



ADVICE FOR COORDINATORS USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
Do	Do	Do
<p>✓ Do act at all times in a transparent and neutral way.</p>	<p>✓ Do act at all times in a transparent and neutral way.</p>	<p>✓ Do act at all times in a transparent and neutral way.</p>
<p>✓ Do agree with each airline the slots that have not achieved the Use it or Lose it targets.</p>	<p>✓ Do be available in your SC work room for the making of appointments between 16h00 and 18h00 on the day prior to the start of the SC.</p>	<p>✓ Do monitor slots in accordance with the Use it or Lose it rules.</p>
<p>✓ Do confirm details of historic slots by mid April (Winter) and mid September (Summer) in SHL format.</p>	<p>✓ Do try to see all airlines with outstanding requests in the first two days.</p>	<p>✓ Do advise airlines if they are in danger of losing their historic preference under the Use it or Lose it rules.</p>
<p>✓ Do advise IATA when SHLs have been distributed.</p>	<p>✓ Do prepare for your appointment and have the necessary documentation with you.</p>	<p>✓ Do keep the airlines outstanding requirements updated in your system and notify them of any possible improvements.</p>
<p>✓ Do provide time for airlines to discuss their requirements prior to the submission deadline dates.</p>	<p>✓ Do stick to your appointments timetable and avoid delays.</p>	<p>✓ Do maintain an up-to-date record of outstanding slot requirements.</p>
<p>✓ Do produce and regularly update capacity and utilization information on your website and provide these for the airlines on request.</p>	<p>✓ Do ensure that airline representatives with whom you meet, are properly accredited.</p>	<p>✓ Do actively look for slot swaps.</p>
<p>✓ Do update the airlines on the coordination parameters you are using.</p>	<p>✓ Do clear your message box regularly and respond quickly to queries or requests placed in your message box by airlines.</p>	<p>✓ Do consider ad-hoc slot requests as early as possible.</p>
<p>✓ Do learn and promote the use of SSIM.</p>	<p>✓ Do put feedback on each airline's submissions in their message box as early as possible.</p>	<p>✓ Do respond promptly (maximum 3 days) in correct SSIM format, to all schedule change requests.</p>
<p>✓ Do reply to requests in correct SSIM format using the latest</p>	<p>✓ Do ensure that you are always available during</p>	<p>✓ Do keep airlines advised on all matters likely to</p>

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SSIM codes.	working hours for the duration of the SC.	impact on airport capacity or scheduling flexibility.
<p>✓ Do read the Supplementary Information (SI) messages to help understand the airlines requirement.</p>	<p>✓ Do contact airlines and arrange slot swaps.</p>	<p>✓ Do provide schedule data to airlines on request.</p>
<p>✓ Do use the correct priorities as shown in para.6.8 when coordinating schedules.</p>	<p>✓ Do review, and action promptly if possible, all proposed slot exchanges.</p>	<p>✓ Do advise the airlines of any change of contact address, if you hand over</p>
<p>✓ Do acknowledge promptly receipt of initial submissions including the number of lines received.</p>	<p>✓ Do attend the Heads of Delegation session to update yourself on scheduling, coordination and SC matters.</p>	<p>✓ Do provide correct information to airports about the slots you have allocated.</p>
<p>✓ Do give feedback in SAL format to the airlines as early as possible and no later than the SAL Deadline.</p>	<p>✓ Do make available to all airlines details of all slot allocations and lists of outstanding slot requests at the beginning of the SC</p>	
<p>✓ Do advise IATA when the SALs have been distributed.</p>	<p>✓ Do ensure that you are familiar with the IATA Worldwide Slot Guidelines.</p>	
<p>✓ Do make available to airlines details of all slot allocations and lists of outstanding slot requests, upon request</p>		
<p>✓ Do action schedule changes (after the SAL's have been distributed) prior to the SC where there is no impact on available capacity</p>		
<p>✓ Do keep an up to date list of outstanding slot requests between the initial submissions and the SC</p>		
<p>✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features.</p>		
Don't	Don't	Don't
<p>✗ Don't act as a Coordinator without appropriate authorization.</p>	<p>✗ Don't withdraw or modify an allocated slot without the airlines' permission.</p>	<p>✗ Don't withdraw or modify an allocated slot without the airlines' permission.</p>
<p>✗ Don't allocate new slots from the</p>	<p>✗ Don't wait for the airlines to solve</p>	<p>✗ Don't wait until the end of the</p>

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pool after the SAL's have been distributed.	all their slot problems. Be proactive.	season to advise an airline of possible slot losses under the Use it or Lose it rules.
<p>✘ Don't action changes to late submissions until initial coordination has been completed.</p>	<p>✘ Don't leave the SC before the agreed closing date/time.</p>	<p>✘ Don't approve ad-hoc requests prior to 31 January and 31 August.</p>
<p>✘ Don't action schedule changes (after the SAL's have been distributed) prior to the SC which impact on available capacity.</p>	<p>✘ Don't leave the SC without giving each airline a printout of its approved slots.</p>	
	<p>✘ Don't make non-critical schedule changes during the first three days.</p>	