

## Working Procedure Slot Allocation W23

Discipline: Slot Allocation  
Airports: Amsterdam Airport Schiphol (AMS), Eindhoven Airport (EIN), Rotterdam The Hague Airport (RTM)  
Seasons: IATA season Northern Winter 2023/2024 (W23) (29 October 2023 – 30 March 2024)  
Version: 1.0  
Date: 11 April 2023

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### 1. General remarks

- 1.1. Airport Coordination Netherlands (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)<sup>1</sup>. 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 covers IATA Northern Winter 2023/2024 (W23). This season starts on 29 October 2023 and ends on 30 March 2024 (22 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 Slot Historic List (SHL) of W22 (for W23) no later than 17 April 2023, i.e. the SHL Deadline.
- 2.2. The total number of slots in the SHL at an airport for a specific season cannot be higher than on the Historic Baseline Date (HBD) for the same applicable season. In case a same applicable season consists of one additional week, a temporary provision of slots may be included in the SHL reflecting the additional week.

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

Season W23 consists of 22 weeks compared to 21 weeks in W22.

- 2.3. The SHL is based on the conditions of the European Council Regulation 95/93 as amended valid for W22 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 Historics Deadline (4 May 2023). This will allow differences to be resolved before the Initial Submission Deadline (11 May 2023).

Claims must be sent to [scr@slotcoordination.nl](mailto: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 Historics 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.

### 3. Initial Submission

- 3.1. It is the responsibility of each airline to ensure that its Initial Submission has been received 11 May 2023, 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 10 May 2023 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 Article 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](http://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, origin/destination + last previous before/first next after the Dutch airport and Service Type Code (STC), which has an additional importance due to the application of additional allocation criteria. Failure to do so may result to not intended irreversible outcomes while applying Policy Rules.

#### 4. Initial Allocation

- 4.1. European Council Regulation 95/93, as amended, and taking into account the WASG, are the basis for Initial Allocation within the limits of the applicable capacity declaration (as published on [www.slotcoordination.nl](http://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 4 May 2023. 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](http://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 the 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](http://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 W23 (for W24)**

- 7.1. The series of slots held on the HBD of 31 August 2023 23:59 UTC, 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. If at the HBD of 31 August 2023 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.
- 7.6. 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](http://www.slotcoordination.nl).

## 9. General Aviation

- 9.1. General Aviation (GA) (all aviation except commercial aviation<sup>2</sup>) is subject to slot coordination for both VFR and IFR traffic.
- 9.2. For instructions how to request a GA slot, please check the document 'How to request a General Aviation (GA) slot' at [www.slotcoordination.nl](http://www.slotcoordination.nl).
- 9.3. For GA, currently ACNL is performing slot coordination for:
  1. AMS
  2. RTM: Flights with MTOW >34.000 kg and >19 seats

For further details on GA coordination in The Netherlands, please check [www.slotcoordination.nl](http://www.slotcoordination.nl).

- 9.4. General Aviation slots will be allocated on ad-hoc basis after HBD (31 August 2023) and will be allocated on the principle of first come first serve.

## 10. Procedure in the case of a transfer of unused capacity from winter to summer

- 10.1. 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.
- 10.2. 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.
- 10.3. 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.
- 10.4. 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.

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<sup>2</sup> For exceptions, see European Council Regulation 95/93

## 11. Final provisions

- 11.1. European Council Regulation 95/93, as amended, the Worldwide Airport Slot Guidelines (WASG), 2<sup>nd</sup> 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.
- 11.2. ACNL may review and amend this working procedure during the IATA season. ACNL will review this working procedure after each IATA season.
- 11.3. 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.
- 11.4. ACNL advises all airlines to visit [www.slotcoordination.nl](http://www.slotcoordination.nl) for latest news and updates on slot allocation and slot monitoring. Airlines can subscribe to ACNL's news through this website.

## 12. Revision log

Version	Date	Changes w.r.t to previous version
V1.0	11 April 2023	First publication