

## ***Quick Guide to Using the IATA SSIM format in the slot allocation/schedule authorisation process***

The aim of this Quick Guide is to provide all those requesting a slot for the first time with the basic knowledge of the language and formats defined by the industry for this purpose, which can be found in Chapter 6 of the SSIM Manual (*Standard Schedules Information Manual*) published by IATA (*International Air Transport Association*).

This document is not a substitute for the complete and thorough reading of said manual. To the contrary, it is recommended that airlines which are not familiar with the usual Slot Coordination processes should, where possible, consult the manual, to gain a better and more detailed understanding of all the types of messages that currently exist for communication between the Coordinator and the Airline.

This document aims to provide basic knowledge of the two basic message types (SCR and SMA), and also provides a brief description of two others which are frequently used (SIR and SAQ).

### **1. Basic principles**

Before giving a detailed description of the different elements which must be included in operating slot or schedule requests, we should mention a series of principles and/or rules associated with the coordination processes, without knowledge of which, this document would be incomplete. These basic concepts are as follows:

- The legal framework that regulates the rights and obligations corresponding to the slot allocation process in European Union airports is Regulation (EEC) No 95/93, amended by Regulation (EC) No 793/2004.
- Formally, the term 'slot' is associated only with airports designated by the competent authority as *Coordinated* airports. At airports designated as *Schedules Facilitated* airports, the concept 'authorised time' is used.
- The specific designation of an airport for which a request is made (*Coordinated* or *Schedules Facilitated*) also determines the type of message which must be used.
- The calendar year is not the usual time reference. The air transport industry divides the calendar year into 'seasons'. The summer season runs from the last Sunday in March to the Saturday before the last Sunday in October of the same year. The winter season runs from the last Sunday in October to the Saturday before the last Sunday in March of the following year. Therefore, there are three seasons within a calendar year: the end of the winter season of the previous year, the whole of the summer season of that year and the start of the winter season for said year. When making a slot request, dates belonging to different seasons can never be mixed.
- Unless expressly indicated otherwise, slot requests must be made using the UTC time (also known as GMT or zulu time), instead of the local time at the airport for which the request is being made.
- Although each coordinator may impose their own particular rules with regard to the way information on slot requests is exchanged, SITA and e-mail are widely used for this purpose.

### **2. Types of messages**

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**Mike Jess**



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