

Working procedure Slot Allocation W18

Discipline: Slot Allocation
Airports: Amsterdam Airport Schiphol (AMS), Rotterdam The Hague Airport (RTM),
Eindhoven Airport (EIN)
Seasons: IATA season Winter 2018 (October 28, 2018 until March 30, 2019)
Version: 1.0
Date: April 17, 2018

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:
- issuing the slot historical list for IATA Season Winter 2017 (W17) including the period to agree;
 - 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 IATA Season Winter 2018 (W18). This season starts at October 28, 2018 and ends at March 30, 2019.
- 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 message format and codes for each corresponding situation in all communication.

2. Slot historical list (SHL) and period to agree

- 2.1. ACNL will issue the SHL no later than April 23, 2018, i.e. the W18 SHL Deadline.
- 2.2. Series of slots that comply with article 8(2) of the Council Regulation (95/93) may be eligible for historic precedence within the planning limit (maximum number of slots with historic

precedence). In order to mitigate the risk of exceeding the planning limit airlines will in principle and if at least operated more than 80% of the series receive any surplus compared to the Historic Baseline Date (HBD) as “subject to conditions” (action code T) in the SHL. Paragraph 3.9 informs on what this means for initial submission.

- 2.3. In view of WSG Article 9.5.1 airlines must review the SHL message and acknowledge its receipt to the coordinator. If an airline disagrees with the determination of historic slots, then it must contact the coordinator as soon as possible but no later than the Agreed Historic Slots Deadline, i.e. May 10, 2018. This will allow differences to be resolved before the Initial Submission Deadline.

Claims must be sent to scr@slotcoordination.nl in one (1) document per airline and must contain full details including the a) SHL-line concerned, b) expected result, and c) detailed substantiation of the claim.

- 2.4. ACNL will respond to claims as soon as possible, however situations may occur which require to wait until the Agreed Historic Slots Deadline. The response may include a revised SHL.
- 2.5. According to WSG Article 9.5.2 no new differences related to the SHLs will be considered by the coordinator after the Agreed Historic Slots Deadline.
- 2.6. The SHL will be established based on the 21 weeks of W17. Historical slots will be extended in the SHL to the 22 weeks period of W18 for series that end in the last week of W17.

3. Initial submission

- 3.1. It is the responsibility of each airline to ensure that its Initial Submission has been received May 17, 2018 23:59 UTC (i.e. the Submission Deadline) 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.
- 3.2. In view of WSG Article 9.8.2 ACNL will on May 16, 2018 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.

- 3.3. (Additional) submissions received after the Submission Deadline will not be taken into account in the initial allocation.
- 3.4. Applications qualifying for priority after the Submission Deadline are not accepted and lose their priority over new requests.
- 3.5. Airlines are requested to file their initial submissions in a compact form (i.e. combined in as little as possible SCR-messages).
- 3.6. 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 (action codes N or Y, B or V if applicable) in all cases and may not be part of historic filings (action codes F, CI, CL, and/or CR).
- 3.7. Retimings shall be submitted by the applicant as action codes CI, CL, and/or CR, and are not accepted by ACNL if applied for with action code F.
- 3.8. Changes of historical arrival to departure slots and vice versa are not allowed in the initial submission (using action codes CI, CL, and/or CR) in order to respect priorities. Such changes may only be applied post-SAL.
- 3.9. Slots retrieved in the SHL as “subject to conditions” (action code T) may be submitted as historic slots in the Initial Submission (action codes F or CI, CL, and/or CR). The coordinator will decide in the SAL on the allocation of these slots pending the total number of slots from the W17 SHL resubmitted for W18 and capacity available.
- 3.10. 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.

4. Initial allocation

- 4.1. 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).
- 4.2. 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.
- 4.3. 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.

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

- 5.1. Initial slot requests not or partly resulting in the allocation of slots, will automatically be placed on a waiting list for reallocation of slots in the slot pool.
- 5.2. 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.
- 5.3. Airlines should keep their waitlist updated at all times and take into account the provisions of WSG Article 9.14.
- 5.4. 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.

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

- 6.1. 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.
- 6.2. 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).

7. Final provisions

- 7.1. 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.
- 7.2. ACNL may review and amend this working procedure during the IATA season. ACNL will review this working procedure after each IATA season.
- 7.3. 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.
- 7.4. 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.

8. Revision log

Version	Date	Changes w.r.t to previous version
v1.0	April 17, 2018	First publication