



Transparency and Interested Parties

1. PURPOSE

This WWACG Slot Guideline deals with the key requirement for Coordinators and, when applicable, for Facilitators to:

- act in a transparent manner
- provide information and data upon request to ‘interested parties’

It is therefore important that Coordinators and Facilitators consider which information should/could be provided, when and to whom.

2. REFERENCES

IATA Worldwide Slot Guidelines

- Section 1.7 and 8.1 – Key Principles of Slot Allocation
- Section 4.2.3 – Appointment of a Facilitator
- Section 4.3 – Role of the Facilitator
- Section 5.2.3 – Appointment of a Coordinator
- Section 5.5 – Role of the Coordinator
- Section 6.8 – Seasonal Review of Airport Capacity
- Section 7.1 – Key Principles of Schedule Facilitation
- Section 7.3.2 – Dialogue Regarding Schedule Adjustments
- Section 8.12.3 – Exchange of Slots Between Airlines
- Section 8.13.3 – Transfer of Slots Between Airlines
- Section 8.14.2 – Shared Operations
- Section 9.3 – Availability of Airport Capacity
- Section 9.9.6 and 9.9.7 – Initial Coordination
- Section 9.11.8 – Activity at the Slot Conference

3. GUIDELINES

To facilitate the provision of information for transparency purposes, it is recommended that Coordinators and Facilitators have a website where such information can be published. If a website is not available, then the coordinator/facilitator must provide the information upon request.

Where information is published in a language other than English, the coordinator/facilitator should provide a courtesy English translation.



3.1 Relevant Data

Which Information	When	To Whom	Medium
General Information			
Coordination Parameters	Always available Updated for each season 7 days at the latest before the Initial Submission Deadline (if available to the Coordinator)	Public	Coordinators Website or upon request
Local Rules and any national or local legislation	Always	Public	Coordinators Website (or link to another website) or upon request
Special Allocation Procedures or Criteria (if any)	Always	Public	Coordinators Website (or link to another website) or upon request
Coordination Committee (and any sub-committee) constitution	Always	Public	Coordinators Website (or link to another website) or upon request
Coordination Committee meeting dates	Always	Public	Coordinators Website or upon request
Coordination Data			
	<ul style="list-style-type: none"> • Before SAL are distributed, coordination data must be kept confidential • 		
Allocated Slots	As from SAL distribution	Interested Parties	Coordinator’s and/or Online portal or upon request
Waitlist	As from SAL distribution	Interested Parties	Coordinator’s and/or Online portal or upon request



Slot Availability	As from SAL distribution	Interested Parties Note: coordinators may make data more publically available	Coordinator’s Website and/or Online portal or upon request
Additional Information			
Slot Sanctions (when made available to the Coordinator by the relevant authority)	On Request (not before 1st day of the IATA SC)	Interested Parties	Individual Report upon request
Historic Slots	On Request (not before 1st day of the IATA SC)	Interested Parties	Individual Report upon request
Initial Requests	On Request (not before 1st day of the IATA SC)	Interested Parties	Individual Report upon request

3.2 Interested Parties

Coordinators and Facilitators should consider the following entities as “Interested Parties”:

- The airport managing body with respect to data for the coordinated or schedules facilitated airport for which it is responsible (the airport has to prepare for the operation of the coordinated or schedules facilitated flights)
- The appropriate ATC/ATS service provider for the same reasons
- Air carriers and other operators (including general aviation) using the airport regularly
- National or regional authorities having a genuine interest in receiving the schedule information
- Other members and regular observers of the coordination committee in charge of the airport concerned in order to assist them with their duties at the coordination committee
- Air carrier associations, provided they are members of the coordination committee of the airport concerned

Other entities such as ground handling companies, fuel companies, catering firms, consultancy companies, airport community organisations, independent agencies, etc. should **not** be considered “Interested Parties”. However, Coordinators and Facilitators may provide such entities with relevant information on a voluntary basis, with or without levying a fee.

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In all cases interested parties must not disclose the information provided to them to third parties without the authorisation of the Coordinator or the Facilitator.

The Coordinator or the Facilitator may require a binding commitment from interested parties that they will not disclose the data provided to them to third parties.