to a waypoint. Within the own sector, this is of course possible without coordination. However, if a waypoint in the next sector is to be cleared, the permission of the following (downstream) sector must be obtained. This can be done either by the function integrated in Euroscope or verbally.

The verbal coordination is done according to the following scheme:

“ APPROVAL REQUEST <COP/position> <call sign>
DCT <WPT>

Example: Munich hands over Frankfurt arrivals via ASPAT

EDMM	APPROVAL REQUEST ASPAT DLH123 APPROVAL REQUEST 20 MILES EAST OF DKB DLH123
EDGG	Go ahead
EDMM	DIRECT SPESA
EDGG	APPROVED <initials> UNABLE <initials>
EDMM	<initials>

or loosely translated "may I clear DLH123 direct SPESA"

After the initial contact, wait for the "go ahead" of the called sector so that the sector can first look in the direction of the COP/reported position and view the aircraft on the radar and/or in the sector list. If he gives his "Go", the request is made and then accepted or rejected accordingly.

Descending/Climbing (Downstream)

Another principle used in air traffic control, unless other agreements (LoA) have been made, is that there must not be vertical movement at the sector border. This means that during lateral entry/exit, the aircraft must be "at level". This means that any vertical movement when crossing the sector boundary (plus half the minimum distance BEFORE the boundary) requires coordination. This explicitly does NOT concern the transfer of communication but only the sector crossing and thus in most cases the transfer of control. Such coordination is not possible via Euroscope and must therefore always be coordinated verbally.

“ APPROVAL REQUEST <COP/position> <call sign>
CLIMBING <level>
DESCENDING <level>

Example: According to the LoA, departures from EDDN must have reached FL260 at the waypoint GASKA and be transferred to Langen. For the example, we assume a flight that will not make this agreement on a hot summer day due to poor performance. Therefore, we need to coordinate.

Example:
After LoA, departures from EDDN must have reached FL260 at the waypoint GASKA and be transferred to Langen. For the example, we assume a flight that will not make this agreement on a hot summer day due to poor performance. Therefore, we need to coordinate.

EDMM	APPROVAL REQUEST GASKA RYR123 APPROVAL REQUEST 20 MILES NORTH OF NÜRNBERG AERODROME RYR123
EDGG	Go ahead
EDMM	CLIMBING FL260 (OUT OF FL200)
EDGG	APPROVED <initials> UNABLE <initials>
EDMM	<initials>

"May I send DLH123 climbing FL260?"

In brackets in the coordination it says "OUT OF FL200". This means that the flight is already at least in FL200 at the sector boundary (half the minimum separation value before the boundary). This helps the accepting sector enormously in its traffic planning and decision-making. Assuming only "CLIMBING FL260" is coordinated, the accepting sector must keep all levels from ground to FL260 clear in the corner of the entry - somewhere there RYR123 will enter in climb. If you coordinate OUT OF FL200, EDGG only has to keep the levels between 200 and 260 free.
If EDMM wants to coordinate initially without OUT OF, Langen can/should of course ask from which level the flight will come. This will then result in negotiation, which should produce a mutually satisfactory result. Example:

EDMM	APPROVAL REQUEST GASKA RYR123 APPROVAL REQUEST 20 MILES NORTH OF NÜRNBERG AERODROME RYR123
EDGG	Go ahead
EDMM	CLIMBING FL260
EDGG	OUT OF WHICH LEVEL?
EDMM	OUT OF FL200
EDGG	I CAN ACCEPT HIM CLIMBING FL240 OUT OF F200 < <i>initials</i> >
EDMM	CONSIDER < <i>initials</i> > WILCO < <i>initials</i> >

The answers CONSIDER and WILCO have the same meaning: the result of the negotiations is implemented by the Upstream Sector.

A few words about "CONSIDER", which at first glance seems a bit confusing. In German, people like to say "CONSIDER" instead of WILCO. This does not mean that one thinks about it, but stands for "CONSIDER IT DONE".

Deviation from coordinated level

If I want to hand off a plane in a different level than agreed in the LoA, this must be coordinated. This can be done either via the Euroscope functions or verbally.

“ APPROVAL REQUEST <COP/position> <call sign>
AT <level>

Example: Munich Radar transfers approaches to Frankfurt with an RFL of 240 or higher at FL240. If Munich wishes to deviate from this, they must coordinate with Langen.

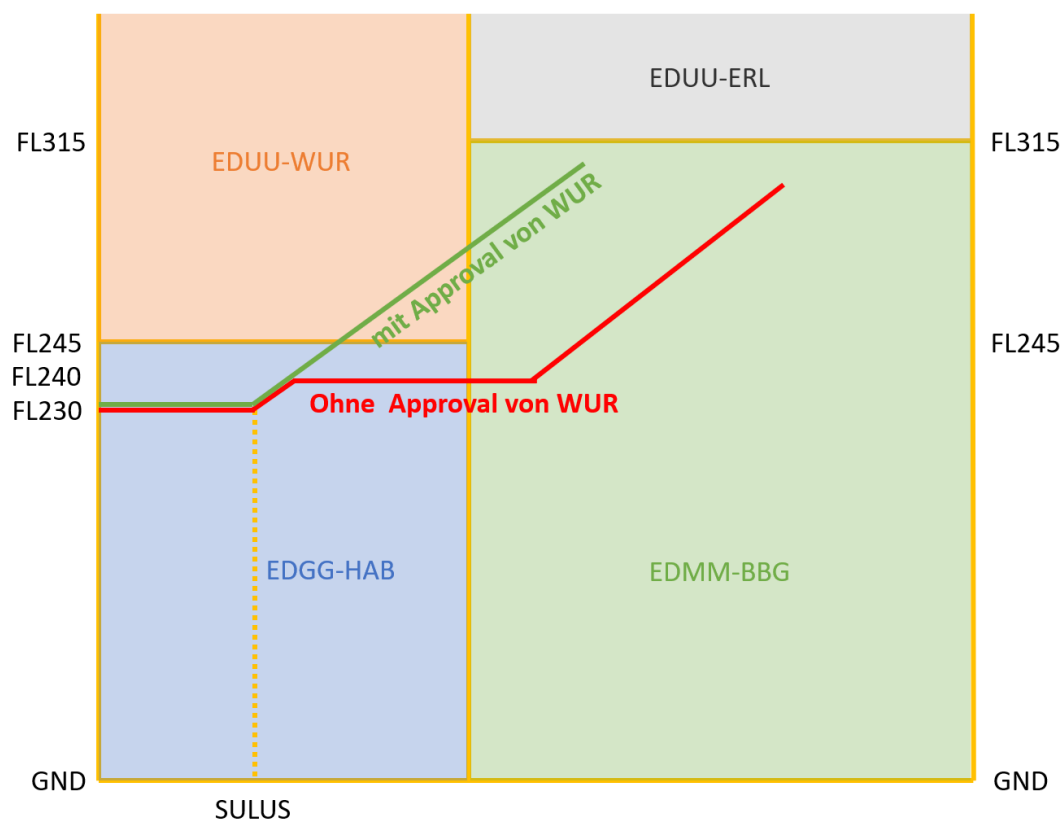
EDMM	APPROVAL REQUEST ASPAT CFG123 APPROVAL REQUEST 20 MILES EAST OF DKB CFG123
EDGG	Go ahead
EDMM	AT FL230
EDUU	APPROVED < <i>initials</i> > UNABLE < <i>initials</i> >
EDMM	< <i>initials</i> >

Clearing through third party sectors

If you want to clear an aircraft through a sector that was not involved before, you must of course ask. Here, no COP is applicable, as the flight would not fly through this sector in the normal flight profile. Therefore, the sector concerned has "no details" of the flight, i.e. no information in Eurocope lists and the tag is not classified as concerned. Consequently, there is no standard coordination between the two sectors and no COP exists.

“ APPROVAL REQUEST FOR AIRSPACE CROSSING <call sign> <position>
CLIMB UP TO FLxxx (routing)
DESCEND DOWN TO FLxxx (routing)

Example: Langen hands over departures from Frankfurt at waypoint SULUS at FL230 to Munich ACC, released for climb to FL240. Munich can initially only allow flights to climb to FL240 and would then have to wait until they are 2.5NM in their own sector. If Munich wants to allow the flight to climb before then, it must be coordinated with Rhein. The whole situation is illustrated again with the sector structure:



To make the green flight path possible, the following must be coordinated:

EDMM	APPROVAL REQUEST FOR AIRSPACE CROSSING CSA123 10 MILES WEST SULUS
EDUU	Go ahead

EDMM	CLIMBING THROUGH YOUR SECTOR (on course to OKG) CLIMBING (UP TO FL 270) (on course to OKG)
EDUU	APPROVED (restrictions) <initials>
EDMM	<initials>

or "may the CSA123 fly through your sector, climbing to FL270 to OKG?"

The described case of an airspace crossing is often confused with a release. However, this is clearly an approval request. The release is discussed in one of the following subchapters.

In the event that the previously uninvolved sector could take over an aircraft completely or, in the case of successful coordination, the original downstream sector would be replaced by the third sector, a further addition can be used.

“ APPROVAL REQUEST FOR ADDITIONAL TRAFFIC AIRBORNE KÖLN <call sign>
DCT KRH FL250

or "will you take over DLH123A to KRH FL250?"



This also implies that the further

coordination downstream lies with the accepting sector.

Less spacing than agreed upon

In the LoAs within Germany, a spacing of 10 miles at the same speed is almost without exception required for a silent transfer of control, as can be seen from the following extract of the LoA between EDGG and EDMM.

The following values for silent transfer of control strictly apply for aircraft on same flight level. If possible, they should also be met between aircraft on different flight levels, but with same destination:

- If preceding aircraft is on same speed or faster: 10nm
- If succeeding aircraft is faster by 20kts/M0.05 or less: 20nm
- If succeeding aircraft is faster by 40kts/M0.10 or less: 30nm

For example, if I want to hand over two aircraft at 15 miles, with the following aircraft 30 knots faster, none of the three conditions in the quote are met. I must therefore either apply speed control and hand over the two aircraft at the same speed or coordinate.

APPROVAL REQUEST <COP/position> <callsign>
<distance> <speed difference>

Example:

EDMM	APPROVAL REQUEST ASPAT UAE123 AND ETD123 APPROVAL REQUEST 30 MILES WEST DKB UAE123 AND ETD123
EDGG	Go ahead
EDMM	15 MILES SPACING, ETD123 30 KNOTS FASTER
EDUU	APPROVED (restrictions) <initials> UNABLE <initials>
EDMM	<initials>

Release

As defined earlier, the TRANSFER OF CONTROL takes place when crossing the sector boundary plus half the radar separation value, unless otherwise specified. If the receiving sector wishes to give instructions changing the trajectory of the flight before the actual TRANSFER OF CONTROL, they require a RELEASE.

A release is a permission from the transferring sector to the receiving sector for the premature assumption of control of a flight.

There are the following types of release:

- RELEASE FOR (RIGHT/LEFT) TURN
A release for turns allows the receiving sector to turn the aircraft a maximum of 45 degrees prior to the actual transfer of control. The release can be restricted for left or right turns.
- RELEASE FOR CLIMB
A release for climb allows the receiving sector to instruct a climb or adjust the rate of climb prior to the actual transfer of control.
- RELEASE FOR DESCENT
A release for descent allows the receiving sector to instruct a descent or adjust the rate of descent before the actual transfer of control.
- (FULL) RELEASE
A "general release" includes turn, climb and descent release.

A release can be sent directly with the transfer via Euroscope using the Topsky plug-in. If this has not been done and the receiving sector wishes to control the flight before the actual TRANSFER OF CONTROL, the release must be obtained verbally. This is done with the following phraseology:

“ REQUEST RELEASE <callsign>

EDMM	REQUEST RELEASE (FOR (RIGHT/LEFT) TURNS / FOR CLIMB / FOR DESCENT) DLH123
EDGG	DLH123 RELEASED (FOR (RIGHT/LEFT) TURNS / FOR CLIMB / FOR DESCENT) <initials>
EDMM	<initials>

It is not necessary to name a COP here.

Sometimes the releasing sector still has one or more aircraft, for example 1000ft above, and therefore cannot give a release per se. One possibility, however, is a so-called Release Subject Your Discretion or in short: Release SYD (ES WEI DI). This means that the aircraft is released, but the receiving sector must separate to a named traffic.

Example:

EDMM	REQUEST RELEASE DLH123
EDGG	DLH123 RELEASED SYD RYR123 overhead Dinkelsbühl on N869, FL200 <initials>
EDMM	<initials>

In the case described, Munich already wants to let DLH123 descend. However, Langen has crossing traffic at FL200 on N869. With this release, Munich can first allow DLH123 to descend to FL210 and as soon as the two aircraft are laterally clear, allow it to descend further.

The important thing with a SYD release is that both coordination partners know who is separating to whom after coordination and, above all, that the receiving sector knows where the restricting traffic is and what they are doing.

Reference

Anything that cannot be handled with an approval request or a release falls under the coordination type "Reference".

The most popular application for this is a request to the upstream sector. Whenever I want a flight to fly into my sector that deviates from the standard, a reference call is made.

EDMM	REFERENCE DKB DLH123 REFERENCE 20 MILES WEST OF DKB DLH123
EDGG	Go ahead
EDMM	REQUEST HIM DIRECT LANDU REQUEST HIM DCT DM424, DESCENDING FL150 REQUEST HIM AT FL210 REQUEST HIM AT SPEED 250 KNOTS
EDGG	CONSIDER <initials> WILCO<initials> UNABLE <initials>
EDMM	<initials>

The responses CONSIDER and WILCO have the same meaning: The request is fulfilled by the upstream. Since the Recieving Unit decides on the conditions for entry, a request should only be rejected or renegotiated in exceptional cases. Here, too, common sense should be used to find a solution that suits both partners.

A few words about the "CONSIDER", which at first glance seems somewhat confusing. In German, people like to say "CONSIDER" instead of WILCO. This does not mean to think about it, but stands for "CONSIDER IT DONE".

In some situations, it also makes sense as the sending sector to make a request with the help of a reference call. You then make an open request instead of an approval request:

“ Reference <COP/position> <callsign>
Request higher/lower level

Typically, this is used for a crossover from APP to CTR or from Lower CTR to Upper CTR (or vice versa). Such calls are useful when, due to traffic, the departure/arrival must arrive at its actual exit level before a handoff can take place because a crossing over/under has not been made until the appropriate level has been reached. Over a higher/lower level, continuous climb and/or one-stop

problem solving is possible.

Departure release

At some airports it is necessary to obtain a so-called Departure Release from the radar station above before each departure, as they are responsible for the separation between IFR arrivals and departures. Whether a release is required can be found in the corresponding tower SOP of the airport.

If a release is required, coordination should proceed as follows:

EDFH TWR	REQUEST RELEASE DLH123
EDGG	DLH123 RELEASED <initials> DLH123 RELEASED AFTER LANDING RYR123 <initials> DLH123 RELEASED, CLEARANCES EXPIRES AT 1530 <initials> DLH123 RELEASED AT 1520 <initials> UNABLE, CALL YOU BACK <initials>
EDFH TWR	<initials>

The release can accordingly either be given with or without restriction, or rejected.

Addendum (not relevant for VATSIM)

In addition to Approval Request, Release and Reference, there are other types of coordination. However, for various reasons, these are neglected on VATSIM. Nevertheless, they will be presented briefly.

Estimate

During an estimate call, squawk, handover level and (entry) time are exchanged. Nowadays, most estimates are automatically exchanged between sectors via flight data systems. However, in the event of a system failure and in some other cases, it is still necessary to verbally phone through this Estimate. As an example, let's take a flight from Frankfurt to Munich and assume that the automatic system is not available and therefore all estimates have to be coordinated verbally: As soon as the flight takes off, the tower calls Departure and reports the departure time. The departure controller and all other controllers along the planned flight path already have flight plan data and a corresponding flight strip (but without times, as the exact departure cannot be predicted). The departure controller then calculates the time of the flight at the COP between departure and centre and passes this on in an estimate conversation:

DFDS	ESTIMATE CINDY DLH123
KNG	A320 to EDDM
DFDS	SQUAWKING 1000, ESTIMATED CINDY 1023 CLIMBING FL130 <initials>
KNG	<initials>

The matching of aircraft type and destination is used to ensure that you are talking about the same flight and have the same flight plan. Now the centre controller can calculate the time and level at the COP to the next centre and pass this through accordingly.

On VATSIM ESTIMATES are obviously not necessary, as the times are hardly relevant and the data exchange via Euroscope is always ensured.

Estimate - no details

An "Estimate - no details" is a modified form of an estimate where the receiving sector has no flight plan data. This is necessary, for example, in bad weather when a flight has to enter a sector that is not originally on its route. In addition to squawk, time and level, aircraft type, speed, requested

level, departure, destination and route are exchanged.

Expedite clearance

An expedite clearance is a "short-term estimate" and has the character of an approval request. If the flight time to the sector boundary is less than a value specified in the agreements, an Expedite Clearance must be coordinated instead of an Estimate.

Revision

A revision is sent if there is an early change in time, level or other parameters.

Handover Tower

The proper handover is an important part of the controller's everyday life and is becoming more and more relevant for us at VATSIM due to hour-long events such as "Munich 11 to 11", "Berlin Overload" or "Frankfurt RFO".

The following guide is intended to illustrate what a proper handover in the tower area can look like.

General

- If a handover is imminent, e.g. the new controller appears in Teamspeak, it is advisable to keep the traffic as simple as possible. In concrete terms, this means:
 - Work "standard traffic"
 - No close situations
 - Finish coordinating with neighboring stations to ensure a clear traffic picture at the time of handover
 - Send aircraft that are no longer required to the next controller
- To ensure that the handover is completed quickly and exhaustively, you should think about what needs to be said shortly before the handover begins. This is particularly important when there is a high volume of traffic, as in this case errors in the handover are often more critical than usual.
- Before the handover begins, both controllers should ensure that they are ready for the handover/takeover.
- The end of the handover should be clearly defined. This ensures that it is always clear who of the two controllers is responsible for the position. After the handover, the "old" controller should remain at the "new" controller's side for a few minutes. This ensures that nothing important is lost during the handover.

Handover Tower

The WEST principle can be used for the handover in the tower:

		Explanation	Examples
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W	Weather	<p>The weather has a major influence on the execution of air traffic and must therefore be included in every handover.</p> <p>Elements of every handover are:</p> <ul style="list-style-type: none"> - Meteorological condition of the CTR - Runway direction <p>Further elements, if necessary, could be the following:</p> <ul style="list-style-type: none"> - Wind speed and direction (and tendency) - Main cloud base - Visibility - Precipitation - Significant weather - Other noteworthy meteorological phenomena 	<ul style="list-style-type: none"> - "CTR VMC"; "CTR IMC" - "Runway direction 25" - "Medium west wind" - "Winds currently from the north, tending to the east" - "ceiling 3200ft" - "Visibility 3000m" - "Thunderstorm west of the site" - "Reported wind shear by A320, 5min ago, 2 NM final approach, lost IAS: 30kt, lost altitude: 200ft"
E	Equipment	<p>Equipment is relevant because faulty/failing equipment can lead to changes in operations.</p> <p>For example, the maintenance of a radar system can lead to the application of modified separation minima.</p> <p>On VATSIM, however, in most cases the equipment is 100% functional, so this is of little relevance here.</p>	<ul style="list-style-type: none"> - "Connection problems of several controllers with Audio for Vatsim"
S	Situation	<p>The situation refers to your current working environment</p> <p>The following should be included in the handover:</p> <ul style="list-style-type: none"> - Other online stations - Closed taxiways - Closed runways - High traffic volume - Affected arrangements that deviate from the norm - Other 	<ul style="list-style-type: none"> - "Ground, Approach and Feeder online" - "Taxiway Whiskey closed " - "Shuttle event between Frankfurt und London" - "Minimum spacing between inbound approved to the approach controller" - "Online training on approach" - "Departure frequency for all departures to the south 119.2"

T	Traffic	<p>Traffic is only discussed at the end.</p> <p>Any traffic that currently is in your area of responsibility or is about to enter it is relevant here.</p>	<ul style="list-style-type: none">- "DISTM has a Y flight plan with the clearance limit CHA, not yet called in"- "DLH4FM has its IFR clearance, no startup"- "EWG114 has its IFR clearance and startup"- "BER224, position 116 making a long pushback, blue line, nose to the south"- "PGT77RR is taxiing to the holding point runway 25 via N and A, on your frequency"- "SWR2LX, at holding point 25, on the tower frequency"- "CXI2247 cleared for take-off, just in the roll"- "RYP2NT at 8NM, instructed speed from 160kt to 4NM, no landing clearance"- "SDR18PY taxiing to position 43 via L2 and M"- "DEMIL, VFR for landing via Echo, clearance to enter the CTR and the traffic circuit"
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The WEST principle is to be understood as a guideline for a clean handover. If there is anything worth mentioning that does not fit into the scheme, it of course should still be mentioned.

However, information that doesn't add value does not need to be mentioned, e.g. in blue skies and bright sunshine you don't have to point out that "there is no thunderstorm".

Example:

“ Control zone VMC,

Runway direction 25,

Clear west wind, medium speed

We have online: Ground, Approach and Feeder

Taxiway Whiskey closed

No gaps requested to the feeder

Traffic, you have:

-SAS842, just departed from RWY 25

-DLA9H, at holding point runway 25, without takeoff clearance

-PBW11, helicopter, VFR, southern helipad, wants to leave CTR via Echo

-BAW917S, at 6NM, on frequency, no landing clearance

Any questions?

Handover Approach / Feeder / Center

While the article "Handover Tower" has already examined the **WEST-principle** in detail, this article presents a more practical method for handover between approach and center. The WEST principle can of course also be used in parallel, but there is a risk of forgetting important information because the acronym WEST only covers some aspects superficially.

In a handover between approach and center it is advisable to go from the basics to the specifics. This means that we start with our own area of responsibility and runway direction(s), move on to adjacent sectors and agreements until we finally arrive at our own traffic. In this way, the relieving controller can slowly build up a picture and get an idea of the traffic during the handover. There is no need to stick to a set language or phraseology during the handover. The important thing is that both parties understand each other. If in doubt, ask!

It is also important to note that the handover controller remains responsible during the entire handover and must also transmit on the frequency, if necessary. A handover can take several minutes in stressful situations. It is best for the relieving controller to take over the frequency with the clear words "my frequency" and only when they feel confident that they have completely understood the traffic situation.

	Explanation	Example APP	Example Center
Basic Information & Weather	<ol style="list-style-type: none">Own area of responsibilityActive runways, if APP also:<ul style="list-style-type: none">Spacing on finalApproach configurationMeteorological specials and important NOTAMs (if applicable)	<ul style="list-style-type: none">"You are Frankfurt Pickup Nord, Feeder and South pickup are online"Runway 25 and 18, 25R minimum spacing (so 2.5NM) with Y approaches, 25L general 6 NM spacing due to departures"CAT II/III" or "strong west wind" or "TRA XYZ active"	<ul style="list-style-type: none">"You are the DKB without upper""Frankfurt 25, Stuttgart 25, Mannheim 27, Baden-Baden 21" - <i>alternatively:</i> "All runways to the west"

Sector configuration & Agreements	<p>Which adjacent sectors are online and which general agreements exist.</p> <p>It is best to start at one point and walk clockwise around the sector so as not to forget anything.</p>	"DKB is online, we have direct NOMBO, he has direct DF635, GIN is online, we have direct NATSU for flights to Hamburg, RUD is online"	"ZUG is online and also covers ALB, Frankfurt inbound comes in descending, we may direct ROKIL with Munich inbound, HOF and GIN are online, Zurich is online, but currently needs 20 NM spacing for LSZH inbound"
Traffic	<p>Who is on the frequency?</p> <p>What is the plan for the aircraft on the frequency?</p> <p>Who else is calling and what has already been coordinated?</p>	"DLH13T is already at the feeder, behind there is SAS83J to FL70 heading 220, ITY414 has not called in yet."	"We have DLH404 and ITY414 on the FRQ, both inbound SPESA descending FL100, I have already accepted the SWR2FR directly ASKIK, additionally BCS34T and DLH123 are calling you, both in FL240, could be a problem later"
Additional Information	Anything else relevant that hasn't been covered in the standardized handover	"We had several problems with the voice servers earlier"	"In Greifrath at NETEX, a parachute dropper has called several times in the last half hour, he will be back soon"

Example Approach:

“ You take over Frankfurt Pickup-North only, Pickup-South and both feeders are online.

We have 25 and 18, independent parallel, Y approaches on 25R, both runways minimum spacing (i.e. 2.5 NM).

Westerly wind, very strong, so the downwind is very fast and some planes have reported turbulence.

GIN, DKB and RUD are online, we are allowed direct NOMBO for CINDY departures and direct ARPEG with aircraft to Amsterdam.

ITY414 has already been handed off, there is still DLH123 as number 1 to 5000ft on the FRQ, behind it DLH45H is planned descending to FL70, needs to be

reduced soon. Also, you have DLH401, going to the southern runway and DLH12J, which has just called at RAMOB.

Example Center:

“ You take over the DKB, SLN is online, Stuttgart is only staffed with Tower.

All runways in the sector are west direction except in Baden, they have 03.

GIN, FUL and Zurich are online, no general agreements.

There is only SWR2FR descending FL220 on the FRQ, you can send him away once he is clear of BCS34T.

I have already entered dct SPESA for DLH123, but he is still at Munich.

For feeders, a handover can often be shortened. Here the weather can be taken into account a little more, as the wind conditions are particularly important for precise feeding, but sector configuration, is less interesting for example, as a feeder is never active without a pickup.

Example Feeder:

“ Runways 25, you are feeder for both runways, dependent parallel approaches, Y approaches on 25R, generally 5 NM due to departures on both runways, wind is quite strong, aircraft are reducing quickly in general.

ITY414 has 180kt until 6NM, it is already with tower, SWR2FR behind it has to slow down soon and DLH404 is on base turn for 25L, AUA1LN will call next.