



IATA POSTAL ACCOUNT SETTLEMENT SYSTEM (PASS) WORKING GROUP

TERMS OF REFERENCE

1. Objectives

- 1.1. IATA shall establish an advisory working group, namely the IATA Postal Account Settlement System Working Group (the “**Working Group**”), that will provide advice and guidance on a new global platform that will facilitate billing and settlement activities between airlines and postal operators (the “**Pass Initiative**”).
- 1.2. The Working Group is established by the IATA Director of Products in the Airport, Passenger, Cargo, and Security division and the IATA Director of FDS Operations in the Financial and Distribution Services division (collectively, the “**IATA Directors**”) as an industry advisory group.
- 1.3. The Working Group is to:
 - (i) advise and provide guidance on the development of a global platform for billing and settlement of accounts between airlines and the postal operators with respect to the data format, means of data submission, frequency of submission, invoice layout, processing requirement, billing and settlement policy and a common reporting schedule and Service Level Agreement (SLA) by means of a documented process; and
 - (ii) advise and provide guidance on methods to improve data quality control and avoid duplicate invoices.

2. Composition

- 2.1 The Working Group members (the “**Members**”) will be selected from those stakeholders who volunteer to participate.
- 2.2 The Working Group will consist of not more than 30 Members with relevant knowledge and expertise in the Air Mail industry.
- 2.3 The Working Group will ideally include Members from the following stakeholders:
 - (i) Airlines
 - (ii) Postal Operators
 - (iii) International Post Cooperation (IPC)
 - (iv) Universal Postal Union (UPU)
 - (v) System provider(s)



- 2.4 The membership of the Working Group will reflect, as much as possible, a diverse geographical representation.
- 2.5 The Working Group may invite industry experts as observers at the meetings from time to time, following approval of the IATA Directors.
- 2.6 IATA member airlines, IATA strategic partners and other industry stakeholders may attend the Working Group meetings as observers from time to time, following approval of the IATA Directors.

3. Rules and Procedures

- 3.1 Meetings of the Working Group may be conducted by face-to-face meeting or teleconferences. The face-to-face meetings will be held, when possible, in combination with other industry meetings, user groups or events.
- 3.2 The Working Group is consultative in nature and will limit its activities to providing advice and guidance related to the PASS Initiative. Notwithstanding any advice or guidance provided by the Working Group, IATA shall make all final decisions in its sole discretion regarding the PASS Initiative.
- 3.3 All meetings will be conducted in accordance with IATA's Competition Law Guidelines.
- 3.4 The IATA Directors, acting jointly, may amend these Terms of Reference to ensure the relevance of this document and the Working Group objectives.
- 3.5 Any Member wishing to withdraw its participation is requested to notify the IATA secretary in writing.

4. Roles and Responsibilities

- 4.1 Each company-Member will appoint a dedicated person, who has the required (relevant) knowledge, as its representative.
- 4.2 Members will provide the business context associated with their recommendations in order to assist other Members and the IATA's representatives in their understanding of such recommendations.
- 4.3 IATA will hold the positions of chair and secretary for the Working Group. The chair and secretary will support and facilitate the Working Group meetings.

5. Deliverables

- 5.1 The primary objectives of the Working Group are to provide recommendations on the following areas related to the PASS Initiative:



- (i) Scope of data elements to be provided and data source(s)
- (ii) Format as well as input and output file layout
- (iii) Invoice layout
- (iv) Data quality control
- (v) Data submission methods and connectivity capability
- (vi) Frequency of data submission
- (vii) Billing and Settlement policy
- (viii) Service Level Agreement (SLA)
- (ix) Review and update of the established recommendations, when appropriate

6. Reporting

6.1 Reports of the Working Group meetings, including recommendations, will be made available to all Members.

6.2 IATA will provide a site for the Members to share information such as minutes, specifications and supporting materials.

7. Confidentiality and Intellectual Property

7.1 IATA will establish the terms and conditions for use and distribution of the standards, reports and other work-product deliverables (the “Deliverables”), with the underlying objective of encouraging the collaborative creation and adoption of Deliverables by the industry and consistently increasing efficiency for industry players. Members will be eligible to use or distribute a Deliverable only in accordance with such terms and conditions as established by IATA in each case.

7.2 Whatever a Member or Member representative sees or hears in a Working Group is confidential unless and until IATA makes it public.

7.3 IATA owns any new invention or material which is developed entirely in the context of the Working Group, including as part of a Deliverable (“New IP”).

7.4 By contributing its pre-existing intellectual property (“Member’s IP”) to a Working Group, a Member gives IATA the right to use the Member’s IP in a Deliverable. The Member remains the owner of its Member’s IP.

7.5 If the Member does not wish to permit the inclusion and use in a Deliverable of a particular item of Member’s IP, the Member should not contribute it. In special circumstances where an item of Member’s IP is particularly relevant to the Working Group, the Member may disclose the Member’s IP in question and simultaneously prohibit the Working Group from using same, but must clearly state this restriction prior to providing such Member’s IP to the Working Group.



7.6 If, to the best knowledge of the Member's representative at the Working Group, the Member or a third-party owns intellectual property that could prevent the use and adoption of a Deliverable, this must be disclosed to the Working Group.

7.7 No Member may rely on any relevant intellectual property rights it may own to hinder use and adoption of a Deliverable.

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