SC144 Pre-Conference Introduction

This preconference introduction is designed to replace the Convening Memorandum, consolidating important information contained on our website in one document.

The 144th Slot Conference will take place 18 to 20 June 2019 at the Cape Town International Convention Centre (CTICC). The 144th Slot Conference is a forum for the optimization of the allocation and management of airport slots for the Northern Winter Season, 27 October 2019 to 28 March 2020. Delegates are encouraged to note the Calendar of Coordination Activities (pdf) deadline dates for this period.

The event dates

Onsite Registration opens	: Mon	17 June 2019	09:00 - 18:00
Conference times*	: Tue	18 June 2019	08:00 - 18:00
	: Wed – Thu	19-20 June 2019	09:00 - 18:00
Head Delegate Airline Only Meeting (HOD-A)	: Tue	18 June 2019	08:30 - 09:30
Head Delegate Meeting (HOD-M)	: Thu	20 June 2019	14:00 - 15:00

Doors to the Main Airline and Coordinator room open 30 minutes before the conference start times.

Online Accreditation & Registration

In accordance with 9.11.5 of the Worldwide Slot Guidelines (WSG) accreditation of Head Delegates and their staff attending the Slot Conference is mandatory. New delegates must be accredited by their Head Delegate using the Online Accreditation System (OAS). For more information please visit the OAS help section.

Newly accredited delegates will receive an invitation to register for the Slot Conference directly from the registration team iatasc@mcveigh.com (within 48 hours of accreditation, Mon – Fri). Please contact the registration team directly if you are accredited and have not yet received your invitation.

Conference registration, hotel reservation, requesting letters in support of visa applications and payment is completed in one online registration process. **Please see our website if you require more information** on any of these sections.

Invitations to register will be sent out directly to all accredited delegates the week of 24 March 2019. **Delegates are strongly encouraged to register as soon as possible, but no later than 31 May 2019.** Please be advised after this date the hotel group rate cannot be guaranteed, late charges for letters of support for visa applications will apply and access to the Appointments Calendar (AppCal) will be delayed.

The IATA Slots team look forward to seeing you in Cape Town!

WWACG General Assembly 01 CPT JUN 19 AGENDA

Date: **Monday, June 17th, 2019   16:00 – 18:30**
Place: **South Africa, Cape Town, CTICC, WEST Ballroom, Level One**

1. Welcome and appointment of the meeting secretary	EH
2. Notes WWACG/30th, Madrid	EH
3. Industry Matters: • New WSG Governance • Submission of Joint IATA/ACI/WWACG paper to ICAO General Assembly • WSG Strategic Review Process ○ 4 Taskforces status report and proposed WSG modifications • Debrief on JSAG/61 (MIA) and JSAG/62 (CPT) meetings	EH EH BM/HT/FAW/EH WWACG Leads BM/PP
4. WWACG Matters • New WWACG By-Laws and Internal rules ○ New Members • Financial Matters:	EH WG
5. Update on Regional Coordination Issues	HT/BM/EH/PP
6. Any Other Business	ALL
7. Date/time and place of next meeting: Australia, Brisbane, Monday November 11th, 2019 (16:00 -18:00)	EH

HT: Hiroki Takeda   PP: Petra Popovac
BM: Brian Meeham   FWA: Fred Wister
EH: Eric Herbane   WG: Wolfgang Gallistl

New WSG Governance

Why new governance?

- Adapt to the changing environment and reinforce WSG

- Positive message to states and regulators

- Maintain the relevance of the slot guidelines in the future

What changes and what remains the same

Changes

- WSG renamed to Worldwide Airport Slot Guidelines (WASG)
- JSAG replaced by a Worldwide Airport Slot Board (WASB)
- The WASB approves changes to the WASG instead of HODM-All
- Airport Slot Working Groups (ASWGs) for focused work
- WASG jointly edited and published
- New WASG objectives

No change

- Current WSG is the basis
- HOD-A and HODM-All meetings
- Anyone can submit proposal for changes to the WASG

New Governance at a glance

Worldwide Airport Slot Board

- Membership – 21 members
  - 6 SPWG members + 1 non-SPWG airline
  - 7 Facilitators/Slot Coordinators (separated from airlines and airports)
  - 7 Airports (L2 and L3 airports)

- Decisions based on consensus. If consensus can't be reached:
  - Supported by each of the airline and airport groups;
  - Not rejected by the coordinators on the basis of operational implementation or impact the independent, transparent and non-discriminatory allocation of slots.

- Role and mandate

- Establish ASWGs and assigns their scope of work and timelines

- Review and approval of changes to the WASG

Airport Slot Working Groups

- Membership

- Equal number of Airports, airlines, and facilitators/slot coordinators

- Global representation is desirable.

- System providers, support functions and other industry relevant stakeholders may be included

- Role and mandate

- Develop proposals for changes, enhancements to the WASG and submit them to the WASB.

- Develop guidance on the implementation of the WASG.

- Report to the WASB

What does it mean for all of us

- Opportunity to get involved and contribute with our expertise in the topical working groups
- Opportunity to contribute to developing proposals for changes and improvement of the slot guidelines
- If you want to get involved please submit your nomination for ASWG member

- **Get involved!**

21 August 2019

Access to Congested Airports
WSG Strategic Review Task Force

Summary

June 2019

TF OBJECTIVES / DELIVERABLES
TF HAS ACHIEVED MANY OF ITS OBJETIVES AND IS STILL DISCUSSING ADDITIONAL CRITERIA

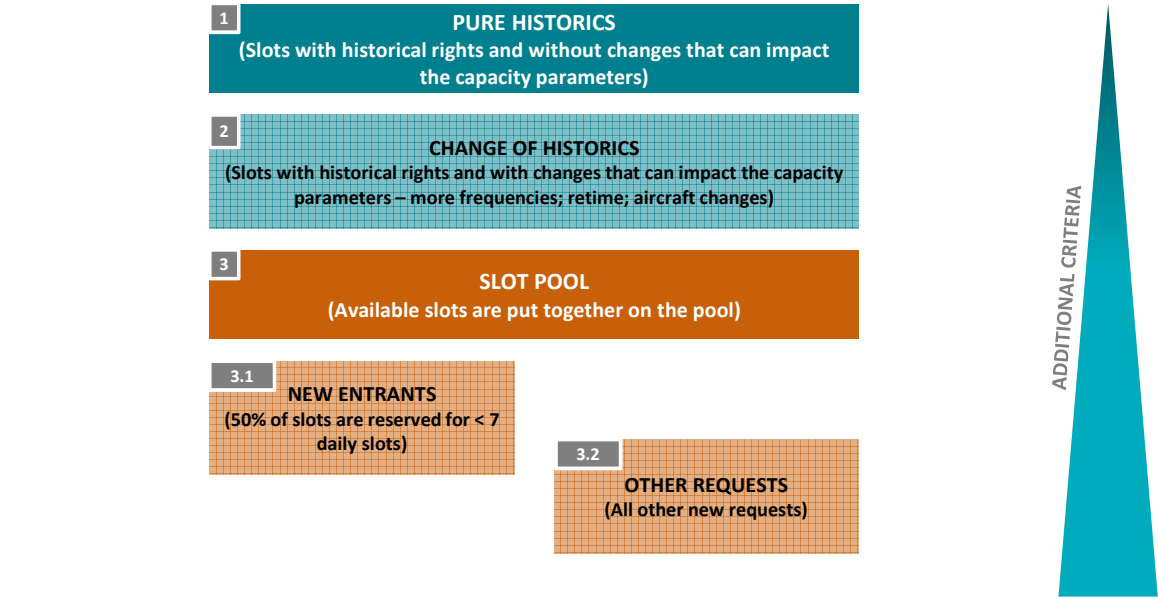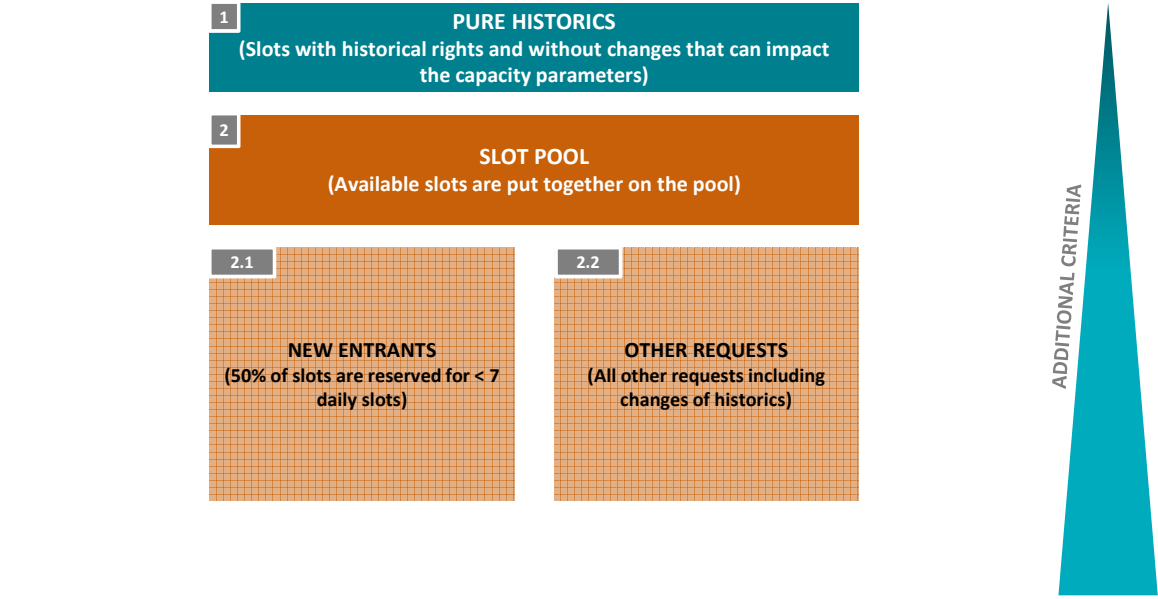|	
Deliver a recommendation on the future WSG policy on the transparency of the current process, and on fair and neutral access to congested airports, if a change is determined to be needed.	■ New communication paragraph approved by the MG; ■ Minimum Data Requirements: data to be provided by Coordinators to Airlines / Airports, including slot status (to be sent to the MG); ✅
Evaluate changes that could make the new entrant rule (WSG 8.3.5) more effective.	■ Definition changed to consider a "<7 daily slots" instead of "<5 daily slots"; ■ Allocation priorities were changed – Slot pool set after pure historics ■ Discussion about NE did not reach further consensus ✅
Validate the current list of additional allocation criteria (WSG 8.4.1) and enhance and clarify where necessary and evaluate the current implementation.	■ First discussion held in 2017 / 18 (London Meeting) and a 2nd discussion in currently underway; ■ Conditional Allocation was approved in principle – pending the definition about "what airports", "who should decide", "what extent" (ALTF); ⚠️
Collect and evaluate global data (churn of slots, how much of the 50% N.E. pool is allocated etc.) of the current utilization rates of slots, how many new entrant requests have been met and how many have not, as well as share of capacity at airports with different levels of congestion and coordination.	■ An initial analysis was made in 2017 with a brief survey; ■ IATA conducted an overall assessment of NE limit that supported the change in the definition; ■ No comprehensive study was made by the TF – most of the information is either confidential or proprietary; ⚠️
Consider whether guiding principles or best practices would be helpful for coordinators to assist in furthering a competitive environment in slot allocation.	■ No really discussion so far about the topic. ❌

ALLOCATION PRIORITIES

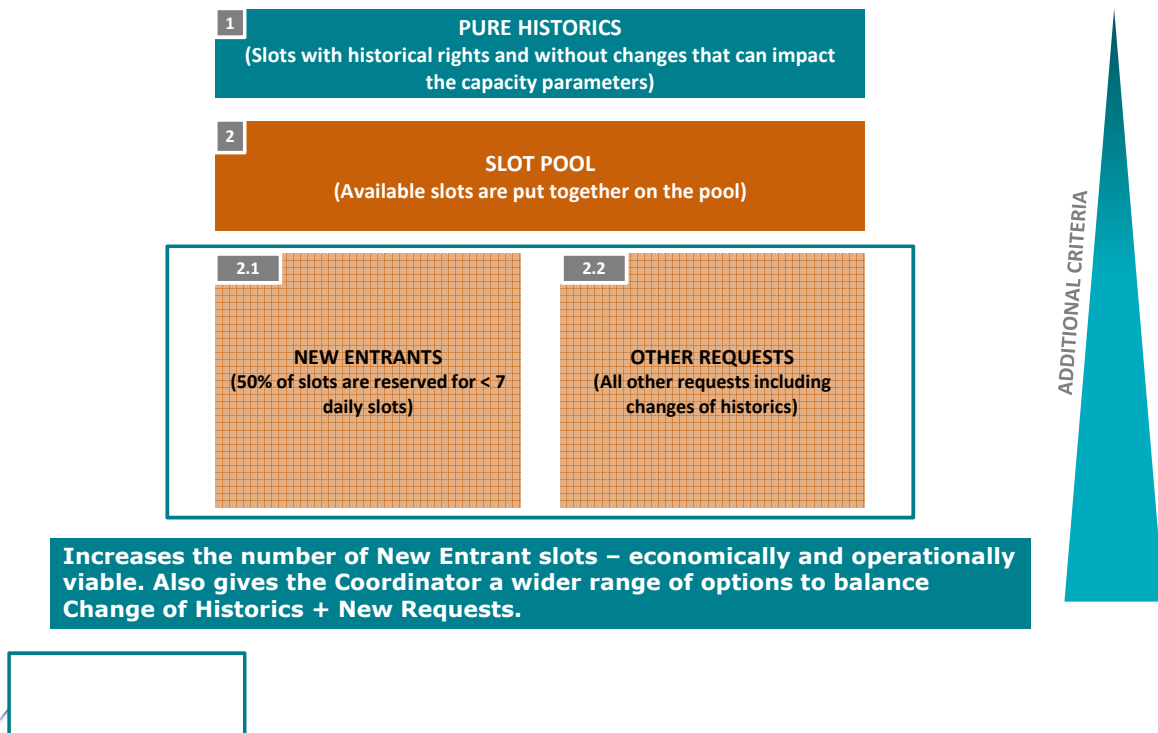## CURRENT SYSTEM GIVES CHANGE OF HISTORICS A PRIORITY OVER NEW ENTRANT REQUESTS

1 — **PURE HISTORICS**
(Slots with historical rights and without changes that can impact the capacity parameters)

2 — **CHANGE OF HISTORICS**
(Slots with historical rights and with changes that can impact the capacity parameters – more frequencies; retime; aircraft changes)

3 — **SLOT POOL**
(Available slots are put together on the pool)

3.1 — **NEW ENTRANTS**
(50% of slots are reserved for < 7 daily slots)

3.2 — **OTHER REQUESTS**
(All other new requests)

ADDITIONAL CRITERIA

3

ALLOCATION PRIORITIES

NEW SYSTEM BALANCE NEW ENTRANT REQUESTS WITH CHANGE OF HISTORICS AND OTHER NEW REQUESTS

1 — **PURE HISTORICS**
(Slots with historical rights and without changes that can impact the capacity parameters)

2 — **SLOT POOL**
(Available slots are put together on the pool)

2.1 — **NEW ENTRANTS**
(50% of slots are reserved for < 7 daily slots)

2.2 — **OTHER REQUESTS**
(All other requests including changes of historics)

ADDITIONAL CRITERIA

4

ALLOCATION PRIORITIES

1	**PURE HISTORICS** (Slots with historical rights and without changes that can impact the capacity parameters)

2	**SLOT POOL** (Available slots are put together on the pool)

2.1	2.2
NEW ENTRANTS (50% of slots are reserved for < 7 daily slots)	**OTHER REQUESTS** (All other requests including changes of historics)

Increases the number of New Entrant slots – economically and operationally viable. Also gives the Coordinator a wider range of options to balance Change of Historics + New Requests.

ADDITIONAL CRITERIA

ALLOCATION PRIORITIES

Define the Pool after the Pure Historics are granted and before the Historics Changes.

NEW ENTRANT STATUS

NON-NEW ENTRANT STATUS

PURE HISTORICS
(NO CHANGES)

0h 1h 2h 3h 4h 5h 6h 7h 8h 9h 10h 11h 12h 13h 14h 15h 16h 17h 18h 19h 20h 21h 22h 23h

1. Defining the Pool of Slots right after the Pure Historics allocation gives more opportunities to New Entrant requests to get slots in commercially interesting times.

2. Retimings of historics should be balanced with new requests for non new entrant requests;

3. This is a major change to the process because for "not-super congested airports" que quality of the allocation for new entrant and new operations should grow significantly.

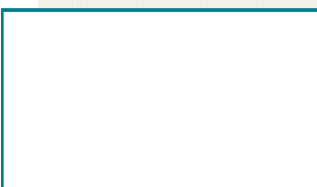# CONDITIONAL ALLOCATION
NEW SECTION OF WSG – WE NEED TO CLOSE THE DISCUSSION AND ENGAGE AIRPORT LEVELS TASK FORCE

8.5 CONDITIONAL SLOT ALLOCATION

8.5.1 When an airline provides information in its slot request, which has led to the coordinator granting enhanced priority to the request over other requests in accordance with 8.4, the coordinator may impose one or more conditions on the use of that slot. A condition should not be imposed, however, where a reasonable alternative slot was available for other competing requests despite the application of 8.4.

8.5.1(a) An airline may also indicate in its slot request that it does not wish the request to be considered for conditional allocation. This may then result in that slot request not being granted priority under 8.4.

8.5.2 The coordinator must advise the airline of the condition being imposed at the time of the allocation and must be able to justify the condition to the airline. The condition must be limited to only that necessary to ensure that the slot is used in compliance with the information provided by the airline which led to enhanced priority for the request.

7

CONDITIONAL ALLOCATION
NEW SECTION OF WSG – WE NEED TO CLOSE THE DISCUSSION AND ENGAGE AIRPORT LEVELS TASK FORCE

8.5.3 The airline can accept the condition, ask for a dialogue with the coordinator to discuss the condition, or handback the slot. The airline may also refer the matter to the Coordination Committee if, after dialogue with the coordinator, it believes the condition is too stringent or should not be applied.

8.5.4 Once accepted, the condition will apply for as long as the condition remains relevant or until the relevant slot has been operated for two equivalent seasons, whichever is shorter.

8.5.5 Changes to conditional slots should be discussed with the coordinator so that any changes can be assessed against the original condition. Changes which impact the condition may result in a continuation or adaption of the condition in line with 8.5.4, or in the condition being removed. Other changes, such as timing changes for a conditional slot which are required to correspond with a slot allocated at the other end of the route, should be accommodated – subject to the coordination parameters.

8

CONDITIONAL ALLOCATION

> **8.5.6**   **The Coordination Committee should advise the coordinator on the process of issuing conditional slots at the airport, including whether conditional slots are being used only where necessary.** The coordinator should regularly report to the Coordination Committee on the use of conditional slots at the airport, including the frequency of their use and the rates of success of airlines in complying with conditions. **Any concerns of the Coordination Committee should be addressed by the coordinator before the conditional slot process is continued in subsequent seasons.**

NEXT STEPS

1) Engage with ALTF
2) Who should have conditional allocation?
   a. What airport should have conditional allocation
   b. When (full day, peak hours, all season)
   c. Who should decide to "kick-off" the conditional allocation
3) Make a final proposal to the MG

Access to Congested Airports
WSG Strategic Review Task Force

Summary

June 2019

Airport Levels Task Force
Update to WWACG
SC144

Cape Town
17 June 2019

Contents

Updates on WSG 10

- WSG 1.5   How are airports designated?
- WSG 5.4   Role of airports
- WSG 6.2   Capacity declaration process
- WSG 6.8   Notification
- WSG 6.9   Seasonal review of airport capacity
- WSG 6.10 Reduction in airport capacity
- WSG 10.3 Availability of airport capacity

Updates on WSG 10 – Key Areas

- Definition of the capacity parameters
- Role of Airports
- Role of the Coordination Committee
- Capacity analysis, Capacity declaration and Coordination parameters

Airport Levels overview

Review of the respective airport levels terminology with the following suggestions:

- Non-declared – Currently L1 airports
- Declared:
  - Facilitated – Currently L2 airports
  - Coordinated – Currently L2/L3 airports
  - Saturated – Currently L3 airports where demand significantly exceeds capacity

AIRPORTS COUNCIL INTERNATIONAL   IATA   WWACG WORLD WIDE AIRPORT COORDINATORS GROUP

Recommendations for airports classification

- The competent Authority responsible for an airport or the airport managing body should provide a thorough analysis of the available capacity and the expected demand for airport infrastructure
- This analysis should objectively consider the available capacity provided by the relevant air traffic control and any environmental limitations, along with the airport infrastructure capacity in all possible subparts such as runway, apron and terminal
- The result of this analysis should be shared and discussed with the users of the airport infrastructure (actual and potential further users), including General Business Aviation Users with the aim to find a common understanding of the result of the analysis. If available, this should be undertaken through the Coordination Committee.

AIRPORTS COUNCIL INTERNATIONAL   IATA   WWACG WORLD WIDE AIRPORT COORDINATORS GROUP

Airline Survey to Identify Further Improvements to Calendar of Coordination Activities

The revised calendar for W19 was presented at HOD Meeting at SC 143 in November 2018.

It was shared with all the Airline and Coordinator HOD attendees and subsequently the revised dates were published in the 9th Edition of the WSG. The revision includes the renaming of the series return deadline to replace the existing slot return deadline and moved this date to the 15th July for the Winter Season and 15th December for the Summer Season.

Q1) Which organization type are you

- Airline
  - Area of the globe (Europa/Africa/South America/North America/Asia Pacific)

    - Business type (Low cost/Charter/Full service network/Traditional freight /Freight integrator)
- Airport
  - Area of the globe (Europa/Africa/South America/North America/Asia Pacific)

    - Business type (Large hub/Medium hub/Small hub/Nonhub)
- Coordinator
  - Area of the globe (Europa/Africa/South America/North America/Asia Pacific)

    - Business type (Schedule Facilitator/Slot coordinator)

Q1) Please indicate when you first became aware of the changes to the Calendar

- In November 2018 at the HOD Meeting or after the HOD Meeting but during SC143
- Between November 2018 after the slot conference and the publication of the 9th Edition of the WSG in January
- After the publication of the 9th Edition of the WSG and before Initial Submissions for W19
- Between Initial Submission and Slot Conference 144
- After Slot Conference 144

Q2) How were you informed about the revised calendar

- Via HOD Meeting
- Via another airline colleague
- Via slot coordinator
- Via WSG 9

Q3) Did your airline comply with the revised dates for W19

- Fully
- Partially
- Not at all
  - Is there anything else that would have aided your ability to comply with the new deadline?

Q4) If you answered No in Q3, please provide an explanation for the this

Q5) What changes has your organization made regarding its processes to meet the new SRD date?

Q6) on a scale 1 to 10, how beneficial do you expect the earlier SRD to be for your organization?

Q6.b) Please briefly explain your answer.

Q7) Do you expect the earlier SRD to help you in making:

- Earlier schedule planning decision
- Earlier planning of airport resources
- Earlier slot reallocations

Q7) Do you expect there to be an earlier churn of slots?

Q8) On scale 1-10, how beneficial do you expect an earlier churn of slots to be?

Q8.b) please explain your answer.

Q8) Did you experience improvements to slots earlier than in previous seasons e.g. did you receive, or did you send out or did you send schedule improvements from 16th July onwards?

Q8.b) At which airports have you seen improvements?

Q9) Please provide any additional information you feel relevant regarding the new date for the SRD.

Heads of Delegation Meeting (HODM26)

SC144 Cape Town

Agenda

1. Welcome
2. WSG Strategic Review update
3. WSG Edition 10
    3.1 WSG Edition 10 effective dates
    3.2 Calendar of Coordination Activities
4. Update on the new WSG Governance
5. Slot Conference – venues and update

    5.1 145th Slot Conference
    5.2 146th Slot Conference
    5.3 Slot Conference update

6. JSAG Report
    6.1 Report from JSAG/62 meeting
    6.2 SC Workshop
7. AOB
    7.1 Cape Town feedback
    7.2 Questions and comments

3. WSG Strategic Review update

3. WSG Strategic Review – update

ALTF

Airline Lead:
J. Sayre (DL)

Airport Lead:
J. Bergener (SFO)

Coord. Lead:
A. Chouzouris (QA)

- **Agreed recommendations for changes to WSG 10th** on improvements to the airport capacity declaration process with additional clarity of the roles of airports and coordinators; and the need to review coordination parameters twice a year

- **Ongoing work and plan by the end of the Strategic review**
- Best practice guidelines for airport designation.
- Reviewing the airport levels naming convention.
- Identifying the potential for further trials of the EL2 airport principles.
- Performing an airports survey regarding the timing of capacity declaration processes.

3. WSG Strategic Review – update

ACATF

Airline Lead:
M. Whitehead (KC)

Airport Lead:
J. Pita (GRU)

Coord. Lead:
P. Lark (ORD)

- **Agreed recommendations for changes to WSG 10th** to include enhancements to the rules for access to congested airports that will allow more operators to benefit from a larger access to the slots pool:
  - Changes to the primary criteria for initial slot allocation of historic slots.
  - Changes to the New Entrant definition from 5 to 7 slots at that airport on that day.
- Provisions to providing coordinators with information about airlines' and airports' business priorities and development plans reinforcing transparency.

- **Ongoing work and plan by the end of the Strategic review**
- Reviewing and considering clarifications to the existing additional criteria.
- Performing a coordinator survey regarding the amount of information being made available by coordinators.

3. WSG Strategic Review – update

SPMTF

Airline Lead:
R. Kensey (BA)

Airport Lead:
K. Haagen (AMS)

Coord. Lead:
S. Pillay (SA)

- **Agreed recommendations for changes to WSG 10th on** new and enhanced slot performance monitoring standards which will reinforce this process as an essential element of the slot coordination:
  - New chapter 9 of the WSG describing slot monitoring and its key principles;
  - Introduction of pre-operation and post-operation analysis;
  - Enhanced objectives and principles of the Coordination and Slot Performance Committees;

- **Ongoing work and plan by the end of the Strategic review**
- Performance monitoring applied to other stakeholders
- The factors impacting justified non-utilization of slots.

3. WSG Strategic Review – update

HDTF

- **Ongoing work and plan by the end of the Strategic review**

- Survey to asses the impact of a revised Series Return Deadline (ongoing)
- Ongoing work on removing ambiguity in the historic determination process
- Analysis of pre and post HBD utilization, the factors that impact schedule planning throughout this period and the return of slots.

3. WSG Strategic Review – update

- Recommendations for WSG enhancements delivered by the TFs

- Strategic Review project close end 2019

- Changes reflected in the next edition of the slot guidelines

- Future amendments to the slot guideline - new governance structure

2. WSG Edition 10

2.1 WSG Edition 10

WSG Edition 10
Eff. - 1 August 2019 with 2 exceptions:

- Changes to primary allocation and new entrant definition – eff. W20/21 season

- Changes to slot performance monitoring – eff. W19/20 season

- The WSG is a living document that is continuously improved and enhanced

2.2 Calendar of Coordination Activities

Winter 2019/20 SC/144 Cape Town 27 Oct 19 – 28 Mar 20	ACTIVITY	Summer 2020 SC/145 Brisbane 29 Mar 20 – 24 Oct 20
22 Apr 19	SHL Deadline	09 Sep 19
09 May 19	Agreed Historics Deadline	26 Sep 19
16 May 19	Initial Submission Deadline	03 Oct 19
04 Jun 19	AppCal opened to Coordinators	29 Oct 19
06 Jun 19	SAL Deadline (no later than)	31 Oct 19
10 Jun 19	AppCal opened to Airlines	04 Nov 19
18 Jun 19	IATA Slot Conference	12 Nov 19
15 Jul 19	Slot Return Deadline	15 Dec 19
31 Aug 19	Historics Baseline Date	31 Jan 20

IATA

4. Update on the new WSG Governance

Why new governance?

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- Maintain the relevance of the slot guidelines in the future

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- Airport Slot Wording Groups (ASWGs) for focused work

- WASG jointly edited and published

- New WASG objectives

No change

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- HOD-A and HODM-All meetings

- SPWG role and mandate

- Anyone can submit proposal for changes to the WASG

New Governance at a glance

Worldwide Airport Slot Board

Membership – 21 members

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Role and mandate

- Establish ASWGs and assigns their scope of work and timelines

- Review and approval of changes to the WASG

Airport Slot Working Groups

Membership

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Role and mandate

- Develop proposals for changes, enhancements to the WASG and submit them to the WASB.

- Develop guidance on the implementation of the WASG.

- Report to the WASB

IATA

What does it mean for you

- Participate in the topical working groups

- Opportunity to contribute to developing proposals for changes and improvement of the slot guidelines

- If you want to get involved please submit your nomination for ASWG member

- We will communicate to you once the new governance is set up

Get involved!

IATA
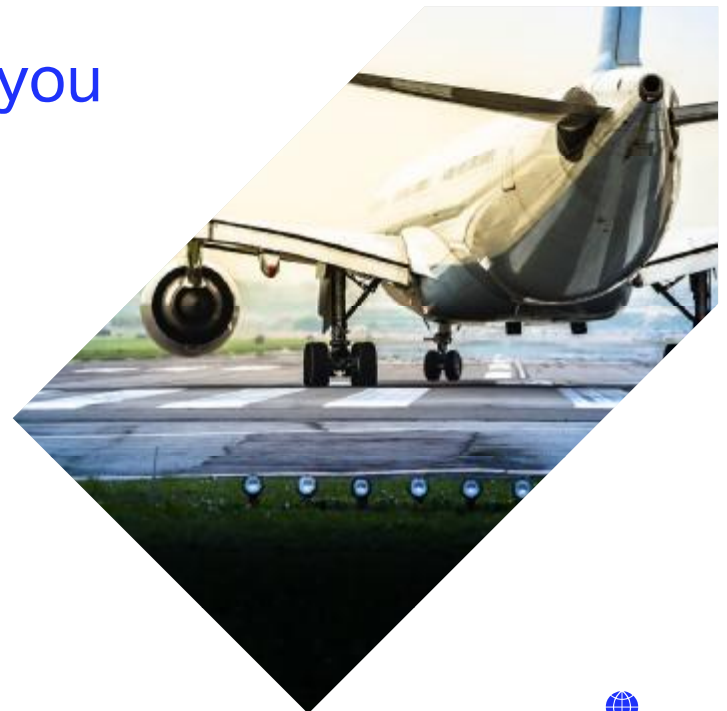
WASG objectives

To ensure the most efficient declaration, allocation and use of available airport capacity in order to optimize benefits to consumers, taking into account the interests of airports and airlines.
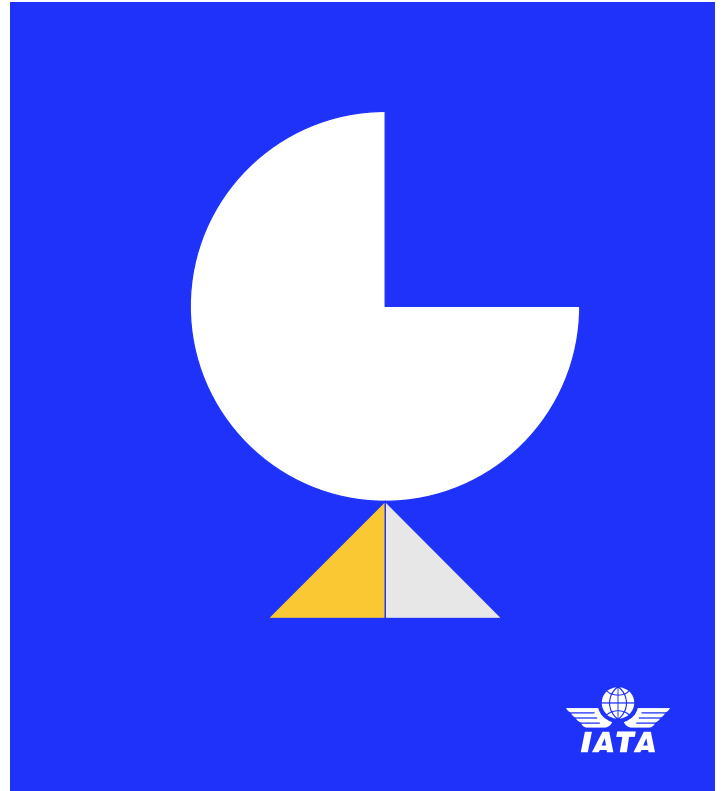
WASG objectives

- To facilitate consumer choice of air services, improve global connectivity and enhance competition at congested airports for passengers and cargo.

- To provide consumers with convenient schedules that meet demand, are consistent from one season to the next, and reliable in terms of their operability.

- To ensure that slots are allocated at congested airports in an open, fair, transparent and non-discriminatory manner by a slot coordinator acting independently.

- To realize the full capacity potential of the airport infrastructure and to promote regular reviews of such capacity and demand that enable effectual capacity declarations for slot allocation on a seasonal basis.

- To balance airport access opportunities for existing and new airlines.

- To provide flexibility for the industry to respond to regulatory and changing market conditions, as well as changing consumer demand.

- To minimize congestion and delays

5. Slot Conference - Venues and update

5.1 145th Slot Conference

November 12 – 15, 2019

Brisbane Convention & Exhibition Centre (BCEC)

Brisbane, Australia

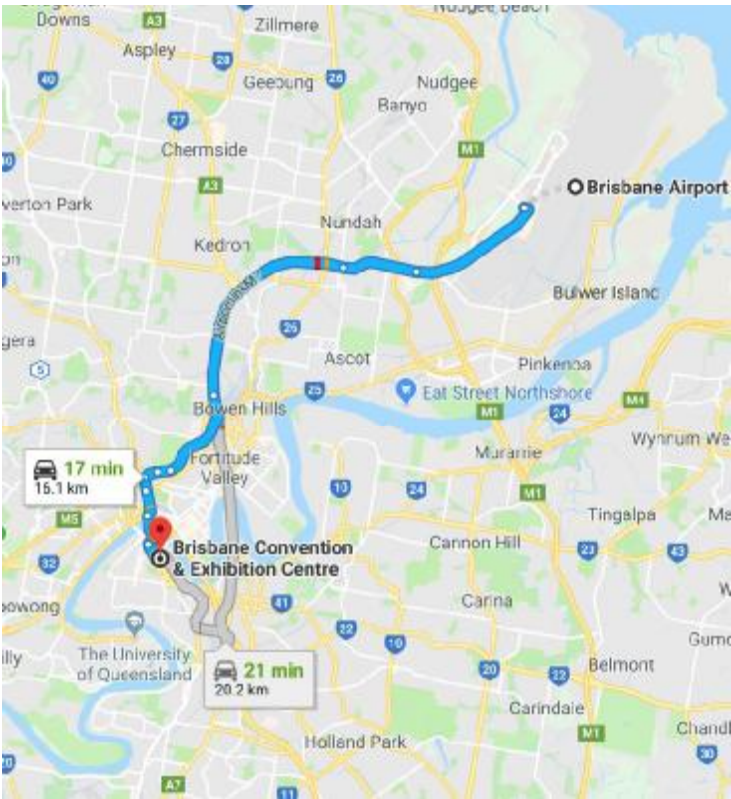# 5.1 SC145 Location

Brisbane Convention & Exhibition Centre

20 Minutes from BNE (Brisbane Airport)

5.1 SC145 Hotels

Rydges South Bank
$255 AUD
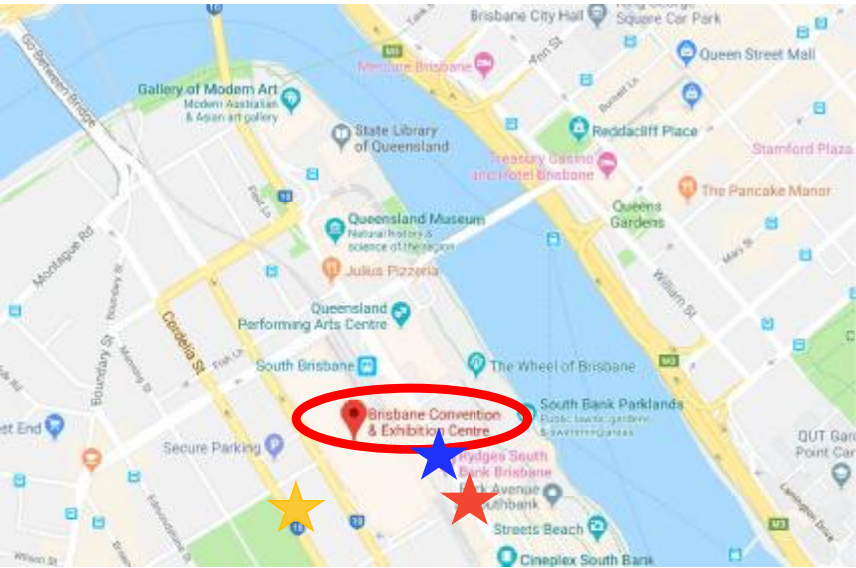($177 USD)

Novotel South Bank
$245 AUD
($170 USD)

Mantra South Bank Hotel
$239 AUD($166 USD) Studio Apartment
$299 AUD ($207 USD) 1 Bedroom apt.

Included: Wi-Fi in room & GST
Not included: Breakfast

5.1 SC145 Hotels

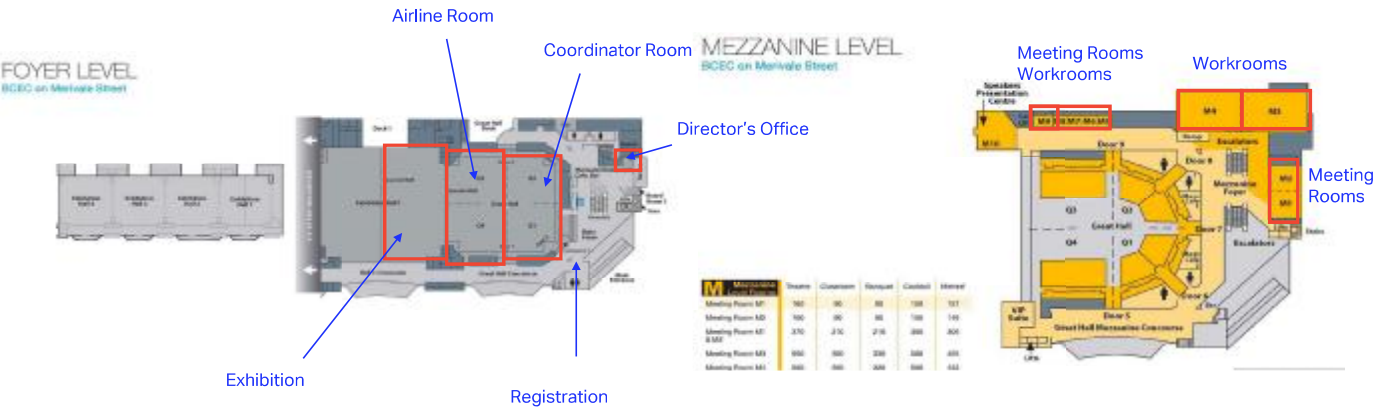

⭐ Novotel South Bank
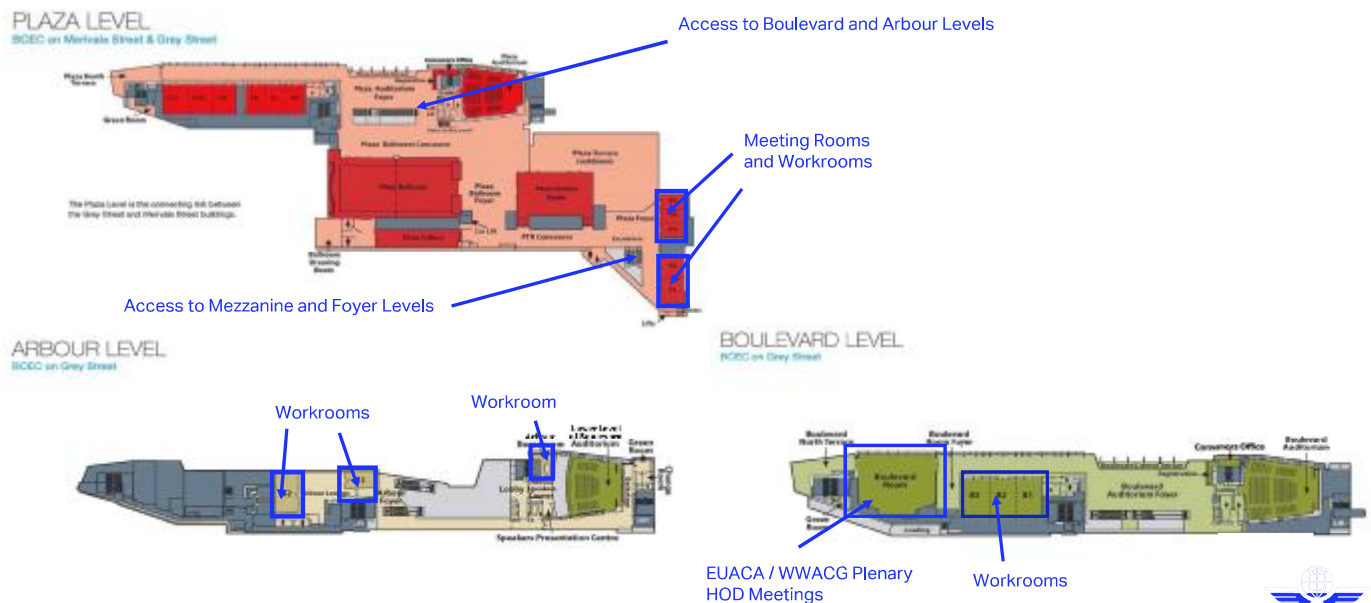
⭐ Mantra Hotel

⭐ Rydges South Bank

5.1 SC145 BCEC

5.1 SC145 Floorplan

Sky (Grey Street)

South Bank Precinct

Workrooms — Plaza (Grey Street)

Workrooms — Concord (Grey Street)

Workrooms and meeting rooms — Boulevard (Grey Street)

Arbour (Grey Street)

Ground (Grey Street)

CBD

River

Plaza Level Centre

Train

Bus

Melbourne St

Merivale St

West End

Plaza (Merivale Street) — Workrooms and meeting rooms

Mezzanine (Merivale Street) — Workrooms and meeting rooms

Foyer (Merivale Street) — Exhibition, Airline & Coordinator room

Lower Foyer (Merivale Street)

Parking

Exhibition (Merivale Street)

Parking

5.1 SC145 Floorplan

FOYER LEVEL
BCEC on Merivale Street

Airline Room

Coordinator Room

Director's Office

Exhibition

Registration

MEZZANINE LEVEL
BCEC on Merivale Street

Meeting Rooms
Workrooms

Workrooms

Meeting Rooms

5.1 SC145 Floorplan

PLAZA LEVEL
BCEC on Merivale Street & Grey Street

Access to Boulevard and Arbour Levels

Meeting Rooms and Workrooms

Access to Mezzanine and Foyer Levels

ARBOUR LEVEL
BCEC on Grey Street

Workrooms

Workroom

BOULEVARD LEVEL
BCEC on Grey Street

EUACA / WWACG Plenary
HOD Meetings

Workrooms

5.2 146th Slot Conference

June 16 – 18, 2020
Palais de Congres de Montreal
Montreal, Canada

5.2 SC146 Location

Palais de Congres de Montreal

25-35 Minutes from YUL (Montreal Airport)
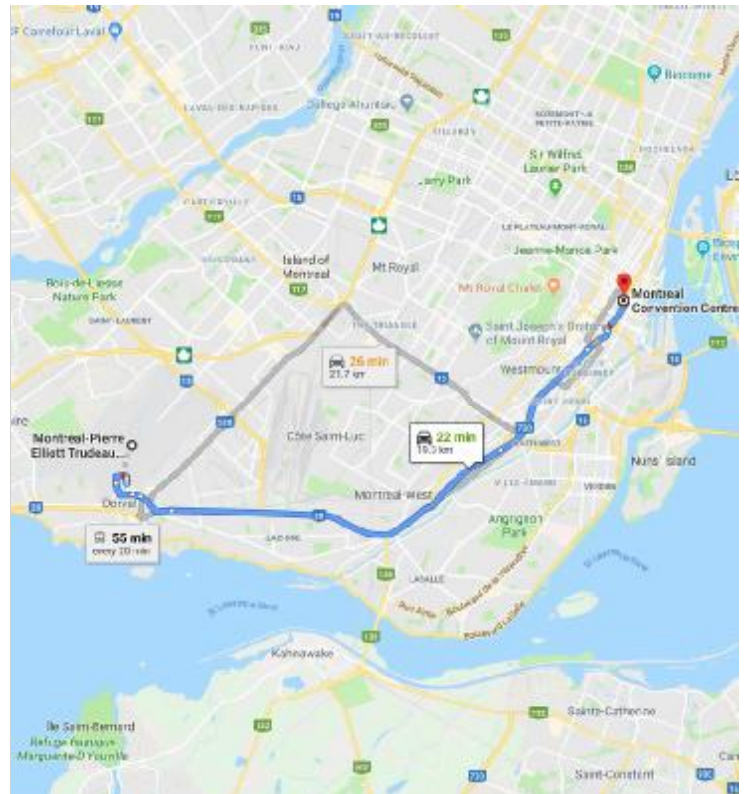
5.2 SC146 Hotels

Le Westin Montreal
$329 CAD
($247 USD)

InterContinental Montreal
$329 CAD
($247 USD)

Holiday Inn Montreal
$289 CAD
($217 USD)

Included: Wi-Fi in room
Not included: Breakfast & 18.48% city & government taxes

5.2 SC146 Hotels
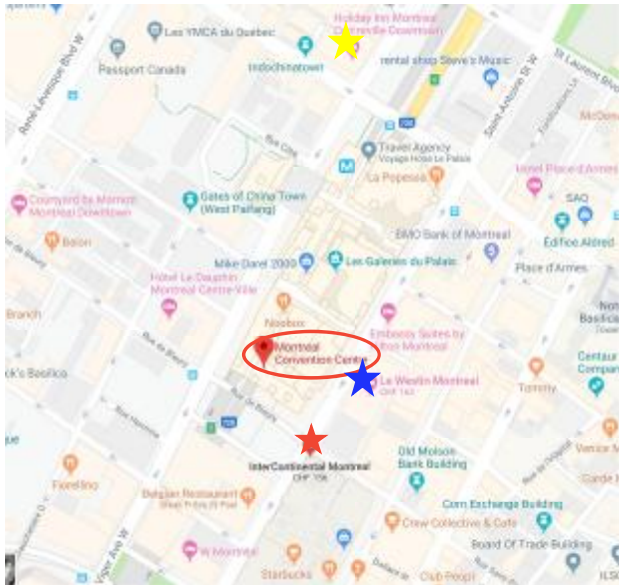
⭐ (blue) Le Westin Montreal

⭐ (red) InterContinental Montreal

⭐ (yellow) Holiday Inn Montreal

Many additional options within walking distance

5.2 SC146 Palais de congres de Montreal

5.2 SC146 Floorplan

Airline Room &
Coordinator Room

Exhibition & Catering

Meeting space over two
consecutive levels.

Coordinator room, Airline
room and Exhibition on
the same level.

Both levels connected
directly by escalators
and lifts.

5.2 SC146 Floorplan

Industry meetings on Mon.
HOD, APACA & EUACA meetings
on Tue & Thu

Workrooms

Training course, SISC &
Workrooms

WWACG meeting

Workrooms

Workrooms

Directors office &
Event office

SPWG & JSAG
and workrooms

5.3 Slot Conference update

Delegate registration fee:

- Budget for 100 USD pp / SC

Lunches:

- A light buffet style lunch is provided Tue – Thu 12:00 - 13:30 in the main Exhibition hall free of charge to all attendees.

Post Conference Survey:

- We encourage all delegates to give us their feedback on the event

6. JSAG Update

JSAG – who we are?

Paul Petrykowycz **(Chair)**	Qantas	Eric Herbane **(Vice Chair)**	COHOR
Jennifer Sayre	Delta airlines	Fred Wister	Airport Coordination Norway
Takayuki Asai	ANA	Hiroki Takeda	Japan Slot Coordination
Michele Boyce	United Airlines	Petra Popovac	Airport Coordination Australia
Chris Carter	British Airways	Wolfgang Gallistl	Schedule Coordination Austria
Bert Imminga	KLM	Brian Meehan	US-FAA Coordination
Stephen Milstrey	HK Express	*Birgit Krenzin*	*FLUKO Germany*
		John Middleton	IATA Legal Dep.
		Arantza Mendicoa	IATA Worldwide Airport Slots
		Philip Ireland	IATA Worldwide Airport Slots
		Dimiter Zahariev	IATA Worldwide Airport Slots
		Lara Maughan	IATA Worldwide Airport Slots

6.Report from JSAG/62 meeting

Technical Matters

WSG Changes

SSIM Chapter 6&7 and SXSG

Global Matters

New WSG governance

ICAO Assembly

WSG strategic review

Regional Matters

EU regulation – potential revision

Waivers

Country Matters

UK slots consultation
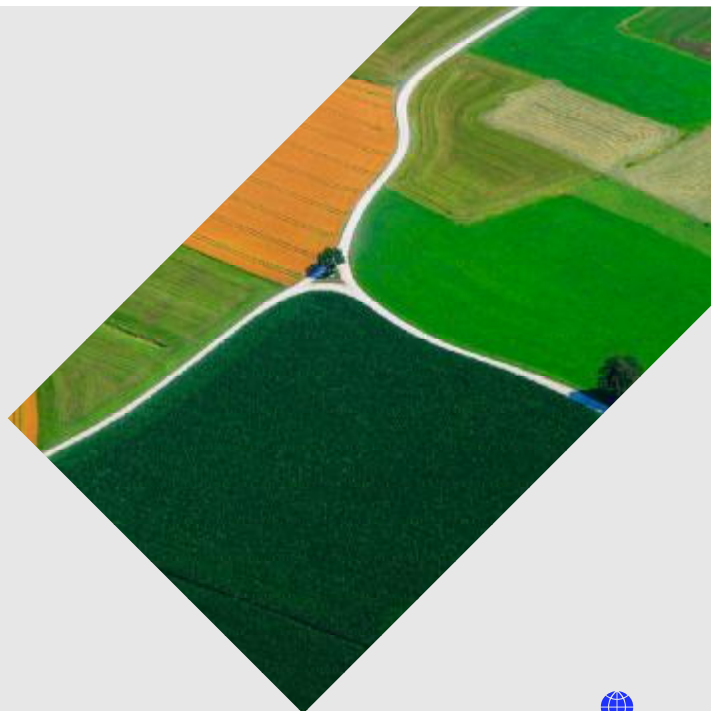
Series Return Deadline – 15 July 2019

6.2 SC Workshops

- Single African Aviation Transport Market
- Tokyo Olympics
- Brisbane - new runway
- European Football championship

7. Any Other Business

7.1 Cape Town 2019 survey

7.2 Questions and comments

Thank you

Asia/Pacific Airport Coordinators Association (APACA)

18th Meeting of APACA

17:00 - 18:00
18 June (Tuesday), 2019
Room: "Roof Terrace" meeting room, on the Level 2, Second Floor
Cape Town International Convention Center (CTICC)
Cape Town, South Africa

AGENDA

1. Approval of Minutes of 17th meeting held on 13 November (Tuesday), 2018 at "Frankfurt", on the Ground Floor, Madrid Marriott Auditorium Hotel & Conference Center, Spain

2. WSG Modification (WSG 10th Edition)

3. WSG New Governance (Worldwide Airport Slot Board)

4. WWACG Membership

5. Independence and Transparency of Coordinators

6. Any Other Business

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 2

WSG Modification (WSG 10th Edition)

18th APACA meeting
18 June, 2019
Cape Town, South Africa

Slot Allocation with Current WSG

8.3.2 Historic Slots

 -The first priority of slot allocation is historic slots.

8.3.3 Changes to Historic Slots

 -Changes to a historic slot should have priority over new requests for the same slot within the capacity available.

8.3.4 Slot Pool

 - Once historic slots and changes to historic slots have been allocated, the coordinator will establish a slot pool, including any newly created slots.

 - Slots available in the pool are allocated to airlines requesting a slot, using the criteria set out in 8.3.5, 8.3.6 and 8.4 below.

8.3.5 New Entrants

 - Only airlines are eligible for new entrant status.

 - 50% of the slots contained in the pool at initial slot allocation must be allocated to new entrants, unless requests by new entrants are less than 50%. The coordinator will treat requests of new entrants and other airlines fairly, in accordance with the coordination parameters across the day.

8.3.6 Introduction of Year Round Operations

 -Within each category (changes to historic slots, allocations to new entrants and other allocations from the slot pool), a request to extend an existing operation to operate on a year round basis should have priority over a new slot request.

8.4 ADDITIONAL CRITERIA FOR INITIAL SLOT ALLOCATION

 - When slots cannot be allocated using the primary criteria as set out in 8.3 above, consideration should be given to the following factors:

 a) Effective Period of Operation: b) Type of Service and Market: c) Competition: d) Curfews:
 e) Requirements of the Travelling Public and Other Users: f) Frequency of Operation: g) Local Guidelines:

3

Request Distribution at Initial Submission
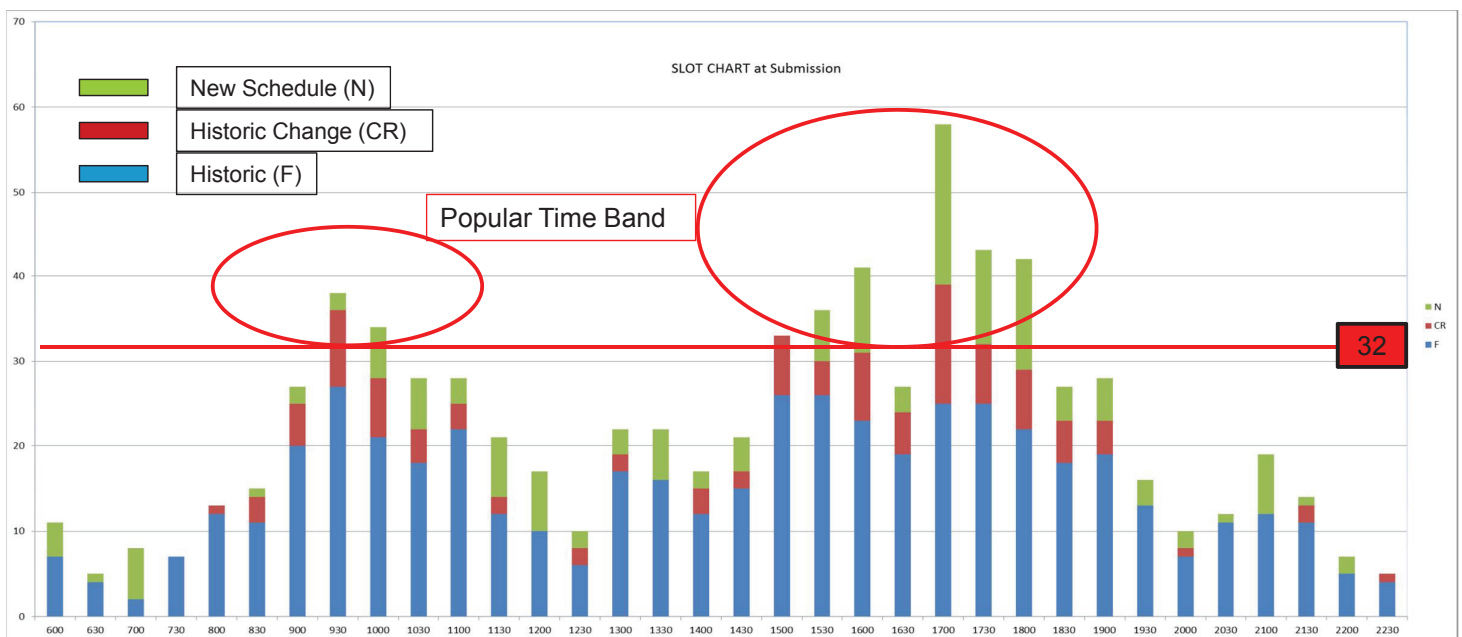
The maximum movement per 30 minutes is 32.
Time band from 9:30 to 10:00 is the popular time band in the morning.
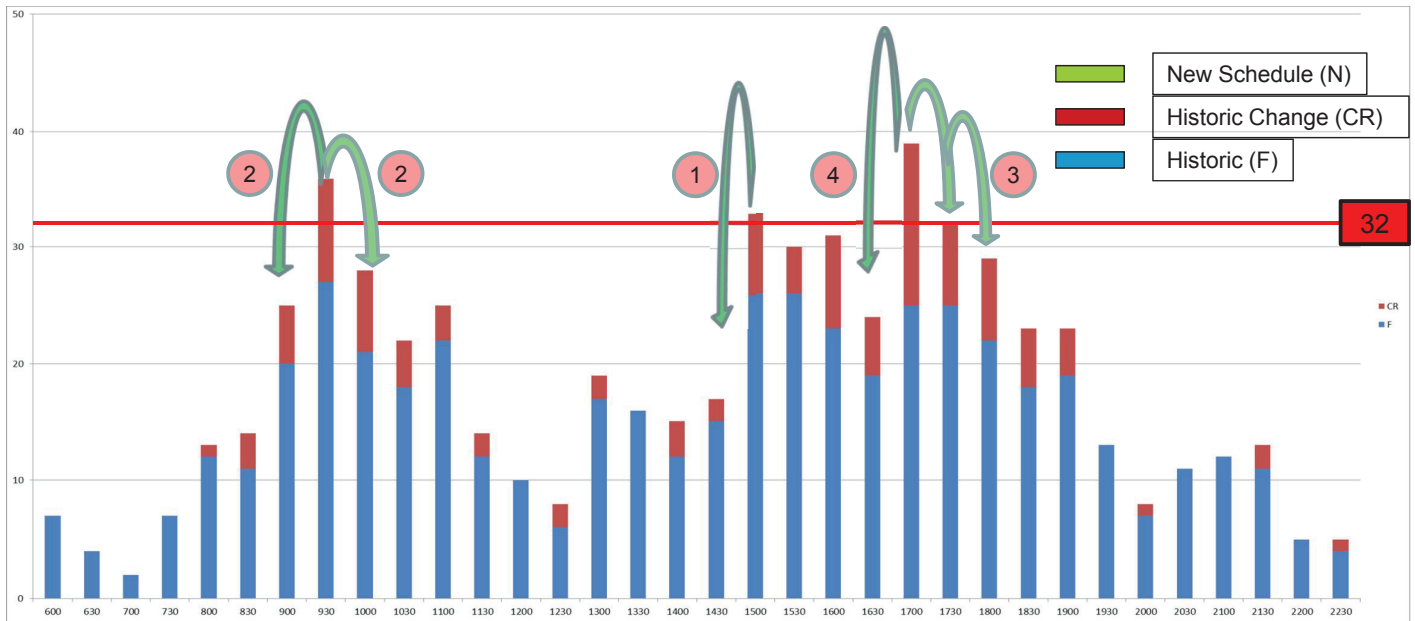Time band from 15:00 to 18:00 is the popular time band in the afternoon.

4

First Step of Slot Allocation

2 | The number of slots moved

New Schedule will be taken out.
1st Priority is "Historic Slots (F)"
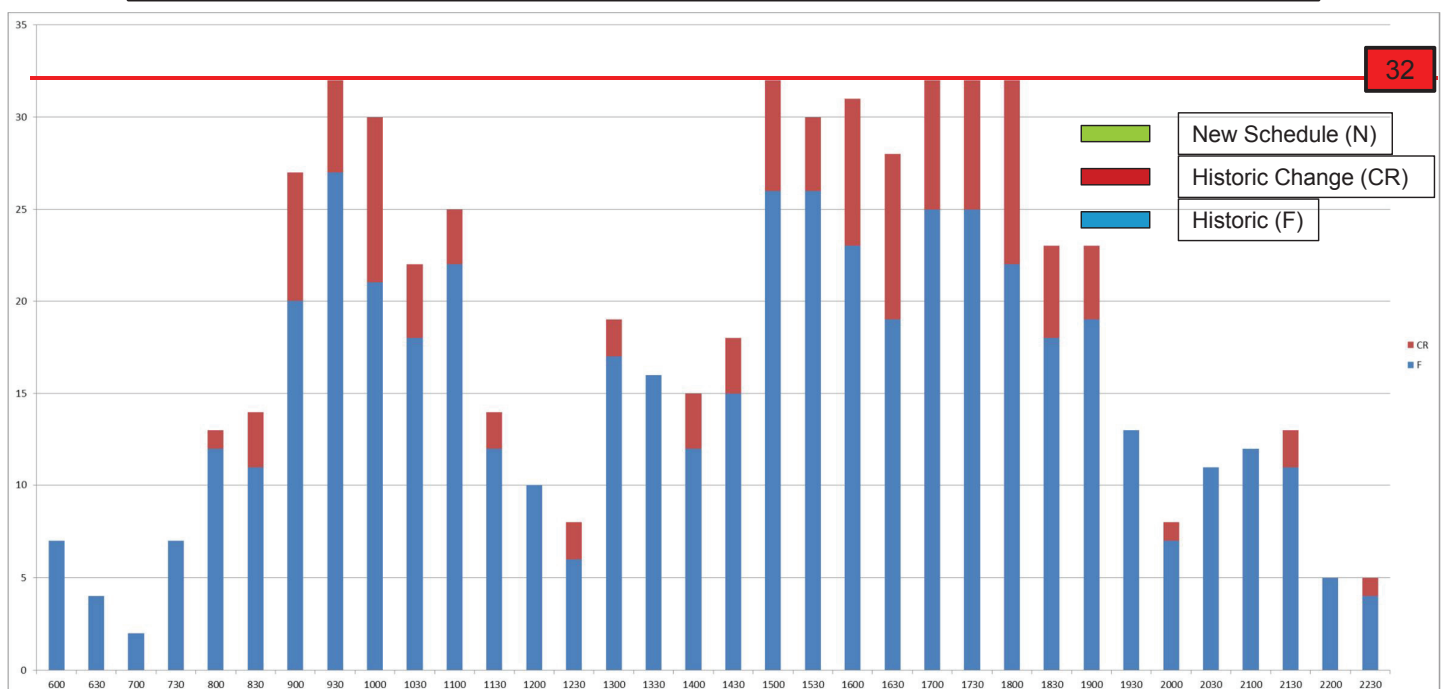2nd Priority is "Changes to Historic Slots (CR)"

The number of slots overflown will be shifted to the next time band.
Whether to move forward or backward is based on the time where they were in (historic slots).
If the next time band is already full, then the nearest time band will be selected.

5

The result of First Step of Slot Allocation

At 9:30, 15:00, 17:00,17:30, 18:00;
They are full with "Historic Slots (F)" and "Changes to Historic Slots (CR)"
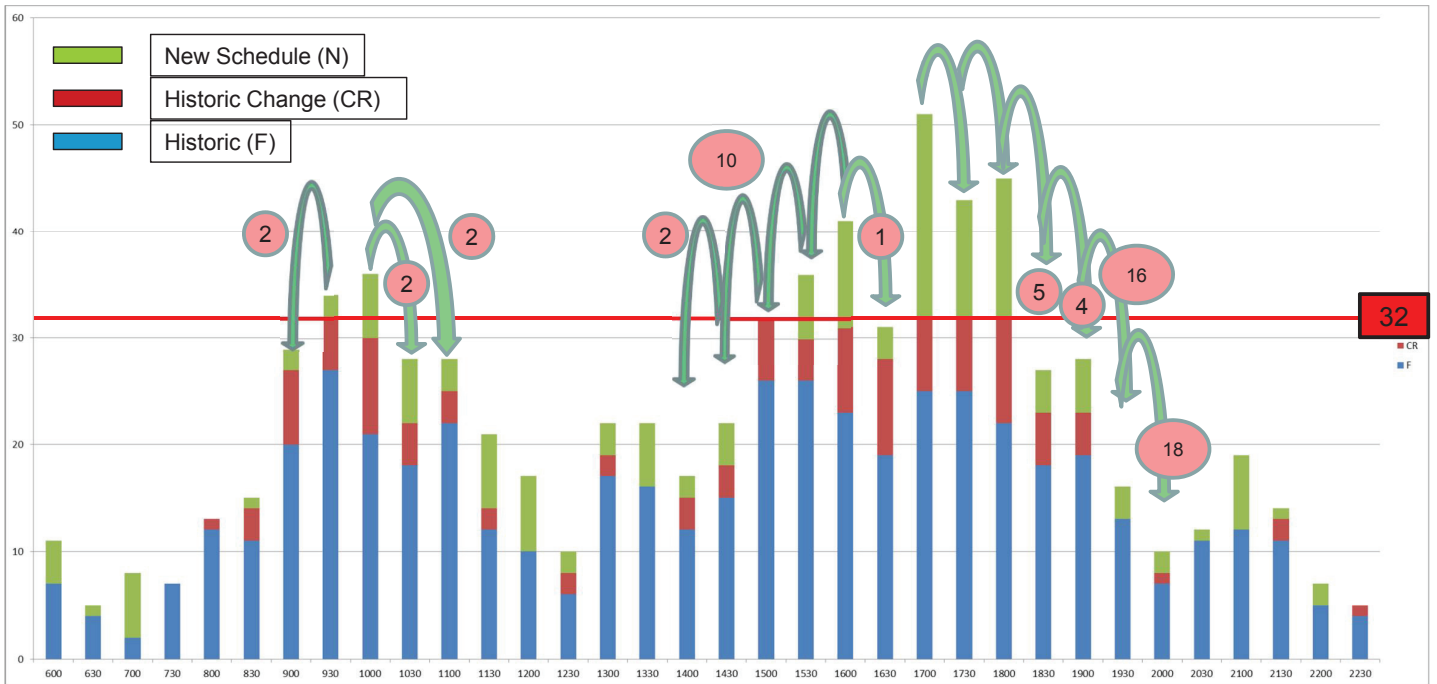

Once the "Historic Slots" and "Changes to Historic Slots" are settled within the
maximum movement, then "New Schedule" from Slot Pool will be allocated.

6

Second Step of Slot Allocation

2 — The number of slots moved

3rd Priority is "New Schedule (N)" from Slot Pool

Legend:
- New Schedule (N)
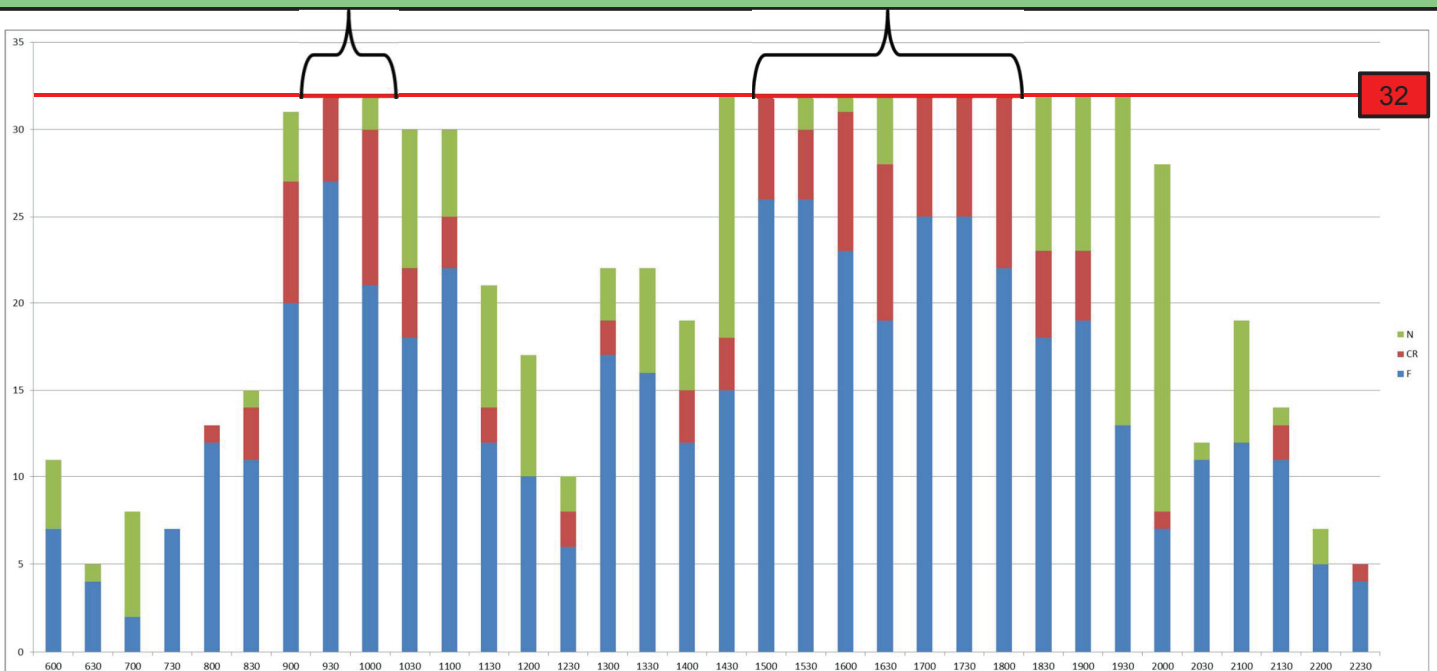- Historic Change (CR)
- Historic (F)

"New Schedule" from Slot Pool will be allocated based on the priority of WSG.

The Result of Second Step of Slot Allocation

At 10:00, 14:30, 15:30, 16:00, 16:30, 18:30, 19:00, 19:30;
They are full with "Historic Slots (F)", "Changes to Historic Slots (CR)" and "New Schedule (N)"

The priority in New Schedule (Slot Pool) is the New Entrant (8.3.5), Year Round Operations (8.3.6) and additional criteria (8.4) in WSG.
Now, everybody is happy with this initial slot allocation.

Slot Allocation with Revised WSG To be effective for W2020

Primary Criteria for Initial Slot Allocation with New WSG (1)

8.3.2 Historic Slots

-The first priority of slot allocation is historic slots requested as unchanged or with changes that do not impact the coordination parameters (for example, a change in flight number). These slot requests are referred to herein as unchanged historic slots. For changes to historic slots that impact the coordination parameters (for example, a change in timing), airlines and other aircraft operators should clearly indicate the range of flexibility they are prepared to accept (if any) using the appropriate industry codes and format in their submission. For any requested changes that cannot be allocated within the applicable flexibility range, the coordinator should reallocate the unchanged historic slots to the airline or other aircraft operator concerned.

8.3.3 Slot Pool

-Once unchanged historic slots have been allocated, the coordinator will establish a slot pool, including any newly created slots.

-The coordinator will treat new entrant requests, non new entrant requests, and requests for changes to historic slots holistically and fairly across the day, using primary and, if necessary, additional criteria for initial slot allocation set forth in these guidelines.

-50% of the slots contained in the pool at initial slot allocation must be allocated to new entrant requests in accordance with 8.3.4 below, unless new entrant requests are less than 50%. Similarly, 50% of the slots contained in the pool at initial slot allocation must be allocated to non-new-entrant requests, unless such requests are less than 50%.

-Where this 50/50 balance is not achievable in a single season (for example, where there is a very limited number of slots available in the pool), the coordinator should correct this imbalance over the next equivalent season (or seasons, if that is not possible) to ensure that the pool is allocated equitably to both new entrants and non-new new-entrants.

8.3.4 New Entrants
- Only airlines are eligible for new entrant status.
- A new entrant that has been offered slots within one hour before or after the time requested, but does not accept this offer by the end of the first day of the SC, will not retain new entrant status for that season.
- If a new entrant is dissatisfied with the response from the coordinator to its slot request, then it may ask for meeting of the Coordination Committee to seek to resolve the situation.

8.3.5 Introduction of Year Year-Round Operations
- Within each category (new entrant requests, non-new-entrant requests, and requests for changes to historic slots), a request to extend an existing operation to operate on a year-round basis should have priority over a new slot request.
- In evaluating whether the year-round priority applies, coordinators should allow flexibility on timings to cater for the differing requirements of short- and long -haul services.

8.4 ADDITIONAL CRITERIA FOR INITIAL SLOT ALLOCATION
- When slots cannot be allocated using the primary criteria as set out in 8.3 above, consideration should be given to the following factors (in no particular order):

a) Effective Period of Operation: b) Curfews: *c) Time Spent on Waitlist: d) Type of Service and Market:
e) Competition: f) Requirements of the Travelling Public and Other Users: g) Frequency of Operation:
h) Local Guidelines:
*c) will be effective from 1 August, 2019

11. TERMS AND ABBREVIATIONS
New Entrant: an airline requesting a series of slots at an airport on any day where, if the airline's request were accepted, it would hold fewer than 7 slots at that airport on that day. In other words, an airline could schedule 3 rotations per day (3 arrivals and 3 departures, requiring 6 slots) as a new entrant.
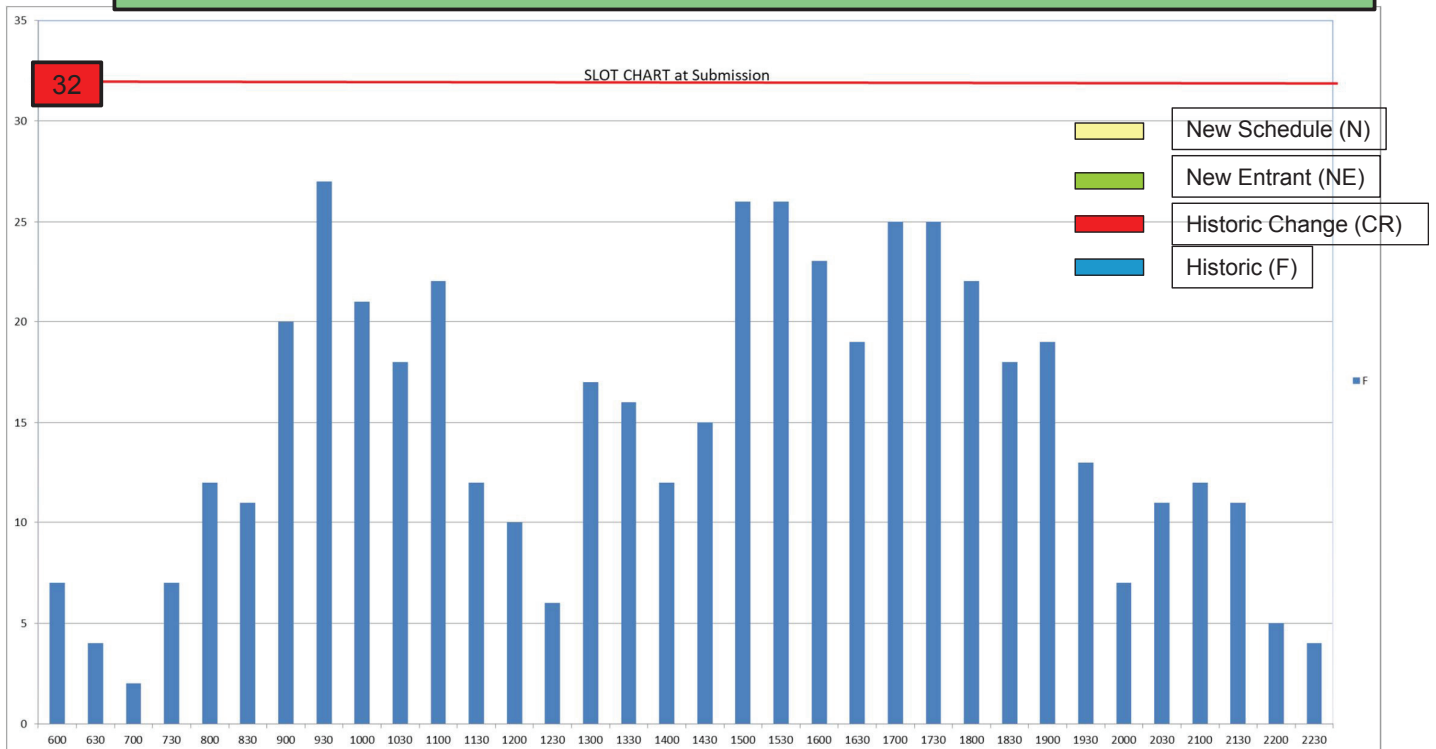
11

Request Distribution at Initial Submission

New Schedule (N)	10%
New Entrant (NE)	5%
Histric Change (CR)	15%
Histric (F)	70%
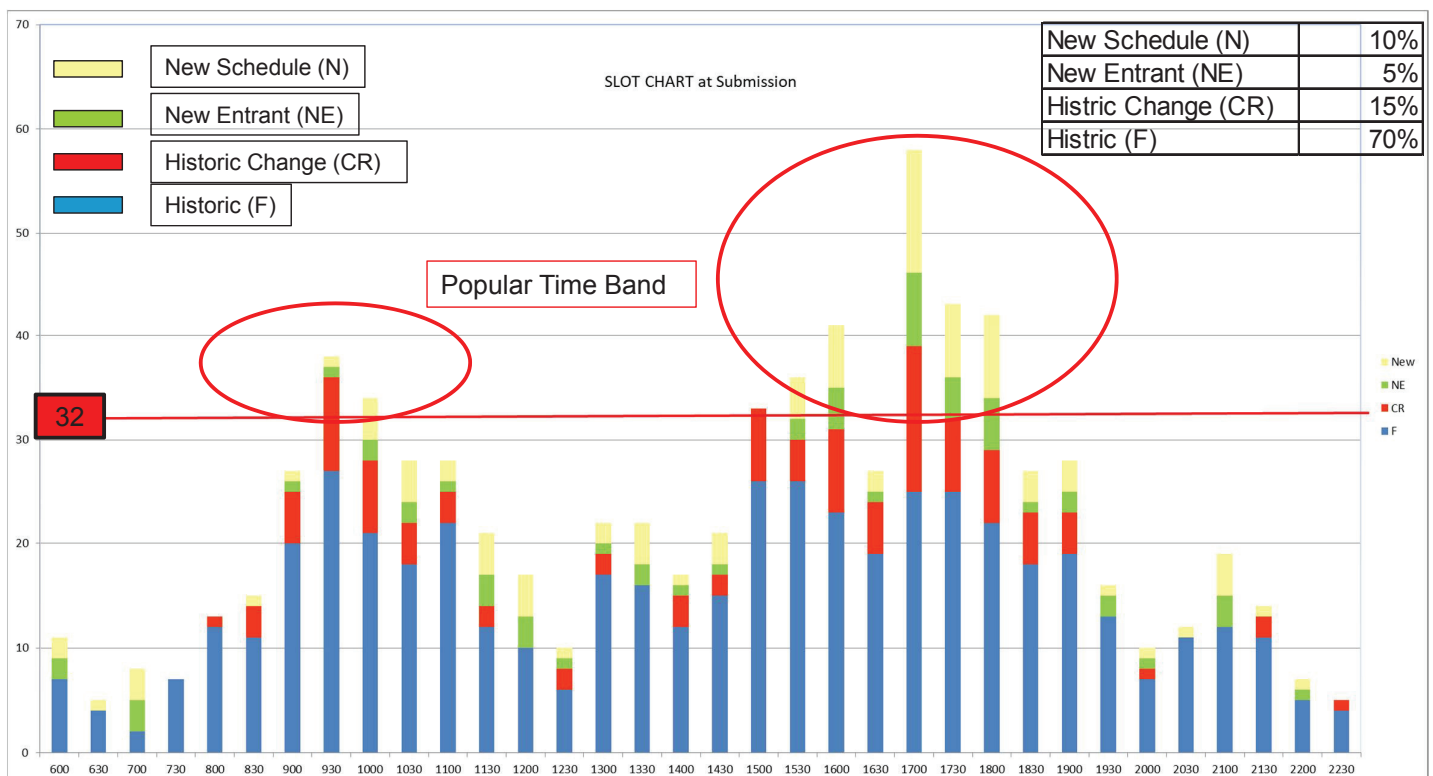
First Step of Slot Allocation

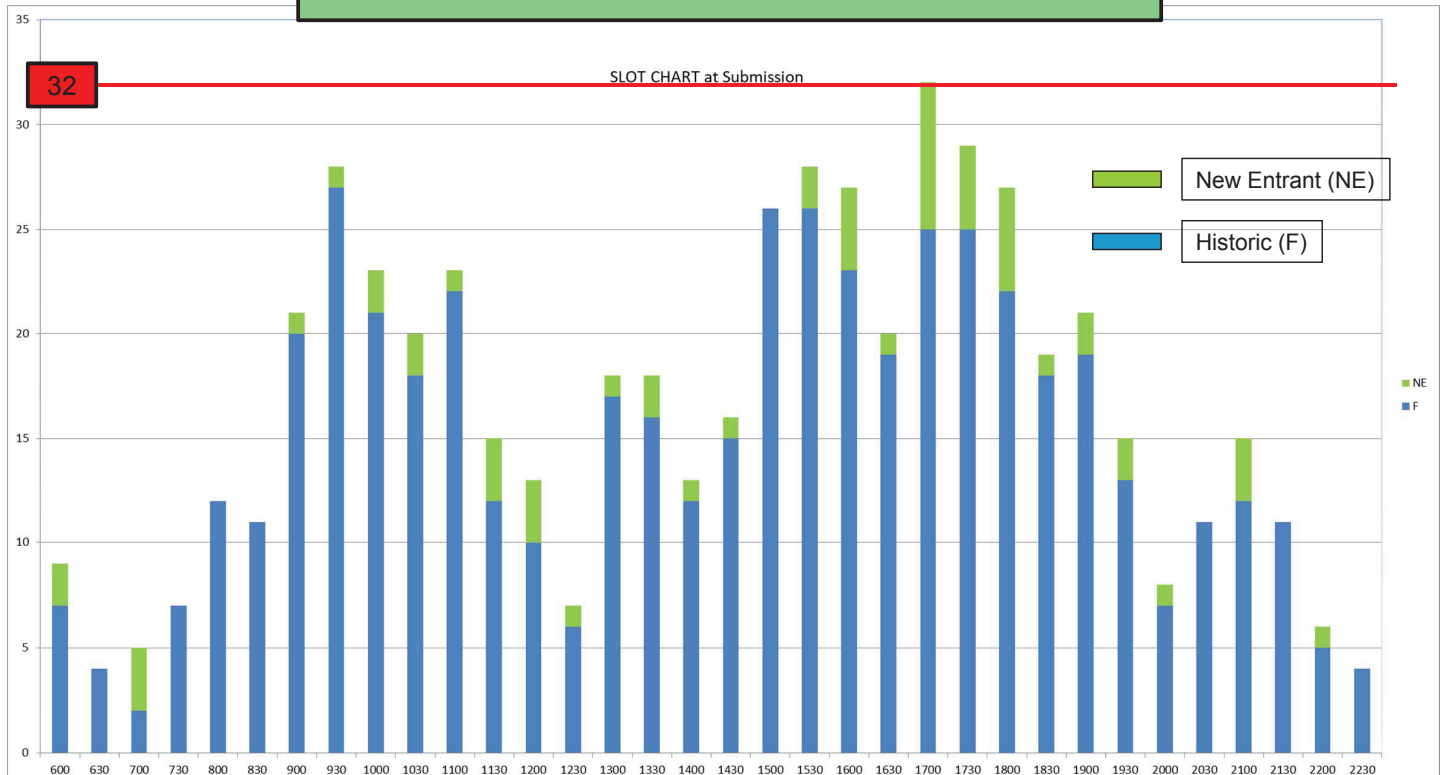New Schedule(N), New Entrant (NE) and Historic Change (CR) will be taken out.
1st Priority is "Historic Slots (F)".

SLOT CHART at Submission

Legend:
- New Schedule (N)
- New Entrant (NE)
- Historic Change (CR)
- Historic (F)

13

Second Step of Slot Allocation

2nd "New Entrant (NE)" will be added from Slot Pool.

SLOT CHART at Submission

Legend:
- New Entrant (NE)
- Historic (F)

14

Third Step of Slot Allocation

3rd "New Schedule (N)" will be added from Slot Pool.

SLOT CHART at Submission

The number of slots moved

Legend:
- New Schedule (N)
- New Entrant (NE)
- Historic (F)
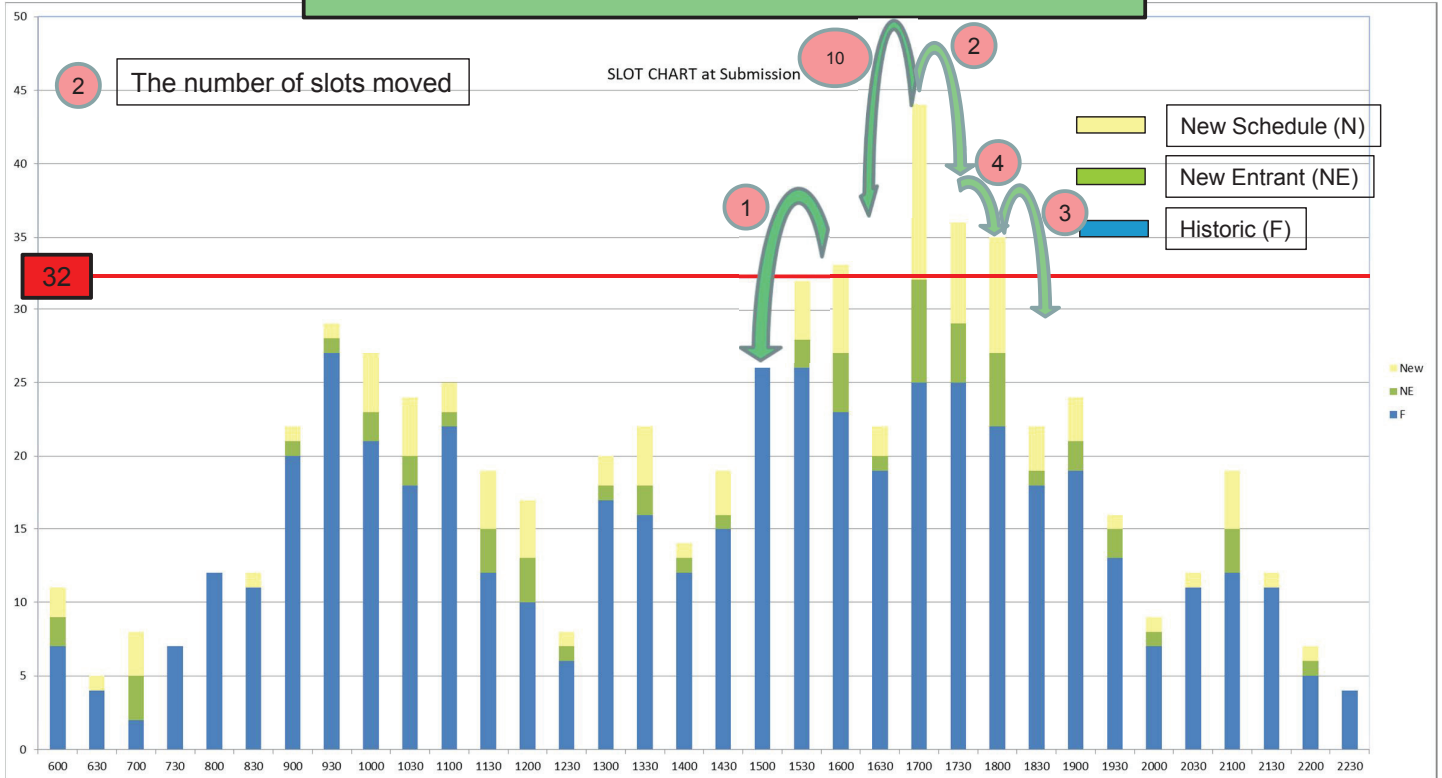
Forth Step of Slot Allocation

4th "New Schedule (N)" will be allocated.

Legend:
- New Schedule (N)
- New Entrant (NE)
- Historic (F)
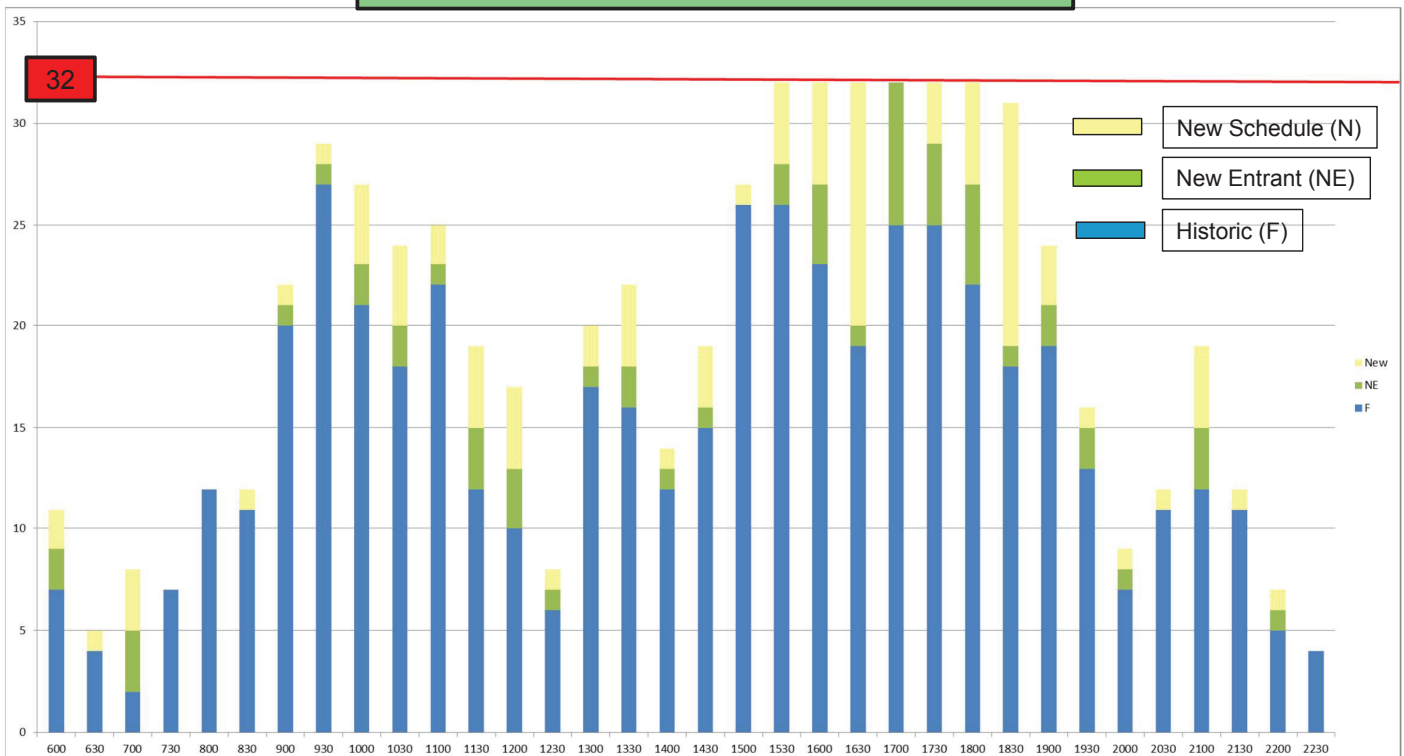
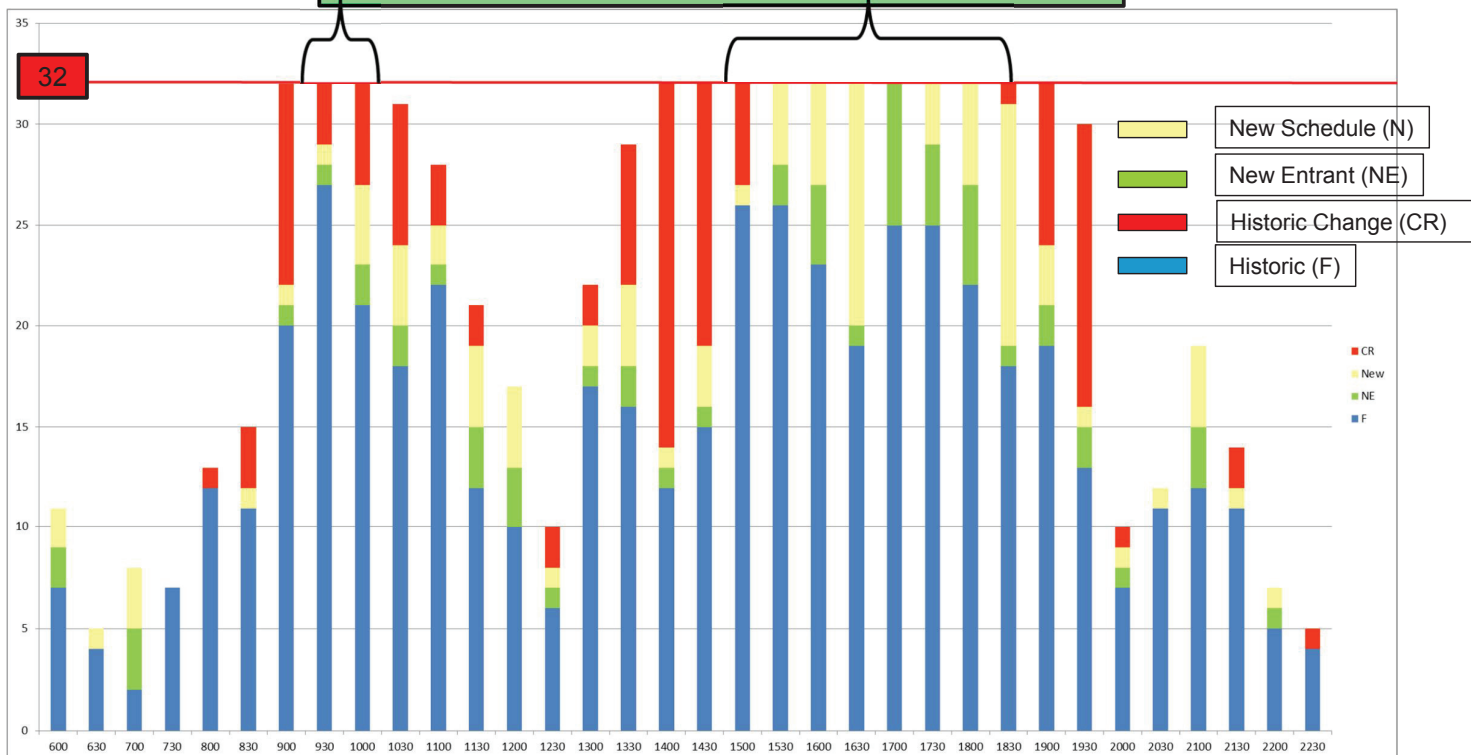# Fifth Step of Slot Allocation

5th "Historic Change (CR)" will be added from Slot Pool.
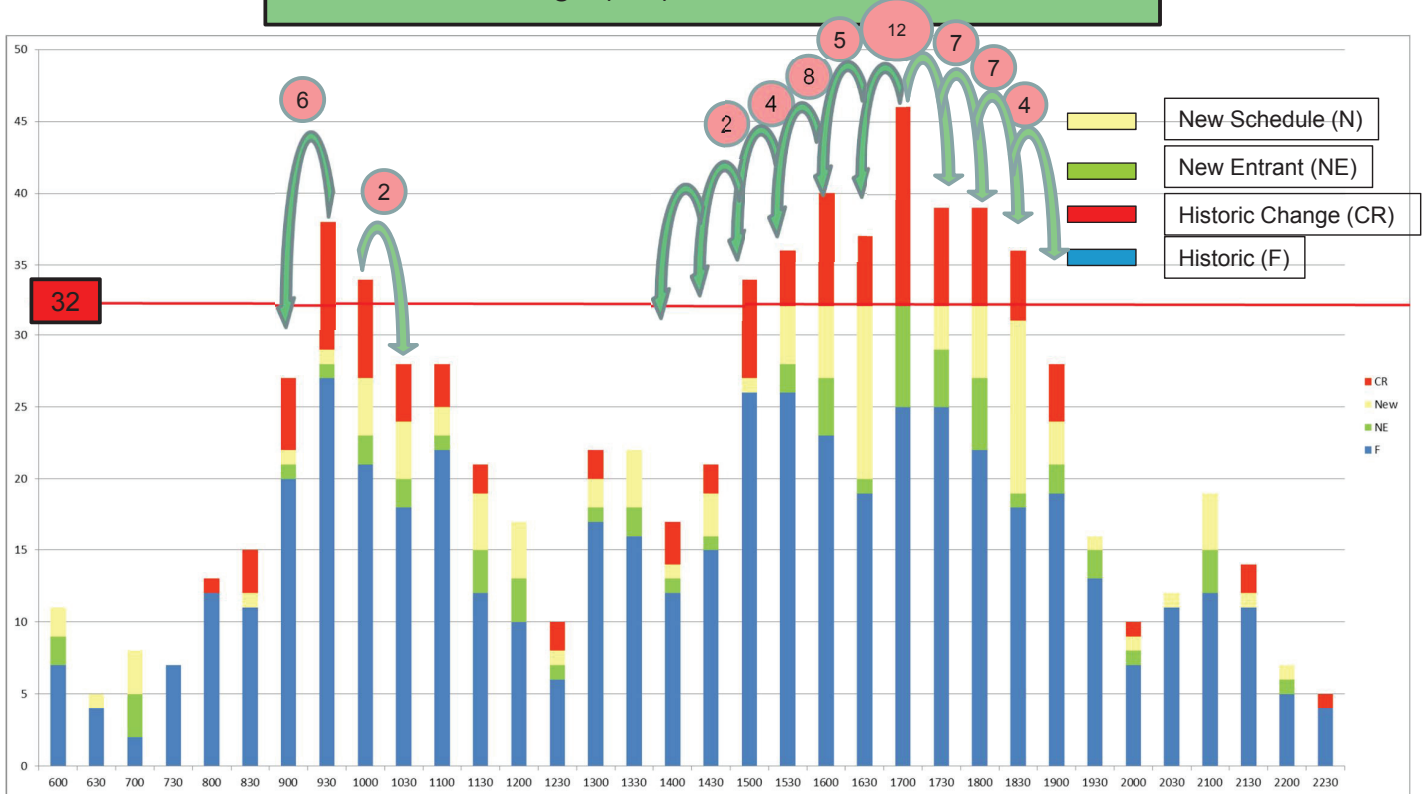
17

Sixth Step of Slot Allocation

6th "Historic Change (CR)" will be allocated.

This is the end of slot allocation if the historic change requests don't indicate the flexibility range.

Seventh Step of Slot Allocation
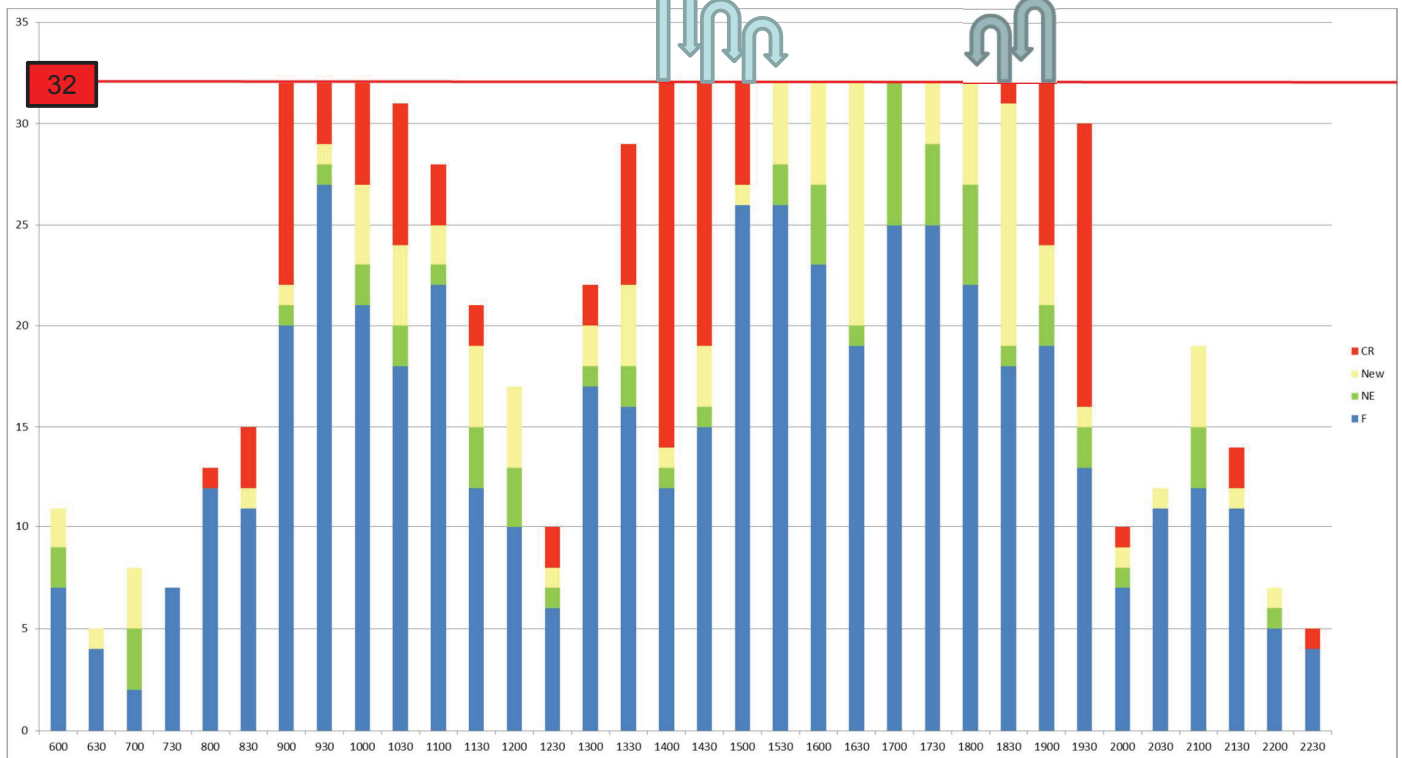
If the historic change requests indicate the flexibility range and allocated slots don't satisfy this flexibility range, then they will go back to unchanged historic slots. The reallocation of new entrant, non-new entrant requests will start again.

Another Option of Slot Allocation (1)

1st After unchanged historic slots are allocated, slot pool at each time range will be reserved in advance for New Entrant, Non-New Entrant and Historic Change in proportion to the requested share.

SLOT CHART at Submission

Reserved New Schedule (N)

Reserved New Entrant (NE)

Reserved Historic Change (CR)

Historic (F)

20

Another Option of Slot Allocation (2)

SLOT CHART at Submission

New Schedule (N)
New Entrant (NE)
Historic Change (CR)
Historic (F)
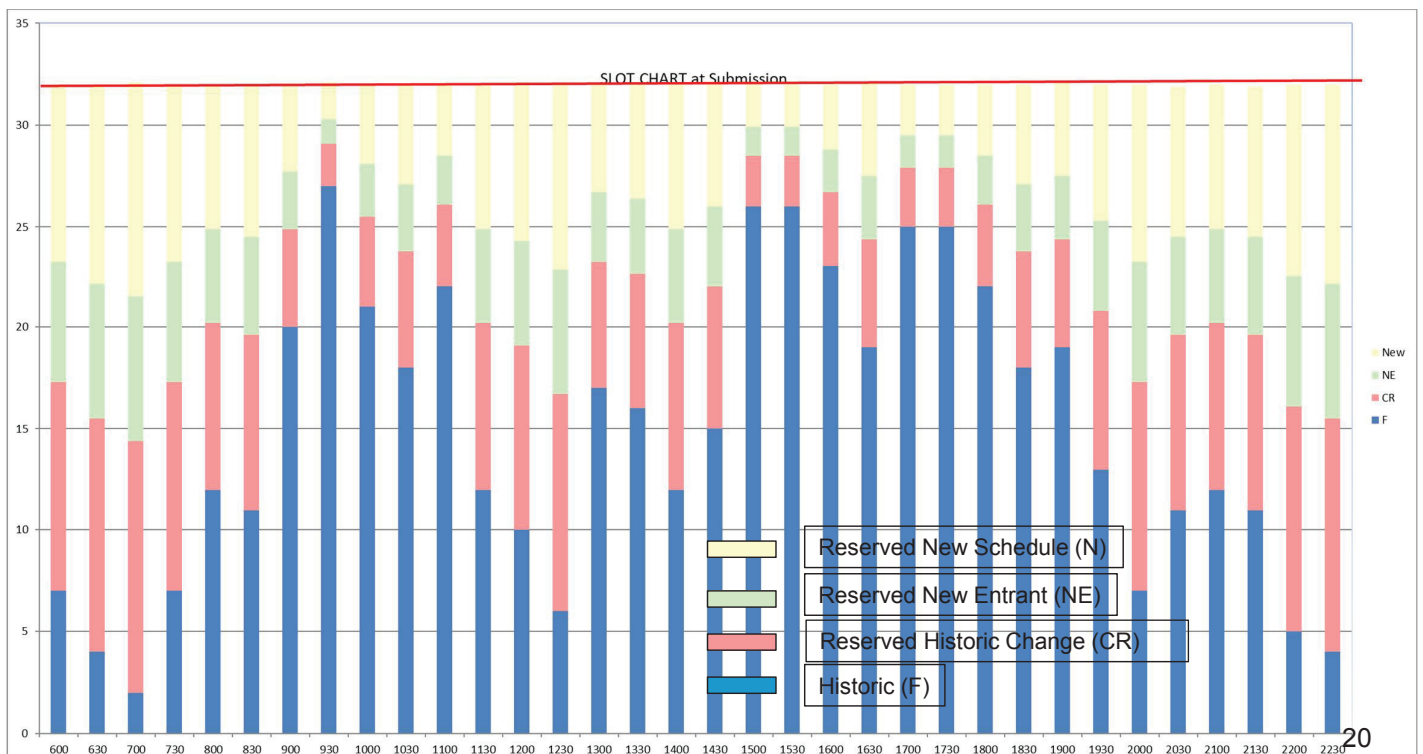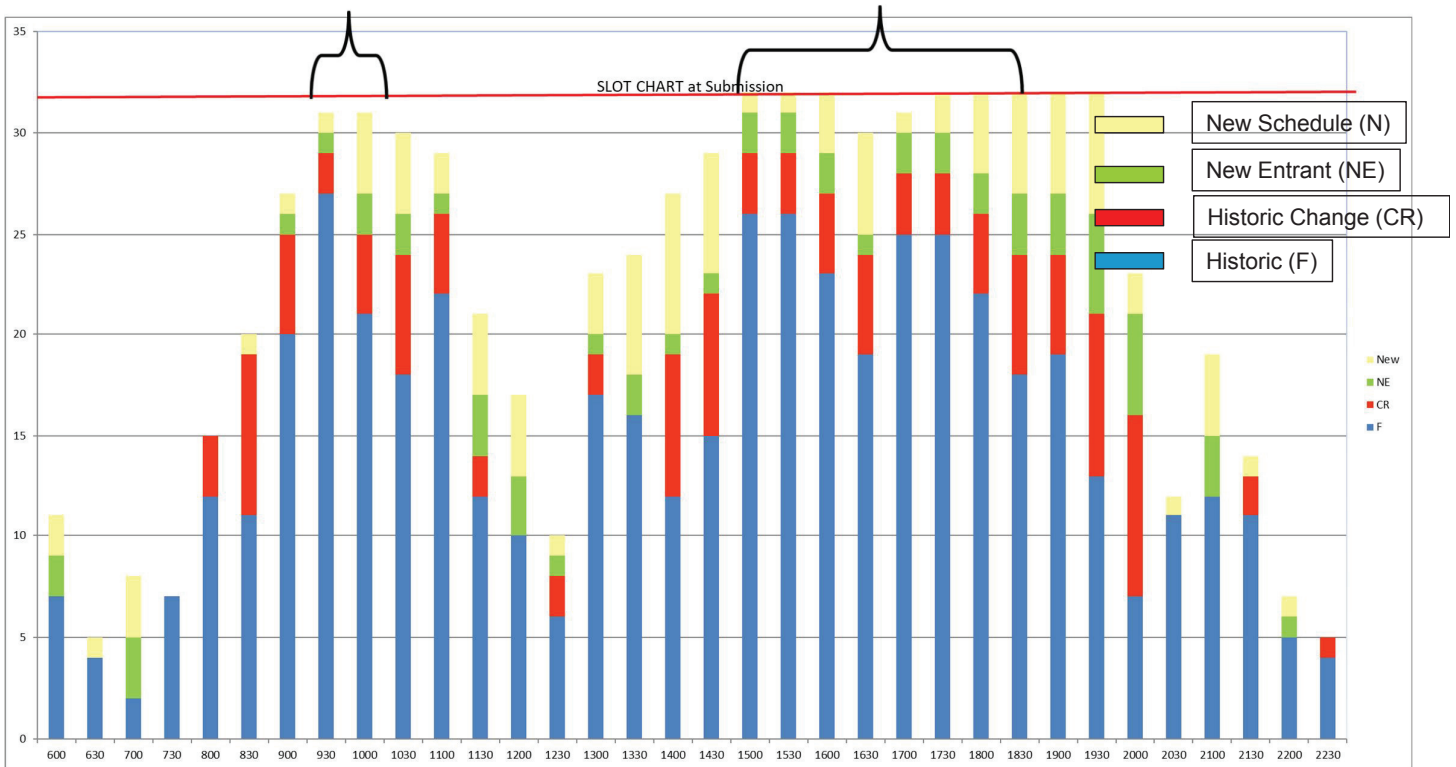
Though JSC does not figure out exactly how to allocate those slots, it seems the allocation of New Entrant, non-New Entrant and Historic Change is balanced.

9. SLOT MONITORING

9.1. WHAT IS SLOT MONITORING?

9.1.1. Slot monitoring is the continuous process of reconciling the operations of airlines and other aircraft operators to the slots allocated by the coordinator at a Level 3 airport. This is one of the methods available to ensure the most efficient use of airport infrastructure.

9.1.2. There are two phases of slot monitoring: pre-operation and post-operation analysis.

  a) Pre-operation analysis is a recommended process that will help identify and prevent potential slot misuse prior to the day of operation.

  b) Post-operation analysis will help determine whether misuse of slots has occurred and whether airlines achieve historic precedence for the following equivalent season.

9.1.3. **Role of the Airline or Other Aircraft Operator**: Airlines and other aircraft operators must ensure that their operations at a Level 3 airport are in accordance with the slots allocated to them, and that the necessary slot adjustments are requested in a timely manner. They should also review their own performance and identify corrective actions where necessary, prior to intervention from coordinators. When the coordinator notifies the airline or other aircraft operator of potential misuse, the airline or other aircraft operator must respond in a timely manner and, if appropriate, take corrective action as soon as is practicable.

9.1.4. **Role of the Airport Managing Body**: The airport managing body shall provide, in a timely manner, all of the information and data necessary for the coordinator to perform required slot monitoring duties. It should also monitor the overall performance of the airport and should highlight any potential misuse of slots to the coordinator.

9.1.5. **Role of the Coordinator**: Coordinators shall perform slot monitoring, warn of discrepancies and request corrective actions, and record misuse of slots. Only coordinators shall communicate apparent misuse of slots to airlines and other aircraft operators. Coordinators shall also share relevant information with the airport managing body, as well as with all other stakeholders (ideally through the Slot Performance Committee).

9.1.6. **Role of the Coordination Committee**: The Coordination Committee may advise the coordinator on matters relating to the monitoring and misuse of slots. A Slot Performance Committee, a possible sub-group of the Coordination Committee, may be established to perform this role. This is discussed in more detail below.

9.2. KEY PRINCIPLES OF SLOT MONITORING

9.2.1.   The key principles of slot monitoring are as follows:

a) Slot monitoring is intended to:

   i.   Ensure that operations at a Level 3 airport are in accordance with the slots as allocated;

   ii.   Ensure that slots are used in line with the Use It or Lose It rule;

   iii.   Help ensure scarce capacity is not wasted;

   iv.   Help ensure the smooth operation of airports for all stakeholders; and

   v.   Prevent the misuse of slots.

b) Slot monitoring involves both pre-operation and post-operation analysis.

c) Slot monitoring is applicable to all types of operations that require slots at a Level 3 airport.

d) Slot monitoring is a continuous process which allows sufficient advance notice for corrective action to take place.

e) Slot monitoring requires accurate and reliable data provided – in a timely manner and in the agreed format – ideally by the airport managing body or by other relevant stakeholders as needed.

f) Slot times are based on the coordinated on-block (arrival) and off-block (departure) times. Actual times of arrival and departure may vary due to operational factors.

g) The investigation of potential misuse of slots should be based on data analysis.

h) Coordinators should enter into dialogue with airlines and other aircraft operators about correcting apparent misuse of slots at the earliest possible opportunity.

i) Continued slot misuse after dialogue with the coordinator may result in enforcement actions as described in this section.

j) Coordinators may consult relevant stakeholders (such as the Coordination Committee, Slot Performance Committee, the airport managing body, or air traffic control) to review the findings of slot monitoring.

k) The Slot Performance Committee may also provide advice to the relevant stakeholder regarding actions which may be taken to improve airport performance where sanctions or other enforcement measures are not applicable.

l) Certain types of ad hoc flights may be subject to special local slot monitoring procedures.

9.2.2. **Misuse of Slots**: The following actions are deemed a misuse of slots:

a) Operating at a Level 3 airport without an allocated slot;

b) Operating a flight at a significantly different time from the allocated slot.

c) Operating a flight in a significantly different way to the allocated slot – including a different service type, aircraft subtype, aircraft capacity, or origin/destination – without the prior confirmation of the coordinator as set out in 8.10;

d) Holding slots that the airline or other aircraft operator does not intend to operate, transfer, swap, or use in a shared operation;

e) Holding slots for an operation other than that planned for the purpose of denying capacity to another airline or aircraft operator;

f) Requesting new slots that the airline or other aircraft operator does not intend to operate;

g) Requesting slots for an operation other than that indicated, with the intention of gaining improved priority; or

h) Where applicable, operating in curfew or another restricted operations period without holding an allocated slot for that period.

9.2.3. In some instances, operational disruption or legitimate changes of plans may appear to be slot misuse. Communication between the coordinator and the airline or other aircraft operator is vital to understand the reasons for potential misuse.

9.3. PRE-OPERATION ANALYSIS

9.3.1. Coordinators may seek to prevent slot misuse by undertaking pre-operation analysis, a recommended process involving conformity checks before the day of operation.

9.3.2. Pre-operation analysis is a continuous process that:

a) Uses objective, transparent, and non-discriminatory criteria;

b) Should be adapted to the specific needs of the airport and types of traffic involved;

c) Should be timely and simple to calculate and administer; and

d) Considers advice given by the Coordination Committee or Slot Performance Committee.

9.3.3. This process requires the coordinator to have the right data in the agreed format available in a timely manner in order to complete its analysis. Airport managing

bodies, airlines, and other aircraft operators shall provide the data requested by the coordinator, in the format agreed between the parties, for this purpose.

9.3.4. Coordinators shall also check published data sources such as:

   a) airline or travel agency websites, global distribution systems, or tickets;

   b) airport or ground handling data from airports at each end of the route concerned; or

   c) peer comparison (i.e., the performance of other operators using similar equipment and on similar routings, giving adequate consideration for the limitations of comparisons where the equipment and routings are not identical).

9.3.5. When the coordinator identifies a discrepancy between the published data and the allocated slot, the coordinator should communicate this to the airline or other aircraft operator to allow it to take corrective actions to avoid possible slot misuse.

9.3.6. Despite the pre-operation analysis process, the responsibility to avoid slot misuse remains with the airline or other aircraft operator. The pre-operation analysis process is not a prerequisite for a coordinator to take action for potential slot misuse as part of the post-operation analysis, below.

9.4. POST-OPERATION ANALYSIS

9.4.1. Data Comparison

9.4.1.1 The airport managing body shall provide to the coordinator a list of flown operations, in a timely manner and in the agreed format. The data supplied should include the scheduled time, the actual on/off block times, the flight number, destination, aircraft type, service type, number of seats, and any other necessary data requested by the coordinator.

9.4.1.2 Where actual on/off block time data is unavailable, landing and take-off times shall be provided by the airport managing body, with a recommended taxi time adjustment as an estimate for the on/off block times. Variations in taxi times may affect the accuracy of the matching process, and caution must be used when not using actual on/off block times.

9.4.1.3 The coordinator shall match the actual operations to the allocated slots, creating a matched data set. This process should be done on a regular basis throughout the season.

9.4.1.4 The coordinator may use similar additional data sources to identify potential slot misuse, such as ATC flight plans.

9.4.1.5 Flights operated in accordance with the allocated slots will be credited towards the granting of historic precedence.

9.4.1.6   Discrepancies detected in the matched data set will then be investigated as part of the slot performance process.

9.4.2.   Slot Performance Process

9.4.2.1   The coordinator should then analyse the discrepancies in the matched data set created under the data comparison process to identify potential slot misuse.

9.4.2.2   Coordinators should rely on data analysis to demonstrate potential slot misuse with the aim of targeting only the most obvious and impactful cases of potential slot misuse for further action. Best practice guidelines on the use of data analysis in the slot performance process may be found in Annex 11.10.

9.4.2.3   Where potential slot misuse is identified, the coordinator should then enter into coordinator-airline dialogue.

9.4.2.4   The coordinator should avoid seeking unnecessary explanations regarding minor operational deviations. In analysing whether the deviation represents potential misuse, the coordinator should consider, for example:

a)   whether the deviation is a result of an obvious operational disruption (for example, known events of extreme weather, or strikes);

b)   whether the deviation is within a reasonable tolerance, indicating normal operational variability rather than potential slot misuse; and

c)   whether the deviation is part of a pattern of repeated off-slot operations, departing from normal operational variability.

9.4.3.   Coordinator-Airline Dialogue

9.4.3.1   Having identified evidence of potential slot misuse, the coordinator should then contact the airline or other aircraft operator concerned, in writing. This message should request an explanation for the discrepancy and any proposed corrective action the airline or other aircraft operator plans to take. A reasonable deadline for response must be given, and all dialogue with the airline must conclude before the Agreed Historics Deadline for the subsequent equivalent season.

9.4.3.2   Coordinators should try to identify slot performance issues as soon as possible and contact the airline or other aircraft operator concerned in a timely manner, giving it the opportunity to take corrective action during the current season.

9.4.3.3   If an adequate explanation is provided or appropriate corrective action is taken by the airline or other aircraft operator, the coordinator should continue to monitor the situation. Where appropriate, the coordinator should also notify the airport managing body of the corrective action taken by the airline or other aircraft operator.

9.4.3.4 If the airline or other aircraft operator does not respond by the deadline provided or provides inadequate explanation, or if the proposed corrective action is insufficient, the coordinator may next consider appropriate enforcement action.

9.4.4. Enforcement Action

9.4.4.1 If the airline-coordinator dialogue process is unsuccessful, enforcement action shall be considered for intentional or repeated slot misuse. When deciding whether to pursue any enforcement action, in accordance with these guidelines and applicable law, the coordinator should consider whether the slot misuse was:

a) following a warning issued as part of the pre-operation analysis process;

b) a first occurrence or part of a pattern of misuse;

c) part of a series of slots or an ad hoc operation; or

d) likely to impact the airport, ATC operations, or other airlines

9.4.4.2 Enforcement actions for intentional or repeated slot misuse may include:

a) Referral of the matter to the airport's Coordination Committee or other competent body;

b) Loss of historic precedence for the series of slots involved in the next equivalent season;

c) A lower priority for that airline for new future slot requests in the next equivalent season;

d) Withdrawal of the series of slots involved for the remaining portion of the current season; or

e) Sanctions (including financial sanctions) under applicable law.

9.4.4.3 There are circumstances where slot misuse is initially not deemed intentional but may become intentional during the season if the airline or other aircraft operator concerned does not take effective corrective actions following correspondence with the coordinator.

9.4.4.4 Coordinators should communicate any actions taken by them against airlines or other aircraft operators to the airport managing body and other stakeholders (ideally through the Slot Performance Committee).

9.5. THE COORDINATION COMMITTEE AND SLOT MONITORING

9.5.1. The Coordination Committee

9.5.1.1 The Coordination Committee is established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation, and monitoring the use of slots at the airport. Sub-groups of the Coordination Committee, such as a Slot

Performance Committee, can be used to focus on specific functions of the Coordination Committee, or specific relevant topics.

9.5.1.2 Certain tasks of the Coordination Committee relate to slot monitoring. These are to:

a) Mediate in case of complaints from airlines or other aircraft operators related to slot allocation or slot monitoring which cannot be resolved between the airline or other aircraft operator and the coordinator in a mutually agreeable way;

b) Oversee the activities of the sub-groups of the Coordination Committee, such as a Slot Performance Committee, where these exist; and

c) Advise the coordinator on methods of slot monitoring, where a Slot Performance Committee does not exist.

9.5.2.   The Slot Performance Committee

9.5.2.1 A Slot Performance Committee should be established as a possible sub-group of the Coordination Committee at Level 3 airports. The role of the Slot Performance Committee shall be performed by the Coordination Committee if a Slot Performance Committee is not established.

9.5.2.2 The Slot Performance Committee's objective is to advise the coordinator on any slot monitoring issues, with the objective of improving punctuality and reducing slot misuse. The Slot Performance Committee shall also guarantee a fair judgment of potential slot misuse.

9.5.2.3 The principal tasks of the Slot Performance Committee are to:

a) Determine trends that could lead to potential slot misuse at the airport, and where appropriate recommend corrective actions;

b) Identify and set goals within the Slot Performance Committee to address these trends, in order to enhance the performance and effective utilization of available airport capacity;

c) Provide guidance and advice to the coordinator on any matters related to slot misuse;

d) Establish, if required, a working group or other dispute resolution mechanism to mediate between the coordinator and an airline or aircraft operator where differences of interpretation on slot misuse exist; and

e) Subject to applicable law, to make available upon request any information disclosed within the Slot Performance Committee to all airlines and other aircraft operators using the airport, and to permit their representatives as observers to Slot Performance Committee meetings.

The Slot Performance Committee does not replace the function of slot monitoring activities performed by the coordinator.

9.5.2.4 Only matters related to slot performance may be discussed during Slot Performance Committee meetings, and due consideration should be given to applicable competition laws (following consultation with legal counsel, if necessary). Attendees should not divulge any competitively sensitive information at such meetings. By way of non-exhaustive example, attendees should not share information regarding pricing, costs, route schedules, route changes, aircraft capacity, use of a particular aircraft type or a particular aircraft on a route, or any information regarding an airline's commercial strategy. To the extent that an airline or other aircraft operator facing a hearing needs to convey such information to the coordinator, the other attendees should be warned at the beginning of the hearing so that arrangements can be made for any other attendees present to leave the meeting while such matters are discussed.

9.5.2.5 Membership of the Slot Performance Committee should include (but not necessarily be limited to):

a)   The airport managing body;

b)   Representatives with scheduling expertise from two or three airlines or other aircraft operators that best represent the traffic mix at the airport, to be selected by the airlines or other aircraft operators serving the airport;

c)   The coordinator, as an advisor; and

d)   An ATC representative.

9.5.2.6 The members of the Slot Performance Committee need not be members of the Coordination Committee. Members of the Slot Performance Committee shall have the necessary knowledge, expertise, and mandates to serve on the Slot Performance Committee and to actively contribute to its discussions.

9.5.2.7 The chairperson (and vice-chairperson, if any) and secretary of the Slot Performance Committee should be appointed by the airport managing body.

9.5.2.8 Meetings of the Slot Performance Committee shall be held as required, typically on a quarterly basis.

9.5.2.9 Descriptions of the problems discussed by the Slot Performance Committee should be published following its meetings.

9.5.2.10 Complaints regarding the functioning of or the advice issued by the Slot Performance Committee shall be directed in the first instance to the board of the Coordination Committee.

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 3

WSG New Governance (Worldwide Airport Slot Board)

18th APACA meeting
18 June, 2019
Cape Town, South Africa

Development of WSG in the Past (1)

IATA SPWG
(Slot Policy Working Group)

SPWG is an IATA forum of Member airlines established to address matters such as the development of and amendments to the WSG and provide guidance on industry slot matters.

(18 A/L members are appointed by IATA)

WWACG
(Worldwide Airport Coordinators Group)

WWACG is an international organization for coordinators and facilitators to develop the slot policy and guidelines. WWACG contributes to the development of industry-wide technical standards for airport slot allocation and schedules facilitation.
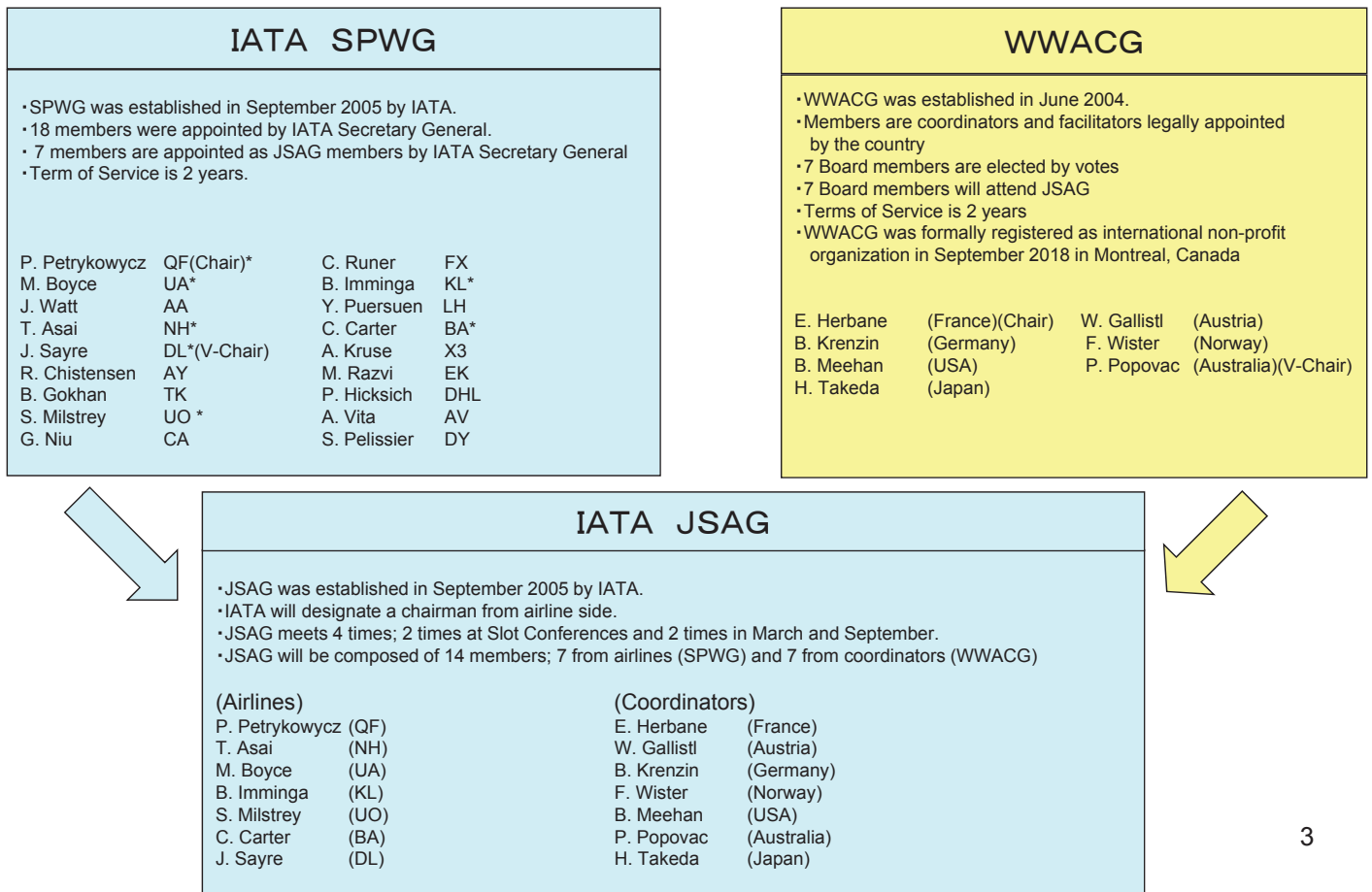
(7 board members are elected by votes)

IATA JSAG
(Joint Slot Advisory Group)

JSAG is an IATA forum where Member airlines and airport coordinators meet to discuss issues of common interest, formulate and promote industry guidelines related to airport coordination worldwide, and advise on principles for administering the SC.
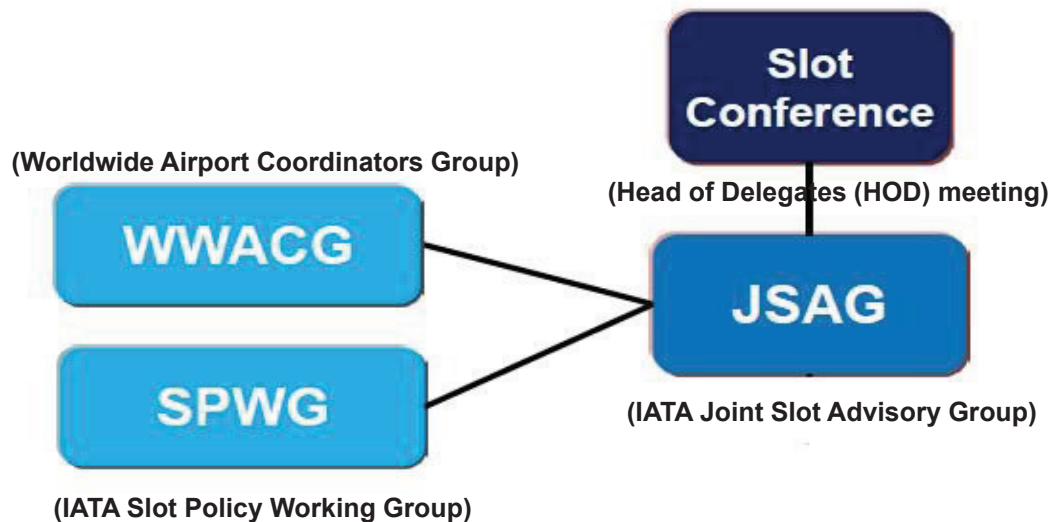
(7 A/L members and 7 coordinators)

Development of WSG in the Past (2)

IATA SPWG

- SPWG was established in September 2005 by IATA.
- 18 members were appointed by IATA Secretary General.
- 7 members are appointed as JSAG members by IATA Secretary General
- Term of Service is 2 years.

P. Petrykowycz	QF(Chair)*	C. Runer	FX
M. Boyce	UA*	B. Imminga	KL*
J. Watt	AA	Y. Puersuen	LH
T. Asai	NH*	C. Carter	BA*
J. Sayre	DL*(V-Chair)	A. Kruse	X3
R. Chistensen	AY	M. Razvi	EK
B. Gokhan	TK	P. Hicksich	DHL
S. Milstrey	UO *	A. Vita	AV
G. Niu	CA	S. Pelissier	DY

WWACG

- WWACG was established in June 2004.
- Members are coordinators and facilitators legally appointed by the country
- 7 Board members are elected by votes
- 7 Board members will attend JSAG
- Terms of Service is 2 years
- WWACG was formally registered as international non-profit organization in September 2018 in Montreal, Canada

E. Herbane	(France)(Chair)	W. Gallistl	(Austria)
B. Krenzin	(Germany)	F. Wister	(Norway)
B. Meehan	(USA)	P. Popovac	(Australia)(V-Chair)
H. Takeda	(Japan)		

IATA JSAG

- JSAG was established in September 2005 by IATA.
- IATA will designate a chairman from airline side.
- JSAG meets 4 times; 2 times at Slot Conferences and 2 times in March and September.
- JSAG will be composed of 14 members; 7 from airlines (SPWG) and 7 from coordinators (WWACG)

(Airlines)		(Coordinators)	
P. Petrykowycz	(QF)	E. Herbane	(France)
T. Asai	(NH)	W. Gallistl	(Austria)
M. Boyce	(UA)	B. Krenzin	(Germany)
B. Imminga	(KL)	F. Wister	(Norway)
S. Milstrey	(UO)	B. Meehan	(USA)
C. Carter	(BA)	P. Popovac	(Australia)
J. Sayre	(DL)	H. Takeda	(Japan)

3

Development of WSG in the Past (3)

(Worldwide Airport Coordinators Group)

WWACG

SPWG

(IATA Slot Policy Working Group)

Slot Conference

(Head of Delegates (HOD) meeting)

JSAG

(IATA Joint Slot Advisory Group)

- **Modification Proposal to WSG**
  - ➢ WWACG (Coordinators) will propose its modification
  - ➢ IATA SPWG (Airlines) will propose its modification

- **JSAG discuss both proposals**
  - ➢ In principle, the authorization of proposal should be unanimous

- **Final authorization of WSG modifications**
  - ➢ It should be made at HOD (Head of Delegates) meeting at IATA Slot Conference (SC)

4

ICAO 39TH GENERAL ASSEMBLY

Duration: 27 September (Tue.) to 7 October (Fri.), 2016
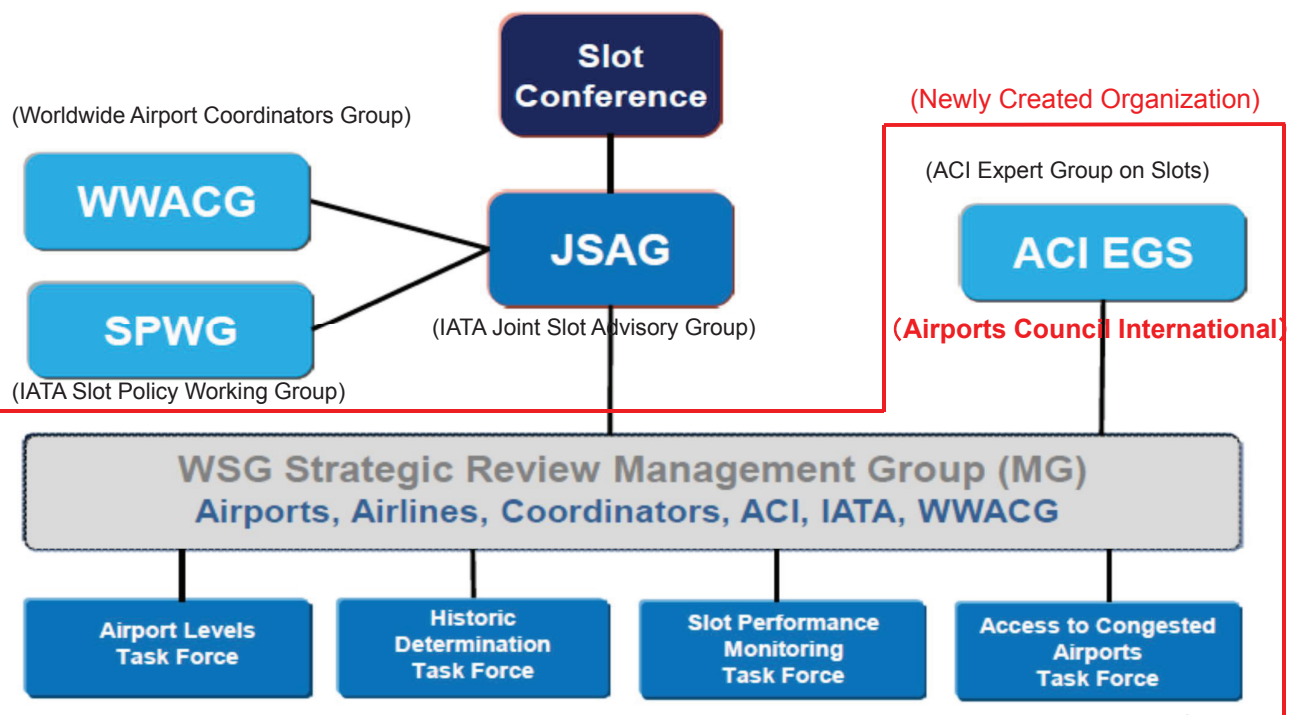Place: ICAO Head Quarter, Montreal, Canada

Assertion by ACI (Airports Council International)

- The Participation of Airport Operators in the development of WSG
  - The airport operators are the biggest stake holders in aviation industry

- The Review of Definition of a Slot
  - a permission given by a coordinator for a planned operation to use the full range of airport infrastructure necessary to arrive or depart at a Level 3 airport on a specific date and time

- The Issue of non-utilization of allocated slots
  - Current U/L Rule (80/20) should be reviewed
  - Introduction of slot reservation fee

- On Time Performance (OTP)
  - OTP should be reflected to Historic

- The Review of Priority at Initial Slot Allocation
  - The connection flights
  - The size of aircraft

- The Introduction of Secondary Trading

5

Current WSG Development (2)

Strategic Review Governance

6

WSG Strategic Review Management Group (WSRMG)

Affiliation	Organization Name	Name
Airlines (4 Companies)	IATA (International Air Transport Association)	Dimiter Zahariev (IATA)
	Vueling Airlines (Spain)	Ana Sanchez (VY)
	United Airlines (USA)	Michele Boyce (UA)
	Qantas Airways (Australia)	Paul Petrykowycz (QF)　(Chair till Jun. 2018)
Airports (4 Companies)	ACI (Airport Council International)	Stefano Baronci (ACI)
	Frankfurt International Airport (Germany)	Gunter Heinrich (FRA)　(Vice Chair till Jun. 2018)
	São Paulo International Airport (Brazil)	Joao Pita (GRU)
	Dubai International Airport (UAE)	Robert Whitehouse (DXB)
Coordinators (4 Organizations)	WWACG (World Wide Airport Coordinators Association)	Eric Herbane (WWACG)　(Vice Chair till Jun. 2018)
	EUACA Chairman (Norway)	Fred Wister (EUACA)
	Federal Aviation Administration (USA)	Brian Meehan (FAA)
	APACA Chairman (Japan)	Hiroki Takeda (APACA)

(12 members)　　　Europe　　　America　　　Asia/Pacific

7

- WSG Strategic Review Management Group (WSRMG)
  - WSRMG will continue to exist till November, 2019
  - The new WSG governance should be considered

- The current procedure of WSG modifications
  - Four task forces (ALTF, HDTF, SPMTF, ACATF) will propose new modifications
  - WSRMG (Airline, airports and Coordinator) will review those proposals and reach consensus
  - JSAG (Airline and Coordinator) will review the consensus reached by WSRMG
  - HOD (Head of Delegates) meeting at IATA Slot Conference will make a final authorization
  - Once authorized at HOD, IATA will issue a new edition of WSG

- Issue of current procedure of WSG modification
  - Though four task forces are composed of Airlines, Airports and Coordinators, JSAG and HOD are composed of Airlines and Coordinators
  - The participation of Airport at all the level of procedures should be secured

- That is why new WSG governance is needed

8

WSG Development in the Future (1)

- **History of New WSG Governance**
  - February 2019: IATA & ACI Joint Proposal regarding WSG New Governance was submitted to WACG.
  - March 2019: IATA, ACI & WWACG face to face meeting was held to discuss IATA & ACI Joint proposal.
  - April 2019: IATA, ACI & WWACG international Tele-Conference was held.
  - May 2019: IATA, ACI & WWACG agreed the New WSG Governance.
  - June 2019: IATA, ACI & WWACG signed MOU regarding New WSG Governance.

- **Agreed Items regarding New WSG Governance**
  - The name of WSG should be changed to WASG (Worldwide Airport Slot Guidelines).
  - Modification of WASG should be made jointly by IATA, ACI & WWACG.
  - WASB (Worldwide Airport Slot Board) will be established to discuss the modification proposals.
  - WASB will be comprised with 21 members; 7 Airlines, 7 Airports & 7 Coordinators. 7 Airlines will be nominated by IATA, 7 Airports will be nominated by ACI & 7 Coordinators will be nominated by WWACG.
  - 1 Chair and 2 Vice-Chairs will be selected from each industry group.
  - WASB will meet at least 3 times; 2 at IATA Slot Conference and 1 at ACI meeting.
  - ASWG (Airports Slot Working Groups) will be established to discuss the technical details and make proposals to WASB.

- **Final Authorization of WASG Modifications**
  - WASB should work on the basis of consensus regarding the modification proposals. If consensus cannot be reached, the proposed changes must be approved in the form of a majority of each of the industry group present and voting

9

WSG Development in the Future (2)

Framework of Review of Worldwide Airport Slot Guidelines (WASG)

10

WSG Development in the Future (3)

Worldwide Airport Slot Board (WASB)

Affiliation	Country	Organization	Name
Airlines (7 Company)	IATA		
	TBD — IATA will appoint 7 airlines considering a geographical balance		
Airport (7 Airports)	ACI		
	TBD — ACI will appoint 7 airports considering a geographical balance		
Coordinators (7 Organizations)	WWACG		
	TBD — WWACG will appoint 7 coordinators considering a geographical balance		
(21 members)			

WSG Development in the Future (4)

ICAO 40TH GENERAL ASSEMBLY

Duration: 24 September (Tue.) to 4 October (Fri.), 2019
Place: ICAO Head Quarter, Montreal, Canada

Joint Statements by ACI、IATA、WWACG

ACI (Airports Council International)	IATA (International Air Transport Association)	WWACG (Worldwide Airport Coordinators Group)
Expert Group on Slots (EGOS)	Slot Policy Working Group (SPWG)	Board Member

WASB (Worldwide Airport Slot Board)
Board Member

12
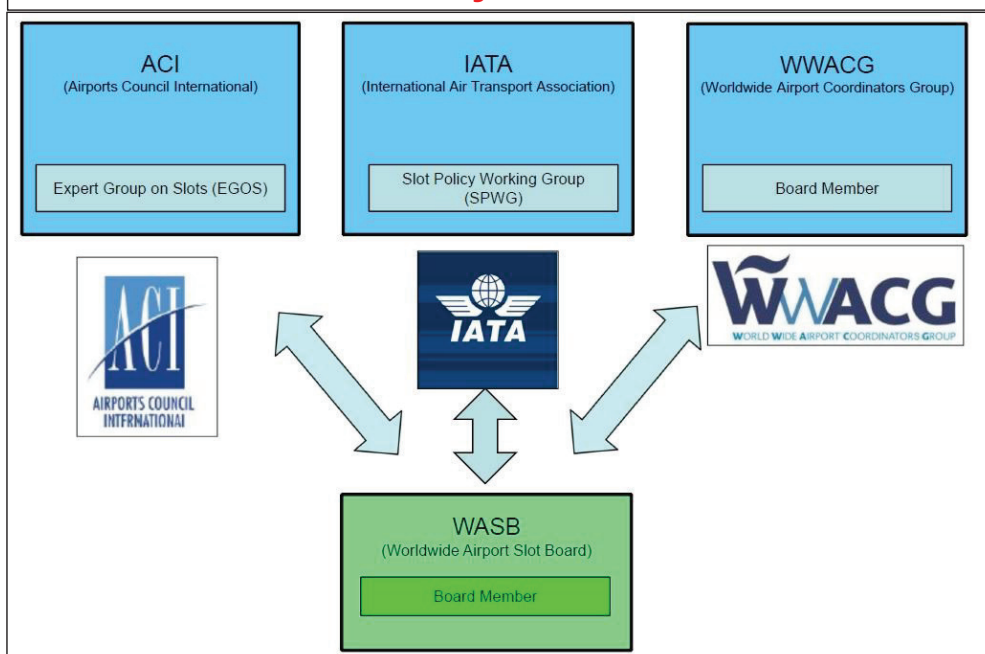
Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 4

WWACG Membership

18th APACA meeting
18 June, 2019
Cape Town, South Africa

1

Innovation, Science and Economic Development Canada — Corporations Canada

Innovation, Sciences et Développement économique Canada — Corporations Canada

Certificate of Incorporation
Canada Not-for-profit Corporations Act

Certificat de constitution
Loi canadienne sur les organisations à but non lucratif

WWACG WORLDWIDE AIRPORT COORDINATORS GROUP

Corporate name / Dénomination de l'organisation

1102107-9

Corporation number / Numéro de l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Virginie Ethier
Director / Directeur
2018-10-01
Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)

Canada

(Certificate of Incorporation)

BY-LAW NO. 1

A BY-LAW RELATING GENERALLY TO THE CONDUCT
OF THE ACTIVITIES AND AFFAIRS OF
**WWACG WORLDWIDE AIRPORT
COORDINATORS GROUP**
A CORPORATION SUBJECT TO THE
CANADA NOT-FOR-PROFIT CORPORATIONS ACT

mcmillan

BY-LAW NO. 1

(By Law)

2

1. 1 Definitions

(13) "Member" means for each country an Individual Member or a Joint Member.

(11) "Individual Member" means an Entity or a natural person which is established in one country, meets the Membership requirements of the Corporation and is legally appointed according to the laws of that country as coordinator or schedule facilitator for all the Schedule Facilitated and coordinated airports of that country.

(12) "Joint Member" means a group of Entities or natural persons which are established in the same country, meet individually the membership requirements of the Corporation and are separately legally appointed according to the laws of that country as Schedule Facilitator or coordinator of at least one schedule facilitated or coordinated airport located on the territory of that country. Each Joint Member shall appoint a natural person who will be representing it at the Corporation's Meetings of Members.

(18) "Partner" means Coordinators and Schedule Facilitators who are not Members of the Corporation but who are invited to become Partners of the Corporation and to attend Meetings of Members in accordance with these By-Laws.

SECTION 9– MEMBERS
9.1   Membership Conditions

(a)   Subject to the Articles, there shall be two classes of Member in the Corporation, Individual Member and Joint Member. Membership in the Corporation shall be available to natural persons or Entities for the country they are legally established in according to the laws of that country, who are functionally separated from any airline or airport operator, who are interested in furthering the Corporation's purposes and who have applied for and been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board. An Entity may not become a Member if it is owned or controlled by an another Entity which is established in a different country.
Each Member shall be entitled to receive notice of, attend and vote at all meetings of the Members of the Corporation. Each Member shall be entitled to one (1) vote.

Internal Rules 2019-1

of the

**WorldWide Airport Coordinators Group
WWACG**

The Meeting of Members of the WorldWide Airport Coordinators Group

Meeting *on May 21st, 2019,*

Adopted the following **Internal Rules** for the good conduct of the WorldWide Airport Coordinators Group (in the following referred to as the 'Corporation').

(Internal Rules)

The Internal rules section 4 - Directors indent 11 was also modified and now reads as follows:

11. Further to the procedures stated in the By-Laws paragraph 4.2 - Number of Directors, the Board shall consist of not less than five but no more than seven Directors.
Only Partners which are functionally separated from any airline or airport operator can be appointed at the Board.

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 5

Independence and Transparency of Coordinators

18th APACA meeting
18 June, 2019
Cape Town, South Africa

Independence of Coordinator (1)

What is independence of Coordinator?
- Independent from airlines
- Independent from airport
- Independent from government

How can it be done?
- Financial Independence
  - Multiple parties representing various stakeholders share funding of the coordination entity
    - Fund from airlines in proportion to the slots they have
    - Fund from airports in proportion to the slots they have
  - Not for profit organization

- Functional Independence
  - The company employing the staff should be the coordination entity
  - An alternative employment arrangement is a clear secondment contract to the coordination entity

Independence of Coordinator (2)

IATA WSG Annex 11.8

IATA   **Worldwide Slot Guidelines**

11.8 INDEPENDENCE OF COORDINATOR

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

3

Independence of Coordinator (3)

Economy	Australia	Chinese Taipei	Japan	Indonesia
Organization	Airport Coordination Australia (ACA)	Airport Coordination Taipei (ACT)	Japan Schedule Coordination (JSC)	Indonesia Airport Slot Management (IASM)
Form of Organization	Private Company (Established in 1997)	Non profit organization (Established in 2005)	Non profit organization (Established in 2008)	Non Profit Organization (Established in 2015)
Representative	Petra Popovac	Flora Yeh (Summer) Karyn Huang (Winter)	Hiroki Takeda	Toto Sudiarto
Airport Coordinated	41 Airports coordinated/ Managed (Australia 8(L3), UAE 1, Philippines 1, Oman 4, Saudi Arabia 26, Ireland 1)	2 Airports (Level 3: 1, Level 2:1)	5 Airports (Level 3: 3, Level 2: 2)	35 Airports in Indonesia (Level 3: 1, Level 2: 1)
Coordination Committee	Coordination Committee (SYD, BNE, MNL, JED, RUH) Facilitation Committee (Australia, Others)	Coordination Committee	Airports Coordination Committee (NRT, HND, FUK)	
Web Site	http://www.airportcoordination.org	http://www.aptcoord.org.tw/	http://www.schedule-coordination.jp/	http://www.iasmslot.com/

4

Independence of Coordinator (In 2011)

Airlines	Airport	Civil Aviation Authority
Indonesia	Delhi Airport (DEL)	Cambodia (SSCA)
New Zealand	Mumbai (BOM)	China (ATMB)
Philippines	Bangalore (BLR)	Hong Kong (HKSCO)
Sri Lanka	Hyderabad (HYD)	Airport Authority of India (AAI)
	Singapore (CSC)	Chubu Centrair (JCAB)
		Fukuoka (JCAB)
		Macau
		Malaysia (ACM)
		Pakistan
		Thailand
		Viet Nam (CAAV)

Independence of Coordinator (in 2019)

Airlines	Airport	Civil Aviation Authority
Sri Lanka	Delhi Airport (DEL)	Cambodia (SSCA)
	Mumbai (BOM)	China (ATMB)
	Bangalore (BLR)	Hong Kong (HKSCO)
	Hyderabad (HYD)	Macau
		Airport Authority of India (AAI)
	Singapore (CSC)	Chubu Centrair (JCAB)
	Malaysia (NSCM)	
	South Korea (KASO)	Pakistan
		Thailand
		Viet Nam (CAAV)

Transparency of Coordination (1)

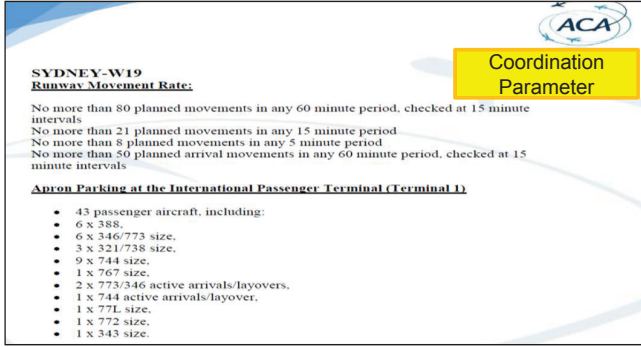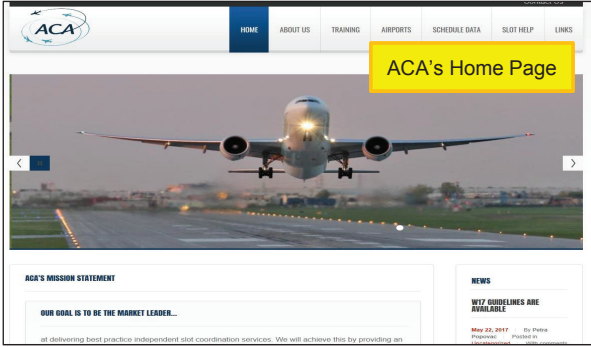| Item	WSG	Contents
Role of Facilitators	4.5.1	b) Make available to interested parties details of the coordination parameters and; utilization of the declared capacity
Role of Coordinators	5.5.1	b) Make available to interested parties details of the applicable coordination parameters, local guidelines and regulations, and any other criteria used in the allocation of slots, at least 7 days before the Initial Submission Deadline for each SC, where possible.
		c) Make available to the airlines and to the airport managing body, as soon as all SALs are distributed, a list of slots allocated, remaining slots available and the reasons why slots were not allocated as requested. This information should ideally be in SSIM Chapter 6 format and accessible by online means.
Availability of Airport Capacity	9.3.2	Coordinators and facilitators must make the following information available to the airport managing body and to all airlines operating or planning to operate at the airports they coordinate: 9.3.2.1 The coordination parameters for the next season, for all constrained components of an airport's infrastructure, such as runways, taxiways, aircraft parking stands, gates, terminal capacity (check-in, security, baggage reclaim, etc.), and environmental constraints (for example, night restrictions); and 9.3.2.2 The actual utilization of declared capacity and how full or close to full the airport is on a typical busy week of the most recent summer and winter seasons. This data should be as detailed as possible to illustrate in graphic form the schedule limitations at the airport for each coordination parameter and indicate which hours may or may not be congested or full.
Historic Slots (SHL)	9.4.1	Coordinators must provide each airline with the details of their historic slots at Level 3 airports as an SHL message. These messages must be distributed for each airport when the historic slots are determined by the coordinator, but not later than the SHL Deadline.
Initial Coordination (SAL)	9.9.1	Coordinators and facilitators must inform each airline of the results of Initial Coordination by SAL message as soon as it is complete, but no later than 23:59 UTC on the SAL deadline date set in the Calendar of Coordination Activities. SAL messages should be sent at the same time to all airlines that requested slots at the airport.

Transparency of Coordination (2)

Item	WSG	Contents
Data	9.9.6	As soon as all SALs are distributed for their airport(s), coordinators and facilitators must make the data for that airport available to all airlines and to the airport managing body. This data must contain full details by airline of all allocated times and outstanding requests and be up to date at the time of the request. The data should be available on the coordinator's or facilitator's website to facilitate access. If website access is not available, the coordinator or facilitator must make the data available to airlines and to the airport managing body upon request.
Coordination Committee	5.6.1	The Coordination Committee is established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation and monitoring the use of slots at the airport.
	10	**Coordination Committee**: a committee established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation and monitoring the use of slots at the airport.
Slot Performance Committee		**Slot Performance Committee**: a sub-committee of the Coordination Committee formed to advise the coordinator on slot monitoring issues, with the objective of improving punctuality and combating slot misuse.
	11.4	Coordination Committee – Terms of Reference
	11.5	Slot Performance Committee – Terms of Reference

Airport Coordination Australia (ACA)

ACA's Home Page

Coordination Parameter

SYDNEY-W19
Runway Movement Rate:

No more than 80 planned movements in any 60 minute period, checked at 15 minute intervals
No more than 21 planned movements in any 15 minute period
No more than 8 planned movements in any 5 minute period
No more than 50 planned arrival movements in any 60 minute period, checked at 15 minute intervals

Apron Parking at the International Passenger Terminal (Terminal 1)

- 43 passenger aircraft, including:
  - 6 x 388,
  - 6 x 346/773 size,
  - 3 x 321/738 size,
  - 9 x 744 size,
  - 1 x 767 size,
  - 2 x 773/346 active arrivals/layovers,
  - 1 x 744 active arrivals/layover,
  - 1 x 77L size,
  - 1 x 772 size,
  - 1 x 343 size.

NAC Charts

SUMMER 19 NAC CHART-SYD

Slot Listing

Airport Coordination Taipei (ACT)

ACT's Home Page

Coordination Parameter

S19 TPE Coordination Parameters

All Times in UTC

Operating Hours
24 hours

Runway Capacity

Time	Arrival	Departure	Total
0000~0159 2200~2359	30	32	50 / hr 90 / 2hr
0200~2159	30	30	50 / hr 90 / 2hr

Operating Apron Capacity

Time	Passenger	Cargo
0000~1159 2200~2359	59	21
1200~2159	53	21

NAC Charts

A Typical Week in	S19 (SHL)
Period	31Mar 2019-26Oct 2019
City	Taipei
Airport code	TPE

Slot Listing

Japan Schedule Coordination (JSC)

JSC's Home Page

Aircraft Movement Restrictions for W19 at NRT

Coordination Parameter

< Runway >

Category	Weekly Total Movements
Common in A/B Runway	Max 5,753 per week

< Sliding Scale per 30 Minutes >
1. 0600-2155

A + B Runway		Total Movements
Arrivals	Departures	
2	30	32
3	29	32
5	28	33
6	27	33
8	26	34
9	25	34
10	24	34
11	23	34
12	22	34
13	21	34

NAC Charts

Slot Listing

Indonesia Airport Slot Management (IASM)

IASM's Home Page

Coordination Parameter

1.2. Alokasi Kapasitas Landas Pacu per Jam

UTC	00.00 - 00.59	01.00 - 01.59	02.00 - 02.59	03.00 - 03.59	04.00 - 04.59	05.00 - 05.59	06.00 - 06.59	07.00 - 07.59	08.00 - 08.59	09.00 - 09.59	10.00 - 10.59	11.00 - 11.59
REG	78	78	78	78	78	78	78	78	78	78	76	76
IRREG	1	1	1	1	1	1	1	1	1	1	1	1

UTC	12.00 - 12.59	13.00 - 13.59	14.00 - 14.59	15.00 - 15.59	16.00 - 16.59	17.00 - 17.59	18.00 - 18.59	19.00 - 19.59	20.00 - 20.59	21.00 - 21.59	22.00 - 22.59	23.00 - 23.59
REG	76	76	76	39	34	34	34	34	34	34	68	70
IRREG	1	1	1	1	1	1	1	1	1	1	1	1

NAC Charts

Slot Listing

Could not find it.

Hong Kong Schedule Coordination Office (HKSCO)

HKSCO's Home Page

Hong Kong Schedule Coordination Office

GovHK 香港政府一站通 | Civil Aviation Department

Home
Slot Listing
Slot Availability
Capacity Declaration
Online Coordination
Useful Information
Related Links
Contacts

Hong Kong International Airport

Welcome to the HKG Schedule Coordination Office Web Site.

Please note that Hong Kong Civil Aviation Department is now responsible for the allocation of slots at Hong Kong International Airport. Please send all slot requests to hkgslot@cad.gov.hk via e-mail in IATA SSIM format.

For details, please refer to the following revised Guidelines (Issue 6 - July 2012):
Schedule Coordination Guidelines for Hong Kong International Airport

OCS Phase 1 for General & Business Aviation slot request clearance at HKIA effective July 2011. For details, please refer to the Online Coordination page.

Slot Listing	Slot Availability	Capacity Declaration	Online Coordination	Useful Information
Slots cleared for carriers in UTC times, both scheduled and adhoc	Seasonal NAC chart & Adhoc NAC chart - showing the congestion situation at HKG. Runway Movement chart	Runway, Parking & Passenger terminal capacity	A real-time system for providing instance offer to slot request	Slot clearance guidelines and relevant AIC

Coordination Parameter

Coordination Parameters

Winter 2019

Airport Average Daily Movement Limit
1,220

Environmental Restrictions

Marginally Compliant Chapter 3 ("MCC3") aircraft	ICAO Annex 16 MCC3 aircraft will not be allocated any slots for operating at Hong Kong International Airport ("HKIA"). For details, please refer to AIC 18/18 available at this website under "Useful Information".
Night Restriction Note: Day Period 2300 - 1359 UTC Night Period 1400 - 2259 UTC	Noise Quota Count Scheme

Runway Capacity

Hour(UTC)	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Arrivals	33	33	34	34	34	33	33	34	34	34	34	34	34	34	34	32	30	20	20	20	20	20	24	24
Departures	35	35	34	34	34	31	33	34	34	34	34	34	34	34	32	20	20	20	20	20	30	34		
Total	68	68	68	68	68	64	65	68	68	68	68	68	68	64	65	64	55	37	32	32	32	32	58	

NAC CHART

NAC Charts

(NAC Chart table showing RUNWAY (ARR), RUNWAY (DEP), RUN columns by Day 1-7 and Hour UTC)

CITY : HKG
AIRPORT CODE : (3-letter location identifier) HKG
RUNWAY RESOURCE : HKG
TERMINAL : (if more than one is coordinated) Pax
PARKING KIND :
GMT/UTC HOURS Which are :
Curfewed :
Full : X
Close to full : C
None of above :

Slot Listing

14Jun12
ssim-no GA HKG, W12, Live, Standard, 28OCT to 30MA
H2P0779 2P0780 28OCT29MAR 1030507 180320 CRKCRK1140 1210CRKCRK JJ
H2P0798 2P0799 28OCT28MAR 0004007 180320 CEBCEB0235 0310CEBCEB JJ
H2P0798 2P0799 29OCT29MAR 1030500 180320 CEBCEB0945 1020CEBCEB JJ
H2P0798 2P0799 30OCT30MAR 0200060 180320 CEBCEB0235 0310CEBCEB JJ
H3K0691 3K0692 28OCT30MAR 1234567 180320 SINSIN0225 0305SINSIN JJ
H3K0695 3K0696 28OCT30MAR 1234567 180320 SINSIN1145 1225SINSIN JJ
H3K0697 3K0698 28OCT29MAR 0000507 180320 SINSIN0540 0620SINSIN JJ
H3K0697 3K0698 29OCT30MAR 1204060 180320 SINSIN0540 0620SINSIN JJ
H3K0697 3K0698 19DEC27MAR 0030000 180320 SINSIN0540 0620SINSIN JJ
H3S0506 3S0513 29OCT26NOV 1000000 00077F FRAALA1915 2135DXBLEJ FF
H3S0506 3S0513 03DEC25MAR 1000000 00077F FRAALA1915 2135DXBLEJ FF
H3S0508 3S0519 30OCT06NOV 0200000 00077F LEJLEJ0715 1000LEJLEJ FF
H3S0508 3S0519 13NOV26MAR 0200000 00077F LEJLEJ0715 1000LEJLEJ FF
H3S0512 3S0519 29OCT25MAR 1000000 00077F LEJLEJ0600 0950LEJLEJ FF
H3S0512 3S0513 01NOV29NOV 0004000 00077F LEJBGY1935 2135DXBLEJ FF
H3S0512 3S0513 06DEC28MAR 0004000 00077F LEJBGY1935 2135DXBLEJ FF
H3S0514 3S0513 30OCT27NOV 0200000 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 31OCT28NOV 0030000 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 02NOV30NOV 0000500 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 04DEC26MAR 0200000 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 05DEC23JAN 0030000 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 07DEC04JAN 0000500 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 11JAN29MAR 0000500 00077F LEJDXB1900 2135DXBLEJ FF
H3S0514 3S0513 30JAN27MAR 0030000 00077F LEJDXB1900 2135DXBLEJ FF

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Korea Airport Schedule Office (KASO)

KASO's Home Page

KASO Korea Airport Schedule Office

ABOUT US | AIRPORT INFO | COORDINATION PROG...

Republic of Korea

Aircraft movements

Library
Download slot documents

Monthly Slot
Download Monthly slot statistic files of Airports
INCHEON | GIMPO | JEJU

News & Events
- Events in October
- Events in September
- Events in August

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Coordination Parameter

Operation Hours

00:00 ~ 24:00

Airport Constraints

○ Scheduling limits per hour
63 movements per hour with no more than 39 arrivals and 40 departures

○ Terminal Constraints
The maximum passenger flows per hour are
-Arrivals:7,285
-Depature:9,600

○ Other constraints
Slots are limited depending on routes
(constraints related to air routes) [download]

NAC Charts

S19 ICN
(18.03.31~19.10.26)

ARRIVAL

Date	SUN	MON	TUE	WED	THU	FRI	SAT
00:05 ~ 01:00							
01:05 ~ 02:00							
02:05 ~ 03:00							
03:05 ~ 04:00							
04:05 ~ 05:00							
05:05 ~ 06:00							
06:05 ~ 07:00							
07:05 ~ 08:00							
08:05 ~ 09:00							
09:05 ~ 10:00							
10:05 ~ 11:00							
11:05 ~ 12:00							
12:05 ~ 13:00							
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16:05 ~ 17:00							
17:05 ~ 18:00							
18:05 ~ 19:00							
19:05 ~ 20:00							
20:05 ~ 21:00							
21:05 ~ 22:00							
22:05 ~ 23:00							
23:05 ~ 24:00							

FULL
CLOSE TO FULL
AVAILABLE

Slot Listing

Could not find it.

Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 18th Meeting of APACA
18 June (Tuesday), 2019
Room: "Roof Terrace" on the Level 2, Second Floor,
Cape Town International Convention Center (CTICC)
Cape Town, South Africa

5 August 2019

1. Administration

The eighteenth general assembly meeting of APACA was held at Room "Roof Terrace" on the second floor, Cape Town International Convention Center (CTICC) from 17:00 to 18:00 on 18 June (Tuesday) 2019 at the occasion of IATA 144th Slot Conference in Cape Town, South Africa. The chair person, Ms. Petra Popovac (ACA - Airport Coordination Australia), welcomed the participants and expressed her appreciation for attending the eighteenth 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 22 representing 11 economies and 13 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 eighteenth general assembly meeting of APACA formed a quorum.

2. Agenda Item 1: Approval of Minutes of 17th meeting

The minutes of the seventeenth general assembly meeting of APACA held on 13 November (Tuesday) 2018 at "Frankfurt" on the Ground Floor, Madrid Marriott Auditorium Hotel & Conference Center, Spain was endorsed by the meeting without adjustments.

3. Agenda Item 2: WSG Modification (WSG 10th Edition)

Mr. Takeda (JSC - Japan Schedule Coordination) reported the WSG Modification (WSG 10th Edition) using the material shown in Appendix 2 and Appendix 3.

He firstly remined the participants that HOD meeting would be held on 20 June (Thursday) where WSG 10th Edition is supposed to be approved. This new version of WSG has two major modifications which affect the coordinators' activities significantly. One is the priority changes at initial slot allocation and the other is the introduction of completely new chapter of slot monitoring. The former one is the review result of

1

Access to Congested Airport Task Force (ACATF) and the latter one is the review result of Slot Performance Monitoring Task Force (SPMTF).

(1) Priority Change at Initial Slot Allocation

He compared the current priority with new priority scheme at initial slot allocation in graphical presentation.

① The current priority scheme is that the first priority is historic slots and the second priority is historic change requests. Once historic slots and historic change requests are allocated, the coordinator will establish the slot pool including any newly created slots. 50% of slots in the pool must be allocated to new entrant.

② The new priority scheme is that the first priority is historic slots requested as unchanged. Once unchanged historic slots are allocated, the coordinator will establish the slot pool including any newly created slots. The coordinator will treat new entrant requests, non-new entrant requests and requests for changes to historic slots holistically and fairly across the day. 50% of slots in the pool must be allocated to new entrant. Similarly, 50% of slots in the pool must be allocated to non-new entrant request. If the 50/50 balance is not achievable in a single season, the coordinator should correct this imbalance over the next equivalent season.

Though he showed the several ways of allocating slots with the new priority scheme, he reported that there was no consensus even among WWACG board members. He mentioned that he would try to seek solutions as soon as practical how to allocate slots in the new priority scheme.
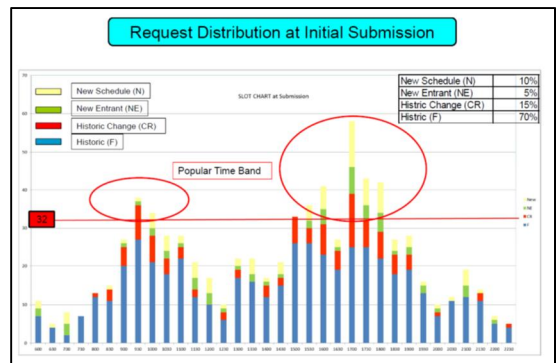
(2) Slot Monitoring

He then introduced the new chapter 9 which deals with slot monitoring. In the current WSG, there is no paragraph describing the slot monitoring.

He emphasized the purpose of slot monitoring mentioning the following items;

① To ensure that operations at L3 airport are in accordance with the slots as allocated.

② To ensure that slots are used in line with the Use it Lose it rule (U/L rule).

③ To help ensure scarce capacity is not wasted.

④ To help ensure the smooth operation of airports for all stakeholders.

⑤ To prevent the misuse of slots.

He then mentioned that slot monitoring involves both pre-operation and post-operation analysis.

① Pre-Operation Analysis

Pre-operation analysis involves all the activities including SHL, initial submission, SAL, Slot Conference, Series Return Deadline before season starts.

② Post-Operation Analysis

Post-operation analysis involves all the activities including U/L calculation, On Time Performance (OTP) after season starts.

Lastly, he mentioned the Coordination Committee or the Slot Performance Committee should be established at L3 airport to advise the coordinator on any slot monitoring issues with the objective of improving punctuality and reducing slot misuse.

4. Agenda Item 3: WSG New Governance (Worldwide Airport Slot Board)

Mr. Takeda reported the WSG New Governance using the material shown in Appendix 4.

He reported the historical background how the WSG governance has evolved.

① WSG Development in the past

WSG has been developed by IATA Joint Slot Advisory Group (JSAG) which is composed of 7 airlines appointed by IATA and 7 coordinators who are board member of WWACG. The draft WSG has been approved at HOD meeting in IATA Slot Conference.

② WSG Development at present

After ICAO 39th General Assembly held in 2016, IATA established WSG Strategic Review Management Group (WSRMG) under IATA JSAG. WSRMG is composed of 4 airlines appointed by IATA, 4 airports appointed by Airports Council International (ACI) and 4 coordinators appointed by WWACG. The draft WSG was developed by WSRMG and reviewed by IATA

JSAG. The draft WSG has finally been approved at HOD meeting in IATA Slot Conference.
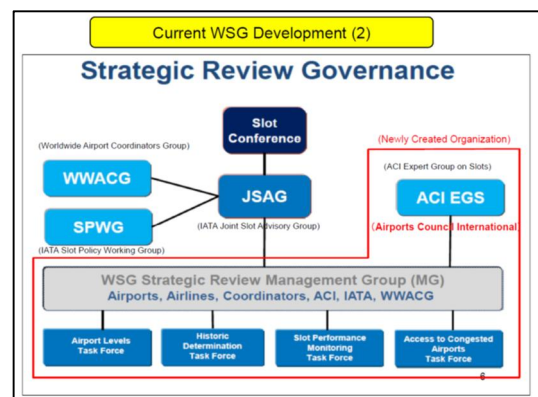
③ WSG Development in the future

IATA, ACI and WWACG have been discussing the future governance of WSG development and finally agreed the WSG new governance in June.

He reported the agreed items shown below;

- The name of WSG should be changed to WASG (Worldwide Airport Slot Guidelines).

- Modification of WASG should be made jointly by IATA, ACI and WWACG.

- WASB (Worldwide Airport Slot Board) will be established to discuss the modification proposal.

- WASB will be comprised with 21 members; 7 airlines,

7 airports and 7 coordinators. 7 airlines will be appointed by IATA, 7 airports will be appointed by ACI

and 7 coordinators will be appointed by WWACG.

- 1 Chair and 2 Vice-Chairs will be selected from each industry group.
- WASB will meet at least 3 times; 2 at IATA Slot Conference and 1 at ACI meeting.
- ASWG (Airports Slot Working Groups) will be established to discuss the technical details and make proposals to WASB.
- WASB should work on the basis of consensus regarding the modification proposals. If consensus cannot be reached, the proposed changes must be approved in the form of a majority of each of industry group present and voting.

5. Agenda Item 4: WWACG Membership

Mr. Takeda explained WWACG membership using the material shown in Appendix 5.

First of all, he reported that the new association (WWACG) was incorporated in Montreal, Canada as international not-for-profit organization on 1 October 2018. This association was founded by the current WWACG board members (7 people).

① He firstly introduced By Law which is the most important document to incorporate the international not-for-profit organization.

Section 1 defines two type of members and partner. Member can be divided into two; Individual Member and Joint Member. Individual member means an entity or a natural person which is established in one country and legally appointed as coordinator or schedule facilitator. Joint member means a group of entities or natural persons which are established in

the same country and legally appointed as coordinator or schedule facilitator. Partner means coordinators and schedule facilitators who are not members of corporation, but who are invited to attend the meetings of members.

Section 9 defines the membership conditions. He reported that a single sentence was inserted in 9.1 (1) which reads "who are functionally separated from any airline or airport operator". This modification

is closely related to the Worldwide Airport Slot Board (WASB) discussed in the previous agenda. As WASB will be composed of 7 airlines, 7 airports and 7 coordinators, 7 coordinators should be independent organizations separated from airline or airport. Without an insertion of new sentence, the balance between airlines, airports and coordinators cannot be maintained.

(Certificate of Incorporation)   (By Law)

② He then showed the section 4 (Directors) in the internal rules of WWACG which now reads the WWACG board shall consist of not less than five but

no more than seven Directors. Then new sentence was also inserted after this which reads "Only Partners which are functionally separated from any airline or airport operator can be appointed at the Board". This modification is also closely related to the previous agenda.

Finally, he asked the participants to show their intention to become individual member, joint member or partner.

6. Agenda Item 5: Independence and Transparency of Coordinators

Mr. Takeda explained the independence and transparency of coordinators using the material shown in Appendix 6.

① Independence of Coordinators

He firstly stressed the importance of independent coordinators in light of WSG new governance. Coordinators and Facilitators should be independent from airlines, independent from airports and independent even from government. There are only four organizations in Asia/Pacific region who are independent. They are Airport Coordination Australia (ACA), Airport Coordination Taipei (ACT), Japan Schedule Coordination (JSC) and Indonesia Airport Slot Management (IASM).

He then compared the status of coordinators in Asia/Pacific in 2011 and 2019. Now, there is one coordinator who is airlines, seven coordinators and facilitators who are airports and 9 coordinators and facilitators who are government. He recommended that more and more independent coordinators or facilitators should be established in this region.
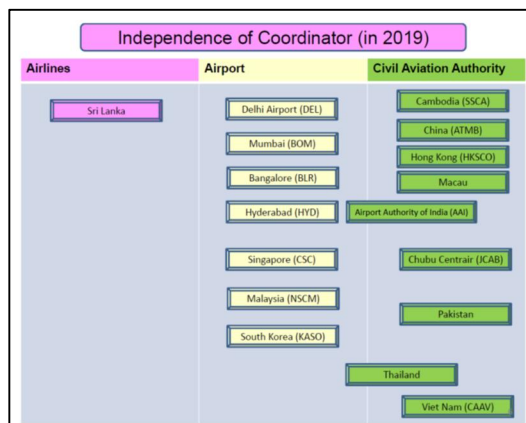
② Transparency of Coordinators

The transparency of service is stipulated in many parts of WSG. For example, the coordination parameters, local guidelines and regulations should be made available 7 days before the initial submission. After SALs are distributed, a list of slots allocated, remaining slots available and actual utilization of declared capacity should be made available.

He then showed the website of 6 coordinators; ACA, ACT, JSC, IASM, Hong Kong Schedule Coordination Office (HKSCO) and Korea Airport Schedule Office (KASO). They carried the most of information mentioned above for the transparency purposes. He recommended that more and more coordinators and facilitators create their websites where these information would be made available to airlines and airports.

7. Agenda Item6: Any Other Business

(1) Brisbane Airport New Runway

Ms. Petra Popovac reported that the workshop regarding Brisbane Airport New Runway was held at 13:30 on 18 June (Tuesday). She announced that a new third runway will be open in 2020.

(2) Asian Tea Gathering

Mr. Hiroki Takeda announced that Asian Tea Gathering would be hosted by Japan Schedule Coordination (JSC). Tea Gathering would take place at room "RM 1.64" on Level 1, Cape Town International Convention Center (CTICC) during a lunch time from 12:00 to 13:00 on 20 June (Thursday). The participants were invited to join the gathering.

The list of participants at APACA/18 meeting

No	Economy	No	Member Organization
1	Australia	1	Airport Coordination Australia (ACA)
2	Chinese Taipei	2	Airport Coordination Taipei (ACT)
3	Hong Kong	3	Hong Kong Schedule Coordination Office (HKSCO)
4	India	4	Airports Authority of India (AAI)
5	Japan	5	Japan Schedule Coordination (JSC)
		6	Central Japan International Airport Co. (CJIAC)
6	Korea	7	Korea Airport Schedule Office (KASO)
7	Malaysia	8	National Slot Coordination Malaysia (NSCM)
8	Singapore	9	Changi Slot Coordination (CSC)
9	Sri Lanka	10	Sri Lankan Colombo Airport Coordination (CMB)
10	Thailand	11	Civil Aviation Authority Thailand (CAAT)
		12	Slot Facilitator (DOA)
11	Viet Nam	13	Civil Aviation Authority of Viet Nam (CAAV)
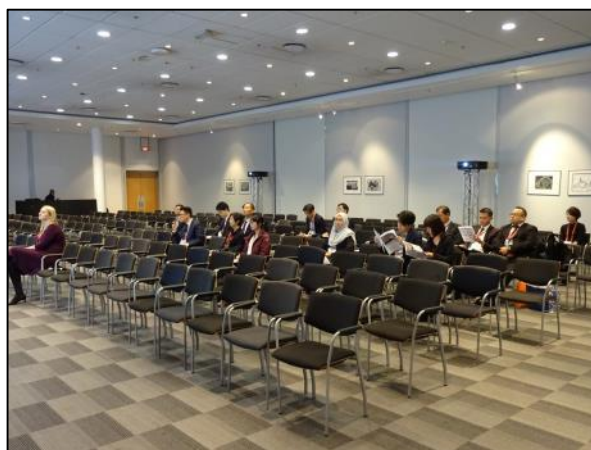
Guidelines for Non‐Scheduled Flight`s Coordination during Olympics & Paralympics in Tokyo(2020S)

Civil Aviation Bureau
Ministry of Land, Infrastructure, Transport and Tourism
Japan
22 June 2019

※Tokyo Olympics will take place between 24 July (Friday) - 9 August (Sunday) 2020,
※Tokyo Paralympics will be held between 25 August (Tuesday) - 6 September (Sunday) 2020.

国土交通省
Ministry of Land, Infrastructure, Transport and Tourism

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1. Summary for Non‐Scheduled Flight`s Coordination in 2020S

国土交通省

・Six airports below are temporarily treated as "Level 3 Airport" during Jul-Sep 2020.
・"Special Coordination Period" is set during Dec2019 -Feb2020 in order to coordinate non-scheduled flights flying in "Demand Concentrated Period (17Jul–13 Sep)".
・For earlier treatment, "Pre-Special Coordination Period" opens for SDJ and NGO during Aug-Sep 2019.

	Airport Name	Special Note	2019							2020											
			6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
IATA Season			S19						W19				S20							W20	
IATA Coordination Calendar for S20	Historic					(9/9)															
	Agreed Historic					(9/26)															
	Initial Submission						(10/3)														
	SAL						(10/31)														
	Slot Conference							11/12-15													
	Slot Return Deadline								(12/15)												
	Start of Season											(3/29)									
Tokyo Metropolitan Airports	Narita (NRT)	Official Point of Entry and Departure							Special Coordination Period (Dec to End-Feb)		Early Coordination		S20		Early Coordination	Demand Concentrated Period (7/17 - 9/13)			S20		
	Haneda (HND)																					
	Ibaraki (IBR)	Civil/Military																				
Specially Designated Airports	Chitose (CTS)	Official Point of Entry and Departure									Ad-Hoc Coordination										
	Sendai (SDJ)			Pre-Special Coordination Period (early Aug to late Sep)																	
	Chubu (NGO)																				

1

Airport Name	IATA Code	Airport Level
New Chitose	CTS	2
Narita	NRT	3
Haneda	HND	3
Chubu	NGO	2
Kansai	KIX	2
Fukuoka	FUK	3

According to WSG 6.6 (Temporary Change of Level), three new airports will be temporarily designated as Level 3 in 2020S.

Airport Name	IATA Code	Airport Level
New Chitose	CTS	2→3
Sendai	SDJ	1→3
Narita	NRT	3
Haneda	HND	3
Chubu	NGO	2→3
Kansai	KIX	2
Fukuoka	FUK	3

※The "Official Ports of Entry" are planned to be CTS, SDJ, HND, and NRT for Olympics, and HND and NRT for Paralympics in 2020.
※These airports are designated by Japanese Government to receive officially games stakeholders such as the states guests, the Olympic Committee Members and athletes etc. Fast lane, welcome reception desks and special security services will be provided at these airports.

2

- For Tokyo Olympics and Paralympics Games, three airports will be designated as Level 3 for the period from 1 July to 30 September in 2020S according to WSG 6.6 (Temporary Change of Level). The three airports are New Chitose Airport (CTS), Sendai Airport (SDJ) and Chubu Airport (NGO). In addition, Ibaraki Airport (IBR) will be used as Tokyo Metropolitan Airport for the proximity to downtown Tokyo. Brief outline of each airport is as follows.

  - New Chitose Airport (CTS) (L2→L3):
  - New Chitose Airport located north of Tokyo with a distance of 820Km currently as Level 2 will be designated as Level 3. The airport specification can be found at JSC website.

  - Sendai Airport (SDJ) (L1→L3):
  - Sendai Airport located north east of Tokyo with a distance of 300Km will be designated as Level 3. The airport has two runways; main runway is 3,000m (09/27) and cross wind runway is 1,200m (12/30). There are 14 parking spots; 6 are fixed spots and 8 are open spots (small).

  - Chubu Airport (NGO) (L2→L3):
  - Chubu Airport located west of Tokyo with a distance of 280Km currently as Level 2 will be designated as Level 3. The airport specification can be found at JSC website.

- Ibaraki Airport (IBR):
  - Ibaraki Airport located north east of Tokyo with a distance of 80Km will be used during Olympics and Paralympics Games. The airport is commonly used by Civil Aviation Bureau (JCAB) and Japan Air Self Defense Force (JASDF). The airport has close parallel runways; one is 2,700m (03R/21L) for JASDF use and the other is 2,700m (03L/21R) for JCAB use. There are 8 parking spots, 3 are fixed spots and 5 are open spot (small) for JCAB use.

New Chitose Airport （CTS）

Japan Air Self Defense Force (JASDF)

Int Terminal

A-runway (01L/19R) 3,000m

B-runway (01R/19L) 3,000m

Dom Terminal

	2017	
	Aircraft Movements	Air Passengers
International	18,620	3,290,366
Domestic	132,000	19,428,246
Total	150,620	22,718,612

4

Sendai Airport （SDJ）

B-runway (09/27) 3,000m

Dom Terminal

Int Terminal

A-runway (12/30) 1,200m

	2017	
	Aircraft Movements	Air Passengers
International	2,194	270,124
Domestic	49,342	3,100,369
Total	51,536	3,370,493

5

Dom Termina

Int Terminal

Runway (18/36)
3,500m

	2017	
	Aircraft Movements	Air Passengers
International	38,992	5,509,701
Domestic	62,300	5,936,543
Total	101,292	11,446,244

6

Dom+ Int Terminal

B-runway (03L/21R)
2,700m

A-runway (03R/21L)
2,700m

Japan Air Self Defense
Force (JASDF)

	2017	
	Aircraft Movements	Air Passengers
International	662	105,130
Domestic	4,688	550,538
Total	5,350	655,668

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3. "Special Coordination Period" and "Pre-Special Coordination Period" 国土交通省

- ● **Pre-Special Coordination:**
  - ➢ "Pre-Special Coordination" starts well before the initial submission of 2020 Summer. The submission of Non-Scheduled Flights will be accepted from early August to late September 2019. However, the application will be limited to Specially Designated Airports.

  - ➢ Specially Designated Airports are Sendai (SDJ) and Chubu (NGO).

  - ➢ Answer to the request is expected to arrive *in the end of September*. Note that the answer may reserve a future time change *within the day,* in order to respond to Scheduled-Flight`s time change.

- ● **Special Coordination:**
  - ➢ "Special Coordination" will start after IATA SC144 from early December 2019 *to mid February* 2020. The submission of Non-Scheduled Flights for both Tokyo Metropolitan Airports and Specially Designated Airports can be made during this period.

  - ➢ Tokyo Metropolitan Airports are Narita (NRT), Haneda (HND) and Ibaraki (IBR). Specially Designated Airports are Sendai (SDJ) and Chubu (NGO) plus Chitose (CTS).

  - ➢ Answer to the request is expected to arrive *in the end of February.*

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4. Special Coordination Office for Non-Scheduled Flights 国土交通省

(1) Non-Scheduled Flights

All Airlines → (Non-Scheduled) → **(Special Coordination Office)**

JCAB Tokyo Airport Office (Haneda) — JCAB Narita Airport Office (Narita)

JCAB Tokyo Airport Office (Haneda):
- Chitose (CTS)
- Sendai (SDJ)
- Ibaraki (IBR)
- Chubu (NGO)

- ● Special Coordination Office for Non-Scheduled Flights will be set up at JCAB Tokyo Airport Office (Haneda) and this office will collaborate with other JCAB Airport Offices.

- ● The application for Non-Scheduled Flights from July to September should be sent to Special Coordination Office. The special application form (sample form) is shown in the next slide.

(2) Scheduled Flights

All Airlines → (Scheduled) → Japan Schedule Coordination (JSC) — Haneda (HND) — Narita (NRT) — Chitose (CTS)

All Airlines → (Scheduled) → Sendai (SDJ), Chubu (NGO)

- ● Initial Submission of 2020S for Haneda (HND), Narita (NRT) and Chitose (CTS) should be sent to Japan Schedule Coordination (JSC) as usual.

- ● Initial Submission of 2020S for Sendai (SDJ) and Chubu (NGO) should be sent to each JCAB Airport Office as usual.

9

東京オリンピック・パラリンピック期間　不定期便運航計画書
Application Form for Non-scheduled flight during Tokyo Olympics and Paralympics
（　特別調整　／　随時調整　）
Special Coordination ／ Ad-Hoc Coordination

ファイル目／ Page	全ファイル数 All Page		（文書番号） Document Number

（申請日）
Submitted on (yyyy/mm/dd)

オリンピック・パラリンピック関係発着調整対策本部長 殿

空港名（ICAO）
ICAO Airport Code

住所　〒
Address

氏名または名称
Name

電話番号　　　　　　　　　FAX番号
Telephone　　　　　　　　Facsimile

担当　　　　　　　　　A/Lコード（ICAO）
Contact Person name　　ICAO Airline Code

新 規 計 画 Request Schedule

種別 Action Code	運 航 日 Date of Operation (yyyy/mm/dd)	曜日 Weekdays	発着 Arrival or Departure	航空機識別 Flight Number	型式 Aircraft Type	発着地 Origin or Destination	時刻 (JST) Time (JST)	線区分 Int'l/ Dom.	調整目的 Purpose of Flight	スポット SPOT	接続便情報 Connecting Flight 運航日 Date of Operation / 航空機識別 Flight Number

現 行 計 画 Current Schedule

運 航 日 Date of Operation (yyyy/mm/dd)	曜日 Weekdays	発着 Arrival or Departure	航空機識別 Flight Number	型式 Aircraft Type	発着地 Origin or Destination	時刻 (JST) Time (JST)	線区分 Int'l/ Dom.	調整目的 Purpose of Flight	スポット SPOT	備 考 Annotation (VIP区分、VIP対象者、ｸﾞﾗﾝﾄﾞﾊﾝﾄﾞﾘﾝｸﾞ会社) (VIP Category, Persons eligible for VIP, Ground handling agent)

JCAB使用欄　For JCAB Use Only

受付日	処理番号	担当者 スロット / (Nﾁｬｰﾄ) / スポット	空港使用計画書 受付日 / 担当者

航空機所有者名 ： A/C Owner name
航空機所有者国籍 ： A/C Owner nationality
運 航 者 名 ： Operator name
運 航 者 国 籍 ： Operator nationality

割当結果　For JCAB Use Only

回答日	担当者

☐ 割当可　　☐ 割当不可

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Send this application form to → cab-hnd-slot_tyo2020@mlit.go.jp (from August 1st 2019)

Classification of Non-Scheduled Flights & Time Period

1. Classification of Time Period
   - JCAB controls slots of *6* airports from July to September, dividing the period into following three categories. The three months will be classified in accordance with the demand predicted.

     ➢ Demand Concentrated Period: **Between 17 July and 13 September.**

     ➢ Demand Peak Period: **21 to 25 July and 8 to 10 August.**
     ➢ **22 to 26 August and 5 to 7 September**
       From three days prior to the opening ceremonies to the following day of each ceremony.
       Plus, the days of closing ceremonies and one day before and after the days.

     ➢ Others: Other period in the three months; **1 – 16 July & 14 – 30 September**.

2. Classification of Non-Scheduled Flights
   - Non-Scheduled Flights will be classified into following categories. The priority follows the order below.

     ➢ V1-V3
       • International Olympic Committee (IOC) defines games stakeholders in three levels, V1, V2, and V3 (Refer to page 13 for the definition of V1, V2, and V3).
       • Priority is given to V1, V2 and V3 in this order.

     ➢ Others (Ordinary Non-Scheduled Flights)
       • Other Non-Scheduled Flights are coordinated in a fair way on an equal footing as usual.

3. Scheduled Flights previously allocated in the IATA process will have a priority over Non-Scheduled Flights.

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Tokyo Metropolitan Airports

- **Haneda Airport (HND):**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, the requests for V1 only will be accepted in Demand Peak Period and the requests for V1 and V2 only will be accepted in Demand Concentrated Period.
  - The maximum parking time is 3 hours. If it requires more stay time, then it will be diverted to other airports.

- **Narita Airport (NRT):**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, the requests for VIP(V1-V3 and specified similitudes by the Japanese authority. The same shall apply hereinafter.) only will be accepted in Demand Peak Period.
  - The maximum parking time is 3 hours. If it requires more stay time, then it will be diverted to other airports.

- **Ibaraki Airport (IBR):**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, the requests for VIP only will be accepted in Demand Peak Period.
  - The maximum parking time is 3 hours. If it requires more stay time, then it will be diverted to other airports.

Specially Designated Airports

- Sendai (SDJ) and Chubu (NGO) Airports:
  - For Pre-Special Coordination and Special Coordination, all types of Non-Scheduled Flights will be accepted.

- Chitose (CTS) Airport:
  - Pre-Special Coordination is not applied.
  - For Special Coordination, all types of Non-Scheduled Flights will be accepted.

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AND Service Eligibility

V 1

■Eligibility
*Reference _ Heathrow Airport Protocol Operating Plan
Olympic approx. 120 people
Paralympic approx. 80 people

V1
①IOC President
②IOC Honorary President
③Sovereign or Head of State
④Head of Government
⑤Other approved Games Clients (approved by LOCOG Protocol and IOC)

V 2

■Eligibility
*Reference _ Heathrow Airport Protocol Operating Plan
Olympic approx. 1,700 people
Paralympic approx. 700 people

V2
①IOC Members ②IOC Honorary Members
③IOC Members of Honour ④IOC Directors
⑤Ministry Responsible for Sport
⑥TOP Presidents and CEO
⑦OCOG President and CEO (Host City and Future OCOG) ⑧IF Presidents and Secretary Generals
⑨NOC Presidents and Secretary Generals
⑩Broadcaster President / CEO
⑪Other approved Game Clients (approved by LOCOG Protocol and IOC)

V 3

■Eligibility
*Reference _ Heathrow Airport Protocol Operating Plan
Olympic approx. 57,600 people
Paralympic approx. 21,000 people

V3
①Athletes and Team Officials
②Technical Officials
③Broadcast ④Media
⑤IOC Commission Members, Staff, Advisors, Consultants, Agents and Guests
⑥Future OCOG and Bid Cities delegations
⑦Members and Guests of recognized organizations and federations
⑧TOP Senior Executives and Guests, Olympic Project Leaders, Senior Technical Operations Staff, Media Relations, Marketing Partner Workforce
⑨Other prominent Government representatives
⑩Other approved Games Clients (approved by LOCOG Protocol and IOC)

Source:Tokyo2020

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After Special Coordination Period

After Special Coordination Period, Non-Scheduled Flight`s requests for the six airports are accepted at Special Coordination Office if the airport is still available. Requests arrived before 20th of each month are replied by the end of the month. During Jul-Sep, ad-hoc coordination takes place.

	Peak Period	Demand Concentrated Period (Except Peak Period)
Tokyo Metropolitan Airports	Acceptable (Access to HND will be limited)	Acceptable
Specially Designated Airports	Acceptable	Acceptable

Scheduled Flight`s and Non-Scheduled Flight`s coordination in other period in 2020 S.

Requests for Scheduled Flight`s and Non-Scheduled Flight`s coordination in other period in 2020S should be submitted as usual. (NRT, HND, CST ⇒JSC, NGY, IBK, SDJ⇒Each airport)

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