

Helsinki-Vantaa Airport Slot Coordination Committee

Rules of Procedure 18.9.2006

1. Definitions and interpretation

1.1 In these Rules of Procedure the following expressions shall have the following meanings:

"Air Carrier"	means an air transport undertaking with a valid Operating Licence;
"Airport operator"	means the airport operator of Helsinki-Vantaa airport
"Air Traffic Control"	means the provider of air traffic control services at Helsinki-Vantaa airport
"Annual General Meeting"	means the annual general meeting of the Committee;
"Authorised Representative"	means any employee of a Member (or consultant retained by a Member with significant experience of scheduling for the purpose of providing scheduling expertise (a Retained Representative)) attending a meeting on behalf of that Member;
"Chairman"	means the Chairman of the Committee;
"Coordinator"	means the person responsible for Slot allocation and schedule coordination at Helsinki-Vantaa airport from time to time with the meaning of Article 4.1 of the Regulation;
"Committee"	means the Helsinki-Vantaa Airport Slot Coordination Committee;
"Extraordinary General Meeting"	means an extraordinary general meeting of the Committee;
"IATA"	means the International Air Transport Association;
"IATA Worldwide Scheduling Guidelines"	means the Scheduling Guidelines published by IATA from time to time;
"Meeting"	means either an Annual General Meeting or an Extraordinary General Meeting;
"Member"	means a member recorded in the Membership Register of the Helsinki-Vantaa Airport Slot Coordination Committee;
"Membership Register"	means the register maintained in accordance with Clause 4.3;
"New Entrant"	shall have the same meaning as in the Regulation;

“Operating License”	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;
“Regulation”	means Council Regulation (EEC) No 95/93 as amended by Council Regulation 793/2004;
“Secretary”	means the Secretary of the Committee;
“Slot”	shall have the same meaning as in the Regulation;
“Undertaking”	means any natural person, any legal person whether profit making or not, or any official body whether having its own legal personality or not;

2. Object

- 2.1. These Rules of Procedure has been agreed upon in accordance with EC regulation 95/93 article 5(3), amended by EC regulation 793/2004, for the Helsinki-Vantaa Airport Slot Coordination Committee.
- 2.2. These Rules of Procedure are only applicable at Helsinki-Vantaa airport.

3. Purpose

3.1. The tasks of the Coordination Committee shall be:

- a) to make proposals concerning or advise the Coordinator and/or the Member State on:
 - the possibilities for increasing the capacity of the airport determined in accordance with Article 3 of the Regulation or for improving its usage;
 - the coordination parameters to be determined in accordance with Article 6 of the Regulation;
 - the methods of monitoring the use of allocated slots;
 - local guidelines for 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;
 - improvements to traffic conditions prevailing at the airport in question;
 - serious problems encountered by new entrants, as provided for in Article 10(9);
 - all questions relating to the capacity of the airport;
- b) to mediate between all parties concerned on complaints on the allocation of slots as provided for in Article 11 of the Regulation.

3.2. In performing its functions the Committee shall have regard to the provisions of the IATA World Wide Scheduling Guidelines and to any local guidelines.

4. Membership

- 4.1. Membership of the Committee shall be open to
 - a) the Air Carriers using the airport regularly

- b) the representative organisations of Air Carriers using the airport regularly
- c) the Air Traffic Control
- d) the Airport operator
- e) the representatives of general aviation using the airport regularly

4.2. The Air Traffic Control, the Airport operator and the Air Carriers listed in Schedule 1 are Members at the date of the adoption of the Rules of the Procedure.

4.3. The Secretary of the Committee shall keep register of the Members of the Committee.

4.4. An Air Carrier or representative of general aviation which is not on the register of members and which wishes to be a member shall apply for membership in writing to the Secretary who shall enter its name on the register of members if that Air Carrier or representative of general aviation uses the airport regularly.

4.5. A representative organization of Air Carriers which is not on the register of members and which wishes to be a member shall apply for membership in writing to the Secretary who shall enter its name on the register of members if that representative organization represents air carriers using the airport regularly.

4.6. A Member shall cease to be a member if:

- a) it resigns or
- b) it goes into liquidation or
- c) it ceases to use the airport regularly

4.7. 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.

4.8. The Members shall decide on disputes about membership by a majority vote at a meeting.

5. Members' Authorised Representatives

5.1. Each Member may nominate one person as its Authorised Representative to attend Meetings of the Committee.

5.2. In the case that the Airport operator and the Air Traffic Control are the functions of the same entity, each of those functions may nominate one person as its Authorized Representative to attend Meetings of the committee.

5.3. The Secretary shall keep register of the Members' Authorised Representatives.

5.4. The Authorised Representative may vary from meeting to meeting but shall where possible be a Member's employee who has responsibility for and experience of

scheduling. The Secretary shall be informed before the Meeting if a Member has changed its Authorised Representative.

- 5.5. The representatives of Finnish Civil Aviation Authority and the Coordinator shall be invited to the Meetings of the Coordination Committee as observers.

6. Meetings of the Committee

- 6.1. Two Annual General Meetings shall be held each year, one in the first half of March and one in the last half of September.
- 6.2. Extraordinary General Meetings may be held as and when business dictates.
- 6.3. The Secretary must call an Extraordinary General Meeting within 14 days of receiving a written request either from the Chairman or signed on behalf of one Authorised Representatives of Members. The request shall state the reason for the Meeting.
- 6.4. The Secretary must give at least 14 days written notice of Meetings to each Member of the Committee, the Coordinator and Finnish Civil Aviation Authority.
- 6.5. If a meeting is convened because of serious problems for new entrants the Secretary shall give two weeks notice of the Meeting to the European Commission.
- 6.6. The Coordinator, Finnish Civil Aviation Authority and European Commission have the status of observers without voting mandate when they are present. The Authorised Representative of an Air Carrier may bring to a Meeting as observers (without voting mandate) not more than two other employees of that Air Carrier. Additional observers may be invited to the Meetings, without voting mandate as well.

7. Complaints and Problems for new entrants

- 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 these Rules of Procedure setting out the steps to be followed:
 - a) where complaints ("Slot Complaints") are made about the allocation of slots as provided in Article 11 of 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 Slot Complaint it shall not meet to consider the Slot Complaint unless:

- a) the complainant has first made a written submission to the Coordinator setting out the reasons for the Slot Complaint and
- b) the Coordinator has responded in writing to that submission or has had a reasonable time to do so, and
- c) the complainant has not accepted the Coordinator's response where one has been made

7.3. At a Meeting 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.

7.4. The Committee shall not put any matter to a vote where it is required to give advice on a Slot Complaint or problems for New Entrants 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.

7.5. The Secretary shall notify the complainant and Finnish Civil Aviation Authority of the problems or complaints which remain unresolved after consideration by the Committee.

8. Chairman and Secretary

8.1. At the September Annual General Meeting the business shall include the election of a Chairman and Vice Chairman for a period of 2 years.

8.2. The Chairman and the Vice Chairman shall be the employees of the Members, but shall not be the Authorized Representatives or the employees of the same Member.

8.3. The Secretary shall be an employee of Helsinki-Vantaa Airport operator but shall be a different person from the Authorised Representative of the Air Traffic Control and the Authorized Representative of the Airport operator.

8.4. Nominations for Chairman and Vice Chairman must be made in writing and must be in the hands of the Secretary the day before the Annual General Meeting.

9. Voting

9.1. All questions arising at any Meeting except for matters arising under clause 7 shall be decided by a majority of the votes of those Members represented and entitled to vote at the Meeting.

- 9.2. In the event of a vote, there shall be a maximum of 1,000 votes available to cast at the Meetings and:
- The Air Carriers represented at the Meeting shall collectively have 900 votes
 - The Airport operator and the Air Traffic Control shall collectively have 90 votes
 - Any other organisations represented at the Meeting shall have 10 votes divided equally between each such organisation represented;
- 9.3. The number of votes which each individual Air Carrier may exercise shall be calculated in accordance with Schedule 2 and shall total 900 votes unless the Airport operator, Air Traffic Control or any other organisation fails to be present in which case their votes will belong to the Air Carriers.
- 9.4. In case of an equality of votes the Chairman shall have a casting vote

10. Sub-Committees

- 10.1. The Committee may appoint sub-committees.

11. Language

- 11.1. Meetings will be conducted in Finnish or English, and the minutes will be prepared in English.

12. Costs and expenses

- 12.1. Whilst European Community legislation requires a Coordination Committee at Helsinki-Vantaa airport all reasonable and proper administration premises and catering expenses of the Committee shall be met by the Airport operator.

13. Alteration to the Rules of Procedure

- 13.1. Any alteration of these Rules of Procedure must be approved by at least two thirds of the votes cast at a Meeting specially called for that purpose.
- 13.2. Written requests for a Meeting to alter the Rules of Procedure must be received by the Secretary not less than fifteen days before the Meeting at which the alteration is to be considered.

SCHEDULE 1

LIST OF MEMBERS AS AT 28th FEBRUARY 2005

Aero Oy
Aeroflot
Air Baltic Corporation
Air Finland Ltd
Austrian Airlines
Blue1 Oy
British Airways
City Airline
CSA Czech Airlines
Finnair Oyj
Finnish Commuter Airlines
Golden Air Flyg Ab
Helsinki-Vantaa Airport
- Airport Management
- Air Traffic Control
KLM Royal Dutch Airlines
Lithuanian Airlines
Lufthansa German Airlines
Malev Hungarian Airlines
Nordflyg Ab
SAS
Severstal
SN Brussels Airlines

SCHEDULE 2

VOTING PROCEDURE - AIR CARRIERS

1. The following procedure shall apply where a vote is required.
2. On 31st March each year the Secretary shall calculate the total number of aircraft movements operated at Helsinki-Vantaa for each Air Carrier in the previous 12 months.
3. The Chairman of the Meeting shall determine the 900 votes of the Air Carriers which are Members (plus any additional votes pursuant to clause 9.3) between them in proportion with the number of aircraft movements operated under paragraph 2. Such a calculation may include fractions.
4. If one carrier, including its affiliates owned by 50 % or more, will get more than 30 % of the votes of the Air Carriers, their share of votes will be limited to 30% of the votes of the Air Carriers. In that case the Chairman will recalculate the votes of the other carriers.
5. An Air Carrier may vote for itself in the election of Chairman.
6. Disputes about voting procedures or the number of votes a Member is entitled to cast shall be settled at the Meeting.