

Working Procedure Slot Allocation S22

Discipline: Slot Allocation
Airports: Amsterdam Airport Schiphol (AMS), Eindhoven Airport (EIN), Rotterdam The Hague Airport (RTM)
Seasons: IATA season Northern Summer 2022 (March 27, 2022 – October 29, 2022)
Version: 1.2
Date: January 5, 2022

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 Worldwide Airport Slot Guidelines (WASG), 1st edition¹. ACNL, in this working procedure, provides additional information in accordance with Article 4:81 of the Dutch “Algemene wet bestuursrecht” (General Administrative Law Act).
- 1.2. This working procedure regards IATA Northern Summer 2022 (S22). This season starts at March 27, 2022 and ends at October 29, 2022 (31 weeks).
- 1.3. 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.
- 1.4. Not complying with this Working Procedure may be considered as slot misuse. The Slot Enforcement Code for The Netherlands is published at www.slotcoordination.nl

2. Slot Historic List (SHL) and Agreed Historics Deadline

- 2.1. ACNL will issue the SHL of S21 (for S22) no later than September 13, 2021, i.e. the SHL Deadline.

¹ By Airports Council International (ACI), the International Air Transport Association (IATA) and the Worldwide Airport Coordinators Group (WWACG)

- 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.

Both season S21 and season S22 consist of 31 weeks.

- 2.3. The SHL is based on the conditions of the EC Regulation 95/93 as amended valid for S21 and consist of the total of 1. the series of slots handed back before the EU Return Date and 2. series as identified at HBD.

- 2.4. In view of WASG 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, 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* 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 or SAL.

2 a Additional priority level for season S22

- 2 a 1. European Council Regulation 95/93 Article 8 2 a contains an additional priority level for season S22 for those airlines which have efforts made in terms of operating series of flights during season S21.

- 2 a 2. ACNL will provide airlines which are entitled to make use of this priority an overview of series of flights which might be requested using this additional priority. This overview will be provided in addition to and at the same time as the SHL.

Procedure as mentioned in Article 2.4 of this Working Procedure for the SHL also applies to this overview.

- 2 a 3. Airlines qualify for this priority in case a positive balance between slots handed back at European Return Date (ERD) and newly operated series of at least 5 weeks in S21 exist.

- 2 a 4. Airlines which would like to make use of this priority must request the respective series of flights in their Initial Submission.

In the Initial Submission, airlines must send their request in the usual way and format, making use of IATA SSIM codes only. Use of action codes that are requested with priority with a historic code is not allowed (F, C/I, L, R).

Airlines are obliged to indicate in the SI line which series of slots have been requested based on eligibility for priority S22 , if any.

In order to recognize, requests with priority must be equal to how to the series were received from ACNL. Changes to these are not being accepted in the Initial Submission request.

If requested priorities are not indicated clearly to ACNL in the SI line, additional priorities will not be taken in account. The requests will then be taken in account as part of the regular slot allocation process.

- 2 a 5. Series of slots for which the regular allocation criteria (50% NE, 50% non NE) apply and requested with this priority will be allocated prior any other requests.

3. Initial Submission

- 3.1. It is the responsibility of each airline to ensure that its Initial Submission has been received October 7, 2021 23:59 UTC (i.e. the Initial Submission Deadline) at the latest by ACNL. According to WASG 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 WASG Article 10.9.2 ACNL will on October 6, 2021 send a courtesy reminder to airlines entitled to historic slots which did not apply for an Initial Submission or for part of the historic slots they are entitled to. If the airline fails to respond within 24 hours, then the slot(s) may be allocated to another airline. This action does in no way prejudice or limit the own and full responsibility of each airline to timely make its Initial Submission.
- 3.3. (Additional) submissions received after the Initial 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 Initial 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 WASG 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.
- 3.11. In view of WASG 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 WASG, 1st edition, are the basis for initial allocation within the limits of the applicable capacity declaration (as published on www.slotcoordination.nl).
- 4.2. ACNL applies the New Entrant definition as published in the Council Regulation (EC) No 95/93, as amended, applicable for the respective season at time of allocation.
- 4.3. According to the IATA Slot activities calendar capacities needs to be established and announced by the airports latest September 30, 2021. Shortly after receipt by ACNL these will be published on ACNL’s website.

- 4.4. 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.
- 4.5. 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. Starting SAL until the end of the concerning season, airlines should keep their waitlist updated at all times and take into account the provisions of WASG 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.

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, change of intended aircraft type, 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 of S22 (for S23)

- 7.1. The series of slots held on the HBD (Historics Baseline Date) of 23:59 UTC January 31, 2022, is used as the basis for determining eligibility for historic precedence (EC Regulation 95/93 10.3 & WASG par. 8.7.1.a). In order to transparently improve the efficient use of airport capacity at all level 3 airports in the Netherlands WASG par. 8.7.2.2. is not applicable.
- 7.2. 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 “use-it-or-lose-it” rule (for S22 set on 64%²).
- 7.3. 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 95/93.
- 7.4. 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 Historics Baseline Date (HBD).
- 7.5. The SHL of S22 (for S23) 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.
- 7.6. If at the HBD of January 31, 2022, 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.
- 7.7. 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.

² According draft delegated act issued by the European Commission on 15 December 2021. The Delegated Regulation will formally enter into force on the day following that of its publication in the Official Journal (OJ) of the European Union.

7 a Additional priority level for season S23

- 7 a 1. European Council Regulation 95/93 Article 8 (2) (a) contains an additional priority level for season S23 for those airlines which have made efforts in terms of operating series of flights in returned slots during season S22.
- 7 a 2. Based on Article 8 (2) (a) of EC Regulation 95/93, this priority could be applicable for series of slots requested and allocated after HBD, provided at least five slots are operated in S22. This provision is applicable to airlines that did not profit from alleviation during S22 that resulted in retaining the HBD quota.

8. Force Majeure

- 8.1. ACNL's Policy Rule Force Majeure for 'Use It Or Lose It' Rule apply and can be found at www.slotcoordination.nl.

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 airport managing bodies 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.

10. Final provisions

- 10.1. Council Regulation (EC) No 95/93, as amended, the Worldwide Airport Slot Guidelines (WASG), 1st edition, and ACNL Policy Rules form the basis of the slot allocation process and this working procedure. In case of any conflict between Council Regulation, and/ or WASG, and/ or ACNL Policy Rules, and/ or 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 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
V1.0	September 6, 2021	First publication
V1.1	November 4, 2021	Second publication with updates in articles 4.4 and 5.2
V1.2	January 5, 2022	Third publication with updates in articles 5.2, 7.2 7.5. and the addition of chapter 7 a