



RECOMMENDED PRACTICE

Slot Monitoring and the Determination of Historics

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1. Explanation

At Coordinated Airports, Coordinators are responsible for monitoring the use of allocated slots.

In all cases, slot monitoring is directed to ensure that slots allocated are effectively utilised, that an adequate level of schedule integrity is maintained and that the quality, flexibility and effectiveness of the coordination processes are improved.

2. References

Articles 4, 5, 7, 10 and 14 of the Regulation refer to slot monitoring and, in particular, Articles 8 and 10 refer to the usage calculation for the recognition of Historic Slots.

IATA WSG Section 6.10 refers to the use of slots and in particular 6.10.7 refers to the use it or lose it provision. Appendix 4 also refers to the use it or lose it provision as a basis for the Calculation of Historics and Annex 1, items 4 and 5, refer to the Coordination Committees and to the Slot Performance Sub-committees.

3. Rationale/Description

General Principles

- Slot monitoring is a continuous process designed to ensure that slots are effectively utilised **and** to separate intentional schedule abuse from the normal variations in operational performance.

The main objective of slot monitoring should be to identify possible problems regarding the use of slots and seek solutions, before they occur whenever possible, or as soon as possible after the date of operation.

- All procedures related to slot monitoring must be based on the principles of neutrality, transparency and non-discrimination.
- Coordinators should establish a dialogue with affected air carriers as soon as possible when potential issues are identified. Issues should not be left until the determination of historics at the end of the season unless it is unavoidable to do so because the problem develops late in the season.
- The determination of historics for a summer season, distributed to air carriers in mid-September, is provisional until the season finishes at the end of October. Slot monitoring should continue until the end of the season and the determination of historics should be finalised immediately thereafter. At the request of Coordinators, air carriers must submit all necessary and relevant

information for the purposes of slot monitoring in a timely and appropriate manner.

- The slot monitoring process relies on good quality slot performance data. Other involved parties (airports and ATC providers) must exchange all the information required for the exercise of slot monitoring duties with Coordinators. In particular, airports should provide Coordinators with information on actual operations. Software should be developed to facilitate these comparisons.
- Coordinators should take into account any justifications for the non-utilisation of slots by air carriers, made in accordance with Article 10(4) of the Regulation, and any guidelines that comply with Community law when determining historic precedence.
- Coordination Committees can provide valuable assistance to the Coordinator by assisting in the development of methods and local guidelines for the monitoring of allocated slots and support the Coordinator in dealing with serious problems. Ideally, the slot monitoring process and rules should also be documented by the Coordinator.
- The establishment of Slot Performance Sub-committees to assist the Coordinator with slot monitoring is encouraged.

Recommended Monitoring Actions

Before the Date of Operation

- At the time of initial coordination, Coordinators should review air carriers' slot submissions to identify the possible instances of false or misleading information, in accordance with EUACA Recommended Practice – Information for Schedules Facilitators and Coordinators.
- Where possible, checks of consistency between origin/destination airports should be made among Coordinators/Schedules Facilitators' databases, especially, after the slot return deadlines (31 Jan or 31 Aug) in accordance with the EUACA Recommended Practice – Use of Schedule Discrepancy Data.
- Where possible, checks for consistency between ATC flight plan data and the Coordinator's data should be made.
- Where possible, checks for consistency between airport handling requests and the Coordinator's data should be made.
- Where discrepancies are identified, the Coordinator should contact the airline concerned to seek clarification and correct the issue before the date of operation where possible.
- In order to avoid wasting scarce airport capacity, air carriers must cancel unwanted slots in advance, where it is practical to do so, even at short notice.

After the Date of Operation

Cleared but Not Operated Flights

- Coordinators should closely monitor instances where an air carrier fails to operate without cancelling in advance.
- In the event of the non-use of a series of slots, the Coordinator should contact the air carrier concerned as soon as possible and initiate a dialogue to either confirm that the remaining slots in the series will be operated or cancel the surplus slots. The use it or lose it rules will be applied unless the air carrier can demonstrate that a justification for the failure to utilise the slots exist.
- Coordinators should also monitor for general patterns of 'Cleared but Not Operated Flights', such as the failure to cancel ad hoc positioning flights, and initiate a dialogue with the air carrier concerned and seek improvements in performance.

Operated but Not Cleared Flights

- Coordinators should closely monitor for **any** instances of operating without an allocated slot at a coordinated airport, and immediately raise any instances with the air carrier concerned and with the appropriate authorities to take action against further abuse.

Intentional Slot Abuse

An air carrier is guilty of slot abuse if it operates repeatedly and intentionally in a significantly different way than the slot was allocated by the Coordinator.

a) Time Difference

- Where there is clear evidence that an air carrier repeatedly and **intentionally** operated at a different time than allocated, any time difference may be considered significant. Such operations will be considered intentional for the purposes of Article 14.4 of the Regulation and the air carrier will lose its historic precedence for the series of slots.
- Coordinators may use whatever information is available to demonstrate intentional off-slot operation, such as:
 - Airport data / handling requests
 - CRS or airline website published times
 - Flight plan data
 - Comparisons with slots at the other end of the route
 - Checks against the waitlist or initially requested times
- Where there is no evidence of intent, Coordinators should apply a reasonable schedule tolerance range to filter potential slot abuse from normal operational variability. A 'significant ' difference is taken to be a pattern of deviation from the allocated slot time that is identifiably different from comparable operations that may cause prejudice to airport or air traffic operations. In such circumstances, the Coordinator/Schedules Facilitator should initiate a dialogue with the air carrier concerned and seek an improvement in performance as soon as possible.

- Coordinators must **not** penalise air carriers for operational delays in determining 80% use of a series of slots for the purposes of Articles 8(2) of the Regulation.
- Where available, the Slot Performance Sub-committee may be called upon to assist the Coordinator in dealing with such slot performance issues.
- Where an air carrier fails or refuses to take reasonable action to improve its adherence to the allocated slot times after being given an opportunity to do so by the Coordinator, then the deviations will be considered **intentional** for the purposes of Article 14(4) of the Regulation and the air carrier will lose its historic precedence.

b) Other Capacity Relevant Differences

- An air carrier must not operate slots in a significantly different way than allocated and thereby cause prejudice to airport or air traffic operations. What is considered significant will depend on the capacity relevant parameters at the airport concerned. Typical examples are:
 - Operating an aircraft with a larger seat capacity than allocated where terminal capacity is limited.
 - Operating a larger aircraft type than authorised where parking stand capacity is limited.
 - Operating during the night period without authorisation or operating a noisier aircraft type than authorised.
 - Operating on a route that requires different passenger handling and/or uses a different terminal than allocated, e.g. domestic versus international flights.
- When the Coordinator identifies this type of slot abuse, he should contact the air carrier concerned and seek adherence to the allocated slot parameters.
- In accordance with Article 14(4) of the Regulation, continued misuse of slots in this way will result in loss of historic precedence and the Coordinator may withdraw the series of slots in question for the remainder of the scheduling period.

Determination of the 80% Target

- The 80% use of a series of slots is measured against the number of slots held at the relevant slot return deadline of 31 January (summer) or 31 August (winter), or on the date first allocated, whichever is later.
- The cancellation of less than five consecutive weeks prior to the slot return deadline should not affect the period eligible for historic precedence (Example 1). A break of five or more consecutive weeks could result in separate historic periods (Example 2).

Example 1: Cancellation of less than 5 weeks

Before 31 Jan: |-----30-----|
 By 31 Jan: |-----16-----| 4 |---10---|

Historic: |-----30-----|
Target: 80% of 26

Example 2: Cancellation of 5 or more weeks

Before 31 Jan: |-----30-----|
By 31 Jan: |-----15-----| 5 |---10---|

Historic 1: |-----15-----| Target:
80% of 15
Historic 2: |---10---| Target:
80% of 10

- In determining 80% use of a series of slots, the following will be considered failures to operate as cleared by the Coordinator:
 - The number of cancellations after the slot return deadline
 - The number of failures to operate without cancelling in advance

4. Status

Agreed at EUACA/36 September 2005

5. Exceptions

The following Coordinators may act differently from the method described above: