



# **Worldwide Scheduling Guidelines**

5th Edition  
Effective 1 December 2001

*International Air Transport Association*



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## **PREFACE**

World economic activity increasingly demands a viable and dependable international commercial air transport system. Since such a system is to a large extent a public utility, governments, airport and air traffic control (ATC) authorities, as well as airlines, have a common responsibility to provide it.

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, there are a growing number of congested airports. As a result, the airline industry is increasingly subjected to serious operational disruptions, with a significant number of delayed departures and arrivals, and resultant economic penalties.

This adverse situation, which is impacting on people and agencies throughout the world, 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 must therefore be considered in an international context, with the active involvement of airlines and others directly involved in the air transport industry.

There is a process in place today, which has been singularly successful in maintaining a high degree of coherence and stability in the international air transport system. Started by IATA in 1947 as a modest attempt to maximise interlining possibilities for a small number of airlines, the Schedules Conference (SC) is now additionally a worldwide forum for reaching consensus on schedule adjustments necessary to relieve airport congestion. With the help of airlines, airports, coordinators and industry experts, IATA has developed a set of procedures which are intended to provide guidance on managing the allocation of scarce resources at busy 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 satisfy the objectives of all parties concerned with airline schedules and to ensure that the requirements of civil aviation are met, mainly through the actions of the airlines themselves acting fairly and responsibly towards the public, airport managing bodies and one another. This document should be used in conjunction with the IATA Standard Schedules Information Manual (SSIM). The latest edition of these Guidelines is available on the IATA website at <http://www.iata.org/sked>

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



## **ABOUT WORLDWIDE SCHEDULING GUIDELINES**

These Guidelines are compiled and produced by the IATA Scheduling Procedures Committee (SPC). SPC Terms of Reference can be found in Annex 1 and a list of its members appears in Annex 2.

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 the SPC for review. Any amendments agreed by the SPC will be distributed to all Schedules Conference (SC) delegates and then presented to the SC for endorsement.

This edition of these Guidelines will take effect from 01 December 2001.

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

## **SECTION 1 – AIRPORT CAPACITY AND TRAFFIC CONGESTION**

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

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





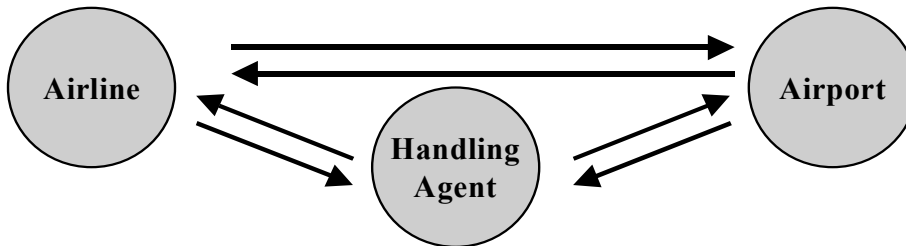
*This section gives an outline of the three basic levels of airport types from low activity to totally congested.*

## **SECTION 2 – LEVELS OF AIRPORT ACTIVITY**

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

**Figure 1: Levels of Airport Activity**

**Level 1: Non Coordinated Airport**



*Simple discussions between airline, handling agent and airport*

**Level 2: Schedules Facilitated Airport**



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

**Level 3: Fully Coordinated Airport**



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

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

## **SECTION 3 – NON COORDINATED AIRPORTS (LEVEL 1)**

### **3.1 DEFINITION OF A NON COORDINATED AIRPORT**

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

### **3.2 ROLE OF AIRLINES**

Airlines with traffic rights permitting them to operate to a Level 1 airport, should notify their appointed handling agent and the relevant airport managing body, or the data collecting agent if one has been appointed, of their planned schedule. This notification should take place as soon as possible and in any case prior to the start of each scheduling season. All subsequent changes should also be notified to both parties.

### **3.3 ROLE OF AIRPORTS**

Airport managing bodies of Level 1 airports should ensure that a capacity analysis is carried out twice yearly and the results made readily available. They should monitor all the systems at their airports and introduce additional capacity when required to avoid congestion. They also have a responsibility to work with handling agents to avoid constraints that impact on airline schedules. To facilitate this exercise, it may be necessary from time to time to seek schedules data in advance from the airlines in specified formats. In some instances, the airport managing body may appoint a data collecting agent to undertake this task.

### **3.4 ROLE OF HANDLING AGENTS**

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

### **3.5 CHANGE OF LEVEL**

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

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



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

## **SECTION 4 – SCHEDULES FACILITATED AIRPORTS (LEVEL 2)**

### **4.1 DEFINITION OF A SCHEDULES FACILITATED AIRPORT**

A schedules facilitated airport (Level 2) is one where there is potential for congestion at some periods of the day, week or season, which is likely to be resolved by voluntary co-operation between airlines.

The appropriate authority will appoint a schedules facilitator. The activities of the schedules facilitator must at all times be neutral, transparent and non-discriminatory.

### **4.2 ROLE OF AIRLINES**

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

**To simplify administration, airlines are required to submit their schedules data to the schedules facilitator by 23:59 UTC on the 27<sup>th</sup> day prior to the start of the Schedules Conference.**

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

### **4.3 ROLE OF AIRPORTS**

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

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

## 4.4 ROLE OF SCHEDULES FACILITATOR

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

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

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

## 4.5 PROCESS OF SCHEDULES FACILITATION

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

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

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

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

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

## 4.6 CHANGE OF LEVEL

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

In such a situation, the following will apply:

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

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

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

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

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

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

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

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

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

The Scheduling Procedures Committee (SPC) of IATA (see [Annex 1](#)) will provide assistance on capacity assessment and/or mediation if required.





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

## **SECTION 5 – FULLY COORDINATED AIRPORTS (LEVEL 3)**

### **5.1 DEFINITION OF A FULLY COORDINATED AIRPORT**

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

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

Because slots at a fully 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 fully coordinated, detailed schedule adjustment procedures, as outlined in this Section and in [Section 6](#), will need to be implemented, requiring the allocation of slots by a nominated coordinator to all airlines operating through the airport in question.

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

Ideally, there should be a dedicated coordinator. Where there is dual responsibility for coordination and scheduling, coordination must take precedence over scheduling.

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 fully coordinated airport. An allocated slot will take account of all the capacity constraints at the airport, e.g. runways, aprons, terminals, etc.

A series of slots is defined as at least four slots, distributed regularly in a scheduling season at the same time on the same day of the week. In this context, the expression 'same time' means within the same coordination parameters.

## 5.4 ROLE OF AIRLINES

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

## 5.5 ROLE OF AIRPORTS

Airport managing bodies of fully coordinated airports must ensure that the initial capacity analysis is updated twice yearly in conformity with the two IATA scheduling seasons. Where constraints persist, the airport managing body is encouraged to examine capacity and to pursue capacity enhancement to the point where the cost of doing so becomes unreasonable. This is to ensure that a reversion to Level 2 or Level 1 status can be achieved at the earliest opportunity.

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

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

## 5.6 ROLE OF COORDINATORS

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

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

### 5.7 REMOVAL OF COORDINATION

When, at an airport designated as Level 3 (fully 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, redesignate the airport as Level 2 (schedules facilitated).

It is the policy of the SPC to monitor regularly all airports designated as Level 3 with a view to their redesignation as Level 2. All airlines should be alert to changing circumstances at the airports they serve and should suggest redesignation by approaching the Coordinator, the Coordination Committee or the SPC Advisor responsible for the airport.

### 5.8 GENERAL PRINCIPLES OF COORDINATION

**This section outlines the underlying key principles governing slot coordination.**

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

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

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



See Definitions — [Section 8](#)



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

*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**

### **6.1 INTRODUCTION OF COORDINATION**

Where schedule coordination is to be introduced for the first time, it is the duty of the coordinator to notify the administrative arrangements and capacity to be applied.

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

### **6.2 NOTICES OF AIRPORT CAPACITY**

The **NAC Form** must be published to show the applicable schedule constraints for each forthcoming scheduling season if this is different from what has previously been published.

The **NAC Chart** must be published to illustrate the utilisation of available capacity and how full or close to full the airport is in a typical busy week of the **current** scheduling season. It provides essential guidance to airlines in their planning for future seasons.

Whenever possible, the NAC Chart should be accompanied by supporting graphs showing the actual utilisation of the available capacity for the current season. Samples of the NAC Chart and the NAC Form can be obtained from IATA.

NAC Forms and Charts must be made available regularly to the Secretary of the Scheduling Procedures Committee, the airport managing body, other entities involved in the determination of the airport capacity, and any other interested parties requesting the information.

To facilitate this, the NAC Form and a NAC Chart must also be displayed on the appropriate coordinators' website. The coordinator must also submit copies of the current NAC Form and a NAC Chart to IATA on registration at the relevant SC. The documents must highlight any changes from the previous version.

The timetable for providing, updating and issuing the NAC Form and NAC Chart is:

<b>Publication Timetable</b>	<b>Using Data for:</b>	<b>Publish NAC Chart (showing utilisation of capacity for typical week)</b>	<b>Publish NAC Form (showing constraints applied to scheduling for coming season)</b>
<b>April</b> each year	Winter season just finished	For Winter season	Not Required
<b>June</b> each year at SC <b>June</b> each year at SC	Current Summer season Next Winter season	For Summer season Not Required	Not Required For Winter season
<b>September</b> each year	Current Summer season	For Summer season	Not Required
<b>November</b> each year at SC <b>November</b> each year at SC	Current Winter season Next Summer season	For Winter season Not Required	Not Required For Summer season



**Deadlines — See [Appendix 2](#)**

### 6.3 PREPARATORY WORK BY AIRLINES

Prior to submitting Slot Clearance Requests (SCRs), airlines should study the congested hours at each coordinated airport to which they plan to operate, as indicated in the most recent NAC documentation issued by coordinators.

If an airline does not have an up-to-date NAC Chart and its associated utilisation graphs, it should be obtained directly from the coordinator, well in advance of the data submission deadline.

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

### 6.4 HISTORICAL SLOTS

Prior to each Schedules Conference (SC), it is essential that coordinators and airlines agree on which slots are historical.

#### 6.4.1 Determination of Historics

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

- Slots cleared by coordinators as ad-hoc are not eligible for historical precedence.
- Slots are eligible for historical precedence (after meeting the usage criteria as outlined in [paragraphs 6.8.1.1 & 6.10.8](#)) when four consecutive flights have been operated as allocated, at the same time on the same day of the week.
- Slots cleared by coordinators as ad-hoc but forming a series by the end of the scheduling season, **may** be eligible for historical precedence.
- Flights initially requested as a series of slots and cleared by the coordinator at different timings (ie. not forming a series of 4 consecutive flights at the same time on the same day of the week) but subsequently recleared before operation, so as to form a series by the end of the scheduling season, **may** be eligible for historical precedence.
- Slots held on file by coordinators at the slot return deadline dates of 31<sup>st</sup> August (Winter) and 31<sup>st</sup> January (Summer), will be used as the basis for determination of historics.
- For slots allocated by coordinators **after** the slot return deadlines, the number of slots in the series at the date they were allocated will be used as the baseline for the use it or lose it rule (See [paragraph 6.10.8](#)) and the determination of historical precedence.
- Whether slots are requested before or after the slot return deadlines, it will be the latest timings approved by coordinators for each series of slots that will form the basis for historical slots.



Deadlines — See [Appendix 2](#)

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



## 6.4.2 Confirmation of Historical Slots

This process is undertaken in two parts.

### 1. Coordinator Action

Having identified the entitlement to historical slots, as outlined above, coordinators must provide to the airlines the information on historicals as soon as possible, but in no case later than:

- mid-April for what is on record as historical slots, as actually operated in the preceding Northern Winter season;
- mid-September for what is on record as historical slots, as actually operated in the current Northern Summer season up to that time. However, information given to the airlines prior to end of the Summer season must be regarded as provisional until the season is completed.



**Deadlines — See [Appendix 2](#)**

### 2. Airline Action

Airlines must acknowledge receipt of the information and advise whether or not they agree with it. They must raise any differences with coordinators as quickly as possible, so that they can be resolved no later than the submission deadline.

When they disagree with any of the information provided, the coordinator must be informed no later than the submission deadline (see [paragraph 6.5.1](#) below).

If airlines do not receive a statement of their historic slots, as outlined in Step 1 above, it is their responsibility to question the coordinator.

## 6.5 DATA SUBMISSION

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

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

### 6.5.1 Deadline Dates

The deadline for the submission of data to coordinators for slot clearance purposes is 23:59 UTC on the 27th day prior to the start of the Schedules Conference. In order to assist the coordinator, airlines are encouraged to submit their data as early as possible and not to leave their submissions until the actual deadline date.

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

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

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

### 6.5.2 Formats

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

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

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

### 6.5.3 Safeguarding Historical Slots

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

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

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

*E.g. "SI If new timings not available can accept range between -40mins. or +20 mins. else revert to S99 XX1234/5 0910/1010 claimed as historic".*

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

## 6.6 FLEXIBILITY BY COORDINATORS

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

### 6.6.1 Operational Factors

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

## 6.6.2 Season Changeover

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

## 6.6.3 Daylight Saving Time

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

## 6.6.4 Schedule Disruptions

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

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

## 6.7 ADVICE ON AVAILABILITY OF SLOTS

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

## 6.8 PRIORITIES FOR COORDINATION

### 6.8.1 Primary Criteria for Slot Allocation

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

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

#### 6.8.1.1 Historical Precedence

The core of the slot allocation process is the use of historical precedence. This precedence applies only to equivalent, and not consecutive, scheduling seasons (eg. Summer to Summer season) 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 season, provided that:

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

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

#### 6.8.1.2 Changes to Historic Slots

A change to a historical slot should have priority over new demands for the same slot within the total capacity available.

#### 6.8.1.3 Slot Pool

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

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

### 6.8.1.4 New Entrants

Only airlines can be eligible for new entrant status.

Within each time interval coordinated, 50% of the slots contained within the slot pool at the initial allocation must be allocated to new entrants, unless requests by new entrants are less than 50%. Other criteria for allocating slots from the pool are secondary to this criterion.

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

An airline must **not** claim new entrant status:

- if it intends to operate on an ad hoc basis, or
- if a controlling interest in the airline is held by another airline which itself is not a new entrant at the airport in question (subsidiary company), or
- if it holds a controlling interest in another airline which itself is not a new entrant at the airport in question (parent company).

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

Airlines must advise the coordinator if they are requesting slots as a new entrant.

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

### 6.8.1.5 Introduction of Year Round Service

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

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

### 6.8.2 Additional Criteria for Slot Allocation

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

- **Effective Period of Operation**

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

- **Size and Type of Market**

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

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

- **Competition**

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

- **Curfews**

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

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

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

- **Frequency of Operation**

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

- **Local Guidelines**

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

## 6.9 PRELIMINARY ALLOCATION OF SLOTS BY COORDINATORS

Coordinators must inform relevant airline delegations of the status of all their requested slots by 23:59 UTC on the 6<sup>th</sup> day prior to the start of each Schedules Conference (SC).



**Deadlines — See [Appendix 2](#)**

This information should indicate the changes required to meet capacity limitations. Coordinators should highlight these changes and state the reason for each change. In the event that the requested slot is not available, the coordinator should offer the nearest available earlier or later timing, and, if requested, must at the Schedules Conference 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 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 in the period between schedule submission and the start of the Conference.

However, airline delegates willing to accept initial slot offers made by a coordinator should advise the coordinator in writing that the offer is acceptable to them. There is then no need for a meeting between the coordinator and the accepting airline. Initial offers that cannot be accepted immediately will be valid until the first meeting of the relevant airline delegation with the coordinator.

After the start of the Conference and not before, the coordinator and airline delegates should meet to discuss any schedule adjustments required and to confirm any agreed changes. Following such confirmation, any further changes to the discussed schedules can only be made by agreement between the coordinator and the airline delegation. At any meetings between airlines and coordinators, the coordinators must satisfy themselves that the airline represented is properly accredited.

Airline delegates must be fully authorised by their management to make changes to their plans at the Schedules Conference (SC). If delegates are required to discuss options with their Head

Offices before making each change, the progress of the Conference is slowed and the resolution of problems becomes more difficult.

When a reduction in available capacity occurs as compared to the previous equivalent scheduling season, a collective solution should be sought from all airlines involved.

### 6.10 USE OF SLOTS BY AIRLINES

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

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

#### 6.10.1 Exchange of Slots between Airlines

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

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

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

#### 6.10.2 Transfer of Slots between Airlines

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

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

#### 6.10.3 Holding and Returning of Slots

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

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

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



**Deadlines — See [Appendix 2](#)**

## 6.10.4 Responsibility for Historical Precedence

At all times, responsibility for meeting the criteria required to qualify for historical precedence, lies with the airline who has been allocated the slots by the coordinator and who is registered in the coordinator's database as holding the slots.

## 6.10.5 Shared Operations

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

Airlines holding slots in shared operations must, at all times, advise coordinators of the details of such operations to the extent necessary for slot monitoring purposes.

## 6.10.6 Intentional Misuse of Allocated Slots

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

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

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

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

## 6.10.7 Abuse of the Coordination System

Airlines must not operate flights at a fully coordinated airport without the necessary slots. Any airline that does so will be requested by the coordinator to stop. If the airline concerned continues to operate without slots, the matter will be brought to the attention of the airport's coordination committee, or other suitable committee, which will decide on the action to be taken.

The following actions also constitute slot abuse:

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

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

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

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

### 6.10.8 Use it or Lose it Provision

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

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

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

- (a) Interruption of the air services of the airline concerned due to unforeseeable and irresistible causes outside the airline's control;
- (b) Action intended to affect these services, which prevents the airline from carrying out operations as planned;
- (c) An interruption of a series of charter air services due to cancellations by tour operators, in particular outside the usual peak period, provided that overall slot usage does not fall below 70%.

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 done on a seasonal basis although coordinators are encouraged to monitor more frequently in order to give feedback to airlines during a season.

For Summer seasons, feedback to airlines prior to Schedules Conferences (SCs) will be based on actual data up to the latest date possible. Information given to airlines prior to the Conference deadline must only be considered as provisional until the scheduling season 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 SPC, Coordination Committee (see Section 7) or another suitable committee.

### 6.10.9 Slots of a Service which Ceases to Operate

Any airline which ceases operation of a service must immediately return the allocated slots for the rest of the scheduling season and for the next scheduling season, 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 a service in one scheduling season will mean slots allocated or requested for that service in the next season 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 POST-CONFERENCE ACTIVITY

### 6.11.1 Activity by Coordinators Post-Conference

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

### 6.11.2 Waitlist

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



**Deadlines — See [Appendix 2](#)**

### 6.11.3 Changes to Schedules Post-Conference

Changes in plans after the Conference must be promptly notified by the airlines to the appropriate coordinators so that other airlines with outstanding requests may then have the possibility of obtaining any vacated slots. Schedule submissions can only be accepted by coordinators from addresses approved by submitting airlines and notified to coordinators.

Airlines should maintain contact with the coordinators if they wish to explore such opportunities and also regularly provide coordinators with a list of the slot requests they wish to have kept under consideration.

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

If an airline has not received an answer to such slot requests from the coordinator within three business days, it must contact the coordinator and not assume that its request has been accepted. Offers made by coordinators to airlines are valid for three business days only (unless otherwise stated). Any offer made will lapse unless the airline notifies its acceptance to the coordinator within this time limit, or obtains an extension of the time limit from the coordinator. (Business days in this context refers to business days in the country of the message originator.)

### 6.11.4 Clearance of Ad-hoc Requests

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

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

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

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

In some exceptional cases, it may be necessary for the coordinator to consider ad-hoc requests before the slot return deadline, in order to give operators sufficient advanced notice of the slots, which can be allocated. For example, when the Easter holiday occurs at the start of a Summer season, 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 season.

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

### **6.11.5 Listings of Cleared Slots**

It is recommended that coordinators should post updated listings of all allocated slots in SCR format on the IATA website, or their own website, so that airlines may have the opportunity to verify their allocated slots. Ideally, the coordinators' websites should be linked to the IATA website.

If the information is not available through the IATA Website, coordinators should supply requesting airlines with a listing of its own slots cleared and all slots cleared.

### **6.11.6 Change of Coordinators During Seasons**

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

## **6.12 SLOTS ALLOCATED PRIOR TO TRAFFIC RIGHTS OR OPERATING LICENCE**

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

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

## **6.13 SLOTS OF AN AIRLINE WHICH LOSES ITS OPERATING LICENCE**

Only an airline with a valid operating licence can hold a series of slots. If an airline ceases to hold a valid operating licence, its slots revert to the appropriate coordinators. However, the representatives of the airline may enter into dialogue with the coordinators regarding future use of the slots involved. This may mean that the slots are reserved by the Coordinator pending reinstatement of the airline's operating licence. The status of the operating licence should be reviewed by the relevant coordinators at 30-day intervals. If dialogue has not been initiated within 30-days of the airline losing its operating licence, or if the coordinators become convinced that the airline will not regain its operating licence in time to use the slots, then the coordinators should reallocate the slots involved.

### 6.14 SLOTS ALLOCATED WITHOUT HISTORICAL PRECEDENCE

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

### 6.15 COORDINATION COMMITTEES

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

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



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## **SECTION 7 – MEDIATION**

If a problem arises at an airport, which cannot be resolved in a mutually acceptable way, through the appropriate coordination committee, mediation is available through the IATA Scheduling Procedures Committee (SPC).

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



## SECTION 8 – DEFINITIONS

**ACI:** Airports Council International

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

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

**ATC:** Air Traffic Control

**Basic schedule:** The planned regularly operated flights of an airline.

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

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

**Capacity Analysis:** An examination, carried out by a competent authority (usually the airport managing body), to measure the capacity of an airport to handle airline operations. See [Appendix 5](#).

**Charter or Charter Service:** An air service operated on behalf of a single entity or multiple entities, pursuant to a charter contract. The charterer assumes financial risk for under-utilised payload, and maintains control over retail seat prices. The service may be operated on an ad-hoc basis or as a regular series throughout a scheduling season.

**Codesharing:** See Shared Operations.

**Connection:** It describes the ability to transfer passengers, baggage, cargo or mail from one flight to another within a reasonable time period. On-line connections concern transfers between flights of the same airline and interline connections between flights of different airlines.

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

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

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

**EU-ACA:** European Union — Airport Coordinators Association.

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

**Franchise:** See Shared Operations.

**Fully Coordinated Airport (Level 3):** An airport where, in order to land or take off, during the periods for which it is fully coordinated, it is necessary for an airline to have a slot allocated by a coordinator.

**Handling Agent:** Describes the person or organisation that facilitates an airline's passengers or cargo, and/or aircraft at an airport.

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

**IACA:** International Air Carrier Association.

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

**ICAO:** International Civil Aviation Organisation.

**Joint Operation Flight:** See Shared Operations.

**Level 1:** See Non Coordinated Airport.

**Level 2:** See Schedules Facilitated Airport.

**Level 3:** See Fully Coordinated Airport.

**NAC:** See Notice of Airport Capacity Chart and Form.

**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 no more than four 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.

**Notice of Airport Capacity (NAC) Chart:** A document prepared by the coordinator of a fully coordinated airport, which depicts, preferably with graphical support, the extent to which the airport is full or close to full in a typical busy week of the scheduling season under discussion.

**Notice of Airport Capacity (NAC) Form:** A document prepared by the coordinator of a fully coordinated airport, which specifies, preferably with graphical support, schedule constraints for each forthcoming scheduling season.

**Pool:** See Slot Pool.

**Regular Scheduled Services:** Pre-planned programmes of flights, usually operating on a regular basis throughout a scheduling season. This term includes programmed charter services.

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

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

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

**Scheduling Procedures Committee (SPC):** A multi-disciplinary group responsible for the administration and management of the Schedules Conference (SC) and for the production and update (subject to endorsement by the Schedules Conference) of the Worldwide Scheduling Guidelines. See [Annex 1](#) for Terms of Reference.

**Scheduling Procedures Steering Group (SPSG):** A sub-group of the SPC. See [Annex 1](#) for Terms of Reference.

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

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

**Series of Slots:** At least four slots distributed regularly in a scheduling season at the same time on the same day of the week. In this context, the expression 'same time' means within the same coordination parameters.

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

- **Codesharing:** A term describing flights which, although operated by a single operator, may be shared in commercial terms with any number of other operators through inter airline agreements.
- **Franchise:** Authorisation granted by one airline to another, allowing the latter to use the former airline's marketing identity or brand in the sale of its products.
- **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.

**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 fully coordinated airport. An allocated slot will take account of all the capacity constraints at the airport e.g. runway, apron, terminals etc.

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

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

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

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

**Slot Swap:** See Slot Exchange.

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

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

**SPC:** Scheduling Procedures Committee (IATA). See [Annex 1](#).

**SSIM:** Standard Schedules Information Manual of IATA. 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](#).

**Use it or Lose it:** Describes a method whereby airlines who do not operate an agreed proportion of their slots to their coordinated timings, may lose their historical precedence for those particular slots in the next equivalent scheduling season.

**UTC:** Universal Time Coordinated. Also referred to as Z or GMT. All slots, including historic, are expressed in UTC.

**Year Round Operation:** A new service which has a series of slots with the potential to achieve historic precedence in the preceding season, and which has been requested at a similar time on the same day(s) of operation to the same destination as in the preceding season, 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 season.





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

## **APPENDIX 1 – IATA SCHEDULES CONFERENCE**

### **PART 1: TERMS OF REFERENCE**

#### **OBJECTIVES**

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

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

#### **PROCEDURES**

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

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

### **PART 2: STANDING WORKING ARRANGEMENTS**

#### **1. ELIGIBILITY TO ATTEND THE CONFERENCE**

The following are eligible to attend the Schedules Conference:

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

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

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

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

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

## 2. MEETING DATES

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

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

## 3. TIMETABLES

### 3.1 Submission Of Timetables

In addition to the submission of data to coordinators and schedules facilitators for airport clearance purposes, airlines are required to table at the commencement of each Schedules Conference (SC) their full timetables of scheduled services in Universal Time for the forthcoming scheduling season.

### 3.2 Layouts For Timetables

Standard layouts for printed timetables of scheduled services in UTC are described in Chapter 3 of the SSIM. These aim at achieving uniformity in timetables used for interline exchanges, for information and general working purposes at the Conference. To facilitate the work of the Conference, airlines are requested to ensure that:

- (a) their draft timetables are legible and prefaced by a table of contents;
- (b) they include a list of highlights of changes to the schedules of the previous equivalent scheduling season;
- (c) they indicate information regarding normal saleable aircraft configurations by class of service for each aircraft type.

### 3.3 Schedule Updating

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

## 4. ABSENTEE AIRLINES

### 4.1 Non-Attendance at Schedules Conferences

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

### 4.2 Action to be Taken by Non-Attending Airlines

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

### 4.3 Priorities to Non-Attending Airlines

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

## 5. CONFIDENTIALITY OF SLOT AND SCHEDULE INFORMATION

Coordinators and schedule facilitators must not release to any other organisation details of data submitted by an airline prior to 1000LT on the first day of the Conference. If there is a need, for planning purposes, to provide some data in advance to airport managing bodies or other interested parties, this should be done in consolidated format only.

## 6. PREPARATORY WORK BY COORDINATORS

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

- (a) data preparation and analysis;
- (b) initial coordination;
- (c) preparation of responses to airlines.
- (d) Sending feedback to airlines on their schedule submissions.

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

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

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

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

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

## 7. CLEARANCE OF SLOTS FOR THE CURRENT SEASON

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

## 8. FAIRNESS AND TRANSPARENCY

In the interests of fairness and transparency, coordinators must have available the following information during and after the Schedules Conference (SC), for review by all interested parties:

- (a) Historical slots by airline and chronologically for all airlines.
- (b) Requested slots (initial submissions) by airline and chronologically for all airlines.
- (c) All allocated slots, and outstanding slot requests, by airline and chronologically for all airlines.
- (d) Remaining slots available.
- (e) Comparisons between (a) and (c) above by time interval coordinated and by airline.
- (f) Full details of the constraints being used in coordination as laid down in the Notice of Airport Capacity.
- (g) Full details of the criteria being used in the allocation of slots.

## 9. APPOINTMENTS WITH COORDINATORS

Appointments with coordinators should be made using the IATA Appointments Calendar. Coordinators should endeavour to open their Appointment Calendars one week after the data submission deadline date (i.e. 20 days prior to the start of Conference). For full details and instructions on how to use the IATA Appointments Calendar, airlines and coordinators should consult the "Help File" which can be found on the IATA website at: <http://www.iata.org/sked/appcal/6Help/HelpMain.htm>. In addition, all coordinators should be available in their Conference work rooms between 16h00 and 18h00 on the day prior to the start of the Conference. So that appointments can be made with those coordinators and airlines that do not have Internet access. Coordinators should organise their resources and necessary appointments so as to ensure that all airlines who need to meet the coordinator are met initially during the first two days after the opening Plenary Session.

In order to make best use of the time available at the Conference, airlines are discouraged from making non-critical schedule changes, e.g. flight number changes, during the first three days of the Conference. Discussion of such issues must be postponed until the majority of airlines have had their appointments with the coordinator or schedule facilitator to discuss their scheduling problems.

When an appointment has been made, delegates should be on time and should bring all their 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.

## 10. AVAILABILITY OF AIRLINES AND COORDINATORS

Situations can arise **at any time during the Conference**, which may necessitate the cooperation of other airlines involved in the time period concerned. Furthermore, such problems could reflect on other airports at any stage of the Conference. For this reason, it is **essential** that all airlines and coordinators should be available **at all times** throughout the duration of the Conference.

## 11. AUTHORISATION TO ACCEPT CHANGES TO SCHEDULES

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

## 12. POST-CONFERENCE DISCUSSIONS

Where particular problems at a schedules facilitated airport (Level 2) are still outstanding at the end of the Conference, these should be reported to the Chairman before the closing Plenary Session.

The airlines concerned will thus be aware of the possible need to involve themselves in post-Conference discussions to resolve such outstanding problems.

**13. PIGEON-HOLES**

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

**14. NAME BADGES**

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

**15. OFFICE FUNCTION DESIGNATOR**

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

**16. SUBMISSION OF AGENDA ITEMS FOR PLENARY SESSION**

In order to streamline Plenary Sessions, it is recommended that agenda items requiring detailed consideration are submitted for review by the SPC prior to consideration by the Schedules Conferences (SCs).

**17. STANDARD SCHEDULES INFORMATION MANUAL (SSIM)**

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

**18. MEDIATION SYSTEM**

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

**19. NON-AIRLINE PERSONNEL ATTENDANCE AT THE CONFERENCE**

Conference policy requires that only persons covered under paragraph 1 above shall be permitted to attend Schedules Conferences (SCs). However, in the case of interested airports and other non-airline representatives, exceptions to the policy may be made on the basis of advice of the SPC, normally for the purpose of familiarisation and for only one Conference.

All such non-airline representatives will be clearly shown separately in the records of the Conferences and will be announced at the opening Plenary Session. They may attend Plenary Sessions only by express invitation of the Chairman, and bilateral discussions only by express agreement of the airlines and/or coordinators involved.

Any non-airline party wishing to be invited to a Schedules Conference (SC) should apply at least thirty days in advance of the Conference at which attendance is requested to:

Manager Scheduling Services

IATA

800 Place Victoria

P.O. Box 113

Montreal, Quebec

Canada H4Z 1M1

Telephone: +1 (514) 874 0202 ext 3905

Fax: +1 (514) 874 1779

Tty: YMQSPXB



## APPENDIX 2 – CALENDAR OF SCHEDULE COORDINATION ACTIVITIES

Summer Season	Activity	Winter Season
June	Preliminary NAC Charts provided by Coordinator <a href="#">(6.2)</a>	November
September	Updated NAC Charts provided by Coordinator <a href="#">(6.2)</a>	April
Mid-September	List of Historics provided by Coordinator <a href="#">(6.4)</a>	Mid-April
27 days prior to start of Conference	Deadline for Submission of Initial Slot Requests for Level 3 And Schedules Information for Level 2 <a href="#">(6.5)</a>	27 days prior to start of Conference
20 days prior to start of Conference	Appointments Calendar opened by Coordinators	20 days prior to start of Conference
6 days prior to start of Conference	Initial Slot Allocation <a href="#">(6.9)</a>	6 days prior to start of Conference
2 <sup>nd</sup> Sat to following Wed in November	IATA Schedules Conference <a href="#">(Appendix 1)</a>	2 <sup>nd</sup> Sat to following Wed in June
November to January	Schedules Adjustments <a href="#">(6.11.3)</a> Return of Unwanted Slots <a href="#">(6.10.3)</a>	June to August
January 31 <sup>st</sup>	Deadline for Return of Slots <a href="#">(6.10.3)</a> Start of Use it or Lose it Rule (= 100%) <a href="#">(6.10.8)</a>	August 31 <sup>st</sup>
February to end March	Schedules Adjustments <a href="#">(6.11.3)</a> Return of Unwanted Slots <a href="#">(6.10.3)</a>	September to end October
End March	Start of Season	End October
March to September	Schedules Adjustments <a href="#">(6.11.3)</a>	October to April
End September	Determination of Historics (Slots Operated > or = 80%) <a href="#">(6.4.1)</a>	End April

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





## **APPENDIX 3 – SSIM AND ITS RELEVANCE TO AIRPORT COORDINATION**

SSIM contains the Industry Standards for the exchange of Airport Coordination (slots) and Movement Advice information using interline telegraph message formats. The same formats can be used to exchange the data using other media, such as 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, programme changes and feedback.

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

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

**Chapter 3** provides example layouts and the minimum data requirements for printed schedules. This Chapter should be used when producing your draft timetables which you are required to table at the commencement of each Schedules Conference (SC). Whilst the layouts need not be slavishly adhered to, the minimum data requirements should be met.

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

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

**Appendix A** provides the Industry standard Aircraft Type codes.

**Appendix C** provides the Industry standard Service Type codes.

**Appendix D** provides the Industry standard Passenger Terminal codes.

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

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

## Which messages do I use and when?

### Pre-IATA Schedules Conference

**Coordinators** use **SHL** to provide airlines with information about historical slot allocations and slots which they believe do not have historical precedence together with their reasons

**Airlines** use **SCR** to submit their slot requests for airports which require slot allocation or **SMA** to provide schedule information to schedules facilitators for airports which require this information

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

### Start of IATA Schedules Conference

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

### Post-IATA Schedules Conference

**Airlines** use **SCR** 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** to provide similar schedule information to schedules facilitators or data collecting agents for airports which require this information

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

**Airlines** use **SIR** 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** to reply to clarification requests from airlines

**Airlines** use **SIE** to request information from a coordinator about slots held by other airlines or to request schedule information held by a schedules facilitator for other airlines

**Coordinators and Schedules Facilitators** use **SIE** to reply to information requests from airlines

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

**Coordinators** use **SAQ** 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.
- **Aircraft Type Codes** — ensure that you only use the Industry standard codes from Appendix A of SSIM. It is recommended that sub-type codes are used.
- **Passenger Terminal Indicators** — ensure that you only use the Industry standard codes contained in SSIM Appendix D.
- Remember that information exchange between **airlines and coordinators** and between **airlines and schedules facilitators** is a **dialogue**. Be sure to follow the rules about timeliness of replies, and complete the dialogue properly so that there is no room for ambiguity — even if this means resorting to other means of communication or plain text messages.

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

## APPENDIX 4 – BASIS FOR THE CALCULATION OF HISTORICS

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

*Example: ( Winter period calculation)*  
 \*XX1111 26OCT19DEC 1234567 144320 1015 J  
 \*XX1111 12JAN 28 MAR 1234567 144320 1015 J

<-----7 wks----->                      <-----12 wks----->  
  
 <-----19 weeks----->  
  
 19 weeks=100%

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

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

*Example: (Winter period calculation)*  
 Initially filed  
 \*XX1111 26OCT28MAR 1234567 144320 1015J

*Changed to (after the deadline)*  
 \*XX1111 26OCT19DEC 1234567 144320 1015J  
 \*XX1111 12JAN 28MAR 1234567 1443201 1015J

<-----7wks----->                      <-----12wks----->  
  
 <-----22 weeks----->  
  
 22 weeks = 100%

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

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



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

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

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

## **APPENDIX 5 – STANDARDS FOR AIRPORT CAPACITY ANALYSIS**

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

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

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

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

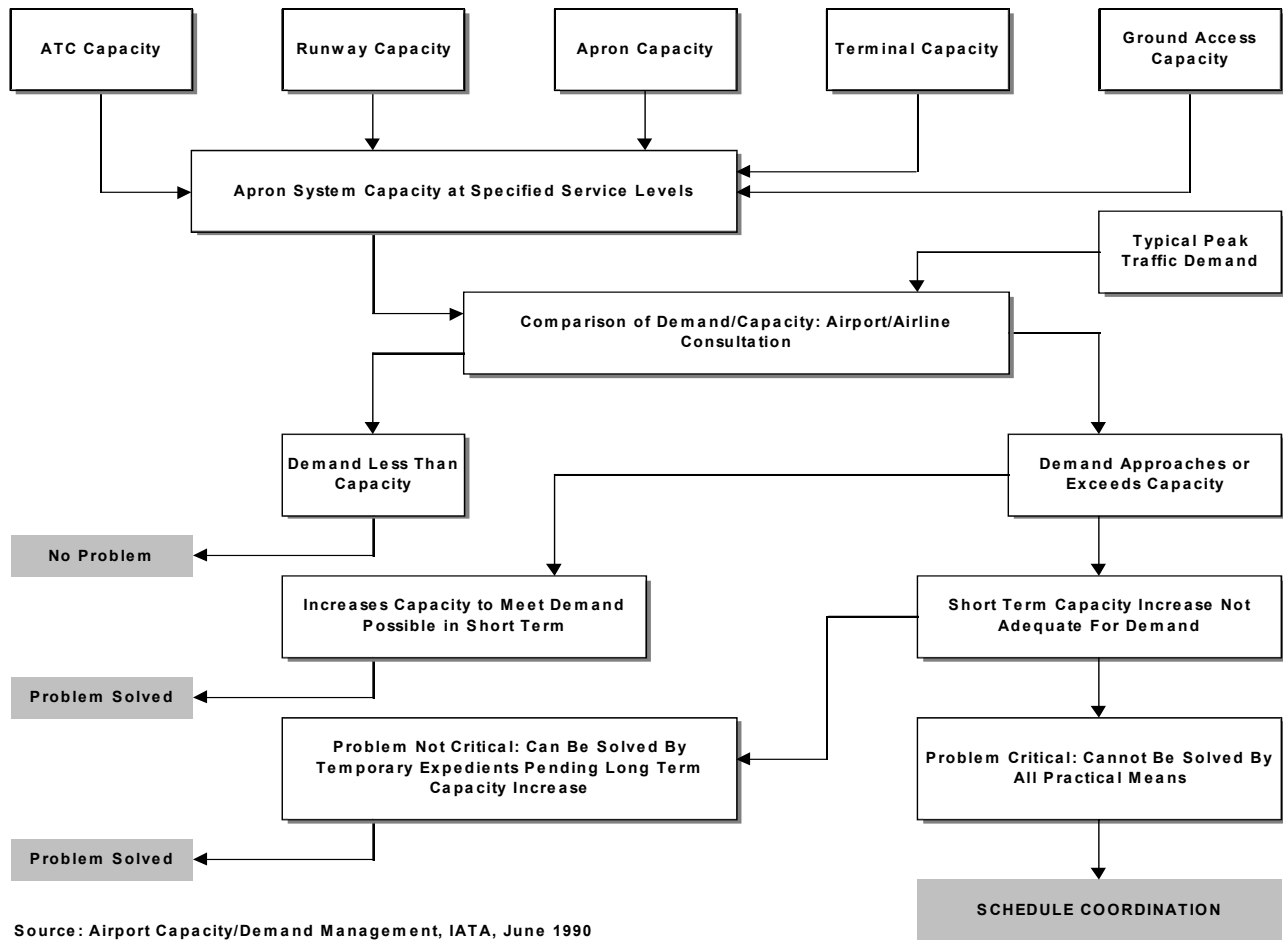
*Total AirportSim* is designed to offer a comprehensive 'user-friendly' solution that covers a wide variety of airspace, runway, taxiway, apron, gate management or passenger terminal simulations for demand/capacity and level of service applications.

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

Manager Scheduling Services  
IATA  
800 Place Victoria  
P.O. Box 113  
Montreal, Quebec  
Canada H4Z 1M1  
Telephone: +1 (514) 874 0202 ext 3905  
Fax: +1 (514) 874 1779  
Tty: YMQSPXB

Assistant Director  
Airport Consultancy Services  
IATA  
800 Place Victoria, P.O. Box 113  
Montreal, Quebec  
Canada H4Z 1M1  
Telephone: +1 (514) 874-0202 ext 3442  
Fax: +1 (514) 874-2662  
E-mail: [airportdev@iata.org](mailto:airportdev@iata.org)

## ADJUSTING CAPACITY TO DEMAND



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

## APPENDIX 6.1 – ADVICE FOR AIRLINES USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
<p><b>Do</b></p> <ul style="list-style-type: none"> <li>✓ Do agree with coordinator on slots which have failed to achieve the Use it or lose it targets.</li> <li>✓ Do use the NAC Charts and NAC Forms to judge where slots may be available and what constraints are applicable.</li> <li>✓ Do discuss your requirements with the coordinator before making your submissions.</li> <li>✓ Do learn SSIM and always submit in correct SSIM format.</li> <li>✓ Do use the correct SSIM codes for historic, changes to historic and year round services.</li> <li>✓ Do provide good supplementary information messages (SI) to help the coordinator identify new flights and requests for new entrant status.</li> <li>✓ Do use your own flight prefix and not that of your Code Share partners.</li> <li>✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features.</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>✓ Do make appointments early and be on time for them.</li> <li>✓ Do prepare for your appointment with the coordinator, and bring all necessary documentation with you.</li> <li>✓ Do ensure that you have the authority to make decisions on behalf of your company in relation to slot offers.</li> <li>✓ Do ensure that you are familiar with the Worldwide Scheduling Guidelines.</li> <li>✓ Do clear your pigeonhole regularly and respond quickly to queries or offers placed in your pigeonhole by coordinators.</li> <li>✓ Do ensure that you are available throughout the working hours of the Conference.</li> <li>✓ Do accept reasonable slot offers made by coordinators.</li> <li>✓ Do keep the coordinator updated as your slot requirements change.</li> <li>✓ Do return any slots not required as early as possible.</li> <li>✓ Do attend the Information Exchange session to update yourself on scheduling, coordination and Conference matters.</li> </ul>	<p><b>Do</b></p> <ul style="list-style-type: none"> <li>✓ Do keep the coordinator updated as your slot requirements change.</li> <li>✓ Do advise coordinators who to contact on slot issues if control of your schedule is handed over to another department of your company.</li> <li>✓ Do provide correct information to airports and authorities about your allocated slots.</li> <li>✓ Do return unwanted slots as soon as possible.</li> <li>✓ Do operate your schedules strictly in accordance with allocated slots.</li> </ul>
<p><b>Don't</b></p> <ul style="list-style-type: none"> <li>✗ Don't leave your submission until the IATA deadline. Submit as early as possible if your schedules are not likely to change.</li> <li>✗ Don't change your submission once the deadline has passed. Save changes until the Conference.</li> </ul>	<p><b>Don't</b></p> <ul style="list-style-type: none"> <li>✗ Don't wait for the coordinator to solve all your slot problems. Contact other airlines and arrange slot swaps yourself.</li> <li>✗ Don't leave the Conference without advising IATA.</li> <li>✗ Don't leave the Conference without returning slots which are not required.</li> </ul>	<p><b>Don't</b></p> <ul style="list-style-type: none"> <li>✗ Don't operate without a cleared slot, or deliberately at a different time from your cleared slot</li> </ul>





## APPENDIX 6.2 – ADVICE FOR COORDINATORS USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
<b>Do</b>	<b>Do</b>	<b>Do</b>
<ul style="list-style-type: none"> <li>✓ Do act at all times in a transparent and neutral way.</li> <li>✓ Do agree with each airline the slots that have not achieved the Use it or Lose it targets.</li> <li>✓ Do confirm details of historic slots by mid April (Winter) and mid September (Summer) in SHL format.</li> <li>✓ Do provide time to airlines to discuss their requirements prior to the submission deadline dates.</li> <li>✓ Do produce NAC Charts and Forms for the IATA Secretariat at the Conference and for the airlines on request.</li> <li>✓ Do update the airlines on the coordination parameters you are using.</li> <li>✓ Do learn and promote the use of SSIM.</li> <li>✓ Do reply to requests in correct SSIM format using the latest SSIM codes.</li> <li>✓ Do read the Supplementary Information (SI) messages to help understand the airlines requirement.</li> <li>✓ Do use the correct priorities as shown in para.6.8 when coordinating schedules.</li> <li>✓ Do acknowledge promptly receipt of initial submissions including the number of lines received.</li> <li>✓ Do give feedback in SAL format to the airlines before the IATA deadline.</li> <li>✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do act at all times in a transparent and neutral way.</li> <li>✓ Do be available in your Conference work room for the making of appointments between 16h00 and 18h00 on the day prior to the start of the Conference..</li> <li>✓ Do try to see all airlines in the first two days.</li> <li>✓ Do prepare for your appointment and have the necessary documentation with you.</li> <li>✓ Do stick to your appointments timetable and avoid delays.</li> <li>✓ Do ensure that airline representatives with whom you meet, are properly accredited.</li> <li>✓ Do clear your pigeonhole regularly and respond quickly to queries or requests placed in your pigeonhole by airlines.</li> <li>✓ Do put feedback on each airline's submissions in their pigeonhole as early as possible</li> <li>✓ Do ensure that you are available during working hours for the duration of the Conference.</li> <li>✓ Do contact airlines and arrange slot swaps.</li> <li>✓ Do review, and action promptly if possible, all proposed slot exchanges.</li> <li>✓ Do attend the Information Exchange sessions to update yourself on scheduling, coordination and Conference matters.</li> <li>✓ Do ensure that you are familiar with the Worldwide Scheduling Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do act at all times in a transparent and neutral way.</li> <li>✓ Do monitor slots in accordance with the Use it or Lose it rules.</li> <li>✓ Do advise airlines if they are in danger of losing their historic preference under the Use it or Lose it rules.</li> <li>✓ Do keep the airlines outstanding requirements updated in your system and notify them of any possible improvements</li> <li>✓ Do maintain an up-to-date waiting list of outstanding slot requirements.</li> <li>✓ Do actively look for slot swaps.</li> <li>✓ Do consider ad-hoc slot requests as early as possible.</li> <li>✓ Do respond promptly ( maximum 3 days) in correct SSIM format, to all schedule requests.</li> <li>✓ Do keep airlines advised on all matters likely to impact on airport capacity or scheduling flexibility.</li> <li>✓ Do provide schedule data to airlines on request.</li> <li>✓ Do advise the airlines of any change of contact address, if you hand over</li> <li>✓ Do provide correct information to airports about the slots you have allocated.</li> </ul>



## Worldwide Scheduling Guidelines

Before the Conference	At the Conference	After the Conference
<b>Don't</b>	<b>Don't</b>	<b>Don't</b>
<ul style="list-style-type: none"><li>✘ Don't act as a Coordinator without appropriate authorisation.</li><li>✘ Don't enter into a dialogue with airlines about their schedule in the period between submission deadline dates and the start of the Conference.</li><li>✘ Don't disclose details of airlines initial submissions to any third party.</li><li>✘ Don't action changes to late submissions until initial coordination has been completed.</li></ul>	<ul style="list-style-type: none"><li>✘ Don't withdraw or modify an allocated slot without the airlines permission.</li><li>✘ Don't wait for the airlines to solve all its slot problems. Be proactive</li><li>✘ Don't leave the Conference before the end.</li><li>✘ Don't leave the Conference without giving each airline a printout of its approved slots.</li><li>✘ Don't make non-critical schedule changes during the first three days.</li></ul>	<ul style="list-style-type: none"><li>✘ Don't withdraw or modify an allocated slot without the airlines permission.</li><li>✘ 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.</li><li>✘ Don't approve ad-hoc requests prior to the slot handback deadlines.</li></ul>

*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. SCHEDULING PROCEDURES COMMITTEE (SPC)**

#### ***Terms of Reference***

1. The Scheduling Procedures Committee (SPC) is the steering group of the IATA Schedules Conference. The SPC's aim is to help airport and governmental authorities avoid airport coordination by maximising airport capacity and maintaining flexibility of the scheduling system as long as possible.
2. The SPC proposes guidelines for scheduling procedures according to industry needs for endorsement by the Schedules Conference. Once endorsed, these guidelines are published as the Worldwide Scheduling Guidelines.
3. Members of the SPC are available to assist airlines, coordinators and schedules facilitators in the interpretation and correct application of the Worldwide Scheduling Guidelines.
4. Members of the SPC are available to advise airlines operating, or wishing to operate, at an airport where they are unfamiliar with scheduling limits, local rules and conditions.
5. Members of the SPC are available for mediation in disputes/conflicts between coordinators/schedules facilitators and airlines. However, the SPC shall not concern itself with any allocation of specific times, schedules or slots.
6. If appropriate, members of SPC are prepared to undertake visits to airports, governments, airlines and coordinators to advise them on scheduling issues, the scheduling process and their respective responsibilities. SPC members will be supported by IATA management and will report back to SPC on their visits.
7. Membership of the SPC is open to IATA and non-IATA airlines. Independent coordinators (one EU and one non-EU, elected by their peers) and a representative from ACI will participate in the SPC as permanent observers. The Chairman of SISC participates as the rapporteur to SPC. Its recommended size is twenty (20).
8. Current members of the SPC elect new members from airlines on the basis of their demonstrated abilities and qualifications to undertake the tasks required. SPC should, if possible, achieve geographical balance across IATA Traffic Areas.
9. Applicants for SPC membership should send a Curriculum Vita to the SPC Secretary together with a letter of support from a Senior Executive of his/her organisation.
10. The SPC members elect a Chairman and 2 Vice-Chairmen for two-year terms of office. The Chairman must be from an IATA airline and the Vice-Chairmen are elected from the SPC membership. The IATA Director, IDFS-Passenger Services acts as Secretary.
11. The SPC meets twice annually or as required.
12. These Terms of Reference may be modified by the SPC.

## 1.2 SPC Consultation Meetings

### A. *Rules and Procedures for Airline Participation*

1. The Director General of IATA shall have the exclusive authority to request and accept invitations for consultation meetings with representatives of governmental and airport authorities and any other third parties.
2. In order to ensure that the positions set forth at such consultation meetings accurately, consistently and effectively represent the views and interests of the industry as a whole, IATA Management will normally lead the delegations to such consultation meetings. IATA Management will normally invite interested airlines to participate on such delegations, consistent with such considerations as the specific issues to be addressed, the appropriate overall size of the delegation, and the number and level of representatives of the governmental, airport, or other third party with which the consultation meeting has been arranged. In appropriate cases, IATA Management may invite SPC Members to lead the industry delegation to such consultation meetings. IATA Management shall provide the requisite co-ordination for consultation meetings, which may include the following:
  - a) A pre-consultation briefing meeting or teleconference, which shall accomplish the following:
    - i. Clarify and agree the objectives of the consultation;
    - ii. Agree and finalise agenda items and issues to be raised;
    - iii. Develop and finalise positions on the relevant issues;
    - iv. Agree a meeting strategy; and
    - v. For delegations to be led by IATA Management, co-ordinate participants' input; or
    - vi. For delegations to be led by an airline representative, co-ordinate the specifics for conducting the consultation meeting, in accordance with agreed positions and objectives.
  - b) A post-consultation de-briefing meeting or teleconference, which shall accomplish the following:
    - i. Provide a full report on the consultation meeting;
    - ii. Evaluate the results of the consultation meeting;
    - iii. Agree follow-up actions, as necessary and appropriate; and
    - iv. Agree the contents of a written report that IATA Management shall distribute to Members who are or may be interested in or affected by the outcome of the consultation

## **B. General Guidelines**

1. Sufficient time and effort should be dedicated to the preparation and conduct of pre-consultation and post-consultation briefing and de-briefing sessions.
2. An IATA SPC delegation is perceived as speaking on behalf of the entire airline industry. Members of the delegation thus have the responsibility of representing broad industry interests in accordance with agreed objectives and established IATA policies. Accordingly, staff of individual airlines who participate on, or in appropriate cases lead, such delegations shall be mindful that in doing so they are required to act in the best interests of the industry as a whole, rather than as the representative of an individual carrier.
3. Any Member airline that intends to participate actively in a consultation meeting shall normally be expected to participate in the pre-consultation briefing.
4. All delegation members shall make their best effort to attend and/or participate in all consultation meeting-related activities, including briefing and de-briefing meetings or teleconferences.
5. Positions to be taken during consultation meetings shall be determined in accordance with prevailing worldwide standard policies and practices, as established by consensus. It shall not be a prerequisite that all participants on a delegation unanimously concur with such positions.
6. By participating in a delegation to a consultation meeting, each member agrees to make all reasonable efforts to ensure the success of the meeting. Any member who has reservations or conflicts of interests in regard to any issue, agenda item, or agreed objective, shall raise it with IATA Management as soon as possible, and in any event in advance of the consultation meeting.

## **2. SCHEDULING PROCEDURES STEERING GROUP (SPSG)**

### ***Terms of Reference***

1. The Scheduling Procedures Steering Group (SPSG) is a sub-group of the Scheduling Procedures Committee (SPC), to which it reports
2. The SPSG main activities are:
  - to devise and consider ways of improving worldwide scheduling procedures for recommendation to the SPC;
  - to consider issues at congested airports worldwide which may require action from SPC or the airlines using those airports, and recommend appropriate action;
  - to prepare responses to consultation on proposed regulations concerning scheduling procedures for recommendation to the SPC.
3. The SPSG's other activities are:
  - to follow up on issues of scheduling procedures raised during SCs or at other times;

- to draft changes to the IATA Worldwide Scheduling Guidelines for recommendation to SPC.
4. Membership of the SPSG is drawn from current membership of the SPC and its recommended size is limited to 10.
  5. SPSG members appoint a Chairman and a Vice-Chairman for a two year term of office.
  6. The SPSG meets twice annually or as required.
  7. These Terms of Reference may be modified by the SPC.

### 3. SCHEDULES INFORMATION STANDARDS COMMITTEE (SISC)

#### *Terms of Reference*

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

### 4. COORDINATION COMMITTEE

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

#### *Terms of Reference*

##### **Background**

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

### **Functions of the Committee**

The principal tasks of the committee are to:

- advise on the possibilities of increasing the currently determined capacity of the airport;
- advise on ways of achieving a better utilisation of the capacity available;
- advise on the coordination parameters on which slot allocation is based;
- advise the coordinator on monitoring the use of allocated slots;
- act as mediator in the event of complaints by airlines on slot allocation;
- consider any serious problems for new entrants at the airport concerned;
- oversee the activities of the slot performance sub-committee, where one exists;
- advise on local guidelines for coordination.

### **Membership**

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

### **Meetings**

At least once per year or as required.

## **5. SLOT PERFORMANCE SUB-COMMITTEE**

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

### ***Terms of Reference***

#### **Background**

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

#### **Functions of the Sub-Committee**

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





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- If required to do so by airlines, may act as a mediator with the coordinator in the event of differences of interpretation on slot performance.

### **Membership**

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

### **Meetings**

Meetings are usually held once per month or as required.



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

## **ANNEX 2 – MEMBERSHIP OF THE SCHEDULING PROCEDURES COMMITTEE**

### **Members**

<b>Name and Title</b>	<b>Carrier/Coordinator and Address</b>	<b>Tty Telephone Fax Internet</b>
Mrs. Jan Houston Schedules Planning Manager	<b>AIR 2000 LTD</b> First Choice House London Road Crawley, W. Sussex United Kingdom	Tty: LGWSPDP Tel: +44 (1293) 518731 Fax: +44 (1293) 588771 E-mail: <a href="mailto:jan.houston@air2000.com">jan.houston@air2000.com</a>
Mr. Henri de Peyrelongue Vice-President Revenue Management and Pricing	<b>AIR FRANCE</b> 45, Rue de Paris 95747 Roissy-Charles de Gaulle Cedex France	Tty: PARVGAF Tel: +33 (1) 4156.8150 Fax: +33 (1) 4156.8159 E-mail: <a href="mailto:hedepeyrelongue@airfrance.fr">hedepeyrelongue@airfrance.fr</a>
Mr. Bryan Deavall Commercial Director	<b>AIRTOURS INTL AIRWAYS</b> Parkway Business Centre 300 Princess Road Manchester M14 7QU England	Tty: MANSPVZ Tel: +44 (161) 232.6668 Fax: +44 (161) 232.6618 E-mail: <a href="mailto:Catherine.rogers@airtours.com">Catherine.rogers@airtours.com</a>
Mr. Jim Watt Manager, International Planning IATA Airport Coordination	<b>AMERICAN AIRLINES</b> MD 5639 P.O. Box 619616 Dallas/Ft. Worth Intl. Airport Texas 75261-9616 U.S.A.	Tty: HDQILAA Tel: +1 (817) 967.1233 Fax: +1 (817) 967.0763 E-mail: <a href="mailto:jim.watt@aa.com">jim.watt@aa.com</a>
Mr. Luc Bereni Commercial Operations Director	<b>CCM AIRLINES</b> B.P. 505 Aéroport Campo dell' Oro 20186 Ajaccio Cedex 2, Corsica, France	Tty: AJASPKX Tel: +33 (4) 95.29.07.21 Fax: +33 (4) 95.29.07.22 E-mail: <a href="mailto:lbereni@ccm-airlines.com">lbereni@ccm-airlines.com</a>
Mr. Hugh Boulter Senior Manager, Schedules Planning	<b>BRITISH AIRWAYS</b> Waterside (HBA1) P.O. Box 365 Australasia House t Harmondsworth, Middx UB7 0GB United Kingdom	Tty: LHRBLBA Tel: +44 (20) 8738.3621 Fax: +44 (20) 8738.9956 E-mail: <a href="mailto:hugh.j.boulter@british-airways.com">hugh.j.boulter@british-airways.com</a>



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<b>Name and Title</b>	<b>Carrier/Coordinator and Address</b>	<b>Tty Telephone Fax Internet</b>
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Mr. Ray Harrell Director, International Schedules and Slot Coordination	<b>CONTINENTAL AIRLINES</b> 1600 Smith, Suite 848c Schedule Planning Department HQSSK Houston, Texas 77002 U.S.A.	Tty: HDQSPCO Tel: +1 (713) 324.6643 Fax: +1 (713) 324.2660 E-mail: <a href="mailto:rharre@coair.com">rharre@coair.com</a>
Mr. Wolfgang Queissner General Manager Schedule Management (Chairman)	<b>DEUTSCHE LUFTHANSA AG</b> Lufthansa Base (FRA IN/S) D-60546 Frankfurt Germany	Tty: QLHSP LH Tel: +49 (69) 696.5666 Fax: +49 (69) 696.5955 E-mail: <a href="mailto:wolfgang.queissner@dlh.de">wolfgang.queissner@dlh.de</a>
Mr. Eiichi Ohara Director, Schedule Coordination	<b>JAPAN AIRLINES</b> 4-11, Higashi-shinagawa 2 chome Shinagawa-Ku, Tokyo 140-8637 Japan	Tty: TYOPIJL Tel: +81 (3) 5460.3768 Fax: +81 (3) 5460.5985 E-mail: <a href="mailto:Eiichi.Ohara@jal.co.jp">Eiichi.Ohara@jal.co.jp</a>
Mr. Khaled Al-Ajmi Schedules Planning Manager	<b>KUWAIT AIRWAYS</b> P.O. Box 394 Kuwait International Airport 13004 Safat Kuwait	Tty: KWISPKU Tel: +(965) 471.7773 Fax: +(965) 472.7558 E-mail: <a href="mailto:Ajmi@kac.com.kw">Ajmi@kac.com.kw</a>
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Ms.. Hope Antzoulatos Schedule Development Manager — Longhaul	<b>QANTAS AIRWAYS LTD</b> Qantas Centre QCA7 203 Coward Street Mascot 2020 Australia	Tty: SYDQPQF Tel: +61 (2) 9691.3572 Fax: +61 (2) 9691.4155 E-mail: <a href="mailto:hantzoulatos@qantas.com.au">hantzoulatos@qantas.com.au</a>
Mr. Sakchai Asavaphisith Deputy Vice-President Corporate Planning	<b>THAI AIRWAYS INT'L</b> 89 Vibhavadi Rangsit Rd. P.O. Box 1075 Bangkok 10900 Thailand	Tty: BKKDVTG Tel: +66 (2) 545.2908 Fax: +66 (2) 545.3896 E-mail: <a href="mailto:sakchai.a@thaiairways.co.th">sakchai.a@thaiairways.co.th</a>

<b>Name and Title</b>	<b>Carrier/Coordinator and Address</b>	<b>Tty Telephone Fax Internet</b>
Mr. Pieter S. Rhijnsburger Director Scheduling & Commercial Planning	<b>TRANSAVIA AIRLINES</b> P.O. Box 7777 1118 ZM Schiphol Airport The Netherlands	Tty: SPLDUHV Tel: +31 (20) 604.6537 Fax: +31 (20) 601.5093 E-mail: <a href="mailto:rhijnsburg@transavia.nl">rhijnsburg@transavia.nl</a>
Mr. Ian Bamber Director International Schedules and Planning (Vice Chairman)	<b>UNITED AIRLINES</b> P.O. Box 66100 Chicago, Illinois 60666 U.S.A.	Tty: HDQRLUA Tel: +1 (847) 700.6039 Fax: +1 (847) 700.2534 E-mail: <a href="mailto:ian.bamber@mindspring.com">ian.bamber@mindspring.com</a>
<b>RAPPORTEUR</b>		
Mr. Colin Goodburn Manager, Schedules Information (Chairman SISC)	<b>BRITISH AIRWAYS</b> Waterside (HBA1) P.O. Box 365 ) Harmondsworth, Middx UB7 0GB United Kingdom	Tty: LHRBLBA Tel: +44 (20) 8738.3623 Fax: +44 (20) 8738.3623 E-mail: <a href="mailto:colin.1.goodburn@british-airways.com">colin.1.goodburn@british-airways.com</a>



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

This Annex lists SITA/ARINC addresses of Coordinators requiring SCRs (Level 3 airports), and of schedules facilitators requiring SMAs (Level 2 airports), for the airports specified. It is based on information provided to IATA and approved by its Scheduling Procedures Committee, subject to endorsement of the IATA Schedules Conference.

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 supports this requirement with a Notice of Airport Capacity (NAC) Form specifying applicable scheduling constraints for each forthcoming season plus a NAC Chart depicting the extent to which the airport is full or close to full, thus demonstrating the need for schedule coordination. Details of the Form and Chart, and update procedures, may be obtained from the Manager, Scheduling Services (see contact details on Page vi of this document).

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

### EXPLANATION OF NOTES USED IN THE TABLES

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

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address
Aberdeen	ABZ		Yes	LONACXH
Abidjan	ABJ	Yes		ABJSPRK
Accra	ACC	Yes		ACCCZGH
Adelaide	ADL	Yes		HDQACXH
Alicante	ALC	Yes		MADGSYA <sup>2</sup>
Almeria	LEI	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Amsterdam	AMS	Yes		SPLACXH
Ankara-Esenboga	ESB	Yes <sup>1</sup>		ISTTUTK
Antalya	AYT	Yes <sup>1</sup>		ISTTUTK
Athens	ATH	Yes		ATHSPOA <sup>2</sup>
Auckland	AKL	Yes		AKLSPNZ
Bahrain	BAH		Yes	BAHSPGF
Bangkok	BKK	Yes		BKKYYTG
Bangui	BGF	Yes		ABJSPRK
Barcelona	BCN	Yes		MADGSYA <sup>2</sup>
Basel/Mulhouse	BSL		Yes	ZRHSPSR
Beijing	PEK	Yes		BJSCKCA
Bergen	BGO		Yes	BGOKWSK
Berlin-Schoenefeld	SXF	Yes		FRAZTXH
-Tegel	TXL	Yes		FRAZTXH
-Tempelhof	THF	Yes		FRAZTXH
Bermuda	BDA		Yes	BDAAOCR
Bilbao	BIO	Yes		MADGSYA <sup>2</sup>
Birmingham	BHX		Yes	LONACXH



## Worldwide Scheduling Guidelines

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address
Bodrum	BTV		Yes	ISTTUTK
Bologna	BLQ		Yes	ROMSPXH
Brazzaville	BZV	Yes		ABJSPRK
Bremen	BRE		Yes	FRAZTXH
Brisbane	BNE	Yes		HDQACXH
Brussels	BRU	Yes		BRUACXH
Budapest	BUD		Yes	BUDLR7X
Cairns	CNS	Yes		HDQACXH
Calcutta (see Kolkata)				
Cape Town	CPT	Yes		JNBSPSA
Catania	CTA	Yes		ROMSPXH
Chania	CHQ	Yes		ATHSPOA <sup>2</sup>
Chennai	MAA	Yes		BOMSPAI
Chiang Mai	CNX		Yes	BKKYYTG
Chicago-O'Hare	ORD		Yes	CHICTCR
Chios	JKH	Yes		ATHSPOA <sup>2</sup>
Christchurch	CHC	Yes		AKLSPNZ
Cologne	CGN		Yes	FRAZTXH
Colombo	CMB	Yes		CMBCPUL
Copenhagen	CPH	Yes		CPHYWXH <sup>2</sup>
Corfu	CFU	Yes		ATHSPOA <sup>2</sup>
Cotonou	COO	Yes		ABJSPRK
Dakar	DKR	Yes		ABJSPRK
Dalaman	DLM		Yes	ISTTUTK
Darwin	DRW	Yes		HDQACXH
Delhi	DEL	Yes		BOMSPAI
Denpasar	DPS	Yes		JKTSPGA
Dhahran	DHA		Yes	JEDSPSV
Doha	DOH		Yes	BAHSPGF
Dresden	DRS		Yes	FRAZTXH
Dublin	DUB		Yes	LONACXH
Duesseldorf	DUS	Yes		FRAZTXH
Durban	DUR	Yes		JNBSPSA
Edinburgh	EDI		Yes	LONACXH
Eindhoven	EIN	Yes		SPLACXH
Erfurt	ERF		Yes	FRAZTXH
Faro	FAO	Yes		LISCSTP
Florence	FLR	Yes		ROMSPXH
Frankfurt	FRA	Yes		FRAZTXH
Fuerteventura	FUE	Yes		MADGSYA <sup>2</sup>
Fukuoka	FUK		Yes	Your local office

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address
Funchal	FNC	Yes		LISCSTP
Gdansk	GDN		Yes	WAWSPLO
Geneva	GVA	Yes		ZRHTMSR <sup>2</sup>
Gerona	GRO	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Glasgow	GLA		Yes	LONACXH
Gothenburg	GOT		Yes	GOTKWSK
Gran Canaria	LPA	Yes		MADGSYA <sup>2</sup>
Graz	GRZ		Yes	VIECPXH <sup>2</sup>
Guang Zhou	CAN	Yes		BJSCKCA <sup>2</sup>
Hamburg	HAM		Yes	FRAZTXH
Hanoi	HAN	Yes		HDQTZVN
Hanover	HAJ		Yes	FRAZTXH
Hat Yai	HDY		Yes	BKKYYTG
Helsinki	HEL	Yes		HELNLAY
Heraklion	HER	Yes		ATHSPOA <sup>2</sup>
Hobart	HBA		Yes	HDQACXH
Ho Chi Minh	SGN	Yes		HDQTZVN
Hong Kong	HKG	Yes		HKGSPCX
Ibiza	IBZ	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Innsbruck	INN		Yes	VIECPXH <sup>2</sup>
Istanbul	IST	Yes		ISTTUTK
Izmir	ADB	Yes		ISTTUTK
Jakarta	CGK		Yes	JKTSPGA
Jeddah	JED		Yes	JEDSPSV
Jersey	JER		Yes	LONACXH
Johannesburg	JNB	Yes		JNBSPSA
Kalamata	KLX	Yes		ATHSPOA <sup>2</sup>
Kaohsiung	KHH		Yes	TPEBYCI
Karachi	KHI	Yes		KHISPPK
Karpathos	AOK	Yes		ATHSPOA <sup>2</sup>
Katowice	KTW		Yes	WAWSPLO
Kavala	KVA	Yes		ATHSPOA <sup>2</sup>
Kefallinia	EFL	Yes		ATHSPOA <sup>2</sup>
Kiev	KBP		Yes	KBPDC7X
Klagenfurt	KLU		Yes	VIECPXH <sup>2</sup>
Kos	KGS	Yes		ATHSPOA <sup>2</sup>
Kolkata	CCU		Yes	BOMSPAI
Krakow	KRK		Yes	WAWSPLO
Kuala Lumpur	KUL	Yes		KULSPMH
La Coruna	LCG		Yes	MADGSYA <sup>2</sup>





## Worldwide Scheduling Guidelines

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address
Lanzarote	ACE	Yes		MADGSYA <sup>2</sup>
Larnaca	LCA		Yes	NICSPCY
Leipzig	LEJ		Yes	FRAZTXH
Lemnos	LXS	Yes		ATHSPOA <sup>2</sup>
Linz	LNZ		Yes	VIECPXH <sup>2</sup>
Lisbon	LIS	Yes		LISCSTP
Ljubljana	LJU		Yes	LJUAPXH
Lome	LFW	Yes		ABJSPRK
London-Gatwick	LGW	Yes		LONACXH
-Heathrow	LHR	Yes		LONACXH
-London City	LCY		Yes	LONACXH
-Stansted	STN	Yes		LONACXH
Los Angeles	LAX		Yes	LAXKKIB
Luxembourg	LUX		Yes	LUXSPLG
Lyon	LYS	Yes		HDQCOXH
Macau	MFM		Yes	MFMVVNX
Madrid	MAD	Yes		MADGSYA <sup>2</sup>
Malaga	AGP	Yes		MADGSYA <sup>2</sup>
Manchester	MAN	Yes		LONACXH
Manila	MNL	Yes		MNLSYPR
Mauritius	MRU	Yes		MRUSPMK
Melbourne	MEL	Yes		HDQACXH
Menorca	MAH	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Mikonos	JMK	Yes		ATHSPOA <sup>2</sup>
Milan-Linate	LIN		Yes	ROMSPXH
-Malpensa	MXP	Yes		ROMSPXH
-Orio al Serio	BGY	Yes		ROMSPXH
Moscow-Sheremetyevo	SVO	Yes		SVOHP7X
Muenster	FMO		Yes	FRAZTXH
Mumbai	BOM	Yes		BOMSPAI
Munich	MUC	Yes		FRAZTXH
Mytilene	MJT	Yes		ATHSPOA <sup>2</sup>
Nagoya	NGO		Yes	Your local office
Naples	NAP	Yes		ROMSPXH
Ndjamena	NDJ	Yes		ABJSPRK
Newark	EWR		Yes	EWRKKS
Newcastle	NCL		Yes	LONACXH
New York-J.F. Kennedy	JFK	Yes		DCAYAXD
Nice	NCE		Yes	HDQCOXH
Niamey	NIM	Yes		ABJSPRK
Norfolk Island	NLK		Yes	HDQACXH

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address
Nuremberg	NUE		Yes	FRAZTXH
Osaka-International	OSA	Yes		TYOPIJL
-Kansai	KIX		Yes	TYOPIJL
Oslo-Gardermoen	OSL	Yes		OSLYWSK
Orlando	MCO		Yes	HDQSSTZ
Ouagadougou	OUA	Yes		ABJSPRK
Palermo	PMO	Yes		ROMSPXH
Palma Mallorca	PMI	Yes		MADGSYA <sup>2</sup>
Paris-Ch. De Gaulle	CDG	Yes		HDQCOXH <sup>2</sup>
-Orly	ORY	Yes		HDQCOXH <sup>2</sup>
Paros	PAS	Yes		ATHSPOA <sup>2</sup>
Patras	GPA	Yes		ATHSPOA <sup>2</sup>
Perth	PER	Yes		HDQACXH
Phuket	HKT	Yes		BKKYYTG
Pisa	PSA		Yes	ROMSPXH
Port Hedland	PHE		Yes	HDQACXH
Porto	OPO	Yes		LISCSTP
Poznan	POZ		Yes	WAWSPLO
Prague	PRG	Yes		PRGSPOK
Preveza/Lefkas	PVK	Yes		ATHSPOA <sup>2</sup>
Reus	REU	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Reykjavik	KEF		Yes	REKSPFI
Rhodes	RHO	Yes		ATHSPOA <sup>2</sup>
Riyadh	RUH		Yes	JEDSPSV
Rome-Ciampino	CIA	Yes		ROMSPXH
-Fiumicino	FCO	Yes		ROMSPXH
Rzeszow	RZE		Yes	WAWSPLO
Saarbruecken	SCN		Yes	FRAZTXH
Salzburg	SZG		Yes	VIECPXH <sup>2</sup>
Samos	SMI	Yes		ATHSPOA <sup>2</sup>
San Francisco	SFO		Yes	SFOJSCR
Santiago de Compostela	SCQ		Yes	MADGSYA <sup>2</sup>
Sao Paulo-Guarulhos	GRU		Yes	
Seoul	SEL	Yes		SELSPKE
Seville	SVQ	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Seychelles	SEZ		Yes	SEZCPHM
Shanghai	SHA	Yes		BJSCKCA
Singapore	SIN	Yes		SINSPSQ
Skiathos	JSI	Yes		ATHSPOA <sup>2</sup>
Skopje	SKP		Yes	SKPSCXH
Stavanger	SVG	Yes		OSLYWSK



## Worldwide Scheduling Guidelines

City (Airport)	Airport Code	SCR Level 3	SMA Level 2	Address
Stockholm-Arlanda	ARN	Yes		ARNYWXH <sup>2</sup>
St. Petersburg	LED		Yes	LEDCDU
Stuttgart	STR	Yes		FRAZTXH
Sydney	SYD	Yes		HDQACXH
Szczecin	SZZ		Yes	WAWSPLO
Taipei	TPE	Yes		TPEBKCI
Tehran	THR	Yes		THRSPIR
Tel Aviv Yafo	TLV	Yes		TLVSPLY
Tenerife-Norte	TFN	Yes		MADGSYA <sup>2</sup>
Tenerife-sur Reina Sofia	TFS	Yes		MADGSYA <sup>2</sup>
Thessaloniki	SKG	Yes		ATHSPOA <sup>2</sup>
Thira	JTR	Yes		ATHSPOA <sup>2</sup>
Tokyo-Narita	NRT	Yes		TYOPIJL
Toronto-Pearson Int'l (Terminals 1/3)	YYZ	Yes		YYZSCAC <sup>2</sup>
(Terminal 2)				YYZSCAC
Townsville	TSV		Yes	HDQACXH
Turin	TRN	Yes		ROMSPXH
Utapao	UTP		Yes	BKKYYTG
Valencia	VLC	Yes <sup>1</sup>		MADGSYA <sup>2</sup>
Vancouver	YVR	Yes		YVRIACR <sup>2</sup> YVRGLAC
Venice	VCE	Yes		ROMSPXH
Vienna	VIE	Yes		VIECPXH <sup>2</sup>
Vitoria	VIT		Yes	MADGSYA <sup>2</sup>
Warsaw	WAW		Yes	WAWSPLO
Wellington	WLG	Yes		AKLSPNZ
Wroclaw	WRO		Yes	WAWSPLO
Zakinthos Is.	ZTH	Yes		ATHSPOA <sup>2</sup>
Zaragoza	ZAZ		Yes	MADGSYA <sup>2</sup>
Zurich	ZRH	Yes		ZRHTMSR <sup>2</sup>