



RECOMMENDED PRACTICE

Handling of Waitlists

Version 4 – 12 March 2005

1. Explanation

At coordinated airports many Coordinators are unable to precisely satisfy airline requirements because of the shortage of capacity. At schedules facilitated airports airlines may be requested to accept a retiming from their ideal time.

Unsatisfied requirement should be maintained by Coordinators/schedules facilitators on a Waitlist that should be regularly reviewed to see if improvements can be offered to the air carrier.

2. References

The IATA Worldwide Scheduling Guidelines require all Coordinators and Schedules Facilitators to maintain, keep updated and regularly review their Waitlists (section 6.11.2)

3. Rationale/Description

EUACA Coordinators or Schedules Facilitators should observe the following Guidelines:

- a) Maintain a regularly updated waitlist at all times of series of slots and ad hoc requests
- b) Delete “No-Slots” at the slot return deadline unless the carrier requests the slots to be maintained on the Waitlist.
- c) Review outstanding slot requests regularly after the slot return deadline.
- d) Regularly ask air carriers to confirm their requirements and that they wish to be kept on the Waitlist. If there is no reply within around 3 business days then requests should be deleted from the Waitlist.
- e) Before the start of the season contact all air carriers with outstanding requirements and ask them to confirm that they intend to operate at the allocated slots time. (Air carriers should not be publishing or plan to operate at slot times that have not been allocated by the Coordinator or Schedules Facilitator).

4. Status

Agreed at EUACA/35 March 2005

5. Exceptions

In the following countries the Coordinator or Schedules Facilitator may act differently from the method described above: