

FORM I
PART I — AIRPORT TRAFFIC

Reporting Instructions

FILING REQUIREMENTS

General

This form is to be used by ICAO Member States to report monthly traffic statistics (Part I) and Origin and Destination traffic data (Part II) for each of their airports that is open to international commercial traffic. A separate Form I is to be filed regularly for:

- a) each of a State's principal airports having combined traffic of at least 90 per cent of the total international commercial traffic units (scheduled and non-scheduled) of all airports of the State; or
- b) each of a State's airports having no less than 1 000 international traffic units in a year, whichever is less restrictive.

In addition, a separate Form I (Parts I and II) should also be filed with regard to each principal airport to a State having combined traffic of at least 80 per cent of the total commercial traffic units (scheduled and non-scheduled) of all airports of the State which were not selected under the criteria for international airports above.

A traffic unit is equivalent to 1 000 passengers or 100 tonnes of freight or mail; direct transit traffic shall not be taken into account for this purpose. These criteria should be applied separately by a State to each of its overseas territories.

A separate summary form (Form I-S) is to be used by States on an annual basis to report the total sum of the commercial air transport traffic figures for all of their airports (including the airports reported on Form I).

Filing schedule

Part I

Airport traffic should be filed with ICAO on a monthly basis within two months of the end of the reporting period. However, if a State has problems in meeting this deadline, they can file the monthly traffic data at the end of each quarter (for example, at the end of the first quarter, a State can file the individual traffic data for January, February and March).

Part II

The Origin and Destination (O-D) traffic data should be completed on a monthly basis and filed with ICAO within two months of the end of the period to which it refers. However, if a State has problems in meeting this deadline, they can file the monthly traffic data at the end of each quarter (for example, at the end of the first quarter, a State can file the individual traffic data for January, February and March. States should report on two separate forms; one for scheduled services and another for non-scheduled operations. When replying, please place an X in the appropriate box to identify the nature of the traffic being reported.

Electronic filing

States should submit the requested data in electronic format, either by e-mail via the Internet (sta@icao.int) or on a compact disc. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int/staforms>) or by contacting the ICAO Secretariat.

PART I – MONTHLY AIRPORT TRAFFIC STATISTICS

STATISTICS TO BE REPORTED

Columns

Description (Column a). An explanation of the statistical data categories contained in Column a is provided below under “Rows”.

Aircraft movements — total (Column b). Arrivals and departures shall be counted separately, i.e. one arrival and one departure shall be counted as two movements. Local aircraft movements, i.e. movements of aircraft which take off and land at the same airport within a short period of time, may be excluded, in which case this should be noted on the form.

Passengers (Columns c to f)

Embarked (Column c). Enter the number of revenue and non-revenue air carrier passengers whose air journey begins at the reporting airport, including the number of disembarked passengers, other than those reported under Column f, who are continuing their air journey.

Disembarked (Column d). Enter the number of passengers whose air journey terminates at the reporting airport, including the number of passengers, other than those passengers reported under Column f, who will continue their air journey.

Total (Column e). Enter the sum of passengers embarked plus disembarked (Column c plus Column d).

Direct transit (Column f). Enter the number of passengers who continue their journey on a flight having the same flight number as the flight on which they arrived. Passengers in direct transit should thus be counted only once. Other transit passengers and stop-over passengers will be counted twice: once as embarked passengers and once as disembarked passengers.

Freight and mail (tonnes) (Columns g to I). The number of freight tonnes includes express and diplomatic bags but not passenger baggage. The number of mail tonnes includes all correspondence and other objects tendered by and intended for delivery to postal administrations.

Loaded and unloaded. These terms as applied to freight and mail have meanings similar to “embarked” and “disembarked” above.

Rows

Note.—The term “loads” as used below refers to the passengers, freight and mail carried by an aircraft.

A. Commercial air transport

International scheduled (Item 1). Report under this item the aircraft movements (and loads) of international services provided by flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

International non-scheduled (Item 2). Report under this item the aircraft movements (and loads) of international charter and special and inclusive tour flights other than those reported under scheduled flights, performed for remuneration on an irregular basis including empty flights related thereto, air taxi operations and commercial business flights, and blocked-off charters.

Total international (Item 3). Report under this item those cases where an airport has both international scheduled traffic and international non-scheduled traffic that cannot be reported separately under Items 1 and 2 above.

Domestic scheduled and non-scheduled (Item 4). Report under this item both the scheduled and non-scheduled services of commercial air transport operators only, including air taxi operations and commercial business flights.

Total commercial air transport (Item 5). Report under this item international and domestic air transport services, both scheduled and non-scheduled, which are available to the public for the transportation of passengers, mail and/or freight for remuneration.

All-freight/mail services (Item 6). Report under this item data concerning flights performed by aircraft carrying loads other than passengers, i.e. freight, mail and unaccompanied baggage. Exclude all flights carrying one or more revenue passengers as well as those listed in schedules as passenger service. All-freight/mail services traffic should also be included in the data on aircraft movements, freight and mail tonnage reported under Items 1 to 5.

Air taxi and commercial business flights (Item 7). These flights, reported separately under this new item 7, should also be included under Items 2 to 5. States are only required to report the number of aircraft movements associated with these flights, however, if available, they can also include the number of passengers and freight carried.

B. All other movements.

Report here all aircraft movements, other than those of commercial air transport. Include commercial activities such as crop dusting, aerial photography, pilot training (at training schools), as well as non-commercial business, pleasure flying and the movements of military aircraft. Although not required, States may report the number of passengers, embarked and disembarked, who are associated with "other movements".

PART II — AIRPORT ORIGIN AND DESTINATION (O-D) TRAFFIC

Reporting Instructions

STATISTICS TO BE REPORTED

Part II of Form I to report the traffic (passengers, freight or mail) carried between all international city-pairs on scheduled and non-scheduled from and to the city of the reporting airport. Data are to be reported for all air carriers offering services between the city-pairs concerned in an aggregate manner for each month.

States which are unable to report the O – D traffic data should at least report the origin and destination of the traffic for the *flight stage* arriving or departing from the reporting airport; i.e. the last airport it departed from for an inbound flight (origin) or the first airport it lands for an outbound flight (destination), ignoring intermediate technical stops.

Please indicate under which of the two options indicated above you are submitting the O -D traffic data by checking (X) the appropriate box in the upper left hand side of the Form, (where P = passengers, F = freight and M = mail).

Columns

City-pair (columns a and b)

- a) List in alphabetical order all of the city-pairs served by commercial air services from/to the city of the reporting airport during the month for which airport traffic (passengers, freight and/or mail) is being reported.
- b) List each city-pair twice: first in one direction (from the city of the reporting airport) and then in the reverse direction (to the city of the reporting airport).

Whenever possible, IATA location identifiers (three-letter codes listed in their *Airline Coding Directory* or the four-letter codes listed in ICAO's *Location Indicators* (Doc 7910)) should be used to identify cities. If neither code is available, please write clearly the name of the city concerned.

Airport O-D traffic (columns c, d and e)

Passengers (number) (column c). The term covers all revenue and non-revenue passengers on-board an aircraft arriving to or departing from the reporting airport.

Freight (tonnes) (column d). The term freight includes express and diplomatic bags but not a passenger's checked baggage. It covers all revenue and non-revenue freight on-board an aircraft arriving to or departing from the reporting airport.

Mail (tonnes) (column e). The terms mail refers to correspondence and other objects tendered by and intended for delivery to postal administrations. It covers all revenue and non-revenue mail on-board an aircraft arriving to or departing from the reporting airport.

DEFINITIONS OF TERMS USED
(Covers both Parts I and II)

Air taxi flights. On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.

Aircraft movements

International. All flights of national or foreign aircraft whose origin or destination is located in the territory of a State other than that in which the airport being reported on is located.

Domestic. All flights of national or foreign aircraft in which all the airports are located in the territory of the same State.

Note.—In both cases a flight is defined as the operation of an aircraft on a stage or number of stages with an *unchanging* flight numb; technical stops are not taken into account.

City-pair. It refers to two cities linked through a non-stop flight stage where the city of the reporting airport represents either the origin (column a) and the destination (column b) of the traffic or flight stage concerned.

Commercial business flights. The commercial operation or use of aircraft by companies for the carriage of passenger or goods as an aid to the conduct of their business and the availability of the aircraft for whole aircraft charter, flown by a professional pilot(s) employed to fly the aircraft.

Non-commercial business flights. These operations cover corporate and owner operated business flights.

Corporate business flights. The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot(s) employed to fly the aircraft.

Owner operated business flights. The non-commercial operation or use of aircraft by an individual for the carriage of passengers or goods as an aid to the conduct of his/her business.

Passenger, freight and mail

International. Applies to passengers, freight and mail disembarked at an airport located in a State other than that of the airport of embarkation, or vice versa.

Domestic. Applies to passengers, freight and mail disembarked at an airport located in the State of the airport of embarkation or vice versa.

Scheduled services (revenue). Scheduled services (revenue) are flights scheduled and performed for remuneration according to a published timetable, or so regular or frequent as to constitute a recognizably systematic series, which are open to direct booking by members of the public; and extra section flights occasioned by overflow traffic from scheduled flights.

Non-Scheduled services (revenue). Non-Scheduled services (revenue) are charter flights and special and inclusive tour flights performed for remuneration other than those reported under scheduled flights. Any items related to blocked-off charters should also be included here. The statistics to be reported for Part II under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

UNITS OF MEASUREMENT

Data for freight and mail should be reported in metric tonnes to three decimal places using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.9072 tonnes

1 long ton (2 240 lb) = 1.0160 tonnes.

SYMBOLS

Please use the following symbols as necessary in completing this form:

* estimated data (asterisk immediately following estimated figure)
(blank) category not applicable
na data not available.

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