


Ciampino Airport Coordination Committee Rules of Procedure

Sommario

1. PURPOSE AND SCOPE OF APPLICATION.....	3
2. REFERENCES.....	4
3. DEFINITIONS.....	5
4. PARTICIPANTS.....	6
6. CONVENING OF THE COMMITTEE.....	8
6.1. Validity of Committee meetings.....	8
6.2. Minutes of the meeting.....	9
Appendix 1 – Co-ordination Parameter Variation Form.....	10


	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	PURPOSE AND SCOPE OF APPLICATION	10/07/2024

1. PURPOSE AND SCOPE OF APPLICATION

In compliance with and in application of Regulation (EEC) 95/93 and subsequent amendments and in accordance with ENAC Circular EAL-18 "Allocation of slots at National Coordinated Airports" of 24 August 2009, these Regulations govern the functions of the Airport Coordination Committee, in compliance with the competencies of each member.


For the purposes of the application of these Regulations, Rome Ciampino Airport is defined as a "Coordinated Airport".

For the procedures for the management of residual capacity in the event of contingency, please refer to the document "Procedure for the temporary limitation of airport capacity following operational irregularities", published in Part C of the Ciampino Emergency Response Plan.

	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	REFERENCES	10/07/2024


2. REFERENCES

- Regulation (EEC) 95/93 "Rules for the allocation of slots at Community airports", as amended by Regulation (EC) 793/2004 "Rules for the allocation of slots at Community airports" and as further amended by subsequent Regulations;
- Navigation Code Article 807;
- Minister of Transport and Navigation Decree No. 44/T of 4 August 1997 "Functions of the Assoclearance Airport Coordinator and Facilitator for the allocation of slots on behalf of the State";
- Legislative Decree no. 172 of 04/10/2007 "Regulations on penalty proceedings regarding slots for violations of Regulation (EC) 793/2004";
- Communication from the Commission to the European Parliament of 30 April 2008 on the application of Regulation (EEC) 95/93;
- ENAC Circular EAL-18 of 24/08/2009 "Allocation of slots at National Coordinated Airports";
- Worldwide Airport Slot Guidelines (WASG).

	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	DEFINITIONS	10/07/2024

3. DEFINITIONS

- **Coordinated Airport:** an airport at which, in order to land or take off, it is necessary for an Air Carrier or other aircraft operator to have been allocated a slot by a coordinator, excluding State flights, emergency landings and humanitarian flights.
- **Slot:** the permission given by a coordinator to use the entire range of airport infrastructure necessary to operate an air service at a coordinated airport at a specific date and time, assigned by a coordinator in accordance with Regulation (EEC) 95/93 and subsequent amendments, in order to land or take off.
- **Coordinator:** the party responsible for the allocation of slots at Italian airports designated as coordinated. On Italian territory, the coordinator is Assoclearance.
- **EACCC:** European Aviation Crisis Coordination Cell. Established by the European Commission and EUROCONTROL, it supports the co-ordination of responses to network crises that have a negative impact on aviation, in close co-operation with the corresponding structures in the Member States.
- **Air Navigation Service Provider:** an institution established to provide air traffic control services to flights arriving, departing or flying over one or more airports. At CIA airport, the service is provided by ENAV.
- **Coordination parameters:** operational parameters related to the capacity available for slot allocation at an airport in each coordination period, corresponding to all technical, operational and environmental factors affecting the performance of the airport infrastructure and its various sub-systems.
- **Slot pool:** A pool of slots established and maintained by the Coordinator which contains all unallocated slots at an airport.
- **Air traffic services:** the various flight information services, alerting services, air traffic advisory services and air traffic control services (including area, approach and airport control services).
- **Air carrier:** an air transport company holding a valid operating licence issued by the competent authority of a Member State in accordance with European legislation.

	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	PARTICIPANTS	10/07/2024

4. PARTICIPANTS

The entities entitled to participate in the Committee, which is an advisory body, are:


- Airport Operator (ADR)
- ENAV
- Airlines
- Users Committee (representing the airlines)

ENAC, Assoclearance and State Bodies (Police, Carabinieri, Guardia di Finanza, Fire Brigade, Customs) attend the Committee's meetings as observers.

The Airport Operator's representative assumes the role of President of the Committee.

Each representative of the subjects entitled to participate in the Committee's meetings may be accompanied by their own co-listeners (up to a maximum of 5 persons).

The language used by the Committee is Italian.

	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	PARTICIPANTS	10/07/2024

5. FUNCTIONS OF THE COMMITTEE

The Coordination Committee is an advisory body with regard to the coordination and planning of airport operations.

The functions of the Coordination Committee, pursuant to Article 5 of Regulation (EEC) 95/93 as amended by Regulation (EC) 793/2004 and subsequent amendments, are as follows:

- a. performing analyses and producing proposals and suggestions on:
 - the possibility of increasing the airport's capacity and improving its utilisation;
 - the definition of new coordination parameters;
 - methods of controlling 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, pursuant to Article 8, para. 5 of the aforementioned European Regulation;
 - improvements to existing traffic conditions at the airport in question;
 - serious problems for new entrants;
 - all issues related to the airport's capacity;
- b. mediating between all interested parties on complaints regarding slot allocation.


In sufficient time for consideration, well in advance of the IATA Scheduling Conferences or, in any case, no later than the deadline for the submission of initial slot applications, the Committee shall prepare the proposal for the variation of the coordination parameters at least twice a year, to be submitted to ENAC in accordance with the scheme in Appendix 1.

With regard to the possible increase in airport capacity and, in general, with regard to the definition of the coordination parameters, the Coordination Committee submits its proposals to ENAC, Territorial Directorate, in line with the provisions of Art. 5 of Reg. (EEC) 95/93 as amended by Regulation (EC) 793/2004 and subsequent amendments. The ENAC Territorial Directorate gives its authorisation as indicated in paragraph 6 of ENAC Circular EAL-18.

The President of the Committee convenes the meetings, chairs them and appoints the secretary taking the minutes.

During Committee meetings, the Co-ordinator presents an analysis of the season preceding the one on the agenda.

The President presents the proposed co-ordination parameters on the basis of the requests received and any supporting elements.

	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	CONVENING OF THE COMMITTEE	10/07/2024

6. CONVENING OF THE COMMITTEE

The Coordination Committee shall be convened by the President:

- periodically to establish or revise the co-ordination parameters, within the dates suggested by the Co-ordinator, indicatively in September for the following SUMMER season and in April for the following WINTER season, and in any case no later than the deadline for the submission of the initial slot applications:
- where necessary two months after the start of each season for verifications and/or updates;
- at the request of one of the members, with at least one month's notice, with a proposal of the items to be included on the agenda;
- following a complaint, within one month of its submission to the President pursuant to Art. 11, para. 1 of Reg. (EEC) 95/93 as amended by Regulation (EC) 793/2004 and subsequent amendments;
- at the request of ENAC in the event of serious problems recorded pursuant to Art. 10 para. 9 of Reg. (EEC) 95/93 as amended by Regulation (EC) 793/2004 and subsequent amendments.

The meeting will be scheduled by the President of the Committee and communicated to the participants, by e-mail and/or by Pec, at least 15 days before the scheduled date. For carriers, the convening notice will be forwarded to the User Committee.

In case of urgency, at least 5 (five) days' notice shall be deemed acceptable.

The convening notice shall specify the place, date, time, modalities and agenda.

The convening notice shall include a link enabling participation via video conference.

6.1. Validity of Committee meetings

The Coordination Committee shall have a valid meeting when at least two representatives of the three parties entitled to vote are present.

The final opinion of the Committee is expressed by an open vote with a simple majority of the following members:

- Airport Operator (ADR) - 1 vote
- ENAV – 1 vote
- Users' Committee - 1 vote


for a grand total of a maximum of 3 valid votes.

ENAC, Assoclearance and State Bodies attend the meetings as observers and do not have voting rights.

Both the parties entitled to vote and those who participate as observers are entitled to speak during the Committee's meetings and are also entitled to submit observations or notes to be annexed to the minutes of the meetings.

In particular, observers may only take the floor once during the debate and may ask the President for a further response at the end of the discussion.

Listeners are not permitted to speak.

	Ciampino Airport Coordination Committee Rules of Procedure	Rev. 0
	CONVENING OF THE COMMITTEE	10/07/2024

6.2. Minutes of the meeting

A copy of the minutes of each meeting, drafted in Italian and translated into English, shall be sent to each Committee member within 7 (seven) working days following the conclusion of the meeting by the President of the Committee.

The minutes shall include the English version of the presentations discussed during the meeting.

Acceptance of the minutes must take place within 3 (three) working days of their receipt. After 3 days, if no acknowledgement is received, the minutes shall be deemed accepted. In the event that comments are made within the aforementioned period, they shall be recorded in a note transcribed at the end of the minutes.

Appendix 1 – Co-ordination Parameter Variation Form

COORDINATED AIRPORT PARAMETERS		
AIRPORT:	ROMA CIAMPINO - G.B. PASTINE	Season: XXXX
<u>OPERABILITY</u>	H24	
<u>LIMITATION</u>	The scheduling of flights from 10.00pm to 6.00am is prohibited in accordance with the provisions of ENAC Prot. ENAC-ALA-26/05/2023-0067967-P	
<u>TRAFFIC</u>	COMMERCIAL FLIGHT, CHARTER, TECHNICAL STOP	
<u>RURWAY</u>		
<u>PARAMETERS</u>	<p>65 movement / day (DM 345/2018) DECREE ENAC-ELA-23/03/2021-0032833-P The same activity can be distributed as follows: from 06:00 l.t. to 07:59 l.t. 10 movement/day from 08:00 l.t. to 19:59 l.t. 12 movement/day from 20:00 l.t. to 23:30 l.t. 10 movement/day</p>	
<u>STANDS</u>	<p>Configuration 1 - total number of stands XX xx stands for a/c "ICAO code C" up to B737-800 xx stands for a/c "ICAO code C" up to B737-900 xx stands for a/c "ICAO code C" up to A321-200 xx stands for a/c "ICAO code D" up to B767-300</p> <p>Configuration 2 - total number of stands XX xx stands for a/c "ICAO code C" up to B737-800 xx stands for a/c "ICAO code C" up to B737-900 xx stands for a/c "ICAO code C" up to A321-200 xx stands for a/c "ICAO code D" up to B767-300 xx stands for a/c "ICAO code E"</p>	
NIGHT STOP:	According to stands availability	
<u>PAX CAPACITY</u>	<i>ARRIVAL</i>	<i>DEPARTURE</i>
NAZIONALE + SCHENGEN	xxxx pax/h	xxxx pax/h
EXTRA SCHENGEN	xxxx pax/h	xxxx pax/h

AIRPORT OPERATOR

Sita: CIASPHX CIAKXHX CIAEXHX; Fax 0665959589 o 0665959400

Sabrina Coltellese: sabrina.coltellese@adr.it; Tel. 0665959500; Cell. 3666365921;

Paolo Renzi: paolo.renzi2@adr.it; Tel. 0665959510; Cell. 3486033856;

Uff. Pianificazione Operativa clearanceCIA@adr.it

or in their absence aptcoordinationcia@adr.it; Tel. 0665959297 o 0665959298

copy: fabio.rizzo@adr.it;

CIVIL AVIATION AUTHORITY

Dr.ssa Terlizzi Tel. 0679348320; Fax 0679340369

ASSOCLEARANCE

NOTA: In case of requests with aircraft type Wide Bodies and/or ICAO code D / E you must contact the ADR airport operator (Coltellese/Renzi)