

AVIATION FUEL DATA STANDARDS GROUP

TERMS OF REFERENCE

1. Objectives

- 1.1. The objectives of the Group are to identify, develop and maintain data standards and commonly associated terms, definitions and codes, as required, for the aviation fuel industry to enable efficient and effective data exchange and messaging.

2. Composition

Participation

- 2.1. The Group may be attended by any interested party at the discretion of IATA.
- 2.2. IATA shall chair meetings of the Group.

Membership

- 2.3. The membership of the Group shall comprise of (i) no less than five and no more than ten airlines, and (ii) no less than five and no more than ten suppliers (“suppliers”). Suppliers shall be defined as aviation fuel companies, aviation fuel intermediaries and into-plane service providers.
- 2.4. Membership of the Group shall reflect a fair representation from the regions of the world in accordance with the following formula:
 - 2.4.1. The Americas: (i) two airlines, and (ii) two suppliers.
 - 2.4.2. Europe, Middle East and Africa: (i) two airlines, and (ii) two suppliers.
 - 2.4.3. Asia-Pacific: (i) two airlines, and (ii) two suppliers.
 - 2.4.4. Open: (i) four airlines, and (ii) four suppliers.
- 2.5. The initial membership of the Group shall be determined on a first come, first served basis, subject to the discretion of IATA to ensure a fair representation of airlines and suppliers in the Group.
- 2.6. Membership of the Group shall be determined by election and membership shall be valid for two years from the date of election, upon the expiry of which members shall be eligible for re-election. There shall be no maximum period during which a member may serve on the Group.
- 2.7. In the event that a member fails to attend two consecutive meetings of the Group, the membership shall be terminated unless there were exceptional circumstances, the existence of which shall be determined reasonably by IATA.
- 2.8. The Group may invite the participation of industry experts in the Group from time to time.

3. Rules and Procedures

Meetings

- 3.1. There shall be one scheduled meeting of the Group per year (“Scheduled Meeting”). Additional meetings (“Interim Meetings”) may be called by IATA at its discretion, or in accordance with a request from a member of the Group, provided that IATA shall have first circulated the request to the members of the Group and a majority of the Group agrees that the meeting shall be convened. Interim Meetings may be held by telephone or video conference, or such other appropriate means that IATA may decide.
- 3.2. IATA shall give a minimum of six weeks notice for the Scheduled Meeting and shall prepare and circulate an agenda to the members of the Group at the same time. IATA shall convene Interim Meetings as soon as practicable.
- 3.3. The quorum for any meeting shall be 50% of the airline members and 50% of the supplier members.
- 3.4. Meetings shall be held in a suitable location having regard to the location of members, accessibility and cost.

Changes and Versioning

- 3.5. The overall objective of the Group is to maintain the standard as stable as possible. Three categories of changes can be implemented. Each of them will require a different level of approval before they are implemented.

Changes to the schema:

- Minor change: Changing a comment - will be at IATA’s discretion
- Medium change: Additions to the schema that are optional - will be agreed by the group
- Major change: Removing fields or making structural changes - will be agreed by the group

Fuel Code Directory:

- Minor change: Adding a code to an existing list within the code directory - will be at IATA’s discretion
- Medium change: Adding a new code list to the directory - will be agreed by the group
- Major change: Removing a code and/or a code list from the directory - will be agreed by the group

The fuel code directory versioning is independent from the versioning of the schemas (invoice, transaction...) using the fuel code directory. Parties should change the SchemaLocation in the schema file defining the invoice and transaction messages, since the filename of the Fuel Code Directory contains the

version of the directory. No new invoice or transaction schema will be issued following a change of the Fuel Code Directory.

- 3.6. For each change or group of changes approved (see section 3.7 Voting) by the Group, the version of the standard will be updated accordingly.

Version Convention:

- Minor version changes - increase the second position after the dot (V1.0.X)
- Medium version changes - increase the first position after the dot (V1.X.0)
- Major version changes - change the first position before the dot (VX.0.1)

- 3.7. The Group recognizes the latest major version of the Standards and the previous major version of the Standards. Only the most recent medium or minor versions of the latest and previous major versions are supported. Only the most recent version of a standard is eligible for a schema change. For older supported versions, only the documentation may be updated.

Voting

- 3.8. Voting rights shall only be exercisable by members of the Group, who would have been appointed or elected in accordance with these Terms of Reference. Each member of the Group shall have only one vote.
- 3.9. IATA shall not have the right to vote.
- 3.10. Subject to section 3.11, decisions at the Scheduled Meeting of the Group shall be adopted by a majority, separately, of the airline members and of the supplier members present at the meeting or voting by proxy. All other decisions at Interim Meetings shall only be adopted by a two-thirds majority, separately, of the airline members and of the supplier members present at that meeting or voting by proxy.
- 3.11. Unless otherwise decided by the Group, changes to any existing data standards shall not come into effect for a minimum period of six months and shall only come into effect at the start of the following calendar year.
- 3.12. Parties are expected to support the latest major version and the previous major version. The usage of minor or medium versions in between major versions will need to be agreed between parties, no party is obliged to support these.
- 3.13. Changes to these Terms of Reference shall be adopted by a two-thirds majority, separately, of the airline members and of the supplier members present at the meetings.

4. Roles and Responsibilities

- 4.1. Each member of the Group shall participate in his or her capacity as a representative of the airline or supplier at which he or she is employed. Each member shall nominate and notify IATA a primary representative to the Group and an alternate.

- 4.2. Each member of the Group shall be obliged to make a declaration of interest or conflict of interest if in its view a matter being deliberated or voted by the Group is a matter in which the member, in his personal capacity, or the organization he or she represents, has a personal or direct financial interest in the outcome. This obligation shall be without prejudice to the right of IATA to make an appropriate intervention and subsequent determination, if its view, there was sufficient evidence of a potential conflict of interest. A member who makes such a declaration, or in whose respect an equivalent determination is made by IATA, shall not participate in the deliberation or voting of the relevant matter.
- 4.3. IATA shall have the responsibility to coordinate meetings of the Group including the preparation of the agenda for and reports of the meetings, and arrange for appropriate support services (for example, legal and technical support).

5. Compensation and Funding

- 5.1. Each member of the Group and any industry expert invited to attend meetings of the Group shall be responsible for his or her own expenses associated with attendance at meetings of the Group, including without limitation, travel and hotel costs.
- 5.2. IATA shall provide appropriate meeting facilities, audio/visual equipment and food & beverage for the meetings.

6. Reporting

- 6.1. Reports of the meetings including such data standards as may be developed by the Group shall be made available to the aviation fuel community.
- 6.2. IATA and the Members shall use their best efforts to promote the use of data standards adopted by the Group.

February 2007

Annex 1

The Aviation Fuel Data Standards Technical Working Group

The Aviation Fuel Data Standards Group set-up a Technical Working Group - specific to the Invoice Standard.

Objective: To help resolve any technical or implementation issues, ensure that the parties have a common interpretation of the standards and to provide recommendations to the Aviation Fuel Data Standards Group when changes are requested by individual Members.

IATA will lead this subgroup.

There shall be one scheduled conference call of the Technical Working Group per month ("Scheduled Meeting"). IATA may call additional conference calls at its discretion, or in accordance with a request from a member of the Group.

IATA will be responsible to coordinate meetings of the Group including the preparation of the agenda for and reports of the meetings, and arrange for appropriate support services. The Technical Working Group will have 10 (ten) business days to approve the reports.

Once a Month IATA will communicate the reports of the Technical Working Group, and will make sure that recommendations are presented during the Aviation Fuel Data Standards Group meetings.

Annex 2

The process to be followed when an addition to the code directory, that does not require modifications to the data standards, is required:

A. During the testing/initial stage (during 2007)

- 1) The group member requiring the change will bring the matter up to the attention of IATA
- 2) IATA will refer the matter to the Technical WG for guidance
- 3) The Technical WG will provide its recommendation to IATA and the Member requesting the change within ten working days.
- 4) If a change is recommended, IATA will send the change request to the XML expert for the group for relevant change to Code Directory
- 5) IATA will publish updated Code Directory along with relevant XSD File.

B. When Code Directory is stable (from 2008)

IATA will consider any request for change in Code Directory and update the Code Directory with acceptable changes once every quarter.

For the changes to be included in such revision IATA must receive the request one month prior to the date of publication of the revision.