



# SC138 Convening Memorandum

TO: Head Delegates (HODs)  
FROM: Head Worldwide Airport Slots  
DATE: 7<sup>th</sup> March 2016  
SUBJECT: 138<sup>th</sup> Slot Conference 21 – 23 June 2016

---

The 138th Slot Conference for the Northern Winter Period, 30 October 2016 to 26 March 2017 is hereby convened as follows:

## Dates

Registration	:	Mon	20 June	09:00 - 18:00
Conference opens	:	Tue	21 June	08:00 - 18:00
Conference times	:	Wed - Thu	23 June	09:00 - 18:00

## Venue

### CCH - Congress Center Hamburg

Am Dammtor  
Marseiller Straße  
20355 Hamburg  
Germany

## Calendar of Slot Activities

Delegates are to note the Calendar of Slot Activities (pdf) deadline dates for the Summer and Winter Period.

### Online Registration

Conference registration, hotel reservation, visa letter requests and payment (delegate registration fee 50 USD) is completed in one online process. Accepted methods of payment are via IATA Clearing House or credit card. Payment by bank transfer will incur an additional \$100.00 USD to cover bank processing fees.

Delegates are strongly encouraged to register as soon as possible, but no later than **Tuesday 31<sup>st</sup> May 2016** the hotel cutoff date (please be advised strict cancellation policies occur after this date, please check your confirmation of registration email for further details). After this time the IATA group rate cannot be guaranteed and the Appointments Calendar (AppCal) access will be delayed.



### **Online Accreditation System (OAS)**

Head Delegates are now in control of the accreditation of their delegation and can add, edit and remove their details securely online at any time they choose. Once a delegate has been accredited by their HOD a new email from [iatasc@worldTEK.com](mailto:iatasc@worldTEK.com) will be sent within 48 hours (Mon – Fri) directly to the delegate giving details of how to register online, request a visa letter (if required) make hotel reservations and pay to attend the Slot Conference. New HODs should follow the link to [OAS](#), add their email address under ‘Request for Accreditation of new HOD’ and follow the step by step instructions. For more information and instructions please visit the [help section](#).

### **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 SC138 in order to support their visa application should check the “Visa Letter Request” box when registering online and then follow the instructions. The deadline for the submission of the online Visa Invitation Request Form is 31st May 2016. After this date charges will apply.

### **Onsite Registration – Monday, 20<sup>th</sup> June from 09:00 – 18:00**

Delegates will be able to collect their badges at the registration counters located at the entrance level within the CCH. AppCal workstations, printers and an area for any pre-conference team meetings will also be available during this time.

We look forward to seeing you in Germany!

Best regards

Peter Stanton,

Head of Worldwide Airport Slots

[stantonp@iata.org](mailto:stantonp@iata.org) | [www.iata.org](http://www.iata.org) | [#slotconference](https://twitter.com/slotconference)



**International Air Transport Association**

33, Route de l'Aéroport, 1215 Geneva 15 Airport, Switzerland

[www.iata.org/slots](http://www.iata.org/slots)

## WWACG / 25<sup>th</sup> Meeting

**Date:** Monday, June 20<sup>th</sup>, 2016                      15:30 – 17:30 h  
**Place:** Germany, Hamburg, Meeting Room Hall G1 at Congress Center Hamburg

### AGENDA

1. Welcome, new organisations, appointment of meeting secretary	WG
2. Notes WWACG/24 <sup>th</sup> , Singapore	WG
3. Budget 2016	WG
4. Debrief on JSAG/49 (YUL) and JSAG/50 (HAM) meetings	WG
5. Principles for a Slot Allocation Service fee	WG
6. WWACG items <ul style="list-style-type: none"> <li>• Questionnaire to members</li> <li>• TOR's to Association Articles</li> <li>• WWACG Slot Guidelines on coordination parameters</li> </ul>	BK WG HT
7. ICAO matters: <ul style="list-style-type: none"> <li>• Slot Allocation in the context of global air transport liberalization</li> </ul>	PP
8. ACI World <ul style="list-style-type: none"> <li>• CORE Group meetings with ACI Expert Task force</li> </ul>	WG
9. Update on Regional Coordination Issues <ul style="list-style-type: none"> <li>• Asia - Pacific</li> <li>• Americas</li> <li>• Europe</li> <li>• Middle-East &amp; Africa</li> </ul>	HT BM FWA PP
10. Any Other Business	All
11. Date/time and place of next meeting: Atlanta, planned Monday November 7 <sup>th</sup> , 2016 (15:30-17:30)	WG

WG: Wolfgang Gallistl  
BK: Birgit Krenzin  
HT: Hiroki Takeda  
PP: Petra Popovac  
BM: Brian Meeham  
FWA: Fred Wister

## WWACG / 25<sup>th</sup> Meeting Minutes

**Date:** Monday, June 20<sup>th</sup>, 2016      15:30 – 17:30 h  
**Place:** Germany, Hamburg, Meeting Room Hall G1 at Congress Center Hamburg

### Agenda and Meeting Minutes

1. Welcome, new organizations, appointment of meeting secretary

The Plenary Session was chaired by Mr. Wolfgang Gallistl, the Vice-Chair of the WWACG. Mr. Eric Herbane, Chair of the WWACG, was unable to attend due to work requirements in Paris related to Euro 2016.

Mr. Gallistl appointed Mr. Brian Meehan as the Secretary for this meeting.

2. Notes WWACG/24<sup>th</sup>, Singapore

The Minutes of WWACG/24<sup>th</sup> were approved.

3. Budget 2016

Mr. Gallistl, who also serves as the WWACG Treasurer, reported that the projected income and expenses are currently as expected. The budget was presented and approved at WWACG/24 in Singapore. Costs through April 2016 were 1,600 Euros. The largest expenditure is for the maintenance of the WWACG website at [www.WWACG.org](http://www.WWACG.org). A copy of the 2016 budget will be distributed with the minutes.

4. Debrief on JSAG/49 (YUL) and JSAG/50 (HAM) meetings

Mr. Gallistl provided a briefing of the JSAG/49 and JSAG/50 meetings.

A new level concept is under discussion and the details of how it would work or whether to proceed have not been determined. A working group from JSAG and IATA are reviewing the concept and hope to have a clearer picture and a draft proposal on the concept soon.

There are not any changes to the WSG proposed at this time. There is some consideration as to the need for greater clarification on the potential use of local time in communications between airlines and coordinators/schedule facilitators. There is also a review of the terms “swap”, “exchange”, and “transfer” and whether to harmonize phraseology in the WSG.

IATA is looking to finalize the venues for the SC further in advance as requested by

WWACG and a number of airlines. WorldTek indicates the meeting and convention business is increasing and supports identifying venues earlier than in recent years. At the Head of Delegation meeting, IATA will brief on potential venues, costs, and a general breakdown of the expenditures from the Conference registration fees.

Several other items from JSAG are covered under other WWACG agenda items, including Slot Allocation Service fee, regional updates, and ACI World.

#### 5. Principles for a Slot Allocation Service fee

Mr. Eric Herbane, the WWACG Chairman, advised the Plenary Session in Singapore that the paper on this topic was under development.

Mr. Gallistl advised that the Joint Slot Advisory Committee (JSAG) is working on a paper to outline general principles should a country want to introduce such a fee. These principles could include the transparency, neutrality, and similar principles from the Worldwide Slot Guidelines (WSG) and the International Civil Aviation Organization (ICAO) cost principles. JSAG is likely to recommend that a fee collection should be simple and possible utilize current airport fee charging or invoicing systems. Service fees should be cost-related and not for profit, especially when considering ICAO cost efficiency and non-discrimination principles. The paper is currently expected to be available for use on request or as needed rather than general distribution.

Discussion at the Plenary Session included requests for further information on ICAO positions on fees, a suggestion that “revenue neutral” may be a more appropriate concept rather than not for profit, and distribution of the paper before it is final.

An update of the Slot Allocation Service Fee will be included in the agenda for WWACG/26 in Atlanta.

#### 6. WWACG items

- Questionnaire to members

Ms. Birgit Krenzin briefed that the Core Group was distributing a questionnaire to cover general areas that should be addressed by the WWACG and items of interest to members and participants that should be considered as part of future agendas. Copies of the questionnaire were available in the Plenary Session and would also be sent by e-mail. The Core Group will review the results at its meeting in September and place the item on the agenda for WWACG/26 in Atlanta.

Mr. Herbane sent the e-mail with the questionnaire on July 19 and requested returns by August 15, 2016 by e-mail to Mr. Hiroki Takeda, [takeda@schedule-coordination.jp](mailto:takeda@schedule-coordination.jp) or to Mr. Wolfgang Gallistl, [w.gallistl@slots-austria.com](mailto:w.gallistl@slots-austria.com).

- TOR's to Association Articles

Draft Association Articles are expected to be distributed to the WWACG mailing list prior

to the November meeting in Atlanta. The Core Group is continuing work on the draft and expects to finish following its meeting in September.

There was some discussion on the purpose of the change to an association, legal structure, and cost auditing and accountability. It was agreed to defer a detailed discussion until the draft Association Articles are presented to the Plenary Session.

- WWACG Slot Guidelines on coordination parameters

Mr. Takeda presented a working paper for additional explanation on coordination parameters that might be useful for coordinators and facilitators to consider. A copy will be sent along with the meeting minutes. Comments are requested.

Mr. Takeda indicated the issue of defining capacity and coordination parameters has been raised many times in APACA as some coordinators need better understanding of coordination parameters or environmental factors that are considered in other parts of the world.

The paper was broken into four sections: Environmental, Air Traffic Control, Parking, and Terminal Factors. Environmental factors include day, year, season, noise, curfews, etc. ATC include runway or other capacity limits and potential multiple constraints including sub-factors on aircraft or rolling periods. Parking and terminal constraints include available parking spaces, terminal capacity, check-in counters, passenger flow, customs and immigration, and other special constraints.

It was agreed to review the proposal and provide comments. There was some discussion that this would be more appropriate as part of WWACG rather than trying to incorporate it into the WSG.

#### 7. ICAO matters:

- Slot Allocation in the context of global air transport liberalization

Ms. Petra Popovac discussed a paper that is being prepared by the WWACG Core Group on general issues and principles related to the slot allocation process in the context of global air transport liberalization. Many of these issues and principles have been reflected in the prior WWACG papers or the WSG. One potential audience for the paper may be ICAO, which has previously solicited input from WWACG on slot coordination and accommodating the expected growth in air transportation as Member States continue toward liberalization. The document is expected to be ready by September for distribution to WWACG participants. Comments are encouraged.

Discussion at the Plenary Session included some support for working with ICAO while others questioned the need for such a paper and cautioned that language must carefully be considered. It was agreed to table additional discussion until a draft paper is available for review.

#### 8. ACI World

- CORE Group meetings with ACI Expert Task force

ACI World and the WWACG Core Group met in Singapore and in Hamburg to discuss ways to improve participation of airports in the WSG, slot allocation, and schedule facilitation processes. ACI World is concerned that the views of airports are not being fully considered as guidelines are developed and implemented and do not reflect the current state of the commercial or other objectives of airports. ACI World has been having similar meetings with IATA.

IATA and ACI World have agreed to form a small working group, which would also include three coordinator representatives. Terms of reference and initial meeting dates have not been established. Mr. Gallistl advised there were several members of the Core Group interested in participating on the work group and invited others that might be interested to advise the Chairman.

There was some discussion about whether the Core Group would be recommending positions the WWACG should take with ACI World. There were some concerns that some trade associations such as ACI World were pushing for greater involvement in the slot allocation process by regulators and WWACG needs to be careful on positions. Other comments stated that airports should have a role in the guidelines and process of allocating slots and that they are an interested party just like airlines. Mr. Gallistl stated that the communications with ACI World are in the early stages and have generally been opening dialogue on collaborative aspects of coordination. No Core Group positions have been developed or needed at this point.

#### 9. Update on Regional Coordination Issues

- Asia – Pacific

It was reported that APACA/12 meeting would be held next evening where the urgent election would take place. New chair and two vice-chairs would be elected.

- Americas

Mexico authorities are reviewing the slot coordination process at Mexico City (MEX) and competition authorities expect to make changes to improve the process and increase transparency. Brazil is preparing for the Summer Olympic Games starting in August 2016. The U.S. Federal Aviation Administration has withdrawn a proposed regulation for Kennedy, LaGuardia, and Newark airports in the New York City area. Newark Airport will be changed from Level 3 to Level 2 beginning with the Winter 2015 season.

- Europe

There are no significant regulatory or slot related issues expected from the European Commission in the near term.

- Middle East & Africa

There are not any issues at this time.

#### 10. Any Other Business

Turkish Coordination indicated issues with the WWACG website, particularly with dates and certain filters. Mr. Gallistl advised that Mr. Herbane would be able to assist with technical issues related to the website.

Turkish Coordination indicated continuing problems with certain airlines sending messages from multiple e-mail addresses and requested that WWACG and IATA work on solutions to improve communication. One suggestion was to encourage greater use of generic e-mail addresses.

Hong Kong Coordination advised that there would be capacity impacts from October 30 to November 26, 2016, due to the final phase of air traffic control equipment changes and cutover to new systems. Carriers have been requested to reduce services during this time. Hong Kong Coordination have sent an e-mail to other coordinators requesting assistance in waiving the 80/20 rules due to the schedule reductions related to the ATC capacity reductions.

11. Date/time and place of next meeting:  
Atlanta, planned Monday November 7<sup>th</sup>, 2016 (15:30-17:30)

12. Adjournment:

Mr. Gallistl adjourned the meeting and wished all a successful conference.





# Heads of Delegation Meeting (HODM/20)



# AGENDA

## **Agenda Item 1 – Welcome**

## **Agenda Item 2 – Future conferences**

- 2.1: Atlanta update
- 2.2: 2017 & 2018 locations
- 2.3: Delegate Registration Fee
- 2.4: Calendar of Coordination Activities

## **Agenda Item 3 – JSAG Report**

- 3.1 JSAG report
- 3.2 JSAG future work areas

## **Agenda Item 4 – Any Other Business**

- 4.1: Hamburg feedback



# IATA 139<sup>th</sup> Slot Conference

Atlanta, GA, United States | 8 – 11 November 2016





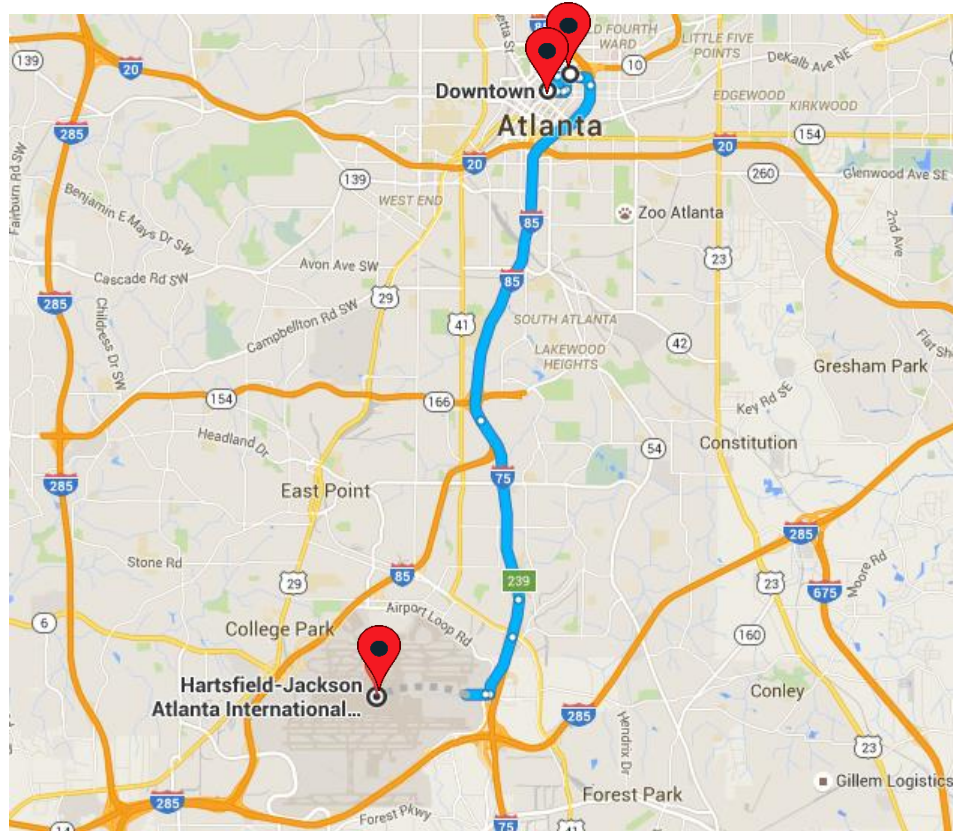
# Sheraton Atlanta



**Guest Room Rate: \$195 USD**

*Rate Includes breakfast & internet but exclude 16% sales  
& occupancy tax*

# Sheraton Atlanta - Location

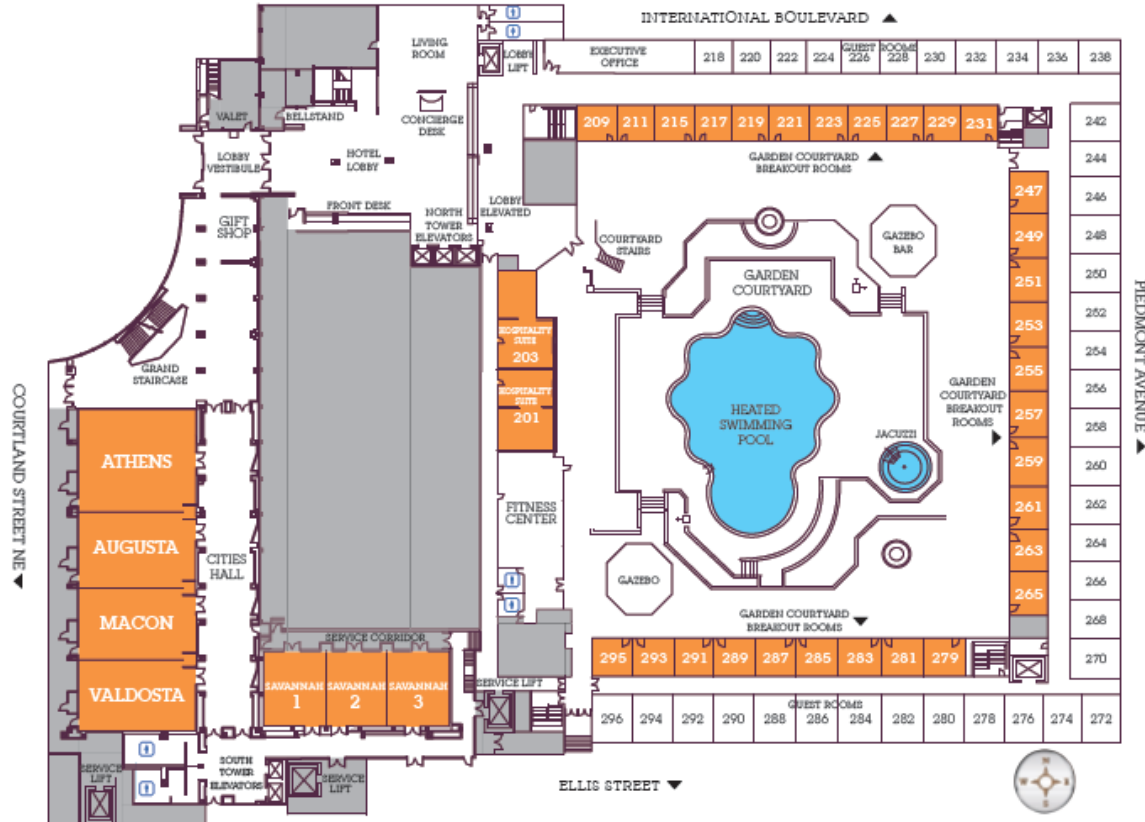


- **16 minutes from the ATL Airport**
- **10 minute walk to Downtown Atlanta**



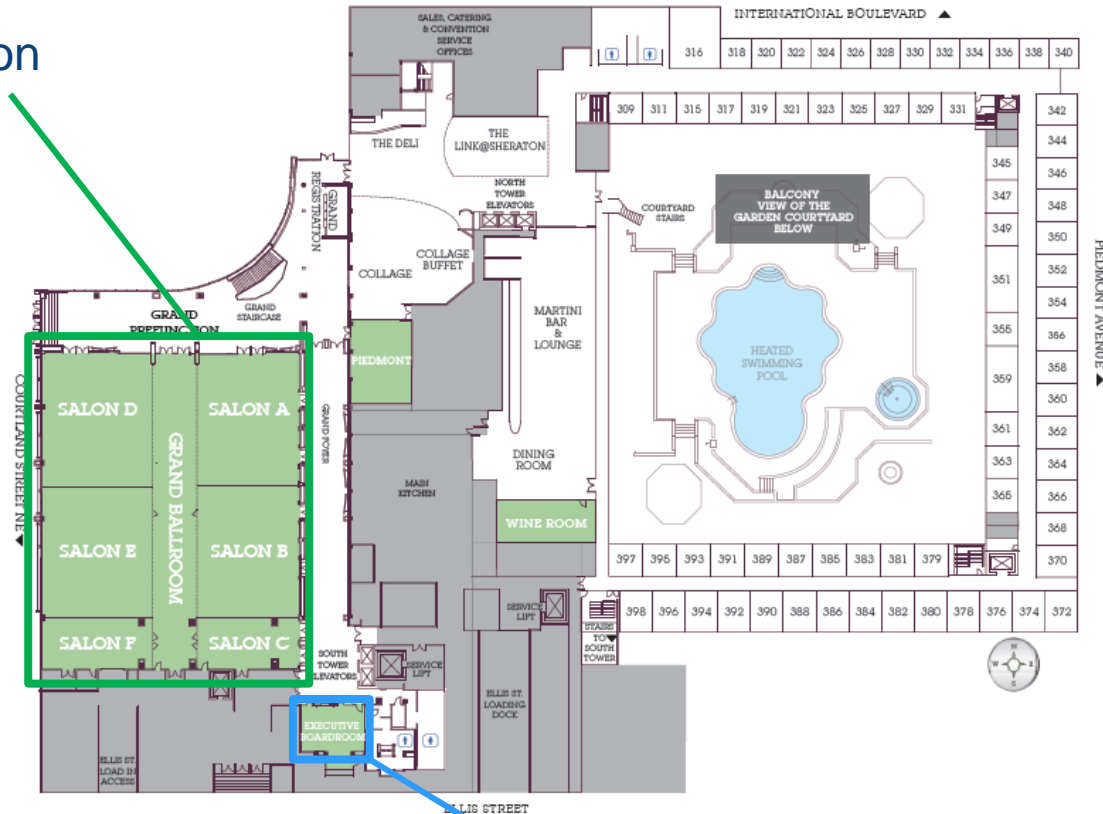
# Atlanta Floorplan – Level 2

(8) Workrooms



# Atlanta Floorplan – Level 3

Exhibition



Event Office





# IATA 140<sup>th</sup> Slot Conference

Kuala Lumpur, Malaysia | 13 – 15 June 2017



# Mandarin Oriental & Traders Hotel



Mandarin Oriental Rates:  
**Deluxe City View Room**  
815 RM (\$199 USD)  
**Twin Tower View Room**  
865 RM (\$211 USD)



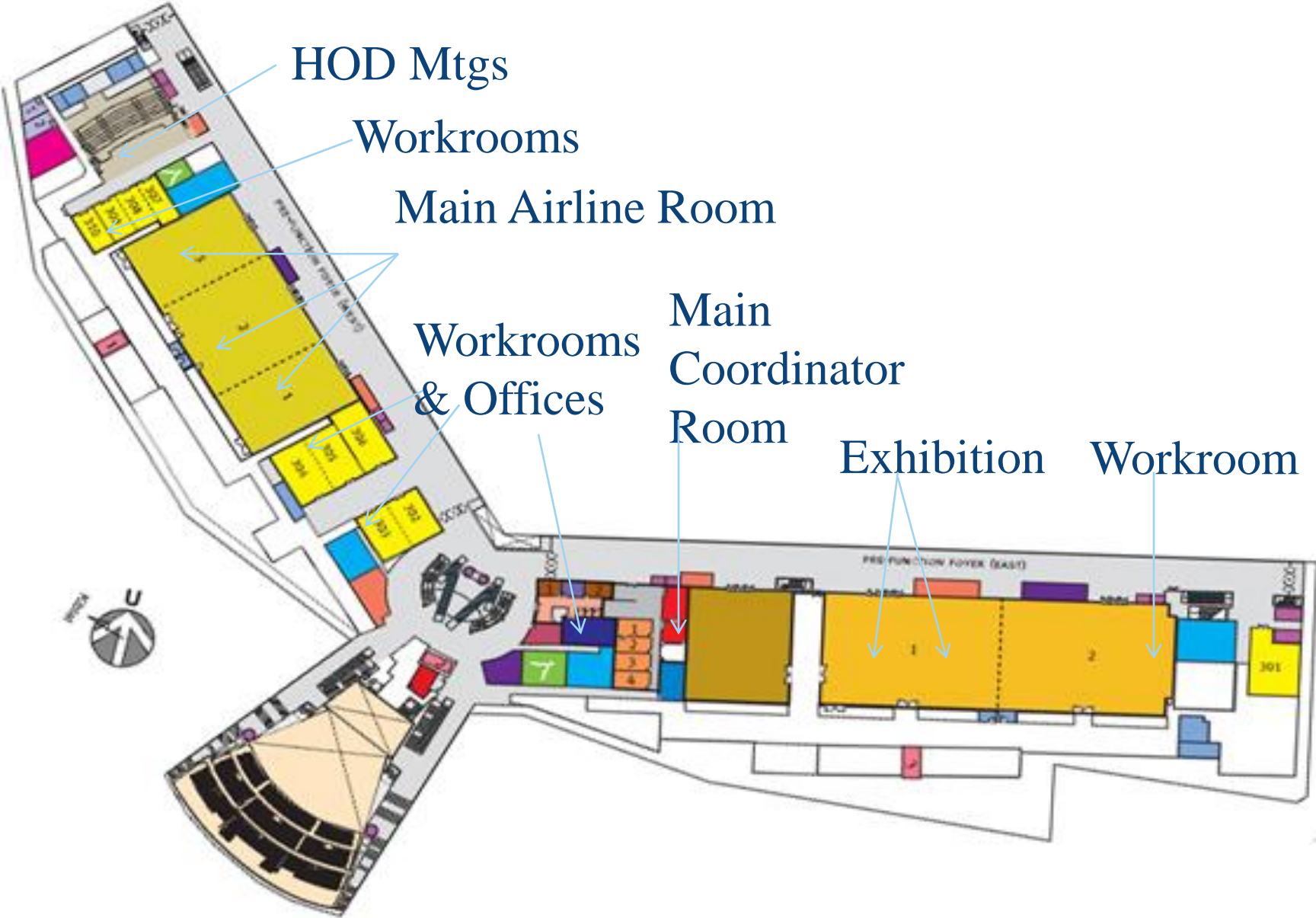
Trader Hotel Rates:  
**Deluxe City View**  
550 RM (\$134 USD)  
**Deluxe Garden View**  
590 RM (\$144 USD)  
Deluxe Twin Tower View  
620 RM (\$151 USD)

***All room rates include wireless internet and breakfast  
but exclude 10% service charge and 6% GST.***

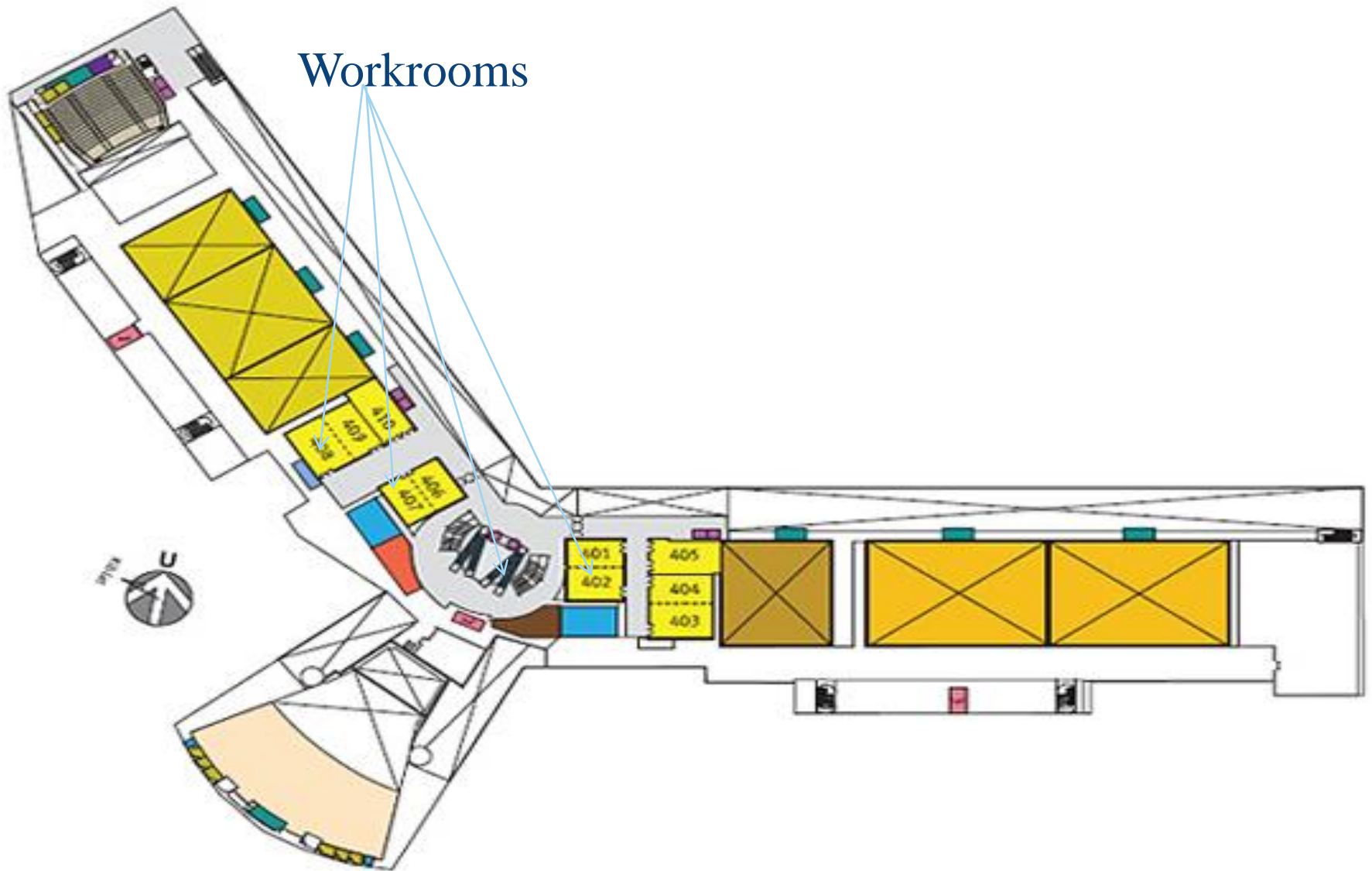
# Location of KLCC & Hotels



# Meeting Space Layout – Level 3



# Meeting Space Layout – Level 4





# IATA 141<sup>st</sup> Slot Conference

Madrid, Spain | 7 – 10 November 2017





# Madrid, Spain

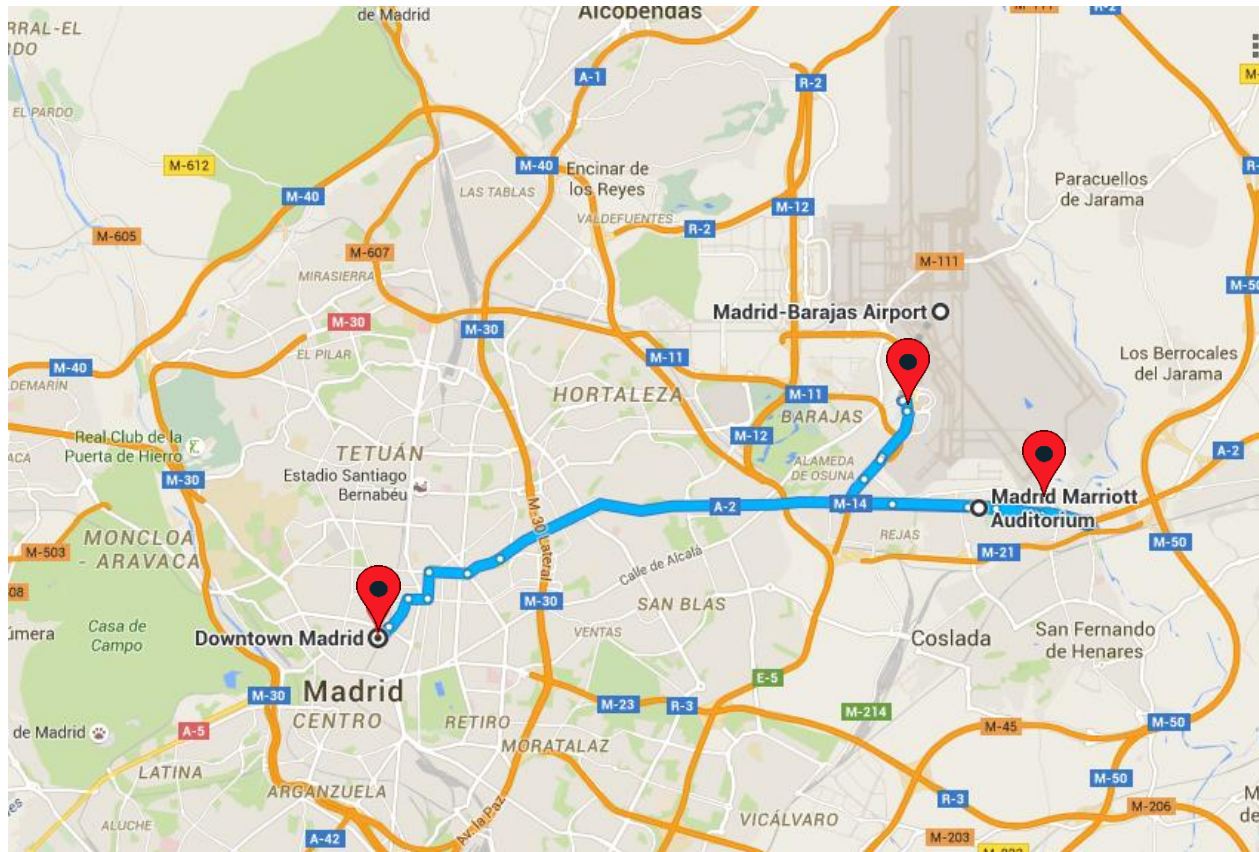
## Madrid Marriott Auditorium Hotel & Conference Center



€176.36  
(approx. \$198 USD)  
*Rate includes  
breakfast, internet  
but excludes 10%  
VAT*



# Madrid - Location



- **6 minutes from the MAD Airport (complimentary shuttles to hotel every 30 minutes)**
- **20-25 minutes from City Center Madrid**



# Madrid Floorplan – Ground Level

Main  
Airline  
Room



Exhibition

Coordinator  
Room

8 additional  
workrooms

# Madrid Floorplan – Mezzanine Level



- Up to 25 workrooms
- All with natural daylight



# 142<sup>nd</sup> Slot Conference

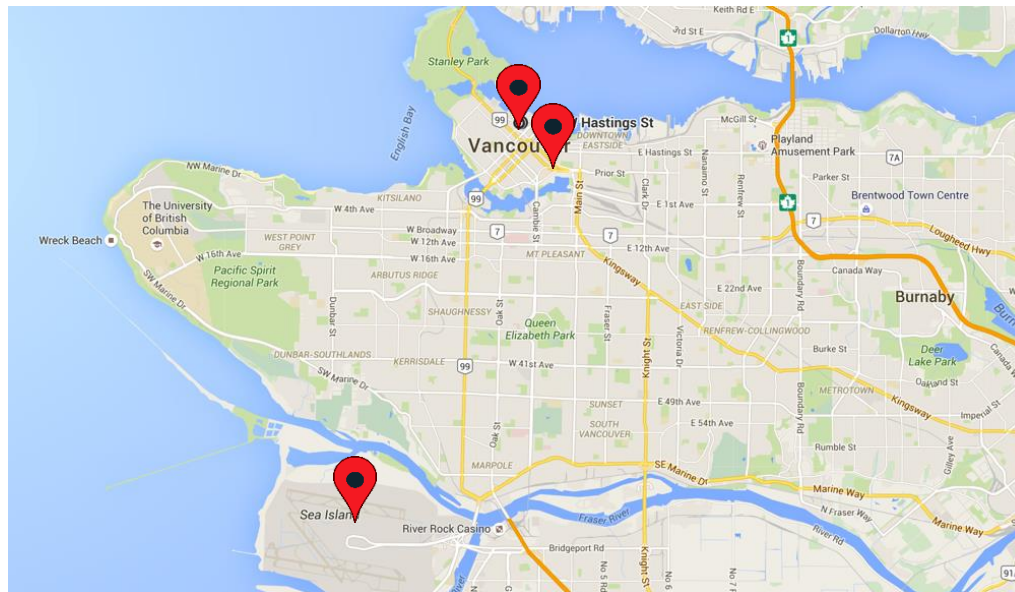
June 19 – 21, 2018 | JW Marriott Parq Vancouver | Vancouver, Canada

\$249.00 USD (\$319 CAD)

Rate includes breakfast & internet but excludes state and local taxes and fees (currently 17.5%)



# Vancouver - Location

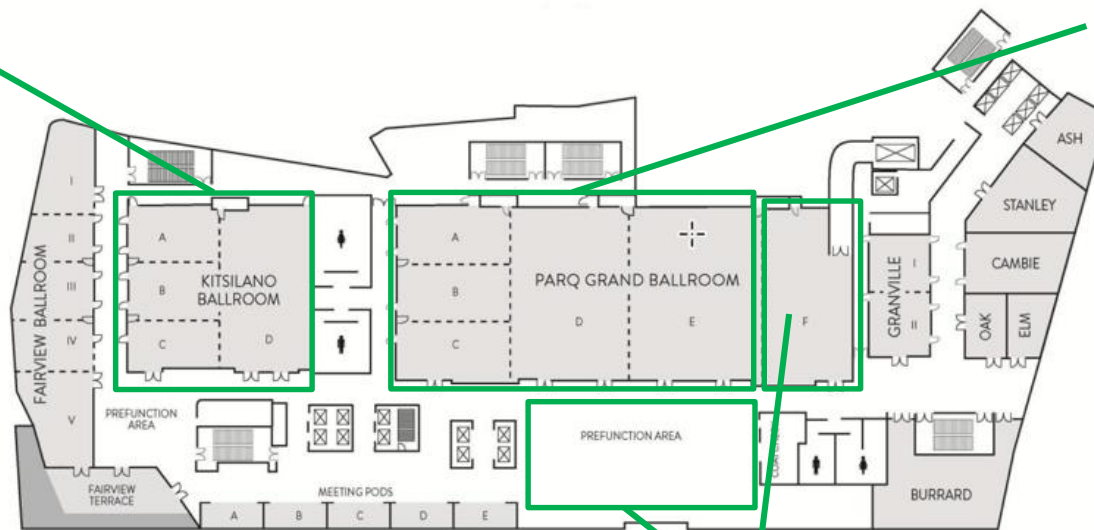


- **20 minutes from the YVR Airport**
- **10 minute walk to City Center**

# Vancouver Floor plan

Coordinator  
Room

Airline  
Room



Exhibition

- (13) Workrooms on same level
- (4) Converted Suites



# Songdo Convencia

6 - 9 November 2018  
Incheon, South Korea



# Hotels



Sheraton

approx. \$199 USD



Oakwood Premier

approx. \$166 USD

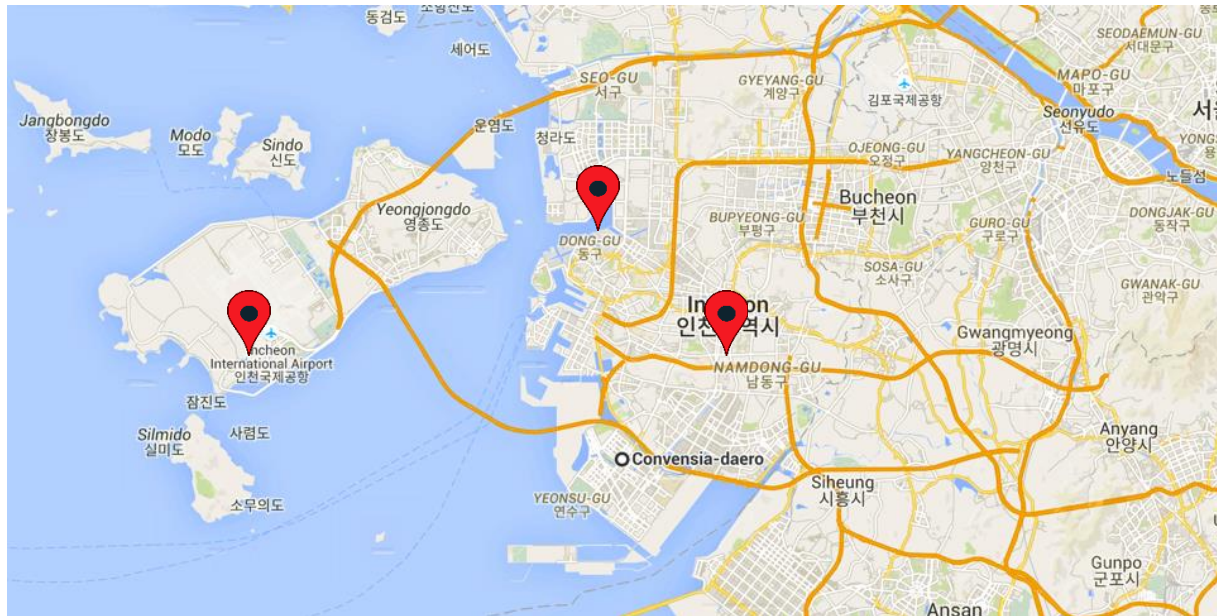
Both properties are next to the convention center  
All rates are inclusive of breakfast, service fee and taxes

In 3min Driving & 15min Walk 1,876 Rooms





# Incheon – Location

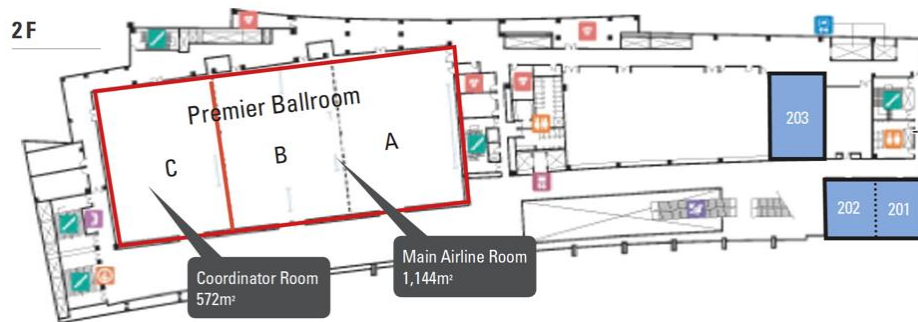


- **30-45 minutes from the ICN Airport (Korean Air VIP limo bus is KRW 8,000 one-way – approx. \$7 USD)**
- **15 minute walk to City Center**

# Incheon – Floorplans

## Level 2

### Main Airline Room and Coordinator Room



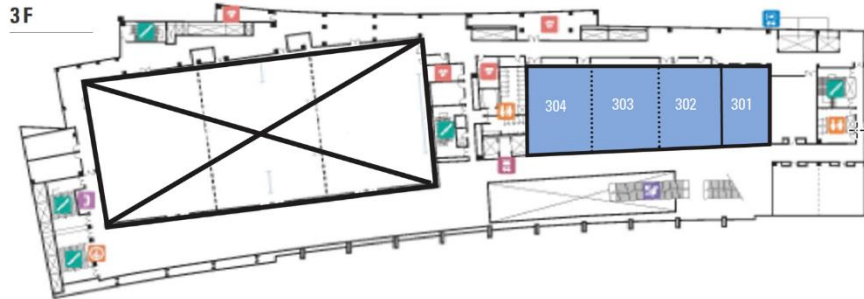
**NEW BALLROOM  
LOCATED ON  
SAME FLOOR**

Exhibition

# Incheon – Floorplans

## Levels 1 & 3

### Meeting Rooms\_Songdo Convencia



- (20) Workrooms



# Slot Conference Delegate Registration Fee and Venue Choice

# Slot Conference Delegate Fee

## Background

- Since 2005/6 JSAG agreed the general costs of running the Slot Conference could be recouped via the delegate fee.
- The delegate fee provides the facilities and services required to conduct business.
- The conference is strictly run and managed as a cost recovery exercise. No profit is made with the objective to end the year with a minimal carry over.



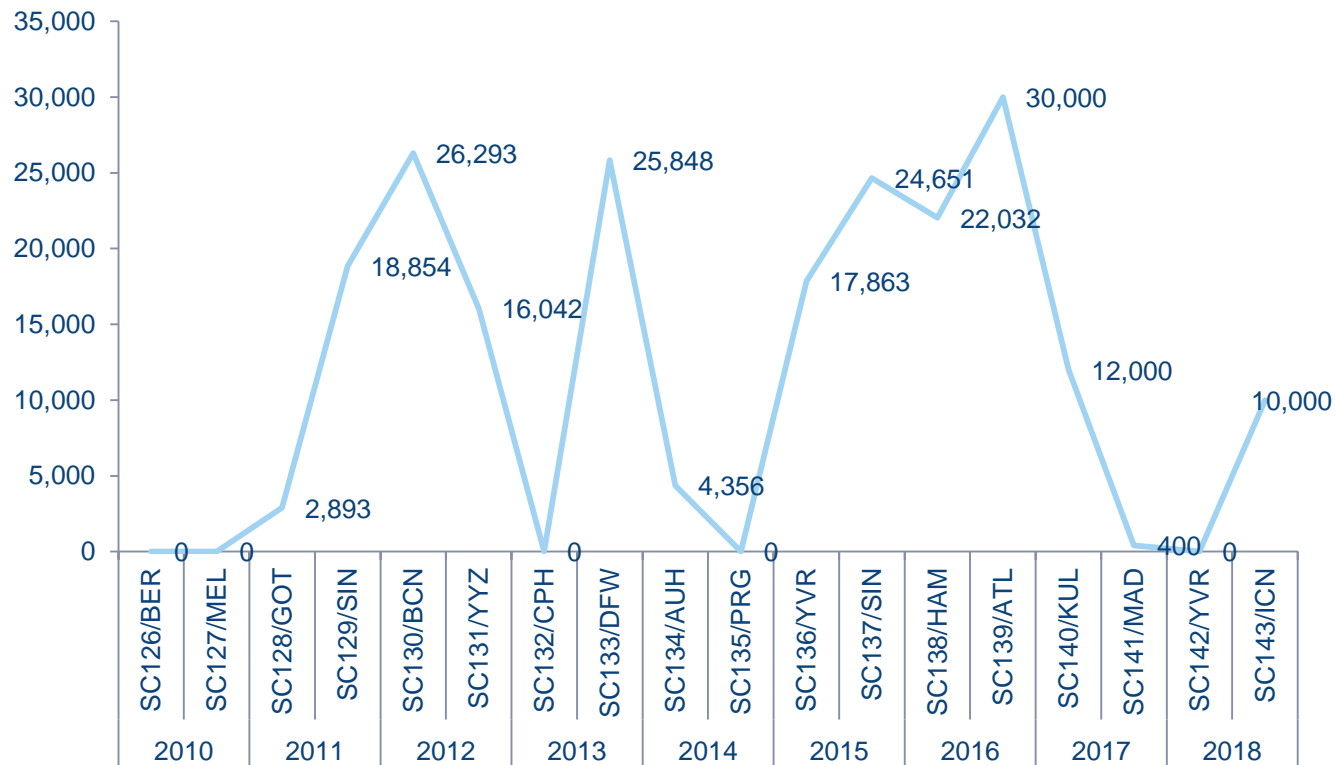
## What the delegate fee covers

- Wi-Fi throughout the venue.
- Power chargers for the Main Airline and Coordinator room.
- AppCal stations and Info booths
- JSAG approved AppCal developments & maintenance.



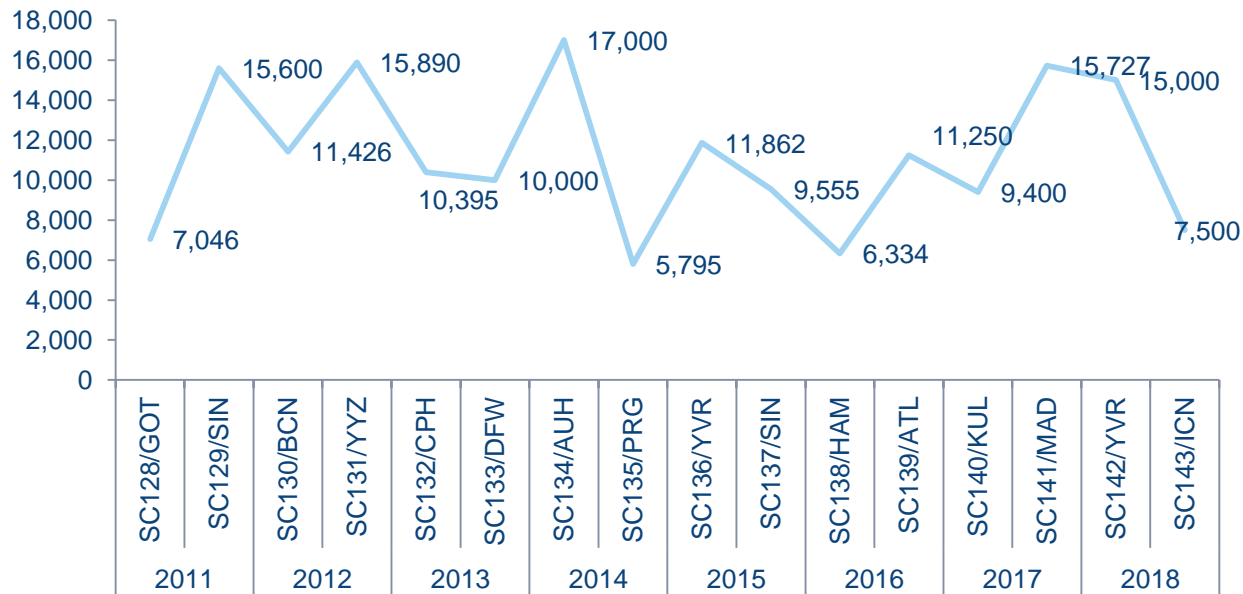
# Wi-Fi throughout the venue.

## Wi-Fi Cost USD



# Power chargers for the Main Airline and Coordinator room

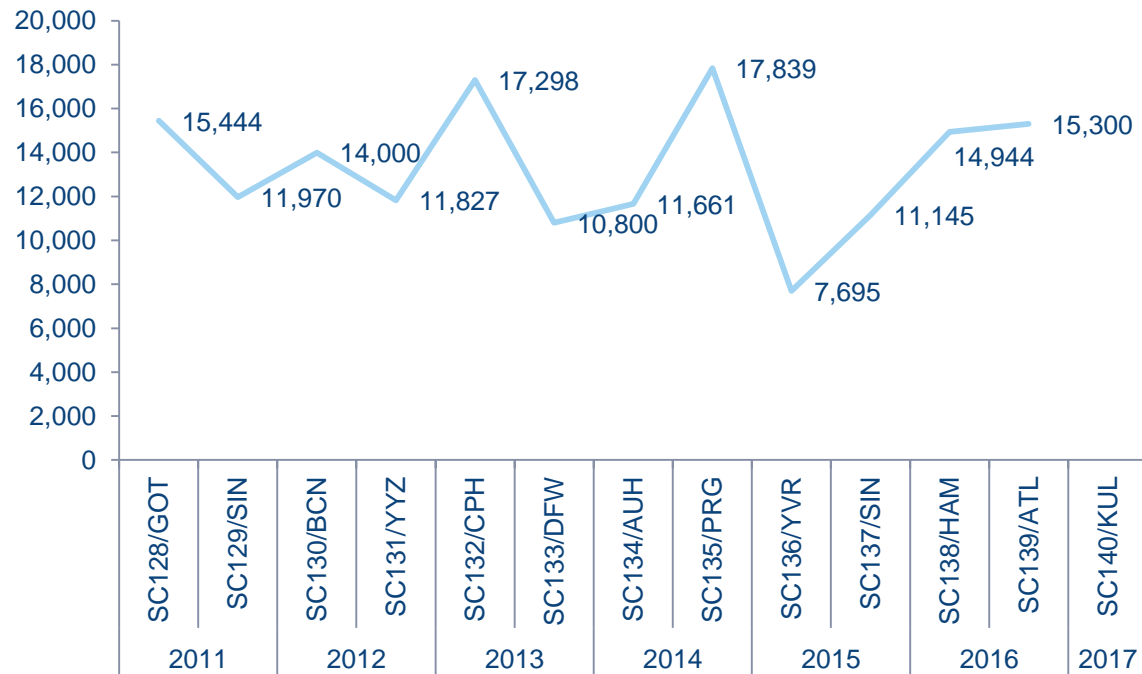
**Power Cost USD**





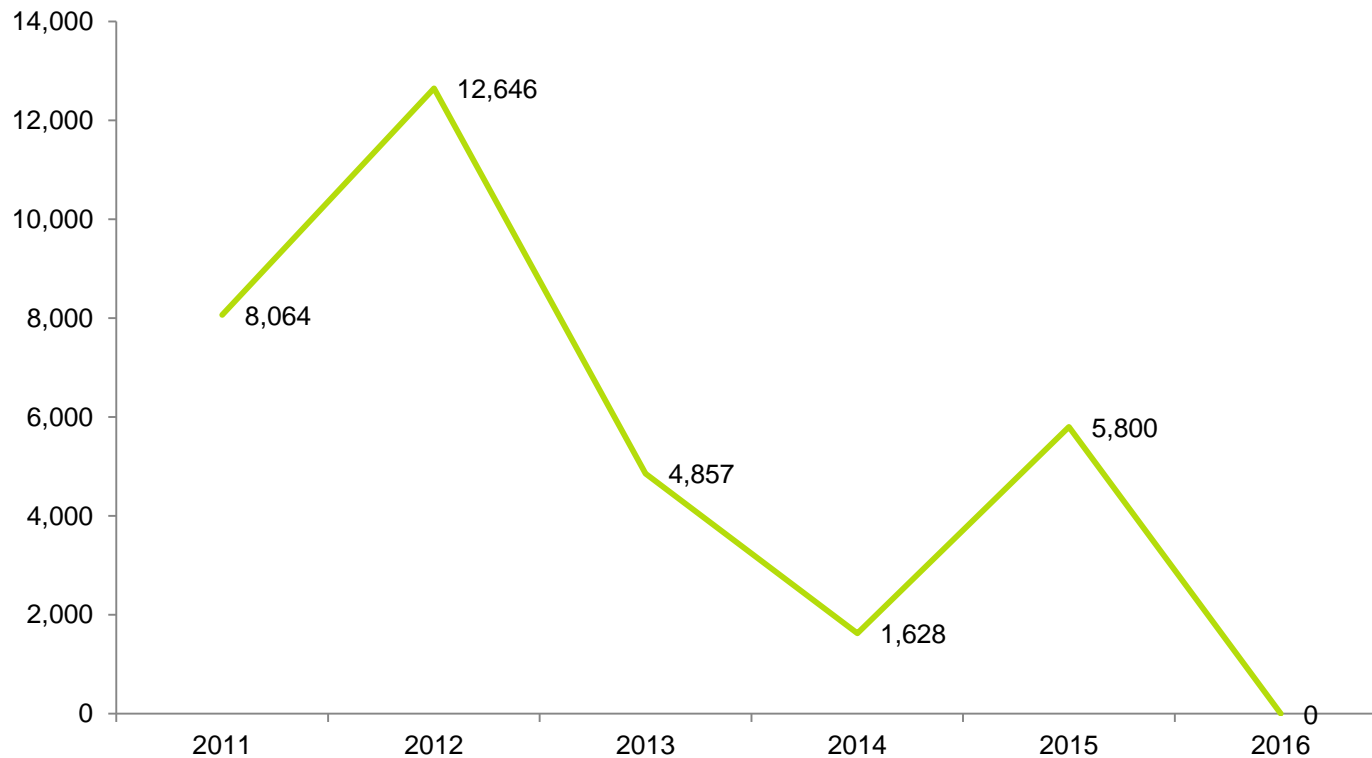
# AppCal stations and Info booths

## AppCal Stations & Info Booths Cost USD



# AppCal developments and maintenance.

## AppCal Developments Cost USD





## What the delegate fee does not cover

- The Main Airline and Coordinator Room
- Common meetings APACA, EUACA, HOD-A, HOD-M, JSAG, SISC, SPWG & WWACG
- The event office and IATA workroom
- The Online Accreditation System (OAS)
- Staffing costs
- The Gala Dinners/ Welcome receptions & Exhibition Booth Pub Crawls and refreshment breaks.

## Other Considerations of Venue Location

- Availability!
- Location, rotation, flight connectivity.
- Cost to Delegate
- Floorplans, do we fit?
- Balance between costs and services

# Future venues

- We rely heavily on your feedback.
- We balance all considerations and requirements.
- We actively seek new and old preferred locations for the conference.



# For more information

Please visit

[www.iata.org/slotconference](http://www.iata.org/slotconference)

Contact us at

[slots@iata.org](mailto:slots@iata.org)



# Registration Fee

**2016**

**\$50 Atlanta**

**2017**

**\$100 for budgeting purposes**



<b>Winter 2016/17 SC/138 Hamburg</b>	<b>ACTIVITY</b>	<b>Summer 2017 SC/139 Atlanta</b>
25 April 2016	SHL Deadline	12 Sep 16
12 May 2016	Agreed Historics Deadline	29 Sep 16
19 May 2016	Initial Submission Deadline	06 Oct 16
07 June 2016	AppCal opened to Coordinators	25 Oct 16
09 June 2016	SAL Deadline	27 Oct 16
13 June 2016	AppCal opened to Airlines	31 Oct 16
21 June 2016	IATA Slot Conference	08 Nov 16
15 August 2016	Slot Return Deadline	15 Jan 17
31 August 2016	Historics Baseline Date	31 Jan 17



## **3. JSAG Report**

3.1 JSAG Report

3.2 JSAG future work areas



## **4. Any Other Business**

### **4.1 Hamburg 2016 feedback**



# Heads of Delegation Meeting (HODM/20)



## 20<sup>th</sup> Head of Delegation Meeting (HOD-M/20) Minutes

### 138th Slot Conference CCH, Hamburg Thursday 23<sup>rd</sup> of June 2016, 14:00

---

Lara Maughan, Head of Worldwide Airport Slots (IATA), welcomed the Head Delegates to the 20<sup>th</sup> Head of Delegation meeting and invited active participation.

#### **Agenda Item 1: Future Venues**

Renee Jacobs (WorldTEK) reported on the forthcoming conference locations and venues. For further information please see the full presentation in [Attachment A](#) which includes details on hotel rates, location and floor plans.

*Kindly note, on 16th December 2015 IATA advised HODs that they had been informed of the Los Angeles venue's intention to close their hotel and meeting facilities for three years effective March 1, 2016. IATA secured Atlanta as the venue for the November 2016 conference following this unfortunate and disappointing news.*

#### **Agenda Item 2: Delegate Registration Fee**

Cassandra Raitsidis presented how Slot Conference (SC) venues are chosen and what the delegate fee covers. The full presentation can be found in [Attachment A](#).

Overview of presentation:

Background

- Since 2005/6 the Joint Slot Advisory Group (JSAG) agreed the unique costs of running the Slot Conference could be recouped via the delegate fee. The major driver of this decision was the development of AppCal to replace the outdated pigeon holes and then the subsequent Wi-Fi costs that were required for the conference onsite.
- The delegate fee provides the facilities and services required to conduct business at the event.
- The conference is strictly run and managed on a cost recovery basis. No profit is made with the objective to end the year with a minimal carry over.

The Delegate Fee covers:

- Wi-Fi throughout the venue.
- Power chargers for the main Airline and Coordinator room.
- AppCal stations and Info Booths
- JSAG approved AppCal developments & maintenance.



The delegate fee provides the facilities that ensure every delegate attending the conference can work at the same level with each other no matter what their circumstances are.

The delegate fee does not include the following:

- Costs for the Main Airline and Coordinator Room
- Common meetings APACA, EUACA, HOD-A, HOD-M, JSAG, SISC, SPWG & WWACG
- The event office and IATA workroom
- The Online Accreditation System (OAS)
- Staffing costs
- The Gala Dinners/Welcome receptions & Exhibition Booth Pub Crawls and refreshment breaks.

Considerations of venue location include:

- **Availability of venues**, we are often constrained by the specific dates of the SC
- **Location**, we try and rotate the conference to reflect the global nature of our delegates and we take into account other delegate costs associated with travel, hotel and restaurants.
- **Floor plans**, the SC has to fit in the venue, with a good flow for the delegates and we try to stay in hotels rather than convention centers when possible
- **Balance** - It's important for delegates to be aware our choice of venue takes into consideration the costs of running the conference and the services we need to be able to provide to all delegates. There is a very fine balancing act that has to take place for each conference to ensure delegates get the best venue to conduct their business. For instance we may have a fantastic hotel that suits all the space requirements and services we require, with well-priced hotel rooms but it's located far from a downtown area and lunches need to be taken onsite. Or we may have a great location with direct worldwide flight connections, spacious floor plans, excellent Wi-Fi services, but it's a convention center and the hotel costs are more expensive.

*In both of the examples above we are assuming we have a healthy choice of venues we can choose. The reality at the moment is that we can rarely pick and choose.*

For any questions/comments please email [slots@iata.org](mailto:slots@iata.org)

- For the upcoming SC's please budget USD \$50 for Atlanta,
- Budget USD \$100 per event for 2017, however we will endeavor to keep the fee lower

### **Agenda Item 3: Slot Conference Activities**

The [Calendar of Slot Activities](#) was presented by Lara Maughan.

## **Agenda Item 4: JSAG Report**

Paul Petrykowycz (QF), Chair of JSAG presented the following;

- Runway works and the impact it has on both carriers and coordinators is of concern. There is a lack of standard practice in the area of consultation and a lack of -clarity of what happens to your slot (not only at that airport) but also at other airports affected.
  - The Slot Policy Working Group (SPWG) is forming a group to provide a best practice paper for review by JSAG, a collection of potential questions that you could ask to ensure the carrier and coordinators are happy with the way the process is undertaken, which will hopefully be available in November, for the Atlanta meetings.
- WSG: no updates to the current version, Edition 7 remains for the rest of 2016.
- Discussions in JSAG currently;
  - Use of UTC as a standard for messaging. The WSG demands the use of UTC, in some areas around the world it would be easier to coordinate in local time (LT) than UTC. It would be an agreement between yourself and that airport, to soften the wording of the WSG to accept both times
  - Use of the word trade, transfer and swap; what do they mean and what context are they used in.
- SSIM Chapter 6, small team led by Michele Boyce (UA) undertook a refresh and review of Chapter 6, the, rewrite is progressing well with view to be published in next year's SSIM manual once agreed with SISC. The refresh does not aim to change anything related to the actual technical standards within Chapter 6, but removes policy and puts it back in the Worldwide Slot Guidelines (WSG) where it belongs. Some of the examples have been refreshed but do not change the content or standard they are illustrating.

**A comment** was raised that people are still using private email addresses instead of generic email addresses, and requested everyone to use generic.

- Paul agreed to take this on board to discuss further in JSAG.

**A Question:** regarding the rewording of transfers and exchanges, will the wording be different than the EU Regulation?

- Paul answered that it should be consistent and shouldn't conflict with the EU regulations.

**A comment** from Munro Smith (Coordination YYZ) raised a concern about the re-write of SSIM Chapter 6;

- The SSIM is a vital standards publication for the industry and in his opinion policy should remain

- He considered the timeframes for the review too short and suggested a line-by-line approach for review and agreement of the changes.
- He believes there is an issue charging for the SSIM, it should be free in his opinion
  - Paul addressed these concerns:
    - The WSG is free and available on the website. Understands and appreciates the issue of SSIM. If that the policy element is removed from Chapter 6, it means full policy can be found in the WSG free of charge.
    - He reiterated that there is not intent to change any of the content in Chapter 6.

Lara Maughan (IATA), confirmed the SISC group had agreed to put together a larger task force to address the concerns around the SSIM Chapter 6 review. The document will be reviewed in a more cohesive fashion ahead of the additional SISC meeting in November and the SISC group will be able to make a decision on whether to move forward with this. The objective and aim was always to clean-up Chapter 6, not change actual content of Chapter 6, just a move of the policy to the WSG. Lara recognised the vast amounts of work that was needed to complete this task, and appreciated all involved efforts to deliver the review in time for the November SISC meeting.

The cost for the SSIM manual will be discussed but ultimately IATA can not provide all publications free of charge, however the WSG is free for anyone.

### **Strategic Review of the WSG:**

JSAG and SPWG are aware that some of the WSG processes, and their effectiveness, are being challenged externally. IATA has recognized the challenge this presents the industry and therefore to maintain the WSG, feels there is a need for a strategic review, to start looking 5-10 years forward to help protect the business and the WSG's relevance. Dimiter Zahariev (new to the IATA Slots team) will be leading this project for IATA on behalf of the slot industry, JSAG and SPWG. During the coming months IATA will be requesting input to the initial stages of the review, and will look to setup a group that can be focused on the review that will report to JSAG. Although the airlines and coordinators are fundamental to the process it is clear that the area of airport slot management and policy development should consider the airports as well. The industry must and needs to retain its position of driving policy and process reform only when appropriate, and for the needs of our business and society. Dimiter may be in touch with you if you would be interested in being involved in this Strategic Review project. ([ZaharievD@iata.org](mailto:ZaharievD@iata.org))

## **Agenda Item 5 – Any Other Business**

Turkish Coordination raised the following comments;

- Concern about the costs and therefore has some hesitation about the upcoming conference venues.
- It was unfortunate that there was limited seating at the Gala dinner
- Agrees with comments regarding SSIM Chapter 6 and it can be discussed in the WWACG
  - Renee (WorldTek) addressed the Gala dinner concern explaining they had limited seating due to it being the first time they held a dinner at this venue. An active waiting list was held and those who could not attend were asked to let the event team know so passes could be redistributed.
- The Post Conference survey will go out soon so please give IATA feedback on the event.

*On the retirement of Mr. Peter Stanton from IATA the meeting showed its appreciation for Peter's efforts and passion over the last 8 years in slots and recognized his career in the industry of 50 years! Mr. Stanton was handed a plaque and thanked everyone for supporting him and IATA during his time in the slots area and especially recognized the great work that had been achieved by the industry and will continue going forward.*



# **Asia/Pacific Airport Coordinators Association (APACA)**

## **12th Meeting of APACA**

**17:00 – 18:00**

**21 June (Tuesday), 2016**

**Room: Hall G1- Level 2 at Congress Center Hamburg (CCH)  
Hamburg, Germany**

### **AGENDA**

- 1. Approval of Minutes of 11th meeting held on 10 November (Tuesday) 2015, at Resort World Sentosa Convention Center, in Singapore**
- 2. Result of Urgent Election for APACA**
- 3. Past Discussion Items**
- 4. Introduction of Indonesia Airport Slot Management (IASM)**
- 5. Airport Level Change**
- 6. Draft Article of New Association**
- 7. Any Other Business**

# Asia/Pacific Airport Coordinators Association (APACA)

## Minutes of 12th Meeting of APACA

21 June (Tuesday), 2016

Room: Hall G1 - Level 2 at Congress Center Hamburg (CCH)

Hamburg, Germany

20 July, 2016

### 1. Administration

The twelfth general assembly meeting of APACA was held at Hall G1 - Level 2 at Congress Center Hamburg (CCH) from 17:00 to 18:00 on 21 June (Tuesday), 2016 at the occasion of IATA 138<sup>th</sup> Slot Conference in Hamburg, Germany. The temporary chairman, Mr. Hiroki Takeda (JSC – Japan Schedule Coordination), welcomed the participants and expressed his appreciation for attending the twelfth meeting of APACA under the Worldwide Airport Coordinators Group (WWACG). The meeting was progressed according to the agenda items shown in [Appendix 1](#).



The number of participants was 34 representing 14 economies and 19 organizations which constitute more than half of the entire economies and organizations in the Asia/Pacific region. The list of participants is shown on the last page. Thus, the twelfth general assembly meeting of APACA formed a quorum.

### 2. Agenda Item 1: Approval of Minutes of 11th meeting

The minutes of the eleventh general assembly meeting of APACA held on 10 November, 2015 at Resort World Sentosa Convention Center, in Singapore was endorsed by the meeting without adjustments.

### 3. Agenda Item 2: Result of Urgent Election for APACA

Mr. Takeda reported the result of urgent election for APACA using the material shown in [Appendix 2](#).

He firstly explained the schedule of urgent election. He sent out a call for election on 10 May 2016 with a deadline date for nomination of 3 June 2016.

By 3 June, he received three nominations; one for a Chair and two for Vice-Chairs. Mr. Hiroki Takeda (JSC) nominated himself as a Chair and Ms. Petra Popovac (ACA) and Mr. Jaideep Singh Thakur (Delhi International Airport) nominated



themselves as Vice-Chairs. Thus, there is no need to go through a secret ballot, but only a need for endorsement of three executive positions by participants. The endorsement of three positions was made by clapping hands of participants.

Finally, a newly elected Chair, Mr. Takeda, asked newly elected members to introduce themselves and express their determinations being an executive position of APACA. Each executive member made an introduction and expressed their determination one by one.



#### **4. Agenda Item 3: Past Discussion Items**

Mr. Takeda reported the past discussion items from APACA/1 to APACA/12 using the material shown in [Appendix 3](#). He briefly reviewed the past discussion items since APACA/1. While there are many discussion items, those highlighted with red ink were newly introduced topics. The reason why he introduced this materials was it is getting harder to find appropriate discussion items in the future.



He also showed some of possible future discussion items. Firstly he showed the example of capacity reduction which is now taking place at Hong Kong International Airport. He also showed the new runway development or passenger terminal expansion as new infrastructure development.

He may report the capacity expansion program at Narita International Airport (NRT) and Tokyo International Airport (HND) toward Tokyo Olympic Games in 2020. He may also report the definition of airport capacity which is now under discussion with IATA/WWACG/ACI.

He finally asked the participants to bring up new discussion items for future APACA meeting.

#### **5. Agenda Item 4: Introduction of Indonesia Airport Slot Management (IASM)**

Mr. Bernard Munthe, Chairman of Indonesia Airport Slot Management (IASM), introduced his organization and his airports using the material shown in [Appendix 4](#).

Former organization called Indonesia Slot Coordination (IDSC) was replaced in 2015 by IASM with Air Transportation Director General Rules (KP280 Year 2015). The purpose of the establishment of IASM is (1) to improve aviation safety, (2) to optimize the performance for Airport, Air Navigation Services, Home Airlines and Foreign Airlines, and (3) to improve coordination among stakeholders.



The human resources of IASM are from (1) PT Angkasa Pura I, (2) PT Angkasa Pura II and (3) AirNav Indonesia. PT Angkasa Pura is a state enterprise of the Indonesia Department of Transport which is

responsible for the construction and management of airports. PT Angkasa Pura I is responsible for eastern region and PT Angkasa Pura II is responsible for western region. AirNav Indonesia is a non-profit, state-owned enterprise which is responsible for providing all air traffic control services across the Indonesian Flight Information Region (FIR).



The airports IASM is now dealing with are (1) Soekarno - Hatta Jakarta (CGK), (2) Juanda Airport, Surabaya (SUB), (3) Ngurah Rai Denpasar (DPS), (4) Sultan Hasanuddin Airport Makassar (UPG), (5) Kuala Namu Airport (KNO), (6) Sepinggan - Balikpapan (BPN), (7) Sultan Mahmud Airport Badaruddin II - Palembang (PLM), (8) Sentani Airport (DJJ). Out of 8 airports, Ngurah Rai Denpasar (DPS) is registered as level 3 and Soekarno - Hatta Jakarta (CGK) is registered as level 2 in IATA. In addition to those 8 busy airports, 27 airports were added to IASM totaling 35 airports for coordination in recent months.

Soekarno - Hatta Jakarta (CGK), (2) Juanda Airport, Surabaya (SUB), (3) Ngurah Rai Denpasar (DPS), (4) Sultan Hasanuddin Airport Makassar (UPG), (5) Kuala Namu Airport (KNO), (6) Sepinggan - Balikpapan (BPN), (7) Sultan Mahmud Airport Badaruddin II - Palembang (PLM), (8) Sentani Airport (DJJ). Out of 8 airports, Ngurah Rai Denpasar (DPS) is registered as level 3 and Soekarno - Hatta Jakarta (CGK) is registered as level 2 in IATA. In addition to those 8 busy airports, 27 airports were added to IASM totaling 35 airports for coordination in recent months.



The IASM is now using the Slot Coordination and Reporting (SCORE) system as coordination tool. The coordination parameters adopted for SCORE system are (1) Runway Capacity, (2) Parking Capacity and (3) Terminal Capacity. With the use of SCORE system, the IASM provides (1) planning function for whole season, (2) daily coordination function to accommodate any changes and (3) monitoring function.

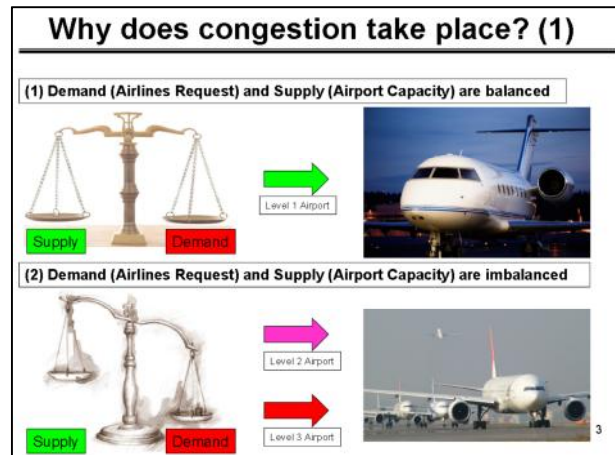
## 6. Agenda Item5: Airport Level Change

Mr. Takeda presented the Airport Level Change using the material shown in Appendix 5. He picked up this topic since some members asked him how to proceed with the airport level change. He firstly showed the list of airports in Asia/Pacific region with level 2 or level 3 designations. He asked the participants to check

the list and report back if there is any consistency in the list. He went through a basic principle as to how the congestion takes place at the airport. If the demand (airlines request) and supply (airport capacity) are balanced, then there is no congestion. But, if the demand exceeds the supply, then the congestion takes place and the airport level 2 or airport level 3 will be determined based on the degree of congestion.

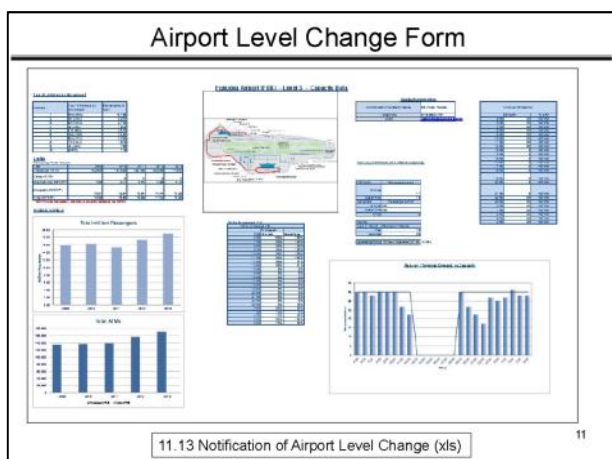
He showed one extreme example of level 1 airport of Hartsfield - Jackson Atlanta International Airport. While there exists the demand of enormous 950,000 aircraft movements with passenger traffic of 90 million, this airport is designated as level 1. This is because the airport capacity with 5 runways and 7 terminal concourses can easily accommodate this amount of traffic. He also showed another extreme example of level 3 airport of Sitia Public Airport in Greece. There is a single runway of 2,000m and two parking stands in apron without a parallel taxiway. While there are only 1,805 movements with a passenger of 38,859, this airport is designated as level 3 (only for summer). This is because a lot of Europeans visit this island during summer vacation exceeding the airport capacity.

He then quoted 6.1 of WSG emphasizing that “Demand and Capacity Analysis” should be conducted regularly by the airport managing body or other competent body. The objective of this analysis should be to improve the ability of the airport to accommodate demand and avoid ‘wherever possible, the need for the airport level change. He then quoted 6.2 of WSG explaining the condition of moving from level 1 to level 2



airport. He also quoted 6.3 of WSG explaining the condition of moving from level 2 to level 3 airport. He also quoted 6.7 of WSG explaining the importance of notification of airport level change to interested parties (airlines, airport managing body, governments, IATA).

He finally presented two documents which have to be submitted by the responsible authority to IATA when changing the airport level. One is “Airport Level Change Form” which can be downloaded from IATA website (Excel Form). The other is



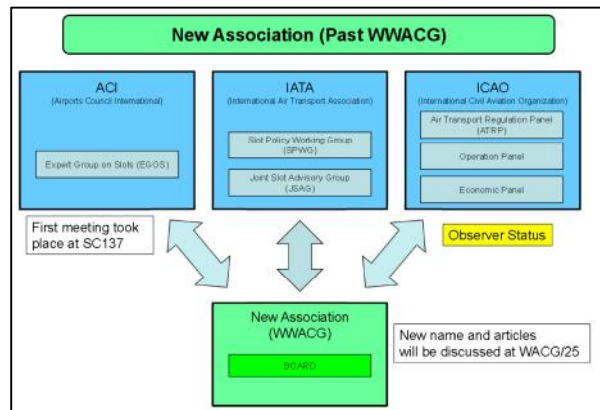
“Airport Capacity Analysis” which describes the airport traffic volume, hourly movements, airport infrastructure and the detail analysis of airport capacity.

## **7. Agenda Item6: Draft Article of New Association**

Mr. Takeda firstly presented the relationship between New Association (Past WWACG) and various

international organizations. The most important organization is of course IATA where there are two groups; Slot Policy Working Group (SPWG) and Joint Slot Advisory Group (JSAG).

However, the scope of work of New Association (Past WWACG) is now gradually expanding to interact with other international organizations like International Civil Aviation Organization (ICAO) and Airport Council International (ACI). For ICAO, WWACG was given the observer status for various Panels. For ACI, they formed the expert group on slots in their body to evaluate the current WSG. In order to deal with various international organizations, the form of WWACG has to be changed to become more robust international organization.



Thus, new name and article of New Association are sought and they are now under discussion among board members. Draft article has already been developed and now under fine tuning. Before next Slot Conference in November, the draft article will be circulated to WWACG members for review.

**8. Agenda Item7: Any Other Business**

**(1) Capacity Reduction at Hong Kong International Airport**

Mr. Eric CW Wong, Head Coordinator of Hong Kong Schedule Coordination Office (HKSCO) made an announcement of capacity reduction at Hong Kong International Airport. He explained that the 10% capacity reduction is expected from 30 October to 26 November, 2016 due to the transition of ATM services to a new control center. As HKSCO will grant the slot waiver (80/20 usage exemption), he asked the similar waiver will be applied at other end of airports in Asia/Pacific region.

**(2) Asian Tea Gathering**

Mr. Takeda (JSC) announced that Asian Tea Gathering will be hosted by Japan Schedule Coordination. Tea Gathering will take place at Hall B4.2 on Level one of CCH during a lunch time from 12:00 to 13:30 on 23 June (Thursday). The participants were invited to join the gathering.



## The list of participants at APACA/12 meeting

No	Economy	No	Member Organization
1	Australia	1	Airport Coordination Australia (ACA)
2	Cambodia	2	State Secretariat of Civil Aviation
3	China	3	Civil Aviation Authority of China (CAAC)
4	Chinese Taipei	4	Airport Coordination Taipei (ACT)
5	Hong Kong	5	Hong Kong Schedule Coordination Office (HKSCO)
6	India	6	Airports Authority of India (AAI)
		7	Bangalore International Airport Limited (BIAL)
		8	Delhi International Airport Limited (DIAL)
		9	Hyderabad International Airport Limited
10	Mumbai International Airport Limited		
7	Indonesia	11	Indonesia Airport Slot Management (IASM)
8	Japan	12	Japan Schedule Coordination (JSC)
		13	Central Japan International Airport Co. (CJIAC)
9	Malaysia	14	National Slot Coordination Malaysia (NSCM)
10	New Zealand	15	Airport Coordination Limited (ACL)
11	Pakistan	16	Civil Aviation Authority (CAA)
12	Singapore	17	Changi Slot Coordination (CSC)
13	Sri Lanka	18	Sri Lankan Colombo Airport Coordination
14	Viet Nam	19	Civil Aviation Administration of Viet Nam (CAAV)

