



COORDINATION OF DST (Daylight Saving Time) SLOT REQUESTS

- PROCEDURE -

BACKGROUND

The EU Slot Regulation (Council Regulation No 95/93, amended by Regulation No 793/2004) grants no special priority to DST slot requests in the allocation process. Therefore those DST slot requests fewer than five weeks (i.e. not forming a series of slots) can be handled in the end under the same conditions as any other request which is not a series of slots

However, the Worldwide Scheduling Guidelines (WSG) by IATA establishes the way coordination should be made for requests affected by DST (paragraph 6.6.3 *Daylight Saving Time*). In particular, for the purposes of this procedure, this paragraph states that:

- *Airlines and coordinators should discuss and agree how to submit for the DST periods prior to the industry deadline date for submission of initial slot requests.*
- *Schedules for periods of up to 7 days should be cleared as requested when feasible and should be confirmed by coordinators as soon as possible, ideally by the SC.*
- *Ad-hoc time changes for DST periods greater than 7 days should also be allocated by coordinators as soon as possible, and in any case no later than two weeks after the Slot Handback Deadline.*

RATIONALE/DESCRIPTION

Based on the existing European legal framework and the industry recommended practices (WSG/IATA), Aena Slot Coordination Office has set up the following procedure in order to comply with those needs of airlines which schedules are affected by DST and, at the same time, to avoid schedule fragmentation and to minimize disruption to other airlines' schedules and also the impact on airport capacity.

1. During the Initial Allocation process (prior to SAL distribution), DST slot requests fewer than five weeks will not be taken into account. In this sense, such DST requests are managed in the same way as *ad-hoc* flights at this stage. Due to this, airlines are highly encouraged to send their initial submission requests for the whole season without splitting DST dates from main season and just wait until after the IATA Schedules Conference to submit this information.
2. Given the special nature of these DST flights as a continuation of a series of slots though requesting different times, unlike other types of *ad-hoc* requests, they will be given a higher priority in the slot allocation process by being allocated prior to the *Slot Handback Deadline*. For each season in which DST dates apply, the coordination of those DST periods fewer than 5 weeks will start on the 15th day of the following month after the one the IATA Schedules Conference is held (i.e. 15th July and 15th December).



3. Airlines which did not submit DST requests previously should be concerned about sending them by this time of the scheduling season.
4. The outcome of DST allocations will be notified to interested parties not later than one week after the 15th July or 15th December.

Flexibility over Airport Capacity Parameters

- ✓ When evaluating those DST slot requests fewer than five weeks, any offer will be sent out to the airline based on its request but also by minimizing the impact on the airport capacity. The coordinator will search for options within two (2) slots around the requested timings only (± 20 minutes).
- ✓ For a particular request, the coordinator will not make offers which exceed the SLOT parameter (Runway Capacity) by two (2) movements.
- ✓ For a particular request, the coordinator will not make offers which exceed the ROLLING HOUR parameter (Runway Capacity) by three (3) movements, as long as the FIXED HOUR parameter (Runway Capacity) is not exceeded by two (2) movements.
- ✓ Among the restricted number of possibilities that the coordinator can analyze within the range of two (2) slots around the requested timings, the airline will be offered only that which minimizes the number of total excesses.
- ✓ If no offer at all would be available (i.e. all alternatives breaking the limits defined above), the request will be set in the waiting list for improvements and will keep its original timings.
- ✓ If Terminal Capacity restrictions exist, the overcapacity allowed will not exceed 300 pax in any ROLLING HOUR parameter.
- ✓ Whenever the main period of the season is in the waiting list, DST dates will be allocated according to the confirmed slots for the main period (with one hour difference usually). DST slots will be improved along with main period slot improvements only.

SCOPE OF APPLICATION

This procedure applies to all *Coordinated* airports in Spain (*Level 3* airports under IATA designation).