

SLOT POLICY WORKING GROUP (SPWG) TERMS OF REFERENCE

I. Role & Mandate

1. A Slot Policy Working Group (SPWG) is established to address slot matters such as the development of amendments to the Worldwide Airport Slot Guidelines (WASG) and to provide guidance on industry scheduling and slot matters to the office of the IATA Director General (DG).
2. The SPWG will provide guidance to IATA in the implementation of proposals as a result of a specific review of the slot policies and process, to be agreed and recommended by the Worldwide Airport Slots Board (WASB), to ensure the WASG remains relevant. It will also ensure the Slot Conference (SC) and its related activities are a cost effective and efficient process that delivers timely and valued service to IATA Members and the industry as a whole.
3. The SPWG will also provide technical guidance to IATA management, IATA Advisory Councils, and other industry groups, in dialogue with regulatory and other interested parties on scheduling and slot matters.
4. A subgroup of the SPWG will represent IATA on the WASB that meets regularly to discuss matters of mutual interest concerning the WASG and global slot management matters.

II. Membership

1. The SPWG shall be comprised of a maximum of twenty members. An SPWG member may not appoint a proxy to represent him or her.
2. Members of the SPWG shall be appointed by the DG on the basis of Member airline nominations. Nominees shall be airline employees who have demonstrated the experience and skills necessary to represent the industry and make a contribution to the issues being addressed, and who have indicated a desire to participate in such activities. SPWG members shall have a major responsibility for the strategic formulation and execution of scheduling and slot policy.
3. Appointments shall be for a term of three years (a Term), with eligibility for re-appointment. Every effort will be made to achieve a broad geographical representation of airlines and different business models.
4. Nominees shall not be members of any IATA Advisory Councils while serving on the SPWG.
5. Each member shall act as a representative of the SPWG membership as a whole, while considering their region and business model, and not only represent the airline that nominated him or her.
6. IATA shall serve as the SPWG Secretary.
7. The Chair and Vice Chair of the SPWG will be appointed by the DG. Excluding extraordinary circumstances, their tenure will be for a minimum of one Term and a maximum of two consecutive Terms.

8. Membership shall automatically terminate if:
 - a. The member fails to attend two consecutive in-person meetings of the SPWG unless he or she presents to the SPWG, prior to the second meeting, a statement that failure to attend the meetings in question was due to circumstances considered acceptable to the SPWG;
 - b. The member leaves his or her position in the nominating airline; or
 - c. The nominating airline ceases to be an IATA Member.
9. The DG may fill vacancies on an interim basis.

III. Meetings & Procedures

1. The SPWG will meet as often as necessary, with at least four annual meetings per year held in-person, with other meetings to be held by teleconference, video conference, or other electronic means as approved by the SPWG. One in-person meeting each year should, if practical, be held at either the Geneva or the Montreal office of IATA. Additional in-person meetings may also take place in conjunction with the IATA SC.
2. Meetings shall be called by the SPWG Secretary, in consultation with the SPWG Chair.
3. The SPWG Secretary shall normally give thirty days' notice of any in-person meeting. At least ten days' notice shall normally be given for any other meetings. The Chair and Vice Chair may approve a shorter notice period if needed due to exigent circumstances.
4. The Chair or Vice Chair will approve the agenda and minutes of SPWG, prepared by IATA as Secretariat, prior to distribution to SPWG members for their review and adoption.
5. A majority of the SPWG members shall constitute a quorum at any meeting. Absent a quorum, a meeting may proceed for the purpose of discussing and reviewing all items on the agenda, but any decisions on such items must then be submitted to the full SPWG for a vote by mail, email, or other method as agreed by the Chair and Vice-Chair.
6. At least one rapporteur can be established to provide liaison for non-IATA airlines participating in the Slot Conference. Non SPWG members may also attend SPWG meetings as observers, with the Chair's approval. Parties will also liaise with the SPWG through the Head of Delegation meetings convened at the semi-annual IATA SC.
7. The SPWG shall work on the basis of consensus. Should a vote be required, each SPWG member shall have one vote, and decisions shall be taken only by a majority vote of the members present and voting. Issues may be considered and decisions taken via voice votes, via email, or via any means agreed upon by the Chair and Vice-Chair.
8. For matters requiring the approval of the WASB (such as modifications to the WASG, but excluding matters of internal procedure or for actions to be taken only in the name of the SPWG or the airline community), the SPWG shall submit to WASB a recommendation for such matters.