e-Cargo Working Group (eCWG)
Terms of Reference

1. Objectives

1.1. The e-Cargo 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 Working Group advises on delivery of e-AWB, e-freight, and the strategy of e-Cargo moving forward including but not limited to the digitization of documents, e-Freight Message Improvement and industry wide communication.

1.3. The working group provides recommendations to the COTB on the modification of standards related to eCargo.

1.4. The Working Group advises on how to align with CargoiQ, WCO and other industry initiatives.

2. Composition

2.1. The Working Group shall consist of not more than 20 members, each being familiar with e-Cargo Operations, or e-Cargo 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:

2.2.1. IATA member airlines;

2.2.2. freight forwarders; and

2.2.3. ground handling agents.

2.3. Membership of the Working Group shall reflect as much as possible a fair geographical representation.

2.4. 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).

2.5. Strategic Partnership Program members in the designated area of activity may join the Working Group as observers.

2.6. 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.

2.7. 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. The Chairman and Vice-Chairman shall be elected by the Working Group for a two-year term. At the end of their term the incumbent Chairman and Vice-Chairman can re-nominate themselves for election for subsequent terms if they so wish.

3.6. 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 when needed.

4.5. IATA shall provide the Secretary, who will support and facilitate the meetings of the Working Group.

4.6. 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 achieving the IATA e-Cargo Strategy including but not limited to the following areas:

- IATA Cargo Services Conference Recommended Practice 1675
- IATA Cargo Services Conference Resolutions 672;
- IATA Cargo Message Standards;
- Follow up on e-AWB adoption using IATA templates;
- Maintain an updated list of Customs Administration in MC99 and MP4 countries that accept the e-AWB
- Maintain (potentially) a list of import Customs in non MC99 and non MP4 countries that accept plain paper/laser printed paper AWB.
- Develop additional supporting materials if need be.

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