Göteborg-Landvetter Coordination Committee (GACC)

Rules of procedure

Approved at the GACC Meeting 9th March 2017

Background EC 95/93

In Article 5 of Regulation (EEC) No 95/93 the responsible authority shall ensure that a Coordination Committee is set up at a coordinated airport. The same Coordination Committee may be designated for more than one airport. Membership of this Committee shall be open at least to the air carriers using the airport(s) in question regularly and their representative organizations, the managing body of the airport concerned, the relevant air traffic control authorities and the representatives of general aviation using the airport regularly.

1. The Coordination Committee

1.1 The tasks of the Coordination Committee shall be 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 or for improving its usage
- the coordination parameters to be determined in accordance with Article 6
- the methods of monitoring the use of allocated slots
- 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)
- suggestions for improvements to traffic conditions prevailing at the Airport in question
- serious problems encountered by new entrants, as provided for in Article 10(9)
- discussions on all questions relating to the capacity of the Airport
- mediation between all parties concerned on complaints on the allocation of slots, as provided for in Article 11

2. Members and observers

2.1 Membership of the Committee is open:

- to all Air Carriers using the Airport on a regular basis
- to the representative organizations of Air Carriers using the airport regularly
- to the relevant Airport and Air Traffic Control authorities and representatives of general aviation
- to the coordinator responsible should also attend the meetings as an observer
- to air carriers intending to use the airport on a regular basis shall be accepted as observers
- to a representative of the Swedish competent member state authority shall be invited as observers

2.2 There shall be a register of members and observers and each member is responsible of notifying the Secretary of correct name with address, telephone and email-address

2.3 New members shall contact the Secretary in order to be called as a member to the GACC

2.4 Each Member shall delegate an individual to be its Authorized Representative ("the Authorized Representative") at Meetings

2.5 No Member shall be represented by more than one Authorized Representative

2.6 Each Member and observer can bring up to two advisors to each meeting

2.7 When an airline cease to operate on a regular basis at GOT, this airline will no longer be a member of the GACC

3. Voting

3.1 The following procedures shall apply whenever a vote is required

- At the spring GACC slot committee meeting for the following summer season the number of voting rights will be based on the slot status from the historic baseline date registered on 31 January for that summer season together with statistics from the current winter program
- At the autumn GACC slot committee meeting for the following winter season the number of voting rights will be based on the slot status from the historic baseline date registered on 31 August for that winter season together with statistics from the current summer program

3.2 The total number of votes is 1000 representing 100%

- 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 3.1.
- If one carrier receives more than 40% of the votes their share will be limited to 40%. The secretary will recalculate the total of votes that exceed 40% and allocate them to the other carriers proportionately.

3.3 The remaining 100 votes will be allocated as follows:

- Airport Authority (Swedavia) 40 votes
- Air traffic Control (LFV) 40 votes
- General Aviation representatives 20 votes

3.4 An operator may vote for itself

3.5 The coordinator has no voting rights

3.6 The complete list of voting rights per operator will be distributed by the coordinator prior to the meeting

3.7 Disputes about voting procedures or the number of votes a member is entitled to cast shall be settled in the meeting

4. Meetings

4.1 The annual meeting takes place during spring. At least one other meeting should take place in the autumn

4.2 The secretary shall give at least seven clear day's written notice of meetings to each member and observer

4.3 The secretary shall prepare the agenda in cooperation with the chairman

4.4 The report of the discussion in the committee shall be in English

5. Alterations of the Rules of procedure

5.1 Any alteration of these rules of procedure must be approved by at least two thirds of the votes cast at a meeting

5.2 Written requests for a meeting to alter these rules of procedure must be received by the secretary not less than fifteen clear days before the meeting at which the alteration is to be considered

5.3 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 by the secretary to each member and observer

6. Chairman and Secretary

6.1 The chairman is employed by an air carrier operating at Göteborg Landvetter Airport and shall be elected at the annual general meeting for a period of two years

6.2 The Chairman shall hold office until the conclusion of the last annual meeting in the two-year period of his/hers chairmanship and shall be eligible for reelection

6.3 The Secretary shall be an employee of Göteborg Landvetter Airport but shall be a different person from the airport's authorized representative

6.4 Nominations for Chairman must be made in writing and must be in the hands of the secretary the day before the Annual meeting

7. Subcommittees

7.1 The Committee may appoint sub-committees

8. Costs and expenses

8.1 Reasonable and proper administration premises of the Committee shall be met by Göteborg Landvetter Airport

9. Agenda

- Meeting opened
- Appointment of keeper of the minutes
- Minutes from last meeting
- Information from Göteborg – Landvetter Airport
- Information from the LFV, Swedish Air Navigation Service
- Information from the ACS, Airport Coordination Sweden
- Information from the Swedish Transport Agency
- Other issues
- Next meeting
- Meeting closed