

Working Procedure Slot Allocation S25

Discipline: Slot Allocation
Airports: Amsterdam Airport Schiphol (AMS), Eindhoven Airport (EIN), Rotterdam The Hague Airport (RTM)
Seasons: IATA season Northern Summer 2025 (S25) (30 March - 25 October 2025)
Version: 1.0
Date: 11 September 2024

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)¹. 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. For all the Dutch coordinated airports, ACNL will apply the Series Return Deadline (SRD) Trial of 15 December 2024.
- 1.3. This working procedure covers IATA Northern Summer 2025 (S25). This season starts on 30 March and ends on 25 October 2025 (30 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 Historic Deadline

- 2.1. ACNL will issue the Slot Historic List (SHL) of S24 (for S25) no later than 16 September 2024, 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.

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 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 ACNL. If an airline disagrees with the determination of historic slots, then it must contact ACNL as soon as possible but no later than the Agreed Historics Deadline (3 October 2024). This will allow differences to be resolved before the Initial Submission Deadline (10 October 2024).

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 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 10 October 2024, 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 9 October 2024 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.
- 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 ACNL. 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).
- 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 3 October 2024. Shortly after receipt by ACNL these will be published on ACNL's website.
- 4.4. Remaining slots 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. If not all slots with historic rights can be allocated due to a newly introduced or a revised coordination parameter, ACNL will apply the Policy Rule 'Slot allocation in case of exceedance of historic rights'. In such cases and if applicable, ACNL will publish a separate supplementary Working Procedure on the application of this Policy Rule for the respective airport.
- 4.7. 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. 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. Taking into account the provisions of WASG Article 10.15, airlines are required to keep the waitlist updated at any time (this includes updates on a rolling date basis towards and during the season). On the request of ACNL airlines shall 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 or withdrawal from the waitlist.

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 S25 (for S26)

- 7.1. Historic rights of S25 for S26 will be determined according the ACNL Policy Rule Definition of Series and Determination of historic rights. This Policy Rule will be effective as of W25. ACNL advises airlines to anticipate in S25 Initial Submission on the Policy Rule. The Policy Rule is consulted in Spring 2024 and is foreseen to be published latest Initial Submission Deadline S25.

8. Justification of Non-Use of Slots (JNUS)

- 8.1. ACNL's Policy Rule Justification Non-Use of Slots (JNUS) 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

- 9.1. Dutch airports may decide to transfer unused capacity from one IATA season or other period to another. In that case, the airport managing body will publish an addendum to the capacity declaration, provided the Coordination Committee Netherlands (CCN) is timely consulted.
- 9.2. The unused capacity transferred remains part of the period it was transferred from, unless otherwise specified. In principle, this capacity will not increase the number of slots that is eligible for historic rights.

10. Final provisions

- 10.1. European Council Regulation 95/93, as amended, the Worldwide Airport Slot Guidelines (WASG), 3rd edition, and ACNL's policy rules form the basis of the slot allocation process and this Working Procedure. In case of any conflict between European Council Regulation, and/or WASG, and/or ACNL's 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 change of this 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	11 September 2024	First publication