



# **Standard Administrative and Operating Procedures**

**(SAOP's)**

R.H. Beirut International Airport

Slot Allocation Procedures



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## 1. INTRODUCTION

Airlifts are an integral part of normal commercial and humanitarian activities. Aircraft provide all concerned with a safe and reliable passage for personnel and cargo, particularly to areas where travel overland becomes impossible due to insecurity or impassable roads.

### 1.1. Situation

The current adverse situation in Lebanon has triggered a requirement to utilize air transport to replenish and support the Lebanese nation in its quest to normalize its social situation. That hostilities have not yet ceased exacerbates the problems confronting air planners in providing air support to the Lebanese people. The damage to Beirut International Airport and the ongoing conflict throughout the country, has given rise to a requirement for a safe flight corridor and control system to segregate and limit the air aircraft using Beirut International Airport.

A decision has been made by the Lebanese Government to request assistance from the United Nations (UN) and, particularly, the United Nations Humanitarian Air Services managed by the World Food Programme (WFP-UNHAS) to formulate a means of achieving air support, notwithstanding the current difficult situation on the ground. WFP-UNHAS has been tasked to formulate a slot entry and departure system for all aircraft using Beirut International Airport. The coordination and implementation of the system will be administered by WFP-UNHAS, on behalf of the Lebanese authorities. The UN instrument established to give support to Lebanon is the Emergency Operation Plan (EMOP) established in Larnaca. WFP-UNHAS forms part of this contingency. WFP-UNHAS has been specifically tasked to formulate and coordinate the necessary slot system and is required to liaise and coordinate with the appropriate Cyprus government departments in seeking to satisfy the emergency requirements of the Lebanese government.

The purpose of this document is to define the process for the safe and effective implementation and operation of a slot system for Beirut International Airport.



## **2. STANDARD PROCEDURES**

### **2.1. General**

R.H. Beirut International Airport has suffered damage. Only 1 runway in two directions is serviceable, runway 16 for landing and runway 34 for take-off.

The maximum take-off length available is 2100 m. A single corridor has been imposed for flights into and out of Beirut via VELOX and SILKO on the 270 VOR radial from the Beirut VOR. This is a severe limitation on airspace utilization. A request has been received from the Lebanese government for UNHAS to formulate a procedure for promulgation and coordination of operations on this single route. .

Based on this Lebanon request, UNHAS is developing a slot allocation system for flights into and out of Lebanon.

### **2.2. UNHAS Slot System**

A slot system has been developed for emergency operations at various locations in the past and a generic arrangement is already in place. The system needs to be presented for approval and cooperative implementation to all aviation authorities with responsibilities for airspace management. WFP-UNHAS has no independent authority to implement these procedures and is required to coordinate and facilitate activities in compliance with State prerogatives.

The characteristics of a properly developed slot system are that it provides for safety and separation from a single slot allocation call, and does not compromise the functions of participating State civil aviation authorities (CAAs). In general, the function of the UNHAS Air Cell is to input a system of support to the services that continue to be provided by existing State civil aviation authorities (CAAs). The generic system of slot arrangements already existent is available for ready implementation with only slight modifications as necessary in particular circumstances.

With respect to the slot system developed for operations into and out of Beirut International Airport, the time period during which the slot applies is defined as being from that time that an aircraft reports inbound at SILKO to the time at which it reports at SILKO outbound.

In the first instance, a total slot time of two hours will apply between inbound and outbound reports at SILKO. This, in approximate terms, after allowing flight times of twenty minutes from VELOX to Beirut and Beirut to SILKO, will allow a time on the ground at Beirut of one hour and twenty minutes. If, for any reason, it becomes apparent to an operator that that time limitation cannot be met, the operator is required to immediately contact the Operations Station of the UNHAS Air Cell on telephone number +357 99 29 7337 for negotiation of an amended slot. Customarily, it might be expected that a delay of approximately ten minutes can be accommodated without significant restructuring of slot arrangements. These times however, both total slot time and the allowable margin of non-compliance, will be constantly reviewed as circumstances and traffic intensity clarify and any necessary changes to them will be notified by NOTAM.

### **2.3. Responsibilities**

The Lebanese CAA is the sovereign body with the prerogative for approval of this procedure and control, through WFP/UNHAS over the manner of its implementation.

Cyprus CAA has the prerogative to endorse this procedure on its own coordinated terms.



The International Civil Aviation Organization (ICAO) is cooperating in development of these procedures and in their coordination.

The Israeli Defence Forces (IDF) exercise their right to approve the route specifications for flight operations. All operators/users are required to abide process and procedures described in this document. Lebanon CAA will issue a Class 1 NOTAM to promulgate this procedure.

After approval, WFP-UNHAS will coordinate the procedure from its Air Cell – telephone Planning Station on +357 99 19 0063 and Operations Station on +357 99 29 7337.

## **2.4. Criteria for slot allocation**

All requests must be made 72 hours prior to the start of the time slot being requested using the standard UNHAS Slot Request Form and the process described below. Operators must be approved by the relevant CAAs and comply with appropriate Air Operator Certificates (AOCs).

## **2.5 Slot Booking and Reservation**

Slot booking must be done using the standard UNHAS Slot Request Form. The form can be obtained from the UNJLC website ([www.unjlc.org/lebanon](http://www.unjlc.org/lebanon)). It must be sent to UNHAS Air Cell in Larnaca, Cyprus via email or fax. Details to be provided.

## **2.6. Procedure for confirmation and acceptance of slot**

The UNHAS Air Cell will confirm the requested slot and/or an alternative slot. The confirmation or alternative will be emailed or faxed back to the operator within 12 hours of the request being made. Acknowledgement and confirmation of the slot by the operator is required within 1 hour by the operator using the standard Slot Confirmation and Acceptance Form and sending it back to the UNHAS Air Cell.

In case of closure of Beirut airport forcing a no-fly day and/or portion of a day, the day will be considered lost, all allocated slots will be cancelled and operators will be required to apply for a new slot using the same request procedure.

**NOTE:** There will be no process to carry over slots to the next calendar day as this will have major implications for operations planned for the consecutive days in question. The 72 hour rule will necessarily apply for those operators who lose flights on the no-fly day or the portion thereof and will be required to re-apply.

## **2.7. Transponder allocation for Cyprus / Lebanon airspace**

A block allocation of transponder codes will be made available by ICAO to the UNHAS Air Cell and codes will be re-allocated by the cell to individual flights on the slot confirmation form. This procedure will ensure a discreet code for the operation of each aircraft within a particular slot and thereby add to safety.

## **2.8. Flight following procedures for entry into the slot**

The operator must confirm the departure of each flight allocated a slot by telephone to the Operations Station of the UNHAS Air Cell on telephone number +357 99 29 7337 to confirm that the slot is active.



## **2.9. Flight following procedures for departure**

1) Flights conducted by approved UNHAS operators will be monitored by the UNHAS Air Cell as well as by established State service providers. The customary arrangements for State provision of air traffic control, flight information, operational information and search and rescue (SAR) alerting services will apply, but in consideration of the special procedures in effect and the emergency nature of the operations, these will be supplemented by a flight watch conducted by the UNHAS Air Cell.

2) Flights conducted by all other operators will be provided with customary air navigation support services by State providers and, as arranged by themselves, their own operators. The progress of these flights will be monitored by the UNHAS Air Cell to the extent of the cell ensuring compliance with slot procedures. This latter service will not, however, include the provision of any air navigation support services customarily provided by States with jurisdiction over the affected airspace.

Departure times must be notified by telephone to the Operations Section of the UNHAS Air Cell on telephone number +357 99 29 7337 by the operators. This is in addition to any requirements of the State-provided system or the operators' own standard operating procedures (SOPs).

## **2.10. Termination of compliance with slot allocation**

Compliance with the slot procedures will terminate at the time of the aircraft's outbound report at the FIR reporting point outbound (SILKO). Aircraft will thereafter proceed on their flight in accordance with their approved flight plan.

## **2.11. Reporting**

Operators other than UNHAS are requested to initiate a courtesy call to the Operations Station of the UNHAS Air Cell after landing at their destination in order to close the active file on the flight. For UNHAS flights, the arrival report and closure of the active file on the flight will be managed by the UNHAS Air Cell in accordance with these SAOP.

## **2.11. Duties of Pilots / Flight-Followers**

Pilots and flight followers of UNHAS aircraft are responsible for compliance with all UNHAS SAOPs for the full duration of the flight. Nothing in these procedures absolves all pilots from the responsibility to comply with air navigation directives issued by the sovereign State with jurisdiction for the affected airspace.

Pilots and flight followers of all other operators are responsible to the State CAAs with appropriate airspace jurisdiction and, as appropriate to their own operators' SOPs for the full duration of the flight..



## **3. INTERNAL PROCEDURES**

### **3.1. Definitions of operational hours**

The UNHAS Air Cell in Cyprus operates during daylight hours between 0300 and 1500 UTC. This is in conformity with the times of operation of the Beirut airport. These operational hours will be continually reviewed in consideration of evolving circumstances.

### **3.2. Slot allocation phase**

All aspects of relevant procedures applicable during the slot allocation phase will be the sole responsibility of the Planning Station within the UNHAS Air Cell. The process will be as follows:

- All requests will be given a serial number and registered into the UNHAS Log Book.
- Slot availability will be determined on the daily chart. If a slot is available, the request will be entered into the daily chart.
- The daily chart will contain operator names, call signs, aircraft types and allocated provisional transponder codes.
- The Planning Station within the UNHAS Air Cell will notify the allocated provisional transponder code to the relevant air traffic control stations.
- If the preferred slot is not available, an alternative slot will be entered into the chart and the operator notified accordingly. If both slots requested are not available, the slot request will be cancelled and the operator informed and requested to re-submit a request.
- If either slot request is entered into the chart, a Confirmation Acceptance Note with a serial number and a provisional transponder code will be sent to the operator.
- The above process will be completed within 24 hours of receipt of the slot request. ([look at the 12 hours versus 24 hours](#))
- 
- The operator must return the Acceptance of Slot form within 1 hour of its receipt and thereby confirm acceptance of the slot.
- The acceptance will be filed and the file passed to the Operation Station in the UNHAS Air Cell. This will terminate the responsibility of the Planning Station with respect to the slot request in question.
- A hand-over schedule will be determined.

### **3.3. Implementation phase**

The Operation Station of the UNHAS Air Cell will handle all queries and contingencies related to slot allocations. The Operation Station will activate the slot: a) upon receiving the call from the UNHAS flight following system or b) upon receiving the phone call by the operator notifying the departure of the aircraft. The slot will be closed by application of the procedures outlined above and the date/time group of closure will be entered on the file..

### **3.4. Post flight phase**

The Reports Station of the UNHAS Air Cell will receive the closed slot file for processing. The relevant data will be entered to the UNHAS reporting system for statistical purposes under the following headings:



- Compliance with slot allocation (yes/no)
- Deviations
- No-show

### 3.5. Search and Rescue (SAR)

As a customary part of its obligation to provide air navigation support services, each State with jurisdiction over relevant airspace will initiate a SAR alerting service to ICAO Standards as required and, when necessary, provide appropriate SAR response. In recognition of the potential for high traffic density and the elevated risk of operations, States are encouraged to consider the need for supplementary arrangements for staffing of rescue coordination centres (RCCs) and support from air and sea craft operating in the region as SAR Units. In regard to the latter supplementary arrangement, assistance may be requested from the UNHAS Air Cell by way of pre-prepared letters of agreement that are suitable for temporary SAR cooperation between RCCs and SAR Unit providers.





# United Nations Humanitarian Air Services UNHAS Cyprus



Version 1.2 Dated 8. August 2006

## 4. ANNEXES

### 4.1. UNHAS Slot Request Form

<b>Slot Request Form Lebanon</b>						
This Slot Request Form <b>MUST</b> reach WFP - UNHAS at least 72 hours before ETA						
<b>ALL TIMES ARE UTC (ZULU)</b>						
<b>Aircraft and Cargo Information</b>						
Consigner		Consignee		Call Sign	Aircraft Type	Type of Cargo
<b>Initial Departure Aerodrome</b>			<b>Entry into Beirut</b>			
ICAO	Date of Departure (dd mmm yy)	Time of Departure (Z)	Point of Entry	Date of Entry (dd mmm yy)	Time of Entry (Z)	Altitude Entry (FL XXX)
			<b>VELOX - SILKO</b>			
<b>Slot Requests</b>						
	ICAO	Date of Arrival (dd mmm yy)	Time of Arrival (Z)	Date of Departure (dd mmm yy)	Time of Departure (Z)	Departing Cruise Altitude (FL XXX)
1st Destination	<b>OLBA</b>					
2nd Destination						
3rd Destination						
Alt Destination						
Alt Destination						
<b>Exit from Beirut</b>			<b>Final Destination Aerodrome</b>			
Next destination	Date of Exit (dd mmm yy)	Time of Exit (Z)	Altitude at Exit (FL XXX)	ICAO	Date of Arrival (dd mmm yy)	Time of Arrival (dd mmm yy)
<b>Contact Information</b>			<b>Remarks</b>			



# United Nations Humanitarian Air Services UNHAS Cyprus



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Name and company					
E-mail					
Telephone					
Fax					
<b>UNHAS Serial number</b>					

#### 4.2. Slot Confirmation and Acceptance Form

<b>Slot Confirmation and Acceptance Form Lebanon</b>						
<b>ALL TIMES ARE UTC (ZULU)</b>						
<b>Slot Confirmation</b>						
<b>Confirmed / Denied</b>						
	ICAO	Date of Arrival (dd mmm yy)	Time of Arrival (Z)	Date of Departure (dd mmm yy)	Time of Departure (Z)	Departing Cruise Altitude (FL XXX)
1st Destination	<b>OLBA</b>					
2nd Destination						
3rd Destination						
Provisional transponder code						
Alt Destination						
<b>Contact Information</b>				<b>Remarks</b>		
Name and company						
E-mail						
Telephone						
Fax						
<b>UNHAS Serial number</b>		<b>Acceptance by operator</b>		<b>YES</b>	<b>NO</b>	



## 5. Emergency Contact List

	Phone	Name	Email	
UNHAS Chief Air Transport Officer	Mobile +357 99297336	Rod Penhall	<a href="mailto:rod.penhall@wfp.org">rod.penhall@wfp.org</a>	
UNHAS Air Transport Officer	Mobile +357 99190063	George Harb	<a href="mailto:george.harb@wfp.org">george.harb@wfp.org</a>	
UNHAS Air Transport Officer	Mobile: +357 99297366	Raymond Kowandy	<a href="mailto:raymond.kowandy@wfp.org">raymond.kowandy@wfp.org</a>	
UNHAS Air Transport Officer	Mobile: +357 99297337	Kimmo Laine	<a href="mailto:kimmo.laine@movingthe">kimmo.laine@movingthe</a>	
UNHAS Air Movement Officer	Mobile:	Saba Jamil	<a href="mailto:Sabajamil1962@yahoo.c">Sabajamil1962@yahoo.c</a>	

