



Worldwide Scheduling Guidelines

18th Edition
Effective August 2009

NOTICE

DISCLAIMER. The information contained in this publication is subject to constant review in the light of changing government requirements and regulations. No subscriber or other reader should act on the basis of any such information without referring to applicable laws and regulations and/or without taking appropriate professional advice. Although every effort has been made to ensure accuracy, the International Air Transport Association shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof. Furthermore, the International Air Transport Association expressly disclaims all and any liability to any person, whether a purchaser of this publication or not, in respect of anything done or omitted, and the consequences of anything done or omitted, by any such person in reliance on the contents of this publication.

Opinions expressed in advertisements appearing in this publication are the advertiser's opinions and do not necessarily reflect those of IATA. The mention of specific companies or products in advertisement does not imply that they are endorsed or recommended by IATA in preference to others of a similar nature which are not mentioned or advertised.

No part of the Worldwide Scheduling Guidelines may be reproduced, recast, reformatted or transmitted in any form by any means, electronic or mechanical, including photocopying, recording or any information storage and retrieval system, without the prior written permission from:

Managing Director, IATA Distribution Services
International Air Transport Association
800 Place Victoria
P.O. Box 113
Montreal, Quebec
CANADA H4Z 1M1

TABLE OF CONTENTS

	Page
Preface	v
About Worldwide Scheduling Guidelines	vi
CALENDAR OF SCHEDULE COORDINATION ACTIVITIES	vii
Section 1 – AIRPORT CAPACITY AND TRAFFIC CONGESTION	1
Section 2 –AIRPORT LEVELS	3
Section 3 – NON-COORDINATED AIRPORTS (LEVEL 1)	5
3.1 Definition of a Non-Coordinated Airport.....	5
3.2 Role of Airlines.....	5
3.3 Role of Airports	5
3.4 Role of Handling Agents	5
3.5 Change of Level.....	5
Section 4 – SCHEDULES FACILITATED AIRPORTS (LEVEL 2)	7
4.1 Definition of a Schedules Facilitated Airport.....	7
4.2 Role of Airlines.....	7
4.3 Role of Airports	7
4.4 Role of Schedules Facilitator	8
4.5 Process of Schedules Facilitation.....	8
4.6 Change of Level.....	9
Section 5 – COORDINATED AIRPORTS (LEVEL 3)	11
5.1 Definition of a Coordinated Airport	11
5.2 Appointment of a Coordinator.....	11
5.3 Definition of Slots.....	11
5.4 Role of Airlines.....	12
5.5 Role of Airports	12
5.6 Role of Coordinators.....	12
5.7 Role of Coordination Committee	13
5.8 General Principles of Coordination.....	14
5.9 Recommended Minimum System Requirements	15
5.10 Removal of Coordination	15
Section 6 – PROCESS OF COORDINATION	19
6.1 Introduction of Coordination	19
6.2 Availability of Airport Capacity	19
6.3 Preparatory Work by Airlines.....	20
6.4 Historic Slots.....	20
6.5 Data Submission.....	22
6.6 Flexibility by Coordinators	23
6.7 Advice on Availability of Slots	24
6.8 Priorities for Coordination	24
6.9 Allocation of Slots by Coordinators.....	27
6.10 Use of Slots by Airlines.....	29
6.11 After Conference Activity/Slot Reallocation Process.....	33
6.12 Slots Allocated Prior to Traffic Rights or Operating Licence	35
6.13 Slots of an Airline which Loses its Operating Licence.....	35
6.14 Slots Allocated without Historic Precedence	35
6.15 Coordination Committees	35



Worldwide Scheduling Guidelines

Section 7 – MEDIATION.....	36
Appendix 1 – IATA SCHEDULES CONFERENCE	41
Appendix 2 – IATA APPOINTMENTS CALENDAR	47
Appendix 3 – SSIM AND ITS RELEVANCE TO AIRPORT COORDINATION	51
Appendix 4 – BASIS FOR THE CALCULATION OF HISTORIC SLOTS	53
Appendix 5 – STANDARDS FOR AIRPORT CAPACITY ANALYSIS	55
Appendix 6 – RECOMMENDED MINIMUM SYSTEM REQUIREMENTS FOR AIRLINES AND COORDINATORS	57
Appendix 7.1 – ADVICE FOR AIRLINES USING THE COORDINATION PROCESS	63
Appendix 7.2 – ADVICE FOR COORDINATORS USING THE COORDINATION PROCESS.....	65
Appendix 7.3 – INDEPENDENCE OF COORDINATOR	68
Annex 1 – ROLES AND TERMS OF REFERENCE OF COMMITTEES AND WORKING GROUPS.....	69
Annex 2.1 - MEMBERSHIP OF THE SCHEDULE POLICY WORKING GROUP	75
Annex 2.2 - MEMBERSHIP OF THE JOINT SCHEDULING ADVISORY GROUP	77
Annex 3 – CONTACT LIST FOR LEVEL 2 AND LEVEL 3 AIRPORTS.....	79
Annex 4 – STANDARD CLEARANCE/ADVICE FORM (SCR).....	97
Annex 5 – NOTIFICATION OF AIRPORT LEVEL CHANGE FORM.....	99

PREFACE

World economic activity increasingly demands a viable and dependable international commercial air transport system. To be operationally successful, such a system requires the close co-operation and coordination of governments, airport and air traffic control (ATC) authorities, as well as airlines.

Due to an imbalance between the demand for worldwide air transport and the availability of adequate airport facilities/infrastructure and airspace systems to meet such demand, the number of congested airports worldwide is growing. As a result, the airline industry is increasingly subjected to serious operational disruptions, with a significant number of delayed departures and arrivals, which result in significant economic penalties.

This adverse situation, which negatively impacts passengers, shippers, air traffic control agencies throughout the world as well as airports, has been the subject of intense consideration by Governments in recent years. Some have considered the introduction of various traffic distribution formulae to help relieve the congestion at busy airports. IATA is opposed in principle to the imposition of such rules because they can be impractical in the context of an international air transport system. Airline schedules, by their nature, involve more than one airport, often in different countries or continents. Any solution that is likely to ease the problem in one location must therefore be considered in an international context, with the active involvement of airlines and others directly involved in the air transport industry.

There is a process in place today, which has been singularly successful in maintaining a high degree of coherence and stability in the international air transport system. Started by IATA in 1947 as a modest attempt to maximise interlining possibilities for a small number of airlines, the IATA Schedules Conference (SC) is now *a worldwide forum for reaching consensus on schedule adjustments necessary to not only maximise interline opportunities but also a forum to discuss and resolve problems of airport congestion.* With the co-operation of airlines, airports, coordinators and industry experts, IATA has developed a comprehensive set of procedures which are intended to provide guidance on managing the allocation of scarce resources at congested airports on a fair, transparent and non-discriminatory basis.

The purpose of this document is to provide governments, airport managing bodies, coordinators, schedules facilitators and airlines with a detailed outline of these procedures. The procedures outlined in this document are intended to foster the fair and transparent allocation and efficient utilisation of scarce airport infrastructure to the acceptance of all parties concerned and to ensure that the requirements of civil aviation are met, mainly through the actions of the airlines themselves acting fairly and responsibly towards the public, airport managing bodies and one another. This document should be used in conjunction with the IATA Standard Schedules Information Manual (SSIM). The latest edition of these Guidelines is available on the IATA website at <http://www.iata.org/sked>.

▲

Although the policies and procedures outlined in this document are intended as best practice for worldwide application, it is possible that some States or Regions may also have legislation dealing with some of these issues, in which case that legislation will have precedence over the policies and procedures shown in this document.



ABOUT WORLDWIDE SCHEDULING GUIDELINES

For the avoidance of doubt, Annexes 1-3 do not constitute part of these Guidelines and are presented here for information purposes only.

Proposals for additions or amendments to these Guidelines must be submitted to IATA Management for review. Any amendments agreed by the Joint Scheduling Advisory Group will be distributed prior to the Schedules Conference (SC) to all Heads of Delegation. Endorsement will be sought at the Heads of Delegation Meeting held during the SC.

The following symbols will appear in the left hand margin to identify amendments:

■ = addition

▲ = change

This edition of these Guidelines will take effect from 01 August 2009.

Enquiries relating to this document should be addressed to:

Head of Airport, Inflight & Scheduling
IATA
Route de l'Aéroport 33, P.O. Box 416
1215 Geneva 15 Airport
Switzerland

Tel: +41 22 770 2738

Fax: +41 22 770 2662

E-mail: sked@iata.org

CALENDAR OF SCHEDULE COORDINATION ACTIVITIES

Activity	Summer 2010 Season SC/125	Winter 2010/11 Season SC/126
Historic slots distributed by coordinators (SHLs) and IATA Management advised (6.4.2.1)	21 September 2009	19 April 2010
Agreed Historic Slot Deadline (6.4.2.3)	8 October 2009	6 May 2010
Confirmation of final coordination parameters and details of available capacity (5.5 and 6.2)	No later than 5 October 2009	No later than 3 May 2010
Deadline for Submission of Initial Slot Requests for Level 3 (6.5.1) and Schedules Information for Level 2 (4.5)	15 October 2009	13 May 2010
Appointments Calendar opened to coordinators to make appointments with airlines (Appendix 2)	3 November 2009	1 June 2010
Initial Slot Allocation and distribution of SALs by coordinators - IATA Management advised. Details of allocated slots available to all airlines (6.9.1)	No later than 5 November 2009	No later than 3 June 2010
Appointments Calendar opened to airlines to make appointments with coordinators (Appendix 2)	6 November 2009	4 June 2010
Acceptance of initial slot offers and cancellation of unwanted offers by airlines (6.9)	Prior to start of Conference	Prior to start of Conference
IATA Schedules Conference (SC) opens – See convening memo (Appendix 1, part 2.1)	19 November 2009	17 June 2010
Changes to Schedules After the Conference (6.11.3) Guidelines on Holding and Returning of Slots (6.10.3)	November to January	June to August
IATA Slot Handback Deadline (6.10.3)	15 January 2010	15 August 2010
Reallocation of Slots (6.11.2)	16-30 January 2010	16-30 August 2010
Start of Use it or Lose it Calculation (= 100%) (6.10.7)	31 January 2010	31 August 2010
Changes to Schedules After the Conference (6.11.3) Short notice cancellation of slots (6.10.3)	February to end March	September to end October
Start of Scheduling Period	28 March 2010	31 October 2010
Ad hoc or other Schedule Adjustments (6.11.4) Short notice cancellation of slots (6.10.3)	March to end October	October to end March

Note: Figures in brackets refer to section numbers in the text of this document.



Intentionally left blank.

