

Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 11th Meeting of APACA

10 November (Tuesday), 2015

Room: Gemini 1, L1 Level of Resort World Sentosa Convention Center

Singapore

10 December, 2015

1. Administration

The eleventh general assembly meeting of APACA was held at room Gemini 1, L1 Level of Resort World Sentosa Convention Center from 17:00 to 18:00 on 10 November (Tuesday), 2015 at the occasion of IATA 137th Slot Conference in Singapore. The temporary chairman, Mr. Hiroki Takeda (JSC – Japan Schedule Coordination), welcomed the participants and expressed his appreciation for attending the eleventh 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 28 representing 12 economies and 15 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 eleventh general assembly meeting of APACA formed a quorum.

2. Agenda Item 1: Approval of Minutes of 10th meeting

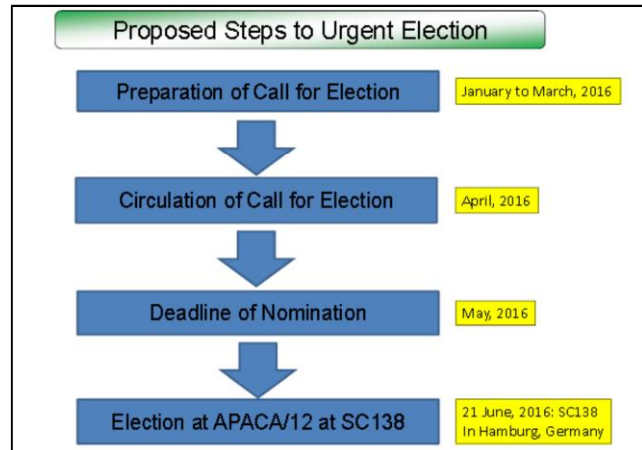
The minutes of the tenth general assembly meeting held on 23 June, 2015 at Vancouver Convention Center, in Vancouver, Canada was endorsed by the meeting without adjustments.

3. Agenda Item 2: Proposal of Urgent Election for APACA

The temporary chairman, Mr. Takeda, reported the proposal of urgent election for APACA using the material shown in [Appendix 2](#).

He firstly explained the background for the urgent election. Mr. Ernst Krolke (ACA: Airport Coordination Australia) stepped down the Chair at APACA/10 which was held on 23 June, 2015 in Vancouver. Mr. Jitendra Singh sent an e-mail on 15 September, 2015 informing us of the termination of Vice-Chair due to his promotion to a head of Airline Marketing and Route Development at Delhi International airport. Now, Mr. Takeda is the only person who is duly elected by APACA members without Vice-Chairs. Therefore, he is proposing to hold an urgent election for APACA although the term of service continues to November, 2016.

He then explained the time schedule for the urgent election. He will prepare the call for the election till next March. He will then circulate the call for the election in April. Those who are willing to act as Chair or Vice-chairs should nominate himself or herself by the end of May. Finally, the election will take place at APACA/12 which will be held at SC138 in June, 2016 in Hamburg, Germany.



He finally explained the qualification of candidates for Chair and Vice-Chair. The qualification is the same as the one in 2014 implying any coordinator or schedule facilitator who is eligible can be candidates for Chair or Vice-Chair.

He asked the participants for active involvement in APACA activities.

4. Agenda Item 3: Proposed Modification of APACA Article

Mr. Takeda explained the proposition to modify the current APACA article using the material shown in [Appendix 3](#).



According to the current APACA article, the election of Chair and Vice-Chair is stipulated in Article 7. It reads “The Chair and two Vice-Chairs should be elected among the members at the General Assembly for a period of two years”. There is no article stipulating the emergency situation where two out of three executives (one Chair and two Vice-Chairs) step down before the term of service.

He proposed to add Article 7-1 which reads “**If two out of three executives (one Chair and two Vice-Chairs) step down before the two years term, the urgent election should be held**”. According to Article 9 (Voting, Quorum), the decisions relating to amendments to the Articles of Association must have two-thirds of the votes cast by the General Assembly provided that half of the Members shall be present or represented. Therefore, he asked the participants to raise the hands if they agree to add Article 7-1. As more than two-thirds of the participants raised the hands, this proposed addition to the article was approved unanimously.

5. Agenda Item 4: Notification of SHL & SAL dates at WWACG Web Site

Mr. Takeda briefed the participants of the meeting on the SHL & SAL dates at the WWACG Web Site using the material shown in [Appendix 4](#).

While this topic was discussed from the very first APACA meeting, there are still some organizations not

complying with the WSG guidelines to upload SHL & SAL dates to the WWACG web site. He firstly showed the list of who uploaded SHL date and who didn't for S16. According to this list, there are 9 out of 19 organizations who failed to upload the information for S16 (This only applies for Level 3 airports). Then the SAL list for S16 was explained showing that there are 9 out of 19 organizations who completely failed to upload the required information.

Notification of SHL & SAL dates at WWACG Web Site (1)			
Economy	Organization	S16 SHL	S16 SAL
Australia	Airport Coordination Australia (ACA)	○	○
Indonesia	State Secretariat of Civil Aviation Cambodia(SSCAC)	×	×
China	Air Traffic Management Bureau (ATMB)	×	×
Chinese Taipei	Airport Coordination Taipei (ACT)	○	○
Hong Kong	Hong Kong Schedule Coordination Office (HKSCO)	○	○
India	Chennai International Airport (CCAI)	×	×
	Bengaluru International Airport (BLR)	Not Applied	○
	Delhi International Airport (DEL)	×	×
	Chennai International Airport (CCAI)	○	×
	Hyderabad International Airport (HYD)	Not Applied	Not Applied
Indonesia	Indonesia Airport Slot Management (IASM)	×	×
Korea	Korea Airport Schedule Office (KASO)	○	○

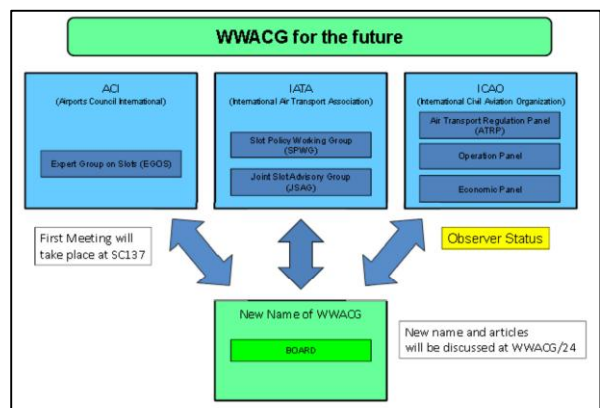
As of 5 November, 2015

It was found that there are still almost a half of the organizations who completely failed to comply with IATA WSG guidelines in uploading SHL & SAL dates to WWACG web site. He reminded again that those who have not registered their ID & PW to get it done immediately and that those who have already ID & PW to upload those date as soon as possible. It is very important as airlines refer to this web site for information on SHL and SAL distributions.

6. Agenda Item5: Future Organization of WWACG

Mr. Takeda presented the future organization of WWACG using the material shown in Appendix 5. He firstly explained the relationship between IATA and WWACG. There are two groups in IATA; Slot Policy Working Group (SPWG) and Joint Slot Advisory Group (JSAG). There are one group in WWACG; WWACG Core Group. They are interacting with each other to discuss the slot issues like creating Worldwide Slot Guidelines (WSG) in the past.

However, the scope of work of WWACG is gradually expanding to interact with other international organizations like International Civil Aviation Organization (ICAO) and Airport Council International (ACI).



For ICAO, WWACG was given the observer status for various Panels. Air Transport Regulation Panel (ATRP) is the one dealing with the bilateral air talks and multilateral air talks. Although ATRP is promoting the liberalization of airline industries, it should be noted by the ATRP the newly created demands cannot always be accommodated at busy airports like Level 3 airports. Thus, ICAO should recognize it is necessary to introduce a neutral, non-discriminatory and transparent mechanism to allocate airlines' slots at busy airports.

Operational Panel is the one dealing with the flight plan format. The matching of flight plan with slot ID is prevailing in one part of the world. In order to make it easier to verify the matching, the format of flight plan

has to be changed so that it will accommodate slot ID. So, the interaction with Operational Panel will be needed in the future.

For ACI, they claim that the current WSG does not necessarily reflect the airport requirements. ACI formed the slot policy working group in their body to evaluate the current WSG. The talk with this group has just started at SC137.

In order to deal with various international groups, the form of WWACG has to be changed to become the robust international organization. Thus, new name and new article of WWACG are sought and they are now under discussion among core group members.

7. Agenda Item6: Any Other Business

There was one announcement made by Ms. Adeline Chia, (Changi Slot Coordination) that Asian Tea Gathering would be hosted by Changi Airport at room Gemini 1, L1 Level of Resort World Sentosa Convention Center during the lunch time of 12:00 to 13:30 on 12 November (Thursday). The participants were invited to join the gathering.

The list of participants at APACA/11 meeting

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

