



SELFBRIEFING USER MANUAL





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PREFACE

This document is intended as an aid for Self Briefing users.

It contains all the elements suitable for the correct use of the masks and to better understand the potential of the different functionalities.



ACRONYMS AND ABBREVIATIONS

ADA	Actual Date Arrival
ACK	Acknowledge, messaggio di accettazione/validazione del FPL IFR
AD	Aerodrome
AFTN	Aeronautical Fixed Telecomunication Network
AIP	Aeronautical Information Publication
AFIU	Aerodrome Flight Information Unit
AOIS	Aeronautical Operational Information System
ARO/CBO	ATS Reporting Office/Central Briefing Office
ARR	Aeroporto di arrivo
ATA	Actual Time Arrival
ATD	Actual Time Departure
ATFCM	Air Traffic Flow and Capacity Management
ATS	Air Traffic Services
ATZ	Aerodrome Traffic Zone
CHG	Modification message
CNL	Cancellation message
CTOT	Calculated Take Off Time
DEP	Aeroporto di partenza
DEST	Destination Aerodrome
DLA	Delay message
EET	Estimated Elapsed Time
EOBD	Estimated Off Block Date
EOBT	Estimated Off Block Time
ETA	Estimated Time Arrival
FPL	Filed Flight Plan
Fr	Flight Rules
GAT	General Air Traffic
ICAO	International Civil Aviation Organization
IFPS	Integrated Initial Flight Plan Processing System
IFR	Instrument Flight Rules
NOTAM	Notice To Airmen
OAT	Operational Air Traffic
PIB	Pre-Flight Information Bulletin
REJ	Reject Message
TAS	True Air Speed
VFR	Visual Flight Rules



ACTIVATION OF THE SELF BRIEFING SYSTEM

GENERIC

The Self Briefing system is accessed through the Home Page https://www.enav.it/cosa-facciamo/soluzioni-mercati/informazioni-aeronautiche, in the Selfbriefing section or by typing the https://selfbriefing.enav.it URL directly:





The first page allows access to the first level with credentials assigned to your Corporation Administration or personal credentials for private users, enter the credentials and activate the "Login" button to access service's link.





Then click on the "Self Briefing" link to access the second level with your personal credentials:



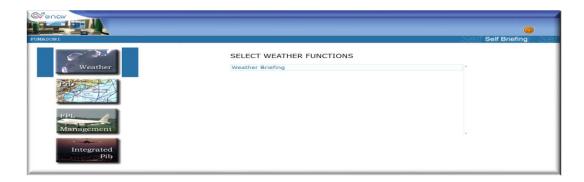
MODIFY PERSONAL PASSWORD

Users who login for the first time by entering their personal credentials must change their password and save the change by clicking "Save password and login".



At the end of the access procedure, you may see the menu for which the user is preauthorized.

USER MENU



There are four main menus on the Home Page:

- ➤ Weather: search for weather information messages and maps;
- ➤ **PIB:** research NOTAM specific to:
 - a) Route;



- b) Area;
- c) Airports.

> FPL Management:

- a) FPL Presentation to ARO/CBO;
- b) My List (verification status of user-processed FPL messages).

➤ Integrated PIB:

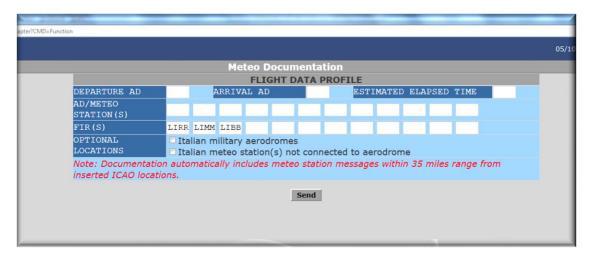
- a) View all FPLs for aircraft that have been preauthorized by the user;
- b) Displaying and printing messages associated with FPLs;
- c) Filing proposal of associated messages with the existing FPL (CHG, CNL and DLA);
- d) Displaying and printing pre-flight documentation associated with FPL (PIB + Bulletins + weather charts).

WEATHER



The Weather menu has only one submenu, Weather Briefing, to access meteorological messages, automatically associated to the relevant weather charts useful for flight planning.

The search does not include any military airports along the route, or remote weather stations, unless previously indicated in the options.





Below is a description of the editable fields:

Title	Description
Departure AD	Departure Aerodrome or Aeronautical meteorological station with ICAO code (Doc 7910)
Arrival AD	Arrival Aerodrome or Aeronautical meteorological station with ICAO code (Doc 7910)
Estimated Elapsed Time	Estimated Elapsed Time
AD/Meteo Station (s)	Aerodromes/Aeronautical meteorological stations with ICAO code (Doc 7910)
FIR (s)	FIR boundary (Italian FIR submitted automatically)
Optional Locations	Tick to include military aerodromes or other meteorological stations

Fill in the fields and click the "send" button to send the request to the ENAV database.

You will see the preview of available weather data with the option for selecting more messages and maps not previously included:



Then click the "send" button to create the PDF file.

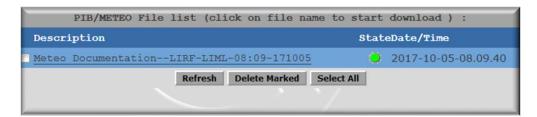
The system prepares the layout of the data to be printed by displaying the following message:







User can retrieve the documentation by clicking on the printer icon on the top right of screen



The available list will be displayed with the green ball, while orange indicates it is still in process and red indicates that the documentation processing has failed; in this case, you must repeat the entire procedure.

Click on the description to view the file:

encv ad dep	P: LIRF AD DES: LIML DOF: Thu, 5 Oct 2017	
Or or low	P: LIKE AD DES: LIML DOF: ING, 5 Oct 2017	
ATE OF FLIGHT	: 171005	
OBT:	: 08:09	
stimate Elapsed Time (EET):	: 02:00	
EPARTURE AD	: LIRF (ROMA/FIUMICINO)	
RRIVAL AD	: LIML (MILANO/LINATE)	
D/METEO STATION(S) added:	: LIPE LIRQ LIMP	
TR(S) added:	: LIRR LIMM LIBB	
CAO loc. along flight path:		E
	LIPF LIRQ LIMP LIPO	
'IR(S) comprised in the report:	: LIRR LIMM LSAS LIBB	
PTIONAL LOCATIONS:		
talian military AD	: not included	
talian meteo st. not AD sited:	: not included	
ETEO MESSAGES	: METAR, SPECI, TAF 9/12 H, TAF 24/30 H, AD	
	WARNING, TAD, RSD, AIREP, AIRMET, SIGMET, SIGMET TC, SIGMET VA	
PTIONAL METEO MESSAGES:	: n/a	
HARTS:		wel
		-450
		-450
	,	0-50
	UW/T - EUR 12:00 05-0ct	0-50
	,	-100
		-100
	011/1 - 201	-180
	011/1 - 1501	-180
	0.17	-240
	0.1, 2 2011	-240
	011/1 2011	-300
	011/1 2011	-300
	SWL - ITALY 06:00 05-0ct (-100

Then watch or print consultation.



PIB



The PIB menu consists of three functions, described below, for NOTAM acquisition in the most appropriate way to your needs.

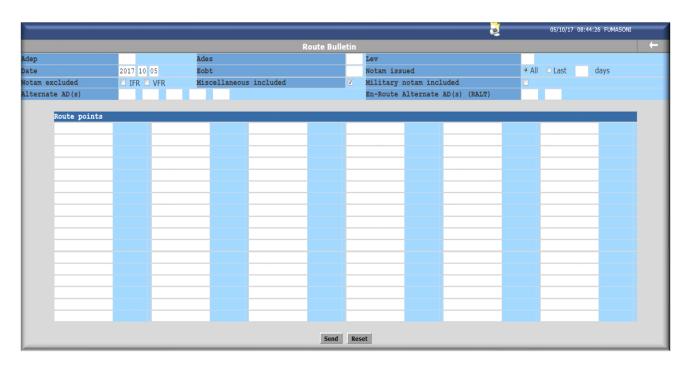
PIBs contain NOTAMs in force 3 hours before 16 hours after the EOBT.

Additionally, you can limit the display of NOTAMs published by entering the number of days before the current date.

NOTE: Users who periodically consult the PIB may enter the number of days since the last display.

ROUTE BULLETIN

Route Bulletin allows you to extract all NOTAMs for a specific route valid up to 48 hours after the current date.



Fill out all required fields, click the "send" button and proceed to the video and/or print of the file:

Below is a description of the editable fields:



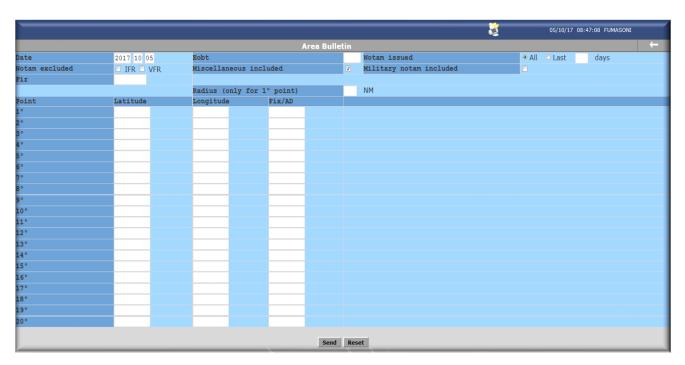
Title	Description
Adep	Departure Aerodrome with ICAO code (Doc 7910)
Adest	Arrival Aerodrome with ICAO code (Doc 7910)
Lev	Cruising level for the first or the whole portion of the route to be flown
Date	The PIB can be processed up to 48 hours from the current date
Eobt	Estimated off-block time (UTC)
Notam Issued	Choose "All" to have all Notam comes into force from the EOBT and DOF or just the "last" days to close the inquiry in a few days
Notam excluded	Tick to exclude one between IFR or VFR in according to the flight rules
Miscellaneous included	Always included (recommanded choice)
Military notam included	Tick to include military Notam (M)
Alternate AD (s)	Alternate Aerodrome (s) with ICAO code (Doc 7910)
En-Route Alternate AD(s) RALT	En-route alternate aerodrome with ICAO code (Doc 7910)
Route points	Visual Reporting Points (VRP) or Radio navigation aids en-route



AREA BULLETIN

Area Bulletin allows you to extract all NOTAM for a specific area valid up to 48 hours after the current date.

Fill out all required fields, click the "send" button and proceed to the video and/or print of the file:



Below is a description of the editable fields:

Title	Description
Date	The PIB can be processed up to 48 hours from the current date
Eobt	Estimated off-block time (UTC)
Notam Issued	Choose "All" to have all Notam comes into force from the EOBT and DOF or just the "last" days to close the inquiry in a few days
Notam excluded	Tick to exclude one between IFR or VFR in according to the flight rules
Miscellaneous included	Always included (recommanded choice)
Military notam included	Tick to include military Notam (M)
Fir	FIR boundary (Italian FIR submitted automatically)
Radius (only for 1° point)	Insert the number of nautical miles to keep all Notam into the area around the point insert in the 1° item (Fix/Aerodrome ICAO code/coordinates)
Route points	Visual Reporting Points (VRP) or Radio navigation aids en-route



AERODROME BULLETIN

Aerodrome Bulletin allows you to extract all NOTAM for specific aerodromes valid up to 48 hours after the current date.

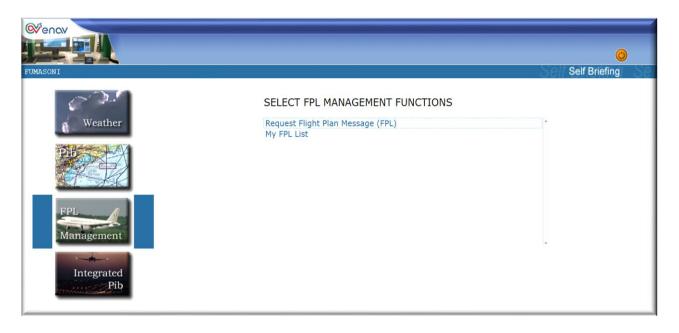
Fill out all required fields, click the "send" button and proceed to the video and/or print of the file:



Below is a description of the editable fields:

Title	Description	
Date	The PIB can be processed up to 48 hours from the current date	
Eobt	Estimated off-block time (UTC)	
Notam Issued	Choose "All" to have all Notam comes into force from the EOBT and DOF or just the "last" days to close the inquiry in a few days	
Notam excluded	Tick to exclude one between IFR or VFR according to the flight rules	
Miscellaneous included	Always included (recommanded choice)	
Military notam included	Tick to include military Notam (M)	
AD (s)	Aerodromes with ICAO code (Doc 7910)	

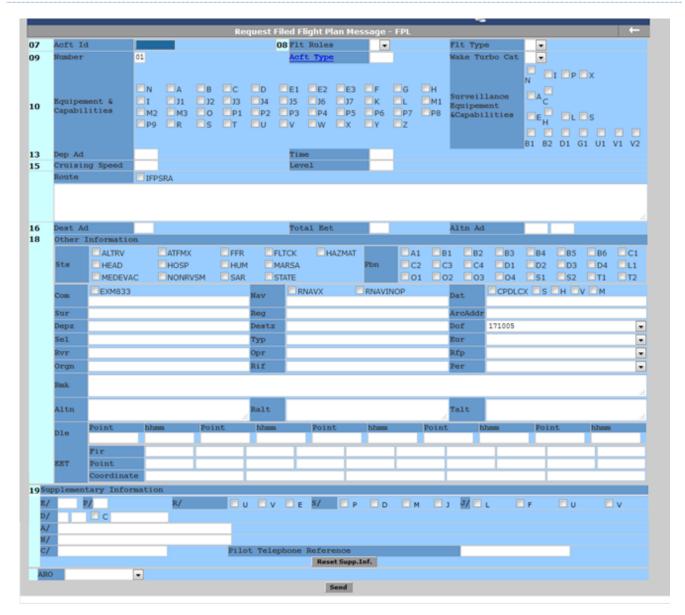
FPL MANAGEMENT



The FPL Management menu consists of two functionalities, described below, for filing flight plan and associated messages request and for checking processed messages status.



REQUEST FLIGHT PLAN MESSAGE (FPL)



The flight plan format contains all the fields provided by the FPL ICAO model, in compliance with Amendment 1 of DOC 4444.

The FPL format architecture (for IFR or Mixed flights) differs from the ICAO Standard to minimize the possibility of REJ by Eurocontrol.

During FPL filing, the system can detect syntactic and semantic errors at each click of the send button.

This function allows the FPL to be sent to one of the two ARO / CBOs (Milan or Rome) according to the territorial competence of the airport operated by ENAV (see AIP GEN 3.1-9).

If the departure airport has an ICAO Code (see DOC 7910), the system will automatically send the FPL to competent ARO/CBO, if the departure airport is without ICAO Code, then indicated with ZZZZ, user have to choose the recipient of the FPL.

NOTE: In the Supplementary Information section it is recommended that you "check" to notify the onboard equipment.



Below is a description of the editable fields:

Item	Titolo	Descrizione
7	Acft Id	Nominativo del volo (Doc 8585) o registrazione del velivolo, come indicato nella fusoliera, (limitatamente ai nominativi per cui è preautorizzato l'utente).
	Flt Rules	Scrivere o selezionare dal menù a tendina le regole del volo.
8	Flt Type	Scrivere o selezionare dal menù a tendina il tipo di volo. (S: di linea; N: non di linea; G: generale; M: Militare; O: operativo; X: altro)
	Number	Numero dei velivoli per lo stesso FPL. In caso di volo in formazione e se gli aa/mm sono diversi dal leader, inserire nel campo 18 solo il numero e tipo dei velivoli: Type/2F104 2B412.
9	Acft Type	Tipo del velivolo (Doc 8643), indicando il velivolo leader in caso di volo in formazione. Se non è codificato, inserire ZZZZ e scriverlo in chiaro nel campo 18 Type/
	Wake Turbo Cat	Scrivere o selezionare dal menù a tendina la categoria di turbolenza di scia (Doc 8643). (L: Light <7000 Kg; M: Medium 7000÷136000 Kg; H: Heavy >136000 Kg; J: Super heavy).
10 a	Equip. & Capabilities	Elencare le radio di comunicazione, navigazione e la strumentazione per le procedure di avvicinamento presenti a bordo del velivolo.
10 b	Surv. Equip. & Capabilities	Elencare la strumentazione a bordo del velivolo di sorveglianza radar.
13	Dep Ad Aeroporto di partenza (Doc 7910). Se non è codificato, inserire ZZZZ e scriverlo in chiaro o mediante coor campo 18 Dep/ Time Orario stimato di sblocco dal parcheggio (EOBT).	
	Cruising Speed	Velocità di crociera del velivolo.
	Level	Livello di volo di crociera o VFR per il volo a vista. Per FPL Z si aprirà la finestra «RFL» in cui si deve inserire il livello di volo per la porzione IFR
15	Route	Rotta del volo. Se il volo è in IFR, si possono usare 2 opzioni d'inserimento: a) Lasciare il campo 15 vuoto e mettere la spunta su LIFPSRA per far inserire la rotta direttamente dall'IFPS. b) Inserire la rotta e autorizzare l'IFPS ad apportare eventuali correzioni inserendo nel campo 18 RMK/IFPS RA. Stessa procedura per i FPL Z, ma bisogna scrivere la rotta VFR fino al punto per l'inserimento IFR: DCT TAQ/N0180F120 IFR.
	Dest Ad	Aeroporto di destinazione (Doc 7910). Se non è codificato, inserire ZZZZ e scriverlo in chiaro o mediante coordinate nel campo 18 Destz/
16	Total Eet	Tempo totale di volo espresso in HHMM.
	Altn Ad	Aeroporto alternato (Doc 7910). Se non è codificato, inserire ZZZZ e scriverlo in chiaro o mediante coordinate nel campo 18 Altn/
18	Other Information	Compilare i singoli campi in base al FPL.
19	Supplementary Information	Informazioni supplementari. (Ignorare la dicitura «Tick off» e inserire le spunte per indicare la presenza dell'apparato a bordo del velivolo).



MY FPL LIST

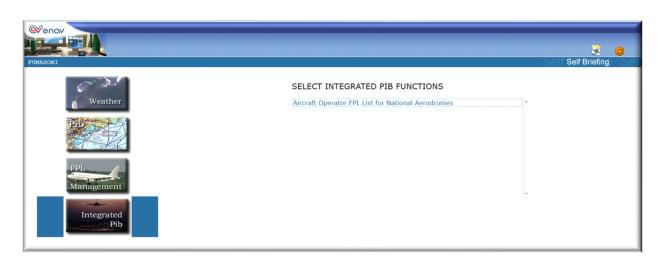
Date Time	Acft Id	Msg Type	Status	STATUS
2013 November 17 19:54:58	I2156	FPL	•	Refresh
2013 November 17 19:59:44	I2156	FPL	•	
2013 November 17 20:06:35	I2156	CNL	0	

The My FPL List functionality is used to verify the processing status of the requested messages.

You can view each single message by clicking on the "Date and Time" group and interpreting the status of the ATS by the color of the "status":

- ➤ Green: has been treated by the ENAV operator. For IFR FPLs check the ACK / REJ by IFPS in the "Integrated Pib" menu;
- ➤ Orange: pending processing. If the time goes on, call the operator to check the reception of message;
- ➤ Red: REJ was provided by the ENAV operator (VFR only), so check message for notification or contact the operator by telephone.

INTEGRATED PIB



The Integrated Pib menu has only one submenu, Aircraft Operator FPL List for National Aerodromes, here you can view all the FPLs for which the user has been previously authorized:





There are 6 editable fields to customize the search, as described below:

Title	Description
Date	Insert the current date, but it's possible to expand the inquiry 2 days before and 5 days after the current date
Time From	Insert the time to star the inquiry (HHMM)
Time To	Insert the time to stop the inquiry (HHMM)
Aerodrome	Insert the aerodrome where the flight operating
Ad Opr	Open the drop down list to choose the different inquiry DEP, ARR or both
Acft id	Insert the aircraft identification used in the flight plan or the ICAO designator for aircraft operating agencies (Doc 8585) plus asterisk (e.g.:AZA*)

The mask is divided into 15 columns that show FPL data, as follows:

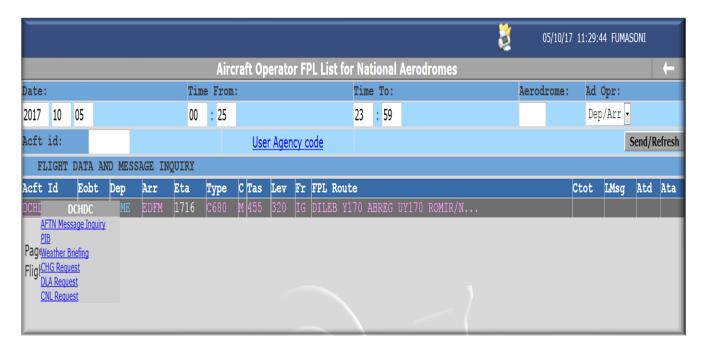
Title	Description
Acft Id	Aircraft identification used in the flight plan
Eobt	Estimated off-block time
Dep	Departure aerodrome
ARR	Destination aerodrome
Eta	Estimated time arrival
Туре	Type of aircraft
C	Wake turbulence category
TAS	True air speed
Lev	Cruising level for the first or the whole portion of the route to be flown
Fr	Flight rules
FPL Route	Route of flight plan
Ctot	Calculated take-off time
LMsg	Last ATFCM message received
Atd	Actual time departure
Ata	Actual time arrival

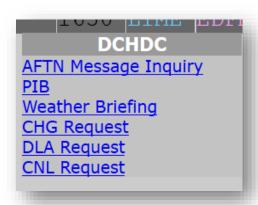


Via "User Agency Code" link check the list of aircraft for which the user is preauthorized.

FPL ASSOCIATED FUNCTIONALITIES

After receiving validated FPL, you can perform several operations by positioning the cursor on the name of the flight:





- ➤ **AFTN** Message Inquiry, to view all the messaging associated with the single FPL. The messaging is different, according to the rules of the flight:
 - a) VFR, standard ICAO format (see ICAO DOC 4444 Appendix 2);
 - b) IFR / Z / Y, ADEXP format (ATS Data Exchange Presentation see Eurocontrol IFPS Users Manual)

ADEXP format:



```
FF LIIRZEZX
052213 EUCBZMFP
-TITLE IFPL
-BEGIN ADDR
-FAC LEBLZPZX
-FAC LIIRZEZX
-FAC CFMUTACT
-FAC LEBLIRPL
-FAC LESCYFPX
-FAC LIMLZPZX
-FAC LIMMZEZA
-FAC LIIRZPZM
-FAC LIMMZOZX
-FAC LFPBYRYD
-FAC LFFFSTIP
-FAC LFFBTEST
-KND ADDR
-ADEP LIML
-ADES LEBL
-ARCID NJE424K
-ARCTYP C56X
-CEOPT SDEGHIRWXY
-EOBD 130506
-EOBT 0745
-FILTIM 052212
-IFPLID BB05061859
-ORGNID KCMHRJAO
-ORIGIN -NETWORKTYPE AFTN -FAC KCMHEJAA
-SEQPT H
-WKTRC M
-DAT V
-OPR NJE
-PBN A1B1D1
-PER B
-REG CSDXN
-SEL KRJO
-SRC FPL
-TTLEET 0104
-RFL F290
-SPEED NO437
-FLTRUL I
-FLTTYP N
-ROUTE NO437F290 GEN UM859 VAMTU UM984 DIVKO UN975 BISBA
-ALTRNT1 LEGE
-EETFIR LFFF 0019
-EETFIR LECB 0048
-BEGIN RTEPTS
-PT -PTID LIML -FL F004 -ET0 130506080000
-PT -PTID GEN -FL F290 -ETO 130506081241
-PT -PTID LAGEN -FL F290 -ETO 130506081507
-PT -PTID VAMTU -FL F290 -ET0 130506081900
-PT -PTID KOLON -FL F290 -ETO 130506082426
-PT -PTID GANGU -FL F290 -ETO 130506083015
-PT -PTID PADKO -FL F290 -ETO 130506083518
-PT -PTID DIVKO -FL F290 -ETO 130506083903
-PT -PTID NILDU -FL F290 -ETO 130506084800
-PT -PTID BISBA -FL F250 -ETO 130506084953
-PT -PTID LEBL -FL F000 -ET0 130506090829
-END RTEPTS
-ATSRT UM859 GEN VAMTU
-ATSRT UM984 VAMTU DIVKO
-ATSRT UN975 DIVKO BISBA
```

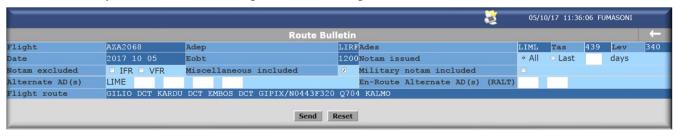
- > TITLE: Message title information;
- ➤ BEGIN ADDR: beginning list of additional addresses;
- > FAC: List of additional addresses:
- ➤ END ADDR: End of the list of additional addresses;
- ➤ ADEP: Departure aerodrome;
- ➤ ADES: Destination aerodrome;
- > ARCID; Aircraft identification;
- > ARCTYP: Type of aircraft;
- > CEQPT: Radio Communication equipment (10a);
- ➤ EOBD: Estimated off-block date;
- ➤ EOBT: Estimated off-block time;
- > FILTIM: Filed time;
- ➤ IFPLID: Unique identifier of the flight plan in the IFPS database;
- ➤ ORGNID: Originator;
- ➤ ORIGIN: flight plan originator;
- > SEQPT: surveillance equipment and SSR (10b);
- ➤ WKTRC; Wake Turbulence category;
- > DAT: funzionalità del data link;
- ➤ OPR: codice operatore ICAO;
- ➤ PBN: Performance Based Navigation;
- > PER: Aircraft performance;
- > REG: Aircraft registration;
- > SEL: Selcal;
- > SRC: Source indicator;
- > TTLEET: Total estimated elapsed time;
- > RFL: Route flight level;
- > SPEED: True Air Speed;
- > FLTRUL: Flight rules;
- ➤ FLTTYP: Type of flight;
- ➤ ROUTE: Route;
- ➤ ALTRNT1: First destination alternate;
- > EETFIR: FIR estimate elapsed time;
- ➤ BEGIN RTEPTS: Beginning route points:
- > PT: route point;
- > PTID: Route point identification;
- > FL: Flight level;
- > ETO: Estimated time overflight;
- > END RTEPTS: End of the list of route points;
- > ATSRT: ATS route.



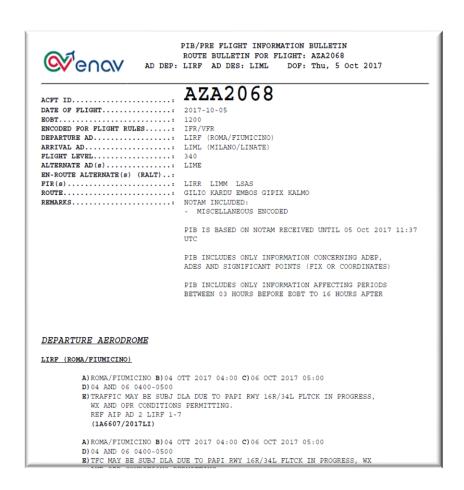
➤ **PIB:** To print the specific PIB for the FPL, but in case the FPL contains ADEP and / or ADEST ZZZZ, the system will give the following error:



Enter an ICAO coded location to complete PIB processing and click on the "Validate" button so that the system verifies the compliance of the request:

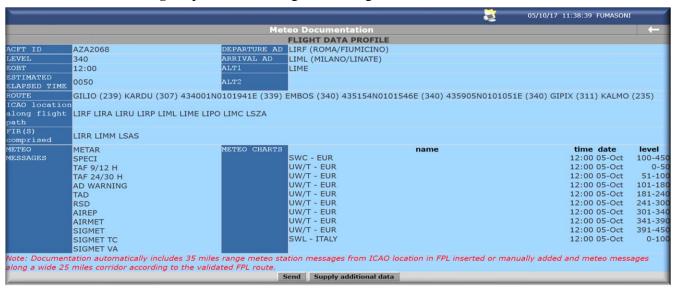


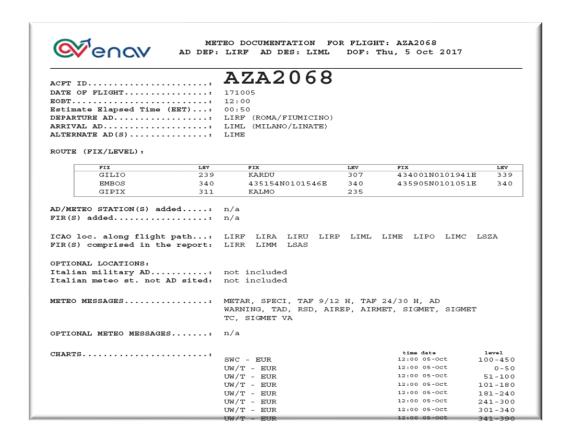
click the "send" button and proceed to the video and/or print of the file:





Weather Briefing: to print meteorological messages and charts related to the validated FPL





- ➤ **CHG Request**: to send the Change request to the ATS Authority (check the processing status on My List)
- **DLA Request**: to send the Delay request to the ATS Authority (check the processing status on My List)
- > **CNL Request**: to send the Cancellation request to the ATS Authority (check the processing status on My List).