

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 5

Reformatting of Worldwide Scheduling Guidelines (WSG)
To Worldwide Slot Guidelines (WSG)

2nd APACA meeting
23 June, 2011
Gothenburg, Sweden



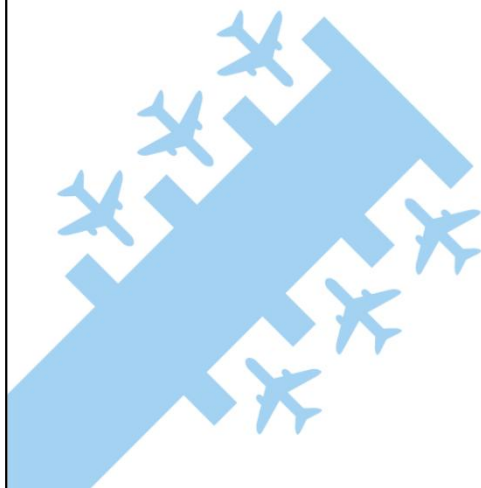
Worldwide Slot Guidelines

Subject to Approval - Effective August 2011

www.iata.org/wsg

1st Edition

Supersedes Worldwide Scheduling Guidelines 21st Edition



Reformatting of Worldwide Schedule Guidelines (1)

WHAT HAS CHANGED?

- Easier to understand, plain language for those whose mother tongue is not English
- A Shorter document - Less duplication of content
- Separate sections for **policies, principles and process** – allowing readers to focus on what is relevant for them

Some Key Changes:

- Schedules è 'slots' or 'planned operations'
- 'Coordination' is a generic term for Level 2 and 3
- Scheduling period è 'season'
- Schedules facilitator è 'facilitator'
- Just Level 1, 2, 3 airports – not the double naming with 'non-coordinated', 'schedules facilitated' and 'coordinated' (difficult to translate)
- Return of the 'waitlist'

Reformatting of Worldwide Schedule Guidelines (2)

WHAT DOES NOT CHANGE?

- The actual content of the policies, principles and procedures
- The process for how these are changed
- The set-up and execution of the Scheduling Conference
- The role of the document as the only, global way of seeking new slots or exchanging existing slots
 - In fact, this will be reinforced with a more concise, easier to understand document

Reformatting of Worldwide Schedule Guidelines (3)

POLICY

- Introduction to Airport Coordination
- Airport Levels 1, 2, 3
- Demand and Capacity Management
- Change of level, including process to remove coordination

PRINCIPLES

- Key principles
- Primary and Additional allocation criteria
- Holding & Returning slots, Use/Lose, Eligibility for Historics
- Justified non-utilization, Misuse
- Exchanges, transfers, shared operations
- Bankruptcies, traffic rights, etc

Reformatting of Worldwide Schedule Guidelines (4)

PROCESS

- Determination of Historics
- Initial submissions and Initial coordination
- Pre, During, Post Conference activity
- Managing the waitlist
- Slot returns
- Slot allocation for ad hoc operations

Comparison of old and new WSG (1)

Old WSG	New WSG
<p>Section 1 - Airport Capacity and Traffic Congestion</p>	<p>Section 1 - Introduction to Airport Coordination</p> <ul style="list-style-type: none"> 1.1 What is airport coordination? 1.2 What is the objective of airport coordination? 1.3 Who are the stakeholders in airport coordination? 1.4 What are the conditions for airport coordination? 1.5 How are Airports Designated? 1.6 What is an Airport Slot? 1.7 What are the key principles of Slot Allocation?
<p>Section 2 - Airport Levels</p>	<p>Section 2 - Role of IATA in Airport Coordination</p> <ul style="list-style-type: none"> 2.1 Worldwide Slot Guidelines 2.2 IATA Slot Conference 2.3 Standard Schedules Information Manual 2.4 Education
<p>Section 3 - Non-Coordinated Airports (Level 1)</p> <ul style="list-style-type: none"> 3.1 Definition of a Non-Coordinated Airport 3.2 Role of Airlines 3.3 Role of Airports 3.4 Role of Handling Agents 3.5 Change of Level 	<p>Section 3 - Level 1 Airports</p> <ul style="list-style-type: none"> 3.1 Definition of a Level 1 Airport 3.2 Role of Airlines 3.3 Role of Airports 3.4 Role of Handling Agents



Comparison of old and new WSG (2)

Old WSG	New WSG
<p>Section 4 - Schedules Facilitated Airports (Level 2)</p> <p>4.1 Definition of a Schedules Facilitated Airport</p> <p>4.2 Role of Airlines</p> <p>4.3 Role of Airports</p> <p>4.4 Role of Schedules Facilitator</p> <p>4.5 Process of Schedules Facilitation</p> <p>4.6 Change of Level</p>	<p>Section 4 - Level 2 Airports</p> <p>4.1 Definition of a Level 2 Airport</p> <p>4.2 Appointment of a Facilitator</p> <p>4.3 Role of Airlines</p> <p>4.4 Role of Airports</p> <p>4.5 Role of the Facilitator</p> <p>4.6 Process of Facilitation</p>
<p>Section 5 - Coordinated Airports (Level 3)</p> <p>5.1 Definition of a Coordinated Airport</p> <p>5.2 Appointment of a Coordinator</p> <p>5.3 Definition of slots</p> <p>5.4 Role of Airlines</p> <p>5.5 Role of Airports</p> <p>5.6 Role of Coordinators</p> <p>5.7 Role of Coordination Committee</p> <p>5.8 General Principles of Coordination</p> <p>5.9 Recommended Minimum System Requirements</p> <p>5.10 Removal of Coordination</p>	<p>Section 5 - Level 3 Airports</p> <p>5.1 Definition of a Level 3 Airport</p> <p>5.2 Appointment of a Coordinator</p> <p>5.3 Role of Airlines</p> <p>5.4 Role of Airports</p> <p>5.5 Role of the Coordinator</p> <p>5.6 Role of Coordination Committee</p>
	<p>Section 6 – Demand and Capacity Management</p> <p>6.1 Demand and Capacity Analysis</p> <p>6.2 Change from Level 1 to Level 2</p> <p>6.3 Change from Level 2 to Level 3</p> <p>6.4 Establishing Historic Slots for the First Time</p> <p>6.5 Removal of Coordination</p> <p>6.6 Temporary Change of Level</p> <p>6.7 Notification</p> <p>6.8 Seasonal Review of Airport Capacity</p> <p>6.9 Reduction in Airport Capacity</p>



Comparison of old and new WSG (3)

Old WSG

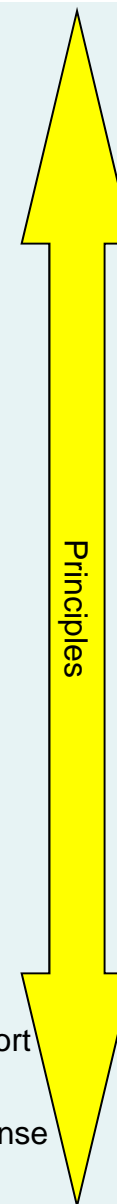
Section 6 - Process of Coordination

- 6.1 Introduction of Coordination
- 6.2 Availability of Airport Capacity
- 6.3 Preparatory Work by Airlines
- 6.4 Historic Slots
 - 6.4.1 Determination of Historic Slots
 - 6.4.2 Confirmation of Historic Slots SHL
- 6.5 Data Submission
- 6.6 Flexibility by Coordinators
- 6.7 Advice on Availability of Slots
- 6.8 Priorities for Coordination
- 6.9 Allocation of Slots by Coordinators
- 6.10 Use of Slots by Airlines
- 6.11 After Conference Activity/Slot Reallocation Process
- 6.12 Slots Allocated Prior to Traffic Rights or Operating License
- 6.13 Slots of an Airline which Loses its Operating License
- 6.14 Slots Allocated Without Historic Precedence
- 6.15 Coordination Committee

New WSG

Section 7 – Principles of Slot Allocation

- 7.1 Key Principles of Slot Allocation
- 7.2 General Priorities for Slot Allocation
- 7.3 Primary Criteria for Initial Slot Allocation
 - 7.3.2 Historic Slots
 - 7.3.3 Changes to Historic Slots
 - 7.3.4 Slot Pool
 - 7.3.5 New Entrants
 - 7.3.6 Introduction of Year Round Operations
- 7.4 Additional Criteria for Initial Slot Allocation
- 7.5 Holding and Returning of Slots
- 7.6 Use It or Lose It Rule
- 7.7 Eligibility of Historic Precedence
 - 7.7.2 Cancellations before the Historic Baseline Date
 - 7.7.3 Cancellations after the Historic Baseline Date
- 7.8 Justified Non-Utilization of Slots
- 7.9 Intentional Misuse of Slots
- 7.10 Flexibility in Slot Allocation
- 7.11 Change of Use of Slots by Airlines
- 7.12 Exchange of Slots between Airlines
- 7.13 Transfer of Slots between Airlines
- 7.14 Shared Operations
- 7.15 Slots of an Airline which Ceases to Operate at an Airport
- 7.16 Slots of an Airline that Loses its Operating License
- 7.17 Slots Allocated Before Traffic Rights or Operating License
- 7.18 Slots Allocated without Historic Precedence



Comparison of old and new WSG (4)

WSG	New WSG
<p data-bbox="163 443 472 475">Section 7 - Meditation</p>	<p data-bbox="1144 443 1771 475">Section 8 - Worldwide Coordination Process</p> <ul style="list-style-type: none"><li data-bbox="1144 491 1883 523">8.1 Authorized Representatives and Communication<li data-bbox="1144 539 1688 571">8.2 Calendar of Coordination Activities<li data-bbox="1144 587 1621 619">8.3 Availability of Airport Capacity<li data-bbox="1144 635 1861 667">8.4 Determination of Historic Slots by Coordinators<li data-bbox="1144 683 1688 715">8.5 Review of Historic Slots by Airlines<li data-bbox="1144 730 1603 762">8.6 Initial Submission by Airlines<li data-bbox="1144 778 1939 810">8.7 Use of Action Codes and Supplementary information<li data-bbox="1144 826 1749 858">8.8 Acknowledgment of Initial Submissions<li data-bbox="1144 874 1464 906">8.9 Initial Coordination<li data-bbox="1144 922 1554 954">8.10 Pre-Conference Activity<li data-bbox="1144 970 1644 1002">8.11 Activity at the Slot Conference<li data-bbox="1144 1018 1675 1050">8.12 Meetings at the Slot Conference<li data-bbox="1144 1066 1563 1098">8.13 Post Conference Activity<li data-bbox="1144 1114 1525 1145">8.14 Managing the Waitlist<li data-bbox="1144 1161 1397 1193">8.15 Slot Returns<li data-bbox="1144 1209 1742 1241">8.16 Slot Allocation for Ad Hoc Operations<li data-bbox="1144 1257 1697 1289">8.17 Changes On-the day of Operation



Comparison of old and new WSG (5)

WSG	New WSG
<p>Section 8 - Definitions and Abbreviation</p>	<p>Section 9 – Terms and Abbreviations</p>
<p>Appendix 1 – IATA Schedule Conference Appendix 2 – IATA Appointments Calendar Appendix 3 – SSIM AND Its Relevance To Airport Coordination Appendix 4 – Basis for the Calculation of Historic Series of Slots Appendix 5 – Standards For Airport Capacity Analysis Appendix 6 – Recommended Minimum System Requirements for Airlines and Coordinators Appendix 7.1 – Advice For Airlines Using the Coordination Process Appendix 7.2 – Advice For Coordinators Using the Coordination Process Appendix 7.3 – Independence Of Coordinator</p> <p>Annex 1 – Roles and Terms of Reference of Committees and Working Groups Annex 2.1 – Membership of the Schedule Policy Working Group Annex 2.2 – Membership of the Joint Scheduling Advisory Group Annex 3 – Contact List for Level 2 AND Level 3 Airports Annex 4 – Notification of Airport Level Change Form</p>	<p>Section 10 – Documents Available on the Web</p> <p>10.1 IATA Slot Conference – Standing Working Arrangements 10.2 IATA Appointments Calendar 10.3 IATA Standards for Airport Capacity Analysis 10.4 Recommended Minimum System Requirements for Airlines and Coordinators 10.5 Slot Policy Working Group (SPWG) – Terms of Reference 10.6 Joint Slot Advisory Group (JSAG) – Terms of Reference 10.7 Schedules Information Standard Committee (SISC) – Terms of Reference 10.8 Coordination Committee – Terms of Reference 10.9 Slot Performance Committee – Terms of Reference 10.10 Membership of the Slot Policy Working Group 10.11 Membership of the Joint Slot Advisory Group 10.12 Contact list for Level 2 and Level 3 Airports 10.13 Notification of Airport Level Change</p> <p>Those documents can be found at www.iata.org/wsg.</p>