

AIRPORT INVOICE TASK FORCE

TERMS OF REFERENCE

1. Objectives

The objective of the Airport Invoice Task Force (“AITF”) is to develop and maintain the invoice data standards and commonly associated terms, definitions and codes, as required, for Airports to facilitate efficient invoice data exchange.

2. Composition

- 2.1 The membership of the Task Force shall comprise (i) no less than three and no more than ten airlines, and (ii) no less than three and no more than ten Airports or Airports services providers.
- 2.2 Membership of the Task Force shall reflect a fair representation from the regions of the world in accordance with the following formula:
 - 2.2.1 The Americas: (i) two airlines, and (ii) two suppliers.
 - 2.2.2 Europe, Middle East and Africa: (i) two airlines, and (ii) two suppliers.
 - 2.2.3 Asia-Pacific: (i) two airlines, and (ii) two suppliers.
 - 2.2.4 Open: (i) four airlines, and (ii) four suppliers.
- 2.3 The initial membership of the Task Force 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.
- 2.4 Membership of the Task Force 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 will be no maximum period during which a member may serve on the Task Force.
- 2.5 In the event that a member fails to attend two consecutive meetings of the Task Force, its membership shall be terminated unless there were exceptional circumstances, the existence of which shall be determined reasonably by IATA in consultation with the Task Force.
- 2.6 The Task Force may invite the participation of industry experts at the meetings from time to time.
- 2.7 IATA will support and chair the meetings of the Task Force.

3. Rules and Procedures

Meetings

- 3.1 There will be one Scheduled Meeting of the Task Force per year. Additional meetings (“Interim Meetings”) may be called by IATA at its discretion (e.g. every quarter), or in accordance with a request from a member of the Task Force, provided that IATA shall have first circulated the request to the members of the Task Force and a majority of the Task Force agrees that the meeting shall be convened. Interim Meetings may be held by telephone or videoconference.
- 3.2 The quorum for any meeting shall be 50% of the airline members and 50% of the supplier members.

Voting

- 3.3 Voting rights shall only be exercisable by members of the Task Force, who would have been appointed or elected in accordance with these Terms of Reference. Each member of the Task Force shall have only one vote.
- 3.4 Subject to section 3.6, decisions at the Scheduled Meeting of the Task Force 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.
- 3.5 Unless otherwise decided by the Task Force, changes to any existing data standards shall come into effect for a minimum period of six months and shall only come into effect at the start of the following calendar year.
- 3.6 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 Task Force 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 Task Force and an alternate.

- 4.2 IATA shall have the responsibility to coordinate meetings of the Task Force including the preparation of the agenda, reports of the meetings, and arrange for appropriate support services (for example, legal and technical support).

5. Reporting

- 5.1 Reports of the meetings including such data standards as may be developed by the Task Force shall be made available on the AITF intranet website to all Airlines and Airports.
- 5.2 IATA and the AITF Members shall use their best efforts to promote the use of data standards adopted by the Task Force.