



RECOMMENDED PRACTICE

Interested parties

Version 7 – 6 October 2005

1. Explanation

Coordinators have a duty to provide information and data upon request to ‘interested parties’ about historical slots, requested slots, allocated slots, available slots and the parameters used in the coordination process at a coordinated airport.

Capacity users and capacity providers have asked the EUACA for clarification on where Coordinators ‘draw the line’ when it comes to distributing the relevant airport information.

The purpose of this recommended practice is to indicate which entities are to be treated as ‘interested parties’.

2. References

Article 4.8 of the Regulation stipulates that:

“The coordinator shall on request and within a reasonable time make available free of charge for review to interested parties, in particular to members or observers of the coordination committee, either in written form or in any other easily accessible form, the following information:

- *Historical slots by airline, chronologically, for all air carriers at the airport*
- *Requested slots (initial submissions), by air carriers and chronologically, for all air carriers.*
- *All allocated slots, and outstanding slot requests, listed individually in chronological order, by air carriers, for all air carriers.*
- *Remaining available slots*
- *Full details of the criteria being used in the allocation*

Article 7.3 of the Regulation states: “The schedules facilitator or the coordinator, the managing body of the airport and the air traffic control authorities shall exchange all the information they require for the exercise of their respective duties, including flight data and slots.”

3. Rationale/Description

EUACA coordinators shall – and schedule facilitators should – consider the following entities as “Interested Parties”:

- The managing body of the respective coordinated or schedules facilitated airport. (The airport has to prepare for the operation of the coordinated or schedules facilitated flights)
- The appropriate ATS office for the same reasons
- Air carriers and other operators (including general aviation) using the airport regularly
- EU, national, and regional authorities having a genuine interest in receiving the schedule information according to article 4.8 of the Regulation
- Other members and regular observers of the coordination committee in order to assist them with their duties at the coordination committee
- Air carrier associations, provided they are coordination committee members

Other entities such as fuel companies, catering firms, consultant agencies, etc. should **not** be considered “Interested Parties” for the purpose of Article 4.8. However, coordinators and schedule facilitators may provide such entities with relevant information on a voluntary basis, with or without levying a fee.

In all cases interested parties must not disclose the information provided to them to third parties without the authorisation of the coordinator or the schedules facilitator.

The coordinator or the schedules facilitator may require a binding commitment from interested parties that they will not disclose the data provided to them to third parties..

4. Timescales

No schedule data should be distributed to any entity, other than to give the airline its own schedule data, before the opening of the Schedules Conference.

After the opening of the Schedules Conference all interested parties are entitled to review the schedule data however, as the data is liable to change during the Conference, the best practice would be to only make the schedule data available during the Conference to air carriers and the airport managing body if it requests the data.

5. Status

Endorsed by EUACA/36
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6. Exceptions

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