

# Airline A-CDM Coordination Group (AACG)

## Terms of Reference

### 1. Objective

1.1 The objective of the Airline A-CDM Coordination Group ("the Group") is to influence the harmonization and future implementations of A-CDM and associated advanced processes across airports and to influence policies and strategies for future development of the concept. The group intends to act as a single voice representing the airline community, and to work and collaborate with ATM and industry partners to achieve a common and equitable goal. This approach is to better coordinate and share best practice, and therefore ensure a positive and beneficial outcome for all stakeholders.

### 2. Membership

2.1 The Group will have a Membership, agreed by the IATA Airport Services Committee, consisting of not more than 15 airline members. Membership is reviewed in coordination with the IATA secretary and the Chair of the group.

#### 2.2

To ensure industry-wide representation, the Eurocontrol Network Manager, Ground Handlers, Airports Council International and individual airports are invited to join as appropriate. Participation in the group is by invitation only, by the IATA secretary, in coordination with the Chair of the group.

### 3. Rules and Procedures

3.1 Face to Face meetings and/or virtual meetings may be called by the IATA secretary, in coordination with the Group's Chair.

3.2 Meetings shall be held in a suitable location having regard to the location of members, accessibility and cost.

3.3 Where decision making is required, if the group is not able to make a unanimous decision, a vote will be taken which will then be binding on the group.

### 4. Roles and Responsibilities

4.1 Each member of the Group shall participate in his or her capacity as a representative of the organization at which he or she is employed. Each member shall notify IATA if alternate representation is required.



4.2 IATA shall have the responsibility to coordinate meetings of the Group including the preparation of the agenda for, and reports of the meeting, and arrange for appropriate support services (for example, legal and technical support).

4.3 IATA shall provide appropriate meeting facilities and audio/visual equipment.