Worldwide Scheduling Guidelines

Effective January 2010

19th Edition

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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 maximize 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 maximize interline opportunities but also a forum to discuss and resolve problems of airport congestion.* With the co-operation 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 utilization 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 policies and procedures outlined in this document are intended as best practice for worldwide application, it is possible that some States or Regions may also have legislation dealing with some of these issues, in which case that legislation will have precedence over the policies and 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 by the Joint Scheduling Advisory Group will be distributed prior to the Schedules Conference (SC) to all Heads of Delegation. Endorsement will be sought at the Heads of Delegation Meeting held during the SC.

The following symbols will appear in the left hand margin to identify amendments:

■ = addition

▲ = change

▲ This edition of these Guidelines will take effect from 01 January 2010.

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CALENDAR OF SCHEDULE COORDINATION ACTIVITIES

▲

Activity	Winter 2010/11 Season SC/126	Summer 2011 Season SC/127
Historic slots distributed by coordinators (SHLs) and IATA Management advised (6.4.2.1)	19 April 2010	20 September 2010
Agreed Historic Slot Deadline (6.4.2.3)	6 May 2010	7 October 2010
Confirmation of final coordination parameters and details of available capacity (5.5 and 6.2)	No later than 3 May 2010	No later than 4 October 2010
Deadline for Submission of Initial Slot Requests for Level 3 (6.5.1) and Schedules Information for Level 2 (4.5)	13 May 2010	14 October 2010
Appointments Calendar opened to coordinators to make appointments with airlines (Appendix 2)	1 June 2010	2 November 2010
Initial Slot Allocation and distribution of SALs by coordinators - IATA Management advised. Details of allocated slots available to all airlines (6.9.1)	No later than 3 June 2010	No later than 4 November 2010
Appointments Calendar opened to airlines to make appointments with coordinators (Appendix 2)	4 June 2010	5 November 2010
Acceptance of initial slot allocations, cancellation of unwanted slots and minor slot changes by airlines (6.9.2)	Prior to start of Conference	Prior to start of Conference
IATA Schedules Conference (SC) opens – See convening memo (Appendix 1, part 2.1)	17 June 2010	11 November 2010
Changes to Schedules After the Conference (6.11.3) **Guidelines on Holding and Returning of Slots (6.10.3)**	June to August	November to January
IATA Slot Handback Deadline (6.10.3)	15 August 2010	15 January 2011
Reallocation of Slots (6.11.2)	16-30 August 2010	16-30 January 2011
Start of Use it or Lose it Calculation (= 100%) (6.10.7)	31 August 2010	31 January 2011
Changes to Schedules After the SC (6.11.3) **Short notice cancellation of slots (6.10.3)**	September to end October	February to end March
Start of Scheduling Period	31 October 2010	27 March 2011
Ad hoc or other Schedule Adjustments (6.11.4) **Short notice cancellation of slots (6.10.3)**	October to end March	March to end October

Note: *Figures in brackets refer to section numbers in the text of this document*

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

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(s), taxiways, aircraft parking stands, gates, terminal capacity (e.g. check-in and baggage delivery), and environmental constraints (e.g. night restrictions). Good management of these areas will determine the extent to which the airport can reach its full potential.

1.2 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 each of their own systems in order 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 the components of its infrastructure are fully utilized 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 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 problem of airport congestion is to increase capacity. It is essential that airport management, together with ATC, airlines and other parties involved, should endeavour to remove or change restrictive features so that the airport can reach and sustain its full potential. Schedule adjustments or coordination should only be necessary when all possibilities of developing the limiting components of airports have been exhausted.

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This section outlines the IATA scheme of airport categorization for scheduling and coordination purposes.

SECTION 2 –AIRPORT LEVELS

2.1 While airports will continue to come under pressure to maximize their full potential, the aviation industry must deal with the realities of airport congestion and find ways to minimize 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 purpose of schedule clearance, there are three broad categories of airports:

▲ **Level 1** describes those airports whose capacities are adequate to meet the demands of users. Such airports are referred to as **non-coordinated**;

Level 2 describes airports where, due to demand, a more formal level of co-operation and facilitation is required to avoid exceeding scheduling parameters. These airports are referred to as **schedules facilitated**;

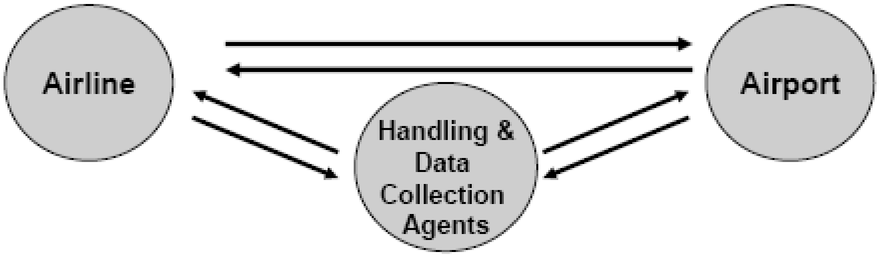
▲ **Level 3** describes those airports where demand exceeds the coordination parameters and voluntary cooperation to resolve the problems is no longer appropriate.. In this scenario, formal procedures have been implemented at the airport to allocate capacity and coordinate schedules. Airports with such high **levels of congestion are referred to as coordinated.**

▲ **2.3** The designated level of an airport will be reviewed by IATA Management and JSAG after receipt of the Notification of Airport Level Change Form (Annex 5) from the relevant authority. To ensure sufficient notice of the change, this Form should be completed and sent to IATA no later than 1 April for the next Winter Scheduling Period and 1 September for the next Summer Scheduling Period. IATA Management will then distribute to the industry, notification of the level change.

2.4 See below for a graphical outline of the three categories of airport, and associated activities.

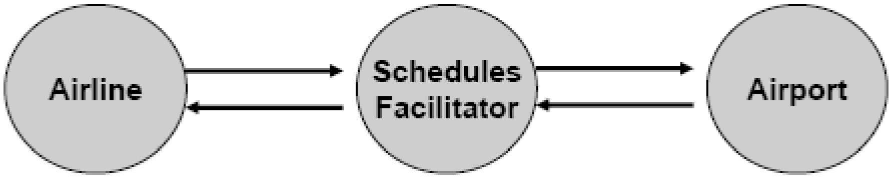
Levels of Airport Activity

Level 1: Non Coordinated Airport


Airline
Airport
Handling & Data Collection Agents

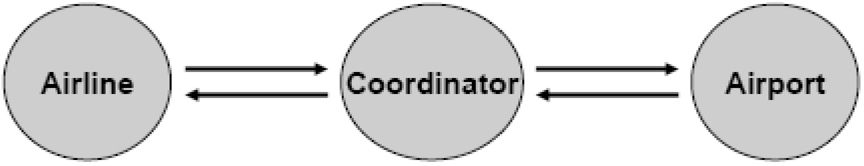
Simple discussions between airline, handling and data collection agents and airport

Level 2: Schedules Facilitated Airport


Airline
Schedules Facilitator
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


Airline
Coordinator
Airport

Airlines must have been allocated a slot before operating
Allocation of slots by coordinator
Historic precedence exists 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 agent responsible for data collection if one has been appointed, of their planned schedule. In order to improve the efficiency of the SC, discussions about schedule options at Level 1 airports should not take place during the SC. All subsequent schedule changes should also be notified to all parties.

3.3 ROLE OF AIRPORTS

Airport managing bodies of Level 1 airports 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 collection agent to undertake this task. Since airline schedules at Level 1 airports are not finalized until after the SC, airports should not request schedule data from airlines before or during the SC.

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

▲ A Level 1 airport is the ideal situation for airlines as there is sufficient capacity to meet demand. As demand increases, all practical opportunities for expansion of airport infrastructure to meet demand should be exhausted before a change of level is considered.

▲ 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. This authority must verify that full consultations have been conducted with all interested parties regarding the capacity analysis and the proposed change of level. When this process is completed, the relevant authority must formally notify all interested parties (airlines, airport managing body, Government, IATA Head of Airport, Inflight & Scheduling) of the decision to change the status of the airport. In any event, notification of an airport level change should be made no later than 1 April for the next Winter Scheduling Period and 1 September for the next Summer Scheduling Period.

For the purpose of maintaining an up to date list of the status of all airports, any change of level must be notified to IATA using the Notification of Airport Level Change Form in Annex 5.

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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

▲ All airlines operating or planning to operate flights at a Level 2 schedules facilitated airport must provide and maintain details of their proposed schedules to the schedules facilitator using Schedule Movement Advise (SMA) messages. Details of the format to be used in exchanging data with schedules facilitators are shown in Chapter 6 of SSIM. The deadline dates for data submission can be found in the Calendar of Schedule Coordination Activities. Addresses to which SMAs should be sent are shown in Annex 3 of the WSG.

To simplify administration, airlines are required to submit their schedules data to the schedules facilitator by 23:59 UTC on the 35th day prior to the start of the Schedules Conference.

▲ For Level 2 airports to work effectively, it is in the interests of airlines themselves to cooperate fully with this process. It may be useful for airlines to discuss and agree local guidelines. The early review of planned schedules may reveal periods of potential congestion. The airlines concerned must be willing to make schedule adjustments in order to avoid exceeding scheduling parameters thereby avoiding the need for coordination. Voluntary exchanges of timings between airlines are encouraged.

4.3 ROLE OF AIRPORTS

The airport managing body must provide support to the schedules facilitator in seeking full airline co-operation. It must ensure that appropriate scheduling parameters are agreed with all stakeholders twice each year, prior to the IATA schedule submission deadlines, and provide 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 of these limitations 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 utilized. The schedules facilitator is responsible for collecting the proposed schedules of the airlines planning to operate into a Level 2 airport.

▲ Prior to the SC, the combined schedule information is reviewed with the airport managing body in order to identify any critical airport infrastructure elements that are likely to become congested. Where periods of congestion are likely to occur, the schedules facilitator will advise the affected airlines and recommend alternative arrival and/or departure times.

After the distribution of the SALs, the 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 centers on interaction between airlines and the schedules facilitator. The main forum for this interaction is the SC.

Airlines and schedule facilitators should use the SSIM message exchange formats developed for communication at Level 2 airports. Both parties must be aware that no slots are allocated at Level 2 airports and only schedule adjustments are being discussed.

▲ Airlines must submit their planned schedules to the schedules facilitator by the deadline dates specified in the Calendar of Schedule Coordination Activities. No later than 23:59 UTC on the 9th day prior to the start of the SC, schedules facilitators must send to each airline, in SAL format, a listing of schedules held by that airline in the schedules facilitator's database. Airlines should then arrange to meet with the relevant schedules facilitator at the SC to resolve any scheduling problems. Every effort should be made by the participants in these discussions to ensure that all outstanding problems are resolved at the SC.

▲ The dialogue initiated at the SC between airlines and schedules facilitators should continue after the SC if necessary. Airlines must keep the schedules facilitator informed 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 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 historic precedence, in case a Level 2 airport needs to change to Level 3.

4.6 CHANGE OF LEVEL

If elements of the airport infrastructure come under pressure from increased traffic demand, or if the voluntary system of schedule adjustments by airlines is no longer effective in ensuring that the schedules fit within the scheduling parameters, the question of changing the category of the airport to Level 3 may arise.

In such a situation, the following will apply:

(a) when incumbent airlines and/or airlines wishing to operate 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 the government responsible for the airport considers it necessary;

▲ then the government concerned must ensure that all interested parties are consulted on the situation and that a thorough capacity analysis is carried out as soon as possible, preferably organized and funded by the airport managing body, and based on commonly recognized methods for capacity assessment. (Appendix 5 for information on some of these methods)

The analysis should examine the critical sub-systems and consider the practicalities of removing scheduling constraints through infrastructure or operational changes.

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

If there is no possibility of resolving the problems in the short-term, either through removal of scheduling 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, it is the responsibility of the government to ensure that a Coordination Committee or equivalent body is set up.

The government should notify the airport managing body, the airlines using the airport and the IATA Head of Airport, Inflight & Scheduling. This notification should ideally be made no later than 1 April for the next Winter Scheduling Period and 1 September for the next Summer Scheduling Period in good time before the airlines submit their schedules to the coordinator for the forthcoming season.

For the purpose of maintaining an up to date list of the status of all airports, any change of level must be notified to IATA using the Notification of Airport Level Change Form in Annex 5.

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 scheduling period. 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 co-operated with the schedules facilitator in relation to schedule adjustments, or who have not provided the details of changes to their schedules, may not receive historic precedence for their operated timings.

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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 improvements are made that satisfy all demand. 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 airport infrastructure exceeds the coordination parameters 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 slot allocation procedures, as outlined in this section and in Section 6, will need to be implemented.

▲ A coordinator should be appointed by the appropriate authority, following consultations with the airport managing body, the airlines using the airport regularly and their representative organizations. 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 saving benefits if one coordinator or coordination organization deals with all such airports.

▲ Level 3 airports should have coordinators that are independent from any single interested party, (Appendix 7.3). 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. For scheduling purposes, the slot is the scheduled time of arrival or departure at the terminal, not the time of landing or takeoff from the runway. An allocated slot will take account of all the coordination parameters at the airport, e.g. runway(s), taxiways, aircraft parking stands, gates, terminal capacity (e.g. check-in and baggage delivery), environmental constraints e.g. night restrictions, 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 6.5 and in the Calendar of Schedule Coordination Activities.

5.5 ROLE OF AIRPORTS

The role of airport managing bodies in the scheduling/allocation process should be limited to ensuring that appropriate coordination parameters are agreed with stakeholders and updated twice each year. Where constraints persist, the airport managing body is encouraged to examine capacity and to implement appropriate capacity enhancements. This is to ensure that a reversion to Level 2 or Level 1 status can be achieved at the earliest opportunity.

After consultation with the Coordination Committee, the airport managing body must inform the coordinator and the airlines (through the appropriate coordinator) of any capacity changes and of the coordination parameters at least 10 days before the submission deadlines for each SC.

A reduction in the available capacity of an airport, especially **after** the 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 SC.

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:

- Notify all interested parties of the coordination parameters to be applied at least one week prior to the industry deadline for submission of initial slot requests for each SC.
- Upon request, make available to the airlines or to the airport managing body in a timely and efficient manner, all the data described in Appendix 1, Part 2: Standing Working Arrangements, Section 8.
- Attend and participate in all IATA SC's;
- Allocate slots to airlines:
    - on the basis of the coordination parameters;
    - using priority criteria as outlined in 6.8;
    - in a neutral, non-discriminatory and transparent way.
- 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 meetings to review the coordination parameters 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, to advise the airlines when major changes in policy or capacity are planned which could significantly affect coordination;
- 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 ROLE OF COORDINATION COMMITTEE

▲ Where an airport has been designated as coordinated (Level 3), it is in the interests of all the stakeholders (e.g. airlines, airport managing body, general/business aviation, control authorities and ATC) that a Coordination Committee or equivalent body is established by the government concerned to advise the coordinator. (Annex 1, Section 4)

5.8 GENERAL PRINCIPLES OF COORDINATION

This section outlines the key principles governing slot coordination.

- Slots are allocated by a coordinator only at a coordinated airport;
- Slots can only be allocated to aircraft operators. **All** operations at a coordinated airport require a slot allocated by the coordinator;
- 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 e.g. humanitarian flights.

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 historic slots, are handled in UTC;
- The initial forum for the discussion of slots, and the adjustment of schedules, is the SC. The SC is held twice each year to provide a forum for the clearance of airline schedules during the 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;
- The IATA Schedules Conference Terms of Reference and its Standing Working Arrangements are outlined in Appendix 1;
- At a coordinated airport, the appropriate authority, with advice from the coordinator, will determine the coordination parameters for slot allocation twice each year, after consultation with interested parties. The results of this exercise will be provided to the coordinator and communicated to the airlines by the coordinator prior to the submission deadlines for the relevant SC (5.5) and (5.6);
- The coordination parameters should be carefully determined at each airport to allow the maximum flexibility for airlines yet also apply the necessary control of the schedule by the coordinator to avoid congestion and delays;
- Aircraft operations may be classified into the following broad categories:
  - (a) A series of scheduled services;
  - (b) Ad-hoc services;
  - (c) Other operations.

See Definitions — Section 8

- 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 historic precedence, whereby airlines are entitled to a series of slots which have been allocated to and operated by them, as cleared by the Coordinator for the next equivalent scheduling period. Details of this procedure are given in 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 slot abuse by an airline is proven;
- Slots may be transferred or exchanged within or between airlines subject to the conditions described in 6.10;
- 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, where available, coordinators' websites, for information on airport capacity figures and schedules, and to facilitate slot swaps;
- ▲ As long as demand for air travel continues to grow faster than airport capacity, 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 RECOMMENDED MINIMUM SYSTEM REQUIREMENTS

▲ In order to participate effectively in the scheduling process, it is recommended that both airlines and coordinators should have computer systems that are fully capable of undertaking their duties to comply with the IATA WSG and local regulations/guidelines.

The recommended minimum system requirements for airlines and coordinators are in **Appendix 6**.

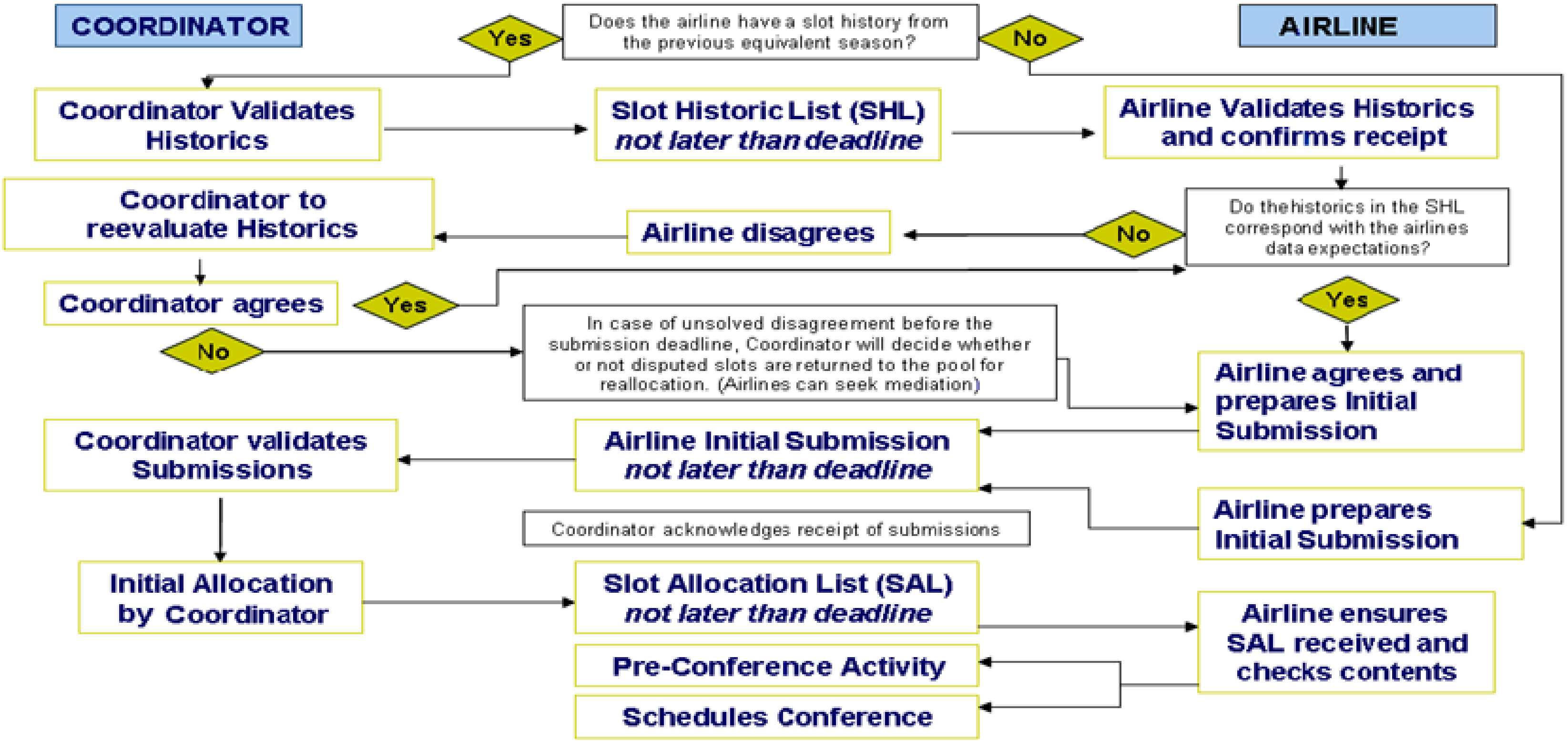
5.10 REMOVAL OF COORDINATION

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) or Level 1 (non-coordinated).

▲ 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 operational or capacity changes at the airports they serve and should suggest re-designation by approaching the Coordinator, the Coordination Committee or IATA Management.

For the purpose of maintaining an up to date list of the status of all airports, any change of level must be notified to IATA using the Notification of Airport Level Change Form in Annex 5.

Airport Slot Process Flow Chart


COORDINATOR
AIRLINE
Does the airline have a slot history from the previous equivalent season?
Yes
No
Coordinator Validates Historics
Slot Historic List (SHL) *not later than deadline*
Airline Validates Historics and confirms receipt
Do the historics in the SHL correspond with the airlines data expectations?
No
Airline disagrees
Coordinator to reevaluate Historics
Coordinator agrees
Yes
No
Yes
In case of unsolved disagreement before the submission deadline, Coordinator will decide whether or not disputed slots are returned to the pool for reallocation. (Airlines can seek mediation)
Airline agrees and prepares Initial Submission
Airline Initial Submission *not later than deadline*
Coordinator validates Submissions
Airline prepares Initial Submission
Coordinator acknowledges receipt of submissions
Initial Allocation by Coordinator
Slot Allocation List (SAL) *not later than deadline*
Airline ensures SAL received and checks contents
Pre-Conference Activity
Schedules Conference

Intentionally left blank.

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 the Calendar of Schedule Coordination Activities. The actual dates for the activities within the scheduling period will be published by IATA at the preceding SC so all parties involved in the process of coordination will be aware of these important dates and deadlines.

☝ **Deadlines — See Calendar of Schedule Coordination Activities**

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 coordination parameters to be applied, prior to the industry deadline for submission of initial slot requests.

▲ The newly appointed coordinator will allocate slots to all airlines and other aircraft operators at the airport.

6.2 AVAILABILITY OF AIRPORT CAPACITY

▲ Coordinators must make available, ideally on their websites, the following up-to-date information to airlines operating or planning to operate at the airports they coordinate:

- The coordination parameters for the next scheduling period, for runway(s), taxiways, aircraft parking stands, gates, terminal capacity (e.g. check-in and baggage delivery), environmental constraints, e.g. night restrictions, etc.;
- 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 limitations on scheduling 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.

▲ The coordination parameters should be provided to the airport managing body, the Coordination Committee, airlines serving the airport, and all other interested parties at least one week prior to the industry deadline for submission of initial slot requests for each SC. This information should also 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 familiarize themselves with the coordination parameters and utilization data provided by coordinators in accordance with 6.2.

If airlines do not have 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 a case, 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 the SC so that plans can be adjusted.

6.4 HISTORIC SLOTS

Prior to the submission deadline (6.5.1) it is essential that coordinators and airlines should try to agree on which slots are historic.

6.4.1 Determination of Historic Slots

Coordinators should use the following guidelines for determining which slots are historic:

- Slots cleared by coordinators as ad-hoc are not eligible for historic precedence;
- ▲ Slots are eligible for historic precedence when the series of slots has been operated, as cleared by the coordinator, by that airline for at least 80% of the time during the scheduling period for which it has been allocated (6.8.1.1 and 6.10.7);
- Flights initially requested as a series of slots and cleared by the coordinator at significantly different timings (i.e. 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 historic precedence;
- Slots held on file by coordinators on 31 August (Winter) and 31 January (Summer), will be used as the basis for determination of historic slots;
- ▲ For series of slots allocated by coordinators **after** 31 August (Winter) and 31 January (Summer), the number of slots in the series at the date they were allocated will be used as the basis for the calculation of use it or lose it rule (6.10.7) and the determination of historic slots for that season;
- Whether slots are requested before or after 31 August (Winter) and 31 January (Summer), it will be the latest timings approved by coordinators for each series of slots that will be the basis for the determination of historic slots for that season.

▲ **Deadlines — See Calendar of Schedule Coordination Activities**

For additional detail on the determination of historic series of slots, see Appendix 4.

6.4.2 Confirmation of Historic Slots SHL

This process is undertaken in two parts.

1. Coordinator Action

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

- the third Monday in April for what is on record as historic slots, as actually operated in the preceding Winter scheduling period ;
- the third Monday in September for what is on record as historic slots, as actually operated in the current 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 SHLs have been distributed to the airlines, the coordinator must advise IATA Management at sked@iata.org by the SHL deadline at the latest, that these messages have been sent. 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 Calendar of Schedule Coordination Activities

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.

When flights do not operate throughout the scheduling period, the start/end dates of these operations 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 historic 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). A single historic record should be created for each flight prior to distributing 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 historic slots no later than the Agreed Historic Slot 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 Historic Deadline.

When there is disagreement regarding the historic status of slots that cannot be resolved before the submission deadline, airlines may elect to seek mediation as outlined in Section 7. The coordinator will decide whether or not the disputed slots are returned to the pool for reallocation.

▲ If airlines do not receive a SHL as outlined 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 confirming the distribution of SHL's to airlines by the industry deadline, then IATA Management will contact the coordinator concerned to clarify the situation.

▲ Coordinators who regularly fail to distribute SHLs by the industry deadline will be contacted by IATA Management to discuss compliance with these procedures in future.

6.5 DATA SUBMISSION

Airlines must submit their Slot Clearance Requests (SCRs) to the appropriate coordinators in advance of each 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 (6.10). In this context, "operate" includes participation in a shared operation (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 into the following scheduling period.

▲ If an airline plans a significant increase in operations at a Level 2 or Level 3 airport, then the airline should discuss its plans with the schedules facilitator or 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 35th day prior to the start of the SC. 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/or 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.

▲ Slot submissions sent after 23:59 UTC on the industry deadline date will be given lower priority and may be dealt with by coordinators after the initial coordination has been completed but before SAL's have been distributed.

6.5.2 Formats

▲ Standard procedures and formats must be used for all submissions for airport clearance or advice purposes and for all responses from coordinators. (See SSIM Chapter 6 and summary 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 (6.9 and 8 – Definitions). 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 Protecting Historic Slots

▲ If airlines wish to protect their historic 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 historic slots in the event that the requested 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 SC 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 historic slot agreed with the coordinator as described in 6.4 above, the coordinator should immediately ask the airline to clarify 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 utilization of the available capacity when allocating slots, coordinators should apply a certain degree of flexibility as outlined below.

6.6.1 Operational Factors

Airlines do not always operate exactly to the timings published in their schedules. Weather, winds, ATC or technical problems are some of the reasons for such flight time variations. This can be accommodated by using capacity 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 of less than five weeks in the start and end dates of Daylight Saving Time (DST) at the beginning and end of IATA scheduling periods, the following guidelines should be adopted to avoid schedule fragmentation and to minimize disruption to airline schedules and lost revenue due to missed connections:

■
- Airlines and coordinators should discuss and agree how to submit for the DST periods prior to the industry deadline date for submission of initial slot requests. Historic precedence should be applied to the full period of operation of the service. The historic time will be the time held during the majority of the scheduling period. Time changes during the DST period(s) should be treated as ad hoc changes and should not affect eligibility for historic precedence (6.4.1).

■
- The 80% usage calculation for the Use it or Lose it rule (6.10.7) should be applied over the full period of operation of the service and operations during the DST periods should be counted.

■
- Schedules for periods of up to 7 days should be cleared as requested when feasible and should be confirmed by coordinators as soon as possible, ideally by the SC.

■
- Ad hoc time changes for DST periods greater than 7 days should also be allocated by coordinators as soon as possible, and in any case no later than shortly after the Slot Handback Deadline.

▲ In the event that a State plans to introduce or discontinue DST, or in any way modify the start or end dates, it should take into account WSG 5.8, which states that the determination of historic slots should be handled in UTC.

In addition, notice should be given to airlines well in advance of the planned dates of such a change and dialogue should take place between the airlines and the State in order to minimize any adverse effects on airline schedules.

6.6.4 Schedule Disruptions

▲ In the short term, schedules affected by events beyond the airline's control, for example, weather disruptions*, should be considered operated as originally allocated. Airlines do not need to apply for another slot as a result of these on the day schedule disruptions.

▲ Significant operational variations which affect the following day(s) may require an airline to submit a new SCR for the following days(s).

▲ When long-term disruptions result in a rescheduling process, the treatment of the slots allocated but not operated because of the disruption, should be discussed and agreed between the coordinator and the airline.

■ *At coordinated airports in the EU, different rules may apply (see the EU Slot Regulation).

6.7 ADVICE ON AVAILABILITY OF SLOTS

▲ Airlines may ask the coordinator for advice concerning the availability of new slots or changes to existing slots. However, the coordinator cannot guarantee slots to any airline prior to the initial slot allocation process. The order and timing of submissions made prior to the industry 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 slots should be to ensure the most efficient use of scarce airport resources in order to maximize the benefits to the greatest number of airport users and to the travelling public.

Against this background, coordinators should allocate the available capacity (6.2) based on the following priorities when developing an initial slot allocation plan for the SC.

6.8.1.1 Historic Precedence

The core of the slot allocation process is the use of historic precedence. This precedence applies only to equivalent, and not to consecutive scheduling periods (e.g. 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 at least 80% of the slots were operated by the airline as cleared by the coordinator (6.10.7).

The basis for the calculation of historic precedence is outlined in 6.4 and Appendix 4.

6.8.1.2 Changes to Historic Slots

Changes to an historic slot, for operational or other reasons, should have priority over totally new requests for the same slot within the capacity available, where local legislation permits*.

*At coordinated airports in the EU, different rules may apply (see the EU Slot Regulation).

6.8.1.3 Slot Pool

Once slots have been allocated at a coordinated airport as outlined in 6.8.1.1 and 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 in sections 6.8.1.4 to 6.8.2 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 airlines 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 slot request should have new entrant status provided that the request, if accepted, would result in the airline holding, in total, fewer than five slots at that airport on that day.

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 request, they may ask for a meeting of the appropriate coordination committee to consider the situation. (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 other pool slots, a request to extend an existing operation to a year round operation should have priority over new slot requests.

Airlines must advise the coordinator that they are requesting slots 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 travelling 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, 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 cargo airlines should be 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 local guidelines. Such guidelines must be approved by the local Coordination Committee or its equivalent (6.15).

6.9 ALLOCATION OF SLOTS BY COORDINATORS

6.9.1 Initial Allocation – SAL

▲ Coordinators must inform each airline by SAL message of the status of all their requested slots as soon as initial coordination has been completed but no later than 23:59 UTC on the 14th day prior to the start of each SC. (See Section 8 – Definitions).

Deadlines — See Calendar of Schedule Coordination Activities

▲ This information should indicate the changes, to each airline's initial submission, if any, that were required in order to keep within the declared 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 timing, and if requested, must also provide 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 SSIM (Appendix 3)

As soon as all SAL's are distributed, coordinators must make their database available to all airlines that submitted an SCR for that airport. This database must contain details by airline, of all requested slots and all allocated slots in a format that excludes flight number and route details. The preferred method of accessing this database is via the Internet. Alternatively the data should be provided by the coordinator upon request from any airline.

6.9.2 Pre-Conference Activity

▲ Pre-Conference activity can only take place following the distribution of the SALs and should end four days prior to the start of the SC when airlines and coordinators are travelling to the SC.

Coordinators and schedules facilitators may enter into pre-Conference activity with any airline regarding their schedule requirements subject to the following conditions:

- ▲ The coordinator/schedules facilitator has distributed SAL's to all airlines serving the airport;
- The coordinator/schedules facilitator has made available, on request by airlines, the details of all airlines' slot requests and slot allocations at the airport to which the airline is operating in a format that excludes flight number and route details.

The scope of the pre-Conference activity at coordinated and schedules facilitated airports is limited and must not include discussions about airline strategy/plans, suggestions for schedule improvements, new slot requests, significant changes to allocated slot timings or significant increases in aircraft capacity.

▲ Acceptance of initial slot allocations, cancellation of unwanted slots, minor changes to slots e.g. flight number or destination changes where there is no impact to capacity, timing changes (within the same slot), changes of aircraft type and seat numbers where there is no impact to capacity or capacity is being returned, are encouraged in order to reduce unnecessary workload at, and improve the efficiency of, the SC.

At schedules facilitated airports where there are no congestion problems, all types of schedule changes are permitted before the SC because no airline is at any disadvantage by not being able to participate in pre-Conference activity with the schedules facilitator.

Activities beyond the scope of those listed in this section may have legal implications in some parts of the world.

▲ There is no need for a meeting between the coordinator and the airline at the SC if all scheduling issues have been resolved before the SC. However, if outstanding issues remain, appointments for meetings at the SC with coordinators or schedules facilitators should be made using the IATA AppCal (Appendix 2).

▲ Slots allocated as offers that cannot be accepted immediately will be valid until the first meeting of the airline delegate with the coordinator at the SC.

▲ 6.9.3 Before Conference Responsibilities

When SALs have been distributed to the airlines, the coordinator must advise IATA Management at sked@iata.org by the SAL deadline at the latest, that these messages have been sent. 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 confirming the distribution of the SALs to the airlines by the industry deadline, then IATA Management will contact the coordinator concerned to clarify the situation.

Coordinators who regularly fail to distribute SALs by the industry deadline will be contacted by IATA Management to discuss compliance with these procedures in future.

6.9.4 Meetings at the Schedules Conference

At the SC, the full details of the slots allocated to each airline must be made available by the coordinator on request from any airline.

▲ The coordinator and accredited airline delegates should meet to discuss any schedule adjustments required and to confirm any agreed changes. Following such confirmation, any further changes to the airline's schedules can only be made by agreement between the coordinator and the accredited airline delegates.

Airline delegates must be fully authorised by their management to make changes to their plans at the SC. If delegates are required to discuss options with their Head Offices before making each change, the progress of the SC 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 airlines 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

▲ 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. Any transfer, change or exchange **is subject to final confirmation by the coordinator.**

Such confirmation should be given promptly and should not be withheld unless otherwise coordination parameters would be exceeded or these Guidelines or local laws might be 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 which are not historic slots as described in 6.8.1.1, 6.8.1.2 and 6.4, the coordinator may refuse to confirm the exchange if the coordinator is 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.

▲ The airlines involved must notify the coordinator of every exchange of slots. After the coordinator confirms the feasibility of the exchange and amends their database, then, if the exchange involves compensation or consideration, the following details will be made available upon request by airlines (e.g. published on the coordinators website) for information purposes only:

- The names of the airlines involved
- The slot time(s) exchanged
- The period of the exchange (e.g. date range, season(s), permanent, etc.)

Except for the above information, it is not necessary to make available any other details of the agreement between the airlines.

Slot exchanges for compensation or consideration may only take place where they are not prohibited by the laws of the relevant country.

6.10.2 Transfer of Slots Between Airlines

Slot transfers between airlines may only take place where they are not prohibited by the laws of the relevant country. Slots may only be transferred to another airline that is serving or planning to serve the same airport.

The transfer of newly allocated 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, to obtain slots simply to transfer them to another airline.

▲ The airlines involved must notify the coordinator of every transfer of slots. After the coordinator confirms the feasibility of the transfer and amends their database, then, if the transfer involved compensation or considerations, the following details will be made available upon request by airlines for information purposes only:

- The names of the airlines involved
- The slot time(s) transferred
- The period of the transfer (e.g. date range, season(s), permanent, etc.)

Except for the above information it is not necessary to make available any other details of the agreement between the airlines

Slot transfers for compensation or consideration may only take place where they are not prohibited by the laws of the relevant country.

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 a dialogue with the coordinator in such circumstances.

▲ In particular, series of slots that an airline does not intend to operate must be returned no later than the IATA Slot Handback Deadline dates of 15 January (summer) and 15 August (winter). To avoid fragmentation of schedules at the time of the Slot Handback Deadline, public holiday cancellations should, ideally, be made **after** 15 January (summer) and 15 August (winter), but **before** the start of the use it or lose it calculation on 31 January (summer) and 31 August (winter).

Airlines that intentionally hold on to slots and return them after the IATA Slot Handback Deadline will be given lower priority by the coordinator for the next equivalent scheduling period.

Deadlines — See Calendar of Schedule Coordination Activities

A list of airlines that return series of slots after the IATA Slot Handback Deadline will be published each season by the coordinator.

This list will indicate the total number of slots held by each airline on the IATA Slot Handback Deadline (SHD) compared with the total number of slots held by each airline at the Start of the Season (SOS) and the end of the season (EOS) to show the percentage (%) of the airlines’ slots at that airport at these deadlines.

For example:

	Summer 2005					**Summer 2006**					**Summer 2007**				
Airline	Slots Held at SHD	Slots Held at SOS	Late Handback (SHD-SOS)	Slots Held at EOS	Late Handback (SHD-EOS)	Slots Held at SHD	Slots Held at SOS	Late Handback (SHD-SOS)	Slots Held at EOS	Late Handback (SHD-EOS)	Slots Held at SHD	Slots Held at SOS	Late Handback (SHD-SOS)	Slots Held at EOS	Late Handback (SHD-EOS)
XXX	868	820	5.5%	800	8.5%	550	500	9.0%	450	18.2%	868	800	7.8%	800	0.0%

Each list should contain separate figures for the three most recent equivalent consecutive seasons.

Care should be taken in interpreting these figures which may include the cancellation of slots for operational reasons (e.g. closure of airport or airspace) or commercial reasons (e.g. public holidays).

6.10.4 Responsibility for Slot Requests and Historic Precedence

At all times, responsibility for ensuring that the necessary slots have been allocated by the coordinator and for meeting the criteria required to qualify for historic precedence, lies with the airline actually operating the service, even if operating the slots under an agreement with another airline.

▲ 6.10.5 Shared Operations

Under a shared operation, slots held by one airline may be used by another airline. Shared operations may only take place where not prohibited by the laws of the relevant country.

The airlines involved in a shared operation must notify the coordinator in advance so that the coordinator can confirm feasibility. The information required by the coordinator to confirm feasibility and for slot monitoring purposed is:

- The details of the slots involved, e.g. operating flight number
- The period of the shared operation

Under a shared operation, historic precedence is retained by the original slot holder. The slot holder is responsible for initial submissions and, typically retains control of the slots until the Slot Handback Deadline. Operational control of the slots (i.e. the authority to amend and cancel slots on an ad hoc basis) after the Slot Handback Deadline should be agreed between the airlines concerned and the coordinator, but will typically transfer to the operating airline.

The operating airline is responsible for all usage and performance requirements.

At the end of the shared operation or if the operating airline loses its operating licence, the slots involved in a shared operation remain allocated to the original slot holder.

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 historic precedence for either the times they operated or for the times allocated.

The coordinator should not deny an airline historic 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, (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 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 will not be granted historic 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 Historic Series of Slots)

Slots held by an airline on 31 January for the following Summer scheduling period, or on 31 August for the following Winter scheduling period, will 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-utilization 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, for example, cancellations due to weather*;

(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 SCs will be based on actual data up to the latest date possible. Information given to airlines prior to the SC 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.

*At coordinated airports in the EU, different rules may apply (see the EU Slot Regulation).

▲

6.10.8 Slots of an Airline Which Ceases to Operate at an Airport

Any airline which ceases operations at an airport 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/SLOT REALLOCATION PROCESS

6.11.1 Activity by Coordinators After the Conference

Although the SC is the initial forum for the reallocation of slots, the work of coordinators in allocating slots for a particular scheduling period continues after the close of the SC. Reallocation is a continuous process therefore all schedule change requests must be processed by coordinators as soon as possible.

6.11.2 Reallocation of Slots

Coordinators must maintain a record of all outstanding slot requests and review them regularly, during and after the SC, and especially after the IATA Slot Handback Deadline. Coordinators should try to satisfy all outstanding slot requests as soon as possible using the priorities outlined in section 6.8 as reference.

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

It is important that the priority in dealing with outstanding slot requests is given to those requests submitted before the submission deadline.

Deadlines — See Calendar of Schedule Coordination Activities

6.11.3 Changes to Schedules After the Schedules Conference

If a new or revised slot request is received by a coordinator after the SC, it may not be possible to confirm the request. Whenever possible, the coordinator will try to offer the nearest available alternative slot to the requested timings and provide the reason why the original request could not be granted.

6.11.3.1 Outstanding Requests

▲ Coordinators should regularly ask airlines to confirm that they wish to keep their outstanding slot requests in the coordinator's database. Airlines can specify the timing flexibility of their slot request to the coordinator if required. Whenever the coordinator considers it necessary, particularly around the IATA Slot Handback Deadlines and just before the start of each new season, these updates should be requested from the airlines. The coordinator should set a reasonable deadline for airlines to confirm their outstanding slot requests and if there is no reply then the requests may be considered as no longer valid and may then be deleted from the coordinator's database.

6.11.3.2 Return of Slots That an Airline Does Not Intend to Operate, Transfer or Exchange

Airlines must immediately notify the coordinator when their schedule plans change. In particular, airlines must not hold slots that they do not intend to operate, transfer or exchange. These slots must be returned to the coordinator promptly so that other airlines with outstanding requests have an opportunity to be allocated any vacated slots.

6.11.3.3 Follow up to Slot Offers

If a coordinator has not replied to a slot request within three business days, the airline should contact the coordinator for clarification of the position and must not assume that the request has been confirmed. Offers made by the coordinator are valid for three business days, unless otherwise stated. Airlines must accept or reject an offer within this time limit or obtain an extension of the time limit from the coordinator.

6.11.3.4 Deletion of Requests Without Allocated Slots (no-slots)

Slot requests without any allocated slot should be deleted by the coordinator immediately after the IATA Slot Handback Deadline, unless the airline requests that these are maintained in the coordinator's database.

6.11.3.5 On-the-day Schedule Changes

Slots are allocated for planning purposes. Slot requests are submitted to the coordinator using an SCR.

SCR's must also be used to request services planned on-the-day of operation, e.g. a new positioning flight, and must receive clearance from the coordinator before operating.

Airlines should not notify coordinators on-the-day of equipment changes and/or operational variations (e.g. delayed flights, weather disruptions, etc) to their allocated slots.

Only significant operational variations which affect the following day(s) may require an airline to submit an SCR for a new slot clearance request (SCR) for the following day(s).

The coordinator should be notified of all slots that are no longer required so that they can be reallocated to other carriers. Even on-the-day cancellations should be notified to the coordinator using an SCR.

6.11.4 Clearance of Ad-hoc Requests

▲ During the course of each scheduling period, coordinators must action requests from airlines and general/business 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's 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 for ad-hoc slots should be considered only after the IATA Slot Handback Deadline, after requests for series of slots have been satisfied to the maximum extent possible. This procedure is advantageous because the potential supply of slots available for ad hoc operations is at its maximum after the IATA Slot Handback Deadline.

Ad hoc slot requests or ad hoc cancellations which would not result in 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 IATA Slot Handback Deadline, in order to give operators sufficient advanced notice of the slots, which can be allocated. For example, when a major holiday occurs at the start of a 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. Likewise, ad hoc slot requests for the period at the beginning of a scheduling period should also be responded to as soon as it is practical to do so.

6.11.5 Listings of Allocated Slots

Coordinators should publish updated listings of all allocated slots on a website accessible via 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 Coordinator During the Season

When the day-to-day coordination at an airport is undertaken by an agency separate from the one participating at the SC, 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

▲ An airline may request slots for flights 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 also request slots before it has obtained 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 15 January for a Summer scheduling period' or by 15 August for a Winter scheduling period', 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 must enter into dialogue with the coordinators regarding future use of the slots and must provide contact details of the administrator. 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 airline's activities. The status of the airline should be reviewed by the relevant coordinators at regular intervals. If dialogue has not been initiated within a reasonable deadline date set by the coordinator, and if there is no legal protection linked to insolvency under national law, then the relevant coordinator should reallocate the slots.

6.14 SLOTS ALLOCATED WITHOUT HISTORIC PRECEDENCE

▲ In situations where an airline is prevented from operating its historic slots, (e.g. UN sanctions) or when general slot usage waivers are implemented by regulatory authorities, 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 slots. 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 COMMITTEE

The establishment of a Coordination Committee at coordinated airports is encouraged. Membership of this committee is open to the airlines using the airport(s) regularly and their representative organizations, 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 Sections which users will find useful to read in conjunction with Section 6 above, the Calendar of Schedule Coordination Activities shows activities in chronological format and Appendix 7 provides a summary checklist of what to do and what not to do in relation to the Coordination process.

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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 Head of Airport, Inflight & Scheduling 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.

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SECTION 8 – DEFINITIONS AND ABBREVIATIONS

ACI: Airports Council International

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

▲ ***Airline:*** An air transport undertaking holding a valid operating licence or equivalent authorization from its national authority.

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

AppCal: IATA Appointments Calendar

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 refer to business days in the country of the message originator.

Capacity Analysis: The process of determining the maximum capacity of an airport taking into account all operational and environmental constraints at the airport.

A thorough capacity analysis, using commonly recognized methods, should be conducted by the airport or any other competent body whenever an airport is considering changing its status or when there have been changes at the airport that significantly influences its capacity and capacity usage, for example caused by new or modified infrastructure or significant operational changes.

One objective of the capacity analysis is to determine any shortfall in airport capacity compared with the demand and should include the options for overcoming such shortfalls. The analysis should also examine the critical sub-systems and consider the practicalities of removing operational and/or environmental constraints through infrastructure or operational changes and improvements.

The results of the capacity analysis and the method used to determine the airport capacity should be made available to all interested parties upon request. See Appendix 5.

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 airline or any other aircraft operator to have a slot allocated by a coordinator.

Coordination Committee: See Annex 1.

Coordination Parameters: These are the operational limits of all technical, operational and environmental factors and their different sub-systems, e.g. the number of runway movements permitted per hour, which are applied by the coordinator to the capacity at a Level 3 airport during each coordination period.

The coordination parameters are decided twice each year, before the initial coordination for each scheduling period, between all the stakeholders, normally at meetings of the Coordination Committee or an equivalent representative body.

Coordination Period: Time window during which the 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.

DST: Daylight Saving Time

Equivalent Scheduling Periods: ‘Equivalent’ Scheduling Periods means consecutive Summer seasons (two summers) or consecutive Winter seasons (two winters) as opposed to two consecutive seasons (a summer and a winter season). This definition is used in the determination of historic slots whereby airlines are entitled to claim as historic a series of slots which have been allocated to and operated by them, as cleared by the Coordinator for the next equivalent scheduling period.

EU: European Union

EUACA: European Union Airport Coordinators Association.

EU Slot Regulation : Regulation (EC) No 793/2004 of the European Parliament amending Council Regulation (EEC) No 95/93 on common rules for the allocation of slots at Community airports.

EOS: End of Season

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

▲ ***Handling Agent:*** Describes the person or organization that represents an airline at an airport in areas of passenger or cargo services, or aircraft dispatch.

Historic 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.

HoD: Head of Delegation

IACA**:** International Air Carrier Association.

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

IATA Slot Handback Deadline: The IATA Slot Handback Deadline (SHD) is 15 January for the Summer season and 15 August for the Winter season. The purpose of the IATA Slot Handback Deadline is to encourage airlines to return slots they do not intend to operate transfer or exchange and to facilitate the reallocation of slots before the start of the scheduling season.

ICAO : International Civil Aviation Organization.

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.

MCT: Minimum Connection Time

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.

▲ ***SAL (Slot Initial Allocation List Message):*** Standard message used by coordinators to inform airlines how their requested slots have been preliminarily confirmed, altered or refused. SAL format is also used by schedules facilitators to advise airlines of the timings held in the facilitator's data base at Level 2 airports.

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

Scheduling Calendar: The calendar of schedule coordination activities (page vii).

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 co-operation 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 Parameters: These are the operational limits of all technical, operational and environmental factors and their different sub-systems, e.g. the number of runway movements that can be scheduled per hour, which are applied by the schedules facilitator to the capacity at a Level 2 airport during each coordination period.

Normally the scheduling parameters are decided twice each year, before the initial coordination for each scheduling period, between all the stakeholders at the airport.

▲ ***Scheduling Period:*** Either the Summer or Winter season, i.e. Northern Summer to commence on the last Sunday in March; Northern Winter to commence on the last Sunday in October. See also Equivalent Scheduling Periods.

Schedule Policy Working Group (SPWG): See Annex 1 for Terms of Reference.

▲ ***SCR (Slot Clearance Request/Reply Message):*** Standard message used by airlines and coordinators, for planning purposes for the clearance of flights at coordinated airports (Level 3). SCRs should not be used to notify coordinators of on-the-day operational variations.

▲ ***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.

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 normally through interline 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 (Slot Historic and Non-Historic Allocation List Message):*** Standard message used by coordinators to inform airlines of the status of their slots for historic 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. For scheduling purposes, the slot is the scheduled time of arrival or departure at the terminal, not the time of landing or takeoff from the runway. An allocated slot will take account of all the coordination parameters at the airport e.g. runway(s), taxiways, aircraft parking stands, gates, terminal capacity (e.g. check-in and baggage delivery), environmental constraints e.g. night restrictions etc.

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

▲ ***Slot Monitoring:*** An analysis carried out by coordinators to measure the operational performance of airlines compared with the slots allocated to them.

Slot Performance Sub-Committee: See Annex 1

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

Slot Swap: See Slot Exchange.

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

▲ ***SMA (Schedule Movement Advice Message):*** 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.

SOS: Start of Season

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 35th day prior to the start of the SC.

Summer: See Scheduling Period

ToR: Terms of Reference

Use it or Lose it: Describes a requirement for airlines to operate at least 80% of their allocated slots, held on 31 January for the Summer scheduling period and 31 August for the Winter scheduling period deadlines, to their coordinated timings, or face the possible loss of historic 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 historic slots, are expressed in UTC, unless agreed procedures allow for the use of local time.

Winter: See Scheduling Period.

WWACG: Worldwide Airport Coordinators Group.

▲ ***Year Round Operation:*** A new service holding 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 or from the same origin/destination airport 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 IATA Schedules Conference, and describes the working arrangements for the SC.

APPENDIX 1 – IATA SCHEDULES CONFERENCE

PART 1: TERMS OF REFERENCE

The objective 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 the limitations of airport capacity at schedules facilitated airports (Level 2).

Other matters relating to schedule coordination must be dealt with independently of the IATA Schedules Conferences (SCs). Specifically, SCs 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. Delegates should not engage in such discussions in preparation for the IATA Schedules Conferences and must refrain from initiating or participating in such discussions during these Conferences.

PROCEDURES

SCs will be held twice each year, for the purposes set out above, in accordance with the following procedures:

(a) SCs will be convened by the IATA Management;

(b) The SC held in Summer will deal with Winter schedules effective later in the same year, and the SC held at the beginning of Winter will deal with Summer schedules for the following year;

(c) Delegates to the SC need to have the authority to make schedule changes on behalf of their companies and should be available throughout the SC;

(d) IATA will publish at each SC the calendar of activities for the subsequent season's coordination process (Calendar of Schedule Coordination Activities).

PART 2: STANDING WORKING ARRANGEMENTS

1. ELIGIBILITY TO ATTEND THE IATA SCHEDULES CONFERENCE

The following are eligible to attend the SC

(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 IATA Schedules Conference.

Airlines wishing to attend an SC 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 organizations 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 an SC must provide a completed accreditation form, showing the names of its accredited representative and alternate, to the SC Secretariat at registration time.

2. MEETING DATES

The IATA Schedules Conference will commence 14 Days after the SAL deadline.

3. SCHEDULE UPDATING

At the SC, 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 an SC are nevertheless expected to submit their requirements to coordinators by the due dates and, where possible, to submit their full schedules to the SC.

4.2 Action to be Taken by Non-Attending Airlines

Such airlines should make available to the Secretariat, a telephone or Teletype contact which will be available during the period of each SC for consultation. Following each SC 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 SCs or be represented by someone else empowered to adjust their schedules.

5. DISTRIBUTION OF SLOT AND SCHEDULE INFORMATION

In order to facilitate airline to airline activities after the distribution of SALs and before the start of the SC, coordinators and schedules facilitators will make available on request, their database to all airlines that submitted an SCR for that airport. This database must contain details by airline, of all requested slots and all allocated slots in a format that excludes flight number and route details. The preferred method of accessing this database is via the Internet. Alternatively the data should be provided by the coordinator upon request from any airline. (6.9)

However, coordinators and schedule facilitators must not release to any other organization or individual details of data submitted by an airline prior to the start of the SC. 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 summary format only.

6. PREPARATORY WORK BY COORDINATORS

The period between the data submission date and the opening of the SC 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 it's own schedules no later than 23:59UTC on the 14th day prior to the start of the SC.

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 SC.

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 SC. 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 SC, but no issues affecting the timings can be discussed.

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

7. CLEARANCE OF SLOTS FOR THE CURRENT SEASON

Coordinators should ensure that adequate facilities are made available during each SC 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) Historic 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 coordination parameters and the constraints being used;

(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 (Appendix 2). Coordinators should set up 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 at: http://appcal.pdc.dk/appcalhelp. In addition, all coordinators should be available in their SC work rooms between 16h00 and 18h00 on the day prior to the start of the SC so that appointments can be made with those coordinators and airlines that do not have Internet access. Coordinators should organize 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 SC.

In order to make best use of the time available at the SC, airlines should not make non-critical schedule changes, e.g. flight number changes, during the first three days of the SC. 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 SC, 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

It is essential that **all** airlines and **all** coordinators should be available **throughout** the working hours of the SC as problems can arise at any time during the SC**,** which may necessitate a dialogue between airlines or between airlines and coordinators, in order to resolve the problem.

11. AUTHORIZATION TO ACCEPT CHANGES TO SCHEDULES

Delegates should be fully authorized by their management to make changes to their programs at the SC.

12. DISCUSSIONS AFTER THE IATA SCHEDULES CONFERENCE

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

13 MESSAGE BOXES

To facilitate communications between parties at the SC, a message box 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 message box.

14. NAME BADGES

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

15. OFFICE FUNCTION DESIGNATOR

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

16. SUBMISSION OF AGENDA ITEMS FOR REVIEW AT THE IATA SCHEDULES CONFERENCE

In order to streamline SC 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 SCs.

17. STANDARD SCHEDULES INFORMATION MANUAL (SSIM)

All delegates should familiarize 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 SCs upon request of the parties involved.

19. NON-AIRLINE PERSONNEL ATTENDANCE AT THE IATA SCHEDULES CONFERENCE

SC policy requires that only persons covered under paragraph 1 above shall be permitted to attend 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 familiarization and normally for only one SC.

All such non-airline representatives will be identified separately in the records of the SCs. They may attend general SC 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 SC should apply at least thirty days in advance of the SC at which attendance is requested to:

▲ Head of Scheduling & Baggage Services
IATA
Route de l’Aéroport 33, P.O. Box 416
1215 Geneva 15 Airport, Switzerland

Telephone: +41 22 770 2738
Fax: +41 22 770 2926
Email: sked@iata.org

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APPENDIX 2 – IATA APPOINTMENTS CALENDAR

The **IATA Appointments Calendar** (AppCal) is a web based tool designed to facilitate the IATA Schedules Conference (SC) appointment making process between the different participants. Participants in the SC can complete their meeting agenda prior to their arrival on the SC site.

A unique calendar is created automatically for each accredited participant duly registered for the SC.

Each eligible participant receives from IATA, by e-mail, a personalized user name and password, approximately 20 days prior to the SC start date.

Requesting and accepting an appointment is simple: just a mouse click. Detailed user Information, including step-by-step examples is accessible on the AppCal Home page: http://appcal.pdc.dk/AppCal

IATA recommends that participants check “My Calendar” page in AppCal regularly starting 16 days prior to the SC, and immediately reply to all meeting requests. The AppCal will automatically send an e-mail to participants having pending meeting requests in their calendar for more than 24 hours.

Participants are requested to work diligently with their calendar, and promptly cancel all meetings they may hold and know they will not attend.

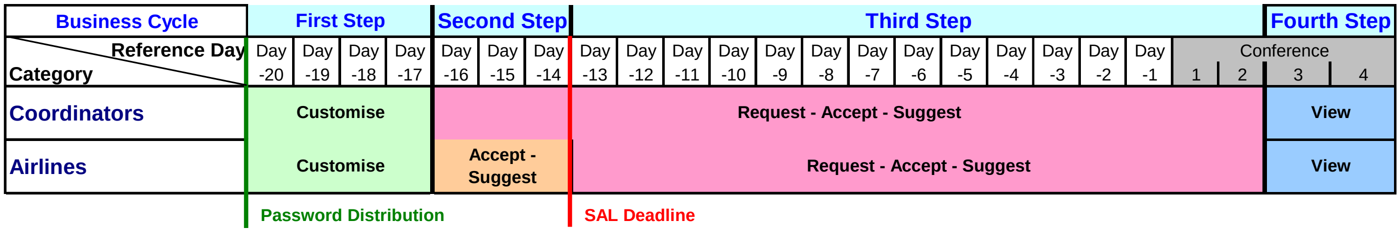
NB: in this text the word “coordinators” also includes schedules facilitators.

The AppCal also allows SC participants to exchange messages with other SC participants by using the Company Message Box built in to AppCal menus.

Introduction: The Appointment Calendar Business Cycle

▲ When used in preparation for a SC, the different AppCal functions are made available progressively by the IATA AppCal administrator. Not all functions are made available at the same time for each participant as they vary according to the organization type (airline, or coordinator), or a participant role within the organization (Administrator, Normal).

HERE IS AN EXAMPLE OF WHEN AND HOW THE APPCAL IS MADE AVAILABLE



Business Cycle	First Step				Second Step			Third Step															Fourth Step	
Reference Day Category	Day -20	Day -19	Day -18	Day -17	Day -16	Day -15	Day -14	Day -13	Day -12	Day -11	Day -10	Day -9	Day -8	Day -7	Day -6	Day -5	Day -4	Day -3	Day -2	Day -1	Conference 1	2	3	4
Coordinators	Customise				Request - Accept - Suggest																		View	
Airlines	Customise				Accept - Suggest			Request - Accept - Suggest															View	

Password Distribution

SAL Deadline

NB: Late registration: Participants finalising their registration for the SC within 20 days of the SC start date will receive their AppCal personalized user name and password 24 hours after completing their registration. Their rights are immediately set according to the AppCal business cycle date.

▲ **See Calendar of Schedule Coordination Activities for specific AppCal action dates**

▲ USING APPCAL TO ORGANIZE MEETINGS AT SC AND EXCHANGE MESSAGES BETWEEN SC PARTICIPANTS

Step 1 : Calendar Customization - minimal work required

The Customization step allows participants to adjust their personal settings in AppCal.

No appointments can be requested during this early phase. Here are some of the transactions that can be performed. (All the transactions below are fully described with examples on the AppCal help page: http://appcal.pdc.dk/appcalhelp/).

- ▲ Hiding or Showing a calendar: If participants do not want to receive appointment requests, they are able to hide their calendar. The participant name will appear in the participant list, but no calendar will show linked to their name. By default, all participants have a calendar. If participants elect to hide their calendar, they will still be able to use the AppCal Message Box during the SC;
- ▲ Blocking time slots in a calendar: Participants are able to block certain meeting time slots in their calendar, such as lunch times, or block off any specific time slot if they do not want to make appointments during certain times of the day. Appointment requests cannot be made on a blocked time slot;
- ▲ Adjusting individual profiles: Participants are able to adjust some elements of their profile such as their default e-mail address, their first name, their job title, or add more specific information about their responsibilities at the SC;
- ▲ Adjusting Administrator role: Each participant controls his own calendar. However, the Head Delegates are able to control all the calendars within their own company They have the Administrator role. HoDs are also able to let other participants in their company control multiple calendars by delegating or assigning the Administrator role to another one of their company’s participants;
- Setting up a favourites list: Participants are able to select in advance, the list of coordinators or airlines they want to set appointments with using the built-in search engine.

Step 2 : Coordinators Head Start

▲ All the functions listed in Step 1 are available. The coordinators get a head start to request appointments.

- Coordinators can request appointments with an airline, or with another coordinator;
- Coordinators can accept meeting requests originating from another coordinator;
- Coordinators can write messages and send them to the Message Boxes of participants;
- Airlines can only accept appointment requests from coordinators.

▲ Step 3 : All AppCal functions are available to all airlines and coordinators.

- Coordinators can request, accept, and decline appointments;
- Airlines can request, accept, and decline appointments with coordinators or other airlines;
- Airlines can write messages and send them to the Message Boxes of participants;
- E-mail reminder messages are generated if a request is not answered within 24 hours.

Step 4 : The AppCal is closed for bookings

▲ Two days after the SC begins, the AppCal no longer allows participants to request new meetings.

- Airlines and coordinators can no longer request appointments;
- Airlines and coordinators can accept pending meeting requests;
- All calendars remain visible for viewing;
- ▲ All Message Box facilities remain active until close of SC;
- ■ The AppCal Message Box remains accessible for 21 days after the SC closes, enabling participants to save copies of messages.

▲ Other participants to the SC, such as the Conference Sponsors and Exhibitors, use the AppCal to build their meeting schedules in the days prior to the SC after airlines and coordinators have completed the majority of their appointment settings.

■ USING APPCAL TO EXCHANGE SCR MESSAGES

- During the SC, participating companies can use the AppCal Message Box function to exchange SCR messages;
- ▲ The “SCR Message” function is available from SAL deadline date and “SWAP Message” functions are available during the SC only;
- Participants have the possibility to exchange previously created SCR messages or use a built-in SCR editor to create SCR messages;
- Details of the codes to be used in the SCR message are contained in Chapter 6 of the SSIM Manual;
- SCR messages created using AppCal remain accessible for 21 days after the close of SC, enabling participants to save copies of all messages.

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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 slots, 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 provides the standardization of data elements and their message formats relevant in exchanging schedule information. This Chapter describes all the data elements required for schedules presentation together with the 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 (e.g. 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.

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 F provides the time difference from UTC for all countries.

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

Appendix J provides information codes for use in the airport coordination process.

Appendix K provides a procedure and message structure for General Aviation Slot Requests using ICAO Airport, Aircraft Type codes and Aircraft Registration.

Attachment 2 provides a useful list of names and addresses of airlines and coordinators who attend SCs.

Attachment 3 provides a listing of MCT Coordinator contacts.

Which messages do I use and when?

Before IATA Schedules Conference	**Coordinators** use **SHL** messages to provide airlines with information about historic status of slots and slots which they believe do not have historic 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 collection 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 HISTORIC SERIES OF SLOTS

- **See Section 6.4.1, Determination of Historic Slots and Section 8, “Use it or Lose it”.**

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APPENDIX 5 – STANDARDS FOR AIRPORT CAPACITY ANALYSIS

Section 4.6 of this document provides guidance on the sequence of events that should take place before the category 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 Department makes use of a fully interactive computer program known as Total Airport*Sim.*

Total Airport*Sim* is designed to offer a comprehensive 'user-friendly' solution that covers a wide variety of airspace, runway(s), taxiways, aircraft parking stands, gates, terminal (e.g. check-in and baggage delivery), and environmental 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:

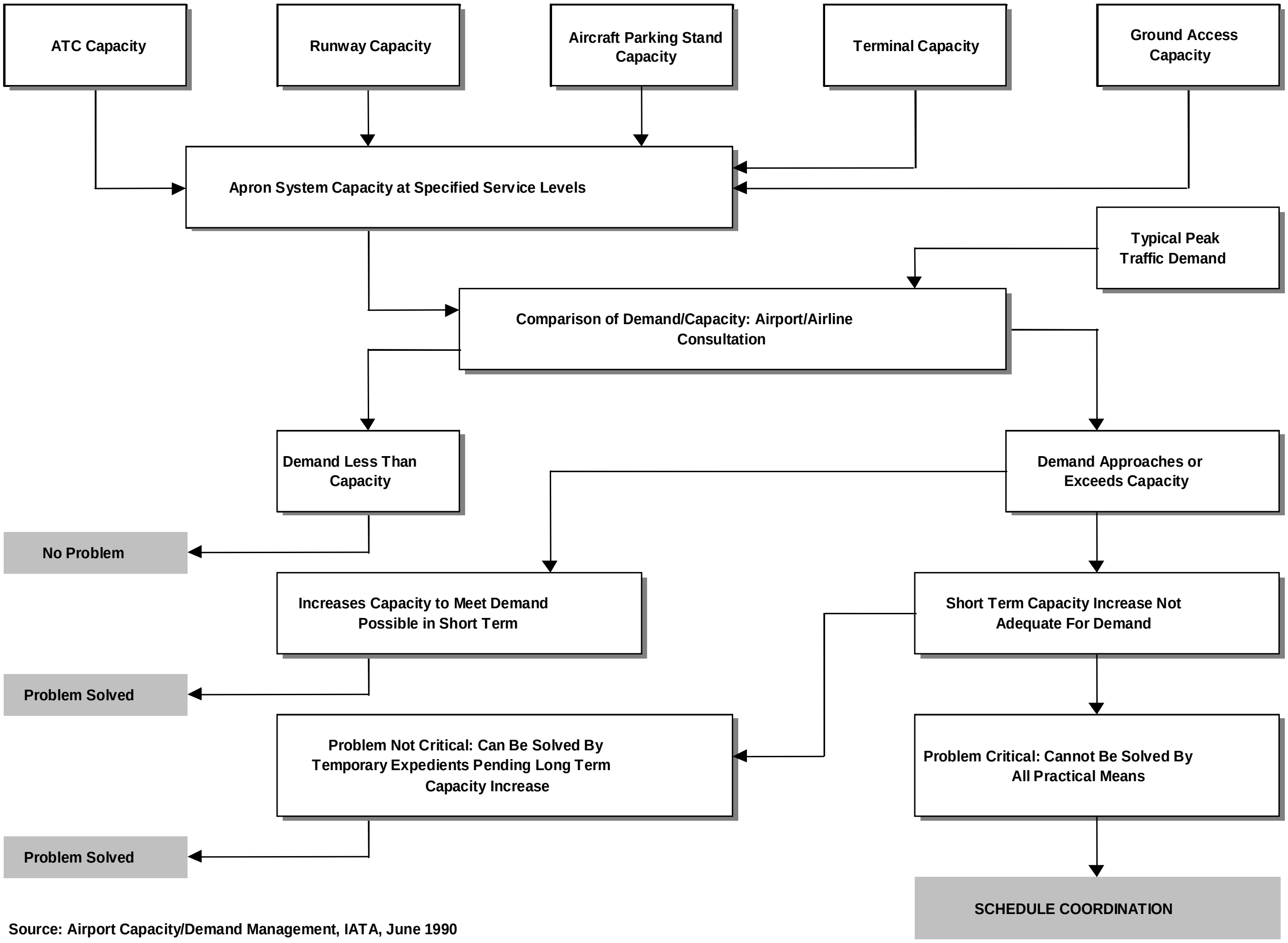
▲ Head of Scheduling & Baggage Services
IATA
Route de l'Aéroport 33, P.O. Box 416
1215 Geneva 15 Airport
Switzerland

Telephone: +41 22 770 2738
Fax: +41 22 770 2962
Email: sked@iata.org

Assistant Director, Airport Consultancy Services
IATA
800 Place Victoria,
Montreal, Quebec
Canada H4Z 1M1

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

ADJUSTING CAPACITY TO DEMAND


ATC Capacity
Runway Capacity
Aircraft Parking Stand Capacity
Terminal Capacity
Ground Access Capacity
Apron System Capacity at Specified Service Levels
Typical Peak Traffic Demand
Comparison of Demand/Capacity: Airport/Airline Consultation
Demand Less Than Capacity
Demand Approaches or Exceeds Capacity
No Problem
Increases Capacity to Meet Demand Possible in Short Term
Short Term Capacity Increase Not Adequate For Demand
Problem Solved
Problem Not Critical: Can Be Solved By Temporary Expedients Pending Long Term Capacity Increase
Problem Critical: Cannot Be Solved By All Practical Means
Problem Solved
SCHEDULE COORDINATION

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

APPENDIX 6 – RECOMMENDED MINIMUM SYSTEM REQUIREMENTS FOR AIRLINES AND COORDINATORS

1. Recommended Minimum System Requirements - Airlines

1.1. Introduction

It is strongly recommended that the airlines operating or intending to operate into Level 3 and Level 2 airports have suitable systems available to undertake their duties, fully comply with the IATA WSG and local regulations/guidelines and are able to participate in accurate and responsive communications with the coordinators and schedules facilitators concerned.

Scheduling systems and slot tools are multi-functional applications and may be combined within the same software package. Some systems are widely used and some are unique to a single airline.

Some airlines use relatively basic systems while others have functionally rich systems to deliver the quality of schedule submission for large aircraft fleets/complex flying schedules that the coordinators and facilitators require.

The following section describes the essential scheduling systems and slot tool requirements and, in some areas, describes functionality that is desirable (nice to have). Desirable functionality is shown in ***bold Italics*** below.

1.2 Functionality

1.2.1 Scheduling Systems and Slot Tools

Airlines must have the proper security controls of their scheduling systems.

The scheduling systems and slot tools must have resilient backup facilities to avoid the loss of essential data due to a system problem.

The scheduling systems and slot tools must be compliant with all mandatory SSIM Chapter 6 fields. 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***.

1.2.2 Message Handling

The scheduling system and slot tools must be able to generate SCR/SMA messages as well as read and process replies from coordinators and schedules facilitators in SSIM Chapter 6 format, avoiding manual data entry which is error prone and slower than automatic processing. ***The fully automatic processing and replying to routine responses from coordinators and/or schedules facilitators is desirable to reduce request response times.***

The scheduling system and slot tools must be able to generate/handle all other SSIM Chapter 6 formats, i.e., SHL, SAL, SIR, SAQ, WCR, WIR, formats.

The scheduling system and slot tools must be able to handle SHL messages that incorporate the date range of the new scheduling period.

The scheduling system and slot tools must use the slot allocated by the coordinator as the reference for any schedule change.

The ability to process SSIM format requests via email is highly desirable.

1.2.3 Schedule Editing

In order to make non-message based schedule changes (e.g. during initial coordination or during face-to-face meetings with coordinators and schedules facilitators), 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.

1.2.4 Outstanding Requests and Changes

The scheduling system and slot tools must be able to reconcile the slots and times allocated by the coordinators and schedules facilitators with the schedules held in the airline's system. Discrepancies in data should be identified for the airline to take appropriate action to resolve the discrepancy.

The scheduling system and slot tools must be able to maintain a record of all outstanding slot requests by the airline.

An airline's slot database must be regularly ***(preferably automatically)*** updated with changes made within the airline's scheduling system. Discrepancies between the approved schedules and any revised schedules should automatically generate the necessary SCR or SMA messages to send to the coordinator and/or schedules facilitator.

1.2.5 Slot Usage – Level 3

▲ The scheduling system and slot tools must be able to compare actual usage of the slots against the allocated slots in order to track slot usage for the purpose of calculating historic precedence.

The scheduling system and slot tools must be able to monitor the difference between the allocated slot and the actual operated time of the flight so an airline can explain any discrepancies to the coordinator should they be requested to do so.

1.2.6 Internet Access

An increasing number of important scheduling activities (e.g. AppCal, online coordination systems, SCR/SMA messages) now take place on the Internet. It is essential that airlines are able to access the Internet.

2 Recommended Minimum System Requirements - Coordinators

2.1 Introduction

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

2.2 Functionality

2.2.1 Schedule Database

- Systems 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;
- Systems must have resilient backup facilities to avoid the loss of essential data due to a system problem;
- Systems 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;
- Systems must be able to take ‘snapshots’ of the database at key stages in the scheduling process, e.g., after the 31 January for a Summer Season or 31 August for a Winter season for reference during the calculation of historic precedence;
- Systems must contain all mandatory SSIM Chapter 6 fields of schedule information;
- Systems must be accessible from the SC. The current season schedule should also be available for updates during the dates of the SC;
- Systems 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.***

2.2.2 Message Handling

- Systems 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****;*
- Systems 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.***

2.2.3 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.

2.2.4 Outstanding requests

- Systems must be able to maintain a record of all outstanding airline requests;
- Systems 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 exchanges is desirable.***

2.2.5 Constraint and Resource Modelling

- Systems must be able to model all coordination parameters applicable to the airport, e.g. runway(s), taxiways, aircraft parking stands, gates, terminal capacity (e.g. check-in and baggage delivery), environmental constraints e.g. night restrictions, etc.*;*
- Systems must automatically evaluate any schedule changes/additions, whether initiated by a message or through manual editing, against the utilization of each parameter and report any constraint breaches;
- Where relevant, coordinators systems must be able to allocate flights to the specific airport resources, e.g. different terminals.

2.2.6 Availability and Utilization Displays

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

2.2.7 Reporting

- Systems must be able to produce listing of flights held in the schedule database as printouts and/or in electronic formats based on selection criteria;
- Systems 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.***

2.2.8 Slot Monitoring

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

2.2.9 Data Feeds

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

2.2.10 Internet Access

An increasing number of important scheduling activities now take place on the Internet. It is essential that coordinators and schedules facilitators have access to the Internet.

APPENDIX 7.1 – ADVICE FOR AIRLINES USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
Do	**Do**	**Do**
✓ Do review the SHL's and agree with coordinator on slots which have failed to achieve the Use it or Lose it targets, by the Agreed Historic Deadline.	✓ Do make appointments early and be on time for them.	✓ Do keep the coordinator updated as your slot requirements change.
✓ Do check with the coordinators to ensure that you have the latest capacity/utilization data for each airport.	✓ Do prepare for your appointment with the coordinator, and bring all necessary documentation with you.	✓ Do advise coordinators who to contact on slot issues if control of your schedule is handed over to another department of your company.
✓ Do discuss your requirements with the coordinator before making your submissions.	✓ ▲Do ensure that you have the authority to make decisions on behalf of your company in relation to slot allocations.	✓ Do provide correct information to airports and authorities about your allocated slots.
✓ Do learn SSIM and always submit in correct SSIM format.	✓ Do ensure that you are familiar with the Worldwide Scheduling Guidelines.	✓ Do return unwanted slots as soon as possible.
✓ Do use the correct SSIM codes for historic slots, changes to historic slots and year round services.	✓ ▲Do clear your message box regularly and respond quickly to queries or allocations sent to your message box by coordinators.	✓ Do operate your schedules strictly in accordance with allocated slots.
✓ Do provide good supplementary information (SI) messages to help the coordinator identify new flights and requests for new entrant status.	✓ Do ensure that you are always available during working hours for the duration of the SC.	
✓ Do use your own flight prefix and not that of your Code Share partners.	✓ Do accept reasonable slot offers made by coordinators.	
✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features.	✓ Do keep the coordinator updated as your slot requirements change.	

Before the Conference	At the Conference	After the Conference
✓ Do accept SAL offers where appropriate using Action Code A.	✓ Do return any slots not required as early as possible.	
✓ Do cancel slot offers that are not required using SSIM Action Code D (Delete) or Z (Decline Offer).	✓ Do attend the Heads of Delegation session to update yourself on scheduling, coordination and SC matters.	
✓ Do submit schedule changes to the Coordinator (after the SAL's have been distributed) prior to the SC.		
✓ Do agree swaps with other airlines and submit to the coordinator prior to the SC		
Don't	**Don't**	**Don't**
✗ Don't leave your submission until the IATA deadline. Submit as early as possible if your schedules are not likely to change.	✗ Don't wait for the coordinator to solve all your slot problems. Contact other airlines and arrange slot swaps yourself.	✗ Don't operate without a cleared slot, or deliberately at a different time from your cleared slot
✗ Don't save changes until the SC.	✗ Don't leave the SC without advising IATA.	
✗ Don't hold meetings with the coordinators after the SAL's have been distributed and prior to the SC	✗ Don't leave the SC without returning slots which are not required.	
	✗ Don't discuss schedules at Level 1 airports.	

APPENDIX 7.2 – 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 SC work room for the making of appointments between 16h00 and 18h00 on the day prior to the start of the SC.	✓ 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 with outstanding requests 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 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 provide time for airlines to discuss their requirements prior to the submission deadline dates.	✓ Do stick to your appointments timetable and avoid delays.	✓ Do maintain an up-to-date record of outstanding slot requirements.
✓ Do produce and regularly update capacity and utilization information on your website and provide these for the airlines on request.	✓ Do ensure that airline representatives with whom you meet, are properly accredited.	✓ Do actively look for slot swaps.
✓ Do update the airlines on the coordination parameters you are using.	✓ Do clear your message box regularly and respond quickly to queries or requests placed in your message box by airlines.	✓ Do consider ad-hoc slot requests as early as possible.
✓ Do learn and promote the use of SSIM.	✓ Do put feedback on each airline's submissions in their message box 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 reply to requests in correct SSIM format using the latest SSIM codes.	✓ Do ensure that you are always available during working hours for the duration of the SC.	✓ Do keep airlines advised on all matters likely to impact on airport capacity or scheduling flexibility.
✓ Do read the Supplementary Information (SI) messages to help understand the airlines requirement.	✓ Do contact airlines and arrange slot swaps.	✓ Do provide schedule data to airlines on request.
✓ Do use the correct priorities as shown in para.6.8 when coordinating schedules.	✓ 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 acknowledge promptly receipt of initial submissions including the number of lines received.	✓ Do attend the Heads of Delegation session to update yourself on scheduling, coordination and SC matters.	✓ Do provide correct information to airports about the slots you have allocated.
✓ Do give feedback in SAL format to the airlines as early as possible and no later than the SAL Deadline.	✓ Do make available to all airlines details of all slot allocations and lists of outstanding slot requests at the beginning of the SC	
✓ Do advise IATA when the SALs have been distributed.	✓ Do ensure that you are familiar with the IATA Worldwide Scheduling Guidelines.	
✓ Do make available to airlines details of all slot allocations and lists of outstanding slot requests, upon request		
✓ Do action schedule changes (after the SAL's have been distributed) prior to the SC where there is no impact on available capacity		
✓ Do keep an up to date list of outstanding slot requests between the initial submissions and the SC		
✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling		

Before the Conference	At the Conference	After the Conference
Guidelines and SSIM features.		
Don’t	**Don’t**	**Don’t**
✘ Don’t act as a Coordinator without appropriate authorization.	✘ 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 allocate new slots from the pool after the SAL’s have been distributed.	✘ 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 action changes to late submissions until initial coordination has been completed.	✘ Don’t leave the SC before the agreed closing date/time.	✘ Don’t approve ad-hoc requests prior to 31 January and 31 August.
✘ Don’t action schedule changes (after the SAL’s have been distributed) prior to the SC which impact on available capacity.	✘ Don’t leave the SC without giving each airline a printout of its approved slots.	
	✘ Don’t make non-critical schedule changes during the first three days.	

■APPENDIX 7.3 – INDEPENDENCE OF COORDINATOR

Best Practice	Best Practice
Functional Independence	**Financial Independence**
✓ The company employing the staff should be the coordination entity	✓ Multiple parties representing various stakeholders share funding of the coordination entity
✓ An alternative employment arrangement is a clear secondment contract to the coordination entity	✓ Single till' approach which allows some internal cross subsidy in the coordination entity
✓ Financial stakeholders review budget only	✓ Not for profit organization (cost recovery primarily but allow for ICAO principle of 'reasonable margin')
✓ The "Board " of the coordination entity cannot influence coordination decisions	✓ Revenue generation acceptable but must not effect the functional independence
✓ Separation of physical location or independent office facilities	✓ Secondments from stakeholder organizations are acceptable but financial control of coordination staff through pay must not be in the hands of stakeholders
✓ Separation of coordination software systems and schedule data from other stakeholders e.g. airlines or airports	
✓ The coordinator must conduct business in an independent manner	
✓ No conflict of coordination role with other activities	
✓ No single stakeholder holds a majority interest	
✓ All stakeholders should be consulted in the appointment of a coordination entity	
✓ Separation of coordination from sanctions role in order to maintain a 'balance of power'	
✓ Free from external direction	
Poor Practice	**Poor Practice**
✗ Active employees of interested stakeholders are responsible for coordination (governments, airports, airlines)	✗ One party fully funds coordination
✗ Dual-role (coordinator/airline scheduler)	✗ Coordination entity is subsidized by an interested party

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. SCHEDULE POLICY WORKING GROUP (SPWG)

Terms of Reference

1. A Schedule Policy Working Group (SPWG) is established to address scheduling matters such as the development of amendments to the Worldwide Scheduling Guidelines and provide guidance on industry scheduling matters to the office of the IATA Director General;

2. The IATA Director General appoints the working group from Member airline employees who have demonstrated the experience and skills necessary to represent the industry and make a contribution to the issues being addressed and who have indicated a desire to participate in such activities;

3. The ten airline members of the SPWG are appointed for a two-year term. Every effort will be made to achieve a broad geographical representation of airlines;

4. The SPWG will provide guidance to IATA in the implementation of the Schedules Process Review proposals as agreed by JSAG to ensure the IATA Schedules Conference and its related activities are a cost effective and efficient process that delivers timely and valued service to IATA Members and the industry as a whole;

5. The SPWG will provide technical guidance to IATA management and other industry groups, i.e. the Industry Affairs Committee in dialogue with regulatory and other interested parties on schedules and slot matters;

6. A subgroup of the SPWG will represent IATA at the Joint Scheduling Advisory Group (JSAG) that meets regularly with the airport coordinators to discuss matters of mutual interest concerning the IATA Schedules Conference and slot management matters;

7. The Chairman and Vice Chairman of the SPWG will be appointed by the IATA Director General. Their tenure will be for a minimum of two years;

8. The SPWG will meet as often as necessary. The Chairman and Vice Chairman will agree on the agenda and minutes of the SPWG prior to distribution to the SPWG members;

9. A liaison with non-IATA airlines participating in the IATA Schedules Conference is established through IACA. All other parties will liaise through the Head of Delegation meetings convened at the bi-annual IATA Schedules Conference;

10. Heads of Delegation participating in the IATA SC process may attend SPWG meetings as observers, with the Chairman’s approval, for the purpose of addressing specific agenda item(s).

2. JOINT SCHEDULING ADVISORY GROUP (JSAG)

Terms of Reference

1. The JSAG has been established as an IATA forum where Member airlines and airport coordinators can meet to discuss issues of common interest, work together to formulate industry guidelines related to airline scheduling, slot allocation and airport coordination worldwide and to advise on principles for administering the IATA Schedules Conference;

2. The JSAG will provide recommendations to IATA management on the restructuring of the IATA Schedules Conference into a cost effective and efficient process that delivers valued service to IATA Members, the coordinator community and the industry as a whole;

3. Recommendations of the JSAG to IATA and the industry at large will be based upon consensus between JSAG members and will be submitted to the IATA Schedule Policy Working Group (SPWG) for airline endorsement and to the Worldwide Airport Coordinators Group for their endorsement. Recommendations will be presented to the IATA Heads of Delegation to the IATA Schedules Conference for final endorsement;

4. The seven airline members of the JSAG will be appointed for a two-year period while the seven Coordinator members will be elected for a two-year period. Every effort will be made to achieve a broad geographical representation of airlines and coordinators;

5. The 7 airline members of the JSAG will be appointed by the IATA Director General from the SPWG to represent the airline community and are eligible for re-appointment;

6. The 7 Coordinator members of the JSAG will be elected by the coordinator community from the Worldwide Airport Coordinators Group (WWACG) Core Group and are eligible for re-election;

7. The Chairman of the JSAG will be appointed by the IATA DG from the seven airline members of the JSAG and the Vice Chairman will be elected from the seven-coordinator members of the JSAG by the coordinator community;

8. The JSAG will meet as often as necessary to meet its objectives. One of its meetings each year should, if practical, be held at either the Geneva or the Montreal office of IATA. Additional meetings may also take place in conjunction with the IATA Schedules Conference. The agenda and minutes of the JSAG will be agreed by the Chairman and Vice Chairman prior to distribution to the JSAG members and the industry;

9. IATA and non-IATA airlines as well as WWACG members and its associate members (facilitators) participating in the IATA SC process may attend JSAG meetings as observers, with the Chairman's approval, for the purpose of addressing specific agenda item(s);

10. A member of IATA Management will serve as secretary to the JSAG;

11. The JSAG activities include, but are not limited to:

- Ensure the IATA Worldwide Scheduling Guidelines (WSG) accurately reflect industry business practices, regulatory requirements and serves as the industry reference on airport coordination and schedule management procedures;
- Develop standard practices to facilitate worldwide airport coordination and schedule facilitation;
- Review regulatory developments related to worldwide airport coordination, and develop, where possible, a common airline/coordinator position that can be presented to regulatory bodies when and where appropriate;
- Provide guidance to IATA Management on the development of services and systems to support airport coordination and the slot allocation process;
- Provide guidance to IATA on training and support activities to ensure an efficient and effective worldwide airport coordination and slot allocation process is maintained for the benefit of all stakeholders;
- Provide guidance to IATA Management on the organization and administration of the IATA Schedules Conferences;
- Other tasks as assigned by the IATA Director General.

3. SCHEDULES INFORMATION STANDARDS COMMITTEE (SISC)

Terms of Reference

The Schedules Information Standards Committee (SISC) reports to the IATA Passenger Services Conference (PSC) with the following terms of reference:

1. Develop and maintain a set of common standards for the exchange of schedule data, including industry standard code sets for a variety of schedule related data elements;
2. Disseminate and encourage the use of common schedule data handling procedures and standard formats for the exchange of schedule information as published in the Standard Schedules Information Manual (SSIM);
3. Liaise with other IATA committees and working groups, in particular the Schedule Policy Working Group (SPWG) as well as other organizations as appropriate to meet changing industry requirements and to further the objectives of the SISC;
4. The Joint Schedules Advisory Group (JSAG) will ensure formal liaison between the airport coordinator community and SISC;
5. SISC will provide an annual report to the PSC comprising all proposed and adopted changes to SSIM. In addition a written report of the work of SISC will be made to the Heads of Delegation Meeting of the regularly scheduled IATA Schedules Conferences;
6. The PSC will be responsible for final endorsement of proposed changes to SSIM;
7. Participation is by schedules specialists from IATA airlines and industry experts in the IATA Strategic Partnership programme;
8. A rapporteur will be established to provide liaison for non-IATA airlines participating in the Schedules Conference;
9. Airport coordinators participating in the IATA Schedules Conference are invited to participate in 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 or equivalent body 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 capacity of the airport;
- advise on ways of achieving a better utilization 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 organizations, the relevant airport and air traffic control authorities and representatives of general aviation where relevant. The coordinator attends all the meetings.

Meetings

At least once per year or as required.

▲ 5. SLOT PERFORMANCE 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 the utilization of the existing runway and other airport facilities 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 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 Slot Performance 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 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 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 2.1 - MEMBERSHIP OF THE SCHEDULE POLICY WORKING GROUP

▲

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ANNEX 2.2 - MEMBERSHIP OF THE JOINT SCHEDULING ADVISORY GROUP

▲

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

▲ This Annex lists SITA 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. 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 airline acting as schedules facilitator to the Head of Airport, Inflight & Scheduling, any airport may be shown as requiring SMAs.

EXPLANATION OF NOTES USED IN THE TABLES

Note 1 - Level 3 for Summer season only. Level 2 for Winter season.

Note 2 -Additional Addresses or different addresses for certain periods, may be needed. Addressees will provide details.

Note 3 - Local rules per the meaning in the EU Slot Regulation, amended, Article 5.1 (a) or local rules having to do with slot allocation and related matters that differ from guidelines in the WSG.

Note 4 - Level 2 for Summer season only. Level 1 for Winter season.

Note 5 - General Aviation (GA) and Business Aviation (BA) flights also coordinated

Note 6 - Level 3 winter season only, day 6 & 7.

Table I

(Sorted by Airport Code)

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Aberdeen	ABZ		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Accra	ACC	Yes		ACCCZGH	chrisntq@yahoo.com		www.gcaa.com.gh
Lanzarote	ACE	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Izmir	ADB		Yes	ISTTUTK	slot@shgm.gov.tr	3	
Adelaide	ADL	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Malaga	AGP	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Auckland	AKL	Yes		AKLSPNZ	bruce.cargill@airnz.co.nz		
Alicante	ALC	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Amsterdam	AMS	Yes		SPLACXH	info@slotcoordination.nl		www.slotcoordination.nl
Karpathos	AOK	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Stockholm-Arlanda	ARN	Yes		ARNACXH	scr@airportcoordination.com	2	www.arnslot.se
Athens	ATH		Yes	ATHHAXH	msg@hsca.gr	2, 5	www.euaca.org
Abu Dhabi	AUH		Yes	HDQACXH	slots@coordaus.com.au		www.coordinationabudhabi.com
Antalya	AYT	Yes		ISTTUTK	slot@shgm.gov.tr	1, 3	
Bahrain	BAH		Yes	BAHSPGF	BAHSPGF@gulfair.com		
Barcelona	BCN	Yes		MADGSYA	slot.coord@aena.es	2, 5	www.euaca.org
Bermuda	BDA		Yes	BDAAOCR			
Bergen	BGO	Yes		OSLACXH	scr@airportcoordination.com	5	www.airportcoordination.no
Milan - Orio al Serio	BGY	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Birmingham	BHX		Yes	LONACXH	lonacxh@acl-uk.org	3	www.acl-uk.org, www.online-coordination.com
Bilbao	BIO	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Bodrum	BJV		Yes	ISTTUTK	slot@shgm.gov.tr	3	

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Suvarnabhumi	BKK	Yes		HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Billund	BLL	Yes		CPHACXH	scr@airportcoordination.com		www.online-coordination.com, www.airportcoordination.dk
Bologna	BLQ		Yes	ROMSPXH	score@assoclearance.it		www.assoclearance.it
Bangalore	BLR		Yes		slotcoordination@bialairport.com	5	www.bialairport.com
Stockholm-Bromma	BMA	Yes		ARNACXH	scr@airportcoordination.com	3	www.arnslot.se
Brisbane	BNE	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Mumbai	BOM	Yes			slots@csia.gvk.com		www.csia.in
Bremen	BRE		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Bristol	BRS		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Brussels	BRU	Yes		BRUACXH	BRUACXH@brucoord.org	5	www.brucoord.org
Basel/Mulhouse	BSL		Yes	HDQCOXH	hdqcoxh.scr@cohor.org		www.cohor.org
Bratislava	BTS		Yes	BTSSC7X	peter.psenica@airportbratislava.sk		
Budapest	BUD		Yes	BUDLR7X	budcoord@hungarocontrol.hu		www.hungarocontrol.hu
Cagliari	CAG	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Guangzhou	CAN	Yes		BJSCKCA	lingang@atmb.net.cn	2	
Kolkata	CCU		Yes	BOMSPAI			
Paris-Ch. De Gaulle	CDG	Yes		HDQCOXH	hdqcoxh.scr@cohor.org	2, 3	www.cohor.org
Corfu	CFU	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Jakarta	CGK		Yes	JKTSPGA	scheduleplanning@garuda-indonesia.com		
Cologne	CGN		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Christchurch	CHC	Yes		AKLSPNZ	bruce.cargill@airnz.co.nz		
Chania	CHQ	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Rome - Ciampino	CIA	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Chongqing Jiangbei	CKG	Yes		BJSCKCA	shake@atmb.net.cn		

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Colombo	CMB	Yes		CMBSPUL	maniqueg@srilankan.lk		
Cairns	CNS	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Chiang Mai	CNX	Yes		HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Copenhagen	CPH	Yes		CPHACXH	scr@airportcoordination.com	5	www.online-coordination.com, www.airportcoordination.dk
Cape Town	CPT	Yes			Coord@atns.co.za	3, 5	www.atns.co.za
Catania	CTA	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Chengdu Shuangliu	CTU	Yes		BJSCKCA	shake@atmb.net.cn		
Delhi	DEL	Yes			intslots.igia@gmrgroup.in		www.newdelhiairport.in
Dalian Zhoushuizi	DLC	Yes		BJSCKCA	shake@atmb.net.cn		
Dalaman	DLM		Yes	ISTTUTK	slot@shgm.gov.tr	3	
Don Mueang	DMK		Yes	HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Doha	DOH		Yes	DOHXYYF	mohammed.alkhater@caa.gov.qa		www.caa.gov.qa
Denpasar	DPS	Yes		JKTSPGA	scheduleplanning@garuda-indonesia.com		
Dresden	DRS		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Darwin	DRW	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Dublin	DUB	Yes		LONACXH	lonacxh@acl-uk.org	5	www.acl-uk.org, www.online-coordination.com
Durban	DUR	Yes			Coord@atns.co.za	3, 5	www.atns.co.za
Duesseldorf	DUS	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Dubai	DXB	Yes		DXBSCXH	dubai@acl-uk.org		www.acl-uk.org
Edinburgh	EDI		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Kefallinia	EFL	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Eindhoven	EIN	Yes		SPLACXH	info@slotcoordination.nl		www.slotcoordination.nl
Erfut	ERF		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Ankara	ESB		Yes	ISTTUTK	slot@shgm.gov.tr	3	
Newark	EWR	Yes		DCAYAXD	7-awa-slotadmin@faa.gov, ewrcoordination@comcast.net, EWRslots@panynj.gov		
Faro	FAO	Yes		LISCSXH	liscsxh@ana.pt	1, 5	www.online-coordination.com, http://slotsportugal.ana.pt
Rome - Fiumicino	FCO	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Florence	FLR	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Muenster	FMO		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Funchal	FNC	Yes		LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
Frankfurt	FRA	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Fuerteventura	FUE	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Fukuoka	FUK		Yes		Fax: +81.92.622-8984		
Glasgow	GLA		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Gothenburg	GOT		Yes	ARNACXH	scr@airportcoordination.com		www.arnslot.se
Patras	GPA	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Gerona	GRO	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Sao Paulo-Guarulhos	GRU		Yes		slot@anac.gov.br		www.anac.gov.br
Graz	GRZ		Yes	VIECPXH	viecpxh@slots-austria.com	2, 3	www.slots-austria.com
Geneva	GVA	Yes		ZRHACXH	zrhacxh@slotcoord.ch	2	www.slotcoordination.ch
Hannover	HAJ		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Hamburg	HAM		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Hanoi	HAN	Yes			nguyentruong@caa.gov.vn		
Hobart	HBA		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Hat Yai	HDY		Yes	HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Helsinki	HEL	Yes		HELACXH	scr@airportcoordination.com		www.euaca.org

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Heraklion	HER	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Hangzhou Xiaoshan	HGH	Yes		BJSCKCA	shake@atmb.net.cn		
Hong Kong	HKG	Yes			hkgslot@cad.gov.hk	5	www.hkgslot.gov.hk
Phuket	HKT	Yes		HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Hyderabad	HYD		Yes	HYDGAXH	slotcoord.hyderabad@gmrgroup.in		www.hyderabad.aero
Ibiza	IBZ	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Incheon	ICN	Yes		SELACXH	kaso-korea@hanmail.net		
Innsbruck	INN	Yes		VIECPXH	viecpxh@slots-austria.com slot.gac@innsbruck-airport.com (GA/BA)	3, 5, 6	www.slots-austria.com
Benazir Bhutto	ISB	Yes			khawar.ghayas@caapakistan.com.pk	5	www.caapakistan.com
Istanbul	IST	Yes		ISTTUTK	slot@shgm.gov.tr	3	
Jeddah	JED		Yes	JEDYBXS	emadarab2003@yahoo.com		
New York-J.F. Kennedy	JFK	Yes		DCAYAXD	7-awa-slotadmin@faa.gov, JFKslots@panynj.gov		
Chios	JKH	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Mikonos	JMK	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Johannesburg	JNB	Yes			Coord@atns.co.za	3, 5	www.atns.co.za
Skiathos	JSI	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Thira	JTR	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Kyiv	KBP	Yes		KBPDC7X	cdarh@kbp.kiev.ua	3	www.boryspil-airport.com.ua
Reykjavik	KEF	Yes		KEFACXH	scr@airportcoordination.com	3, 5	www.online-coordination.com, www.airportcoordination.dk
Kos	KGS	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Kaohsiung	KHH		Yes	TPEACXH	service@aptcoord.org.tw		www.aptcoord.org.tw
Karachi	KHI	Yes			khawar.ghayas@caapakistan.com.pk		www.caapakistan.com
Osaka-Kansai	KIX		Yes		NRT.KIX@schedule -coordination.jp		www.schedule-coordination.jp
Kirkenes	KKN		Yes	OSLACXH	scr@airportcoordination.com	4	www.airportcoordination.no

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Klagenfurt	KLU		Yes	VIECPXH	viecpxh@slots-austria.com	2, 3	www.slots-austria.com
Kalamata	KLX	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Kunming Wujiaba	KMG	Yes		BJSCKCA	shake@atmb.net.cn		
Kuala Lumpur	KUL	Yes		KULSPMH	slot-malaysia@acm.org.my	2	
Kavala	KVA	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Kuwait	KWI		Yes	KWIAPYA, KWIDDYA	schedules@kuwait-airport.com.kw		www.kuwait-airport.com.kw
Los Angeles	LAX		Yes	LAXIACR	laxiata@lawa.org		
Larnaca	LCA		Yes	NICSAXH	cyprus-slots@dca.mcw.gov.cy		
La Coruna	LCG		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
London-City	LCY	Yes		LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
St. Petersburg	LED		Yes	LEDCDSU			
Almeria	LEI	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Leipzig	LEJ		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
London-Gatwick	LGW	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
Lahore	LHE	Yes			khawar.ghayas@caapakistan.com.pk	5	www.caapakistan.com
London-Heathrow	LHR	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
Milan - Linate	LIN	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Lisbon	LIS	Yes		LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
Ljubljana	LJU		Yes	LJUAPXH			
Lampedusa	LMP	Yes		ROMSPXH	score@assoclearance.it	1	www.assoclearance.it
Linz	LNZ		Yes	VIECPXH	viecpxh@slots-austria.com	2, 3	www.slots-austria.com
Gran Canaria	LPA	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
London-Luton	LTN		Yes	LONACXH	lonacxh@acl-uk.org	5	www.acl-uk.org, www.online-coordination.com

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Luxembourg	LUX		Yes	LUXSPLG			
Lemnos	LXS	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Lyon-Satolas	LYS	Yes		HDQCOXH	hdqcoxh.scr@cohor.org	3	www.cohor.org
Chennai	MAA	Yes		BOMSPAI			
Madrid	MAD	Yes		MADGSYA	slot.coord@aena.es	2, 3, 5	www.euaca.org
Menorca	MAH	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Manchester	MAN	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
Orlando	MCO		Yes	MCOAPXH	eruss@goaa.org		
Melbourne	MEL	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Mexico City	MEX	Yes			lcalderon@aicm.com.mx		
Macau	MFM		Yes	MFMAACR	mfmslot@ada.com.mo		
Monastir	MIR		Yes	TUNKEXH	tunisia-sked@tunisairhandling.com.tn		
Mytilene	MJT	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Luqa	MLA		Yes	MLASLXH	scm@maltairport.com		www.maltairport.com
Manila	MNL	Yes		MNLSYPR	mila_abarro@pal.com.ph		
Mauritius	MRU	Yes		MRUSPMK	aramdenee@airmauritius.com		www.airmauritius.com
Munich	MUC	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Milan - Malpensa	MXP	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Naples	NAP	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Nice	NCE	Yes		HDQCOXH	hdqcoxh.scr@cohor.org		www.cohor.org
Newcastle	NCL		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Chubu	NGO		Yes		ngo-schedule@cab.mlit.go.jp	5	
Norfolk Island	NLK		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Tokyo-Narita	NRT	Yes			NRT.KIX@schedule -coordination.jp		www.schedule-coordination.jp

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Nuremberg	NUE		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Gold Coast	OOL	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Porto	OPO	Yes		LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
Chicago-O' Hare	ORD		Yes	DCAYAXD, CHICTCR	7-awa-slotadmin@faa.gov jackrantilla@cicatec.com		
Paris-Orly	ORY	Yes		HDQCOXH	hdqcoxh.scr@cohor.org	2, 3	www.cohor.org
Oslo-Gardermoen	OSL	Yes		OSLACXH	scr@airportcoordination.com	5	www.airportcoordination.no
Paros	PAS	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Ponta Delgada	PDL		Yes	LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
Beijing	PEK	Yes		BJSCKCA	lingang@atmb.net.cn		
Perth	PER	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Peshawar	PEW	Yes			khawar.ghayas@caapakistan.com.pk	5	www.caapakistan.com
Paphos	PFO		Yes	NICSAXH	cyprus-slots@dca.mcw.gov.cy		
Port Hedland	PHE		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Palma Mallorca	PMI	Yes		MADGSYA	slot.coord@aena.es	2, 5	www.euaca.org
Palermo	PMO	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Phnom Penh	PNH	Yes		PNHSB7X	slot.com@online.com.kh		
Pantelleria	PNL	Yes		ROMSPXH	score@assoclearance.it	1	www.assoclearance.it
Prague	PRG	Yes		PRGSP7X	slot.coord@prg.aero		www.euaca.org
Pristina	PRN	Yes			slot.coordinator@airportpristina.com		
Pisa	PSA		Yes	ROMSPXH	score@assoclearance.it		www.assoclearance.it
Shanghai	PVG	Yes		BJSCKCA	lingang@atmb.net.cn		
Preveza/Lefkas	PVK	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Siem Reap	REP	Yes		PNHSB7X	slot.com@online.com.kh		
Reus	REU	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Rhodes	RHO	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Rotterdam	RTM	Yes		SPLACXH	info@slotcoordination.nl		www.slotcoordination.nl
Riyadh	RUH		Yes	JEDYBXS	emadarab2003@yahoo.com		
Saarbruecken	SCN		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Santiago de Compostela	SCQ		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
Seoul	SEL	Yes		SELACXH	kaso-korea@hanmail.net		
Seychelles	SEZ		Yes	SEZCPHM			
San Francisco	SFO		Yes	SFOJSCR	jeffseid@aol.com		
Ho Chi Minh	SGN	Yes			nguyentruong@caa.gov.vn		
Singapore	SIN	Yes		SINACXH	weiqi_tan@singaporeair.com.sg		
Thessalonika	SKG	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Skopje	SKP		Yes	SKPSCXH	sc@airports.com.mk		www.airports.com.mk
Skiros	SKU	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Samos	SMI	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Sofia	SOF		Yes	SOFKOXH	batchvarovr@sofia-airport.bg	5	www.sofia-airport.bg/slotcoord
Southampton	SOU		Yes	LONACXH	lonacxh@acl-uk.org	3	www.acl-uk.org, www.online-coordination.com
Split	SPU		Yes	SPUAPXH	schedules@split-airport.hr	4	
Stansted	STN	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
Stuttgart	STR	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Stavanger	SVG	Yes		OSLACXH	scr@airportcoordination.com		www.airportcoordination.no
Moscow-Sheremetyevo	SVO	Yes		SVOHP7X	coordination@sheremetyevo-airport.ru		www.sheremetyevo-airport.ru
Seville	SVQ	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Berlin - Schoenefeld	SXF	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Sydney	SYD	Yes		HDQACXH	slots@coordaus.com.au	3, 5	www.coordaus.com.au

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Salzburg	SZG		Yes	VIECPXH	viecpxh@slots-austria.com	3	www.slots-austria.com
Shenzhen Baoan	SZX	Yes		BJSCKCA	shake@atmb.net.cn		
Tenerife - Norte	TFN	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Tenerife - Reina Sofia	TFS	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Tel Aviv	TLV	Yes		TLVACXH	judithf@iaa.gov.il		
Taipei	TPE	Yes		TPEACXH	service@aptcoord.org.tw		www.aptcoord.org.tw
Turin	TRN	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Tianjin Binhai	TSN	Yes		BJSCKCA	shake@atmb.net.cn		
Townsville	TSV		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Tunis	TUN		Yes	TUNKEXH	tunisia-sked@tunisairhandling.com.tn		
Berlin - Tegel	TXL	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Utapao	UTP		Yes	HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Venice	VCE	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Vienna	VIE	Yes		VIECPXH	viecpxh@slots-austria.com slot.gac@viennaairport.com (GA/BA)	3, 5	www.slots-austria.com
Vitoria	VIT		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
Moscow-Vnukovo	VKO	Yes		VKOACXH	coordination@vnukovo.ru	3, 5	www.vnukovo.ru/eng/for-airline/schedule_coord/
Valencia	VLC	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Wellington	WLG	Yes		AKLSPNZ	bruce.cargill@airnz.co.nz		
Xi’an Xianyang	XIY	Yes		BJSCKCA	shake@atmb.net.cn		
Montreal	YUL		Yes		horairedevol@admtl.com		www.admtl.com
Vancouver	YVR	Yes		YVRGLAC	lak.sangha@aircanada.ca		
Calgary	YYC		Yes		yycflightschedule@yyc.com		www.calgaryairport.com
Toronto	YYZ	Yes		YYZSCAC	cyyzslots@accl.aero	2	
Zaragoza	ZAZ		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Zurich	ZRH	Yes		ZRHACXH	zrhacxh@slotcoord.ch		www.slotcoordination.ch
Zakinthos	ZTH	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org

Table II

(Sorted by Country)

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
United Kingdom	Aberdeen	ABZ		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Ghana	Accra	ACC	Yes		ACCCZGH	chrisntq@yahoo.com		www.gcaa.com.gh
Spain & Canary Islands	Lanzarote	ACE	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Turkey	Izmir	ADB		Yes	ISTTUTK	slot@shgm.gov.tr	3	
Australia	Adelaide	ADL	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Spain & Canary Islands	Malaga	AGP	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
New Zealand	Auckland	AKL	Yes		AKLSPNZ	bruce.cargill@airnz.co.nz		
Spain & Canary Islands	Alicante	ALC	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Netherlands	Amsterdam	AMS	Yes		SPLACXH	info@slotcoordination.nl		www.slotcoordination.nl
Greece	Karpathos	AOK	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Sweden	Stockholm-Arlanda	ARN	Yes		ARNACXH	scr@airportcoordination.com	2	www.arnslot.se
Greece	Athens	ATH		Yes	ATHHAXH	msg@hsca.gr	2, 5	www.euaca.org
United Arab Emirates	Abu Dhabi	AUH		Yes	HDQACXH	slots@coordaus.com.au		www.coordinationabudhabi.com
Turkey	Antalya	AYT	Yes		ISTTUTK	slot@shgm.gov.tr	1, 3	
Bahrain	Bahrain	BAH		Yes	BAHSPGF	BAHSPGF@gulfair.com		
Spain & Canary Islands	Barcelona	BCN	Yes		MADGSYA	slot.coord@aena.es	2, 5	www.euaca.org
Bermuda	Bermuda	BDA		Yes	BDAAOCR			
Norway	Bergen	BGO	Yes		OSLACXH	scr@airportcoordination.com	5	www.airportcoordination.no
Italy	Milan - Orio al Serio	BGY	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
United Kingdom	Birmingham	BHX		Yes	LONACXH	lonacxh@acl-uk.org	3	www.acl-uk.org, www.online-coordination.com
Spain & Canary Islands	Bilbao	BIO	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Turkey	Bodrum	BJV		Yes	ISTTUTK	slot@shgm.gov.tr	3	
Thailand	Suvarnabhumi	BKK	Yes		HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Denmark	Billund	BLL	Yes		CPHACXH	scr@airportcoordination.com		www.online-coordination.com, www.airportcoordination.dk
Italy	Bologna	BLQ		Yes	ROMSPXH	score@assoclearance.it		www.assoclearance.it
India	Bangalore	BLR		Yes		slotcoordination@bialairport.com	5	www.bialairport.com
Sweden	Stockholm-Bromma	BMA	Yes		ARNACXH	scr@airportcoordination.com	3	www.arnslot.se
Australia	Brisbane	BNE	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
India	Mumbai	BOM	Yes			slots@csia.gvk.com		www.csia.in
Germany	Bremen	BRE		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
United Kingdom	Bristol	BRS		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Belgium	Brussels	BRU	Yes		BRUACXH	BRUACXH@brucoord.org	5	www.brucoord.org
Switzerland	Basel/Mulhouse	BSL		Yes	HDQCOXH	hdqcoxh.scr@cohor.org		www.cohor.org
Slovakia	Bratislava	BTS		Yes	BTSSC7X	peter.psenica@airportbratislava.sk		
Hungary	Budapest	BUD		Yes	BUDLR7X	budcoord@hungarocontrol.hu		www.hungarocontrol.hu
Italy	Cagliari	CAG	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
China, P.R.	Guangzhou	CAN	Yes		BJSCKCA	lingang@atmb.net.cn	2	
India	Kolkata	CCU		Yes	BOMSPAI			
France	Paris-Ch. De Gaulle	CDG	Yes		HDQCOXH	hdqcoxh.scr@cohor.org	2, 3	www.cohor.org
Greece	Corfu	CFU	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Indonesia	Jakarta	CGK		Yes	JKTSPGA	scheduleplanning@garuda-indonesia.com		
Germany	Cologne	CGN		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
New Zealand	Christchurch	CHC	Yes		AKLSPNZ	bruce.cargill@airnz.co.nz		
Greece	Chania	CHQ	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Italy	Rome - Ciampino	CIA	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
China, P.R.	Chongqing Jiangbei	CKG	Yes		BJSCKCA	shake@atmb.net.cn		
Sri Lanka	Colombo	CMB	Yes		CMBSPUL	maniqueg@srilankan.lk		
Australia	Cairns	CNS	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Thailand	Chiang Mai	CNX	Yes		HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Denmark	Copenhagen	CPH	Yes		CPHACXH	scr@airportcoordination.com	5	www.online-coordination.com, www.airportcoordination.dk
South Africa	Cape Town	CPT	Yes			Coord@atns.co.za	3, 5	www.atns.co.za
Italy	Catania	CTA	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
China, P.R.	Chengdu Shuangliu	CTU	Yes		BJSCKCA	shake@atmb.net.cn		
India	Delhi	DEL	Yes			intslots.igia@gmrgroup.in		www.newdelhiairport.in
China, P.R.	Dalian Zhoushuizi	DLC	Yes		BJSCKCA	shake@atmb.net.cn		
Turkey	Dalaman	DLM		Yes	ISTTUTK	slot@shgm.gov.tr	3	
Thailand	Don Mueang	DMK		Yes	HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Qatar	Doha	DOH		Yes	DOHXYYF	mohammed.alkhater@caa.gov.qa		www.caa.gov.qa
Indonesia	Denpasar	DPS	Yes		JKTSPGA	scheduleplanning@garuda-indonesia.com		
Germany	Dresden	DRS		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Australia	Darwin	DRW	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Ireland	Dublin	DUB	Yes		LONACXH	lonacxh@acl-uk.org	5	www.acl-uk.org, www.online-coordination.com
South Africa	Durban	DUR	Yes			Coord@atns.co.za	3, 5	www.atns.co.za
Germany	Duesseldorf	DUS	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
United Arab Emirates	Dubai	DXB	Yes		DXBSCXH	dubai@acl-uk.org		www.acl-uk.org

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
United Kingdom	Edinburgh	EDI		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Greece	Kefallinia	EFL	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Netherlands	Eindhoven	EIN	Yes		SPLACXH	info@slotcoordination.nl		www.slotcoordination.nl
Germany	Erfut	ERF		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Turkey	Ankara	ESB		Yes	ISTTUTK	slot@shgm.gov.tr	3	
United States	Newark	EWR	Yes		DCAYAXD	7-awa-slotadmin@faa.gov, ewrcoordination@comcast.net, EWRslots@panynj.gov		
Portugal	Faro	FAO	Yes		LISCSXH	liscsxh@ana.pt	1, 5	www.online-coordination.com, http://slotsportugal.ana.pt
Italy	Rome - Fiumicino	FCO	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Italy	Florence	FLR	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Germany	Muenster	FMO		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Portugal	Funchal	FNC	Yes		LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
Germany	Frankfurt	FRA	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Spain & Canary Islands	Fuerteventura	FUE	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Japan	Fukuoka	FUK		Yes		Fax: +81.92.622-8984		
United Kingdom	Glasgow	GLA		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Sweden	Gothenburg	GOT		Yes	ARNACXH	scr@airportcoordination.com		www.arnslot.se
Greece	Patras	GPA	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Spain & Canary Islands	Gerona	GRO	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Brazil	Sao Paulo-Guarulhos	GRU		Yes		slot@anac.gov.br		www.anac.gov.br
Austria	Graz	GRZ		Yes	VIECPXH	viecpxh@slots-austria.com	2, 3	www.slots-austria.com
Switzerland	Geneva	GVA	Yes		ZRHACXH	zrhacxh@slotcoord.ch	2	www.slotcoordination.ch
Germany	Hannover	HAJ		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Germany	Hamburg	HAM		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Vietnam	Hanoi	HAN	Yes			nguyentruong@caa.gov.vn		
Australia	Hobart	HBA		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Thailand	Hat Yai	HDY		Yes	HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Finland	Helsinki	HEL	Yes		HELACXH	scr@airportcoordination.com		www.euaca.org
Greece	Heraklion	HER	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
China, P.R.	Hangzhou Xiaoshan	HGH	Yes		BJSCKCA	shake@atmb.net.cn		
Hong Kong (SAR), China	Hong Kong	HKG	Yes			hkgslot@cad.gov.hk	5	www.hkgslot.gov.hk
Thailand	Phuket	HKT	Yes		HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
India	Hyderabad	HYD		Yes	HYDGAXH	slotcoord.hyderabad@gmrgroup.in		www.hyderabad.aero
Spain & Canary Islands	Ibiza	IBZ	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Korea	Incheon	ICN	Yes		SELACXH	kaso-korea@hanmail.net		
Austria	Innsbruck	INN	Yes		VIECPXH	viecpxh@slots-austria.com slot.gac@innsbruck-airport.com (GA/BA)	3, 5, 6	www.slots-austria.com
Pakistan	Benazir Bhutto	ISB	Yes			khawar.ghayas@caapakistan.com.pk	5	www.caapakistan.com
Turkey	Istanbul	IST	Yes		ISTTUTK	slot@shgm.gov.tr	3	
Saudi Arabia	Jeddah	JED		Yes	JEDYBXS	emadarab2003@yahoo.com		
United States	New York-J.F. Kennedy	JFK	Yes		DCAYAXD	7-awa-slotadmin@faa.gov, JFKslots@panynj.gov		
Greece	Chios	JKH	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Greece	Mikonos	JMK	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
South Africa	Johannesburg	JNB	Yes			Coord@atns.co.za	3, 5	www.atns.co.za
Greece	Skiathos	JSI	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Greece	Thira	JTR	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Ukraine	Kyiv	KBP	Yes		KBPDC7X	cdarh@kbp.kiev.ua	3	www.boryspil-airport.com.ua

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Iceland	Reykjavik	KEF	Yes		KEFACXH	scr@airportcoordination.com	3, 5	www.online-coordination.com, www.airportcoordination.dk
Greece	Kos	KGS	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Chinese Taipei	Kaohsiung	KHH		Yes	TPEACXH	service@aptcoord.org.tw		www.aptcoord.org.tw
Pakistan	Karachi	KHI	Yes			khawar.ghayas@caapakistan.com.pk		www.caapakistan.com
Japan	Osaka-Kansai	KIX		Yes		NRT.KIX@schedule -coordination.jp		www.schedule-coordination.jp
Norway	Kirkenes	KKN		Yes	OSLACXH	scr@airportcoordination.com	4	www.airportcoordination.no
Austria	Klagenfurt	KLU		Yes	VIECPXH	viecpxh@slots-austria.com	2, 3	www.slots-austria.com
Greece	Kalamata	KLX	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
China, P.R.	Kunming Wujiaba	KMG	Yes		BJSCKCA	shake@atmb.net.cn		
Malaysia	Kuala Lumpur	KUL	Yes		KULSPMH	slot-malaysia@acm.org.my	2	
Greece	Kavala	KVA	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Kuwait	Kuwait	KWI		Yes	KWIAPYA, KWIDDYA	schedules@kuwait-airport.com.kw		www.kuwait-airport.com.kw
United States	Los Angeles	LAX		Yes	LAXIACR	laxiata@lawa.org		
Cyprus	Larnaca	LCA		Yes	NICSAXH	cyprus-slots@dca.mcw.gov.cy		
Spain & Canary Islands	La Coruna	LCG		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
United Kingdom	London-City	LCY	Yes		LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Russian Federation	St. Petersburg	LED		Yes	LEDCDSU			
Spain & Canary Islands	Almeria	LEI	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Germany	Leipzig	LEJ		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
United Kingdom	London-Gatwick	LGW	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
Pakistan	Lahore	LHE	Yes			khawar.ghayas@caapakistan.com.pk	5	www.caapakistan.com
United Kingdom	London-Heathrow	LHR	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Italy	Milan - Linate	LIN	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Portugal	Lisbon	LIS	Yes		LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
Slovenia	Ljubljana	LJU		Yes	LJUAPXH			
Italy	Lampedusa	LMP	Yes		ROMSPXH	score@assoclearance.it	1	www.assoclearance.it
Austria	Linz	LNZ		Yes	VIECPXH	viecpxh@slots-austria.com	2, 3	www.slots-austria.com
Spain & Canary Islands	Gran Canaria	LPA	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
United Kingdom	London-Luton	LTN		Yes	LONACXH	lonacxh@acl-uk.org	5	www.acl-uk.org, www.online-coordination.com
Luxembourg	Luxembourg	LUX		Yes	LUXSPLG			
Greece	Lemnos	LXS	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
France	Lyon-Satolas	LYS	Yes		HDQCOXH	hdqcoxh.scr@cohor.org	3	www.cohor.org
India	Chennai	MAA	Yes		BOMSPAI			
Spain & Canary Islands	Madrid	MAD	Yes		MADGSYA	slot.coord@aena.es	2, 3, 5	www.euaca.org
Spain & Canary Islands	Menorca	MAH	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
United Kingdom	Manchester	MAN	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
United States	Orlando	MCO		Yes	MCOAPXH	eruss@goaa.org		
Australia	Melbourne	MEL	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Mexico	Mexico City	MEX	Yes			lcalderon@aicm.com.mx		
Macau (SAR), China	Macau	MFM		Yes	MFMAACR	mfmslot@ada.com.mo		
Tunisia	Monastir	MIR		Yes	TUNKEXH	tunisia-sked@tunisairhandling.com.tn		
Greece	Mytilene	MJT	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Malta	Luqa	MLA		Yes	MLASLXH	scm@maltairport.com		www.maltairport.com
Philippines	Manila	MNL	Yes		MNLSYPR	mila_abarro@pal.com.ph		
Mauritius	Mauritius	MRU	Yes		MRUSPMK	aramdenee@airmauritius.com		www.airmauritius.com

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Germany	Munich	MUC	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Italy	Milan - Malpensa	MXP	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Italy	Naples	NAP	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
France	Nice	NCE	Yes		HDQCOXH	hdqcoxh.scr@cohor.org		www.cohor.org
United Kingdom	Newcastle	NCL		Yes	LONACXH	lonacxh@acl-uk.org		www.acl-uk.org, www.online-coordination.com
Japan	Chubu	NGO		Yes		ngo-schedule@cab.mlit.go.jp	5	
Australia	Norfolk Island	NLK		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Japan	Tokyo-Narita	NRT	Yes			NRT.KIX@schedule -coordination.jp		www.schedule-coordination.jp
Germany	Nuremberg	NUE		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Australia	Gold Coast	OOL	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Portugal	Porto	OPO	Yes		LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
United States	Chicago-O' Hare	ORD		Yes	DCAYAXD, CHICTCR	7-awa-slotadmin@faa.gov jackrantilla@cicatec.com		
France	Paris-Orly	ORY	Yes		HDQCOXH	hdqcoxh.scr@cohor.org	2, 3	www.cohor.org
Norway	Oslo-Gardermoen	OSL	Yes		OSLACXH	scr@airportcoordination.com	5	www.airportcoordination.no
Greece	Paros	PAS	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Portugal	Ponta Delgada	PDL		Yes	LISCSXH	liscsxh@ana.pt	5	www.online-coordination.com, http://slotsportugal.ana.pt
China, P.R.	Beijing	PEK	Yes		BJSCKCA	lingang@atmb.net.cn		
Australia	Perth	PER	Yes		HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Pakistan	Peshawar	PEW	Yes			khawar.ghayas@caapakistan.com.pk	5	www.caapakistan.com
Cyprus	Paphos	PFO		Yes	NICSAXH	cyprus-slots@dca.mcw.gov.cy		
Australia	Port Hedland	PHE		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Spain & Canary Islands	Palma Mallorca	PMI	Yes		MADGSYA	slot.coord@aena.es	2, 5	www.euaca.org
Italy	Palermo	PMO	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Cambodia	Phnom Penh	PNH	Yes		PNHSB7X	slot.com@online.com.kh		
Italy	Pantelleria	PNL	Yes		ROMSPXH	score@assoclearance.it	1	www.assoclearance.it
Czech Republic	Prague	PRG	Yes		PRGSP7X	slot.coord@prg.aero		www.euaca.org
Kosovo	Pristina	PRN	Yes			slot.coordinator@airportpristina.com		
Italy	Pisa	PSA		Yes	ROMSPXH	score@assoclearance.it		www.assoclearance.it
China, P.R.	Shanghai	PVG	Yes		BJSCKCA	lingang@atmb.net.cn		
Greece	Preveza/Lefkas	PVK	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Cambodia	Siem Reap	REP	Yes		PNHSB7X	slot.com@online.com.kh		
Spain & Canary Islands	Reus	REU	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Greece	Rhodes	RHO	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Netherlands	Rotterdam	RTM	Yes		SPLACXH	info@slotcoordination.nl		www.slotcoordination.nl
Saudi Arabia	Riyadh	RUH		Yes	JEDYBXS	emadarab2003@yahoo.com		
Germany	Saarbruecken	SCN		Yes	FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Spain & Canary Islands	Santiago de Compostela	SCQ		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
Korea	Seoul	SEL	Yes		SELACXH	kaso-korea@hanmail.net		
Seychelles	Seychelles	SEZ		Yes	SEZCPHM			
United States	San Francisco	SFO		Yes	SFOJSCR	jeffseid@aol.com		
Vietnam	Ho Chi Minh	SGN	Yes			nguyentruong@caa.gov.vn		
Singapore	Singapore	SIN	Yes		SINACXH	weiqi_tan@singaporeair.com.sg		
Greece	Thessalonika	SKG	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Macedonia (FYROM)	Skopje	SKP		Yes	SKPSCXH	sc@airports.com.mk		www.airports.com.mk
Greece	Skiros	SKU	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Greece	Samos	SMI	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org
Bulgaria	Sofia	SOF		Yes	SOFKOXH	batchvarovr@sofia-airport.bg	5	www.sofia-airport.bg/slotcoord

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
United Kingdom	Southampton	SOU		Yes	LONACXH	lonacxh@acl-uk.org	3	www.acl-uk.org, www.online-coordination.com
Croatia	Split	SPU		Yes	SPUAPXH	schedules@split-airport.hr	4	
United Kingdom	Stansted	STN	Yes		LONACXH	lonacxh@acl-uk.org	3, 5	www.acl-uk.org, www.online-coordination.com
Germany	Stuttgart	STR	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Norway	Stavanger	SVG	Yes		OSLACXH	scr@airportcoordination.com		www.airportcoordination.no
Russian Federation	Moscow-Sheremetyevo	SVO	Yes		SVOHP7X	coordination@sheremetyevo-airport.ru		www.sheremetyevo-airport.ru
Spain & Canary Islands	Seville	SVQ	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
Germany	Berlin - Schoenefeld	SXF	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Australia	Sydney	SYD	Yes		HDQACXH	slots@coordaus.com.au	3, 5	www.coordaus.com.au
Austria	Salzburg	SZG		Yes	VIECPXH	viecpxh@slots-austria.com	3	www.slots-austria.com
China, P.R.	Shenzhen Baoan	SZX	Yes		BJSCKCA	shake@atmb.net.cn		
Spain & Canary Islands	Tenerife - Norte	TFN	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Spain & Canary Islands	Tenerife - Reina Sofia	TFS	Yes		MADGSYA	slot.coord@aena.es	2	www.euaca.org
Israel	Tel Aviv	TLV	Yes		TLVACXH	judithf@iaa.gov.il		
Chinese Taipei	Taipei	TPE	Yes		TPEACXH	service@aptcoord.org.tw		www.aptcoord.org.tw
Italy	Turin	TRN	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
China, P.R.	Tianjin Binhai	TSN	Yes		BJSCKCA	shake@atmb.net.cn		
Australia	Townsville	TSV		Yes	HDQACXH	slots@coordaus.com.au		www.coordaus.com.au
Tunisia	Tunis	TUN		Yes	TUNKEXH	tunisia-sked@tunisairhandling.com.tn		
Germany	Berlin - Tegel	TXL	Yes		FRAZTXH	FRAZTXH@fhkd.org	5	www.fhkd.org
Thailand	Utapao	UTP		Yes	HDQYYTG, HDQYOTG	airportcoordination@slotthai.com		
Italy	Venice	VCE	Yes		ROMSPXH	score@assoclearance.it		www.assoclearance.it
Austria	Vienna	VIE	Yes		VIECPXH	viecpxh@slots-austria.com slot.gac@viennaairport.com (GA/BA)	3, 5	www.slots-austria.com

Country	City (Airport)	Airport Code	SCR Level 3	SMA Level 2	TTY	E-mail	Notes	Website
Spain & Canary Islands	Vitoria	VIT		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
Russian Federation	Moscow-Vnukovo	VKO	Yes		VKOACXH	coordination@vnukovo.ru	3, 5	www.vnukovo.ru/eng/for-airline/schedule_coord/
Spain & Canary Islands	Valencia	VLC	Yes		MADGSYA	slot.coord@aena.es	1, 2	www.euaca.org
New Zealand	Wellington	WLG	Yes		AKLSPNZ	bruce.cargill@airnz.co.nz		
China, P.R.	Xi’an Xianyang	XIY	Yes		BJSCKCA	shake@atmb.net.cn		
Canada	Montreal	YUL		Yes		horairedevol@admtl.com		www.admtl.com
Canada	Vancouver	YVR	Yes		YVRGLAC	lak.sangha@aircanada.ca		
Canada	Calgary	YYC		Yes		yycflightschedule@yyc.com		www.calgaryairport.com
Canada	Toronto	YYZ	Yes		YYZSCAC	cyyzslots@accl.aero	2	
Spain & Canary Islands	Zaragoza	ZAZ		Yes	MADGSYA	slot.coord@aena.es	2	www.euaca.org
Switzerland	Zurich	ZRH	Yes		ZRHACXH	zrhacxh@slotcoord.ch		www.slotcoordination.ch
Greece	Zakinthos	ZTH	Yes		ATHHAXH	msg@hsca.gr	2	www.euaca.org

ANNEX 4 – STANDARD CLEARANCE/ADVICE FORM (SCR)

Please note Annex 4 – Standard Clearance/Advice Form is to be used as a Conference document only. Details of the codes to be used on the SCR are contained in Chapter 6 of the SSIM manual.

STANDARD CLEARANCE/ADVICE FORM

AIRLINE: ________ SITA ADDRESS: ________ PAGE NO.: ________ OF: ________

FORM OF SUBMISSION
(Delete as applicable)

TELEGRAPH OPERATORS INSTRUCTIONS:	IATA STANDARD END OF MESSAGE LEAVE NO BLANKS ON TEXT LINES SPACE SHOULD ONLY BE TRANSMITTED WHERE SHOWN

1 FOR COMPUTER PROCESSING/HARDCOPY
2 FOR TELEGRAPH TRANSMISSION

MESSAGE PREFIX AND ADDRESSEE/S
ORIGINATOR DATE/TIME TRANSMIT • ➡ <≡

SCR*
SMA*
SIR*
SIE*
SAQ* <≡

CREATOR'S REFERENCE
/ <≡

Season A <≡
DATE OF MESSAGE B C <≡
AIR-PORT D <≡

INCOMING MESSAGE REFERENCE
R E Y T / <≡

*Delete as appropriate

	ARRIVAL FLIGHT			DEPARTURE FLIGHT			PERIOD OF OPERATION				DAY(S) OF OPERATION (UTC)			ARRIVAL FROM		TIMINGS (UTC)			DEPARTURE TO:		Service Type								
Action Code	Airline Designator	Flight Number	Operat. Suffix	Airline Designator	Flight Number	Operat. Suffix	FROM/ ON (1)		TO			Number of Seats Fitted	Aircraft Type SSIM	Origin Station	Preview Station	STA	STD	Overmidnight Indicator	Next Station	Desti-nation Station	Arrival	Departure	Frequency Rate	Passenger Terminal Identifier (Arrival)	Passenger Terminal Identifier (Departure)	Historic or Coordinator's Reason (Arrival)	Historic or Coordinator's Reason (Departure)	Arrival Flight Flexibility	Departure Flight Flexibility
							Day	Month	Day	Month	1 2 3 4 5 6 7																		
E	F			G			H		I		J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	BB
	F1	F2	F3	G1	G2	G3	H1	H2	I1	I2																			
1			9	11		18	20			29	31 37	39	44	46		55	57			67	69	70	71	73 75	77 79	81 83	85 87	89 96	98 105

PLEASE SEND TO:

Note: 1) Do not fill in I1-I2 for a single date. Additional single dates may be added on additional lines in H1-H2.
In messages they shall be separated by a slash (/) on the same line.

Explanation of Comments: ________________

____

____

____
SIGNATURE OF AIRLINE OFFICIAL

Intentionally left blank.

ANNEX 5 – NOTIFICATION OF AIRPORT LEVEL CHANGE FORM

Please complete all fields and forward to: sked@iata.org

GENERAL INFORMATION

Airport Name:

Airport Code:

Authority Notifying Level Change:

Current Airport Level:

New Airport Level:

Reason for Level Change:

Is there a Coordination Committee? YES/NO

Have the stakeholders at this airport been consulted regarding a change in Level? YES/NO

CAPACITY ANALYSIS

Date of most recent Capacity Analysis:
(Please include this Capacity Analysis with this notification)

CONTACT INFORMATION

Coordinator/Schedules Facilitator Name:

Title:

Postal Address:

Telephone:

Fax:

Email:

SITA:

Website:

FOR JSAG USE ONLY

Notification received on:

Notification reviewed on:

Intentionally left blank.