

IATA SETTLEMENT SYSTEMS (ISS) ADVISORY COMMITTEE TERMS OF REFERENCE

1. Basic Function

The IATA Settlement Systems Advisory Committee is established to provide advice and guidance to IATA management on all matters related to the operation and further development of the IATA Settlement Systems.

2. Membership

- a) The Committee consists of twelve persons appointed by the Director General. These persons shall be nominees from IATA Member airlines who have knowledge and experience of the operations of the BSPs or CASSs and/or related industry disciplines, particularly in the area of revenue accounting.
- b) The Director General will appoint the Chairman of the Committee from within its membership. The Chairman shall operate as a full member of the committee with voting rights.
- c) Members of the Committee shall represent the interests of the IATA Settlement Systems and not the interests of their airlines when serving on the Committee.
- d) Members of the Committee shall serve for two-year terms, and may be re-appointed. Membership shall terminate if the member misses two consecutive meetings, or if the member leaves his position in the airline. The Director General may fill vacancies on an interim basis.
- e) The Director General shall appoint the Secretary of the Committee, who shall be ex officio.
- f) Observers may be invited to attend all or part of Committee meetings on approval of the Chairman.
- g) Committee members may not appoint alternates.

3. Roles and Responsibilities

- a) To maintain a global oversight of the ongoing ISS operation and development and to ensure that the ISS continue to provide cost effective, high quality distribution and settlement services that are relevant to IATA Members' needs.
- b) To provide a consultative forum between IATA management and Member airlines on the efficient operation of the passenger settlement systems (Billing and Settlement Plans).
- c) To review the recommendations of the Cargo Committee in respect of the cargo settlement systems (CASS), to assess any potential impact on the overall ISS operation, and in particular any negative impact on the passenger side, commenting and making recommendations as necessary.
- d) To advise IATA management on the ongoing enhancement and development of the passenger settlement systems.
- e) To provide guidance to IATA management in respect of the pricing policies for the operation of passenger settlement systems.
- f) To review the passenger settlement systems financial performance on a consultative basis and to provide input to IATA management in the development of the associated budgets.
- g) To provide guidance in the expansion of BSP into new markets.
- h) To review audit and risk issues associated with the ISS.

4. Meetings

The Committee will meet as required, but in any event not later than four (4) weeks prior to an IATA Strategy & Policy Committee/Chair Committee meeting. Meetings may be held by telephonic or video conference call.

5. Quorum

The quorum at any meeting shall consist of a majority of the appointed members of the Committee.

6. Rules and Procedures

- a) These Terms of Reference, including the quorum may be amended from time to time by the Director General.
- b) The ISS Advisory Committee will take action in the form of recommendations developed on a consensus basis.
- c) The Committee shall establish its own operating rules and procedures, which shall at no time conflict with these Terms of Reference.

Membership

Air France	Patricia George
Air New Zealand	Steve Hayden
American Airlines, Inc.	Ann White
British Airways	Gyorgyi Szantner
Finnair	Arja Sundberg
Iberia	Ana Gomez Corral
Japan Airlines	Nobutaka Ishikure
Lufthansa	Michael Stulpe
Saudi Arabian Airlines	Akram Farhat

September 2008

Medical Advisory Group

Terms Of Reference

The IATA Medical Advisory Group shall:

1. Advise IATA and the airline community on health issues related to air travel.
2. Provide expert representation on behalf of the industry on aviation medical matters.
3. Liaise as appropriate with other related organisations such as the World Health Organisation, ICAO and regional airline trade associations on medical and cabin health matters.
4. Review and update IATA Resolutions and Recommended Practices relating to on-board medical care and health-related issues.
5. Review and provide guidance to the IATA Inflight Council on sections of the IATA Inflight Manual relating to cabin health matters.
6. Develop new industry guidelines on aviation medical or health-related issues, where appropriate or necessary.

The Medical Advisory Group shall consist of up to ten members, specialising in aviation medical or health, to be appointed by the IATA Director General.

The Group reports to the IATA Strategy and Policy Committee.

Membership

Air France	Patrick Rodriguez
Air New Zealand	David Powell
American Airlines	Thomas Bettes
British Airways	Nigel Dowdall
Cathay Pacific	Rose Ong
Emirates	Cliff Webster
KLM	Brinio Veldhuijzen van Zanten
Lufthansa	Uwe Stüben
Qantas	Ion Morrison

September 2008

Schedule Policy Working Group

Mandates

Initial tasks:

1. Development of amendments to the World Wide Scheduling Guidelines.
2. Represent IATA Members at the Joint Scheduling Advisory Group (JSAG) that meets regularly with airport coordinators to discuss matters of mutual interest concerning the Schedules Conference and slot management matters.
3. Provide technical guidance to IATA dialogue with regulatory and other interested parties on schedules and slot matters.
4. Provide guidance to IATA in the restructuring of the Schedules Conference into a cost effective and efficient process that delivers timely and valued service to IATA Members and the industry as a whole.

The Director General will establish the SPWG from a list of Member employees who have indicated a desire to participate in such activities, and who have demonstrated the experience and skills necessary to represent the industry and make a contribution to the issues being addressed.

A Schedule Policy Working Group (SPWG) is established to address ad hoc scheduling matters and reports to the office of the IATA Director General.

The IATA Director General will select the working group from Member airlines.

A subgroup of the SPWG will represent IATA at the Joint Scheduling Advisory Group (JSAG) that meets regularly with the airport coordinators.

The Standard Schedules Information Manual (SSIM) will be maintained by a specialist Schedules Information Standards Committee (SISC) composed of industry experts including participants in the IATA Strategic Partnership programme and will report to the Passenger Services Conference (PSC) for final standards adoption. The SPWG will be kept apprised of SISC activities should input be required.

A rapporteur will be established to provide liaison for non-IATA airlines participating in the Schedules Conference.

Membership

Air France
All Nippon Airways
American Airlines Inc.
British Airways
Hapag-Lloyd
Lufthansa
KLM
Kuwait Airways
Northwest Airlines
United Airways

François Southarewsky
Ian Bamber
Jim Watt
Steve Ronald
Ansgar Kruse
Wolfgang Queissner
Bert Imminga
Khalid Al-Ajmi
Jennifer Sayre
Michele Boyce

September 2008

Simplifying the Business Steering Group

Mandates

The Simplifying the Business Advisory Group was established by the IATA Board of Governors. The group's role is to advise and guide IATA management on the implementation of the Simplifying the Business Strategy.

Membership

Air Canada

Air France

American Airlines

British Airways

Delta Air Lines

Japan Airlines

KLM

Lufthansa

Northwest Airlines

Singapore Airlines

TAP Air Portugal

United Airlines

Lise Fournel

Patricia George

Paul Stumbo

John Mornement

Vinay Dube

Nobutaka Ishikure

Martijn van der Zee

Oliver Wagner

Todd Spaude

Christopher Cheng Kian Hai

Manoel Torres

Mary Luzader

September 2008