

FACILITATION RULES VCP

Facilitated Airport/Level 2 IATA Interest

STRATUS Airports Coordinator

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Chapter 1 - INTRODUCTION

This document refers to the facilitation rules of Viracopos International Airport (VCP), declared an Airport of Interest by PORTARIA Nº 648/SAS, dated March 18, 2016 and, since the Winter Season 2016 (W16), follows the IATA international standards for messaging and slot allocation. Every air operator and airline company that operates any type of flight at Viracopos Airport must follow the rules defined in this document. The content of this document may be modified at any time by the slot coordinator Stratus Airports, if necessary, and authorized by Aeroportos Brasil Viracopos, the concessionaire responsible for managing the airport.

This manual was developed based on the following publications;

- ANAC Resolution No. 682, of June 7, 2022
- Portaria No. 1183/SRE, of May 19, 2015
- ANAC Resolution No. 440, of August 9, 2017
- Portaria No. 3896/SAS, of November 24, 2017
- International Air Transport Association (IATA) Worldwide Slot Guidelines (WSG) in force since August 2015.

Chapter 2 - FACILITATION PROCESS

2.1 - Communication

- Any communication regarding slots and their allocation must be made in the format of Chapter 6 of the IATA Standard Schedule Information Manual - SSIM and sent electronically in the body of the email to the email address slots@stratusairports.com.br respecting the minimum deadline of 1 (one) day prior to the intended date of the flight;
- The facilitation calendar of Viracopos Airport - is the responsibility of Stratus Airports coordinator - and any communication, except for SSIM messages, must be addressed to the emails douglas.targa@stratusairports.com.br and itaelcio.silva@stratusairports.com.br.
- Messages sent as attachments will not be accepted;
- Working hours: Monday to Friday from 08:00 a.m. to 05:00 p.m. according to the Official Brasilia Time, except for Brazilian national holidays and local holidays in the city of Campinas (SP).
 - a. Emergency requests, i.e., outside of working hours that cannot be processed automatically, the airline operator must send an email to Stratus Airports coordination and slots at the addresses (douglas.targa@stratusairports.com.br and itaelcio.silva@stratusairports.com.br), with high priority, informing the request and its priority for attention.

Slots will be processed preferably in LT time, but UTC time may be requested.

- The NOTAM dates for Viracopos Airport published on the DECEA website (<https://aisweb.decea.mil.br/>) and on the Stratus Airports slot coordinator website (<https://www.stratusairports.com.br>) must be observed

2.2 – Slot Allocation Process

The Stratus Airports slot coordination follows the IATA calendar and the process of allocating slots for commercial flights (domestic/international, passengers/cargo) will be carried out as described below:

1) Capacity Declaration Disclosure

The Stratus Airports slot coordination will disclose the capacity declaration for Viracopos airport on its website <https://www.stratusairports.com.br>

2) Historic List Disclosure (SHL)

Not applicable to Viracopos airport, as provided for in Resolution 338 of July 22, 2014, which states that the interested airport must proceed with the allocation respecting the steps provided for in Article 11, item II, with participation allowed in the steps provided for in items "a", "b", "e", "g", and "h";

3) Slot Historic Validation (AHD)

Not applicable to Viracopos airport, as provided for in Resolution 338 of July 22, 2014, which states that the interested airport must proceed with the allocation respecting the steps provided for in Article 11, item II, with participation allowed in the steps provided for in items "a", "b", "e", "g", and "h";

4) Initial Submission (ISD)

All airlines can submit their requests in UTC or LT, aware that responses will only be processed in LT, with indications of new flights ("N") in Flat format, that is, without breaking periods and/or equipment for the entire season, both for passenger and cargo flights.

5) Initial Allocation Disclosure (SAL)

Stratus Airports must allocate all slot requests received from airlines, respecting the declared capacity. Slots will be allocated based on prioritization criteria described in Chapter 3 - Slot **Allocation Prioritization Criteria** in this manual. All airlines will be informed of any changes to their flight schedules.

6) Slot Conference (SC)

During the SC, airlines operating international flights can discuss slot movements, exchange slots between companies, and review previously denied slots.

7) Slot Return Deadline (SRD)

According to the facilitation calendar, during this phase, airlines must submit to Stratus Airports the slots at Viracopos airport that will not be operated during the season.

8) National Slot Conference (SCB)

At the SCB, airlines can review previously denied slot requests, exchange slots between companies, return slots, and negotiate new slot allocations.

Reference Base Disclosure (BDR).

9) Reference Base Disclosure (BDR)

The Reference Base, the resulting flight schedule from the previous steps, is disclosed to all airlines. This base will be the reference for slot management during the season.

10) Season Validity

During the season validity period, the flights in the Reference Base and their eventual changes will be operated by the airlines and monitored by the Stratus Airports coordinator. It is important to note that after the BDR is disclosed, modifications to allocated slots, equipment changes, as well as returns and requests for new slots, will be accepted, but these adjustments will not be incorporated into the Reference Base.

Chapter 3 - ALLOCATION PRIORITY CRITERIA

For a slot allocation process with a focus on optimizing airport infrastructure, the Stratus Airports coordinator follows the prioritization criteria described below:

3.1 - Initial Allocation - SAL

The initial allocation will observe the following order of priority:

- I. History of eligible slots (flights that made up slot series at the end of the equivalent previous season)
- II. Changes to the slot history.
- III. New slot requests.

3.2 - Criteria in case of tie or conflict in slot allocation

In case the demand (requests) exceeds the capacity in the initial allocation, slots will be allocated until the capacity overload situation is resolved. The flights will undergo an analysis to break the tie, according to the following priorities:

- I. Regular passenger air service
 - a. Flights with historical precedence, with the maintenance of characteristics, according to the previous season and/or equivalent for cases of companies that work with distinct operations between seasons.

- b. Operational efficiency index (80% regularity and 75% punctuality) total in the equivalent previous season.
 - c. Larger slot series.
 - d. Larger aircraft (number of seats)
 - e. Actually new flights that have not operated at that time
- II. Regular cargo air service.
- a. Operational efficiency index (80% regularity and 75% punctuality) total in the equivalent previous season..
 - b. Larger slot series.
 - c. Larger aircraft (cargo capacity)
- III. Other operations

3.3 - Post Initial Allocation

- I. It will obey the FCFS (First Come First Served) rule, meaning the first message that arrives will be the first to be processed/allocated.

Chapter 4 - FACILITATION RULES

4.1 – Local Rules

- 1. For efficient planning, Stratus Airports will only accept paired flights (arrival + departure) with indication of overnight stay (according to chapter 6 of SSIM) in SMA and/or SCR messages. For airlines based at Viracopos Airport, SMA and/or SCR messages may have unpaired flights.
- 2. All official communication must be made through a single email address, previously registered in the airport's contact database.
- 3. All official communication must be sent to a single email address (slots@stratusairports.com.br).
- 4. Regular and non-regular flights must be requested respecting a minimum deadline of 1 (one) day before the intended flight date:
 - a. Requests that will occur on the day of the operation should be addressed directly to the Viracopos Airport Operations Center by email (operacoes.coa@viracopos.com) and will be considered in punctuality/regularity calculations according to the originally allocated time. Each request must refer to a single flight number.
 - b. Flights delayed more than 24 hours will be considered as canceled operations, and the airline must request a new Slot.

5. For cargo and passenger airlines not based in VCP, the maximum ground time is 6 hours. Any request above that will be analyzed on a case-by-case basis.
6. The airport retains autonomy over actions related to such recommendations, as well as the prerogative to request changes to this document. The manual update will be published on the website (<https://www.stratusairports.com.br>) in a timely manner for all stakeholders involved in the airport facilitation process to adjust their actions.

4.2 - General Rules

- Slot allocation does not include permission for air service. After confirming the slot with the airport, the airline must obtain service authorization from **DECEA** and ANAC by completing the "**Flight Registration**" process. If the company cannot obtain authorization in time for the operation, it must notify the airport as soon as possible.
- Monthly verification will be carried out between the allocated slots and those inserted in the Siros "Flight Registration" system and sent as informative to the registered emails. At the end of the season, a complete file with the divergences will be sent to the ANAC Aerial Services Management.
- Times can be swapped between airlines, as long as approved by the airport and respecting its capacity.
- The times considered refer to the aircraft's chock-in and chock-out times.

Chapter 5 - MONITORING OF SLOT USAGE

5.1 - Monitoring

- The monitoring of the use of schedules is aimed at ensuring the most efficient use of airport resources, so that the quality, flexibility and effectiveness of the facilitation process are developed.
- The main objective of monitoring is to advise and provide collaborative support to airlines in their operations and to avoid underutilization of airport schedules by maximizing their infrastructure.

5.2 - Consider punctuality in the following operations:

- **Domestic flights**
 - **Arrival:** When the Aircraft chocks occur up to 15 (fifteen) minutes before or 15 (fifteen) minutes after the scheduled time;
 - **Departure:** When the Aircraft unchocks occur up to 15 (ten) minutes before or up to 15 (fifteen) minutes after the scheduled time.
- **Voos Internacionais**
 - **Arrival:** When the Aircraft chocks occur up to 15 (thirty) minutes before or after the scheduled time;
 - **Departure:** When the Aircraft unchocks occur up to 15 (thirty) minutes before or after the scheduled time.

Chapter 6 – FINAL CONSIDERATIONS

This document establishes, through principles of transparency and equality, impartiality in slot allocation, seeking continuous improvement in the use of airport infrastructure - aiming at the best results of airport and airlines operational indicators.

As informed, the content of this document may be modified by the Stratus Airports coordinator at any time, provided that a need is verified, and informed and authorized by Aeroportos Brasil Viracopos.

Chapter 7 – ACTIVITIES CALENDAR

ACTIVITIES CALENDAR:

<https://www.gov.br/anac/pt-br/assuntos/regulados/empresas-aereas/slot/calendario-de-atividades>

Fonte: ANAC – Agência Nacional de Aviação Civil