

Asia/Pacific Airport Coordinators Association (APACA)

Minutes of 2nd Meeting of APACA

23 June (Thursday), 2011

Room G3, Swedish Convention and Exhibition Center

11 July, 2011

1. Opening of the Meeting

The second general assembly meeting of APACA was held at room G3, Swedish Convention Center from 18:00 to 19:00 on 23 June (Thursday) 2011 at the occasion of IATA 128th Schedule Conference in Gothenburg, Sweden. The chairman, Mr. Ernst Krolke (Airport Coordination Australia), welcomed the participants and expressed his appreciation for attending the second meeting of APACA under the Worldwide Airport Coordinators Group (WWACG). The meeting was proceeded according to the agenda item which is shown in [Appendix 1](#).

The number of participants was 38 representing 12 economies and 17 organizations which constitute more than half of the entire economies and organizations in Asia/Pacific regions. The list of participants is shown at the last page. Thus, the second general assembly meeting of APACA was valid one.

2. Agenda Item1: Approval of minutes of 1st meeting

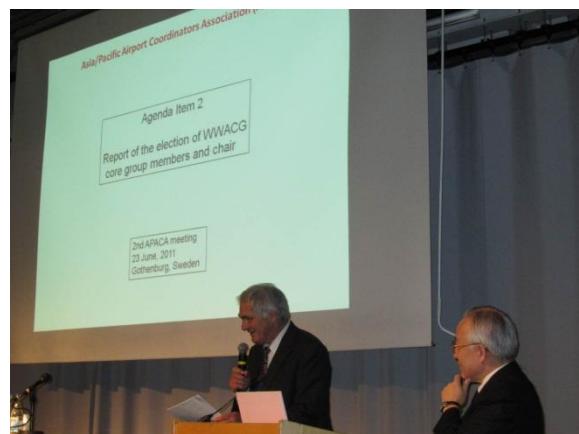
The minutes of the first general assembly meeting held on 13 November in Melbourne, Australia was approved.

3. Agenda Item2: Report of the election of WWACG core group members and chair

The chairman briefed the meeting of the election result of WWACG core group members shown in [Appendix 2](#).

(1) Core group members

As there were 7 nominations for 7 positions of core group members, there was no election for core members. All 7 nominees were approved as core group members by the meeting adding Austria as a new member. 4 members from Europe, 2 members from Asia/Pacific and 1 member from North America will represent the coordinators at Joint Scheduling Advisory Group (JSAG) for 2 years from now on.



(2) The chair and vice chair

Mr. Eric Rindlisbacher, Switzerland was elected as chairman. Mr. Eric Herbane, who is a chairman of EUACA, was elected as vice-chairman. Mr. Ernst Krolke, who is a chairman of APACA, was also elected as vice-chairman.

4. Agenda Item3: Registration of ID & PW to WWACG Web Site

The vice chairman, Mr. Hiroki Takeda (Japan Schedule Coordination), presented how to register the ID & PW to access the WWACG web site using the material shown in [Appendix 3](#).

As there are some organizations in Asia/Pacific regions who have not registered ID & PW and not uploaded yet the member information and airport information at WWACG, this presentation was designed to reiterate the procedures and stress the importance of doing so. The first step is to register ID & PW to WWACG by sending e-mail to secretary@wwacg.org together with a picture of head coordinator or facilitator. Once confirmed by WWACG secretary, you can log into the site and upload your information through “Member Maintenance” and “Airport Maintenance”.



It was stressed that the coordinators and facilitators must publish the date when SHL or SAL was sent out for each airport at WWACG web site. This notification procedure was used to be directed to IATA Scheduling Office, but date has to be published at WWACG according to Worldwide Slot Guidelines (New WSG).

Then, Mr. Eric Herbane, (COHOR, France) was introduced to the meeting as a web master of WWACG. He mentioned a background of WWACG web site emphasizing how greatly IATA contributed to the creation of this web site. He stressed it important for all the coordinators and facilitators to upload the member information and airport information since all the airlines will refer to this web site. Especially, New WSG will dictate all the coordinators and facilitators to publish the date when SHL or SAL was sent out to the airlines. He also mentioned that the current web site will be improved in the future to accommodate the specific information some of the regions may need to have.

5. Agenda Item4: APACA Web Site (APACA data base)

The vice chairman, Mr. Takeda presented the possible scenarios to retain the APACA data base using the material shown in [Appendix 4](#).

This is the follow up activities of the agenda item 6 (APACA data base) and agenda item 7 (APACA web site) at 1st APACA meeting. Three options were presented; one is the use of current JSC's web

site, second is the use of WWACG web site and third is the creation of new APACA web site. Currently JSC web site carries the APACA sub menu which contains the article, minutes and member of APACA. To add the APACA data base in this sub menu is the first option. WWACG web site has been up and running since last November. To add the APACA data base in "data base" sub menu is second option. The third option is to create a new APACA web site from scratch.

Those three options were compared from the financial and operational point of views. Through this comparison, it was concluded that the easiest, fastest and economical way of carrying the APACA data base is the first option of the use of current JSC's web site. The meeting agreed that Japan Schedule Coordination (JSC) will modify their web site to accommodate the data base which has been collected from APACA members last year. In addition, it was promised that WWACG core group would explore the possibilities for WWACG web site to accommodate the data base each regional group may want to retain in the future.

6. Agenda Item5: Reformatting of Worldwide Scheduling Guidelines (WSG) to Worldwide Slot Guidelines (WSG)

The chairman presented the new Worldwide Slot Guidelines (WSG) using the material shown in [Appendix 5](#).

He first explained what has changed and what has not changed in this reformatting process stressing that the sole purpose is to make it easier to understand for those whose mother tongue is not English without changing the actual content. Another important point was that all the clauses were realigned under such three major sections as policy, principles and process allowing readers to focus on what is relevant for them.

Then the organizational structure was explained under policy, principles and process sections. The comparison of old WSG and new WSG was also made.

He stressed that this draft Worldwide Slot Guidelines (WSG) would have to be approved and authorized by all airline HoDs and coordinator HoDs at the last day of the meeting; HoD meeting in the morning of 25 June. It was recommended all APACA members should attend the HoD meeting to approve it.



7. Agenda Item6: Any Other Business

7.1 Temporary Suspension of Use it or Lose it (U/L) regulation at NRT and HND airports

The vice chairman, Mr. Takeda presented the temporary suspension of U/L rule at NRT and HND using the material shown in [Appendix 6](#).

He briefly mentioned the damages caused by the unprecedented earthquake and Tsunami which took place on March 11, 2011. Subsequent accident at Fukushima Nuclear Power Plant was also explained. With the sharp decline of passengers due to these accidents, Japan Civil Aviation Bureau (JCAB) announced the temporary suspension of U/L regulation at NRT and HND starting from March 11 to the end of summer 2011 season (29 October). This temporary suspension was applied not only to the part of W10 but also the entire S11.

He showed his appreciation if the same temporary suspension will be applied by the coordinators to the airlines whose flights are between Tokyo and their home airports. The chairman added that the volcanic ash from Chile is now reaching to Australia eventually closing down the Sydney International Airport. The similar suspension may have to be applied to Sydney Airport.

7.2 Proposal to survey the slot monitoring at different airports in Asia/Pacific region

The vice chairman, Mr. Singh (Delhi International Airport Limited (DIAL)) presented the proposal to survey the slot monitoring using the material shown in [Appendix 7](#).



He first explained the concept of slot monitoring emphasizing three points; calculation of 80/20 slot usage, off slot and intentional misuse of slot. Then the question as to the difference between calculation of 80/20 slot usage and off slot was raised from the floor. It was informed that different practices are followed by different coordinators to do slot monitoring. Some consider only number of flights operated, while some are also considering punctuality of flight operation. Actual operation of

flights at slots different than approved one does impact utilization of common resources at the airport, actual slot utilization and availability which leads to shifting of peaks and delays, congestion and inconvenience to passengers, airlines at the airport and impacts image of airport. Therefore it is an attempt to gather practices being followed by different coordinators and their views on slot monitoring and historicity, initially in region. Based upon this information a paper shall be presented to the house for further discussions. The Chairman pointed out that 80/20 historic precedence and compliance with the allocated slot time are two separate subjects.

Then the skeleton of the draft questionnaire was explained. The chairman added that the misuse of slot by the airlines can be penalized with fine in Australia as an example. Following procedure was agreed that the questionnaire will be finalized as soon as possible and circulated to APACA members for answer. The dead line for the questionnaire will be in September or October. The result of questionnaire will be reported at the next conference in Singapore in November. This result may also be reported at the next WWACG meeting.

7.3 WWACG Workshop or Seminar

In relation to the survey, Mr. Eric Herbane, (COHOR, France) proposed to host the WWACG workshop or seminar dealing with many issues relating to the slot coordination at the next schedule conference. One of the proposals was to host the workshop or seminar on the Sunday since the duration of conference was shortened from 3.5 to 3 days. It was agreed that WWACG core group will continue to explore the possibilities of workshop and its contents and date in the future.

The list of participants at APACA/2 meeting

No.	Economy	No.	Member Organization
1	Australia	1	Airport Coordination Australia (ACA)
2	Cambodia	2	Airport Slot Coordination Cambodia
3	Chinese Taipei	3	Airport Coordination Taipei (ACT)
4	Hong Kong	4	Hong Kong Schedule Coordination Office (HKSCO)
5	India	5	Airport Authority of India (AAI)
		6	Delhi International Airport Limited (DIAL)
		7	Bangalore International Airport Limited (BIAL)
		8	GMR Hyderabad International Airport Limited (GHIAL)
		9	Mumbai International Airport Pvt Limited (MIAL)
6	Japan	10	Japan Schedule Coordination (JSC)
		11	Central Japan International Airport Co. (CJIAC)
7	Korea	12	Korean Airport Schedule Office (KASO)
8	Malaysia	13	Airport Coordination Malaysia
9	Philippines	14	Philippines Airlines
10	Singapore	15	Changi Slot Coordinator (CSC)
11	Sri Lanka	16	BIA Coordination
12	Thailand	17	Slot Coordination Thailand (SCT)

