



## International Air Transport Association

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### MEMORANDUM

#### SKED 480

TO: Schedules Planning Departments - Members/Non-Members,  
Coordinators, Schedules Facilitators attending Schedules Conferences  
(as per SSIM Attachment 2 - Sections I and II)

FROM: Director, IDFS-Passenger

DATE: November 25, 2002

SUBJECT: <b>Minutes of the 111th Schedules Conference for Northern Summer 2003, Vancouver, November 9 - 12, 2002</b>
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Please find enclosed the Minutes of the 111th Schedules Conference, which was held in Vancouver, Canada, November 9 – 12, 2002.

Your particular attention is invited to:

**M/1.1 NOTE: The preliminary attendance record was distributed via the pigeonholes on Sunday afternoon. A finalized copy of the attendance record will soon be available for downloading from the IATA website at [www.iata.org/sked](http://www.iata.org/sked).**

**M/6.1** As reported in the agenda documentation, it was confirmed that the **112th Schedules Conference** will be held in **Toronto, Canada** at the **Sheraton Centre Hotel June 14 – 17, 2003**.

**M/10.1** The Chairman reminded delegations that the **deadline for submission of schedules to Coordinators and Schedules Facilitators before SC/112 is 23:59 UTC May 18, 2003**. Coordinators were reminded that they should inform relevant airline delegations of the status of all their requested slots as early as possible, but not later than **23:59 UTC on Sunday June 8, 2003**.

**M/11.1** The SPC Chairman, Mr. Queissner reminded all delegations that it was most important **that S03 unrequired slots, at Level 3 (SCR) airports be returned to the Coordinators, as early as possible, but in any event not later than the deadline of January 31, 2003**. Furthermore, carriers operating into **Level 2 (SMA) airports should notify the Schedules Facilitators** of any changes to their Summer 2003 schedule data by the **deadline of January 31, 2003**.

**Attachment A** Notes from the **Information Exchange Session** held November 11, 2002.

Michael Feldman  
Director, Passenger Services

## MINUTES

### 111<sup>TH</sup> SCHEDULES CONFERENCE VANCOUVER, 9 – 12 NOVEMBER 2002

#### OPENING PLENARY SESSION - 9 NOVEMBER 2002, 09:00 HRS

#### AGENDA ITEM 1 : OPENING OF CONFERENCE AND PRELIMINARY ANNOUNCEMENTS

- 1.1 The Chairman, Mr. Ray Harrell, Director International Schedules and Slot Coordination, Continental Airlines opened the Conference, welcoming delegates to Vancouver and to the 111th Schedules Conference.

**NOTE: The preliminary attendance record was distributed via the pigeonholes on Sunday afternoon. A finalized copy of the attendance record will soon be available for downloading from the IATA website at [www.iata.org/sked](http://www.iata.org/sked).**

- 1.2. The Chairman reviewed, for the benefit of all participants, the purpose and the objectives of the Conference, as reflected in the Worldwide Scheduling Guidelines (6th Edition), Appendix 1, Parts 1 and 2.

#### AGENDA ITEM 2 : INTRODUCTION OF NEW CARRIERS & INVITED OBSERVERS

- 2.1. Airlines attending the Conference for the first time were: Air Polonia, Alisea Airlines, BAC Express Airlines, Canada West Airlines, EU Airways, FlyJet Ltd., Freshaer, LTE International Airways, Nordic Airlin AB, Sky Airlines, Travel Service AS, Xiamen Airlines.

- 2.2. Non-airline organizations attending as observers were:

ATNS – South Africa  
Civil Aviation Department – Hong Kong  
Trade Commissioner & Consul, Consulate General of Austria  
Trade Commissioner, Consulate General of Belgium  
National Institute of Civil Aviation – Portugal  
Incheon International Airport Corporation  
Ministry of Land, Infrastructure and Transportation, Japan  
Narita Airport Authority  
Malaysia Airports Holding Berhad  
Korea Airports Group  
Bristol International Airport – UK  
Calgary Airport Authority – Canada  
Edmonton Airports – Canada  
Don Quijote Airport – Spain  
Grupo Aeroportuario del Pacifico – Mexico  
Vancouver International Airport Authority  
Civil Aviation Authority of Italy  
HMY Airways, Inc.  
Boeing Commercial Airplane Company

### **AGENDA ITEM 3 : APPROVAL OF MINUTES OF 110<sup>TH</sup> SCHEDULES CONFERENCE**

- 3.1. The Minutes of SC/110 distributed under Memorandum SKED 475 dated 04 July 2002 were approved without amendment.

### **AGENDA ITEM 4 : SCHEDULING PROCEDURES COMMITTEE**

- 4.1 Mr. Queissner, the SPC Chairman, reported on the following key items that were discussed during SPC/68 on November 8th:

4.1.1 **Worldwide Scheduling Guidelines**

Mr. Queissner reported that Working Document 1 to SC/111 Agenda Item 4 containing proposed changes to the WSG would shortly be distributed to all delegations via the pigeonholes. Delegations were asked to review the proposed changes prior to being asked for endorsement at the Closing Plenary Session on Tuesday, November 12<sup>th</sup>.

4.1.2 **EC 95/93 Amendments**

On November 7<sup>th</sup> the European Commission released its latest proposals for the amendment of EC95/93. Experts from the SPSG will meet on November 10th to review and prepare comments on the latest amendments. Mr. Queissner further reported that the Commission had engaged the firm, NERA Economic Consulting, to undertake a study to assess the effects of different slot allocation schemes. NERA's study will be undertaken in two phases. Phase 1 will consist of a comprehensive initial assessment of options and the development of a shortlist for detailed analysis in Phase 2. Phase 2 will include the detailed analysis of the shortlisted options, an impact analysis and a consultation programme. Consultation with stakeholders is expected to take place around April/May 2003. It was noted that the question of "who owns the slots" was not part of the NERA study.

4.1.3 **SPC Membership**

Mr. Queissner reported that Mr. Pieter Rhijnsburger, due to his retirement from Transavia Airlines, had resigned from the SPC. On behalf of the SPC and the Conference, Mr. Queissner thanked Mr. Rhijnsburger for his many years of participation in and dedication to SPC and SC matters.

- 4.1.3.1 Mr. Queissner further reported that SPC/68 had elected 4 new members to the Committee. They are: Ms. Denise Scafidi/AZ, Ms. Birdie Yuen/CX, Ms. Jennifer Sayre/NW and Mr. John Sakellion/OA.

4.1.4 **Miscellaneous Items**

- 4.1.4.1 Delegates were reminded that the Charter Carriers Meeting would be held in the Stanley Park Ballroom, Salon 1 commencing at 18:30, November 9. In addition, delegates were advised that Mr. Eric Herbane, Head of Coordination, COHOR would hold a briefing on the CDG night flight bans/restrictions, on November 10, in the Stanley Park Ballroom, Salon 1 commencing at 16:00.
- 4.1.4.2 Mr. Queissner urged delegations with new staff members to take advantage of the Schedules Coordination Skills training courses being offered by IATA, in order to improve the quality and adherence to schedule coordination procedures.
- 4.1.4.3 Lastly, Mr. Queissner solicited the assistance of all airlines in the search for suitable venues for future SCs. Criteria for venue selection can be obtained from IATA Management.

## **AGENDA ITEM 5 : SCHEDULES INFORMATION STANDARDS COMMITTEE (SISC)**

- 5.1 Mr. Colin Goodburn, Chairman of SISC, reported on the outcome of SISC/49, as follows:
- 5.2 The March 2003 issue of SSIM will contain: Chapter 6 changes to clarify the use of some Action Codes and the addition of a new code I; to re-format the additional data line and introduce data tags to easily identify and program for each element; to move Coordinator's Reason Codes to a new Appendix J; to advise on use of Frequency Rate; to add Waitlist Time information to SAL, SIR & SIE messages; to add Email address of sender to the Creator's Reference; to introduce a new WCR message to allow Carriers to make changes to their Waitlist information; to enable the use of the SMA format to send information to Level 1 airports; to make the use of the Historic Codes when filing for new seasons mandatory from October 2003. New features will all have an implementation date of October 2003.
- 5.3 The SISC Work-plan for the period to June 2003 will include: introducing a Meal Code for No Meals; introducing a new Electronic Ticketing Code for Electronic Ticketing Required; the re-definition of Flight Number Override; the clarification of formats for Operating Airline Disclosure and Passenger Check-In; the implementation of Release/Sell Date in SSM/ASMs; two new Traffic Restrictions to complement Code G where Stopovers are allowed; continuing work on layout reviews of Chapters 4, 5 & 6; automatic creation and updating of Marketing Flights from Operating Flights to achieve code share synchronisation. The Chapter 6 Task Force will consider introducing new Coordinator's Reason Codes for rolling constraints, procedures to use SCR without changing Waitlist times, a review of changes which can be made when using Action Code F in Historic filings, a review of the Standard Clearance/Advice Form in SSIM Attachment 3, and an Acknowledge Message for use for initial filings.
- 5.4 Carriers are reminded to provide generic E-Mail addresses to IATA for use in slot applications, so that they can be published in the Worldwide Scheduling Guidelines and in SSIM Attachment 2.
- 5.5 SISC would like to emphasise the need for coordinators and airlines to adhere to the standards in SSIM Chapter 6 for the benefit of all. In particular, they would like to draw attention to the correct use of Action Codes K and O. Code K should only be used when confirming a Carrier's requested timings. When an offer is being made which improves the position, but still does not meet the originally requested timings, Code O must be used. SISC would also like to encourage carriers and coordinators to buy SSIM to keep up-to-date with the standards.
- 5.6 SISC is concerned to increase general SSIM standards implementation across the Industry, particularly with the implementation of the SRS being imminent. To this end, it proposes to deal with standards changes by continuing with the current effective dates processes (either the date of issue of SSIM, or any date stated in SSIM, when changes are published). In addition, with the approval of SPC, it is introducing mandatory implementation dates, which will reasonably allow everyone to do any re-programming work, will be published in SSIM, and will help companies with work prioritisation.
- 5.7 Existing SISC Officers were re-elected for a period of two years. They are – Chairman Colin Goodburn (BA), Vice Chairmen Dorothy Janousek (UA) and Edwin Codde (Brussels Coordination), and Editor Karr Cannelin (AY).

- 5.8 SISC reviewed the feedback from the IATA Survey conducted at the last Conference. They feel that issues related to making SSIM easier to use are being dealt with by the layout reviews being conducted already. Conference is reminded that membership of SISC is open to any IATA Airline, and its Officers are elected every two years by those IATA airlines that attend. SISC meetings are also open to non-IATA airlines, Airport Coordinators, and other companies in related businesses, who participate in the scheduling area of the IATA Partnership programme. The latter have Observer status but contribute in all debates and changes to SSIM standards. Whilst only IATA Member Airlines can vote, almost all issues are resolved by consensus.
- 5.9 Conference's endorsement of the SISC Work-plan was requested and received.

#### **AGENDA ITEM 6 : LOCATION OF SCHEDULES CONFERENCES**

- 6.1 As reported in the agenda documentation, it was confirmed that the 112th Schedules Conference will be held in Toronto, Canada at the Sheraton Centre Hotel from June 14 – 17, 2003.
- 6.2 Delegates were reminded that nominations for Chairman of the 112<sup>th</sup> Conference should be given to a member of the Nominating Committee by 18h00 on Monday, November 11<sup>th</sup>.

#### **AGENDA ITEM 7 : OPEN**

- 7.1 On behalf of IATA and the Conference, Mr. Mike Nenadovich, IATA Manager Scheduling Services thanked the following sponsors for their generous contributions to SC/111:  
BAA  
Berlin International Airports  
GoldenWare Travel Technologies  
Hamburg Airport  
Malaysia Airport Holdings Berhad  
OAG  
RDC (The Route Development Company)
- Mr. Nenadovich made a number of additional administrative and housekeeping announcements.
- 7.2 Mr. Coddé, General Manager, Brussels Slot Coordination reported that a Royal Decree had been issued confirming the fully coordinated status of Brussels International Airport and also establishing a local rule regarding noise limitations. Mr. Coddé went on to discuss the relationship between coordinators and airlines and urged both parties to work harder to comply with the deadlines and procedures as laid out in the WSG and SSIM.
- 7.3 There being no further items raised, the Conference Chairman, declared the Opening Session adjourned.

**CLOSING PLENARY SESSION – 12 November 2002, 17:00 HRS.**

**AGENDA ITEM 8 : NOMINATION OF CHAIRMAN - SC/112**

- 8.1 The Conference Chairman, Mr. Harrell, announced that Mr. Andy Melnyk, Manager Schedule Design, Air Canada has been nominated to serve as Chairman of SC/112. Mr. Melnyk accepted the nomination and stated that he would honored to serve as Chairman of SC/112.

**AGENDA ITEM 9 : AIRPORTS STILL HAVING SERIOUS UNRESOLVED SCHEDULING PROBLEMS**

- 9.1 No serious unresolved scheduling problems were reported.

**AGENDA ITEM 10 : DEADLINE FOR SUBMISSION OF SCHEDULES TO COORDINATORS BEFORE SC/112**

- 10.1 The Chairman reminded delegations that the **deadline for submission of schedules to Coordinators and Schedules Facilitators before SC/112 is 23:59 UTC May 18, 2003.** Coordinators were reminded that they should inform relevant airline delegations of the status of all their requested slots as early as possible, but not later than **23:59 UTC Sunday June 8, 2003.**

**AGENDA ITEM 11 : ANY OTHER BUSINESS**

- 11.1 The SPC Chairman, Mr. Queissner reminded all delegations that it was most important **that S03 unrequired slots, at Level 3 (SCR) airports be returned to the Coordinators,** as early as possible, but in any event not later than the **deadline of January 31, 2003.** Furthermore, carriers operating into **Level 2 (SMA) airports should notify the Schedules Facilitators** of any changes to their **S03 schedule data** by the **deadline of January 31, 2003.**
- 11.2 Mr. Queissner asked for and received Conference endorsement of the WSG amendments outlined in Working Document 1 to SC/111 Agenda Item 4.
- 11.3 On the subject of the latest EC95/93 amendment proposals by the Commission, Mr. Queissner reported that the SPSG Experts Group had reviewed the Commission's proposals and found that they were basically unchanged from previous proposals.
- 11.4 Lastly, Mr. Queissner reported that the Terms of Reference for the new Joint Scheduling Advisory Group (JSAG) had been finalized. SPSG has been disbanded and replaced by JSAG.
- 11.5 Mr. Ernst Krolke, Chief Executive, Airport Coordination Australia, on behalf of all delegations, thanked Mr. Ray Harrell for the excellent manner in which he carried out his duties as SC/111 Chairman.

**AGENDA ITEM 12 : CLOSE OF MEETING**

- 12.1 There being no further business, the Chairman closed the meeting, wishing delegates a safe journey home.

## **INFORMATION EXCHANGE SESSION NOTES**

The Information Exchange Session was held on November 11<sup>th</sup> in the Stanley Park Ballroom, Salon 1. Following are the points raised during the session:

1. The Chairman Mr. Queissner stated that the Information Exchange Session had been reinstated because Delegations had expressed, in their responses to the SC Survey conducted in SAN, a desire to have more input into the Conference process. In addition, use of a "Suggestion Box" had also been reinstated during SC111. Unfortunately, examination of the "Suggestion Box" indicated that no comments or suggestions were received from SC/111 attendees.
2. IATA Management was instructed to ensure that all SC and SPC Agendas and Minutes are available on the IATA Scheduling website.

***ACTION: IATA Management to ensure SC, JSAG and SPC Agendas and Minutes are posted on the Sked website.***

3. It was recommended that confirmations that SHL and SAL messages have been sent by the Coordinators be posted on the IATA Sked website. Posting of these confirmations should generate an automatic message to all Heads of Delegations.

***ACTION: IATA Management to implement.***

4. Several Coordinators stated that the SHL deadline date for SC/111 (i.e. 3<sup>rd</sup> Monday in September) had presented problems for them.

***ACTION: SHL submission deadline dates to be reviewed by JSAG.***

5. Mr. Queissner briefed the attendees on the Terms of Reference of the new Joint Scheduling Advisory Group (JSAG). SPSG has been disbanded and replaced by JSAG.
6. On the subject of Conference venues, Mr. Alvaro Middlemann of Air Berlin advised that PMO might have the facilities required to host an SC. All that was required was for IATA Management to conduct a site visit.

***ACTION: IATA Management to investigate feasibility of using PMO as a future Conference venue.***

7. Mr. Coddé, BSC, suggested that for future conferences the time of the Closing Plenary be flexible in order to better fit the departing flight schedules from the venue.

***ACTION: IATA Management to review flight schedules ex YYZ for SC/112.***

Mr. Coddé suggested that a better spirit of cooperation and communication be exercised between airlines and coordinators. Continually blaming one party or another for perceived shortcomings was totally counter-productive.

**INFORMATION EXCHANGE SESSION NOTES (Cont'd)**

8. A comment was made that the annual subscription rate for the Standard Schedules Information Manual (SSIM) was too expensive. A suggestion was made to remove Chapter 6 and the Appendices from SSIM and possibly incorporate them into the WSG or into a separate Layman's Guide.

***ACTION: JSAG to review these suggestions.***

9. Coordinators were encouraged to use the electronic Appointments Calendar. IATA Management was requested to eliminate the bugs that currently exist in the Calendar.

***ACTION: IATA Management to eliminate bugs in the Appointments Calendar.***

10. The lack of availability of NAC Charts prior to and during the Conference was raised. Coordinators were reminded that NAC Chart information was to be made available to the carriers as per the deadlines outlined in the WSG Section 6.2.

***ACTION: Coordinators to publish NAC Charts per WSG Section 6.2.***

11. A request was made to extend the hours of operation of the Internet Café.

***ACTION: IATA Management to explore the feasibility of extending the hours of operation of the Internet Café.***

12. The cost of IATA's Schedule Coordination Skills training course was raised. The general feeling was that the combined cost of the course plus hotels and per diems made attendance too expensive for many carriers. Mr. Nenadovich reported that IATA's Airline Training & Development Institute (ATDI) was in the process of converting one of the Dangerous Goods programmes into an Internet based training programme. If this project proves to be successful other IATA programmes could be converted as well. In the case of the Schedules Coordination Skills course, it is estimated that the cost of the course could be cut by as much as 50%. IATA Management will keep Conference apprised of ongoing developments.

13. A suggestion was made to hold the Northern Summer Conference later in November. Mr. Queissner stated that this option had been looked into previously. Holding the Conference, for example during the last week of November, would conflict with the American Thanksgiving period and would make travel very difficult due to the heavy Thanksgiving bookings. Also, a number of airlines felt that holding the Conference later in November or even early December would cause numerous difficulties for their Marketing and schedule distribution areas because of the shortened lead times prior to the commencement of the summer schedule.

14. For SC/111, Traffic Growth Statistics forms were sent to Coordinators via email on Friday, November 1<sup>st</sup>. Many Coordinators did not receive the forms because they had already left their offices for the weekend and were beginning their trek to YVR on the following Monday morning. Coordinators requested that in future the forms be sent out earlier.

***ACTION: IATA Management to send out Traffic Growth Statistics forms at least two weeks prior to Conference start-up.***

**INFORMATION EXCHANGE SESSION NOTES (Cont'd)**

15. Coordinators requested once again that all carriers adhere to the "Dos and Don'ts" at the Conference, reflected in the WSG Appendix 6.1. Specifically, carriers were requested to be on time for their appointments.

***ACTION: All carriers to adhere to WSG Appendix 6.1.***