

## Working procedure Slot Allocation S21

Discipline: Slot Allocation  
Airports: Amsterdam Airport Schiphol (AMS), Eindhoven Airport (EIN), Rotterdam The Hague Airport (RTM)  
Seasons: IATA season Northern Summer 2021 (March 28, 2021 – October 30, 2021)  
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), 10<sup>th</sup> edition<sup>1</sup>. ACNL, to ensure a smooth and clear slot allocation process, in this working procedure provides additional information with respect to:

- issuing the Slot Historical List for IATA Season Summer 2021 (S21) including the Agreed Historic Deadline;
- initial submission;
- initial allocation;
- reallocation of slots in the slot pool;
- changes in slot portfolio with regard to planning limit, and
- determination of historic rights with effect of S21 (for S22).

Please note compared to previous summer seasons a number of adjustments and clarifications are included in order to further increase the transparency of the slot allocation process.

1.2. This working procedure regards IATA Northern Summer 2021 (S21). This season starts at March 28, 2021 and ends at October 30, 2021 (31 weeks).

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. Under specific circumstances airlines may be required to supply additional information.

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<sup>1</sup> As the Worldwide Airport Slot Guidelines (WASG), edition 1, include some strategic changes which may have implications for ACNL's working procedures and/or cannot be implemented without further elaboration, ACNL decided not to take WASG into account until further notice.

- 1.5. Respecting the revised airport permit regulations with effect from IATA NW20 the allocation of (historic) slots from 21.00 UTC (23.00 LT) is no longer permitted at Eindhoven Airport (EIN). Per consequence slots with historical rights during the time frame 21.00-21.30 UTC (23.00-23.30 LT) must be re-timed.  
Retime requests that are directly affected by the revised curfew and requests directly linked to the rotation affected by the imposed restriction will receive priority by ACNL (WSG 6.10 & WSG 8.4.1b.).

## 2. Slot Historical List (SHL) and Agreed Historics

- 2.1. ACNL will issue the SHL of S20 (for S21) no later than September 14, 2020, i.e. the SHL Deadline.
- 2.2. The total number of slots in the SHL (Slot Historic List) at an airport for a specific season cannot be higher than on the HBD for the same applicable season. In case a same applicable season consists of one additional week, a temporary provision of slots may be included in the SHL reflecting the additional week.

Season S21 consists of 31 weeks compared to 30 weeks in S20.

- 2.3. Due to COVID-19 outbreak, the following applies:

The return of series of slots may be expected at the SHL when complied with European Council Regulation 95/93, Art. 10 a. In case of non-compliance the 80/20 use-it-or-lose-it rule will be applicable.

The HBD of January 31, 2020 remains the reference for the calculation of historic rights.

Due to the fact that cancellations of slots for S20 are considered as being a result of the COVID-19 outbreak with historic rights being covered by the EC waiver, all newly allocated and re-timed slots for S20 are allocated on an ad hoc basis and therefore not eligible for historic rights.

If a part of period of a HBD series was granted for force majeure the period of which force majeure was granted will be considered as operated and not count against the 80/20 calculation.

- 2.4. In view of WSG Article 10.5.1 airlines must review the SHL message and acknowledge its receipt to the coordinator. If an airline disagrees with the determination of historic rights, then it must contact the coordinator as soon as possible but no later than the Agreed Historic

Deadline. This will allow differences to be resolved before the Initial Submission Deadline.

Claims must be sent to [scr@slotcoordination.nl](mailto: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.

Claims may contain all capacity relevant details of the SHL such as but not limited to timings, aircraft type, etc.

- 2.5. ACNL will respond to claims as soon as possible, however situations may occur which require to wait until the Agreed Historic Deadline. The response may include a revised SHL.
- 2.6. According to WSG Article 10.5.2 no new differences related to the SHLs will be considered by the coordinator after the Agreed Historic Deadline.
- 2.7. According to WSG Article 10.4.2 for the summer season, where historic slots are granted prior to the end of the summer season, the historic slots must be regarded as provisional until the season is completed and the 80% usage has been verified.
- 2.8. Results of the period until the Agreed Historic Deadline or the application of Article 2.6 may be reflected in a revised SHL or the SAL.

### **3. Initial submission**

- 3.1. It is the responsibility of each airline to ensure that its Initial Submission has been received October 8, 2020 23:59 UTC (i.e. the Initial Submission Deadline) at the latest by ACNL. According to WSG Article 10.9.1 airlines must check that they have received an acknowledgement to ensure that their initial submission was received in completeness.
- 3.2. In view of WSG Article 10.9.2 ACNL will on October 7, 2020 send a reminder to airlines entitled to historic slots which did not apply for an initial submission. This action does in no way prejudice or limit the own and full 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. Additions to applications aimed to increase priority received by ACNL after the Submission Deadline are not accepted.
- 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. Re-timings 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. With reference to WSG 10 par. 8.3.2.1, in the Initial Submission, re-time requests of historical slots on the same day are allowed. In order to respect priorities change requests of historical slots to another day of the week are not allowed in the Initial Submission. Such changes may only be applied post-SAL.
- 3.10. For applications for positioning flights, please refer to the applicable working procedure “Instructions for slot requests for Commercial and General Aviation” on [www.slotcoordination.nl](http://www.slotcoordination.nl).
- 3.11. In view of WSG Article 10.8 airlines should use the appropriate SSIM Chapter 6 action codes in their Initial Submission to clearly communicate their intentions to coordinators and facilitators. ACNL emphasizes that this includes the notification of the intended aircraft type, routing and Service Type Code (STC).

#### **4. Initial allocation**

- 4.1. Council Regulation (EC) No 95/93, as amended, taking into account the IATA WSG, 10th edition, are the basis for initial allocation within the limits of the applicable capacity declaration (as published on [www.slotcoordination.nl](http://www.slotcoordination.nl)). According to the IATA Slot activities

calendar capacities needs to be established and announced by the airports latest October 1, 2020. Shortly after receipt by ACNL these will be published on ACNL's website.

- 4.2. Remaining slots available within the planning limit of the capacity declaration after allocating prioritised requests (i.e. historical slots, new entrants and year round operations) 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 on a pro-rata basis 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 the Historic Baseline Date (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 pro-rata 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.
- 5.3. Airlines should keep their waitlist updated at all times and take into account the provisions of WSG Article 10.15.
- 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.
- 5.5. Airlines should take into account that "Schiphol Local Rule 2" is established and impacts the method of reallocation of slots. ACNL has published the "Working Procedure of Airport Coordination Netherlands (ACNL), laying down the administrative procedures and rules for the implementation of Schiphol Local Rule 2 (LR2)" on [www.slotcoordination.nl](http://www.slotcoordination.nl).

## **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 with the parameters of the capacity declaration.

These include changes to another day of the week, for AMS including the interchangeability of night arrival slots for night departures and vice versa.

## **7. Determination of historic rights with effect of S21 (for S22)**

- 7.1. The series of slots held on the HBD (Historics Baseline Date) of 23:59 UTC January 31, 2021, is used as the basis for determining eligibility for historic precedence (WSG par. 8.7.1.a).
- 7.2. In order to transparently improve the efficient use of airport capacity at all level 3 airports in the Netherlands WSG par. 8.7.2.2. is not applicable. Effectively this means that cancellations of slots before the HBD of January 31, 2021, are treated as being returned to the slotpool and will be excluded from the remaining (length) of series of slots that on the HBD is eligible for building up historic rights. The 80/20 calculation will start on the HBD (January 31, 2021).
- 7.3. With respect to article 2.2, the SHL may include a temporary provision reflecting one additional week. The provision will be deducted in the next SHL should the next applicable season consists of one week less.
- 7.4. The total number of slots in the SHL at an airport for a specific season consists of the total number of slots on the HBD minus the series of slots that did not comply with the 80/20 “use-it-or-lose-it” rule.
- 7.5. For each IATA designator code the total number of slots cannot be higher compared to the HBD, unless slots have been transferred – after approval of ACNL – based on Article 8a of the EU Regulation.
- 7.6. In order to accommodate changes in market demand the re-creation of series of slots e.g. to a different period within the applicable season or to move the complete series to another day of the week is allowed also after the HBD, however these changes will not result in obtaining higher slot quota in the Slot Historic List (SHL) compared to the Historic Baseline Date (HBD).
- 7.7. Series of slots that have been retimed after the HBD remain eligible for historic precedence (WSG par. 8.7.1 g, h). Decisions about retimed slots after the HBD are made in the SHL and are subject to availability in the corresponding parameter(s).
- 7.8. If at the HBD of January 31, 2021, there isn’t a waitlist for requests that could not be cleared resulting in a pool of available slots, ACNL can decide to assign a contingent of quota within the capacity limits of the capacity declaration that may be eligible for historic precedence.
- 7.9. The principles are independent from the total number of allocated slots and/ or the number of movements related to the applicable limits from the capacity declaration.

- 7.10. The principles mentioned in 7.1 – 7.9 do also apply separately for the contingent of night slots.

## **8. Force Majeure**

- 8.1. ACNL's guidance for force majeure can be found at [www.slotcoordination.nl](http://www.slotcoordination.nl).
- 8.2. A request for force majeure of the 80/20 "use-it-or-lose-it" rule is accepted only when the slot(s) are handed back to the slotpool or if the slot corresponding to the request was shifted to the next calendar date due to reasons that comply with the guidance for force majeure.
- 8.3. In principle a force majeure request for alleviation of the 80/20 is not accepted when the slot was not returned to the slot pool. In such case the airline firstly is required to explain the reason for the "NO OP". Secondly and consequently the NO OP still may be classified as force majeure and protection of the 80/20.

## **9. Procedure in the case of a transfer of unused capacity from winter to summer**

- 9.1 For Dutch airports a common practice exists that capacity that has not been used in the winter season, may be transferred to the adjacent summer season. In such cases, ACNL acts in the following way.
- 9.2 The parties responsible for declaring capacity may publish an addendum to the capacity declaration, indicating the total number of slots to be transferred and the resulting number of slots that can be allocated in that season. The parties responsible for declaring capacity are requested to timely inform the Coordination Committee Netherlands (CCN) on the addendum foreseen.
- 9.3 ACNL will publish the addendum on the capacity declaration after receipt and will determine a period of at least three (3) full business days for parties to – if deemed necessary – adjust their waitlist requests. ACNL will allocate the capacity from the transfer afterwards.
- 9.4 The capacity transferred is part of the winter season. As such the transfer cannot affect the number of slots that are available for historic precedence in the summer season. Series of slots allocated as part of transferred capacity that comply with article 8.2 of the Council Regulation 95/93 may be eligible for historic precedence only in case of availability in the planning limit for the summer season.
- 9.5 ACNL will add a corresponding notice to each initial allocation message related to the transferred capacity.

## 10. Final provisions

- 10.1. Council Regulation (EC) No 95/93, as amended, and the IATA Worldwide Slot Guidelines (WSG), 10th 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.
- 10.2. ACNL may review and amend this working procedure during the IATA season. ACNL will review this working procedure after each IATA season.
- 10.3. 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. In particular, the establishment of capacity declarations and/or implementation of local rules may lead to a revision of the working procedure.
- 10.4. ACNL advises all airlines to visit [www.slotcoordination.nl](http://www.slotcoordination.nl) for latest news and updates on slot allocation and slot monitoring. Airlines can subscribe to ACNL's news through this website.

## 11. Revision log

Version	Date	Changes w.r.t to previous version
v 1.0	September 7, 2020	First publication