

# **Terms of Reference Slot Performance Working Group ZURICH-AIRPORT**

## **SPWG ZRH**

The Slot Performance Working Group (SPWG), a sub working group of the Slot Coordination Committee Airport Zurich (SCCZ), developed the following Terms of Reference, which have been implemented after approval of the Slot Coordination Committee Airport Zurich on 04. November 2008.

### **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, intentional slot misuse, like

- operating without obtaining a slot,
- not operating allocated slots,
- operating significantly different 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:

- organizations representing air transport companies which operate regular services to Zurich airport
- the airport managing body
- air navigation service provider
- in case a point of relevance to general and business aviation will be discussed, a representative of general aviation may be invited.

The coordinator acts as chairman for SPWG.

Members of the SPWG, are nominated by the group.

If the SPWG will be converted to a committee, SCCZ will review the TOR's of the SPWG.

### **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 requests to Slot Coordination Committee ZRH (SCCZ)

The working group reports to the Slot Coordination Committee ZRH (SCCZ) 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 SCCZ to call in an extraordinary meeting of SCCZ.

## **5. Meetings**

The working group shall meet at least once per scheduling season.

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

If a member cannot attend a meeting he/she is responsible for a competent deputy.

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).

Members of the SPWG can invite observers to attend the meeting. However they have to be advised in advance in writing to the chairman. The chairman can decide to consult the other members prior allowing the observer to attend the meeting.

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

Meeting language is English. The respective minutes will be issued in the English language. However, the meetings can also be held in German if required.

For the Terms of Reference

Erich Rindlisbacher  
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