

APPROVED  
by the Order No. 9R-13  
on 24<sup>th</sup> November 2023  
of the CEO of JSC Lithuanian Airports

## **DESCRIPTION OF THE PROCEDURE FOR FLIGHT SCHEDULE COORDINATION**

### **I. Purpose of the Description**

1. The purpose of the present Description of the Procedure for Flight Schedule Coordination (hereinafter referred to as the Description) is to reduce operational flight delays, facilitate airport flight scheduling and assist the Schedule Facilitator with achieving independent flight coordination with air carriers.

### **II. General Part**

2. An airport whose operation is facilitated through scheduling – in accordance with Article 3 of the Council Regulation (EEC) No 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports (as last amended by the Regulation (EC) No 793/2004 of the European Parliament and of the Council of 21 April 2004) (hereinafter referred to as the Regulation) and Article 43 of the Law on Aviation of the Republic of Lithuania, – is an airport designated by the Ministry of Transport and Communications of the Republic of Lithuania where there is potential for congestion at some periods of the day, week or year, which operates with voluntary cooperation between air carriers and in which a schedules facilitator is appointed to facilitate the operations of the air carriers providing services or intending to provide services at that airport;

According to the IATA Worldwide Scheduling Guidelines such an airport is classified as Level 2 Schedules Facilitated airport.

3. A Schedules Facilitator is a person elected by a schedules facilitator appointed by Order No. 3-166 of 13 April 2017 and who is obligated to perform the functions of the schedules facilitator as provided for in the Regulation.

4. The Schedules Facilitator is responsible for the collection of schedules, their analysis and coordination from all air carriers intending to operate at the airport and seeking voluntary coordination of the schedules when flights are scheduled during potential congestion.

5. The Schedules Facilitator shall be guided by the principles of impartiality, transparency and non-discrimination in the performance of his/her duties.

6. When operating or intending to operate at schedules facilitated airport, air carriers shall submit to the Schedules Facilitator all requested information.

### **III. Schedule Coordination Priorities**

7. Should the Schedules Facilitator, having collected and analysed information on the schedules of the flight planned to be operated by airlines, establish that in view of the throughput capacity of the critical infrastructure the planned schedules may cause congestion at the airport, he/she shall notify

the airline companies affected by the congestion and recommend alternative arrival and/or departure times.

8. Air carriers shall notify the Schedules Facilitator of any changes in the schedules of the planned flights.

9. For the purpose of schedule coordination the following priorities shall apply:

9.1. Flights of the previous equivalent season:

9.1.2. The flights that are planned and operated in an analogy to the previous equivalent season should be given higher priority than any new planned flights at the same arrival and/or departure times.

9.1.3. The flights that are planned to be operated without any changes from the previous equivalent season should be given higher priority than the flights in relation to which time and/or aircraft size changes are being planned (in the event of encountering a shortage of the passenger terminal capacities);

9.2. Year-round operated flights: newly planned flights, extending the flights of the current season to flights operated all-year-round, should be given higher priority than the newly planned flights at the same arrival and/or departure times;

9.3. Actual duration of operation: when the flight times provided for in the planned flight schedules of two or more air carriers coincide, higher priority should be given to the schedule of the air carrier with a longer actual duration of operation at the airport.

9.4. Ad hoc flights: the air carriers planning to operate regular flights should be given higher priority than the air carriers planning to operate ad hoc flights;

9.5. Operational factors: the flights that may be potentially affected by the limitations of the working hours of other airports, or any other related operational factors, should be given higher priority than the flights that will not be affected by such factors.

#### **IV. Dispute resolution**

10. Should an air carrier object to an aircraft arrival/departure time proposed by the Schedules Facilitator, the Schedules Facilitator shall apply to the Administration of JSC Lithuanian Airports regarding an alternative arrangement of the issue.

11. The Administration of JSC Lithuanian Airports shall have the right to coordinate the flight times according to the priorities applied to ad hoc flights, however, in this case, the next season flights of the air carrier will lose an opportunity to take advantage of the benefits of the priority referred to in Clause 9.1 of the Description, as well as the right to take advantage of the historic precedence for the operated timings (Clause 12 of the Description).

12. An air carrier that has at any time failed to comply with the requirements of the present Description shall lose its right to take advantage of the historic precedence for the operated timings, should in the future the airport be designated as a schedules facilitated airport.