



Worldwide Scheduling Guidelines

Effective 1 August 2005

11th | Edition



Worldwide Scheduling Guidelines

Effective 1 August 2005

NOTICE

DISCLAIMER. The information contained in this publication is subject to constant review in the light of changing government requirements and regulations. No subscriber or other reader should act on the basis of any such information without referring to applicable laws and regulations and/or without taking appropriate professional advice. Although every effort has been made to ensure accuracy, the International Air Transport Association shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof. Furthermore, the International Air Transport Association expressly disclaims all and any liability to any person, whether a purchaser of this publication or not, in respect of anything done or omitted, and the consequences of anything done or omitted, by any such person in reliance on the contents of this publication.

Opinions expressed in advertisements appearing in this publication are the advertiser's opinions and do not necessarily reflect those of IATA. The mention of specific companies or products in advertisement does not imply that they are endorsed or recommended by IATA in preference to others of a similar nature which are not mentioned or advertised.

No part of the Worldwide Scheduling Guidelines may be reproduced, recast, reformatted or transmitted in any form by any means, electronic or mechanical, including photocopying, recording or any information storage and retrieval system, without the prior written permission from:

Managing Director, IATA Distribution Services
International Air Transport Association
800 Place Victoria
P.O. Box 113
Montreal, Quebec
CANADA H4Z 1M1

TABLE OF CONTENTS

	Page
Preface	v
About Worldwide Scheduling Guidelines	vi
Section 1 – AIRPORT CAPACITY AND TRAFFIC CONGESTION	1
Section 2 – LEVELS OF AIRPORT ACTIVITY	3
Section 3 – NON-COORDINATED AIRPORTS (LEVEL 1).....	5
3.1 Definition of a Non-Coordinated Airport.....	5
3.2 Role of Airlines.....	5
3.3 Role of Airports	5
3.4 Role of Handling Agents.....	5
3.5 Change of Level.....	5
Section 4 – SCHEDULES FACILITATED AIRPORTS (LEVEL 2).....	7
4.1 Definition of a Schedules Facilitated Airport.....	7
4.2 Role of Airlines.....	7
4.3 Role of Airports	7
4.4 Role of Schedules Facilitator.....	8
4.5 Process of Schedules Facilitation.....	8
4.6 Change of Level.....	8
Section 5 – COORDINATED AIRPORTS (LEVEL 3).....	11
5.1 Definition of a Coordinated Airport	11
5.2 Appointment of a Coordinator.....	11
5.3 Definition of Slots.....	11
5.4 Role of Airlines.....	12
5.5 Role of Airports	12
5.6 Role of Coordinators.....	12
5.7 Removal of Coordination	13
5.8 General Principles of Coordination.....	13
5.9 Minimum Coordinators System Requirements — Level 3 Airports	14
Section 6 – PROCESS OF COORDINATION.....	17
6.1 Introduction of Coordination	17
6.2 Airport Capacity and Utilization	17
6.3 Preparatory Work by Airlines.....	17
6.4 Historical Slots.....	18
6.5 Data Submission.....	20
6.6 Flexibility by Coordinators	21
6.7 Advice on Availability of Slots.....	21
6.8 Priorities for Coordination	22
6.9 Preliminary Allocation of Slots by Coordinators.....	24
6.10 Use of Slots by Airlines.....	25
6.11 After Conference Activity	28
6.12 Slots Allocated Prior to Traffic Rights or Operating Licence	29
6.13 Slots of an Airline which Loses its Operating Licence.....	30
6.14 Slots Allocated Without Historical Precedence	30
6.15 Coordination Committees	30
Section 7 – MEDIATION.....	31
Section 8 – DEFINITIONS	33



Worldwide Scheduling Guidelines

Appendix 1 – IATA SCHEDULES CONFERENCE	37
Appendix 2 – CALENDAR OF SCHEDULE COORDINATION ACTIVITIES (WINTER 2006/7 AND SUMMER 2006)	43
Appendix 3 – SSIM AND ITS RELEVANCE TO AIRPORT COORDINATION	45
Appendix 4 – BASIS FOR THE CALCULATION OF HISTORICS.....	47
Appendix 5 – STANDARDS FOR AIRPORT CAPACITY ANALYSIS	49
Appendix 6.1 – ADVICE FOR AIRLINES USING THE COORDINATION PROCESS	51
Appendix 6.2 – ADVICE FOR COORDINATORS USING THE COORDINATION PROCESS.....	53
Annex 1 – ROLES AND TERMS OF REFERENCE OF COMMITTEES AND WORKING GROUPS	55
Annex 2	59
Annex 3 – CONTACT LIST FOR LEVEL 2 AND LEVEL 3 AIRPORTS.....	61
Annex 4 – STANDARD CLEARANCE/ADVISE FORM (SCR).....	73

PREFACE

World economic activity increasingly demands a viable and dependable international commercial air transport system. To be operationally successful, such a system requires the close co-operation and coordination of governments, airport and air traffic control (ATC) authorities, as well as airlines.

Due to an imbalance between the demand for worldwide air transport and the availability of adequate airport facilities/infrastructure and airspace systems to meet such demand, the number of congested airports worldwide is growing. As a result, the airline industry is increasingly subjected to serious operational disruptions, with a significant number of delayed departures and arrivals, which result in significant economic penalties.

This adverse situation, which negatively impacts passengers, shippers, air traffic control agencies throughout the world as well as airports, has been the subject of intense consideration by Governments in recent years. Some have considered the introduction of various traffic distribution formulae to help relieve the congestion at busy airports. IATA is opposed in principle to the imposition of such rules because they can be impractical in the context of an international air transport system. Airline schedules, by their nature, involve more than one airport, often in different countries or continents. Any solution that is likely to ease the problem in one location must therefore be considered in an international context, with the active involvement of airlines and others directly involved in the air transport industry.

There is a process in place today, which has been singularly successful in maintaining a high degree of coherence and stability in the international air transport system. Started by IATA in 1947 as a modest attempt to maximise interlining possibilities for a small number of airlines, the IATA Schedules Conference (SC) is now *a worldwide forum for reaching consensus on schedule adjustments necessary to not only maximise interline opportunities but also a forum to discuss and resolve problems of airport congestion.* With the cooperation of airlines, airports, coordinators and industry experts, IATA has developed a comprehensive set of procedures which are intended to provide guidance on managing the allocation of scarce resources at congested airports on a fair, transparent and non-discriminatory basis.

The purpose of this document is to provide governments, airport managing bodies, coordinators, schedules facilitators and airlines with a detailed outline of these procedures. The procedures outlined in this document are intended to foster the fair and transparent allocation and efficient utilisation of scarce airport infrastructure to the acceptance of all parties concerned and to ensure that the requirements of civil aviation are met, mainly through the actions of the airlines themselves acting fairly and responsibly towards the public, airport managing bodies and one another. This document should be used in conjunction with the IATA Standard Schedules Information Manual (SSIM). The latest edition of these Guidelines is available on the IATA website at <http://www.iata.org/sked>

Although the procedures outlined in this document are intended as best practice for worldwide application, it is possible that some States or Regions may have legislation covering this area, in which case that legislation will have precedence over the procedures shown in this document.



ABOUT WORLDWIDE SCHEDULING GUIDELINES

For the avoidance of doubt, Annexes 1-3 do not constitute part of these Guidelines and are presented here for information purposes only.

Proposals for additions or amendments to these Guidelines must be submitted to IATA Management for review. Any amendments agreed will be distributed to all Schedules Conference (SC) delegates and then presented to the SC for endorsement.

This edition of these Guidelines will take effect from 01 August 2005.

Enquiries relating to this document should be addressed to:

Manager Scheduling Services

IATA

800 Place Victoria

P.O. Box 113

Montreal, Quebec

Canada H4Z 1M1

Telephone: +1 (514) 874 0202 ext 3905

Fax: +1 (514) 874 1779

Tty: YMQSPXB

E-mail: sked@iata.org

This section describes the impact on airport infrastructure of growing air traffic levels and highlights the need to constantly examine airport capacity capabilities.

SECTION 1 – AIRPORT CAPACITY AND TRAFFIC CONGESTION

- 1.1 The capacity of an airport is dependent on the demand for one or more of its limiting components, such as the runway system, aircraft parking positions, gates, passenger terminal throughput (e.g. check-in and baggage delivery) and surface access. Good management of these areas will determine the extent to which the airport can reach its full capacity potential.
- 1.2 The increasing demand for air transport services implies that all facilities at an airport will remain under constant pressure to expand. The problems associated with expansion are complicated by the fact that services must be provided to the maximum possible extent at times when the public requires them. This causes demand peaks in certain seasons of the year, on certain days of the week and at certain hours of the day.
- 1.3 Without an expansion in capacity or resolution of the problem by other means, an airport becomes congested at certain times. This occurs when the demand for one or more of its limiting components exceeds capacity in a certain time period.
- 1.4 To resolve the situation, governments, airport and ATC authorities and the airlines must continually find the means to develop the capacity of their own elements of the system to satisfy public demand. Increases in capacity should be undertaken to the point where the cost of doing so becomes unreasonable, or where political, sociological or environmental factors form insurmountable barriers. Additionally, all appropriate measures to mitigate congestion by making more efficient use of facilities should be taken.
- 1.5 Overall, there are relatively few airports where all components of the airport infrastructure are fully utilised over extended periods of the day. While these airports can generally meet the needs of their customers, there are others that do not have the facilities or infrastructure to meet demand. Before embarking on costly ventures to expand capacity, airports need to regularly assess the actual capacity of the airport taking into consideration internationally and generally accepted methods. Assessment of airport capacity can often result in a more effective use of available facilities and resources, which can be achieved quickly and with minimum cost.

The important principle to note here is that the primary solution to the problems of airport congestion is capacity increases. It is essential that airport management's, together with ATC, airlines and other parties involved, should endeavour to remove or change restricting features so that the airport can reach and sustain its full capacity potential. Schedule adjustments or coordination should only be necessary when all possibilities of developing the limiting components of airports have been exhausted.



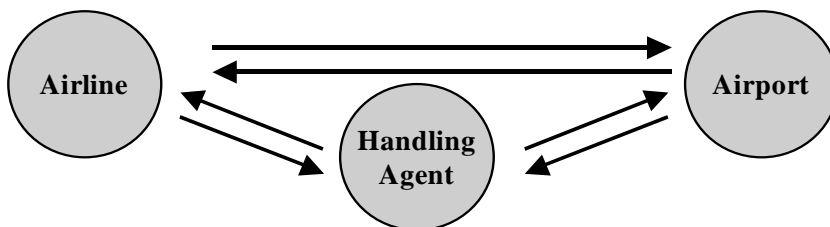
This section gives an outline of the three basic levels of airport types from low activity to totally congested.

SECTION 2 – LEVELS OF AIRPORT ACTIVITY

- 2.1** While airports will continue to come under pressure to maximise their capacity potential, the aviation industry must deal with the realities of airport congestion and find ways to minimise its impact. Depending on the level of activity at airports, certain procedures to ensure acceptance of airline schedules have been developed to cover various situations.
- 2.2** For the purposes of schedule clearance, there are three broad categories of airport.
- **Level 1** describes those airports whose capacities are adequate to meet the demands of users. Such airports are recognised from a schedule clearance viewpoint as **non-coordinated**.
 - **Level 2** describes airports where the demand is approaching capacity and a more formal level of co-operation is required to avoid reaching, if at all possible, an over-capacity situation. These airports are referred to as **schedules facilitated**.
 - **Level 3** describes those airports where demand exceeds capacity during the relevant period and it is impossible to resolve the problem through voluntary co-operation between airlines and where, after consultation with all the parties involved, there are no possibilities of resolving the serious problems in the short term. In this scenario, formal procedures need to be implemented at the airport to allocate available capacity and coordinate schedules. Airports with such high **levels of congestion are referred to as coordinated**.
- 2.3** The designated level of an airport will be reviewed by IATA Management after receipt of valid justification and explanation by the appropriate airport managing body and then distributed by IATA to the airlines affected.
- 2.4** See **Figure 1** for a graphical outline of the three categories of airport, and associated activities.

Figure 1: Levels of Airport Activity

Level 1: Non Coordinated Airport



Simple discussions between airline, handling agent and airport

Level 2: Schedules Facilitated Airport



*Schedules submitted to schedules facilitator who seeks cooperation and voluntary schedule changes to avoid congestion.
No slots are actually allocated and no historical precedence applies.
Message Type: SMA*

Level 3: Coordinated Airport



*Airlines must have been allocated a slot before operating
Allocation of slots by coordinator
Historic rights exist and slot exchange occurs
Message Type: SCR*

This section defines the first category of airport and outlines the roles of the various principals. It also describes the conditions for change to another category.

SECTION 3 – NON-COORDINATED AIRPORTS (LEVEL 1)

3.1 DEFINITION OF A NON-COORDINATED AIRPORT

A non-coordinated airport is one where the capacities of all the systems at the airport are adequate to meet the demands of users.

3.2 ROLE OF AIRLINES

Airlines with traffic rights permitting them to operate to a Level 1 airport, should notify their appointed handling agent and the relevant airport managing body, or the data collecting agent if one has been appointed, of their planned schedule. Discussion of schedule options at Level 1 airports should not take place before or during the Schedules Conference but notification of schedules should take place as soon as possible after the Schedules Conference. All subsequent changes should also be notified to all parties.

3.3 ROLE OF AIRPORTS

Airport managing bodies of Level 1 airports should ensure that a capacity analysis is carried out twice yearly and the results made readily available. They should monitor all the systems at their airports and introduce additional capacity when required to avoid congestion. They also have a responsibility to work with handling agents to avoid constraints that impact on airline schedules. To facilitate this exercise, it may be necessary from time to time to seek schedules data in advance from the airlines in specified formats. In some instances, the airport managing body may appoint a data collecting agent to undertake this task. Since airline schedules at Level 1 airports are not finalised until after the Schedules Conference, airports should not request schedule data from airlines before or during the Conference.

3.4 ROLE OF HANDLING AGENTS

It is the responsibility of the handling agent to make its own arrangements with the airport to handle the planned flights. Handling agents have a major responsibility to ensure that unnecessary constraints are not created either through poor planning or inadequate resources in their own operations.

3.5 CHANGE OF LEVEL

Having Level 1 status at an airport is the ideal situation for airlines and in the event of facilities coming under pressure from increased demand, any move to change to Level 2 must be discouraged until all practical opportunities for facilities expansion have been exhausted.

When, after a thorough capacity analysis and full consultation, it is necessary to change the status from Level 1 to Level 2, the relevant authority should notify all interested parties (airlines, airport managing body, Government, IATA Manager Scheduling Services) as soon as a decision is reached to change the status. In any event, that notification in the change of status should be made no later than April 1 for the next Northern Hemisphere Winter Scheduling Period and September 1 for the next Northern Hemisphere Summer Scheduling Period. A change in status from Level 1 to Level 2 should only be made after a thorough capacity analysis has been completed by the relevant authority and full consultations have been conducted with all interested parties.



This section defines the second category of airport and the roles of those involved. It emphasises the strict conditions necessary for change to a higher level category.

SECTION 4 – SCHEDULES FACILITATED AIRPORTS (LEVEL 2)

4.1 DEFINITION OF A SCHEDULES FACILITATED AIRPORT

A schedules facilitated airport (Level 2) is one where there is potential for congestion at some periods of the day, week or scheduling period, which is amenable to resolution by voluntary co-operation between airlines and where a schedules facilitator has been appointed to facilitate the operations of airlines conducting services or intending to conduct services at that airport.

The activities of the schedules facilitator must at all times be neutral, transparent and non-discriminatory.

4.2 ROLE OF AIRLINES

Airlines operating to, or intending to operate to, a Level 2 airport, must submit their proposed schedules in advance to the schedules facilitator. For details of the timetable of events see Appendix 2. Submissions should be made using a Schedule Movement Advice (SMA). For details see Chapter 6 of SSIM. Addresses to which SMAs should be sent are shown in Annex 3.

To simplify administration, airlines are required to submit their schedules data to the schedules facilitator by 23:59 UTC on the 30th day prior to the start of the Schedules Conference.

It is vital for the proper working of the system and in the interests of airlines themselves, to cooperate fully with this process. In this context, it may be useful for airlines to discuss and agree local guidelines. The early review of data on planned flights may reveal potential conflict areas, and the airlines concerned must be willing to make schedule adjustments in order to reduce operational delays and avoid the need for full coordination. Voluntary exchange of timings between airlines is also encouraged.

4.3 ROLE OF AIRPORTS

The airport managing body must provide support to the schedules facilitator in seeking full airline cooperation. It must ensure that a thorough capacity analysis is carried out, review the capacity analysis twice a year and provide the capacities and facilities necessary to handle the airline schedules submitted by the facilitator, within acceptable service criteria.

It must also keep the facilitator and any interested parties informed about capacity limitations, and especially give timely warning if one or more capacity limits might be reached or exceeded in the near future.

4.4 ROLE OF SCHEDULES FACILITATOR

In order to facilitate voluntary solutions to capacity problems, the schedules facilitator should provide details of the capacity available and the degree to which such capacity is utilised. The schedules facilitator is responsible for collecting and combining the proposed schedules of the airlines planning to operate into a Level 2 airport.

The resultant schedule information is then reviewed with the airport managing body concerned, prior to the Schedules Conference (SC), in order to identify any critical airport infrastructure elements that are likely to become congested. If the congestion is likely to occur during certain periods of the day, the schedules facilitator will advise the affected airlines and recommend alternative arrival and/or departure times.

Information about a particular airline's schedules must not be disclosed to another airline prior to the SC. After the start of the SC, information collected by the schedules facilitator must be made available to all interested parties.

4.5 PROCESS OF SCHEDULES FACILITATION

The basic process of schedules facilitation centres on interaction between airlines and the facilitator. The main forum for this interaction is the Schedules Conference (SC).

For convenience purposes airlines and schedule facilitators should use the message exchange formats developed for communication between coordinators and airlines at Level 3 airports. Both parties must be aware that no slots are allocated at Level 2 airports and only schedule adjustments are being discussed.

Having submitted their planned schedules by the deadline dates specified in [Appendix 2](#), airlines should arrange to meet with the relevant schedules facilitator at the SC to ensure that their planned schedules are accommodated. Every effort should be made by the participants in these discussions to ensure that all outstanding problems are solved at the Conference.

The dialogue initiated at the SC between airlines and schedules facilitators should continue between Conferences, and the facilitator must be kept informed by airlines of all changes to their planned schedules. Schedules facilitators must also inform the airport of all changes to the airlines' planned schedules.

It is essential for schedules facilitators to keep a record of all dialogue between themselves and airlines, including requests for schedule adjustments.

Schedules facilitators must also maintain a record of all operations, planned and operated, through their airports. This is necessary to ensure that a database is established for identification of historical precedence, in the event of any of the airports concerned changing to Level 3.

4.6 CHANGE OF LEVEL

If elements of the airport infrastructure come under pressure from increased traffic levels, or if the schedules facilitator is unable to persuade the airlines to adjust their schedules in order to cope with capacity limitations, the question of changing the activity level of the airport to Level 3 may arise.

In such a situation, the following will apply:

- (a) when incumbent airlines representing more than half of the operations at an airport, and/or the airport managing body, consider that the capacity is insufficient for actual or planned operations at certain periods or
- (b) when new entrants encounter serious problems in securing acceptable timings at the airport in question **or**
- (c) when the government responsible for the airport considers it necessary,

then the government concerned should ensure that a thorough capacity analysis is carried out as soon as possible, organised by the airport managing body, and taking into consideration recognised methods for capacity assessment. (See [Appendix 5](#) for information on some of these methods.)

The analysis, based on commonly recognised methods, should examine the critical sub-systems and consider the practicalities of removing capacity constraints through infrastructure or operational changes, with estimates of time and cost required to resolve the problems.

Both the analysis and the method used should be made available to interested parties upon request.

In the process of this analysis, the government concerned should ensure that all interested parties are consulted on the capacity situation. If there is no possibility of resolving the problems in the short-term, either through removal of capacity constraints or by voluntary adjustment of airline schedules, then the airport concerned should be designated as a coordinated airport.

It is imperative that every opportunity is explored to avoid this situation.

However, once the decision has been made to change the status of the airport, the government concerned should notify the airport managing body, the Coordination Committee, the airlines using the airport and the IATA Manager Scheduling Services. In any event, that notification should be made no later than April 1 for the next Northern Hemisphere Winter Scheduling Period and September 1 for the next Northern Hemisphere Summer Scheduling Period.

The capacity of the limiting element should be expanded if at all possible to relieve constraints, and the airlines should cooperate to the greatest extent possible with the schedules facilitator on schedule adjustment.

When an airport changes from Level 2 to Level 3, it becomes necessary to create a base for historic slots for each airline. This is produced from the records held by the schedules facilitator of both planned and operated schedules for the previous equivalent season. In consultation with the airlines, the coordinator of the newly designated Level 3 airport will compare the planned schedules with the services operated, to determine the historic base. This latter arrangement would also apply in the unlikely event that an airport changes directly from Level 1 to Level 3.

Airlines who have not cooperated with the schedules facilitator in relation to schedules adjustment, or who have not provided him/her with details of changes to their schedules, may not receive historical precedence for their operated timings.



This section defines the third category of airport, and the roles of those involved, including that of coordinator. It introduces the concept of slots and defines them. It also highlights the need for airports to revert to a lower category if capacity conditions improve. Finally, it outlines the general principles involved in airport coordination.

SECTION 5 – COORDINATED AIRPORTS (LEVEL 3)

5.1 DEFINITION OF A COORDINATED AIRPORT

A coordinated airport (Level 3) is one where the expansion of capacity, in the short term, is highly improbable and congestion is at such a high level that:

- the demand for facilities exceeds availability during the relevant period;
- attempts to resolve problems through voluntary schedule changes have failed;
- airlines must have been allocated slots before they can operate at that airport.

Because slots at a coordinated airport may not be available at peak times, it is essential that airlines operating or planning to operate there, should be prepared to develop alternative plans if they are unable to acquire the exact slots that they need. There are some airports where few or even no suitable slots are available. In this case, airlines should be aware of alternative airports, which could accommodate their planned services.

5.2 APPOINTMENT OF A COORDINATOR

To prevent undue delays, diversions or cancellations of flights at an airport designated as coordinated requires the allocation of slots to all airlines operating or planning to operate at the airport in question. Detailed schedule adjustment procedures, as outlined in this Section and in [Section 6](#), will need to be implemented.

The coordinator should be appointed by the appropriate authority, following consultations with the airport managing body, the airlines using the airport regularly and their representative organisations. The person appointed must act independently of any interested party. Previous airline scheduling knowledge and/or coordination experience is highly desirable. Coordinators must have sufficient time and resources to provide coordination services in accordance with these guidelines. If a country has more than one Level 3 airport, there may be cost savings benefit if one coordinator or coordination organisation deals with all such airports.

Ideally, Level 3 airports should have dedicated coordinators. Where a coordinator has dual responsibilities for coordination and scheduling, coordination must take priority over scheduling.

Regardless, the activities of the coordinator must at all times be neutral, transparent and non-discriminatory.

5.3 DEFINITION OF SLOTS

A slot is defined as the scheduled time of arrival or departure available for allocation by, or as allocated by, a coordinator for an aircraft movement on a specific date at a coordinated airport. An allocated slot will take account of all the coordination parameters at the airport, e.g. runways, aprons, terminals, etc.

A series of slots is defined as at least five slots, having been requested for the same time on the same day of the week regularly in the same scheduling period and allocated in that way or, if that is not possible, allocated at approximately the same time.

5.4 ROLE OF AIRLINES

All airlines operating or planning to operate flights through a coordinated airport must provide details of their proposed schedules to the coordinator, using a Slot Clearance Request (SCR). Details of the format to be used in exchanging data with coordinators are shown in Chapter 6 of SSIM. The deadline dates for initial data submission can be found in [paragraph 6.5](#) and in [Appendix 2](#).

5.5 ROLE OF AIRPORTS

The role of airport managing bodies of coordinated airports should be limited to ensuring that initial capacity analyses are carried out and updated twice yearly in conformity with the two IATA scheduling periods. Where constraints persist, the airport managing body is encouraged to examine capacity and to pursue capacity enhancement to the point where the cost of doing so becomes unreasonable. This is to ensure that a reversion to Level 2 or Level 1 status can be achieved at the earliest opportunity.

Coordinators and airlines (through the appropriate coordinator) must be informed of any capacity changes before the submission deadlines for each Schedules Conference (SC), so that the repercussive effects of any required schedule adjustments can be made at the one worldwide forum. After consultation with the Coordination Committee, the coordination parameters must be provided to coordinators in sufficient time to allow adequate preparation for the Schedules Conference (SC).

A reduction in the declared capacity of an airport, especially **after** a Schedules Conference (SC), must only be considered in very exceptional circumstances, because of the extreme difficulty of adjusting schedules to obtain compatible slots at other constrained airports without the opportunities afforded by the Conference.

5.6 ROLE OF COORDINATORS

The designated coordinator is expected to work in accordance with the agreed procedures outlined in the Process of Coordination ([Section 6](#)). In particular, the coordinator should:

- Allocate slots to airlines
 - on the basis of established coordination parameters
 - using priority criteria as outlined in [paragraph 6.8](#)
 - in a neutral, non-discriminatory and transparent way.
- Inform airlines of declared capacity before the submission deadlines for each Schedules Conference.
- Upon request, make available to the airlines or to the airport managing body in a timely and efficient manner, the data described in [Appendix 1, Part 2](#): Standard Working Arrangements, paragraph 8.
- Monitor and feed back to aircraft operators and to the airport managing body data on the actual use of slots allocated, to ensure that scarce resources are not wasted.
- Regularly arrange capacity criteria review meetings with the airport managing body and other relevant parties, which are open to all the airlines concerned.
- Call a general consultative meeting between the airlines and the appropriate authorities, when major changes in policy or capacity are planned which could significantly affect scheduling.
- Offer advice to the airlines and the appropriate authorities on all matters likely to improve airport capacity or scheduling flexibility, and in particular on any area which will help a return to Level 2 or Level 1 status.
- Try to resolve problems arising from conflicting requirements in such a way as to avoid any need for external intervention.

5.7 REMOVAL OF COORDINATION

When, at an airport designated as Level 3 (coordinated), incumbent airlines representing more than half the operations or the airport managing body consider that there is sufficient capacity to meet the planned operations, the government concerned should, after consultation with all interested parties, re-designate the airport as Level 2 (schedules facilitated).

It is the policy of IATA Management to monitor regularly all airports designated as Level 3 with a view to their re-designation as Level 2. All airlines should be alert to changing circumstances at the airports they serve and should suggest re-designation by approaching the Coordinator, the Coordination Committee or IATA Management.

5.8 GENERAL PRINCIPLES OF COORDINATION

This section outlines the underlying key principles governing slot coordination.

- Slots are allocated by a coordinator only at a coordinated airport.
- Slots can only be allocated to aircraft operators.
- In order to operate into and out of a coordinated airport, an aircraft operator must have slots allocated to it. However, government may exempt certain categories of aircraft operations.

The following principles apply to airlines. Similar principles may also apply to other aircraft operators, but are not covered by this document.

- All activities involving slots, including the determination of historicity, are handled in UTC.
- The forum for the initial allocation of airport slots, and adjustment of schedules, is the IATA Schedules Conference (SC). This conference is held twice yearly to provide a forum for the clearance of airline schedules during the commercial airline industry's two scheduling seasons. All airlines, both IATA and non-IATA, are eligible to participate in this forum, together with designated coordinators and schedules facilitators. Invited observers from other interested agencies may also attend.
- SC Terms of Reference and its Standing Working Arrangements are outlined in [Appendix 1](#).
- At a coordinated airport, the appropriate authority will determine the capacity parameters for slot allocation twice yearly, after consultation with interested parties. The results of this exercise will be provided to the coordinator prior to the submission deadlines for the relevant SC ([see 5.5](#)) and by the coordinator to the airlines ([see 5.6](#)).
- Aircraft operations may be classified into the following broad categories:
 - (a) Regular scheduled services
 - (b) Ad-hoc services
 - (c) Other operations.
- In the event of conflict arising between the interests of these different categories, priority should be given to (a) and then (b) above.
- The basic principle of the slot allocation process is historical precedence, which allows airlines to retain slots, which have been allocated to them, and operated by them to certain operating criteria, in the next equivalent scheduling period. Details of this procedure are given in [paragraphs 6.4 and 6.8](#).
- Historic slots must not be withdrawn from an airline as a means of providing for new entrants or any other category of aircraft operator. Confiscation of slots for any reason should be avoided, unless intentional abuse of the coordination system by an airline is proven.
- Slots may be transferred or exchanged within or between airlines subject to the conditions described in [paragraph 6.10](#). (Use of Slots by Airlines).



See Definitions — [Section 8](#)

- Slot allocation is independent of bilateral air service agreements. The granting of landing rights does not entitle an airline to airport slots, nor does the allocation of slots to an airline entitle that airline to landing rights.
- Coordination is concerned only with the allocation of airport slots.
- All participants in the slot coordination process are encouraged to use the IATA website and, where available, coordinators' websites, for information on airport capacity figures and schedules, and to facilitate slot swaps.
- As long as traffic growth continues to outstrip the rate of expansion of facilities at airports, there will be problems with conflicting demands for slots. Every effort should be made to resolve such problems in an atmosphere of mutual co-operation and goodwill.

5.9 MINIMUM COORDINATORS SYSTEM REQUIREMENTS — LEVEL 3 AIRPORTS

5.9.1 Introduction

It is important that the Coordinators of Level 3 (SCR/Coordinated) airports have the systems available to undertake their duties and fully comply with the IATA WSG and local regulations/guidelines and are able to offer a good, responsive, transparent and ideally proactive service to their airline customers.

When the appropriate authorities announce that their airport is changing to Level 3 status, IATA will arrange an evaluation of the systems the Coordinator is proposing to use against this minimum specification and advise the appropriate authorities.

5.9.2 Terminology

Coordination systems are multi-functional applications. Some systems are widely used and some are unique to a single Coordinator.

Some Coordinators use quite basic systems, others have functionally rich systems, which they need in order to deliver the service that their airline customers require.

The following analysis describes basic (essential) system requirements and, in some areas, describes functionality that is desirable (nice to have). Desirable functionality is shown in **bold Italics** below.

5.9.3 Functionality

5.9.3.1 Schedule database

- Must have secure access only capable of amendment by the Coordinator or their appointed representative outside of normal office hours. Ideally the database should be independent of any other party.
- Must have resilient backup facilities to avoid the loss of essential data due to a system problem.
- Must contain data for all active seasons in the scheduling cycle (e.g., current and future seasons – up to 3 seasons during September/October), with old data archived for reference if necessary.
- Must be able to take 'snapshots' of the database at key stages in the scheduling process, e.g., after the slot return deadline for reference during the calculation of historic rights.
- Must contain all mandatory SSIM Chapter 6 fields of schedule information.
- Must be accessible from the IATA Schedules Conference. The current season schedule should also be available for updates during the dates of the Conference.
- The database must work in UTC. ***The ability to also work in local time is desirable, especially where there is a significant UTC/local time difference, e.g., airports in the Far East.***

5.9.3.2 Message Handling

- Must be able to read, process and generate replies to SSIM Chapter 6 format SCR messages avoiding manual data entry, which is error prone and slower than automatic processing. ***The fully automatic processing and replying to routine requests is desirable to reduce request response times.***
- Must be able to generate/handle other SSIM Chapter 6 formats, i.e., SHL, SAL, SIR, SAQ, WCR, WIR, formats.
- *The ability to process SSIM format requests via email is highly desirable.*

5.9.3.3 Schedule Editing

In order to make non-message based schedule changes (e.g., during initial coordination or during face-to-face meetings with airlines), facilities to manually edit the schedule database are required with the following basic functionality:

- View flights in the schedule database according to selection criteria.
- Change existing flights (or change particular dates/days of operation).
- Delete existing flights (or delete particular dates/days of operation).
- Add new flights.

5.9.3.4 Waitlist

- Must be able to maintain a waitlist of all outstanding airline requests.
- Must be regularly (***preferably automatically***) updated as airline requirements change.
- ***Where terminal and/or aircraft parking constraints are relevant, the ability to record outstanding aircraft type and/or seat count requirements is desirable.***
- ***Software to automatically search for possible slot swaps is desirable.***

5.9.3.5 Constraint and Resource Modelling

- Must be able to model all scheduling constraint parameters applicable to the airport, e.g., runway movements, terminal passengers, aircraft parking stands/gates, environmental limitations etc.
- Must automatically evaluate any schedule changes/additions, whether initiated by a message or through manual editing, against the utilisation of each parameter and report any constraint breaches.
- Where relevant, there must be the ability to allocate flights to the specific airport resources, e.g., different terminals.

5.9.3.6 Availability and Utilisation Displays

- Must be able to visually display capacity availability and utilisation for the relevant constraint parameters. ***The use of colors to aid reading the displays is highly desirable.***
- Must be able to provide airlines with depictions of capacity availability/utilisation, such as histograms or a table of availability for a typical week, for planning purposes.

5.9.3.7 Reporting

- Must be able to produce listing of flights held in the schedule database as printouts and/or in electronic formats based on selection criteria.
- Must be able to produce an historic listing of flights held in the schedule database.
- ***The ability to produce statistical reports is desirable, e.g., slots per hour, by operator, etc.***

5.9.3.8 Slot Monitoring

- Must be able to compare planned and actual use of slots, normally utilising actual flight data provided by the airport or ATC authorities.
- Must be able to track airlines' use of slots for the purposes of the calculation of historic rights.
- Must be able to monitor the difference between allocated and actual slot times to identify potential slot abuse by airlines.

5.9.3.9 Data Feeds

Ideally the coordinator's database should provide automatic feeds of data to airport systems in order to provide an incentive for the airlines to keep the coordinator updated with all schedule changes.

5.9.3.10 Internet Access

An increasing number of important scheduling activities now take place on the Internet. It is essential that the Coordinator, though not necessarily his/her core system, has access to the Internet e.g. IATA Appointments Calendar.

This section details how coordination works, preparation by airlines and coordinators before the event, submissions by airlines, allocation of slots and the priorities applied by coordinators, and how slots are used by airlines.

SECTION 6 – PROCESS OF COORDINATION

- 6.0** The process of coordination is driven by a calendar of activities as detailed in Appendix 2. The actual dates for the activities within the scheduling period will be published by IATA at the preceding Scheduling Conference so all parties involved in the process of coordination will be aware of these important dates and deadlines.



Deadlines — See [Appendix 2](#)

6.1 INTRODUCTION OF COORDINATION

Where schedule coordination is to be introduced for the first time, it is the duty of the newly appointed coordinator to notify all interested parties of the administrative arrangements and capacity to be applied, prior to the established industry deadline for submission of initial slot requests.

The same coordinator should coordinate slots for all categories of airport user at the same airport.

6.2 AIRPORT CAPACITY AND UTILIZATION

Coordinators should upon request provide up-to-date information to inform airlines, of the following:

- The applicable coordination parameters used at each airport for each forthcoming scheduling period, such as runway limits and terminal and stand constraints where applicable. This should be updated whenever new capacity parameters are introduced.
- The actual utilization of available capacity and how full or close to full the airport is on a typical busy week of the most recent summer and winter scheduling periods. This data should be as detailed as possible so that airlines can understand the capacity constraints at the airport for each coordination parameter and which hours are congested. Whenever possible supporting graphs and charts should be provided showing the actual utilization of the peak week capacity for the current season. This will provide essential guidance to the airlines for their planning of future seasons.

This information should be provided to the airport managing body, the Coordination Committee, airlines serving the airport, and all other airlines and entities requesting it. This information should be displayed on the coordinators' websites, and should highlight any recent changes made. Links to the coordinators' websites should also be made available on the IATA website.

6.3 PREPARATORY WORK BY AIRLINES

Prior to submitting Slot Clearance Requests (SCRs), airlines should study the congested hours at each coordinated airport to which they operate or plan to operate, as indicated in the latest information provided by coordinators in accordance with Para 6.2.

If airlines do not have the up-to-date utilization and capacity data, it should be obtained directly from the coordinator, well in advance of the data submission deadline.

If airlines request slots at a time designated by the coordinator as “full” or “close to full”, there is a strong possibility that the slots requested would not be available. In such cases alternative slots, as close as possible to the originally requested timings, should be offered by the coordinator. Therefore, it is essential that all airlines should have alternative management approved schedules available at Conference so that plans can be adjusted at conference.

6.4 HISTORICAL SLOTS

Prior to the submissions deadline (see paragraph 6.5.1) it is essential that coordinators and airlines should try to agree on which slots are historical.

6.4.1 Determination of Historics

In order to give airlines the necessary information on historical slots prior to the Schedules Conference (SC) as described in [paragraph 6.4](#), coordinators should use the following guidelines for determining which slots are historical:

- Slots cleared by coordinators as ad-hoc are not eligible for historical precedence.
- Slots are eligible for historical precedence (after meeting the usage criteria as outlined in [paragraphs 6.8.1.1 & 6.10.7](#)) when at least five flights have been operated as allocated, at the same time on the same day of the week.
- Flights initially requested as a series of slots and cleared by the coordinator at significantly different timings (ie. not forming a series of at least 5 consecutive flights at the same or approximately same time on the same day of the week) but subsequently re-cleared before operation, so as to form a series by the end of the scheduling period, **may** be eligible for historical precedence.
- Slots held on file by coordinators at the slot return deadline dates of 31st August (Winter) and 31st January (Summer), will be used as the basis for determination of historics.
- For slots allocated by coordinators **after** the slot return deadlines, the number of slots in the series at the date they were allocated will be used as the baseline for the use it or lose it rule (See [paragraph 6.10.8](#)) and the determination of historical precedence.
- Whether slots are requested before or after the slot return deadlines, it will be the latest timings approved by coordinators for each series of slots that will form the basis for historical slots.



Deadlines — See [Appendix 2](#)

For additional detail on the determination of historical slots, see [Appendix 4](#).

6.4.2 Confirmation of Historical Slots

This process is undertaken in two parts.

1. Coordinator Action

Having identified the entitlement to historical slots, as outlined above, coordinators must provide to each airline the details of their historics. The SHLs (see Section 8 – Definitions) must be distributed for each airport, as soon as the historics have been determined by the coordinator, but not later than:

- the third Monday in April for what is on record as historical slots, as actually operated in the preceding Northern Winter scheduling period ;
- the third Monday in September for what is on record as historical slots, as actually operated in the current Northern Summer scheduling period up to that time. However, information given to the airlines prior to end of the Summer scheduling period must be regarded as provisional until the season is completed.
- when a coordinator has distributed the SHLs to the airlines the coordinator must advise IATA Management, by the SHL deadline at the latest, that these messages have been sent at the following address: sked@iata.org. The message sent to IATA must include the relevant scheduling period, airport, and date the SHLs were distributed. IATA will display this information against the relevant airport on the IATA website.



Deadlines — See [Appendix 2](#)

2. SHL Format

The dates stated in the SHLs distributed by the coordinator must only be the dates of the new scheduling period. This means that for records covering the entire scheduling period, the start/end dates should be the start/end dates of the new scheduling period.

In the cases of flights that do not operate throughout the scheduling period, the start/end dates of the historic flights should be the dates closest (i.e. earlier or later) to the respective dates applicable to the same day(s) of operation in the previous scheduling period.

The coordinator must “reconstruct” the records of flights which qualify for historical status but which have been “fragmented” by schedule changes during the scheduling period e.g. ad hoc cancellations or aircraft type or flight number changes, to create a single historic record for each flight prior to the distribution of the SHLs to airlines provided that the “reconstruction” complies with all the coordination parameters at the airport.

3. Airline Action

Airlines must acknowledge receipt of SHLs, check its contents and advise the coordinator whether or not they agree with their historics no later than the Agreed Historics Deadline so that differences can be resolved before the submission deadline.

No new differences related to the SHLs can be raised with the Coordinator after the Agreed Historics Deadline.

When there is a disagreement regarding the historic status of slots that cannot be resolved before the submission deadline, the coordinator will decide whether or not to return the disputed slots to the pool for reallocation.

If airlines do not receive a statement of their historic slots, as outlined in Step 1 above, it is their responsibility to question the coordinator, using the IATA website as reference for when the SHLs were distributed.

4. IATA Action

If IATA Management has not received an email from the coordinator at a Level 3 airport confirming the distribution of historic slots to airlines by the industry deadline then IATA Management will contact the coordinator concerned to resolve the problem.

IATA Management will discuss, on an informal basis, problems with compliance with these arrangements with coordinators who regularly fail to distribute SHLs by the industry deadline.

6.5 DATA SUBMISSION

Airlines must submit their Slot Clearance Requests (SCRs) to the appropriate coordinators in advance of each Schedules Conference (SC). This includes historic slots, changes to historic slots and reason for the change and requests for new slots. The SCRs must be submitted by the deadline dates shown in [6.5.1](#) below. New slots must not be requested unless the airline intends to operate them (see [6.10](#) 'Use of Slots by Airlines'). In this context, "operate" includes participation in a shared operation (see [6.10.5](#)). The addresses to which SCRs should be sent are shown in [Annex 3](#).

The data should cover the full IATA scheduling period. It should include details of any flights from the preceding scheduling period that extend at some airports into the following scheduling period.

Airlines must not request slots that they do not intend to operate. In cases where an airline plans a significant increase in operations at a congested airport, the airline should discuss its plans with the coordinator, and in some cases also with the airport authority, in advance of its submission.

6.5.1 Deadline Dates

The deadline for the submission of data to coordinators for slot clearance purposes is 23:59 UTC on the 30th day prior to the start of the Schedules Conference. In order to assist the coordinator, airlines are encouraged to submit their data as early as possible and not to leave their submissions until the actual deadline date.

Airlines should be readily contactable after making their submissions, in order to attend to rejected messages and queries from the coordinator.

Coordinators must immediately confirm receipt of initial slot submissions. Airlines must also check that they have received an acknowledgement of their submission from the coordinator, as the absence of an acknowledgement could mean that the submission has not been received.

Data sent after 23:59 UTC on the published deadline date will be given lower priority in the solution of congestion problems, and may be dealt with by coordinators after the initial coordination has been completed.

6.5.2 Formats

The agreed standard formats for the submission of data are essential for coordinators of the larger airports and those who use computers. The standard procedures must be used for all submissions for airport clearance or advice purposes and for all responses from coordinators. (See Standard Schedules Information Manual (SSIM) Chapter 6). (Summary shown [in Appendix 3](#))

The use of standard formats in a consistent and accurate manner will assist coordinators in producing appropriate responses to airlines in the SALs (See 6.9 and Section 8 – Definitions). The use of standard formats will also ensure that the submission deadline can be maintained as close as possible to the commencement of the Conference. Standard SSIM format should also be used whenever possible in dialogue about historic slots, schedule revisions and feedback from coordinators.

Schedule submissions can only be accepted by coordinators from addresses approved by submitting airlines and notified to coordinators.

6.5.3 Safeguarding Historical Slots

If airlines wish to safeguard their historical slots when requesting changes, they should apply for these changes using the format specified in SSIM Chapter 6. Airlines should also indicate if they wish to retain their historical slots in the event that the required changes cannot be accepted.

However, if a change of schedule from historic timings is desired for a flight between two or more coordinated airports, an airline may prefer to wait until the Conference to make the request to the coordinators or to exchange with other airlines. This action will avoid the risk of the requested change being cleared at one airport but not at the other. Once an airline's request for a change to an historic timing has been accepted by a coordinator, the airline cannot subsequently claim its original historic timing.

Airlines may have flexibility with their new request. The recommended way to indicate this to the Coordinator is to use the Timing Flexibility Identifier as described in SSIM Chapter 6.

If a coordinator notices that an airline has failed to apply for an historical slot agreed with the coordinator as described in [paragraph 6.4](#) above, the coordinator should immediately ask the airline to correct its submission, if necessary. If no such correction has been received within 24 hours after the coordinator's request, then the slot may be allocated to another airline.

6.6 FLEXIBILITY BY COORDINATORS

To achieve optimum utilisation of the available capacity, coordinators should apply a certain degree of flexibility as outlined below, when allocating slots.

6.6.1 Operational Factors

Airlines do not always operate exactly to the timings published in their schedules. Weather, winds, variations in flight times, ATC or technical problems are some of the reasons for such deviations. This can be accommodated by using overbooking profiles based on past experience, where applicable to do so.

6.6.2 Season Changeover

Services that commence in the preceding scheduling period and whose last date of operation falls in the first week of the new scheduling period, should be accommodated without timing adjustments, in the new scheduling period.

6.6.3 Daylight Saving Time

Where there are differences in the dates for the introduction and withdrawal of Daylight Saving Time at the beginning and end of IATA scheduling period, schedules for periods of up to 7 days should be cleared as requested.

6.6.4 Schedule Disruptions

In the short term, schedules dislocated by disturbances beyond the airline's control should be considered as originally allocated.

Long-term disruption should normally invoke a rescheduling process and the future treatment of the slots allocated, but not operated because of the disruption, should be discussed and agreed in advance between the coordinator and the airline.

6.7 ADVICE ON AVAILABILITY OF SLOTS

Advice concerning the likelihood of obtaining specific new or changed slots should be given to those airlines that have a need for such advance indications. However, no slots can be allocated or guaranteed to any airline prior to the commencement of a Schedules Conference (SC). The order and timing of submissions made prior to the deadline does not affect priorities.

6.8 PRIORITIES FOR COORDINATION

6.8.1 Primary Criteria for Slot Allocation

The prime objective behind the allocation of specific slots should be to ensure the most efficient use of scarce airport resources in order to maximise the benefits to the greatest number of airport users and to the travelling public.

Against this background, coordinators should allocate the declared capacity (see 6.2) based on the following priorities when developing an initial slot allocation plan for the Schedules Conference (SC):

6.8.1.1 Historical Precedence

The core of the slot allocation process is the use of historical precedence. This precedence applies only to equivalent, and not consecutive, scheduling periods (eg. Summer to Summer scheduling periods) and is limited to the equivalent period and days of operation. This principle entitles an airline to claim a series of slots within the same coordination parameter(s) in the next equivalent scheduling period, provided that:

- the slots were allocated for regular scheduled services forming a series of slots;
- At least 80% of the slots were operated by an airline as cleared by the coordinator (see 6.10.8).

The basis for the calculation of historical precedence is outlined in 6.4 and [Appendix 4](#).

6.8.1.2 Changes to Historic Slots

Any changes to an historical slot, for operational or other reasons, should have priority over totally new requests for the same slot within the capacity available.

6.8.1.3 Slot Pool

Once slots have been allocated at a coordinated airport as outlined in 6.8.1.1–6.8.1.2 above, the coordinator should set up a slot pool.

Slots available in the pool should then be allocated to applicant airlines using the criteria set out below.

6.8.1.4 New Entrants

Only airlines can be eligible for new entrant status.

Of the slots contained within the slot pool at the initial allocation, 50% must be allocated to new entrants, unless requests by new entrants are less than 50%.

The coordinator shall treat requests of new entrants and other carriers fairly, in accordance with coordination periods of each scheduling day.

Other criteria for allocating slots from the pool are secondary to this criterion.

An airline's request for a slot at an airport should have new entrant status provided that the request, if accepted, would not result in the airline holding more than 4 slots on that day at that airport.

An airline must **not** claim new entrant status if it intends to operate on an ad hoc basis.

A new entrant, who has been offered slots within one hour before or after the time requested, but has not accepted this offer, will not retain new entrant status for that scheduling period.

Airlines shall inform the coordinator, at the time of the request for allocation, whether it would benefit from the status of new entrant in respect of the requested slot.

If new entrants are dissatisfied with the response to their slot requirements, they may request a meeting of the appropriate coordination committee to consider the situation. (See paragraph 6.15).

6.8.1.5 Introduction of Year Round Service

Within each category above, i.e. changes to historic slots, allocations to new entrants and allocations of remaining slots, a request to extend an existing operation to a year round operation should have priority over new slot requests.

In order to assist coordinators to allocate the slots, airlines must advise the coordinator that they are requesting them for year round operation. Coordinators should allow flexibility on timings to cover the differing requirements of short and long-haul services.

6.8.2 Additional Criteria for Slot Allocation

When slots cannot be allocated by the application of the primary criteria as set out above, further consideration should be given to the following factors:

- **Effective Period of Operation**

When two or more airlines compete for the same slots, the schedule that will be effective for a longer period of operation in the same scheduling period should have priority.

- **Size and Type of Market**

There is a requirement for a mixture of operations at major airports to satisfy the demands of the public.

Domestic/regional/long-haul markets, covering both scheduled and charter services, are part of a total pattern and the size and type of markets and the airport network and links should, therefore, be considered.

- **Competition**

Coordinators should try to ensure that due account is taken of the competitive requirements in the allocation of available slots.

- **Curfews**

When a curfew at one airport creates a slot problem elsewhere, priority should be given to the airline whose schedule is constrained by the curfew. In order to assist the coordinator, the airline should indicate that it is constrained by a curfew.

- **Requirements of the Travelling Public and Other Users**

Coordinators should try to ensure that the needs of the travelling public are met as far as possible.

- **Frequency of Operation**

Higher frequency should not in itself imply higher priority. The situation of charter and freight airlines should be particularly considered in this context.

- **Local Guidelines**

The proliferation of local guidelines is to be discouraged. However, conditions vary from airport to airport and therefore, when establishing priorities, the coordinator should take into account necessary local guidelines. Such guidelines must be approved by the local Coordination Committee or its equivalent (see paragraph 6.15).

6.9 PRELIMINARY ALLOCATION OF SLOTS BY COORDINATORS

6.9.1 Initial Allocation

Coordinators must inform relevant airline delegations of the status of all their requested slots as soon as possible but no later than 23:59 UTC on the 9th day prior to the start of each Schedules Conference (SC) using the SAL message (See Section 8 – Definitions).



Deadlines — See [Appendix 2](#)

This information should indicate the changes, to a carriers initial submission, if any, that were required in order to meet coordination parameters. Coordinators should highlight these changes and state the reason for each change. In the event that the requested slot is not available, the coordinator should offer the nearest available earlier or later timing, and if requested, must also provide at the Schedules Conference, information on other flights operating within these timings, so that airlines requiring slots can contact the other airlines involved.

Coordinators must use the recognized format for messages as described in Chapter 6 of the Standard Schedules Information Manual (SSIM) (Summary shown in [Appendix 3](#))

6.9.2 Before Conference Dialogue

Coordinators and schedules facilitators must not enter into a dialogue with any airline regarding their schedule requirements in the period between schedule submission and the start of the Conference.

However, airlines that are able to accept initial slot offers made by a coordinator must advise the coordinator in writing that the offer is acceptable to them. In such cases, if the airline wishes to make minor changes to the offer, which they believe would in no way exceed the capacity parameters allocated by the coordinator, they may do so and advise the coordinator in writing of the proposed amendments. Examples of such changes would be flight number or destination changes, but no issues affecting the timings can be discussed. If the coordinator believes that these changes will indeed exceed the capacity parameters, the airline will be advised and discussion should take place at the Conference in the normal manner. The recognized format for this acceptance is the SCR message using SSIM Action Code A (Acceptance). There is then no need for a meeting between the coordinator and the accepting airline at the Schedules Conference, unless the airline's proposed changes as mentioned above, exceed the capacity parameters. Initial offers that cannot be accepted immediately will be valid until the first meeting of the relevant airline delegation with the coordinator at the Schedules Conference.

Airlines must also advise the coordinator of any unwanted slot offers prior to the Schedules Conference using the SCR message with SSIM Action Code D (Delete) or Z (Decline Offer).

6.9.3 Before Conference Responsibilities

When a coordinator has distributed the SALs to the airlines, the coordinator must advise IATA Management, by the SAL deadline at the latest, that these messages have been sent at the following address: sked@iata.org. The message sent to IATA must include the relevant scheduling period, airport, and date the SALs were distributed. IATA will display this information against the relevant airport on their website.

If IATA Management has not received an email from the coordinator of a Level 3 airport confirming the distribution of the SALs to the airlines by the industry deadline then IATA Management will contact the coordinator concerned to resolve this problem.

IATA Management will discuss, on an informal basis, problems with compliance with these arrangements with coordinators who regularly fail to distribute SALs by the industry deadline.

6.9.4 Meetings at the Schedules Conference

At the Schedules Conference, the coordinator and airline delegates should meet to discuss any schedule adjustments required and to confirm any agreed changes. Following such confirmation, any further changes to the discussed schedules can only be made by agreement between the coordinator and the airline delegation. Before any discussion can occur the coordinator must be satisfied with delegates' accreditation.

Airline delegates must be fully authorised by their management to make changes to their plans at the Schedules Conference. If delegates are required to discuss options with their Head Offices before making each change, the progress of the Schedules Conference is slowed and the resolution of problems becomes more difficult.

6.9.5 Capacity Reductions

When a reduction in available capacity occurs as compared to the previous equivalent scheduling period, a collective solution should be sought from all airlines involved. Any capacity reduction must be submitted for examination by the coordination committee and communicated to IATA and all carriers using the airport as soon as the reduction in capacity is known but no later than the initial submission deadline.

6.10 USE OF SLOTS BY AIRLINES

This section outlines the conditions relating to the use of slots by airlines. Slots at an airport are not route, aircraft or flight number specific and may be changed by an airline from one route, or type of service, to another. It should be noted that any transfer, exchange or use other than that for which the slot was originally allocated, **is subject to final confirmation by the relevant coordinator.**

Such confirmation should be given promptly and should not be withheld unless otherwise capacity constraints would be exceeded or these Guidelines violated.

6.10.1 Exchange of Slots between Airlines

The exchange of slots between airlines is encouraged. Allocated slots may be freely exchanged, on a one for one basis, at a coordinated airport by any number of airlines.

In the case of newly allocated slots i.e. slots allocated other than on the basis of historical precedence as described in paragraphs 6.8.1.1, 6.8.1.2 and 6.4, the coordinator may refuse to confirm the exchange if not satisfied that it improves the operating position of the airline to whom those new slots were allocated. Dialogue between coordinator and the airline is essential in such circumstances.

In order to encourage and facilitate multilateral slot exchanges, the IATA Website www.iata.org/slots is available for airlines to advise other airlines of their needs and any current slot holdings available for exchange.

6.10.2 Transfer of Slots between Airlines

Slot transfers between airlines may only take place where the laws of the relevant country permit. Slots may only be transferred to another airline that is serving or planning to serve the same airport.

The transfer of new slots is not permitted until such slots have been operated for two equivalent scheduling periods. This is to prevent airlines taking advantage of an enhanced priority, such as new entrant status, simply to transfer them to another airline.

6.10.3 Holding and Returning of Slots

Airlines must not hold slots which they do not intend to operate, transfer or exchange, as this could prevent other airlines from obtaining slots. In this context “operate” includes participation in a shared operation.

If an airline becomes aware that for whatever reason it may not be able to use a slot, or series of slots, the airline must immediately advise the coordinator, and return any slots it knows it will not use. Even at very short notice, returned slots can often be reallocated for ad-hoc use. Airlines should maintain dialogue with the coordinator in such circumstances.

In particular, unwanted slots must be returned no later than 31 January for the next Northern Summer scheduling period and no later than 31 August for the next Northern Winter scheduling period.

Airlines that intentionally hold on to slots and return them after the slot return deadline (31 August for Winter scheduling periods and 31 January for Summer scheduling periods) may be given lower priority by the coordinator for the next equivalent scheduling period.

Deadlines — See [Appendix 2](#)

6.10.4 Responsibility for Historical Precedence

At all times, responsibility for meeting the criteria required to qualify for historical precedence, lies with the airline actually operating the service.

6.10.5 Shared Operations

In the case of joint, codesharing, or any other operations involving voluntary cooperation between airlines, only one of the participating airlines can apply for each required slot. Slots held by an airline may be used by (an) other participating airline(s) for their shared operation, provided that the designator of the airline to whom the slots were originally allocated remains on the shared flight for coordination and monitoring purposes.

Airlines involved in shared operations shall advise the coordinator of details of such operations prior to the beginning of such operations.

6.10.6 Intentional Misuse of Allocated Slots

Airlines must not intentionally operate services at a time significantly different from the allocated slots. Airlines that do so on a regular basis will not be entitled to historical precedence for either the times they operated or for the times allocated.

The coordinator should not deny an airline historical precedence without dialogue with the airline concerned. If, by the submission deadline, the airline does not respond to the dialogue initiated by the coordinator, then the decision of the coordinator shall prevail.

The coordination committee or slot performance committee if one exists, (see [Paragraph 6.15](#)) should assist the coordinator in monitoring slot performance and, where necessary, should recommend disciplinary action, initiated through the appropriate body, against any particular airline that intentionally fails to adhere to its allocated slots.

If an airline is dissatisfied in its dealings with a coordinator, it may wish to refer the matter to the coordination committee of the airport concerned or to another suitable committee. In such an event, the coordinator should consider not reallocating the slots in dispute until the process has been concluded.

Airlines must not operate flights at a coordinated airport without the necessary slots. Any airline that does so will be requested by the coordinator to stop. If the airline concerned continues to operate

without slots, the matter will be brought to the attention of the airport's coordination committee, or other suitable committee, which will decide on the action to be taken.

The following actions also constitute slot abuse:

1. The holding of slots, which an airline does not intend to operate, transfer or exchange.
2. The holding of a slot for an operation other than that planned which has the intention of denying capacity to another aircraft operator.
3. The requesting of new slots which an airline does not intend to operate.
4. The requesting of a slot for an operation other than that planned, with the intention of gaining improved priority. This includes, but is not limited to, applying for full season when only part season is planned; applying to use a large aircraft when a small aircraft is planned; applying to extend an existing operation to a year round service when year round service is not planned; the requesting of slots as a new entrant when new entrant status is not applicable.

Whilst the above actions constitute slot abuse, legitimate changes of plans may produce similar effects, making slot abuse difficult to judge. For these actions it is especially important, that the coordinator requests the assistance of the coordination committee, particularly the Slot Performance Sub-Committee, if one has been established (see Annex 1, Section 5).

One of the options to be considered in the event of continued abuse of the coordination system by an aircraft operator is a lower priority for that aircraft operator's future slot requests. As a last resort, the regulatory authority for the airport concerned may be asked to intervene.

The statements outlined above, in relation to misuse of slots and abuse of the coordination system, may also apply to other aircraft operators. However, this document only deals with the circumstances governing airlines.

6.10.7 Use it or Lose it Provision

A series of slots which have been allocated to an airline for the operation of regular scheduled services, will not be granted historical precedence in the next equivalent scheduling period, unless the airline can demonstrate to the satisfaction of the coordinator, that they have been operated, as cleared by the coordinator, for at least 80% of the time during the period for which they have been allocated. (See [Appendix 4](#) — Basis for the Calculation of Historics)

Slots returned by an airline before 31 January for the following Northern Summer scheduling period, or before 31 August for the following Northern Winter scheduling period, will not be taken into account for the purposes of the usage calculation.

In calculating 80% usage for the series of slots as outlined above, slots not used will be treated as operated, if the non-utilisation is justified for any of the following reasons:

- (a) Interruption of the air services of the airline concerned due to unforeseeable and irresistible causes outside the airline's control;
- (b) Action intended to affect these services, which prevents the airline from carrying out operations as planned.

Airlines should seek confirmation from the coordinator, that such flights will be treated as operated, as soon as possible after the cancellation of the flights.

Slot monitoring is based on observations made during the scheduling period. Coordinators should provide feedback to airlines on problem flights during the scheduling period.

For Summer scheduling periods, feedback to airlines prior to Schedules Conferences (SCs) will be based on actual data up to the latest date possible. Information given to airlines prior to the

Conference deadline must only be considered as provisional until the scheduling period is completed.

Any action taken by the coordinator must be clearly communicated to the airline concerned, and the airline may submit its case for mediation to the Coordination Committee (see Section 7) or another suitable committee.

6.10.8 Slots of an Airline which Ceases to Operate

Any airline which ceases operations must immediately return all the allocated slots for the rest of the scheduling period and for the next scheduling period (if already allocated), or advise the coordinator that it will ensure use of those slots.

Unless advised otherwise by the airline, the coordinator should not assume that cessation of operations in one scheduling period will mean slots allocated or requested in the next scheduling period will not be used. Furthermore, the airline should advise the coordinator whether it intends to seek the use of the slots in the future.

If an airline fails to provide the necessary advice by a deadline date agreed between the parties, then the coordinator should withdraw and reallocate the slots involved to avoid wasting scarce airport capacity.

6.11 AFTER CONFERENCE ACTIVITY

6.11.1 Activity by Coordinators After the Conference

Although the Schedules Conference (SC) is the initial forum for the allocation of slots, the work of coordinators in allocating slots for a particular scheduling period continues after the close of the Conference. For example, slots returned at the slot return deadline must be re-allocated and schedule change requests must be processed.

6.11.2 Waitlist

Coordinators should maintain waitlists of outstanding slot requirements, and should seek to satisfy them before the start of the scheduling period



Deadlines — See [Appendix 2](#)

6.11.3 Changes to Schedules After the Conference

Any schedule changes after the Conference must be immediately notified by the airlines to the appropriate coordinator. In particular, airlines must not hold slots that they do not intend to operate and must return them promptly to the coordinator so that other airlines with outstanding requests may then have the possibility of obtaining any vacated slots. Schedule submissions can only be accepted by coordinators from addresses approved by submitting airlines and notified to coordinators.

Airlines should maintain contact with the coordinators if they wish to explore the possibility of further schedule changes and also regularly provide coordinators with a list of the slot requests they wish to maintain on the coordinator's waitlist.

If a new or revised slot request is received by a coordinator after the Conference, it may not be possible to confirm the request. Wherever possible, the coordinator should then offer the nearest alternatives **both** before and after the requested times and provide the reason why the original request could not be granted.

If an airline has not received an answer to any slot request from the coordinator within three business days, it must contact the coordinator for clarification of the position and not assume that its request has been accepted. Offers made by coordinators to airlines are valid for three business

days, unless otherwise stated. Any offer made will lapse unless the airline notifies its acceptance to the coordinator within this time limit, or obtains an extension of the time limit from the coordinator. (Business days in this context refers to business days in the country of the message originator).

6.11.4 Clearance of Ad-hoc Requests

During the course of each scheduling period, coordinators must action requests from airlines and general aviation operators for ad-hoc services.

Approval of ad-hoc operations too early in the coordination process could lead to the refusal of an airline request for a series of slots, because some of the required dates would already be allocated to the ad-hoc operations.

It is recommended that requests to the coordinator for ad-hoc slots should be considered only after the slot return deadline, when requests for series of slots have been satisfied to the maximum extent possible. This procedure is advantageous because the supply of slots available for ad-hoc operations is at its maximum after the slot return deadline.

Ad-hoc slot requests or ad-hoc cancellations which can be processed without risk of subsequent refusal of a request for a series of slots, should be processed as soon as possible.

In some exceptional cases, it may be necessary for the coordinator to consider ad-hoc requests before the slot return deadline, in order to give operators sufficient advanced notice of the slots, which can be allocated. For example, when the Easter holiday occurs at the start of a Summer scheduling period, the coordinator should respond to requests for ad-hoc operations during this period as soon as it is practical to do so, without prejudice to the use of slots for the remainder of the scheduling period.

In particular, requests for ad-hoc slots required to extend a series of flights which extend from the Summer into the Winter scheduling period should be processed by coordinators as soon as possible after the SC for the Winter scheduling period. Such slots should be cleared, if at all possible, as requested up to the end of October.

6.11.5 Listings of Allocated Slots

Coordinators should publish updated listings of all allocated slots on the Internet, so that airlines may have the opportunity to verify the allocated slots they hold.

If the information is not available on the Internet, coordinators should supply a listing of allocated slots and outstanding requests upon request by the airline.

6.11.6 Change of Coordinators During Seasons

When the day-to-day coordination at an airport is undertaken by an agency separate from the one participating at the Conference, the date of transfer of this authority must be notified as soon as possible to all airlines operating at that airport.

6.12 SLOTS ALLOCATED PRIOR TO TRAFFIC RIGHTS OR OPERATING LICENCE

Slots may be requested by an airline for flights for which it does not yet hold all the required traffic rights. If available, the slots should be allocated by the coordinator in accordance with the normal allocation procedures. If an airline holding such provisional slots does not receive the required traffic rights, then the coordinator must be advised immediately.

An airline may request slots although it has yet to obtain the necessary operating licences. In this instance, the coordinator may reserve slots on a temporary basis. The status of the airline's operating licence and/or traffic rights should be reviewed with the coordinator by the relevant slot return deadline, or at a later date agreed with the coordinator.

6.13 SLOTS OF AN AIRLINE WHICH LOSES ITS OPERATING LICENCE

Slots can only be held by an airline with a valid operating licence. If an airline ceases to hold a valid operating licence, its slots revert to the appropriate coordinators. However, the representatives of the airline may enter into dialogue with the coordinators regarding future use of the slots involved. This may mean that the slots are reserved by the coordinator pending either reinstatement of the airline's operating licence or a legally authorised takeover of the airlines activities. The status of the airline should be reviewed by the relevant coordinators at 30-day intervals. If dialogue has not been initiated within 30-days of the airline losing its operating licence, and if there is no legal protection linked to insolvency under national law, then the relevant coordinator should reallocate the slots involved.

6.14 SLOTS ALLOCATED WITHOUT HISTORICAL PRECEDENCE

When for exceptional reasons (e.g. UN sanctions) an airline is prevented from operating its historic slots, coordinators may allocate those slots on a temporary basis to another airline. Temporary usage of such slots by an airline does not entitle it to claim them as historic. Historic precedence will in this case remain with the original airline provided it continues to apply for its historic slots in subsequent scheduling periods.

6.15 COORDINATION COMMITTEES

The establishment of a coordination committee at coordinated airports is encouraged. Membership of these committees is open to the airlines using the airport(s) regularly and their representative organisations, the managing body of the airport, air traffic control authorities and representatives of general aviation using the airport regularly. The same coordination committee may be designated for more than one airport. The terms of reference of a typical coordination committee are shown in Annex 1.

There are two important Appendices which users will find useful to read in conjunction with Section 6 above, [Appendix 2](#) shows Schedule Coordination activities in calendar and chronological format and [Appendix 6](#) gives a summary check list of what to do and what not to do in relation to the Coordination process.

SECTION 7 – MEDIATION

Where there are complaints about the allocation of slots, which cannot be resolved between the airline and coordinator concerned, in a mutually acceptable way, mediation should be sought through the appropriate coordination committee. If the problem cannot be resolved after consideration by the coordination committee further mediation is available through the IATA Joint Scheduling Advisory Group (JSAG).

Should this be required, the Manager, Scheduling Services or a member of the JSAG should be contacted to arrange such mediation.

Where local guidelines or regulations dealing with the mediation process exist, these will take precedence.



SECTION 8 – DEFINITIONS

ACI: Airports Council International

Ad-hoc: A term used to describe a slot to which historical precedence does not apply.

Air Carrier: An air transport undertaking holding a valid operating licence or equivalent authorisation from a state at the latest by 31 January for the following summer scheduling period or by 31 August for the following winter scheduling period. The air carrier may be engaged in schedule, charter or business aviation.

Airport Managing Body: The body which has the task of administering and managing the airport facilities.

ATC: Air Traffic Control

Bilateral Air Service Agreement: An agreement between two governments allowing the operation of commercial air services on nominated routings and through nominated airports.

Business Days: In the context of this document, business days refers to business days in the country of the message originator.

Capacity Analysis: A detailed analysis undertaken twice yearly by a competent authority (usually the airport managing body), of relevant parameters used in determining the capabilities of an airport to handle air carrier operations. See [Appendix 5](#).

Charter or Charter Service: An air service operated on behalf of a single entity or multiple entities, pursuant to a charter contract.

Codesharing: See Shared Operations.

Coordinated Airport (Level 3): An airport where, in order to land or take off, during the periods for which it is coordinated, it is necessary for an air carrier or any other aircraft operator to have a slot allocated by a coordinator.

Coordination Committee: See [Annex 1](#).

Coordination Parameters: The expression in operational terms of the limits of the capacity available for slot allocation at an airport during each coordination period, reflecting all technical and operational factors that affect the performance of the airport infrastructure and its different sub-systems.

Coordination Period: Time window during which coordination parameters apply.

Coordinator: Natural or legal person with detailed knowledge of airline scheduling coordination, responsible for the allocation of slots at a coordinated airport.

Equivalent Scheduling Periods: Where there is a requirement that a service has been operated for 2 equivalent scheduling periods, we are referring to 2 Summer seasons or 2 Winter seasons.

EUACA: European Union Airport Coordinators Association.

Flight: The operation of one or more legs with the same Flight Designator.

Handling Agent: Describes the person or organisation that represents an airline at an airport in for instance, the areas of passenger or cargo services, or aircraft dispatch.

Historic or Historical Precedence: The principle whereby airlines are entitled to a series of slots which have been allocated to and operated by them, as cleared by the Coordinator in the next equivalent scheduling period.

IACA: International Air Carrier Association.

IATA: International Air Transport Association, which is responsible for organising the Schedules Conference (SC) and for producing this document.

ICAO: International Civil Aviation Organisation.

Joint Operation Flight: See Shared Operations.

Joint Scheduling Advisory Group (JSAG): See Annex 1 for Terms of Reference.

Level 1: See Non Coordinated Airport.

Level 2: See Schedules Facilitated Airport.

Level 3: See Coordinated Airport.

New Entrant: An airline requesting a series of slots at an airport on any day, where if the airline's request was accepted, it would hold fewer than five slots at that airport on that day.

New Slots: Series of slots allocated other than as historic slots or as a change to historic slots.

Non Coordinated Airport (Level 1): An airport where the capacities of all the systems at the airport are adequate to meet the demands of users.

Pool: See Slot Pool.

Regular Scheduled Services: Pre-planned programs of flights, usually operating on a regular basis throughout a scheduling period. This term includes programed charter services and business aviation.

SAL (Slot Preliminary Allocation List): Standard message used by coordinators to inform airlines how their requested slots have been preliminarily confirmed, altered or refused.

SC (Schedules Conference): A forum organised by IATA for the coordination of airline schedules held twice yearly to coincide with the commercial aviation industry's two scheduling periods.

Scheduling Calendar: The calendar of schedule coordination activities (Appendix 2).

Schedules Facilitated Airport (Level 2): An airport where there is potential for congestion at some periods of the day or week, which is likely to be resolved by voluntary cooperation between airlines.

Schedules Facilitator: A person appointed by the appropriate authority to collect and review airline schedules at Level 2 airports, and to recommend schedule adjustments as necessary.

Scheduling Period: Either the Summer or Winter season, i.e. Northern Summer to commence on the date of DST introduction in EU countries; Northern Winter to commence on the last Sunday in October. See also [Equivalent Scheduling Periods](#).

SCR (Slot Clearance Request/Reply): Standard message used by airlines and coordinators, for the clearance of flights at coordinated airports (Level 3).

Series of Slots: At least five slots having been requested for the same time on the same day of the week regularly in the same scheduling period and allocated in the same way or, if that is not possible, allocated at approximately the same time. In this context, the expression 'same time' means within the same coordination parameters.

Shared Operations: A generic term referring to various types of operational or commercial arrangements between two or more airlines. Examples of shared operations are:

- **Codesharing:** A term describing flights which, although operated by a single operator, may be shared in commercial terms with any number of other operators through inter airline agreements.
- **Joint Operation Flight:** A flight on which more than one airline operates one or more of its legs. Only one Flight Designator exists for each operating flight.

SHL (Slots Historical and Non-Historical Allocation List): Standard message used by coordinators to inform airlines of the status of their slots for historical precedence.

SISC: Schedules Information Standards Committee. See [Annex 1](#) for Terms of Reference.

Slot: The scheduled time of arrival or departure available for allocation by, or as allocated by, a coordinator for an aircraft movement on a specific date at a coordinated airport. An allocated slot will take account of all the capacity constraints at the airport e.g. runway, apron, terminals etc.

Slot Exchange: A process whereby allocated slots are exchanged between airlines.

Slot Monitoring: An analysis carried out by coordinators to measure the extent to which airlines have operated to the slots allocated to them.

Slot Performance Sub-Committee: See [Annex 1](#)

Slot Pool: The slots available at a coordinated airport after historical slots have been allocated and schedule changes to historical slots processed.

Slot Swap: See Slot Exchange.

Slot Transfer: A process whereby slots may be transferred from one airline to another operating at the same airport, under special conditions (See [6.10.2](#)).

SMA (Schedule Movement Advice): Standard message used for the submission of schedule data to schedules facilitators at Level 2 airports, or other entities acting as data collection agents at Level 1 airports.

SSIM: IATA Standard Schedules Information Manual. This Manual contains an official set of Recommended Practices, which is intended to guide the aviation industry along mutually compatible lines, in the development of schedules data handling procedures. See [Appendix 3](#).

Submission Deadline: The deadline for airlines to submit their schedules to coordinators for slot clearance purposes is the 30th day prior to the start of the Schedules Conference.

Use it or Lose it: Describes a requirement for airlines to operate at least 80% of their allocated slots, held after the slot hand back deadlines, to their coordinated timings, or face the possible loss of historical precedence for those particular slots in the next equivalent scheduling period.

UTC: Universal Time Coordinated. Also referred to as Z or GMT. All slots, including historics, are expressed in UTC, unless agreed procedures allow for the use of local time.

WWACG: Worldwide Airport Coordinators Group.

Year Round Operation: A new service which has a series of slots with the potential to achieve historic precedence in the preceding season, and which has been requested at a similar time on the same day(s) of operation to the same destination as in the preceding scheduling period, will be considered as a year round service. "Similar time" means close to the UTC or local time of the requested or cleared series of slots in the preceding scheduling period.



This appendix outlines the Terms of Reference for the SC, and describes the working arrangements for the Conference.

APPENDIX 1 – IATA SCHEDULES CONFERENCE

PART 1: TERMS OF REFERENCE

OBJECTIVES

The purpose of this voluntary assembly of both IATA and non-IATA airlines worldwide, is to provide a forum for the allocation of slots at coordinated airports (Level 3), and for the reaching of consensus on the schedule adjustments necessary to conform to airport capacity limitations (Level 2).

Other matters relating to schedule coordination must be dealt with independently of the Conferences. Specifically, Conferences are not a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any other commercial arrangements relating to pricing, market entry, or aircraft capacity.

PROCEDURES

Conferences will be held twice yearly, for the purposes set out above, in accordance with the following procedures:

- (a) Conferences will be convened by the IATA Management who will provide a Secretary for the recording of minutes.
- (b) The Conference held in Northern Summer will deal with Northern Winter schedules effective later in the same year, and the Conference held at the beginning of Northern Winter will deal with Northern Summer schedules for the following year.
- (c) The Conference will normally be chaired by an airline representative, who will be selected by the three previous Chairmen.
- (d) Delegates to the Conference need to have the authority to make schedule changes on behalf of their companies and should be available throughout the Conference.
- (e) IATA will publish at each Conference the calendar of activities for the subsequent season's coordination process (see Appendix 2).

PART 2: STANDING WORKING ARRANGEMENTS

1. ELIGIBILITY TO ATTEND THE CONFERENCE

The following are eligible to attend the Schedules Conference

- (a) Any airline
 - (i) which is licensed to operate air services or which has applied for a licence to operate air services; and
 - (ii) which wishes to attend for the purposes outlined in the Terms of Reference of the Conference.

Airlines wishing to attend a Conference for the first time are requested to contact the IATA Secretariat, (see address on [Page vi](#) of this document) at least 30 days in advance so that prior administrative arrangements may be made, and so that they may be briefed regarding their participation.

Airlines wishing to nominate other organisations to represent them at the SC are asked to comply with the same conditions as new attendees.

- (b) Coordinators, provided they
 - (i) have been officially approved by their government
 - (ii) have a detailed knowledge of airline scheduling and slot allocation
 - (iii) act in a neutral, non-discriminatory and transparent manner
 - (iv) advise the Secretariat in advance.
- (c) Schedules facilitators, provided they
 - (i) have been appointed by the appropriate authority
 - (ii) have a detailed knowledge of airline scheduling
 - (iii) act in a neutral, non-discriminatory and transparent manner
 - (iv) advise the Secretariat in advance.

All airlines, coordinators and schedules facilitators attending a Schedules Conference must provide a completed accreditation form, showing the names of its accredited representative and alternate, to the Conference Secretariat at registration time.

2. MEETING DATES

The principle on which dates for the commencement of Conferences are determined is generally as follows:

The second Saturday in June for the coordination of Northern Hemisphere Winter schedules, and the second Saturday in November for the coordination of Northern Hemisphere Summer schedules.

3. SCHEDULE UPDATING

At the conference, delegates should make available, when possible, an updated master copy of their own schedules to any interested party.

4. ABSENTEE AIRLINES

4.1 Non-Attendance at Schedules Conferences

Airlines who for various reasons cannot, or do not, attend a Schedules Conference (SC) are nevertheless expected to submit their requirements to coordinators by the due dates and, where possible, to submit their full schedules to the Conference.

4.2 Action to be Taken by Non-Attending Airlines

Such airlines should make available to the Secretary of the Conference, a telephone or Teletype contact which will be available during the period of each Conference for consultation. Following each Conference such airlines shall be contacted by coordinators in writing regarding the status of their slot requirements.

4.3 Priorities to Non-Attending Airlines

While any applicable slot priorities will normally be exercised by coordinators on behalf of absent airlines, it is very much in their own interests that airlines should either attend the Schedules Conferences (SCs) or be represented by someone else empowered to adjust their schedules.

5. CONFIDENTIALITY OF SLOT AND SCHEDULE INFORMATION

Coordinators and schedule facilitators must not release to any other organisation or individual details of data submitted by an airline prior to the official start of the Conference. If there is a need, for planning purposes, to provide some data in advance to airport managing bodies or other interested parties, this should be done in consolidated format only.

6. PREPARATORY WORK BY COORDINATORS

The period between the data submission date and the opening of the Conference is available to coordinators for the purposes of:

- (a) data preparation and analysis;
- (b) initial coordination;
- (c) preparation of responses to airlines;
- (d) sending feedback to airlines on their schedule submissions;
- (e) confirming to IATA their distribution of SHLs and SALs.

Coordinators and schedules facilitators must send feedback (SALs) to each airline on its own schedules no later than 23:59UTC on the 9th day prior to the start of the Conference.

Coordinators must use the normal provisions as described in Chapter 6 of the Standard Schedules Information Manual (SSIM) (Summary shown in [Appendix 3](#))

Coordinators and schedules facilitators must not enter into a dialogue with any airline regarding their schedule requirements during the period between schedule submission and the start of the Conference.

Any airline may advise coordinators or schedule facilitators by telex or e-mail of changes they would like to make based on the feedback they have received, if this enables the airline and/or the coordinator or schedule facilitator to be better prepared at the start of the Conference. As an example, cancellation of slots offered, flight number changes, etc. can all be sent to the coordinator or schedule facilitator in advance of the Conference, but no issues affecting the timings can be discussed.

Because the coordinator or schedule facilitator may be travelling to the Conference during this period, airlines must bring a copy of any messages sent to them to the Conference.

7. CLEARANCE OF SLOTS FOR THE CURRENT SEASON

Coordinators should ensure that adequate facilities are made available during each Conference to deal with schedule clearance requests for the current scheduling period.

8. FAIRNESS AND TRANSPARENCY

In the interests of fairness and transparency, coordinators must make available, upon request, the following information for review by all interested parties:

- (a) Historical slots by airline and chronologically for all airlines.
- (b) Requested slots (initial submissions) by airline and chronologically for all airlines.
- (c) All allocated slots, and outstanding slot requests, by airline and chronologically for all airlines.
- (d) Remaining slots available.
- (e) Comparisons between (a) and (c) above by time interval coordinated and by airline.

- (f) Full details of the constraints being used in coordination.
- (g) Full details of the criteria being used in the allocation of slots.

9. APPOINTMENTS WITH COORDINATORS

Appointments with coordinators should be made using the IATA Appointments Calendar. Coordinators should endeavour to open their Appointment Calendars one week before the SAL Deadline. For full details and instructions on how to use the IATA Appointments Calendar, airlines and coordinators should consult the "Help File" which can be found on the IATA website at: <http://www.iata.org/sked/appcal/6Help/HelpMain.htm>. In addition, all coordinators should be available in their Conference work rooms between 16h00 and 18h00 on the day prior to the start of the Conference so that appointments can be made with those coordinators and airlines that do not have Internet access. Coordinators should organise their resources and necessary appointments so as to ensure that all airlines who need to meet the coordinator are met initially during the first two days after the opening of the Conference.

In order to make best use of the time available at the Conference, airlines should not make non-critical schedule changes, e.g. flight number changes, during the first three days of the Conference. Discussion of such issues must be postponed until the majority of airlines have had their appointments with the coordinator or schedule facilitator to discuss their scheduling problems.

When an appointment has been made, delegates should be on time and should bring all relevant documents with them. If, for some reason, an appointment must be cancelled, the coordinator should be advised immediately so that alternative arrangements can be made.

In order to maintain the efficiency of the Schedules Conference, coordinators should manage their activities in order to be prepared to meet with airline delegates at the agreed appointment time.

10. AVAILABILITY OF AIRLINES AND COORDINATORS

Problems can arise **at any time during the Conference**, which may necessitate a dialogue between airlines in order to resolve the problem. Furthermore, such problems could impact on other airports at any stage of the Conference. For this reason, it is essential that **all** airlines and **all** coordinators should be available throughout the working hours of the Conference.

11. AUTHORISATION TO ACCEPT CHANGES TO SCHEDULES

Delegates should be fully authorised by their management to make changes to their programs at the Schedules Conference (SC).

12. AFTER CONFERENCE DISCUSSIONS

Where particular problems at a schedules facilitated airport (Level 2) are still outstanding at the end of the Conference, these should be reported to IATA Management before the Information Exchange Session. The airlines concerned will thus be aware of the possible need to involve themselves in discussions after the Conference to resolve such outstanding problems.

13. PIGEON-HOLES

To facilitate communications between parties at the Conference, a pigeonhole based postal system will be made available by the Secretariat for document distribution and general communication purposes. All participants should note the need to check frequently as to whether any documents or messages are in their pigeonholes.

14. NAME BADGES

It is expected that delegates to Schedules Conferences (SCs) will wear badges to indicate their name and whom they represent.

15. OFFICE FUNCTION DESIGNATOR

It is a recommended practice of the Conference that the Office Function Designator “SP” is adopted by all airline Schedule Planning Departments.

16. SUBMISSION OF AGENDA ITEMS FOR CONFERENCE REVIEW

In order to streamline Conference activities, it is recommended that agenda items requiring detailed consideration be submitted to IATA Management at least thirty days prior to the start of the Schedules Conference (SCs).

17. STANDARD SCHEDULES INFORMATION MANUAL (SSIM)

All delegates should familiarise themselves with the Standard Schedules Information Manual (SSIM), particularly Chapter 6. There is a summary in [Appendix 3](#) of this document.

18. MEDIATION SYSTEM

The mediation system referred to in [Section 7](#) of this document is available both during and after Schedules Conferences (SCs) upon request of the parties involved.

19. NON-AIRLINE PERSONNEL ATTENDANCE AT THE CONFERENCE

Conference policy requires that only persons covered under paragraph 1 above shall be permitted to attend Schedules Conferences (SCs) as airline participants, coordinators or as schedules facilitators. However, in the case of government officials, airport operators or their representatives or any other non-airline representatives, exceptions to this policy may be made. In the case of airport operators, their representatives or other non-airline representatives, exceptions may be granted by IATA for the purpose of familiarisation and normally for only one Conference.

All such non-airline representatives will be identified separately in the records of the Conferences. They may attend general Conference sessions only by express invitation of IATA. Non-airline participants can be allowed into coordinators’ offices and can observe bilateral discussions only with the express agreement of both the airlines and the coordinators or facilitators involved. They must not participate in any way in the coordination activity of any airport.

Any person not covered under paragraph 1, wishing to be invited to a Schedules Conference (SC) should apply at least thirty days in advance of the Conference at which attendance is requested to:

Manager Scheduling Services
IATA
800 Place Victoria
P.O. Box 113
Montreal, Quebec
Canada H4Z 1M1

Telephone: +1 (514) 874 0202 ext 3905
Fax: +1 (514) 874 1779
Email: sked@iata.org
Tty: YMQSPXB



APPENDIX 2 – CALENDAR OF SCHEDULE COORDINATION ACTIVITIES (WINTER 2006/7 AND SUMMER 2006)

Summer 2006 Season SC/117	Activity	Winter 2006/7 Season SC/118
June	IATA confirm Scheduling Calendar dates for next Scheduling process	November
19 September 2005	Historics distributed by Coordinator(SHLs) and IATA Management advised (6.4)	17 April 2006
6 October 2005	Deadline for Coordinators and Airlines to agree Historics (6.4.2)	04 May 2006
13 October 2005	Deadline for Submission of Initial Slot Requests for Level 3 And Schedules Information for Level 2 (6.5)	11 May 2006
27 October 2005	Appointments Calendar opened by Coordinators	25 May 2006
3 November 2005	Initial Slot Allocation and distribution of SALs by Coordinator and IATA Management advised (6.9)	01 June 2006
Prior to start of Conference	Acceptance of initial slot offers and cancellation of unwanted offers by airlines (6.9)	Prior to start of Conference
12 November 2005	IATA Schedules Conference (Appendix 1)	10 June 2006
November to January	Schedule Adjustments (6.11.3) Return of Unwanted Slots (6.10.3)	June to August
31 January 2006	Deadline for Return of Slots (6.10.3) Start of Use it or Lose it Rule (= 100%) (6.10.8)	31 August 2006
February to end March	Schedule Adjustments (6.11.3) Return of Unwanted Slots (6.10.3)	September to end October
26 March 2006	Start of Scheduling Period	29 October 2006
March to September	Schedule Adjustments (6.11.3)	October to April

Note: Figures in brackets refer to paragraph numbers in the text of this document.



APPENDIX 3 – SSIM AND ITS RELEVANCE TO AIRPORT COORDINATION

SSIM contains the Industry Standards for the exchange of Airport Coordination (slots) and Movement Advice information using interline telegraph message formats. The same formats can be used to exchange the data using other media, such as e-mail, hardcopy, computer diskette/CD ROM etc. It is highly recommended that this format is followed when exchanging information between airlines and coordinators on issues such as historic, program changes and feedback.

The most important Chapter for these purposes is **Chapter 6**. However, it is also important to refer to a number of other parts of SSIM which are used in conjunction with Chapter 6.

Chapter 2 describes all the elements of information required for full presentation of airline schedules, together with construction and formatting rules, and, in some cases, code sets.

Chapter 3 provides example layouts and the minimum data requirements for printed schedules. Whilst the layouts need not be exactly adhered to, the minimum data requirements should be met.

Chapter 6 describes the procedures for using a variety of Airport Coordination/Advice Messages (eg. SCR, SHL, SAL, SMA, SIR, and SAQ). These are telegraph message or hard copy formats used to obtain clearance for, or provide information of, arrival and departure times at airports. The Chapter includes the principles for information exchange, technical specification, and examples.

Chapter 8 describes the rules for formatting partial or complete schedules to EDIFACT standards for processing by computers. The functionality contained in this Chapter covers all areas of SSIM, and, in some cases, adds new functionality. The Chapter includes the principles for information exchange, technical specification, examples, and some code sets.

Appendix A provides the Industry standard Aircraft Type codes.

Appendix C provides the Industry standard Service Type codes.

Appendix D provides the Industry standard Passenger Terminal codes.

Appendix H provides some explanatory notes on handling some of the more complex schedule information issues.

Attachment 2 provides a useful list of names and addresses of airlines and coordinators who attend Schedules Conferences (SCs)

Which messages do I use and when?

Before IATA Schedules Conference

Coordinators use **SHL** messages to provide airlines with information about historical status of slots and slots which they believe do not have historical precedence together with their reasons.

Coordinators send a free format message to advise IATA that the SHLs have been distributed. IATA will publish this information on the IATA website.

Airlines use **SCR** messages to submit their slot requests at Level 3 airports or **SMA** messages to provide schedule information to schedules facilitators for airports which require this information (Level 2).

Coordinators use **SAL** messages to provide airlines with their initial slot allocations.

Coordinators send a free format message to advise IATA that SALs have been distributed.

After IATA Schedules Conference

Airlines use **SCR** messages to submit new slot requests, requests to change existing slots, delete slots, or acknowledge slot offers made by coordinators, for airports which require slot allocation or **SMA** messages to provide similar schedule information to schedules facilitators or data collecting agents for airports which require this information.

Coordinators use **SCR** messages to reply to slot clearance requests from airlines.

Airlines use **SIR** messages to clarify slots held for them by a coordinator or information held by a schedules facilitator about their flight schedules.

Coordinators and Schedules Facilitators use **SIR** messages to reply to clarification requests from airlines.

Airlines use **SAQ** messages to request information from a coordinator about slot availability for new services, or retiming of existing services.

Coordinators use **SAQ** messages to reply to slot availability information requests from Airlines.

What are the important things to look out for?

- **Format** of the messages — it is important to ensure that you adhere strictly to the message formats in Chapter 6. Most of the coordinators at major airports use computer systems which automatically read the messages when they are received, and incorrectly formatted messages may be rejected.
- Correct use of **Action Codes** — incorrect use, or using Action Codes in the wrong order, may lead to ambiguity and either message rejection or incorrect results.
- Correct use of **Periods** and **Days of Operation** — incorrect use may again lead to ambiguity and rejection of the message
- **Aircraft Type Codes** — ensure that you only use the industry standard codes from Appendix A of SSIM. It is recommended that sub-type codes are used.
- **Passenger Terminal Indicators** — ensure that you only use the industry standard codes contained in SSIM Appendix D.
- Remember that information exchange between **airlines and coordinators** and between **airlines and schedules facilitators** is a **dialogue**. Be sure to follow the rules about timeliness of replies, and complete the dialogue properly so that there is no room for ambiguity — even if this means resorting to other means of communication or plain text messages.

In some areas there may be local legislation, requiring that certain elements of this section be handled differently, in which case that legislation will have precedence over the guidelines shown here.

APPENDIX 4 – BASIS FOR THE CALCULATION OF HISTORICS

- (a) If an airline holds more than one slot with the same timings, then each record is considered separately. If a flight operates on more than one day of the week, each day of the week is considered individually.
- (b) If a series of flights has been filed with a coordinator prior to the slot return deadline, with a break in the period of operation to form two recognisable periods, only the sum of the weeks in the two operated periods will be considered as 100% for use it or lose it calculation.

Example: (Winter period calculation)

*XX1111 26OCT19DEC 1234567 144320 1015 J

*XX1111 12JAN 28 MAR 1234567 144320 1015 J

<-----7 wks----->

<-----12 wks----->

<----->

19 weeks=100%

Coordinated weeks of a flight are considered 100% (i.e. sum of the two periods forms the total basis for use it or lose it calculation)

- (c) If a series of flights is filed with a coordinator and a break in the period of operation is requested **after** the slot return deadline, then the whole of the originally filed recognisable period will be considered as 100% for use it or lose it calculations.

Example: (Winter period calculation)

Initially filed

*XX1111 26OCT28MAR 1234567 144320 1015J

Changed to (after the deadline)

*XX1111 26OCT19DEC 1234567 144320 1015J

*XX1111 12JAN 28MAR 1234567 1443201 1015J

<-----7wks----->

<-----12wks----->

<----->

22 weeks = 100%

Whole period of schedule is considered 100% (i.e. 22 weeks in Winter and 30 weeks in Summer).

*Although flight numbers are given in the above examples, it should be noted that slots are not flight number specific.

- (d) No dispensation will be given by coordinators for non-operation of slots on Public/Bank holidays against use it or lose it applications. Cancellations on those holidays should be made before the slot return deadlines.

Ad-hoc cancellations due to the closure of an airport will not be considered against the use it or lose it applications. Ad-hoc cancellations for any other reason e.g. grounding of an aircraft type or circumstances beyond the airlines' control, must be discussed and agreed with the coordinator.

- (e) In calculating the percentage of slots that have been used during the season, the slots from a flight in the same coordination period cannot be used to help another flight achieve the 80% utilisation target.
- (f) Schedule changes as cleared by the coordinator during a scheduling season do not lead to a loss of historic precedence, provided the resultant timings still form a series of slots. The new times will become historic for the period in question.
- (g) Ad-hoc changes of timing, equipment or flight number changes on a specific date(s) will not affect the base historic schedule, provided the airline can demonstrate the continued use of the series of slots. However, in the case of a change in aircraft type, historic precedence will apply to the aircraft type normally operated.

APPENDIX 5 – STANDARDS FOR AIRPORT CAPACITY ANALYSIS

Paragraph 4.6 of this document provides guidance on the sequence of events that should take place before the activity level of an airport is changed from Level 2 to Level 3. The key item in this sequence of events is the completion of a thorough capacity analysis.

The IATA Scheduling Services Department, in conjunction with the IATA Operations & Infrastructure Department has carried out numerous capacity analyses at major airports around the world. IATA's capacity analysis services are available to governments or airport managing bodies who wish to avail themselves of these services.

A thorough capacity analysis should examine the critical subsystems of the airport in question and consider the possibilities of removing the capacity constraints through infrastructure or operational changes, with estimates of time and cost required to resolve the problems.

In order to carry out thorough capacity analyses, IATA's Operations & Infrastructure Division makes use of a fully interactive computer program known as *Total AirportSim*.

Total AirportSim is designed to offer a comprehensive 'user-friendly' solution that covers a wide variety of airspace, runway, taxiway, apron, gate management or passenger terminal simulations for demand/capacity and level of service applications.

For further details on capacity analyses or to have IATA conduct a capacity analysis, please contact:

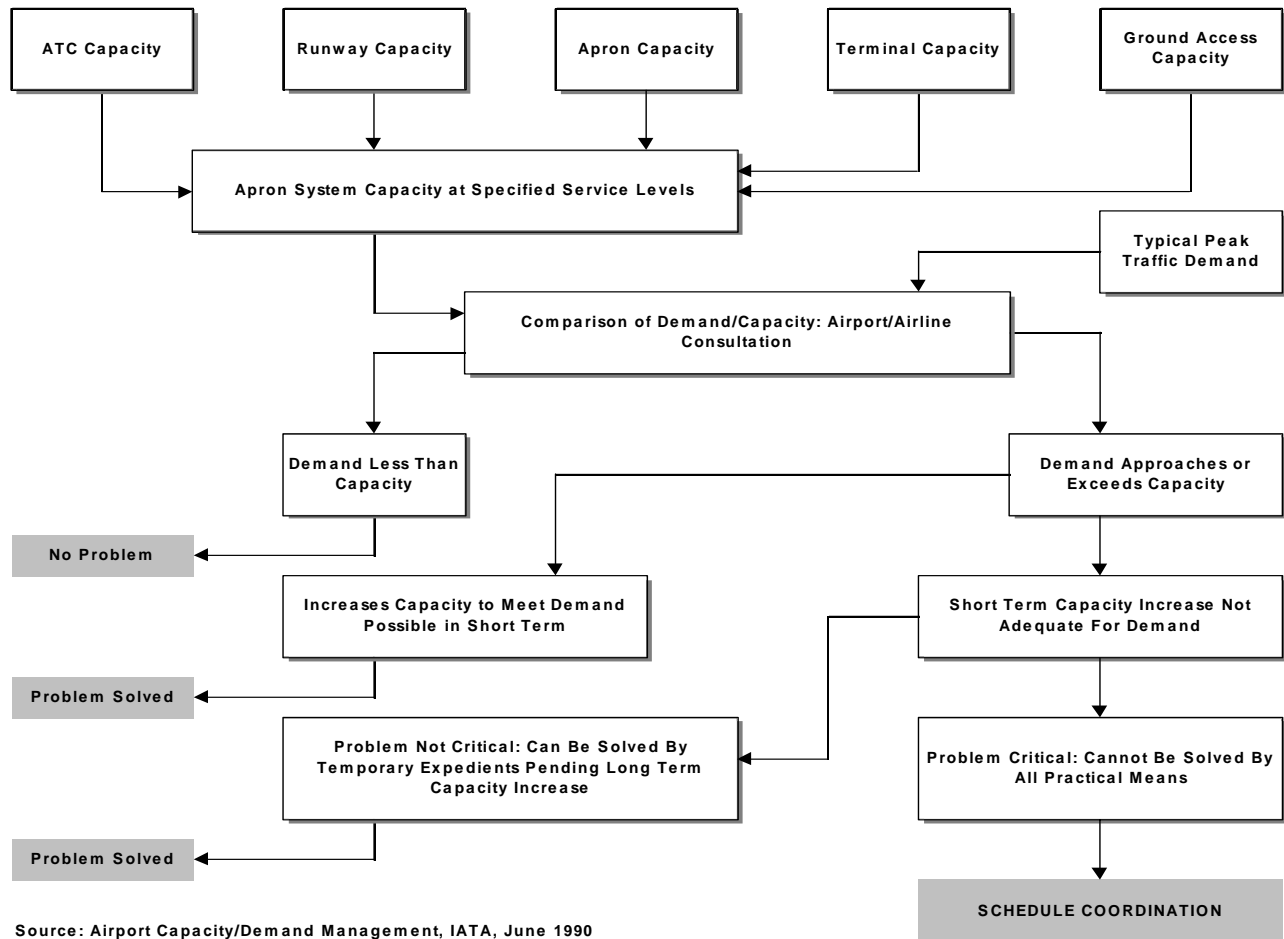
Manager Scheduling Services
IATA
800 Place Victoria
P.O. Box 113
Montreal, Quebec
Canada H4Z 1M1

Telephone: +1 (514) 874 0202 ext 3905
Fax: +1 (514) 874 1779
Tty: YMQSPXB

Assistant Director
Airport Consultancy Services
IATA
800 Place Victoria, P.O. Box 113
Montreal, Quebec
Canada H4Z 1M1

Telephone: +1 (514) 874-0202 ext 3442
Fax: +1 (514) 874-2662
E-mail: airportdev@iata.org

ADJUSTING CAPACITY TO DEMAND



Source: Airport Capacity/Demand Management, IATA, June 1990

APPENDIX 6.1 – ADVICE FOR AIRLINES USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
Do	Do	Do
<ul style="list-style-type: none"> ✓ Do agree with coordinator on slots which have failed to achieve the Use it or Lose it targets. Prior to submission deadline. ✓ Do check with the coordinators to ensure that you have the latest capacity/utilization data for each airport. ✓ Do discuss your requirements with the coordinator before making your submissions. ✓ Do learn SSIM and always submit in correct SSIM format. ✓ Do use the correct SSIM codes for historic, changes to historic and year round services. ✓ Do provide good supplementary information (SI) messages to help the coordinator identify new flights and requests for new entrant status. ✓ Do use your own flight prefix and not that of your Code Share partners. ✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features. ✓ Do accept SAL offers where appropriate using Action Code A. ✓ Do cancel slot offers that are not required using SSIM Action Code D (Delete) or Z (Decline Offer). 	<ul style="list-style-type: none"> ✓ Do make appointments early and be on time for them. ✓ Do prepare for your appointment with the coordinator, and bring all necessary documentation with you. ✓ Do ensure that you have the authority to make decisions on behalf of your company in relation to slot offers. ✓ Do ensure that you are familiar with the Worldwide Scheduling Guidelines. ✓ Do clear your pigeonhole regularly and respond quickly to queries or offers placed in your pigeonhole by coordinators. ✓ Do ensure that you are available throughout the working hours of the Conference. ✓ Do accept reasonable slot offers made by coordinators. ✓ Do keep the coordinator updated as your slot requirements change. ✓ Do return any slots not required as early as possible. ✓ Do attend the Information Exchange session to update yourself on scheduling, coordination and Conference matters. 	<ul style="list-style-type: none"> ✓ Do keep the coordinator updated as your slot requirements change. ✓ Do advise coordinators who to contact on slot issues if control of your schedule is handed over to another department of your company. ✓ Do provide correct information to airports and authorities about your allocated slots. ✓ Do return unwanted slots as soon as possible. ✓ Do operate your schedules strictly in accordance with allocated slots.

Before the Conference	At the Conference	After the Conference
Don't	Don't	Don't
<p>✗ Don't leave your submission until the IATA deadline. Submit as early as possible if your schedules are not likely to change.</p> <p>✗ Don't change your submission once the deadline has passed. Save changes until the Conference.</p>	<p>✗ Don't wait for the coordinator to solve all your slot problems. Contact other airlines and arrange slot swaps yourself.</p> <p>✗ Don't leave the Conference without advising IATA.</p> <p>✗ Don't leave the Conference without returning slots which are not required.</p> <p>✗ Don't discuss schedules at Level One airports.</p>	<p>✗ Don't operate without a cleared slot, or deliberately at a different time from your cleared slot</p>

APPENDIX 6.2 – ADVICE FOR COORDINATORS USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
Do	Do	Do
✓ Do act at all times in a transparent and neutral way.	✓ Do act at all times in a transparent and neutral way.	✓ Do act at all times in a transparent and neutral way.
✓ Do agree with each airline the slots that have not achieved the Use it or Lose it targets.	✓ Do be available in your Conference work room for the making of appointments between 16h00 and 18h00 on the day prior to the start of the Conference.	✓ Do monitor slots in accordance with the Use it or Lose it rules.
✓ Do confirm details of historic slots by mid April (Winter) and mid September (Summer) in SHL format.	✓ Do try to see all airlines in the first two days.	✓ Do advise airlines if they are in danger of losing their historic preference under the Use it or Lose it rules.
✓ Do advise IATA when SHLs have been distributed.		
✓ Do provide time to airlines to discuss their requirements prior to the submission deadline dates.	✓ Do prepare for your appointment and have the necessary documentation with you.	✓ Do keep the airlines outstanding requirements updated in your system and notify them of any possible improvements.
✓ Do produce and regularly update capacity and utilisation information on your website and provide these for the airlines on request.	✓ Do stick to your appointments timetable and avoid delays.	✓ Do maintain an up-to-date waiting list of outstanding slot requirements.
✓ Do update the airlines on the coordination parameters you are using.	✓ Do ensure that airline representatives with whom you meet, are properly accredited.	✓ Do actively look for slot swaps.
✓ Do learn and promote the use of SSIM.	✓ Do clear your pigeonhole regularly and respond quickly to queries or requests placed in your pigeonhole by airlines.	✓ Do consider ad-hoc slot requests as early as possible.
✓ Do reply to requests in correct SSIM format using the latest SSIM codes.	✓ Do put feedback on each airline's submissions in their pigeonhole as early as possible.	✓ Do respond promptly (maximum 3 days) in correct SSIM format, to all schedule change requests.

Before the Conference	At the Conference	After the Conference
✓ Do read the Supplementary Information (SI) messages to help understand the airlines requirement.	✓ Do ensure that you are available during working hours for the duration of the Conference.	✓ Do keep airlines advised on all matters likely to impact on airport capacity or scheduling flexibility.
✓ Do use the correct priorities as shown in para.6.8 when coordinating schedules.	✓ Do contact airlines and arrange slot swaps.	✓ Do provide schedule data to airlines on request.
✓ Do acknowledge promptly receipt of initial submissions including the number of lines received.	✓ Do review, and action promptly if possible, all proposed slot exchanges.	✓ Do advise the airlines of any change of contact address, if you hand over
✓ Do give feedback in SAL format to the airlines before the IATA deadline.	✓ Do attend the Information Exchange sessions to update yourself on scheduling, coordination and Conference matters.	✓ Do provide correct information to airports about the slots you have allocated.
✓ Do advise IATA when the SALs have been distributed.		
✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features.	✓ Do ensure that you are familiar with the Worldwide Scheduling Guidelines.	
Don't	Don't	Don't
✗ Don't act as a Coordinator without appropriate authorisation.	✗ Don't withdraw or modify an allocated slot without the airlines' permission.	✗ Don't withdraw or modify an allocated slot without the airlines' permission.
✗ Don't enter into a dialogue with airlines about their schedule in the period between submission deadline dates and the start of the Conference.	✗ Don't wait for the airlines to solve all their slot problems. Be proactive.	✗ Don't wait until the end of the season to advise an airline of possible slot losses under the Use it or Lose it rules.
✗ Don't disclose details of airlines' initial submissions to any third party.	✗ Don't leave the Conference before the agreed closing date/time.	✗ Don't approve ad-hoc requests prior to the slot handback deadlines.
✗ Don't action changes to late submissions until initial coordination has been completed.	✗ Don't leave the Conference without giving each airline a printout of its approved slots.	
	✗ Don't make non-critical schedule changes during the first three days.	

For the avoidance of doubt, this Annex does not constitute part of the Worldwide Scheduling Guidelines and is presented here for information purposes only.

ANNEX 1 – ROLES AND TERMS OF REFERENCE OF COMMITTEES AND WORKING GROUPS

1. AND 2. INTENTIONALLY LEFT BLANK

3. SCHEDULES INFORMATION STANDARDS COMMITTEE (SISC)

Terms of Reference

1. The Schedules Information Standards Committee (SISC) reports to the Passenger Services Committee, and it is concerned with the development of schedule data handling procedures.
2. SISC's aim is to provide a set of common standards for the exchange of schedule data, using all media, and taking account of the specific needs of all airline functions. From these common standards, the SISC derives an official set of Recommended Practices (RPs) to guide the industry along mutually compatible lines. After endorsement by the Schedules Conference, these RPs are published in the Standard Schedules Information Manual (SSIM).
3. Specific activities of SISC are:
 - to disseminate and encourage the use of common schedule data handling standards throughout the industry;
 - to create, maintain, and disseminate industry standard code sets for a variety of schedule related data elements;
 - to liaise with other IATA committees and working groups, as well as other organisations, as appropriate, to meet changing industry requirements and further the objectives of the SISC.
4. Any IATA airline may be a full member of SISC and may participate in SISC meetings and in the activities of its sub-groups. Its maximum size is limited at the discretion of its Chairman. Full members of SISC appoint a Chairman, one or two Vice-Chairmen and an Editor for a two year term of office. Participants in the Scheduling Standards area of the IATA Partnership Program, plus airport coordinators and non-IATA airlines participating in Schedules Conferences, may attend SISC and its sub-group meetings as Observers.
5. SISC meetings take place twice annually or as required.
6. These Terms of Reference may be modified by the full members of SISC.

4. COORDINATION COMMITTEE

The Terms of Reference outlined here are for general guidance only. It is possible that some States or Regions may have legislation covering this area, in which case that legislation will have precedence over the Terms of Reference shown.

Terms of Reference

Background

Where an airport has been designated as a coordinated airport (Level 3), a coordination committee may be established by the government concerned to advise the coordinator responsible.

Functions of the Committee

The principal tasks of the committee are to:

- advise on the possibilities of increasing the currently determined capacity of the airport;
- advise on ways of achieving a better utilisation of the capacity available;
- advise on the coordination parameters on which slot allocation is based;
- advise the coordinator on monitoring the use of allocated slots;
- act as mediator in the event of complaints by airlines on slot allocation;

- consider any serious problems for new entrants at the airport concerned;
- oversee the activities of the slot performance sub-committee, where one exists;
- advise on local guidelines for coordination.

Membership

Membership of the Committee is open to all airlines using the airport regularly, and their representative organisations, the relevant airport and air traffic control authorities and representatives of general aviation where relevant. The coordinator responsible should also attend the meetings.

Meetings

At least once per year or as required.

5. SLOT PERFORMANCE SUB-COMMITTEE

The Terms of Reference outlined here are for general guidance only. It is possible that some States or Regions may have legislation covering this area, in which case that legislation will have precedence over the Terms of Reference shown.

Terms of Reference**Background**

Maximising runway utilisation through continuous control of slot performance is critical to the future development and growth of coordinated airports and their airline operators. In order to ensure that all airlines conform with procedures governing the use and availability of the runway, and operate to the slots allocated to them, slot performance sub-committees have been established by the coordination committees of a number of coordinated airports in support of the role of the coordinator.

Functions of the Sub-Committee

- Analyses the slot performance of all airlines operating through their airport(s).
- Identifies any airline that regularly and intentionally abuses the procedures of slot allocation.
- Notifies the airport managing body of such abuse.
- Communicates with the airline concerned and seeks explanations of specific instances of apparent abuse.
- If the responses to such requests are considered by the Sub-Committee to be inadequate or unreasonable, a set of disciplinary procedures may be recommended and initiated through the appropriate body.
- If required to do so by airlines, may act as a mediator with the coordinator in the event of differences of interpretation on slot performance.

Membership

- The airport managing body provides the Chairman and the Secretary for the Sub-Committee.
- The airlines operating at the airport provide representatives with scheduling experience from two or three airlines carrying different types of traffic.)
- The coordinator attends the meetings as an advisor.
- The inclusion of an ATC representative is recommended.

Meetings

Meetings are usually held once per month or as required.

For the avoidance of doubt, this Annex does not constitute part of the Worldwide Scheduling Guidelines and is presented here for information purposes only.

ANNEX 2

INTENTIONALLY LEFT BLANK



ANNEX 3 – CONTACT LIST FOR LEVEL 2 AND LEVEL 3 AIRPORTS

This Annex lists SITA/ARINC and e-mail addresses of Coordinators requiring SCRs (Level 3 airports), and of schedules facilitators requiring SMAs (Level 2 airports), for the airports specified. It is based on information provided to IATA and approved by its Scheduling Procedures Committee, subject to endorsement of the IATA Schedules Conference. Please note that the airports concerned are listed in alphabetical order (Table I) as well as by country (Table II).

The list is not guaranteed to be comprehensive, as its validity depends upon input from the addressees.

An airport will be shown as requiring SCRs (Level 3) only if the Coordinator provides information specifying applicable scheduling constraints for each forthcoming season plus data depicting the extent to which the airport is full or close to full, thus demonstrating the need for schedule coordination. If possible, details of the latest capacity and utilization information should be displayed on the coordinator's website.

Upon request from any carrier acting as schedules facilitator to the Manager, Scheduling Services, any airport may be shown as requiring SMAs.

EXPLANATION OF NOTES USED IN THE TABLES

1. Level 3 for Summer season only. Level 2 for Winter season.
2. Additional Addresses, or different addresses for certain periods, may be needed. Addressees will provide details

Table I

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address	E-mail Address
Aberdeen	ABZ		Yes	LONACXH	LONACXH@acl-uk.org
Accra	ACC	Yes			joycesandra2002@yahoo.co.uk
Adelaide	ADL	Yes		HDQACXH	slots@coordaus.com.au
Alicante	ALC	Yes		MADGSYA ²	slot.coord@aena.es
Almeria	LEI	Yes ¹		MADGSYA ²	slot.coord@aena.es
Amsterdam	AMS	Yes		SPLACXH	info@slotcoordination.nl
Ankara-Esenboga	ESB	Yes ¹		ISTTUTK	batagunduz@thy.com
Antalya	AYT	Yes ¹		ISTTUTK	batagunduz@thy.com
Athens	ATH	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Auckland	AKL	Yes		AKLSPNZ	laurie.hannan@airnz.co.nz
Bahrain	BAH		Yes	BAHSPGF	razzaq.chaudhry@gulfairco.com
Bangkok	BKK	Yes		BKKYYTG	veeraphong.p@thaiairways.co.th
Barcelona	BCN	Yes		MADGSYA ²	slot.coord@aena.es
Basel/Mulhouse	BSL		Yes		marketing@euroairport.com
Beijing	PEK	Yes		BJSCKCA	zhenglianjun@mail.atnb.net.cn
Bergen	BGO		Yes	BGOKWSK	
Berlin-Schoenefeld	SXF	Yes		FRAZTXH	coordination@fhkd.org
-Tegel	TXL	Yes		FRAZTXH	coordination@fhkd.org
-Tempelhof	THF	Yes		FRAZTXH	coordination@fhkd.org
Bermuda	BDA		Yes	BDAAOCR	
Bilbao	BIO	Yes		MADGSYA ²	slot.coord@aena.es
Birmingham	BHX		Yes	LONACXH	LONACXH@acl-uk.org
Bodrum	BJV		Yes	ISTTUTK	batagunduz@thy.com

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address	E-mail Address
Bologna	BLQ		Yes	ROMSPXH	assocclearance@assocclearance.it
Bratislava	BTS		Yes	BTSOP7X	
Bremen	BRE		Yes	FRAZTXH	coordination@fhkd.org
Brisbane	BNE	Yes		HDQACXH	aca@coordaus.com.au
Brussels	BRU	Yes		BRUACXH	bsc@biac.be
Budapest	BUD		Yes	BUDLR7X	budcoord@hungarocontrol.hu
Cagliari	CAG	Yes		ROMSPXH	assocclearance@assocclearance.it
Cairns	CNS	Yes		HDQACXH	slots@coordaus.com.au
Calcutta (see Kolkata)					
Cape Town	CPT	Yes		JNBSPSA	adreverter@flysaa.com
Catania	CTA	Yes		ROMSPXH	assocclearance@assocclearance.it
Chania	CHQ	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Chennai	MAA	Yes		BOMSPA	
Chiang Mai	CNX		Yes	BKKYYTG	veeraphong.p@thaiairways.co.th
Chicago-O'Hare	ORD		Yes	CHICTCR	jackrantilla@cicatec.com
Chios	JKH	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Christchurch	CHC	Yes		AKLSPNZ	laurie.hannan@airnz.co.nz
Chubu	NGO		Yes		skedcoord@chubu-cab.go.jp
Cologne	CGN		Yes	FRAZTXH	coordination@fhkd.org
Colombo	CMB	Yes		CMBSPUL	maniqueg@srilankan.lk
Copenhagen	CPH	Yes		CPHACXH ²	scr@airportcoordination.dk
Corfu	CFU	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Dalaman	DLM		Yes	ISTTUTK	bata Gunduz@thy.com
Darwin	DRW	Yes		HDQACXH	slots@coordaus.com.au
Delhi	DEL	Yes		BOMSPA	
Denpasar	DPS	Yes		JKTSPGA	emi.danti@garuda-indonesia.com
Doha	DOH		Yes	BAHSPGF	razzaq.chaudhry@gulfairco.com
Dresden	DRS		Yes	FRAZTXH	coordination@fhkd.org
Dublin	DUB	Yes		LONACXH	LONACXH@acl-uk.org
Duesseldorf	DUS	Yes		FRAZTXH	coordination@fhkd.org
Durban	DUR	Yes		JNBSPSA	adreverter@flysaa.com
Edinburgh	EDI		Yes	LONACXH	LONACXH@acl-uk.org
Eindhoven	EIN	Yes		SPLACXH	info@slotcoordination.nl
Erfurt	ERF		Yes	FRAZTXH	coordination@fhkd.org
Faro	FAO	Yes ¹		LISCSXH	liscsxh@ana-aerportos.pt
Florence	FLR	Yes		ROMSPXH	assocclearance@assocclearance.it
Frankfurt	FRA	Yes		FRAZTXH	coordination@fhkd.org
Fuerteventura	FUE	Yes		MADGSYA ²	slot.coord@aena.es
Fukuoka	FUK		Yes	Local Authority	Fax: +81.92.622-8984
Funchal	FNC	Yes		LISCSXH	liscsxh@ana-aerportos.pt
Gdansk	GDN		Yes	WAWSPLO	schedules@lot.pl
Geneva	GVA	Yes		ZRHACXH ²	info@slotcoord.ch
Gerona	GRO	Yes ¹		MADGSYA ²	slot.coord@aena.es
Glasgow	GLA		Yes	LONACXH	LONACXH@acl-uk.org

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address	E-mail Address
Gold Coast	OOL	Yes		HDQACXH	slots@coordaus.com.au
Göteborg	GOT		Yes	GOTKWSK	
Gran Canaria	LPA	Yes		MADGSYA ²	slot.coord@aena.es
Graz	GRZ		Yes	VIECPXH ²	viexpkh@slots-austria.com
Guang Zhou	CAN	Yes		BJSCKCA ²	zhenglianjun@mail.atnb.net.cn
Hamburg	HAM		Yes	FRAZTXH	coordination@fhkd.org
Hanoi	HAN	Yes		HDQTZVN	hungnm.mkpl@vietnamair.com.vn
Hanover	HAJ		Yes	FRAZTXH	coordination@fhkd.org
Hat Yai	HDY		Yes	BKKYYTG	veeraphong.p@thaiairways.co.th
Helsinki	HEL	Yes		HELACXH	helslot@slotcoord.com
Heraklion	HER	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Hobart	HBA		Yes	HDQACXH	slots@coordaus.com.au
Ho Chi Minh	SGN	Yes		HDQTZVN	hungnm.mkpl@vietnamair.com.vn
Hong Kong	HKG	Yes		HKGSPCX	birdie_yuen@cathaypacific.com
Ibiza	IBZ	Yes ¹		MADGSYA ²	slot.coord@aena.es
Innsbruck	INN		Yes	VIECPXH ²	viexpkh@slots-austria.com
Istanbul	IST	Yes		ISTTUTK	batagunduz@thy.com
Izmir	ADB	Yes		ISTTUTK	batagunduz@thy.com
Jakarta	CGK		Yes	JKTSPGA	emi.danti@garuda-indonesia.com
Jeddah	JED		Yes	JEDYBXS	felimban_64@yahoo.com
Johannesburg	JNB	Yes		JNBSPSA	adreverter@flysaa.com
Kalamata	KLX	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Kaohsiung	KHH		Yes	TPEACXH	service@aptpcoord.org.tw
Karachi	KHI	Yes		Pakistan CAA	asifba@hotmail.com
Karpathos	AOK	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Katowice	KTW		Yes	WAWSPLO	schedules@lot.pl
Kavala	KVA	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Kefallinia	EFL	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Kyiv	KBP	Yes		KBPDC7X	cdarh@kbp.kiev.ua
Klagenfurt	KLU		Yes	VIECPXH ²	viexpkh@slots-austria.com
Kos	KGS	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Kolkata	CCU		Yes	BOMSPAI	
Krakow	KRK		Yes	WAWSPLO	schedules@lot.pl
Kuala Lumpur	KUL	Yes		KULSPMH	liow@mas.com.my
La Coruna	LCG		Yes	MADGSYA ²	slot.coord@aena.es
Lampedusa	LMP	Yes ¹		ROMSPXH	assocclearance@assocclearance.it
Lanzarote	ACE	Yes		MADGSYA ²	slot.coord@aena.es
Larnaca	LCA		Yes	NICSPCY	
Leipzig	LEJ		Yes	FRAZTXH	coordination@fhkd.org
Lemnos	LXS	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Linz	LNZ		Yes	VIECPXH ²	viexpkh@slots-austria.com
Lisbon	LIS	Yes		LISCSXH	liscsxh@ana-aeroportos.pt
Ljubljana	LJU		Yes	LJUAPXH	

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address	E-mail Address
London-Gatwick	LGW	Yes		LONACXH	LONACXH@acl-uk.org
-Heathrow	LHR	Yes		LONACXH	LONACXH@acl-uk.org
-London City	LCY		Yes	LONACXH	LONACXH@acl-uk.org
-Stansted	STN	Yes		LONACXH	LONACXH@acl-uk.org
Los Angeles	LAX		Yes	LAXIACR	laxiata@lawa.org
Luxembourg	LUX		Yes	LUXSPLG	
Lyon	LYS	Yes		HDQCOXH	eric.herbane@cohor.org
Macau	MFM		Yes	MFM/VNX	
Madrid	MAD	Yes		MADGSYA ²	slot.coord@aena.es
Malaga	AGP	Yes		MADGSYA ²	slot.coord@aena.es
Malta	MLA		Yes	MLASLXH	scm@maltaairport.com
Manchester	MAN	Yes		LONACXH	LONACXH@acl-uk.org
Manila	MNL	Yes		MNLSYPR	tads_aquino@pal.com.ph
Mauritius	MRU	Yes		MRUSPMK	
Melbourne	MEL	Yes		HDQACXH	slots@coordaus.com.au
Menorca	MAH	Yes ¹		MADGSYA ²	slot.coord@aena.es
Mikonos	JMK	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Milan-Linate	LIN	Yes		ROMSPXH	assocclearance@assocclearance.it
-Malpensa	MXP	Yes		ROMSPXH	assocclearance@assocclearance.it
-Orio al Serio	BGY	Yes		ROMSPXH	assocclearance@assocclearance.it
Montreal	YUL		Yes		Flight_Schedule@admtl.com
Moscow-Sheremetyevo	SVO	Yes		SVOHP7X	coordination@sheremetyevo-airport.ru
Muenster	FMO		Yes	FRAZTXH	coordination@fhkd.org
Mumbai	BOM	Yes		BOMSPAI	
Munich	MUC	Yes		FRAZTXH	coordination@fhkd.org
Mytilene	MJT	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Nagoya (See Chubu)					
Naples	NAP	Yes		ROMSPXH	assocclearance@assocclearance.it
Newark	EWR		Yes	EWRKSK	ewrcoordination@comcast.net
Newcastle	NCL		Yes	LONACXH	LONACXH@acl-uk.org
New York-J.F. Kennedy	JFK	Yes		DCAYAXD	lorelei.peter@faa.gov
Nice	NCE		Yes	HDQCOXH	eric.herbane@cohor.org
Norfolk Island	NLK		Yes	HDQACXH	slots@coordaus.com.au
Nuremberg	NUE		Yes	FRAZTXH	coordination@fhkd.org
Osaka- Kansai	KIX		Yes	TYOPIJL	eiichi.ohara@jal.com
Oslo-Gardermoen	OSL	Yes		OSLACXH	acntt@online.no
Orlando	MCO		Yes	HDQSSTZ	
Palermo	PMO	Yes		ROMSPXH	assocclearance@assocclearance.it
Palma Mallorca	PMI	Yes		MADGSYA ²	slot.coord@aena.es
Pantelleria	PNL	Yes ¹		ROMSPXH	assocclearance@assocclearance.it
Paris-Ch. De Gaulle	CDG	Yes		HDQCOXH ²	eric.herbane@cohor.org
-Orly	ORY	Yes		HDQCOXH ²	eric.herbane@cohor.org
Paros	PAS	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Patras	GPA	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address	E-mail Address
Perth	PER	Yes		HDQACXH	slots@coordaus.com.au
Phnom Penh	PNH	Yes		PNHSB7X	slot.com@online.com.kh
Phuket	HKT	Yes		BKKYYTG	veeraphong.p@thaiairways.co.th
Pisa	PSA		Yes	ROMSPXH	assocclearance@assocclearance.it
Ponta Delgada	PDL		Yes	LISCSXH	liscsxh@ana-aeroportos.pt
Port Hedland	PHE		Yes	HDQACXH	aca@coordaus.com.au
Porto	OPO	Yes		LISCSXH	liscsxh@ana-aeroportos.pt
Poznan	POZ		Yes	WAWSPLO	schedules@lot.pl
Prague	PRG	Yes		PRGSP7X	slot.coord@csf.cz
Preveza/Lefkas	PVK	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Pristina	PRN	Yes			slot.coordinator@airportpristina.com
Reus	REU	Yes ¹		MADGSYA ²	slot.coord@aena.es
Reykjavik	KEF	Yes		KEFACXH	scr@airportcoordination.is
Rhodes	RHO	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Riyadh	RUH		Yes	JEDYBXS	felimban_64@yahoo.com
Rome-Ciampino	CIA	Yes		ROMSPXH	assocclearance@assocclearance.it
-Fiumicino	FCO	Yes		ROMSPXH	assocclearance@assocclearance.it
Rotterdam	RTM	Yes		SPLACXH	info@slotcoordination.nl
Rzeszow	RZE		Yes	WAWSPLO	schedules@lot.pl
Saarbruecken	SCN		Yes	FRAZTXH	coordination@fhkd.org
Salzburg	SZG		Yes	VIECPXH ²	viexpkh@slots-austria.com
Samos	SMI	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
San Francisco	SFO		Yes	SFOJSCR	
Santiago de Compostela	SCQ		Yes	MADGSYA ²	slot.coord@aena.es
Sao Paulo-Guarulhos	GRU		Yes		marco.mattos@dac.gov.br
Seoul	SEL	Yes		SELACXH	kaso-korea@hanmail.net
Seville	SVQ	Yes ¹		MADGSYA ²	slot.coord@aena.es
Seychelles	SEZ		Yes	SEZCPHM	
Shanghai	SHA	Yes		BJSCKCA	zhenglianjun@mail.atnb.net.cn
Siem Reap	REP	Yes		PNHSB7X	slot.com@online.com.kh
Singapore	SIN	Yes		SINSPSQ	christopher_fong@singaporeair.com.sg
Skiathos	JSI	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Skopje	SKP		Yes	SKPSCXH	
Stavanger	SVG	Yes		OSLACSH	acntt@online.no
Stockholm-Arlanda	ARN	Yes		ARNYWXH ²	anders.nordfalk@airportcoordination.se
Stockholm-Bromma	BMA	Yes		ARNYWXH ²	anders.nordfalk@airportcoordination.se
St. Petersburg	LED		Yes	LEDSP7X	lig@pulkovo.ru
Stuttgart	STR	Yes		FRAZTXH	coordination@fhkd.org
Sydney	SYD	Yes		HDQACXH	aca@coordaus.com.au
Szczecin	SZZ		Yes	WAWSPLO	schedules@lot.pl
Taipei	TPE	Yes		TPEACXH	service@aptcoord.org.tw
Tehran	THR	Yes		THRSPiR	zavichi@iranair.com
Tel Aviv	TLV	Yes		TLVVVLY	judithf@iaa.gov.il
Tenerife-Norte	TFN	Yes		MADGSYA ²	slot.coord@aena.es

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address	E-mail Address
Tenerife-sur Reina Sofia	TFS	Yes		MADGSYA ²	slot.coord@aena.es
Thessaloniki	SKG	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Thira	JTR	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Tokyo-Narita	NRT	Yes		TYOPIJL	eiichi.ohara@jal.com
Toronto-Pearson Int'l (Terminals 1/3)	YYZ	Yes		YYZSCAC ²	MunroSmith@accl.aero
(Terminal 2)				YYZSCAC	MunroSmith@accl.aero
Townsville	TSV		Yes	HDQACXH	aca@coordaus.com.au
Turin	TRN	Yes		ROMSPXH	assocclearance@assocclearance.it
Utapao	UTP		Yes	BKKYYTG	veeraphong.p@thaiairways.co.th
Valencia	VLC	Yes ¹		MADGSYA ²	slot.coord@aena.es
Vancouver	YVR	Yes		YVRGLAC	lak.sangha@aircanada.ca
Venice	VCE	Yes		ROMSPXH	Assocclearance@assocclearance.it
Vienna	VIE	Yes		VIECPXH ²	viexpvh@slots-austria.com
Vitoria	VIT		Yes	MADGSYA ²	slot.coord@aena.es
Warsaw	WAW		Yes	WAWSPLO	schedules@lot.pl
Wellington	WLG	Yes		AKLSPNZ	laurie.hannan@airnz.co.nz
Wroclaw	WRO		Yes	WAWSPLO	schedules@lot.pl
Zakynthos Is.	ZTH	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Zaragoza	ZAZ		Yes	MADGSYA ²	slot.coord@aena.es
Zurich	ZRH	Yes		ZRHACXH	info@slotcoord.ch

Table II

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
Australia	Adelaide	ADL	Yes		HDQACXH	slots@coordaus.com.au
	Brisbane	BNE	Yes		HDQACXH	slots@coordaus.com.au
	Cairns	CNS	Yes		HDQACXH	slots@coordaus.com.au
	Darwin	DRW	Yes		HDQACXH	slots@coordaus.com.au
	Gold Coast	OOL	Yes		HDQACXH	slots@coordaus.com.au
	Hobart	HBA		Yes	HDQACXH	slots@coordaus.com.au
	Melbourne	MEL	Yes		HDQACXH	slots@coordaus.com.au
	Norfolk Island	NLK		Yes	HDQACXH	slots@coordaus.com.au
	Perth	PER	Yes		HDQACXH	slots@coordaus.com.au
	Port Hedland	PHE		Yes	HDQACXH	slots@coordaus.com.au
	Sydney	SYD	Yes		HDQACXH	slots@coordaus.com.au
	Townsville	TSV		Yes	HDQACXH	slots@coordaus.com.au
Austria	Graz	GRZ		Yes	VIECPXH ²	viexpvh@slots-austria.com
	Innsbruck	INN		Yes	VIECPXH	viexpvh@slots-austria.com

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
	Klagenfurt	KLU		Yes	VIECPXH ²	viexp@slots-austria.com
	Linz	LNZ		Yes	VIECPXH ²	viexp@slots-austria.com
	Salzburg	SZG		Yes	VIECPXH	viexp@slots-austria.com
	Vienna	VIE	Yes		VIECPXH	viexp@slots-austria.com
Bahrain	Bahrain	BAH		Yes	BAHSPGF	razzaq.chaudhry@gulfairco.com
Belgium	Brussels	BRU	Yes		BRUACXH	bsc@biac.be
Bermuda	Bermuda	BDA		Yes	BDAAOCR	-
Brazil	Sao Paulo-Guarulhos	GRU		Yes		marco.mattos@dac.gov.br
Cambodia	Phnom Penh	PNH	Yes		PNHSB7X	slot.com@online.com.kh
	Siem Reap	REP	Yes		PNHSB7X	slot.com@online.com.kh
Canada	Montreal	YUL		Yes		Flight_Schedule@admtl.com
	Toronto	YYZ	Yes		YYZSCAC ²	MunroSmith@accl.aero
	Vancouver	YVR	Yes		YVRGLAC	lak.sangha@aircanada.ca
China, P.R.	Beijing	PEK	Yes		BJSCKCA	zhenglianjun@mail.atnb.net.cn
	Guangzhou	CAN	Yes		BJSCKCA ²	zhenglianjun@mail.atnb.net.cn
	Shanghai	PVG	Yes		BJSCKCA	zhenglianjun@mail.atnb.net.cn
Chinese Taipei	Kaohsiung	KHH		Yes	TPEACXH	service@aptcoord.org.tw
	Taipei	TPE	Yes		TPEACXH	service@aptcoord.org.tw
Cyprus	Larnaca	LCA		Yes	NICSPCY	-
Czech Republic	Prague	PRG	Yes		PRGSP7X	slot.coord@csl.cz
Denmark	Copenhagen	CPH	Yes		CPHACXH ²	scr@airportcoordination.dk
Finland	Helsinki	HEL	Yes		HELACXH	helslot@slotcoord.com
France	Lyon-Satolas	LYS	Yes		HDQCOXH	eric.herbane@cohor.org
	Nice	NCE		Yes	HDQCOXH	eric.herbane@cohor.org
	Paris-Ch. De Gaulle	CDG	Yes		HDQCOXH ²	eric.herbane@cohor.org
	Paris-Orly	ORY	Yes		HDQCOXH ²	eric.herbane@cohor.org
Germany	Berlin - Schoenefeld	SXF	Yes		FRAZTXH	coordination@fhkd.org
	Berlin - Tegel	TXL	Yes		FRAZTXH	coordination@fhkd.org
	Berlin - Tempelhof	THF	Yes		FRAZTXH	coordination@fhkd.org
	Bremen	BRE		Yes	FRAZTXH	coordination@fhkd.org
	Cologne	CGN		Yes	FRAZTXH	coordination@fhkd.org
	Dresden	DRS		Yes	FRAZTXH	coordination@fhkd.org
	Duesseldorf	DUS	Yes		FRAZTXH	coordination@fhkd.org
	Erfurt	ERF		Yes	FRAZTXH	coordination@fhkd.org
	Frankfurt	FRA	Yes		FRAZTXH	coordination@fhkd.org
	Hamburg	HAM		Yes	FRAZTXH	coordination@fhkd.org

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
	Hannover	HAJ		Yes	FRAZTXH	coordination@fhkd.org
	Leipzig	LEJ		Yes	FRAZTXH	coordination@fhkd.org
	Munich	MUC	Yes		FRAZTXH	coordination@fhkd.org
	Muenster	FMO		Yes	FRAZTXH	coordination@fhkd.org
	Nuremberg	NUE		Yes	FRAZTXH	coordination@fhkd.org
	Saarbruecken	SCN		Yes	FRAZTXH	coordination@fhkd.org
	Stuttgart	STR	Yes		FRAZTXH	coordination@fhkd.org
Ghana	Accra	ACC	Yes		ACCCZGH	dam-gcaa@iqhmail.com
Greece	Athens	ATH		Yes	ATHSPOA ²	slot-coord@olympic-airways.gr
	Chania	CHQ	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Chios	JKH	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Corfu	CFU	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Heraklion	HER	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Kalamata	KLX	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Karpathos	AOK	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Kavala	KVA	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Kefallinia	EFL	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Kos	KGS	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Lemnos	LXS	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Mikonos	JMK	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Mytilene	MJT	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Paros	PAS	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Patras	GPA	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Preveza/Lefkas	PVK	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Rhodes	RHO	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Samos	SMI	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Skiathos	JSI	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Skiros	SKU	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Thessalonika	SKG	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Thira	JTR	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
	Zakinthos	ZTH	Yes		ATHSPOA ²	slot-coord@olympic-airways.gr
Hong Kong, SAR	Hong Kong	HKG	Yes		HKGSPCX	birdie_yuen@cathaypacific.com
Hungary	Budapest	BUD		Yes	BUDLR7X	budcoord@hungarocontrol.hu
Iceland	Reykjavik	KEF	Yes		KEFACXH	scr@airportcoordination.is
India	Chennai	MAA	Yes		BOMSPAI	
	Delhi	DEL	Yes		BOMSPAI	
	Kolkata	CCU		Yes	BOMSPAI	

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
Indonesia	Mumbai	BOM	Yes		BOMSPAI	
	Denpasar	DPS	Yes		JKTSPGA	emi.danti@garuda-indonesia.com
	Jakarta	CGK		Yes	JKTSPGA	emi.danti@garuda-indonesia.com
Iran	Tehran	THR	Yes		THRSPIR	
Ireland	Dublin	DUB	Yes		LONACXH	lonacxh@acl-uk.org
Israel	Tel Aviv	TLV	Yes		TLVVVLY	judithf@iaa.gov.il
Italy	Bologna	BLQ		Yes	ROMSPXH	assocclearance@assocclearance.it
	Cagliari	CAG	Yes		ROMSPXH	assocclearance@assocclearance.it
	Catania	CTA	Yes		ROMSPXH	assocclearance@assocclearance.it
	Florence	FLR	Yes		ROMSPXH	assocclearance@assocclearance.it
	Lampedusa	LMP	Yes ¹		ROMSPXH	assocclearance@assocclearance.it
	Milan - Linate	LIN	Yes		ROMSPXH	assocclearance@assocclearance.it
	Milan - Malpensa	MLP	Yes		ROMSPXH	assocclearance@assocclearance.it
	Milan - Orio al Serio	BGY	Yes		ROMSPXH	assocclearance@assocclearance.it
	Naples	NAP	Yes		ROMSPXH	assocclearance@assocclearance.it
	Palermo	PMO	Yes		ROMSPXH	assocclearance@assocclearance.it
	Pantelleria	PNL	Yes ¹		ROMSPXH	assocclearance@assocclearance.it
	Pisa	PSA		Yes	ROMSPXH	assocclearance@assocclearance.it
	Rome - Ciampino	CIA	Yes		ROMSPXH	assocclearance@assocclearance.it
	Rome - Fiumicino	FCO	Yes		ROMSPXH	assocclearance@assocclearance.it
	Turin	TRN	Yes		ROMSPXH	assocclearance@assocclearance.it
	Venice	VCE	Yes		ROMSPXH	assocclearance@assocclearance.it
Japan	Fukuoka	FUK		Yes		Fax: +81.92.622-8984
	Chubu	NGO		Yes		sked.coord@chubu-cab.go.jp
	Osaka-Kansai	KIX		Yes	TYOPIJL	eiichi.ohara@jal.com
	Tokyo-Narita	NRT	Yes		TYOPIJL	eiichi.ohara@jal.com
Korea	Seoul	SEL	Yes		SELACXH	kaso-korea@hanmail.net
Kosovo	Pristina	PRN	Yes			slot.coordinator@airportpristina.com
Luxembourg	Luxembourg	LUX		Yes	LUXSPLG	-
Macau (SAR), China	Macau	MFM		Yes	MFMVNX	-
Macedonia (FYROM)	Skopje	SKP		Yes	SKPSCXH	-
Malaysia	Kuala Lumpur	KUL	Yes		KULSPMH	liow@mas.com.my
Mauritius	Mauritius	MRU	Yes		MRUSPMK	pjogoo@airmauritius.com
Netherlands	Amsterdam	AMS	Yes		SPLACXH	info@slotcoordination.nl
	Eindhoven	EIN	Yes		SPLACXH	info@slotcoordination.nl
	Rotterdam	RTM	Yes		SPLACXH	info@slotcoordination.nl



Worldwide Scheduling Guidelines

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
New Zealand	Auckland	AKL	Yes		AKLSPNZ	laurie.hannan@airnz.co.nz
	Christchurch	CHC	Yes		AKLSPNZ	laurie.hannan@airnz.co.nz
	Wellington	WLG	Yes		AKLSPNZ	laurie.hannan@airnz.co.nz
Norway	Bergen	BGO		Yes	BGOKWSK	-
	Oslo-Gardermoen	OSL	Yes		OSLACXH	acntt@online.no
	Stavanger	SVG	Yes		OSLACXH	acntt@online.no
Pakistan	Karachi	KHI	Yes			asifba@hotmail.com
Philippines	Manila	MNL	Yes		MNLSYPR	tads_aquino@pal.com.ph
Poland	Gdansk	GDN		Yes	WAWSPLO	schedules@lot.pl
	Katowice	KTW		Yes	WAWSPLO	schedules@lot.pl
	Krakow	KRK		Yes	WAWSPLO	schedules@lot.pl
	Poznan	POZ		Yes	WAWSPLO	schedules@lot.pl
	Rzeszow	RZE		Yes	WAWSPLO	schedules@lot.pl
	Szczecin	SZZ		Yes	WAWSPLO	schedules@lot.pl
	Warsaw	WAW		Yes	WAWSPLO	schedules@lot.pl
	Wroclaw	WRO		Yes	WAWSPLO	schedules@lot.pl
Portugal	Faro	FAO	Yes ¹		LISCSXH	liscsxh@ana-aeroportos.pt
	Funchal	FNC	Yes		LISCSXH	liscsxh@ana-aeroportos.pt
	Lisbon	LIS	Yes		LISCSXH	liscsxh@ana-aeroportos.pt
	Ponta Delgada	PDL		Yes	LISCSXH	liscsxh@ana-aeroportos.pt
	Porto	OPO	Yes		LISCSXH	liscsxh@ana-aeroportos.pt
Qatar	Doha	DOH		Yes	BAHSPGF	razzaq.chaudhry@gulfairco.com
Russian Federation	Moscow-Sheremetyevo	SVO	Yes		SVOHP7X	coordination@sheremetyevo-airport.ru
	St. Petersburg	LED		Yes	LEDCDU	
Saudi Arabia	Jeddah	JED		Yes	JEDYBXS	felimban_64@yahoo.com
	Riyadh	RUH		Yes	JEDYBXS	felimban_64@yahoo.com
Seychelles	Seychelles	SEZ		Yes	SEZCPHM	-
Singapore	Singapore	SIN	Yes		SINSPSQ	christopher_fong@singaporeair.com.sg
Slovakia	Bratislava	BTS		Yes	BTSOP7X	-
Slovenia	Ljubljana	LJU		Yes	LJUAPXH	-
South Africa	Cape Town	CPT	Yes		JNBSPSA	adreventer@flysaa.com
	Durban	DUR	Yes		JNBSPSA	adreventer@flysaa.com
	Johannesburg	JNB	Yes		JNBSPSA	adreventer@flysaa.com

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
Spain & Canary Islands	Alicante	ALC	Yes		MADGSYA ²	slot.coord@aena.es
	Almeria	LEI	Yes ¹		MADGSYA ²	slot.coord@aena.es
	Barcelona	BCN	Yes		MADGSYA ²	slot.coord@aena.es
	Bilbao	BIO	Yes		MADGSYA ²	slot.coord@aena.es
	Fuerteventura	FUE	Yes		MADGSYA ²	slot.coord@aena.es
	Gerona	GRO	Yes ¹		MADGSYA ²	slot.coord@aena.es
	Gran Canaria	LPA	Yes		MADGSYA ²	slot.coord@aena.es
	Ibiza	IBZ	Yes ¹		MADGSYA ²	slot.coord@aena.es
	La Coruna	LCG		Yes	MADGSYA ²	slot.coord@aena.es
	Lanzarote	ACE	Yes		MADGSYA ²	slot.coord@aena.es
	Madrid	MAD	Yes		MADGSYA ²	slot.coord@aena.es
	Malaga	AGP	Yes		MADGSYA ²	slot.coord@aena.es
	Menorca	MAH	Yes ¹		MADGSYA ²	slot.coord@aena.es
	Palma Mallorca	PMI	Yes		MADGSYA ²	slot.coord@aena.es
	Reus	REU	Yes ¹		MADGSYA ²	slot.coord@aena.es
	Santiago de Compostela	SCQ		Yes	MADGSYA ²	slot.coord@aena.es
	Seville	SVQ	Yes ¹		MADGSYA ²	slot.coord@aena.es
	Tenerife - Reina Sofia	TFS	Yes		MADGSYA ²	slot.coord@aena.es
	Tenerife - Norte	TFN	Yes		MADGSYA ²	slot.coord@aena.es
	Valencia	VLC	Yes ¹		MADGSYA ²	slot.coord@aena.es
	Vitoria	VIT		Yes	MADGSYA ²	slot.coord@aena.es
	Zaragoza	ZAZ		Yes	MADGSYA ²	slot.coord@aena.es
Sri Lanka	Colombo	CMB	Yes		CMBSPUL	maniqueg@srilankan.lk
Switzerland	Basel/Mulhouse	BSL		Yes		marketing@euroairport.com
	Geneva	GVA	Yes		ZRHACXH ²	info@slotcoord.ch
	Zurich	ZRH	Yes		ZRHACXH	info@slotcoord.ch
Sweden	Gothenburg	GOT		Yes	GOTKWSK	-
	Stockholm-Arlanda	ARN	Yes		ARNYWXH ²	anders.nordfalk@airportcoordination.se
	Stockholm-Bromma	BMA	Yes		ARNYWXH	anders.nordfalk@airportcoordination.se
Thailand	Bangkok	BKK	Yes		BKKYYTG	veeraphong.p@thaiairways.co.th
	Chiang Mai	CNX		Yes	BKKYYTG	veeraphong.p@thaiairways.co.th
	Hat Yai	HDY		Yes	BKKYYTG	veeraphong.p@thaiairways.co.th
	Phuket	HKT	Yes		BKKYYTG	veeraphong.p@thaiairways.co.th
	Utapao	UTP		Yes	BKKYYTG	veeraphong.p@thaiairways.co.th
Turkey	Ankara	ESB	Yes ¹		ISTTUTK	batagunduz@thy.com

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail
	Antalya	AYT	Yes ¹		ISTTUTK	batagunduz@thy.com
	Bodrum	BJV		Yes	ISTTUTK	batagunduz@thy.com
	Dalaman	DLM		Yes	ISTTUTK	batagunduz@thy.com
	Istanbul	IST	Yes		ISTTUTK	batagunduz@thy.com
	Izmir	ADB	Yes		ISTTUTK	batagunduz@thy.com
Ukraine	Kyiv	KBP	Yes		KBPDC7X	cdarh@kbp.kiev.ua
United Kingdom	Aberdeen	ABZ		Yes	LONACXH	lonacxh@acl-uk.org
	Birmingham	BHX		Yes	LONACXH	lonacxh@acl-uk.org
	Edinburgh	EDI		Yes	LONACXH	lonacxh@acl-uk.org
	Glasgow	GLA		Yes	LONACXH	lonacxh@acl-uk.org
	London-Gatwick	LGW	Yes		LONACXH	lonacxh@acl-uk.org
	London-Heathrow	LHR	Yes		LONACXH	lonacxh@acl-uk.org
	London-City	LCY		Yes	LONACXH	lonacxh@acl-uk.org
	Manchester	MAN	Yes		LONACXH	lonacxh@acl-uk.org
	Newcastle	NCL		Yes	LONACXH	lonacxh@acl-uk.org
	Stansted	STN	Yes		LONACXH	lonacxh@acl-uk.org
	Chicago-O' Hare	ORD		Yes	CHICTCR	jackrantilla@cicatec.com
	Los Angeles	LAX		Yes	LAXIACR	laxiata@lawa.org
	Newark	EWR		Yes	EWRKKSK	ewrcoordination@comcast.net
	New York-J.F. Kennedy	JFK	Yes		DCAYAXD	lorelei.peter@faa.gov
United States	Orlando	MCO		Yes	HDQSSTZ	
	San Francisco	SFO		Yes	SFOJSCR	
	Hanoi	HAN	Yes		HDQTZVN	hungnm.mkpl@vietnamair.com.vn
	Ho Chi Minh	SGN	Yes		HDQTZVN	hungnm.mkpl@vietnamair.com.vn
Vietnam						

COLUMN ENTRIES TO BE MADE BY THE COORDINATOR/OPERATOR

A Season: IATA Season as per SSIM Chapter 2, i.e. S89, W89, S90 etc.

B, C Date of Message, e.g. 24AUG

D Airport: Clearance/Advice Airport as per SSIM Chapter 2 (IATA 3-letter Location Identifier).

E Action Code:

Following codes apply for use by the Operator:

N New schedule (SCR, SMA, SAQ)
C Schedule to be changed (SCR, SAQ)
R Revised schedule (Offer acceptable) (SCR) or Revised schedule (SAQ)
L Revised schedule (No offer acceptable) (SCR)
Y New schedule (Continuation from previous adjacent Season) (SCR)
B New entrant (SCR, SAQ)
V New entrant with year round status (SCR, SAQ)
D Delete schedule (SCR, SMA)
E Eliminate schedule (SCR, SMA)
A Acceptance of an offer — no further improvement desired (SCR)
P Acceptance of an offer — maintain on waitlist (SCR)
Z Decline offer (SCR)
F Historic schedule (SCR)
Q Request for schedule information (SIR, SIE, WIR, WIE)

Following codes apply for use by the Coordinator or schedules facilitator:

K Confirmation (SCR, SAL)
O Offer (SCR, SIR)
U Refusal (SCR) or Not eligible for historical precedence (SHL) or No slot available (SAL)
X Cancellation (SCR)
P Pending (SCR, SAL, SIR)
H Holding (SCR, SMA, SIR, SIE) or Eligible for historical rights (SHL) or Return to Historic (SAL)
W Unable to reconcile flight information (SCR)
T Confirmed under temporary status
S Reply to SIR/WIR
I Availability information (SAQ)

F Arrival Flight Designator: In column F1 insert IATA Airline Designator. In case of Joint Operation Airline Designators (e.g. LHSK) insert only Administrative Carrier. In column F2 insert the numeric Flight Number (3 or 4 digits). An alphabetic Operational Suffix can be specified in column F3. Left justified; e.g. LH512 numeric portion should be in columns 5-7, not in columns 6-8. No Flight Designator duplications per day allowed. DO NOT FILL IN BLOCK F IF DEPARTURE ONLY IS REQUESTED/ADVISED.

G Departure (rotating) Flight Designator: See instructions for columns F1/F2/F3 above. Insert data also if same Flight Designator as in F (i.e. transiting flight). For clearance/advice over midnight UTC, fill in block Q as well. Day(s)/Dates of Operation and Period of Operation reflect arrival day (except for departure clearances/advice). DO NOT FILL IN BLOCK G IF ARRIVAL ONLY IS REQUESTED/ADVISED.

H, I Period of Operation (from/to): Insert Period of Operation according to UTC arrival (or departure for departure clearance/advice) at the applicable Station. Enter date, then month using 3-letter abbreviations for month, i.e. JAN, FEB, MAR, APR etc. DO NOT FILL IN BLOCK I WHEN SUBMITTING SINGLE DATES.

J Day(s) of Operation: Use numerics 1 to 7 in appropriate columns. Zero (Ø) should be inserted for non-operational days. DO NOT FILL IN BLOCK J WHEN SUBMITTING SINGLE DATES.

K Number of Seats: All classes combined. Insert "ØØØ" for all-cargo flight.

L Aircraft Type - see Appendix A

M, N Arrival from: M = Origin Station with the same Flight Designator (optional if equal to Previous Station)
N = Previous Station to that for which clearance is being requested or movement being advised.

O, P Scheduled Time of Arrival (O) and/or Departure (P) in UTC.

Q Overmidnight Indicator: blank no nightstop
1 1 night (night = over midnight UTC)
2 2 nights etc.

R, S Departure to: R = Next Station to that for which clearance is being requested or movement being advised
S = Final Destination Station with the same Flight Designator (optional if equal to Next Station).

T, U Service Type: Use codes listed in Appendix C for arrival and/or departure. In case of a transit/turnaround clearance/movement advice **both** blocks must be filled in.

When applying Service Type X (Technical Stop), it is recommended to use Supplementary Information (SI) to clarify Service Type and/or other handling characteristics.

V Frequency Rate: Blank Weekly
2 Every 2 weeks
3 Every 3 weeks, etc.

DO NOT FILL IN BLOCK V WHEN SUBMITTING SINGLE DATES

W Passenger Terminal Identifier — Arrival: To be filled in for airports requiring coordination by Terminal (see Appendix D for relevant code). A full stop/period is inserted in column 73 and the Terminal Identifier in column 74 (if the Terminal Identifier consists of one character) or columns 74-75 (if the Terminal Identifier consists of two characters). DO NOT FILL IN BLOCK W IF DEPARTURE ONLY IS REQUESTED/ADVISED.

X Passenger Terminal Identifier — Departure: To be filled in for airports requiring coordination by Terminal (see Appendix D for relevant code). A full stop/period is inserted in column 77 and the Terminal Identifier in column 78 (if the Terminal Identifier consists of one character) or columns 78-79 (if the Terminal Identifier consists of two characters). DO NOT FILL IN BLOCK IF ARRIVAL ONLY IS REQUESTED/ADVISED.

Y, Z Historic Slot Reason or Coordinator Reason: Reason codes given by the Coordinator to explain why a requested slot does not qualify as historic (SHL; for codes see 6.2.3.1), or why a requested slot has not been allocated as requested (SAL; for codes see 6.2.3.2). Block Y applies to arrivals and block Z to departures.

AA, BB Arrival and Departure Flexibility — four characters in each block indicate earliest possible time, the next four characters the latest possible time. Both blocks must be stated for Transit/Turnaround flights. If no flexibility applies, then the data in block O or P respectively is applied both as earliest and latest possible times.

Refer to SSIM Chapter 6, section 6.1.3.2 Message constraints, for what to do if maximum message line length of 69 printable characters will be exceeded.