

<b>Addendum to WP Slot Allocation W21</b> <b>Q&amp;A – Revised EC Regulation 95/93 due to Outbreak of SARS-CoV-2 (COVID-19)</b>
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Discipline: Slot Allocation, Slot Monitoring  
Airports: AMS, EIN, RTM  
Seasons: W21  
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A [draft delegated act](#) issued by the European Commission on 23 July 2021 provides for a temporary modification of the use-it or lose-it rule at EU airports covering the entire IATA W21 season starting October 31, 2021 until and including March 26, 2022. The Delegated Regulation will formally enter into force on the day following that of its publication in the Official Journal (OJ) of the EU.

ACNL will follow [the guidance](#) issued by the European Airport Coordinators Association (EUACA).

ACNL understands questions may arise about the slot allocation process for the upcoming IATA W21 season and in order to provide airlines the best guidance possible has published this Q&A document.

## **Content**

### ***What is the content of the revision?***

The main provisions of the revised Slot Regulation for the EU for W21 are:

- a) The baseline used for the evaluation of the utilisation rate remains the HBD date. Historic precedence will be granted to series of slots provided they meet a minimum **utilisation rate of 50%**.
- b) Carriers will be exempted from above utilisation rate if specific reasons for the non-use of slots apply. The proposed Delegated Regulation continues to provide for an extended list of reasons related to the COVID-19 crisis.
- c) Slots should be **returned at least three weeks before the planned date of operation**.

Please note that - different from the rules for S21 - the amendment does no longer provide for the possibility to hand back complete series before “ERD” and to obtain alleviation for these series.

## **Slot handbacks**

***Until when do I have to return slots which I cannot use anymore?***

**a) Before HBD**

Normal procedure applies (WASG 8.5.3). According [ACNL Working Procedure Slot Allocation W21 Article 7.1](#), WASG 8.7.2.2 is not applicable at level 3 airports in The Netherlands.

**b) After HBD**

Returning slots as soon as possible (this is, immediately once the decision is made not to use a respective slot) is in the highest interest of other stakeholders in the aviation sector, such as Air Navigation Service Providers, handling agents, etc.

Airlines shall return slots which they cannot use anymore as soon as possible but no later than 3 weeks before the date of operation.

Slots returned without justification later than 3 weeks before the planned date of operation may be considered as a misuse.

***I have deleted parts of series and requested these as new series by exchanging within my own portfolio, can I request Force Majeure for the deleted parts of series?***

Returning parts of series of slots and requesting new series as within the same quota is not considered as handback to the slotpool of the coordinator and therefore Force Majeure cannot be granted.

## **Waitlist**

***Will priority on the (no slot) waitlist remain valid?***

Yes. At time of publication of this Q&A a (no slot) waitlist is in place for W21 at AMS, EIN and RTM.

## **Historic rights**

***How are historic rights be determined?***

The HBD of August 31 will remain the reference for the calculation of historic rights.

Series of slots - as were identified at the HBD of August 31- that do not comply with the use it or lose it rule of 50/50 will not receive historic status at the SHL.

***Is the utilisation rate calculated for each series or for my complete slot portfolio?***

The utilisation rate of 50% is calculated for each series.

***How will retimed series of slots appear on the SHL W22?***

The SHL W22 will be sent out based on the HBD references, in the meaning that retimed series on the same calendar date will be considered as ad-hoc and those changes will not reflect in the SHL. This is a temporary procedure.

Should airlines wish to receive the series on the SHL based on the revised allocated time, than the airline can request for that change in the period to agree historic. This allows ACNL to assess the request whether it fits within the capacity constraints.

***How is a complete series at HBD defined?***

The methodology how a series at HBD is defined does not change.

A complete series can consist of minimum 5 and maximum 21 weeks. For the calculation of historic the flight number at HBD is taken as reference.

Example:

A series of slots (at HBD) of 21 weeks contains of two periods with different times e.g. 10 weeks at 1000 and 11 weeks at 1200 then the use it or lose it is calculated over the total length of allocated weeks, in this example 21 weeks.

***My airline ceased operations at an airport, what will happen with historic rights in relation to this amendment?***

If an airline ceases to operate, for instance in case of bankruptcy/in administration, the historic rights of slots can only be transferred when the air carrier met the use it or lose it provisions during the scheduling period in question.

Those historic rights of slots will only be included in the SHL once a transfer of slots under Article 8a is confirmed by ACNL or is at “pending for approval” status at the time of the SHL publication.

**Force Majeure**

***For what circumstances can I request for force majeure?***

The specific conditions due to the outbreak of COVID-19 are described in Article 10.4. e) of the Regulation and applies in addition to the regular [ACNL Policy Rule Force Majeure for Use-it or lose-it Rule](#).

***Can I request FM for a period exceeding 6 weeks in case government restrictions for in/outbound travel have an announced end date of more than 6 weeks in the future?***

In case government restrictions for in/outbound travel have an announced end date of more than 6 weeks in the future, FM can be requested for up to and including the announced end date, providing official documentation (such as NOTAM, a document issued by an authority or government) that contains the decision of the measures taken and must be attached to the FM request.

Force majeure requests can only be done after cancellation of the slot(series) it refers to. ACNL will make an assessment on each request individually and will revert to the requestor as soon as possible.

Note: According to ACNL's regular [Policy Rule Force Majeure for Use-it or lose-it Rule Article 6](#) such force majeure request should be submitted as soon as possible, but not later than 5 business days after the day of occurrence (for example, within 5 business days after publication of the official publication issuing the imposed restriction(s)).

### **Slot allocation**

#### ***Will all cancelled slots be reallocated?***

If the capacity permits slots that have been returned to the pool of the coordinator will be offered for reallocation on ad hoc basis. Allocation is based on the regular priorities of the remaining waitlist.

After remaining requests of the (no slot) waitlist has been resolved all other slot requests will be handled on a first come first serve basis respecting the parameters of the capacity declaration, including those for the night.

### **Slot changes**

#### ***Can I change my allocated slot within my own portfolio?***

Yes, it is possible to change slots of cancelled flights within your own slot portfolio to another period within the (same) season. However, a use it or lose it rule of 50/50 apply and planned changes to another date will impact the 50/50. It is expected that in due course of W21 sufficient slots will be available for allocation on ad-hoc basis.

### **Slot Monitoring**

#### ***Does ACNL send WARN & NOTE messages?***

Yes, ACNL will send WARN & NOTE messages as a use it or lose it rule of 50/50 apply. WARN & NOTE messages are sent as an indication only as the final results will be announced in the SHL W22. Granted Force Majeure requests do not reflect in the percentage.

The percentages of series of slots can also be consulted in the webportal [www.e-airportslots.aero](http://www.e-airportslots.aero). Changes are not reflected real time. Once a day, overnight, the tool will process all changes.

***Is temporary and adjusted gate and aircraft parking capacity considered while allocating slots at AMS?***

During W21 ACNL does not consider this while allocating a slot. However, for long term parking, paragraph 2.2 of RASAS (see <https://www.schiphol.nl/en/operations/page/allocation-aircraft-stands/>), is applicable. Requests for parking of at least 18 hours duration should be sent to Schiphol Airport Customer Support via: [customersupport@schiphol.nl](mailto:customersupport@schiphol.nl), as soon as the flight(s) are scheduled, and have to be approved by the airport in advance.

***Will Local Rule 2 (LR2) at AMS remain in place during W21?***

At time of publishing this Q&A there is no Local Rule 2 in place. The previous Local Rule 2 was effective until and including S21.

**Airport capacity**

***Will unused capacity be transferred from winter to summer?***

It's the decision of the airport operator whether or not capacity will be transferred. Addenda on capacity declaration will be published on the website of ACNL.

**Formal decision-making procedure**

***Is the revised Slot Regulation for W21 in force?***

The [draft Delegated Regulation](#) issued by the European Commission on 23 July 2021 will formally enter into force on the day following that of its publication in the Official Journal (OJ) of the European Union.

***Will regular IATA milestones and activities remain in place?***

Yes, until further notice the IATA milestones remain in place.

You can find the actual IATA activities calendar [here](#).

**Contact**

***How can I address additional questions?***

ACNL understands questions may arise which are not answered in this document. Questions may be sent to [info@slotcoordination.nl](mailto:info@slotcoordination.nl). ACNL can be reached by phone via +31 (0)20 4059730 from Monday till Friday between 9:30 (LT) and 16:00h (LT).

**Daily coordination**

***How long it takes before my request is being actioned?***

In order to offer the best slot allocation service as possible the processing time of slot requests will be minimized as much as possible and ACNL strives to action your message within one business day.

### **Can I use online coordination?**

Yes, airlines can request authorisation for ACNL's web service "e-airportslots.aero". This web service is available with a horizon for online coordination of 3 calendar days in the future. By providing this new service slot management outside ACNL's office hours is available 24 hours per day, including the full range of the weekend. For more information about the service visit ACNL's website: <https://slotcoordination.nl/extension-of-out-of-hours-service/>

### **Update**

#### ***Is the WP Slot Allocation W21 updated accordingly?***

This Q&A document is published as an addendum to the [WP Slot Allocation W21, version 1.0](#). The WP Slot Allocation W21 version 1.0 itself is not updated with the content of the revised EC Regulation.

#### ***When will a new version of this Q&A document be available?***

ACNL intends to regularly, however not in a fixed pattern, publish an updated version of this Q&A document with additional questions and answers.

### **Revision log**

<b>Version</b>	<b>Date</b>	<b>Changes w.r.t. previous version</b>
1.0	August 4, 2021	First publication

### **Disclaimer:**

This document is published as a courtesy information. Legal framework for slot allocation applies.