

Working procedure Slot Allocation S18

Discipline: Slot Allocation
Airports: Amsterdam Airport Schiphol (AMS), Rotterdam The Hague Airport (RTM),
Eindhoven Airport (EIN)
Seasons: IATA season Summer 2018 (March 25, 2018 until October 27, 2018)
Version: 1.0
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1. General remarks

- 1.1. ACNL has the exclusive responsibility to allocate slots to airlines according to the principles of the European Council Regulation 95/93 on common rules for the allocation of slots at Community airports in the Netherlands also taking into account the IATA Worldwide Slot Guidelines (WSG). Certain decisions taken by ACNL may qualify as 'order' in the sense of article 1:3 sub 1 of the Dutch General Administrative Law Act. This working procedure is not intended to constitute a policy rule in the sense of article 1:3 sub 4 of the General Administrative Law Act. ACNL, to promote a smooth slot allocation process, in this working procedure provides information on her intentions with respect to the process of:
 - initial submission;
 - initial allocation;
 - reallocation of slots in the slot pool, and
 - Changes in slot portfolio with regard to planning limit.
- 1.2. This working procedure regards the IATA Season Summer 2018. This season starts at March 25, 2018 and ends at October 27, 2018.
- 1.3. The provisions in this Working Procedure regarding night slots are only applicable to AMS.
- 1.4. ACNL requires that airlines use the correct IATA SSIM codes for each corresponding situation in all communication.
- 1.5. Airlines are reminded that starting at the beginning of IATA season winter 2017 (W17), ACNL monitors the usage of series of night slots for the calculation of historic in accordance with Council Regulation (EC) No 95/93, as amended, article 10, paragraphs 2 and 4.

2. Initial submission

- 2.1. It is the responsibility of each airline to ensure that its Initial Submission has been received October 5, 2017 23:59 UTC at the latest by ACNL. According to WSG Article 9.8.1 airlines must check that they have received an acknowledgement to ensure that their initial submission was received.
- 2.2. In view of WSG Article 9.8.2 ACNL will on October 4, 2017 in principle send a reminder to airlines entitled to historic slots which did not apply for an initial submission. This obligation does not prejudice or limit the responsibility of each airline to timely make its Initial Submission.

ACNL will for practical reasons (e.g. initial submissions in different messages or per traffic type per airline) not contact airlines which have made an initial submission and only applied, either intentionally or unintentionally, for part of the historic slots they are entitled to. However, airlines are invited to take the initiative to validate (once only) with ACNL the number of historic slots filed in their submissions.
- 2.3. (Additional) submissions received after the Submission Deadline will not be taken into account in the initial allocation.
- 2.4. Applications qualifying for priority after the Submission Deadline are not accepted and lose their priority over new requests.
- 2.5. Airlines are requested to file their initial submissions in a compact form (i.e. combined in as little as possible SCR-messages).
- 2.6. Extensions of historic slots (e.g. extension of period of operation, filling up of gaps, or adding day of operations) are not allowed and shall be submitted as new slot requests in all cases and may not be part of historic filings (action codes F, CI, CL, and/or CR).
- 2.7. Retimings shall be submitted by the applicant as action codes CR and are not accepted by ACNL if applied for with action code F.
- 2.8. Changes of historical arrival to departure slots and vice versa are not allowed in the initial submission (using action codes CR). Such changes may only be applied post-SAL.
- 2.9. Airlines entitled to historic *night* slots shall – if required – submit *the total number of* historic night slots defined in the SHL in their initial submissions (using action code F, CI, CL, and/or CR). Failure to do so may result in loss of historic slots.

3. Initial allocation

- 3.1. Council Regulation (EC) No 95/93, as amended, taking into account the IATA WSG, latest and current edition, are the basis for initial allocation within the limits of the applicable capacity declaration Amsterdam Airport Schiphol (as published on www.slotcoordination.nl).
- 3.2. Remaining slots available within the planning limit of the capacity declaration after allocating prioritised requests (i.e. historical slots, year round operations and new entrants) are put in the slot pool, if any. Slots in the slot pool are available for allocation to new requests and will in principle be allocated equally (i.e. independent of the size of applicant or number of requests) to applicants.
- 3.3. After distribution of the SAL read-only access to e-Airportslots will be granted to all registered users. Online coordination through e-Airportslots will remain closed until at least HBD.

4. Reallocation of slots in the slot pool (post-SAL)

- 4.1. Initial slot requests not or partly resulting in the allocation of historic slots, will automatically be placed on a waiting list for reallocation of slots in the slot pool.
- 4.2. ACNL will reallocate slots from the slot pool in batches. Intervals and moments of reallocation will be dependent on the number of slots in the slot pool and of the number of applications. ACNL will reallocate slots in a non-discriminatory and transparent way, using the Regulation and WSG criteria.
- 4.3. Airlines should keep their waitlist updated at all times.
- 4.4. Airlines will on the request of ACNL promptly provide detailed information on and justification of their pending slot requests. Failure to do so may result in ACNL's decision not to deal with the relevant slot requests.
- 4.5. Applications for positioning flights directly linked to commercial aviation and ad hoc flights are pending slot availability within the planning limit. ACNL has published the working procedure "Instructions for slot requests for Commercial and General Aviation" on www.slotcoordination.nl.

5. Changes in slot portfolio with regard to planning limit (post-SAL)

- 5.1. Changes to allocated slots (e.g. change of day of operations, change of service, etc.) are allowed insofar compliant within the capacity declaration. This includes the interchangeability of night arrival slots for night departures and vice versa.

5.2. New series composed of cancellations of other series before HBD may be eligible for historic precedence (e.g. pending the availability within the seasonal planning limit).

6. Final provisions

6.1. Council Regulation (EC) No 95/93, as amended, and the IATA Worldwide Slot Guidelines (WSG), latest and current edition, form the basis of the slot allocation process and this working procedure. In case of any conflict between Council Regulation, WSG and this working procedure, the Council Regulation will prevail.

6.2. ACNL may review and amend this working procedure during the IATA season. ACNL will review this working procedure after each IATA season.

6.3. This working procedure has been drafted up by ACNL on the basis of the information that was available at the date above. When this information changes this working procedure may be reviewed or amended. This working procedure may not at all time reflect all current facts and circumstances.

6.4. ACNL advises all airlines to visit www.slotcoordination.nl for latest news and updates on slot allocation and slot monitoring. Airlines can subscribe to ACNL's news through this website.

7. Revision log

Version	Date	Changes w.r.t to previous version
v1.0	September 22, 2017	First publication