

F O R M B
O N - F L I G H T O R I G I N A N D D E S T I N A T I O N

Reporting Instructions

FILING REQUIREMENTS

General

This form is to be used by ICAO Member States to report on-flight origin and destination statistics for each of their air carriers that provides international scheduled and/or non-scheduled air services. The statistics to be reported under this heading exclude air taxi, commercial business aviation or other on-demand revenue flights. Each form should include aggregated data for the three months of a quarter.

States should report these statistics to ICAO using one of the following two alternatives:

- a) States should use a separate form to report the data for each of their air carriers that operates international scheduled and/or non-scheduled services (see Example A at the end of the reporting instructions); or
- b) if necessary, States may report the combined international traffic of several of their air carriers on this form.

Filing schedule

This form should be completed on a quarterly basis and filed with ICAO within two months of the end of the period to which it refers.

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.

Confidentiality

Upon reception, data provided in the report will be treated as confidential and will be published not earlier than six months after the end of the quarterly reporting period concerned.

STATISTICS TO BE REPORTED

Use this form to report the revenue traffic (passengers, freight, and mail) carried between all international city-pairs connected by the scheduled and non-scheduled revenue services of the air carriers that have their principal place of business-in the reporting State. Revenue traffic carried between domestic city-pairs need not be reported, except when it involves "foreign" cabotage traffic (i.e. traffic carried between city-pairs in a State other than the one where the reporting carrier has its principal place of business) in which case the revenue traffic between these city-pairs should be reported on this form.

For the purpose of reporting on-flight origin and destination statistics to ICAO, all revenue traffic should be reported for the operating carrier, including traffic carried under code-shared, franchised, pooled, blocked-off charters, blocked-space arrangements, joint services and leased aircraft services (see definitions below). In this context the term operating carrier refers to that carrier whose flight number is being used for air traffic control purposes.

Columns

City-pair (Columns a and b)

- a) List in alphabetical order all of the city-pairs served by the air carrier during the quarter for which actual revenue traffic (passengers, freight and/or mail) have been recorded (see example below).
- b) List each city-pair twice: first in one direction and then in the reverse direction (see example below).
- c) Data on traffic carried between identical city-pairs by two or more flights can be consolidated so that a one-line entry on the form covers all the traffic carried by the air carrier between identical city-pairs during the quarter under consideration.
- d) Where States can clearly distinguish between scheduled and non scheduled operations, OFOD data should be reported using two separate Forms clearly identifying the nature of the traffic by placing an X in the appropriate box. Those States which were unable to do so could report aggregate data by clearly indicating so in the reporting form.

Whenever possible, IATA location identifiers (three-letter codes listed in the *IATA Airline Coding Directory* or in the *Official Airline Guide*) rather than city names should be used to identify cities.

Revenue traffic (Columns c, d and e)

Note.— The term revenue refers to loads for which remuneration is received.

Passengers (number) (Column c). Include in this column all passengers for whose transportation an air carrier receives commercial remuneration. Include, for example, a) passengers travelling under publicly available promotional offers (for example, “two-for-one”) or loyalty programmes (for example, redemption of frequent-flyer points); b) passengers travelling as compensation for denied boarding; c) passengers travelling on corporate discounts; d) passengers travelling on preferential fares (government, seamen, military, youth, student, etc.). Exclude, for example, a) persons travelling free; b) persons travelling at a fare or discount available only to employees of air carriers or their agents or only for travel on business for the carriers; c) infants who do not occupy a seat.

Freight (tonnes) (Column d). The term freight includes express and diplomatic bags but not a passenger’s checked baggage.

Mail (tonnes) (Column e). The terms mail refers to correspondence and other objects tendered by and intended for delivery to postal administrations.

Air carriers *included** (*by code*) (*Column f*). This column should only be used by States updating aggregate traffic data for several air carriers. Against each city-pair, States have to identify the air carriers participating in the traffic reported in columns a to c using the two character codes published by IATA in their Airline Coding Directory or by the Official Airline Guide. Air carrier codes should be separated by comma (see Example B at the end of the reporting instructions).

DEFINITIONS OF TERMS USED

Air taxi revenue 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.

Blocked-off charters. The whole capacity of an aircraft is blocked off for charter sale on flights published as scheduled flights but carried out as charter flights on the same or similar routing and operating time.

Blocked-space arrangements. A number of passenger seats and/or specified cargo space purchased by an air carrier for the carriage of its traffic on an aircraft of a second air carrier.

City-pair. Two cities between which travel is authorized by a passenger ticket or part of a ticket (a flight coupon) or between which shipments are made in accordance with a shipment document or a part of it (freight bill or mail delivery bill).

Code sharing. The use of the flight designator code of one air carrier on a service performed by a second air carrier, which service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air carrier.

Flight. The operation of an aircraft on a flight stage or number of flight stages with the same flight number.

Flight coupon. Each component part of a ticket containing separate travel authority for subdivisions of the total travel covered by the passenger ticket.

Flight stage. The operation of an aircraft from take-off to its next landing.

Franchising. The granting by an air carrier of a franchise or right to use various of its corporate identity elements (such as its flight designator code, livery and marketing symbols) to a franchisee, i.e. the entity granted the franchise to market or deliver its air service product, typically subject to standards and controls intended to maintain the quality desired by the franchiser, i.e. the entity granting the franchise.

Joint service flight. A flight identified by the designator codes of two air carriers that, with the concurrence of their respective States, typically have agreed with each other to share revenues and/or costs.

Leased aircraft. An aircraft used under a contractual leasing arrangement to increase an air carrier's fleet capacity.

On-flight origin and destination traffic. The revenue traffic carried on an air service identified by a flight number, subdivided into the city-pairs served by that flight on the basis of the point of embarkation and point of disembarkation. In the case of passengers, the city-pair concerned is determined by the points of embarkation and disembarkation covered by one flight coupon.

Pooling arrangements. An air carrier commercial agreement which may involve some degree of capacity control and may cover matters such as routes operated, conditions of operation, and the sharing between the parties of traffic, frequencies, equipment, revenues and costs.

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 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 under this heading exclude air taxi, commercial business aviation or other on demand revenue flights.

UNITS OF MEASUREMENT

Data for freight (Column c) and mail (Column d) 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.

Note.— “Tonne” denotes metric and “ton” the pound system of measurement.

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.

EXAMPLES

Please refer to Examples A and B overleaf.

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