



Slot Policy Working Group

Terms of Reference

Approved by IATA Director General on: 22 September 2026

1. Role and Mandate

- a. Slot Policy Working Group ("SPWG" or "Group") is continued as a Program Governance Group in accordance with [By-law No. 7 – Rules of Operational Groups](#) 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 IATA management.
- b. The SPWG will provide guidance to IATA management on 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.
- c. 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.

2. Membership

- a. The SPWG shall be comprised of a maximum of twenty members. An SPWG member may not appoint a proxy to represent him or her.
- b. Members of the SPWG shall be appointed by the IATA Director General on the basis of IATA 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 within their airline for the strategic formulation and execution of scheduling and slot policy.
- c. Appointments shall be for a term of up to 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.
- d. Each member shall act as a representative of the SPWG membership as a whole, and not only represent the airline that nominated him or her.
- e. IATA will designate a Secretary to provide procedural and operational support to SPWG, including agenda preparation, documentation, calls for member/rapporteur nominations, and reporting.
- f. The SPWG will elect its Chair and Vice Chair for a minimum of one three-year Term and a maximum of two consecutive three-year Terms.
- g. The appointment of the SPWG members to the WASB shall be made by the IATA Director General for a term of three years or until the end of the mandate of the SPWG member, whichever comes first.
- h. Membership shall automatically terminate if:

- i. The member fails to attend two consecutive, or three annual 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;
 - ii. The member leaves his or her position in the nominating airline; or
 - iii. The nominating airline ceases to be an IATA Member or is suspended.
- i. The IATA Director General may fill vacancies on an interim basis for the remainder of the applicable term

3. Meetings and Procedures

- a. The SPWG will meet as often as necessary, with at least four 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 one of the Geneva, Montreal, Madrid, or Singapore offices of IATA. Additional in-person meetings may also take place in conjunction with the IATA SC or WASB meetings.
- b. Meetings shall be called by the SPWG Secretary, in consultation with the SPWG Chair.
- c. 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.
- d. The Chair or Vice Chair will approve the meetings agenda and minutes, as prepared by the SPWG Secretary, prior to distribution to SPWG members for their review and adoption.
- e. 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.
- f. At least one rapporteur can be appointed by the IATA Director General on the basis of non-Member airline nominations to liaison for non-IATA airlines participating in the SC. 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.
- g. 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, as agreed upon by the Chair and Vice-Chair.
- h. 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.

4. Conduct and Confidentiality

- a. Members must comply with IATA's Code of Conduct for Governance Meetings, and Competition Law Guidelines.
- b. Information shared in connection with the Group must be treated as confidential unless IATA indicates otherwise.