



SIMPLIFIED INVOICING AND SETTLEMENT BULLETIN



June 23rd, 2016

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5th Simplified Invoicing and Settlement (SIS) General Meeting **Call for Nominations to the SIS Steering Group**

Following the WFS 2016 communication from 6th June 2016, this bulletin is to officially call for nominations to stand for election on the SIS Steering Group. It is in the best interest of participants that suitable representation from all areas are present on the Group - this includes Passenger billings, Cargo billings, Miscellaneous/Non-transportation/other billings/ and Finance. Please submit your nominations as per the below procedure.

Procedures for Nominations to the SIS Steering Group

The SIS Steering Group shall consist of fifteen (15) Members. Five (5) positions appointed by the Financial Committee based on members nomination and two (2) positions will be automatically filled by the Chair of the following Working Groups:

1. Interline Billing & Settlement Operations Working Group
2. ATA Revenue Accounting Committee

Along with the:

3. IATA Director for Financial and Distribution Services Operations
4. Secretary/Treasurer of the Airlines Clearing House, and
5. IATA Manager Revenue Accounting

The remaining five (5) positions will be voted upon during the SIS General Meeting (21st September 2016) in Singapore.

Eligibility and Conditions

IATA official policy is to ensure that governance groups have a broad representation as much as possible to best reflect the community they represent.

To be eligible for nomination, the participant must be an IATA Member Airline. The candidate must have knowledge and experience of the operations of the interline billings and settlement process. When nominating a candidate the area of expertise that they represent (either Passenger billings, or Cargo billings, or Miscellaneous/Non-transportation/other billings or Finance) must be listed.

Only Signatories to the SIS Participation Agreement can nominate candidates for the SIS Steering Group.

A person already participating in another IATA Working Group cannot be nominated for SIS Steering Group.

Only one (1) representative per airline can be nominated.

Please ensure that the candidate has given their permission prior to nomination and he/she will be present at the SIS General Meeting in Singapore. The candidate should also be prepared to present themselves to the audience with a two minute introduction.

To be eligible to vote in this election, the Participant must be an active SIS participant at time of the meeting.

The term of office will be for a two (2) year period. Nominees should be aware that they will be expected to attend meetings and participate in conference calls as required. At least two (2) meetings will be held annually, and if a Steering Group Member misses two (2) consecutive meetings, their membership may be terminated. The rules relating to the SIS Governance can be found in Attachment C of the Standard Agreement for SIS Participation (SIS-RAM Chapter B16).

Nominations to the SIS Steering Group should be submitted to [Interline Standards \(is@iata.org\)](mailto:is@iata.org) no later than the **25th August 2016** listing the Name, Airline, Position within the Airline and Area of Expertise: Passenger billings, Cargo billings, or Miscellaneous/Non-transportation/other billings, Finance.

Further information relating to the Industry Meetings can be found [here](#).

If you have not yet done so, you may register your attendance and hotel accommodation at the [World Financial Symposium registration page](#).

Rights to Vote at SIS General Meeting for system changes

To be eligible to vote on SIS system changes at the SIS General Meeting, participants must be signatories to the IS Participation Agreement as well as actively processing transactions in SIS. A complete [list of participants](#) with voting rights has been published on the [SIS Website](#) and it will be updated by the end of August 2016.



INTERNATIONAL AIR TRANSPORT ASSOCIATION

International Air Transport Association
800 Place Victoria, P.O. Box 113
Montréal, Québec, H4Z 1M1
Canada

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