EPPO LOCAL RULE

Procedures for allocating slots for planned, delayed, and ahead of schedule nighttime operations at Poznan-Lawica Airport

TABLE OF CONTENTS

1. Introduction

2. Definitions

3. Night Slot Allocation

4. Special Flights

5. Delayed Operations

6. Ahead of schedule Operations

7. Procedure for Coordinator's Off-Hours

8. CORE NIGHT Principle

9. Contact Details

1. Introduction.

1.1 This document defines the procedures for managing night-time operations at Poznań-Ławica Airport.

1.2 The implementation of these procedures is intended to ensure effective management and full utilization of the available environmental limits and capacity at Poznań-Ławica Airport by all airport users, in accordance with applicable rules and regulations. This document was created to ensure a neutral, non-discriminatory, and transparent method of allocating slots during night-time restrictions – outside of the Coordinator's (ACL) working hours.

1.3 Airport Coordination Limited (ACL), appointed as the Coordinator by the Civil Aviation Authority, is responsible for allocating all slots for operations at Poznań Ławica Airport during the Coordinated Period (between 10:00 PM and 6:00 AM local time throughout the calendar year).

1.4 Outside the Coordinated Period, ACL performs Level 1 Data Collection services as part of the service for the Poznań - Ławica Airport in order to manage operations delayed from daytime to nighttime during the Coordinated Period.

1.5 Any carrier wishing to operate a flight to or from Poznań-Ławica Airport is required to first obtain a slot from Airport Coordination Ltd. (ACL), in accordance with the principles set out in Council Regulation (EEC) No. 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports, as amended.

1.6 Outside ACL working hours, the Poznań Ławica Airport Duty Officer (see Contact Details) will facilitate the slot allocation process by entering it into the OCS system for carriers without OCS access – only in the case of requests for new slots for ad hoc operations, or in the event of sudden changes to flight schedules for a given night in accordance with the Out of Hours procedure (see Section 7). All other requests must be submitted to ACL during the Coordinator's working hours.

2. Definitions.

For the purposes of this document, the following terms have the following definitions:

a) **ACL –** Airport Coordination Limited – Flight Schedule Coordinator, hereinafter referred to as the Coordinator.
b) **Airport Duty Officer** – Poznań Ławica Airport Duty Officer, acting as an intermediary in the process of obtaining a slot by entering it into the OCS system for carriers without access to OCS, regarding requests for ad hoc slot allocation/changes outside the Coordinator's working hours.
c) **Ad hoc Flight** – an air operation not part of a slot series.
d) **Coordinated Period –** the period during which coordination at level 3 was introduced between 2200 and 0600 local time.

e) **GA Aviation - General Aviation** - all flights excluding air carrier flights, state flights, humanitarian flights, test flights, and ferrying flights.

f) **Emergency landing** – any landing of an aircraft as a result of unforeseen and sudden circumstances.

g) **Time-critical flight** – a ferry flight conducted to resume scheduled commercial passenger flights that have been disrupted due to unforeseen and sudden weather or technical circumstances.

h) **State Flight (STATE status)** – a flight of a state or civilian aircraft on military, police, customs, or Border Guard missions.

i) **HEAD Flight** – a flight of a Polish aircraft assigned by the Head of the Government Protection Bureau, as well as a flight exclusively for the purpose of transporting, on an official mission, the reigning monarch and his immediate family, the head of state, the speaker of parliament or its chamber, the head of government, or a person holding an equivalent position.

j) **HOSP Flight** – an aircraft flight performed for the purpose of providing medical assistance, reported by the appropriate medical services.

k) **SAR Flight** – a flight of an aircraft performing a search and rescue operation.

l) **HUM Flight** – a flight of an aircraft participating in a humanitarian operation.

m) **GARDA Flight** – a flight of an aircraft performing tasks related to public safety, public order, and border protection.

n) **Slot Series –** at least five slots allocated to enable regular flight operations to be performed at the same time and on the same day of the week during a given scheduling season, or, if this is not possible, at approximately the same time.

o) **Slot** – permission issued to an air operator by the Coordinator to use all airport infrastructure resources necessary to conduct a takeoff or landing flight operation at the coordinated airport on a given date and time.

p) **SSIM** – Standard Schedules Information Manual, an IATA document defining the SCR message format in Chapter 6, used to request slot allocation or change.

q) **OCS System** – Online Coordination System – a database containing all available slots and enabling their management.

3. Night Slot Allocation.

3.1 The environmental limit on the number of nighttime operations applies from 2200 to 0600 local time during the Coordinated Period.

3.2 The Poznań Ławica Airport Operator declares the slot allocation limit available for each IATA scheduling season as a coordination parameter.

3.3 The initial allocation of night slots in each IATA scheduling season is made in accordance with the principles and deadlines specified in Council Regulation (EEC) No. 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports, as amended, and in accordance with the IATA Worldwide Slot Guidelines.

3.4 The remaining slot limit available on a given night within the coordination parameter is allocated according to demand on a first-come, first-served basis.

4. Special Flights.

4.1 Pursuant to the Slot Regulation, the slot allocation process does not apply to aircraft operating:
- State flights (STATE, HEAD, GARDA),
- Emergency landings,
- Humanitarian flights (HUM, HOSP, SAR).

In addition, the night slot requirement does not apply to civilian carriers operating flights for state purposes (STATE, HEAD, GARDA) or carriers operating military or defense-related flights.

4.2 The operations listed in point 4.1 use the airport's capacity; therefore, carriers operating state humanitarian flights are required to report these operations to the Coordinator in advance.

4.3 Emergency landings shall be reported by the air carrier to ACL as soon as possible after they have been made.

5. Delayed Operations.

5.1 Flight operations with a daytime slot may be performed without applying for a new slot or changing the existing slot if the new time of operation does not result in the operation being shifted to night-time. If the flight operation has a nighttime slot and the delay still falls within nighttime hours, the air carrier is not required to apply for a slot change. If the flight operation has a night-time slot and is delayed to daytime, the air carrier must notify the airport operator by email at slot@poznanairport.pl. The vacated night slot may be allocated to another flight operation on a one-off basis – during the current night.

5.2 Ad hoc operations and general aviation flights with a daytime slot must obtain a new slot in the event of a nighttime delay. Such slots will only be allocated if there are available slots.

5.3 Carriers with access to OCS are required to modify the allocated slots themselves.

5.4 Carriers without access to OCS are required to apply for slot allocation/change/removal in writing to the following addresses:
- slots@acl-international.com – during ACL working hour
- slot@poznanairport.pl – outside ACL working hours
- ga.poz@welcome-as.pl – outside ACL working hours for General Aviation flights

5.5 All delays to operations and deviations from allocated slots are monitored by the Coordinator in accordance with the Slot Regulation.

5.6 Operations that a carrier intentionally/planned delays or performs contrary to the allocated slot cannot be performed and are subject to financial sanctions. The sanctions process is initiated by the Coordinator in accordance with Article 14(5) of the Slot Regulation and the "Guidelines for proceeding in the event of a suspected infringement referred to in Article 14(5) of Council Regulation (EEC) No 95/93," hereinafter referred to as the Guidelines. In the case of planned/intentional delays to flight operations (not resulting from reasons beyond the carrier's control), the air carrier is required to obtain a slot change.

6. Ahead of schedule Operations.

6.1 Carriers should make every effort to avoid early arrivals that would require a night slot.

6.2 In exceptional cases, air operations with a day slot may fly at night without requesting a night slot if the advancement of the operation is due to unplanned reasons beyond the carrier's control. Otherwise, the air carrier must apply for a slot in accordance with point 6.6.

6.3 For morning operations scheduled for daytime, it is prohibited to initiate an advancement of departure/arrival to the extent that it causes a transition from daytime to nighttime operations. Performing a nighttime operation that was originally scheduled for daytime requires obtaining a new slot for the operations at the changed time.

6.4 Departures cannot be scheduled for hours prior to the allocated slot (SOBT). This means that the planned EOBT cannot be earlier than SOBT.

6.5 Carriers with access to OCS are required to modify allocated slots themselves.

6.6 Carriers without access to OCS are obliged to apply for the allocation/change/deletion of a slot in writing to the appropriate addresses:

- slots@acl-international.com – during ACL business hours
- slot@poznanairport.pl – outside ACL business hours
- ga.poz@welcome-as.pl – outside ACL business hours for General Aviation flights

6.7 All expedited operations and deviations from allocated slots are monitored by the Coordinator in accordance with the Slot Regulation.

6.8 Operations that a carrier intentionally or deliberately advances or performs contrary to the allocated slot cannot be performed and are subject to financial penalties. The sanctions process is

initiated by the Coordinator in accordance with Article 14(5) of the Slot Regulation and the "Guidelines for proceeding in the event of suspected infringements referred to in Article 14(5) of Council Regulation (EEC) No. 95/93," hereinafter referred to as the Guidelines. In the event of planned or intentional delays to flight operations (not due to reasons beyond the carrier's control), the air carrier is required to obtain a slot change.

6.9 In the case of departures scheduled for daytime, it is permissible to push the aircraft onto the taxiway at night, but the engines must be started during the daytime.

7. Procedure for Coordinator's Off-Hours

7.1 All slot requests should be submitted during the Coordinator's working hours exclusively to the Coordinator (ACL).

7.2 The Airport Duty Officer is responsible for processing slot requests outside of the Coordinator's (ACL) office hours. The Airport Duty Officer's role is to participate in the slot allocation process by entering it into the OCS system for carriers without OCS access.

7.3 Requests should be submitted as early in advance as possible and should be kept to a minimum.

7.4 Carriers with access to the OCS are required to apply for slot allocation/cancellation/changes via this application.

7.5 Carriers without access to the OCS are required to apply for slot allocation/change/removal in writing to the following addresses:

- slot@poznanairport.pl – outside ACL working hours
- ga.poz@welcome-as.pl – outside ACL working hours for General Aviation flights

7.6 Carriers are responsible for obtaining allocation for requested slots or for their modifications. If confirmation is not received, the slot will remain unallocated. In such a situation, a carrier without access to OCS should contact the operations office (Airport Duty Officer) by all available means to ensure correct slot allocation.

8. CORE NIGHT Principle

8.1 Nighttime quiet hours, "Core Night," are in effect from 1:00 AM to 5:00 AM LT.

8.2 Operations scheduled for nighttime cannot be scheduled for Core Night.

8.3 During Core Night, the operations listed in point 4.1 are permitted, as well as operations originally scheduled outside Core Night but delayed for reasons beyond our control.

8.4 Ad-hoc operations and repositioning are not permitted during Core Night.

8.5 Historical slots during Core Night must be transferred to the remaining hours of the night.

8.6 Intentional and repeated violations of Core Night rules may result in the carrier's revocation of the historical slot.

9. Contact Details.

9.1 Airport Coordination Limited

Email:	slots@acl-international.com	(slot entries in SCR format)
Email:	poland@acl-international.com	(general inquiries)
Tel.:	+44 208 564 0622	
Fax:	+44 208 564 0691	
SITA:	LONACXH	

Website:	www.online-coordination.com	(slot availability)
	www.acl-international.com	(general information)

Opening Hours: Monday - Friday (excluding UK public holidays)
Winter: 09:00 - 17:00 UTC, Summer: 08:00 - 16:00 UTC

9.2 Airport Duty Officer

Email:	slot@airport-poznan.com.pl
Tel.:	+48 61 849 22 53 or +48 664 789 138

To submit requests for a night slot for flights delayed from daytime to the Night Period with Environmental Restrictions and for carriers without access to the Online Coordination System - to submit slot requests outside the Coordinator's working hours.

9.3 Ground Handling Agents

- Welcome Airport Services - ga.poz@welcome-as.pl Tel.: +48 603 650 747

For *submitting slot allocation/change requests by General and Business Aviation carriers.*

Poznań Ławica – Late Running Night Slot Request

FROM:

TO/FROM: **AIRPORT DUTY MANAGER**

EMAIL: **slot@airport-poznan.com.pl**

FAX NO:

TEL: **+48 61 849 22 53**

TEL NO:

COPY TO: **AIRPORT COORDINATION LTD**
EMAIL: **poland@acl-international.com**
FAX: **+44 20 8564 0691**
TEL: **+44 20 8564 0622**

ALL TIMES UTC

	ARRIVAL	DEPARTURE	REMARKS	AERODROME DM USE ONLY
Flight Number				**Actioned by:**
A/C Registration				**Name:**
Date				**Date:**
Slot Time				☐ **APPROVED** ☐ **NOT APPROVED**
Delayed Time (est.)				**Replied to Operator:** **Yes/No**
Aircraft Type				**Copied to ACL:** **Yes/No**
No of Seats		Enter 0 if no pax		
Origin / Dest.				
Service Type				
Previous Slot				