

Dublin Airport Coordination Committee

CONSTITUTION OF **DUBLIN AIRPORT COORDINATION COMMITTEE**

Constitution of the Dublin Airport Coordination Committee

1 Definitions and Interpretation

1.1 In this Constitution the following expressions shall have the following meanings:-

Air Carrier	Shall have the same meaning as in the Regulation;
Airport Operator	Means Dublin Airport Authority or such other person as shall from time to time be the airport operators of DUB;
Air Traffic Control	Means Irish Aviation Authority (IAA) or such other organisation as shall from time to time be the provider of air traffic control services at DUB;
Annual General Meeting	Means the Annual General Meeting of the Committee;
Authorised Representative	Means any person nominated by a Member attending a Meeting on behalf of that Member;
Chairman	Means the Chairman of the Committee;
Committee	Means the Dublin Airport Coordination Committee;
Coordinator	Means the person responsible for schedule coordination at DUB within the meaning of Article 4.1 of the Regulation;
DAA	Means Dublin Airport Authority
DUB	Means Dublin Airport;
Extraordinary General Meeting	Means an Extraordinary General Meeting of the Committee;
IAA	Means the Irish Aviation Authority;

IATA	Means the International Air Transport Association;
IATA Worldwide Scheduling Guidelines	Means the Worldwide Scheduling Guidelines published by IATA from time to time;
Meeting	Means an Annual General Meeting, an Extraordinary General Meeting or a meeting of the Coordination Committee Executive;
Member	Means a Member recorded in the Membership Register;
Membership Register	Means the Register maintained in accordance with Clause 4.3 of this Constitution;
New Entrant	Shall have the same meaning as in the Regulation;
Regulation	Means Council Regulation (EEC) No 95/93 as amended by Regulation (EC) No 793/2004 and its successors;
Secretary	Means the Secretary of the Committee;
Slot	Shall have the same meaning as in the Regulation;

2 Name and Object

- 2.1 The name of the Committee shall be the Dublin Airport Coordination Committee;
- 2.2 The object of the Committee is to be the Coordination Committee at DUB for the purpose of the Regulation.

3 Purpose and Principles

- 3.1 The Committee shall assist the Coordinator and Airport Operator in a consultative capacity and in particular shall:-
 - 3.1.1 Advise on possibilities for increasing the capacity of DUB in accordance with Article 3 of the Regulation or for improving its usage;

- 3.1.2 Advise on the coordination parameters to be determined in accordance with Article 6 of the Regulation;
 - 3.1.3 Advise on methods of monitoring the use of allocated Slots;
 - 3.1.4 Advise on local guidelines for the allocation of Slots or the monitoring of the use of allocated slots, taking into account local conditions;
 - 3.1.5 Advise on improvements to traffic conditions prevailing at DUB;
 - 3.1.6 Advise on serious problems encountered by New Entrants, as provided for in Article 10(9) of the Regulation;
 - 3.1.7 Advise on all questions relating to the capacity of DUB;
 - 3.1.8 Mediate between the parties concerned on complaints on the allocation of slots, as provided for in Article 11 of the Regulation;
- 3.2 In performing its functions set out in Clause 3.1 of this Constitution the Committee shall have regard to the provisions of the IATA Worldwide Scheduling Guidelines applicable to DUB and to any local guidelines adopted by the Committee.

4 Membership

- 4.1 The following shall be entitled to be Members of the Committee:-
- The Airport Operator
 - Air Traffic Control
 - Air Carriers using the Airport regularly and the representative organisations of Air Carriers using the Airport regularly.
- 4.2 The Airport Operator, Air Traffic Control, the Air Carriers and Representative Organisations listed in Schedule 2 are Members at the date of the adoption of the Constitution.
- 4.3 The Secretary shall keep an up-to-date Membership Register of Members of the Committee;
- 4.4 An Air Carrier which is not on the Membership Register and which wishes to be a Member shall apply for membership in writing to the Secretary who shall enter its name on the Membership Register if that Carrier uses DUB regularly;
- 4.5 A representative organisation of Air Carriers which is not on the Membership Register and which wishes to be a Member shall apply for membership in writing to the Secretary who shall enter its name on the Membership Register if that representative organisation represents Air Carriers using DUB regularly;
- 4.6 A Member shall cease to be a Member if it: resigns or ceases to use the Airport regularly.

- 4.7 The Members shall decide all disputed issues about membership by a majority vote at a Meeting;
- 4.8 The Coordinator is not a Member of the Committee.

5 Members' Representatives

- 5.1 Each Member shall delegate an individual to be its Authorised Representative ("the Authorised Representative") at Meetings;
- 5.2 No Member shall be represented by more than one Authorised Representative;
- 5.3 The Authorised Representative may vary from Meeting to Meeting;
- 5.4 In the case of an Air Carrier the Authorised Representative shall where practicable have responsibility for and experience of scheduling and shall preferably be a Member's delegate to the most recent IATA Scheduling Conference;
- 5.5 The Authorised Representative may bring to a Meeting as observers not more than two other representatives;
- 5.6 The Committee may invite other persons to its Meeting as observers at its discretion;
- 5.7 Each person at a Meeting shall if requested by the Chairman or the Secretary state the organisation they represent and in what capacity.

6 Meetings of the Committee

- 6.1 An Annual General Meeting shall be held at least once in each calendar year;
- 6.2 Other Meetings may be held as and when business dictates;
- 6.3 Meetings shall generally be held at or near DUB in premises provided by the Airport Operator;
- 6.4 The Secretary shall give a least fourteen clear days written notice of Meetings to each Member and to the Coordinator;
- 6.5 The secretary shall circulate a proposed agenda at least seven days in advance of a meeting.
- 6.6 Each Annual General Meeting shall elect a Chairman and transact such other business as may from time to time be necessary;
- 6.7 The Chairman, or five Members may request a Meeting. Such a request must be made in writing to the Secretary;

- 6.8 Within five working days of receiving a written request signed by the Chairman or by the Authorised Representatives of a least five Members giving reasons for the request, the Secretary shall call a Meeting;
- 6.9 The quorum for a Meeting shall be the Authorised Representative of the Airport Operator and at least five other Members;
- 6.10 The Committee may receive advice from whomever it wishes on any matters under consideration and shall establish such ad hoc rules of procedures as the Members present and voting at a Meeting determine provided that such rules are consistent with this Constitution;
- 6.11 The Coordinator and a representative from the Commission for Aviation Regulation must be invited, as observers, to all meetings of the Committee.

7 Problems for New Entrants and Complaints

- 7.1 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:-
 - a) where complaints are made about the allocation of slots as provided for in Article 11 or the Regulation; and
 - b) where the Committee is required to advise on serious problems for new entrants as provided in Article 10(9) of the Regulation.
- 7.2 Where the Committee is notified of a complaint it shall not meet to consider the complaint unless:
 - a) the Complainant has first made a written submission to the Coordinator setting out the reasons for the complaint, and
 - b) the Coordinator has responded in writing to that submission or has had reasonable time to do so,
 - c) the Complainant has not accepted the Coordinator's response where one has been made;
- 7.3 At a Meeting to consider a 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.
- 7.4 Complaints and problems for New Entrants may be considered at any Meeting;

- 7.5 The Committee shall not put any matter to a vote where it is required to give advice on a complaint or problems but shall ensure any advice given to the Coordinator sets out a fair summary of the feeling of the Meeting and of the views of any Members who dissent from the majority viewpoint;
- 7.6 The Secretary shall notify the Complainant, the Coordinator, and the Chairman of the problems which remain unresolved after consideration by the Committee;

8 Chairman and Secretary

- 8.1 The Chairman shall be elected at each Annual General Meeting;
- 8.2 The Chairman shall hold office until the conclusion of the next Annual General Meeting after election;
- 8.3 The Secretary shall be elected at each Annual General Meeting;
- 8.4 The Secretary shall hold office until the conclusion of the next Annual General Meeting after election.
- 8.5 Nominations for Chairman and Secretary must be made in writing and must be in the hands of the current serving Secretary no later than 24 hours before each Annual General Meeting;

9 Voting

- 9.1 All questions arising at any Meeting of the Committee, except for matters arising under Clause 7.5 of this Constitution, shall be decided by a majority votes of those Members present and entitled to vote at the Meeting; the voting procedure to be followed is set out in Schedule 1 of this Constitution;
- 9.2 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 attend the Meeting.

10 Sub-Committees

The Committee may appoint sub-committees.

- 10.1 A Coordination Committee Executive shall be formed with membership consisting of:-
- Two delegates representing the Airport Operator;
 - One delegate representing Air Traffic Control;

- Between five and seven delegates representing air carriers, which shall include the three carriers with the largest voting percentages at the time of election.

Quorum for a meeting of the Coordination Committee Executive shall be at least 3 members, comprised of at least one delegate representing the Airport Operator and at least one air carrier representative.

The Coordination Committee Executive may invite other persons to its meetings as observers at its discretion. The Coordinator will be invited to attend the Coordination Committee Executive as an observer.

- 10.2 The Coordination Committee Executive shall remain in place for two years and be eligible for re-election at the Annual General meeting, in accordance with the voting procedures set out in Schedule 1 of this constitution.
- 10.3 The Coordination Committee Executive will deal with routine administrative or procedural matters and act as a consultation forum in relation to the functions set out in clause 3.1. Issues of airport capacity shall only be discussed in advance of the seasonal capacity declaration.
- 10.4 The Coordination Committee Executive may also propose local rules for the consideration of the Coordination Committee in accordance with Article 5.1 of the Regulation.
- 10.5 Other sub-committees or associated committees may be established with the agreement of the Executive Committee. This may include provisions for the monitoring of schedule performance to assist the Coordinator.

11 Status

The Committee is not an incorporated association.

12 Alterations to the Constitution

- 12.1 Any alterations of this Constitution must be approved by at least two thirds of the votes cast at a Meeting specially called for that purpose, where the voting procedures are those set out in Clause 9 of this Constitution;
- 12.2 Written requests for a Meeting to alter the Constitution must be received by the Secretary not less than fifteen clear days before the Meeting at which the alteration is to be considered;
- 12.3 At least ten clear working days' notice in writing of such a Meeting setting out the terms of the alteration to be proposed shall be sent to the Secretary.

13 Dissolution

- 13.1 The Committee cannot be dissolved as long as the Regulation, or any regulation replacing it, which requires a Coordination Committee at DUB is in force;

13.2 If, once the Regulation or any regulation replacing it which required a Coordination Committee at DUB has ceased to be in force, at least two-thirds of those present at a Meeting and voting in accordance with the procedure set out in Clause 9 of this Constitution, may resolve to dissolve the Committee. The Committee shall thereupon be dissolved and the Members shall have the power to dispose of any assets held by or on behalf of the Committee. Any assets shall be distributed to the Members of the Committee in equal share.

14 Costs And Expenses

Whilst European Community legislation requires a Coordination Committee at DUB all reasonable and proper administration premises and catering expenses of the Committee shall be met by the Airport Operator.

SCHEDULE 1

VOTING PROCEDURE

1. Only the Authorised Representative of a Member may vote at a Meeting.
2. An overall allocation of 1000 votes will be available for each topic for which a vote is required at each Meeting. For members present at the meeting, these will be apportioned as follows:
 - Airport Operator = 40 votes.
 - Air Traffic Control = 20 votes.
 - Representative organisations of Air Carriers shown in the members register = 10 votes to each organisation.
 - Remaining votes to be shared in proportion to the number of slots flown by Members at DUB in the previous year (the qualifying slots). Proportions will be taken to the second decimal place before rounding
 - Members not present will not be able to vote
 - The Chairman will have the casting vote in the event of equality of votes (in addition to his/her own organisation's allocation of votes)
3. Where a Member's vote allocation will be variable, the Airport Operator, on 1st March each year, will advise the Secretary of the qualifying slots (based on actual data for January 1st to December 31st 2005).
4. Any questions relating to the allocation of votes will be resolved prior to the next Meeting of the Committee.

SCHEDULE 2

MEMBERSHIP REGISTER:

Membership list attached separately.

REPRESENTATIVE ORGANISATIONS.

Business/General Aviation Organisation – Group to be advised by relevant parties