

# Asia/Pacific Airport Coordinators Association (APACA)

## Minutes of 1st Meeting of APACA 13 November (Saturday), 2010 Room 110, Melbourne Convention and Exhibition Center (MCEC)

29 November, 2010

### **1. Opening of the Meeting**

The first general assembly meeting of APACA was held from 15:30 to 16:30 at room 110, Melbourne Convention and Exhibition Center on 13 November (Saturday) 2010 at the occasion of IATA 127th Schedule Conference in Melbourne.

Mr. Ernst Krolke (Airport Coordination Australia) welcomed the participants and expressed his appreciation for attending the very first meeting of APACA under the Worldwide Airport Coordinators Group (WWACG). Then, Mr. Hiroki Takeda (Japan Schedule Coordination) proceeded the meeting according to the agenda item which is attached as [Appendix 1](#).



The number of participants was 41 representing 15 economies and 19 organizations which constitute more than half of entire economies and organizations in Asia/Pacific regions. Thus, the first general assembly meeting of APACA was valid one.

### **2. Agenda Item 1: Approval of minutes of preparatory meeting**

The minutes of preparatory meeting held in the last conference of SC126 was approved.

### **3. Agenda Item 2: Adoption of Articles of APACA**

The meeting was proceeded according to the [Appendix 2](#).

(1) The confirmation of area to be covered as Asia/Pacific

The geographical area to be covered in Asia/Pacific regions was confirmed again. The area from New Zealand, western most and southern most, to Pakistan and Afghanistan, eastern most was considered as Asia/Pacific region.

(2) The confirmation of economy and member organization

All the coordinators and facilitators listed in IATA Worldwide Scheduling Guidelines (WSG) in this region were shown in tabular form. It was confirmed that there are 18 economies (Australia, Cambodia, China, Chinese Taipei, Hong Kong, India, Indonesia, Japan, Korea, Macau, Malaysia,

New Zealand, Pakistan, Philippines, Singapore, Sri Lanka, Thailand and Vietnam) in Asia/Pacific. It was also confirmed that there are 24 coordinators and facilitators as candidate member organizations. The participants were asked to review the contact information in the table and report any mistakes or missing information to JSC.

(3) The adoption of articles of APACA

It was reported that there were two parts in the draft article that were modified based on the suggestions and comments from member organization. First part is the Article 3 and 9 where the word of “country or region” was replace with “economy” in order to reflect the correct representation of members being used in APEC. Second part is Article 7 where the word of “Vice-Chair” was replaced with “two Vice-Chairs” in order to represent well the geographical balance of Asia/Pacific regions. Then, the article of APACA was unanimously endorsed by all the participants.



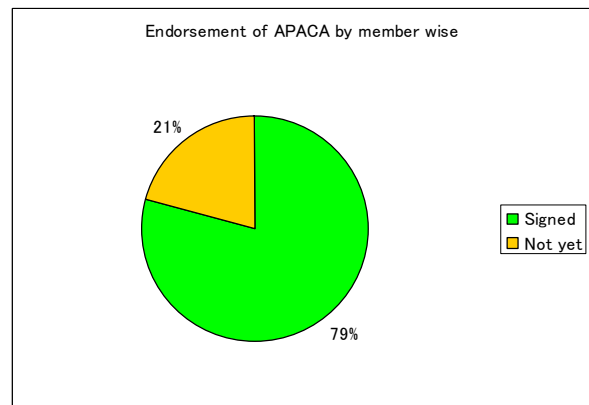
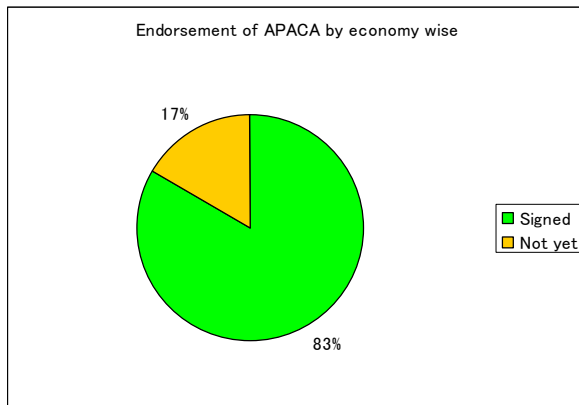
**4. Agenda Item 3: Carrying the signature of Articles of APACA**

After the endorsement of article, member organizations were asked to give a signature to the article of APACA. The member organizations who gave the signature are as follows.

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)
6	Indonesia	9	Airport Coordination Indonesia
7	Japan	10	Japan Schedule Coordination (JSC)

		11	Central Japan International Airport Co. (CJIAC)
8	Malaysia	12	Airport Coordination Malaysia
9	New Zealand	13	New Zealand Coordination
10	Pakistan	14	Civil Aviation Authority of Pakistan
11	Philippines	15	Philippines Airlines
12	Singapore	16	Changi Slot Coordinator (CSC)
13	Sri Lanka	17	CMB Coordination
14	Thailand	18	Thailand Slot Coordination (TSC)
15	Viet Nam	19	Civil Aviation Administration of Viet Nam

As the endorsement of article of APACA was 83% in economy wise and 79% in members wise that are over two-thirds in both categories, the establishment of APACA became official.



#### **5. Agenda Item 4: Election of Chair**

Having finished signing the article, the election of chair was conducted. Although it is stipulated the nomination for the chair and vice-chairs must be made in writing in the article of APACA, standing and nomination of persons for the position would be made on the spot since this is the very first meeting of APACA.

Then, Mr. Ernst Krolke (Airport Coordination Australia (ACA)) stood for the chair and all the participants unanimously supported it.

#### **6. Agenda Item 5: Election of Vice-Chairs**

After electing the chair, the election of two vice-chairs was conducted. Mr. Jitendra Singh (Delhi International Airport Limited (DIAL)) stood for the vice-chair and the participants unanimously supported it. Mr. Hiroki Takeda (Japan Schedule Coordination (JSC)) stood for the vice-chair acting as a secretary of APACA and the participants unanimously supported it.

### **7. Agenda Item 6: Progress report of APACA data base**

Under newly elected chair's leadership, the meeting was proceeded to the progress report of APACA data base. It was reported that 17 organizations out of 24 organizations responded as of 2 November which is shown in [Appendix 3](#). Several examples of data base were presented to the members.

The data base contains the information of head coordinator, the list of airports coordinated or facilitated, the picture of terminal building, the specification of terminal building and the statistical data of annual movements, annual passengers and annual cargo. It was asked to contact to JSC for those who have not responded yet. The treatment of this data base was discussed under the agenda item 7.

### **8. Agenda Item 7: APACA Web site**

It was originally planned that the new APACA web site should be developed based on the data base collected from member organizations. However, as the newly established WWACG web site was demonstrated at WWACG/14 meeting and it was found that it covers the most of information on data base. Since the developing cost for APACA web site is significant, it was decided that members will evaluate further the usefulness of WWACG web site. After the evaluation, members will decide whether or not to develop own web site.

In this discussion, one question was raised as to how the information of member organization will be uploaded to WWACG web site. In answering this question, it was demonstrated by using actual WWACG web site how to update the information. First thing members have to do is to get ID and PW from WWACG web master. Once getting ID and PW, members would log in web site using given ID, PW and then the new menu of "members area" will appear on top of the site. Getting into "members area" members can update the information of the diary, own data, own events and slot monitoring events.

### **9. Agenda Item 8: Determination of Historic Slots and eligibility of historic precedence**

It was reported that this topic has been discussed for a long time and it seems very difficult to reach a consensus at JSAG meeting. The background and focal point was presented as shown in [Appendix 4](#). Although the new text of 6.4.1 of WSG was incorporated at the previous conference which will be effective as of 1st January, 2011, the appendix 4 to supplement and present concrete calculation example is still missing.

The concrete example of calculation was explained. The argument of appendix 4 is the treatment of cancellation of less than 20% of the period in case that the cancellation of period is less than five consecutive weeks. Some people argue why the historic slots should be given to airlines while they are not operating during cancellation of less than five consecutive weeks.

The current appendix 4 is still under consideration and it has not been finalized yet. As a matter of fact, the new example was presented at this JSAG meeting. It was agreed the updated information will be presented at the next APACA meeting.

**10. Agenda Item 9: Reformatting of Worldwide Scheduling guidelines (WSG)**

It was reported that IATA is now reformatting the current WSG and JSAG as well as SPWG are now reviewing the new draft. The skeleton of new WSG was presented as shown in [Appendix 5](#). The name of new WSG will be World Slot Management Standards (WSMS) which is still under consideration.

It was explained that the new WSMS will be composed of 8 sections, section 1 and 2 are policy part, section 3 to 5 are definition part of airport level, section 6 is principle part and section 7 is process part. Then time schedule of reformatting work was explained. The draft WSMS will be presented at SC128 for comments in next June and the final WSMS will be approved at SC129 in next November. This time schedule is still under deliberation.

It was agreed that the updated information will be presented at the next APACA meeting.

**11. Any Other Business**

It was reported that the second meeting of APACA will be held at IATA SC128 to be held next June in Gothenburg, Sweden. Since the duration of SC will be of 3 days concentrating in appointments with airlines for slot coordination from next SC, WWACG meeting was moved forward to Wednesday from Saturday. Next WWACG meeting will be held from 14:00 on 22 June (Wednesday), 2011. Following WWACG, second meeting of APACA will be held from 16:00 on 22 June, 2011.

