

September, 2020

*Guidelines for Flight Schedule Data
Collection at IATA Level 1 Airports Operated
by Fraport Greece*

STR-NS



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Contents

1. Introduction

- Objective, purpose, expected result Page 3
- Scope Page 4

2. Quick Reference Guide: Timeline of Airline notice for planned operations and/or any schedule changes Page 5

3. Additional Information or use as Home / Operational Base Page 6

1. Introduction

Objective, purpose, expected result

In accordance with the IATA Slot Guidelines, the Airlines operating or planning to operate at a Level 1 Airport should give adequate notice of their planned operations to their appointed handling agent and either the airport managing body or the data collection agent, if one is appointed.

The airport managing body may request information from Airlines on planned operations in specified formats.

This Guideline document describes the specified formats of flight schedule data that the Airlines or their handling agents should provide to Fraport Greece (FG) at specific points of time, in order to ensure timely and smooth operations.

It also includes additional information on notifications that should be provided by Airlines to the airport managing body when they plan to (a) use a Level 1 Airport as Home/Operational Base, (b) increase the number of aircraft or change the aircraft types of its Home or Operational Based fleet, and (c) increase significantly its operations.

1. Introduction

Scope

This Guideline document applies to all airports operated by FG, when they are designated as Level 1 Airports.

It is applicable to:

- at central level (FG headquarters): the Network Flight Scheduling & Planning Section (STR-NS), the Airport Network Operations Center (ANOC) and the COO Office;
- at local level (FG airports): the Airport Operations Control Centers (AOCCs) of Level 1 Airports; and
- the Airlines (and their appointed handling agents) operating or planning to operate at Level 1 Airports operated by FG.

2. Quick Reference Guide: Timeline of Airline notice for planned operations and/or any schedule changes

Notice on	31 st January 31 st August	30 Days Before the start of Season	Biweekly (on Monday) throughout the Season	Changes within 7 Days before the Day of OPS	Day of Operation
Format	preferably in SSIM Chapter 6 of 7 format (UTC)	preferably in SSIM Chapter 6 of 7 format (UTC)	in editable format (UTC)	in editable format (UTC)	in editable format (UTC)
Business Hours (except for Weekends and Public Holidays)	flightscheduling@fraport-greece.com	flightscheduling@fraport-greece.com	flightscheduling@fraport-greece.com	anoc@fraport-greece.com anocdm@fraport-greece.com flightscheduling@fraport-greece.com	XXXAOCC@fraport.greece.com * anoc@fraport-greece.com anocdm@fraport-greece.com
Off-Business Hours (plus on Weekends and Public Holidays)	n/a	n/a	anoc@fraport-greece.com anocdm@fraport-greece.com flightscheduling@fraport-greece.com	anoc@fraport-greece.com anocdm@fraport-greece.com flightscheduling@fraport-greece.com	XXXAOCC@fraport.greece.com * anoc@fraport-greece.com anocdm@fraport-greece.com
Airport Operating Hours	n/a	n/a	n/a	anoc@fraport-greece.com anocdm@fraport-greece.com	XXXAOCC@fraport.greece.com * anoc@fraport-greece.com anocdm@fraport-greece.com

* XXX stands for the 3-letter IATA code of the airport.

3. Additional Information for use as Home / Operational Base

An IATA Level 1 Airport is used as a Home Base or as an Operational Base

In case an Airline intends to use an IATA Level 1 Airport as a Home Base or as an Operational Base, the COO Office of Fraport Greece should be notified accordingly, preferably before the start of Season.

Variations in the aircraft fleet of an Airline using an IATA Level 1 Airport as a Home Base or as an Operational Base

In case an Airline, already using an IATA Level 1 Airport as a Home Base or as an Operational Base, intends to increase the number of aircraft or change the aircraft types of its Home or Operational Based fleet, the COO Office of Fraport Greece should be notified accordingly, preferably before the start of Season.

Significantly increased Frequency of Operations at an IATA Level 1 Airport

In case an Airline is planning a significant increase of its operations at an IATA Level 1 Airport, it is recommended to notify the COO Office of Fraport Greece accordingly.