

CONSTITUTION

COORDINATION COMMITTEE NETHERLANDS (CCN)

SEPTEMBER 2026

1 DEFINITIONS

1.1 In this Constitution the following expressions and abbreviations shall have the following meaning:

“AMS”	means Amsterdam Airport Schiphol.
“Air Carrier”	means an air transport undertaking with a valid operating license.
“Airport Operator”	means the body which has the task of administering and managing the airport facilities of a Coordinated Airport.
“Air Traffic Control” / “ATC”	means Air Traffic Control Netherlands, known as LVNL (“ <i>Luchtverkeersleiding Nederland</i> ”), providing air traffic control services.
“Authorised Representative”	means any employee of a member attending a Meeting on behalf of that member.
“CDSC”	means the Capacity Declaration Subcommittee.
“CDSC member”	means (a representative of) a CCN member recorded in the membership register of the CDSC.
“Chairperson”	means the independent Chairperson of the Coordination Committee Netherlands (CCN) and its subcommittees.
“Committee”	means the Coordination Committee Netherlands (CCN).
“Coordinated Airport”	any airport in the Netherlands designated by the Minister of Infrastructure and Water Management (I&W) to be a Coordinated Airport in accordance with Article 3 of the Regulation.
“Coordinator” / “ACNL”	means the person responsible for the allocation of slots designated by the Minister of Infrastructure and Water Management, known as Airport Coordination Netherlands (ACNL);
“Extraordinary General Meeting”	means an Extraordinary General Meeting of the Committee.
“IATA”	means the International Air Transport Association.
“LVNL”	see “Air Traffic Control”
“Meeting”	means either a General Meeting or an Extraordinary General Meeting of the Committee.
“Member”	means an airline or other organization recorded in the membership register of the Committee.
“Ministry of I&W”	means the Ministry of Infrastructure and Water Management, responsible for civil aviation matters.
“New Entrant”	shall have the same meaning as in the Regulation.

“Observer”	means an Observer at a Meeting with no vote.
“Operating Licence”	means an authorisation, issued by a legally competent authority responsible, to an undertaking permitting it to carry out carriage by air of passengers, mail and/or cargo, as stated in the operating licence, for remuneration and/or hire, in accordance with Council Regulation (EC) No 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community, as amended from time to time.
“Regulation”	means the Regulation (EC) no. 95/93 as amended from time to time.
“Secretary”	means the Secretary of the Committee.
“Slot”	shall have the same meaning as in the Regulation.
“Slot Allocation Resolution”	Resolution declared in Royal Decree dated 24th November 1997 (Stb.1997, no.635), concerning slot allocation under the terms of the Regulation.
“SPC”	means Slot Performance (sub) Committee.
“SPC member”	means (a representative of) a CCN member recorded in the membership register of the SPC.
“WASG”	The Worldwide Airport Slot Guidelines (WASG) are the foundation of the global slot coordination process. The WASG is jointly published by IATA, Airports Council International (ACI) and the Worldwide Airport Coordinators Group (WWACG).

- 1.2 This Constitution is based on the WASG, the Regulation and the Dutch Slot Allocation Decree dated 24th of November 1997 (“*Besluit Slotallocatie*”, Stb.1997, no. 635).

2 NAME AND OBJECT

- 2.1 The name of the Committee is Coordination Committee Netherlands.
- 2.2 The objective of the Committee is to be the Coordination Committee of Coordinated Airports in The Netherlands, in accordance with the Regulation, the Dutch Slot Allocation Decree (“*Besluit Slotallocatie*”) and the WASG.
- 2.3 This Constitution is only applicable at Coordinated Airports in The Netherlands.

3 PURPOSE AND PRINCIPLES

- 3.1 The Committee shall assist the Coordinator in a consultative capacity and in particular shall make proposals concerning or advise the Coordinator and/or Ministry of I&W on:
- A. possibilities for increasing the capacity of Coordinated Airports in accordance with Article 3 of the Regulation or for improving its usage;
 - B. improvements to traffic conditions prevailing at Coordinated Airports;
 - C. coordination parameters to be determined in accordance with Article 6 of the Regulation;
 - D. methods of monitoring the use of allocated slots;
 - E. local guidelines for the allocation of slots or the monitoring of the use of allocated slots, taking into account, inter alia, possible environmental concerns, as provided for in Article 8(5) of the Regulation;
 - F. serious problems for new entrants as provided for in Article 10(9) of the Regulation;
 - G. all questions relating to the capacity of coordinated airports.
- 3.2 The Committee shall mediate between all parties concerned on complaints on inter alia the allocation of slots, as provided for in Article 11(1) of the Regulation.
- 3.3 The Chairperson and Secretary facilitate the CCN Meetings and its subcommittees and discussions and do not bear any responsibility for their substantive outcome, irrespective of the (presumed) impact on (individual) members and/or observers. Proposals and/or recommendations made by the Committee are deemed to have been made by the Committee as a whole. Nevertheless, the various positions and voting outcomes shall be duly recorded.
- 3.4 In performing its functions set out in clause 3.1 the Committee shall have regard to the provisions of the latest issue of the Regulation and the WASG, as well as applicable regional and local rules.

4 MEMBERSHIP

- 4.1 The following shall be entitled to be a member of the Committee:
- A. Air carriers using a Coordinated Airport in The Netherlands regularly;
 - B. Representative organisations of Air Carriers using a Coordinated Airport regularly;
 - C. Representatives of General Aviation companies using a Coordinated Airport regularly;
 - D. The Airport Operator(s);
 - E. Air Traffic Control “LVNL”.
- 4.2 The Coordinator (ACNL) and the representative of the Ministry of I&W shall be invited to the Meetings as observers. At their request to the Secretary, air carriers that have expressed a serious and concrete intention to start using a Coordinated Airport regularly, will be allowed to attend the Meetings as observers.
- 4.3 The Secretary shall enter the names of all that indicated an interest to participate in conformity with 4.1 in a register of members.

- 4.4 A CCN member shall cease to be a member if:
- it goes into liquidation, or
 - it loses its operating license, or
 - it ceases to use the coordinated airport(s) regularly.
- 4.5 The Secretary shall make a note in the register of the names of members who have ceased to be members together with the date of such cessation.
- 4.6 The members shall decide on disputes about membership by a majority vote at a Meeting.
- 4.7 Each attendant to the CCN Meetings, including the CDSC and SPC Meetings, by virtue of its acceptance of its membership, shall agree to and abide by the governance of this Constitution and the Terms of Reference of the subcommittees, as may be amended from time to time.

5 MEMBER REPRESENTATIVES

- 5.1 Each member shall either delegate an individual or authorise by proxy any other member with the provision that a member may not exercise more than 3 proxies.
- 5.2 The authorised representative(s) may vary from Meeting to Meeting but shall be a member's employee in the case of airports concerned and of Air Traffic Control, a member's employee in the case of an air carrier or a general aviation company and in the case of a representative organisation shall be an employee or retained representative or a member of that organisation.
- 5.3 In the case of an air carrier or a general aviation company, the authorised representative shall, where practicable, have responsibility for and experience of scheduling and shall in the case of an air carrier preferably be the member's delegate to the then most recent IATA Scheduling Conference.
- 5.4 The Committee may invite other persons to its Meetings as observers at its discretion.
- 5.5 Each person at a Meeting shall, if requested by the Chairperson or the Secretary, state the organisation he/she represents and in what capacity.

6 GENERAL MEETINGS OF THE COMMITTEE

- 6.1 CCN General Meetings shall be held at least once for each IATA season.
- 6.2 Extraordinary General Meetings may be held as and when circumstances dictate.
- 6.3 The Chairperson or at least five members may request the Secretary to convene a Meeting. The Secretary shall call the requested Meeting within seven days of receiving a written request from the Chairperson or the authorised representatives of at least five members, giving reasons for the request.
- 6.4 Meetings shall generally be held at Schiphol in a hybrid format and shall be conducted in English.

- 6.5 The Secretary shall give at least seven working days written notice of General Meetings to each member, the Ministry of I&W and the Coordinator.
- 6.6 If a Meeting is convened for the purposes of article 3.1.F, the Secretary shall invite the European Commission.
- 6.7 The quorum for a Meeting shall be at least five members.
- 6.8 The Committee may receive advice from whomever it wishes on any matters under consideration. It may establish such ad hoc rules of procedure as the members present and voting at a Meeting determine, provided that such are consistent with this Constitution.
- 6.9 The CCN Meetings shall be chaired by the Chairperson in accordance with the terms, conditions and spirit of this Constitution and the Regulation.
- 6.10 For specific topics the Chairperson and Secretary may decide to invite only the members for whom this topic is relevant.

7 SUBCOMMITTEES

- 7.1 The Coordination Committee may create and shall oversee the activities of subcommittees which it can establish to focus on specific functions or topics.
- 7.2 The CCN has established and defined Terms of Reference (ToR) for the Slot Performance Committee (SPC). Its objective is to advise the Coordinator on any slot monitoring issues, with the objective of improving punctuality and reducing slot misuse. The Slot Performance Committee shall also guarantee a fair judgment of potential slot misuse.
- 7.3 The CCN has established and defined Terms of Reference (ToR) for the Capacity Declaration Sub Committee (CDSC). Its objective is to discuss the appropriate coordination parameters in the Capacity Declarations of the Coordinated Airports, attempting to reach agreement with the airports and relevant stakeholders, in preparation of the discussion of the Capacity Declarations in the seasonal CCN Meetings.

8 COMPLAINTS CONCERNING SLOT ALLOCATION, SLOT USE AND PROBLEMS FOR NEW ENTRANTS

- 8.1 The Committee may from time to time send to its Members, the Coordinator and other interested parties, written procedural requirements approved by a majority of votes at a Meeting and consistent with this Constitution setting out the steps to be followed:
- Where complaints in conformity with Article 11(1) of the Regulation are submitted for mediation to the Committee regarding the application of Articles 7(2), 8, 8a, 10, 10a(7) and 14(1) to (4) and (6) of the Regulation, and
 - Where the Committee is required to advise on serious problems for New Entrants as provided in Article 10(9) of the Regulation.

- 8.2 Where the CCN is notified of a slot complaint as intended in par 8.1 above, the SPC shall meet to advise on the complaint in accordance with the following procedure:
- the complainant has first made a written submission to the Coordinator setting out the reasons for the slot complaint, and
 - the Coordinator has responded in writing to that submission or has had a reasonable time to do so, and
 - the complainant has not accepted the Coordinator's response where one has been made.
- 8.3 At a Meeting of the SPC to consider a slot complaint, the complainant shall be entitled to attend the Meeting even if it is not a Member and (in addition to the authorised representatives of Members) the complainant and the Coordinator shall be entitled to address the Meeting. The CCN will be informed about this complaint and advise.
- 8.4 Problems for New Entrants may be considered at any Meeting, whether Extraordinary or General.
- 8.5 The Committee shall not put a matter to a vote where it is required to give advice on remedying problems for New Entrants, but shall ensure any advice given to the Coordinator sets out a fair summary of the opinion of the Meeting and of the views of any members who dissent from the majority viewpoint.
- 8.6 The Secretary shall notify the complainant, Ministry of I&W, the Chairperson of the IATA Scheduling Procedure Committee of any problems or complaints which remain unresolved after consideration by the SPC.

9 CHAIRPERSON AND SECRETARY

- 9.1 The Chairperson and the Secretary shall be independent of any CCN member, elected via e-mail voting and formally appointed for a period of 3 years in a General Meeting.
- 9.2 The Secretary, or any other CCN member, may act as Chairperson during the CCN Meetings in case of absence of the Chairperson.
- 9.3 The Chairperson and the Secretary shall hold office until the conclusion of the last annual general Meeting in the 3-years period of his/her tenure. They shall be eligible for re-election.
- 9.4 Nominations for Chairperson and Secretary must be made in writing and must be in the hands of the Secretary latest 14 days before the General Meeting in which the election of the positions will take place.
- 9.5 Since the Chairperson and Secretary act solely in a facilitating capacity. They shall neither be responsible, nor liable for the contributions of Members, nor for decisions made or advice rendered.

10 ADVICE AND VOTING

- 10.1 All questions arising at a CCN Meeting, except for matters arising under article 8.5, shall be concluded with an advice or opinion which reflects the majority viewpoint of the Meeting and of the views of any Members who dissent from the majority viewpoint.
- 10.2 In case the Chairperson, or a significant number of Members present, or represented, make clear that a formal vote is needed, the Secretary will arrange a voting procedure, whereby:
- the Air Carriers shall collectively have a maximum of 900 votes;
 - General Aviation representatives shall together have 10 votes;
 - AMS shall have 40 votes;
 - other Coordinated Airports shall have 10 votes each;
 - Air Traffic Control (LVNL) shall have 20 votes;
 - IATA shall have 20 votes.
- 10.3 The number of votes which each individual air carrier may exercise shall be calculated in accordance with the following procedure:
- A. Each year, on April 1st, the Coordinator shall calculate the total number of previous winter season and current summer season allocated slots at each coordinated airport for each air carrier, member of the Committee, as identified in the computer system of Airport Coordination Netherlands.
 - B. The Secretary of the Committee shall determine the 900 votes of the air carriers between them in proportion with the number of slots calculated under paragraph 2. Such a calculation may include fractions.
 - C. If one carrier will get more than 40% of the votes of the air carriers, their share of votes will be limited to 40% of the votes of the air carriers. In that case the Secretary will recalculate the votes of the other carriers.
 - D. Disputes about voting procedures or the number of votes a member is entitled to cast shall be settled in the General Meeting.
- 10.4 In case of an equality of votes the Chairperson shall have a casting vote.
- 10.5 Minutes shall be kept by the Secretary and a proper record shall be kept of all proceedings, resolutions, the persons present and the capacity in which they attended the Meeting. A report of the discussions in the Committee shall be submitted to the Ministry of I&W with an indication of the respective positions within the Committee.

11 ALTERATIONS TO THE CONSTITUTION

- 11.1 Any alteration of this Constitution must be approved by at least two thirds of the votes cast at a General Meeting with this topic specifically on the agenda.
- 11.2 Written requests for a Meeting to alter the Constitution must be received by the Secretary not less than three weeks before the Meeting at which the alteration is to be considered.
- 11.3 At least two weeks' notice in writing of such a Meeting setting out the terms of the alteration to be proposed shall be sent by the Secretary to each member.

12 DISSOLUTION

- 12.1 The Committee cannot be dissolved or terminated as long as the Regulation or any Regulation replacing it, which requires a Coordination Committee at Coordinated Airports, is in force.
- 12.2 If, once the Regulation or any Regulation replacing it, which requires a Coordination Committee at Coordinated Airports has ceased to be in force, at least two-thirds of those present and voting may resolve to dissolve the Committee, the Committee shall thereupon be dissolved.

13 COSTS AND EXPENSES

- 13.1 Whilst European Community legislation requires a Coordination Committee at Coordinated Airports, all reasonable and proper meeting, catering and administration expenses of the Committee shall be met by Amsterdam Airport Schiphol.