



**15<sup>th</sup> IATA AIRMAIL PANEL MEETING  
8 March 2010  
Vancouver**

**Report**

### **Opening of the meeting and adoption of the agenda**

Mr. Mark Gilbert of American Airlines, the AMP Chairman, opened the meeting and welcomed the participants to Vancouver.

The participants introduced themselves around the table.

The attendance record for the meeting is included as **Attachment A**.

### **Item 1 - Anti-trust directive**

As usual, the Airmail Panel was briefed on anti-trust considerations. Michael Gill of IATA legal advised the group to be mindful of the Competition Law Guidelines For Passenger And Cargo Tariff, Agency And Service Conference Meetings that had been included in the agenda. The AMP was reminded that there could be no discussion of conditions of service or prices.

The Panel noted the anti-trust directive and members undertook to conduct proceedings accordingly.

### **Item 2 - AMP Membership**

The Panel had been provided with the latest membership list.

Apologies for AMP/15 had been received from:

- Dan Conrad (5X)
- Bob Uttmark (UA)
- Stephane Bocquet (AF)
- Abu Huda (CO)

It was noted that Dan Conrad of UPS had not made a meeting since being appointed to the AMP nor had a UPS representative attend as an observer in his place. The Chairman indicated that he would contact the UPS member to either provide assurance that they are still interested in fulfilling their AMP duties or to step down.

Action: AMP Chairman to contact the UPS member concerning his membership.
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The existing AMP membership and their terms of office as of March 2010 are included as **Attachment B**.

It was noted that official membership didn't actually "kick in" until the CSC took place on Wednesday, 10 March 2010. Mark Gilbert, the AMP Chairman, is one of the members reappointed. As a point of order it was agreed that an email vote should be conducted to elect the Chairman of the AMP. Mark indicated that he was certainly interested in continuing his duties but an official vote would also allow for anyone else to put their name forward.

Action: IATA Secretariat to conduct an e-mail vote for the Chairmanship of the AMP.
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### **Item 3 - AMP Scorecard**

The Secretary had provided the Panel with an updated AMP Scorecard.

This was reviewed and the group engaged in discussion with the following points being raised:

- Year on the scorecard needed to be changed from 2009 to 2010
- PAWB item should be graduated from “development” to “implementation”
- The 2010 objectives should include booking and paper free
- Space is reserved but it is not certain what volume will actually be handed over, e.g. USA, China
- Booking windows may vary by carrier
- Involvement with FoMBA and their paperless initiative should be highlighted
- Other industry initiatives were cited as potential benchmarks, e.g. KAHALA

Action: IATA Secretariat to update the scorecard as appropriate.

The scorecard was duly noted.

#### **Item 4 - Approval of AMP/14 Report & follow up on AMP/14 Actions**

The report of the 14<sup>th</sup> Airmail Panel meeting as circulated to the members was reviewed.

The only outstanding action was for IATA legal to review the Canada Post tender and provide guidance concerning postal operator responsibility. However, no carrier provided the Canada Post tender to IATA legal. Also, further discussion regarding tenders indicated:

- Other Posts are issuing tenders now in the EU and Canada, similar to the USPS but the text is not standardized and very lengthy with multiple pages
- This tender issue needs to be raised with the UPU

It was pointed out that some issues are ongoing and require “reminding” action, for example:

- IATA still needs to continue the follow up with the UPU concerning the remedy solution for bad debts
- The Posts still need to scrutinize the mail for any dangerous goods items outside the allowable limits

Action: IATA to raise the issue regarding non-standard tenders, bad debts and dangerous goods with the UPU Contact Committee

With regard to dangerous goods, the procedures in the Airport Handling Manual needed to be double-checked to ensure that they are appropriate, e.g. is a Shipper’s Declaration needed, are lithium batteries allowed?

Action: Secretary to confirm with IATA DG expert and to develop appropriate AHM amendments, if necessary, in cooperation with the Chairman

All the other actions had been taken.

The report of the 14<sup>th</sup> Airmail Panel meeting as circulated to the members was approved.

#### **Item 5 - Postal Air Waybill Number Guidelines**

The latest refined version 5 (marked) of the PAWB Guidelines had been provided to both the AMP and the UPU. It reflects the outcome of both face-to-face discussions and e-mail exchanges between the airlines and the posts. In particular, the IPC FoMBA forum has been a main source of contributions.

The AMP reviewed the refinements that had been pointed out in the agenda item. This review resulted in some further amendments to the Guidelines including:

- Under Potential Simplified Procedures it was clarified that the airline accepting the mail from the Post assumes the responsibility for the logistics of the transportation, not necessarily all the transportation itself.
- Under the PAWB business process description mention of the paper delivery bills was removed and the assignment of the PAWB number was incorporated into the process following the physical hand over of the mail and not before. It was also noted that scanning of a nested unit, rather than the receptacle itself could take place.
- Under the “To Be” business processes changes were made to maintain alignment with the PAWB process.

It was deemed appropriate to produce a version 0.6 reflecting these changes, circulate it to the AMP with the report for agreement. Once agreed this would progress to Version 1.0 that could be used for the next phase – proof of concept exercises.

Action: Secretary to circulate a refined Version 0.6 of the Guidelines and the AMP members to provide their agreement within a time frame to be specified upon circulation.

#### **Item 6 - Review of Agenda and Preparation for IATA/UPU Contact Committee**

Action: IATA to continue to follow up with the UPU concerning the remedy solution for bad debts.

#### Model Framework for a Service Agreement

The AMP was aware that the UPU had been provided with suggestions for amendments to the Framework in January. At the time of the AMP/15 meeting no feedback had been received from the UPU regarding those suggestions.

The AMP reviewed the marked-up version that had been provided to the UPU and a few further proposed amendments were agreed:

Under Article 24 Liability indemnification for the Carrier was expanded to also include its subcontractors and agents. Also the sub paragraph 24.3.5 was amended to simply state “injury or death of or damage to or loss of property owned by other persons”

Action: IATA to share the AMP/15 suggestions with the UPU at the WCS IATA-UPU workshop.

A marked-up version of the draft is included as a separate document with this report.

#### Receptacle Label

The IPC had a working group that was developing proposals for changes to the label and had produced a useful presentation regarding receptacle label standardization. This had been shared with the AMP and the Chairman led the group through a highlighted review.

The key changes were:

- Bar code was moved away from the lower edge of the label
- Airport code was moved to the lower right corner.

With the bar code more centralized there was less risk for damage rendering it unreadable. In the lower right corner, the airport code could easily be over-labeled, if needed.

The Chairman expressed his appreciation at a job well done by the working group and advised the AMP that we should continue to support such efforts.

#### AHM Mail Handling Procedures

The AHM that was released effective January 2010 contains substantial changes. The Secretary reminded the group that one of its roles is to ensure that the mail handling procedures are kept up to date and remain relevant. Members were requested to maintain an ongoing awareness and to identify any necessary amendments to be shared with the UPU and subsequent submission to the Airport Services Committee as appropriate.

#### **Item 7 - IPC & "Future of Mail by Air" Project**

As indicated under Item 5 the PAWB draft guidelines had been refined into Version 0.5 largely as a result of the feedback obtained through the FoMBA working group at its meeting in February.

Action: Secretariat to provide the FoMBA report of the February meeting to the AMP when obtained from the IPC.
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#### Mail Label Data

One of the actions from the meeting was for the AMP to investigate and possibly establish a standard for the exchange of mail label data in the airport environment between airlines and ground handlers.

A CIMP Mail Label Data (MLD) message was developed many years ago for the similar purpose of relaying mail label data from ground handlers to airlines. It is being used but not widely. However, it was suggested that it does not contain enough data to be completely adequate for an airline to generate an appropriate RESDIT for the Post.

The AMP had been provided an e-mail exchange from a supplier that contained suggested amendments to the Cargo Interchange Message Procedures (CIMP) Mail Label Data (MLD) message that may make it more usable.

Action: Secretariat to draft an enhanced MLD for the AMP to consider as the standard for mail label data exchange between airlines and ground handlers.
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#### Mail Reporting Device (MRD)

A member suggested that the AHM mail handling procedures should include specific reported of the MRD. Another member thought that the AHM already covered this but the Chairman was not convinced.

Action: Secretary and Chairman to review the AHM content and to include specific mention of the MRD as appropriate
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Members continue to support the IPC FoMBA project and firmly believe in the spirit of its vision.

## **Item 8 – World Cargo Symposium 2010**

### a. Status on 2009 commitments

The AMP had been informed that mail had done well against its commitments:

- The PAWB Guidelines are in the final refinement phase
- There are now 55 M39 active post-airlines – up from 6 a year ago
- As a result more Posts are receiving receptacle level or unitized level tracking through EDI message exchange

### b. Mail Track Program

The Mail Track Program had been circulated previously along with the roadmap for the event. The AMP was reminded that their support for the track was extremely important if we want to remain in the big picture in the future.

## **Item 9 – Any Other Business**

### EU Regulation 300

There was some discussion about the requirement to screen the mail:

- Some countries do not allow such screening due to privacy laws.
- It seemed clear to the airlines based in the EU that mail would absolutely have to be screened before uplift.
- National requirements needed to be considered – both origin countries and other countries through which the mail would be moved.

Action: IATA would obtain the latest version of the Regulation and provide it to the AMP members and raise this issue with the UPU
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No date for AMP/16 was set at this time. It was noted that there would be meetings at the UPU in Bern during April, e.g. Contact Committee and EDI Group, but that would be too soon for another official AMP meeting. Members were encouraged to participate in the Bern meetings.

### **Adjournment of the Meeting**

With no other business raised, the Chairman thanked the attendees for their participation and adjourned the meeting.

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**Attachment A**

**IATA  
Attendance Record  
Airmail Panel  
15<sup>th</sup> Meeting  
March 8, 2010  
Vancouver**

<b>Company</b>	<b>Person</b>	<b>e-mail address</b>
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Secretariat		
IATA	Bill Acheson	achesonb@iata.org
IATA	Michael Gill	gillm@iata.org

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**Attachment B**

The AMP membership as of March 2010 is as follows:

No.	Member	Term of Office			
1	Mark Gilbert (AA)	2010	2011	2012	2013
2	David Thompson (QF)	2010	2011	2012	2013
3	Abu Huda (CO)	2010	2011	2012	2013
4	Stephane Bocquet (AF)	2010	2011	2012	
5	Bob Uttmark (UA)	2010	2011	2012	
6	Ron D. Stevens (FX)	2010	2011	2012	
7	Dan Conrad (5X)	2010	2011		
8	Martina Goergen (LH)	2010	2011		
9	Kiminori Seto (JL)	2010	2011		
10	Barbara Johnston (AC)	2010			
11	Christian Kleiner (OS)	2010			
12	Michael Thomasen (SK)	2010			