




















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 and actively monitor and respond to appointment requests.</p>	<p>✓ Do actively monitor and respond to appointment requests.</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.
 Do read the Supplementary Information (SI) messages to help understand the airlines requirement.	 Do contact airlines and arrange slot swaps.	 Do provide schedule data to airlines on request.
 Do use the correct priorities as shown in para.6.8 when coordinating schedules.	 Do review, and action promptly if possible, all proposed slot exchanges.	 Do advise the airlines of any change of contact address, if you hand over
 Do acknowledge promptly receipt of initial submissions including the number of lines received.	 Do attend the Heads of Delegation session to update yourself on scheduling, coordination and SC matters.	 Do provide correct information to airports about the slots you have allocated.
 Do give feedback in SAL format to the airlines as early as possible and no later than the SAL Deadline.	 Do make available to all airlines details of all slot allocations and lists of outstanding slot requests at the beginning of the SC	
 Do advise IATA when the SALs have been distributed.	 Do ensure that you are familiar with the IATA Worldwide Slot Guidelines.	
 Do make available to airlines details of all slot allocations and lists of outstanding slot requests, upon request		
 Do action schedule changes (after the SAL's have been distributed) prior to the SC where there is no impact on available capacity		
 Do keep an up to date list of outstanding slot requests between the initial submissions and the SC		
 Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Scheduling Guidelines and SSIM features.		

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