

# 1. Summary of changes implemented in WSG 9

## 1.1 Improvements to the capacity and demand analysis process

Changes and improvements in the capacity and demand analysis process and the role of airports in conducting the process.

## 1.2 Availability of data by facilitators and coordinators. WSG sections 5.5.1.c, 8.6.2, 9.3.2 and 9.9.6

Provisions introduced to the WSG to improve availability and transparency of slot and scheduling data to airlines and airports.

SECTION	TYPE OF CHANGE	AMENDMENT	EFFECTIVE
5.5.1.c	WSG Strategic Review change	<p>The coordinator will:</p> <p>c) Make available to the airlines, <u>and to the airport managing body, as soon as SALs are distributed, ideally in SSIM Chapter 6 format and by online means,</u> a lists of slots allocated, remaining slots available and the reasons why slots were not allocated as requested. <u>This information should ideally be in SSIM Chapter 6 format and accessible by online means.</u></p>	1 January 2019
6.1.1	WSG Strategic Review change	<p>The airport managing body or other competent body <del>shall ensure that should regularly conduct</del> a thorough demand and capacity analysis, using commonly recognized <u>best practice methods, is regularly conducted.</u> <del>In particular, demand and capacity should be assessed</del> <u>The analysis should be completed in a timely manner to enable an official capacity declaration for each IATA season. At a minimum the analysis should be conducted whenever there are significant changes in airport infrastructure, operational practices, or patterns of demand.</u></p>	1 January 2019
6.1.2	WSG Strategic Review change	<p>The analysis should objectively consider the ability of the airport infrastructure to accommodate demand at <del>desired applicable service levels of service,</del> such as queue times, levels of congestion <del>or and</del> delay, <u>while taking into account relevant airspace limitations set by local ATC authorities.</u> <del>The This analysis should provide all relevant capacity limits of the runway(s), apron, terminal(s) and other assume that the airport facilities as deemed necessary. are being managed efficiently and are fully staffed.</del></p>	1 January 2019
6.1.3	WSG Strategic Review change	<p>The analysis should determine any infrastructure, operational, or environmental constraints that prevent demand being satisfied. <u>The airport managing body should and identify evaluate options in consultation with responsible parties for overcoming such shortages through infrastructure, operational or policy changes and improvements, in accordance with the respective legal framework, where applicable.</u></p>	1 January 2019
6.1.4	WSG Strategic Review change	<p>The results of the <del>demand and capacity</del> analysis should be made available to <u>all relevant stakeholders including where applicable the members of the Coordination Committee well in advance of seasonal meetings.</u> <del>interested parties in order to encourage cooperation and to alleviate and resolve any constraints on demand.</del></p>	1 January 2019

8.6.2	New section	Ideally coordinators should have slot series usage information available online, so airlines can check their own slot series usage for all their own flights anytime during a season. It nonetheless remains the sole responsibility of the airline to monitor the usage of their slot series.	1 January 2019
9.3.2	WSG Strategic Review change	<p>Coordinators and facilitators must make the following information available <u>to the airport managing body</u> and to all airlines operating or planning to operate at the airports they coordinate:</p> <p>a) The coordination parameters for the next season, for all constrained components of an airport's infrastructure, such as runways, taxiways, aircraft parking stands, gates, terminal capacity (check-in, security, baggage reclaim, etc.), and environmental constraints (for example, night restrictions); and</p> <p>b) The actual utilization of declared capacity and how full or close to full the airport is on a typical busy week of the most recent summer and winter seasons. This data should be as detailed as possible to illustrate in graphic form the schedule limitations at the airport for each coordination parameter and indicate which hours may or may not be congested or full.</p>	1 January 2019
9.9.6	WSG Strategic Review	As soon as all SALs are distributed for <del>an</del> <u>their airport(s)</u> , coordinators and facilitators must make the data for that airport available to all airlines, <u>and to the airport managing body</u> . This data must contain full details by airline of all allocated times and outstanding requests and be up to date at the time of the request. The data should be available on the coordinator's or facilitator's website to facilitate access. If website access is not available, the coordinator or facilitator must make the data available to airlines <u>and to the airport managing body</u> upon request. <u>Airlines should use SIR format as described in SSIM Chapter 6 for these requests and the data should be provided to them in SIR format using the recognized message formats, including waitlist tags, as described in SSIM Chapter 6.</u>	1 January 2019

## 2. Summary of changes implemented in WSG 10

### 2.1 Enhanced New Entrant definition, Chapter 11

The new entrant rule ensures the WSG process is pro-competition and enables access at congested airports. The rule has been enhanced from a threshold of 'less than 5 slots' to be classified as a new entrant, to 'less than 7 slots' on the day requested. This expansion of the definition means options to compete are increased across all airline model types and strategies.

### 2.2 Primary criteria for initial coordination, WSG article 8.3 and definition of Slot pool

The allocation criteria in the WSG is changed to place retime requests (or other changes to historic slots) and new slot requests at the same priority, with 50% of slots in the pool to be allocated to new-entrant requests and the remainder to non-new-entrant requests. This ensures that all available capacity is allocated in as efficient manner as possible by considering all requests concurrently – which in the process of coordination allows the maximum benefits to be realised. In short, all types of requests are treated equally, across the day:

- The priority for retiming has been lowered to be on par with new requests
- There is no distinction between existing capacity and new capacity
- Stipulate that 50% of the pool must go to new entrants and the other 50% must go to non-new-entrants (if there are sufficient requests from each group to make up 50%).

Definition of Slot pool enhanced in Chapter 11.

### 2.3 Communication of Business Plans, WSG article 10.6

Introduction of a new process outlining how both airports and airlines can communicate their strategic intentions to the coordinator, who will be therefore better informed to make their allocation decisions. It is however stressed that this communication should not be used to influence the non-discriminatory and neutral outcomes of slot

### 2.4 Enhancements to demand and capacity management ,WSG section 5.4 and 5.5

Strengthening the importance for regular and thorough demand and capacity analysis by the airport managing body or other competent authority to ensure the timely capacity declaration for each season.

### 2.5 Improvements to the capacity declaration process, WSG Chapter 6 and WSG section 10.3 and definition of Coordination parameters

The main objective is to underline the role and responsibility of airports to consult the Coordination Committee and other relevant stakeholders on the results of the capacity analysis after which the coordination parameters are declared. Additional clarifications were made to the process of moving from one airport level to another and enhancements to the process of planned and unplanned capacity reduction. Definition of Coordination parameters enhanced in Chapter 11.

### 2.6 Role of the Coordination Committee, WSG article 5.6

Enhancements and clarifications of Coordination Committee role and responsibility and to emphasize the importance. Definition of the Coordination Committee outlined in Chapter 11.

## 2.7 Slot Performance Monitoring, WSG Chapter 9, Annex 11.8

Introduction of a comprehensive slot performance monitoring processes and a set of new and enhanced slot performance monitoring standards that were introduced in the dedicated chapter 9 of WSG edition 10 with the objective to reinforce this process as an essential element of airport slot coordination. Definition of the Slot Performance Committee outlined in Chapter 11.

SECTION	TYPE OF CHANGE	AMENDMENT	EFFECTIVE
5.4.1	WSG Strategic Review	<p>The airport managing body or other competent body should <del>ensure that attempt to reach agreement on</del> <u>the appropriate coordination parameters are agreed with members of the Coordination Committee and relevant stakeholders and.</u> <del>The coordination parameters should be updated twice each year – in conjunction with the IATA seasons.</del> Where airport constraints persist, the airport managing body should examine <del>its</del> <u>the</u> capacity and implement the necessary capacity enhancements to allow for a re-designation to Level 2 or Level 1 at the earliest opportunity.</p>	1 August 2019
5.4.2	WSG Strategic Review	<p>After consultation with the <u>Coordination Committee</u>, the airport managing body or other competent body must <del>inform the coordinator of any capacity changes</del> <u>decide and of provide the coordination parameters to the coordinator not later than 7 days before the Initial Submission Deadline.</u> The coordinator will in turn inform the airlines. <del>This declaration must be completed at least 7 days before the Initial Submission Deadline for each SC.</del></p>	1 August 2019
5.4.3	WSG Strategic Review	<p>The airport managing body or other competent body should provide relevant information to the coordinator in order to assist in applying the additional criteria for slot allocation given in 8.4.1 b), <del>e) d), e), and e f),</del> relating to the type of service and market, competition, and requirements of the travelling public and other users.</p>	1 August 2019
5.4.4	WSG Strategic Review	<p><u>The airport managing body should fulfil its role in the slot monitoring process, as described in section 9 of these guidelines.</u></p>	1 August 2019
5.5.1 b	WSG Strategic Review	<p>Make available to <del>interested parties</del> <u>relevant stakeholders</u> details of the applicable coordination parameters, local guidelines and regulations, and any other criteria used in the allocation of slots, at least 7 days before the Initial Submission Deadline for each SC, where possible.</p>	1 August 2019
5.5.1 f	WSG Strategic Review	<p><del>Monitor planned and actual use of slots to identify any possible instances of intentional misuse of slots, and initiate a dialogue with the airline or aircraft operator concerned.</del></p> <p><u>Perform slot monitoring, as described in section 9 of these guidelines.</u></p>	1 August 2019

<b>5.6.1</b>	<b>WSG Strategic Review</b>	The <u>Coordination Committee</u> is established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation, and monitoring the use of slots at the airport. <u>Sub-groups of the Coordination Committee, such as a Slot Performance Committee, can be used to focus on specific functions of the Coordination Committee, or topics of topical relevance.</u>	<b>1 August 2019</b>
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<p>5.6.2</p>	<p><b>WSG Strategic Review</b></p>	<p><u>The principal tasks of the Coordination Committee are to:</u></p> <ul style="list-style-type: none"> <li>a) <u>Advise on the possibilities of adjusting the capacity of the airport;</u></li> <li>b) <u>Provide a body to which airport capacity providers (such as ANSPs or airport managing bodies) should communicate the methods used for determining coordination parameters;</u></li> <li>c) <u>Consult on capacity and coordination parameters, on which slot allocation are based;</u></li> <li>d) <u>Advise on ways of achieving a better utilization of the capacity available;</u></li> <li>e) <u>Mediate in case of complaints from airlines or other aircraft operators related to slot allocation or slot monitoring which cannot be resolved between the airline or other aircraft operator and the coordinator in a mutually agreeable way;</u></li> <li>f) <u>Consider any problems related to transparency or sharing of data;</u></li> <li>g) <u>Consider any serious problems for new entrants at the airport concerned;</u></li> <li>h) <u>Oversee the activities of the sub-groups of the Coordination Committee, such as a Slot Performance Committee, where these exist;</u></li> <li>i) <u>Advise the coordinator on methods and parameters of slot monitoring, where a Slot Performance Committee does not exist;</u></li> <li>j) <u>Advise on local guidelines for coordination and communicate matters related to local guidelines to its members;</u></li> <li>k) <u>Review development projects that are being undertaken at the airport that may impact coordination parameters and communicate (alongside other channels such as Airport Operator Committees) on such projects; and</u></li> <li>l) <u>Liaise and consult with other entities, such as Civil Aviation Authorities, governments, or regulators, to the extent that such entities are involved in the setting of coordination parameters.</u></li> </ul>	<p><b>1 August 2019</b></p>
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5.6.3	WSG Strategic Review	Membership of the Coordination Committee is open to all airlines using the airport regularly and their representative organizations, the airport managing body, air traffic control authorities, <u>and representatives of general/business aviation (where relevant). Airlines and other aircraft operators willing to operate, but not yet operating, at the airport can attend the meetings of the Coordination Committee as observers. The representatives shall have the adequate knowledge, expertise, and mandates to serve on the Coordination Committee. Preferably, the composition is tailored to the specific items to be discussed, and in most cases a registered delegate who attends the IATA Slot Conference is the preferred representative from their organization.</u> The coordinator attends all meetings as an observer	1 August 2019
5.6.4	WSG Strategic Review	<u>The board of the Coordination Committee shall be selected periodically, for a fixed period. The chairperson (and vice-chairperson, if one exists) shall have no specific interest in any of the possible results of the functions of the Coordination Committee.</u>	1 August 2019
5.6.5	WSG Strategic Review	<u>It is recommended that the airport managing body appoints a secretary of the Coordination Committee who shall be responsible for the planning and minuting of meetings.</u>	1 August 2019
5.6.5	Moved to 5.6.6	<del>Ideally, meetings of the Coordination Committee should be conducted in English.</del>	1 August 2019
5.6.6	WSG Strategic Review	Meetings of the Coordination Committee should be held <u>at least once per year, as well as when required to review the coordination parameters on a seasonal basis or when to review planned changes in policy or capacity are planned</u> which could significantly affect coordination. <u>Ideally, meetings of the Coordination Committee should be conducted in English.</u>	1 August 2019

5.6.8	WSG Strategic Review	<p>The Coordination Committee should establish terms of reference governing its operations. A regular review of the terms of reference is recommended to ensure they are still compliant and updated as required. Ideally, the terms of reference should address:</p> <ul style="list-style-type: none"> <li>a) <u>The objectives of the Coordination Committee;</u></li> <li>b) <u>Membership;</u></li> <li>c) <u>Responsibilities of the members;</u></li> <li>d) <u>Frequency of meetings;</u></li> <li>e) <u>The process for hearing complaints and addressing problems for new entrants;</u></li> <li>f) <u>Sub-groups;</u></li> <li>g) <u>The process for changing the terms of reference;</u></li> <li>h) <u>The process for dissolution of the Coordination Committee;</u></li> <li>i) <u>Whether a quorum will be required for meetings of the Coordination Committee, and if so, the process to follow if quorum is not met;</u></li> <li>j) <u>Costs and expenses; and</u></li> <li>k) <u>The language of operation of the Coordination Committee.</u></li> </ul>	1 August 2019
5.6.9	WSG Strategic Review	<p>The Coordination Committee will fulfil its role in the slot monitoring process, as described in section 9 of these guidelines.</p>	1 August 2019
6.1.1	WSG Strategic Review	<p>The airport managing body or other competent body shall ensure that a thorough demand and capacity analysis, using commonly recognized best practice methods, is regularly conducted. The analysis should be completed in a timely manner to enable an official capacity declaration for <del>coordination</del> for each IATA season. At a minimum the <del>capacity</del> analysis should be conducted whenever there are significant changes in airport infrastructure, operational practices, or patterns of demand.</p>	1 August 2019
6.1.2	WSG Strategic Review	<p>The <del>capacity</del> analysis should objectively consider the ability of the airport infrastructure to accommodate demand at applicable service levels, such as queue times, levels of congestion, and delay, while taking into account relevant airspace limitations set by local ATC authorities. This analysis should provide all relevant capacity limits of the runway(s), apron, terminal(s), and other airport facilities as deemed necessary.</p>	1 August 2019

6.2.1	WSG Strategic Review	<u>The airport managing body or other competent body should consult the Coordination Committee and other relevant stakeholders on the results of the capacity analysis after which the coordination parameters are declared. This should be done well in advance of each IATA season and be made available to all relevant stakeholders.</u>	1 August 2019
6.2.2	WSG Strategic Review	<u>The coordination parameters represent the maximum capacity available for allocation considering the functional limitations at the airport such as runway, apron, terminal, airspace, and environmental restrictions.</u>	1 August 2019
6.2.3	WSG Strategic Review	<u>Coordination parameters establish the scheduling limits that can be coordinated or facilitated in a specified period of time.</u>	1 August 2019
6.2.4	WSG Strategic Review	<u>Coordination parameters should be reviewed by the Coordination Committee and other relevant stakeholders prior to making any changes.</u>	1 August 2019
6.2.5	WSG Strategic Review	<u>Coordination parameters should be provided to the coordinator or facilitator as soon as they are declared but not later than 7 days before the Initial Submission Deadline.</u>	1 August 2019
6.3.3 b	WSG Strategic Review	All <del>interested parties</del> <u>relevant stakeholders</u> have been fully consulted on the analysis and the proposed change of level, and their views have been taken into account.	1 August 2019
6.4.1 a	WSG Strategic Review	<del>Demand</del> <u>There is a risk that demand</u> for airport infrastructure <u>may</u> significantly exceed the airport's capacity during the relevant period;	1 August 2019
6.4.3	WSG Strategic Review	A change in level should only occur after the responsible authority has ensured that: <ul style="list-style-type: none"> <li>a) A full and thorough demand and capacity analysis has been undertaken, assessing the factors specified in 6.3 <del>4</del>.1; and</li> <li>b) All <del>interested parties</del> <u>relevant stakeholders</u> have been fully consulted on the analysis and the proposed change of level, and their views have been taken into account.</li> </ul>	1 August 2019
6.6.1 b	WSG Strategic Review	All <del>interested parties</del> <u>relevant stakeholders</u> have been fully consulted on the analysis and the proposed change of level, and their views have been taken into account.	1 August 2019
6.6.2	Editorial	<del>IATA Management</del> monitors all coordinated airports to identify opportunities to reduce the number of coordinated airports	1 August 2019

6.8.1	WSG Strategic Review	When a change in level is decided, the responsible authority must ensure that all <del>interested parties (airlines, airport managing body, governments)</del> <u>relevant stakeholders and IATA</u> are notified of the decision to change the level of the airport. <del>In any event, notification</del> <u>Notification</u> of an airport level change should be made no later than 1 April for the next winter season and 1 September for the next summer season.	1 August 2019
6.9.1	WSG Strategic Review	The coordination parameters are reviewed twice each year by <u>relevant stakeholders</u> , normally at meetings of the <u>Coordination Committee</u> or an equivalent representative body. This review must occur in <del>good time so that a</del> <u>timely manner to allow</u> the declaration of coordination parameters <del>can be made at least well in advance of each IATA season but no later than 7 days before the Initial Submission Deadline for each SC.</del>	1 August 2019
6.10.1	WSG Strategic Review	<del>A</del> <u>If a planned capacity reduction in capacity from is unavoidable the previous equivalent season should be avoided wherever possible.</u> The <u>Coordination Committee and airlines operating at</u> <del>airport must be consulted</del> <u>must be consulted during the decision process and as soon as possible before any reduction of capacity occurs.</u> In <del>any case</del> <u>all cases</u> , airlines' historic slots must be honored. The coordinator, or other competent body, must communicate the capacity change to all <del>interested parties at least</del> <u>relevant stakeholders well in advance of each IATA season but not later than 7 days before the Initial Submission Deadline for the SC.</u>	1 August 2019
6.10.2	WSG Strategic Review	<u>Unplanned capacity reductions may occur which are impossible to discuss in advance with the Coordination Committee. If the reduction is ongoing, however, the Coordination Committee must be consulted as soon as possible regarding the impact of the ongoing reduction on future operations. In all cases, airlines' historic slots must be honored.</u>	1 August 2019
6.10.3	WSG Strategic Review	A capacity reduction after the Initial Submission Deadline, or a <u>capacity reduction to a level that cannot accommodate established</u> historic slots must be avoided <u>except in all but the most exceptional circumstances.</u>	1 August 2019
7.1.1 g	WSG Strategic Review	Planned operating times are based on the planned on-block (arrival) and off-block (departure) times. <del>Actual times of arrival and departure may vary due to operational factors.</del>	1 August 2019

7.5.2	WSG Strategic Review	In particular, flights that an airline does not intend to operate should be returned in accordance with the <u>Calendar of Coordination Activities</u> , by the <del>deadline of 15 January (summer) and 15 August (winter).</del> <u>Series Return Deadline.</u>	<b>1 August 2019</b>
8.1.1 l	WSG Strategic Review	Slot times are based on the planned on-block (arrival) and off-block (departure) times. <del>Actual times of arrival and departure may vary due to operational factors.</del>	<b>1 August 2019</b>
8.1.1 n	WSG Strategic Review	<u>Monitoring of the use of allocated slots should be performed in a timely manner by the coordinator at a Level 3 airport.</u>	<b>1 August 2019</b>
8.3.1	WSG Strategic Review	When developing a slot allocation plan for the SC based on initial submissions by airlines, coordinators should, <u>in accordance with the coordination parameters</u> , apply the following priorities	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>
8.3.2.1	WSG Strategic Review	<del>The first priority of slot allocation is historic slots.</del>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>
8.3.3	WSG Strategic Review	<del>Changes to Historic Slots</del>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>
8.3.3.1	WSG Strategic Review	<del>Changes to a historic slot should have priority over new requests for the same slot within the capacity available.</del>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>

8.3.2.1	WSG Strategic Review	<p><u>The first priority of slot allocation is historic slots requested as unchanged or with changes that do not impact the coordination parameters (for example, a change in flight number). These slot requests are referred to herein as unchanged historic slots. For changes to historic slots that impact the coordination parameters (for example, a change in timing), airlines and other aircraft operators should clearly indicate the range of flexibility they are prepared to accept (if any) using the appropriate industry codes and format in their submission. For any requested changes that cannot be allocated within the applicable flexibility range, the coordinator should reallocate the unchanged historic slots to the airline or other aircraft operator concerned.</u></p>	<p><b>Effective starting with the coordination of the Winter 2020/2021 season</b></p>
8.3.3.1	WSG Strategic Review	<p><u>Once historic slots and changes to unchanged historic slots have been allocated, the coordinator will establish a slot pool, including any newly created slots.</u></p>	<p><b>Effective starting with the coordination of the Winter 2020/2021 season</b></p>
8.3.3.2	WSG Strategic Review	<p><u>The coordinator will treat new entrant requests, non-new-entrant requests, and requests for changes to historic slots holistically and fairly across the day, using primary and, if necessary, additional criteria for initial slot allocation set forth in these guidelines.</u></p>	<p><b>Effective starting with the coordination of the Winter 2020/2021 season</b></p>
8.3.3.3	WSG Strategic Review	<p><u>50% of the slots contained in the pool at initial slot allocation must be allocated to new entrants, unless entrant requests by in accordance with 8.3.4 below, unless new entrants entrant requests are less than 50%. The coordinator will treat requests Similarly, 50% of new entrants and other airlines fairly, in accordance with the coordination parameters across slots contained in the day. pool at initial slot allocation must be allocated to non-new-entrant requests, unless such requests are less than 50%.</u></p>	<p><b>Effective starting with the coordination of the Winter 2020/2021 season</b></p>
8.3.3.4	WSG Strategic Review	<p><u>Where this 50/50 balance is not achievable in a single season (for example, where there is a very limited number of slots available in the pool), the coordinator should correct this imbalance over the next equivalent season (or seasons, if that is not possible) to ensure that the pool is allocated equitably to both new entrants and non-new-entrants.</u></p>	<p><b>Effective starting with the coordination of the Winter 2020/2021 season</b></p>

8.3.4.1	WSG Strategic Review	<u>Only airlines are eligible for new entrant status.</u>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>
8.3.4.2	WSG Strategic Review	<del>Slots available in the pool are allocated to airlines requesting a slot, using the criteria set out in 8.3.5, 8.3.6 and 8.4 below.</del>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>
8.3.5.1	WSG Strategic Review	<del>Within each category (<u>new entrant requests, non-new-entrant requests, and requests for changes to historic slots, allocations to new entrants and other allocations from the slot pool</u>), a request to extend an existing operation to operate on a year-round basis should have priority over a new slot request.</del>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>
8.3.5.3	WSG Strategic Review	<del>In allocating slots among new entrants, the priority for Year Round Operations (8.3.6) and the Additional Criteria for Slot Allocation (8.4) will apply.</del>	<b>Effective starting with the coordination of the Winter 2020/2021 season</b>





		<p><u>actions, and record misuse of slots. Only coordinators shall communicate apparent misuse of slots to airlines and other aircraft operators. Coordinators shall also share relevant information with the airport managing body, as well as with all other stakeholders (ideally through the Slot Performance Committee).</u></p> <p>9.1.6. <b><u>Role of the Coordination Committee:</u></b> <u>The Coordination Committee may advise the coordinator on matters relating to the monitoring and misuse of slots. A Slot Performance Committee, a possible subgroup of the Coordination Committee, may be established to perform this role. This is discussed in more detail below.</u></p>	
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<p>9.2</p>	<p><b>WSG Strategic Review</b></p>	<p><u>KEY PRINCIPLES OF SLOT MONITORING</u></p> <p><u>9.2.1 The key principles of slot monitoring are as follows:</u></p> <p>a) <u>Slot monitoring is intended to:</u></p> <ul style="list-style-type: none"> <li>i. <u>Ensure that operations at a Level 3 airport are in accordance with the slots as allocated;</u></li> <li>ii. <u>Ensure that slots are used in line with the Use It or Lose It rule;</u></li> <li>iii. <u>Help ensure scarce capacity is not wasted;</u></li> <li>iv. <u>Help ensure the smooth operation of airports for all stakeholders; and</u></li> <li>v. <u>Prevent the misuse of slots.</u></li> </ul> <p>b) <u>Slot monitoring involves both pre-operation and post-operation analysis.</u></p> <p>c) <u>Slot monitoring is applicable to all types of operations that require slots at a Level 3 airport.</u></p> <p>d) <u>Slot monitoring is a continuous process which allows sufficient advance notice for corrective action to take place.</u></p> <p>e) <u>Slot monitoring requires accurate and reliable data provided – in a timely manner and in the agreed format – ideally by the airport managing body or by other relevant stakeholders as needed.</u></p> <p>f) <u>Slot times are based on the coordinated on-block (arrival) and off-block (departure) times. Actual times of arrival and departure may vary due to operational factors.</u></p> <p>g) <u>The investigation of potential misuse of slots should be based on data analysis.</u></p> <p>h) <u>Coordinators should enter into dialogue with airlines and other aircraft operators about correcting apparent misuse of slots at the earliest possible opportunity.</u></p> <p>i) <u>Continued slot misuse after dialogue with the coordinator may result in enforcement actions as described in this section.</u></p> <p>j) <u>Coordinators may consult relevant stakeholders (such as the Coordination Committee, Slot Performance Committee, the airport managing body, or air traffic control) to review the findings of slot monitoring.</u></p> <p>k) <u>The Slot Performance Committee may also provide advice to the relevant stakeholder</u></p>	<p><b>Effective starting with the coordination of the Winter 2019/2020 season</b></p>
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		<p><u>regarding actions which may be taken to improve airport performance where sanctions or other enforcement measures are not applicable.</u></p> <p>l) <u>Certain types of ad hoc flights may be subject to special local slot monitoring procedures.</u></p> <p><b>9.2.2 Misuse of Slots:</b> <u>The following actions are deemed a misuse of slots:</u></p> <p>a) <u>Operating at a Level 3 airport without an allocated slot;</u></p> <p>b) <u>Operating a flight at a significantly different time from the allocated slot.</u></p> <p>c) <u>Operating a flight in a significantly different way to the allocated slot – including a different service type, aircraft subtype, aircraft capacity, or origin/destination – without the prior confirmation of the coordinator as set out in 8.10;</u></p> <p>d) <u>Holding slots that the airline or other aircraft operator does not intend to operate, transfer, swap, or use in a shared operation;</u></p> <p>e) <u>Holding slots for an operation other than that planned for the purpose of denying capacity to another airline or aircraft operator;</u></p> <p>f) <u>Requesting new slots that the airline or other aircraft operator does not intend to operate;</u></p> <p>g) <u>Requesting slots for an operation other than that indicated, with the intention of gaining improved priority; or</u></p> <p>h) <u>Where applicable, operating in curfew or another restricted operations period without holding an allocated slot for that period.</u></p> <p><b>9.2.3</b> <u>In some instances, operational disruption or legitimate changes of plans may appear to be slot misuse. Communication between the coordinator and the airline or other aircraft operator is vital to understand the reasons for potential misuse.</u></p>	<p><b>Effective starting with the coordination of the Winter 2019/2020 season</b></p>
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<p>9.3</p>	<p><b>WSG Strategic Review</b></p>	<p><u>PRE-OPERATION ANALYSIS</u></p> <p><u>9.3.1. Coordinators may seek to prevent slot misuse by undertaking pre-operation analysis, a recommended process involving conformity checks before the day of operation.</u></p> <p><u>9.3.2. Pre-operation analysis is a continuous process that:</u></p> <p>a) <u>Uses objective, transparent, and non-discriminatory criteria;</u></p> <p>b) <u>Should be adapted to the specific needs of the airport and types of traffic involved;</u></p> <p>c) <u>Should be timely and simple to calculate and administer; and</u></p> <p>d) <u>Considers advice given by the Coordination Committee or Slot Performance Committee.</u></p> <p><u>9.3.3. This process requires the coordinator to have the right data in the agreed format available in a timely manner in order to complete its analysis. Airport managing bodies, airlines, and other aircraft operators shall provide the data requested by the coordinator, in the format agreed between the parties, for this purpose.</u></p> <p><u>9.3.4. Coordinators shall also check published data sources such as:</u></p> <p>a) <u>airline or travel agency websites, global distribution systems, or tickets;</u></p> <p>b) <u>airport or ground handling data from airports at each end of the route concerned; or</u></p> <p>c) <u>peer comparison (i.e., the performance of other operators using similar equipment and on similar routings, giving adequate consideration for the limitations of comparisons where the equipment and routings are not identical).</u></p> <p><u>9.3.5. When the coordinator identifies a discrepancy between the published data and the allocated slot, the coordinator should communicate this to the airline or other aircraft operator to allow it to take corrective actions to avoid possible slot misuse.</u></p> <p><u>9.3.6. Despite the pre-operation analysis process, the responsibility to avoid slot misuse remains with the airline or other aircraft operator. The pre-operation analysis process is not a prerequisite for a coordinator to take action for potential slot misuse as part of the post-operation analysis, below.</u></p>	<p><b>Effective starting with the coordination of the Winter 2019/2020 season</b></p>
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<p>9.4</p>	<p><b>WSG Strategic Review</b></p>	<p><b>POST-OPERATION ANALYSIS</b></p> <p><b>9.4.1. Data Comparison</b></p> <p>9.4.1.1 <u>The airport managing body shall provide to the coordinator a list of flown operations, in a timely manner and in the agreed format. The data supplied should include the scheduled time, the actual on/off block times, the flight number, destination, aircraft type, service type, number of seats, and any other necessary data requested by the coordinator.</u></p> <p>9.4.1.2 <u>Where actual on/off block time data is unavailable, landing and take-off times shall be provided by the airport managing body, with a recommended taxi time adjustment as an estimate for the on/off block times. Variations in taxi times may affect the accuracy of the matching process, and caution must be used when not using actual on/off block times.</u></p> <p>9.4.1.3 <u>The coordinator shall match the actual operations to the allocated slots, creating a matched data set. This process should be done on a regular basis throughout the season.</u></p> <p>9.4.1.4 <u>The coordinator may use similar additional data sources to identify potential slot misuse, such as ATC flight plans.</u></p> <p>9.4.1.5 <u>Flights operated in accordance with the allocated slots will be credited towards the granting of historic precedence.</u></p> <p>9.4.1.6 <u>Discrepancies detected in the matched data set will then be investigated as part of the slot performance process.</u></p> <p><b>9.4.2. Slot Performance Process</b></p> <p>9.4.2.1 <u>The coordinator should then analyse the discrepancies in the matched data set created under the data comparison process to identify potential slot misuse.</u></p> <p>9.4.2.2 <u>Coordinators should rely on data analysis to demonstrate potential slot misuse with the aim of targeting only the most obvious and impactful cases of potential slot misuse for further action. Best practice guidelines on the use of data analysis in the slot performance process may be found in Annex 11.8</u></p> <p>9.4.2.3 <u>Where potential slot misuse is identified, the coordinator should then enter into coordinator-airline dialogue.</u></p> <p>9.4.2.4 <u>The coordinator should avoid seeking unnecessary explanations regarding minor operational deviations. In analysing whether the deviation represents potential misuse, the coordinator should consider, for example:</u></p>	<p><b>Effective starting with the coordination of the Winter 2019/2020 season</b></p>
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		<p>c) <u>part of a series of slots or an ad hoc operation; or</u></p> <p>d) <u>likely to impact the airport, ATC operations, or other airlines</u></p> <p>9.4.4.2 <u>Enforcement actions for intentional or repeated slot misuse may include:</u></p> <p>a) <u>Referral of the matter to the airport's Coordination Committee or other competent body;</u></p> <p>b) <u>Loss of historic precedence for the series of slots involved in the next equivalent season;</u></p> <p>c) <u>A lower priority for that airline for new future slot requests in the next equivalent season;</u></p> <p>d) <u>Withdrawal of the series of slots involved for the remaining portion of the current season; or</u></p> <p>e) <u>Sanctions (including financial sanctions) under applicable law.</u></p> <p>9.4.4.3 <u>There are circumstances where slot misuse is initially not deemed intentional but may become intentional during the season if the airline or other aircraft operator concerned does not take effective corrective actions following correspondence with the coordinator.</u></p> <p>9.4.4.4 <u>Coordinators should communicate any actions taken by them against airlines or other aircraft operators to the airport managing body and other stakeholders (ideally through the Slot Performance Committee).</u></p>	
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<p>9.5</p>	<p><b>WSG Strategic Review</b></p>	<p><u>THE COORDINATION COMMITTEE AND SLOT MONITORING</u></p> <p><b>9.5.1. The Coordination Committee</b></p> <p><u>9.5.1.1 The Coordination Committee is established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation, and monitoring the use of slots at the airport. Sub-groups of the Coordination Committee, such as a Slot Performance Committee, can be used to focus on specific functions of the Coordination Committee, or specific relevant topics.</u></p> <p><u>9.5.1.2 Certain tasks of the Coordination Committee relate to slot monitoring. These are to:</u></p> <p>a) <u>Mediate in case of complaints from airlines or other aircraft operators related to slot allocation or slot monitoring which cannot be resolved between the airline or other aircraft operator and the coordinator in a mutually agreeable way;</u></p> <p>b) <u>Oversee the activities of the sub-groups of the Coordination Committee, such as a Slot Performance Committee, where these exist; and</u></p> <p>c) <u>Advise the coordinator on methods of slot monitoring, where a Slot Performance Committee does not exist.</u></p> <p><b>9.5.2. The Slot Performance Committee</b></p> <p><u>9.5.2.1 A Slot Performance Committee should be established as a possible sub-group of the Coordination Committee at Level 3 airports. The role of the Slot Performance Committee shall be performed by the Coordination Committee if a Slot Performance Committee is not established.</u></p> <p><u>9.5.2.2 The Slot Performance Committee’s objective is to advise the coordinator on any slot monitoring issues, with the objective of improving punctuality and reducing slot misuse. The Slot Performance Committee shall also guarantee a fair judgment of potential slot misuse.</u></p> <p><u>9.5.2.3 The principal tasks of the Slot Performance Committee are to:</u></p> <p>a) <u>Determine trends that could lead to potential slot misuse at the airport, and where appropriate recommend corrective actions;</u></p> <p>b) <u>Identify and set goals within the Slot Performance Committee to address these trends, in order to enhance the performance and effective utilization of available airport capacity;</u></p> <p>c) <u>Provide guidance and advice to the coordinator on any matters related to slot misuse;</u></p>	<p><b>Effective starting with the coordination of the Winter 2019/2020 season</b></p>
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d) Establish, if required, a working group or other dispute resolution mechanism to mediate between the coordinator and an airline or aircraft operator where differences of interpretation on slot misuse exist; and

e) Subject to applicable law, to make available upon request any information disclosed within the Slot Performance Committee to all airlines and other aircraft operators using the airport, and to permit their representatives as observers to Slot Performance Committee meetings.

The Slot Performance Committee does not replace the function of slot monitoring activities performed by the coordinator.

9.5.2.4 Only matters related to slot performance may be discussed during Slot Performance Committee meetings, and due consideration should be given to applicable competition laws (following consultation with legal counsel, if necessary). Attendees should not divulge any competitively sensitive information at such meetings. By way of non-exhaustive example, attendees should not share information regarding pricing, costs, route schedules, route changes, aircraft capacity, use of a particular aircraft type or a particular aircraft on a route, or any information regarding an airline's commercial strategy. To the extent that an airline or other aircraft operator facing a hearing needs to convey such information to the coordinator, the other attendees should be warned at the beginning of the hearing so that arrangements can be made for any other attendees present to leave the meeting while such matters are discussed.

9.5.2.5 Membership of the Slot Performance Committee should include (but not necessarily be limited to):

a) The airport managing body;

b) Representatives with scheduling expertise from two or three airlines or other aircraft operators that best represent the traffic mix at the airport, to be selected by the airlines or other aircraft operators serving the airport;

c) The coordinator, as an advisor; and

d) An ATC representative.

9.5.2.6 The members of the Slot Performance Committee need not be members of the Coordination Committee. Members of the Slot Performance Committee shall have the necessary knowledge, expertise, and mandates to serve on the Slot Performance Committee and to actively contribute to its discussions.

		<p><u>9.5.2.7 The chairperson (and vice-chairperson, if any) and secretary of the Slot Performance Committee should be appointed by the airport managing body.</u></p> <p><u>9.5.2.8 Meetings of the Slot Performance Committee shall be held as required, typically on a quarterly basis.</u></p> <p><u>9.5.2.9 Descriptions of the problems discussed by the Slot Performance Committee should be published following its meetings.</u></p> <p><u>9.5.2.10 Complaints regarding the functioning of or the advice issued by the Slot Performance Committee shall be directed in the first instance to the board of the Coordination Committee.</u></p>	
<b>10.3.1</b>	<b>WSG Strategic Review</b>	<p>The coordination parameters <del>should</del> <u>must</u> be provided by the airport managing body or other competent body to the coordinator or facilitator <del>at least</del> <u>well in advance of each IATA season but no later than 7 days before the Initial Submission Deadline for each SC.</u></p>	<b>1 August 2019</b>
<b>10.3.2</b>	<b>WSG Strategic Review</b>	<p>Coordinators and facilitators must make the following information available <del>to the airport managing body</del> <u>and to all airlines operating or planning to operate at the airports they coordinate:</u></p> <p>a) The coordination parameters for the next season, <del>for including all constrained components of an airport's infrastructure,</del> <u>functional limitations at the airport such as runways, taxiways, aircraft parking stands, gates runway, terminal capacity (check-in, security, baggage reclaim, etc.), airspace, and environmental constraints (for example, night restrictions and</u></p> <p>b) The actual utilization of declared capacity <del>and how full or close to full the airport is on</del> <u>using a typical busy week of the most recent summer and winter seasons. previous equivalent season.</u> This data should <del>be as detailed as possible to illustrate in graphic form the</del> <u>detailed</u> schedule limitations at the airport for each coordination parameter <del>and indicate which hours may or may not be congested or full.</del> <u>indicating where capacity is full or available.</u></p>	<b>1 August 2019</b>
<b>10.3.4</b>	<b>WSG Strategic Review</b>	<p>If an airline plans a significant increase in operations at a Level 2 or Level 3 airport, then it should first discuss its plans with the coordinator or facilitator in advance of its <del>Initial Submissions</del> <u>initial submissions.</u> Airlines are also encouraged to inform the airport managing body, where appropriate.</p>	<b>1 August 2019</b>

<p><b>10.6</b></p>	<p><b>WSG Strategic Review</b></p>	<p><u>Communication Of Business Plans Between Airlines, Airport Managing Body, And Coordinator</u></p> <p>10.6.1 In addition to formally applying for slots at a Level 3 airport, each airline should also have the opportunity to explain to the coordinator its operational constraints, business priorities, and plan for that airport, to assist the coordinator in obtaining a holistic view of the airline’s slot requests. In return, the coordinator may give the airline advice with respect to how the available capacity and potential allocation of slots may impact its plans. This opportunity should occur before the Initial Submission Deadline. The information provided to the coordinator by the airline might include confidential information and therefore the coordinator shall not share that information to any other party, unless specifically authorized by the airline.</p> <p>10.6.2 Likewise, the airport managing body of any Level 3 airport should also have the opportunity to explain to the coordinator the business and expansion plans of its airport, to assist the coordinator in obtaining a holistic view of how the available capacity may be allocated and impact these plans. This opportunity should occur before the Initial Submission Deadline. The details of the business plan conveyed to the coordinator by the airport managing body might include confidential information and therefore the coordinator shall not share that information with any other party, unless specifically authorized by the airport managing body.</p> <p>10.6.3 This exchange of information is solely to assist the coordinator in understanding the impact of allocation on the various business plans of airlines and the airport managing body and must be done without compromising the independence of the coordinator. All discussions should in principle take place prior to initial coordination, to allow the coordinator to complete this task without distraction or influence. The coordinator must continue to apply the primary and secondary criteria of 8.3 and 8.4 in a neutral, transparent, and non-discriminatory manner. The coordinator shall not disclose the competitively sensitive information it receives from airlines or airport managing bodies with other airlines or airport managing bodies. No party shall act in any way contrary to applicable competition or other laws.</p>	<p><b>1 August 2019</b></p>
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10.11.2	WSG Strategic Review	<p>During the post SAL period, coordinators and facilitators may enter into dialogue with any airline regarding its requirements provided the coordinator or facilitator ensures that:</p> <ul style="list-style-type: none"> <li>a) SALs have been distributed to all airlines serving the airport;</li> <li>b) data is available to all airlines as specified in <del>9.9</del> 10.10.6;</li> <li>c) fair and equal treatment is provided to all airlines serving the airport; and</li> <li>d) slots are allocated in accordance with the priorities outlined in 8.3 and 8.4 and in accordance with the waitlist described in <del>9.14</del> 10.15 at all times.</li> </ul>	1 August 2019
11	WSG Strategic Review	<p><u>TERMS AND ABBREVIATIONS</u></p> <p><u>Coordination Committee</u>: a committee established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation and monitoring the use of slots at the airport. <u>Any references to a Coordination Committee in these guidelines also apply to any sub-group that the Coordination Committee may have created to address the relevant matters.</u></p>	Effective starting with the coordination of the Winter 2019/2020 season
11	WSG Strategic Review	<p><u>Coordination Parameters</u>: <del>the operational limits of all technical, operational</del> <u>maximum capacity available for allocation at an airport considering the functional limitations at the airport such as runway, apron, terminal, airspace, and environmental factors at restrictions declared by the airport or other competent body.</u></p>	1 August 2019
11	WSG Strategic Review	<p><u>New Entrant</u>: an airline requesting a series of slots at an airport on any day where, if the airline's request were accepted, it would hold fewer than <del>5</del> <u>7</u> slots at that airport on that day. <u>In other words, an airline could schedule 3 rotations per day (3 arrivals and 3 departures, requiring 6 slots) as a new entrant.</u></p>	Effective starting with the coordination of the Winter 2020/2021 season
11	WSG Strategic Review	<p><u>Slot Performance Committee</u>: a <del>possible sub-committee group</del> of the Coordination Committee formed to advise the coordinator on <u>methods of slot monitoring issues</u>, with the objective of improving punctuality and combating slot misuse. <u>If a Slot Performance Committee has not been created, the references in these guidelines to a Slot Performance Committee shall instead apply to the relevant Coordination Committee.</u></p>	Effective starting with the coordination of the Winter 2019/2020 season

11	WSG Strategic Review	<p><b>Slot Pool (or Pool):</b> the slots available at a Level 3 airport <del>at initial allocation after historic slots and changes to</del> <u>unchanged</u> historic slots are allocated, including any newly created slots.</p>	<p><b>Effective starting with the coordination of the Winter 2020/2021 season</b></p>
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## Summary of changes implemented in WASG 1

### 1. Additional Criteria for initial slot allocation, WSG article 8.4.1

The additional criteria are amended to ensure clarity and some new criteria added allowing additional factors to be considered. Key changes to the Additional Criteria include: clarification that the coordinator should not simply allocate slots in proportion to the current slot holding of airlines requesting slots; a new criteria for 'Connectivity' to be taken into account; clarification that 'Competition' means not only new routes and services, but also additional services on existing routes; and a new criteria for the 'Environment' factors to be considered.

### 2. Changes to the timelines for providing the coordination parameters, WSG section 10.3

Importantly the coordination parameters should be provided to the coordinator or facilitator by the airport managing body as soon as they are declared at least 14 days and not later than 7 days before the Initial Submission Deadline. Coordination parameters and utilization data should be made available to the airlines well in advance, and as soon as possible and at least 14 days and not later than 7 days before of the initial submission deadline.

SECTION	TYPE OF CHANGE	AMENDMENT	EFFECTIVE
8.4.1	WSG Strategic Review	When slots cannot be allocated using the primary criteria as set out in 8.3 above, <u>coordinators should not simply allocate the remaining slots pro-rata among all requesting airlines. Instead, consideration should be given to the following factors (in no particular order) to determine which of the competing requests should be allocated a slot:</u>	1 April 2020
8.4.1 a	WSG Strategic Review	Effective Period of Operation: <u>Whether an airline's The schedule that will be effective for a longer period of operation in the same season should have priority than other competing requests.</u>	1 April 2020
8.4.1 b	WSG Strategic Review	<del>Operational Factors - Curfews:</del> <u>When operational factors (such as curfew) a curfew at one airport creates a slot problem elsewhere, thereby constraining an airline's schedule, priority should be given to the airline whose schedule is constrained by the curfew.</u>	1 April 2020
8.4.1 c	WSG Strategic Review	Time Spent on Waitlist: <u>Whether an airline's request Requests that have has been pending on the waitlist longer than competing requests. should have priority over more recent requests.</u>	1 April 2020
8.4.1 d	WSG Strategic Review	Type of <u>Consumer Service and Market:</u> The balance of the different types of services (scheduled, charter, and cargo) and markets (domestic, regional, and long haul, and leisure or business), <del>and the development of the airport route network</del> should be considered.	1 April 2020
8.4.1 e	WSG Strategic Review	<u>Connectivity:</u> Coordinators should try to ensure that due account is taken of the development of the <u>specific airport route network and connectivity to meet the needs of passengers and shippers.</u>	1 April 2020
8.4.1 f	WSG Strategic Review	Competition: Coordinators should try to ensure that due account is taken of competitive factors in the allocation of available slots. <u>These factors could include the addition and development of a new route or competition on an existing route.</u>	1 April 2020
8.4.1 g	WSG Strategic Review	<del>Requirements of the Travelling Public and Other Users:</del> <u>Coordinators should try to ensure that the needs of the travelling public and shippers are met as far as possible.</u>  <u>Environment:</u> Coordinators should try to ensure that <u>due account is taken of environmental factors in the allocation of available slots.</u>	1 April 2020

8.4.1 h	WSG Strategic Review	Frequency of Operation: Higher frequency such as more flights per week should not in itself imply higher priority for slot allocation.	1 April 2020
10.3.1	WSG Strategic Review	The coordination parameters must be provided by the airport managing body or other competent body to the coordinator or facilitator well in advance of each <del>IATA</del> <u>scheduling season as soon as possible and at least 14 days and <del>but</del> and not later than 7 days before the Initial Submission Deadline.</u>	1 April 2020
10.3.2	WSG Strategic Review	Coordinators and facilitators must make the following information available to all airlines operating or planning to operate at the airports they coordinate, <u>as soon as possible and at least 14 days and not later than 7 days before the initial submission deadline:</u>	1 April 2020
10.7.3	WSG Strategic Review	Before airlines send their submission, they should be aware of the coordination parameters and utilization data provided by coordinators and facilitators. If airlines do not have up-to-date coordination parameters and utilization data, they should obtain it from the coordinator or facilitator well in advance, <u>and as soon as possible and at least 14 days and not later than 7 days before</u> of the Initial Submission Deadline.	1 April 2020