

<b>Working Procedure Slot Allocation for Commercial Aviation W25</b>
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Discipline: Slot Allocation for Commercial Aviation  
Airports: Amsterdam Airport Schiphol (AMS), Eindhoven Airport (EIN), Rotterdam The Hague Airport (RTM)  
Seasons: IATA season Northern Winter 2025 (W25) (26 October 2025 – 28 March 2026)  
Version: 1.0  
Date: 16 April 2025

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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). 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 July 2025.
- 1.3. This working procedure covers IATA Northern Winter 2025 (W25). This season starts on 26 October 2025 and ends on 28 March 2026 (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 W24 (for W25) no later than 21 April 2025, 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.
- 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 (8 May 2025). This will allow differences to be resolved before the Initial Submission Deadline (15 May 2025).

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, but no later than the Initial Submission Deadline (see next paragraph). 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 15 May 2025, 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 14 May 2025 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 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](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 8 May 2025. Shortly after receipt by ACNL these will be published on ACNL’s website.

- 4.4. 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.
- 4.5. 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', as published at [www.slotcoordination.nl](http://www.slotcoordination.nl). 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.
- 4.6. After distribution of the SAL read-only access to the Online Coordination System (OCS) will be granted to all registered users. Online coordination through OCS will remain closed until at least the HBD unless communicated otherwise.

## **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. Intervals and moments of reallocation will be dependent on the number of slots in the slot pool and of the number of applications.

## **6. Waitlist Management**

- 6.1. 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).
- 6.2. Taking into account the provision of WASG 10.15.3 requests with no slot allocated should be deleted by the coordinator after the SRD, unless the airline asks the coordinator to retain the outstanding requests on the waitlist.
- 6.3. An airline is required to ask the coordinator to maintain their no-slot records no later than 15 July 2025 (SRD). Failure to do so will result in ACNL's decision not to deal with the relevant slot requests by means of withdrawal from the waitlist without notice.

## **7. Changes in slot portfolio with regard to planning limit (post-SAL)**

- 7.1. 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. However, the airline should be aware that a change potentially affects the Use-It or Lose-It percentage.

## **8. Determination of historic rights of W25 (for W26)**

- 8.1. Historic rights of W25 for W26 will be determined according the ACNL Policy Rule Definition of Series and Determination of historic rights, published at [www.slotcoordination.nl](http://www.slotcoordination.nl).

## **9. Justification of Non-Use of Slots (JNUS)**

- 9.1. 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](http://www.slotcoordination.nl).

## **10. Procedure in the case of a transfer of unused capacity**

- 10.1. 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.
- 10.2. 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.

## **11. Final provisions**

- 11.1. 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.
- 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 change of this 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.

## 11. Revision log

Version	Date	Changes w.r.t to previous version
V1.0	16 April 2025	First publication