

# WORLDWIDE AIRPORT SLOT BOARD

## Airport Capacity Declaration and Temporary Changes in Capacity (update September 2023)

### Introduction

Competent Authorities may introduce measures that temporarily reduce the available capacity of airports. This paper provides areas for consideration as well as a framework for managing uncertainty in the capacity declaration process and guidance to manage temporary reductions of airport capacity announced after the confirmation of seasonal capacity parameters. All guidance is complementary to the Worldwide Airport Slot Guidelines.

### Definitions

<i>Declared Capacity</i>	The formal declared capacity that is advised by the Competent Authority as required under Section 6 of the WASG.
<i>Temporary Capacity</i>	A temporary set of capacity limits advised by the Competent Authority in accordance with the process set out herein for the purposes of managing new restrictions.

### Temporary changes in capacity

1. Situations that require a temporary reduction in airport capacity can have different causes. In such situations the ex-ante declaration of capacity months in advance of the beginning of the season is not responsive to the evolving situation airports are facing. Airports need to be able to phase the provision of capacity in an economically sustainable manner and, if relevant, in compliance with applicable government regulations.

### Seasonal Airport Capacity Declaration Process

2. Changes to *declared capacity* after the Initial Submission Deadline should be avoided (WASG 6.9.2).

### Temporary Airport Capacity – Principles

3. The airport managing body or other competent authority may be required to impose temporary changes to the available capacity. Such changes should follow a thorough demand and capacity assessment and consultation with the Coordination Committee. The Competent Authority will explain the rationale for the revised airport capacity parameters and provide them to the Coordinator as soon as practical after having consulted with the Coordination Committee or equivalent body. Where a Coordination Committee or equivalent does not exist, it should be created to encourage open communication.
4. The impact on users of the airport and the airport managing body should be considered when determining the approach to managing the temporary capacity reduction. The

solution should be tailored to the needs of the specific problem. Table 1 provides several options available to manage a temporary reduction in capacity based on the severity of the reduction, but the list is not exhaustive.

5. Any capacity reduction strategy should aim to manage the demand of airport infrastructure against the reduced supply and provide flexibility to adjust parameters as capacity changes.
6. The process should provide certainty that the allocated slots can be accommodated within the available capacity to avoid inconvenience and hardship to passengers.
7. All stakeholders are encouraged to consider the use of innovative solutions or technologies to limit the need for temporary capacity reductions when possible.
8. Any mandatory schedule reductions must be spread across all affected airlines that utilise the affected infrastructure, in a fair, transparent, and non-discriminatory manner by the coordinator acting independently.
9. In reducing capacity, airlines should be provided assurance that historic rights held will be protected for use in the subsequent seasons.

**Table 1 – Capacity Reduction Options**

<b>Process</b>	<b>Voluntary Reduction</b>	<b>Enforced Capacity Reduction</b>	<b>Re-coordination</b>
<b>Description</b>	Allocated slots are above temporary capacity limits but can be managed by voluntary schedule adjustments	Allocated slots are above temporary capacity limits where schedule adjustment alone will not be sufficient to remove excess demand. Reduction managed through a fair distribution of reductions across the impacted period (% schedule adjustments).	Allocated slots are far greater than the declared temporary capacity limits. To ensure an efficient and fair allocation of slots a coordination exercise should take place.
<b>WASB Guidance</b>	Collaborative Working	WASB Best Practice – Capacity Declarations and managing temporary reductions of airport capacity	WASB Best Practice – Capacity Declarations and managing temporary reductions of airport capacity
<b>Historic entitlement</b>	Schedule adjustment count towards	Slots required to be cancelled are	Historic slots cancelled to allow for

<b>Triggers for moving to next step</b>	maintaining historic entitlement in the subsequent season	counted as operated against utilisation target for historic determination in the subsequent season	re-coordination. Historic slots held in the previous season are carried forward.
	Demand for capacity increases resulting in schedule adjustment beyond adjacent hours or require enforced cancellations	Temporary capacity is in the magnitude of 15% of the declared capacity across an entire day	N/A
	Voluntary schedule adjustments refused by airlines resulting in demand exceeding capacity		
	Slots that airlines are not intending to operate being returned close to planned operation giving insufficient time for other airlines to utilise them.		

10. Re-coordination has the potential to severely disrupt an airline’s ability to find workable slot solutions at both ends of a route. The re-coordination capacity reduction option must only be implemented in the most extreme circumstances and in accordance with the following conditions:

- a. The airport is only able to deliver in the magnitude of 15% of its declared capacity across an entire day as a result of mandated requirements.
- b. Re-coordination must not take place if the airport has reduced capacities for commercial reasons unless all other options have failed.

## Temporary Airport Capacity – Role of Stakeholders

### Temporary Airport Capacity – Voluntary Schedule Adjustments

#### Coordination Committee

11. The Coordination Committee Chairperson (or equivalent) shall assemble an extraordinary meeting of the committee without delay. The Committee may review the latest demand and capacity analysis, related circumstances, and advise on the possibilities of adjusting the capacity of the airport. The Committee may consider innovative ways to optimize the use of available capacity and advise on the most appropriate method of capacity reduction.
12. The Coordination Committee may consider the impact of capacity reductions on the utilization of slots and eligibility for justified non utilization of slots.

## **Coordinator**

13. If advance notice regarding an upcoming temporary airport capacity reduction is received, the Coordinator will immediately put in place measures to prevent new slot requests from being processed until the revised capacity parameters are received. Online portals, if they are used, may be temporarily disabled or message filters used to prevent Slot Clearance Requests (SCR) from being automatically processed. The use of online portals is encouraged to increase transparency for all stakeholders.
14. The Coordinator will identify periods where demand exceeds capacity and identify schedule adjustments that will minimise the impact of voluntary schedule adjustments across all airlines.
15. The Coordinator should provide airlines as much notice as possible of required schedule adjustments.
16. The Coordinator should seek to share voluntary schedule adjustments across all airlines in the period of congestion.
17. Where an airline refuses a request for a voluntary schedule adjustment of a flight, the Coordinator will seek another flight from the same carrier before seeking assistance from another carrier.
18. For transparency, the Coordinator will publish on its website:
  - a. The temporary capacity parameters, including supporting analysis.
  - b. The total number of voluntary schedule adjustments requested by carrier
  - c. Compliance in adhering to the schedule adjustment requests by carrier

## **Airline**

19. Airlines should return slots that they do not intend to operate as soon as possible to minimise the impact of schedule adjustments.
20. Airlines should be prepared to accept an alternative time if offered by the Coordinator to avoid exceeding the temporary coordination parameters.

## **Airport**

21. The airport managing body and coordination committee must provide support to the Coordinator in seeking full airline cooperation. The airport managing body or other competent authority must keep the Coordinator and all relevant stakeholders informed about any capacity limitations and give timely warning if capacity limitations are likely.

## **Temporary Airport Capacity – Enforced Capacity Reduction**

### **Coordination Committee**

22. The Coordination Committee Chairperson (or equivalent) shall assemble an extraordinary meeting of the committee without delay. The Committee may review the latest demand and capacity analysis, related circumstances, and advise on the possibilities of adjusting the capacity of the airport. The Committee may consider innovative ways to optimize the use of available capacity and advise on the most appropriate method of capacity reduction.
23. The Coordination Committee may consider the impact of capacity reductions on the utilization of slots and eligibility for justified non utilization of slots.

## Coordinator

24. If advance notice regarding an upcoming temporary airport capacity reduction is received, the Coordinator will immediately put in place measures to prevent new slot requests from being processed until the revised capacity parameters are received. Online portals, if they are used, may be temporarily disabled or message filters used to prevent Slot Clearance Requests (SCR) from being automatically processed. Outside of the period in which the Coordinator is managing the capacity reduction, the use of online portals is encouraged to increase transparency for all stakeholders.
25. The Coordinator will compare the proposed temporary capacity limits against slots held to assess if alternative options of managing the capacity reduction are available. Such considerations will be shared with the airport managing body and the Coordination Committee.
26. The Coordinator will determine the timeline for the re-coordination based on the timing of the reduction to ensure that airlines have sufficient time to submit schedule requests. In doing so the Coordinator will consider the need to provide surety to airlines and the workload of all concerned.
27. The Coordinator will give an indication of the required reductions by carrier as soon as possible after the revised capacity parameters are received. The reference date used for the schedule reduction will depend on the timing of the temporary reduction of airport capacity:
  - a. If the revised capacity parameters are received after the Historic Baseline Date (HBD), schedule reductions will be based on slot allocations held seven working days before the revised capacity parameters are published;
28. If the revised capacity parameters are received after the publication of the seasonal capacity parameters but before or at the Historic Baseline Date (HBD), schedule reductions will be based on slot allocations held at the Historic Baseline Date (HBD).
29. The required schedule reductions will be measured based on a defined time period where congestion occurs and/or as a total per day, providing that a fair distribution of cancellations across all airlines is ensured.
30. The required schedule reduction will also consider the percentage share held by a carrier at the time of Slot Allocated Listing (SAL) distribution as a reference. For example, if carrier A held 70% of capacity in the 0900 hour at (SAL) initial coordination then they should hold 70% of the reduced capacity in the same hour after the capacity reduction, whenever feasible. When slots are allocated for a specific terminal, the reduction may only apply to airlines operating in the terminal if relocation is not possible.
31. The Coordinator will aim to satisfy as much demand as possible based on the revised capacity parameters and treat all types of services equally. In this regard, the Coordinator should explore proactively any viable solution to avoid schedule reductions by means of proposing minor schedule adjustments to the airlines.
32. The Coordinator may consider consultations with the Coordination Committee or equivalent body if further guidance regarding the reallocation of capacity is required. For example, applying a strict percentage may not be possible if a carrier only holds one pair of slots per day.
33. All airlines will be given an opportunity to retime flights if so required. The Coordinator will advise a deadline by which date the retime requests should be submitted. After this date, the Coordinator will process the requests to ensure a fair distribution across all airlines. After this process has been completed, all subsequent changes will be processed on a first come, first served basis.

34. Any increase in available capacity should be allocated fairly across all airlines impacted by reductions. Priority should be given to those impacted by the greatest proportional reductions because of their limited operations at the impacted airport.
  - a. For transparency, the Coordinator will publish on its website:
  - b. The temporary capacity parameters, including supporting analysis.
  - c. The total number of slots/seats that need to be cancelled
  - d. Details of the required reductions by carrier
  - e. Compliance in adhering to the temporary capacity reduction by carrier

### **Airline**

35. The Airline will decide which flights to cancel or retime into available capacity to meet the reduction in airport capacity. For reductions in passenger throughput limits, the airline may choose to meet the restriction in other ways, for example by capping the aircraft seat capacity instead of cancelling a flight.
36. Cancellations due to the temporary airport capacity reduction should only be sent to the Coordinator after the Historic Baseline Date (HBD) once the final reduction requirements are distributed. Should the temporary capacity reduction be announced post-HBD, airlines should send cancellation messages at the earliest opportunity as agreed with the Coordination Committee or equivalent body or in line with any applicable regulation.
37. *Any slots allocated that the carrier does not intend to operate should be returned as soon as possible and in line with local regulations.*

### **Airport**

38. The Airport Operator will balance capacity with demand within the (temporary) capacity and regularly communicate with the Coordinator and Coordination Committee or equivalent body. Where possible, lead times and preparations to open facilities should be shared with relevant stakeholders.

### **Governance**

39. The coordination committee may consider the introduction of a Local Rule to provide further guidance on the process for managing an enforced capacity reduction. An example template is included in appendix 1.

## **Temporary Airport Capacity – Re-Coordination**

### **Coordination Committee**

40. The Coordination Committee Chairperson (or equivalent) shall assemble an extraordinary meeting of the committee without delay. The Committee may review the latest demand and capacity analysis, related circumstances, and advise on the possibilities of adjusting the capacity of the airport. The Committee may consider innovative ways to optimize the use of available capacity and advise on the most appropriate method of capacity reduction.
41. The Coordination Committee may consider the impact of capacity reductions on the utilization of slots and eligibility for justified non utilization of slots.

## **Coordinator**

42. If advance notice regarding an upcoming temporary airport capacity reduction is received, the Coordinator will immediately put in place measures to prevent new slot requests from being processed until the revised capacity parameters are received. Online portals, if they are used, may be temporarily disabled or message filters used to prevent Slot Clearance Requests (SCR) from being automatically processed. Outside of the period in which the Coordinator is managing the capacity reduction, the use of online portals is encouraged to increase transparency for all stakeholders.
43. The Coordinator will compare the proposed temporary capacity limits against slots held to assess if alternative options of managing the capacity reduction are available. Such considerations will be shared with the airport managing body and the Coordination Committee.
44. The Coordinator will determine the timeline for the re-coordination based on the timing of the reduction to ensure that airlines have sufficient time to submit schedule requests. In doing so the Coordinator will consider the need to provide surety to airlines and the workload of all concerned.
45. The coordinator will delete the schedule held and will accept new requests prior to the published submission deadline.
46. During initial re-coordination and following the removal of pre-allocated slots, slots will be allocated in the following priority:
  - a. Slots operated for five weeks or more immediately prior to the period to which the re-coordination applies (previous period) to provide surety of a continuation of service.
  - b. Slots that operated in the previous period but at a different time than required retimed into available capacity if requested.
  - c. Reinstating historic slots for the first time that have not commenced operations previously.
  - d. New requests for a series of slots.
  - e. Ad hoc services.
  - f. Other operations.
47. Wherever possible, the coordinator should consider:
  - a. Providing priority to requests where a Re-coordination process exists at the other end of the route.
  - b. Providing priority to carriers with less than a double daily service.
48. Should two or more airlines have the same priority within the groups above, the Coordinator should consider the additional criteria as set out in clause 8.4 of the WASG ensuring that a fair distribution of flights is maintained based on slots held at the HBD.
49. Coordinators will provide the outcome of the re-coordination to airlines on or before the deadline and make itself available to discuss the outcome with airlines.
50. Coordinators should maintain a waitlist and regularly review to ensure that spare capacity is allocated and schedules improved.
51. After 20% of the slot allocated for that phase has not been utilised or cancelled earlier than 72 hours before the planned operation the Coordinator will remove the slot and place the series of slots in question in the pool for the remainder of the scheduling phase and requests from the same carrier in the next phase will be afforded lower priority. Airlines should contact the coordinator as soon as possible, but not later than two business days, after an air service has been interrupted due to unforeseeable and unavoidable causes outside of the airline's control. "For transparency, the Coordinator will publish on its website or make available:
  - a. The temporary capacity parameters, including supporting analysis.
  - b. Full airport listing following re-coordination

## **Airline**

52. Airlines are required to submit requests for slots on or before the agreed deadline for submissions.
53. Airlines should only submit for slots that they intend to operate.
54. Any slots allocated that the carrier does not intend to operate should be returned as soon as possible and in line with local regulations.

### **Airport**

55. The Airport Operator will balance capacity with demand within the (temporary) capacity and regularly communicate with the Coordinator and Coordination Committee or equivalent body. Where possible the airport operating body will make every effort to increase capacity to meet demand.

### **Historic precedence**

56. Slots cancelled as a result of temporarily reduced capacity parameters should be treated as justified non-utilisation at both ends of the route and considered as operated to ensure fair treatment in respect to the 80:20 use-it or lose-it rule.
57. Alleviation should only be granted to slots returned in advance of the planned operation. Conditions about a minimum level of anticipation required for slot returns might be applicable, subject to local legislation.
58. New slots intended for operation but restricted by the reduction in capacity will be considered as operated, only when the reduction in capacity is advised after the Historic Baseline Date (HBD) and only when the new slots were requested before the capacity reduction was announced
59. New slots allocated after the temporary reduction in airport capacity will initially be allocated on a non-historic basis. If operated in compliance with the 80:20 rule, the Coordinator will consider these for historic precedence as per WASG 8.7.1.d. If the slots are deemed eligible for historic precedence, they will be included in the Slot Historic List message (SHL), subject to available capacity.

### **Slot monitoring**

60. Carriers are required to return slots that they do not intend to operate as soon as possible and in line with local regulations, so they can be allocated to other carriers. Late return of slots that are not intended for use may prevent the application of any alleviation of the 80:20 use-it or lose-it rule to the series concerned.
61. Particular attention is needed to monitor cases where aircraft seat capacity has been capped to fit within reduced capacity.
62. The Coordinator will review any failure to operate to the times allocated in line with WASG Chapter 9 and any local legislation and/or sanction schemes in place in the relevant jurisdiction.

### **Level 1 and 2 Airports**

1. Mandatory capacity reductions may result in demand being constrained at Level 1 and Level 2 airports. The consistent implementation of equivalent principles to those detailed in this paper should apply. For example:
  - a. Schedules cancelled as a result of temporarily reduced capacity parameters should be treated as operated at both ends of the route to ensure fair treatment in respect to future equivalent season schedule facilitation priorities. Schedules will



not be considered as operated if schedules are not operated or cancelled in advance of the planned flight.

2. A temporary change of coordination level could be required if demand exceeds the available capacity as a result of the temporary reduction. These cases should be managed as per WASG 6.7.

# Appendix 1

## MANAGEMENT OF A TEMPORARY REDUCTION IN AVAILABLE CAPACITY

### 1. INTRODUCTION

This Local Rule sets out the process for managing periods of temporarily reduced capacity

### 2. OBJECTIVES

The objective of this Local Rule is to:

- 2.1. Manage the demand for airport infrastructure against a reduced supply of capacity.
- 2.2. Provide the mechanism to support the release of capacity and ensure it's available for use as soon as its released.
- 2.3. Airport Authorities should make all reasonable efforts to satisfy any new measure introduced as a result of reduced airport capacity. This Local Rule should only be used when all other reasonable options have been exhausted.
- 2.4. Allow flexibility in the capacity management process to dynamically react to changes in the Temporary Capacity restriction to facilitate efficient use of available capacity.
- 2.5. Provide a process that is fair, transparent and non-discriminatory.
- 2.6. Ensure that any capacity reduction is spread across all Carriers that hold slots at the airport that use the affected infrastructure.
- 2.7. Provide reassurance to Carriers that hold historic rights that these will be protected for use in the subsequent seasons when capacity returns to the formal Declared Capacity.

### 3. DEFINITIONS

Airport Authority	The operating company responsible for the management of the airport to which this Local Rule applies
Carriers	Air transport undertakings that operate to the airport that this Local Rule applies
Competent Authority	The authority responsible for declaring capacity at the airport that this Local Rule applies

Coordinator	The appointed Coordinator at the airport that this Local Rule applies
Coordination Committee	The committee established at the Level 3 airport that this Local Rule applies.
Declared Capacity	The formal declared capacity that is advised by the Competent Authority as required under Section 6 of the WASG.
HBD	Historic Baseline Date as published by the WASB or any other specified local regulations
Temporary Capacity	A temporary set of capacity limits advised by the Competent Authority in accordance with the process set out herein for the purposes of managing new restrictions to prevent the spread of Covid-19
WASG	Worldwide Airport Slot Guidelines

#### **4. PRINCIPLES OF CAPACITY REDUCTION**

- 4.1. The Coordination Committee shall meet without delay and may review the latest demand and capacity analysis, related circumstances, and advise on the possibilities of adjusting the capacity of the airport.
- 4.2. The Committee may consider innovative ways to optimize the use of available capacity and may advise on the most appropriate method of capacity reduction where applicable.
- 4.3. The Coordination Committee may consider the impact of capacity reductions on the utilization of slots and advise on the eligibility for justified non utilization of slots.
- 4.4. The Coordinator will aim to satisfy as much demand as possible based on the available Temporary Capacity.
- 4.5. This Local Rule will apply to all service types equally.
- 4.6. Services that do not utilise affected infrastructure will not be impacted by the Local Rule.
- 4.7. The Temporary Capacity will only apply to the period of the season that it relates.
- 4.8. The Temporary Capacity should be notified by the Competent Authority as soon as possible to the Coordinator and Carriers after consultation with the Coordination Committee.
- 4.9. The Coordinator will give an indication of the required reductions by carrier as soon as possible after receiving the notification. However, the actual reduction will

be based on slot allocations held seven working days before the revised capacity parameters are published.

- 4.10. The Coordinator will consider if any airport specific guidance is required to facilitate the capacity reduction and after consultation with the Airport Authority, Carriers and the Coordination Committee will publish the same.
- 4.11. The required capacity reduction will be measured based on hourly capacity and as a total per day to ensure a fair distribution of cancellation across Carriers. The parameter used to determine the required reduction will be based on the restriction being implemented.
- 4.12. All Carriers should share the impact of the capacity reduction where appropriate. (A carrier that operates in a period where capacity is available may not be required to cancel having given all Carriers an equal opportunity to retime flights to maintain a balanced cancellation).
- 4.13. Capacity reductions will be based on the peak week within the affected period to identify the maximum capacity reduction required. Where capacity exists throughout the season the amount of demand to be removed will be reduced to minimise the impact on Carriers.
- 4.14. Capacity reduction will only apply in the periods that demand exceeds available capacity, unless capacity is required in other periods to allow for retimes. This is to ensure all Carriers contribute in proportion of the number of slots held.
- 4.15. Where terminals are declared, separate reductions related to passenger flow rates will be managed on a terminal by terminal basis and independent of each other.
- 4.16. In determining the level of required cancellations, the percentage share held by a carrier will be maintained as close to the proportions held after initial coordination. For example, if carrier A held 70% of capacity in the 0900 hour at initial coordination, then they should hold 70% of the reduced capacity in the same hour after the capacity reduction.
- 4.17. It is for the carrier to decide which flights should reduce capacity (e.g. retiming, reduction of available seats, change of aircraft type) or be cancelled.
- 4.18. Carriers that are required to cancel services are encouraged to retime into available capacity.
- 4.19. Carriers with a single frequency per day will be protected wherever possible. However, they may be subject to a seat capacity cap to achieve the Temporary Capacity reduction.
- 4.20. If demand is at or below the Temporary Capacity any available capacity will be made available to other Carriers to use on a non-historic basis.

- 4.21. Once the capacity reduction has been completed any increase in available capacity should be allocated first to those that have reduced capacity in the initial phase and in the proportion the carrier reduced.
- 4.22. Carriers are required to return slots that they do not intend to operate as soon as possible and in line with local regulations, so they can be allocated to other Carriers where demand exists. Slots will be allocated on a non-historic basis. Should a carrier that has released slots wish to reinstate they will need to do so into available capacity based on the Temporary Capacity limits.
- 4.23. The standard guidelines contained in the WASG should be maintained as far as possible.

## **5. PROCESS**

- 5.1. The Competent Authority will provide the Coordinator with its Declared Capacity having consulted with the Coordination Committee in good time for initial coordination, as required under Section 6 of the WASG in accordance with the process established by the Competent Authority.
- 5.2. The Coordinator will perform initial coordination and issue the SAL by the deadlines contained in the WASG.
- 5.3. New slot requests may be allocated on a non-historic basis or as a conditional offer with condition being related to not seeking to benefit from the presence of this Local Rule.
- 5.4. The Competent Authority will notify the Coordinator, Coordination Committee and Carriers of any capacity reduction required providing a detailed explanation of how the Temporary Capacity has been calculated.
- 5.5. The Competent Authority will determine the Temporary Capacity and the period to which it will apply having followed the process below:
- 5.6. The Coordinator will immediately put in place measures to prevent new slot requests from being processed until an assessment of the Temporary Capacity has been completed. Online portals where they exist may be disabled at times or message filters used to prevent series changes from being automatically processed.
- 5.7. The Coordinator will assess the Temporary Capacity against the slots held to determine the level of capacity reduction each Carrier is expected to contribute. Where the restriction involves a new constraint, the Coordinator will prepare and post on its website a base capacity assessment to determine any capacity reduction by Carrier. If the reduction is based on reduced terminal availability it will

- be based on a fixed constraint (T60/T30/T15) to be determined by the Coordinator and advised to the Coordination Committee and Carriers. This is to ensure that the capacity reduction is manageable, and the requirement is easily understood.
- 5.8. If the Temporary Capacity is notified prior to the HBD, the Coordinator will provide an indicative reduction requirement. This will be updated shortly after the HBD based on the slots held at that time.
  - 5.9. Carriers may request the Coordinator to reduce seat capacity for their flights to achieve the required reduction. Carriers would then be encouraged to move flights to utilise their allocation. Alternatively, Carriers can make their own determination of what flights to impact and provide cancellation messages as per 5.10 and 5.11 below.
  - 5.10. Should the Temporary Capacity reduction be announced prior to the HBD, Carriers are requested to plan to meet the indicative allocated capacity. Cancellations should only be sent to the Coordinator after the HBD once the final reduction requirements are distributed. By delaying the processing of cancellations provides carrier more time to plan and to consider any subsequent changes to the Temporary Capacity.
  - 5.11. Should the Temporary Capacity Reduction be announced post HBD, Carriers should send cancellation messages at the earliest opportunity.
  - 5.12. All Carriers will be given an opportunity to retime flights if so required. The Coordinator will advise a date that retime requests should be submitted. After this date, the Coordinator will process the requests to ensure a fair distribution across Carriers. After this process has been completed, all subsequent changes will be processed on a first come, first served basis.
  - 5.13. The Coordinator will report on progress made to reach the Temporary Capacity.

## **6. TRANSPARENCY**

- 6.1. For the purpose of transparency, the Coordinator will publish on its website:
  - 6.1.1. The Temporary Capacity limits and the supporting analysis
  - 6.1.2. The total number of slots/seats that need to be cancelled to comply with the Temporary Capacity limits
  - 6.1.3. Details of the required reductions by Carrier
  - 6.1.4. Compliance in adhering to the Temporary Capacity limits by Carrier

## **7. ALLEVIATION**

- 7.1. Alleviation will be granted to slots cancelled in compliance with this Local Rule under 8.8 of the WASG or any wider alleviation declared under local legislation.
- 7.2. Alleviation will only be granted to slots returned as soon as possible and in line with local regulations.
- 7.3. During the validity of this Local Rule, the Coordinator may relax any limitations on re-times counting towards utilisation of slots.

## **8. HISTORICS**

- 8.1. Slots cancelled as a result of temporarily reduced capacity parameters must be treated as justified non-utilization at both ends of the route and considered as operated to ensure fair treatment in respect to the 80:20 use-it or lose-it rule.
- 8.2. New slots intended for operation but restricted by the reduction in capacity will be considered as operated, only when the reduction in capacity is advised after the Historic Baseline Date (HBD) and only when the new slots were requested before the capacity reduction was announced.
- 8.3. New slots allocated after the temporary reduction in airport capacity will initially be allocated on a non-historic basis. If operated in compliance with the 80:20 rule, the coordinator will consider these for historic precedence as per WASG 8.7.1.d. If the slots are deemed eligible for historic precedence, they will be included in the Slot Historic List message (SHL), subject to available capacity and any local regulation.

## **9. COMPLIANCE**

- 9.1. The Coordinator will review any failure to operate to the times allocated in line with section 9 of the WASG and/or any sanction schemes in place in the relevant jurisdiction.

## **10. SCOPE & REVIEW OF LOCAL RULE**

- 10.1. This Local Rule will apply as needed in the current and future scheduling season but will expire immediately on the capacity of the airport reaching the Declared Capacity.
- 10.2. If there is no prospect that capacity will return to the Declared Capacity levels, the Local Rule should be replaced by a revised Declared Capacity following consultation with the Coordination Committee. The Declared Capacity would be

consulted on and declared by the Competent Authority at least seven days in advance of the Initial Submission Deadline.

- 10.3. For the avoidance of doubt, the adoption of this Local Rule is not intended to be a long-term replacement for the normal Capacity Declaration.
- 10.4. Stakeholders can request that the Local Rule be reviewed prior to any subsequent Coordination cycle post its adoption. The request for review should detail the reasons with supporting information. The Coordinator will review the circumstances and propose any changes to the Local Rule for discussion at the next Coordination Committee.