



Terms of Reference of the Expert Group on Slots

January 2020

Mission:

The mission of the ACI Expert Group on Slots is the following:

- i. To be ACI's consultative body on airport slots and on the Worldwide Airport Slot Guidelines (WASG);
- ii. To develop ACI's policies on airport slots; and
- iii. To be a source of advice to ACI and its member airports on slot policies and their implementation.

Responsibilities:

The responsibilities of the Expert Group include:

- i. Proposing and/or supporting the development of ACI's policies recommended practices and/or guidance on airport slots at global level;
- ii. Proposing and/or supporting the development of the Worldwide Airport Slot Guidelines (WASG), notably by providing advice and feedback to airport representatives participating to the Worldwide Airport Slot Board (WASB) and to the Airport Slot Working Groups (ASWGs);
- iii. Proposing to the Director General of ACI World a list of airport representatives representing all regions, as appropriate, to be appointed in the WASB;
- iv. Proposing to the Secretary of the EGS a list of airport representatives to be appointed in the ASWGs;
- v. Interacting with airlines and slot coordinators and their representative organizations, as well as with regulators and ICAO, on matters related to slot policies; and
- vi. Tracking national and/or regional airport slot regulations and promoting the implementation of the airport industry's policies and positions.



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The Expert Group reports to the Director General of ACI World.

Membership:

- i. Each ACI Region nominates two representatives from its member airports. The Director General of ACI World can nominate 15 additional members up to a total membership of 25, taking into account the geographic distribution of schedule facilitated/slot coordinated airports. The Director General of ACI World also nominates ACI World staff members, including the Expert Group Secretary, to provide secretarial and technical support to the Expert Group on Slots and ensure a sound coordination with the relevant ACI World Standing Committees, as appropriate.
- ii. Expert Group members will serve for a term of three years with a provision for reappointment.
- iii. If any member of the Expert Group (i) ceases to be actively associated with, or employed by the ACI member with which s/he was originally associated, or (ii) fails, without adequate excuses, to attend two consecutive meetings, his/her membership shall be reviewed in conjunction with the relevant region and may be terminated.
- iv. A Chair and a Vice-Chair are elected among the Expert Group members. The Chair and the Vice-Chair are elected for a term of three years with a provision for re-election. In addition, the Immediate Past Chair may be invited to provide support to the Chair and the Vice-Chair of the Expert Group in their duties, if appointed by the relevant ACI Region and provided that he/she is still employed by an ACI member airport.
- v. The representatives nominated by the ACI Regions will have the following experience:
 - Previous knowledge of slot allocation policies and related issues as applied at a schedule facilitated and/or a coordinated airport; and
 - Interest in developing ACI's policies on airport slots.



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- vi. Additionally, all airport representatives in the WASB and in the ASWGs of the global slot allocation regime are de jure observers to the Expert Group. The above non-members shall have no right to vote.

Meetings:

- i. The Expert Group meets in-person, usually ahead of the three annual Worldwide Airport Slot Board meetings, with enough time to develop an ACI positions and review matters that will be addressed by the WASB. Additional meetings may be held by teleconference, as approved by the Chair in consultation with the Expert Group Secretary.
- ii. The Expert Group shall work on the basis of consensus. Should a vote be required to determine the Expert Group position on matters other than internal procedure, efforts will be made to reach the largest majority, noting that each Expert Group member shall have one vote.
- iii. Expert Group meetings should finally be open to any member of the ACI World Governing Board, the Director General of ACI World and any other member airport representative whom the Chair, in consultation with the Expert Group Secretary, may authorize to attend as an observer. The above non-members shall have no right to vote.

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