

# Guidelines for Non-Scheduled Flight`s Coordination during Olympics & Paralympics in **Tokyo (2020S)**

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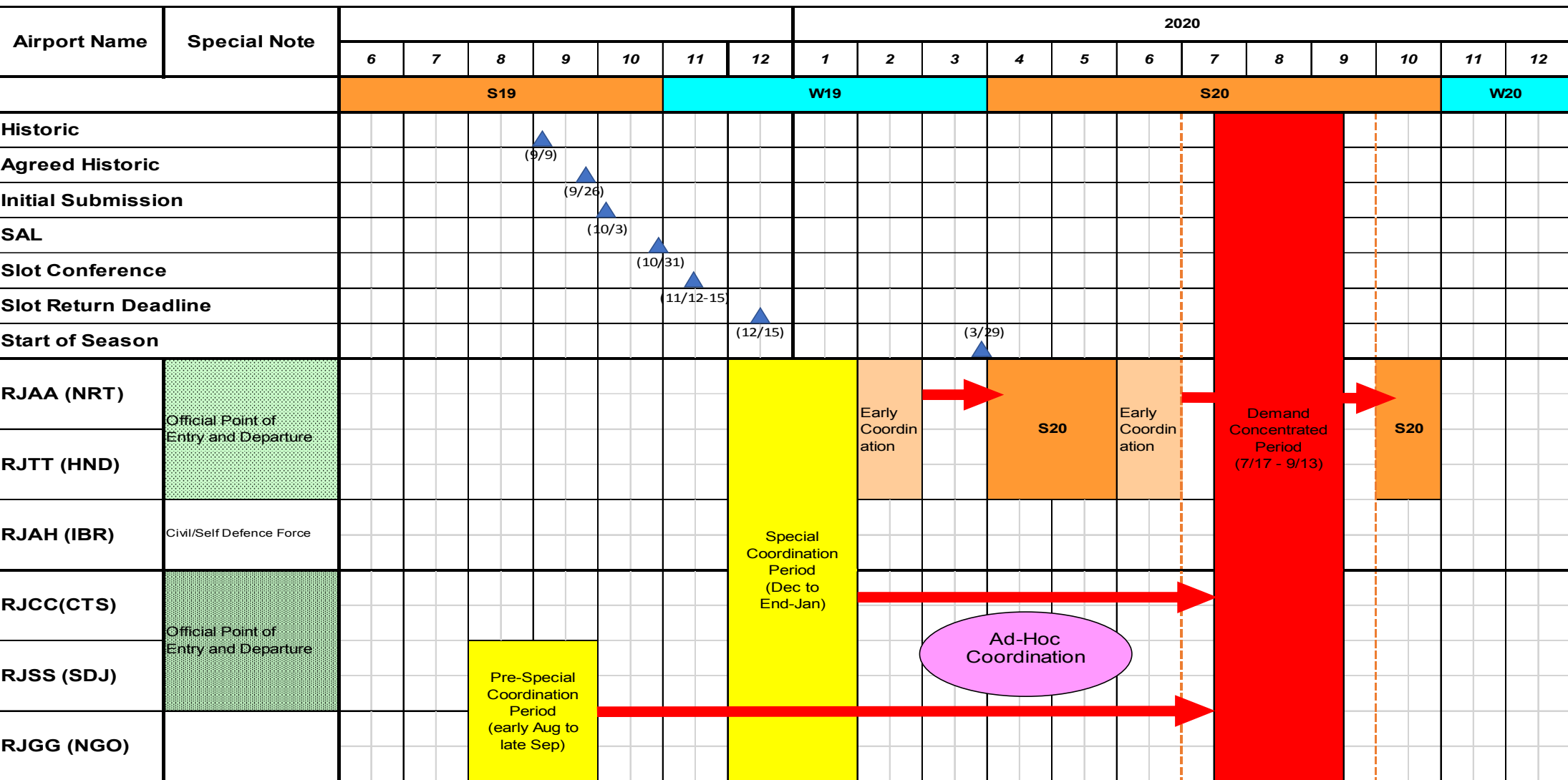
Civil Aviation Bureau  
Ministry of Land, Infrastructure, Transport and Tourism  
Japan  
July 2019

- ※Tokyo Olympics will take place between 24 July (Friday) - 9 August (Sunday) 2020,
- ※Tokyo Paralympics will be held between 25 August (Tuesday) - 6 September (Sunday) 2020.

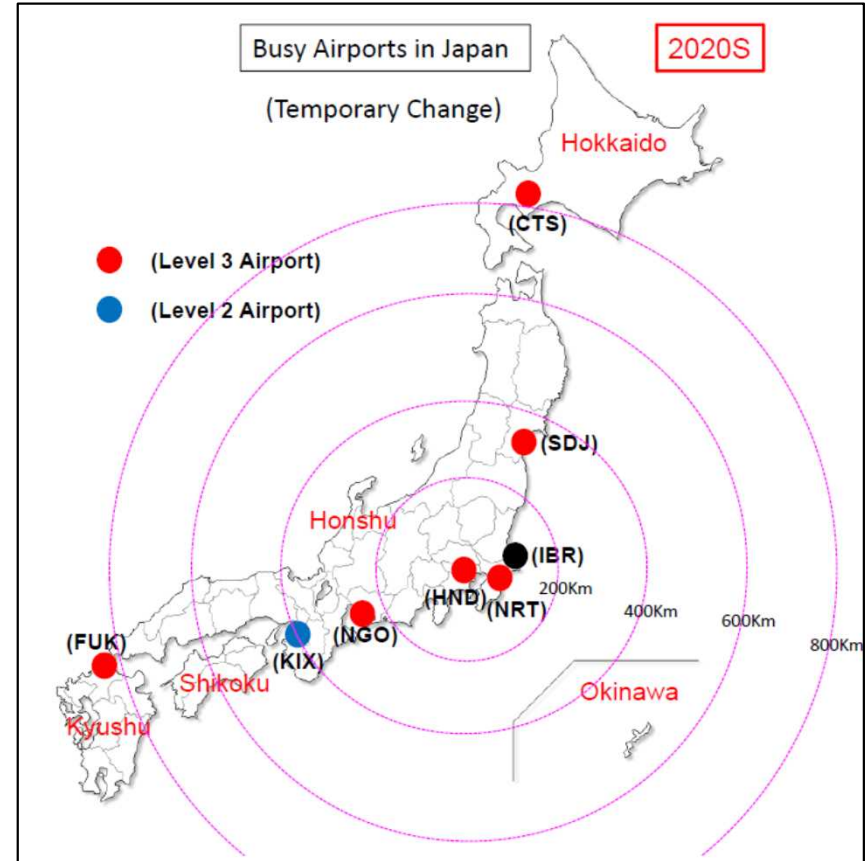
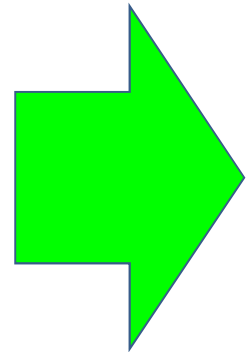
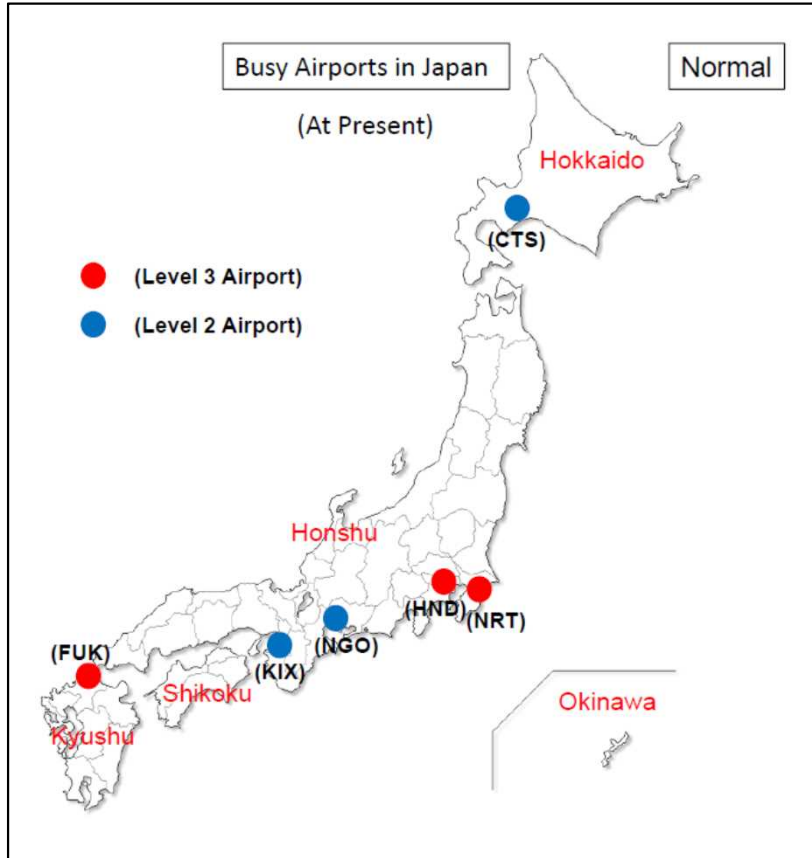
# 1. Summary for Non-Scheduled Flight's Coordination in 2020S

- Six airports below are temporarily treated as “Level 3 Airport” during Jul-Sep 2020.
- “Special Coordination Period” is set during Dec2019 -Feb2020 in order to coordinate non-scheduled flights flying in “Demand Concentrated Period (17Jul–13 Sep)”.
- For earlier treatment, “Pre-Special Coordination Period” opens for SDJ and NGO during Aug-Sep 2019.

Airport Name	Special Note	2020																			
		6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
		S19					W19				S20					W20					
Historic																					
Agreed Historic				(9/9)																	
Initial Submission				(9/26)																	
SAL				(10/3)																	
Slot Conference					(10/31)																
Slot Return Deadline						(11/12-15)															
Start of Season							(12/15)					(3/29)									
RJAA (NRT)	Official Point of Entry and Departure																				
RJTT (HND)																					
RJAH (IBR)	Civil/Self Defence Force																				
RJCC(CTS)	Official Point of Entry and Departure																				
RJSS (SDJ)																					
RJGG (NGO)																					



# 2-1. Temporary Change of Level (Outline)



Airport Name	IATA Code	Airport Level
New Chitose	CTS	2
Narita	NRT	3
Haneda	HND	3
Chubu	NGO	2
Kansai	KIX	2
Fukuoka	FUK	3

According to WSG 6.6 (Temporary Change of Level), three new airports will be temporarily designated as Level 3 in 2020S.

Airport Name	IATA Code	Airport Level
New Chitose	CTS	2→3
Sendai	SDJ	1→3
Narita	NRT	3
Haneda	HND	3
Chubu	NGO	2→3
Kansai	KIX	2
Fukuoka	FUK	3

※The “Official Ports of Entry” are planned to be CTS, SDJ, HND, and NRT for Olympics, and HND and NRT for Paralympics in 2020. **2**  
 ※These airports are designated by Japanese Government to receive officially games stakeholders such as the states guests, the Olympic Committee Members and athletes etc. Fast lane, welcome reception desks and special security services will be provided at these airports.

- For Tokyo Olympics and Paralympics Games, three airports will be designated as Level 3 for the period from 1 July to 30 September in 2020S according to WSG 6.6 (Temporary Change of Level). The three airports are New Chitose Airport (CTS), Sendai Airport (SDJ) and Chubu Airport (NGO). In addition, Ibaraki Airport (IBR) will be used as Tokyo Metropolitan Airport for the proximity to downtown Tokyo. Brief outline of each airport is as follows.
  - New Chitose Airport (CTS) (L2→L3):
  - New Chitose Airport located north of Tokyo with a distance of 820Km currently as Level 2 will be designated as Level 3. The airport specification can be found at JSC website.
  
  - Sendai Airport (SDJ) (L1→L3):
  - Sendai Airport located north east of Tokyo with a distance of 300Km will be designated as Level 3. The airport has two runways; main runway is 3,000m (09/27) and cross wind runway is 1,200m (12/30). There are 14 parking spots; 6 are fixed spots and 8 are open spots (small).
  
  - Chubu Airport (NGO) (L2→L3):
  - Chubu Airport located west of Tokyo with a distance of 280Km currently as Level 2 will be designated as Level 3. The airport specification can be found at JSC website.
  
- Ibaraki Airport (IBR):
  - Ibaraki Airport located north east of Tokyo with a distance of 80Km will be used during Olympics and Paralympics Games. The airport is commonly used by Civil Aviation Bureau (JCAB) and Japan Air Self Defense Force (JASDF). The airport has close parallel runways; one is 2,700m (03R/21L) for JASDF use and the other is 2,700m (03L/21R) for JCAB use. There are 8 parking spots, 3 are fixed spots and 5 are open spot (small) for JCAB use.

### 3. “Special Coordination Period” and “Pre-Special Coordination Period”

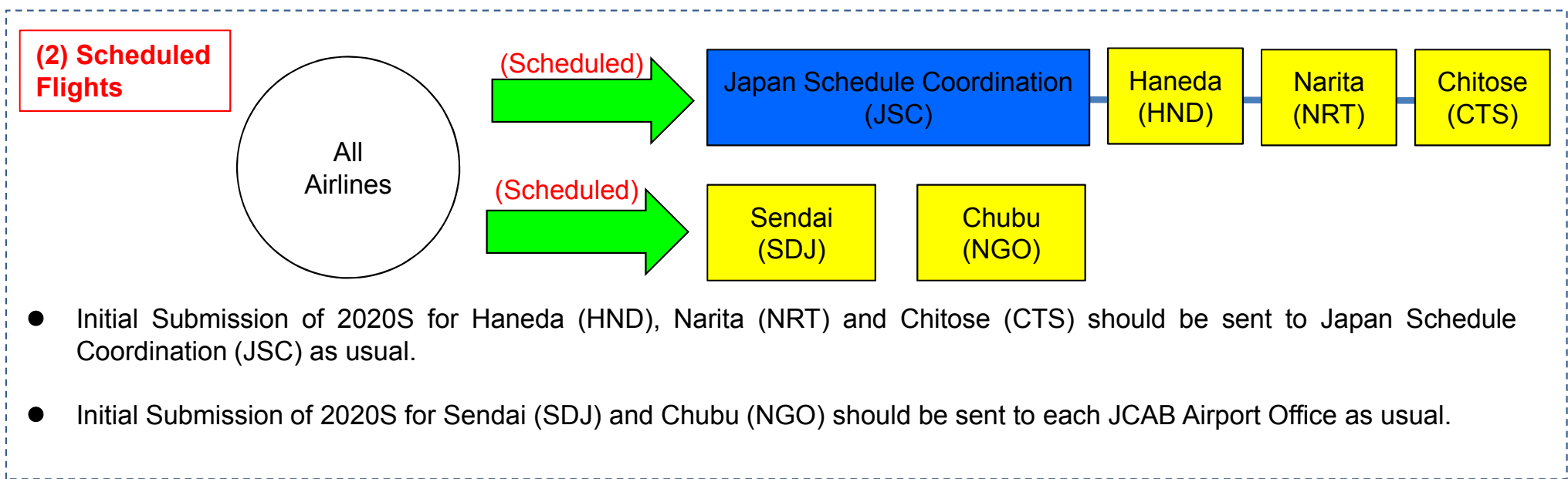
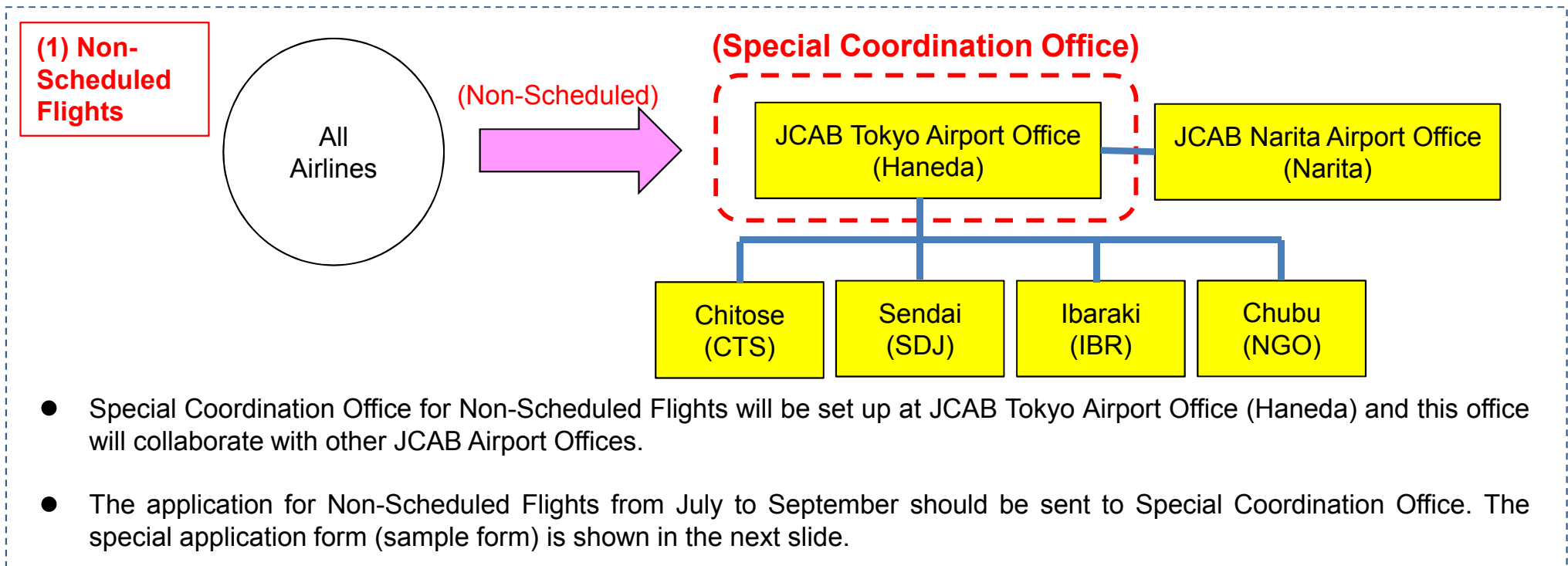
#### ● Pre-Special Coordination:

- “Pre-Special Coordination” starts well before the initial submission of 2020 Summer. The submission of Non-Scheduled Flights will be accepted from 1<sup>st</sup> August to 20<sup>th</sup> September 2019. However, the application will be limited to Specially Designated Airports.
- Specially Designated Airports are Sendai (SDJ) and Chubu (NGO).
- Answer to the request is expected to arrive in 30<sup>th</sup> September. Note that the answer may reserve a future time change within the day, in order to respond to Scheduled-Flight’s time change.

#### ● Special Coordination:

- “Special Coordination” will start after IATA SC144 from 1<sup>st</sup> December 2019 to 10<sup>th</sup> February 2020. The submission of Non-Scheduled Flights for both Tokyo Metropolitan Airports and Specially Designated Airports can be made during this period.
- Tokyo Metropolitan Airports are Narita (NRT), Haneda (HND) and Ibaraki (IBR). Specially Designated Airports are Sendai (SDJ) and Chubu (NGO) plus Chitose (CTS).
- Answer to the request is expected to arrive in 28<sup>th</sup> February.

# 4. Special Coordination Office for Non-Scheduled Flights



ファイル目 /  全ファイル数  
 Page / All Page

(文書番号)   
 Document Number  
 (申請日)   
 Submitted on (yyyy/mm/dd)

**東京オリンピック・パラリンピック期間 不定期便運航計画書**  
**Application Form for Non-scheduled flight during Tokyo Olympics and Paralympics**  
**( 特別調整 / 随時調整 )**  
**Special Coordination / Ad-Hoc Coordination**

オリンピック・パラリンピック関係発着調整対策本部長 殿

空港名 (ICAO)   
 ICAO Airport Code

住所 〒   
 Address

氏名または名称   
 Name

電話番号  FAX番号   
 Telephone Facsimile

担当  A/Lコード (ICAO)   
 Contact Person name ICAO Airline Code

種別 Action Code	新規計画 Request Schedule											現行計画 Current Schedule											備考 Annotation (VIP区分、VIP対象者、JALグループ会社) (VIP Category, Persons eligible for VIP, Ground handling agent)
	運航日 Date of Operation (yyyy/mm/dd)	曜日 Weekdays	発着 Arrival or Departure	航空機識別 Flight Number	型式 Aircraft Type	発着地 Origin or Destination	時刻 (JST) Time (JST)	線区分 Int'l/Dom.	調整目的 Purpose of Flight	ス*ット SPOT	接続便情報 Connecting Flight		運航日 Date of Operation (yyyy/mm/dd)	曜日 Weekdays	発着 Arrival or Departure	航空機識別 Flight Number	型式 Aircraft Type	発着地 Origin or Destination	時刻 (JST) Time (JST)	線区分 Int'l/Dom.	調整目的 Purpose of Flight	ス*ット SPOT	
											運航日 Date of Operation	航空機識別 Flight Number											

JCAB使用欄 For JCAB Use Only						
受付日	処理番号	担当者			空港使用計画書	
		スロット	(N+P)	スポット	受付日	担当者

航空機所有者名 : \_\_\_\_\_  
A/C Owner name  
 航空機所有者国籍 : \_\_\_\_\_  
A/C Owner nationality  
 運航者名 : \_\_\_\_\_  
Operator name  
 運航者国籍 : \_\_\_\_\_  
Operator nationality

割当結果 For JCAB Use Only	
回答日	担当者

割当可    割当不可

## Classification of Non-Scheduled Flights & Time Period

### 1. Classification of Time Period

- JCAB controls slots of 6 airports from July to September, dividing the period into following three categories. The three months will be classified in accordance with the demand predicted.
  - Demand Concentrated Period: **Between 17 July and 13 September.**
  - Demand Peak Period: **21 to 25 July and 8 to 10 August.**  
**22 to 26 August and 5 to 7 September**  
From three days prior to the opening ceremonies to the following day of each ceremony.  
Plus, the days of closing ceremonies and one day before and after the days.
  - Others: Other period in the three months; **1 – 16 July & 14 – 30 September.**

### 2. Classification of Non-Scheduled Flights

- Non-Scheduled Flights will be classified into following categories. The priority follows the order below.
  - V1-V3
    - International Olympic Committee (IOC) defines games stakeholders in three levels, V1, V2, and V3 (Refer to page 13 for the definition of V1, V2, and V3).
    - Priority is given to V1, V2 and V3 in this order.
  - Others (Ordinary Non-Scheduled Flights)
    - Other Non-Scheduled Flights are coordinated in a fair way on an equal footing as usual.

3. Scheduled Flights previously allocated in the IATA process will have a priority over Non-Scheduled Flights.



### Tokyo Metropolitan Airports

- **Haneda Airport (HND):**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, the requests for V1 only will be accepted in Demand Peak Period and the requests for V1 and V2 only will be accepted in Demand Concentrated Period.
  - The maximum parking time is 3 hours. If it requires more stay time, then it will be diverted to other airports.
- **Narita Airport (NRT):**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, the requests for VIP(V1-V3 and specified similitudes by the Japanese authority. The same shall apply hereinafter.) only will be accepted in Demand Peak Period.
  - The maximum parking time is 3 hours. If it requires more stay time, then it will be diverted to other airports.
- **Ibaraki Airport (IBR):**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, the requests for VIP only will be accepted in Demand Peak Period.
  - The maximum parking time is 3 hours. If it requires more stay time, then it will be diverted to other airports.

### Specially Designated Airports

- **Sendai (SDJ) and Chubu (NGO) Airports:**
  - For Pre-Special Coordination and Special Coordination, all types of Non-Scheduled Flights will be accepted.
- **Chitose (CTS) Airport:**
  - Pre-Special Coordination is not applied.
  - For Special Coordination, all types of Non-Scheduled Flights will be accepted.

## AND Service Eligibility

**V 1**

■ Eligibility  
 \*Reference \_ Heathrow Airport Protocol Operating Plan  
 Olympic approx. 120 people  
 Paralympic approx. 80 people

V1

- ① IOC President
- ② IOC Honorary President
- ③ Sovereign or Head of State
- ④ Head of Government
- ⑤ Other approved Games Clients (approved by LOCOG Protocol and IOC)

**V 2**

■ Eligibility  
 \*Reference \_ Heathrow Airport Protocol Operating Plan  
 Olympic approx. 1,700 people  
 Paralympic approx. 700 people

V2

- ① IOC Members ② IOC Honorary Members
- ③ IOC Members of Honour ④ IOC Directors
- ⑤ Ministry Responsible for Sport
- ⑥ TOP Presidents and CEO
- ⑦ OCOG President and CEO (Host City and Future OCOG) ⑧ IF Presidents and Secretary Generals
- ⑨ NOC Presidents and Secretary Generals
- ⑩ Broadcaster President / CEO
- ⑪ Other approved Game Clients (approved by LOCOG Protocol and IOC)

**V 3**

■ Eligibility  
 \*Reference \_ Heathrow Airport Protocol Operating Plan  
 Olympic approx. 57,600 people  
 Paralympic approx. 21,000 people

V3

- ① Athletes and Team Officials
- ② Technical Officials
- ③ Broadcast ④ Media
- ⑤ IOC Commission Members, Staff, Advisors, Consultants, Agents and Guests
- ⑥ Future OCOG and Bid Cities delegations
- ⑦ Members and Guests of recognized organizations and federations
- ⑧ TOP Senior Executives and Guests, Olympic Project Leaders, Senior Technical Operations Staff, Media Relations, Marketing Partner Workforce
- ⑨ Other prominent Government representatives
- ⑩ Other approved Games Clients (approved by LOCOG Protocol and IOC)

Source:Tokyo2020

### After Special Coordination Period

After Special Coordination Period, Non-Scheduled Flight`s requests for the six airports are accepted at Special Coordination Office if the airport is still available. Requests arrived before 20<sup>th</sup> of each month are replied by the end of the month. During Jul-Sep, ad-hoc coordination takes place.

	Peak Period	Demand Concentrated Period (Except Peak Period)
Tokyo Metropolitan Airports	Acceptable (Access to HND will be limited)	Acceptable
Specially Designated Airports	Acceptable	Acceptable

### Scheduled Flight`s and Non-Scheduled Flight`s coordination in other period in 2020 S.

Requests for Scheduled Flight`s and Non-Scheduled Flight`s coordination in other period in 2020S should be submitted as usual. (NRT, HND, CTS ⇒JSC, NGO, IBR, SDJ⇒Each airport)