



**Rules and Guidelines  
for Slot Allocation of  
GENERAL/BUSINESS AVIATION**

**Summer 2018**

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## 1. SLOT ALLOCATION PROCESS FOR GENERAL AVIATION FLIGHTS

All **IFR** General/Business Aviation (GA/BA) flights, scheduled to operate at all Coordinated (IATA Level 3) Greek Airports are obliged to request an airport slot for landing and/or take-off from the Hellenic Slot Coordination Authority (HSCA). **VFR** flights are exempted from the above rule.

Eurocontrol (Network Manager Operation Center (NMOC) has been assigned by the Hellenic Civil Aviation Authority(HCAA) /Air Navigation Service Provider (ANSP) to check the consistency between FLP's and airport slots and suspend FLP in cases of no slot occurrence.

### List of Coordinated (IATA L3) Greek Airports:

<b>Araxos (GPA/LGRX)</b>	<b>Mykonos (JMK/LGMK)</b>
<b>Chania (CHQ/LGSA)</b>	<b>Mytilini (MJT/LGMT)</b>
<b>Chios (JKH/LGHI)</b>	<b>N. Anchialos (VOL/LGBL)</b>
<b>Heraklion (HER/LGIR)</b>	<b>Preveza (PVK/LGPZ)</b>
<b>Kalamata (KLX/LGKL)</b>	<b>Rodos (RHO/LGRP)</b>
<b>Karpathos (AOK/LGKP)</b>	<b>Samos (SMI/LGSM)</b>
<b>Kavala (KVA/LGKV)</b>	<b>Santorini (JTR/LGSR)</b>
<b>Kefallinia (EFL/LGKF)</b>	<b>Sitia (JSH/LGST)</b>
<b>Kerkyra (CFU/LGKR)</b>	<b>Skiathos (JSI/LGSK)</b>
<b>Kos (KGS/LGKO)</b>	<b>Thessaloniki (SKG/LGTS)</b>
<b>Kythira (KIT/LGKC)</b>	<b>Zakynthos (ZTH/LGZA)</b>

## 1.1. Compliances

The slot coordination process for the General/Business Aviation flights will be conducted in compliance with:

- Hellenic Law 4233/2014
- Hellenic Law 3534/2007 Constitution of Authority for slot coordination at Greek airports and other provisions (GG40/A/23-02-2007)
- Airport Regulation Nr 4 (GG/B/355/13-3-2015)
- Ministerial Decision regarding penalties and relevant sanctions (GG/B/2631/07-12-2015)
- The Regulation EC 95/93 as amended by EC 793/2004
- The IATA Worldwide Slot Guidelines (WSG) 8th Edition.
- The IATA Standard Schedules Information Manual (SSIM) Appendix K (GCR).
- AIP Greece.
- Decision HCAA/D3/B/ 16067/3831/26-05-11 Regulations, Decrees pursuant to the National Law Basic Ground handling Regulation (G.G. 1138/B/03.06.2011) Local airports' Regulation
- Agreement between the Hellenic Civil Aviation Authority (HCAA) and the European Organization for the Safety of Air Navigation (Eurocontrol)

## 1.2. General Rules

1.2.1. All GA/BA Aircraft Operators or Handling Agent representatives must send GA/BA slot requests/changes/deletions in writing by email (in English only) to [slot-hsca@athensairport.gr](mailto:slot-hsca@athensairport.gr) using IATA SSIM GCR message format (SSIM Manual Appendix K).

1.2.2. Following flights are exempted from slot coordination procedure:

- Government flights (service type **E**)
- Ambulance flights (service type **I**)
- State/Diplomatic flights (service type **I**)
- Military flights (service type **W**)
- Search and Rescue flights
- Flights for Humanitarian reasons (service type **U**)

1.2.3. The following Service Types will be used for requests concerning General/Business Aviation.

- Private/General Aviation (service type **D**)
- Business/Corporate Aviation / Air Taxi (service type **N**)
- Positioning /ferry (service type **P**)
- Technical stop (service type **X**)
- Training flights (service type **K**)

- 1.2.4. HSCA office will handle GCR slot requests during weekdays/working hours (08:30 – 16:00 LT)
- 1.2.5. During off working hours Automatic Message Processing (AMP) will function as described in par. 3
- 1.2.6. During off working hours OCS editing will function as described in par. 4
- 1.2.7. Editing enabled on every calendar (UTC) weekday for Ad Hoc slot requests/changes/deletions of flights arriving on the day and up to fourteen (14) days ahead for every day of the week.
- 1.2.8. GIR and SIR requests processing will also be available through AMP and OCS.
- 1.2.9. All GA/BA slot requests/changes/deletions using service type D (Registration number) at coordinated Greek Airports must be cleared **ONLY** through a Greek Handling Agent representative.
- 1.2.10. Slot requests with single digit overnight indicator must be applied in **turnaround format** to OCS.
- 1.2.11. Slot requests that require double digit overnight indicator must **ONLY** be filed during office working hours at HSCA and they must be in unlinked format with both arrival and departure SSIM lines always in the same GCR message. **AMP and OCS do not accept GCRs with double digit overnight indicator.**
- 1.2.12. Slot requests must be filed **at least thirty (30) minutes prior to the requested time of operation.** Flights that were suspended are exempted from this rule.
- 1.2.13. Minimum and Maximum Ground Times per airport are valid as per published NOTAMs.
- 1.2.14. Changes of registration in the same GCR message **will not be accepted.** When a change of aircraft registration is required for a GA/BA flight with already confirmed slots, even when all other SSIM line data remain the same, the Aircraft Operator and/or Handling Agent representative must DELETE the already confirmed slots in one GCR and file a new GCR request for NEW slots with the new a/c registration.
- 1.2.15. Changes of date of operation in the same GCR message **will not be accepted.** When a change of the date of operation of a GA/BA flight is required, even when all other SSIM line data remain the same, the Aircraft Operator and/or Handling Agent representative must DELETE the already confirmed slots in one GCR and file a new GCR request for NEW slots with the new date of operation.
- 1.2.16. Slot requests can be filed no more than 14 days before the arrival of the flight.
- 1.2.17. Only Ad Hoc slots can be requested, series of slots will not be accepted.
- 1.2.18. GA/BA Operators or Handling Agent representatives cannot claim historical rights.

## 2. PROCEDURE

### 2.1. Rules

2.1.1. It is a prerequisite for GA/BA Operators or the Handling Agent representatives, to obtain a **parking authorization number** (PPR- Prior Permission Required) from the respective Airport Operator **before** applying for a slot submission to HSCA. For information on how to obtain a PPR, please visit the Airport Operator's website. After receiving the PPR, then the GCR slot request must be sent to HSCA or requested from AMP or OCS.

**HSCA office email address:** [slot-hsca@athensairport.gr](mailto:slot-hsca@athensairport.gr)

**OCS Site Platform:** [www.online-coordination.com](http://www.online-coordination.com)

2.1.2. Parking authorization number (PPR – Prior Permission Required) will consist of thirty (30) alphanumeric and symbol characters. The first 4 letters will be the ICAO four letter code of the airport, the next 4 digits will be the serial number of the authorization, the next 4 digits will be the date the authorization was granted, the next 8 digits will be the confirmed by the airport date and time of the arrival flight separated by a slash from the previous 8 characters and the next 8 digits will be the confirmed by the airport date and time of the departure flight separated by a slash from the previous 8 characters.

Example: LGMK00012505/28051600/28051700 meaning: PPR for JMK airport-random serial number issued by Airport Operator's system – granted on 25th May - arriving on 28th May at 16:00 UTC and departing on 28th May at 17:00 UTC.

2.1.3. The valid/updated parking authorization (PPR) number **is mandatory** to be included in the **Supplementary Information** (SI) field of the GCR slot submissions by GA/BA operators or the Handling Agent representatives; otherwise the slot requests will be returned unprocessed. The same procedure applies for changes of the already confirmed slots, only if changes of apron occupancy time are more than + / - 20 min. If changes of apron occupancy are within the already confirmed times, no new PPR is required.

2.1.4. PPR procedure does not apply for GA/BA flights slot requests at **Heraklion (LGIR)** and **Thessaloniki (LGTS)** airports, when the requested ground time is up to **two (2) hours**. If the requested ground time is more than two hours, then the PPR procedure is applicable.

2.1.5. All users have to effectively operate **within the allocated slot timings**. Slots which are confirmed but not needed shall be returned to HSCA immediately as soon as the Operator or the Handling Agent representative has the notice and **no later than sixty (60) minutes prior to the arrival time**. HSCA will process deletions, in order to

prevent slot charges to flights that were not operated but were deleted promptly and in due time.

2.1.6. HSCA will regularly monitor the **slot performance** with regards to the correct usage of allocated slots ( i.e. operation without slot, no hand-back of unused slots, not valid PPR -parking authorization number- or any other form of misuse ) and will communicate the monitoring results to the Airport Authority. The Airport Authority shall impose sanctions on GA/BA A/C Operators or Handling Agent representatives abusing slot coordination rules.

2.1.7. Following information is required to file slot requests:

- Registration or Flight Number
- Date of operation
- Number of seats
- ICAO Aircraft type
- ICAO Origin/Destination airports
- Arrival and departure time only in UTC
- Service type
- Prior (Parking) authorization number (PPR)
- Operator's or Handling Agent representative's name
- Operator's or Handling Agent representative's Billing and Contact information

## 2.2. Requesting a GA/BA slot

The basic principle of a GCR is the use of **ICAO Airport** and **ICAO A/C type** codes instead of IATA codes for SCR messages.

The GCR message must be composed of 3 parts:

1. **HEADER**
2. **DATA LINE(S)**
3. **FOOTER**

GCR  
 /REG (the flight will be operated using registration)  
 Or  
 /FLT (the flight will be operated using flight number)  
 LGMK



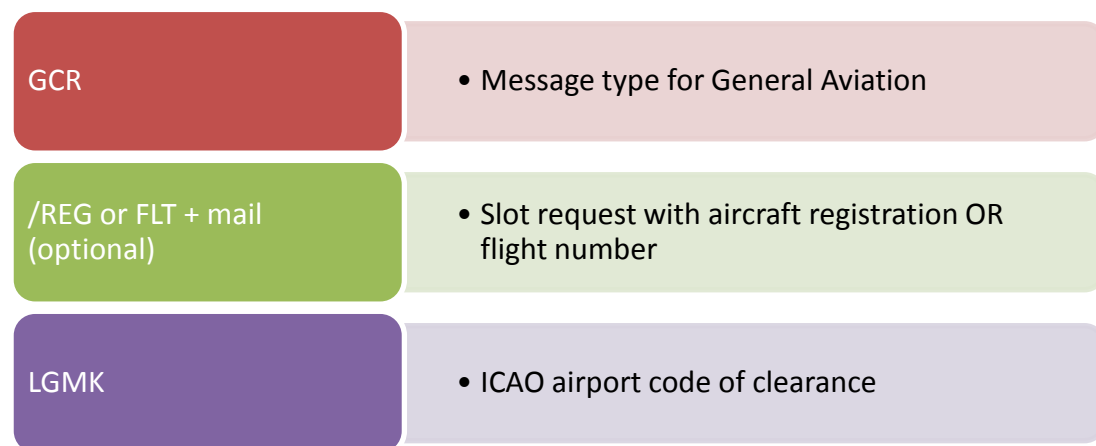
NSXATK 28MAY 012G200 LGAV1600 1700LGAV DP



SI PPR LGKR00012505/28051600/28051700  
 SI HANDLING AGENT REPRESENTATIVE XXXXXX  
 GI BRGDS



### 2.2.1. Header



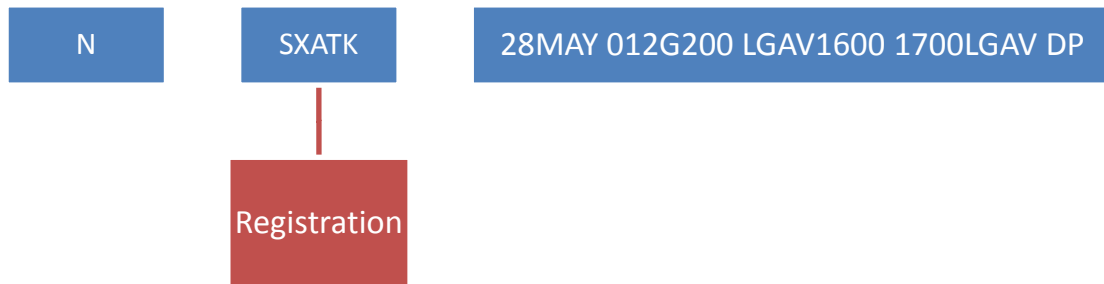
The header content defines the type of GCR request and /REG or /FLT is used. Registration or Flight number of the aircraft operating will be expected at data lines.

- All flights must be linked **in turnaround format** therefore both arrival and departure must be specified with the exception of the case described in par 1.2.11.
- All data must be submitted in English only



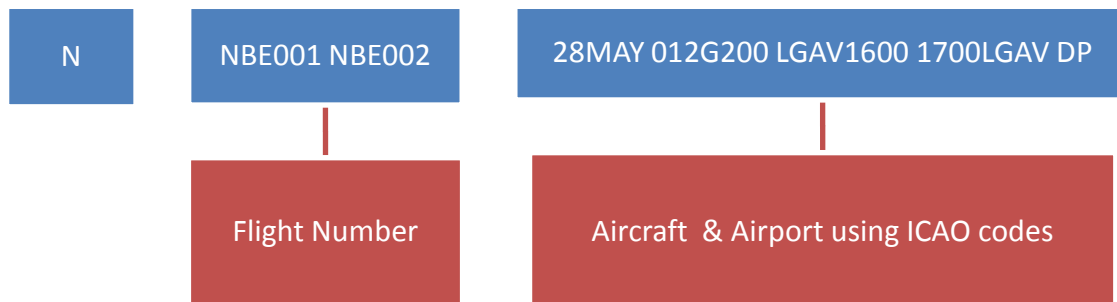
### 2.2.2. Data lines

#### A. Flights with Registration (/REG)



Registration shall be used only **once** (for both arrivals and departures)

#### B. Flights with Flight Number (/FLT)



### 2.2.3. Footer

**SI PPR LGKR00012505/28051600/28051700**  
**SI OPERATOR or HANDLING AGENT REPRESENTATIVE XXXXXX**  
**GI NAME AND TELEPHONE NBR OF MSG ORIGINATOR**  
**GI BRGDS**

Any plain text that provides supplemental information regarding the GCR must be placed after the data lines and always be preceded by a SI or GI

### 3. OUT OF OFFICE HOURS AUTOMATIC MESSAGE PROCESSING (AMP)

#### 3.1.General

3.1.1. Automatic Message Processing will be active every day from **16:00 LT** until **08:30 LT** the following working day. Weekends and Bank Holidays are included. Requests that will be processed are:

- Single date only
- Within the same or next day (horizon extends on weekends or bank holidays)

3.1.2. It is strongly advised that requests are sent in GCR (GA/BA requests) messages **separately from any other request** for the convenience of the sender as well as the flow of the message processing. Any lines in the message that fail to meet processing conditions **will not be processed**. A reply will be produced by the system where any lines that were not processed will be returned with action code **W** along with the relevant brief reason for not processing.

3.1.3. SIRs and GIRs will include the GA/BA flights held with **registration (REG)** will be shown with the generic two letter code **GN** plus a separate column showing the a/c Registration and GA/BA flights held with Flight Number (FLT) will be shown only with flight number.

3.1.4. Requests that contain SSIM syntax errors, slot database errors or airports that are not in the airport database of HSCA will be **automatically rejected in all cases** during the operational period of this system, even for requests that concern operations that are not in the same or next working day. This system limitation cannot be avoided. A relevant header will be present in the reply message. In case the system does not include an airport code, the sender should use the following generic airport codes:

- **ZZI** – for Intra-Schengen country airport, or,
- **ZZE** – for Extra-Schengen country airport

In addition, the Operator or the Handling Agent representative should include the airport code in question in the SI part of the request to be added to the database and corrected in the relevant field of the database. The coordinator shall inform the sender when this corrective action occurs.

#### 3.2. Rules

3.2.1. The **Minimum** accepted ground time is **20 minutes**.

3.2.2. All requests must be in **linked format** unless otherwise entitled.

3.2.3. Requests must be **single date only** and **within the same or next day**, this horizon extends on weekends and Bank Holidays.

3.2.4. Requests that are **in past time** or **within the next 30 minutes** will be considered retrospective and **will not be processed**.

- 3.2.5. For Slot requests for GA/BA flights at all coordinated airports a PPR (Prior Permission Required-parking authorization) **is mandatory** in the SI section of the GCR message as per GA/BA coordination procedures. For information on how to obtain a PPR, please visit the Airport Operator's website.
- 3.2.6. **Long ground time requests** will be processed for the convenience of the Aircraft Operators or Handling Agent representatives and will be replied to with action code K (if there are no constraint breaches). Such requests will be subject to final approval by Airport Operator with the exception of SKG (Thessaloniki) airport, where the procedure has changed and LGT approval procedures have been eliminated. It is solely the responsibility of the Aircraft Operator or Handling Agent representative, to obtain the relevant final approval from the Airport Operator.
- 3.2.7. **Mixed carrier codes** are **prohibited** in the messages, unless legally able to transfer slots between them, relevant to Article 8a "Slot Mobility" of EEC regulation 95/93 as amended by EEC 793/2004.
- 3.2.8. **Slot swaps** and **slot transfers** **will not be accepted** by the system. The message will not be processed and will remain in the inbox to be examined by the coordinator during office hours.
- 3.2.9. General and Business Aviation **changes of registration** will be considered slot transfers for the purpose of this document and will be subject to penalties of misuse.
- 3.2.10. The coordinators will **closely monitor** usage of the Automatic Message Processing system and all users must adhere to the general rules. Should misusing of the system or exploiting the rules of usage is discovered, HSCA will communicate the monitoring results to the Airport Authority. The Airport Authority shall impose sanctions on GA/BA Aircraft Operators or Handling Agent representatives abusing slot coordination rules.

## 4. ONLINE COORDINATION SYSTEM (OCS) ACTIVATION RULES for GA/BA Operators

### 4.1. General

- 4.1.1. OCS is activated for all Coordinated (**IATA Level 3**) Greek Airports.
- 4.1.2. SIRs will include the GA/BA flights held with registration (REG) will be shown with the generic two letter code GN plus a separate column showing the a/c registration and GA/BA flights held with Flight Number (FLT) will be shown only with flight number.
- 4.1.3. Slot requests / changes / deletions of Ad Hoc flights can be handled through OCS on every calendar (UTC) weekday for Ad Hoc slot requests/changes/deletions of flights arriving on the day and up to fourteen (14) days ahead for every day of the week.
- 4.1.4. Closing hours of the airports that do not operate on 24 hours basis **are not shown in OCS**. Slot requests/changes outside the operating hours of these airports will be rejected by the system, therefore GA/BA A/C Operators or Handling Agent representatives should be informed about the airport opening hours at the following websites:
  - For HCAA airports: <http://www.ypa.gr/en/our-airports/Orario-aerolimenon/>
  - For Fraport Greece: <http://www.fraport-greece.com>
- 4.1.5. All relevant information for applying and accessing OCS can be found in the link: [https://www.online-coordination.com/Default.aspx?tabid=ext\\_FAQS](https://www.online-coordination.com/Default.aspx?tabid=ext_FAQS)
- 4.1.6. Registered users of OCS who have not applied for and wish to access Greek Airports, should contact ACL for requesting access rights at [help@acl-uk.org](mailto:help@acl-uk.org).

### 4.2. Rules

**The following rules shall apply for the Ad Hoc GA/BA Slot Requests on OCS:**

- 4.2.1. Slot requests must be **exclusively for Ad Hoc operations** with requested arrival time within the time period of OCS activation specified above in par. 4.1.3
- 4.2.2. Slot requests must be at least **thirty (30)** minutes prior to the requested time of operation.
- 4.2.3. For Slot requests for GA/BA flights at all coordinated airports a PPR (Prior Permission Required-parking authorization) **is mandatory** in the SI section of the GCR message as per GA/BA coordination procedures. For information on how to obtain a PPR, please visit the Airport Operator's website.
- 4.2.4. The PPR procedure applies also for changes of the already confirmed slots **ONLY** if changes of timings in apron occupancy are **more than 20 min** than the previously approved. If apron occupancy changes are within the previously

- approved timings a new PPR is **NOT required**. A new PPR is required in case of a higher category A/C type change.
- 4.2.5. The correct PPR number given by the relevant Airport Authority is **mandatory** to be included in all slot requests /changes.
- 4.2.6. If the PPR is missing or is fraudulent, then possible confirmations from OCS are **not valid**. Such action will be considered as misuse of OCS and HSCA will communicate the monitoring results to the Airport Authority. The Airport Authority shall impose sanctions on GA/BA Operators abusing slot coordination rules.
- 4.2.7. PPR procedure **does not apply** for GA/BA flights slot requests at **Heraklion (LGIR)** airport, when the requested ground time is up to two (2) hours. For more than two hours ground time, PPR is mandatory for this airport also.
- 4.2.8. Requests in unlinked format are **not accepted** and the overnight indicator must be **single digit only**.
- 4.2.9. For GA/BA Aircraft Operators that intent to operate for a first time at a Greek IATA L3 airport, with a Flight Number, a **valid AOC is mandatory** to be sent along with their first GCR to HSCA. Exceptionally, when the first GCR is handled through OCS during HSCA'S off working hours, it must be requested with an A/C registration (/REG) and the AOC must be sent to HSCA, so that HSCA operators' database is updated accordingly.
- 4.2.10. **It is strongly recommended that OCS should be used by all GA/BA operators and Handling Agent representatives interested in receiving immediate and valid responses to their Ad Hoc Slot Requests/Changes/Deletions.**
- 4.2.11. The coordinators will **closely monitor** usage of the OCS and all users must adhere to the general rules. Should misusing of the system or exploiting the rules of usage is discovered, HSCA will communicate the monitoring results to the Airport Authority. The Airport Authority shall impose sanctions on GA/BA Aircraft Operators or Handling Agent representatives abusing slot coordination rules.
- 4.2.12. Please note that all email correspondence concerning OCS accessibility and operational issues will **only** be processed at **ocs-hsca@athensairport.gr**. HSCA will not be held responsible for unprocessed requests sent to other email addresses.
- 4.2.13. All relevant information for applying and accessing OCS can be found in the link:  
[https://www.online-coordination.com/Default.aspx?tabid=ext\\_FAQS](https://www.online-coordination.com/Default.aspx?tabid=ext_FAQS).

## 5. DEFINITIONS

- **AIP** shall mean Aeronautical Information Publication.
- **Airport Operator** shall mean an organization responsible for the direction and management of one or more airports.
- **ANSP** shall mean Air Navigation service provider as defined in Article 2.5 of Regulation (EC) 549/2004 of the European Parliament and the Council of 10 March 2004, laying down the framework of the creation of the Single European Sky.
- **Business Aviation** shall mean that sector of general aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, where the aircraft are flown for purposes generally considered not for public hire and are piloted by individuals having, at a minimum, a valid commercial pilot license with an instrument rating;
- **Coordinated Airport** shall mean any airport where, in order to land or take off, it is necessary for an air carrier or any other Aircraft Operator to have a slot allocated by a coordinator, with the exception of State flights, emergency landings and humanitarian flights.
- **ETFMS** shall mean the enhanced traffic flow management system.
- **FPL** shall mean the flight plans.
- **GCR** message shall mean the IATA General Aviation Slot Clearance Request/Response message.
- **General Aviation** refers to operations with civil aircraft for remuneration or hire other than commercial aviation or aerial work (ICAO DEFINITION).
- **GIR** message shall mean General aviation Information Request /Response message.
- **Handling Agent representative** shall mean Handling Agent or Supervising Agent holding a valid operating license by HCAA.
- **Hellenic Civil Aviation Authority** (HCAA) is a Civil Service under the Ministry for Infrastructure, Transport and Networks, directed by its Governor and Deputy Governors. Its mission is the organization, development and control of the country's air transport infrastructure, as well as the study and laying of proposals to the Minister of Infrastructure, Transport and Networks concerning the overall policy formulation in air transport.
- **Hellenic Slot Coordination Authority** (HSCA) is the official slot coordinator for all Greek Airports appointed by the Hellenic State.
- **IFR flight** a flight with Instrument Flight Rules.
- **NMOC** shall mean the Eurocontrol Network Manager Operations Centre.
- **No Slot Occurrence** shall mean a FPL filed for a flight intending to take off or land at a Greek coordinated airport, as listed in the first paragraph of the "Slot Allocation Process" during the coordinated period without having obtained an airport slot by the HSCA corresponding to the time filed in the FPL.
- **Overnight indicator** If the aircraft is making an overnight stop (passing midnight) at the airport it is appropriate to use the overnight indicator which denotes how many midnights the aircraft layover encompasses i.e. 1 night, 2, 3 nights e.tc.
- **PPR** Prior (Parking) Permission Required.

- **Series of slots** shall mean at least five slots having been requested for the same time on the same day of the week regularly in the same scheduling period and allocated in that way or, if that is not possible, allocated at approximately the same time.
- **Service Type** the service type indicates the main reason for operating a flight.
- **Slot** shall mean the permission given by a coordinator in accordance with the European Regulation 95/93 as amended by EC793/2004 to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off as allocated by a coordinator in accordance with this Regulation.
- **Slot Violation** a GA/BA flight that operates +/- 20 min from the confirmed slot by HSCA
- **SSIM** IATA Standard Schedule Information Manual.
- **Suspension** shall mean the manual suspension of an already distributed flight plan in the ETFMS.
- **VFR flight** a flight with Visual Flight Rules.
- **WSG** Worldwide Slot Guidelines.