



**International Air Transport Association**

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**MEMORANDUM**

**SKED 457**

TO: Schedules Planning Departments - Members/Non-Members,  
Coordinators, Schedules Facilitators attending Schedules Conferences  
(as per SSIM Appendix E - Sections I and II)

FROM: Manager Scheduling Services

DATE: 29 November 2000

SUBJECT: <b>Minutes of the 107th Schedules Conference for Northern Summer 2001, Atlanta, November 11 - 15, 2000</b>
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Please find enclosed the Minutes of the 107th Schedules Conference, which was held in Atlanta, November 11 – 15, 2000.

Your particular attention is invited to:

**M/7.1** As reported in the agenda documentation, the 108th Schedules Conference will be held in Seattle, Washington at the Westin Seattle Hotel, **June 8 – 12, 2001**.

**M/11.1** The Chairman reminded delegations that the **deadline for submission of schedules to coordinators before SC/108 is 23:59 UTC May 12, 2001**. Coordinators were reminded that they should inform relevant airline delegations of the status of all their requested slots as early as possible, but not later than **23:59 UTC on Saturday June 2, 2001**.

**M/11.2** The Chairman also reminded all delegations that it was most important **that S01 unrequired slots, at Level 3 (SCR) airports be returned to the Coordinators**, at the latest by the **deadline of January 31, 2001**. Furthermore, carriers operating into **Level 2 (SMA) airports should notify the Schedules Facilitators** of any changes to their Summer 2001 schedule data by the **deadline of January 31, 2001**.

**Attachment A:** Notes from Information Exchange Session held on 14 November 2000.

**Attachment B:** Traffic Growth Statistics.

*M.P. Nenadovich*

M.P. (Mike) Nenadovich  
Manager Scheduling Services

## **MINUTES**

### **107<sup>TH</sup> SCHEDULES CONFERENCE** **ATLANTA, 11 – 15 NOVEMBER 2000**

#### **OPENING PLENARY SESSION - 11 NOVEMBER 2000, 09:00 HRS**

#### **AGENDA ITEM 1 : OPENING OF CONFERENCE AND PRELIMINARY ANNOUNCEMENTS**

- 1.1 The Chairman, Mr. Dayanand Birju/BWIA West Indies Airways Ltd, opened the Conference, welcoming delegates to Atlanta and to the 107th Conference. Mr. Birju reported that more than 260 airlines were present to deal with congestion problems at 135 Level 3 airports worldwide. **NOTE: The preliminary attendance record was distributed via the pigeonholes on Sunday afternoon. A finalized copy of the attendance record is available for downloading from the IATA website at [www.iata.org/sked](http://www.iata.org/sked).**
- 1.2 The Chairman reviewed, for the benefit of all participants, the purpose and the objectives of the Conference, as reflected in the Worldwide Scheduling Guidelines (2<sup>nd</sup> Edition), Appendix 1, Parts 1 and 2.

#### **AGENDA ITEM 2 : INTRODUCTION OF NEW CARRIERS & INVITED OBSERVERS**

- 2.1 Airlines attending the Conference for the first time and Non-Airline Personnel who had been invited to attend the Conference as observers were introduced by the Chairman.
- 2.2 Airlines attending the Conference for the first time were: Aegean Airlines, Aerolineas de Baleares, Aeropostal alas de Venezuela, African Star Airways, Air Contractors, Anex Airlines, Celtic Airways, Compagnie Aérienne Corse Méditerranée, Dutch Bird, Eurosun Airlines, FlyEuropa, Freshaer, Gemini Air Cargo, Helios Airways, Kiss Air, Sata International and Sky Europe A.S.
- 2.3 Non-airline organizations attending as observers were: UK National Air Traffic Services Ltd., Japanese Ministry of Transport, Portuguese National Institute of Civil Aviation, Athens International Airport, Korean Ministry of Construction & Transportation, Guadeloupe Chamber of Commerce & Industry, Greater Toronto Airport Authority, Stansted Airport, Bulgarian Ministry of Transport & Communications, Irish Department of Public Enterprise, ENAC-Italy, Vancouver International Airport Authority, Port Authority of New York & New Jersey and French Directorate General of Civil Aviation.

#### **AGENDA ITEM 3 : APPROVAL OF MINUTES OF 106<sup>TH</sup> SCHEDULES CONFERENCE**

- 3.1 The Minutes of SC/106, which were distributed under Memorandum SKED 450 dated 29 June 2000, were approved without amendment.

#### **AGENDA ITEM 4 : UTC - LOCAL TIME COMPARISONS**

- 4.1. No changes to UTC – Local Time Comparisons were reported.

## **AGENDA ITEM 5 : SCHEDULING PROCEDURES COMMITTEE (SPC)**

- 5.1. Mr. Wolfgang Queissner, SPC Chairman, reported on the following main points which were raised during SPC/64 on November 10<sup>th</sup>:

### **5.1.1 Conference Procedural Matters**

Review of the new Conference format and associated deadlines indicated that not all airlines and coordinators were adhering to the deadline dates reflected in the Worldwide Scheduling Guidelines, 2<sup>nd</sup> Edition, Appendix 2. The Chairman reiterated that **the deadline dates must be adhered to; SCRs and SMAs must be completed properly**, SCRs must be used for **Level 3 airports only** and SMAs must be used for **Level 2 airports only**. SPC Advisors would meet with those Coordinators who had not been able to send out the SALs per the deadline date of 23:59 hrs, November 5<sup>th</sup>, in order to determine what could be done to rectify the situation for future conferences.

### **5.1.2 Worldwide Scheduling Guidelines**

Mr. Queissner advised that copies of the 1<sup>st</sup> draft of Edition 3 of the WSG were included as part of the SC/107 Agenda for review by all delegations. In addition, Working Document 1 to Agenda Item 5 containing changes recommended by SPC/64 had been placed in each delegation's pigeonholes on the 10<sup>th</sup> November. Mr. Queissner **asked for and received Conference's endorsement** of the changes, as reflected in the draft copy and working document. The 3<sup>rd</sup> Edition of the Worldwide Scheduling Guidelines will be available on the IATA Website on December 1, 2000.

### **5.1.3 Airport Matters**

- 5.1.3.1 **Skopje**: Based on the NAC information received from Skopje Airport, the SPC has designated **Skopje** as a **Level 2** airport, with immediate effect.

- 5.1.3.2 **Paris (CDG)**: Mr. Queissner advised that a meeting would be held on Sunday, November 12<sup>th</sup>, at 15:00 hrs with representatives from the French DGCA, to discuss the new 4<sup>th</sup> runway at CDG and the current ATC restrictions for westerly arrivals.

- 5.1.3.3 **Narita**: Mr. Queissner advised that a meeting with Mr. Kawarabayashi, Deputy Director, International Air Transport Division, Japanese Ministry of Transport had been scheduled for Monday, November 13<sup>th</sup>, 14:00 hrs to discuss recent developments at NRT.

- 5.1.4 **SPC Membership**: Mr. Queissner reported that Mr. David Boyd/QF had resigned from the SPC and that Mrs. Hope Antzoulatos/QF had been elected to replace him.

Mr. Queissner reminded all delegates that they are welcome to attend SPC meetings for familiarization purposes on an "Observer" basis and for three meetings only. Delegates wishing to observe an SPC meeting should put in their request to the Secretary a minimum of one month prior to the meeting.

- 5.1.5 **Other Matters**: Mr. Queissner reported that he had received a fax from Mr. Peter Mayller, Schedule Coordination-Austria, stating that due to ongoing treatment for a serious illness, he

would not be able to attend SC/107. In his fax Mr. Mayller sent his thanks to all those who had sent him cards and letters wishing him a speedy recovery. Mr. Queissner, on behalf of the Conference, wished Mr. Mayller a quick return to good health so that he could join us in SEA for SC/108, which will be Mr. Mayller's last Conference prior to taking retirement.

## **AGENDA ITEM 6 : SCHEDULES INFORMATION STANDARDS COMMITTEE SISC)**

- 6.1 Mr. Colin Goodburn/BA, SISC Chairman, reported as follows on the outcome of the SISC/45 meeting held on the 8-9 November:
  - 6.1.1 The February 2001 issue of SSIM will contain clarification on the use of data element 220 to override the default International or Domestic status of a flight segment for MCT purposes and the use of QQQ for any station on multi-leg flights. There will be new in-flight service information codes for In-seat power source and Internet access and a new class of service code 'O'. Advice on how to handle partial cancellation of ad hoc flights will be included. Traffic Restriction codes J, L, S and U will be removed; codes M and V which had also been proposed for removal will be retained.
  - 6.1.2 The SSIM EDIFACT Implementation Guide is now available on the IATA Internet site ([www.iata.org/sked](http://www.iata.org/sked)) under 'Scheduling' and can be downloaded for free.
  - 6.1.3 A Task Force has been formed at the request of the Passenger Services Conference to review the potential situation whereby airlines reach or exceed 9999 flight numbers and to propose solutions. This Task Force met in ATL on November 7<sup>th</sup> and agreed that the long-term solution was to move to five-digit flight numbers. IATA will undertake a review of the impact of this across the Industry. It was further agreed that an interim solution would be for airlines in this situation to be assigned a second airline designator and that Alliance Designators be implemented and used with SSIM data element 11 to provide flexibility for online preferencing and Minimum Connection Times which would otherwise be lost. An advisory list for the Industry on ways to use flight numbers more efficiently will also be produced. Reports, proposals and the necessary amendments or additions to IATA Resolutions will be completed by the 30<sup>th</sup> April 2001, to be reviewed by all appropriate IATA Committees for submission to the October 2001 Joint Passenger Service Conference.
  - 6.1.4 IATA Resolution 763, which governs the assignment of Location Identifiers, requires a lengthy approval process. This is creating problems in that it does not allow the Industry to react quickly enough to changes in the real world, often caused by force majeure or government action. Recent examples of this are the need to quickly assign metropolitan area codes to Shanghai and Alexandria. SISC proposes that a new clause be added to Resolution 763 which would allow IATA to react quickly in such circumstances.
  - 6.1.5 The SISC Workplan for the period to June 2001 will include an acknowledgement message for SSM/ASM, a review of overall SSIM layout and content, and production of Draft Amendments which will remove data elements 112 and 119 and provide for the sole use of data element 127 for disclosure purposes. The Chapter 6 Task Force will produce a new examples section and an SMA acknowledgement message, and will monitor waitlist processes and non-capacity relevant changes to see whether further adjustments are

required. The Traffic Restriction Task Force will review multiple Traffic Restrictions and the use of data elements 710 and 711 in conjunction with Traffic Restrictions.

- 6.1.6 SSIM Users are encouraged to look at the Preface of each new issue of SSIM, which highlights the main changes from the previous issue.

- 6.1.7 Conference's endorsement of the SISC Work Plan and for the proposal to Passenger Service Conference to amend IATA Resolution 763 as described in M/6.1.4 was requested and received.

#### **AGENDA ITEM 7 : LOCATION OF SCHEDULES CONFERENCES**

- 7.1 As reported in the agenda documentation, the 108th Schedules Conference will be held in Seattle, Washington at the Westin Seattle Hotel, June 8 – 12, 2001.
- 7.2 Delegates were requested to offer their nominations for SC/108 Chairman to either the Secretary or the Nominating Committee (Mr. Wolfgang Queissner/LH, Mr. Ian Bamber/UA or the Conference Chairman, Mr. Dayanand Birju/BW) by 1800 hours on Tuesday, November 14<sup>th</sup>.

#### **AGENDA ITEM 8 : OPEN**

- 8.1 Mike Nenadovich, IATA Secretary, made a number of administrative and housekeeping announcements. In addition, the Secretary took the opportunity to thank the following SC/107 sponsors: Delta Airlines, OAG, ATI, Goldenware, Coca Cola, Berlin Airports, Idmon, Innovata, Copenhagen Airport, Keihl Hendrikson Group, Hartsfield Atlanta International Airport, Atlanta Chamber of Commerce, Atlanta Convention & Visitors Bureau, Georgia Department of Industry, Trade & Tourism.
- 8.2 Mr. Edwin Coddé, Brussels Coordination, commented that some Coordinators did in fact not send out their SALs on time due primarily to a flood of W00 changes received by the Coordinators in the midst of their preparations for S01. He further advised that 90% of the airlines replied to appointment offers made by the Coordinators.
- 8.3 There being no further items raised, the Conference Chairman, declared the Opening Session adjourned.

#### **CLOSING PLENARY SESSION – 15 November 2000, 17:00 HRS.**

#### **AGENDA ITEM 9 : NOMINATION OF CHAIRMAN - SC/108**

- 9.1 The Conference Chairman, Mr. Dayanand Birju announced that the Nominating Committee had selected Mr. Peter Mayller, from Schedule Coordination Austria, as Chairman for SC/108. Mr. Mayller's acceptance of the nomination had been received by the SPC Chairman.

## **AGENDA ITEM 10 : AIRPORTS STILL HAVING SERIOUS UNRESOLVED SCHEDULING PROBLEMS**

- 10.1 The Chairman reported that serious unresolved scheduling problems existed at Florence Airport.

## **AGENDA ITEM 11 : DEADLINE FOR SUBMISSION OF SCHEDULES TO COORDINATORS BEFORE SC/108**

- 11.1 The Chairman reminded delegations that the **deadline for submission of schedules to coordinators before SC/108 is 23:59 UTC May 12, 2001**. Coordinators were reminded that they should inform relevant airline delegations of the status of all their requested slots as early as possible, but not later than **23:59 UTC on Saturday June 2, 2001**.
- 11.2 The Chairman also reminded all delegations that it was most important **that S01 unrequired slots, at Level 3 (SCR) airports be returned to the Coordinators**, at the latest by the **deadline of January 31, 2001**. Furthermore, carriers operating into **Level 2 (SMA) airports** should **notify the Schedules Facilitators** of any changes to their Summer 2001 schedule data by the **deadline of January 31, 2001**.

## **AGENDA ITEM 12 : ANY OTHER BUSINESS**

- 12.1 Mr. Queissner reported that the following items of concern were raised during the Information Exchange Session, held on November 14<sup>th</sup>:
- reinstatement of time off during the Conference, i.e. possibly a half-day on the Monday of the Conference;
  - adjustment to the current data submission and SAL deadline dates; and
  - the need for the Electronic Appointments Calendar to be up and running prior to the start of SC/108.

SPSG and the SPC Officers will review the first two points during their upcoming meetings and forward their recommendations to SPC/65. The Electronic Appointments Calendar is scheduled for completion by the end of January 2001, with testing carried out during February.

- 12.2 Mr. Queissner also reported that fruitful meetings had been completed with the French DGCA and the JMOT and an informative meeting on DUB had been held with Airports Coordination Ltd-UK.
- 12.3 Mr. Bob Distler/SA asked the Secretariat to ensure that there would not be a repeat, in the future, of the hotel problems experienced during SC/107. Mr. Juan Catala/XB advised that the Secretariat had already met with the parties concerned to express our disappointment and dissatisfaction with the way in which a large number of Conference delegates were treated.

- 12.4 Mr. Mike Nenadovich/XB extended the Secretariat's and Conference's sincere thanks to Mrs. Patty Boss/DL, Mrs. Ann Knight/DL and Mrs. Judy Bean/DL and to Delta Airlines for all the assistance and hospitality extended to both the Conference delegates and the Secretariat.

**AGENDA ITEM 13 : CLOSE OF MEETING**

- 13.1 There being no further business, the Chairman closed the meeting, wishing delegates a safe journey home.

**NOTES FROM INFORMATION EXCHANGE SESSION – NOVEMBER 14, 2000**

- Three items, all dealing with Conference format/procedures, were received in the “Suggestion
- Mr. Queissner/SPC Chairman recapped for everyone the reasons behind the current Conference format/procedures:
  - SAL procedure introduced in order to allow carriers to review their slot allocations and revise their scheduling plans prior to departure for the Conference venue;
  - Length of Conference shortened in order to save costs;
  - Saturday-to-Wednesday conference period selected in order to avoid travel on weekends and also to avoid the loss of two weekends as occurred under the old conference format;
  - Because suitable venues are becoming more and more difficult to find due to the ever increasing sleeping/workroom requirements, it is hoped that the introduction of new procedures (e.g. SALs and electronic appointments calendar) will eventually lead to a decrease in the number of staff sent to the Conference by each delegation, thereby increasing the venue selection possibilities.
- Mr. Sakellion/OA suggested that consideration be given to further increasing by one week the data submission and SAL deadline dates. He also reiterated that an electronic appointments calendar was definitely required.

In response, Mr. Queissner advised that the electronic appointments calendar would be available for SC/108. With regard to making deadline dates one week earlier, it was felt that such a move would bring them too close to the data closing date for the previous season. An alternative suggestion would be to have the deadline dates moved only a few days earlier, e.g. 23:59 hrs on the Wednesday or Thursday instead of the current Sunday timing.

- The issue of reinstating the day-off was raised by a number of people. Having the day-off allowed the larger airlines and Coordinators to catch-up on their workloads. Mr. Queissner advised that reinstating the day-off would defeat our efforts to cut carrier/coordinator costs through streamlining and shortening of the Conference. An alternative suggestion made was to retain the current conference length of 5 days but have a half-day off on the Monday (i.e. Monday afternoon). It was also pointed out that if carriers would refrain from inundating Coordinators with Winter changes between the Summer season data submission deadline date and the SAL return date, Coordinators could devote their full efforts to Summer season planning.
- Mr. Queissner stated that the SPSG would review the following timing issues at its next meeting:
  - creating a half-day off during the Conference;
  - advancing the data and SAL submission deadlines;
  - holding the Conference from a Monday to a Friday
  - deadlines for distribution by Coordinators of W & S historic information.

***ACTION: SPSG/4 to review timing issues and make recommendations to SPC/65.***

- Mr. Edwin Coddé, Brussels Coordination, thanked the IATA Secretariat for all their work during SC/107.



