

# Guidelines for Non-Scheduled Flights Coordination during Olympics & Paralympics (2021s)

---

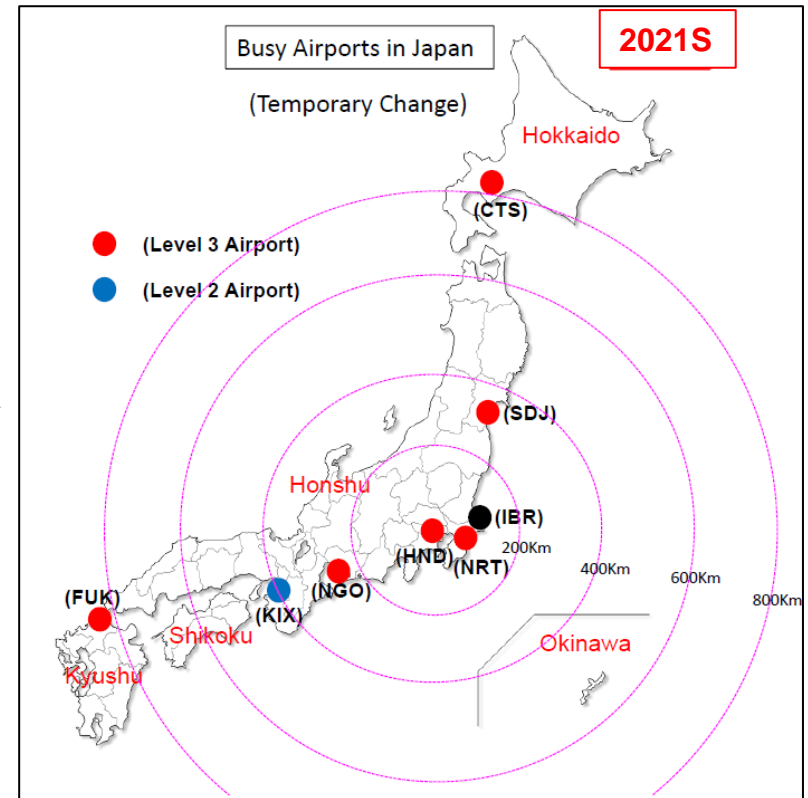
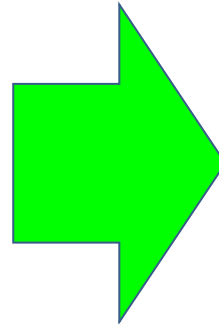
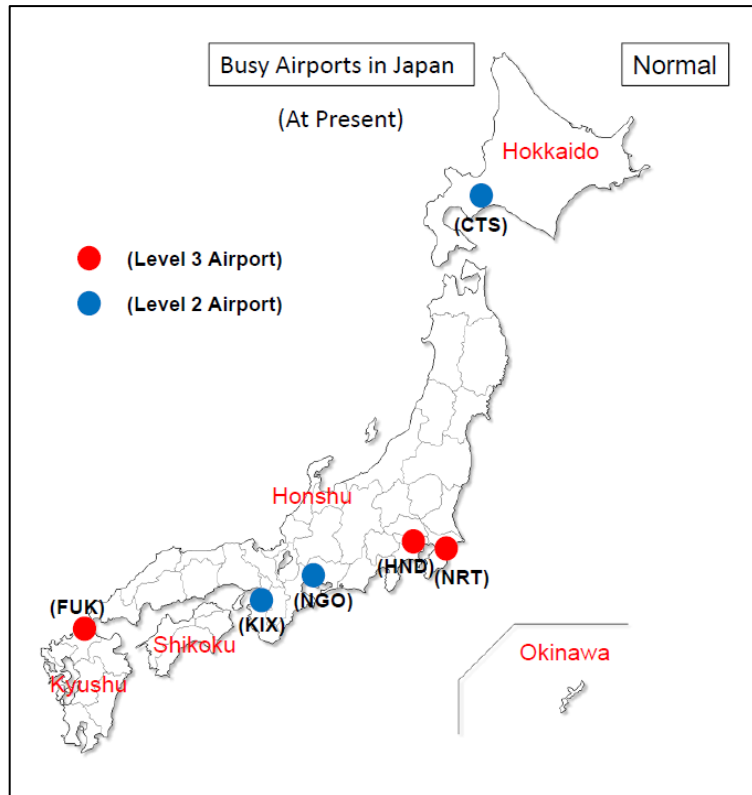
# Whole Image of Non-Scheduled Flight's Coordination during Tokyo Olympics & Paralympics

- Special Coordination Office (SCO) set up in Tokyo Airport Office is a unified contact to accept slot applications for non-scheduled flights at Tokyo metropolitan airports and specially designated airports during the SCO Coordination Period (1 July ~ 30 Sept.).
- Slot applications during the SCO Coordination Period will be accepted during the Special Coordination Period after overall coordination of scheduled flights.
- Slot applications after the Special Coordination Period will be accepted at the SCO as needed. (Narita and Haneda are not subject to an early coordination during the SCO Coordination Period)

Type	Airport name	Special notes	2020年		2021									
			Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.
Tokyo metropolitan airports	Narita	Official point of entry and departure		Special Coordination Period (1 Dec 2020 ~ 1 March 2021) (After SC147)		Early coordination (※)		S 21		Early coordination (※)	Special Coordination Office Coordination Period			S 21
	Haneda													
	Ibaraki	Joint use airport												
Specially Designated Airports	New Chitose	Official point of entry and departure					※ No early coordination during the SCO Coordination Period (Early coordination in Feb. is for 28 Mar. ~ 30 Jun.) (Early coordination in Jun. is for 1 Oct. ~ 30 Oct.)				High demand period (16 Jul. ~ 12 Sep.)  【Ref.】 • Olympics 23 Jul. ~ 8 Aug. • Paralympics 24 Aug. ~ 5 Sep.			
	Sendai													
	Chubu													

Temporary Level 3 in 2021 S

# Temporary Change of Level (Outline)



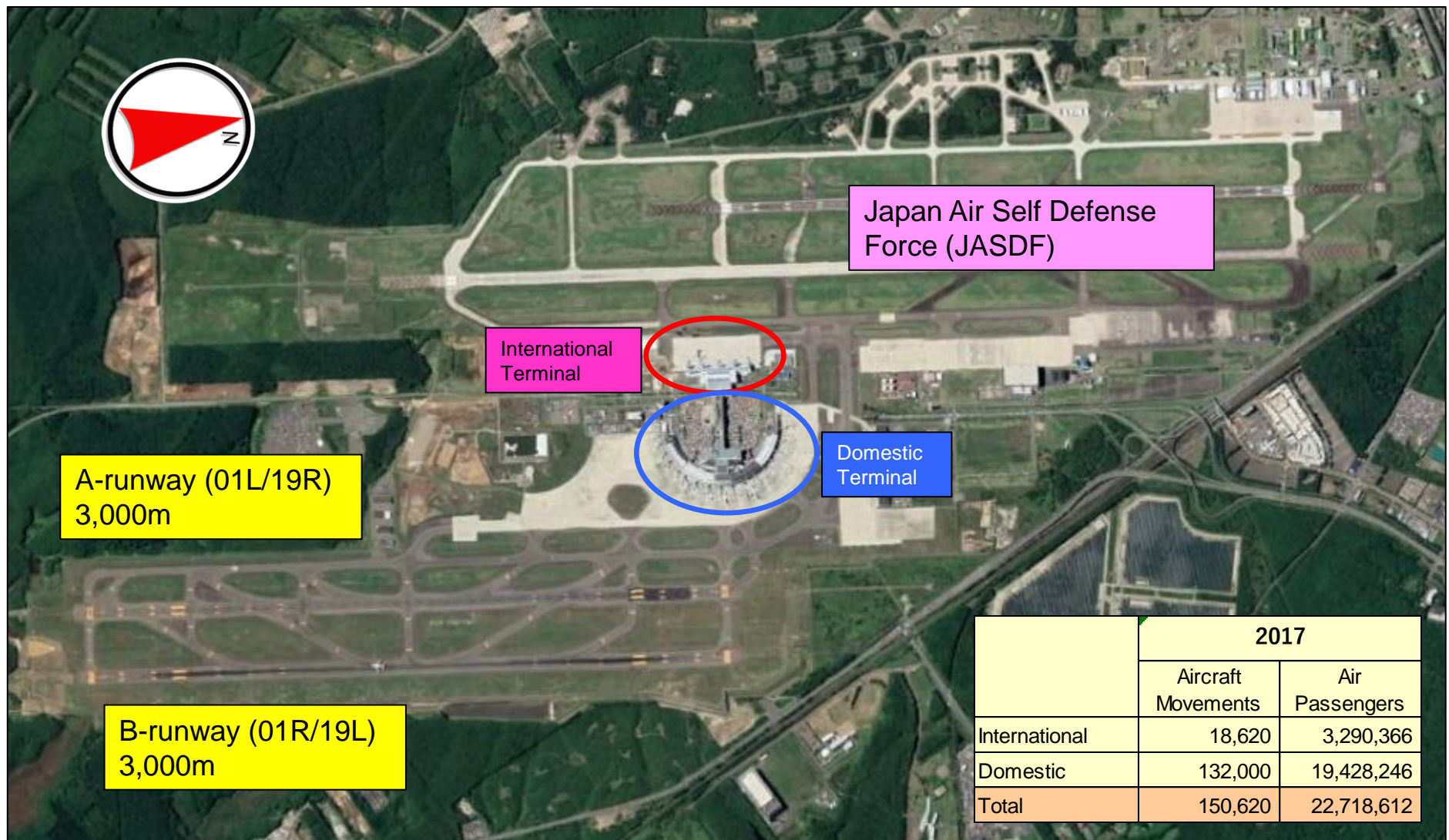
Airport Name	IATA Code	Airport Level
New Chitose	CTS	2
Narita	NRT	3
Haneda	HND	3
Chubu	NGO	2
Kansai	KIX	2
Fukuoka	FUK	3

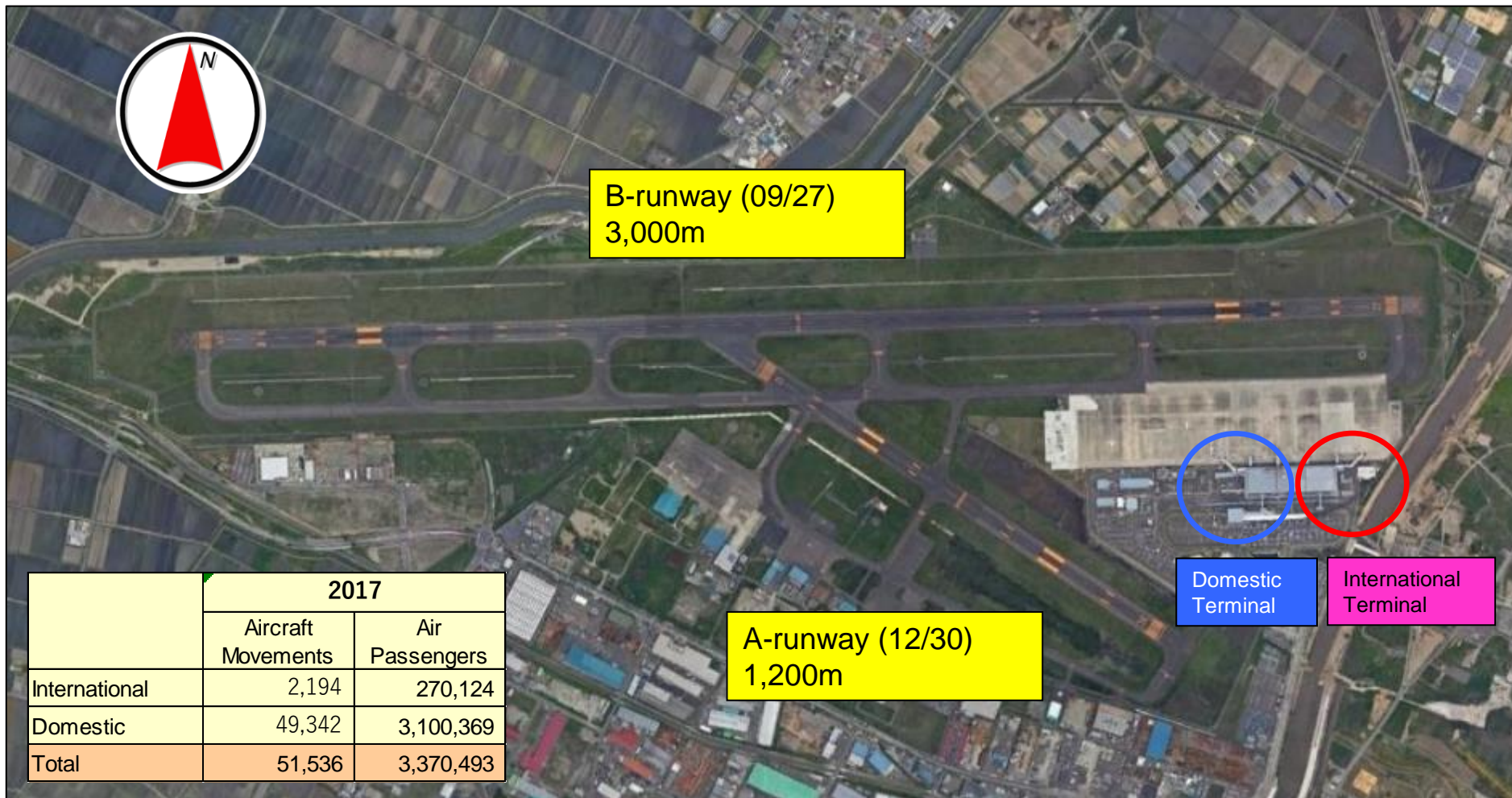
According to WSG 6.7 (Temporary Change of Level), three new airports will be temporarily designated as Level 3 in 2021S.

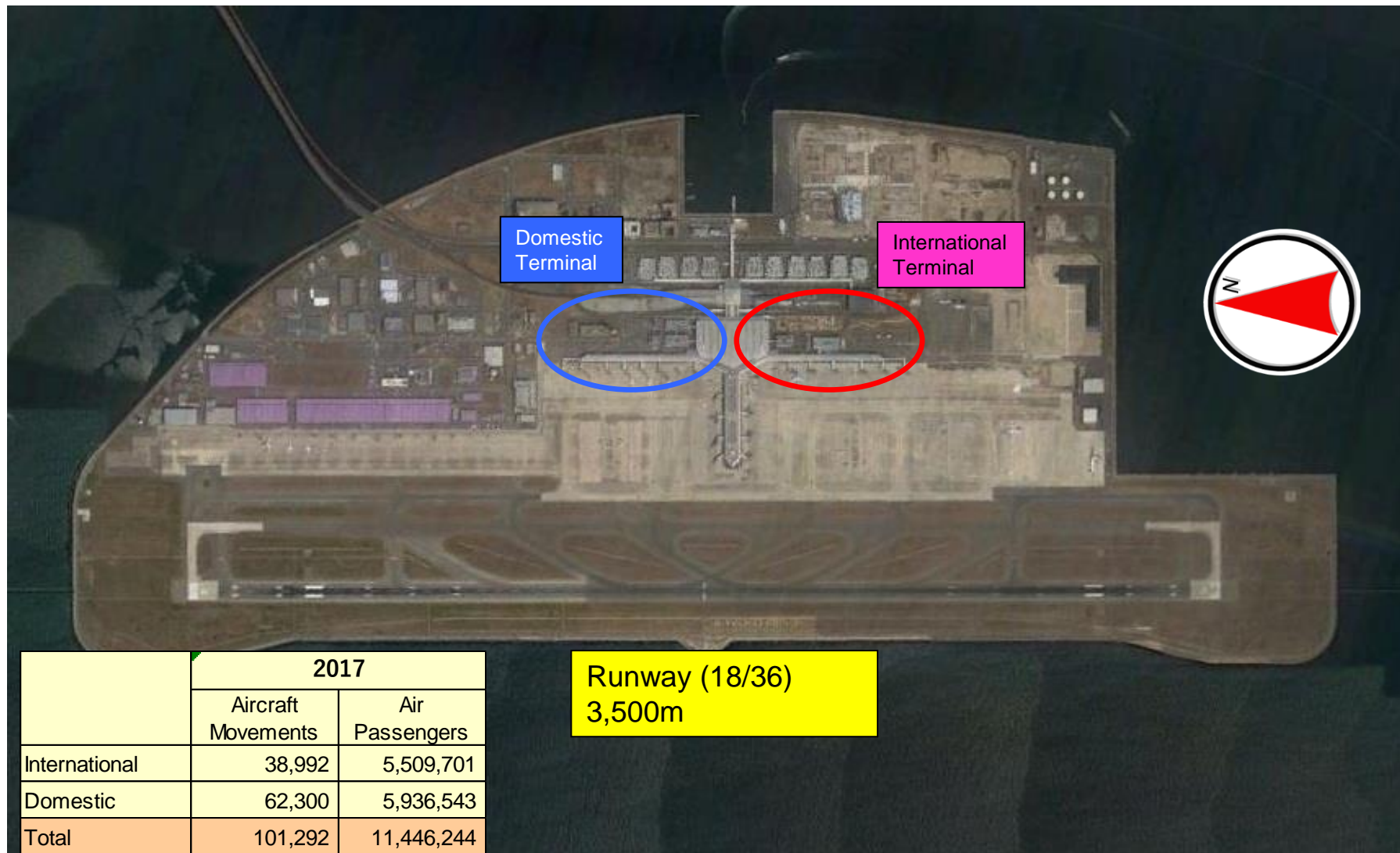
Airport Name	IATA Code	Airport Level
New Chitose	CTS	2→3
Sendai	SDJ	1→3
Narita	NRT	3
Haneda	HND	3
Chubu	NGO	2→3
Kansai	KIX	2
Fukuoka	FUK	3

※The “Official Ports of Entry” are planned to be CTS, SDJ, HND, and NRT for Olympics, and HND and NRT for Paralympics in 2021.  
 ※These airports are designated by Japanese Government to receive officially games stakeholders such as the states guests, the Olympic Committee Members and athletes etc. Fast lane, welcome reception desks and special security services will be provided at these airports.

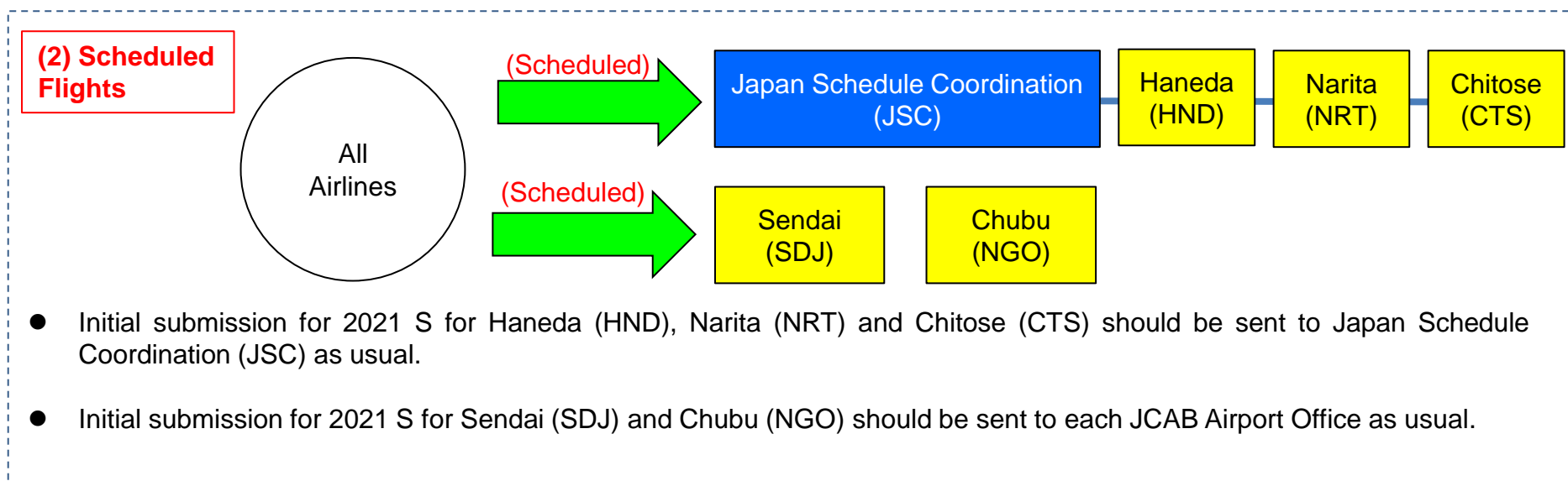
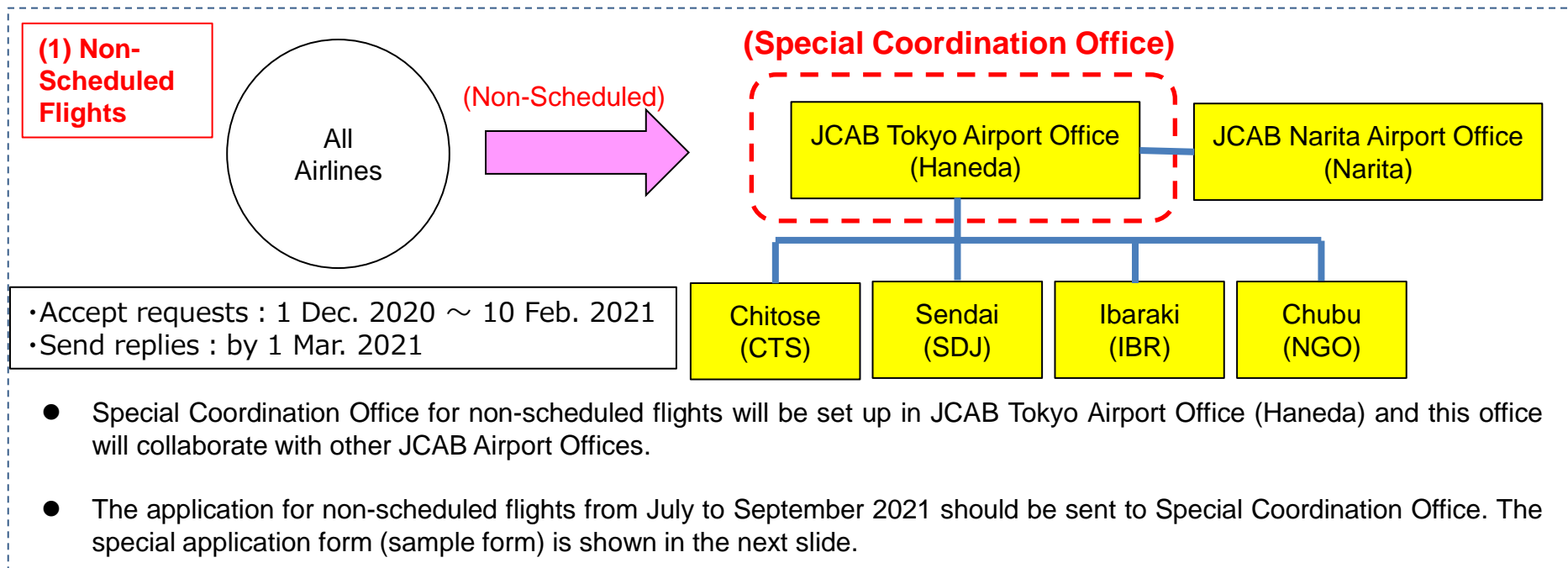
- For Tokyo Olympic and Paralympic Games, three airports will be designated as Level 3 for the period from 1 July to 30 September in 2021S according to WASG 6.7 (Temporary Change of Level). They are New Chitose Airport (CTS), Sendai Airport (SDJ) and Chubu Airport (NGO). In addition, Ibaraki Airport (IBR) will be used as Tokyo metropolitan airport in terms of close proximity to Tokyo. Brief outline of each airport is as follows.
  - **New Chitose Airport (CTS) (L2→L3):**
    - New Chitose Airport located at 820km north of Tokyo will be designated as Level 3 in place of the current level 2. The airport specification can be found at JSC website.
  - **Sendai Airport (SDJ) (L1→L3):**
    - Sendai Airport located at 300km north east of Tokyo will be designated as Level 3. The airport has two runways; main runway is 3,000m (09/27) and cross wind runway is 1,200m (12/30). There are 14 parking spots; 6 fixed spots and 8 small open spots.
  - **Chubu Airport (NGO) (L2→L3):**
    - Chubu Airport located at 280km west of Tokyo will be designated as Level 3 in place of the current level 2.  
The airport specification can be found at JSC website.
  - **Ibaraki Airport (IBR):**
    - Ibaraki Airport located at 80km north east of Tokyo will be used during the Olympic and Paralympic Games. The airport is jointly used by Civil Aviation Bureau (JCAB) and Japan Air Self Defense Force (JASDF). The airport has close parallel runways; one is 2,700m (03R/21L) for JASDF use and the other is 2,700m (03L/21R) for JCAB use. There are 8 parking spots and 4 of them are small open spots for JCAB use.











ファイル名/

全ファイル数

Page

All Page

(文書番号)

Document Number

(申請日)

Submitted on (yyyy/mm/dd)

東京オリンピック・パラリンピック期間 不定期便運航計画書

Application Form for Non-scheduled flight during Tokyo Olympics and Paralympics

( 特別調整 / 随時調整 )

Special Coordination / Ad-Hoc Coordination

オリンピック・パラリンピック関係者調整対策本部 殿

ACRコード申請済み、且つ(以下)申請書に添付する。

Applied or planned to apply Olympic Identity and Accreditation Card?

☐ はい/YES
☐ いいえ/NO

“はい”と回答された場合は、以下該当するタイトルにチェックしてください。

If Yes, Please mark following box which you are satisfied.

☐ 国家元首、政府首長 (Sovereign or Head of State and Head of Government)
☐ IOCメンバー (IOC members/ Honored and Honorary members, Directors, Honored guest)
☐ 国際競技連盟、協会、国際理事 (International Federations/President or Secretary General)
☐ 東京オリンピック委員会 会長、国際理事 (NOC/ President or Secretary General)
☐ パリンピックパートナーの会長、社長 (TOP Olympic Partners/Chairman or Chief Executive officer)
☐ 各加盟国スポーツ大臣 (Sport Minister of NOC with participating athlete)
☐ その他(上記以外) (Others/Not covered by any of the above)

住所

T

Address

氏名または名称

Name

電話番号

Telephone

FAX番号

Facsimile

担当

Contact Person name

A/Lコード (ICAO)

ICAO Airline Code

空港名 (ICAO)

ICAO Airport Code

新規計画

Engaged Schedule

現行計画

Current Schedule

備考

(Name of local handling agent)

Accreditation

(Represented by passenger's name)

Name of local handling agent

種別

Action Code

運航日

Defined Operation

(yyyy/mm/dd)

曜日

workdays

乗客

actual or expected

航空機識別

Flight Number

型式

Aircraft Type

発着地

Origin Destination

時刻 (JST)

Time (JST)

線区分

Line Div.

調停

Permitted Flight

運分

SPOT

運航日

Defined Operation

(yyyy/mm/dd)

曜日

workdays

乗客

actual or expected

航空機識別

Flight Number

型式

Aircraft Type

発着地

Origin Destination

時刻 (JST)

Time (JST)

線区分

Line Div.

調停

Permitted Flight

運分

SPOT

3CAB使用欄 For 3CAB Use Only

受付日/担当

処理番号

担当者

空港使用計画書

スロット (N+1)

スロット

受付日

担当者

航空機所有者名:

A/C Owner name

航空機所有者国籍:

A/C Owner nationality

運航者名:

Operator name

運航者国籍:

Operator nationality

割当結果 For 3CAB Use Only

国書日

担当者

割当可

割当不可

割当一部可 ( )

# Special Coordination Office

- Special Coordination Office (SCO) will be set up in Tokyo Airport Office in order to unitarily coordinate non-scheduled flights for Tokyo metropolitan airports and specially designated airports during the SCO Coordination Period.
- Concerned parties will reside as a liaison during the SCO Coordination Period as needed.

## Structure of SCO (**during the following period**)

(①1 Dec. 2020~1 Mar. 2021 ②1 Jul. 2021~ 30 Sep. 2021)

Resident liaisons from airports, MOFA and Organizing Committee as needed

**Set up SCO**

Reside as needed. Respond in cooperation

Tokyo Airport Office

Narita Airport Office etc.

Ministry of Foreign Affairs

Organizing Committee

Major domestic airlines

Share information appropriately

New Chitose Airport

Sendai Airport

Ibaraki Airport

Chubu Airport

## Structure of SCO (**outside the above coordination period**)

(2 Mar. 2021~30 Jun. 2021)

**Set up SCO**

Respond in cooperation

Tokyo Airport Office

Narita Airport Office etc.

Ministry of Foreign Affairs

Organizing Committee

Share information appropriately

New Chitose Airport

Sendai Airport

Ibaraki Airport

Chubu Airport

## Special Coordination Office (SCO) Coordination Period and Classification of Non-Scheduled Flight Types

### 1. Classification of SCO coordination period (1 July ~ 30 September 2021)

- JCAB will coordinate at Narita, Haneda, Ibaraki, Chubu, Sendai and New Chitose for non-scheduled flights to operate from July to September 2021, by dividing the coordination period into the following 3 categories in accordance with the demand level.
  - High demand period: 16 July ~ 12 September 2021
  - Peak demand period: 20 ~24 July and 21~25 August 2021 (Opening ceremony)  
7 ~ 9 August and 4 ~6 September 2021 (Closing ceremony)  
From 3 days before until the following day of the respective opening ceremony of Tokyo Olympics and Paralympics, and from the day before until the following day of the respective closing ceremony
  - Others: 1 ~15 July and 13 ~30 September 2021

### 2. Classification of non-scheduled flights

- Non-scheduled flights will be classified into the following categories with the priority below.
  - V1-V3
    - IOC will divide VIPs into 3 levels (V1 – V3).
    - Priority will be given from V1 to V3 in order.
  - Others (general non-scheduled flights)
    - Other non-scheduled flights will be coordinated as usual.

### 3. Relationship with scheduled flights

Scheduled flights coordinated conforming with IATA scheduling will be given priority over non-scheduled flights.

## Common Rules

- In case of competing requests, the following allocation will be made on a priority basis in principle.
  - ・V1 ・V2 ・V3 ・Other non-scheduled flights
- Slot requests responded prior to this coordination period will have priority over the one in this coordination.
- Continued parking in Japan shall be up to ten days including a case of diversion (exc. parking in a hanger)
- Change of the airport in Tokyo metropolitan airports allocated by SCO will not be allowed.

## Rules by Airport

### 【Haneda Airport】

- ・In Special Coordination, only requests for V1 will be accepted at the demand peak. Only requests for V1 and V2 will be accepted in principle during the high demand period excluding the demand peak. Coordination will be conducted reserving a certain slots during the high demand period.
- ・The maximum parking time of aircraft is 3 hours and it will be basically diverted to a local airport after that.

### 【Narita Airport】

- ・In Special Coordination, only requests for VIP will be accepted at the demand peak.
- ・The maximum parking time of aircraft is 3 hours and it will be basically diverted to a local airport after that.
- ・The maximum allowable parking time of VIP aircraft is 10 days.

### 【Ibaraki Airport】

- ・In Special Coordination, only requests for VIP will be accepted at the demand peak.
- ・The maximum parking time of aircraft is 3 hours and it will be basically diverted to a local airport after that.

### 【Chubu Airport, Sendai Airport and New Chitose Airport】

- ・In Special Coordination, coordination will be conducted at Chubu Airport reserving a certain slots during the high demand period.

# Others (Non-scheduled flight's requests after Special Coordination Period and scheduled flight's coordination in 2021 S)

## Non-scheduled flight's requests after Special Coordination Period

Non-scheduled flight's requests after Special Coordination Period and during Special Coordination Office (SCO) Coordination Period will be accepted at SCO based on the following classification. Applications made by 10th of each month will be coordinated by the end of the said month (applications after 11th of each month will be responded by the end of next month). If needed, SCO will coordinate even after such coordination.

	Peak demand time	High demand period (exc. Peak demand time)	Other period
Tokyo metropolitan airports	Accept applications. However, at Haneda, general charter flights are not accepted.	Accept applications.	Accept applications.
Specially designated airports	Accept applications.	Accept applications.	Accept applications.

## Scheduled flight's coordination in 2021 S

- Scheduled flight's coordination for Narita, Haneda and New Chitose will be conducted by JSC, and those for Chubu, Ibaraki and Sendai will be conducted by the respective airports as usual.
- Coordination of scheduled and non-scheduled flights during the period outside Special Coordination Period in 2021 S will be conducted as usual.

	Narita	Haneda	New Chitose	Chubu	Ibaraki	Sendai
Scheduled flights	As usual (JSC)			As usual		
Non-scheduled flights	Special Coordination Office					

# (Ref.) Flow of Slot Information in Coordination

Target airports	Coordinator	2020			2021									
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.
Narita Haneda New Chitose	Airport Office		I A T A  S l o t  C o n f e r e n c e								No non-scheduled flight coordination during SCO Coordination Period			
							Information sharing							
	Japan Schedule Coordination (JSC)			Scheduled flights coordination										
					Information sharing									
Chubu Ibaraki Sendai					Non-scheduled flights special coordination		Ad-hoc coordination (Closing on 10 <sup>th</sup> of each month, reply at the end of the month)							
	Joint Headquarters													
	Airport Office	Scheduled flights coordination			Information sharing									No non-scheduled flight coordination during SCO Coordination Period