

Effective: between 06:00UTC 30th May - 18:00 UTC 01st June 2023.

1. Introduction

The 2023 UEFA Europa League Final - UELF 2023 will be played at the Puskás Aréna in Budapest, Hungary on 31 May 2023.

The objective of this procedure is to implement a set of rules and procedures in order to:

- Maintain the usual traffic at the airport;
- Process the additional planned traffic specific to the tournament;
- Inform all aircraft operators about the specific rules applicable on the airport and about the enforcement procedure.

2. Flight operations procedures

2.1. Due to the foreseen lack of parking stands, preferred aircraft size is ICAO code C;

2.2. Aircraft size ICAO code D or E is subject of restrictions:

- no more than 1 (one) widebody aircraft is allowed at the same time per terminal (T1 or T2);
- maximum ground time is 90 minutes,
- aircraft carrying supporters are not allowed to stay at BUD, shall fly out after disembarkation,
- aircraft carrying teams or their family members are allowed to stay at BUD.

2.3. General/business aviation flights shall prefer positioning flights to neighboring airports for long term parking after dropping off their passengers at LHBP. Maximum aircraft size is ICAO code C.

2.4. If necessary charter/GA flights will be repositioned from drop-off parking positions to the non-ordinary long term parking positions at Terminal 1 or on Runway 13R/31L by self-manoeuvring until the handover point on the runway, and then will be towed for permanent parking. Ground handling agents shall confirm the availability of the pushback and towing equipment for each aircraft type; In case ground handler not able to provide proper towing equipment, aircraft operator shall bring towbar on board;

2.5. Crew/technician shall be present after arrival and at least 3 hours prior to departure, as aircraft repositioning might be necessary;

2.6. Aircraft should arrive with adequate amount of fuel for the outbound flight, also considering fuel for ground movements mentioned in point 2.3. However, when fuelling is necessary, it shall happen upon arrival, with the crew/technician present;

2.7. APU shall be serviceable;

2.8. Parking stand and on-time ground handling may not be ensured for flights operating at significantly different time (more than 30 minutes) from their confirmed airport slot;

2.9. Cleaning / catering / waste / water / toilet service shall be provided upon arrival,

2.10. All charges/fees shall be settled in advance (airport/ground handling fees, taxes etc.)

2.10.1. contact for airport fees can be found in para 6. ("Contact information"),

2.10.2. airport fees shall be settled 3 working days prior operation, see Tariff Manual of Budapest Airport (https://www.bud.hu/en/tariff_manual)

2.10.3. for airport fee calculation, all data shall be provided as described in the Tariff Manual.

3. Passenger related procedures

- 3.1. Arriving passengers shall have valid travel documents (including VISA if applicable);
- 3.2. Departing passengers are not allowed to have checked-in baggage. They shall have a digital or pre-printed boarding cards. Confirmation required from the Ground handler if they are able to setup the flight in their DCS with correct flight number;
- 3.3. Departing flights shall depart within 10 minutes of airport slot;
- 3.4. Boarding pass samples shall be provided by the airline in advance to Budapest Airport,
- 3.5. For charter flights the club or the tour operator shall arrange bus transportation from the airport to Stadium and back, ensured all passengers have match tickets;
- 3.6. Buses will take supporters directly to dedicated Finalists' bus parking areas near the Fan Meeting Points and within walking distance from the Stadium.

4. Airport slot coordination related procedures

This is a temporary procedure for Liszt Ferenc International Airport during UEFA Europa League Final. Applicable between 22:00 UTC 30 May - 21:59 UTC 1 June 2023.

Coordinator : Hungarocontrol Zrt.

email : budcoord@budcoord.hu

website : <https://en.hungarocontrol.hu/about-us/airport-coordination>

Before applying for airport slot, operators are subject to prior permission of the CAA in the case that the aircraft is registered in a State which is not a Contracting Party to the Convention on International Civil Aviation (Chicago Convention) or no bilateral Air Services Agreement has been signed between this State and Hungary. Applications for such flight operations shall be submitted at least 5 days prior to the planned departure to the CAA. (see Hungarian AIP GEN 1.2.)

Night restriction is in force between 20:00-04:00 UTC.

Night restriction

- Budapest Airport is open 24 hours a day, however there is a restriction on the number of movements allowed during the night:
 - between 20:00 and 04:00 UTC maximum 50 movements,
 - within which between 22:00 and 03:00 UTC maximum 6 movements can be planned.
- If a planned operation will exceed the night quota the only way it might be exempted from night restriction is a special permission granted by the Hungarian Civil Aviation Authority (CAA).
- Operator has to apply for this special permission direct for the CAA. An Operator can request permits for multiple flights in one application, see para 5. for details.
- If the operator gets the exemption and Airport Coordination is officially advised on this fact, the airport slot request will be confirmed accordingly.

Please note that currently all night quotas have been already allocated for scheduled flights between 22:00 - 03:00 UTC.

4.1. Coordination during UELF 2023

BUD/LHBP will be slot coordinated as Level 3 on days of 31 May and 01 June 2023.

All flights, regardless of the category (scheduled, non-scheduled, Business or General Aviation) departing from or arriving to the airport during UELF 2023, will require an airport slot allocated by the coordinator prior to the operation and prior to filing the corresponding ATC flight plan.

The following flights are exempted from slot allocation but we highly recommend that the operators keep us informed of their intention even at short notice:

- Medical, emergencies, evacuation or humanitarian flights;
- State and military flights;
- Search and rescue operations;
- Emergency operations.

Next specific paragraphs will be applicable for flights:

1. which are operating on the affected date (arrival and/or departure);
2. for which the aircraft is intended to stay on the airport over one of the affected date.

4.2. Slots requests

Air carriers who will operate flights to and from Budapest Liszt Ferenc International Airport for the UELF 2023 on days of 31 May and 01 June 2023, shall follow the following schedules coordination procedures:

1. The Event Slot Clearance Requests/Schedule Movement Advices and General Clearance Request (GCR) (SCRs/SMAs) processing will end at 21:59UTC 28 MAY 2023.
2. Slot requests for charter flights must be sent in SCR/SMA format to: budcoord@budcoord.hu
3. In case of any SSIM (Standard Schedules Information Manual) error, the message will be returned for correction.
4. Slots requests must be submitted in turnaround format (except flights using existing aircraft based at the airport).
5. In order to identify requests specific for the UELF 2023 among all other requests, operators are required to use the specific following service type codes (STC) for these flights:
 - use of service type code "O" for any flight with passengers;
 - use of service type code "P" for any positioning flight;
 - use of service type code "N" for any general/business aviation flight;
 - use of any combination O-O, O-P, P-O for the turnaround format.
 - Service type code "O" and "N" shall be used only for flights specific for the event.
 - SI text on slot requests should contain the following information:
 - UELF 2023 FANS - (ie. UELF 2023 FANS TEAM NAME)
 - UELF 2023 TEAM - (ie. UELF 2023 TEAM NAME)
 - UELF 2023 TEAM family members (ie. UELF 2023 TEAM NAME FAMILIES)
 - UELF 2023 REFEREE
 - UELF 2023 OTHER (PLEASE SPECIFY)
 - GROUND HANDLER:
 - FUEL SUPPLIER:
 - BUS SERVICE PROVIDER AND CONTACTS:

If above mentioned information will not be provided in SI, slot request will be rejected.

6. Slots for general and business aviation flights shall be requested by the operator in GCR format (explanation at: [GCR-INT \(fluko.org\)](https://www.fluko.org)). An example of an GCR we would expect:

GCR
S20
02SEP
BUD
NXX001 XX002 26MAY 180320 ZZZ1200 01301ZZZ NN
SI OPERATION ON BEHALF OF UEFA 2020 SUPER CUP TEAM/FANS - *TEAM NAME* (mandatory)
SI VIP GUESTS
SI 24/7 TEL NUMBER, E-MAIL ADDRESS
SI ANY OTHER INFO

4.3. Priorities for slot allocation during UELF 2023

Requests for slots will be processed in accordance with the WSG and EU Slot Regulations.

5. Request for exemption from night operations restrictions



Éjszakai műveletszám korlátozás alóli felmentési kérelem

*Request for exemption
from night operations restrictions*

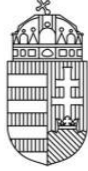
Információ/ Note

Az I. táblázat (Általános adatok) kérelmenként egyszer kitöltendő. A II. táblázat (Járat adatok) járatonként külön kitöltendő a felmentési kérelemben szereplő járatokra vonatkozóan. További járatok esetén a pótlap alkalmazandó. (Annyi darab kitöltött II. táblázat kell, hogy szerepeljen a kérelemben, ahány járatra kéri a felmentést).

A kérelmet beadni a Hatósághoz cégkapun* és/vagy emailben az aviation.risk@ekm.gov.hu email címre lehetséges.

Table I. (General Information) shall be filled once per application. Table II. (Flight specific information) shall be filled for each affected flight separately. In case of multiple flights in the one application, additional II. Table sheet shall be filled. (There shall be as many filled Table II. as many flights are requested to be exempted) The filled form shall be submitted via corporate gateway and/or via email to aviation.risk@ekm.gov.hu address.*

*Magyar jogi személy esetén/ In case of Hungarian legal entity



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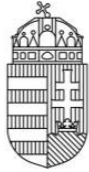
**Éjszakai műveletszám korlátozás alóli
felmentési kérelem**

*Request for exemption
from night operations restrictions*

I.

Általános adatok/General Information

| | | |
|---|---|--|
| 1 | A kérelmező légitársaság (neve és székhelye) <i>Applicant operator (name and address)</i> | |
| 2 | Képviselő és kapcsolattartó személy neve és elérhetősége* <i>Authorized representative and contact person*</i> (Meghatalmazás csatolandó, amennyiben nem a légitársaság törvényes képviselője jár el /Power of Attorney shall be attached in case not the airline corporate representative submitting the application) | |
| 3 | A kérelem indokolása <i>Justification of the exemption request</i> | |
| 4 | A felmentéssel érintett járatok száma összesen <i>Total number of flights</i> | |
| 5 | Ebből éjszakai időszakban (22:00-23:59 & 05:01-06:00 helyi idő szerint) <i>Number of flights in night time period (22:00-23:59 & 05:01-06:00 LT)</i> | |
| 6 | Ebből mélyalvási időszakban (00:00-05:00 helyi idő szerint) <i>Number of flights in deep sleep night time period (00:00-05:00 LT)</i> | |



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**Éjszakai műveletszám korlátozás alóli
felmentési kérelem**

*Request for exemption
from night operations restrictions*

II.

Járat adatok/ Flight specific details*

| | | |
|----|---|--|
| 7 | Járatszám <i>Flight No.</i> | |
| 8 | Hívójele <i>Call sign</i> | |
| 9 | Lajstromjel <i>Aircraft Registration No.</i> | |
| 10 | Induló repülőtér** <i>Departure Airport</i> | |
| 11 | Érkezési repülőtér** <i>Destination</i> | |
| 12 | Helyi idő szerinti tervezett indulás BUD-ról <i>STD from BUD (local time)</i> | |
| 13 | Helyi idő szerinti tervezett érkezés BUD-ra <i>STA at BUD (local time)</i> | |
| 14 | Dátum - helyi időben megadva - hónap és nap <i>Date (according to local time) day and month</i> | |

*Ez az oldal járatonként külön kitöltendő / *This page shall be filled for each flight individually*

** IATA kóddal jelölve/*Use IATA airport code*

6. Contact information

Ground handling organisations:

- Airport Service Budapest GH (pax/cargo/general aviation) *Duty Handling Manager AS GH:*
Email: as.dhm@asaviation.hu
Tel: (+36) 20-243-0023
AFS: LHBPMAX
- Celebi Ground Handling Hungary (pax/cargo/general aviation) *Duty Handling Manager Celebi GH:*
Email: dhm@celebiaviation.hu
Tel: (+36) 30-202-9048
- General Aviation of Celebi GH
Email: gat@celebiaviation.hu
Tel: (+36) 70-332-4044
Tel: (+361) 296-6292
- Menzies Aviation Hungary (pax/cargo) *Duty Handling Manager Menzies GH:*
Email: bud.dom@menziesaviation.com
Tel: (+36) 20-220-3266

Fuel service providers:

- Air BP senior representative Castrol Hungary KFT.:
Mr. Zsolt Alberti
Tel: +36 1 296 6017
Email: albertz@bp.com
- Sales Manager Airport Fuel Supply LLC:
fuel.sales@bud.hu
Tel: (+361) 296-6933
Tel: (+36) 70-797-1239
Fax: (+361) 296-7351

Budapest Liszt Ferenc International Airport:

Airport Operations Duty manager (H24)

E-mail: aodm@bud.hu

Telephone: +36 (1) 296 8100

Mobil(e): +36 70 384 9523

For airport fees: prepayment@bud.hu

Hungarocontrol Zrt.:

Slot Coordinator

E-mail: budcoord@budcoord.hu

Website: <https://en.hungarocontrol.hu/about-us/airport-coordination>

Hungarian CAA:

E-mail: aviation.risk@ekm.gov.hu