



Airport Slots and Coordination

Classroom and In-Company Course (3 days/24 hours)

Due to the growth of air traffic some airports are experiencing a discrepancy between available airport capacity and demand. Coordination involves the allocation of constrained or limited airport capacity to airlines and other aircraft operators to ensure a viable airport and air transport operation. Coordination is also a process to maximize the efficient use of airport infrastructure.

This course will help you learn how to allocate and coordinate airport slots by applying IATA's Worldwide Slot Guidelines (WSG), the accepted global standard for the policies, principles, and procedures of airport slot management. Learn how to apply the standard communication procedures from IATA's Standard Schedules Information Manual (SSIM) to messages between airlines and slot coordinators.

Objectives

Upon completion of this course you will be able to:

- Allocate slots according to the requirements and procedures for either facilitated (level 2) airports or coordinated (level 3) airports
- Apply the standard procedures for communication between airlines and slot coordinators
- Maximize your slot portfolio management capabilities
- Apply slot procedures and understand the impact of international rules and regulations
- Execute slot messages in compliance with SSIM Chapter 6
- Analyze capacity constraints and historic slot eligibility

Target audience

- Airline slot managers and network staff
- Airport slot coordination staff
- Civil aviation staff
- Handling agents
- Airport staff

Activities

- Practical exercises

Key topics

- IATA Worldwide Slot Guidelines (WSG)
 - Principles of slot allocation
 - Policy, demand, and capacity
 - Process of airport coordination
- Airport levels and their procedures
- International rules and regulations
- Capacity constraints and the slot process
- Complaints and rights of appeal
- IATA's Standard Schedules Information Manual (SSIM) Chapter 6
- Slot monitoring and coordination procedures
- Slot Historic List (SHL)

Certificate awarded

An **IATA Certificate** is awarded upon successful completion of the course and final examination.

This course can be applied toward an **IATA Diploma** in:

Advanced Airport Operations

Airline Management

IATA-Jeppesen Airline Operations and Safety

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Course schedule

Day 1

- **IATA WSG**
 - Committees and working groups
 - Definitions
 - Principles at coordinated airports
 - Worldwide coordination process
- **International rules and regulations**
 - Historical rights
 - New entrants
 - Slot pool and mobility
- **SSIM - Chapter 6**
 - Message procedures
 - Message standards
 - Action codes
 - Filing for a new flight

Day 2

- **SSIM - Chapter 6**
 - Changing flights
 - Deleting flights
 - Special Slot Clearance Request (SCR) messages
 - SMA procedures
- **Slot monitoring**
 - Use it or lose it calculation
 - Monitoring use of slots
 - Creating a Slot Historic List (SHL)
 - Analyzing historic eligibility

Day 3

- **Airport coordination procedures**
 - Initial coordination
 - Historic slot determination
 - Initial submission
 - Improving your slot portfolio
- **Initial Allocation Process – Slot Preliminary Allocation List (SAL)**
 - Changing historic slots
 - Coordinator reason codes
 - Analyzing SAL
 - Working towards improvements

This course can be customized for your company and delivered at the location of your choice.
Request in-company training

Contact us: www.iata.org/training-contact
Register: www.iata.org/training/courses/pages/talm13.aspx