

Working Procedure Slot Allocation W22

Discipline: Slot Allocation
Airports: Amsterdam Airport Schiphol (AMS), Eindhoven Airport (EIN), Rotterdam The Hague Airport (RTM)
Seasons: IATA season Northern Winter 2022 (October 30, 2022 – March 25, 2023)
Version: 1.1
Date: August 15, 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. ACNL takes the IATA Calendar for Coordination Activities as a reference for all milestones of the slot allocation process.
- 1.3. This working procedure regards IATA Northern Winter 2022 (W22). This season starts at October 30, 2022 and ends at March 25, 2023 (21 weeks).
- 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.

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

- 2.1. ACNL will issue the SHL of W21 (for W22) no later than April 25, 2022, i.e. the SHL Deadline.
- 2.2. The total number of slots in the Slot Historic List (SHL) at an airport for a specific season cannot be higher than on the Historic Baseline Date (HBD) for the same applicable season.

Both season W21 and season W22 consist of 21 weeks.

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

- 2.3. The SHL is based on the conditions of the European Council Regulation 95/93 as amended valid for W21 and consist of series of slots 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 slots 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. Airlines who have submitted a claim due to disagreement with the SHL are requested to wait to submit the initial request as long their claim request is pending. The response may include a revised SHL.

2 a Additional priority level for season W22

- 2 a 1. European Council Regulation 95/93 Article 8.2.a contains an additional priority level for season W22 for those airlines which have made efforts in terms of operating series of slots during season W21.
- 2 a 2. ACNL will provide airlines which are entitled to make use of this priority an overview of series of slots 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 do not qualify for this priority in case request(s) for Justification of Non Use of Slots (JNUS), which preserved quota of historic rights, were granted in relation to COVID-19.
- 2 a 4. Airlines which would like to make use of this priority must request the respective series of slots 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).

In order to recognize, requests with priority must be equal to how the series were received from ACNL. Changes to these are not being recognized nor accepted in the Initial Submission request.

- 2 a 5. Slots that are requested with priority according to Article 8.2.a are being allocated first and have priority over new entrant and year-round of the regular slots.

3. Initial Submission

- 3.1. It is the responsibility of each airline to ensure that its Initial Submission has been received May 19, 2022 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 May 18, 2022 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 and kept for processing post-SAL.
- 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, 1st edition, 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 shall 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 IATA SSIM aircraft type code, routing and Service Type Code (STC).

4. Initial allocation

- 4.1. European Council Regulation 95/93, as amended, and 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 European Council Regulation 95/93, as amended, applicable for the respective season at time of allocation.
- 4.3. According to the IATA Calendar of Coordination Activities capacities needs to be established and announced by the airports latest May 12, 2022. 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. Starting from Initial Allocation, the Policy Rule Additional Allocation Criteria, as published at www.slotcoordination.nl, is taken into account for all requests for which the primary criteria were not sufficient to decide.

- 4.6. 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 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 waitlist for reallocation of slots in the slot pool.
- 5.2. ACNL will reallocate slots from the slot pool taking into account the Policy Rule Additional Allocation Criteria, as published at www.slotcoordination.nl. 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 shall 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 coordination parameters of the capacity declaration.

7. Determination of historic rights of W22 (for W23)

- 7.1. The series of slots held on the HBD of 23:59 UTC August 31, 2022, is used as the basis for determining eligibility for historic precedence (European Council 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.

- 7.3. For each IATA designator code the total number of slots at the SHL cannot be higher compared to the HBD, unless series of slots have been transferred – after approval of ACNL – based on Article 8a of the European Council 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 SHL compared to the HBD.
- 7.5. The SHL of W22 (for W23) 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 August 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.

8. Force Majeure

- 8.1. ACNL's Policy Rule Force Majeure for 'Use It Or Lose It' Rule applies 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 European 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. European Council Regulation 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 European Council Regulation, and/ WASG, and/or ACNL policy rules, and/or this working procedure, the European 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 | 13 April 2022 | First publication |
| V1.1 | 15 August 2022 | Second publication with the addition of article 7.5 |