

ACL International

Dubai International Airport (DXB) and Dubai World Central (DWC)

Coordination Committee ToR

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Version 1.0

Background

This document outlines the Terms of Reference (ToR) for the Dubai Airports Coordination Committee.

Airport coordination is a means of managing airport capacity through the application of a set of rules contained in the Worldwide Airport Slot Guidelines (WASG). Coordination involves the allocation of constrained or limited airport capacity to airlines and other aircraft operators to ensure a viable airport and air transport operation. Coordination is also a process to maximise the efficient use of airport infrastructure.

The prime objective of airport coordination is to ensure the most efficient use of airport infrastructure in order to maximise benefits to the greatest number of airport users.

The WASG is a document jointly published by Airports Council International (ACI), the International Air Transport Association (IATA) and the Worldwide Airport Coordinators Group (WWACG). The document provides the global air transport community with a single set of standards for the management of airport slots at coordinated airports and planned operations at facilitated airports. The management of airport slots is required where the available airport infrastructure is insufficient to meet the demand of airlines and other aircraft operators. The management of planned operations at facilitated airports allows a degree of scheduling flexibility within available airport infrastructure capacity. The WASG is the industry standard recognised by many regulatory authorities for the management and allocation of airport capacity. The WASG current version is the Edition 3, effective from 1st April 2024.

For the purposes of airport coordination, WASG categorises airports by the responsible authorities according to the following levels of congestion:

- a) Level 1: airports where the capacity of the airport infrastructure is generally adequate to meet the demands of airport users at all times.
- b) Level 2: airports where there is potential for congestion during some periods of the day, week, or season, which can be resolved by schedule adjustments mutually agreed between the airlines and facilitator. A facilitator is appointed to facilitate the planned operations of airlines using or planning to use the airport.
- c) Level 3: airports where capacity providers have not developed sufficient infrastructure, or where governments have imposed conditions that make it impossible to meet demand. A coordinator is appointed to allocate slots to airlines and other aircraft operators using or planning to use the airport as a means of managing the declared capacity.

Level 3 could also apply to airports which are unable to expand at the pace of aviation growth, this has been a challenge for Dubai Airports (DA) over recent years and is expected to remain for the foreseeable future. In response to this, a second airport has also been developed and is operational, DWC.

These guidelines use the term “coordination” to refer to the allocation of slots by coordinators at Level 3 airports or the approval of planned operations by facilitators at Level 2 airports.

Dubai Airports manage and operate two airports:

- Dubai International Airport (DXB) – Level 3 Coordinated
- Dubai World Central (DWC) – Level 2 Facilitated.

Role and Objectives of the Coordination Committee

The Coordination Committee is established at Level 3 airports to provide and advise the coordinator on matters relating to capacity. The forum is open to all airlines and other aircraft operators using the airport or interested in operating from the airport in future seasons. The Coordination Committee is organised and facilitated by the airport managing body, Dubai Airports. The Air Navigation Service Provider (ANSP) can be invited to the committee to discuss airfield performance and confirm capacity changes. The Committee is a forum for key stakeholders to act in a consultative role on issues such as:

- Possibilities of increasing capacity
- Achieving better utilisation of capacity
- Advising on coordination parameters
- Advise the coordinator on monitoring the use of allocated slots
- Advise on local guidelines for coordination.

The Coordination Committee is established at a Level 3 airport to advise the coordinator on matters relating to capacity, slot allocation and monitoring the use of slots at the airport. The Dubai Airports Coordination Committee will also be used to advise on DWC airport capacity to be facilitated and any significant changes to the capacity.

It should be noted, whilst the WASG currently references this committee as a Coordination Committee, no Coordination activity is undertaken in the Committee. The Committee acts as a meeting for the airport to advise on the airport's current capacity and any proposed changes to the capacity which will be planned and declared for the future season/s. The Coordinators role is to provide a view on the previous seasons capacity utilisation for the airports, advise on any coordination challenges (such as high prospective demand periods that exceed available capacity) and advise on Local Rule changes and a reference to those rules.

The Dubai Airports Coordination Committee does not require a quorum for the meetings. The Coordination Committee is an opportunity for the airport to explain the capacity declaration parameters, any significant changes to the declaration and to highlight development plans which may impact future capacity either positively or negatively (during construction). The Coordinator will also advise on capacity utilisation from the previous season and advise on any significant Local Rule amendments. The Committee provides an opportunity for airlines and other airport operators to gain a better understanding of the airport capacity, utilisation and specific local rules. The Committee does not have any voting rights.

The meeting of the Coordination Committee will be conducted in English.

Membership

Membership of the annual Coordination Committee is open to all airlines and other aircraft operators regularly using the airport and their representative organisations, the airport managing body, air navigational service providers and representatives of general/business aviation (where relevant). The coordinator will attend all meetings.

Meetings of the Coordination Committee should be held at least once per year to review the seasonal coordination parameters. Additional Coordination Committees may be held if any of the following occur:

- A significant seasonal change in capacity is planned or unplanned
- The coordination parameters are significantly changing for any reason
- If a policy or capacity change is planned, which could significantly affect coordination.

The Coordination Committee will ensure that agendas and working documents are distributed to members in advance of the meetings when practically possible. The core presentation material will be made available to attendees. The dates of Coordination Committee meetings will be provided to attendees ahead of the meeting.

The Dubai Airports Coordination Committee will be chaired by a senior member of Dubai Airports team that has a responsibility for the airport capacity and the airport capacity declaration. In the interest of an effective meeting, the Coordination Committee will be held in a single format, either in-person (preferred) or remotely, via applicable video conferencing facilities, this may be necessary if the meeting is called at short notice or significant disruption prevents in-person.

The Dubai Airports Coordination Committee also has a sub-group committee which relates to Slot Performance. The Slot Performance Committee (SPC) covers matters relating to the misuse of slots. The Coordinator is responsible for monitoring slot performance and identifying misuse of slots. Further guidance on the slot performance monitoring and committee can be found in the WASG, Section 9 – Slot Monitoring. Dubai Airport also has two Terms of Reference documents available via the Coordinators website:

- DXB / DWC Slot Performance Committee, Passenger and Cargo operations Terms of Reference
- DXB GA Slot Restrictions and Slot Performance requirements, applicable to GA only Terms of Reference.

Demand and Capacity Analysis

Dubai Airports will regularly conduct a thorough demand and capacity analysis, using commonly recognised methods that can then be used by the Coordinator for scheduling purposes. Demand and capacity will be assessed whenever there are significant changes in airport infrastructure, operational practices, or patterns of demand. DA are responsible for ensuring that appropriate coordination parameters are agreed where applicable with stakeholders and updated twice each year, ahead of each coordination season. Where airport constraints persist, the airport will examine its capacity and if feasible, develop a response to address the constraints.

The analysis will objectively consider the ability of the airport infrastructure to accommodate demand at desired levels of service, such as queue times, levels of congestion or delay. The capacity analysis, based on WASG, assume that the airport facilities are being managed efficiently and are fully staffed.

The analysis will determine any infrastructure, operational or environmental constraints that prevent demand being satisfied and identify options for overcoming such shortages through infrastructure, operational or policy changes and improvements, including airline relocations to make best use of available capacity.

The results of the demand and capacity analysis should be made available to interested parties in order to encourage cooperation and to alleviate and resolve any constraints on demand.

The objective of this analysis should be to improve the ability of the airport to accommodate demand.

Sub-Committee - Runway Scheduling Limit (RSL) & Stand Scheduling Limit (SSL)

Prior to the Coordination Committee additional technical forums will be undertaken to discuss and develop scheduling limit parameters and assessments for both runway and stands. The key objective of both forums is to provide Dubai Airports (DA) with a recommended runway and stand capacity limit, which is part of DA's Seasonal Airport Capacity Declaration, that is submitted to Airport Coordination Limited (ACL). Limits should consider potential demand peaks, airport wide system performance, stand supply and level of service.

The forums are planned to address key issues and reach an agreement prior to the coordination deadlines. The meetings are typically held monthly starting at least one month prior to the declaration deadline with a defined agenda for each of the meetings. Both committees are comprised of key stakeholders and decision makers which include the airport (DA), the ANSP (dans), home base carriers, and the slot coordinator (ACL). The forums discuss various available analysis and concludes with a recommended runway and stand capacity limit for the airport. The airport has the right to accept or reject the committee's recommendation. The list of key stakeholders and their responsibilities in the forums are provided on the following page.

Organisation roles and responsibilities for the RSL and SSL are summarised below:

Name	Responsibilities
<i>ACL</i>	<ul style="list-style-type: none"> • Declaration parameter validation • Insight on coordination challenges • Analysis of schedule/demand and airline wish list
<i>DA – Capacity Planning (Research)</i>	<ul style="list-style-type: none"> • Chairperson • Runway & Stand Capacity Limit DA signoff • Declaration submission to ACL • Overview of current operations and challenges • Liaison internally between DA teams
<i>DA – Strategy & Development (Programme)</i>	<ul style="list-style-type: none"> • Insight on projects and airfield works that will impact seasonal capacities
<i>dans</i>	<ul style="list-style-type: none"> • Runway Capacity Limit Agreement/Signoff • Summarise recent seasonal runway performance • Anticipated runway performance and upcoming ATC initiatives • Liaison between DA and ATC
<i>Home Base Carriers - Schedule Planning</i>	<ul style="list-style-type: none"> • Insights on seasonal schedule for runway and stand demand assessment
<i>Home Base Carriers - Operations</i>	<ul style="list-style-type: none"> • Insights on seasonal flight operations and challenges

