

# **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 144<sup>th</sup> 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 10<sup>th</sup> Edition)**

Mr. Takeda (JSC - Japan Schedule Coordination) reported the WSG Modification (WSG 10<sup>th</sup> Edition) using the material shown in [Appendix 2](#) and [Appendix 3](#).

He firstly reminded the participants that HOD meeting would be held on 20 June (Thursday) where WSG 10<sup>th</sup> 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

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

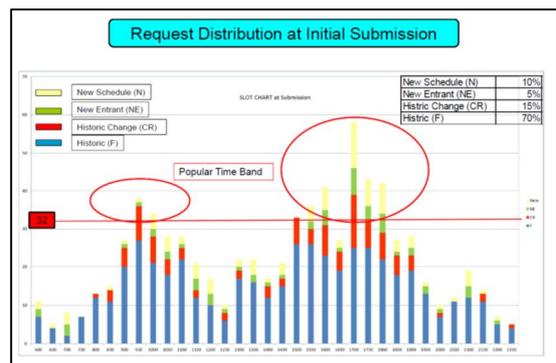
(1) Priority Change at Initial Slot Allocation

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.

**Completely New Chapter to be effective for 2019W**

**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.

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](#).

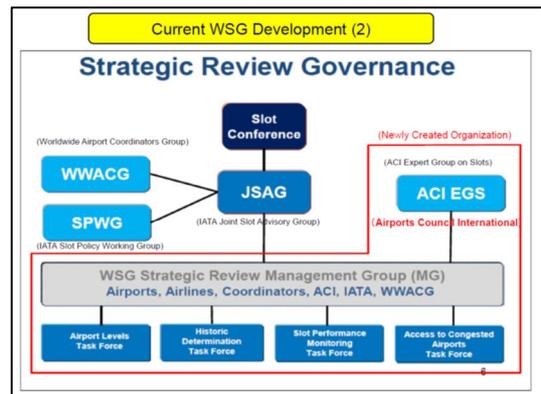
He reported the historical background how the WSG governance has evolved.

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 39<sup>th</sup> 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.

- 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.

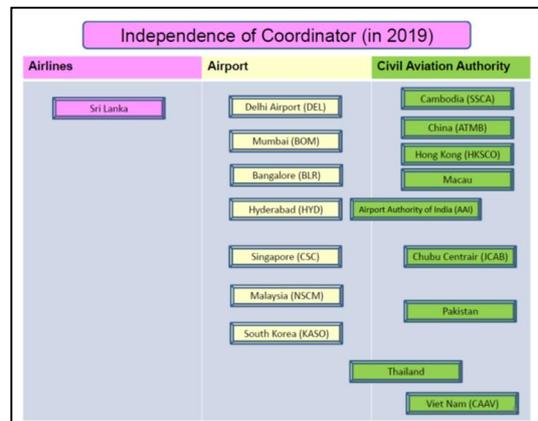
Finally, he asked the participants to show their intention to become individual member, joint member or partner.

## 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.

The screenshot displays the ACT website interface with three main sections:

- S19 TYPE Coordination Parameters:** A table showing parameters for different time periods.

Operating Hours	Actual	Remaining	Total
0000-0115	50	50	100
0000-0115	50	50	100
0000-0115	50	50	100
- NAC Charts:** A grid showing flight schedules with columns for date, time, and status.
- Slot Listing:** A detailed list of flight slots with columns for flight number, airline, origin, destination, and slot number.

## **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)

