

Asia/Pacific Airport Coordinators Association (APACA)

Agenda Item 9

Reformatting of Worldwide Scheduling Guideline (WSG)

1st APACA meeting
13 November, 2010
Melbourne, Australia

Reformatting of WSG (1)

WSMS: World Slot Management Standards

(Note: As this new name has not been agreed among JSAG members yet, it is still tentative. There is a concern expressed that the word of “standards” may sound too strong.)

WSG	WSMS (tentative name)
Section 1 - Airport Capacity and Traffic Congestion	Section 1 - Introduction to Airport Coordination 1.1 What is airport coordination 1.2 What are the objectives of airport coordination 1.3 Who are the stakeholders and what are their roles 1.4 Airport levels reflecting congestion or capacity limitations
Section 2 - Airport Levels	Section 2 - Role of IATA in airport coordination 2.1 Bi-annual IATA SC 2.2 WSMS 2.3 SSIM 2.4 Global consultation 2.5 Information and education
Section 3 - Non-Coordinated Airports (Level 1) 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	Section 3 - Non-coordinated airports (Level 1) 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

Reformatting of WSG (2)

WSG	WSMS (tentative name)
<p style="color: red;">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 style="color: red;">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 facilitators</p> <p>4.5 Process of schedules facilitation</p> <p>4.6 Change of Level</p>
<p style="color: red;">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 14</p>	<p style="color: red;">Section 5 - Slot Management Guideline (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 style="color: blue;">6.1 Introduction of coordination</p> <p>5.10 Removal of coordination</p>

Reformatting of WSG (3)

WSG	WSMS (tentative name)
<p>Section 6 - Process of Coordination</p> <ul style="list-style-type: none"> 6.1 Introduction of Coordination 6.2 Availability of Airport Capacity 6.3 Preparatory Work by Airlines 6.4 Historic Slots <ul style="list-style-type: none"> 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 	<p>Section 6 - Worldwide Slot Management Principles</p> <ul style="list-style-type: none"> 5.8 General principles of coordination 6.8 Priorities for coordination <ul style="list-style-type: none"> 6.8.1 Primary criteria for slot allocation <ul style="list-style-type: none"> 6.8.1.1 Historic precedent 6.8.1.2 Changes to historic slots 6.8.1.3 Slot pool 6.8.1.4 New entrant 6.8.1.5 Introduction of year round service 6.8.2 Additional criteria for slot allocation X.X USE OF SLOTS BY AIRLINES <ul style="list-style-type: none"> 6.10.3 Holding and returning of slots <ul style="list-style-type: none"> 6.4.1 Determination of historic slots 6.10.7 Use it or lose it provision 6.10.6 Intentional misuse of allocated slots 6.6 Flexibility by coordinators <ul style="list-style-type: none"> 6.6.1 Operational factors 6.6.2 Season changeover 6.6.3 Daylight saving time 6.6.4 Schedule disruptions

Reformatting of WSG (4)

WSG	WSMS (tentative name)
	<p data-bbox="1144 405 1435 435">Consolidate with 5.5</p> <p data-bbox="1137 453 1727 483">6.10 HOLDING OF SLOTS BY AIRLINES</p> <p data-bbox="1137 499 1727 529">6.10.1 Exchange of slots between airlines</p> <p data-bbox="1137 545 1704 576">6.10.2 Transfer of slots between airlines</p> <p data-bbox="1144 639 1733 670">Incorporate into 6.10.5 Shared operations</p> <p data-bbox="1137 732 2011 762">6.10.8 Slots of an airline which ceases to operate at an airport</p> <p data-bbox="1137 778 1854 809">6.12 Slot s allocated prior to traffic rights or license</p> <p data-bbox="1137 825 1917 855">6.13 Slots of an airline which loses its operating license</p> <p data-bbox="1137 871 1809 901">6.14 Slots allocated without historic precedence</p> <p data-bbox="1144 917 1435 948">Consolidate with 5.7</p>

Reformatting of WSG (5)

WSG	WSMS (tentative name)
Section 7 - Meditation	<p>Section 7 - Worldwide Slot Management Process</p> <ul style="list-style-type: none">XX Recommended minimum system requirements6.0 Process calendar6.2 Availability of slots6.3 Preparatory work by airlines6.4 Historic slots<ul style="list-style-type: none">6.4.2 Confirmation of historic slots SHL6.5 Data submission<ul style="list-style-type: none">6.5.1 Deadline dates6.5.2 Formats6.5.3 Protecting historic slotsIncorporate in 6.26.9 Allocations of slots by coordinators<ul style="list-style-type: none">6.9.1 Initial allocation – SAL6.9.2 Pre-conference activity6.9.3 before conference responsibilities6.9.4 Meetings at the schedules conference

Reformatting of WSG (6)

WSG	WSMS (tentative name)
	<ul style="list-style-type: none"> 6.11 After conference activities / slot reallocation process 6.11.1 Activities of coordinators after the conference 6.11.2 Reallocation of slots 6.11.3 Changes to schedules after the schedules conference 6.11.3.1 Outstanding requests 6.11.3.2 Return of slots that an airline does not intend to use duplicates 6.10.3 of OK? 6.11.3.3. Follow-up to slot offers 6.11.3.4 Deletion of requests without allocated slots 6.11.3.5 On the day schedule changes 6.11.4 Clearance of ad hoc requests 6.11.5 Listings of allocated slots 6.11.6 Change of coordinator during the season
<p style="color: red;">Section 8 - Definitions and Abbreviation</p>	<p style="color: red;">Section 8 (or embedded in sections 5, 6 and 7)</p> <ul style="list-style-type: none"> 8.1 Online coordination and virtual schedules conferences 8.2 What is online coordination and relationship with SC 8.3 Allocation of new capacity and online coordination 8.4 Timing adjustments and online coordination 8.5 Slot optimization and online coordination 8.6 XML development to support online coordination

Reformatting of WSG (7)

WSG	WSMS (tentative name)
<p>Appendix 1 – IATA Schedule Conference</p> <p>Appendix 2 – IATA Appointments Calendar</p> <p>Appendix 3 – SSIM AND Its Relevance To Airport Coordination</p> <p>Appendix 4 – Basis for the Calculation of Historic Series of Slots</p> <p>Appendix 5 – Standards For Airport Capacity Analysis</p> <p>Appendix 6 – Recommended Minimum System Requirements for Airlines and Coordinators</p> <p>Appendix 7.1 – Advice For Airlines Using the Coordination Process</p> <p>Appendix 7.2 – Advice For Coordinators Using the Coordination Process</p> <p>Appendix 7.3 – Independence Of Coordinator</p> <p>Annex 1 – Roles and Terms of Reference of Committees and Working Groups</p> <p>Annex 2.1 – Membership of the Schedule Policy Working Group</p> <p>Annex 2.2 – Membership of the Joint Scheduling Advisory Group</p> <p>Annex 3 – Contact List for Level 2 AND Level 3 Airports</p> <p>Annex 4 – Notification of Airport Level Change Form</p>	<p>In general illustrative and support sections in WSG 20 and its annexes and appendix may be removed from the revised document. Links will be provided to a dedicated web site where this information will be maintained and will be available.</p> <p>Appendix 1 – May move to Web</p> <p>Appendix 2 – May move to Web</p> <p>Appendix 3 – May delete as found in new Section 2</p> <p>Appendix 4 – May delete current Appendix</p> <p>Appendix 5 – May delete as found in new Section 2</p> <p>Appendix 6 – May move to Web, link in sections 4 and 5</p> <p>Appendix 7.1 – May delete</p> <p>Appendix 7.2 – May delete</p> <p>Appendix 7.3 – May delete and include in core text sections 4 & 5</p> <p>Annex 1 – May move to Web</p> <p>Annex 2.1 – May move to Web</p> <p>Annex 2.2 – May move to Web</p> <p>Annex 3 – May move to Web</p> <p>Annex 4 – May move to Web</p>

Flow of reformatting work (tentative, not firmed)

