12.10 Best Practice Guidelines for Availability of Slots and Schedule Information

To assist the airport managing body in monitoring demand, providing the infrastructure necessary to handle planned airline operations, and enabling effectual capacity declarations, the below set of information should be provided by the coordinators to the airport managing body for each scheduling season.

The data should be available on the coordinator's or facilitator's website to facilitate access. If website access is not available, the coordinator or facilitator must make the data available to airlines and to the airport managing body upon request, after SAL and prior to the Slot Conference. Information which should be provided:

1. Utilization of coordination parameters in the form of the set of the most limiting factors for the allocation process (list of what is (are) the most limiting coordination parameter(s) for their airport for the season).

2. Historic lists data.

3. As soon as all SALs are distributed for their airport(s), coordinators and facilitators must make the data for that airport available to all airlines and to the airport managing body. This data must contain full details by airline of all allocated times and outstanding requests and be up to date at the time of the request (Waitlist Information Request (WIR) and Schedule Information Request (SIR)). Airlines should use SIR and WIR formats as described in SSIM Chapter 6 for these requests and the data should be provided to them in SIR and WIR format, including waitlist tags, as described in SSIM Chapter 6.

4. Slots allocated to airlines with New Entrant status.

Airlines should provide to the airport managing body the full set of schedule data in SSIM Chapter 7 format after HBD.

The information provided to the airport managing body by the airlines and the coordinator might include confidential information and therefore the airport managing body shall not share that information to any other party.