

(Translation for reference)  
Administrative Circular  
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To: Domestic airlines and  
Foreign airlines serving to Japan

Special Assistant to the Director, International Air Transport Division  
Special Assistant to the Director, Aviation Industries Division  
Aviation Network Department, Civil Aviation Bureau

Performing slot monitoring at congested international airports (Dissemination)

At present, congested international airports in Japan are conducting slot coordination in line with the Worldwide Slot Guidelines (hereinafter referred to as “WSG”), an international slot allocation rule established by IATA. In view of the growing aviation demand, WSG was revised as Edition 10 to add new section for slot monitoring (monitoring of appropriate use of slots) in order to ensure the most efficient use of valuable slots, and came into effect on 1 August 2019.

Based on the above revision of WSG, Japan has determined to perform slot monitoring from the IATA Summer 2020 season (from 29 March 2020, the first day of the season). We disseminate its outline as follows.

## 1. Target airports

Target airports for slot monitoring are the following 5 airports: Narita International Airport, Tokyo International Airport, Fukuoka Airport, Kansai International Airport and New Chitose Airport (hereinafter referred to as “Target airports” )

## 2. Outline

Monitoring of appropriate use of slots will be conducted in two phases, pre-operation and post-operation analysis in accordance with the revised guidance of WSG intending to:

- Ensure that operation at the Target airports are in accordance with the slots as allocated;
- Ensure that slots are used in line with the Use It or Lose It rule; and
- Prevent the misuse of slots, etc.

## 3. Contents of monitoring

### ●Heads-up on the return of unused slots

(Timing of the action)

- Before the Series Return Deadline specified by IATA
- At the time of approving an operation plan
- At the time of response in monthly coordination

※When returning slots after the slot return deadline set by IATA, a definite reason for the delay shall be given. In case of a return of slots without a definite reason for the delay shall be regarded as the misuse of slots.

### ●Identify a discrepancy between the operation plan and the allocated slots

(Timing of the action)

- At the time of application of the operation plan at the beginning of the season
- At the start of monthly coordination

### ●Identify a discrepancy between the allocated slots and the operation results

## 4. Handling of the monitoring results

In the event that a misuse of slots (Operation without an allocated slot, operation at a significantly different time from the allocated slot, inappropriate return of slots, etc.) is identified, Civil Aviation Bureau establishes a corresponding policy on the subject event prior to allocation of slots for the next equivalent season, and takes measures as needed.

END