

Terms of Reference Slot Performance Working Group GENEVA AIRPORT

SPWG GVA

The Slot Performance Working Group (SPWG), a sub working group of the Slot Coordination Committee Airport Geneva (SCCG), developed the following Terms of Reference, which are implemented after approval of the Slot Coordination Committee Airport Geneva on 12. April 2018.

1. Principals

EC Regulation 95/93, as amended, stipulates that the coordinator shall monitor the conformity of air carriers' operations with the slots allocated to them. These conformity checks shall be carried out in cooperation with the managing body of the airport and with the air traffic control authorities and shall take into account the time and other relevant parameters relating to the airport.

Slot monitoring at coordinated airports is a continuous process designed to ensure that most effective use is made of scarce capacity, an adequate level of service quality is maintained and intentional schedule abuse is separated from the normal variations in operational performance.

The main objective of slot monitoring should be to identify possible problems regarding the use of slots and seek solutions before they occur whenever possible, or as soon as possible after the date of operation.

Slot monitoring should be done in a timely manner in order to give airlines the opportunity to correct behaviour during the current season by establishing a dialogue with affected air carriers as soon as possible when potential issues are identified.

All procedures related to slot monitoring must be based on the principles of neutrality, transparency and non-discrimination.

2. Purposes

To comply with EC Regulation 95/93, as amended, as well as the EUACA 'Recommended Practice on slot monitoring and the determination of 'historics' and the IATA Worldwide Scheduling Guidelines, provided these guidelines comply with EU- and Swiss regulations;

to ensure airlines adhere to their allocated slot times within normal operating tolerances;

to prevent slot abuse arising;

to identify any instances of repeated and/or intentional slot misuse, like

- operating without obtaining a slot
- not operating allocated slots
- operating with significant difference from the allocated slots
- misleading information

and if necessary to bring about corrective action

3. Membership

Membership shall be open for the following natural or juridical persons:

- airport coordinator
- airport managing body
- air navigation service provider
- FOCA (as observer)

The coordinator acts as chairman of the SPWG.

Members of the SPWG are nominated by the membership organisations. If a member cannot attend a meeting he/she is responsible for proposing a competent deputy.

Observers of any concerned entity can be invited to attend the meeting. Any invitations of observers have to be advised in advance in writing to the chairman. The chairman can decide to consult the other members prior allowing an observer to attend the meeting.

4. Activities

- Assess monitoring data provided by the coordinator and/or other members.
- Recommend operational support actions to help to improve slot adherence.
- Recommend further actions to discourage operators from slot misuse.
- Review of aircraft operators explanations which apparently misuse slot regulations and procedures.

- Evaluate appropriate actions to be taken concerning slot misuse.
- Evaluate and propose sanction to be raised by the coordinator.

The working group reports to the Slot Coordination Committee GVA (SCCG) with a seasonal summary of the slot performance evaluation as well with the meeting minutes/notes of SPWG.

In urgent cases the chairman of SPWG can propose a motion to the chairman of SCCG to call in an extraordinary meeting of SCCG.

5. Meetings

The working group shall meet twice per scheduling season.

The chairman shall invite the group members in writing and propose an agenda.

The working group should try to reach a consensus without having to put any matters to a vote. Recommendations given shall be a fair summary of the general viewpoints expressed in the meeting. For measures needing a vote for a final decision, each attending registered member has one vote (with the deciding vote taken by the chairman).

Minutes shall be issued and distributed to the members and the coordinator.

The primary meeting language is French, English can be used for clarity if need be. The respective minutes and documentation will be issued in the English language.

For the Terms of Reference

Peter Dellenbach
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