



Rules and Guidelines

For Slot Allocation of GENERAL / BUSINESS AVIATION

Summer 2017

26/03/2017 - 28/10/2017

Effective 31 May 2017

Athens May 2017

Table of Contents

SLOT ALLOCATION PROCESS FOR GENERAL AVIATION FLIGHTS.....	3
1. General Rules	4-5
2. Procedure.....	6
3. Requesting a GA/BA slot.....	7
HEADER.....	7
REGISTRATION DATA LINE	8
FOOTER	8
4. Online Coordination System Activation Rules.....	9
5. Definitions.....	10

SLOT ALLOCATION PROCESS FOR GENERAL/BUSINESS AVIATION FLIGHTS

All **IFR** General/Business Aviation (GA/BA) flights, scheduled to operate at all Coordinated (IATA Level 3) Greek Airports are obliged to request an airport slot for landing and/or take-off from the Hellenic Slot Coordination Authority (HSCA). **VFR** flights are exempted from the above rule.

Eurocontrol (Network Manager operation Center (NMOC) has been assigned by the Hellenic Civil Aviation Authority (HCAA) /Air Navigation Service Provider (ANSP) to check the consistency between FLPs and airport slots and **suspend** FLP in the cases of **no slot occurrence**.

List of Coordinated (IATA L3) Greek Airports:

Araxos (GPA/LGRX)	Mykonos (JMK/LGMK)
Chania (CHQ/LGSA)	Mytilini (MJT/LGMT)
Chios (JKH/LGHI)	N. Anchialos (VOL/LGBL)
Heraklion (HER/LGIR)	Preveza (PVK/LGPZ)
Kalamata (KLX/LGKL)	Rodos (RHO/LGRP)
Karpathos (AOK/LGPK)	Samos (SMI/LGSM)
Kavala (KVA/LGKV)	Santorini (JTR/LGSR)
Kefallinia (EFL/LGKR)	Sitia (JSH/LGST)
Kerkyra (CFU/LGKR)	Skiathos (JSI/LGSK)
Kos (KGS/LGKO)	Thessaloniki (SKG/LGTS)
Kythira (KIT/LGKC)	Zakynthos (ZTH/LGZA)

The slot coordination process for the General/Business Aviation flights will be conducted in compliance with:

- Hellenic Law 4233/2014
- Airport Regulation Nr 4 (GG/B/355/13-3-2015)
- Ministerial Decision regarding penalties and relevant sanctions (GG/B/2631/07-12-2015)
- The Regulation EC 95/93 as amended by EC 793/2004
- The IATA Worldwide Slot Guidelines (WSG) 8th Edition.
- The IATA Standard Schedules Information Manual (SSIM) Appendix K (GCR).
- AIP Greece.
- Agreement between the Hellenic Civil Aviation Authority (HCAA) and the European Organization of the Safety of Air Navigation (Eurocontrol)

1. General Rules

- All GA/BA aircraft operators must send their slot requests/changes/deletions in writing by email to slot-hsca@athensairport.gr using IATA SSIM GCR message format (SSIM Manual Appendix K).

Following flights are exempted from slot coordination procedure:

- ✓ Government flights (service type E)
- ✓ Ambulance flights (service type I)
- ✓ State flights (service type I)
- ✓ Military flights (service type W)
- ✓ Search and Rescue flights
- ✓ Flights for Humanitarian reasons

The following **Service Types** will be used for requests concerning General/Business aviation.

- ✓ Private/General Aviation (service type D)
 - ✓ Business/Corporate Aviation / Air Taxi (service type N)
 - ✓ Positioning /ferry (service type P)
 - ✓ Technical stop (service type X)
- HSCA office will handle GCR slot requests during weekdays/working hours (08:30 – 16:00 LT)
 - During off working hours OCS editing is introduced as follows:
 - ✓ **On every calendar (UTC) weekday for Ad Hoc slot requests/changes/deletions of flights arriving on the day and up to fourteen (14) days ahead for every day of the week.**
 - ✓ **GIR AND SIR requests are also available through OCS.**

GIRs include only the GA/BA flights held with aircraft registration (REG) and are shown with a generic two letter code GN.

SIRs include GA/BA flights with both REG and Flight Number. Also in the SIRs a separate column shows the a/c registration.

- Slot requests with single digit overnight indicator should be applied in turnaround format to OCS.
- **GCR requests for flights for more than nine (9) overnights should NOT be filed with double digit overnight indicator. They should only be timely applied during office working hours at HSCA and they should be in **unlinked format** and both arrival and departure SSIM lines should always be in the same GCR message. **OCS for Greek airports does not accept GCRs in turnaround format with double digit overnight indicator.****
- **Slot requests must be at least thirty (30) minutes prior to the requested time of operation.**
- Minimum and Maximum Ground Times per airport as per published NOTAMs.
- **Changes of registration in the same GCR message will not be accepted.** When a change of aircraft registration is required for a GA/BA flight with already confirmed slots, even when all

other SSIM line data remain the same, the aircraft operator and/or handler should **DELETE** the already confirmed slots in one GCR and a new GCR request for NEW slots should follow with the new a/c registration.

- **Changes of date of operation in the same GCR message will not be accepted.** When a change of the date of operation of a GA/BA flight is required, even when all other SSIM line data remain the same, the same procedure as above applies. The aircraft operator and/or handler should **DELETE** the already confirmed slots in one GCR and a new GCR request for NEW slots should follow with the new date of operation.
- **Slot requests can be filed no more than 14 days before the flight arrival.**
- Only Ad Hoc slots can be requested, series of slots will not be accepted.
- GA/BA Operators cannot claim historical rights.

2. Procedure

It is a prerequisite for GA/BA operators **before** applying for a slot submission to HSCA, to obtain a **parking authorization number** (PPR- Prior Permission Required) from the respective Airport Operator. After receiving the PPR, then the GCR slot request should be sent to HSCA or requested from OCS.

HSCA office email address: slot-hsca@athensairport.gr
OCS Site Platform: www.online-coordination.com

The **parking authorization number** must be included in the Special Information (SI) field of the GCR slot submissions by GA/BA operators; otherwise the slot requests will not be handled. The same procedure applies for changes of the already confirmed slots, **only if changes of apron occupancy time are more than +/- 20 min.** If changes of apron occupancy are within the already confirmed times, no new PPR is required.

PPR procedure does not apply for GA/BA flights slot requests at Heraklion (LGIR) and Thessaloniki (LGTS) airports, when the requested ground time is up to two hours. If more than two hours then the PPR procedure is applicable.

All users have to effectively operate within the allocated slot timings. Slots which are confirmed but not needed, shall be returned to HSCA immediately and at any time before operation. HSCA will process deletions, in order to prevent slot charges to flights that were not operated but were deleted promptly.

HSCA will monitor regularly the slot-performance with regards to the correct usage of allocated slots (i.e. operation without slot, no hand-back of unused slots, not valid PPR (parking authorization number) or any other form of misuse and will communicate the monitoring results to the relevant authorities (HCAA, EUROCONTROL, Airport Operators). Airport Authorities shall impose sanctions on GABA operators abusing slot coordination rules.

Following information is required to file slot requests:

- Registration or Flight Number
- Date of operation
- Number of seats
- ICAO Aircraft type
- ICAO Origin/Destination airports
- Arrival – and departure time only in **UTC**
- Service type¹
- **Parking authorization number** ²
- Handling Agent
- Billing info

¹ Service type codes: **D** or **N** for normal GA/BA flights, **P** for positioning and **X** for technical stop.

² **Parking authorization number** (PPR – Prior Permission Required) will consist of **30** alphanumeric and symbol characters. The first 4 letters will be the ICAO four letter code of the airport, the next 4 digits will be the serial number of the authorization, the next 4 digits will be the date the authorization was granted, the next 8 digits will be the confirmed by the airport date and time of the arrival flight separated by a slash from the previous 8 characters and the next 8 digits will be the confirmed by the airport date and time of the departure flight separated by a slash from the previous 8 characters. I.E.

LGMK00012505/28051600/28051700 meaning: PPR for JMK airport- serial nbr 1 – granted on 25th May - arriving on 28th May at 16:00 UTC and departing on 28th May at 17:00 UTC.

3. Requesting a GA/BA slot

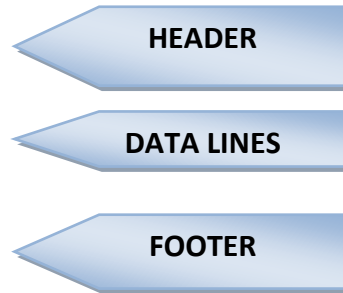
The basic principle of a GCR is the use of **ICAO Airport** and **ICAO A/C type** codes instead of IATA codes.

The GCR message must be composed of 3 parts:

1. **HEADER**
2. **DATA LINE(S)**
3. **FOOTER**

GCR
/ REG
LGMK
NSXATK 28MAY 012G200 LGAV1600 1700LGAV DP

SI PPR LGMK00012505/28051600/28051700
SI HANDLING AGENT XXXXXX
GI NAME AND TELEPHONE NBR OF MSG ORIGINATOR
GI BRGDS



HEADER

GCR	• Message type for General Aviation
/REG/FLT + mail (optional)	• Slot request with aircraft registration or flight number
LGMK	• ICAO airport code of clearance

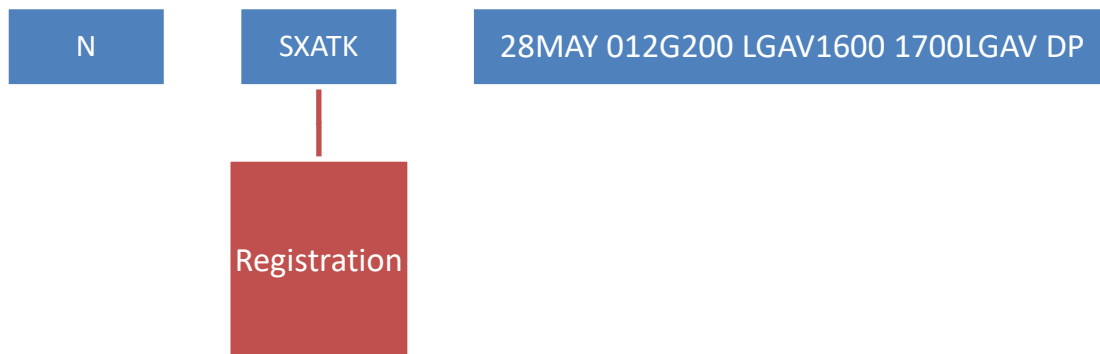
The header content defines the type of GCR request and /REG is used. Registration of the aircraft operating will be expected at data lines.

- All flights must be linked in turnaround format¹ therefore both arrival and departure must be specified.
- All data must be submitted in English only

¹ GCRs in unlinked format in the same GCR message (both arrival and departure) should be sent to HSCA if the overnight indicator is double digit and **not** to OCS.

DATA LINES

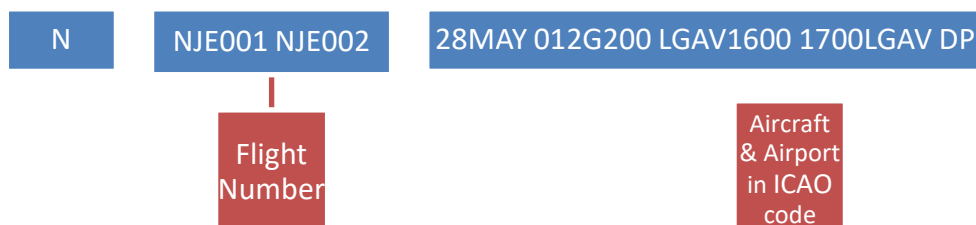
A. Registration



Registration shall be used only **once** (for both arrivals and departures)

OR

B. Flight Number



FOOTER

SI PPR LGMK00012505/28051600/28051700

SI HANDLING AGENT XXXXXX

GI NAME AND TELEPHONE NBR OF MSG ORIGINATOR

GI BRGDS

Any plain text that provides supplemental information regarding the GCR must be placed after the data lines and always be preceded by a SI or GI

4. ONLINE COORDINATION SYSTEM (OCS) ACTIVATION RULES for GA/BA Operators

Effective 31 May 2017

HSCA would like to announce new updated rules for Online Coordination System (OCS) for S17 scheduling period for all Coordinated (Level 3) Greek Airports which will be activated from **31 May 2017, 00:01 UTC**.

- A. OCS is activated for all Coordinated (IATA Level 3) Greek Airports.
- B. Slot requests/changes/deletions of Ad Hoc flights can be handled through OCS as follows :
 - **On every calendar (UTC) weekday for Ad Hoc slot requests/changes/deletions of flights arriving on the day and up to fourteen (14) days ahead for every day of the week.**
- C. Closing hours of the airports that do not operate on 24 hours basis are not shown in OCS. Slot requests/changes outside the operating hours of these airports will be rejected by the system, therefore Air Carriers and GA/BA operators should be informed about the airport opening hours at:
 - For HCAA airports: <http://www.ypa.gr/en/our-airports/Orario-aerolimenon/>
 - For Fraport Greece: <http://www.fraport-greece.com>

The following rules shall apply for the Ad Hoc GA/BA Slot Requests on OCS:

- Slot requests must be exclusively for Ad Hoc operations with requested arrival time within the time period of OCS activation specified above in B.
- Slot requests for GA/BA flights at all coordinated airports need a **PPR** (Parking Permission Required- parking authorization) in the SI section of the GCR message as per GA/BA coordination procedures: <http://www.hasca.gr/index.php/8-mainpagearticles/62-updated-rules-and-guidelines-for-for-slot-allocation-of-general-business-aviation-s16-3>
- The PPR procedure applies also for changes of the already confirmed slots ONLY if changes of timings in apron occupancy are more than +/- **20 min** than the previously approved. If apron occupancy changes are within the previously approved timings a new PPR is NOT required. A new PPR is required in case of a higher category A/C type change.
- Please note that it is mandatory in all slot requests /changes a correct **PPR** given by the relevant airport authority to be included.
- If the **PPR** is missing or is fraudulent, then possible confirmations by OCS are not valid and corrective actions for misuse of OCS shall be applied.
- **PPR** procedure does not apply for GA/BA flights slot requests at Heraklion (LGIR) and Thessaloniki (LGTS) airport, when the requested ground time is up to two hours. For more than two hours ground time a PPR is needed for these airports also.
- Requests in unlinked format are not accepted and the overnight indicator must be single digit only.
- It is mandatory for GA/BA aircraft operators that intent to operate for a first time at a Greek IATA L3 airport, with a Flight Number, a **valid AOC** to be sent along with their first GCR to HSCA. Exceptionally, when the first GCR is handled through OCS during HSCA'S off working hours, it should be requested with an **A/C registration** and in parallel the AOC should be communicated to HSCA, so that HSCA's database to be updated accordingly .
- **GIR** and **SIR** requests are available through OCS.

It is strongly recommended that OCS should be used by all Air Carriers and GA/BA operators interested in receiving immediate and valid responses to their Ad Hoc Slot Requests/Changes/Deletions.

All relevant information for applying and accessing OCS can be found in the link:
https://www.online-coordination.com/Default.aspx?tabid=ext_FAQS.

Please note that all email correspondence concerning OCS accessibility and operational issues will **only** be processed at ocs-hasca@athensairport.gr. HSCA will not be held responsible for unprocessed requests sent to other email addresses. Registered users of OCS who have not applied for and wish to access Greek Airports, should contact ACL for requesting access rights at help@acl-uk.org

5. Definitions

- **Business aviation** shall mean that sector of general aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, where the aircraft are flown for purposes generally considered not for public hire and are piloted by individuals having, at a minimum, a valid commercial pilot license with an instrument rating;
- **Coordinated airport** shall mean any airport where, in order to land or take off, it is necessary for an air carrier or any other aircraft operator to have a slot allocated by a coordinator, with the exception of State flights, emergency landings and humanitarian flights.
- **ETFMS** shall mean the enhanced traffic flow management system
- **FPL** shall mean the flight plans
- **General aviation** refers to operations with civil aircraft for remuneration or hire other than commercial aviation or aerial work (ICAO DEFINITION)
- **GCR** message shall mean the IATA General Aviation Slot Clearance Request/Response message.
- **Hellenic Slot Coordination Authority** (HSCA) is the official slot coordinator for all Greek Airports appointed by the Hellenic State.
- **Hellenic Civil Aviation Authority** (HCAA) is a Civil Service under the Ministry for Infrastructure and Transport, directed by its Governor and Deputy Governors. Its mission is the organization, development and control of the country's air transport infrastructure, as well as the study and laying of proposals to the Minister of Infrastructure and Transport concerning the overall policy formulation in air transport.
- **IFR flight** a flight with Instrument Flight Rules
- **Overnight indicator** If the aircraft is making an overnight stop (passing midnight) at the airport it is appropriate to use the overnight indicator which denotes how many midnights the aircraft layover encompasses i.e. 1 night, 2, 3 nights e.t.c.
- **PPR** Parking Permission Required
- **Series of slots** shall mean at least five slots having been requested for the same time on the same day of the week regularly in the same scheduling period and allocated in that way or, if that is not possible, allocated at approximately the same time
- **Service type** The service type indicates the main reason for operating a flight
- **Slot** shall mean the permission given by a coordinator in accordance with the European Regulation 95/93 as amended by EC793/2004 to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off as allocated by a coordinator in accordance with this Regulation.
- **No Slot Occurrence** shall mean a FPL filed for a flight intending to take off or land at a Greek coordinated airport, as listed in the first paragraph of the "Slot Allocation Process" during the coordinated period without having obtained an airport slot by the HSCA corresponding to the time filed in the FPL.
- **SSIM** IATA Standard Schedule Information Manual
- **Suspension** shall mean the manual suspension of an already distributed flight plan in the ETFMS
- **VFR flight** A flight with Visual Flight Rules
- **WSG** Worldwide Slot Guidelines - Published by IATA
- **AIP** Airport Information Publication
- **GIR** General aviation information request/reply message
- **Slot Violation** a GA/BA flight that actually operates +/- 20 min from the confirmed slot by HSCA