



Airlines services

Customer Guide Paris-Orly

Welcome to Paris-Orly

Paris-Orly 2015-2016 Services-guide

# Welcome to Paris-Orly

## Aéroport Paris-Orly



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## Setting up at Paris-Orly

## Setting up at Paris-Orly



All airlines wishing to operate new air services at Paris-Orly Airport must follow the process described in this document.

We are happy to provide you with information on how to proceed if you wish to operate at Paris-Orly and on the operating conditions (Airline Relationship Service).

### 1. Traffic rights

All air carriers wishing to operate air services at the Paris airports must previously ensure that they have obtained the corresponding traffic rights from the relevant departments of the French Civil Aviation Authority.

The procedure varies depending on whether it relates to a European Community airline or not.

European Community air carriers exercising rights to extra-Community routes, and non-European Community air carriers, are obliged to contact the relevant departments to obtain the corresponding traffic rights, before submitting a request for slots or allocation at airports operated by Aéroports de Paris.

European Community air carriers wishing to exercise traffic rights for intra-community routes must provide notification of their schedule.



Photo : © Gwen LE BRAS / Zoo Studio pour ADP

#### Contact

##### **DIRECTION GENERALE DE L'AVIATION CIVILE (DGAC) (French Civil Aviation Authority)**

Direction du Transport aérien Sous-Direction des Transporteurs et Services aériens  
50 rue Henry Farman  
75720 Paris Cedex 15  
Tel: +33(0)1 58 09 43 21  
Fax: +33(0)1 58 09 38 65/66  
e-mail: [international-dta@aviation-civile.gouv.fr](mailto:international-dta@aviation-civile.gouv.fr)  
Website: [www.aviation-civile.gouv.fr](http://www.aviation-civile.gouv.fr)



Photo: © Gwen LE BRAS / Zoo Studio for ADP

## 2. Allocation within the Paris airport system

By virtue of the specification produced by Aéroports de Paris, air carriers wishing to operate air services at its airports must previously obtain an allocation decision from Aéroports de Paris.



Photo: © Gwen LE BRAS / Zoo Studio for ADP

Allocation decisions are made by taking account:

- › of the rules for traffic distribution within the Paris airport system produced by the Minister responsible for Civil Aviation,
- › of available capacities as regards, specifically, European Community, national, regional and local published operating rules governing safety, security, environmental protection and slot allocation.

All air carriers not operating at one of the airports operated by Aéroports de Paris and wishing to introduce an air service must henceforth request an allocation from one of the airports within the Paris airport system.

### Contact

#### Aéroports de Paris

Antoine de Lamothe  
Département aviation marketing Direction Clients  
e-mail: [antoine.de-lamothe@adp.fr](mailto:antoine.de-lamothe@adp.fr)  
Tel.: +33 (0)1 43 35 74 56



Photo: © Jean-Marc JOUANNEAUX for ADP

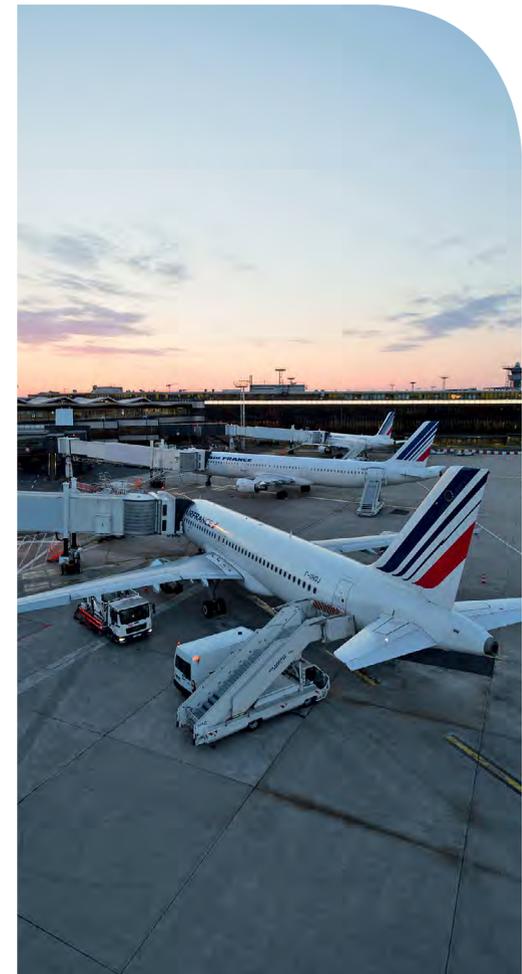


Photo: © Gwen LE BRAS / Zoo Studio for ADP



Photo: © Gwen LE BRAS / Zoo Studio for ADP

### 3. Request for slots – COHOR

Pursuant to the decree of 19 October 1999, Paris-Orly Airport is classed as a coordinated airport. As such, all takeoffs and landings by an aircraft operated by an airline there, except in the case of force majeure, are subject to the prior allocation of a corresponding time slot by the appointed coordinator for these airports.

For Paris-Orly Airport, the task of allocating time slots is performed by COHOR, the association for the coordination of schedules, which was appointed “coordonnateur des aéroports parisiens” (coordinator of Paris airports) by the decree of 9 August 1996.

#### Contact

##### COHOR

Orlytech - Bâtiment 530  
9, rue Hélène Boucher  
91550 Paray Vielle Poste  
Tel: + 33 (0)1 49 75 88 10  
e-mail: [hdqcoxh.scr@cohor.org](mailto:hdqcoxh.scr@cohor.org)  
Website: [www.cohor.org](http://www.cohor.org)

##### Coordonnateur delegue des Aéroports français (appointed coordinator for french airports)

Éric Herbane  
e-mail: [eric.herbane@cohor.org](mailto:eric.herbane@cohor.org)  
Responsable pour l'aéroport Paris-Orly  
(Person responsible for Paris-Orly airport)  
Karline Lemoine  
e-mail: [k.lemoine@cohor.org](mailto:k.lemoine@cohor.org)

##### Aéroports de Paris

Thierry Riant  
Pôle trafic et relations compagnies  
Direction de l'aéroport Paris-Orly  
e-mail: [thierry.riant@adp.fr](mailto:thierry.riant@adp.fr)  
Tel.: + 33 (0)1 49 75 05 80



Photo: © Emile LUIDER / La Company for ADP

#### Coordination parameters

The coordination parameters for Paris-Orly Airport are determined by the *Direction générale de l'Aviation civile* (French Civil Aviation Authority). They relate to limitations on the use of runways, constraints on terminals and environmental constraints. The coordination parameters as well as the rules for allocating time slots can be viewed on the website <http://www.cohor.org/>

Should the maximum flow of passengers per hour at departure, as defined for each terminal or an area of a terminal, be exceeded, COHOR must alert carriers to possible operational difficulties to be anticipated. All air carriers covered by this alert must contact Aéroports de Paris in order to resolve this problem.

#### Environmental constraints

Paris-Orly Airport is subject to a daily curfew, with an 11.20 p.m. to 5.59 a.m. “block” for departure time slots and an 11: 30 p.m. to 6.19 a.m. “block” for arrival time slots, local time. Aircraft movements are prohibited during the curfew.

#### Use of slots

No air carrier may operate an air service departing from or arriving at Paris-Orly Airport without having previously obtained a time slot from COHOR for the aforementioned air service, with the exception of specific cases defined in European regulations or in the event of force majeure.

All carriers operating a flight without a slot or which intentionally operate a flight at a time other than the allocated slot may be subject to a penalty imposed by the Minister responsible for Civil Aviation.

After a hearing with the offending airline, the CAAC (*Commission administrative de l'Aviation civile*) (Administrative Commission for Civil Aviation) may suggest that the Minister responsible for Civil Aviation imposes a penalty that could amount to fine of up to €7,500 and which could be doubled in the event of a repeat offence.

At Paris-Orly Airport, the total number of time slots is capped at 250,000 a year, of which almost 28,000 are reserved for planning or public service flights.



Photo: © Alain LEDUC for ADP

## 4. Allocation within a Paris-Orly Airport terminal

By virtue of the specification produced by Aéroports de Paris, air carriers with time slots at Paris-Orly Airport wishing to operate air services at this airport, must previously obtain an allocation decision for the terminal from Aéroports de Paris.

Allocation decisions are made by taking account:

- › as far as possible, of the request from the client airline and its operating constraints, as well as, in the case of an airline that is a member of an alliance, of the consolidation objectives expressed by the latter,
- › of compliance with the principle of fairness,
- › of the availability of airport resources within the terminal as regards the characteristics of the traffic operated as well as the necessary services for the passengers in question,

- › of the balancing of traffic between terminals, with the aim of optimising the use of infrastructures and equipment.

The carrier is therefore invited to outline, in its request, the main characteristics of its flight schedule\* (timetables, aircraft type, nature of the flight, etc.) as well as its possible requirements in terms of commercial, technical or administrative premises.

Once the allocation has been obtained, the air carrier is placed in contact with the managers of the terminal in question, who are responsible for allocating the necessary resources (check-in desks, desks, premises, etc.) for the operation of flights.

All air carriers wishing to introduce an air service at Paris-Orly airport must request an allocation within a terminal.

\* For more details, please refer to the flight schedule communication section.

### Contact

#### Aéroports de Paris

Franck Meryde  
 Paris-Orly Airport Managing Director  
 Bâtiment 400 – Module S0  
 103 aérogare Sud – CS 90055  
 94396 Orly aérogare cedex France  
 e-mail: [franck.meryde@adp.fr](mailto:franck.meryde@adp.fr)

## 5. Information to be provided by the airline

### communication of flight schedules

Once the slots have been agreed by the Schedule Coordinator (COHOR), the airline operator, or its representative (assistant), must:

- › inform the Cellule Programmation des vols d'Aéroports de Paris (Paris Airports Scheduling Team) of its flights, by e-mail: [cpv@adp.fr](mailto:cpv@adp.fr) at the start of each IATA season: and
- › inform it of any changes (changes in stopover, aircraft type, timetables, etc.) during the IATA season.

This information will enable the flight schedule for current and future seasons to be made more reliable with the aim of ensuring that sufficient airport resources are available to cope with the expected traffic.

In addition, this information will be fed into the terminals' display screens, the [aeroportsdeparis.fr](http://aeroportsdeparis.fr) website and all other mobile applications.

\* Operating days, times allocated, route, aircraft type and subtype, nature of the flight and codeshare, etc.

### communication of aircraft characteristics

Airport charges are calculated partially on the basis of the specific details of each aircraft. Therefore, for all aircraft likely to arrive at Paris-Orly Airport, a certain number of details must be provided in the month preceding its arrival.

A copy of the following document must be supplied to Aéroports de Paris:

- › The Certificat de Limitation de Nuisance (CLN) (Nuisance Limitation Certificate) the only document containing information on the Masse Maximum au Décollage (MMD) (Maximum Takeoff Weight) and the limitations enabling the aircraft to be categorised in one of 6 Acoustic Groups.

The two specific parameters for each aircraft, forming the basis for calculating airport charges, established on the basis of the document supplied are:

- › the *Masse maximum au décollage* (MMD) (Maximum Takeoff Weight), rounded up to the nearest tonne:
- › the acoustic group for taxes on nuisances aériennes sonores (TNSA) (*aircraft noise pollution*) enabling the modulation coefficient for the landing fee to be established.

In order to constantly keep our file of aircraft registrations up to date and to guarantee the completeness of billing, all operators must notify the airport manager, before operating its flight, of all modifications to the composition or characteristics of their fleets (example: winglets or sharklets). All delays in providing this information will not result in bills for charges already compiled using the previous details being amended.

### the application date is the date on which the documents are received.

Information likely to have an impact in terms of billing must also be supplied to Aéroports de Paris. All the information outlined above, as well as all changes relating to the ownership or operation of an aircraft, or all commercial charter or aircraft lease agreements, must be sent to:

#### Contact

#### Centralisation des prévisions de vols (CPV)

Jacques Régnier  
 Bât. 400 – Terminal sud – Module S0  
 103 Aérogare sud – CS90055  
 94396 Orly aérogare cedex  
 Tel. : +33(0)1 49 75 75 50/53  
 E-mail : [cpv@adp.fr](mailto:cpv@adp.fr)

## real time operating information

Information relating to the progress of flights:

- › gives an overall picture of the airport's traffic ;
- › provides information for passengers and people working at the airport
- › allows appropriate allocation of airport resources.

### Operating messages to be sent

The carrier or its agent (handler) under-takes to send all required operating information in full and accurately, preferably by means of automated electronic messaging and in accordance with the IATA standards for communication:

- › Aircraft registration (including aircraft substitutions)
- › Variations to flight schedules (including flight number, aircraft type, original routes and timetables)
- › Estimated times of operation
- › Actual times on and off stand
- › Stand departure delays and related delay code
- › Turnaround details (flight numbers and registrations including changes)
- › Advance passenger details on the basis of forward booking information
- › Baggage loading information messages
- › Misconnected baggage information.

### List of messages to be sent (IATA standards)

<b>MVT</b>	Aircraft Movement Message - IATA AHM / 780 – NI, ED, AD, AA
<b>PTM</b>	Passenger Transfer Message – IATA RP / 1718
<b>LDM</b>	Load Message - IATA AHM / 583
<b>SLS</b>	Statistical Load Summary - IATA AHM / 588
<b>DIV</b>	Aircraft Diversion Message – IATA AHM / 781
<b>ASM</b>	Adhoc Scheduled Message Procedure – IATA AHM / 785.5
<b>PSM</b>	Passenger Service Message – IATA RP / 1715
<b>BSM</b>	Baggage Service Message – IATA RP / 1745
<b>MSF</b>	World Tracer Fault Station Log

### Compliance with IATA codes:

Format of messages	Standard IATA AHM / 080
Corrective messages	Standard IATA AHM / 081
Airport codes	IATA AHM / 010
Delay codes	Retard IATA AHM / 011
Transfer baggage labelling	IATA RES / 740

Messages to be sent to the following SITA address:  
**ORYSJXH**

### Messages for the handling of disabled and reduced mobility persons

<b>PAL</b>	Pax Assistance List – IATA AHM
<b>CAL</b>	Change Assistance List – IATA AHM
<b>PRM</b>	Persons with Reduced Mobility – Local ADP message
<b>PRV</b>	Forecast – Local ADP message

If the PAL/CAL system is not used, PNL (Passenger Name List – IATA AHM) and ADL (Additions and Deletions List – IATA AHM) standards may be used instead, making sure that the passenger figures in the list with his or her specific requirement.

Messages to be sent to SITA:  
**ORYMRXH**

## Air traffic data declaration

7

For every aircraft movement (arrival or departure), the carrier (or its agent) is legally required to make a traffic declaration. This information must be sent in full, at the latest 48 hours after the day of operation. Supply of this information is a contract requirement for which the aircraft is liable.

The information will be used to calculate airport fees to be paid. It will also be used in the preparation of statistics for Aéroports de Paris as well as for the DGAC.

In the event that information is missing, late or inaccurate, fees are invoiced on a fixed price basis. The carrier can subcontract this task to a handling company, IATA contract, chapter 1.

Fee amounts cannot be challenged even if the carrier subsequently provides the corrective information.

Aéroports de Paris may carry out surveys to check the accuracy of traffic declarations on the basis of the documents used by the airlines for operations. Consequently, whenever requested by an authorised agent, airlines must present the estimated weight for the flight together with its update or, failing that, the load message (LDM).

### Contact

**Administration des ventes**  
**Sales administration**  
Véronique Leduez  
Tél. : +33(0)1 49 75 75 35  
Veronique.leduez@adp.fr

## 6. Ground handling

Ground handling operations form the subject of inspections by airport management, pursuant to article R216-14 of the Civil Aviation Code.

European directive 96/67/EC of 15 October 1996 on access to the ground handling market, implemented in articles R216-1 et seq. of the Civil Aviation code, has established:

- the principle of arm's length competition for passenger services (ground administration and supervision, checking-in passengers, ground transport) and certain aircraft services (cleaning, fuelling, line maintenance, flight operations and crew administration, catering, freight and mail handling) and, on the other hand, has retained the option of limiting the number of service providers for air-side operations and baggage handling.



Ground handling companies provide airlines with various essential services for handling passengers (ticketing, check-in, boarding and disembarking, baggage handling, etc.) and for airside aircraft handling (flight supervision, coordination of services, various aircraft operations).

Those authorised to provide ground handling service at Paris-Orly Airport up to 31 October 2021 are:

- › for the West Terminal, the operators ALYZIA, AIR FRANCE and G.E.H.
- › for the South Terminal, the operators ALYZIA, O.F.S. and G.E.H.

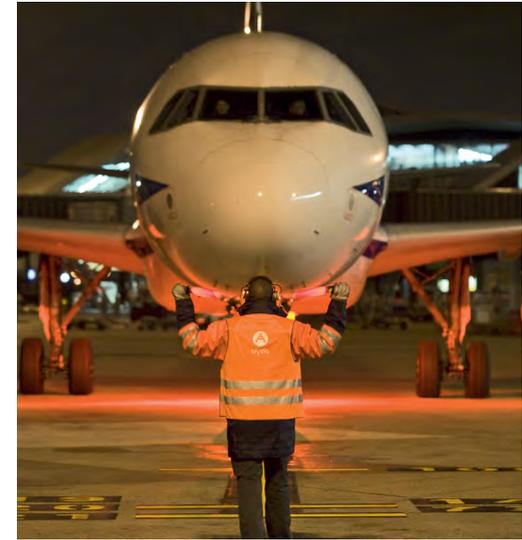


Photo : © Philippe STROPPA / Studio Pons for ADP

### Contacts

#### Alyzia (groupe 3S)

Sales Office:  
Tel.: +33 (0)1 49 75 75 02  
e-mail: [Commercial.ory@alyzia.com](mailto:Commercial.ory@alyzia.com)  
Sales Division:  
Tel.: +33 (0)1 48 62 03 97  
e-mail: [Commercial.cdg@alyzia.com](mailto:Commercial.cdg@alyzia.com)  
Training:  
Alyzia Training  
Tel.: +33 (0)1 48 16 24 05  
+33 (0)1 74 37 11 09  
e-mail: [infos@alyziatraining.com](mailto:infos@alyziatraining.com)

#### AIR FRANCE

Orly Ground Handling:  
M. Ghislain Colas des Francs  
Directeur Escale Orly (Orly Ground Handling Manager)  
Orly Ouest 114  
94396 Orly Aéroport Cedex  
Tel.: +33 (0)1 41 75 24 06 /07  
e-mail: [ghcolasdesfrancs@airfrance.fr](mailto:ghcolasdesfrancs@airfrance.fr)

#### G.E.H

Sales Office:  
Tel.: +33 (0)1 48 16 17 22  
e-mail: [commercialrequest@groupe-europe-handling.com](mailto:commercialrequest@groupe-europe-handling.com)  
Filiale Orly Ramp Assistance:  
Tel.: Secretarial Office:  
+33 (0)1 74 22 51 09/10  
R.E.P: +33 (0)6 89 47 79 27  
Training (IFMA):  
Tel.: +33 (0)1 48 16 37 24  
e-mail: [ifma@geh.aero](mailto:ifma@geh.aero)

#### Filiale Orly Customer Assistance:

Tel Secretarial Office:  
+33 (0)1 74 22 51 05  
Supervisors: +33 (0)6 44 23 00 73

#### O.F.S.

(Subsidiary of W.F.S.)  
Sales Office:  
WFS – Worldwide Flight Services  
Web site: [www.wfs.aero](http://www.wfs.aero)  
Tel.: +33 (0)1 70 76 00 00  
M. Nicolas Massonnat / Commercial Director  
contact: [nmassonnat@wfs.aero](mailto:nmassonnat@wfs.aero)  
Tel.: +33 (0)1 70 76 03 51  
+33 6 12 94 47 66  
Training:  
AIRPORT COLLEGE  
Tel.: +33 (0)1 70 03 81 60/63  
Contact: [accueil@airportcollege.aero](mailto:accueil@airportcollege.aero)



**Day-to-day  
operation**

## Day-to-day operation



Within the south and west terminals, Aéroports de Paris provides you with infrastructures and equipment tailored to the needs of your operation.

Should you require any information on the equipment and services you could benefit from at Paris-Orly Airport, please contact our Airline Relations team:

### Contact

**Aéroports de Paris**  
Emmanuelle TRITZ  
Pôle trafic et relations compagnies  
Direction de l'aéroport Paris-Orly  
e-mail: [emmanuelle.tritz@adp.fr](mailto:emmanuelle.tritz@adp.fr)  
Tel.: + 33 (0) 1 70 03 66 35

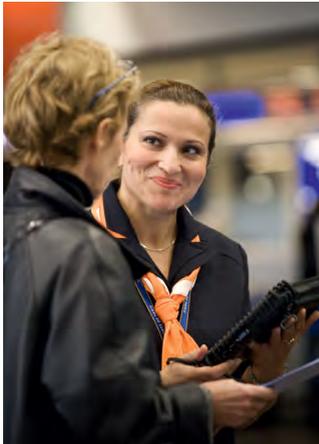


Photo: © Philippe STROPPIA / Studio Pons for ADP

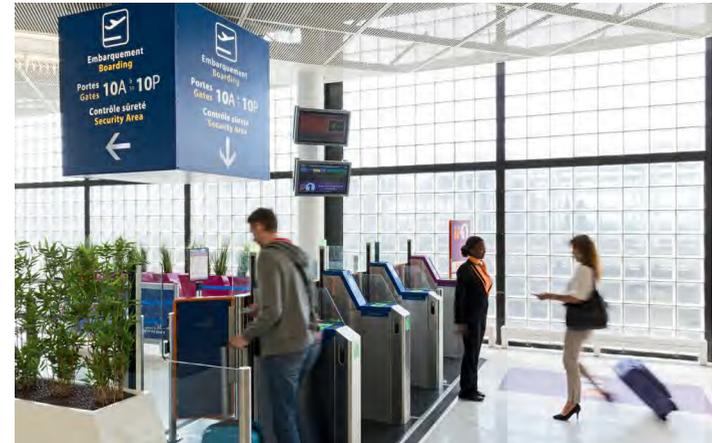


Photo: © Gwen LE BRAS / Zoo Studio for ADP



Photo: © Isabelle LOÏ for ADP

## 7. Welcoming and checking in passengers

### Terminal sales desks

Designed to welcome your passengers, the airline and tour operators desks benefit from a prominent position in the terminals. These desks can be personalised with the company's livery and equipped with screens.

### Check-in desks and boarding gates

Managed by Aéroports de Paris, check-in desks and boarding gates are allocated to the different airlines on the basis of their respective needs and the allocation principles established by Aéroports de Paris. Check-in is fully standardised in the airport's 2 terminals. All the check-in desks, including specifically the non-standard and oversized baggage desks, are linked to the automated baggage sorting system.

### Self-service check-in kiosks (BLS)

Each check-in area in the two terminals has kiosks enabling passengers to print out a boarding card using their e-ticket.

Like the check-in desks, Aéroports de Paris manages the allocation of kiosks on the basis of each airline's needs and the available space. The self-service kiosks can be provided for shared use by several airlines.



Photo: © Gwen LE BRAS / Zoo Studio for ADP

### Automated bag drops

The west terminal has an ergonomic and intuitive system that allows passengers to check in their baggage themselves in less than 30 seconds. With a throughput of 60 baggage items per hour, this solution effectively complements the self-check-in system offering greater fluidity and speed.

In practice, the passenger prints his/her boarding card at a self-service kiosk and, at the same time, obtains the baggage labels he/she needs. Once in the automated bag-drop area, all the passenger needs to do is scan his/her boarding card to identify himself/herself and place each of his/her bags in the machine's baggage chamber.

### Check-in arches

This service is offered to airlines operating in the south terminal at Paris-Orly. It consists of supplying, installing and maintaining arches/gantries at the entrance to check-in areas, in order to make them more visible and easily identifiable for passengers. The arches are decked out in the airline's livery and clearly mark the entry point to the check-in area for each airline. They may include information screens.

### Tensaguides

To optimise space and waiting times for passengers at check-in desks, Aéroports de Paris provides airlines with a flexible tensaguide system (mobile barrier comprising posts and webbing strips).

This allows airlines to freely adapt passenger queues to suit their requirements, based on the locations of posts defined with Aéroports de Paris.

### Specific commercial displays on screens

A network of screens in the terminals, managed by Aéroports de Paris, enables specific messages, of an informative or commercial nature, to be displayed on request. These screens are located at sales desks, at check-in desks and in the departure lounge.

## 8.

### Facilitating the movement of your passengers to the aircraft

#### Accès N°1

On passenger routes, this service enables priority channels to be created, facilitating access to security and border police checkpoints for some of your “high-yield” passengers. “Accès N°1” signage informs the passengers in question of the path to take in order to benefit from this service. The Accès N°1 service is available on the request of airlines.

#### Lounges: a differentiated offering depending on your requirements

The south terminal at Paris-Orly Airport has a multi-airline lounge for use by your “high-yield” passengers in possession of a boarding card for an outbound flight.

In addition to a welcome from dedicated staff who are able to respond to any requests for information, this comfortable area offers snacks (drinks and a sweet or savoury buffet) as well as providing your passengers with free access to wifi and connected PCs, national and international newspapers, televisions and flight information screens.

Depending on the available infrastructures and, if requested by you, the airport can also examine the feasibility of setting up a dedicated lounge for your airline or an alliance of airlines on your/its passengers route.



Photo: © Jean-Pierre GABORIT for ADP

#### A Business Area for our passengers

In the west terminal, an innovative service, combining a physical area with a digital service, enables business travellers to connect with each other on their way through the airport. Thanks to i Beacons technology and the use of a smartphone application, time spent in the departure lounge can be used profitably to foster contacts and targeted meetings. The Business Area is also a forum for innovation, with regular presentations by startups and for partners seeking to make contact with business travellers.



Photo: © Gwen LE BRAS / Zoo Studio for ADP



Photo: © Mikael LAFONTAN et Olivier SEIGNETTE for ADP



Photo: © Gwen LE BRAS / Zoo Studio for ADP

### Automated border checks

Paris-Orly Airport is equipped with several PARAFE\* security gates. This service allows passengers to pass through border controls more quickly and automatically. Adult EU, EEE and Swiss Confederation citizens with a valid passport can register for the system immediately, free of charge. Thanks to his/her passport and digital fingerprint, each passenger is allowed to join a dedicated queue, saving time on both departure and arrival.

\* Passage Automatisé Rapide Aux Frontières Extérieures (Automated Fast-Track Crossing at External Borders).



Photo: © Mikael LAFONTAN et Olivier SEIGNETTE for ADP



Photo: © Gwen LE BRAS / Zoo Studio for ADP

## 9. Baggage Handling

The baggage sorting system comprises automated sorters connected to all the check-in desks, which enable baggage to be sorted and monitored based on its typology and destination.

- › Screening of all hold baggage (EDS standards 2 and 3), security tracking by bag/flight.
- › Baggage reclaim: 13 carousels guarantee that there are no breaches between public and restricted areas.

For transit passengers, the Paris-Orly hub also has an automated transit baggage sorting system (TBC) with a capacity of 2,400 baggage items per hour.

### Single baggage reclaim area in the south terminal

The south terminal at Paris-Orly Airport has a single baggage reclaim area for passengers arriving on domestic flights, from the Schengen area and on international flights. This arrangement guarantees the security of baggage and speeds up passenger routes.

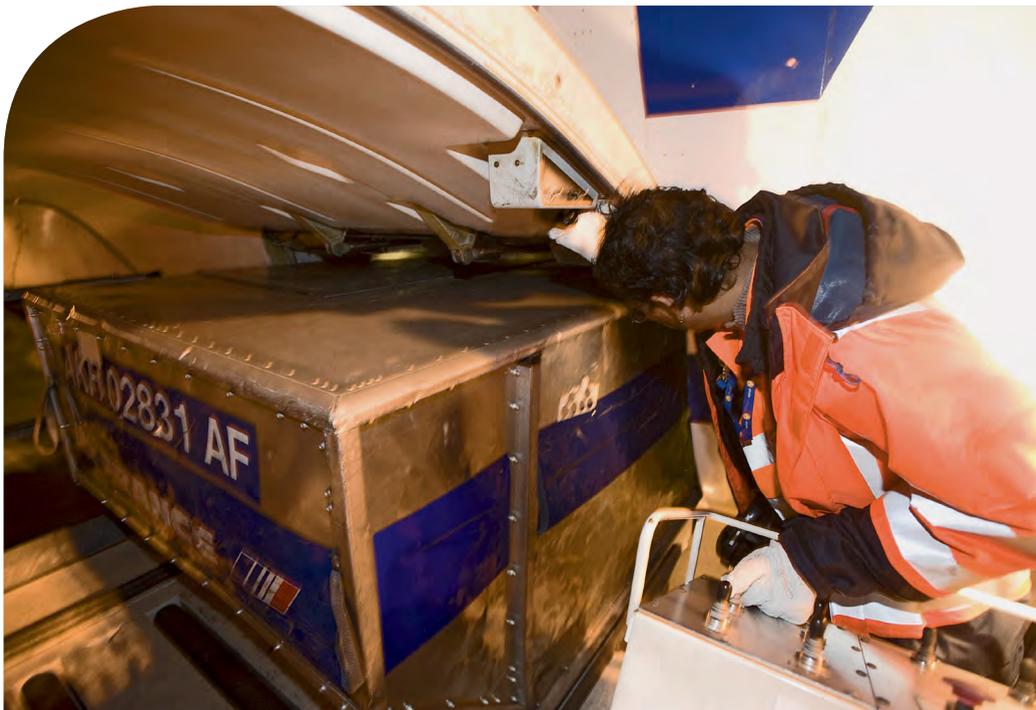


Photo: © Philippe STROPPIA / Studio Pons for ADP

### SRB – Baggage reconciliation system

The Baggage Reconciliation System for Aéroports de Paris is a global solution that enables the match between passengers and their baggage to be checked automatically.

The Baggage Reconciliation System for Aéroports de Paris makes it possible to:

- › ensure that no baggage checked on a flight is able to travel without its passenger (with the exception of “rush” baggage),
- › avoid loading errors,
- › track baggage all along its route from the check-in desk to the point at which it is loaded into the hold,
- › locate and quickly disembark a bag that needs to be unloaded,
- › monitor the loading of baggage for a flight in real time,
- › transfer baggage from one flight to another, etc.

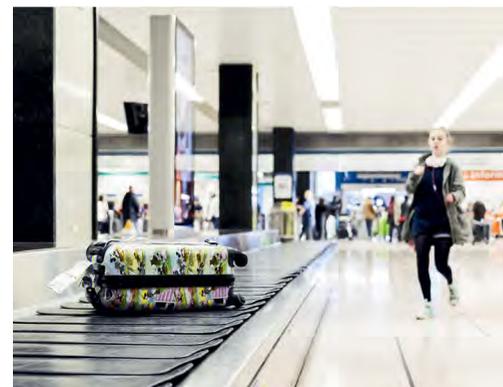


Photo: © Franck BELONCLE for ADP

## 10. Assistance for people with reduced mobility (PMR)

Paris-Orly Airport meets the accessibility standards for people with reduced mobility.

In accordance with European legislation, Aéroports de Paris offers a service for taking care of people with reduced mobility, from their means of transport to the airport to boarding their aircraft. This service is designed for people whose mobility is reduced due to a physical or intellectual disability and whose situation requires appropriate attention and the adaptation to their needs of services provided to all passengers.

Aéroports de Paris welcomes these people in the terminals, whatever their point of entry, and entrusts the provision of assistance itself to a company specialising in these activities. In order to guarantee compliance with quality, security and comfort standards, Aéroports de Paris monitors this service on a daily basis.

A computerised system for ordering and viewing services is made available to airlines.

The general pattern for the transmission of information is as follows:

- › The passenger with reduced mobility notifies the air carrier of his/her need for assistance at least 48 hours prior to the published departure time of the flight
- › The air carrier passes on the information received to Aéroports de Paris at least 36 hours prior to the published departure time of the flight.
- › This information is passed on immediately to the assistance provider via the computerised system put in place by Aéroports de Paris.

This “assistance request” consists of informing all those involved in advance and is designed to facilitate the reservation of resources. It therefore represents a key element in proper fulfilment of the duty to provide assistance.

The standards of timeliness relating to the waiting period between the request for assistance from a passenger with reduced mobility and it actually being dealt with, as well as general information on the assistance service, are published on the Aéroports de Paris website.



Photo: © Mikael LAFONTAN and Olivier SEIGNETTE for ADP



Photo: © Mikael LAFONTAN and Olivier SEIGNETTE for ADP

### Contact

#### Aéroports de Paris

Vincent Bellami  
Head of Disability Services Paris-Orly  
e-mail: [vincent.bellami@adp.fr](mailto:vincent.bellami@adp.fr)



Photo: © Mikael LAFONTAN and Olivier SEIGNETTE for ADP

# 11. Continuous improvement and participatory initiatives

## Collaborative approaches

Paris-Orly is constantly evolving to adapt to new trends and future challenges, in terms of infrastructures, services and organisation. Collaborative methods have been established to identify areas for development and improvement, to define the vision and the resources to be deployed. The participation of airlines, assistants, service providers and government departments enables the performance of projects to be improved and, more broadly, for the airport to put in place a constructive and shared development policy.

### Contact

**Aéroports de Paris**  
Agnès Nicolas  
Responsable Animation Satisfaction clients  
E-mail : [agnes.nicolas@adp.fr](mailto:agnes.nicolas@adp.fr)

## Airport Helper

The Airport Helper concept brings together employees from various companies who work on the Paris-Orly site. Their commitment (which is unpaid and purely on a voluntary basis), beyond their daily



Photo: © Eve HAUDEVILLE

jobs and duties, involves meeting passengers in order to help, guide and inform them. By becoming involved in a welcoming, high quality reception, Airport Helpers provide passengers with peace of mind and form part of a positive collaborative effort within their working environment. At Paris-Orly, more than 1,000 Airport Helpers, from 15 different companies, sport their “Happy to Help you” badges.

### Contact

E-mail : [airporthelper.ory@adp.fr](mailto:airporthelper.ory@adp.fr)



## Partners' clubs

**The partners environment club at Paris-Orly** brings together companies working in the airport sector or operating within the airport. It supports environmental initiatives and the implementation of environmental management systems. As a forum for discussion and reflection, it aims to make Paris-Orly an “eco-efficient” airport and enables all partners to progress, learn and evaluate themselves jointly. These are all assets that help to:

- › highlight your environmental schemes,
- › meet the requirements of your contractors,
- › improve your performance.

### Contact

**Aéroports de Paris**  
Bertrand Barbo  
Responsable Système Management environnemental  
E-mail : [bertrand.barbo@adp.fr](mailto:bertrand.barbo@adp.fr)

**The partners communication club at Paris-Orly** brings together the hub's or the region's companies and bodies with a shared interest in promoting the airport, its surrounding area and the airport community. This club is a participative and collaborative forum for relaying sectoral information, news from partners and the airport, sharing experiences and setting up communication operations.

### Contact

**Aéroports de Paris**  
Sébastien Defrène  
Responsable Communication partenaires Paris-Orly  
E-mail : [sebastien.defrene@adp.fr](mailto:sebastien.defrene@adp.fr)

PARIS  
ORLY  
PARTENAIRES  
COM



# Operational management

## Operational management

### 12. The Orly command post

The Orly command post, located in the south terminal, is the command post for Paris-Orly Airport. It operates from 5.30 a.m. to 00.30 a.m., 7 days a week. It is ultimately under the control of the Airport's Managing Director, or his representative, via an on-call system.

Its duties: to gather, consolidate and circulate all the information needed for operational management of the airport.

In permanent contact with the various command posts at Paris-Orly Airport, it takes account of information from the airport complex's partners and external sources (government departments, the media, the public, etc.) guaranteeing systematic updating of information and an optimum view of the airport's situation.

On constant watch, it aims to identify events likely to have an impact on the smooth running of the hub and to assess their consequences on the flow of traffic.

In the case of an event affecting operations, the Orly command post can be activated in crisis mode; in this case it becomes the Orly crisis command post.



Photo : © Philippe STROPPIA / Studio Pons for ADP



Photo : © Philippe STROPPIA / Studio Pons for ADP



Photo : © Philippe STROPPIA / Studio Pons for ADP

### 13. CDM – Collaborative Decision Making

On 20 January 2015, Paris-Orly airport received “Advanced Tower ATC” accreditation, the penultimate step before “Airport-CDM” certification.

Collaborative Decision Making (CDM) is a European project designed to optimise the operation of airports, for arrivals, car park management, touch-down and departure monitoring. CDM improves management of the airport in the event that demand should exceed capacity and minimises the consequences of disruption (snow, fog, storms, technical constraints, etc.).

CDM consists of strengthening operational collaboration between the airport's stakeholders, management, air traffic control, airlines and weather forecasters, to provide suitable responses for all situations. CDM takes the form of daily operational contacts, the provision of a website, real time information and 24 hour a day availability of a CDM representative.



## 14. Snow plan

### Paris-Orly, an airport equipped and organised to deal with intense winter weather

From 15 October to 15 April of each year, the Aéroports de Paris winter procedure, known as the “Snow Plan”, may be triggered at any time in the event of heavy snow. The snow plan for Paris-Orly, set up within the Airside Operations command post, can be activated at any time during this period.

One of the priorities of the snow plan is to quickly clear movement areas (runways, aircraft taxiways, vehicle routes and apron areas). The snow clearance equipment used is tailored to the type of area treated and the weather. Paris-Orly Airport has mechanical and chemical processes that enable snowfall to be dealt with (snow clearance, de-icing).

The aircraft de-icing procedure is carried out under the responsibility of the airlines by ground handling companies. Aéroports de Paris supplies these service providers with glycol (except for Air France, which has its own stock).



Photo : © Jean-Marc JOUANNEAUX for ADP

Within the terminals, the snow plan includes assistance from Aéroports de Paris for airlines, with the provision of information, and for passengers in the event of a lengthy wait.

The aim of this snow plan is to guarantee the safety of passengers and to keep the flow of traffic close to normal, despite the weather conditions. Aéroports de Paris and its partners work hard to guarantee the best travelling conditions for their passengers.

#### Useful numbers

Shift Operations Manager - South (REPS):

01 49 75 13 30

Shift Operations Manager - West (REPS):

01 49 75 88 31

Airside Operations Manager (REA): 01 70 03 00 57

Land Operations Manager (RET): 01 49 75 49 78



Photo : © Jean-Marc JOUANNEAUX for ADP

# 15. Information to be provided when first setting up or in the event of changes during operation

		Contacts	Page	
Traffic rights	Introduction	To exercise traffic rights for intra-community routes: › inform the French Civil Aviation Authority (DGAC) of your schedule.	<b>French Civil Aviation Authority (DGAC)</b> Air Transport Division, Air Carriers and Services Sub-division international-DTA@aviation-civile.gouv.fr	2
Allocation within the Paris airport system	Having acquired traffic rights	To obtain an allocation decision for a terminal at a Paris airport › Contact the Aéroports de Paris Customer Division.	<b>Aéroports de Paris</b> Antoine de Lamothe Aviation Marketing Department, Customer Division antoine.de-lamothe@adp.fr	3
Requesting a timeslot – COHOR (Schedule Coordinator)	-8 months	For the allocation of airport time slots › Send a request to COHOR (Schedule Coordinator), the organisation for schedule coordination.	<b>COHOR Delegated Schedule Coordinator for French airports</b> Éric Herbane Eric.herbane@corhor.org	4
Allocation to a terminal at Paris-Orly Airport	-8 months	To obtain an allocation decision for a terminal in the airport › Contact the Paris-Orly Airport Management.	<b>Aéroports de Paris</b> Franck Mereyde Paris-Orly Airport Managing Director franck.mereyde@adp.fr	5
Communication of flight schedules	-2 mnths	To operate a departure from Paris-Orly airport, the airline operator, or its representative (assistant), must: › Inform the Aéroports de Paris Flight Scheduling department of its flights before the start of each IATA season › Signal any changes made (stop-over changes, aircraft type, times, etc.) during the IATA season.	<b>Aéroports de Paris</b> «Centralisation des prévisions de vols» (CPV) (Flight Forecast Centralisation) cpv@adp.fr	6
Fill in the form for your DCS (Departure Control Systems) to be set up	-2 months	To fill in the flight schedule database and perform simulations of resource allocation (in particular check-in desks): › Send the form to the Aéroports de Paris IT systems department.	<b>Aéroports de Paris</b> IT Systems Romain Cieslar Romain.cieslar@adp.fr	
Communication of aircraft characteristics	-1 months	To categorise the aircraft in one of six acoustic groups: › Provide a copy of the “Certificat de Limitation de Nuisance” (CLN) (Nuisance Limitation Certificate), which contains information on the “Masse Maximum au Décollage” (MMD) (Maximum Takeoff Weight).	<b>Aéroports de Paris</b> «Centralisation des prévisions de vols» (CPV) (Flight Forecast Centralisation) cpv@adp.fr	6
<b>Arrival of airline at Paris-Orly – Start of operation</b>				
Communication of operational information	Real time	The airline operator, or its representative (assistant), undertakes to provide all required operational information, in a complete and accurate form, preferably by means of automatic electronic messages and in compliance with IATA communication standards.	<b>Aéroports de Paris Sales administration</b> Véronique Leduez Veronique.leduez@adp.fr	7



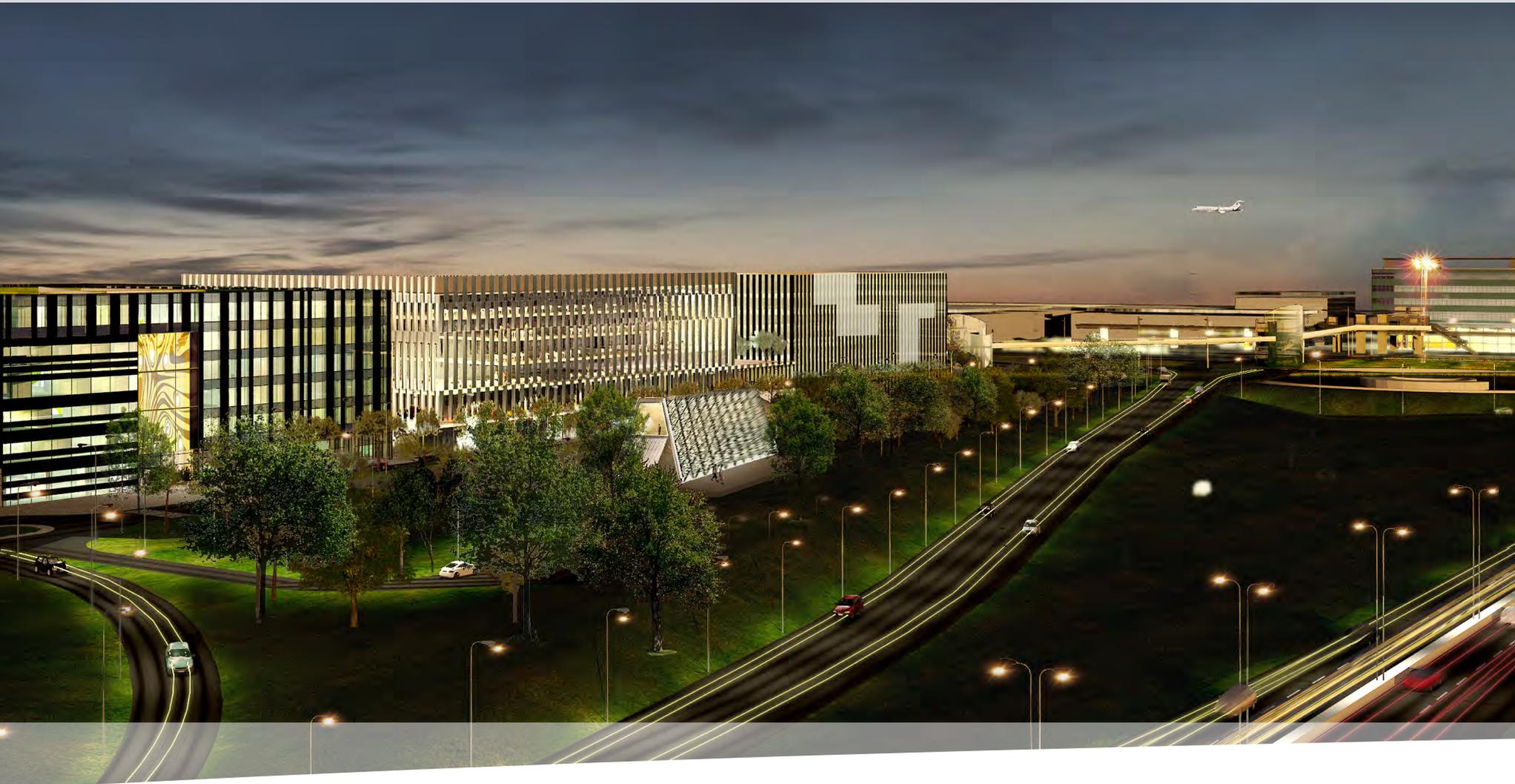
**3950**  
**aeroportsdeparis.fr**

Direction de l'aéroport Paris-Orly  
Bât. 400 – Terminal Sud – Module S0  
103 aérogare sud – CS 90055  
94396 Orly Aérogare cedex



# Paris-Orly – Services guide 2015-2016

Paris-Orly airport



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## 1. Drinking and domestic water service for aircraft

Aéroports de Paris provides drinking and domestic water services for aircraft, billed on the basis of volumes delivered, measured in m<sup>3</sup>

- › Drinking water service (drinking water stations):  
€8.06 ex VAT per m<sup>3</sup> of water provided
- › Domestic water service (blue water stations):  
€118.40 ex VAT per m<sup>3</sup> of water provided

### Contact

**Energy and logistics operational unit**  
**Alfredo Guarino**

Tel.: +33 (0)1 49 75 21 35

E-mail: [alfredo.guarino@adp.fr](mailto:alfredo.guarino@adp.fr)

These services do not include fees for the use of shredding stations, which are due by the transporter or ground-handling service provider. The fee is as follows:

### Fees for the use of shredding stations:

€68.50 ex VAT per vacuum truck passage.

The fee is due by ground-handling service providers.  
(See information in the 2015 Airport fees brochure)

## 2. Drinking water distribution

The Aéroports de Paris drinking water supply network serves nearly all of the buildings comprising the airport.

### Drinking water sale prices

(rates as in the fourth quarter of 2015)

#### Meter:

Meter size (in mm)	12-15	20	25	30	40	50
Annual subscription (€ ex VAT)	109.88	124.07	158.03	164, 83	236.43	349.4

Meter size (in mm)	60	80	100	150	200	250
Annual subscription (€ ex VAT)	518.94	612, 76	766.48	1085, 01	1807, 84	2 199.82

### Consumption:

Drinking water consumption fee (in € ex VAT/m<sup>3</sup>):  
4.68

These rates change regularly.

To learn about our new prices, and for any further information, please contact our department at the following address:

### Contact

**Energy and logistics operational unit**  
**Alfredo Guarino**

Tel.: +33 (0)1 49 75 21 35

E-mail: [alfredo.guarino@adp.fr](mailto:alfredo.guarino@adp.fr)



Photo : © Jean-Marc JOUANNEAUX for ADP

## 3. Cranes and logistics

For crane works and various logistics operations at the airport: plane lifting, work on runways and roads, etc., we can provide you with handling equipment (cranes, tractors, airport equipment, etc.).

### Contact

#### Logistics Department

Tel.: +33 (0)1 49 75 68 34  
(On duty from 5:00 a.m. to midnight)

## 4. Sale of glycol

For the de-icing of aircraft, the Paris-Orly airport provides glycol to airlines or their assistants. From 15 October 2014 to 15 April 2015, rates for the provision of glycol were set as follows:

Total quantities sold for Type 1 Pure and Type 4 Pure:	Unit price (€ ex VAT) per litre
Less than 340 m <sup>3</sup>	Type 1 pure: 2.66
	Type 4 pure: 2.19
from 340 to 640 m <sup>3</sup>	Type 1 pure: 2.13
	Type 4 pure: 1.66
More than 640 m <sup>3</sup>	Type 1 pure: 1.97
	Type 4 pure: 1.45

### Contact

#### Sales and operation

##### Patrick Dumortier

Tel.: +33 (0)1 49 75 19 49 – E-mail: [patrick.dumortier@adp.fr](mailto:patrick.dumortier@adp.fr)

Outside of business hours:

##### Airside Operations Manager

Tel.: +33 (0)1 49 75 62 00 – E-mail: [rea-orly@adp.fr](mailto:rea-orly@adp.fr)



Photo : © Philippe STROPPIA / Studio for ADP

## 5. National services

### A. Premises inside the terminals

In the heart of the South and West terminals, Aéroports de Paris provides you with premises suited to airport activities and perfectly in keeping with operating and administrative requirements.

These different types of surfaces (desks, offices, lounges, etc.) are offered equipped and ready-for-entry or empty and unfurnished (unequipped, no energy distribution, etc.).

### Specific aspects

- › Standard premises are not in the immediate vicinity of operating areas. They have direct or indirect daylight.
- › Limited comfort premises are just like standard premises, but have no natural light.
- › Operating premises are in the immediate vicinity of operating areas. They may be located in the landside or airside area.
- › Service premises or storage areas equipped with increased protection against fire are difficult to develop. They may not be used as offices.
- › Technical premises are reserved for building maintenance equipment only and may not be used for offices or storage.
- › Luxury premises are generally intended for airline lounges. They may also include certain private points of sale for airlines. They are generally delivered empty and unfurnished.

The prices for these surfaces are broken down as follows:

### Only West / Only South

(Annual rental price per m<sup>2</sup>, € ex VAT - value for 3rd quarter of 2015 - ILAT Index)

Equipped		Empty and unfurnished
Standard premises	578.50	415.24
Limited comfort premises	404.96	256.54
Operating premises	694.22	516.11
Service premises		289.26
Technical premises	-	115.70
Luxury premises	-	1,388.43

with 20% discount for premises covering 201–400 m<sup>2</sup> and 40% discount for more than 400m<sup>2</sup>



Photo : © Philippe STROPPIA / Studio Pons for ADP

## B. Desks in the terminals

Designed to welcome your passengers, the airline and tour operator desks benefit from a prominent position in the terminals.

The following prices apply to these occupancies:

Only West / Only South	Annual rent (€ ex VAT) per linear metre
Desks in Departures (public areas)	5,747.99
Desks in other Areas, Arrivals, Baggage Reclaim	3,829.88
Closed desks	6,610.21

Value for 4th quarter of 2015 - ILAT index

## C. Antennae (other than telephone antennae)

2015 rates for the use of antennae (except antennae included in the contracts of telephone operators) located on the building terraces, are as follows:

Only West / Only South	Annual rent (€ ex VAT) - ICC Index per mast, antenna or high point	Type
Antennae other than telephone antennae (excl. FH)	565.42	VHF, TV antennae WIFI telecom hub Telecom / ADP hub: mobile phone type Radio communication antennae FH mobile operator antennae

Value for 4th quarter of 2015 - ILAT index

## D. Runway buildings

In addition to the terminal offices, runway offices and storage areas may be provided for your maintenance and storage activities.

The financial conditions of these premises are as follows:

Runway buildings	Annual rent (€ ex VAT) per m <sup>2</sup>	
	New or renovated buildings	Buildings in current condition
Office	360.13	216.09
Workshop, store	206.61	123.96
Basement	103.29	61.98
Equipment shelters	139.65	83.83

Value for 4th quarter of 2015 - ILAT index

## E. Storage areas

Storage spaces	Annual rent (€ ex VAT) per m <sup>2</sup> - ICC Index
Equipment area & vehicle park	31.91

### Contact

If you operate within:

**Airlines and tour operators:** your email contact is commercial-ORY-1@adp.fr

**Utilities, service providers, associations, dealers and others:** your email contact is commercial-ORY-2@adp.fr

## 6. Heating and cooling

In order to heat the airport buildings connected to the networks, Aéroports de Paris distributes hot water for heating purposes ( $\leq$  to 110 °C) all year round and overheated water ( $>$  than 110°C and  $\leq$  to 160°C) from two production plants. They are

supplied with gas and have emergency generators that run on fuel. Since 2011, the Paris-Orly airport has been producing hot water for heating from geothermal power, at 70°C. Thanks to three refrigeration units and a chilled water (6 °C) distribution

network, Aéroports de Paris produces and distributes cold energy for the air-conditioning of premises and the cooling of sensitive installations held by airlines, freight companies, hotels, etc.

### Heating and cooling

Heating prices (in the 3rd quarter of 2015)

Fixed part	€ ex VAT/ KW/year	€ ex VAT/KW/ month	discount	Variable part	€ ex VAT/MWh	Change
high temperature	48.12	4.01	2.500 to 5.000 KW = 2.5%	First phase (up to 5.000 MWh)	60.32	-3.8%
low temperature	54.92	4.58	5.001 to 7.500 KW = 5%	Second phase (from 5.001 to 10.000 MWh)	56.16	-3.8%
			7.501 to 10.000 KW = 7.5%	Third phase (from 10.001 to 20.000 MWh)	51.10	-3.8%
			10.001 to 12.500 KW = 10%	Fourth phase ( $>$ 20.000 MWh)	47.49	-3.8%

Discounts (continued): From 12.501 to 15.000 KW = 12% In excess of 15.000 KW = 14% that may increase to 20% with a 10-year commitment.

Cooling prices (in the 3rd quarter of 2015)

Fixed part	Variable part	
€128.96 ex VAT/KW/year	€10.75 ex VAT/KW/month	€40.58 ex VAT/Mwh

#### Contact

**Energy and logistics operational unit**  
**Alfredo Guarino**  
 Tel.: +33 (0)1 49 75 21 35  
 E-mail: alfredo.guarino@adp.fr



Photo : © Philippe STROPPIA / Studio Pons for ADP

## 7. Real-estate projects

An expert in the design of airport cities, Aéroports de Paris offers you the opportunity to establish yourself in the heart of high-quality urban districts, benefiting from an exceptional location well served by major routes. Thereby, it can meet your immediate requirements through existing buildings, while also offering the possibility to develop land in order to create buildings in keeping with any foreseeable special provisions.

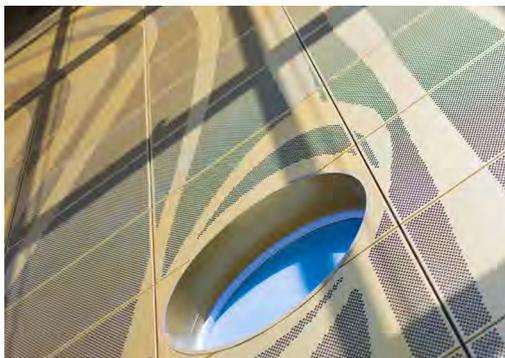
As a land and real-estate owner, Aéroports de Paris is responsible for asset & property management and offers its tenants all the exclusive services provided at the airport.

The real-estate department is available to meet your requirements.

### Contact

**George Lakhovsky**  
Business Development Manager

Tel.: +33 (0)1 74 22 07 58 / mob : 06 11 80 11 11  
E-mail: george.lakhovsky@adp.fr



Cœur d'Orly – Bâtiment Askia (vue intérieure)

## 8. Advertising communication

Please contact us with any questions regarding advertising communication about the airport (whether for communication inside or outside the terminals). We will put you in touch with our exclusive concession holder.

### Contact

**Patricia Larue**  
Tél : 01 70 03 44 03  
E-mail: patricia.larue@adp.fr  
**Claire Dousset**  
Tél.: +33 (0)1 43 35 70 08  
E-mail: claire.dousset@adp.fr

## 9. Telecommunications

Hub One is a group of services related to information and communication technologies in professional environments.

Hub One designs and implements the digitalisation of trades, places and uses.

Hub One relies on its experience in airport environments to provide tailor-made responses to critical operational requirements in real time, to Key Accounts and to SMEs.

Its employees provide end-to-end services from the heart of the network to the terminal, from roll-out in project mode to upkeep.

Its solutions and expertise combine the activities of a telecom operator (land-line, radio and mobile), mobility and traceability integrator, and all related services.



Photo : © Gwen LE BRAS / Zoo Studio for ADP

### Contact

#### Hub One

► Information on our Traceability, Mobility and Wifi solutions:

Tel.: +33 (0)4 78 66 86 46 (Hub One Mobility)

► Information on our Telephony, Internet & Network, Radio communications, Wifi, and Airport solutions:

Tel.: +33 (0)1 74 37 24 24 (Hub One Telecom)

► Incident/accident information:

Tel.: +33 (0)1 74 37 24 27 (Hub One Telecom)

For any questions regarding your mobile telephone, DECT, TETRA:

**Mobility reception, Paris - CDG branch**

Tel.: +33 (0)1 70 03 85 00

## 10. Conference centre

In the heart of the South Terminal, the Conference Centre offers friendly, modular and versatile spaces to host your business meetings, such as

conferences, assemblies and other special events. Conference Centre (January 2015 rate):

Orly South rooms	Capacity	Prices (€ ex VAT)	
		half-day	full day
Cocktail lounge	up to 200 people	250.60	400.96
Henri Vicariot room	up to 100 people seated	701.68	1,102.64
Festival room	up to 155 people	801.92	1,202.88
Adjacent and modular outdoor	terrace	300.72	501.20
Plein Sud Lounge	up to 30 people	400.96	601.44
Terrace Lounge	up to 250 people	601.44	852.04
Terrace Lounge + modular outdoor	lounge package	701.68	1,102.64

To learn about our new prices, and for any further information, please contact our department at the following address:

### Contact

#### Business services

Tel.: +33 (0)1 49 75 17 40 – Fax: +33 (0)1 49 75 61 93  
e-mail: [centredeconferences-orlysud@adp.fr](mailto:centredeconferences-orlysud@adp.fr)



Centre de conférences – Salle Henri Vicariot

Photo : © Isabelle Lof for ADP

## 11. Promotional welcome services

For event organisers (trade shows, festivals, conferences or seminars) who would like to welcome and assist their visitors as soon as they leave the plane.

- › Welcome bunting
- › A mobile display panel
- › Welcome desk
- › Dedicated parking, etc.

This service proposes to create a truly modular reception pathway around the event, which is bespoke and in keeping with the event's image.

### Contact

Tel.: +33 (0)6 30 47 79 49 or +33 (0)1 48 62 36 49  
e-mail: [accueil\\_evenementiel@adp.fr](mailto:accueil_evenementiel@adp.fr)  
<http://www.aeroportsdeparis.fr/entreprises/services-aux-entreprises/accueil-evenementiel>

## 12. Lounge

Aéroports de Paris welcomes your special passengers to the Orly South Premium Icare lounge to relax and unwind before boarding.

Designed for their well-being, this 400m<sup>2</sup> area - recently renovated around the theme of plants and minerals - offers full comfort and essential services:

- › Reception and the presence of qualified hostesses
- › Buffets of hot and cold beverages, together with sweet and savoury snacks
- › Free access to the world of business and communication: Wi-Fi, national and international press, TV screens and flight information screens
- › The lounge is connected to an outdoor patio for a breath of fresh air before boarding.

Located in the international area (Hall A), half-way between security checkpoints and the end of the East satellite, the Icare lounge is open every day from 6 a.m. to 9:30 p.m.

### Contact

Take out a contract to use the Premium Icare lounge -  
**Alyzia Sales Office:**  
E-mail: [sales@alyzia.com](mailto:sales@alyzia.com)  
Tel.: +33 (0)1 48 16 58 42



Salon Premium Icare - Orly Sud Hall A

Photo : © Micaëll LAFONTAN et Olivier SEGNETTE for ADP

# 13. Waste collection and treatment

éropports de Paris offers airport businesses a waste collection and treatment (via material and energy recovery) service.

Prices for the main collection and treatment services related to waste from economic activities (hazardous and non-hazardous waste) are listed below:

## Equipment rental

	Prices ex VAT per month
Rent of 20m <sup>3</sup> portable compactor	€428.40
Rent of 28m <sup>3</sup> static compactor	€481.60
Rent of 20m <sup>3</sup> skip	€63.00

These prices include the provision of equipment and quarterly regulatory inspections.

## Collection of skips, compactors and wheeled bins

	Price ex VAT
Collection of skip or compactor located in the landside area	By rotation €123.06
Collection of skip or compactor located in the airside area	By rotation €148.41
Collection of a wheeled bin 3 days/week - 660 litre bin	By month €85.70
Provision of truck crane for compacting and removing skips	By hour €158.20



Photo : © Philippe STROPPIA / Studio Pons for ADP

## Waste handling

	Prices ex VAT per tonne
Energy recovery through incineration (excl. new government tax following the Grenelle law)	€93.00
Sorting and recovery of material	€71.40
Landfill excl. TGAP TGAP = General tax on contaminating activities (Taxe Générale Activités Polluantes)	€108.80

## Mise à disposition de matériels

	Prices ex VAT
One-off provision of an additional skip	By day €2.75
Rental of 1.000 litre bin to sort cardboard	By month €4.55
Rental of a glass column	By month €52.00
Rental of a paper terminal	By month €25.00

To learn about our new prices at 1 January 2016, and for any further information, please contact our department at the following address:

### Contact

**Waste collection unit**  
**Laetitia Gres**  
 Tel.: +33 (0)1 49 75 64 49  
 E-mail: laetitia.gres@adp.fr



Photo : © Philippe STROPPIA / Studio Pons for ADP

# 14. Car parks

## PASS subscription formulas

Reserved for employees working at the Paris-Orly and Paris-Charles de Gaulle airports, there are professional subscription offers for most of our parking spaces.

The formulas offered are on a monthly or annual basis:



Photo : © Philippe STROPPIA / Studio Pons for ADP



Photo : © Gwen LE BRAS / Zoo Studio for ADP

Formulas	Rates from 01/01/2015			
	personal card		standard card	
	monthly	annual	monthly	annual
BI-BASES PASS P5 (24 hrs) + P7 (6 days) + P8 (30 days) and PW (20 days) + PEF motorcycle park (7 days) at CDG	€104.50	€1.045.00	€125.60	€1.256
TRIO AIRLINES PASS P5 (24 hrs) + P7 (6 days) + P8 (30 days)**	€65.50	€655.00	€70.50	€705.00
TRIO PASS P5 (24 hrs) + P7 (24h) + P8 (30 days)	€60.50	€605.00	€65.50	€655.00
DUO PV PASS PV (24 hrs) + P8 (30 days)***				
DUO PG PASS PG (24 hrs) + P8 (30 days)*****				
DUO P5 PASS P5 (24 hrs) + P8 (30 days)	€54.50	€545.00	€61.50	€615.00
DUO P6 PASS P6 (24 hrs) + P8 (30 days)*****				
DUO P18 PASS P18 (24 hrs) + P8 (30 days)****				
DUO P12 PASS P12 (24 hrs) + P8 (30 days)	€41.00	€410.00	€44.00	€440.00
SOLO P5 PASS P5 (24 hrs)	€48.00	€480.00	€53.00	€530.00
SOLO P12 PASS P12 (24 hrs)	€38.00	€380.00	€41.00	€410.00
SOLO P8 PASS P8 (30 days)	€38.00	€380.00	€41.00	€410.00

\*\* reserved for aircrews

\*\*\* limited to aircrews or staff working in shops located in the South and West terminals

\*\*\*\* reserved for aircrews and Border Police staff

\*\*\*\*\* limited to Border Police staff only

## Parking vouchers

In order to facilitate parking for client companies based at the airport, parking vouchers can be obtained from our services (price list below applicable from 1 January 2015):

### Parking vouchers in the Paris airport

Parking duration	Price ex VAT in €
5hrs (P0 P1 P2 P3 P5)	9.70
10 hrs (P0 P1 P2 P3 P5)	12.75
12 hrs (P0 P1 P2 P3 P5)	14.80
24 hrs (P0 P1 P2 P3 P5)	20.50
24 hrs simple access P12	8.00

Parking vouchers are only valid for the current calendar year (date of expiry: 31 December)

### Contact

#### Parking subscription office

Orly Zone de Fret – Bâtiment 288 – 4ème étage – Porte 4220

103 Aérogare sud - CS90055 - 94396 ORLY  
AEROGARE CEDEX

Tel.: +33 (0)1 70 03 32 27

e-mail: aboparcorly@adp.fr

Opening times from Monday to Friday:  
from 09:00 a.m. to 12:00 a.m. and from 1:30 p.m. to 4:00 p.m.

## 15. Video surveillance

If you receive cash in the course of your business, you may ask for a cash-transport protection service within the airport.

### Contact

#### Rémi Canard

Tél : 01 49 75 95 11 – E-mail : remi.canard@adp.fr



Find information on services  
and fees:

<http://www.aeroportsdeparis.fr/en/homepage-pro>

**3950**  
**aeroportsdeparis.fr**

Direction de l'aéroport Paris-Orly  
Bât. 400 – Terminal Sud – Module S0  
103 aérogare sud – CS 90055  
94396 Orly Aérogare cedex

