

## **11.9 SLOT PERFORMANCE COMMITTEE**

**The Terms of Reference outlined here are for general guidance only. It is possible that some States or Regions may have legislation covering this area, in which case that legislation will have precedence over the Terms of Reference shown.**

### *Terms of Reference*

#### **Background**

The Slot Performance Committee (SPC) is a sub-committee of the Coordination Committee at Level 3 airports. The specific role of the SPC is to enhance the performance and effective utilisation of available airport capacity through slot monitoring activities, with the objective of improving punctuality and combating slot misuse. The objective of such a committee is to optimize use of congested and constrained facilities, therefore maximizing the utilisation of allocated capacity.

#### **Function of the Committee**

The principal role and tasks of the Committee are to:

- determine and define the main factors that are or could negatively impact slot performance or adherence to allocated slots at the airport, and where appropriate recommend corrective actions;
- monitor the slot performance of all airlines and aircraft operators using the airport;
- identify airlines or aircraft operators that regularly and intentionally demonstrate poor slot performance at the airport and/or intentionally disregard the slot allocation process or misuse slots;
- notify the airport managing body of such potential misuse, if such managing body is not itself a member of the Committee;
- communicate with the airline or aircraft operator concerned and seek explanations for specific instances of potential misuse;
- prepare and recommend suitable measures and procedures for discussion with the airline or aircraft operator for improving their performance and tracking progress;
- if the Committee considers that the explanations given and steps taken to rectify specific instances of potential misuse are inadequate or unreasonable, to recommend a set of disciplinary procedures to be initiated through the appropriate body;
- establish, if required, working groups or other dispute resolution mechanisms to mediate between the coordinator and an airline or aircraft operator in the event of differences of interpretation on slot performance;
- give due consideration (following consultation with legal counsel, if necessary) to applicable competition laws if it is necessary to discuss specific information regarding an airline or aircraft operator, and
- subject to the application of local laws or other concerns, to make available upon request any information disclosed within the Committee to all airlines and aircraft operators using the airport, and to permit, upon their request, representatives from such airlines and aircraft operators as observers to Committee meetings.

### Membership of the Committee

Membership should include (but not necessarily be limited to):

- the airport managing body;
- representatives with scheduling expertise from two or three airlines that best represent the traffic mix at the airport, to be selected by the airlines operating at the airport;
- the coordinator, as an advisor; and
- an ATC representative.

The Chairman and the Secretary of the Committee should be appointed by the airport managing body.

### Meetings

- Meetings are held as required, typically on a quarterly or monthly basis.