

# **(Cargo) Messaging Working Group (CMWG)**

## **Terms of Reference**

### **1. Objectives**

- 1.1. The Cargo Messaging Working Group is established as a Cargo Operations and Technology Board (COTB) subgroup. The scope and deliverables of the tasks assigned to the Working Group shall be endorsed by the COTB.
- 1.2. The objectives of this Working Group are to provide recommendations to the Cargo Operations and Technology Board (COTB) on messaging requirements for transportation and cargo messages.
  - 1.2.1. This includes the development of the XML messages will be based as much as possible on existing messages (e.g. CIMP).
- 1.3. To facilitate electronic data exchange between the stakeholders of the Supply Chain the Working Group will have the task to:
  - 1.3.1. Recommend and validate the business data requirements of the standard XML messages;
  - 1.3.2. Ensure as much as possible that the business data satisfies multi-modal requirements;
  - 1.3.3. Describe commonly associated terms, definitions and codes.
- 1.4. The Working Group shall provide recommendations on the maintenance of the standards.

**Note:** As part of the analysis the Working Group will have to make recommendation on the possibility to have one XML message covering more than one message.

### **2. Composition**

- 2.1. The Working Group shall consist of not more than 20 members, each being familiar with electronic messaging or messaging business processes.
- 2.2. The COTB shall appoint the members of the Working Group based upon nominations received from the Cargo Services Conference (for IATA Member airlines), Industry Trade Associations, and individual organizations falling under the categories set forth in this section and based upon an ideal composition of:
  - No less than two Shippers,
  - No less than two Freight Forwarders,
  - No less than two Carriers,
  - No less than two Ground Handling Agents,
  - No less than two Customs Brokers,

- International or National Organizations
- 2.3. Membership of the Working Group shall reflect as much as possible a fair geographical representation.
  - 2.4. The Working Group may invite the participation of experts (e.g. Legal, Security) at the meetings from time to time.
  - 2.5. Strategic Partnership Program members in the designated area of activity, may join the Working Group as observers.
  - 2.6. The COTB shall review, from time to time, the membership and term of office of the Working Group to ensure its suitability for the assigned task(s).
  - 2.7. When appropriate, the Working Group shall invite the participation of other IATA industry groups, industry experts, and regulators (for consultation purposes) at the meetings from time to time.
  - 2.8. Observers from IATA Members and industry stakeholders may attend the Working Group meetings upon concurrence of the Working Group Chairman and Secretary.

### **3. Rules and Procedures**

- 3.1. Meetings of the Working Group shall be conducted by regular teleconferences or, when required, face-to-face meetings may be organized with the approval of the COTB.
- 3.2. The Working Group shall limit its activity to providing recommendations to the COTB on the assigned tasks and relevant IATA Industry Standards and Recommended Practices. Importantly, the Working Group will not vote on any IATA Industry Standards or Recommended Practices.
- 3.3. All meetings will be conducted in accordance with IATA's Competition Law Guidelines for CSC meetings.
- 3.4. Decisions on the recommendations will be made by the COTB.
- 3.5. Members of the Working Group shall not address the public on behalf of IATA at any conferences or events unless agreed with IATA Secretariat and the COTB.

### **4. Roles and Responsibilities**

- 4.1. The Working Group shall report to the COTB.
- 4.2. Each member of the Working Group shall participate in his or her capacity as a representative of the industry with required knowledge.
- 4.3. Members of the Working Group shall identify the required and/ or necessary business information needed to propose recommendations.

- 4.4. The Working Group shall consult with the relevant industry bodies such as World Customs Organisation (WCO), United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT), Universal Postal Union with respect to EDI messaging, etc, when needed.
- 4.5. IATA shall provide the Secretary, who will support and facilitate the meetings of the Working Group.
- 4.6. The Secretary of the Working Group shall liaise with other IATA groups such as DGB, LAPB/TTTF, ULDP, PSC PADIS and AIRX etc. to ensure alignment and synergy.
- 4.7. From time to time IATA may appoint a member of the Working Group as facilitator for the teleconferences or the face-to-face meetings.

## **5. Deliverables**

- 5.1. The Working Group will be responsible to handle the tasks and produce recommendations as assigned by the COTB or as initiated by Working Group and endorsed by the COTB.
- 5.2. Agenda and minutes of the Working Group meetings including additional documentation shall be made available to all members of the Working Group on the IATA extranet website.
- 5.3. The Working Group will provide recommendations to the COTB on the vision and requirements for XML message adoption, creation and maintenance including but not limited to the following areas:
  - IATA Cargo-XML standards;
  - IATA Messaging and Connectivity Standards

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