

Business Continuity Manual

Business Continuity Plan: A6 Flight Rescheduling Control System

		Signature	Revision	Effective Date
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A. INTRODUCTION

1.0 Purpose

This document outlines the implementation of Flight Rescheduling Control (FRC) processes following a disruption at the Hong Kong International Airport (HKIA), such as typhoon or inclement weather, in order to recover airport operations back to normal as soon as possible.

2.0 Background

1. Airport operations are occasionally disrupted during Hong Kong's typhoon season when most arrival and departure flights have to be cancelled, delayed or diverted to other airports due to severe weather conditions.
2. The FRC protocol is activated and declared by the AA's Airport Management Director or his / her representative for the operational recovery after the passage of a major tropical cyclone and / or any other airport disruption which warrants the FRC.
3. The purpose of FRC is to handle the traffic backlog following a disruption to normal operations by optimising the use of arrival and departure slots available whilst at the same time avoiding any over stretching of airport facilities such as parking stands and airbridges.
4. This document deals exclusively with the allocation of flight landing and departure slots at the HKIA and flight information display priority at the display units of Flight Information and Display System (FIDS) in the Passenger Terminal Building (PTB) when FRC is activated.
5. Upon clearance of the backlog of flight movements, deactivation of the FRC protocol will be declared by AA's Airport Management Director or his / her representative.
6. Flight Rescheduling Control System (FRCS) is used to facilitate the flight slot allocation process, which is a newly developed browser-based programme that is accessible to authorised users at AA's extranet:

<https://extranetapps.hongkongairport.com/frcs/>
7. Flight Rescheduling Planners, Self-handled Airlines and Handling Agents have been granted access rights and login accounts.

B. ROLES AND RESPONSIBILITIES

1.0 Flight Rescheduling Controller

1. Performed by nominated Assistant General Manager (AGM) or Airfield Manager in the Airfield Department (AD).
2. Lead and liaise with the Civil Aviation Department (CAD) and airlines' representatives and make the final decision on flight slot allocations, when necessary.

3. Communicate with Airlines' representatives about the final decision on flight re-scheduling for cases as escalated by the Flight Scheduling Planner.

2.0 Flight Rescheduling Planner

1. Performed by nominated Airfield Manager or Assistant Airfield Manager.
2. Approve / reject slot requests submitted from airlines / handling agents via the FRCS against runway capacity based on the Allocation Criteria described below.
3. Ensure FIDS Team update the flight information (i.e. mainly ETA / ETD) of approved flights in FIDS.
4. Closely liaise with representatives from ATC and IAC-ACC for real time adjustment of slots allocation in consideration of air traffic and apron operation constraints

3.0 FIDS Team

1. Alert self-handled airlines and handling agents activation of FRC.
2. Update ETA / ETD in FIDS of the approved flights by the Flight Reschedule Planner and accept ETA of incoming flights through User Authorisation even though the flights do not have an approved slot.
3. Closely liaise with the Flight Scheduling Planners for real time adjustment of slot allocations.

4.0 IAC- ACC

1. Execute the query tool in the Aircraft Parking Stand Allocation System (APSAS) to highlight all flights with approved slots (i.e. with ETA/ ETD provided) or with ETA updated via User Authorisation by FIDS Team.
2. Allocate parking stands to incoming flights with ETA updated by FIDS Team and facilitate departure of flights with approved slots by close liaison with ATC and ramp operators.
3. Update AEC and Flight Rescheduling Planners of apron capacity and aircraft parking conditions.

5.0 Air Traffic Control (ATC)

1. Send a representative to AEC to update runway capacity and aircraft movement condition.
2. ATC representative at AEC will closely liaise with Flight Rescheduling Planner to make real time adjustment on flight movement if necessary due to apron and runway operational constraints.

6.0 Airline Operators Committee (AOC)

1. When AOC is alerted by IAC-ACC for the activation of the Flight Rescheduling Control regime, AOC should keep all AOC members informed of activation and stand-down of the Flight Rescheduling Control regime.

C. FLIGHT SLOT ALLOCATION CRITERIA

Flight Rescheduling Planner should approve slots requests based on:

1.0 Departure Vs Arrival Flights

Relative priority between departure and arrival flight subjected to situation at that time e.g. departure priority over arrival if apron is full.

2.0 Airborne Vs On-Ground Flights

Arrival flight airborne from previous port has higher priority over arrival flight still on ground at previous port.

3.0 Scheduled Flights without ETA/ ETD

Remove flight without ETA / ETD submitted.

4.0 Delayed Departure Flights without Check-in/ Boarding Status

Departure flight passing its ETD without check-in or boarding status will have a lower priority.

5.0 Availability of Aircraft on Ground

A departure flight with an aircraft on ground will have a higher priority over another departure flight without an aircraft on ground.

6.0 Revision of Slot Requests

Flight with more than 3 revised ETA / ETD (without reasonable explanation) have a lower priority.

7.0 Airborne Flights without Approved Slot

Flight without slot approved but airborne from previous port, the same carrier will have a lower priority next time.

8.0 Current Seasonal Flight Schedule

1. The number of slots given to an airline in an hour will be based on the percentage of scheduled flights operated in a seasonal schedule against runway capacity as declared by Hong Kong ATC at that time.
2. The percentages of the top 5 airlines will be provided by Manager, Airfield at the beginning of each seasonal schedule, as per the following examples (S24):

	Airline	% of Top 5 Airlines	Runway Capacity*	
			Single Runway 34	Dual Runway 68
1	Cathay Pacific	31%	11	21
2	HK Express	12%	4	8
3	HK Airlines	10%	3	7
4	China Eastern Airlines	4%	1	3
5	Greater Bay Airlines	3%	1	2
	Other Airlines		1 flight per hour per airline will be given as far as possible if demand exists. If not, priority will be given in the next hour.	
Remarks: Runway Capacity is subject to the information provided by ATC during FRCS activation.				

* Round down to the nearest integer

3. For other carriers, if slots are available, at least one landing / departure slot is given in an hour per airlines / handling agents' request.
4. Passenger flights will have higher priority over cargo flights. Schedule flights will have higher priority over ad hoc / private flights. Long haul flights will have higher priority over regional flights.
5. In the exceptional circumstances, if the slots still cannot meet the demand, flights with larger passenger capacity will have a higher priority.

D. FLIGHT RESCHEDULING CONTROL PROCEDURE

1.0 Activation of FRC

1. The Airport Management Director or his / her representative in charge of the AEC will initiate the FRC protocol when necessary to ensure smooth and effective resumption of airport operations.
2. Self-handled airlines and handling agents to submit slots requests with latest ETA and ETD for approval via the FRCS. Approved / rejected status will be updated automatically in the system.
3. SOCC to publish the screen of "Airline Contact Phone Number" onto FIDS display units at the Passenger Terminal Building.

4. Airlines should suspend Check-in Services both early check-in and all-day check-in services, and all check-in services will be limited to commence from 3 hours before STD.
5. Flight Reschedule Planner to obtain the latest runway capacity from ATC for approval of slot requests.
6. Due assessment of in-terminal crowd management need, activate Procedure if necessary.
7. Due assessment of Passenger Care Team need activate Procedure if necessary.

2.0 Submission of Slot Requests

1. Self-handled airlines and handling agents to submit slots requests with latest ETA and ETD for approval via the FRCS. Approved / rejected status will be updated immediately in the system.

3.0 Flight Slots Allocation

1. Flight Scheduling Planner will try to accommodate the flights with slots requests submitted whenever flight slots are available.
2. If the slots are full or critical, the Flight Scheduling Planner will allocate slots in accordance with the aforementioned Allocation Criteria. Otherwise, the Flight Scheduling Controller at AEC will make the final decision on slot arrangement.

4.0 Night-Time Procedure

1. When the FRC is activated at night as the operational recovery will likely commence on the following day, airlines / handling agents will be requested to provide IAC-ACC the revised next day schedule and submit slots requests via the FRCS as per the following timetable at local time.
2. The Flight Rescheduling Planner to confirm to airlines / handling agents for their flight slots accordingly.

Flight Movement Period (Minimum)	Flight Schedule Submitted by Airlines / Handling Agents no later than:	Flight Schedule Confirmed by AA at:
06:00 – 11:59 LT	19:00 – 20:59 LT	23:59 LT
12:00 – 17:59 LT	21:00 – 01:59 LT	03:00 LT
18:00 – 05:59 LT	02:00 – 09:59LT	11:00 LT

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