

## Working procedure Slot Allocation W17 Amsterdam Airport Schiphol

Discipline: Slot Allocation  
Airport(s): Amsterdam Airport Schiphol  
Seasons(s): IATA season Winter 2017  
Version: 1.0  
Date: 02-5-2017

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ACNL, to promote a smooth slot allocation process in W17, gives clarification on the process of:

- Initial submission,
- Initial allocation,
- Reallocation of slots in the slotpool, and
- Changes in slot portfolio with regard to planning limit.

Furthermore, ACNL provides details on how information submitted to ACNL are dealt best with. ACNL implores that the correct IATA SSIM codes are used for each corresponding situation.

### 1. Initial submission

- 1.1. The Council Regulation (EC) No 95/93, as amended, and the IATA Worldwide Slot Guidelines (WSG), latest and current edition, form the basis of the initial submission process. In addition, ACNL applies the following working procedure.
- 1.2. Airlines shall use the appropriate SSIM Chapter 6 message format and action codes for their initial submissions.
- 1.3. According to WSG Article 9.8.1 “airlines must check that they have received an acknowledgement to ensure that their submission was received”.
- 1.4. In view of WSG Article 9.8.2 ACNL will on May 10, 2017 send a reminder to airlines entitled to historic slots but which did not apply for an initial submission.

ACNL will 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.

(Additional) submissions received after the Submission Deadline will not be taken into account during initial allocation.

- 1.5. Airlines are requested to file their initial submissions in a compact form (i.e. combined and least SCR-messages).
- 1.6. 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 flight requests in all cases and may not be part of historic filings (action codes F, CI, CL, and/or CR).
- 1.7. Retimings shall be submitted as action codes CR and are not accepted with action code F.
- 1.8. Changes of arrival to departure slots and vice versa are not allowed during initial submission (using action codes CR). Such changes may only be applied for post-SAL.
- 1.9. 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.

Airlines shall take into account that starting W17, ACNL will strictly monitor the usage of series of slots during night time in accordance with Council Regulation (EC) No 95/93, as amended, article 10, paragraphs 2 and 4.

## **2. Initial allocation**

- 2.1. The Council Regulation (EC) No 95/93, as amended, and the IATA WSG, latest and current edition, are the basis for initial allocation within the limits of the capacity declaration Amsterdam Airport Schiphol (applicable season as published on [www.slotcoordination.nl](http://www.slotcoordination.nl)).
- 2.2. Remaining slots available within the planning limit after allocating prioritised requests (i.e. historical slots, year round operations, new entrants) are put in the slot pool. Slots in the slot pool are available for allocation to new requests and are distributed fairly and efficiently over applicants.
- 2.3. Initial submissions received later than the Submission Deadline are not included in the initial allocation.
- 2.4. Applications qualifying for priority after the Submission Deadline are not accepted and lose priority over new requests.
- 2.5. After distribution of the SAL read-only access to e-Airportslots will be granted. Online coordination through e-Airportslots will remain closed until at least W17 HBD.

### **3. Reallocation of slots in the slot pool (post-SAL)**

- 3.1. ACNL reallocates slots from the slot pool in batches which ACNL considers reasonable. Intervals and moments of reallocation in batches are dependent on the number of slots in the slot pool.
- 3.2. Airlines are required to keep their waitlist updated at all times. When ACNL suspects that an airline is obviously and for a substantial part of its waitlist slots is not complying with the waitlist requirements, the slot requests are processed with a lower priority.
- 3.3. A list of airlines returning series of slots to the slot pool after the Slot Return Date (15 January or 15 August) is published on the website of ACNL and reported to the Coordination Committee.
- 3.4. Airlines provide on request of ACNL promptly detailed information and justification about pending slot requests.
- 3.5. When reallocating slots ACNL may take into account a.o. operational rate and performance in previous seasons, the moment of the slot request, continuity of services, efficient use of capacity etc.
- 3.6. Applications for positioning directly linked to commercial aviation and ad hoc flights are pending slot availability within the planning limit. ACNL has published a working procedure on [www.slotcoordination.nl](http://www.slotcoordination.nl).

### **4. Changes in slot portfolio with regard to planning limit (post-SAL)**

- 4.1. Changes to allocated slots (e.g. change of day of operations, change of service, etc.) are allowed. This includes the interchangeability of night arrival slots for night departures and vice versa.
- 4.2. New series composed of cancellations of other series before HBD may be eligible for historic precedence (e.g. pending the availability within the seasonal cap).

### **5. Final provisions**

- 5.1. Starting W17, ACNL will strictly monitor the usage of series of slots during night time in accordance with Council Regulation (EC) NO 95/93, as amended, article 10, paragraphs 2 and 4.
- 5.2. ACNL may review this working procedure after each IATA season and in such a case evaluate whether to continue, update or withdraw the procedure, or a part of it.

5.3. ACNL may amend this working procedure if deemed necessary.

## 6. Disclaimer

This working procedure W17 has been set up on the basis of the information which is available at the present moment. When the information changes, this working procedure may be reviewed or amended. ACNL, with publishing this working procedure W17, acts in a neutral, non-discriminatory and transparent way.

## 7. Revision log

Version	Date	Reference	Changes w.r.t to previous version
v1.0			- First publication