



# Guidance on the Day of Operation

September 2023

## **Coordination / Facilitation on the Day of Operation**

According to EU and National Legislation as well as the Industry's Guidelines,

All IFR flights must receive confirmation of an allocated airport slot prior to operating at a coordinated airport (exempted flights are described below). Aircraft operators must not intentionally plan to operate at a different time or way than the allocated slot.

On the day of operation though certain variations may occur that could impact planned schedules and hence airport operation. The present guidance is aiming to contribute and facilitate the process for all stakeholders involved.

Slot allocation/schedule facilitation procedures are determined by the below operational criteria and apply to both coordinated (IATA Level 3) as well as schedules facilitated airports (IATA Level 2).

**Criteria****Coordination / Facilitation**

<b>On the day operational delay</b>	
Commercial scheduled/charter/cargo	Do not request re-clearance
General Aviation/Business Aviation (GA/BA)	Request re-clearance for changes exceeding 15min from initial allocated slot
<b>On the day ATC delay</b>	
Commercial scheduled/charter/cargo	Do not request re-clearance
General Aviation/Business Aviation (GA/BA)	Do not request re-clearance
<b>On the day equipment change</b>	
Commercial/scheduled/charter/cargo	Request re-clearance (in case of a/c upgrade, even within the same ICAO aircraft type category)
General Aviation/Business Aviation (GA/BA)	Request re-clearance (ref. <i>GABA Rules &amp; Guidelines</i> )
<b>Operational delays that fall into the next day</b>	
Commercial scheduled/charter/cargo (only after 0355Z)	Request re-clearance. Coordinator might overbook capacity in case of no availability (dependent on the overbooking policy of each airport)
Operational delays of General Aviation/ Business Aviation that fall into the next day (GA/BA)	Request re-clearance (ref. <i>GABA Rules &amp; Guidelines</i> )
<b>Positioning / Recovery / Maintenance on the day or next day of ops</b>	
Passenger recovery flights	Submit new request. Coordinator might overbook capacity in case of no availability (dependent on the overbooking policy of each airport)
Maintenance	Submit new request. Coordinator might overbook capacity in case of no availability (dependent on the overbooking policy of each airport)
<b>Flight Cancellations</b>	
Any flight cancellation	Send cancellation message

### **Exempted from Coordination/Facilitation**

- VFR flights (not combination of IFR/VFR portions)
- Emergency / Diversion flights
- Humanitarian flights
- Search and Rescue Flights
- Air Ambulance Flights
- State Flights
- Military Flights
- Training Flights (touch and go only)

All new turnaround flights must be requested in linked format.

In case of a single leg flight, the SI part of the message must be used to provide relevant information to the coordinator.

In cases where flights at IATA level 3 airports exceed 120min on ground, approval from the airport operator must also be obtained.

HSCA handles such requests either manually (within office hours), via the online coordination system or the Out-of-Office Hours coverage which deals with short term ad-hoc requests/changes and cancellations. In exceptional circumstances during out of office hours (0800-1600LT) where overbooking is needed and automated means cannot process, air carriers will inform the coordinator about the situation to be evaluated for monitoring purposes.

The present guidance is subject to changes pursuant to EU, National legislation and/or local regulations per airport.