



SC135 Convening Memorandum

TO: Head Delegates

FROM: Head Worldwide Airport Slots

DATE: 18th August 2014

SUBJECT: 135th Slot Conference 11 – 14 November 2014

The 135th Slot Conference for the Northern Summer Period, 29 March 2015 to 24 October 2015 is hereby convened as follows:

Dates

Registration	:	Mon	10 Nov	09:00 - 18:00
Conference opens	:	Tue	11 Nov	08:00 - 18:00
Conference times	:	Wed - Fri	12 – 14 Nov	09:00 - 18:00

Place

Hilton Prague

Pobrezni 1

Prague

186 00

Czech Republic

Kindly note, Prague has two Hilton hotels, IATA are using the Hilton Prague (not Hilton Prague Old Town)



Follow us on Twitter, we use hash tag #SlotConference for this event

Calendar of Slot Activities

Delegates are to note the Calendar of Slot Activities (pdf) deadline dates for the Northern Summer Period:

Online Registration

Registration for the event, hotel reservation, visa letter requests and payment (delegate registration fee 50 USD with an additional 21% VAT; total 60.50 USD) is completed in one online process. Please refer the tax refund document for instructions on how to claim back your tax. Delegates are strongly encouraged to register as soon as possible but no later than **23 October 2014**. After this date hotel accommodation **cannot** be guaranteed and AppCal access will be delayed.

www.iata.org/slots

**Accreditation**

New delegates must be accredited and should send their completed and signed Accreditation form (pdf) by email to slots@iata.org.

Visas

Delegates are reminded that it is their individual responsibility to obtain a valid visa to attend the Slot Conference. Please ensure you check your visa requirements as soon as possible to prevent any delay in your visa application. For guidance and further information delegates should consult the following link [IATA Travel Centre](#).

Delegates requiring a letter of invitation to attend SC135 in order to support their visa application should check the "Visa Letter Request" box when registering online for SC 135 and then follow the instructions. The deadline for the submission of the online Visa Invitation Request Form is **23 October 2014**. After this date charges will apply.

Table Pre-allocation

Table allocation for the main airline room is pre-assigned by IATA based on historical preference. The coordinator room will continue to be allocated alphabetically by country. The Appointments Calendar (AppCal) will be updated with table location information shortly before the conference.

Onsite Registration – Monday, 10th November 2014 from 09:00 – 18:00

As of Saturday 8th November 2014 delegates staying at the Prague Hilton will receive their individual badge and coupon for bag collection upon checking into the hotel. They will be able to exchange their coupon for a delegate bag and delegates staying elsewhere will be able to collect their badges and bags when onsite registration officially opens, Monday 10th November located in the Lower Lobby Level in the Congress Hall Foyer. AppCal workstations, printers and an area for any pre- conference team meetings will be available during this time.

We look forward to seeing you in Prague!

Best regards

Peter Stanton,
Head of Worldwide Airport Slots




SC135 Memorandum

TO: Head Delegates and registered SC135 & SC134 delegates
FROM: Head of Worldwide Airport Slots
DATE: 15 October 2014
SUBJECT: 135th Slot Conference 11 – 14 November 2014

Following on from the Convening Memorandum, which was published and distributed to HODs 19 August 2014. The 135th Slot Conference for the Northern Summer Period, 29 March 2015 to 24 October 2015, will be held at the Hilton Prague, Czech Republic 11 – 14 November 2014

Highlights

Welcome Reception Hosted by Prague Airport and Co-Sponsored by City of Prague and Prague City Tourism	Wed 12 Nov 19:30 – 21:30	The National House of Vinohrady
Heads of Delegation (Airline only)	Thu 13 Nov 09:00 – 10:00	Czech House, Lobby Level
Heads of Delegation meeting (Airline & Coordinators)	Thu 13 Nov 14:00 – 15:00	Czech House, Lobby Level

As in recent conferences, all on-site information will be in an electronic format. Stay up to date with the SC135 mobile guide! Scan this QR code using your smart phone. Or visit  <http://eventmobi.com/sc135> for more information.



Delegates wishing to have paper copies of workroom information, Wi-Fi connection and conference timetable that used to be in the Program guide may wish to print out Attachment B of the following Slot Conference documentation:

1. Attachment "A" – Important Notes for Delegates containing specific conference information.
2. Attachment "B" – Conference time table, Coordinator/Airline workrooms, conference floor plans and Wireless internet Access.
3. Attachment "C" – Hot-desking trial!



Follow us on Twitter, we use hash tag #slotconference for this event.

We look forward to seeing you in Prague!

Best regards

Peter Stanton,
Head of Worldwide Airport Slots

IMPORTANT NOTES FOR SLOT CONFERENCE DELEGATES

In order to best utilise the time available before and during the conference, Coordinators and Airlines are strongly urged to review and comply with the [Advice For Coordinators Using The Coordination Process \(pdf\)](#) and [Advice For Airlines Using The Coordination Process \(pdf\)](#) found on the [Worldwide Slot Guidelines \(WSG\) Website](#).

All participants, and in particular those participants attending the conference for the first time, are reminded that the purpose of this voluntary assembly of both IATA and non-IATA airlines from around the world, is to provide a forum for the allocation of slots at coordinated airports and for the reaching of consensus on the schedule adjustments necessary to conform to airport capacity limitations at schedules facilitated airports.

Delegates are reminded that for reasons of **competition law compliance** the conference is **not** a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any commercial arrangements relating to pricing, market entry or aircraft capacity. **Such discussions are prohibited and outside the scope of the Slot Conference.**

Should any delegates be unclear as to the scope of the conference, they should seek further guidance from IATA Management present at this conference.

Action by Coordinators

Coordinators are reminded that:

- (a) Per the Conference Procedures, **Coordinators will respond to clearance requests, electronically, no later than 23:59 UTC on 30 October 2014.** In the event that responses to clearance requests cannot be sent electronically to some carriers, then Coordinators will provide their responses via the carrier's AppCal Message Box no later than **09:00 on Tuesday, 11 November 2014.**
- (b) Coordinators should ensure that satisfactory arrangements are made to deal with clearance requests for current season during the conference and monitor and respond to appointment requests both before and during the Conference.
- (c) In conformance with 9.3 of the WSG, Coordinators should have available applicable capacity and utilisation information for their airports.

Working Hours

Working hours for the conference will be 08:00 – 18:00 on 11 November 2014 and 09:00 – 18:00 on 12 – 14 November 2014

Note 1: It is essential that all participants should be available at all times (other than meal breaks) during working hours throughout the conference.

Note 2: Participants are requested to advise IATA Management of their departure from the conference so that IATA may properly inform delegates trying to locate them.

Note 3: Security services have been arranged for the main conference room so that delegates can have access to the rooms 30 minutes prior to the working hours of the conference until the end of the working day.

CONFERENCE PROCEDURES

First time attendees

May wish to view the [Newcomers Presentation Video](#) located on [SlotLink](#) (new users are required to register as an external user on the right hand side of the webpage).

Registration & Accreditation

According to the [WSG](#) accreditation of Head Delegates and their staff attending the Slot Conference is mandatory. New delegates must be accredited and should complete and return their signed [Accreditation form](#) (pdf) in order to receive their registration login and passwords.

Delegates are strongly encouraged to [register online](#) as soon as possible to avoid disappointment. SC135 registration emails including login details were sent to all HODs on **19 August 2014** by WorldTEK. Please contact iatasc@worldtek.com if you require your registration email to be resent.

Online Consent Form

Please be advised that each individual attending the conference is required to complete their online registration individually to confirm they agree to the Consent Form which is found on page 2 of the online registration site.

Name Badges

For ease of identification, all conference participants are requested to wear name badges. These will be prepared, based on the information supplied in the completed Accreditation Forms submitted by all participants.

As of Saturday 8th November 2014 delegates staying at the Prague Hilton will receive their individual badge and conference materials upon checking into the hotel. Onsite registration officially opens, Monday 10th November from 09:00 - 18:00 located in the Lower Lobby Level in the Congress Hall Foyer.

Table Information

Table allocation and seating arrangements for the **main airline room** will be allocated by IATA prior to the conference start date; the coordination room will be allocated alphabetically. The Appointments Calendar (AppCal) will be updated with table location information shortly before the conference. A workroom (Hilton Grand Ballroom) will be available on Monday, 10 November from 09:00 to 18:00 with access to AppCal workstations and printers, for any pre-conference team meetings

Hot-desking this November in addition to the pre allocated tables found in the main airline room we will also be trialing hot-desking in a conference room next door to the main airline room. Please see for further information and the chance to volunteer to be part of this trial.

To help with seating arrangements and avoid disappointment please ensure your entire delegation is registered as early as possible.

Info Booth

Delegates with conference queries or AppCal questions are welcome to visit us during conference hours Tuesday – Thursday (Congress Hall Foyer, Lower Lobby Level).

Questions relating to **registration, visa letters, hotel registration, invoices and missing passwords for online registration** should be directed to WorldTek (the conference organiser) at email: iatasc@worldtek.com.

Questions relating to **Accreditation** should be directed to IATA at email: slots@iata.org.

Questions relating to the **Appointments Calendar (AppCal)** should be directed to IATA at email: appcal@iata.org.

SLOT CONFERENCE WEB TOOLS

Wireless Internet Access

Connection Instructions to the IATASC135 network are found in [Attachment B](#) of the SC135 Memo.

The **IATA Appointments Calendar (AppCal)** is a web based tool designed to facilitate the appointment making process and communications between the different conference participants. AppCal access is provided to each **eligible** delegate duly registered for the 135th Slot Conference. **At each conference a new AppCal login and password is generated for each eligible delegate, these will be issued by email on 22 October 2014, please save this email.**

Delegate Communication- AppCal and SCR

All delegates can exchange messages during the conference using the Message Box integrated in AppCal. The AppCal Message Box is accessible before, during and after the SC as directed in the AppCal [Business cycle](#). All messages are removed from AppCal three weeks after the conference ends.

Delegates using Laptop Computers at Slot Conferences

Dual socket power points will be available at all tables in the main conference room for the use of laptop computers. **It would be advisable to bring extension cords, power surge protected power bars and travel adaptors.** Delegates are cautioned not to leave computer equipment or other valuables unattended in public areas.

E-Info Stations

For those delegations that do not bring their own computers to the conference, 9 e-Info stations will be available for their use; 6 in the main airline room and 3 in the coordinator room. These computers provide access restricted to AppCal and the IATA website only. In addition, PCs with unrestricted access can be found in the Exhibition Hall.

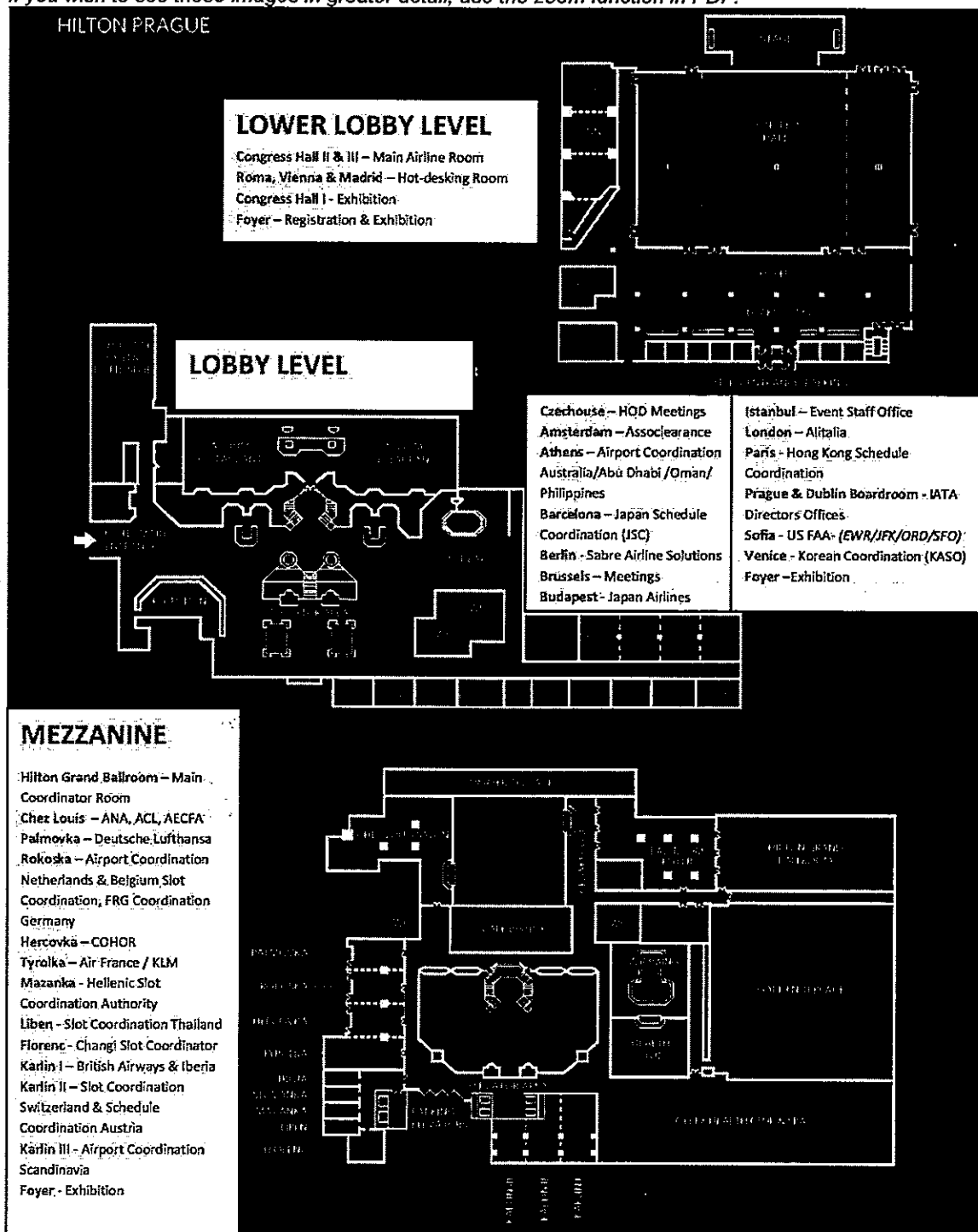


Follow us on Twitter, we use hash tag [#slotconference](#) for this event.

CONFERENCE TIMETABLE MEETINGS & SPECIAL EVENTS

SATURDAY 8 NOV 2014		
09:00 – 17:00	Airport Slots and Scheduling Course	Palmovka, Mezzanine Level
SUNDAY 9 NOV 2014		
09:00 – 12:00	WWACG Core Meeting and Coordinators Pre-JSAG Meeting	Madrid, Lower Lobby Level
09:00 – 17:00	Airport Slots and Scheduling Course	Palmovka, Mezzanine Level
09:00 – 18:00	SPWG Meeting	Tyrolka, Mezzanine Level
13:30 – 18:00	EUACA Core Meeting	Madrid, Lower Lobby Level
MONDAY 10 NOV 2014		
09:00 – 18:00	Registration Open	Congress Hall Foyer, Lower Lobby Level
09:00 – 13:00	JSAG Meeting	Tyrolka, Mezzanine Level
09:00 – 17:00	Pre conference Delegate Lounge	Hilton Grand Ballroom, Mezzanine Level
09:00 – 17:00	Airport Slots and Scheduling Course	Palmovka, Mezzanine Level
13:15 – 15:15	EUACA Plenary Meeting	Vienna, Madrid, Lower Lobby Level
15:30 – 17:30	WWACG Plenary Meeting	Vienna, Madrid, Lower Lobby Level
TUESDAY 11 NOV 2014		
08:00 – 18:00	SC135 Conference Open	Congress Hall Lower Lobby Level & Hilton Grand Ballroom, Mezzanine Level
08:00 – 18:00	Exhibition Open	Interactive Exhibitor map
10:30 – 11:00	Refreshment Break Sponsored by Budapest Airport	Congress Hall, Lower Lobby Foyer, & Mezzanine Foyer
15:30 – 16:00	Refreshment Break Sponsored by Aéroport de Paris	Congress Hall, Lower Lobby Foyer, & Mezzanine Foyer
17:00 – 18:00	APACA Meeting	Brussels, Lower Lobby Level
WEDNESDAY 12 NOV 2014		
09:00 – 18:00	SC135 Conference Open	Congress Hall Lower Lobby Level & Hilton Grand Ballroom, Mezzanine Level
09:00 – 18:00	Exhibition Open	Interactive Exhibitor map
10:30 – 11:00	Refreshment Break Sponsored by Copenhagen Airport A/S	Congress Hall, Lower Lobby Foyer, & Mezzanine Foyer
15:30 – 16:00	Refreshment Break Sponsored by Bristol Airport	Congress Hall, Lower Lobby Foyer, & Mezzanine Foyer
19:30 – 21:30	Welcome Reception - Hosted by Prague Airport Co-Sponsored by City of Prague and Prague City Tourism	The National House of Vinohrady
THURSDAY 13 NOV 2014		
09:00 – 18:00	SC135 Conference Open	Congress Hall Lower Lobby Level & Hilton Grand Ballroom, Mezzanine Level
09:00 – 18:00	Exhibition Open	Interactive Exhibitor map
09:00 – 10:00	HOD Airline Only Meeting	Czech House, Lobby Level
10:30 – 11:00	Refreshment Break	Congress Hall, Lower Lobby Foyer, & Mezzanine Foyer
14:00 – 15:00	HOD Meeting	Czech House, Lobby Level
15:30 – 16:00	Refreshment Break	Congress Hall, Lower Lobby Foyer, & Mezzanine Foyer
FRIDAY 14 NOV 2014		
09:00 – 18:00	SC135 Conference Open	Congress Hall Lower Lobby Level & Hilton Grand Ballroom, Mezzanine Level
10:30 – 11:00	Refreshment Break	Lower Lobby Foyer
15:30 – 16:00	Refreshment Break	Lower Lobby Foyer

If you wish to see these images in greater detail, use the zoom function in PDF.



Please click on the [interactive Exhibitor map](#) for exhibitor booth locations

AIRLINE & COORDINATOR WORKROOMS

Airline / Coordinator / IATA Workroom Locations	
COMPANY	LOCATION
Main Airline Room	Congress Hall, Lower Lobby Level
Airline hot-desking area – Admission by badge only	Roma, Vienna & Madrid, Lower Lobby Level
Main Coordinator Room	Hilton Grand Ballroom, Mezzanine Level
Exhibition Hall	<u>Interactive Exhibitor map</u>
IATA – Directors Office	Dublin & Prague Lobby Level
Event Staff Office	Istanbul, Lobby Level
Registration & Info-booth	Congress Hall Foyer, Lower Lobby Level
Air France / KLM Royal Dutch Airlines	Tyrolka, Mezzanine Level
Airport Coordination Australia, Abu Dhabi, Oman & the Philippines	Athens, Lobby Level
Airport Coordination Scandinavia	Karlin III, Mezzanine Level
Airport Coordination Netherlands, Belgium Slot Coordination & FRG Coordination Germany	Rokoska, Mezzanine Level
Alitalia	London, Lobby Level
ANA, ACL, AECFA (former AENA)	Chez Louis, Mezzanine Level
Assoclearance	Amsterdam, Lobby Level
British Airways & Iberia	Karlin I, Mezzanine Level
Changi Slot Coordinator	Florenc, Mezzanine Level
COHOR	Hercova, Mezzanine Level
Deutsche Lufthansa & Lufthansa Systems	Palmovka, Mezzanine Level
Hellenic Slot Coordination Authority	Mazanka, Mezzanine Level
Hong Kong Schedule Coordination	Paris, Lobby Level
Japan Airlines	Budapest, Lobby Level
Japan Schedule Coordination JSC	Barcelona, Lobby Level
Korean Coordination KASO	Venice, Lobby Level
Slot Coordination Switzerland & Schedule Coordination Austria	Karlin II, Mezzanine Level
Slot Coordination Thailand	Liben, Mezzanine Level
US FAA (EWR/JFK/ORD/SFO)	Sofia, Lobby Level

WIRELESS INTERNET ACCESS

Connection Instructions

1. Connect to the IATASC135 network.

Network Name: IATASC135

2. After a few moments, you will be connected!
3. Launch your Web Browser.
4. Enter the following password (no username required)

Password **IATA2014**

Internet Access Requirements:

- Windows 2000, XP, Vista, NT, Macintosh or Linux operating system.
- Ethernet or Wireless Network Card
- Web Browser Internet Explorer, Firefox etc...

IMPORTANT REMINDERS FOR OPTIMAL WI-FI CONNECTION:

- Be sure to disable personal hotspots or ad hoc configurations to mitigate possible interference with the Wi-Fi system.
- Do not stream videos or large files which will slow down the down Wi-Fi connection for all users.

Wireless internet coverage will be available throughout the Hilton Prague from Saturday, 08 November to Friday, 14 June.



Follow us on Twitter, we use hash tag **#slotconference** for this event.

Hot-desking Conference Room.

As with previous conferences, SC135 Prague will have a main airline room and coordinator room with pre allocated seats and the usual work rooms and exhibition areas. However, this November we also have the ideal space in a conference room next door to the main airline room which will be used for an Airline hot-desking and meeting space. We have discussed the current process with members of the airline, coordinator community and conference logistic experts and would like to trial hot-desking for a select few companies who wish to volunteer for this new concept.

In brief, airlines who volunteer will have the usual Wi-Fi capabilities, plus extra power sockets available and a nearby cloakroom to store any valuables. To officially volunteer please [click here](#) to sign the webpage poll (add your company name, tick the hot-desking trial and save) as soon as possible and no later than **17th October**.

To ensure this concept is successful there a few rules that will need to be adhered to:

- Volunteers must be by airline (delegations cannot be split between the main airline room, airline work rooms and the hot-desking area).
- Airlines that volunteer must sign up using the [webpage poll](#) and be accepted by IATA to participate and have received an email confirmation to their HOD verifying they have been accepted (airlines will be accepted on a first come first served basis).
- As with the main pre-allocated airline room, hot-desking involves airlines sharing desks with each other as and when required.
- The hot-desking area is not policed by conference staff. It is each airline's responsibility to ensure they are using the space as it is intended, for short periods of work/down time, ensuring when the space is not required belongings are not left to reserve space and tables are given up to other delegates.

How will this work?

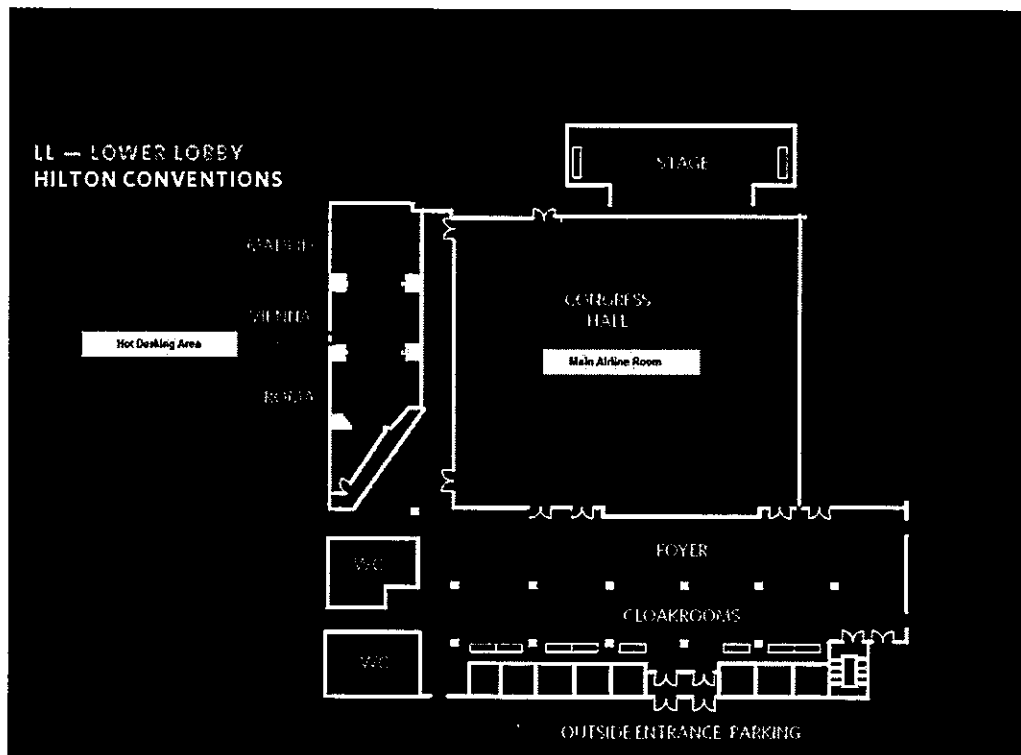
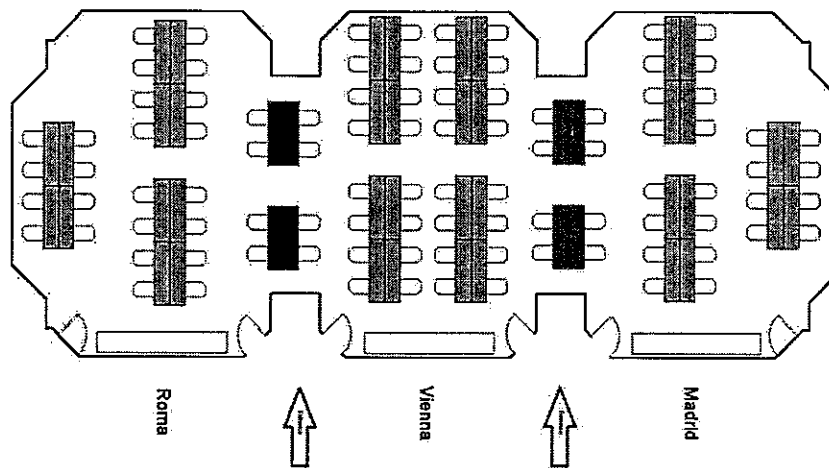
There will be 20 tables of 4 delegates used for a maximum of 80 delegates (80 seats for 80 delegates) to hot-desk (charging laptops, working, downloading/uploading information through the Wi-Fi) and the further 4 tables of 4 to be used as a meeting point where if available delegates can take advantage of the shared meeting space (red and blue zones) for airline to airline meetings, or have their meeting at a nearby table (see the following page for the floor plan).

Hot-desking delegates will be listed in AppCal and on the plasma screens as located in the hot-desk conference room (no table number will be allocated).

If a hot-desking airline requests a meeting with another airline in AppCal they will need to use the 'request extended' meeting request function. Please see our [AppCal help page](#) if you are unfamiliar with this process.

A special post conference questionnaire will be sent to those delegates who were accepted in the hot-desking trial. Their valuable input will be studied to ensure if this trial benefits the airlines that hot-desking for future conferences will be successfully implemented.

HOT DESKING FLOOR PLAN





WWACG / 22 Meeting

Date: Monday, 10th November 2014 15:30 – 17:30 h

Place: Prague, Hilton, Room Vienna- Madrid, Lower Lobby Level

AGENDA

1. Notes 21 of WWACG Abu Dhabi 09th June 2014	E. Rindlisbacher
2. Matters arising from WWACG 21	E. Rindlisbacher
3. WWACG website <ul style="list-style-type: none"> • Intentions for further development 	H. Takeda/ E. Rindlisbacher
4. Finances <ul style="list-style-type: none"> • Estimate 2014/ Budget 2015 	E. Rindlisbacher WP
5. Slot ID Field 18 in Air Traffic Flight Plan	E. Rindlisbacher
6. JSAG 44 Debriefing	J. Cole
7. Update strategy process for WWACG	E. Rindlisbacher
8. Process Core Group Elections June 2015	E. Rindlisbacher
9. Update on Regional Coordination Issues Asia Americas Europe	E. Krolke M. Smith E. Herbane
10. Date/time and place of next meeting: <ul style="list-style-type: none"> • YVR, 22nd June 2015 in the later afternoon 	E. Rindlisbacher
11. Any other Business <ul style="list-style-type: none"> • SIR waitlist information 	E. Rindlisbacher

Attachments: Estimate 2014/Budget 2015

WWACG

10/11/2014 Treasurer		BUDGET 2014	ESTIMATE 2014	Diff 2014	AGREED BUDGET 2015	BUD 2015
		€	€		€	%
Membership Fees		3'000	3'100	100.0	5'000	
Balance previous year		4'973	4'973	0.0	6'237	
TOTAL INCOME		7'973	8'073	100.0	11'237	100.0
Administration Costs 1*		0	0	0.0	0	0.0
Project Costs Website 2*		0	0	0.0	-5'000	-44.5
Maint and Support Websit 3*		-1'794	-1'822	28.0	-1'850	-16.5
IT Development Fund 4*		-2'500	0	-2'500.0	0	0.0
Facility and Expert Costs 5*		-500	0	-500.0	-2'500	-22.2
TOTAL COSTS		-4'794	-1'822	-2'972.0	-9'350	-83.2
OPERATING RESULT		3'179	6'251	3'072.0	1'887	16.8
Financial Income (Interests etc.)		0	6	6.0	0	0.0
Financial costs (Bank Admin.)			-20	20.0	-20	
FINAL RESULT		3'179	6'237	3'058.0	1'867	16.6

Membership Fee 2015 € 100. // Core E 100 + 150 = € 250

- 1* all on SCS and Cohor only
- 2* development costs including VAT France
- 3* webmastering including VAT France
- 4* IT development other than website
- 5* Facility renting and / or expert consultation costs



WWACG / 22 Meeting

Date: Monday, 10th November 2014 15:30 – 17:30 h

Place: Prague, Hilton, Room Vienna- Madrid, Lower Lobby Level

NOTES

1. Notes 21 of WWACG Abu Dhabi 09th June 2014
<ul style="list-style-type: none"> Minutes agreed
2. Matters arising from WWACG 21
<ul style="list-style-type: none"> All issues covered on the agenda
3. WWACG website
<ul style="list-style-type: none"> Erich Rindlisbacher described planned developments for the WWACG website. There will be a technical meeting between Erich, Takeda-san and COHOR, who host the website. The website library has been improved with substructure to make it easier to find documents. A change to the Airport List table is planned to keep the column headings visible when scrolling down. Other small fixes are planned. Members are invited to keep their information up to date for their airports. Eric Herbane asked members to provide information for the website, such as news items. These can be submitted to eric.herbane@cohor.org. A development list and cost estimates will be presented at the next meeting.
4. Finances
<ul style="list-style-type: none"> Erich Rindlisbacher presented the WWACG finances. In 2014, the balance is estimated to be €6237. It was proposed to increase the member's fees from €50 to €100 to provide a website development fund of €5000 during 2015. The increased membership fee to €100 was agreed.
5. Slot ID Field 18 in Air Traffic Flight Plan
<ul style="list-style-type: none"> Erich informed the meeting of plans to include Airport Slot ID fields in the new ICAO flight plan format, expected to be implemented around 2018. In the interim, a format for a Slot ID to be entered into Field 18 of the flight plan has been agreed within Europe with Eurocontrol. The format is RMK/ASL followed by A or D and up to 10-character (alpha-numeric) slot ID. → see doc attached.
6. JSAG 44 Debriefing
<ul style="list-style-type: none"> James Cole provided a debrief on the recent JSAG meeting (see

attached note)
<p>7. Update strategy process for WWACG</p> <ul style="list-style-type: none"> • WWACG has been recognised with observer status by ICAO. Eric Herbane and Wolfgang Gallistl of the WWACG Core Group will be attending the ICAN meeting later in the month in Bali. ICAN is a forum for governments to hold discussions about traffic rights, but also includes a symposium where airport access issues will be discussed. • WWACG is also developing contacts with ACI-World, and will be meeting with ACI at this SC and during the ICAN meeting. • In order to gain better recognition from other industry bodies, the WWACG is looking formalising the group (perhaps as an association) and a possibly name change, as well as the WWACG having its own bank account (as currently the account falls under the EUACA). Erich will report on progress at the next meeting in June 2015.
<p>8. Process Core Group Elections June 2015</p> <ul style="list-style-type: none"> • Erich will write to members in March/April on the process for elections of the 7 Core Group members, who also represent coordinators on JSAG. • Erich Rindlisbacher and Munro Smith will not be standing for re-election.
<p>9. Update on Regional Coordination Issues</p> <p>Asia – no update at this time. The APACA meeting will be held 11Nov at 1700</p> <p>Americas – an Americas Coordinators meeting is being held today following this WWACG meeting</p> <p>Europe – no update at this time</p> <p>Didier Hocq (BRU Coordination) provided an update on runway works taking place in BRU during Summer 2015.</p>
<p>10. Date/time and place of next meeting:</p> <ul style="list-style-type: none"> • YVR, 22nd June 2015 in the later afternoon
<p>11. Any other Business</p> <ul style="list-style-type: none"> • SIR waitlist information – members are reminded to include waitlist information in SIR messages for airlines • With the move to email for SSIM messages rather than SITA, the importance of use of generic email addresses (rather than personal emails) by coordinators and airlines was discussed.

Attachments: meeting attendance list; doc format slot ID; debrief note JSAG 44; agreed budget 2015

For the notes: James Cole, ACL International

PRAGUE - WWACG ATTENDEES NAME LIST 2014	
Slot Coordinator / Schedule Facilitator of:	Head of Delegation
Australia	Krolke Ernst
Austria	Gallistl Wolfgang
Belgium	Hocq Didier
Bulgaria	Tcholacov Dimitar
Canada - YQB Quebec	Lapierre Mathieu
Canada - YVR Vancouver	Galbraith Kyle
Canada - YVR Vancouver	Schneider Dave
Canada - YVR Vancouver	Luongo Melisa
Canada - YYZ Toronto	Smith Munro
Canada - YYZ Toronto	Elder Bob
Chinese Taipei	Huang Karyn
Croatia - Split Airport	Melvan Mate
Cyprus	Theodorou Doros
Czech Republic	Savatos Radek
Denmark & Iceland	Holton Frank
Finland	Nokkala Tiina
France	Herbane Eric
Germany	Birgit Krenzin
Greece	Papadopoulos Theodoros
Hong Kong	Yuen Birdie
Hong Kong	Wan Claudia
Hungary	Lovik Tamas
India - DEL	Jitendra Singh
Japan - NRT, HND, KIX	Takeda Hiroki
Korea	Kee Young Nam
Korea	Ho Kyoo Kang
Malaysia	
Malaysia	Ponnanbalam Amutharani
Netherlands	Ditvoorst Caroline
Norway	Wister Fred Andreas
Portugal	Cysneiros Isabel
Spain	Monasterio Ignacio
Sweden	Nordfalk Anders
Switzerland	Rindlisbacher Erich
Turkey	Tosun Recep
Turkey	Oluklu Derya
Turkey	Gezer Siltu Fusun
United Kingdom, Ireland, Poland, Dubai, New Zealand	Cole James
USA - EWR	Hansen Kaare
USA - USAG/FAA	Meenan Brian
USA - USAG/FAA	Rob Hawks
20/11/2014/ea	

- The TF has provisionally agreed on the following format for the APSL-ID:

$$RMK/ASL \frac{A}{D} \left(1234567890 \right)$$

1. The identifier begins with **RMK/ASL** followed by either **A** or **D** indicating Arrival or Departure.
2. Maximum of **ten** characters can be used between brackets. This tag is the reference to enable the identification and the matching of the flight plan with the airport slot data. It may be the commercial flight number used to coordinate the airport slot allocated to the flight or a reference tag provided by the airport coordinator.
3. The above string would serve the current needs for the remark field in FPL filed 18, the part displayed in brackets would remain for the FIXM fields that are being proposed.

JSAG44 – Personal Notes of James Cole, JSAG Vice Chairman

AGENDA ITEM 1: Administration

AGENDA ITEM 2: Matters arising from JSAG/43

AGENDA ITEM 3: Regulatory and Industry Issues

3.1 Update on EU regulatory developments

- The Italian presidency (Jul-Dec2014 period) is not currently progressing the Airports Package. The issues between UK and Spain regarding Gibraltar are still an obstacle. Therefore progress is on hold. The next 6-monthly Council presidencies are Latvia and Luxembourg in 2015 and the Netherlands and Slovakia in 2016.
- Representatives of the EUACA are meeting Mr Machado of DG MOVE on 25 Nov, so may have a clearer view after that meeting.

3.2 Eurocontrol slots and flight plan matching (CS1)

- Revised CONOPS has just been published and a Call for Tender is expected during November.
- IATA support 7 of the 9 CS packages, including supporting CS1.

3.3 Update on US Regulatory Developments

- Current slot rules continue to Oct 2016. Proposals for new rulemaking is expected soon, but are not published yet.
- JFK is undergoing runway/taxiway works during Summer 2015, which is likely to cause operational delays and airlines have been asked to make schedule adjustments and reductions.
- The EUACA has heard that there will be a joint FAA-EC symposium in February discussing slot allocation, and that the FAA are considering slot coordination at additional US airports.

AGENDA ITEM 4: Slot Process Review and Improvement

4.1 Post Sal/Pre conference activity

- IATA is taking legal advice on the scope to liberalise Post SAL activity, and are providing their advisors with a summary of recent changes in the slot process. A response expected in advance of the March 2015 JSAG meeting.
- APACA presented the results of their survey on Post SAL activities in Asia. Of respondents, 100% participate in Post SAL activity, with few restrictions except regarding face-to-face meetings and swaps.

4.2 New level concept

- A special meeting of the Working Group was held on 11 Sep and a further meeting is scheduled for 13 Nov at the conference. The WG reached broad consensus at its 11 Sep meeting that there are benefits from having a simplified coordinated airport process, that

the recent changes to the existing Level 2 process are consistent with the New Level Concept, and that there are benefits of progressing the concept (to be quantified).

- JSAG will be updated following the 13 Nov meeting and in advance of the March JSAG.

AGENDA ITEM 5: Slot Process – Continuous Improvements

5.1 SC Improvement Initiatives

5.1.1 AppCal Developments

- IATA is discussing with PDC creating an instant messaging facility like WhatsApp. There is a requirement from coordinators for a system that works on both phones and computers.
- IATA to get costing for AppCal enhancement to allow on-site appointments to be booked unilaterally without the request/accept process.
- Online accreditation to be demo'd at this SC, available early 2015 in advance of June 2015. This will be available year-round to allow airline and coordinators to check on accreditation.

5.2 EUACA and WWACG recommended practices

- WWACG is preparing a guideline on Transparency and Interested Parties, which will be sent to SPWG for consultation in advance of the March 2015 JSAG meeting.
- The EUACA has surveyed its members on priorities for future EUACA guidelines.
- The issue of funding coordinators via a slot fee was discussed. It was agreed for the coordinators and airlines to start to draft some common principles for slot fees.

AGENDA ITEM 6: Amendments to the WSG/ SSIM for JSAG

6.1 Review of proposals for WSG 7th Edition Mr. Cole & Mr. Watt

CONFERENCE VENUE UPDATE

- June 2016 – IST, HAM, BCN, ROM, ATH (PAR and LON too expensive)
 - JSAG preference is IST or BCN
- Nov 2016 – Orlando, Los Angeles, Buenos Aires, Lima
 - Orlando is preferred at \$169 rate. Quote from Las Vegas will be sought.
- Delegate fees – budget \$100pp/SC for 2015

AOB

- Austrian coordination fee increasing to €3.90 per round trip for, with up to €4.24 approved by government.
- SPC and competition law – working group JW, JC, ER, Chris Carter

Next meeting: 5 Mar 0900-1600 in MAD; 22Jun 09-13 in YVR; 10Sep in GVA; 9Nov 09-13 in BKK

- WWACG 4 Mar (possibly extra 3 Mar for New Levels)

WWACG Finances

Bank Account

- WWACG current account as per 31.10.2014 € 6'336

WWAC Estimate 2014 / Budget 2015

WWACG

09/09/2014 Treasurer	BUDGET 2014 €	ESTIMATE 2014 €	Diff 2014	DRAFT BUDGET 2015 €	BUD 2015 %
Membership Fees	3'000	3'100	100.0	5'000	
Balance previous year	4'973	4'973	0.0	6'237	
TOTAL INCOME	7'973	8'073	100.0	11'237	100.0
Administration Costs 1*	0	0	0.0	0	0.0
Project Costs Website 2*	0	0	0.0	-5'000	-44.5
Maint and Support Website 3*	-1'794	-1'822	28.0	-1'850	-16.5
IT Development Fund 4*	-2'500	0	-2'500.0	0	0.0
Facility and Expert Costs 5*	-500	0	-500.0	-2'500	-22.2
TOTAL COSTS	-4'794	-1'822	-2'972.0	-9'350	-83.2
OPERATING RESULT	3'179	6'251	3'072.0	1'887	16.8
Financial Income (Interests etc.)	0	6	6.0	0	0.0
Financial costs (Bank Admin.)		-20	20.0	-20	
FINAL RESULT	3'179	6'237	3'058.0	1'867	16.6

€100/members €250/Core

1* on SCS&Cohor account

2* Develop. costs & VAT

3* Webmastering costs & VAT

4* Further develop. other than website

5* Facility renting and / or expert consult costs

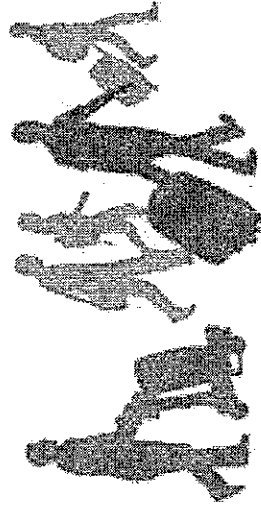


Winter 2015 SC/136 Vancouver	ACTIVITY	Summer 2016 SC/137 Bangkok
27 April 2015	SHL Deadline	14 September 2015
14 May 2015	Agreed Historics Deadline	01 October 2015
21 May 2015	Initial Submission Deadline	08 October 2015
9 June 2015	AppCal opened to Coordinators	27 October 2015
11 June 2015	SAL Deadline	29 October 2015
15 June 2015	AppCal opened to Airlines	02 November 2015
23 June 2015	IATA Slot Conference	10 November 2015
15 August 2015	Slot Return Deadline	15 January 2016
31 August 2015	Historics Baseline Date	31 January 2016

Prague, November 2014



Online Accreditation System (OAS)



Cassie Raitsidis

Current Process

Forms sent to IATA for processing

- Form 1: Head Delegate (HOD); signed by CEO
- Form 2: Delegates; signed by HOD
- The IATA database is updated manually



New Online Accreditation System

- The new OAS will be a secure system that is accessible 24/7 to accredited delegates of the slot community.
- HODs will be in control of their delegation and be able to add, remove and edit the details of their delegates.
- All accredited delegates in the system will have access and will be able to view all contact information of the Slot Conference accredited delegates.
- The system is simple in design but support will be available from IATA if necessary.



Process

- The same Accreditation rules apply.
- Current Accreditation details will be migrated to the system and all accredited delegates will be emailed a login and password to access the system and view this information.
- HODs will have the power to add, remove and edit their delegation (no forms are required). New HODs will still require Form 1.



Demonstration

- Look of the site
- How to register as a new HOD.
- How to add, remove and edit delegates
- How to search and view contact information of accredited delegates.

What does this change mean for me?

At a specific time, before online registration for the Slot Conference opens IATA will notify each HOD to update their delegation's accreditation details.

When registration opens, each HOD will receive the logins and passwords for their delegation.

During the registration period newly accredited or changed delegates will be sent registration passwords at the end of each working day.

When AppCal is open each registered delegate will automatically be synced with AppCal.



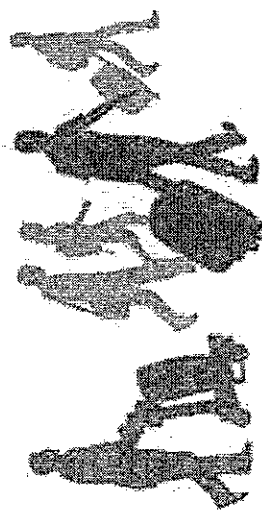
FAQs

- Can Exhibitors see my contact info?
- Will IATA sell this information?
- Can the HOD delegate to another member of staff?
- Will we have to register and re-accredit delegates each conference?
- What if I don't understand how to use the system?

SLOTS@IATA.ORG



Thank You!





Heads of Delegation Meeting (HODM/17)



AGENDA

Agenda Item 1 – JFK Runway Construction update

- 1.1: JFK Runway Construction update

Agenda Item 2 – Slot Conference Activities

- ✎ 2.1: WSG 7th edition
- ✎ 2.2: Calendar of activities
- ✎ 2.3: Online accreditation development

Agenda Item 3 – Future conferences

- ✎ 3.1: Vancouver, June 2015
- ✎ 3.2: 2016 locations
- ✎ 3.3: Future locations

Agenda Item 4 – Any Other Business

- ✎ 4.1: Prague feedback



1.1. JFK S15 Construction



2. Slot Conference Activities

- ↗ 2.1: WSG 7th edition
- ↗ 2.2: Calendar
- ↗ 2.3: Online Accreditation System



Winter 2015 SC/136 Vancouver	ACTIVITY		Summer 2016 SC/137 Bangkok
	27 April 2015	SHL Deadline	
	14 May 2015	Agreed Historics Deadline	
	21 May 2015	Initial Submission Deadline	
	9 June 2015	AppCal opened to Coordinators	
	11 June 2015	SAL Deadline	
	15 June 2015	AppCal opened to Airlines	
	23 June 2015	IATA Slot Conference	
	15 August 2015	Slot Return Deadline	
	31 August 2015	Historics Baseline Date	



New Online Accreditation System

The new OAS is a secure system that is accessible 24/7 to accredited delegates of the slot community.

HODs will be in control of their delegation and be able to add, remove and edit the details of their delegates.

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FAQS

When can I see the system?

Can Exhibitors see my contact info?

Will IATA sell this information?

Can the HOD delegate to another member of staff?

Will we have to register and re-accredit delegates each conference?

What if I don't understand how to use the system?

SLOTS@IATA.ORG

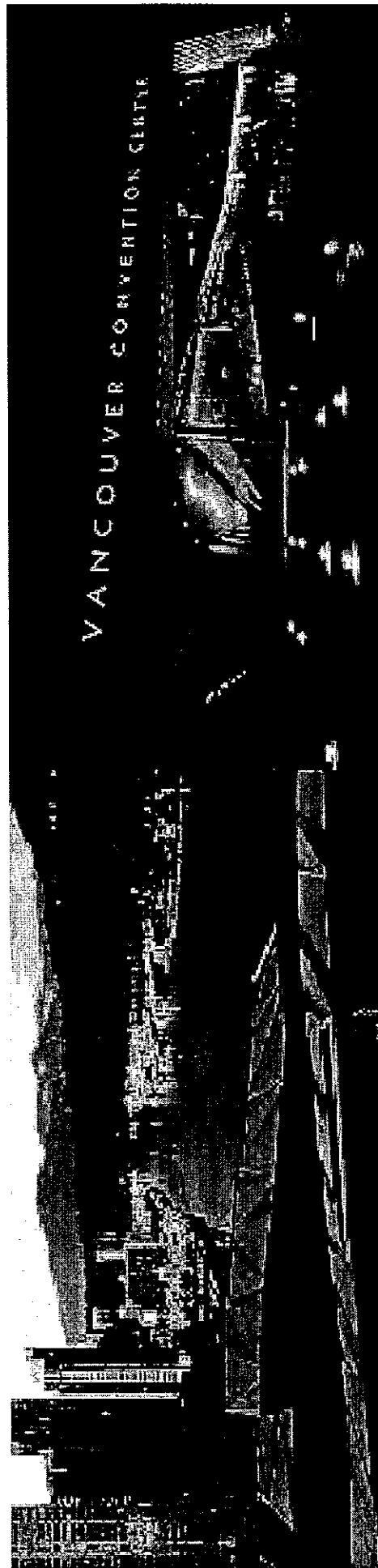


3 – Future Conferences

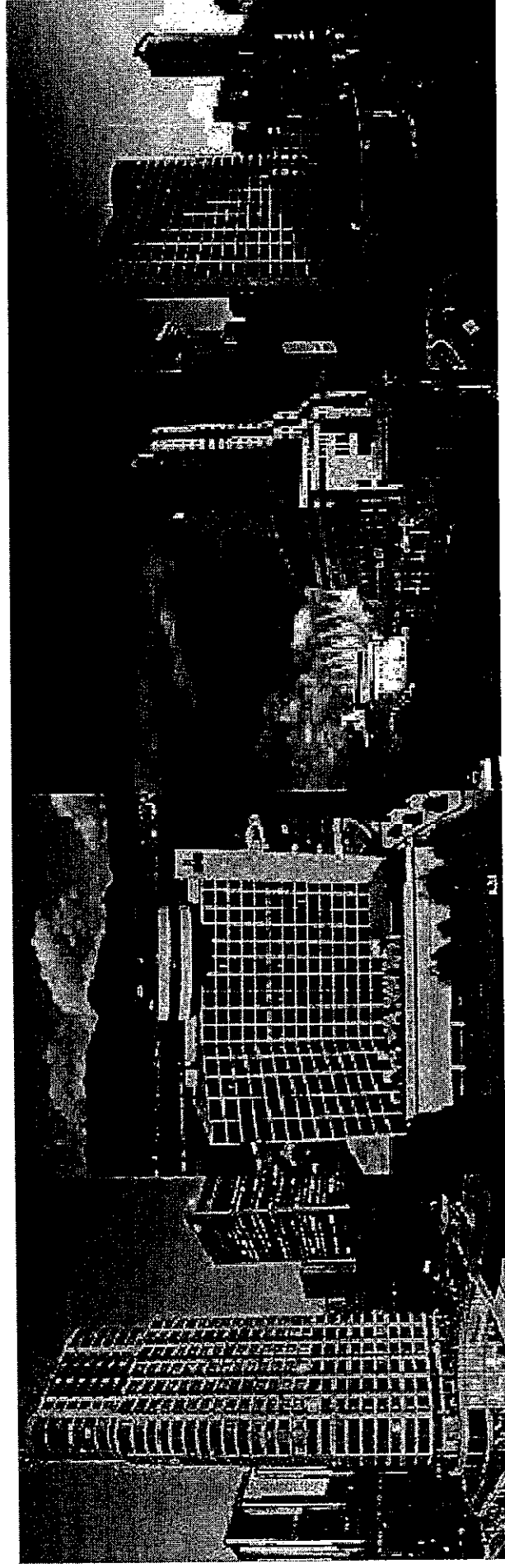


IATA 136th Slot Conference

Vancouver Convention Centre | 23 – 25 June 2015 (Tues-Thurs)



Marriott Pinnacle, Renaissance Vancouver, Fairmont Vancouver & Pan Pacific



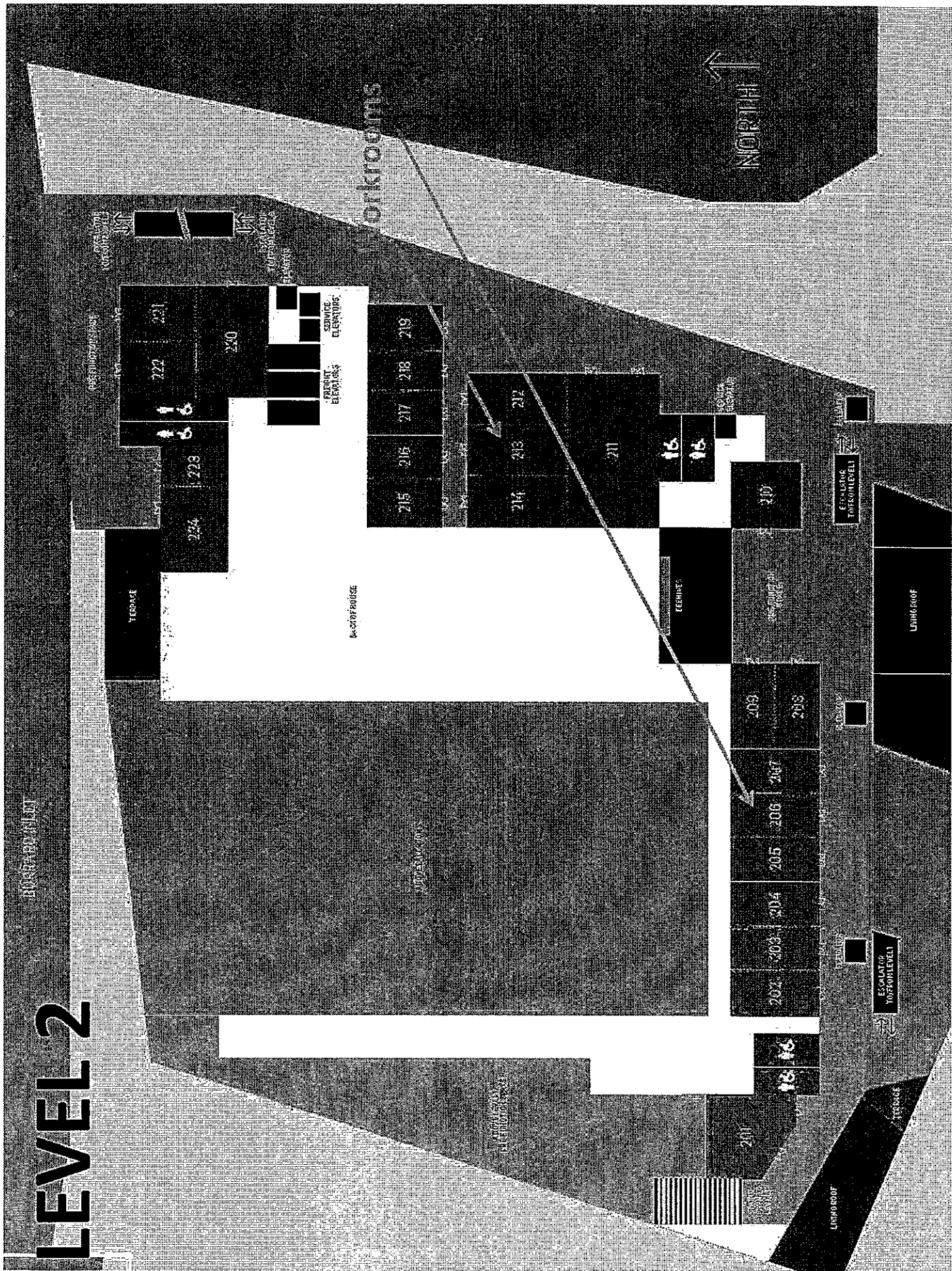
Room Rates:	Room Rates:	Room Rates:
Single/Double	Single/Double	Single/Double
\$219.00 CAD	\$229 - 249.00 CAD	\$239 - 269.00 CAD

All room rates include wireless internet access but excludes 16.5% VAT
and breakfast.

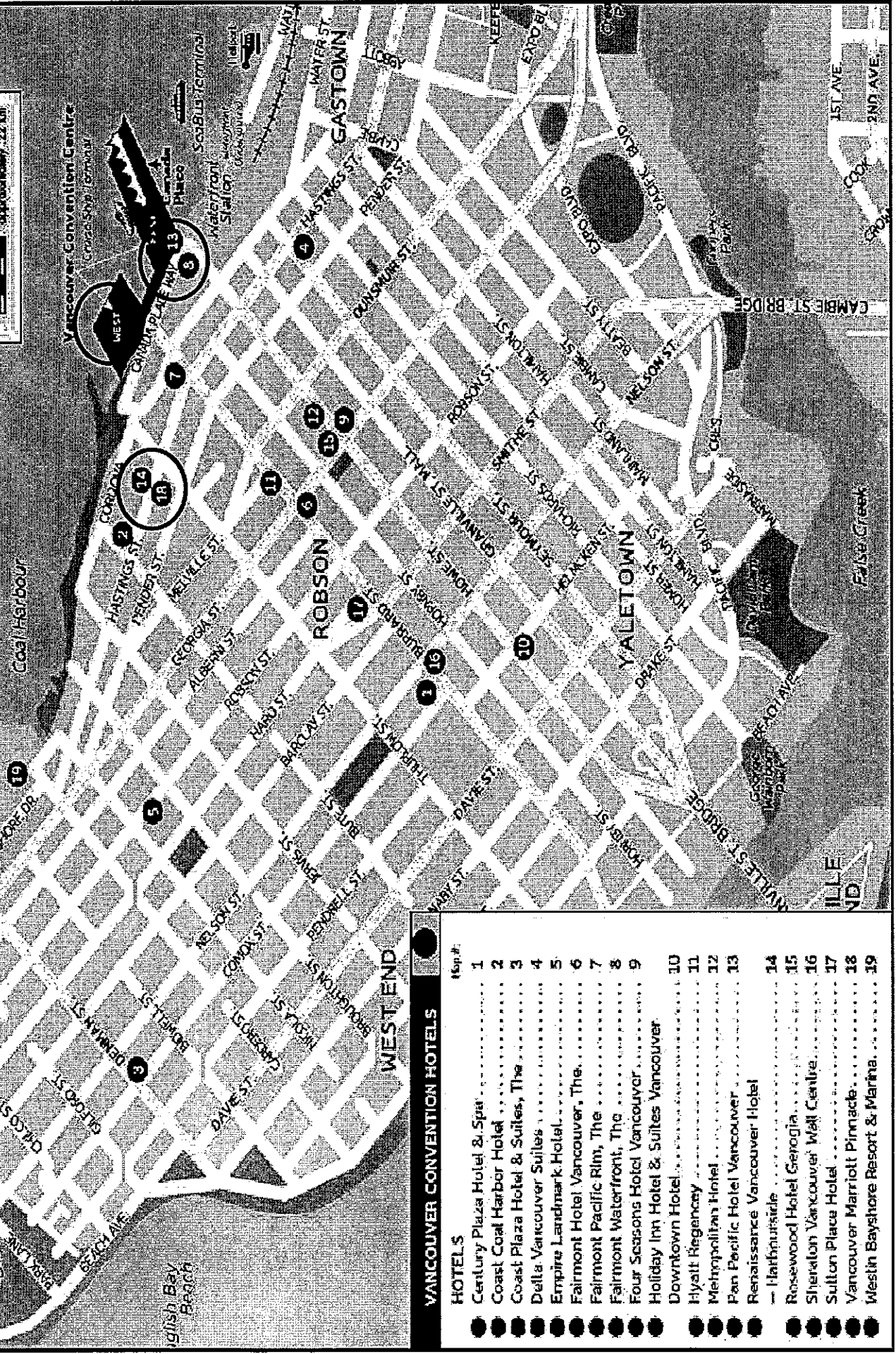
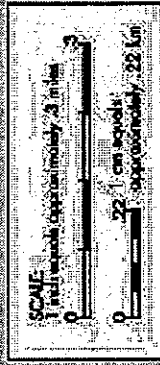
Main Airline Room (Ballroom B)



LEVEL 2



HOTEL MAP



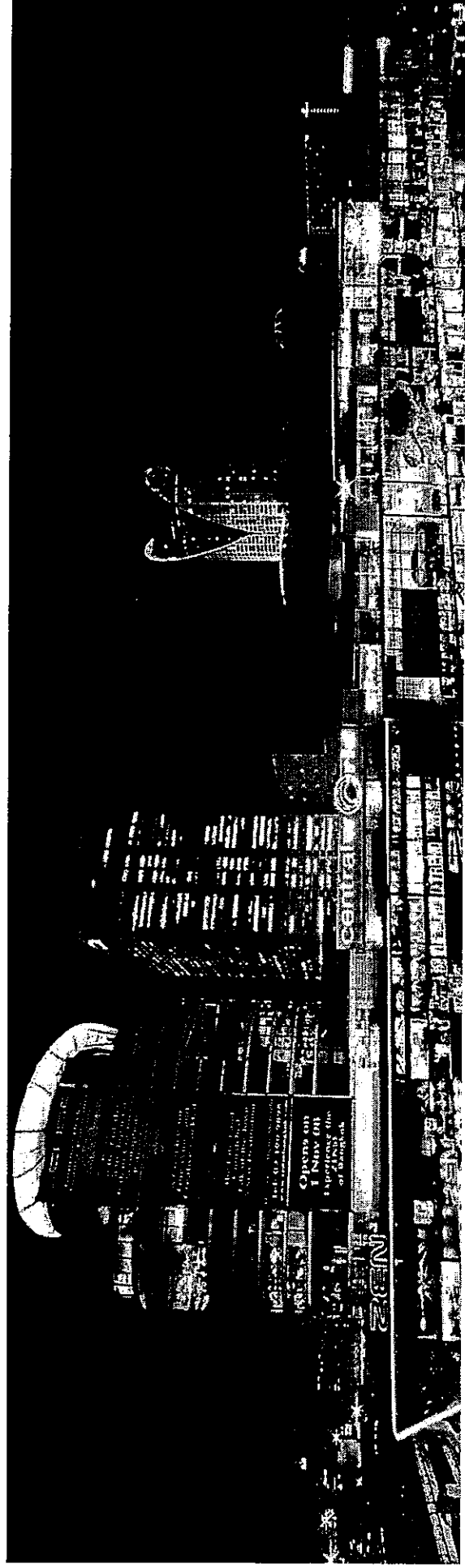
VANCOUVER CONVENTION HOTELS

- | HOTELS | Map # |
|--------------------------------------|-------|
| Century Plaza Hotel & Spa | 1 |
| Coast Coal Harbor Hotel | 2 |
| Coast Plaza Hotel & Suites, The | 3 |
| Dalla Vancouver Suites | 4 |
| Empire Landmark Hotel | 5 |
| Fairmont Hotel Vancouver, The | 6 |
| Fairmont Pacific Rim, The | 7 |
| Fairmont Waterfront, The | 8 |
| Four Seasons Hotel Vancouver | 9 |
| Holiday Inn Hotel & Suites Vancouver | 10 |
| Hwyatt Regency | 11 |
| Metropolitan Hotel | 12 |
| Pan Pacific Hotel Vancouver | 13 |
| Renaissance Vancouver Hotel | 14 |
| — Harbourside | 15 |
| Rosewood Hotel Gerogia | 16 |
| Sheraton Vancouver Wall Centre | 17 |
| Sutton Plaza Hotel | 18 |
| Vancouver Marriott Pinnacle | 19 |
| Westin Bayshore Resort & Marina | 19 |

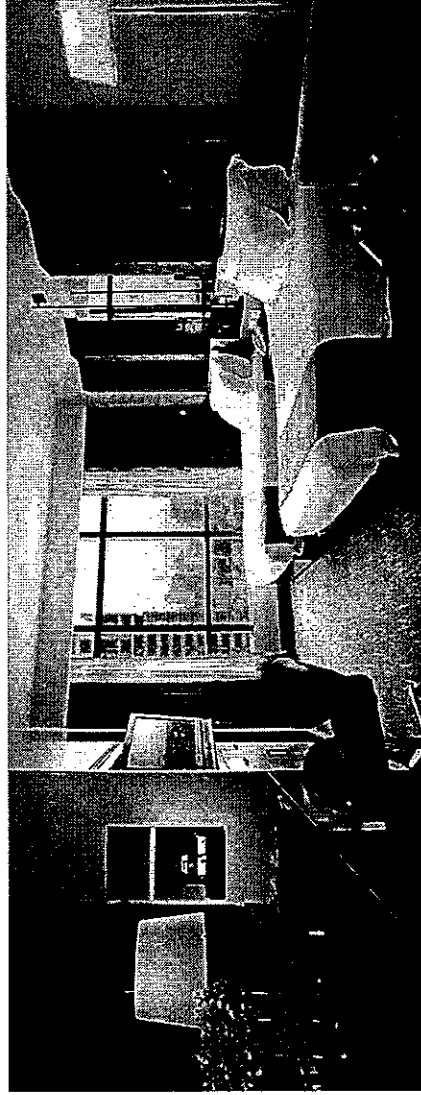
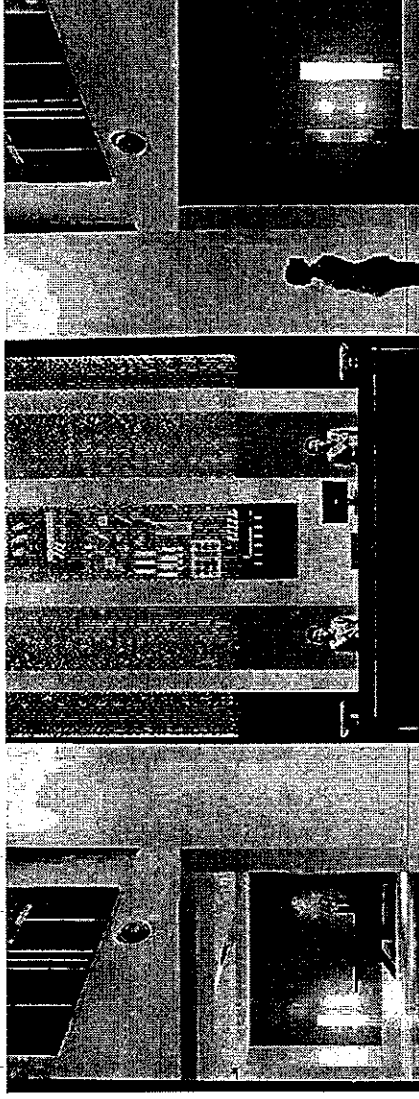
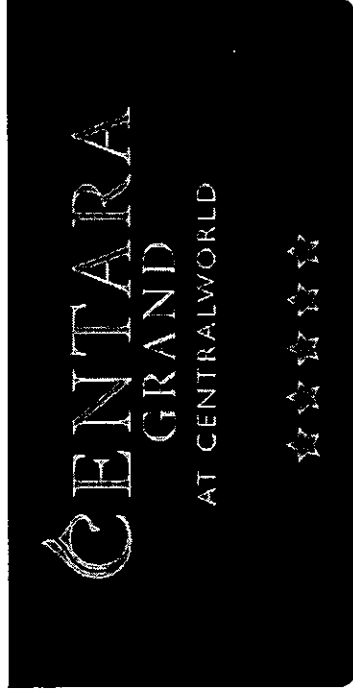


IATA 137th Slot Conference

Bangkok, Thailand | 10 – 13 November 2015 (Tues-Fri)



Centara Grand at CentralWorld



Room Rates:

Single \$172 USD (THB 5600)

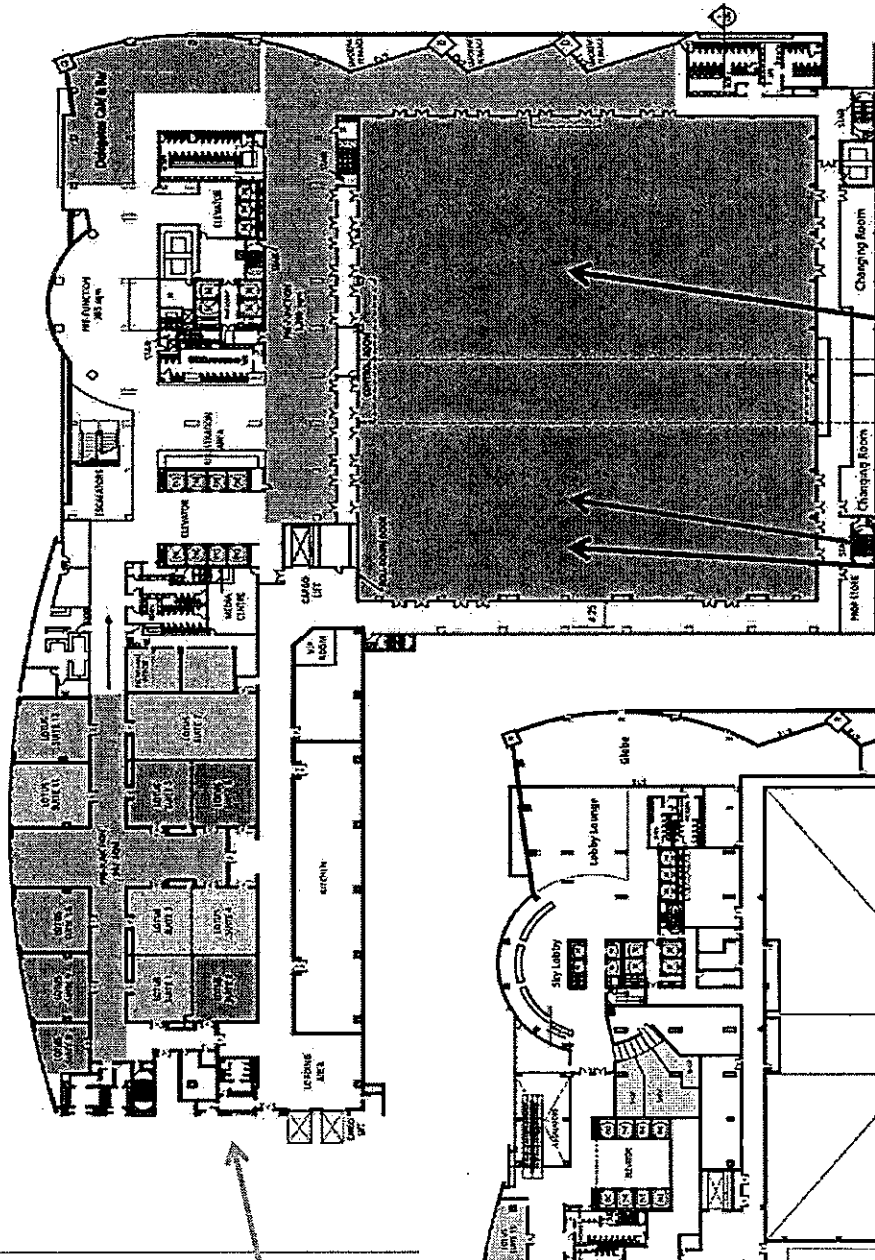
Double \$187 USD (THB 6100)

All room rates include wireless internet access local tax/service charges and breakfast.

CENTARA GRAND AT CENTRALWORLD

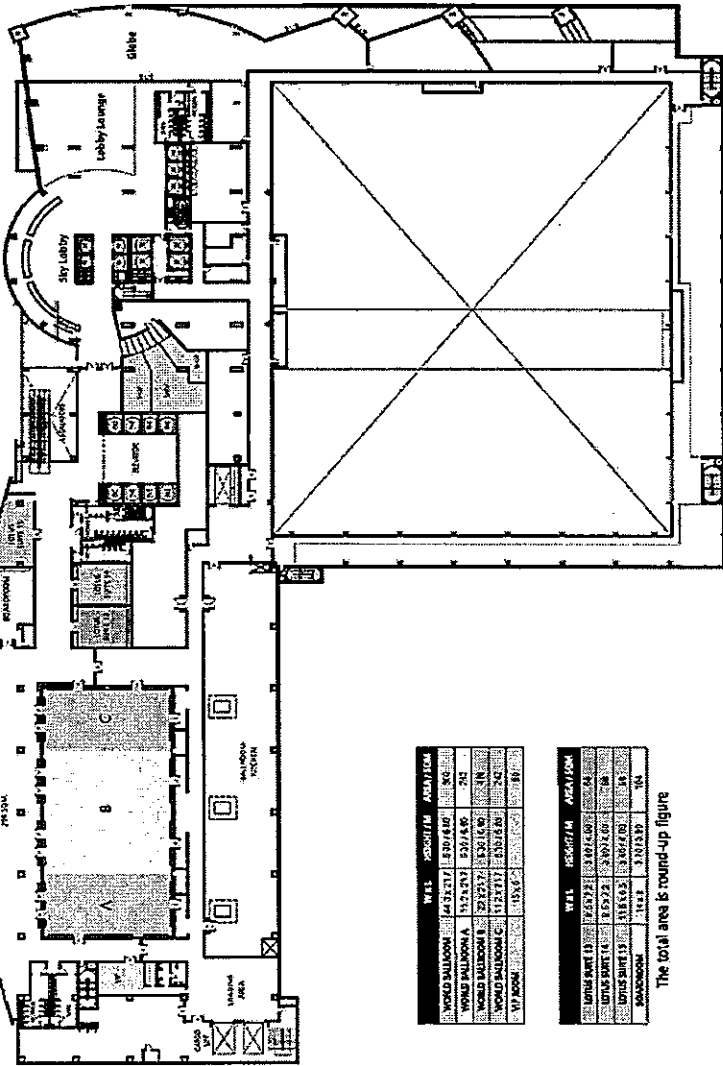
☆☆☆☆☆

Convention Centre Level



Workrooms

Exhibition (B2)
Coordinator Room (A1)
Main Airline Room (A1)



WELL	DESCRIPTION	AREA (SQM)
WORLD BALLROOM	44,322.17	2,201.810
WORLD BALLROOM A	11,721.21	5,201.810
WORLD BALLROOM B	29,221.72	1,201.810
WORLD BALLROOM C	11,721.21	1,201.810
WORLD BALLROOM D	11,721.21	1,201.810
WORLD BALLROOM E	11,721.21	1,201.810
WORLD BALLROOM F	11,721.21	1,201.810
WORLD BALLROOM G	11,721.21	1,201.810
WORLD BALLROOM H	11,721.21	1,201.810
WORLD BALLROOM I	11,721.21	1,201.810
WORLD BALLROOM J	11,721.21	1,201.810
WORLD BALLROOM K	11,721.21	1,201.810
WORLD BALLROOM L	11,721.21	1,201.810
WORLD BALLROOM M	11,721.21	1,201.810
WORLD BALLROOM N	11,721.21	1,201.810
WORLD BALLROOM O	11,721.21	1,201.810
WORLD BALLROOM P	11,721.21	1,201.810
WORLD BALLROOM Q	11,721.21	1,201.810
WORLD BALLROOM R	11,721.21	1,201.810
WORLD BALLROOM S	11,721.21	1,201.810
WORLD BALLROOM T	11,721.21	1,201.810
WORLD BALLROOM U	11,721.21	1,201.810
WORLD BALLROOM V	11,721.21	1,201.810
WORLD BALLROOM W	11,721.21	1,201.810
WORLD BALLROOM X	11,721.21	1,201.810
WORLD BALLROOM Y	11,721.21	1,201.810
WORLD BALLROOM Z	11,721.21	1,201.810

WELL	DESCRIPTION	AREA (SQM)
WORLD BALLROOM	44,322.17	2,201.810
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WORLD BALLROOM S	11,721.21	1,201.810
WORLD BALLROOM T	11,721.21	1,201.810
WORLD BALLROOM U	11,721.21	1,201.810
WORLD BALLROOM V	11,721.21	1,201.810
WORLD BALLROOM W	11,721.21	1,201.810
WORLD BALLROOM X	11,721.21	1,201.810
WORLD BALLROOM Y	11,721.21	1,201.810
WORLD BALLROOM Z	11,721.21	1,201.810

The total area is round-up figure

World Ballroom Level



JUNE 2016

- **Istanbul:** Hilton Bomonti Istanbul
- **Hamburg:** Congress Center Hamburg using the following hotels: Grand Elysée Hamburg, Hamburg Marriott Hotel, Radisson BLU Hotel Hamburg & Movenpick.
- **Barcelona:** Fairmont Rey Juan Carlos I, and the Palau de Congressos
- **Rome:** Rome Marriott Park Hotel
- **Athens:** Hotel Intercontinental



NOVEMBER 2016

- **Orlando:** Omni Orlando Championsgate
- **Los Angeles:** Hyatt Century Plaza
- **Buenos Aires:** Hilton Buenos Aires
- **Lima:** Sheraton Lima Hotel
- **Las Vegas:** Pending



3.3 Future Conferences

➤ 3.3: Registration Fee

Budget \$100 for each of the 2015 events

However, we will aim for \$50



4. Any Other Business

4.1 Prague SC feedback



Heads of Delegation Meeting (HODM/17)

Prague, November 2014



17th Head of delegation Meeting (HOD-M/17) Minutes

**135th Slot Conference
Hilton Prague, Czech Republic
Thursday 13th November 2014, 14:00**

Peter Stanton, Head of Worldwide Airport Slots (IATA) welcomed the Head Delegates to the 17th Head of Delegation meeting and invited active participation.

Agenda Item 1 JFK Runway Construction update

1.1 JFK Presentation

Rob Hawks Attorney for Regulations, FAA, introduced Susan Pfingstler who presented the JFK Runway 4L/22R Construction 2015 project.

Susan Pfingstler confirmed that the construction project was underway at JFK, in August. The North end of the runway 4L/22R was reclaimed in preparation for work to start in the North end of the airfield. Stage 2 of the construction project is due to start March 1st through to April 9th where the use of 13L & 31R will be lost although the use of 4L/22R will remain at a shortened distance. Stage 3 will start April 10th through to Sept 21st whereupon 13L & 31R will be available with a shortened runway and 4L/22R will be closed.

In preparation for the expected delays incurred by the reduced capacity the FAA have been communicating intensely with the big domestic carriers to encourage some reductions and retimings wherever possible and have encouraged international carriers to do the same. In addition, they have been working with the Air Traffic Control facilities to work out operational items. E.g. during stage 3 the FAA plans to have implemented and have available for use the re-categorisation of wake turbulence which will allow a more optimal separation standard between the aircraft. In addition to this the FAA are also looking at different configurations that can help offset some of the delays during these very constrained times.

Rob Hawks went on to confirm that JFK have issued a usage waiver for the entire summer season, so carriers who decide to retime or give back slots won't lose their historic rights. Susan Pfingstler went on to confirm that it is important for local station managers to stay in close contact with the Kennedy airport managers committee who host monthly meetings and will have the most up to date information.



Agenda Item 2 – Slot Conference Activities

2.1: Worldwide Slot Guidelines 7th edition (WSG/7)

Peter Stanton informed the HODs that after consultation with JSAG, future editions of the WSG would be published once a year.

Jim Watt (AA) reported that the 7th edition of the WSG would be published in August 2015. The major items currently under consideration are as follows:

- **Section 1.7** - is being adapted to strengthen the level 2 process.
- **Section 9.8** - the position of responsibility for confirmation of receipt of initial submissions is being clarified. It is the airline's responsibility to ensure that the coordinator or facilitator has received their initial submissions.
- **Section 9.10** - IATA legal are working on proposals for post SAL activity specifically, how much and what kind of activity can be conducted post SAL and preconference.

Jim Watt went on to invite any suggestions or proposals for changes to the WSG.

2.2: Calendar of activities

The Calendar of Slot Activities was presented by Peter Stanton (shown in **Attachment A**).

2.3: Online accreditation system

Cassie Raitsidis (IATA) presented the new Online Accreditation System that will be available early 2015. The main points were:

- The system will be a secure web based accreditation system developed in collaboration with PDC (the designers of AppCal).
- Current delegate accreditation details will be migrated to the system and all accredited delegates will be emailed a login and password to access the system.
- All accredited delegates will be able to login and view the contact information of other registered delegates.
- The same accreditation rules will apply, but Head Delegates will be in control of their delegation and will be able to login to the system to add, remove and edit the details of their delegates.
- The system will be available early 2015, will be simple in design and should have a familiar look and feel to Slot Conference delegates.



The full presentation is found in Attachment B.

Agenda Item 3 – Future Conferences

Renee Jacobs reported on the forthcoming conference locations and venues.

3.1: Vancouver, June 2015

- **SC 136 Vancouver, Canada 23 – 25 June 2015 (Tue – Thu)**
Vancouver Convention Centre, staying at the Marriott Pinnacle, Renaissance Vancouver, Fairmont Vancouver & Pan Pacific hotels.
Room rates are between 219.00 - 269.00 CAD. All room rates include wireless internet access but excludes 16.5% VAT and breakfast.
- **SC 137, Bangkok, Thailand, 10 – 13 November 2015 (Tue – Fri)**
Centara Grand Convention Centre staying at the Centara Grand Hotel
Room rates are between 5600 – 6100 THB (172 – 187 USD). All room rates include wireless internet access local tax/service charges and breakfast.

For more information on the floor plans of the convention centers and hotels see the agenda Attachment C

3.2 Future Locations

The bids received for 2016 are:

June Area 2: Europe

Istanbul, Hilton Bomonti Istanbul

Hamburg, Congress Center Hamburg hotels: Grand Elysée Hamburg, Hamburg Marriott Hotel, Radisson BLU Hotel Hamburg & Movenpick.

Barcelona, Fairmont Rey Juan Carlos I, and the Palau de Congressos

Rome, Rome Marriott Park Hotel

Athens, Hotel Intercontinental

November Area 1: Americas

Orlando, Omni Orlando Championsgate

Los Angeles, Hyatt Century Plaza

Buenos Aires, Hilton Buenos Aires

Lima, Sheraton Lima Hotel

Las Vegas, Pending



3.3 Registration fee

Peter Stanton confirmed the Slot Conference delegate fee should be budgeted at 100 USD per event but we will aim for 50 USD.

Agenda Item 4 – AOB

Peter opened the floor for 'Any Other Business' and feedback on SC135 event.

4.1 Prague feedback

Billur Gokhan (TK) confirmed that the venue and location were very positive.

Peter Stanton recognized and praised Chris Marks (ZB) who had attended the Slot conference over the last 24 years and would not be attending future conferences due to his retirement.

With no further feedback Peter Stanton thanked the sponsors of the welcome reception hosted by Prague Airport and co-sponsored by City of Prague and Prague City Tourism, the Hilton Prague hotel, his team and WorldTEK the event organizers.

There were no further comments.

Asia/Pacific Airport Coordinators Association (APACA)

9th Meeting of APACA

17:00 - 18:00

11 November (Tuesday), 2014

**Room: "Brussels", Lobby Level
Hilton Prague, Czech Republic**

AGENDA

- 1. Approval of Minutes of 8th meeting held on 10 June 2014 in Abu Dhabi National Exhibitions Center (ADNEC), UAE**
- 2. Election of Chair and Vice-Chair (2)**
- 3. Results of HOD Vote SC134 on SC structure**
- 4. Post SAL Activity (The Survey Results)**
- 5. Coordination Parameters**
- 6. Any Other Business**
- 7. Next Meeting**

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 2

Election of Chair and Vice-Chairs (2)

9th APACA meeting
11 November, 2014
Hilton Prague, Czech Republic

Qualification of Candidate between 2012 and 2014

Item	Contents
Candidate In 2012	<p>Any Head Coordinator who is eligible and who is interested in nominating himself or herself for the next two years should send their names to the APACA secretariat at APACA@schdule-coordination.jp/ by October 26, 2012. Please make sure that you have a fellow coordinator or schedules facilitator to second your application before you put your name forward.</p> <p>Only head coordinators of at least one level 3 airport is eligible for election to the APACA. Your name will then be added to the list of potential candidates for election at APACA/5 in November 2012.</p>

Item	Contents
Candidate In 2014	<p>Any Coordinator and schedule facilitator who is eligible and who is interested in nominating himself or herself for the next two years should send their names to the APACA secretariat at APACA@schdule-coordination.jp/ by October 31, 2014. Please make sure that you have a fellow coordinator or schedules facilitator to second your application before you put your name forward.</p> <p>If there is more than one coordinator or one facilitator in the economy, please consolidate one candidate for one economy in order to maintain the regional balance. Your name will then be added to the list of potential candidates for election at APACA/9 in November 2014.</p>

The result of APACA election

Economy	Name	Organization	Position
AUSTRALIA	KROLKE Ernst J	Airport Coordination Australia (ACA)	Chair
INDIA	SINGH Jitendra	Delhi International Airport Limited (DIAL)	Vice-chair
JAPAN	TAKEDA Hiroki	Japan Schedule Coordination (JSC)	Vice-chair (Secretary)

Term of Office: November 2014 to November 2016

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 3

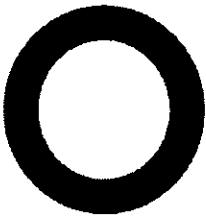
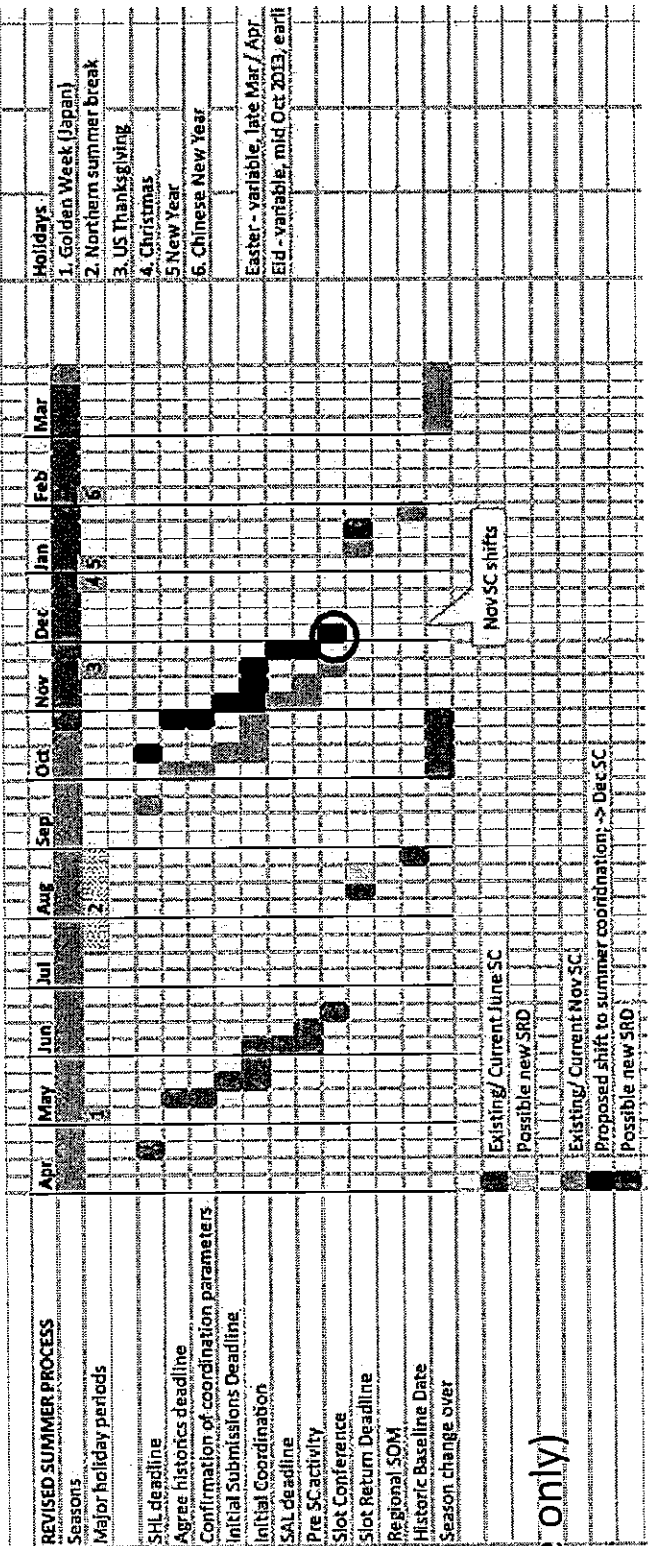
Results of HOD Vote SC134 on SC structure

**9th APACA meeting
11 November, 2014
Hilton Prague, Czech Republic**

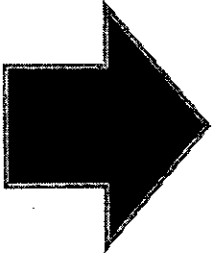


HOD Vote SC134 Results

Slot Coordination Process (3)



(2 weeks Shift
for Nov. conference only)



Vote at SC134

Slot Return Deadline (2)

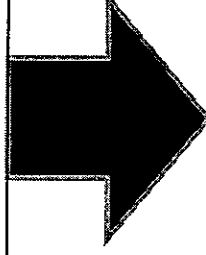
- Purpose of SRD, to:

- Give time for reallocation process prior to the start of the 80 % calculation
- A longer and more thorough communication between airlines and coordinators about series of waitlisted slots and possible improvements for more airlines.
- A higher number of slots to be improved which are on the waitlist
- A higher opportunity for requests that have not been assigned a slot up to the SRD can obtain a slot

- Value

- Carriers have an enhanced slot portfolio and a better starting position for the historic baseline calculation
- Improved allocation of scarce airport capacity in a timely manner

The proposal is to move the SRD to the 3rd Tuesday of January and 3rd Tuesday of August, implemented from January 2015 onwards.



Vote at SC134

Results summary

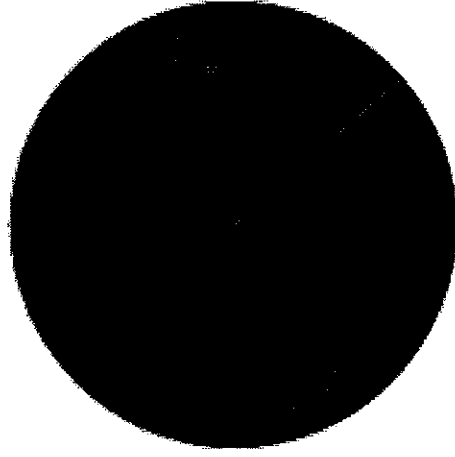
- 46% of the HODs who voted supported changing the SRD
- 30% of the HODs who voted supported moving the Nov SC

Therefore neither proposal will be implemented as the voting rules required at least 66.6% majority support for the change.

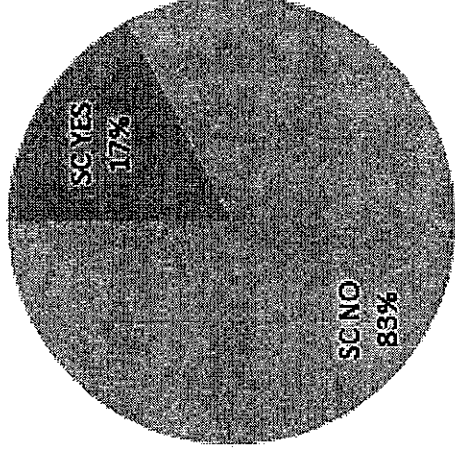
Airline Vote

Airline SRD

Chart Area

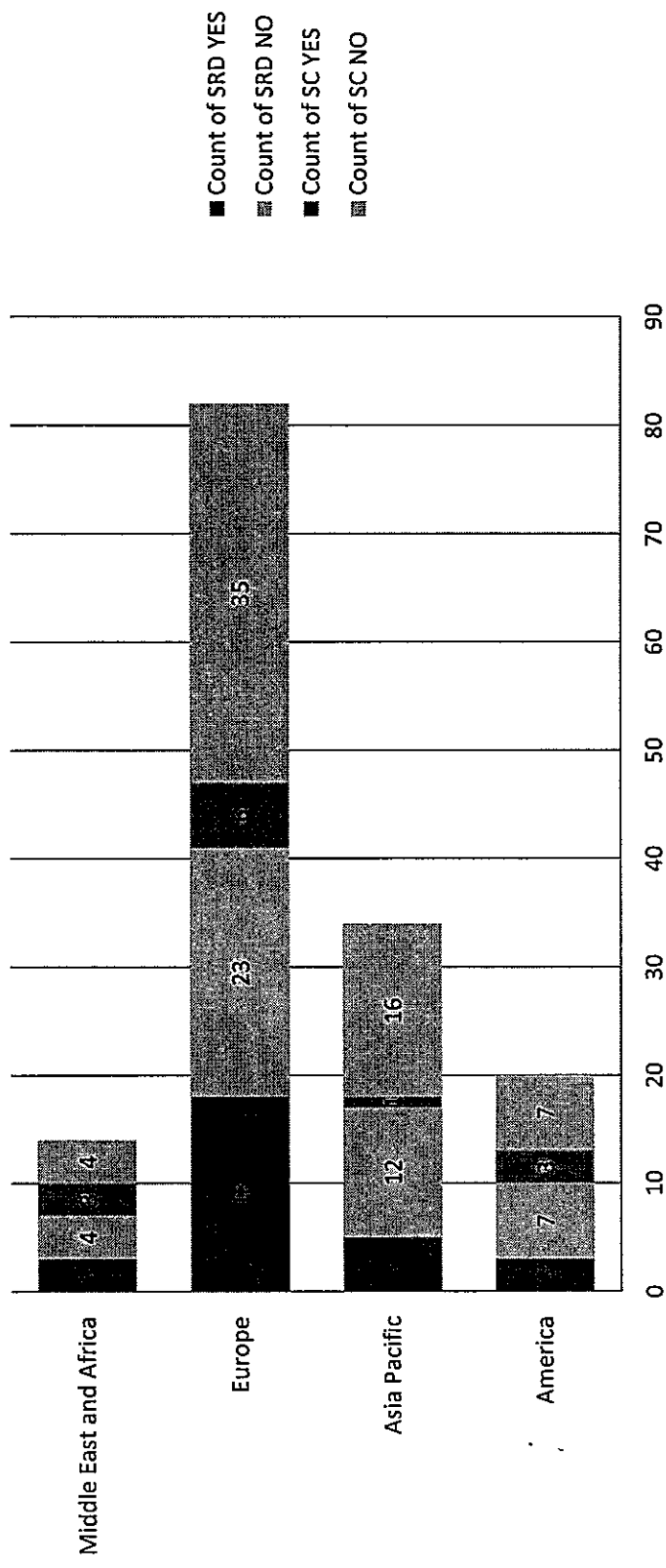


Airline SC



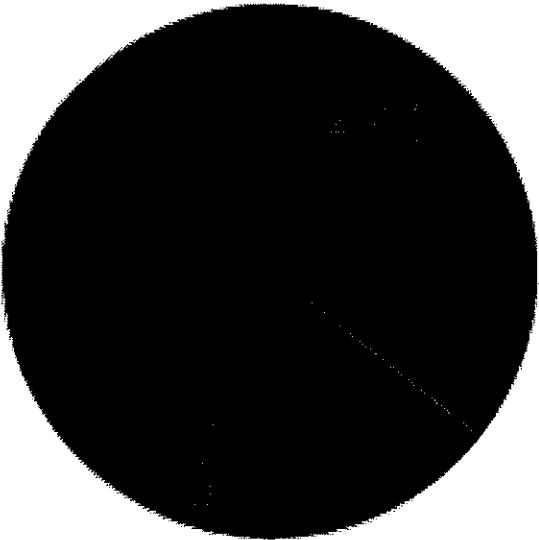
Airline Vote

Airline vote by region

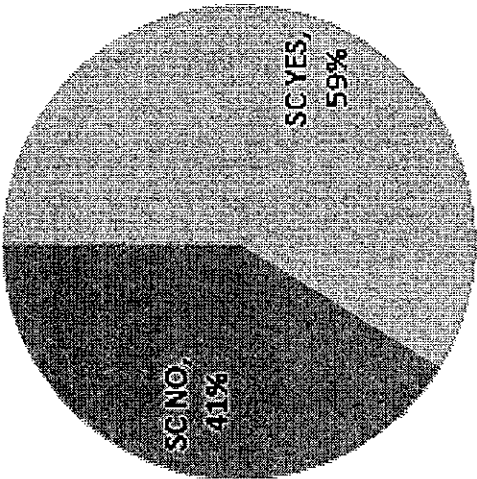


Coordinator Vote

Coordinator SRD

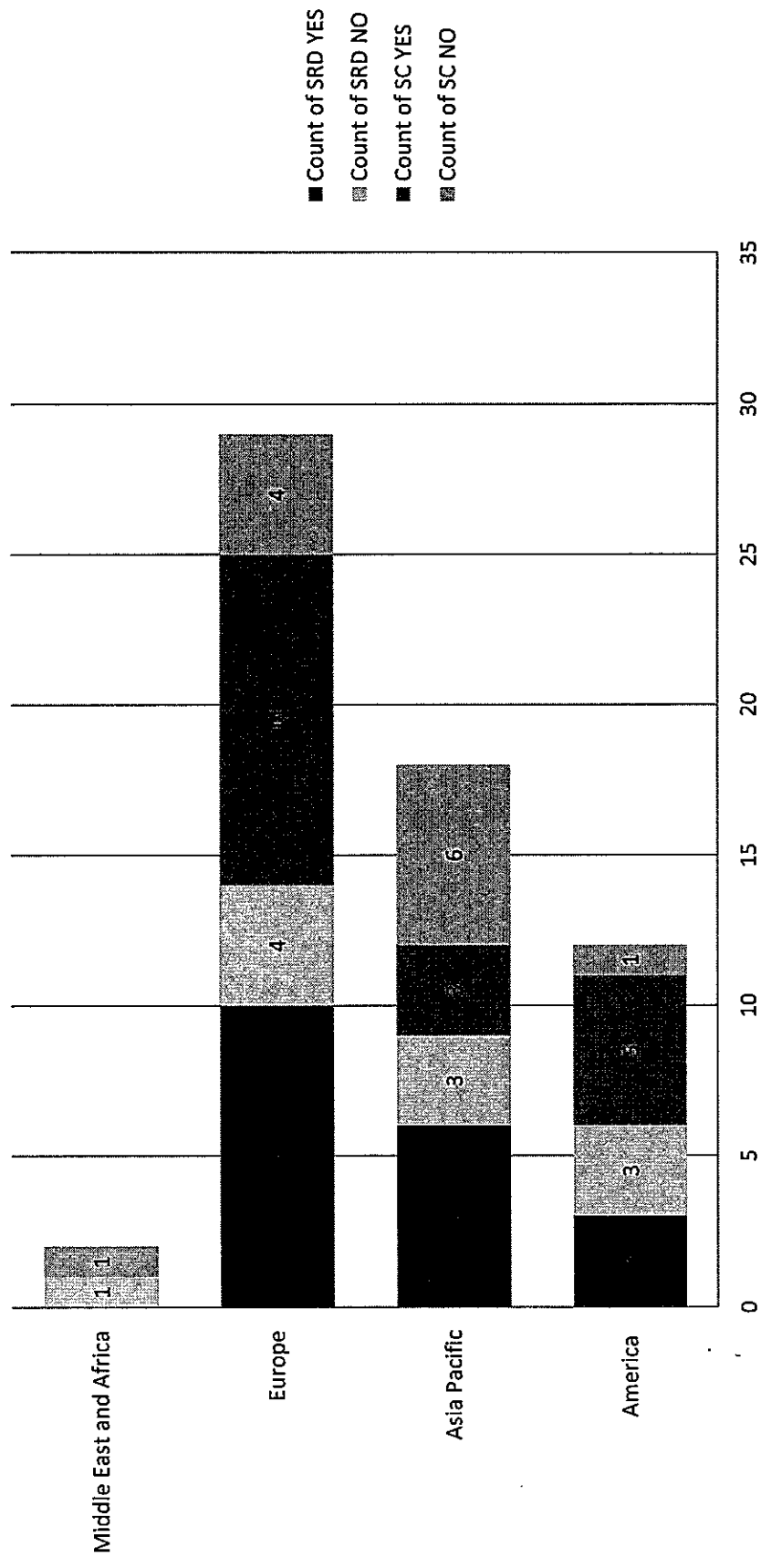


Coordinator SC



Coordinator Vote

Coordinator vote by region



Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 4

Post SAL Activity (Survey Results)

9th APACA meeting
11 November, 2014
Hilton Prague, Czech Republic

There were six questions asked to APACA members regarding the Post SAL Activity which is defined in 9.10 of Worldwide Slot Guidelines (WSG).

Q1. Do you engage yourself in the post SAL activities?

Q2. If No, please specify why you don't engage in post SAL activity?

Q3. Do you limit yourself for the activity of the post SAL as Level 3 airport?

Q4. Post SAL activity at Level 3 airport

Q5. Post SAL activity at Level 2 airport

Q6. Do you have any legal implication on the activity?

Specific questions asked under Q4 and Q5

(Q4. Post SAL activity at Level 3 airport)

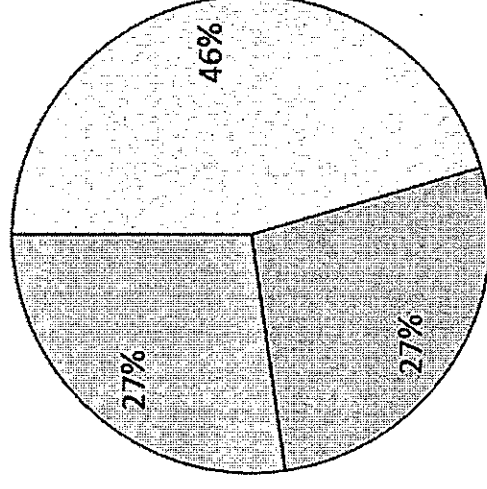
(Q5. Post SAL activity at Level 2 airport)

Activity		Please check in the appropriate box	the
Direct Meeting	YES		
	NO		
Virtual Meeting (Tele-conference, Video Conference)	YES		
	NO		
SCR (SMA) message exchange by e-mail	Flight number changes	YES	
		NO	
	Destination changes	YES	
		NO	
	Time change within the parameter	YES	
		NO	
	Change of aircraft type	YES	
		NO	
Change of number of seat	YES		
	NO		
Swap of slots	YES		
	NO		
If there is any type of activity other than above, please specify on the right.			

Eleven responses (46%) were recovered from APACA members.
(18 Economies, 24 Organizations)

Five organizations are taking care of both Level 3 and Level 2 airports
Three organizations are taking care of only Level 3 airport
Three organizations are taking care of only Level 2 airport

Percentage Share by organizations

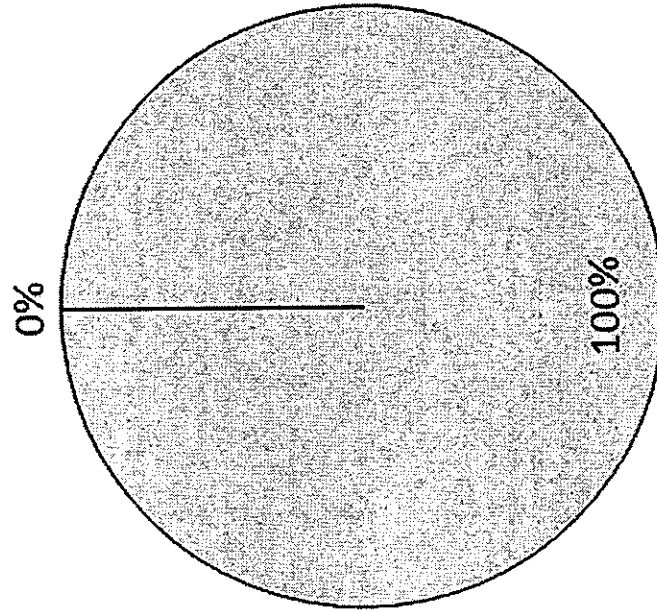


- Level 2 airports + Level 3 airports
- Level 3 airport
- Level 2 airports

Level 2 airports + Level 3 airports	5
Level 3 airport	3
Level 2 airports	3

Q1. Do you engage yourself in the post SAL activities?

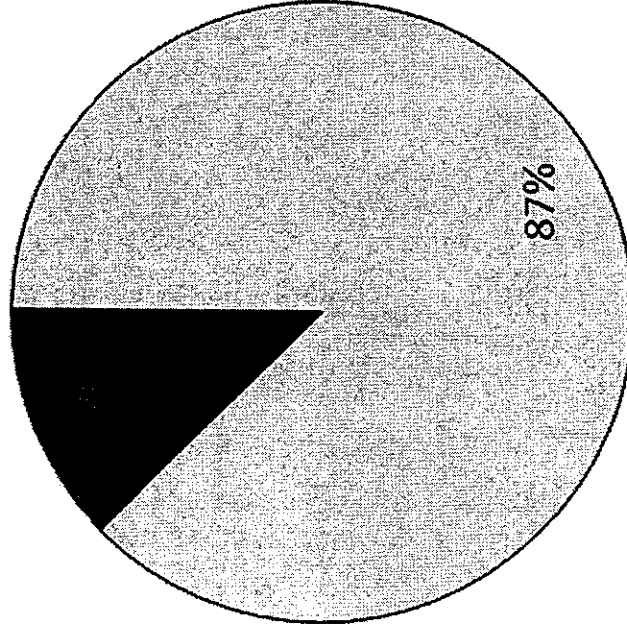
Engagement in Post SAL Activity



Engagement in Post SAL Activity	
Yes	11
No	0

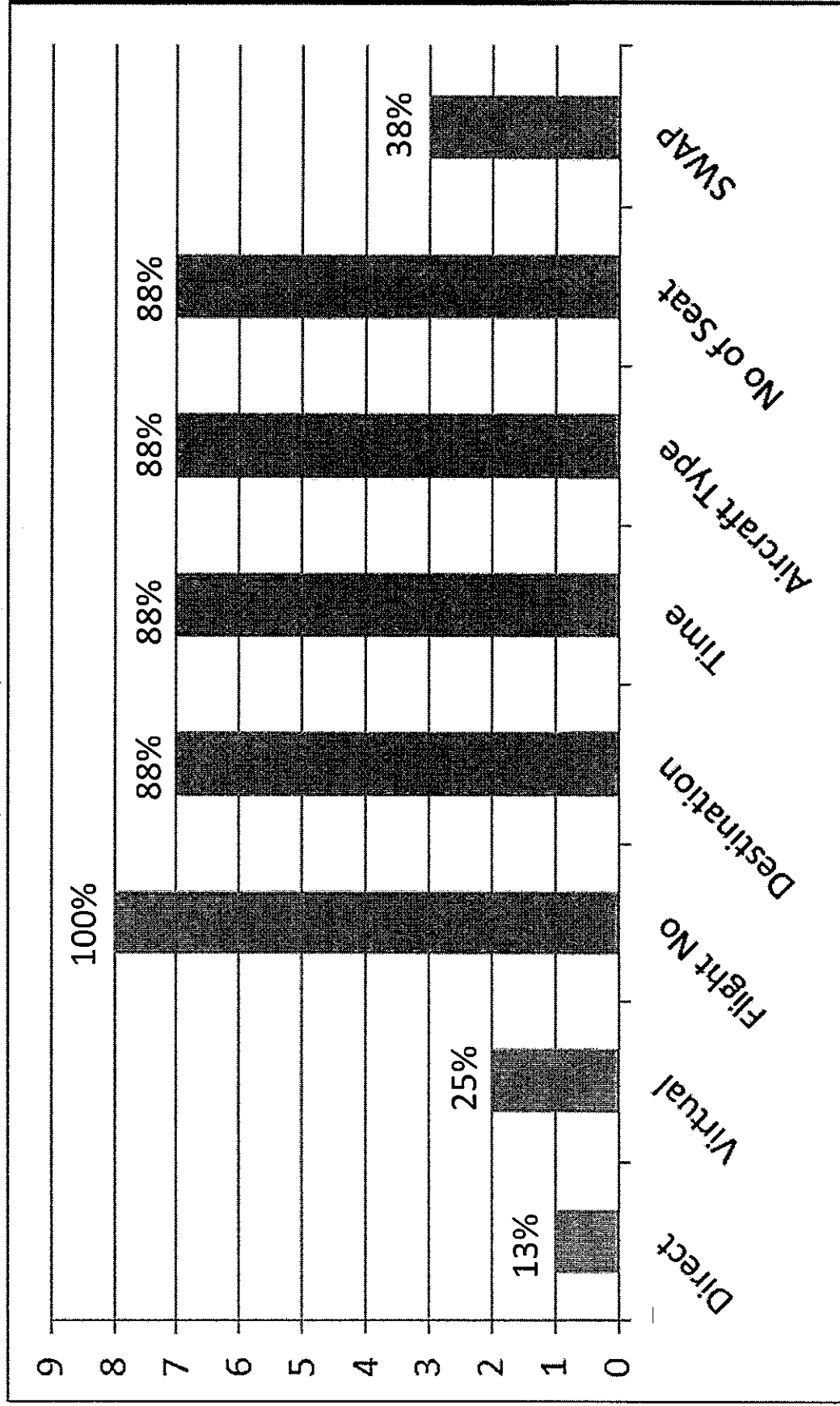
Q3. Do you limit yourself for the activity of the post SAL as Level 3 airport?

Limitation of Post SAL Activity

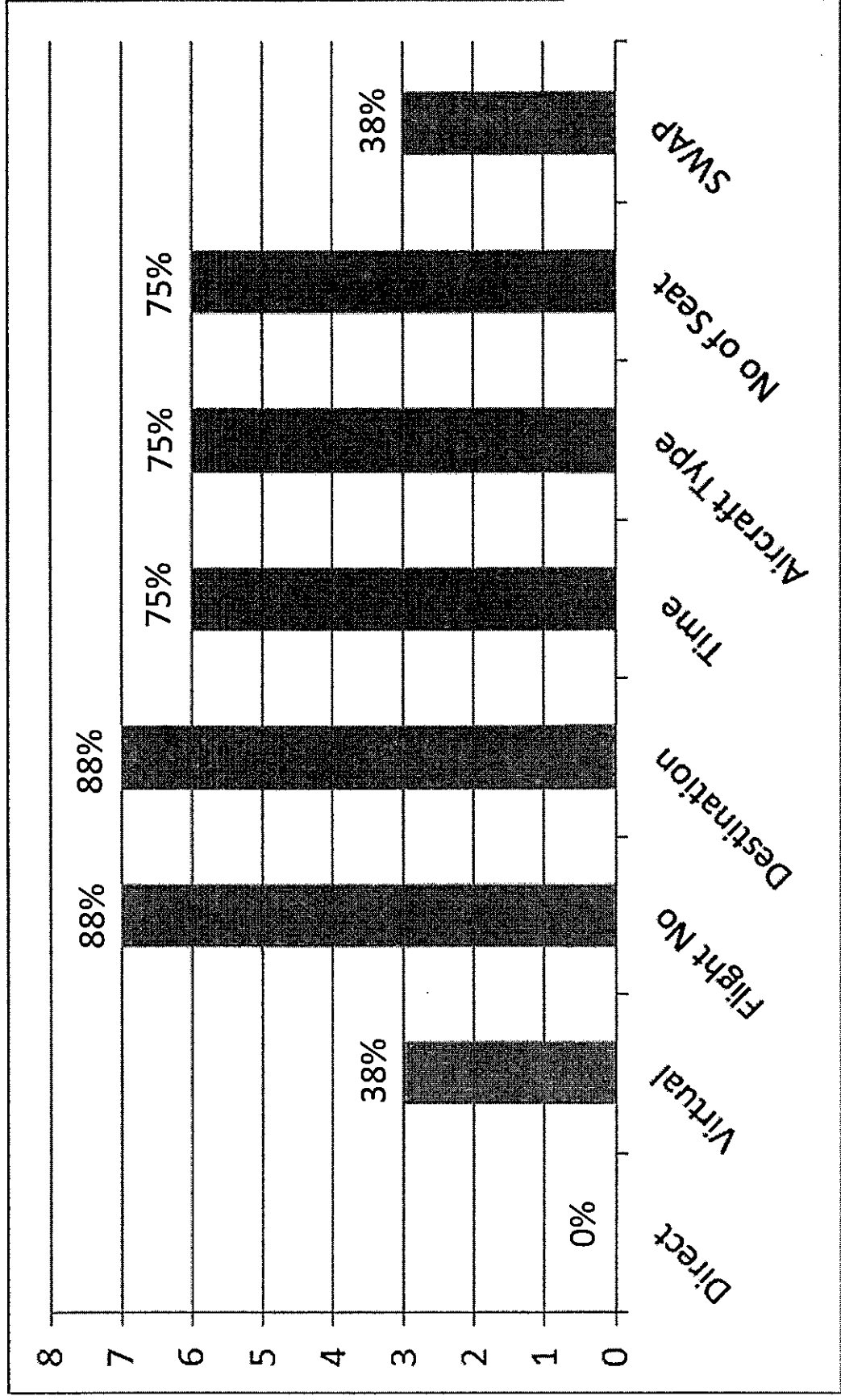


Limitation of Post SAL Activity	
Yes	7
No	1

Q4. What kind of activities are allowed at Level 3 airport?

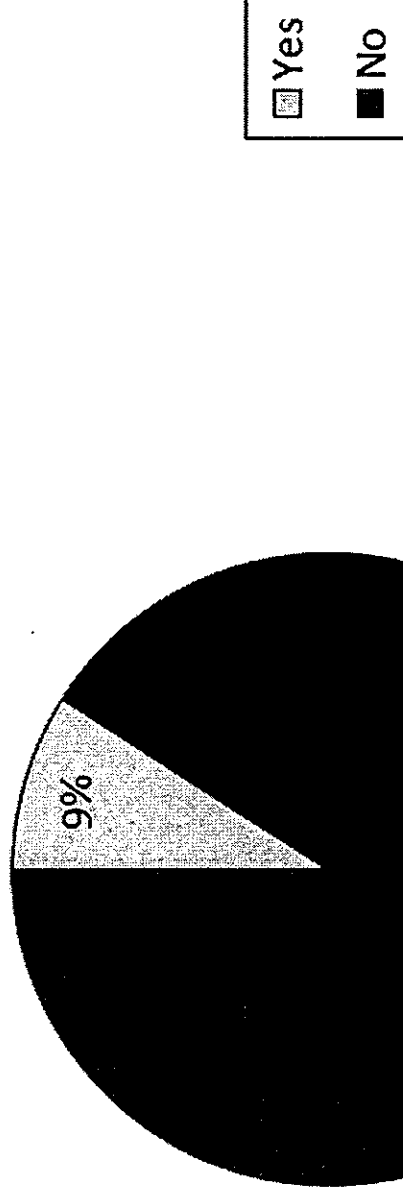


Q5. What kind of activities are allowed at Level 2 airport?



Q6. Do you have any legal implication on the activity?

Legal Implication on the activities



Legal Implication on the activities	
Yes	1
No	10

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 5

Coordination Parameters

9th APACA meeting
11 November, 2014
Hilton Prague, Czech Republic

Rationale for Defining the Coordination Parameter

According to WSG, Coordination Parameters is defined as “the operational limits of all technical, operational and environmental factors at the airport”.

However, this definition is so broad that specific coordination parameter is not clearly understood. The following tables were prepared as a draft for better understanding of the coordination parameters at the airport to be set for the coordination system when the slot is allocated or schedule is facilitated.

The following tables should be refined and coordinated with EUACA and finally should be posted as WSG Additional Documents in IATA's website.

Coordination Parameters (1)

Factor	Parameter	Explanation	Example												
Environmental Factor	Noise Quota	The number of operations which are allowed to operate at the airport during a day, week or year based on the noise contour forecast which is agreed with local communities.	460 movements/day, 3,200 movements/week, 170,000 Movements/year												
	Night Curfew	Time between late at night and early in the morning when the aircraft operation is not allowed at the airport to protect the environment of local communities.	Night curfew from 23:00 to 6:00 next morning												
	Reduced Operation	The number of operations is reduced during late at night and early in the morning at the airport to protect the environment of local communities.	28 movements/60min from 21:00 to 23:00 28 movements/60min from 6:00 to 7:00												
ATC Factor	Movements	The maximum aircraft operations that are allowed for 60 minutes during day time. Depending on the congestion, 30, 15, 10, 5 minutes constraints may be applied at some busy airports.	35 movements/ 60min 18 movements/ 30min 10 movements/ 15min												
	Arr./Dep. Mix (Sliding Scale)	The maximum aircraft movements for 60min, 30min or 15min are set above. Within that maximum, the combination of arrival and departure number are set in a tabular form for more flexible operations.	<table><tr><td>Arr.</td><td>Dep.</td><td>Total</td></tr><tr><td>17</td><td>18</td><td>35</td></tr><tr><td>18</td><td>17</td><td>35</td></tr><tr><td>19</td><td>16</td><td>35</td></tr></table>	Arr.	Dep.	Total	17	18	35	18	17	35	19	16	35
	Arr.	Dep.	Total												
17	18	35													
18	17	35													
19	16	35													
	Rolling Factor	The maximum aircraft movements for 30min or 15min are specified above. This maximum will be applied every 5min or 10min time interval as rolling factor. With this rolling factor, constant maximum will be applied for every 5min or 10min for smoothing the peak.	10 movements/ 15min with a rolling factor of 5min.												

R U N W A Y

C A P A C I T Y

R U N W A Y

C A P A C I T Y

Coordination Parameters (2)

Factor	Parameter	Explanation	Example
P A R K I N G	Operation	The time between the block out time of departing aircraft and the block in time of the arriving aircraft on the same parking spot	15 minutes
	X Large	The aircraft which needs double deck boarding ICAO Code F	A380, B747-800
	Large	The large aircraft which may occupy 2 parking places (Medium) ICAO Code E	B747, B777, B787, A330, A340
	Medium	The middle aircraft which may occupy 1 parking place (Medium) ICAO Code D	A300, A310, B767, MD11, DC10
	Small	The small aircraft ICAO Code C	A320, B737

Factor	Parameter	Explanation	Example
T E R M I N A L	Passenger Flow	Total passenger flow will be limited for domestic and international flights depending on the size of the terminal building. This can be counted with the aircraft type and load factor.	Warning: 6,900 persons/h Limit: 7,200 persons/h
	Check-in Counter	The number of seats for check-in counter is defined based on the aircraft type. The release time for the counter before the departure is also defined.	2 counters for 150 seats 60 minutes for departure