

Working Procedure of Airport Coordination Netherlands (ACNL), laying down the administrative procedures and rules for the implementation of Schiphol Local Rule 2 (LR2)

Having regard LR2 in conjunction with the European Slot regulation no.95/93 of 18 January 1993, as amended, and the IATA Worldwide Slot Guidelines (WSG), ACNL, in close consultation with the Coordination Committee Netherlands (CCN), clarifies how she will implement LR2 in a transparent and effective manner.

Article 1 Implementation of LR2

After thoughtful consideration ACNL concluded the following implementation dates for LR2.

For the whole, LR2 will be effective as of IATA winter season 2019.

Specific parts of LR 2 will be effective as from:

- Article 4.1 [long term disruptions] date: start of IATA summer season 2019
- Article 4.2 is current standard practice and does not need further implementation.

Article 2 Scope

For implementation purposes ACNL considers article 1.3 of the LR2 the day time period as a 24 hour period to prevent potential discrimination. Consequently, LR2 is applicable to both day and night slots. This will be evaluated according to 1.4 of LR2.

Article 3 Capacity Declaration

The parameters and limits of the relevant Capacity Declaration will be respected.

Article 4 In Season Slot Pool (ISSP)

The ISSP will be set the day after the Historic Baseline Date (HBD) by ACNL. Handback of slots up until the HBD will be added to the “regular” slot pool and reallocated in conformity with current procedures (i.e. *Working Procedure Slot Allocation*). Handback of slots after the HBD and not operated slots as from the start of season will be added by ACNL to the ISSP and reallocated in conformity with article 5 of LR2. Also within the ISSP, new entrant and year round priorities remain respected. Relevant duties remain applicable.

After the allocation for the last two weeks period in a season (see Allocation calendar) has taken place, ACNL will for that season reinstate the “regular” slot pool and reallocate in conformity with current procedures (i.e. *Working Procedure Slot Allocation*).

In case of overbooking during an IATA season, ACNL will settle the overbooked capacity through the ISSP, therefore preventing excess of the coordination parameters.

Handback of night slots will be reallocated as time improvements for night slot requests on the waitlist, if applicable.

Article 5 Ad-hoc allocation

The slots allocated under this Local Rule, are considered as ad-hoc slots. These ad-hoc slots can only be operated in the allocated period and cannot be operated in another period. As such, changes of slots allocated from one period to another period are not allowed. When an ad-hoc slot is cancelled, this slot will be added again to the ISSP for allocation in later periods.

ACNL urges airlines to maintain their waitlist in accordance with WSG Article 10.15 in order to prevent unnecessary handback after allocation. ACNL will send regular WIRs to remind airlines one week before the next deadline for requests.

STC codes J, C, Q, G, E, S, U, B, R and L are considered as commercial passenger flights. STC codes F, H, M, A, V, are considered as commercial cargo flights. STC code P can be considered as passenger or cargo flights.

In the case of a request for slots for incidental and unexpected operational variations (article 5.1 of LR2), airlines should indicate this in their requests. Such requests will only be accepted as from one week before the date of operation. Only requests with STC code P will be considered under this provision. Airlines are required to take into account ACNL's *Working procedure: Instructions for slot requests for Commercial and General Aviation* as published on www.slotcoordination.nl.

Article 6 Requests for longer than 2 weeks

ACNL will split the requests for periods longer than 2 weeks, if necessary, upon allocation in periods of two, respectively three (last) weeks.

In case of requests for slots for a period longer than two weeks period as described in article 5.2.3 of LR2, airlines do not need to file redundant requests.

Article 7 Slot Pool

The (regular) Slot Pool may only exist (1) after the allocation for the last period of a season (see Allocation calendar) has taken place and (2) after HBD in the case of transferring unused capacity from the winter to the summer season as per article 2(b) of LR2. In this case, these slots will be reallocated in conformity with the *Working Procedure Slot Allocation*.

Article 8 Appeal on "beyond control" in article 4.1 LR2

Airlines must contact ACNL as soon as possible as stated in article 8.8.2 WSG in case a situation occurs as described in article 4.1 of the LR2. In such cases airlines must send a request within 5 business days to ACNL for the purpose of historic determination. A request should include all details of the specific slots and operation involved, as well as a factual substantiation of the long term disruption.

Article 9 Operations without slots

Operations without slots are not allowed and will be treated in conformity with regular monitoring and enforcement procedures. These operations will be deducted from the ISSP.

The total number of operated slots may not exceed the planning limit.

Article 10 Initial Estimate

The Initial Estimate per season will be determined in concert by CCN and ACNL and concluded by the CCN in such way that a reasonable number of slots for incidental and unexpected variations will become available, as well as that a smooth division over the periods is established. ACNL will update the estimate after each period taking into account realisation of handback of slots and not operated slots.

Article 11 Example of application article 5.2 LR2

Period X	Total	Ini. Sub. Pax	Ini. Sub. Cargo	>Ini.Sub.Pax	>Ini.Sub.Cargo
Waitlist #	950	100	300	500	50
Initial Estimate #	1000				
Slots in ISSP #	1000				
Step 1	750 Pax 250 Cargo				
Step 2		100 ✓	250		
Step 3	650 remain		50 extra ✓		
Step 4	600 total 450 Pax 150 Cargo				
Step 5				450	50 ✓
Step 6	100 remain			50 extra ✓	
Step 7	50 remain; equally distributed over remaining periods				

Article 12 Allocation calendar

ACNL will together with this Working Procedure publish an Allocation calendar indicating the details and deadlines per two weeks period. ACNL will publish, after allocation for each

period, updates of this document during the season on www.slotcoordination.nl including the number of available slots for each period.

Revision log

Version	Date	Changes w.r.t to previous version
v1.0	March 27, 2019	First publication
v1.1	September 12, 2019	The following articles have been amended: <ul style="list-style-type: none">- Article 4: Addition on duties for priority requests; addition of situation after allocation of last period of season; clarification on night slots.- Article 5: Clarification on waitlist updates, usage of STCs, and requests for slots for incidental and unexpected operational variations.- Article 7: Addition of situation after allocation for last period of season.- Article 12: Allocation calendar will be published separately.