
 Aeroporti di Roma	Procedure	-
	TEMPORARY LIMITATION OF THE AIRPORT CAPACITY FURTHER TO OPERATIONAL IRREGULARITIES	Rev. 5 dated 18/10/2019

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PROCEDURES FOR THE TEMPORARY LIMITATION OF THE AIRPORT CAPACITY FURTHER TO OPERATIONAL IRREGULARITIES




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	INTRODUCTION	SECTION 1	Point: 1.1	Procedure
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1. INTRODUCTION

1.1. Purpose

The airport capacity may be temporarily limited, with a brief period of or no notice, further to aeronautical accidents, serious emergencies underway, infrastructural, plant engineering and/or operational penalties, extreme weather conditions, natural phenomena of a serious entity. In such cases, the need comes about to proceed with a limitation of the airport traffic flow so as to ensure deliverable planning for all the airlines.


The purpose of this procedure is to define the methods - in observance of impartial criteria - for proceeding with the balance between traffic demand on Rome Fiumicino airport and the available capacity, in the face of a temporary limitation of the same, acting in the interests of the passengers and with the purpose of resuming normal operations as soon as the conditions allow.

The objective is to pinpoint the action necessary for reducing the airport capacity and the consequent balancing between incoming and outgoing flights according to criteria for guaranteeing operational safety and the flight, containing - insofar as this is possible and feasible - the disruptions for the passengers.

The correct application of this procedure is guaranteed only if:

- **each party, for the parts they are responsible for, is able to provide accurate estimates on the possible resumption of normal operations**
- **the airline carriers meet the requests for cancellation and/or change of the slots according to the matters decided during the committee for control of the airport capacity on the reduction of the established traffic rate.**

The procedure is discussed with ENAV and applied by ENAC via the issue on the Airport Regulations.

	FIUMICINO AIRPORT'S CAPACITY	SECTION 2	Point: 2.1	Procedure
			Sudden limitation on the capacity of the airport (LIMITATION WITH A DURATION OF LESS THAN 2 HOURS)	Rev. 5 dated 18/10/2019

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2. FIUMICINO AIRPORT'S CAPACITY

Under normal operating conditions, with three operative runways, the overall capacity is 90 manoeuvres an hour, divided up into 54 arrivals and 36 departures during the “*hub in*” phases and 54 departures and 36 arrivals during the “*hub out*” phases.


In the event of unavailability of one or more runways, or one or more approach/take-off directions due to the unavailability of the associated airspace, the sustainable capacity is that shown in the table as per Attachment “A”.

The sustainable capacity shown in the attachment, as well as the maximum airport capacity, takes into account just the availability/unavailability of the runways and, therefore, could be further reduced in the event of the lack of other infrastructures and airport systems. The capacity could also be reduced in the event of the availability of the runways but unavailability of other airport infrastructures.

2.1. Sudden limitation on the capacity of the airport (LIMITATION WITH A DURATION OF LESS THAN 2 HOURS)

In the event that:

- 1) the sudden availability of one or more runways, or one or more approach/takeoff directions due to unavailability of the associated airspace, leads to a significant limitation to the capacity of the airport, the ADR Station Duty Manager and the Operations Room Manager (ORM) of the Control Tower (TWR), respectively informing the Post Holder of the ADR Manoeuvre Area and the Rome Fiumicino ENAV Executive, will jointly identify the limitation of the applicable capacity on the basis of the matters indicated in Attachment A. The ADR Station Duty Manager shall promptly inform ENAC Airport Management of Lazio;
- 2) besides the sudden unavailability of one or more runways indicated in point 1), other airport infrastructures are unavailable for operational use, the ADR Station Duty Manager shall co-ordinate with the Post Holder of the ADR Manoeuvre Area an additional limitation on incoming and/or outgoing capacity to integrate - rounding down - that already possibly identified in point 1), communicating this limitation to the TWR ORM and to ENAC Airport Management of Lazio. If, by contrast, the airspace is more greatly penalised, the Operations Room Manager (ORM) of the Control Tower (TWR) shall co-ordinate with the Rome Fiumicino ENAV Executive an additional limitation on incoming and/or outgoing capacity to integrate - rounding down - that already possibly identified in point 1), communicating this limitation to the ADR Station Duty Manager and to ENAC Airport Management of Lazio.
- 3) Also with the full availability of all the runways of the airport, the sudden unavailability of other airport infrastructures or systems for operational use leads to a significant limitation on the airport capacity, the ADR Station Duty Manager shall co-ordinate with the Post Holder of the ADR Manoeuvre Area the sustainable incoming and/or outgoing capacity, communicating this limitation to the TWR ORM and to ENAC Airport Management of Lazio.

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With the exception of the situations where the unavailability of the runways is the direct consequence of the lack of necessary coverage of fire fighting services, in relation to which the Airport Fire Service Headquarters is obliged to inform the TWR and the Airport Operator, when deemed advisable for the purpose of the technical assessment on the limitation of the airport capacity, the ADR Station Duty Manager or the Post Holder of the ADR Manoeuvre Area shall consult the Commanding Officer of the Airport Fire Service.

The residual capacity of the airport identified further to the technical evaluation is applied and communicated to ENAC Airport Management of Lazio and ratified by the latter (via direct confirmation or via issue of a NOTAM).

2.1.1 Tactical handling further to sudden limitation of the capacity of the airport

The consequent reduction in capacity is handled during the tactical phase by the ADR operations offices, ENAV and the Fire Service for the period of time necessary for calling the AIRPORT CAPACITY CONTROL COMMITTEE (ACC), defined in the following sections.

a) Incoming flights

Specifically, on the basis of the flights envisaged in the landing and approach stage, the ADR Station Duty Manager and the TWR ORM shall jointly assess the possibility of arranging for the flights to land or requesting the rerouting of the same to an alternative airport on the basis of the available infrastructures.

the ADR Station Duty Manager, in co-ordination with the Post Holder of the ADR Manoeuvre Area, may request the TWR for an arrival flow equal to zero (0) landings, without the need for approval by ENAC when at least one of the following situations emerges:


- sudden saturation of the aprons with particular reference to the residual holding bays for E and F code aircraft (in any event to be evaluated always in relation to the traffic scheduled in the following hours);
- unavailability of one of the terminals which has serious operational impacts on the airport system.

In any event, when the limitation is not caused by security problems or terminal unavailability, the ADR Station Duty Manager and the TWR ORM shall assess the use of contingency parking positions which envisage the use of TWY or areas of the apron which are not standard for the parking of the aircraft.

If the timescales permit as such, the Post Holder of the ADR Manoeuvre Area shall be responsible for ensuring that the following airports are informed:

1. *Rome Ciampino*
2. *Naples*
3. *Milan Malpensa*
4. *Milan Linate*
5. *Venice*
6. *Bologna*
7. *Pisa*

of the limitation of the capacity underway so as to prepare the airports to alternatively receive traffic according to the local procedures.

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b) Outgoing flights

The TWR shall suspend all the authorisations for start up for at least 15 minutes, so as to clear the backlog of outgoing traffic accumulated until the last aircraft started up before the suspension.

At the same time:

- i. the TWR shall inform Rome ACC of the need to activate the “ADVERSE OPERATING CONDITIONS AT AERODROME” procedure, as well as the lengthening of the airport taxi time to an extent in line with the capacity limitation, so as to free the operations from observance of the CTOT and/or the FAM procedure (CFMU User Manual Eurocontrol);
- ii. if it is envisaged that the limitation of the outgoing capacity is less than 2 hours, the TWR shall activate a new departure sequence in accordance with the capacity established jointly with the ADR Station Duty Manager, with priority airport referring to the TSAT present in the CDM system if this procedure is underway, or, in the event of CDM suspended (decisions shared by the Airport Manager and the TWR Room Manager), on the basis of the “READY” time of the flights released by ADR Flight Control until the moment of the reduction in capacity. In this case, the TWR will communicate the authorisation to start up and the envisaged start up time to the released aircraft. The start up sequence will be established by the TWR on the basis of the hourly capacity guaranteed at that moment (e.g. 20 X 60 = traffic every three minutes).

In order to avoid congestion of the operating frequencies, in the event of suspended CDM the TWR will request ADR Flight Control to not transfer departing aircraft on its frequencies, irrespective of the “READY” condition, when these exceed the established hourly capacity in number.


The “READY” flight status elapses in any event after 60 minutes and must be requested from Flight Control according to the sequence envisaged so as to check the maintenance of the conditions of the flight ready to move.

- iii. if, by contrast, the departure capacity limitation forecast is longer than 2 hours, pending that the ACC meets, on a consistent basis with the limited departure capacity, the ADR Flight Control Area Manager, co-ordinating with the ADR Station Duty Manager, forwards the hourly departure sequence established to TWR hour by hour preliminarily applying the Criteria for the definition of the sequences for access to the residual capacity, indicated in the following section. When it is not possible for ADR Flight Control to define the departure sequence, again pending that the ACC meets, the TWR will apply the matters envisaged in point ii.

In order to avoid congestion of the operating frequencies, in the event of suspended CDM the TWR will request Flight Co-ordination to not transfer departing aircraft on its frequencies, irrespective of the “READY” condition, when these exceed the established hourly capacity in number.


In situations when the departure rate is equal to zero (0) with a period of time envisaged longer than 2 hours, pending that the ACC meets, the ADR Station Duty Manager will arrange the blocking of the passenger embarkation commencement operations; the presence of passengers onboard will not however represent a reason for take-off priority.

Note: On resumption of the operations, ADR Flight Control shall have to carry out suitable co-ordinations with the handling companies for the purpose of communicating the sequence and concentrating the

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handling resources on a consistent basis with said sequence, particularly on those flights which emerge at the start of the same.

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3. AIRPORT CAPACITY CONTROL COMMITTEE (ACC)

The Airport Capacity Control Committee (ACC) has been set up. The Committee sets out to:

1. share the information on the outstanding situation and handle, at airport operations level, the reduction in capacity with respect to a normal situation;
2. identify the action necessary for balancing the transport supply and demand;
3. minimise the disruptions for the passengers and co-ordinate extraordinary assistance measures;
4. speed up the resumption of normal airport operations as far as possible.

The Committee is made up as follows:

- ENAC Airport Management of Lazio, which chairs the Committee;
- ADR - Aeroporti di Roma SpA, represented by the Accountable Manager, the Post Holders concerned, the Safety Manager (if necessary) and the Service Airport Manager;
- ENAV – Rome Fiumicino HQ;
- Hub Carrier – a representative or deputy of the same
- AOC – a representative or deputy of the same

The last two parties do not have decision-making power with regard to the choice of the committee on the residual capacity and the consequent percentage of cancellations to be implemented.


According to the type of event underway and its duration, the Committee may be extended to additional representatives of the airport Government Bodies, local and/or territorial, if the decisions involve aspects not only correlated to the discipline of capacity and rate of the air traffic flows.

For example, the NFS (national fire service) may be requested, for specific types of emergency, to take part in the work of the ACC, via the Section Commanding Officer or an appointed plenipotentiary.

The Committee informs the representatives of the airlines and the handlers designated by the same and affected by the consequence of the decisions with regard to the reduction of the airport capacity. Each airline and handler must, in any event, appoint one or two contacts who can be contacted in the event of activation of the ACC; these contacts shall have to have the possibility to transmit and promptly co-ordinate their resources so as to render the action decided by the ACC applicable. These contacts must be communicated within 30 days of the issue of this procedure to ENAC and any changes in the contacts must be promptly communicated.

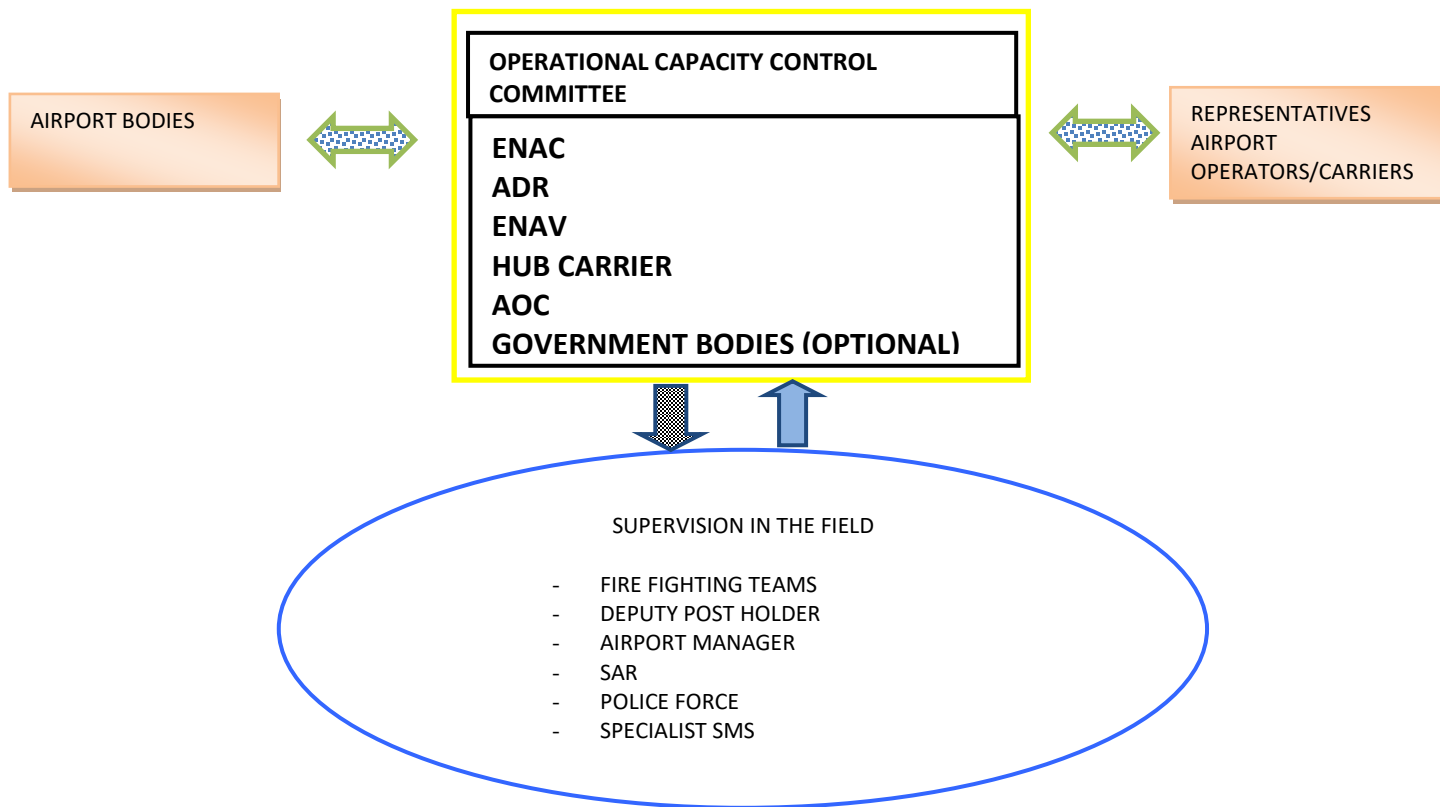
The ACC is called by ENAC DA directly or via the airport operator if a member of the ACC explicitly requests as such.




The ACC will meet care of the ENAC crisis room (EPUA Office Block, 7th floor) in the shortest space of time possible and in any event within 2 hours of calling.


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In the event of the unavailability of the ENAC crisis room in the EPUA office block, the ACC meets care of the ADR management offices (conference room, second floor) or in another airport location deemed most beneficial for the handling of the event.



COMMUNICATION FLOWS	
 ON-GOING INFORMATION FROM THE FIELD ON THE STATE OF THE EMERGENCY/CONTINGENCY, REQUIREMENTS	 INSTRUCTIONS
 CO-ORDINATION ACTIVITIES	


	AIRPORT CAPACITY CONTROL COMMITTEE (ACC)	SECTION 3	Point: 3.1	Procedure
			General duties of the Committee members	Rev. 5 dated 18/10/2019

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3.1. General duties of the committee members

The general duties of the ACC members are referred to below.

1. ENAC Airport Management of Lazio: it chairs the committee calling the same directly on the basis of the information received or upon the request of the committee members. It approves the choices relating to the available capacity and the action to be adopted to balance transport supply and demand. It co-ordinates the information with the Prefecture and with the ENAC central crisis unit, as well as vis-à-vis the airport Government Bodies calling the same to the table if necessary. If necessary, it co-ordinates via the Prefecture the communication with the local authorities.
2. ADR: Immediately, in agreement with ENAV and informing ENAC, it tactically manages the limitation of the airport capacity in terms of management of the airport operations and disclosure to the airport users. During the ACC, it shares the information relating to the status of the airport infrastructures and the services carried out directly or by private companies present at the airport, as well as the timescales for any resumption measures relating to systems or infrastructures it is responsible for. It COMMUNICATES the decisions agreed on during the ACC to the airlines and the handlers, seeing to the request for specific NOTAM.
3. ENAV: Immediately, in agreement with ADR, it tactically manages the limitation of the airport capacity in terms of management of the air traffic control and the ground manoeuvres of the aircraft. During the ACC, it shares the information relating to any restrictions of the airspace, the state of demand for air traffic over the duration of the event and the availability received from other airports in the event of envisaged re-routings. It informs EUROCONTROL of any prolonged limitations of the capacity and handles the change in the incoming and outgoing flows in accordance with the matters envisaged by this procedure.
4. All the members of the ACC: For the purpose of facilitating the adoption of the decision of the Committee, they shall take steps to provide the timescales necessary for the handling of the activities they are responsible for useful for the achievement of the purposes of the committee and the resumption of normal operating conditions at the airport.

	AIRPORT CAPACITY CONTROL COMMITTEE (ACC)	SECTION 3	Point: 3.2	Procedure
			Action of the committee	Rev. 5 dated 18/10/2019

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3.2. Action of the committee

The Committee:

- Checks whether the temporary reduction in capacity of the airport, identified preliminarily, must be reviewed;
- Checks that the distribution of the residual capacity of the airport for the airline carriers with operations scheduled in the time bracket concerned, is consistent with the predefined criteria shown in the subsequent section of this procedure.

The diagrams shown in section 3.3 summarise the main action as per the limitation request underway and the duration of the same which is divided up into the three principal stages of duration of the event.

3.2.1 Criteria for the definition of the sequences for access to the residual capacity (LIMITATION WITH DURATION LONGER THAN 2 HOURS AND LESS THAN 24 HOURS)

Once it has met, on the basis of the additional information gathered by the participant members, the ACC checks whether the temporary reduction in capacity of the airport, identified preliminarily, must be reviewed, confirming or changing the effective residual capacity of the airport.


Having identified the maximum permitted limits of the flows, the ACC applies the criterion indicated below in the definition of the departures sequences.

The sequences are identified according to the principles of impartiality and non-discrimination. For the purpose of defining the sequences for the performance of the departure assistance service, the flights which operate out of Fiumicino airport have been classified within 4 groups as per the table below.

GROUP 1	GOVERNMENT/MILITARY/HUMANITARIAN FLIGHTS/ORGAN TRANSPORTATION/EMERGENCY AIR AMBULANCE
GROUP 2	LONG HAUL INTERCONTINENTAL COMMERCIAL AVIATION FLIGHTS WITH ICAO CODE AND OR HIGHER
GROUP 3	OTHER COMMERCIAL AVIATION FLIGHTS
GROUP 4	REPOSITIONING FLIGHTS

It should be noted that:

- the flights belonging to Group 1 always have priority, when carrying out the service, over the flights belonging to the other groups.
- Without prejudice to the criteria established in the previous points, the underlying principle applied for the definition of the sequence for carrying out the assistance service envisages that the flights are placed in sequence by ADR Flight Control with reference to the scheduled time of departure (STD).

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- Under reduced capacity conditions, the airport does not accommodate: flights rerouted from other airports unless for emergency reasons, general aviation flights, air taxis, private flights, non-emergency air ambulances. Cargo flights are also subject to a similar restriction if the ACC deems this to be necessary.
- The flights returning after taxiing/takeoff due to problems of various kinds and flights with medical emergencies on board are the exception to the above criteria.

The airline carriers which have one or more flights within the departure sequence, after the first hour of application of the new sequence, therefore after around two hours of the event, via specific communication to AdR Flight Control may replace the same flight/s in the same position of said sequence with another flight/s, following a criterion for guaranteeing the utmost accommodation (re-booking) of the passenger and/or in relation to the destination, ensuring the achievement of the “ready” flight status at the envisaged release time for the flight which they wish to replace.

3.2.1.1 Criteria for the definition of the sequences in the event of flights belonging to the same group


In the presence of flights belonging to the same priority group, the following criteria will be applied for the definition of the departure sequences:

1. flights with simultaneous STDs of which one subject to slot → **precedence given to flight subject to slot;**
2. flights with identical STD → **precedence given to the largest aircraft** (objective reference being aircraft class);

Within the sphere of the flights belonging to group 1, the priority will be assigned to air ambulance and organ transportation flights.

3.2.1.2 Return to normal operations

Having eliminated the cause of the reduced capacity, before returning to normal operating conditions the end of the limitation will be communicated providing notice of around one hour. During this period of time, all the handlers will be requested to input the new TOBT on the A-CDM and all the “ready” statuses assigned after the envisaged time of return to normal operating conditions will be cancelled so as to conclude the outstanding sequence and prepare for the normal use of the standard systems.

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3.2.2 PARTIAL LIMITATION OF THE AIRPORT CAPACITY - DURATION LONGER THAN 24 HOURS


Should the event underway require a limitation in capacity of the airport for a duration longer than 24 hours (e.g. due to the prolonged unavailability of an airport system or infrastructure), the ACC may co-ordinate a limitation of the airport capacity with Assoclearance, such as to lead to the cancellation of slots by the Airline carriers which normally operate out of the same.

For the purpose of ensuring impartiality in the identification of a new balance between arrivals and departures out of Fiumicino airport, the ACC avails itself of the tables attached to this procedure:

- Attachment B - Guide to the Summer 2018 cancellations

These tables indicate the number of flights to be canceled calculated in relation to the percentage of capacity reduction at the airport, based on the number of daily average flights scheduled in the season.

During the period of temporary reduction of the capacity, each airline establishes which flights to eliminate from its daily schedule basing itself on the slots effectively used.


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			Summary outline of the action	Rev. 5 dated 18/10/2019


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3.3 Summary outline of the action

ARRIVALS				
CAPACITY REDUCTION	HIGH	TACTICAL HANDLING OF LIMITATION OF ARRIVALS BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING. IF CALLED IN TIME, THE ACC ACTIVATES THE LIMITATION OF THE FLOW OF THE ARRIVALS. ISSUE OF NOTAM PENDING THE ESTABLISHMENT OF THE ACC. REDUCTION OF ARRIVAL FLOWS AND POSSIBLE REROUTING.	THE ACC DECIDES THE PERCENTAGE OF REDUCTION IN CAPACITY TO APPLY. THE AIRLINES REVIEW AND OPTIMISE THEIR FLIGHT SCHEDULE AND, ACCORDING TO THE DURATION, REVIEW THE SCHEDULING TAKING STEPS TO MAKE CANCELLATIONS, REDUCTION OF THE FLIGHT SCHEDULE IN CO-ORDINATION WITH ASSOCLEARANCE. ISSUE OF NOTAM.	THE ACC DECIDES THE PERCENTAGE OF REDUCTION IN CAPACITY TO APPLY. THE AIRLINES REVIEW AND OPTIMISE THEIR FLIGHT SCHEDULE AND, ACCORDING TO THE DURATION, REVIEW THE SCHEDULING TAKING STEPS TO MAKE CANCELLATIONS, REDUCTION OF THE FLIGHT SCHEDULE IN CO-ORDINATION WITH ASSOCLEARANCE. ISSUE OF NOTAM.
	AVERAGE	TACTICAL HANDLING OF LIMITATION OF ARRIVALS BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING PENDING THE ESTABLISHMENT OF THE ACC. REDUCTION OF ARRIVAL FLOWS AND POSSIBLE REROUTING.	THE ACC ACTIVATES THE LIMITATION OF THE ARRIVALS FLOW. ISSUE OF NOTAM. REDUCTION OF ARRIVAL FLOWS AND POSSIBLE REROUTING.	THE ACC DECIDES THE PERCENTAGE OF REDUCTION IN CAPACITY TO APPLY. THE AIRLINES REVIEW AND OPTIMISE THEIR FLIGHT SCHEDULE AND, ACCORDING TO THE DURATION, REVIEW THE SCHEDULING TAKING STEPS TO MAKE CANCELLATIONS, REDUCTION OF THE FLIGHT SCHEDULE IN CO-ORDINATION WITH ASSOCLEARANCE. ISSUE OF NOTAM.
	LOW	TACTICAL HANDLING OF LIMITATION OF ARRIVALS BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING.	TACTICAL HANDLING OF LIMITATION OF ARRIVALS BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING. REDUCTION OF ARRIVAL FLOWS AND POSSIBLE REROUTING.	THE ACC DECIDES THE PERCENTAGE OF REDUCTION IN CAPACITY TO APPLY. WHERE POSSIBLE, THE AIRLINES SHOW PREFERENCE FOR THE USE OF AIRCRAFT WITH GREATER LOAD CAPACITY FOR THE PURPOSE OF LIMITING THE NUMBER OF MANOEUVRES. REDUCTION OF THE FLIGHT SCHEDULE IN CO-ORDINATION WITH ASSOCLEARANCE. ISSUE OF NOTAM.
	SHORT <2H	AVERAGE 2H<DURATION<24H	LONG >24 H	
	EVENT DURATION			→

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DEPARTURES			
CAPACITY REDUCTION 	HIGH	TACTICAL HANDLING OF LIMITATION OF DEPARTURES BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING. IF CALLED IN TIME, THE ACC ACTIVATES THE LIMITATION OF THE FLOW OF THE DEPARTURES. ISSUE OF NOTAM. CREATION OF DEPARTURES SEQUENCE.	THE ACC DECIDES THE PERCENTAGE OF REDUCTION IN CAPACITY TO APPLY. THE AIRLINES REVIEW AND OPTIMISE THEIR FLIGHT SCHEDULE AND, ACCORDING TO THE DURATION, REVIEW THE SCHEDULING TAKING STEPS TO MAKE CANCELLATIONS. LIMITATION OF THE FLOW OF DEPARTURES AS PER THE MATTERS INDICATED IN SECTION 3.2.2. REDUCTION OF THE FLIGHT SCHEDULE IN CO-ORDINATION WITH ASSOCLEARANCE. ISSUE OF NOTAM.
	AVERAGE	TACTICAL HANDLING OF LIMITATION OF DEPARTURES BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING. CREATION OF DEPARTURES SEQUENCE.	THE ACC ACTIVATES THE LIMITATION OF THE FLOW OF THE DEPARTURES AS PER THE MATTERS INDICATED IN SECTION 3.2.1. ISSUE OF NOTAM. CREATION OF DEPARTURES SEQUENCE.
	LOW	TACTICAL HANDLING OF LIMITATION OF DEPARTURES BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING.	TACTICAL HANDLING OF LIMITATION OF DEPARTURES BETWEEN OPERATOR AND ENAV. THE OPERATOR INFORMS ENAC FOR CONFIRMATION, AIRCRAFT OPERATORS AND HANDLING. CREATION OF DEPARTURES SEQUENCE.
	SHORT <2H	AVERAGE 2H<DURATION<24H	LONG >24 H
	EVENT DURATION 		

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4. ACTION TO BE TAKEN ON THE PASSENGER TERMINALS


In proportion to the entity of the delays/cancellations underway, ADR takes steps to:

- arrange prompt disclosure to the passengers on the situation underway via any means of communication available to the Committee members, also for the purpose of reducing the arrival of passengers and/or their accompanying parties at the airport.
- ensure the prolonged opening during night-time hours of at least 50% of the refreshment/catering points for each Terminal;
- organise, in co-ordination with the Civil Defence Service, the possible positioning of seating and the distribution of bottles of water for the period of time strictly necessary for the decongestion of the passenger terminals (in more extreme cases, also camp beds and blankets for night-time rest).

In such a scenario, ADR must:

- keep the airport website up-to-date with information for the passengers regarding the current situation, advising the same to contact the offices of the Airline with whom they have booked for the purpose of receiving up-dates on the status of their flight.
- make a number of shuttles available necessary for the possible transfer of the passengers from one terminal to another, also arranging the number of resources necessary for assistance.
- provide suitable disclosure to the public by means of announcements and signage with adjustable messaging.
- make the brochure specifically drawn up for crises lasting more than 24 hours available to the passenger at the information desk.

The Airline carrier, in line with current legislation, shall have to ensure assistance for its passengers on an on-going basis (with particular reference to EU Reg. 261/04 and the Passenger Charter of Rights). On a consistent basis with the information plan originating from the operator, the carrier must ensure the correct disclosure to the passengers.


	RESETTING OF THE ORDINARY AIRPORT CAPACITY	SECTION 5	Point: -	Procedure
				Rev. 5 dated 18/10/2019

(TRANSLATION PROVIDED FOR INFORMATION PURPOSES ONLY - IN CASE OF ANY CONFLICT, THE ITALIAN TEXT SHALL PREVAIL)

5. RESETTING OF THE ORDINARY AIRPORT CAPACITY

Having reset the previous conditions for the maintenance of the ordinary capacity of the airport, the ACC declares the resumption of normal airport operations and discharges its safeguards. ADR requests the cancellation of any NOTAM for limitation of the capacity or unavailability of systems and infrastructures. ENAV and ADR restore the use of the ordinary A-CDM procedure.

The ACC is called after the events for a review of the data and information handled during the crisis and with the specific purpose of identifying improvements in the management of the reduced airport capacity operating situations.

	ATTACHMENTS	SECTION 6	Point ENCLOSURE B	Procedure
			FIUMICINO AIRPORT'S CAPACITY	Rev.5 dated 18/10/2019


(TRANSLATION PROVIDED FOR INFORMATION PURPOSES ONLY - IN CASE OF ANY CONFLICT, THE ITALIAN TEXT SHALL PREVAIL)

6. ATTACHMENTS

ATTACHMENT A. FIUMICINO AIRPORT'S CAPACITY

The capacity of Fiumicino airport, depending on the availability of the various runways in a balanced condition, is illustrated in the following table:


ID configuration	Description	departures	arrivals	comments
001	departures 25 arrivals	45	45	<i>best configuration</i> <i>best configuration wind from north</i> <i>wind from south and/or tailwind for</i> <i>25 wind from north and/or tailwind</i> <i>for 25 south-west wind >30 kts</i>
002	departures 25 arrivals	45	45	
003	departures 16R arrivals	38	38	
004	departures 34L arrivals	38	38	
006	departures 25 and arrivals	18	18	
scenarios with one of the parallel runways closed				
007	departures 25 arrivals 16L	54	36	<i>16R/34L runway closed</i>
008	departures 25 arrivals 16R	20	20	<i>16L/34R runway closed</i>
009	departures 25 arrivals 34R	54	36	<i>16R/34L runway closed wind from north</i>
010	departures 25 arrivals 34L	20	20	<i>16L/34R runway closed wind from north</i>
Single runway				
011	departures 16R arrivals	20	20	
012	departures 16L arrivals	20	20	
013	departures 34R arrivals	20	20	
014	departures 34L arrivals	20	20	
Scenarios with 07				
015	departures 07 arrivals 16L	8	8	
016	departures 07 arrivals 16R	10	36	
017	departures 07 arrivals 34R	8	8	
018	departures 07 arrivals 34L	10	36	
019	departures and arrivals 07	6	6	
Scenarios with runway C				
020	departures 25 arrivals	45	45	
021	departures 34C arrivals	36	36	

	ATTACHMENTS	SECTION 6	Point ENCLOSURE B	Procedure
			FIUMICINO AIRPORT'S CAPACITY	Rev.5 dated 18/10/2019

(TRANSLATION PROVIDED FOR INFORMATION PURPOSES ONLY - IN CASE OF ANY CONFLICT, THE ITALIAN TEXT SHALL PREVAIL)

The aprons at Fiumicino airport comprise the following holding bays:

from june 2019	Max configuration (max NB)											Min configuration (max WB)												
	aa/mm	narrow body						wide body					aa/mm	narrow body						wide body				
		B	C	D	E	F		LB	REM	LB	REM	LB		REM	B	C	D	E	F		LB	REM	LB	REM
Quadrante	Tot.	LB	REM	LB	REM	LB	REM	LB	REM	LB	REM	Tot.	LB	REM	LB	REM	LB	REM	LB	REM	LB	REM		
100	3					2		1				2								2				
200	28				24		4					28				24		4						
300	19				19							14				11					3			
400	11			10	1							10			9		1							
500	10			6	1			3				10			6	1			3					
600	14			10				2		2		10			2				6		2			
700	11					1		9		1		11					1		9		1			
800	31			2	24				5			28			2	15				11				
900	9				3				6			9				3				6				
TOTALE	136	0	0	28	72	1	6	14	12	3	0	122	0	0	19	54	2	4	18	22	3	0		
		107						29						79						43				

	ATTACHMENTS	SECTION 6	Point ATTACHMENT C	Procedure
			GUIDE TO THE CANCELLATIONS - WINTER 2015/16	Rev. 5 dated 18/10/2019

(TRANSLATION PROVIDED FOR INFORMATION PURPOSES ONLY - IN CASE OF ANY CONFLICT, THE ITALIAN TEXT SHALL PREVAIL)

ATTACHMENT B. GUIDE TO THE CANCELLATIONS

Allegato B		Rev. of 10/10/2019								
GUIDE TO CANCELLATIONS FOR WINTER SEASON		YEAR			2019					
PERCENTAGE OF FLIGHT REDUCTION REQUIRED BY THE SITUATION IN ACT										
%		10	20	30	40	50	60	70	80	
NEW REQUIRED RATE										
Airlines	Arr/gg*	10%	20%	30%	40%	50%	60%	70%	80%	Note
ALITALIA	190	19	38	57	76	95	114	133	152	
RYANAIR	19	2	4	6	7	9	11	13	15	
VUELING AIRLINES	18	2	4	5	7	9	11	12	14	
LUFTHANSA	8	1	2	3	3	4	5	6	7	
EASYJET EUROPE	8	1	2	2	3	4	5	5	6	
AIR FRANCE	6	1	1	2	3	3	4	4	5	
AIR ITALY	6	1	1	2	2	3	4	4	5	
BRITISH AIRWAYS	6	1	1	2	2	3	4	4	5	
AEROFLOT RUSSIAN AIRLINES	5	1	1	2	2	3	3	4	4	
EUROWINGS	5	0	1	1	2	2	3	3	4	
THY TURKISH AIRLINES	5	0	1	1	2	2	3	3	4	
EASYJET AIRLINE COMPANY LIMITED	5	0	1	1	2	2	3	3	4	
KLM ROYAL DUTCH AIRLINES	5	0	1	1	2	2	3	3	4	
IBERIA	4	0	1	1	2	2	3	3	4	
WIZZ AIR	4	0	1	1	2	2	3	3	3	
TAP AIR PORTUGAL	4	0	1	1	2	2	2	3	3	
SWISS INTERNATIONAL AIR LINES	3	0	1	1	1	2	2	2	2	
AIR EUROPA	3	0	1	1	1	2	2	2	2	
QATAR AIRWAYS	3	0	1	1	1	2	2	2	2	
BRUSSELS AIRLINES	3	0	1	1	1	1	2	2	2	
EASYJET SWITZERLAND	2	0	0	1	1	1	1	2	2	
MISTRAL AIR	2	0	0	1	1	1	1	2	2	
NEOS	2	0	0	1	1	1	1	1	2	
BLUE AIR	2	0	0	1	1	1	1	1	2	
AEGEAN AIRLINES	2	0	0	1	1	1	1	1	2	
AIR MALTA	2	0	0	1	1	1	1	1	2	
EMIRATES	2	0	0	1	1	1	1	1	2	
ETIHAD AIRWAYS	2	0	0	1	1	1	1	1	2	
NORWEGIAN AIR SHUTTLE	2	0	0	1	1	1	1	1	2	
ETHIOPIAN AIRLINES	2	0	0	1	1	1	1	1	1	
JET2.COM	2	0	0	1	1	1	1	1	1	
ERNEST AIRLINES	2	0	0	1	1	1	1	1	1	
EL AL ISRAEL AIRLINES	2	0	0	1	1	1	1	1	1	
UKRAINE INTERNATIONAL AIRLINES	2	0	0	0	1	1	1	1	1	
LAUDAMOTION GMBH	2	0	0	0	1	1	1	1	1	
AER LINGUS	2	0	0	0	1	1	1	1	1	
SAS	1	0	0	0	1	1	1	1	1	
PEGASUS AL	1	0	0	0	1	1	1	1	1	
ASL AIRLINES BELGIUM	1	0	0	0	1	1	1	1	1	
AIR CHINA	1	0	0	0	1	1	1	1	1	
EGYPTAIR	1	0	0	0	1	1	1	1	1	
DELTA AIR LINES	1	0	0	0	1	1	1	1	1	
LEVEL	1	0	0	0	1	1	1	1	1	
BLUE PANORAMA AIRLINES	1	0	0	0	1	1	1	1	1	
FINNAIR	1	0	0	0	1	1	1	1	1	
ROYAL AIR MAROC	1	0	0	0	0	1	1	1	1	
AIR SERBIA	1	0	0	0	0	1	1	1	1	
LUXAIR	1	0	0	0	0	1	1	1	1	
ROSSIYA AIRLINES JSC	1	0	0	0	0	1	1	1	1	
TUNISAIR	1	0	0	0	0	1	1	1	1	
S7 AIRLINES	1	0	0	0	0	1	1	1	1	
AIR ALBANIA	1	0	0	0	0	1	1	1	1	
CHINA EASTERN AIRLINES	1	0	0	0	0	1	1	1	1	
POBEDA AIRLINES	1	0	0	0	0	1	1	1	1	
CROATIA AIRLINES	1	0	0	0	0	0	1	1	1	
URAL AIRLINES	1	0	0	0	0	0	1	1	1	
TAROM	1	0	0	0	0	0	1	1	1	
CSA CZECH AIRLINES	1	0	0	0	0	0	1	1	1	
SAUDIA	1	0	0	0	0	0	1	1	1	
HAINAN AIRLINES	1	0	0	0	0	0	1	1	1	
UNITED AIRLINES	1	0	0	0	0	0	1	1	1	
BA CITYFLYER	1	0	0	0	0	0	1	1	1	
AEROLINEAS ARGENTINAS	1	0	0	0	0	0	0	1	1	
AMERICAN AIRLINES	1	0	0	0	0	0	0	1	1	
THAI AIRWAYS INTERNATIONAL	1	0	0	0	0	0	0	1	1	
KOREAN AIR	1	0	0	0	0	0	0	1	1	
CHINA SOUTHERN AIRLINES	1	0	0	0	0	0	0	1	1	
NORWEGIAN AIR INTERNATIONAL LTD	1	0	0	0	0	0	0	0	1	
BULGARIA AIR	1	0	0	0	0	0	0	0	1	
ROYAL JORDANIAN AIRLINES	1	0	0	0	0	0	0	0	0	
AIR CANADA	1	0	0	0	0	0	0	0	0	
KUWAIT AIRWAYS	1	0	0	0	0	0	0	0	0	
KENYA AIRWAYS	1	0	0	0	0	0	0	0	0	
ASIANA AIRLINES	1	0	0	0	0	0	0	0	0	
AIR ALGERIE	1	0	0	0	0	0	0	0	0	
FEDEX	1	0	0	0	0	0	0	0	0	
CATHAY PACIFIC AIRWAYS	1	0	0	0	0	0	0	0	0	
CABO VERDE AIRLINES	1	0	0	0	0	0	0	0	0	
AIR BALTIC	1	0	0	0	0	0	0	0	0	

* "Daily arrivals (Arr / gg)" calculated as the average of the daily arriving flights scheduled in the winter.

As "Reference Arrivals" the average of the daily flights scheduled in the current week may be considered, on indication of the CCA