

TO ALL AIRSIDE USERS [send by email from CDM@schiphol.nl]

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+31 (0)20 601 4417	Etienne van Zuijlen, PM CDM -	May 10, 2011	

Subject: CDM Information Memorandum 2: TOBT compliance, CDM step 2 & kick-off CDM Review

Dear Schiphol Airside User ,

Please your attention, as senior representative of your organisation for these affairs, for this reminder letter to the formal notification (our letter of November 2010) of required changes by all Schiphol Airside Users, starting November 24, 2010, due to the implementation of **Airport Collaborative Decision Making (CDM)** at Schiphol Airport in light of Single European Sky requirements at and around EU airports.

The **Information Memorandum #1**, dated November 2010 was developed by the CDM program in close collaboration with all affected stakeholders and is also for download available at www.schiphol-cdm.nl. The memo announced explained the upcoming changes, required actions, conditions and means to get access to CDM data in its Attachment 1.

It announced the Q2-2011 **mandatory requirement to update a Target Take-Off Time [TOBT]** of each flight by the Main Ground Handler, on behalf of all parties involved with that flight. With the release of CDM step 2 on **May 11, 2011, this requirement has become effective**. We request you to inform your organisation of this requirement, and we will analyse & report the compliance in the CDM review project. You will be informed on the findings of this collective CDM Review project in due time.

Finally, we confirm the closure of **verification of your company specific "CDM startup-data"** as requested in Attachment 2 of the first letter of November 2010; as far as received, all validated data has been processed. Any future updates can be requested to CDM_portalbeheer@schiphol.nl.

Yours sincerely,
Amsterdam Airport Schiphol



A Veenema
Manager Apron Planning & Control