

## RP 1

Effective from 09<sup>th</sup> November 2015

# Coordination and Facilitation on the Day of Operation

## 1. PURPOSE

This EUACA Slot Guideline (EUSG) aims at providing guidance about how to conduct coordination and facilitation on the day of operation.

The coordinator's and facilitator's data is and will in future even more be part of other processes on the day of operation (e.g. feed into their operational systems of the airport operator, e.g. for FIDS display, comparison of Estimated Take Off Time (ETOT) with the allocated departure slot in the A-CDM process, flight plan and slot comparison in ECTL'S CS1) and thereby have an immediate impact on the operation.

The completeness and the quality of the data are therefore essential. A harmonised approach facilitates the daily slot management. Ideally exceptions due to national or local regulations are kept to a minimum

## 2. REFERENCES

EU Slot Regulation No.95/93 (amended)

- Art. 2(g) - definition of "coordinated airport"
- Art. 4(5) - coordinator's responsibility for slot allocation

IATA Worldwide Slot Guidelines

- Section 1.7.1 c) and d) - Key principles of slot allocation
- Section 5.2.4 – Appointment of a coordinator
- Section 5.3.1 – Role of airlines
- Section 9.17.1 to 9.17.5 – Changes on the day of operation

## 3. RECOMMENDATIONS

### 3.1 General

- In principle every IFR flight must have an airport slot allocated by the coordinator before the operation, except for emergency landings. <sup>1)</sup>

- Aircraft operators must not intentionally operate (or plan to operate) at a time which is different from the allocated slot time – the time on the initial flight plan should match the allocated slot time and the published timings.
- Airport slot times are the on/off block times, not the landing or take off times.
- The coordinator shall provide for an out-of-office-hours coverage which at least deals with short term ad-hoc schedule changes, new ad hoc requests and cancellations.
- All coordination activities should ideally be done in the same coordination database, irrespective of who is doing the coordination.

## 3.2 Procedure for slot requests

- An airport slots should be obtained before filing a flightplan.
- Coordination on the day of operation can be done by either the coordinator's office, online coordination tool or the out-off-office agency.
- On-the-day of operation and out-of-office-hours slot requests should be kept to a minimum.
- Flights exempted from coordination should declare their flight intention prior to operation.

## 3.3 Criteria for coordination/facilitation or re-clearance

	Operator to send SCR/GCR before operation	Action of Coordinator	Additional Information
planned time changes	yes	coordinate	
on the day operational delay			
- airlines	no		
- GA/BA	yes	coordinate	
on the day ATC delay			
- airlines	no		
- GA/BA	no		
next day operational delay	yes	coordinate	
exempted flights <sup>1)</sup>	yes	confirm slot as requested	overbook if capacity not available and airport policy permits
emergency landings	no		inform asap for monitoring purposes

	Operator to send SCR/GCR before operation	Action of Coordinator	Additional Information
departure after emergency landing (with or without passengers)	yes	coordinate	
calibration flights (first arrival and final departure)	yes	confirm slot as requested	overbook if capacity not available and airport policy permits
flight training	yes	coordinate	
positioning to/from maintenance	yes	coordinate	
other planned positioning	yes	coordinate	
ad hoc positioning to recover passenger flight (AOG)	yes	coordinate	coordinator may overbook
planned aircraft changes (where capacity relevant)	yes	coordinate	
cancellations	yes	coordinate	

<sup>1)</sup> for details please refer to 3.4

## 3.4. Exempt Flights

**3.4.i)** Flights that are exempted from coordination according to EU Regulation (EC) No. 793/2004 amending Council Regulation (EEC) No. 95/93:

- a) state flights,
- b) humanitarian flights, i.e. medical emergencies, donor flights, search and rescue operations, air ambulance flights where the condition of the patient is urgent (The patient's condition should be indicated using the NACA international scoring system, that is also used by CFMU for ATFM slot exemption. NACA categories V or VI qualify for slot exemption.),
- c) emergency landings

### 3.4.ii)

For further information about exemptions that exist on the basis of national legislation or local regulations please refer to the individual websites of the relevant coordinator/facilitator.