



UEFA Europa League Final Slot Allocation Procedure 2017

**Attention air carriers operating air service to Stockholm-Arlanda Airport between 24th May and 25th May 2017 for the UEFA Europa League Final.**

**Subject: UEFA Europa League Final 2017 in Stockholm**

To whom it may concern,

The UEFA Europa League Final will be hosted at the Friends Arena in Stockholm on the 24th May 2017 which will lead to an additional demand at the Stockholm-Arlanda Airport.

For the period of 24th May 07:00 UTC to 25th May 10:00 UTC 2017 ACS will be implementing a slot allocation procedure in order to:

- Maintain the usual traffic at the airport in an efficient and punctual manner.
- Effectively utilize airport capacity.
- Process the additional planned traffic specific to the game.
- Inform all aircraft operators about the specific rules applicable for Arlanda and about the enforcement procedure.

ACS together with the Stockholm-Arlanda Airport has put in place the following procedure to be followed by all operators:

- All slot application requests (SCRs) will be collected beginning on the 12th May once both teams have been announced. Once slot requests have been received, ACS will process the messages and then refer all flights to the designated airport. In terms of dates please see below:

Date (TIME)	Action
11th May	Teams in final announced.
12th May	Slot applications received. ACS begins coordination.
22th May (12:00 Local)	Official closing date/time for slot applications. Only changes permitted.

- The slot request must be sent in SCR format. If any SSIM errors are present, the message will not be processed and will be returned for correction. Messages can be sent to e-mail [scr@airportcoordination.com](mailto:scr@airportcoordination.com).
- All SCR and GCR messages should include corresponding arrival and departure requests (linked format) in order to aid parking (including ferries with service type "P").
- Air carriers intending to operate flights specifically for this event must use service type "O" when applying for the live sectors.

- In the SI (supplementary information) field we shall need the following information to be presented; **IF YOU FAIL TO PROVIDE THIS INFORMATION YOUR SLOT REQUEST WILL NOT BE PROCESSED.**

1. Contacts (e-mail and telephone number).

2. Confirmation on who will be your designated handling agent.

<https://www.swedavia.com/about-swedavia/ground-handling-agents>

- **SAS Ground Handling:**  
Eva Solhall [sgsarn.adhoc@sas.se](mailto:sgsarn.adhoc@sas.se)
- **Aviator handling:**  
Jonas Blom [jonas.blom@aviator.eu](mailto:jonas.blom@aviator.eu)
- **Menzies handling:**  
Catharina Stark [Catharina.Stark@menziesaviation.com](mailto:Catharina.Stark@menziesaviation.com) or  
Anna Swanberg [Anna.Swanberg@menziesaviation.com](mailto:Anna.Swanberg@menziesaviation.com)

3. Confirmation on who will be your designated bus company (including contact information, i.e. e-mail and telephone number). **For contact information to bus companies, please contact your official supporter club.**

4. If applicable, any other information such as team flight, official supporters' flight, or specific VIP requests must be included.

- An example of an SCR we would expect would be as follows:

```
SCR
S17
12MAY
ARN
NXXX999 XXX999P 24MAY24MAY 450747 KEF1500 1630CPH OP
NXXX999P XXX999 25MAY25MAY 450747 CPH0300 0500KEF PO
SI
OPS TEL 00345 555 1212 E-MAIL SVEN@ICELAND.IS
HANDLING COMPANY: 1 OF AUTHORIZED
BUS COMPANY: 1 OR MORE OF AUTHORIZED
TEAM: VIKINGUR REYKJAVIK FC
GI BEST REGARDS SVEN SVENSDOTTER
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- Order of priority for slot allocation:
  - State flights
  - Series of slots, according to the common rules for slot allocation, Regulation No 95/93 Article 8.3
  - Special flights for this event
  - Charter (service type O) for this event
  - Other GA flights
  
- The following flights are exempted from slot allocation but we highly recommend that the operators keep us informed of their intention even on short notice:
  - Medical, emergencies, evacuation or humanitarian flights
  - State and military flights
  - Search and rescue operations
  - Emergency operations
  
- In addition, an AIP supplement will be published with subsequent NOTAM before the event.

### **Slot monitoring**

Eurocontrol restriction: only flights with slot confirmation will get flight plan approved.

IMPORTANT, special requirements to airlines during the event:

- Fueling possibilities will be limited due to high volume of traffic. Please refer to special NOTAM for instructions.
- Due to the expected high demand on airport capacity and facilities between May 24th and May 25th (public holiday), we appeal to the airline fleet scheduling and OPS department to kindly reduce the amount of night stops. Flights will likely be towed away from the terminal to remote areas upon arrival.
- Maximum ground time will be limited to 240 min for General Aviation from 24<sup>th</sup> May to 25<sup>th</sup> May 2017.
- Crew must remain at ARN/ESSA 1 HR after arrival for towing or taxi to remote parking area.
- Crew must be present at ARN/ESSA 3 HRS before departure due crew transfer times to remote parking area. Meeting point: Terminal 3. Cafeteria available. Crew will receive further information at arrival from handler. Special charge for crew transportation to remote parking may apply.
- Crew must ensure possibility to tow the aircraft during the entire turnaround, through available technician/pilot or agreement with handling company at ARN/ESSA.
- Aircraft must not be sealed on the remote parking. All parkings will be monitored and secure.
- Lavatory and water service must be pre-ordered and will be handled at arrival when possible.
- Return check-in and printed boarding cards must be provided at origin station for all passengers. This is a requirement for all flights.



- All passengers and crew need required documentation such as VISA and passport according to the boarder regulations stated in the Alien Act, Chapter 9, Section 3.
- Pilot in command will be responsible to bring landing gear lock pins as soon as possible.

ACS  
Airport Coordination Sweden  
12 May 2017