

**HELLENIC
SLOT
COORDINATION
AUTHORITY**



**Rules and Guidelines
for the Slot Allocation of
GENERAL / BUSINESS AVIATION
(GABA)**

Athens, 2015



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SLOT ALLOCATION PROCESS FOR GENERAL AVIATION FLIGHTS

As from 6/07/2015, all IFR General / Business Aviation flights, scheduled to operate at Coordinated (IATA Level 3) Greek Airports are obliged to request an airport slot for landing and/or take-off from the Hellenic Slot Coordination Authority (HSCA).

The slot coordination process for the General/Business Aviation flights will be conducted in compliance with:

- Hellenic Law 4233/2014
- Government Gazette B/355/13.3.2015
- The European Union Regulation 95/93 as amended.
- The IATA Worldwide Slot Guidelines (WSG) 6th Edition.
- The IATA Standard Schedules Information Manual (SSIM) Appendix K format (GCR).
- AIP Greece.

1. General Rules

After consultation with the Coordination Committee, the following procedure is applicable:

All GA/BA aircraft operators must send their slot requests/changes/deletions in writing using IATA GCR message format.

HSCA will handle slot requests during weekdays/working hours. (08.00 – 16.30)

During weekends, public holidays, and off working hours slots will be handled by the respective airport.

Slot requests can be filed no more than **28 days** before the flight operation.

Only ad hoc slots can be requested, series of slots will not be accepted.

GA/BA Operators cannot claim for historical rights.

2. Procedure

After obtaining the necessary parking authorization number from the respective airport, the GA/BA operator should send a GCR slot request to HSCA.

email address : slot-hsca@athensairport.gr .

The parking authorization number must be included in the Special Information (SI) field of the slot submissions by GA/BA operators; otherwise the slot requests will be automatically rejected. The same procedure applies for changes of the already confirmed slots.

Parking Authorization number process does not apply for GCR Slot requests for Heraklion (LGIR) and Thessaloniki (LGST) airports..

For those Greek airports that operate on 24hours base, the Online Coordination System OCS (view only function) could be helpful for information on the runway availability. All users have to effectively operate the requested slots.

Slots which are confirmed but not needed shall be returned to the HSCA immediately.

HSCA will monitor regularly the slot-performance with regards to the correct usage of allocated slots (i.e. operation without slot, no hand-back, not valid Parking Authorization Number or any other forms of misuse) and the relevant HSCA's procedure will be imposed..

Following information is required to file slot requests:

- Registration or Flight Number
- Date of operation
- Number of seats
- ICAO Aircraft type
- Origin/Destination
- Arrival – and departure time only in **UTC**
- Service type¹
- Parking authorization number²
- Handling Agent

¹ Service type codes: **D** or **N** for normal GA/BA flights and **P** for positioning.

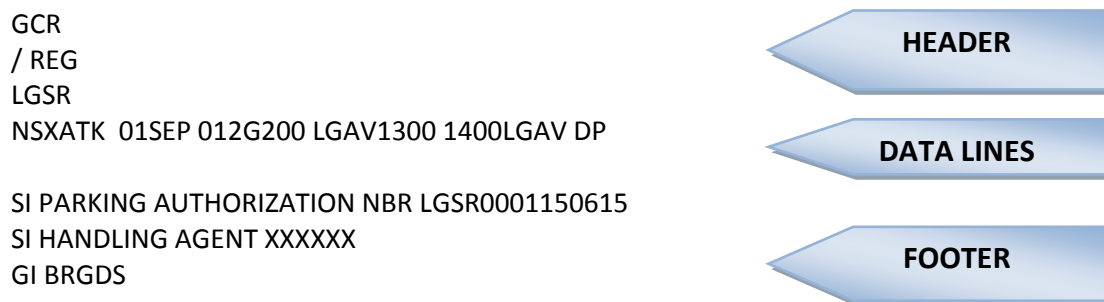
² Parking authorization number will consist of 14 digits. The first 3 digits will be the ICAO four letter code of the airport, the next 4 digits will be the serial number of the authorization and the last 6 ones will be the date the authorization was granted (dd/mm/yy).

3. Requesting a GA/BA slot

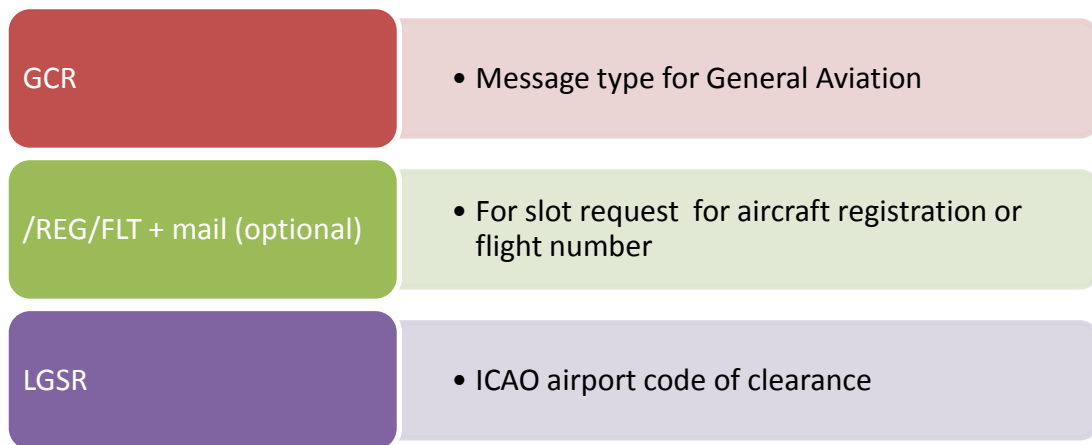
The basic principle of a GCR is the use of ICAO Airport and A/C type codes instead of IATA codes.

The GCR message must be composed of 3 parts:

1. **HEADER**
2. **DATA LINE(S)**
3. **FOOTER**



HEADER



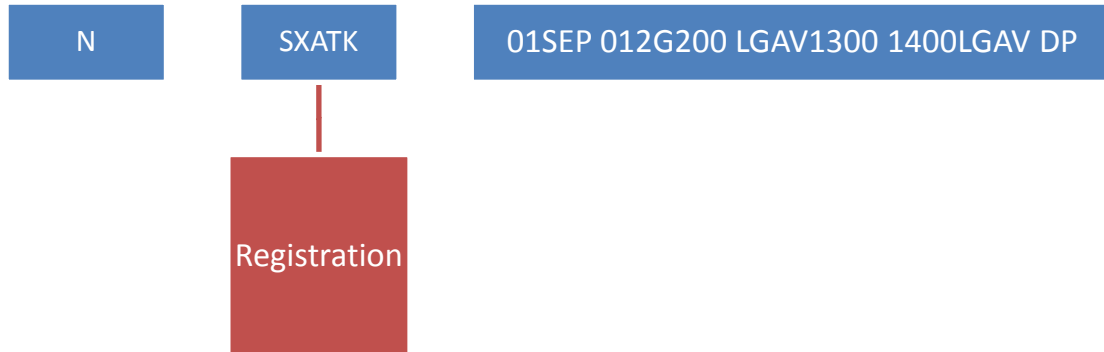
The header content defines the type of GCR request and /REG is used. Registration of the aircraft operating will be expected at data lines.

- All flights must be linked in turnaround format; therefore both arrival and departure must be specified.
- All data must be submitted in English only



DATA LINES

A. Registration



Registration shall be used only **once** (for both arrivals and departures)

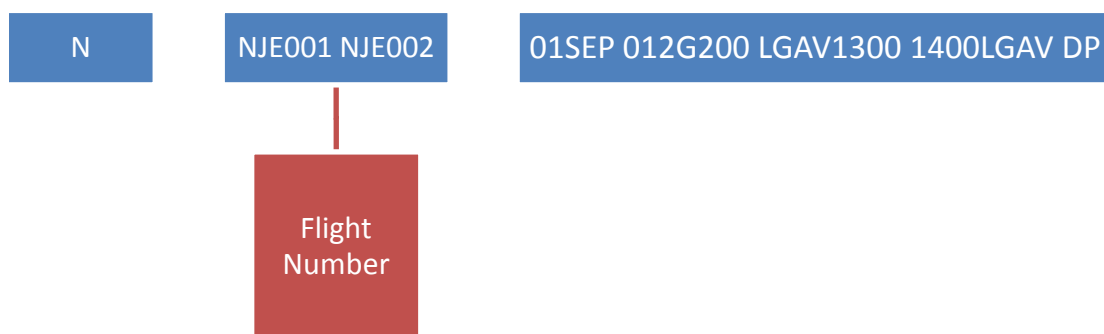
Turnaround flights are **mandatory**.

FOOTER

SI PARKING AUTHORIZATION NBR LGSR0001150615
SI HANDLING AGENT XXXXXX
GI BRGDS

Any plain text that provides supplemental information regarding the GCR must be placed after the data lines and always be preceded by a SI or GI

B. Flight Number



FOOTER

SI PARKING AUTHORIZATION NBR LGSR0001150615
SI HANDLING AGENT XXXXXX
GI BRGDS

Any plain text that provides supplemental information regarding the GCR must be placed after the data lines and always be preceded by a SI or GI

4. Definitions

- **Slot** shall mean the permission given by a coordinator in accordance with the European Regulation 95/93 as amended to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off as allocated by a coordinator in accordance with this Regulation.
- **Hellenic Slot Coordination Authority (HSCA)** is the official slot coordinator for all Greek Airports appointed by the Hellenic State.
- **Coordinated airport** shall mean any airport where, in order to land or take off, it is necessary for an air carrier or any other aircraft operator to have a slot allocated by a coordinator, with the exception of State flights, emergency landings and humanitarian flights.
- **Series of slots** shall mean at least five slots having been requested for the same time on the same day of the week regularly in the same scheduling period and allocated in that way or, if that is not possible, allocated at approximately the same time
- **General aviation** refers to operations with civil aircraft for remuneration or hire other than commercial aviation or aerial work (ICAO DEFINITION)
- **Business aviation** shall mean that sector of general aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, where the aircraft are flown for purposes generally considered not for public hire and are piloted by individuals having, at a minimum, a valid commercial pilot license with an instrument rating;
- **IFR flight** : A flight with Instrument Flight Rules
- **SSIM** : IATA Standard Schedule Information Manual
- **WSG** : Worldwide Slot Guidelines
- **AIP** : Airport Information Publication