



Policy Rule

Definition of series and determination of historic entitlements

Author:	Airport Coordination Netherlands (ACNL)
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Airport Coordination Netherlands (ACNL) is an independent governing body by public law. In the Dutch “Wet Luchtvaart” (Law on Aviation) designated as the independent coordinator for slot coordinated airports in the Netherlands. ACNL is responsible for slot allocation and slot monitoring at Amsterdam Airport Schiphol (AMS), Rotterdam The Hague Airport (RTM) and Eindhoven Airport (EIN). In order to make optimal use of the airport capacity our mission is to deliver slot coordination and monitoring services in a neutral, non-discriminatory and transparent way.

ACNL is publishing following policy rule according to article 1:3 (4) in conjunction with article 4:81 of the Dutch “Algemene wet bestuursrecht” (General Administrative Law Act). The abbreviation in Dutch is ‘Awb’.

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Introduction

1. The initial slot request is the key milestone for the allocation of (series of) slots for a new IATA season. The Historic Baseline Date (HBD) is the milestone to create the baseline that is used to evaluate the compliance to use-it-or-lose-it rules. It is therefore crucial that on both sides of the routes operated by the airlines, the series that will be eligible to obtain historic entitlement at the end of the season are determined on the same basis. But the European Slot Regulation and the WASG leave room for interpretation. In the past decades a practice has arisen with differences between coordinated airports. This may create distortion of competition between airports or airlines.
2. Therefore, several European coordinators have developed a guidance with the objective to promote that the determination of historic entitlements is done in a harmonised manner, guided by the prime objective of airport slot coordination to ensure the most efficient declaration, allocation, and use of available airport capacity. It will optimise benefits to consumers, considering the interests of airports and airlines.

That guidance harmonises processes as much as necessary and provides leeway where this serves the primary objective of airport slot coordination.

3. Historic entitlement can only be assigned to a series of slots (not to an individual slot). It's therefore crucial to first define a series of slots and second determine the calculation method of the historic entitlement, based on which the SHL can be drawn up. The structure of that guidance consists of these 2 parts. Both parts are inextricably linked.
4. ACNL implements the above-mentioned guidance "Definition of series and determination of historic rights" - Date: 25 September 2024 - Status: Version 1.4 by means of this Policy Rule.

Part 1: Definition of series of slots

5. Definitions of the WASG and the European Slot Regulation.

WASG

*A **series of slots** is at least 5 slots allocated for the same or approximately same time on the same day-of-the-week, distributed regularly in the same season.*

European Slot Regulation

Art.2.(a) *'slot' shall mean the permission given by a coordinator in accordance with this Regulation to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off as allocated by a coordinator in accordance with this Regulation*

Art.2.(k) *'series of slots' shall mean at least five slots having been requested for the same time on the same day of the week regularly in the same scheduling period and allocated in that way or, if that is not possible, allocated at approximately the same time*

The definitions of slots and series are important at HBD and for series created or extended after HBD, because this milestone is the reference point for the evaluation of the compliance of the usage of slots for the determination of historic entitlement and the creation of the historic lists (SHL) for the next equivalent season.

6. Interpretation (based on primary objective of slot coordination: efficient use of capacity):

- "5 slots" means minimum 5 consecutive weeks or fortnight weeks. (other patterns may be accepted by coordinators when can be demonstrated as being regular)
- A valid series of slots can be composed of several periods each of minimum 5 consecutive weeks at the same time on the same day-of-week provided the series of slots are for the same service.
- The same time must be seen within the context of the coordination parameter for the airport. Coordinator should publish the coordination parameter used as the reference for its definition of "same time" on the coordinator's website. For AMS, EIN and RTM the same time is set to a bandwidth of 59 minutes for all slots in the series; if not possible, the request should remain on the waitlist.
- The definition of a slot for the purposes of determining a series held at HBD means "operating an air service (...) on a specific date and time (...)". A series of slots at HBD is recognized by being the same direction (Dep/Arr), origin/destination, day-of-week, and same time as defined. Coordination software identifies series by flight number, airlines are required to use unique flight numbers for each series at HBD. Changes in flight numbers or other attributes (within the coordination parameters and tolerances described in this document) made after HBD do not affect historic eligibility of the slot series.
- Post HBD changes are permitted with the tolerances described in this document.
- For the calculation of compliance with use-it-or-lose-it rules, series that are potentially eligible for historic entitlement are identified and confirmed at HBD.

Series - Example 7	Weeks																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
HBD	5				periods allocated in same defined time window											16															
							10																								
Potential historic	period 1					periods allocated in same defined time window											period 3														
							period 2																								

Seires- Example 8		Weeks																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
HBD	out of same defined time window								24																							
	5																															
Potential historic	out of same defined time window								series 2																							
	series 1																															

UIOLI compliance calculated on two different series

series 1: 6 weeks

series 2: 24 weeks

Series - Example 9	Weeks																															UIOU compliance 24 weeks
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
HBD	in same defined time window							24																								
	3			2																												
Potential historic								24																								

Part 2: Usage of series of slots (use-it or lose-it rule)

8. Air carriers must operate 80% of the slots allocated to a series of slots it holds at HBD to be granted historic entitlement of the series as allocated at HBD for the next equivalent season. But, for various reasons, the carrier may decide to adjust its program to changing conditions, as well as changing consumer demand.

1) use-it-or-lose-it (UIOLI) calculation: examples.

UIOLI - Example 1	Weeks		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
HBD	14	16	UIOLI compliance 30 weeks
Operated	14	16	30 Ops > 80%
SHL	period 1	Period 2	

UIOLI - Example 2	Weeks		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
HBD	5	24	UIOLI compliance on 29 weeks
Operated	X 1 X X X 1	24	26 Ops > 80%
SHL	5	24	

UIOLI - Example 3	Weeks		
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
HBD	5	24	UIOLI compliance on 29 weeks
Operated	X X X X X	24	24 Ops > 80%
SHL	5	24	

UIOLI - Example 4		Weeks																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
HBD		5					periods allocated in same defined time window										16															
							10																									
Operated		5					periods allocated in same defined time window										16															
							10																									
SHL		period 1					periods allocated in same defined time window										period 3															
							period 2																									

UIOLI compliance 31 weeks

31 Ops > 80%

2) New series allocated after HBD:

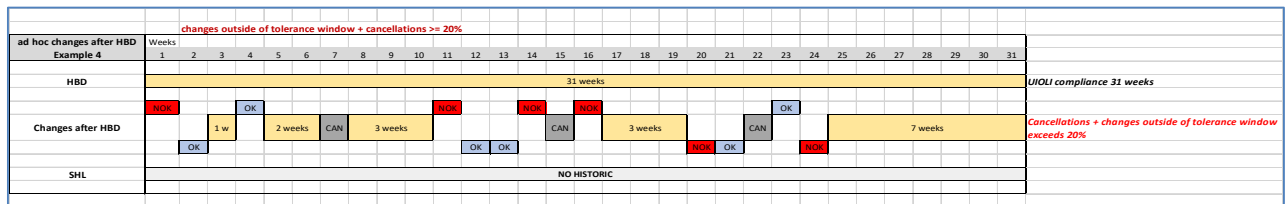
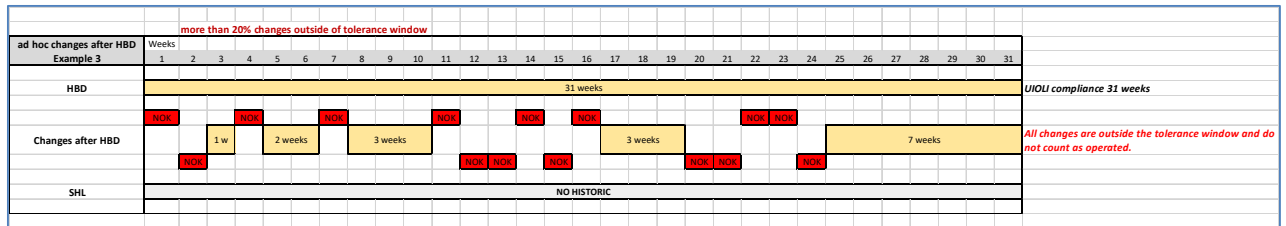
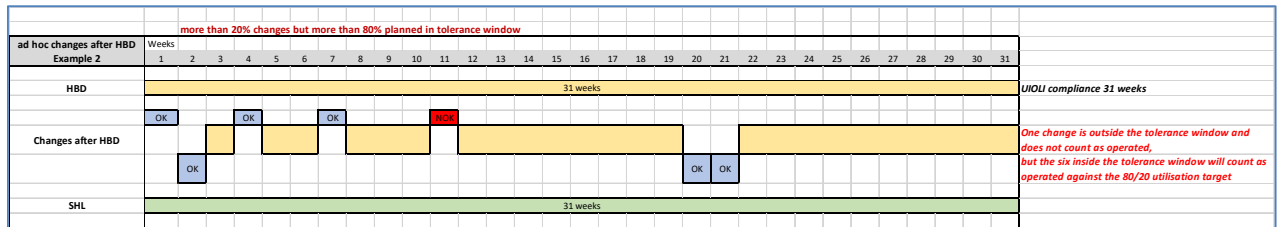
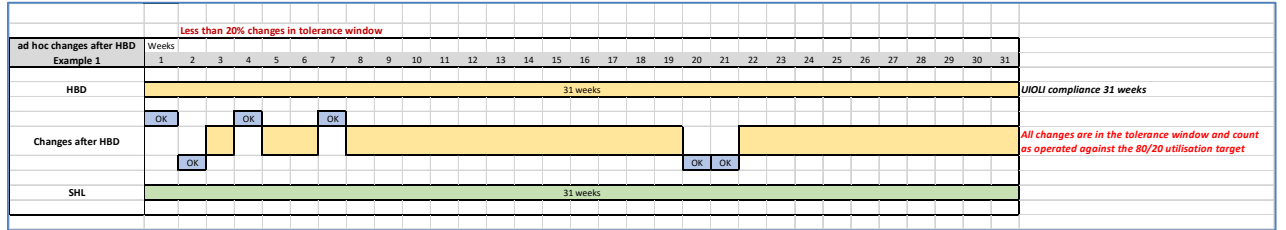
Ad-hoc slots allocated after HBD are allocated on a non-historic basis. However, slots requested as a series but initially allocated on an ad hoc basis, which form a series by the end of the season, may be eligible for historic precedence. For a series of slots newly allocated after the Historic Baseline Date, the number of slots in the series on the date of first allocation forms the basis of the use-it-or-lose-it calculation.

3) Structural changes (5 or more consecutive slots):

Remark: In this document, the tolerance window applies only for the planning of operations. Deviations in actual operations (punctuality) are part of the slot enforcement.

Examples:

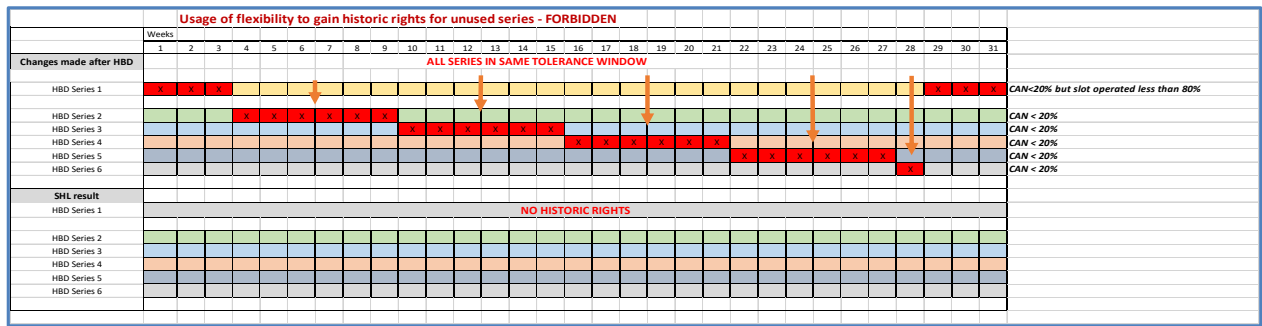
Legend for ad hoc changes:	OK	flight is in tolerance window and counts as operated against 80/20
	NOK	flight is outside tolerance window and does not count as operated against 80/20
	CAN	flight is cancelled and does not count against 80/20



Remark:

Airlines cannot use the tolerance window to gain historic entitlement for series or services that were not operated 80% as allocated at HBD.

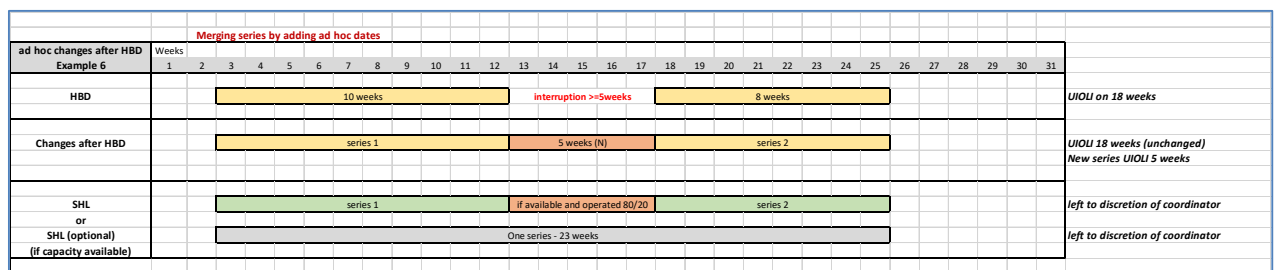
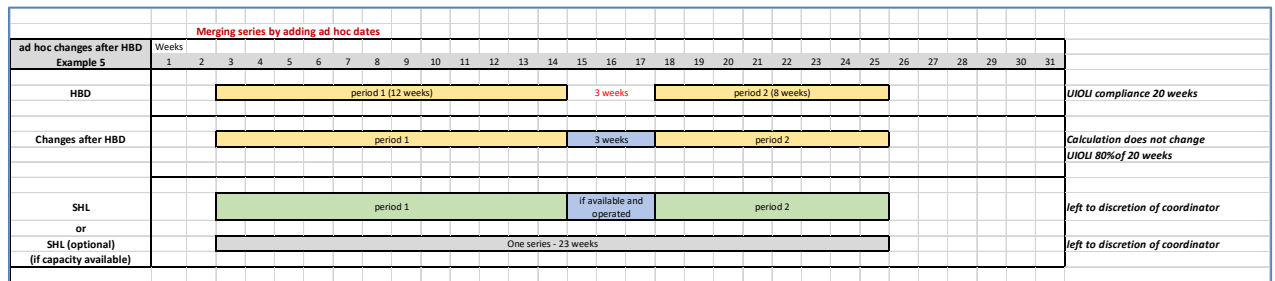
Example:



5) Slots allocated on ad hoc basis after HBD:

Coordinators will consider the extension of existing series as ad hoc new allocation. Slots allocated on an ad hoc basis are not eligible for historic precedence. However, slots requested as a series but initially allocated on an ad hoc basis, which form a series and have been operated as a series by the end of the season, may be eligible for historic precedence.

Examples:



6) Slots transfers after HBD:

Slots transfers within airline

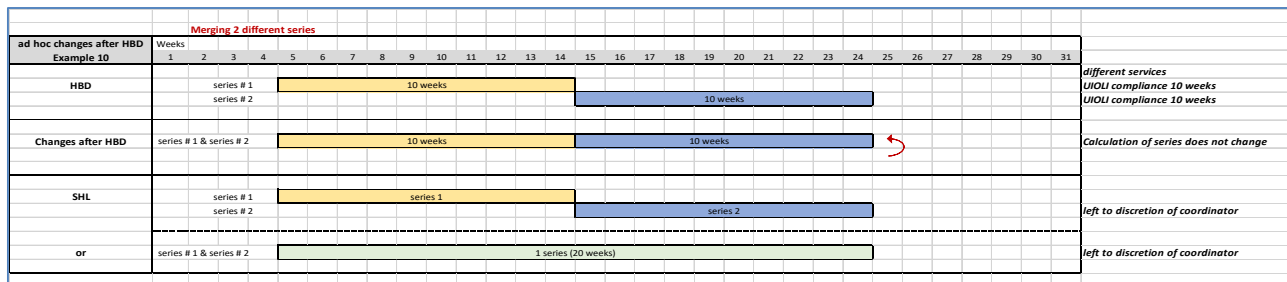
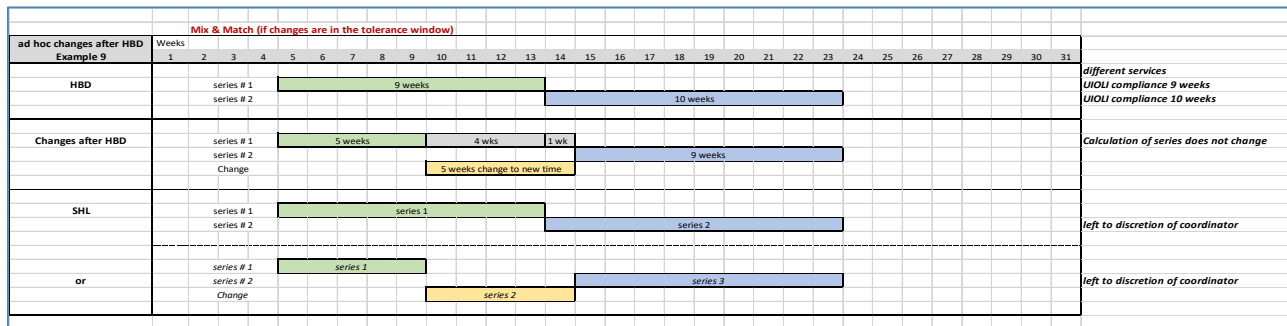
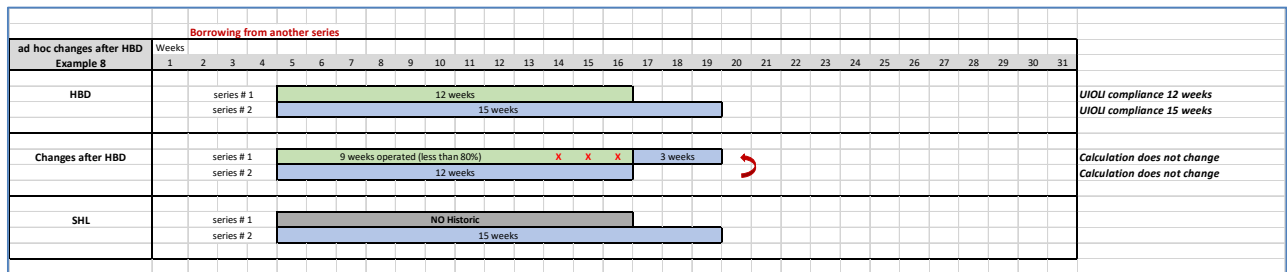
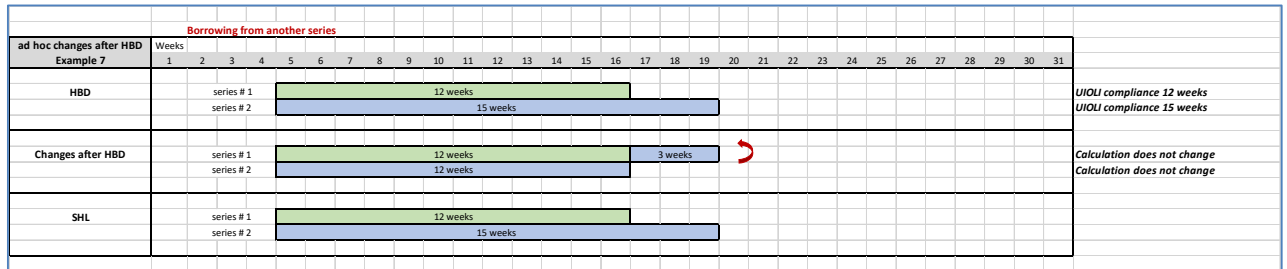
Slots changed to complete another series do not change the compliance target of the series as hold at HBD and do not break the series.

It is not allowed to hold up the utilisation rate using another series.

If an airline holds more than one series of slots at the same time with identical or overlapping periods of operation, then the usage of each series is calculated separately.

Slots transfer from one to another airline

In case of transfer of slot from one airline to another, at SHL the series returns to the airline who was operating the series, unless otherwise agreed between the parties (the two airlines and the coordinator).



7) Creation of SHL lists (flexibility):

When creating the SHL, Coordinators may consolidate slots that have passed the utilisation threshold by combining the same series.

- When consolidating fragmented periods of the same service into a longer series, the “same service” means a series of slots operated for the same flight number, direction (Dep/Arr), weekday, origin/destination, and time.
- Provided that the slots periods consolidated in these series are available in the capacity defined for historic entitlement.
- Where the consolidation of series does not result in a loss of historic entitlement for the airline concerned.

8) Additional remarks:

- Potential misuse.
 - Request new slots or hold slots that the airline or other aircraft operator does not intend to operate may be considered as a misuse.
 - Coordinators and schedules facilitators will identify air carriers who are requesting slots in a way that they would benefit from a higher priority in the initial slot allocation. Coordinators or schedule facilitators may decide to give a lower priority level to the initial demand made by this carrier at that airport or for that series of slots in the next season. The coordinator or schedules facilitator will send a list of the cases to the Coordination Committee.

Process

9. This Policy Rule is subject to changes pursuant to change of regulation(s) and/ or changes in the underlying guidance.
10. This Policy Rule will be effective as of IATA Northern Winter season 2026 (W26). There are no substantive changes compared with version 1.0, published on 3 October 2024; that version merely included a reference to the underlying guidance, whereas this version reproduces the underlying guidance in full.