



INFORMATION FOR NEWCOMERS
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Services



Schedules Conference

Welcome First Time IATA Schedules Conference Attendees

Purpose:

To provide you with background and useful information about the IATA Schedules Conference (SC) to ensure you have a productive and successful experience



Introduction

- IATA Scheduling Services Core Functions
 - Organize and conduct semi-annual Schedules Conferences;
 - Development and maintenance of standards and procedures for the exchange of schedule data between airlines and airport coordinators;
 - Support information updates in between Schedules Conferences



History

- Started in 1947 to maximize interlining possibilities for a small number of airlines.

- Today...
 - 250 airlines
 - 70 coordinators representing over 200 coordinated or schedules facilitated airports
 - Over 1000 people in attendance



Terms of Reference

- The Schedules Conference is a “working conference” for the allocation of slots at coordinated airports (level 3) and for schedule adjustments at level 2 airports.
- The Schedules Conference is not a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, commercial agreements, etc.
- During online registration, all delegates are required to acknowledge and agree to the consent form.



Terms of Reference - continued

Held twice a year, in accordance with the following procedures:

- SCs will be convened by IATA Management.
 - SC held in June will deal with Winter schedules and SC held in November with Summer schedules for the following year.
 - Delegates to the SC need to have the authority to make schedule changes on behalf of their companies.
 - IATA will publish at each SC the calendar of activities for the subsequent season's coordination process (Calendar of Schedule Coordination Activities).
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Standard Working Arrangements

➤ Eligibility:

- Any airline which is licensed to operate air services or which has applied for a license to operate air services;
- Coordinators and schedules facilitators, provided they:
 - have been officially approved by their government or by an appropriate authority;
 - act in a neutral, non-discriminatory and transparent manner;

➤ Appointments with Coordinators and Schedules Facilitators:

- Appointment calendar (AppCal) – Airlines and Coordinators should use the IATA appointments calendar. Airlines should be well prepared and on time for their appointments.

➤ Availability of Airlines, Coordinators and Schedules Facilitators:

- **All** airlines, **all** coordinators and all schedules facilitators should be available **throughout** SC.



Hotel Layout

- Available within:
 - SC125 The Programme Directory
 - Skedlink website
 - SC125 Memorandum

Finding People

- Available within:
 - SC Info Website
 - AppCal



Committees and Working Groups for SC

- **SPWG:**
 - Schedule Policy Working Group

 - **JSAG:**
 - Joint Scheduling Advisory Group

 - **SISC:**
 - Schedules Information Standards Committee

 - **HODM:**
 - Heads of Delegation Meeting
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Schedule Policy Working Group (SPWG)

- Michele Boyce - UNITED AIR LINES Senior Manager, Airport Affairs
SPWG & JSAG Chairman
- Bert Imminga - KLM - ROYAL DUTCH AIRLINES - Director Hub & Slots Dev.
SPWG Vice-Chairman
- Khalid Al Ajmi - KUWAIT AIRWAYS - Senior Expert Schedules Planning
- Ian Bamber - ALL NIPPON AIRWAYS - Senior Director Network Planning Dept.
- Shigeyuki Kamei- JAPAN AIRLINES INTERNATIONAL- Vice President Industry Affairs
- Ansgar Kruse - HAPAG-LLOYD - Head Schedules Planning & Slot Coordination
- Wolfgang Queissner - DEUTSCHE LUFTHANSA A.G. - General Manager Slot Politics and Schedule Management
- Steve Ronald - BRITISH AIRWAYS - General Manager Airport Capacity
- Jennifer Sayre - NORTHWEST AIRLINES INC. - Director, International Schedules
- Francois Southarewsky - AIR FRANCE - Director Scheduling
- Jim Watt - AMERICAN AIRLINES INC. Manager Capacity Planning and Slot Coordination
- Peter Stanton- IATA- Head of Scheduling and Baggage Service



Joint Scheduling Advisory Group (JSAG)

- Michele Boyce - UNITED AIR LINES Senior Manager, Airport Affairs
SPWG & JSAG Chairman
- Ian Bamber - ALL NIPPON AIRWAYS - Senior Director Network Planning Dept.
- James Cole – Airport Coordination Ltd- Director of Coordination
- Eric Herbane - COHOR - Head of Coordination JSAG Vice Chairman
- Bert Imminga - KLM - ROYAL DUTCH AIRLINES - Director Hub & Slots Dev.
- Ernst Krolke - Airport Co-ordination, Australia Chief Executive
- Wolfgang Queissner - DEUTSCHE LUFTHANSA A.G. - General Manager Slot Politics and Schedule Management
- Erich Rindlisbacher - Slot Coordination, Switzerland Head of Coordination
- Steve Ronald - BRITISH AIRWAYS - General Manager Airport Capacity
- Munro Smith- Airport Coordination Canada Ltd- President and Director Slot Coordination
- Francois Southarewsky - AIR FRANCE - Director Scheduling
- Hiroki Takeda- NRT/KIX Schedule Coordination- Head Coordinator
- Michiel van der Zee - Airport Coordination Netherlands Managing Director
- Jim Watt - AMERICAN AIRLINES INC. Manager Capacity Planning and Slot Coordination
- Peter Stanton – IATA – Head of Scheduling and Baggage



Standards & Procedures



WSG – Worldwide Scheduling Guidelines

- A comprehensive set of procedures to provide guidance on managing the allocation of scarce resources at congested airports on a fair, transparent basis to the acceptance of all parties concerned.
- Although the procedures outlined in the WSG are intended as best practice for worldwide application, it is possible that some States or Regions may have legislation covering these issues, in which case that legislation will have precedence.

SSIM – Standard Schedules Information Manual

- A set of recommended practices to provide guidance for schedule data handling and distribution procedures.



WSG Overview

Depending on the level of activity, airport categories have been developed to ensure schedule clearance.

- **Level 1 – Non-Coordinated :**
Capacity meets demand

 - **Level 2 – Schedules Facilitated :**
Demand approaching capacity limits requiring cooperation and adjustments

 - **Level 3 – Coordinated :**
Demand exceeds capacity requiring formal procedures
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Schedules Facilitated Airport (Level 2) Process

- Airlines submit proposed schedules to the schedules facilitators (in conjunction with the Calendar of Schedule Coordination Activities).
 - Submissions should be made using a Schedule Movement Advice (SMA) – details in SSIM Chapter 6.
 - Schedules facilitators will send airlines a listing of approved schedules (as specified in the Calendar of Schedule Coordination Activities).
 - Schedules facilitators should be updated by airlines of all schedules changes.
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Coordinated Airport (Level 3) Process

- Process of coordination is driven by the Calendar of Schedule Coordination Activities as published with the WSG.
- Slots are mandatory to operate at Level 3 airports.
- Airlines are entitled to historical slots if:
 - Historical Slot Precedence established
 - At least a series of five slots having been operated as cleared at the same time on the same day of the week
- Airlines submit proposed slot requests to the coordinators as specified in the Calendar of Schedule Coordination Activities.



Process of Coordination (Level 3)

- Prior to submission deadline, coordinators and airlines should agree which slots are historical.
- Coordinators provide each airline with the details of historic slots in a Slots Historical and Non Historical List (SHL).
 - **Determination of Historic:** Series of slots has been operated, as cleared by the coordinator, by that air carrier for at least 80% (WSG Appendix 4).
- Airlines must review SHL and come to an agreement with the coordinator on their historic slots no later than the Agreed Historic Deadline and inform the coordinator.



Process of Coordination (Level 3) cont.

- Airlines submit Slot Clearance Requests (SCR) to Coordinators in advance of each SC according WSG deadlines. (See SSIM Chapter 6 for SCR formatting).
 - Coordinators inform airlines of the status of their requests using Slot Preliminary Allocation List (SAL) according WSG deadlines.
 - Coordinators make current slot database available to all airlines prior to the SC.
 - Limited pre-conference activity may take place between airlines and coordinators or schedules facilitators (See WSG Section 6.9.2).
 - All Schedules changes must be submitted to Coordinators.
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Priorities for Coordination

➤ **Historics**

- Entitles airlines to claim a series of slots within equivalent scheduling period, provided slots were operated as cleared at least 80%.

➤ **Changes to historics**

- Changes have priorities over totally new requests.

➤ **New Slots**

- Once slots have been allocated as outlined in 1 and 2 above, the remaining slots are put in a pool.
- 50% must be allocated to new entrants, unless requests are less than 50%.



Use of Slots by Airlines

- Airlines must use their slots 80% as cleared during the period they have been allocated.
- Slots held by an airline on 31 January for the following Summer period, or on 31 August for the following Winter Scheduling period will be taken into account for the purpose of usage calculation.
- Allocated slots may be exchanged on a one for one basis. Confirmation by coordinator is mandatory to ensure that all capacity relevant issues are taken into account.
- Slot transfers between airlines may only take place where the laws of the relevant country permit.



After Conference Activity/Slot Reallocation Process

- Series of slots that an airline does not intend to operate must be returned as soon as possible but no later than the IATA Slot Handback Deadlines
- Coordinators will try to satisfy outstanding requests as soon as possible and especially after IATA Slot Handback Deadline.
- Airlines must notify the coordinators when schedule plans change **as soon as possible.**
- Coordinators should make available on request updated listings of all allocated slots.



SC 125 Calendar of Scheduling Coordination Activities

ACTIVITY	Summer /10 SC/126	Winter /10 SC/126
Historics distributed by coordinators (SHL)	✓ 21 SEPT 2009	19 APR 2010
Final coordination parameters and available capacity	✓ 05 OCT 2009	03 MAY 2010
Agreed Historics Deadline	✓ 08 OCT 2009	06 MAY 2010
Deadline for Submission of Initial Slot Request at L3 & L2	✓ 15 OCT 2009	13 MAY 2010
Initial Slot Allocation & Distribution of SAL	✓ 05 NOV 2009	03 JUN 2010
Appointments Calendar opened to Airlines	✓ 06 NOV 2009	04 JUN 2010
IATA Schedules Conference	19 NOV 2009	17 JUN 2010
IATA Slot Handback Deadline	15 JAN 2010	15 AUG 2010
Start of Use it or Lose it Calculation	31 JAN 2010	31 AUG 2010



Standard Schedule Information Manual (SSIM)

- The Standard Schedules Information Manual (SSIM) is constituted under IATA Passenger Services Conference Recommended Practice;
 - SSIM is designed to help originators and recipients of schedule information in terms of electronic data processing and conventional manual message procedures;
 - SSIM provides standard guidelines for the exchange of scheduling information throughout the industry;
 - SSIM is published yearly and reflects committee consensus.
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SSIM – Chapter 6 : Airport Coordination / Schedule Movement Procedures

- Standard message formats have been agreed upon to allow to exchange information electronically;
- The Message formats are a sequential set of request and reply messages which can be processed by computer or manually;
- All dates, days and times are in UTC as a standard, but on a bilateral basis, airlines and coordinators may exchange info in local time;
- Coordinators should respond to requests within 3 working days;
- Airlines should respond to offers within 3 working days otherwise offer will be canceled.



Sources of Information

- Scheduling Services websites: www.iata.org/sked & www.iata.org/skedlink
- SC INFO Website provides The Programme Conference information.
- Scheduling & Slot Coordination training courses: www.iata.org/training.
- Website of European Airport coordinators: www.euaca.org
- SPWG/JSAG Members (contact details listed in WSG & SkedLink).
- Email: sked@iata.org.



Slot Allocation Flow Chart

Please consult :

**Slot Allocation Flow Chart
in the WSG**



Thank you

Peter Stanton
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