



Policy Rule Day of Operations

for Commercial Aviation

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Airport Coordination Netherlands (ACNL) is an independent governing body by public law. In the Dutch “Wet Luchtvaart” (Law on Aviation) designated as the independent coordinator for slot coordinated airports in the Netherlands. ACNL is responsible for slot allocation and slot monitoring at Amsterdam Airport Schiphol (AMS), Rotterdam The Hague Airport (RTM) and Eindhoven Airport (EIN). In order to make optimal use of the airport capacity our mission is to deliver slot coordination and monitoring services in a neutral, non-discriminatory and transparent way.

ACNL is publishing following policy rule according to article 1:3 (4) in conjunction with article 4:81 of the Dutch “Algemene wet bestuursrecht” (General Administrative Law Act). The abbreviation in Dutch is ‘Awb’.

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Introduction

1. With this policy rule ACNL clarifies how to conduct airport slot coordination for commercial aviation on the day of operation at Dutch coordinated airports.

Relevant legislation and Guidelines

2. ACNL acts in conformity with the [EUACA recommended practice RP1](#) and the [Worldwide Airport Slot Guidelines \(WASG\)](#). Some differences apply for which this document provides further guidance.

WASG 10.18 Changes on the day of operation

10.18.2 New request: Requests must be made for additional services planned on the day of operation and the airline or other aircraft operator must receive confirmation of an allocated slot before operating.

10.18.3 Re-clearance of airport slots: Airlines should not notify coordinators and facilitators of on-the-day equipment changes, or operational variations (for example, delayed flights or weather disruptions) to their allocated slots.

10.18.5 Cancellation: Airlines should notify the coordinator of on-the-day cancellations so that the slots can be reallocated to other carriers.

Policy with respect to slot management on the Day of Operation

3. ACNL aims to distinguish local guidance by indicating differences between the guidance provided in the WASG and circumstances that are locally driven resulting in specific requirements as regards the day of operation in the Netherlands.

Process

4. **Updating airport slot(s) & published time(s) on the day of operation or next calendar date:**
 - Only in case of a **revised planning*** the airport slot and the published time must be revised. In all other cases WASG 10.18.3 applies.
 - Slots allocated within the night regime and are operated on the next calendar date but remain within the night regime that started the previous calendar date remain with its validity and should not be re-cleared hence published time should not be revised.
 - Re-clearance of the airport slot and an update of the published time is required in case of a flight delay into the next calendar date and operating outside the night regime.

***Revised planning : Applicable when the published scheduled time towards customers (e.g. passengers, transport companies e.g. the carrier's website or other sales distribution channel) was updated.**

Slot monitoring

5. The changes of an airport slot on the day of operation may have influence on slot monitoring results. For further information see monitoring section on the website of ACNL.

6. In below specified table different situations in slot management and compulsory actions required:

	Airline to send slot message before operation	Action to Coordinator	Additional information	REF doc.
Planned changes	Yes	Coordinate	If the airlines publications are updated this is considered to be a planned change.	
On the day operational variations or unplanned equipment changes	No		Slot tolerance are reviewed during and at the end of a season. A change of slot is not required in case of operational variations. (More information about slot monitoring can be found in the Slot Enforcement Code chapter 4).	WASG 10.18.3
Flight is to be operated on the next calendar day but <u>outside</u> the night regime	Yes	Coordinate	Re-clearance of slot and update of the scheduled/published time is required.	Council regulation 95/93 art. 2a WASG 10.18.4
Flight is to be operated on the next calendar day but remains <u>within</u> the night regime	No		Slots allocated within the night regime and are operated on the next calendar date but remain within the night regime that started the previous calendar date remains valid and should not be re-cleared hence published time should not be revised.	
Emergency landings	No	Inform	Emergency landings are exempted from airport slot allocation. For monitoring purposes the airline should inform ACNL via email: monitoring@slotcoordination.nl .	Council regulation 95/93 art. 2g
Departure after emergency landing	Yes	Coordinate	A departure after an emergency requires a slot. Instructions ref: Working procedure: Instructions for slot requests for Commercial and General Aviation	Council regulation 95/93 art. 2g
Ad hoc positioning to recover passenger flight (AOG)	Yes	Coordinate	Instructions ref: Working procedure: Instructions for slot requests for Commercial and General Aviation	Council regulation 95/93 art. 2g
Cancellations	Yes	Coordinate	Slot cancellation must be done immediately.	WASG 10.18.5

General

7. The airline should take notice of the local environmental and/or operational restrictions (e.g. night restrictions, wide body restriction etc.). An indication of available slot times can be obtained via the webservice ([E-Airportslots](#)). E-airportslots is available 24 hours a day for allocation with a 72 hours horizon. [Pre-registration](#) is required. ACNL encourages airlines to register and use E-airportslots.
8. Slot requests must either be sent via mail to SCR@slotcoordination.nl or handled via [E-Airportslots](#). Retrospective requests are not accepted. The timestamp of the incoming message will determine its validity.
9. This policy rule will be effective as of IATA Northern Winter season 2021.

Disclaimer

10. This document has been set up on the basis of the information which is available at time of publication. As a result of changed information this working policy may be reviewed or amended. ACNL, with publishing this working policy “Guidance for slot management on the day of operation for commercial aviation at Dutch coordinated airports”, acts in a neutral, non-discriminatory and transparent way.