

APPROVED

Director General
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UEFA Champions League Final Slot Coordination Procedure

Version II (amendments marked with ***)

Attention Air Carriers who will operate flights to Boryspil International Airport (Kyiv) between 25th May and 27th May 2018 for the UEFA Champions League Final.

- The Event Slot Clearance Requests (SCRs) processing will start once both teams have been announced. Official closing date for charter flight slot applications is 18th May. After this date – only changes allowed.
- The Event General Aviation Slot Clearance Requests (GCRs) will be processed from 21st till 24th May. After this date – only changes allowed.
- Slot requests for charter and general aviation flights must be sent in SCR/GCR format to e-mail: kbp_schedule@kbp.kiev.ua. In case of any SSIM error, the message will be returned for correction.
- All SCRs and GCRs shall contain turnaround arrival and departure requests (linked format) in order to aid parking (including ferries with service type “P”).
- Due to expected high demand on airport capacity between 25th May and 27th May and limited number of parking stands, be advised that long-term stops (over 24 hours) will be forbidden. The Aircraft Operators shall request long-term stops (over 24 hours) at other Ukrainian or neighboring states’ airports.
- Due to high volume of traffic, fueling and catering possibilities might be unavailable. Please ensure the presence of enough quantity of fuel and meals to the next station where refueling/catering is available.
- To ensure the flight is departure on time, the aircraft APU shall be serviceable.
- The whole range of cleaning services is not guaranteed. ***
- After arrival at KBP the crew must remain onboard during the time enough to obtain the ground handling services straightly on arrival.
- The crew must be present at KBP 3 hours before departure due crew transfer times to remote parking area, aircraft handling, etc. The crew meeting point – information counters in Terminal B and Terminal D, dependently on terminal determination for each operator.

- Aircraft weight&balance shall be performed by the crew or contact your handling agent in advance. ***
- Aircraft Operators intending to operate flights specially for this event must use service type “O” when applying for the live sectors.
- Each arriving passenger shall have valid travel documents, be checked in and have boarding pass printed for return flight at the Origin airport to minimize time pf departure procedures. No baggage allowed. Handling of flights with passengers without printed return boarding passes or with baggage will be of the lowest priority and will cause flight delays.
- The Aircraft Operator must send PNLs to its handling agent address and to the SITA address of Immigrations of Ukraine KBPBRXH. ***
- KBP COORD will allocate slots in the following priority:
 - State flights
 - Scheduled flights (Scheduled and Charters on a regular basis)
 - Special and charter (service type O) flights for this event operated on aircraft code C
 - General Aviation flights (aircraft codes A and B)
 - Special and charter (service type O) for this event with turnaround time over 24 hours (slots will be allocated after 24th May if parking stands are available)
 - Special and charter (service type O) for this event operated on aircraft codes D and E after 24th May if suitable parking stands are available
 - Others.
- From 25th till 27th May KBP declares capacity of 100 ad-hoc special/charter flights / 20 000 passengers (fans). In case of slot requests over the declared capacity such applications will be refused. Please transport the fans by scheduled flights or send your requests to other Ukrainian airports.
- The KBP Airport Operations Control Center will monitor adherence of slots by crosschecking cleared slots against filed flight plans. Flights operating at significantly different time (more than 30 minutes) will be not ensured the parking stand allocation which is compulsory at Boryspil Airport.
- Due to the lack of the parking stands at KBP, including self-maneuvering positions, for that period and in purpose to provide smooth parking stand allocation, the ground handling agents have to confirm the availability of the pushback and towing equipment for each aircraft type to the Airport Operations Control Center.
- The Aircraft Operator shall ensure the availability of the pushback and towing equipment in chosen handling agent. The slots will not be cleared in case of absence of the pushback and towing equipment for the certain aircraft type.

- Aircraft, inclusively of code C, operating business aviation flights, shall be equipped with passenger stairs.***
- Due to the foreseen lack of the ordinary parking stands, aircraft will be positioned and handled on the non-ordinary parking stands on the taxiways, runway and military sector.
- Since Airport Authorities will separate charters with fans onboard between terminals and ground handling agents dependently on the team, 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.**
 - Contacts 24/7 (e-mail and phone number).
 - Team Name, if applicable
 - Fueling Company Name
 - Payer Name
 - Payment Method (payment for ground handling services and airport fees shall be provided through payer companies having agreements with Boryspil Airport, the possibility of payment by credit cards Visa or MasterCard will be very limited)
 - Crew Accommodation During Match
 - Any Other Important Information on Passengers Onboard (team, official supporters, fans, specific VIP requests, bus company name, etc.).

In the reply message you will be informed of the appointed terminal and ground handling agent. Please contact your agent to clarify the passenger handling agent and to set any outstanding issues.

- An example of an SCR we would expect:

SCR

S18

16MAY

KBP

NXX001 XX002 26MAY 180320 ZZZ1200 01301ZZZ OO

SI 24/7 TEL NUMBER, E-MAIL ADDRESS

SI OPERATION ON BEHALF OF THIS TEAM

SI PAYER NAME

SI PAYMENT METHOD

SI FUELING COMPANY NAME

SI CREW ACCOMMODATION DURING MATCH

SI ANY OTHER INFO

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