

Combined IATA Passenger Services and Tariffs Conference

Group Terms of Reference

IATA passenger standards are established by the Passenger Services Conference, and the Passenger Tariff Coordinating Conferences – Composite. IATA Resolution 009 establishes the governance structure for developing and adopting standards within these Conferences. The provisions of Resolution 009 always take precedence over these Terms of Reference.

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Group name	BSP DATA INTERCHANGE STANDARDS GROUP (BDISG)
Reports to	Pay-Account Standards Board (PASB)
Role / Mandate	<ol style="list-style-type: none">1. Deals with matters concerning the development and maintaining data interchange specifications for the exchange of passenger ticketing and related data between Billing and Settlement Plan (BSP) business partners.2. Review and endorse proposals to create or amend standards to develop and document suitable technical solutions for the provision of BSP related data, for publication in the BSP Data Interchange Specifications Handbook (DISH) and ensure that those technical solutions align with existing standards.3. Develop and document suitable technical solutions for the provision of BSP related data, for publication in the DISH.4. Propose realistic implementation schedules for changes to the DISH standards.5. Where practical, BDISG will take into account business requirements of BSP business partners.6. Review and endorse proposals to amend:<ul style="list-style-type: none">- PSC Resolution 750 Attachment A - BSP Data Interchange Specifications Handbook.7. Liaise with other process owning groups under the PSC, and advisory groups under Industry Committees as required, including the PAPG (Passenger Agency Programme).8. Maintain a work plan and report regularly to PASB

	9. Develop and endorse other standards as directed by the PASB
Period of effectiveness	The group is effective from 1 November 2018 to 1 November 2019 and will be renewed subject to the approval of the PASB.
Participation	<p>Members</p> <p>The meetings of the BDISG are open to all IATA Member airlines and to those BSP business partners within the IATA Strategic Partnerships programme that provide agent reporting data (RET) to a BSP,</p> <p>Revenue Accounting system providers authorized by at least one BDISG Member airlines and being part of the IATA Strategic Partnerships programme,</p> <p>A Member organization may have multiple delegates but may only exercise one vote per organization.</p> <p>Observers</p> <p>Any organization eligible for participation who is not a member may attend any meeting as an observer, and access any materials from meetings.</p>
Eligibility for Participation	<p>IATA Member Airlines</p> <p>BSP business partners within the IATA Strategic Partnerships programme that provide agent reporting data (RET) to a BSP.</p>
Meetings	<p>The agenda of any face to face meeting will be posted at least 14 days before the meeting, and minutes will be published within 30 days following the meeting. Such documentation (together with a record of attendees, and the outcome of any voting action including individual votes) will be visible to all Member airlines.</p> <p>Meetings will be scheduled (as required by the work plan and in concurrence with the secretary), of which 1 face to face meeting is expected.</p>

Working Groups	The group may establish and disband temporary working groups to investigate or develop proposals or achieve specific tasks on the Group’s work plan, in concurrence with the secretary.
Officers	<p>A Chair and Vice-Chair will be elected from group Members. Only IATA member airlines are eligible to be elected as Chair or Vice-Chair. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a maximum period of 24 months, subject to the group’s mandate continuing.</p> <p>All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair.</p> <p>A secretary will be provided by IATA Management.</p>
Profile of delegates	<p>Named delegates should have current experience and day-to-day involvement in the following areas;</p> <ul style="list-style-type: none"> a. BSP Data interchange specifications b. DISH RET, HOT, CSI & CSP data formats c. Passenger Revenue Accounting rules and regulations d. Passenger Revenue Accounting Systems
Quorum	The IATA Secretary and no less than six IATA Member airlines and two BSP business partners.
Voting (Excluding the election of Chair and Vice-Chair).	<p>The BDISG will act in the form of consensus in regards to proposals for technical specifications and implementation timetables.</p> <p>Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot</p> <p>Any Member airline may attend any meeting of any Group, and may participate in any vote at meetings where they attend. Any Member airline may participate in an online ballot by notifying the IATA Secretariat in advance. (Resolution 009, paragraph 2.3.1).</p>

	A minimum of 4 votes is required for a decision to be valid.
Endorsement of standards	<p>Standards endorsed by a majority vote will be presented to the PASB for approval.</p> <p>Changes to data BSP Data interchange specification standards require endorsement by the Passenger service Conference (PSC)</p> <p>Change to any other Resolution or Recommended Practice not owned by BDISG requires endorsement by the owning group and adoption at the Conference as required.</p>