



IATA Cargo Procedures Conferences

A Quick Reference Guide

March 2010 Edition



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Section 1

COMPETITION LAW AND ANTITRUST IMMUNITY



1.1 Competition Laws (also known as antitrust laws in the United States)

Competition laws are the body of laws that prohibit anti-competitive behaviour (monopoly) and unfair business practices.

- Competition laws are designed to benefit consumers, not to favour any particular individual or firm.
- Governments adopt competition laws because they believe that the competitive process produces the lowest prices and highest quality goods and services, and fosters an environment that encourages innovation and consumer choice.
- Over 100 countries have adopted competition laws. There is extensive coordination between competition law authorities in the US, EU, Australia, and other jurisdictions.

You can get an idea of the competition laws of various countries and the extent of international cooperation between competition law authorities by visiting the website of the International Competition Law Network at:

<http://www.internationalcompetitionnetwork.org/index.php/en/home>

1.2 Violation of Competition Laws

In general, competition laws prohibit agreements or understandings between competitors or potential competitors with respect to pricing, capacity and services. An “agreement or understanding” can be written, spoken or unspoken, and can be inferred from the conduct of the parties without any showing of a direct meeting of the minds. Even the wink of an eye or the nod of a head can be enough to form an unlawful agreement.

1.2.1 Per Se (Automatic) Violations

There is no possibility of arguing that an agreement is acceptable because it produces benefits for consumers; this kind of conduct is so inherently anticompetitive that it is illegal no matter what justifications there may be for the conduct.

The Per Se categories are:

- Price fixing
- Bid-rigging
- Customer allocations
- Geographic/Product market allocations
- Group boycotts and collective refusals to deal
- Agreements to limit supply/capacity



1.2.2 Penalties for Violation

Penalties for violating the competition laws are severe; corporations are subject to fines and individuals can be imprisoned and fined. Both public official and private individuals can enforce competition laws. Vigorous enforcement continues unabated and is likely to increase further in the years ahead. In some jurisdictions plaintiffs in civil cases can seek to recover triple their actual damages plus attorney's fees. The costs and burdens of defending a competition investigation can be exorbitant.

In one "class action" competition law case in the US involving our Member airlines, travel agent plaintiffs sought to recover USD \$56 billion in damages.

1.3 Antitrust Immunity

Antitrust immunity is the exemption from prosecution under competition or antitrust laws. In the transportation industry, organizations with antitrust immunity are permitted under certain conditions to meet, discuss, and establish standardised arrangements and agreements.

1.3.1 IATA and Antitrust Immunity

Although competition laws recognise that trade associations such as IATA make many pro-competitive contributions that favour consumers, the fact that trade associations bring competitors together presents a risk that agreements will be made that raise competition concerns.

IATA is subject to competition laws around the world. In the past, IATA and its Members enjoyed immunity from competition laws – but only for discussions at properly conducted official IATA conferences and certain working groups. These immunities are expiring and governments are no longer agreeing to special privileged status for airlines and the air transport industry.

In most markets, there is no immunity for carrier discussions of pricing, route planning, the allocation of markets, the division or sharing of traffic, the number of flights or capacity to be offered in any market, distribution costs, group boycotts, etc. These discussions must not take place at any meeting involving IATA, unless authorised by IATA legal counsel.

IATA cannot be seen as facilitating or condoning any such discussions of competitively sensitive topics. If such discussions occur, they must be terminated immediately and any IATA representative present must object and make note of their exit from any such meeting.

We must be aware of competition laws at every meeting IATA organises or conducts and every meeting where an IATA representative participates.

These are general guidelines. In some cases, your Legal Counsel may determine that certain agreements concerning prices, market allocations, etc., are lawful. Consult with your Legal Counsel before you engage in any such discussions.



1.3.2 Global Effect

Members should be aware of that even there might not be any competition law in their home country, by operating internationally, they might still be subject to competition law compliance under the jurisdiction of the countries to which they operate.

1.4 Meeting Management

1.4.1 Competition Law Compliance Statement Announced by IATA Legal

At the beginning of the Cargo Procedures Conferences meetings, IATA Legal will make the following statement:

“This meeting is being conducted in compliance with the Provisions for the Conduct of the IATA Traffic Conferences. Pursuant thereto, this meeting will not discuss or take action to develop fares or charges, nor will it discuss or take action on remuneration levels of any intermediaries engaged in the sale of cargo air transportation. This meeting also has no authority to discuss or reach agreement on the allocation of markets, the division or sharing of traffic or revenues, or the number of flights or capacity to be offered in any market. Delegates are cautioned that any discussion regarding such matters, or concerning any other competitively sensitive topics outside the scope of the agenda, either on the floor or off, is strictly prohibited.”

1.4.2 IATA’s Role

IATA Secretariat is responsible to ensure meetings do not stray into anti-competitive areas of discussion including:

- ↗ Rates, Service Charges, Surcharges, Commissions
- ↗ Bids on Contracts
- ↗ Collusion
- ↗ Marketing Plans
- ↗ Confidential Relationships



Also, IATA Secretariat ensures the following:

- Agenda to be referred to IATA Legal for review
- Always follow the agenda
- Terminate any discussion that strays into anti-competitive areas and advise:
 - Cargo Regional Director
 - Cargo Policy
 - IATA Legal
- Keep accurate & complete records
- Keep accurate attendance lists

1.4.3 Guidelines for Participants

Do Not:

- deviate from resolutions and established procedures
- divulge commercially sensitive information
- allow discussion on anti-competitive matters
- allow local Board of Airline Representatives to dictate practices
- help establish individual airline policy
- communicate individual airline policy

Do:

- follow the resolutions and established procedures
- notify senior management when faced with difficult decisions
- seek legal guidance if necessary
- advise airlines when they exceed their own resolutions



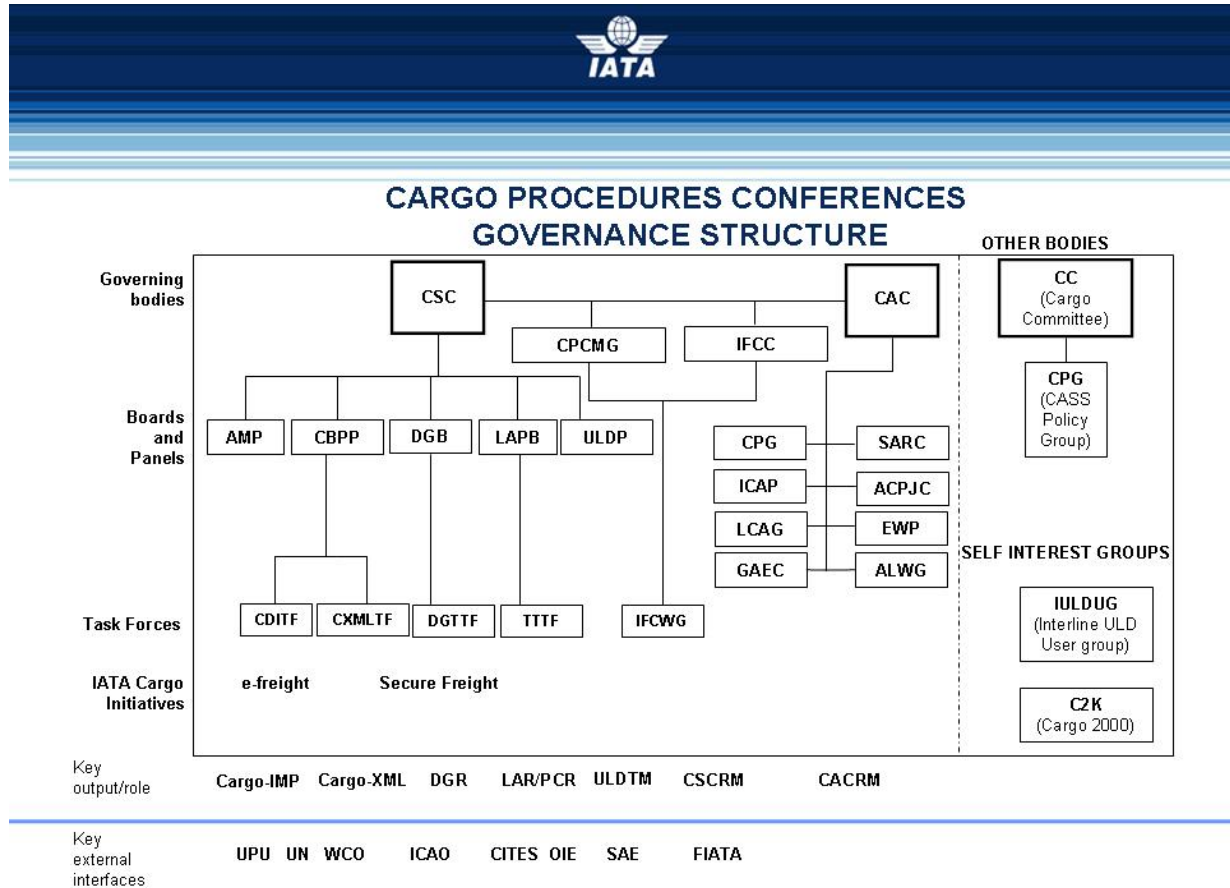
Section 2

IATA CARGO PROCEDURES CONFERENCES



2.1 Governance Structure

The IATA Cargo Procedures Conferences consists of the Cargo Agency Conference (CAC) and the Cargo Services Conference (CSC). The governance structure of the IATA Cargo Procedures Conferences and their subgroups is illustrated in the following chart:



2.1.1 Acronyms (in alphabetical order)

The following are the expansions of the acronyms shown in the Cargo Procedures Conferences Governance Structure chart:

- **ACPJC:** Air Cargo Programme Joint Council
- **ALWG:** Agents Liaison Working Group
- **AMP:** Airmail Panel
- **CAC:** Cargo Agency Conference
- **CACRM:** CAC Resolutions Manual
- **Cargo-IMP:** Cargo Interchange Message Procedures
- **CBPP:** Cargo Business Processes Panel
- **CDITF:** Cargo Data Interchange Task Force



- ↗ **CEC:** Cargo Executive Council
- ↗ **CGA:** Cargo General Assembly
- ↗ **CITES:** Convention on International Trade in Endangered Species of Wild Fauna and Flora
- ↗ **CPCMG:** Cargo Procedures Conferences Management Group
- ↗ **CPG:** CASS Policy Group
- ↗ **CSC:** Cargo Services Conference
- ↗ **CSCRM:** CSC Resolutions Manual
- ↗ **CXMLTF:** Cargo XML Task Force
- ↗ **DGB:** Dangerous Goods Board
- ↗ **DGR:** Dangerous Goods Regulations
- ↗ **DGTF:** Dangerous Goods Training Task Force
- ↗ **EWP:** Economic Watch Panel
- ↗ **FIATA:** International Federation of Freight Forwarders Associations
- ↗ **ICAO:** International Civil Aviation Organization
- ↗ **ICAP:** IATA Cargo Advisory Panel
- ↗ **IFCC:** IATA/FIATA Consultative Council
- ↗ **IFCWG:** IATA/FIATA Customs Working Group
- ↗ **LAPB:** Live Animals and Perishables Board
- ↗ **LAR:** Live Animals Regulations
- ↗ **LCAG:** Local Customer Advisory Group
- ↗ **OIE:** World Organization for Animal Health
- ↗ **PCR:** Perishable Cargo Regulations
- ↗ **SAE:** Society of Automotive Engineers
- ↗ **SARC:** Settlement and Remittance Committee
- ↗ **TTTF:** Time and Temperature Task Force
- ↗ **ULD Panel:** ULD Panel
- ↗ **ULDTM:** ULD Technical Manual
- ↗ **UN:** United Nations
- ↗ **UPU:** Universal Postal Union
- ↗ **WCO:** World Customs Organization



2.2 Cargo Services Conference (CSC)

2.2.1 What it does

CSC is a permanent and autonomous body consisting of representatives from IATA Member airlines. The CSC is responsible for the development and maintenance of standards and procedures for the cargo industry.

The primary objectives of the Cargo Services Conference (CSC) include:

- Adopting and maintaining Resolutions and Recommended Practices;
- Developing common industry positions on broad cargo services issues including cargo handling, documentation, procedures, rules and regulations, ULD control, ULD technical specifications, dangerous goods regulations, live animals and perishables regulations, and automation standards;
- Exchanging industry information;
- Providing direction and guidance to the permanent subgroups;
- Liaising with other IATA bodies such as Cargo Agency Conference, Cargo Tariff Coordinating Conferences, Passenger Services Conference, Airport Services Committee, IATA Ground Handling Council, etc.

The Conference also presents the opportunity for discussion on new developments and agreement on how the air cargo industry should change and grow in a multilateral environment. The value of the Conference lies also in the chance for networking among the delegates of different airlines from around the world.

2.2.2 CSC Membership

There are basically two types of Members, voting Members and non-voting Members. Each Active Member of IATA which operates a scheduled commercial international air transport service for the carriage of cargo is a voting Member of the CSC. An Associate Member of IATA may elect to become a non-voting Member of CSC.

2.2.3 CSC Accredited Representatives

Each voting Member accredits in writing to the Secretary one representative to the CSC. Each appointment of such accredited representative is duly executed by the Chief Executive of the Member, and certifies that the appointee has full power and authority to bind the appointing Member on any matter properly before the CSC.

A duly accredited representative may appoint an alternate to act in his/her place, delegating to such person the power and authority to act on all CSC matters.



2.2.4 CSC Registered Observers

Observers may be permitted by request to CSC Secretary and the Chairman.

2.2.5 CSC Meetings

The CSC meets annually usually in March in conjunction with the IATA World Cargo Symposium event. One fifth of the representatives of the voting members of the CSC that have nominated an Accredited Representative, or their respective designated alternates acting in their place and stead, constitute the quorum at any meeting of the CSC.

2.2.6 CSC Resolutions and Recommended Practices

The objective of CSC Resolutions and Recommended Practices adopted by the CSC is to establish the technical standards and procedures necessary to facilitate the proper handling and facilitation of multilateral cargo interlining.

2.2.6.1 Adoption

The standards are submitted to the CSC for adoption as a Resolution or Recommended Practice. **Resolutions adopted by the CSC are binding upon every Active Member of IATA to the same extent as though expressly agreed by such Member.** A Resolution may only be passed at any meeting of the CSC upon the unanimous affirmative vote of all voting Members present at the meeting

Recommended Practices set forth procedures which will facilitate the interlining of traffic among Members but where uniformity of the procedures is not considered essential. A Recommended Practice may be adopted at any meeting of the CSC by a majority of two-thirds of the voting Members present and voting.

The CSC may also adopt Resolutions and Recommended Practices by mail vote.

2.2.6.2 Filing and Approval

The adopted standards are circulated to all Members under a Memorandum titled “Finally Adopted Resolutions and Recommended Practices” for filing with their respective governments or authorities as required for approval.

It is the responsibility of each Member to ascertain which Resolutions and/or Recommended Practices must be acted upon by its Government authorities and to ensure that the Secretary of the CSC is promptly notified of any action of such Government authorities. If, prior to the termination of the filing period, the Secretary of the CSC has not received any such notification from the appropriate Member, it is considered that the Government authority does not object to the effectiveness of the Resolution(s) and/or Recommended Practice(s).



2.2.6.3 Effectiveness

Once the necessary government approvals have been received the adopted Resolutions and Recommended Practices are declared effective. The Resolutions and Recommended Practices will then be revised in the next edition of the Cargo Services Conference Resolutions Manual.

2.2.6.4 Procedure for submitting proposals to include a new CSC Resolution or Recommended Practice or to amend an existing Resolution or Recommended Practice

Proposals are to be submitted to the CSC Secretary in the following format along with all the applicable supporting background information.

<u>CSC Agenda Proposal Format</u>
Subject: < CSC Resolution number and Name of Resolution >
Submitted by: < Name of Member Airline >
Background/Problem: <Text>
Suggested Solution or Resolution Amendment: <Text>
Proposed Action: <Text>

The CSC Secretary will dialogue with the proponent to ensure that the proposal is clear, understandable, and valid. Once finalised, the CSC Secretary, based on guidance from the CPCMG, will forward the proposal to the appropriate CSC Board and/or Panel, or bring it directly to Conference, as found appropriate. The review and approval process of the Board and/or Panel will be as specified in CSC Resolution 601.



2.2.7 CSC Publications

The Cargo Services Conference Resolutions Manual (CSCRM) is issued once a year with an effective date of October 01.

2.2.8 CSC Subgroups

The following is the list of the CSC subgroups:

- ↗ Airmail Panel (AMP)
- ↗ Cargo Business Processes Panel (CBPP)
- ↗ Cargo Data Interchange Task Force (CDITF)
- ↗ Dangerous Goods Board (DGB)
- ↗ Dangerous Goods Training Task Force (DGTTF)
- ↗ Live Animals and Perishables Board (LAPB)
- ↗ Time and Temperature Task Force (TTTF)
- ↗ ULD Panel (ULDP)



2.3 Cargo Agency Conference (CAC)

2.3.1 What it does

IATA's Cargo Agency Programme regulates Member airlines' working relationships with their appointed sales agents. Affording benefits to both airlines and agents, the programme provides agents with industry recognition of their financial and professional competence and gives airlines a worldwide distribution network of approved agents to sell their product. An acknowledged leader in establishing standards and providing customer-driven distribution services to the air cargo industry, the Cargo Agency Conference works at strengthening industry capabilities, promoting industry reputation and enhancing commercial success for both airline and agent participants.

2.3.2 CAC Membership

There are basically two types of Members, voting Members and non-voting Members. Each Active Member of IATA which operates a scheduled commercial international air transport service for the carriage of cargo is a voting Member of the CAC. An Associate Member of IATA may elect to become a non-voting Member of CAC.

2.3.3 CAC Accredited Representatives

Each voting Member accredits in writing to the Secretary one representative to the CAC. Each appointment of such accredited representative is duly executed by the Chief Executive of the Member, and certifies that the appointee has full power and authority to bind the appointing Member on any matter presented before the CAC.

A duly accredited representative may appoint an alternate to act in his/her place, delegating to such person the power and authority to act on all CAC matters.

2.3.4 CAC Registered Observer

Observers may be permitted by request to the CAC Secretary and the Chairman.

2.2.5 CAC Meetings

The CAC meets annually, usually in March, in conjunction with the IATA World Cargo Symposium event. One fifth of the representatives of the voting members of the CAC that have nominated an Accredited Representative, or their respective designated alternates acting in their place and stead, constitute the quorum at any meeting of the CAC.



2.3.6 CAC Resolutions

The relationship between IATA Member Airlines and their accredited Cargo Agents is regulated and administered by the IATA Cargo Agency Conference Resolutions. These Resolutions establish the rights and obligations of the parties involved, as well as the procedures and requirements for agents wishing to obtain and maintain industry accreditation and to become part of the airlines' global cargo distribution network.

2.3.6.1 Adoption

The Cargo Agency Programme rules are submitted to the CAC for adoption as a Resolution. The CAC also reviews and adopts or rejects new Resolutions or amendments proposed to existing Resolutions. **Resolutions adopted by the CAC are binding upon every Active Member of IATA to the same extent as though expressly agreed by such Member.** A Resolution may only be passed at any meeting of the CAC upon the unanimous affirmative vote of all voting Members present at the meeting.

The CAC may also adopt Resolutions or amendments to them by mail vote.

2.3.6.2 Filing and Approval

After each CAC meeting, the adopted Cargo Agency Programme rules are circulated to all Members under a Memorandum titled "Finally Adopted Resolutions" for filing with their respective governments or authorities, where required, for approval.

It is the responsibility of each Member to ascertain which Resolutions must be acted upon by its Government authorities and to ensure that the Secretary of the CAC is promptly notified of any action of such Government authorities. If, prior to the termination of the filing period, the Secretary of the CAC has not received any such notification from the appropriate Member, it is considered that the Government authority does not object to the effectiveness of the Resolution(s).

2.3.6.3 Effectiveness

Once the necessary government approvals have been received, the adopted Resolutions are declared effective. The Resolutions are then included/ revised in the next edition of the Cargo Agency Conference Resolutions Manual.

2.3.6.4 Procedure for submitting proposals to include a new CAC Resolution or amend an existing CAC Resolution

Proposals are to be submitted to the CAC Secretary in the following format along with all the applicable supporting background information.



CAC Agenda Proposal Format

Subject: < CAC Resolution number and Name of Resolution >

Submitted by: < Name of Member Airline >

Background/Problem:

<Text>

Suggested Solution or Resolution Amendment:

<Text>

Proposed Action:

<Text>

The CAC Secretary will dialogue with the Member submitting the proposal to ensure that it is clear, understandable and valid. Once finalised, the CAC Secretary will submit it to the IFCC for its review and recommendation and then submit it to the CAC. The review and recommendation procedure of the IFCC process will be as specified in CAC Resolution 801c.

2.2.7 CAC Publications

The Cargo Agency Conference Resolutions Manual (CACRM) and Cargo Agents Handbook (CAH) are issued once a year with an effective date of October 01.

2.2.8 CAC Subgroups

The following is the list of CAC subgroups:

- ↗ CASS Policy Group (CPG)
- ↗ Settlement and Remittance Committee
- ↗ IATA Cargo Advisory Panel (ICAP)
- ↗ Air Cargo Programme Joint Council
- ↗ Local Customer Advisory Group
- ↗ Economic Watch Panel
- ↗ Cargo General Assembly
- ↗ Cargo Executive Council
- ↗ Agents Liaison Working Groups (ALWGs)



Section 3

CSC SUBGROUPS



3.1 CSC Resolution 601

In accordance with CSC Resolution 601, the CSC can delegate to its permanent subgroups authority to adopt amendments to the CSC Resolutions and Recommended Practices specified in the following table:

Resolution/Recommended Practice		Subgroup Authorised to Adopt Amendments
023	Fractionless Billing	CBPP
600a	Air Waybill (Attachments only)	CBPP
603	Notice of Non-Delivery (Irregularity Report) (IRP)	CBPP
606	Bar Coded Label	CBPP
606a	Non-Bar Coded Label	CBPP
610	Interline Tracer	CBPP
612	Shipper's Request for Changes of Air Waybill Amounts	CBPP
612a	Cargo Charges Correction Advice	CBPP
618	IATA Dangerous Goods Regulations (Attachment only)	DGB
620	IATA Live Animals Regulations (Attachment only)	LAPB
622	IATA Perishable Cargo Regulations (Attachment only)	LAPB
670	Cargo Interchange Message Procedures (Cargo-IMP) (Attachments only)	CBPP
680	General Rules for the use of Unit Load Devices	ULD
683	Registration of Unit Load Devices	ULD
685	Marking of Unit Load Devices	ULD
686	IATA Identification Code for Unit Load Devices	CBPP
1600	Use of Standard 'A' Paper Sizes for Documentation	CBPP
1600d	Air Waybill Service Codes	CBPP
1600f	International Express Waybill	CBPP
1600g	Courier Baggage Voucher	CBPP
1600q	Cargo Tracing Procedure	CBPP
1600r	Air Waybill — Validation of Data Format	CBPP
1600s	Substitute Air Waybill	CBPP
1600t	Use of Bar Codes and Bar Code Equipment in Cargo Applications	CBPP
1605	Transfer Manifest	CBPP
1606	House Manifest	CBPP
1608	Glossary of Commonly Used Air Cargo Terms	CBPP
1610	Definition of Consolidated Consignment	CBPP
1612a	Cargo Charges Correction Advice (CCA) Procedures	CBPP
1625	Payment of Baggage Shipped as Cargo by means of a Miscellaneous Charges Order	CBPP
1640	Use of Radio Frequency Technology for the Automatic Identification of Unit Load Devices	CBPP
1650	Shipper's Letter of Instruction	CBPP
1654	Unit Load Device Control Receipt	CBPP
1672	Cargo-FACT Message Standards (Cargo-FACT)	CBPP
1673	Changes to Cargo-FACT Messages (Cargo-FACT)	CBPP
1681	ULD Technical Manual	ULD
1682	Industry Rates and Charges Data Exchange Standards	CBPP



3.2 Airmail Panel (AMP)

3.2.1 What it does

The Airmail Panel (AMP) is responsible for all matters dealing with the movement of mail by air, with the exception of issues related to airmail rates and charges.

The primary objectives of the AMP include:

- Liaising with international organizations such as the Universal Postal Union and International Post Corporation (IPC), to develop common standards and procedures;
- Developing and maintaining standards for the procedures, documentation and flow of information relating to the carriage of airmail;
- Developing, maintaining and disseminating the technical and procedural standards for electronic data interchange.

3.2.2 AMP Membership

The AMP consists of not more than 12 members appointed by the CSC, each being an expert in the airmail field and each serving on the Panel for a period of four years. Alternates are not permitted since the members are elected for their individual expertise. In order to maintain continuity, one fourth of the membership is elected at each meeting of the CSC, based on written nominations submitted in advance of the meeting.

3.2.3 AMP Meetings

The AMP normally meets once in a year.

3.2.4 AMP Terms of Reference

For the detailed AMP terms of reference, please refer to CSC Resolution 695.

3.2.5 AMP Web Page

www.iata.org/workgroups/amp



3.3 Cargo Business Processes Panel (CBPP)

3.3.1 What it does

The Cargo Business Processes Panel (CBPP) was established to develop and maintain standards for the procedures, documentation and flow of information relating to the air cargo business.

The primary objectives of the CBPP include:

- Develop, maintain and disseminate the technical standard for the air waybill established in Resolution 600a;
- Develop, maintain and disseminate the procedures for the correct completion of the air waybill;
- Provide guidance in the development of examples of the correct completion of the air waybill;
- Develop, maintain and disseminate the standards and recommended practices for Shipment Record;
- Develop, maintain and disseminate the standards for cargo labels;
- Develop, maintain and disseminate standards for the application of automatic identification technology (including bar coding, RFID, etc.);
- Develop, maintain and disseminate the technical and procedural standards for electronic data interchange (EDI);
- Develop, maintain and disseminate standards for other documents, procedures and processes supporting the air cargo business;
- Provide guidance and assistance to non-airline participants in the air cargo business such that appropriate IATA standards are developed and implemented wherever needed;
- Provide support and guidelines for implementation of CSC standards;
- Review and adopt amendments to Resolutions and Recommended Practices to which it has been delegated authority under Resolution 601.

3.3.2 How it works

Issues for consideration by the CBPP are to be submitted to the CBPP Secretary. These issues are to be discussed by Panel Members through an exchange of messages or conference calls or by convocation of a meeting and all reasonable attempts are made to resolve such issues.

Issues resolved by the CBPP, either through an exchange of messages, conference calls or a meeting, which results in an amendment to a Resolution or Recommended Practice under its authority, requires a Notice of Amendment to be issued as per Resolution 601. The Notice of Amendment is circulated to all CSC Members advising of the amendments agreed by the



CBPP. CSC Members have 45 days from the date of issue of the Notice of Amendment to submit a protest to the amendments.

If no protests are received, the amendments are declared adopted. The adopted amendments are circulated to all Members under a Memorandum titled “Finally Adopted Resolutions and Recommended Practices” for filing with their respective governments or authorities as required for approval. Once the necessary government approvals have been received the adopted amendments are declared effective. The Resolutions and Recommended Practices will then be revised in the next edition of the Cargo Services Conference Resolutions Manual.

3.3.3 CBPP Membership

The CBPP consists of not more than 12 members appointed by the CSC, each being an expert in the cargo procedures and/or automation field and each serving on the Panel for a period of four years. Alternates are not permitted since the members are elected for their individual expertise. In order to maintain continuity, one fourth of the membership is elected at each meeting of the CSC, based on written nominations submitted in advance of the meeting.

3.3.4 CBPP Meetings

Face-to-face meetings are held only when absolutely necessary. Tasks are completed by teleconferences or exchange of messages as much as possible.

3.3.5 CBPP Terms of Reference

For the detailed CBPP terms of reference, please refer to CSC Resolution 602.

3.3.6 CBPP Web Page

www.iata.org/workgroups/cbpp



3.4 Cargo Data Interchange Task Force (CDITF)

3.4.1 What it does

The Cargo Data Interchange Task Force (CDITF) is a task force of the Cargo Services Conference, which reports to the Cargo Business Processes Panel (CBPP). Under the direction of the CBPP the CDITF is required to maintain the technical content and structure of Electronic Data Interchange (EDI) message standards for the exchange of cargo information between IATA/ATA Member airlines and between airlines and other air cargo industry partners.

The primary objectives of the CDITF include:

- review and agree technical details of proposals to amend the Cargo-IMP and Cargo-FACT EDI message standards, as specified in Resolution 671 and Recommended Practice 1673 respectively, and as referred to it by the CBPP;
- submit changes to the United Nations if these changes to the Cargo-FACT messages impact the UN/EDIFACT standard;
- pass changes affecting communication standards to the Information Management Committee (IMC) Secretariat for action.

CDITF is responsible for the content of both the Cargo-IMP and Cargo-FACT Manuals.

3.4.2 CDITF Membership

The CDITF consists of not more than 12 members nominated by the CSC and appointed by the CBPP, each being an expert in the Cargo EDI message structure and handling. Alternates are not permitted since the members are elected for their individual expertise.

3.4.3 CDITF Meetings

Face-to-face meetings are held only when absolutely necessary. Tasks are completed by teleconferences or exchange of messages as much as possible.

3.4.4 CDITF Web Page

www.iata.org/workgroups/cditf



3.5 Dangerous Goods Board (DGB)

3.5.1 What it does

The Dangerous Goods Board (DGB) was established to review and determine standards and procedures necessary for the safe carriage of dangerous goods by air, and to promote the worldwide recognition, adoption of and adherence to those standards and procedures.

The primary objectives of the DGB include:

- Participating in the development of recommendations for amendments to the ICAO Technical Instructions Document and ensuring their implementation into the Dangerous Goods Regulations (DGR);
- Providing for a forum allowing member airlines to exchange and develop information specific to the transport of dangerous goods contained in company material (COMAT);
- Implementing a strategy for effective dangerous goods training standards worldwide for operators, ground handling agents (GHA) and freight forwarders;
- Promoting an open dialogue with civil aviation authorities and the shipping industry throughout the world to ensure safe and compliant operations;
- Developing checklists and other tools to be used in establishing "proof of compliance" checks for dangerous goods safety standards.

3.5.2 DGB Membership

The DGB consists of not more than 12 members appointed by the CSC, each being an expert in the dangerous goods field, and each serving on the Board for a period of four years. Alternates are not permitted since the members are elected for their individual expertise. In order to maintain continuity, one fourth of the membership is elected at each meeting of the CSC, based on written nominations submitted in advance of the meeting.

3.5.3 DGB Meetings

The Board meets twice a year and meetings are usually scheduled prior to ICAO Working Group or Panel Meetings.

3.5.4 DGB Terms of Reference

For the detailed DGB terms of reference, please refer to CSC Resolution 619.

3.5.5 DGB Web Page

www.iata.org/workgroups/dgb



3.6 Dangerous Goods Training Task Force (DGTTF)

3.6.1 What it does

The Dangerous Goods Training Task Force (DGTTF) is a task force of the Cargo Services Conference, which reports to the Dangerous Goods Board (DGB). The DGTTF was established to review, amend and update the IATA Dangerous Goods Training Programmes and keep them current and fully aligned with the IATA Dangerous Goods Regulations.

The primary objectives of the DGTTF include:

- ↗ Review all matters pertaining to dangerous goods training standards;
- ↗ Develop and issue educational and training material and any supporting services as required;
- ↗ Enhance safety and facilitate compliance with provision of the IATA Dangerous Goods Regulations by all categories of staff involved in the transport of dangerous goods by air as defined by the regulations;
- ↗ Maintain the technical content of the IATA Guidelines for Instructors of Dangerous Goods Courses and other training aids to assist instructors in the development and implementation of professional training standards;
- ↗ Evaluate dangerous goods training programmes submitted by member airlines and GHA, in accordance with defined protocols, to ensure that established training standards are met;
- ↗ Review and update qualification standards for instructors conducting dangerous goods training as set out in the IATA Guidelines for Instructors of Dangerous Goods Courses.

3.6.2 DGTTF Membership

The DGTTF consists of not more than 12 members nominated by the CSC and appointed by the DGB, each being an expert in the dangerous goods training field. Alternates are not permitted since the members are elected for their individual expertise.

3.6.3 DGTTF Meetings

The Task Force usually meets once a year and meetings are usually scheduled after the DGB meetings.

3.6.4 DGTTF Web Page

<http://www.iata.org/workgroups/dgttf.htm>



3.7 Live Animals and Perishables Board (LAPB)

3.7.1 What it does

The Live Animals and Perishables Board (LAPB) was established to evolve criteria applicable to the acceptance, handling, and loading of live animals and perishables in air transportation as outlined in the IATA Live Animals Regulations (LAR) and IATA Perishable Cargo Regulations (PCR).

The primary objectives of the LAPB include:

- ↗ Adoption of regulations for the acceptance, handling and loading of live animals in air transport;
- ↗ Consider all proposals made from IATA Members, Convention on International Trade in Endangered Species (CITES), Office International des Épizooties (OIE), European Union (EU) and national legislative authorities; and other interested parties;
- ↗ Promotion of public awareness and government acceptance of the LAR and PCR;
- ↗ Providing for an open forum for Member airlines to exchange and develop information specific to the transport of live animals and perishables.
- ↗ Develop and issue educational and training material, as required, to enhance full compliance with the detailed provisions of the LAR and PCR by packaging and equipment manufacturers, shippers, IATA Cargo Agents, forwarders, handling and airline staff;

3.7.2 LAPB Membership

The LAPB consists of not more than 12 members appointed by the CSC, each being an expert in the live animals and/or perishables, and each serving on the Board for a period of four years. Alternates are not permitted since the members are elected for their individual expertise. In order to maintain continuity, one fourth of the membership is elected at each meeting of the CSC, based on written nominations submitted in advance of the meeting.

3.7.3 LAPB Meetings

The Board usually meets twice a year.

3.7.4 LAPB Terms of Reference

For the detailed LAPB terms of reference, please refer to CSC Resolution 621.

3.7.5 LAPB Web Page

www.iata.org/workgroups/lapb



3.8 Time and Temperature Task Force (TTTF)

3.8.1 What it does

The Time and Temperature Task Force (TTTF) was established to develop and maintain standards for the procedures, documentation, cargo handling, packaging and acceptance of goods from the health care sector in order to facilitate, improve or maintain the logistics thereof. It acts as the liaison with all stakeholders from the health care industry or their intermediaries.

The primary objectives of the TTTF include:

- ↗ Establish and maintain by means of a documented process a time and temperature quality management system;
- ↗ Liaise with all stakeholders from the health care industry or their intermediaries in order to establish common standards that work in both industries;
- ↗ Produce, develop and implement guidance material in order to maintain drug quality and efficacy when moving time and temperature sensitive materials through the logistics chain;
- ↗ Act as the coordinating body between IATA and the health care industry, for the health care logistics forum during the IATA World Cargo Symposium;
- ↗ Promote its activities with industry associations and shippers;
- ↗ Lobby government agencies, international governmental organizations, stakeholders involved in supply chain logistics, carriers, shippers and their intermediaries towards the recognition and adoption of these standards.

3.8.2 TTTF Membership

The TTTF consists of not more than 12 members nominated by the CSC and appointed by the LAPB, each being an expert in time and temperature sensitive cargo. Alternates are not permitted since the members are elected for their individual expertise.

3.8.3 TTTF Meetings

The Task Force usually meets twice a year.

3.8.4 TTTF Web Page

www.iata.org/workgroups/ttf



3.9 ULD Panel (ULDP)

3.9.1 What it does

The ULD Panel (ULDP) was established to develop and maintain guidelines and recommendations concerning the specifications, handling, restraint, and maintenance of ULDs.

The primary objectives of the ULDP include:

- Develop, maintain and disseminate specifications and other technical material relating to the construction and maintenance of ULDs;
- Develop, maintain and disseminate recommendations and guidelines relating to the handling and restraint of ULDs;
- Ensure commonality and interlineability of ULD equipment;
- Monitor the developments in aircraft containerization requirements;
- Monitor the technological advancements in materials and design specifications for the manufacture and certification of ULD equipment;
- Liaise with other industry groups such as the Society of Automotive Engineers (SAE), US Federal Aviation Authority (FAA) and other external organisations, to provide guidance and assistance such that appropriate IATA standards are developed and implemented wherever needed.

3.9.2 ULDP Membership

The ULDP consists of not more than 12 members appointed by the CSC, each being an expert in aircraft restraint systems or the construction and handling of ULDs, and each serving on the Panel for a period of four years. Alternates are not permitted since the members are elected for their individual expertise. In order to maintain continuity, one fourth of the membership is elected at each meeting of the Conference, based on written nominations submitted in advance of the meeting.

3.9.3 ULDP Meetings

The ULDP usually meets twice a year, in conjunction with the SAE or ISO meetings.

3.9.4 ULDP Terms of Reference

For the detailed ULDP terms of reference, please refer to CSC Resolution 681.

3.9.5 ULDP Web Page

www.iata.org/workgroups/uldp



Section 4

CAC SUBGROUPS



4.1 CASS Policy Group (CPG)

4.1.1 What it does

The CASS Policy Group is responsible for providing policy direction and advice to IATA on CASS matters, relating to its functional management and operation.

The CPG provides a consultative forum for CASS between IATA and Member airlines. It formulates a global representation policy, develops a CASS country development plan, the CASS cost sharing formula and CASS pricing policy etc.

4.1.2 Membership

The CPG consists of not more than 12 members appointed by the Cargo Committee (CC) based on written nominations submitted, for a period of two years. If a member misses two consecutive meetings of the CPG, his position on the Group is terminated.

4.1.3 Meetings

The CPG normally meets twice in a year.

4.1.4 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolution 851.



4.2 Settlement & Remittance Committee

4.2.1 What it does

The Settlement & Remittance committee decides credit terms and frequency of payments to be received from accredited cargo agents/intermediaries.

4.2.2 Membership

Its members are accredited representatives of Member airlines.

4.2.3 Meetings

It meets once a year concurrently with meetings of the Cargo Agency Conference, if required. When a decision is needed between conferences the Settlement and Remittance Committee may reach decisions by means of a mail vote.

4.2.4 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolutions 803, 805zz and 815.



4.3 IATA Cargo Advisory Panel (ICAP)

4.3.1 What it does

An IATA Cargo Advisory Panel makes recommendations to the Cargo Agency Conference for establishment of local criteria pertaining to financial standing, personnel qualification, premises and equipment for registration and retention of Agents in a country.

4.3.2 Membership

It consists of not more than nine representatives of appropriate seniority from sales organization of Member airlines having a presence in that country. These representatives, each with expertise in the areas of cargo handling, sales and financial control, are selected by the Agency Administrator from the nominations received.

4.3.3 Meetings

An ICAP meets when necessary.

4.3.4 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolution 801.



4.4 Air Cargo Programme Joint Councils

4.4.1 What it does

IATA has established Air Cargo Programmes in certain areas/countries. These Air Cargo Programmes are collaborative in nature with airlines and cargo agents (referred to as intermediaries) as equal partners. They are managed by Joint Councils.

A Joint Council is responsible for developing, managing and marketing an Air Cargo Programme. It determines the objective criteria pertaining to financial standing, standards of staff competence, experience and knowledge of air cargo products, suitability of premises, suitability of cargo handling & processing equipment and products and services, for registration of intermediaries in the area/country concerned.

4.4.2 Membership

The Joint Council has equal representation from airlines and intermediaries as outlined in the applicable Resolution. The Agency Administrator serves on the Joint Council as an adviser and a non-voting Member and also acts as the Secretary of the concerned Air Cargo Programme.

4.4.3 Meetings

A Joint Council meets at least twice a year.

4.4.4 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolutions 803, 805zz and 815.



4.5 Local Customer Advisory Group (LCAGC)

4.5.1 What it does

A Local Customer Advisory Group is established by the Cargo Agency Conference wherever a CASS is in operation. Each LCAGC provides advice to IATA CASS Management on customer service issues and in particular, on establishing and addressing local needs. The LCAGC may provide advice on matters concerning the local operation of CASS and on the establishment of local CASS business requirements and enhancements, especially where differences from worldwide policy and standards are sought. They may also guide the local CASS Manager on market place activities, development opportunities and other local/area needs.

4.5.2 Membership

The LCAGC consists of not more than 10 persons elected by all participating airlines in a CASS from the nominations received from participating airlines. The LCAGC members and their alternates are elected for a two-year term, and ideally, they are suitably qualified representatives of the participating airlines at a senior level. They provide expertise in different fields of CASS activity.

4.5.3 Meetings

The frequency of LCAGC meetings is determined by the local CASS Manager in consultation with CPG or the LCAGC.

4.5.4 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolutions 851 and 853.



4.6 Economic Watch Panel

4.6.1 What it does

A permanent Economic Watch Panel is established in certain countries. This Panel, in consultation with the recognised national agents' association, determines the economic and financial indicators and the degree of variation of these indicators which would require a reappraisal of the existing reporting/remitting frequencies and/or the remittance date applicable in the country concerned.

4.6.2 Membership

An Economic Watch Panel consists of Member airlines' financial and commercial experts including a representative of the national carrier(s) and it meets as and when necessary.

4.6.3 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolution 801r.



4.7 Cargo General Assembly/Cargo Executive Council

4.7.1 What it does

A Cargo General Assembly or a Cargo Executive Council is established in certain areas. Their function is somewhat similar to that of an ICAP mentioned above.

4.7.2 Meetings

The Cargo General Assembly/Cargo Executive Council meets at least once a year.

4.7.3 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolutions 809 and 813.



4.8 Agents Liaison Working Group (ALWG)

4.8.1 What it does

An Agents Liaison Working Group is established by the Cargo Agency Conference wherever a CASS is in operation.

The ALWG ensures that the national association(s) of cargo agents is fully consulted by the local CASS Management on the operation of CASS-Export and CASS-Import, on matters concerning enhancements or modifications to the system, affecting agents' interests. These consultations need to attract a broad consensus from agents' association(s) prior to the implementation of any such enhancements or modifications to CASS.

4.8.2 Terms of Reference

For the detailed terms of reference, please refer to CAC Resolution 851f.



Section 5

JOINT CSC/CAC SUBGROUPS



5.1 Cargo Procedures Conferences Management Group (CPCMG)

5.1.1 What it does

The Cargo Procedures Conferences Management Group (CPCMG) was established to provide support and guidance in relation to the strategies determined by the CSC and CAC.

The primary objectives of the CPCMG include:

- Monitor industry developments and Cargo Committee priority issues and develop relevant industry solutions in response;
- Prioritise, assign and monitor the activities of the various standing Conference sub groups;
- Formulate cargo industry policies.

5.1.2 CPCMG Membership

The CPCMG consists of not more than 12 members: 5 members from the CSC Accredited Representatives, 5 from the CAC Accredited Representatives (each serving for a period of four years), and the respective CSC and CAC Chairmen. Alternates are not permitted since the members are elected for their individual expertise.

5.1.3 CPCMG Meetings

The CPCMG usually has two face-to-face meetings in a year, in addition to the several teleconferences during the year.

5.1.4 CPCMG Terms of Reference

For the detailed CPCMG terms of reference, please refer to CSC Resolution 608.

5.1.5 CPCMG Web Page

www.iata.org/workgroups/cpcmg



5.2 IATA/FIATA Consultative Council (IFCC)

5.2.1 What it does

The IATA/FIATA Consultative Council (IFCC) was constituted to initiate, consider and make recommendations to the Cargo Agency and Services Conferences on issues affecting the Carrier/Agent relationship. It may also provide general policy guidance to the Joint IATA/FIATA Cargo Agents Training Programmes.

The IFCC reviews all proposals, including those submitted by mail vote, made to the CAC to introduce new, or to amend existing, provisions of the Cargo Agency Rules.

The IFCC's actions are expressed as recommendations. The Cargo Procedures Conferences are under no obligation to act in accordance with such recommendations and should the Conference disagree with the IFCC recommendations, further consultation with the IFCC may be sought before final action is taken.

5.2.2 IFCC Membership

The IFCC is composed of 6 IATA Members (3 persons from the CAC and 3 persons from the CSC), and 6 FIATA Members. IATA Members are appointed by the appropriate Cargo Procedures Conferences for a 2-year term and are elected from persons of highest competence and experience occupying positions dealing with matters affecting the Carrier/Agent relationship. Alternates are not permitted since the members are elected for their individual expertise.

5.2.3 IFCC Meetings

The IFCC usually has two meetings in a year.

5.2.4 IFCC Terms of Reference

For the detailed IFCC terms of reference, please refer to CAC Resolution 801c.

5.2.5 IFCC Web Page

www.iata.org/workgroups/ifcc



5.3 IATA/FIATA Customs Working Group (IFCWG)

5.3.1 What it does

The IATA/FIATA Customs Working Group (IFCWG) was established to provide procedural and operational responses on behalf of the air cargo industry to changes in customs provisions. The IFCWG reports to both the IFCC and the CPCMG.

The primary objectives of the IFCWG include:

- ↗ Identify and understand Customs requirements that concern Carriers and Agents and affect the Carrier/Agent relationship;
- ↗ Lobby on behalf of the Cargo Industry against Customs proposals which are impractical or unreasonable;
- ↗ Identify necessary changes in procedures and/or standards to comply with these requirements;
- ↗ Representative(s), accompanied by IATA Legal, to meet with appropriate Customs authorities for consultation when necessary;
- ↗ Produce procedures and policy recommendations for further action by the CPCMG and / or IFCC.

5.3.2 IFCWG Membership

The IFCWG consists of not more than 12 members, nominated by the CSC and appointed by the CPCMG and each being experienced and knowledgeable in the physical handling of cargo and compilation of information required by Customs. Alternates are not permitted since the members are elected for their individual expertise.

5.3.3 IFCWG Meetings

Face-to-face meetings are held only when absolutely necessary. Tasks are completed by teleconferences or exchange of messages as much as possible.

5.3.4 IFCWG Web Page

www.iata.org/workgroups/ifcwg



- Thank you -

For any comments or suggestions,
please write to us at
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