

MATAR FWC 2022

## Slot Coordination Local Rules

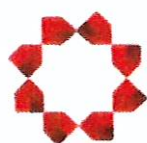
Hamad International Airport

Doha International Airport

Edition 2.0 June 2022



الهيئة العامة للطيران المدني  
CIVIL AVIATION AUTHORITY  
QATAR قطر



Qatar Company for  
Airports Operation  
and Management  
**MATAR**

الشركة القطرية  
لإدارة وعمليات  
المطارات  
**مطار**

Edition 2.0 – June 2022



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## Scope of the document

This document aims to be the set of guidelines that Qatar's main aviation stakeholders agree on how to efficiently manage the airport slot coordination activities prior and during the FWC2022 event. These guidelines are a result of best industry practices at times of increased demand, caused by a major sporting event and are adjusted to reflect Local priorities as these are set by individual contributions.

## Definitions and Abbreviations

ATC	Air Traffic Control
BA	Business Aviation
CAA	Civil Aviation Authority
DOH	IATA code for OTHH airport / HIA
DIA	IATA code for OTBD airport / DIA / Old Airport
GA	General Aviation
GHA	Ground Handling Agent
GHCN	Ground Handling Confirmation Number
GCR	General aviation Clearance Request
FPL	Flight Plan
FWC	Football World Cup
HIA	Hamad International Airport
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
L3	Level 3 – Slot Coordinated airport
L2	Level 2 – Schedule Facilitated airport
PMA	Participating Member Associations
SAR	Search And Rescue
SCR	Slot Clearance Request
VVIP	Very Very Important Person
WASG	Worldwide Airport Scheduling Guidelines
W21	Winter 2021 Scheduling Season
W22	Winter 2022 Scheduling Season
QAS	Qatar Aviation Services
QCAA	Qatar Civil Aviation Authority
QR	IATA Code – Qatar Airways

# 1. Local Rules

## 1.1. Slot allocation priorities & exclusions to the Local Rules

In order to ensure a fair and transparent slot allocation process, yet enabling an effective support for the event the following have been provisioned:

- a. Slot requests for PMA flights i.e. National Football teams, will be handled on a priority basis.  
The requested slot however will be subject to the available capacity and slot availability at the time of the request.
- b. All other slot requests will be handled on a first-come/first-serve basis.

Following operations will be excluded from the Local Rules restrictions:

- a. Military flights
- b. State flights
- c. SAR flights
- d. Emergency flights
- e. Humanitarian flights

## 1.2. Traffic distribution within Doha's Civil Aviation airports

In order to ensure optimum utilization of available capacity and delivery of appropriate service levels the slot request/traffic demand will have to be distributed with the following priorities:

- 1. All scheduled services and additional scheduled services will be accommodated at DOH.
- 2. Charter services will be accommodated at either DOH or DIA subject to slot availability.
- 3. GA/BA services will be accommodated primarily at DIA.
- 4. State & VVIP services will be accommodated at either DOH or DIA on the basis of local authorities' requirements.



### 1.3. Articles of Local Rules – HIA/OTHH and DIA/OTBD (in effect 30th October to 25th December 2022)

#### 1.3.1. Slot requests

- a) All flights, with the exceptions of flights mentioned under 1.1., will be subject to obtain a slot. The slots will be allocated by the Slot Coordinator.
- b) Failure to operate within the allocated slot time of arrival/departure will result in a penalty, with the exceptions mentioned in 1.1.
- c) All operations i.e. charter and GA/BA slot requests must be submitted in turnaround format as per the examples in Appendix 1.
- d) All schedule (with the exception of operations with historic precedence), ad-hoc, charter and GA/BA slot requests must include a unique per flight "Ground Handling Confirmation Number" (GHCN). The concerned operators are required to obtain a GHCN through the Ground Handling Agent (GHA). In order to get a GHCN, the operators must:
  - i. Have a confirmed representation services agreement (to be shared with their GHA).
  - ii. Have a confirmed maintenance support agreement (to be shared with their GHA).
  - iii. Have deposited to MATAR (Qatar Company for Airports Operation and Management) the amount of 5,000 USD per flight (one arrival & one departure) as a slot booking deposit through a company credit card. The deposited amount will be deducted from the final airport charges invoice or will be released to the operator in case of flight cancelation as per the current set of rules.
- e) All ad-hoc, charter and GA/BA slot requests must clearly state the purpose of flight in the "SI" part of the SCR/GCR message.
- f) All filed Flight Plans (FPLs) will be checked against the approved slots. FPLs not in accordance to the approved slots will be notified to the FPL originator for taking the required timely action.
- g) Maximum ground time allowed for narrow-body aircraft/ICAO Ref: A, B, C (excluding home-based carriers and scheduled services with historical precedence) will be 60 minutes.
- h) Maximum ground time allowed for wide-body aircraft/ICAO Ref: D, E, F (excluding home-based carriers and scheduled services with historical precedence) will be 90 minutes.

## 1.4. Slot conformity and Penalties

- a) Slot cancellations or slot revisions will be accepted and handled up to 24 hours prior to the scheduled arrival time in Doha (in UTC Times).
- b) Slot revisions received on the day of operation will be rejected.
- c) Slot cancellations received on the day of operation and non-operation of an approved slot (no-show) will be subject to penalties:
  - i. 100 USD per seat per flight leg for charter passenger flights & loss of the Slot booking deposit.
  - ii. 20,000 USD per flight for GA/BA flights and loss of the Slot booking deposit.
  - iii. 30,000 USD per flight for charter cargo flights and loss of the Slot booking deposit.
- d) Slot violation/misuse for any reason other than the cases described in the exclusions paragraph (1.5.a, 1.5.b) will be subject to penalties:
  - i. 5,000 USD for arrivals of +/-20 minutes deviation from the approved slot, for flights with a flight time of 5 hours or less.
  - ii. 5,000 USD for arrivals of +/-35 minutes deviation from the approved slot, for flights with a flight time of 5 hours 1 minute or more.
  - iii. 5,000 USD per flight leg for flights operating with an aircraft type of a higher ICAO category than the one approved.

## 1.5. Exclusions to penalties

The following exclusions from the penalty implementation apply:

- a. Flights with established historic rights and new schedule requests for the whole W22 Scheduling Season.
- b. Slot misuse or slot cancellation on the day of operation for reasons outside of the airline's control, justified subject to one of the following delay codes in accordance to the IATA Aircraft Handling Manual as amended from time to time:
  - Damage to aircraft during flight /ground operations IRR 51, 52
  - Adverse Weather IRR 71, 72, 73, 75, 76, 77

- |  |                                   |
|--|-----------------------------------|
| • Air Traffic Flow Management              | IRR 81, 82, 83, 84, 88,<br>89, 87 |
| • Industrial action outside of the airline | IRR 98                            |
| • Mandatory Security                       | IRR 85, 86                        |

## 1.6. Slot Performance Committee members and Roles

MATAR as the Airport operator, shall report all slot violation cases as described above to the Slot Performance Committee for further evaluation within the slot allocation context. The Slot Performance Committee will meet as required and will consist of representatives from the following entities:

- a. **Chair & Initiator:** MATAR – Qatar Company for Airports Operation and Management
- b. **Representative:** CAA – Air Transport
- c. **Representative:** CAA – Air Navigation
- d. **Representative:** Airport Operators Committee
- e. **Representative:** QAS Ground Services
- f. **Observer:** Qatar Slot Coordination

Terms of reference and guiding principles of the committee will be agreed after the official change of airport coordination level.



## APPENDIX 1. SCR/GCR sample in turnaround format

The Local Rules require an SCR/GCR to be filed in a turnaround format in order to ensure that the operators don't exceed set maximum ground times and for optimal resource utilization.

Sample 1. SCR Charter request made by a fictional operator in a turnaround format:

SCR  
W22  
21NOV  
DOH  
NZZZ001 ZZZ002 23NOV23NOV 0030000 050100 FRALCA0800 1000IKA CC  
SI GROUND HANDLING APPROVAL NUMBER GAVS / GHEN 9999/01-DEC-2022  
SI ADDITIONAL INFO  
SI NOTE ADDITIONAL INFO  
GI BRGDS ZZZ OPS

Sample 2. GCR for a Business aviation request made by a fictional operator in turnaround format:

GCR  
/REG  
OTBD  
NN753BP 02DEC 008LJ60 EGGW1300 1400LGAV DD  
SI GROUND HANDLING APPROVAL NUMBER GAVS / GHEN 9123/21-NOV-2022  
SI CIP VISITORS FOR FWC  
GI BRGDS ABC OPS