



# Form B — On-flight Origin and Destination Reporting Instructions

## FILING REQUIREMENTS

### General

This form is to be used by ICAO Contracting States to report on-flight origin and destination statistics for each of their airlines that provides international scheduled air services. 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) if possible, States should use a separate form to report the data for each of their airlines that operates international 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 airlines on this form. In this case the following procedure should be followed:

On the bottom right portion of the form, list the airlines that have been included on the form so that a one-digit code number (1, 2, 3, etc.) is assigned to each airline. States that are reporting on more than four airlines should provide a separate statement containing the code numbers and airline names used. In Column e of the form these code numbers should be indicated for each city-pair so that it is evident which airlines have been included in each combined total (see Example B at the end of the reporting instructions).

### 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

If possible, States should submit the requested data in electronic format, either by e-mail via the Internet ([sta@icao.int](mailto:sta@icao.int)) or through SITA (YULATYA), or on diskette. An electronic copy of this form, together with the relevant instructions, can be obtained from the ICAO Internet site (<http://www.icao.int>) or by contacting the ICAO Secretariat. States that are concerned about the security of the Internet should encode their data using digital identification (encryption).

### Confidentiality

The ICAO Council has directed that the data reported on this form shall be kept confidential and only statistics which do not reveal the traffic of individual airlines will be published or released by ICAO.

For electronic submissions, States should contact the ICAO Secretariat to obtain a unique code for each of the airlines whose data are being reported. In the case of hard-copy submissions, the names of individual airlines should be given only at the bottom of each Form B filed.

Diskettes/reports that are being mailed to ICAO should be placed in a sealed envelope labelled "To be opened by ICAO C/STA only". This envelope can then be placed in an ordinary envelope and addressed to ICAO in the usual way.

## STATISTICS TO BE REPORTED

Use this form to report the revenue traffic (passengers, freight, mail) carried between all international city-pairs connected by the scheduled revenue services of the airlines registered 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-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.

Statistics related to blocked-off charters (see definition below) are considered to be non-scheduled and should therefore be excluded from this form.

### Columns

#### City-pair (Column a)

- a) List in alphabetical order all of the city-pairs served by the airline 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 airline between identical city-pairs during the quarter under consideration.

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 b, c and d)

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

*Passengers (number) (Column b).* 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 c).* The term freight includes express and diplomatic bags but not a passenger’s checked baggage.

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

### DEFINITIONS OF TERMS USED

**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 airlines 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.

#### 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.

#### 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.

### Example A: Individual Airline Report

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
 AIR TRANSPORT REPORTING FORM  
**ON-FLIGHT ORIGIN AND DESTINATION**  
 Scheduled Services (Revenue) — International Operations

**FORM B**  
(01/00)

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Reporting period (check ✓)		3rd quarter (Jul-Aug-Sep)	
1st quarter (Jan-Feb-Mar)	<input checked="" type="checkbox"/>	4th quarter (Oct-Nov-Dec)	
2nd quarter (Apr-May-Jun)	<input type="checkbox"/>	Year: 20 <u>00</u>	

City-Pair		Revenue traffic			Airlines included* (by code no. below)
From	To	Passengers (number)	Freight (tonnes)	Mail (tonnes)	
a		b	c	d	e
ABJ	ACC	550	12.738	2.173	
	ALG	333	2.315	.872	
	PAR	230	1.234	2.307	
ACC	ABJ	475	10.480	1.735	
	ALG	185	.305	.019	
	PAR	178	.885	.513	
ALG	ABJ	303	1.105	.232	
	ACC	217	.067	.059	

Remarks (including mention of any unavoidable deviation from the reporting instructions):

(This part will be detached by ICAO)

State: <u>ABC</u>	For States reporting more than one airline on this form (code number shown in column e): Airlines: 1) _____ 3) _____ 2) _____ 4) _____
For States reporting one airline on this form: Airline: <u>XYZ AIRWAYS</u>	

Contact person for inquiries: A.B. Defg Tel.: (2) 456-7891  
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### Example B: Combined Report for More than One Airline

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
 AIR TRANSPORT REPORTING FORM  
**ON-FLIGHT ORIGIN AND DESTINATION**  
 Scheduled Services (Revenue) — International Operations

**FORM B**  
(01/00)

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Reporting period (check ✓)		3rd quarter (Jul-Aug-Sep)	
1st quarter (Jan-Feb-Mar)	<input checked="" type="checkbox"/>	4th quarter (Oct-Nov-Dec)	
2nd quarter (Apr-May-Jun)	<input type="checkbox"/>	Year: 20 <u>00</u>	

City-Pair		Revenue traffic			Airlines included* (by code no. below)
From	To	Passengers (number)	Freight (tonnes)	Mail (tonnes)	
a		b	c	d	e
AMS	ANK	138	.840	.054	1, 3
	ATH	435	1.929	.714	1
	LON	3 310	11.114	2.021	2, 4
	PAR	4 219	10.074	2.333	1, 2
ANK	AMS	125	.779	.087	1, 3
	LON	—	1.275	—	4
ATH	AMS	458	1.252	.445	1
	GVA	287	.044	—	1

Remarks (including mention of any unavoidable deviation from the reporting instructions):

(This part will be detached by ICAO)

State: <u>ABCDE</u>	For States reporting more than one airline on this form (code number shown in column e): Airlines: 1) <u>AIR JKL</u> 3) <u>DEPG AIRLINES</u> 2) <u>ABC AIRWAYS</u> 4) <u>QED CARGOLINES</u>
For States reporting one airline on this form: Airline: _____	

Contact person for inquiries: F.J. Lmnop Tel.: (2) 654-1987  
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