

EUSG 3

Effective from 16th September 2015

Transparency and Interested Parties

1. PURPOSE

This EUACA Slot Guideline (EUSG) deals with the key requirement for Coordinators and, when applicable, for Schedules Facilitators to

- act in a transparent manner
- provide information and data upon request to ‘interested parties’
- consider that the information is also compliant with competition issues

It is therefore important that Coordinators and Schedules Facilitators consider which information should/could be provided, when and to whom.

2. REFERENCES

EU Slot Regulation No. 95/93 (amended)

- Article 3(3) – information regarding the capacity analysis
- Article 4(8) – details about data provision
- Article 6(3) – information regarding the determination of the capacity parameters

IATA Worldwide Slot Guidelines

- Section 8 – description of the worldwide coordination process
- Section 9.3 – availability of airport capacity
- Section 9.9 – initial coordination

3. GUIDELINES

3.1 Relevant Data

Which Information	When	To Whom	Medium
General Information			
Coordination Parameters	Always available Updated for each season 7 days at the latest before	Public	Coordinators Website

EUACA SLOT GUIDELINES



	the Initial Submission Deadline (if available to the coordinator)		
Local Rules and any national or local legislation	Always	Public	Coordinators Website (or link to another website)
Special Allocation Procedures or Criteria (if any)	Always	Public	Coordinators Website (or link to another website)
Coordination Committee (and any sub-committee) constitution	Always	Public	Coordinators Website (or link to another website)
Coordination Committee meeting dates	Always	Public	Coordinators Website and EUACA Website
Coordination Data			
	<ul style="list-style-type: none"> • Before SAL are distributed, coordination data must be kept confidential • 		
Allocated Slots	As from SAL distribution	Interested Parties	Coordinator's and/or EUACA Website and/or Online portal
Waitlist	As from SAL distribution	Interested Parties	Coordinator's and/or EUACA Website and/or Online portal
Slot Availability	As from SAL distribution	Interested Parties Note: coordinators may make data more publically available	Coordinator's Website and/or Online portal
Additional Information			
Slot Sanctions (when made available to the	On Request (not before 1st day of	Interested Parties	Individual Report

Coordinator by the relevant authority)	the IATA SC)		
Historic Slots	On Request (not before 1st day of the IATA SC)	Interested Parties	Individual Report
Initial Requests	On Request (not before 1st day of the IATA SC)	Interested Parties	Individual Report

3.2 Interested Parties

Coordinators and Schedules Facilitators should consider the following entities as “Interested Parties”:

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

Other entities such as ground handling companies, fuel companies, catering firms, consultancy companies, airport community organisations, independent agencies, etc. should **not** be considered “Interested Parties” for the purpose of EU Slot Regulation Article 4.8. However, Coordinators and Schedules 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. EXCEPTIONS

Following Coordinators/Schedules Facilitators have indicated that these guidelines or standards are not fully applied at all or some of the airports they currently manage. In order to get more detailed information about the differences and the reasons thereof, please visit the concerned Coordinator/Schedules Facilitator website.

List of Coordinators/Schedules Facilitators: