

TERMS OF REFERENCE

CCN CAPACITY DECLARATION SUB COMMITTEE (CDSC)

SEPTEMBER 2026

In The Netherlands, a Coordination Committee (referred to as CCN) was established for to advise the Slot Coordinator on matters relating to capacity, slot allocation, and monitoring the use of slots at Coordinated Airports in The Netherlands.

In accordance with the CCN Constitution, two sub-groups were formed in order to focus on specific functions: the Capacity Declaration Sub Committee (CDSC) and the Slot Performance Committee (SPC). Below are the Terms of Reference of the CDSC.

1. Name and legal basis

1.1 The name of this CCN Sub Committee is Capacity Declaration Sub Committee (CDSC).

1.2 The following legislation is the basis for the CDSC:

COUNCIL REGULATION (EEC) No 95/93 “on common rules for the allocation of slots at Community airports” paragraph 6, clause 1 & 3 which state the following:

“6.1 At a coordinated airport the Member State responsible shall ensure the determination of the parameters for slot allocation twice yearly, while taking account of all relevant technical, operational and environmental constraints as well as any changes thereto.”

“6.3 The determination of the parameters and the methodology used as well as any changes thereto shall be discussed in detail within the coordination committee with a view to increasing the capacity and number of slots available for allocation, before a final decision on the parameters for slot allocation is taken. All relevant documents shall be made available on request to interested parties.

BESLUIT SLOTTALLOCATIE (*Slot Allocation Decree*) art 5a clause 1, which states:

“The operator of a Coordinated Airport:

- a. determines coordination parameters twice a year in accordance with article 6 of the Regulation and with due regard for the ATM capacity determined by the air traffic control service provider; and
- b. notifies the airport coordinator of the coordination parameters determined in good time before the initial slot allocation takes place for the purpose of scheduling conferences.”

2. Objective

2.1 The objective of the CDSC is to discuss the capacity declarations of the Coordinated Airports and attempt to gain support for the proposed capacity declarations, in order to prepare the discussion of the capacity declarations in the seasonal CCN meetings.

3. Membership

3.1 All Members and Observers of the CCN shall be entitled to be a Member of the CDSC.

3.2 The Representatives of Air Carriers shall preferably reflect the various relevant categories of Air Carriers, or their representative organisations.

- 3.3 Membership to the CDSC can be requested via the Secretary of the CCN and is subject to confirmation by the Chairperson of the CCN.
- 3.4 The secretary of the CCN shall register the names of all Members of the CDSC and their Representatives.

4. Member Representatives

- 4.1 Representatives shall have the necessary knowledge, expertise and mandates to serve on the CDSC and to actively contribute to its discussions.
- 4.2 For the purpose of effectiveness, the number of Members should preferably not exceed 15 and they should fairly reflect the Committee's Members.

5. Meetings of the CDSC

- 5.1 Meetings of the CDSC shall be held at least once for each IATA season.
- 5.2 The draft capacity declarations and supporting documentation shall be communicated by the Coordinated Airport to the CDSC in good time.
- 5.3 Additional meetings may be held as and when circumstances dictate and discussed in the first meeting of the season.
- 5.4 Meetings shall be conducted in English and shall, in principle, be held at Schiphol in a hybrid format, enabling online participation.
- 5.5 The CCN Secretary shall prepare a short Summary and an Action List of each Meeting.

6. Reporting

- 6.1 The CDSC may be requested by the Chairperson to report the topics discussed and clarify its conclusions to the CCN General Meeting, at least once per IATA season, at the start of the preparation for the next IATA season.

7. Chair and secretary

- 7.1 The Chairperson of the CCN shall also chair the Meetings of the CDSC.
- 7.2 The Secretary of the CCN shall also serve as Secretary of the CDSC.

8. Cost and Expenses

- 8.1 All reasonable and proper meeting, catering and administration expenses of the CDSC shall be borne by Amsterdam Airport Schiphol.