

# VCP

## FACILITATION RULES

Facilitate Airport/IATA Level 2 Interest

Aeroportos Brasil Viracopos

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## Summary

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## INTRODUCTION

*This document refers to Viracopos International Airport facilitation rules for the first time from 2016 Winter Season (W16) and must be followed by the air operators and airlines companies that would be operating any type of flights at VCP. This document content can be modified any time, once verified Aeroportos Brasil Viracopos' need.*

*This handbook was elaborated following ANAC Resolution No 338 (July 22, 2014), Portaria 1183/SRE (May 19, 2015), Resolution No 440 (August 9, 2017), Portaria No 3896/SAS (November 24, 2017), IAC No 1502 (June 8, 1999) and IATA (International Air Transport Association) World Slots Guidelines (WSG) since August 2015.*

## FACILITATION PROCESS

### Communication

- All communication about schedules and allocation must be done according IATA's Standard Schedule Information Manual – SSIM Chapter 6 and electronically sent as an email content to the address [slots@viracopos.com](mailto:slots@viracopos.com), at least 3 (three) days prior to the flight date.
- VCP facilitation calendar is lead by VCP Airport Planning and Capacity team and all communication (except SSIM messages) must be sent to the address [coord.peco@viracopos.com](mailto:coord.peco@viracopos.com)
- All message must be without attachment. All attachment will not be accepted.
- Office hours: from Monday to Friday (exception made for Brazilian and local holidays), from 8am to 5pm (Brasilia Official Time).
- All time information must be done based on UTC time
- Please notice Viracopos NOTAM published on <http://www.aisweb.aer.mil.br/> and <http://www.viracopos.com/institucional/estatisticas-e-publicacoes/>

## Step by step process

VCP follows IATA's calendar and the slot allocation process for commercial flights (domestic/international, passenger/cargo) will be done as described below:

- 1) Capacity Statement Disclosure  
VCP discloses VCP Capacity Statement on website  
[www.viracopos.com/institucional/estatisticas-e-publicacoes/](http://www.viracopos.com/institucional/estatisticas-e-publicacoes/)
- 2) Slot Historical List (SHL)  
Slot Historical List of VCP will be set based on the equivalent previous season. Once these slots were identified, VCP will provide historical details SHL format message for all airlines.
- 3) Agreed Historic Deadline (AHD)  
SHL message must be validated for the Airline, indicating to VCP any difference that may occur. Each difference will be individually treated and discussed by both VCP and Airline.
- 4) Initial Submission Deadline (ISD)  
All airlines must submit their planned operations (including historical accorded and new schedules) for both passenger and cargo flights to Aeroportos Brasil Viracopos.  
VCP recommends mention to the historical status (historic / offer expansion for the year / historic change, etc) of all flights in an additional field during initial submission.  
Flights that keeps its frequency, arrival / departure times and seat numbers will be considered historical. Therefore, it will not be ignored the historical status of flights that have changes at origin or destination, flight number or aircraft type.
- 5) Slot Initial Allocation List (SAL)  
VCP must confront all requested schedules and identify periods in which such requests exceed declared capacity.  
Requested schedules that fulfills this condition will be allocated by criteria priorities, described in Chapter 4 of this manual. All airlines will be informed of any schedule changes in their flights.
- 6) Slot Conference (SC)  
During SC, airlines that operates international flights will discuss the allocated times, conduct exchanges between them and review times previously denied.
- 7) Slot Return Deadline (SRD)  
According to facilitation calendar, in this fase the airlines can return to VCP the slots that will not be operated during 2016 Winter Season (W16).
- 8) Brazilian Slot Conference (SCB)  
During the SCB, Airlines can review all denied solicitations, make slot swaps, return and negotiate new schedules.

- 9) Baseline Disclosure Divulgação da Base de Referência (BDR)  
The result flight schedule of all previous stages (Baseline) is released to all Airlines. This database will be reference for all schedules for 2017 Winter Season (W17)
- 10) Season Period  
Over the Season period, the flights on the Reference Database and any amendments will be operated by Airlines and monitored by VCP. Notice that after the disclosure of the BDR, changes will be accepted in the allocated time, as well as returns and requests for new times, however, these settings will not be incorporated into the Baseline.

## **SLOT ALLOCATION PRIORITIZATION CRITERIA**

To an focused schedule allocation process on airport infrastructure optimization, VCP will be following the prioritization criteria below:

### **Initial Allocation - SAL**

Initial allocation will be as the following priority order:

- I. Eligible historical slot (flights that follows slots series at the end of the equivalent last season)
- II. Historical Slot changes.
- III. New Slot request.

### **Tie-break Criteria or Conflict resolution for slots allocation**

If there was any overload at Initial allocation, the slot will be rearranged until the overload cease. The flights will be analyzed for a tie-break, following the criteria:

- I. Regular passenger air service
  - a. Flights with historical precedency, with the same features, according to SHL
  - b. Flights adjusts not include at SHL that were renumbered. In this case, VCP can request explanation about the operation and the airline must justify the adjust request, informing how the flight was set at the equivalent last season.
  - c. New effective flight that was not scheduled at that slot
  - d. Higher slot series
  - e. Larger aircraft (passenger capacity / seat number)
- II. Regular cargo air service
  - a. Higher total operational efficiency number at the equivalent last season
  - b. Higher slot series
  - c. Larger aircraft (cargo capacity)
- III. Other operations

### **After Initial Allocation**

- I. Will be following FIFO rule (First In, First Out)

## FACILITATION RULES

### Local Rules

- I. For an efficient planning, VCP will accept only SMA messages using linked flights (arrival + departure), including overnight stay (following SSIM Chapter 6). For Airlines based in VCP, SMA messages could be done using non-linked flights.
- II. All communication must be done through a single previously registered email address at the database of contacts of VCP (slots@viracopos.com).
- III. Regular and non-scheduled flights must be requested respecting the one (1) business day prior to the date of the flight, noticing the following:
  - a. The request of the changes at operation day must be sent directly to Airport Operations Center (AOC) [operacoes.coa@viracopos.com](mailto:operacoes.coa@viracopos.com) and these changes will be taken into account for punctuality according to the previously slot time requested. Each request must be sent in reference to a single flight number.
  - b. In order to be efficient and expeditious in the process, requests and changes for next day (D+1) and weekend days operations must be previously consulted by the airline in the OCS (<https://www.online-coordination.com>), checking the availability of the desired time for subsequent sending of messages (SMA/SCR). If the requested time has no restrictions, If the requested time has no restrictions, the response will be automatically sent with approval.
  - c. If the airline does not receive an automatic response message within 15 minutes after sending the message, the airline must forward the message to the team at Airport Operations Center (operacoes.coa@viracopos.com), who will analyze and issue the confirmation by e-mail. It is important to note that the operational team will not process the slot message but suggest an available slot, supported by OCS.
- IV. For VCP non-based airlines (passenger or cargo), the maximum ground time is 6 hours.
- V. The airport are independent about actions related to those recommendations, as well as the privilege of the changes on this document with no previous advice or discussion with stakeholders. This manual updating will be noticed at appropriated time for actions changes at all involved on the process of airport facilitation.

### General Rules

- Slot allocation does not include air service permit. After slot time confirmation at the airport, the airline must seek ANAC authorization. If the company does not obtain the authorization in time for operation, it must be communicated to the airport as soon as possible.
- Slots swap are allowed for airlines, since approved by the airport and respected the capacity.
- Slot time reference refers to the on-block and off-block for the aircraft

## SLOT MONITORING

- Slot monitoring is aimed to ensure the most efficient use of airport resources, developing the quality, flexibility and effectiveness of the facilitation process.
- The main objective of the slot monitoring is to advise and provide collaborative support to airlines in their operations and avoid underutilization of airport schedules by maximizing their infrastructure.
- Punctual flight will be considered as the following:
  - Domestic flights:
    - Arrival: when on-block operation time happens up to 15 (fifteen) minutes before or after the scheduled time;
    - Departure: when off-block operation time happens up to 10 (ten) minutes before or up to 15 (fifteen) minutes after the scheduled time.
  - International flights:
    - Arrival: when on-block operations time happens up to 30 (thirty) minutes before or after the scheduled time;
    - Departure: when on-block operations time happens up to 30 (thirty) minutes before or after the scheduled time.
- The airline must daily send to Airport Operations Center (AOC) team ([operacoes.coa@viracopos.com](mailto:operacoes.coa@viracopos.com)) the justification with IATA Delay Code of the flights.