

3. Flight information sharing requirements

General requirements

- 3.1 The GTAA reserves the right to issue data requests from time to time in order to:
 - 3.1.1 Plan Airport operations effectively and safely.
 - 3.1.2 Invoice rates, charges, and fees accurately.
 - 3.1.3 Measure and improve Airport operational performance.
- 3.2 Airport Users must comply with data requests issued by the GTAA in a timely manner, and fulfill any additional requirements related to IT systems and infrastructure, messaging formats, communication standards, and data verification, as applicable.
- 3.3 Airport Users are solely responsible for the accuracy and completeness of data transmitted to the GTAA.
- 3.4 Airport Users must take all reasonable measures to resolve data discrepancies, and these shall be timely reported to the GTAA.
- 3.5 Airport Users must ensure the data transmitted does not contain any personal or identifying information of any Passengers, including but not limited to names, addresses, phone numbers, personal identification numbers, information identifying personally owned property, employment information, medical information, education information, financial information, place of birth, race, and religion.
- 3.6 Airport Users where applicable and unless directed otherwise by the GTAA, must use the International Air Transport Association (IATA) messaging and communications standards when submitting data.

Estimated passenger loads

- 3.7 The GTAA requires accurate inbound and outbound estimated passenger loads to support the assignment of check-in counters and the management of day-to-day operations based on actual operational requirements and resources made available by customs, immigration, and airport security agencies, including baggage and lateral capacity, post security gate flows, arrival flows, arrivals baggage hall and cleaning staff.
- 3.8 Air Carriers are required to report estimated passenger loads and estimated baggage/cargo loads for each flight that is scheduled to operate at least 4 weeks before the scheduled flight. Updates to the estimates are required at least weekly and in the week prior to operation of the flight, daily. All flight load information provided by an Air Carrier will be held in confidence by the GTAA for internal planning purposes and will not be disclosed to other Airport Users.

Inbound and outbound real-time flight data

- 3.9 The GTAA requires Air Operators to submit the following data as soon as an Aircraft is airborne from its originating outstation, on a flight-by-flight basis, for both inbound and outbound flights:
 - 3.9.1 The total number of Passengers, specifying the number of children and airline crew (flight and cabin), that terminate their journey or connect at the Airport.
 - 3.9.2 For connecting Passengers, the flight number and airline on which they are scheduled to connect at the Airport.
 - 3.9.3 The total number of Passengers with restricted mobility and requiring assistance upon arrival at the Airport.
 - 3.9.4 The number of registered baggage and the total weight of air cargo to be embarked and disembarked at the Airport.
 - 3.9.5 Estimated landing time at the Airport for inbound flights and estimated departure time for outbound flights, and reason of delay.
 - 3.9.6 For air cargo, both belly and full freighter, the weight and declared values of all items being carried at departure and arrival.
- 3.10 Real-time flight data must be transmitted to the GTAA using SITATEX or another messaging or communication standard, as mutually agreed between the GTAA and the Air Operator.

Baggage-related data

- 3.11 Air Carriers must provide baggage source message (BSM) information and missed bags counts for the purposes of monitoring baggage transfers and delivery at the Airport.
- 3.12 Air Carriers are required to report to the GTAA on late and missed bags on a daily basis, during normal or irregular operations. In addition to the report, Air Carriers are required to provide a storage plan and mitigating measures that may be required to minimize disruption within the terminal.
- 3.13 When an Air Carrier elects not to use the Airport's Baggage Reconciliation System (BRS), they must provide a real-time baggage processing message for all inbound and outbound baggage movements:
 - 3.13.1 When an outbound bag is moved off the make-up position.
 - 3.13.2 When an outbound bag or Unit Load Device (ULD) is placed into the aircraft.
 - 3.13.3 When an inbound bag or Unit Load Device (ULD) is taken off the aircraft.
 - 3.13.4 When an inbound bag is placed onto the baggage claim/transfer conveyor.