

Date: March 31st, 2015
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**GUIDANCE ON SCHEDULE FACILITATION
AT**

**GRAZ AIRPORT
INNSBRUCK AIRPORT
KLAGENFURT AIRPORT
LINZ AIRPORT and
SALZBURG AIRPORT**

Valid as of April 1st, 2014

**Changes:
Editorial changes**

1. Introduction:

- ✚ The objective of these Guidelines is to assist the Schedules Facilitator in seeking voluntary schedule adjustments by airlines to reduce operational delays and ensure the effective facilitation of airport schedules.

2. Background:

- ✚ Status of Airports in Austria:

	Schedules Facilitated / Level 2	Coordinated / Level 3
Graz (GRZ)	☑	
Innsbruck (INN)		
• Daily in summer-season	☑	
• Days 1-5 in winter season	☑	
• Days 6/7 in winter season		☑
• On 02JAN and 09JAN		☑
Klagenfurt (KLU)	☑	
Linz (LNZ)	☑	
Salzburg (SZG)	☑	
Vienna (VIE)		☑

- ✚ A **Coordinated Airport (Level 3)** is one where
 - demand for airport infrastructure significantly exceeds the airport's capacity during the relevant period;
 - expansion of airport infrastructure to meet demand is not possible in the short term;
 - attempts to resolve issues through voluntary schedule adjustments have failed or are ineffective; and
 - as a result, a process of slot allocation is required whereby it is necessary for all airlines and other aircraft operators to have a slot allocated by a coordinator in order to arrive or depart at the airport during periods when slot allocation occurs.

- ✚ A **Schedules Facilitated Airport (Level 2)** is one where there is potential for congestion during some periods of the day, week or season, which can be resolved by voluntary cooperation between airlines.
 - Slots are not allocated and therefore historic precedence does not exist at a Schedules Facilitated (Level 2) Airport, as specified in the IATA WSG.

- ✚ **Schedule Coordination Austria (SCA)** is the Schedules Facilitator appointed to GRZ, INN, KLU, LNZ and SZG Airport. The Schedules Facilitator is responsible for collecting and combining the proposed schedules of all airlines planning to operate into above airports and seeking voluntary solutions to any likely periods of congestion. The Schedules Facilitator must act in a neutral, transparent, and non-discriminatory way at all times.

3. Priorities for Schedule Adjustment:

- ✚ Having collected and combined the requested schedules of the airlines planning to operate into GRZ, INN, KLU, LNZ or SZG Airport, SCA will review the resultant schedule information with the respective airport, and identify any critical airport infrastructure elements that are likely to become congested. SCA will advise the affected airlines and recommend alternative arrival and/or departure times.
- ✚ It is in the interest of all airlines to cooperate fully with this process. A dialogue between airlines and the Schedules Facilitator should continue throughout the scheduling process. Airlines must keep the Schedules Facilitator informed of all changes to their program.
- ✚ In seeking voluntary schedule adjustments, the following priorities will apply:
 1. Services from previous equivalent seasons
Services planned and operated during the previous equivalent season should have priority over new demand for the same required timings.

Services that plan to operate unchanged from previous equivalent season should have priority over services that plan to change the time and/or aircraft size (in case of terminal congestion).
 2. Year round continuations
New services that extend an existing operation into year round service should have priority over entirely new demand for the same required timings.
 3. Effective period of operation
Where two or more airlines could potentially resolve a period of congestion through voluntary schedule adjustment, the schedule effective for longer period of operation should have priority for the required timings.

4. Ad hoc services

Airlines intending to operate a series of flights should have priority over those intending to operate on an ad hoc basis.

5. Operational factors

Services affected by a curfew period at another airport or constrained by other relevant operational factors should have priority over other similar demand for the required timings.

4. Resolution of issues

If airlines are unable and/or unwilling to accept the proposed voluntary moves, the Facilitator will refer the matter to the airport concerned to consider scope for flexibility. An option available to the Airports is to agree flexibility on an ad hoc basis, in which case the service would not benefit from Priority 1 in the next equivalent season.

If the Airport has no scope for flexibility and the Airline does not adjust its schedule, the airline's failure to cooperate will be recorded by the Facilitator and will result in lower priority in the next equivalent season. This record will also be made available to the respective Civil Aviation Authority (CAA).

Airlines that have not cooperated in relation to schedule adjustments may not receive historic precedence for the operated timings should the airport concerned need to be designated as Fully Coordinated (Level 3) in acceptance with paragraph 6.4. of the IATA Worldwide Scheduling Guidelines.

SCA / PV / March 31st, 2015

Information:

This "Guidance on Schedule Facilitation at GRZ, KLU, LNZ, SZG and INN" will be applied by SCA Schedule Coordination Austria as of the date mentioned on the front page.

SCA Schedule Coordination Austria reserves the right to change this Guidance without further notice at any time in accordance with the Directive 793/2004 of the European Union and the "Slotkoordinationsverordnung 2008" 155/2008 of the Federal Ministry for Transport, Technology and Innovation of the Republic of Austria.