GABA
Rules & Guidelines

Edition 4.1

Contents

1. Definitions

- ***AIP***: Aeronautical Information Publication.
- ***Airport Operator:*** the organization responsible for the management of an airport.
- ***AMP-OOH:*** Automatic Message Processing – Out Of Office.
- ***Coordinated Airport:*** An airport where it is necessary for an air carrier or other aircraft operator to obtain a slot by the Coordinator prior to an operation.
- ***Coordinator:*** The Hellenic Slot Coordination Authority.
- ***FPL:*** Flight Plan.
- ***GA/BA:*** General and Business Aviation.
- ***GCR:*** General aviation slot Clearance Request/Response message.
- ***GIR:*** General aviation Information Request/Response message.
- ***HCAA:*** Hellenic Civil Aviation Authority.
- ***HASP:*** Hellenic Aviation Service Provider.
- ***IFR:*** Instrument Flight Rules.
- ***NAC:*** Notice of Airport Capacity.
- ***NMOC:*** Eurocontrol's Network Manager Operations Centre.
- ***OCS:*** Online Coordination System.
- ***PPR:*** Prior Permission Request for apron clearance.
- ***Ground Service Provider:*** An entity that holds a valid Category 1 license issued from the Hellenic Civil Aviation Authority.
- ***SSIM:*** Standard Schedules Information Manual.
- ***VFR:*** Visual Flight Rules.
- ***SPC:*** Slot Performance Committee.

2. Documentation

- EC Regulation No 95/93 as amended.
- Hellenic Law 4233/2014 Constitution of Authority for Slot Coordination at Greek airports and other provisions.
- Ministerial Decision regarding penalties and relevant sanctions (GG/B/2631/07-12-2015)
- Ministerial Decision regarding Basic Ground Handling Regulation (GG 1138/B//03-06-2011)
- AIP Greece latest edition.
- IATA Worldwide Airport Slot Guidelines (WASG) latest edition
- Standard Schedules Information Manual (SSIM) latest edition

3. Coordinated Airports (IATA Level 3)

Araxos (GPA/LGRX)	**Mykonos (JMK/LGMK)**
Chania (CHQ/LGSA)	**N. Anchialos (VOL/LGBL)**
Chios (JKH/LGHI)	**Paros (PAS/LGPA)**
Heraklion (HER/LGIR)	**Rhodes (RHO/LGRP)**
Kalamata (KLX/LGKL)	**Santorini (JTR/LGSR)**
Karpathos (AOK/LGKP)	**Sitia (JSH/LGST)**
Kefallinia (EFL/LGKF)	**Zakynthos (ZTH/LGZA)**
Kerkyra (CFU/LGKR)	
Kos (KGS/LGKO)	
Kythira (KIT/LGKC)	

4. General Rules

All IFR and IFR/VFR combination GA/BA flights must obtain an airport slot before operating at any Coordinated (IATA Level 3) Greek airport. Flights fully operating under VFR, are exempted from this rule, unless special rules apply.

4.1 Exempted Flights from Slot Allocation Process
The following flights are exempted from the slot allocation process:
- Government flights
- Military flights
- Ambulance flights
- State/Diplomatic flights
- Search and Rescue flights
- Humanitarian flights
- Training flights (Touch and Go only)

4.2 GA/BA Service Types
The following service types can be used for GA/BA slot clearance requests:
- **D:** General Aviation, non-commercial and empty flights.
- **N:** Business Aviation and Air Taxi

4.3 Correspondence with the Coordinator
4.3.1. The principles of GA/BA correspondence at coordinated airports are described in the SSIM Appendix K.

4.3.2. GA/BA slots requests will be handled by:
- The Coordinator at slot@hsca.gr between 0800-1600 LT on business days.
- OCS at www.online-coordination.com (Paid account required, please refer to Ch. 5).
- AMP-OOH during out-of-office hours, up to (and including) the next business day.

4.3.3. Requests with an operator code must be submitted by the Air Carrier or a Ground Service Provider. It is strongly advised that slots are obtained with a flight number where applicable.

4.3.4. Requests without an operator code (aircraft registration) must be submitted by a Ground Service Provider only, following the /FLT message format (for more information visit Appendix C).

4.3.5. All requests will be handled no more than fourteen (14) days prior to the operation.

4.3.6. All requests must be submitted in linked format unless the aircraft stay exceeds nine (9) days, where the arrival and departure slots requests must be submitted in unlinked format in the GCR message.

4.3.7. Any request for new or editing/cancelling existing slots must be communicated prior to the operation, retrospective requests will not be processed.

4.3.8. For slots allocated to aircraft registrations, changes of the aircraft registration are strictly prohibited. A new PPR must be obtained, and a new slot request must be submitted for a different aircraft registration.

4.3.9. Slot swaps are not permitted.

4.3.10. A unique 3 letter permission code is assigned to each Ground Service Provider for requesting slots with aircraft registration, preventing cases of editing slots obtained by another user. Please consult **Appendix C** for more information.

4.4 Rules and Procedures

4.4.1. An air carrier or a Ground Service Provider must obtain a PPR from the airport operator prior to applying for an airport slot to the Coordinator.

4.4.2. The PPR must be included in the Supplementary Information (SI) part of the GCR message. Slots allocated without or with invalid PPR are subject to revocation from the Coordinator. The validity of the PPR is the responsibility of the Air Carrier or Ground Service Provider.

4.4.3. Minimum allowed turnaround time is twenty (20) minutes.

4.4.4. There may be cases where a requested aircraft type or airport is not in the coordinator's database. In such cases, please follow the below guidelines:
- Placeholder airport: ZZZZ
- Placeholder aircraft: ZZZZ

The airport and/or aircraft ICAO code must be included in the SI part of the message or communicated by separate email to the Coordinator.

5. Online Coordination and Automation

Pursuant to article 4.5 of EC Regulation No 95/93 as amended, the coordinator shall make provisions that slots can be allocated out of office hours.

5.1 Online Coordination System

The Online Coordination System platform provides online access to live airport slots databases and allows users to edit their slots online. Access rights to airports are granted by the coordinators and are separate from other administration services provided by third parties (e.g. account creation).

More information and registration instructions can be found on:

www.online-coordination.com

Processing of requests through OCS is **automated** and subject to coordination parameters and rules governing the slot allocation process for GA/BA flights, as described in this document. All processed requests are monitored by the Coordinator regarding compliance to these rules and guidelines. Misuse or abuse of automation and procedures may result in sanctions.

For access and assistance at Greek airports please contact us at ocs@hsca.gr. HSCA is not liable for unprocessed correspondence regarding OCS accessibility or support for Greek airports at different email addresses.

5.2 Automated Message Processing – Out of Office

Automated Message Processing – Out of Office is enabled for HSCA's out-of-office hours and will process requests via email at slot@hsca.gr, that concern operations until (and including) the next business day.

AMP – OOH will only handle messages from authorized contacts with the relevant access rights, using the same pool of allowed operator codes as OCS. Otherwise, such messages will remain in the inbox to be examined manually by a coordinator.

6. Monitoring and Sanctions

6.1 Misuse/Abuse by Airline/Aircraft Operator

6.1.1. Slot monitoring rules apply to General and Business Aviation operations and include but are not limited to:

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.

6.2.2. Intentional and/or reapeated 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*.

*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.

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.

6.2 Misuse/Abuse by GSPs

6.2.1. Misusing or abusing the capabilities of automated means as well as slot coordination rules and procedures as set out in this document 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)   Failing to cancel slots in advance, which will not be used.
   iv)   Editing slots obtained by a different user.
   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.

6.2.2. In accordance with the provisions of article 6.2.1, relevant 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.

Appendix A – GCR Guidelines

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

The GCR message is composed of 3 parts:

- Header
- Data Line(s)
- Footer

GCR
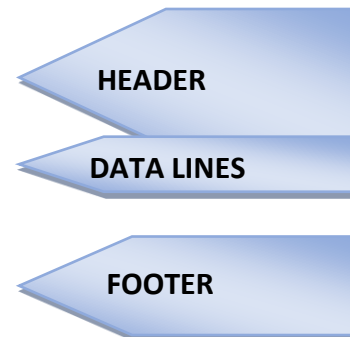**/FLT** (slots requested with a flight number)
LGMK   HEADER
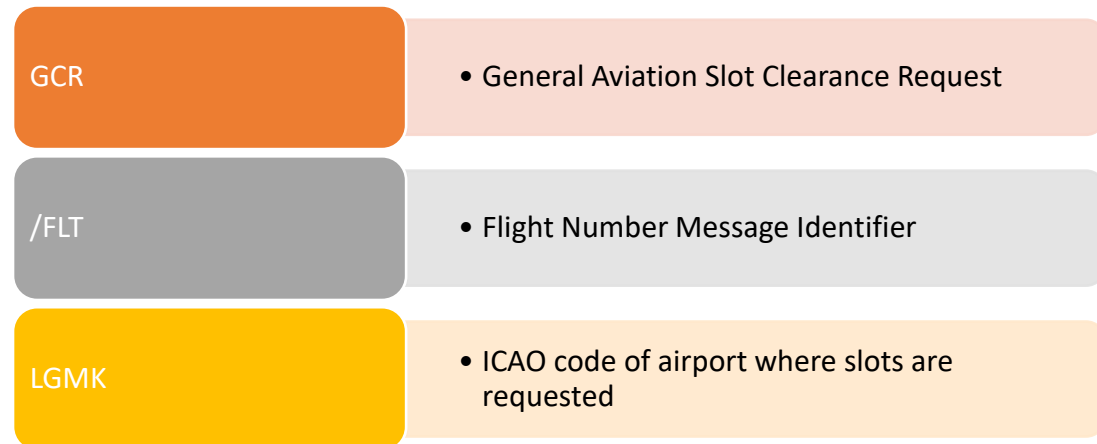

NXXX123 XXX456 28MAY 012G200 LGAV1600 1700LGAV DP   DATA LINES
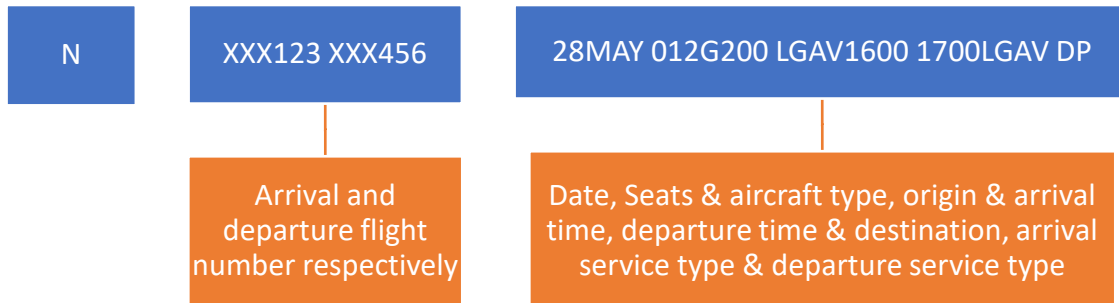

SI PPR LGMK00012505/28051600/28051700
SI Ground Service Provider XXXXXX   FOOTER
GI BRGDS

Header

GCR	• General Aviation Slot Clearance Request
/FLT	• Flight Number Message Identifier
LGMK	• ICAO code of airport where slots are requested

Data lines

Requests with flight number (/FLT)

N	XXX123 XXX456	28MAY 012G200 LGAV1600 1700LGAV DP
	Arrival and departure flight number respectively	Date, Seats & aircraft type, origin & arrival time, departure time & destination, arrival service type & departure service type

Footer

SI PPR LGMK00012505/28051600/28051700
SI Ground Service Provider XXXXXX
GI (optional) Greeting, name

In the **SI (Supplementary Information)** part of the message, additional information can be entered as free text. The PPR must be included in this field.
The **GI (General information)** part of the message is optional and is commonly used for greeting and name of the message originator. It is strongly encouraged that the name and telephone number of the originator of the message are included in this field.

Appendix B – PPR information and Procedure

1. HASP Administrated airports

Araxos (GPA/LGRX)
Chios (JKH/LGHI)
Heraklion (HER/LGIR)
Kalamata (KLX/LGKL)
Karpathos (AOK/LGKP)
Kythira (KIT/LGKC)
N. Anchialos (VOL/LGBL)
Paros (PAS/LGPA)
Sitia (JSH/LGST)

1.1. For a slot allocation to be considered valid, the following criteria must be met:
   a. Slot arrival and departure times are within 20 minutes of obtained PPR arrival and departure times or,
   b. Allocated slots ground time is a subset of the obtained PPR ground time. The party that obtained the slots is responsible for informing the airport managing body accordingly.

1.2. Slots allocated more than 20 minutes before the requested arrival and/or after the requested departure due to lack of availability, are considered **"confirmed under conditions" until PPR is updated** with airport operator. PPR updates sent to the Coordinator via GCR message should use action code "A".

1.3. For HER/LGIR, a PPR is not mandatory if required ground time is equal to or less than 120 minutes.

2. Fraport-Greece Administrated airports

Chania (CHQ/LGSA)
Kefallinia (EFL/LGKF)
Mykonos (JMK/LGMK)
Rhodes (RHO/LGRP)
Santorini (JTR/LGSR)
Zakynthos (ZTH/LGZA)
Kerkyra (CFU/LGKR)
Kos (KGS/LGKO)

2.1. For a slot allocation to be considered valid the following criteria must be met:
   a. Slot arrival and departure times **are exactly the same** with obtained PPR or,
   b. Allocated slots ground time is a subset of the obtained PPR ground time. The party that obtained the slots is responsible for informing the airport managing body accordingly.

2.2. Slots allocated with different arrival and/or departure time than requested and outside of the PPR time margins, due to lack of availability, will be considered **"confirmed under conditions" until PPR is updated** with airport operator. PPR updates sent to the Coordinator via GCR message should use action code "A".

Fraport-Greece PPR Procedure and Guidelines
https://www.fraport-greece.com/eng/our-expertise-and-services/aviation/ppr-procedure-and-guidelines

Appendix C – How to Request Slots With Aircraft Registration

A unique 3-letter code has been assigned to each GSP/Representative which will be used for slots requested with an aircraft registration.

Message identifier /REG will no longer be accepted, and all messages should be identified as /FLT.

Following this procedure, all messages are essentially flight number requests, where the GSP permission code is used as the airline designator.

The GSP uses a flight number of their choice which can consist of a minimum of 3 and up to 4 number digits. Leading zeroes can be used to fill in the flight number.

The same flight number cannot exist within the same calendar date, separately for arrivals and departures. Two arrivals **cannot have** the same flight number in the same date, two departures **cannot have** the same flight number in the same date, but an arrival and a departure **can**.

Kindly note that **all rules governing aircraft registration requests still apply** (i.e. transfer to another registration)

If you have not been assigned a 3-letter code, please contact us at ocs@hsca.gr to apply.

1. Online Coordination System

In OCS GABA pages, the GSP must fill in the operator code fields with their own designator, as well as select the appropriate permission code (if multiple designators are assigned to the account) and fill in the registration.

Example (XXX is the permission code assigned to this account):

The resulting message confirmation sent by the system will look like this:

GCR
/FLT
LGMK
KXXX123 XXX456 01JUN 010CL60 LGAV1000 1100LGAV DD
/ IDA.LGMKAXXX012300 IDD.LGMKDXXX045600 RE.SXXXXX/
GI Automatic reply
SI Copy of message sent from OCS:
GCR
/FLT
LGMK
NXXX0123 XXX0456 01JUN 010CL60 LGAV1000 1100LGAV DD /RA.1000 RD.1100 RE.SXXXXX/
SI PPR………………………….

The message is identical to a flight number request, the only difference is that the airline designator is the GSP's permission code and the registration will always be present in the additional information line, seen as RE.XXXXX in the above example.

The aircraft registration is mandatory when using the assigned permission code and if blank, OCS will produce the below error:

HSCA (VOL/S22): This block is excluded by the Message Configuration Filter named: REG CANNOT BE BLANK

Any other use case with flight number will not require the aircraft registration to be present.

2. Email – Manual Messages (inc. AMP - Out Of Office Automatic Processing)

AMP-OOH will function in a similar way. The user will use SSIM message syntax as described in SSIM Appendix K and communicate their request via email.
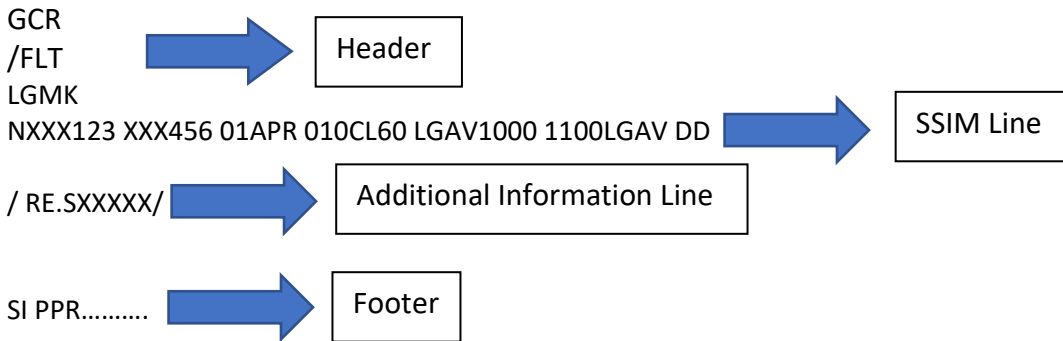
Messages with /REG identifier will be rejected.

Only messages with /FLT identifier will be processed. In this case, the user must submit their request following the below example:

GCR
/FLT
LGMK
NXXX123 XXX456 01JUN 010CL60 LGAV1000 1100LGAV DD
/ RE.SXXXXX/
SI PPR……….

The flight number must consist of the 3-letter permission code assigned to the GSP followed by a flight number of their preference.

The registration tag (RE.xxxxx) is **mandatory.** If the registration tag is missing from manual requests, they will be rejected. The syntax is very important and should be followed closely to avoid rejected messages.

GCR
/FLT
LGMK
NXXX123 XXX456 01APR 010CL60 LGAV1000 1100LGAV DD

/ RE.SXXXXX/

SI PPR..........

GCR /FLT LGMK →	Header
NXXX123 XXX456 01APR 010CL60 LGAV1000 1100LGAV DD →	SSIM Line
/ RE.SXXXXX/ →	Additional Information Line
SI PPR.......... →	Footer

Time change requests or other are requested in the same manner as requests with airline codes.

The additional information line is mandatory in manual messages. The syntax that should be followed is also very specific:

/ RE.xxxxx/

Slash (/)

Registration

Slash (/)

RE. identifier
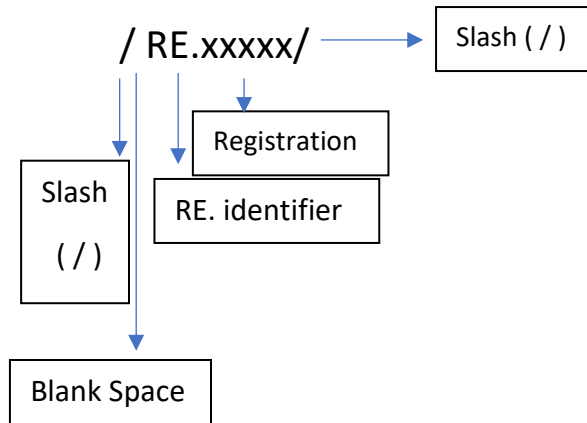
Blank Space

If the above syntax is not followed, messages will be rejected. The **blank space** as well as the identifier followed by a **dot (.)** are the easiest to miss.