

Slot Monitoring

April 2022

1. Introduction - The Purpose of Slot Monitoring

Pursuant to EU Reg No 95/93 as amended, Art 4, par 6, the schedule facilitator shall monitor the conformity flight operations with schedules recommended and the coordinator shall monitor the conformity of flight operations with the slots allocated. The process of slot monitoring aims to improve performance according to allocated slots or recommended schedules by discovering and combating misuse of slots as described in the EU regulation and IATA's Worldwide Airport Slot Guidelines edition in effect.

2. HSCA Principles

Establish objective, transparent, and non-discriminatory criteria.

Engage in conversation with air carriers with the aim of improving slots performance. Identify, prevent and request corrective actions in case of intentional slot misuse.

The procedure set out in this document is supplementary to the EU Regulation No 95/93 as amended and the global standards set out in the WASG edition in effect.

3. Commercial Flights

3.1. Monitoring procedure

3.1.1. Pre-operation analysis

Pursuant to article 9 par. 3 of the IATA WASG in effect:

HSCA will use data from various sources such as handling agents, and perform conformity checks before the day of operation with the aim of preventing misuse.

When a discrepancy is detected, HSCA will communicate it to the airline or aircraft operator to allow for corrective actions and prevent misuse.

HSCA will not initiate sanctions for potential misuse during pre-operation analysis. However, it will be considered as a clear indication of intentionality in case the operation is also flagged during post-operation analysis.

The responsibility to avoid misuse remains with the airline or other aircraft operator.

3.1.2. Post-Operation Analysis

Post-operation analysis process and potential sanctions are governed by EU Regulation No 95/93 as amended, IATA's WASG as well as any local legislation or rules in place.

HSCA monitors operations based on the actual flight data set provided by the Airport Operator. Additional sources may be also consulted.

Any identified discrepancies between the actual operation and allocated slots are examined as potential misuse.

HSCA will engage in dialogue with the airline or aircraft operator with the aim of improving performance and requiring corrective actions.

The airline or aircraft operator should reply to HSCA's notice within **3 business days** with an explanation for the discrepancies or any corrective actions planned. In any case, HSCA will continue to monitor the situation.

Verified intentional and repeated slot misuse will result in administrative and/or financial sanctions according to applicable Law.

Actions taken against verified slot misuse will be communicated to the airport managing body through the Slot Performance Committee.

3.2. Types of Potential Slot Misuse

The most common types of potential misuse are the following:

- i. Operating a flight at a coordinated/facilitated airport without an allocated slot/schedule (exceptions described in AIP).
- ii. Operating according to a published / schedule time that differs from the allocated time.
- iii. Using a slot in a **significantly different way** (e.g. intra/extra Schengen route, service type) – or with **different characteristics** (e.g. aircraft) than the allocated.
- iv. Not using a slot and failing to cancel it in advance, thus blocking capacity (holding slots with no intention to operate).
- v. Requesting slots without intention to operate.
- vi. Requesting slots for an operation other than indicated with the intention of gaining improved priority.

Notes:

All the above cases will be examined further for **intentional** slot misuse.

At least two verified cases of misuse during a scheduling season on a particular service are considered as **repeated**.

3.3. Enforcement Actions

Enforcement actions for intentional and repeated slot misuse may include:

- i. Referral to the Slot Performance Committee and the Coordination Committee.
- ii. Loss of historic eligibility in the next equivalent season.
- iii. Lower priority for the next equivalent season at the airport where misuse occurred.
- iv. Withdrawal of the series in question in the current season.
- v. Financial sanctions under applicable law.

4. General & Business Aviation

4.1. Definitions and Information

Any case of landing or take-off scheduled, planned, and operated at different times or with different characteristics from the allocated slot is considered as **intentional**.

At least two verified distinct discrepancies during the current scheduling period at a particular airport from the same aircraft registration will be considered **as repeated**.

Detailed information and rules on the General & Business aviation slot allocation procedures are described in the “GABA Rules & Guidelines” publication in effect, on www.hasca.gr.

4.2. Misuse/Abuse by Airline/Aircraft Operator

Common types of misuse:

- i. Operating at a coordinated airport without an allocated slot.
- ii. Intentionally scheduling and operating at a time different than the allocated slot.
- iii. Intentionally failing to respect ground time restrictions where applicable.
- iv. Requesting slots for any reason, other than an intended flight operation.
- v. Holding slots for any other reason than an intended flight operation.
- vi. Failing to cancel slots in advance, which will not be used.
- vii. Obtaining slots without PPR (where PPR is mandatory).
- viii. Obtaining slots with false/fraudulent PPR.

Any other case that may cause prejudice in the efficient use of airport capacity or the procedure of GA/BA slot allocation.

Intentional and/or repeated slot misuse will result in sanctions that may include and are not limited to:

- i. Suspension of the submitted flight plan.
- ii. Monetary penalties.
- iii. Referral to the SPC.
- iv. Referral to the Coordination Committee.
- v. Reduction of the available horizon for slot requests through OCS.
- vi. Revocation of access rights to coordinated Greek airports from OCS for an appropriate amount of time*.

IFR flight plans with an initial estimated time of arrival that are inconsistent by more than 15 minutes from the allocated slots, are subject to suspension by the competent Air Traffic Control Authorities.

4.3. Misuse/Abuse by Ground Service Providers

Misusing or abusing the capabilities of automated means as well as slot coordination rules and procedures will include and are not limited to:

- i. Requesting slots for any other reason than an intended flight operation.
- ii. Holding slots for any reason, other than an intended flight operation.
- iii. Editing slots obtained by a different user.
- iv. Failing to cancel slots in advance, which will not be used.
- v. Obtaining slots without PPR (where PPR is mandatory).
- vi. Obtaining slots with false or fraudulent PPR.

Any other case that may cause prejudice in the efficient use of airport capacity or the procedure of GA/BA slot allocation.

The Coordinator may contact the Ground Service Provider as well as the airport operator with a view of exchanging information. The SPC may request a GSP to attend the committee when abuse is observed, with a view of discussing corrective actions.

In the event of misuse/abuse as described, sanctions may apply such as:

- i. Reduction of the available horizon for slot requests through OCS.
- ii. Revocation of access rights to coordinated Greek airports from OCS for an appropriate amount of time*.
- iii. Referral to the SPC.
- iv. Referral to the Coordination Committee.

Any other appropriate enforcement action that may be deemed necessary on a case-by-case basis.

*In such case, messages will only be processed manually via email in SSIM Appendix K format by the Coordinator or automatically through AMP-OOH, during out of office hours, up to the next business day.