4th IATA Passenger Standards Conference

Held as a digital event 1 December 2022

With online ballot for all voting items running 30 November 2022-30 December 2022

Agenda

Second Transmittal

Under the provisions of IATA Resolution 009, this Conference will be a single meeting, combining the 44th IATA Passenger Services Conference, and the 2022 Composite Meeting of the IATA Passenger Tariff Coordinating Conferences.

This is the second and final agenda transmittal. The online ballot for voting items opens on 30 November 2022. As all voting will occur by online ballot this year, no onsite items or onsite amendments will be made to any items while the ballot is open.

Notes to the Agenda

The Passenger Standards Conference

In accordance with Article VI of the Provisions for the Conduct of IATA Traffic Conferences, notice of this meeting was given on 5 July 2022 by Memorandum PSC/2022-06/46.

All activities under the Passenger Services Conference and the Passenger Tariff Conferences were combined into a single structure, the Passenger Standards Conference. This Conference now manages all standards activity touching passenger processes (distribution, airport and financial) together with more general standards such as coding and scheduling. The Passenger Standards Conference is governed by Resolution 009.

Under the terms of Resolution 009, this Conference will be a single meeting, combining the 44th IATA Passenger Services Conference, and the 2022 Composite Meeting of the IATA Passenger Tariff Coordinating Conferences.

The Conference has ultimate decision-making authority over all standard setting activity within its scope. Every IATA member airline can participate and vote.

The Agenda of the Conference will include updates from the activity of each Management Board, and the proposals which have been developed by Groups under each Board. The Conference adopts changes to Resolutions and Recommended Practices and elects the Board Members to oversee the standards across each business domain.

Online meeting and online voting

Registration for the digital event
Attendance at the digital event is open to all delegates from member airlines, or from eligible Strategic Partners. You may register for the event at: https://www.surveymonkey.com/r/2022PSC4

Online Balloting
All voting items (including changes to Resolution and Recommended Practices, and other actions taken by the Conference) will occur by online ballot, separately from the digital event. The online ballot will be hosted on the Standards Setting Workspace (SSW) platform.

The online balloting period will open on 30 November 2022 and will close on 30 December 2022 in accordance with the 2022 Governance Voting Cycle 4.

Please ensure your Accredited or Alternate Representative is active, up-to-date and has access to the SSW platform.

Standards Setting Workspace (SSW) Access
While the digital event is open to all members, online balloting is open only to each member airline's accredited representative or their designated alternates. The current accredited and alternate airline representative list can be viewed here. Changes to and applications for airline representatives may be made using this form or by contacting standards@iata.org

Accredited representatives or designated alternates should ensure that they have access to the Standard Setting Workspace (SSW) group – **Passenger Services Conference Voting Items**. To test this capability, users should:

1. Log in through your IATA Customer Portal account.
2. Select Standard Setting Workspace (SSW) from "My Services".
3. Once on the SSW platform, check the list of communities under "My Communities" and navigate to the Passenger Services Conference Voting Items Group.
4. If you do not see the group - navigate using the Search feature or Communities drop down menu to the PSC Voting Items Group and select >contact the secretary< to request access to the community.

Detailed instructions of how the platform works may be viewed here. For assistance with this process, please contact standards@iata.org.

Important information about Accreditation to Vote

Resolution 009 establishes a single conference structure. The Conference fulfils the functions of both the Passenger Services Conference and the Passenger Tariffs Conference, which still exist separately within the Provisions.

For voting items relating to Resolutions 011 – 312, only individuals accredited as their airline's Passenger Tariffs Conference representative (or their alternate) may exercise their airline's vote.

For **all other voting items** relating to all other Resolutions, Recommended Practices and other standards development activity, only individuals accredited as their airline's Passenger Services Conference representative (or their alternate) may exercise their airline's vote.

Member airlines may wish to simply accredit a single delegate as the accredited representative for both parts of the Conference. This accreditation will allow one person to vote on all items at the Conference.

For airlines who wish to continue having separate representatives for the Passenger Tariffs Conference items and the Passenger Services Conference items, they will need to ensure that both accredited representatives (or their designated alternates) have access to the Standards Setting Workspace "Passenger Standards Conference Voting Items" Group, to ensure that they are able to vote on all items.

Members may view their accredited representatives at
https://www.iata.org/contentassets/c33c192da39a42fcac34cb5ac81fd2ea/accredited-reps.pdf

Members may make changes to these accreditations using the form at
https://www.iata.org/psc-rep/

or by contacting standards@iata.org

Please note that under the Provisions, changes to accredited representatives require the approval of the airline's Chief Executive Officer.

Voting Packages

Members will note that the agenda contains an easily identifiable grouping of agenda items that are amendments to resolutions and recommended practices. These items are grouped by subject, and for large changes in standards will be presented as a package.

This procedure has been introduced to streamline the adoption of amendments, which have been unanimously agreed by the responsible specialist working groups, Committees and Boards reporting to Conference.

Members are asked to carefully review these 'packaged" agenda items. To assist in identifying these items, they are identified in the table of contents and the agenda item number is lengthened with the addition of "/P".

It is planned that IATA will open each online ballot as a voting package as presented in this second and final agenda transmittal. Members may request that any item contained within the grouped agenda items be removed from the package for discussion or other action. To facilitate this procedure, Members are asked to advise the Secretary (via email to standards@iata.org) not later than **28 November 2022** of any item they wish to remove from a package.

Once adopted by Conference, each of these amendments will be published in the Book of Finally Adopted Resolutions for filing with Governments as is the normal practice (or attached to the Minutes in the case of AIRIMP amendments).

Editorial Corrections

Any editorial corrections to the agenda should be submitted to the IATA Secretariat (via email to standards@iata.org). Editorial corrections advised before 11 November will be noted in the second transmittal of the agenda. A record of any subsequent editorial corrections will be maintained on the IATA Standard Setting Workspace.

Call for nominations of open Management Board positions

Under the current terms of Resolution 009, each year Members will be re-elected/nominated to each of the five Management Boards for a twelve-month term.

Agenda Item A9.1 is proposing changes to the structure and term of the Management Boards, pending the passing of this Agenda item, IATA will call for nominations to Boards and Groups in 2023 as outlined in the proposal.

During the transition period, existing Management Board members should contact IATA (via the Secretary of the Management Board, or by email at standards@iata.org) if they **do not** wish to continue their involvement, or if they wish to change the named delegate representing their airline on any Board.

Under the terms of Resolution 009, the Conference Steering Group consists of the Chair and Vice Chair of each Management Board, together with the Chair and Vice Chair of the Conference. The Steering Group shall steer the activity of the Conference across the year, and also manage the transition period and standard setting activity that crosses domains. The Steering Group will hold bi-monthly conference calls, and a minimum of one meeting in person each year. Decisions of the Steering Group, where required, are made by majority, with a 50% quorum. The Steering Group will ensure that each Management Board is acting within its scope as described in this Resolution.

Indicating your participation in the Passenger Standards Conference

Even though the Conference meeting is occurring through an online ballot and digital event, the procedures for meetings outlined in the Provisions for Conduct at IATA Traffic Conferences will still be followed. This means that we require a record of the Member airlines participating in the Conference proceedings. This will be used to calculate quorum, and to determine whether items are adopted.

Accordingly, the accredited representative for each member airline voting will be asked to vote **yes** to **a participation question**. Any member that votes yes to this question OR that abstains or votes no on any other question will be deemed to be **participating in the Conference**. This process will be followed separately for Services and Tariffs items.

Any member that is deemed to be participating in the Conference will have their vote to all items recorded as **yes** unless they actively wish to record their vote as **no** or **abstain**. This will eb separately managed for Services Conference items and Tariff Conference items. Votes may be changed at any time while the ballot period is open. Members voting no or abstain must leave a detailed comment explaining their position.

Summary of voting instructions

The below summary refers to the Passenger Services Conference items:

Who votes	The Services Conference accredited representative, or their alternate. Check the list here if you don't know who this is. To change this representative, contact standards@iata.org
Where to access the PSC ballots (Services)	All ballots are open within the SSW group **Passenger Services Conference Voting Items** Only accredited representatives or their alternates can vote within this group. Acknowledge your participation here!
Steps to vote	1. Ensure you are logged in to Standard Setting Workspace: • Log in through your IATA Customer Portal account. • Select Standard Setting Workspace (SSW) from "My Services". 2. Indicate your participation in the Service Conference items, by indicating yes to the participation question here. 3. As soon as you have indicated your participation for the Service Conference items, your airline's vote will be recorded as yes for each individual voting item, unless you actively vote **no** or **abstain.** 4. Review the agenda document. 5. Click here to vote **no** or **abstain** for the single voting items, and leave a comment supporting your position. 6. You may change your vote on any item at any time until **30 December 2022**.

Table of Voting items

Click on the Title of the Item listed below to go to the actual Agenda Item in this document. Click on the Standard Setting Workspace (SSW) Voting item to go to the balloting paper in SSW. Please ensure you are already logged in to SSW for the below voting item links to work. Alternatively, all the balloting papers can be found on the platform which you may access by following the step mentioned above.

Agenda Item		SSW Voting Item
	PSC Participation	PSC/2022-11/59
A3	Approval of Minutes – PSC/43; and Passenger Tariffs Composite Coordinating Conference 2021	PSC2022_A3
A4	Effectiveness of Amendments to Industry Standards	PSC2022_A4
A5.1.1	Voting items from the Interline Group, presented in a package (SRSIA)	PSC/2022-11/60
A6	Ratification of New Taxes, Fees and Charges Codes	PSC2022_A7
A9	Changes to Resolution 009 (Attachments A, B, and E)	PSC/2022-11/61
A9.1	Resolution 009 Board Restructure	PSC/2022-11/62
B2	Endorsement of continuation of Plan Standards Board until transition and future call for nominations	PSC2022_B2
B3	Delegation of authority to the Plan Standards Board	PSC2022_B3
B4.1.1/P	Voting items from the Industry Coding Group, presented as a package (B41.1a and B4.1.1b)	PSC/2022-11/63
C2	Endorsement of continuation of Shop-Order Standards Board until transition and call for nominations	PSC2022_C2
C3	Delegation of authority to the Shop-Order Standards Board	PSC2022_C3
C4.1.1/P	Voting Items from the Ticketing Group presented as a package (C4.1.1a and C4.1.1b)	PSC/2022-11/64
C4.2.1a/P	Voting Items from the Reservations Group, presented as a package (C4.2.1)	PSC/2022-11/65
D2	Endorsement of elections for positions on Travel Standards Board until transition and future call for nominations	PSC2022_D2
D3	Delegation of authority to the Travel Standards Board	PSC2022_D3
D3.1	Delegation of authority from the Conference to the Safety, Flight and Ground Operations Advisory Council (SFGOAC)	PSC2022_D3.1
E2	Endorsement of continuation of Pay-Account Standards Board until transition and future call for nominations	PSC2022_E2
E3	Delegation of authority to the Pay-Account Standards Board until transition and future call for nominations	PSC2022_E3
F2	Endorsement of continuation of Architecture and Technology Strategy Board	PSC2022_F2

The highlighted cells above indicates voting items that are proposing changes to the Passenger Services Conference Resolutions Manual (PSCRM).

Main Contents

Please note that this document forms the complete agenda. All items are contained within this document, except for larger presentations or attachments not forming part of voting proposals, which are published on the Passenger Standards page on the IATA Standard Setting Workspace. Red text in the below table indicates that the item was added or updated in the Second Transmittal. The titles and Attachment names below are hyperlinks to the relevant item.

Section A: Administration Items

Agenda Item		Attachments
A1	Opening of Meeting	
A2	Examination of Credentials of Accredited Representatives	
A3	Approval of Minutes – PSC/43; and Passenger Tariffs Composite Coordinating Conference 2021	
A4	Effectiveness of Amendments to Industry Standards	
A5	Report of the Passenger Standards Conference Steering Group	
A5.1	Report and Workplan from the Interline Group	
A5.1.1	Interline Group Voting items	
A5.1.1a/P	Revised Standard Retailer Supplier Interline Agreement	Attachment A_A5.1.1a/P
A6	Ratification of new Taxes, Fees, and Charges Codes	Attachment A_A6
A7	Status of Industry Codes, and Airline Designator Code Depletion Alert	Attachment A_A7 Attachment B_A7
A8	Status of BSP Form Codes	
A9	Changes to Resolution 009 PSC Voting item (Agenda item A9, Attachment A, B and E)	Attachment A_A9 Attachment B_A9 Attachment C_A9 Attachment D_A9 Attachment E_A9 Attachment F_A9
A9.1	Passenger Standards Conference Evolution	
	PSC Voting item on Resolution 009	Attachment A_A9.1
A10	Any Other Business	
A11	Date and Place of Next Meeting (no documents)	

Section B: Plan Standards Board Items

Agenda Item		Attachments
B1	Report of the Plan Standards Board	
B1.1	Slots Update and Changes to Recommended Practice 1761a	Attachment A_B1.1
B2	Endorsement of elections for open positions on Plan Standards Board	
B3	Delegation of authority to the Plan Standards Board	
B4	Groups active under Plan Standards Board	Attachment A_B4 Attachment B_B4 Attachment C_B4 Attachment D_B4 Attachment E_B4 Attachment F_B4
	Industry Coding Group Items	
B4.1	Report and Work Plan of the Industry Coding Group	Attachment A_B4.1
B4.1.1	Industry Coding Group Voting items	
B4.1.1a/P	Recall of Airline Designators and Accounting Codes	Attachment A_B4.1.1a/P
		Attachment B_B4.1.1a/P
B4.1.1b/P	Subsidiary Cargo Companies	Attachment A_B4.1.1b/P
		Attachment B_B4.1.1b/P
	Minimum Connect Time Group Items	
B4.2	Report and Work Plan of Minimum Connect Time Group	Attachment A_B4.2
	Schedules Publication Group Items	
B4.3	Report and Work Plan of Schedules Publication Group	Attachment A_B4.3 Attachment B_B4.3
	Slot Messaging Group Items	
B4.4	Report and Work Plan of Slot Messaging Group	Attachment A_B4.4

Section C: Shop-Order Standards Board Items

Agenda Item		Attachments
C1	Report of the Shop-Order Standards Board	
C2	Endorsement of elections for positions on Shop-Order Standards Board	
C3	Delegation of authority to the Shop-Order Standards Board	
C4	Groups active under Shop-Order Standards Board	Attachment A_C4 Attachment B_C4 Attachment C_C4 Attachment D_C4 Attachment E_C4
	Ticketing Group Items	
C4.1	Report and Work Plan of the Ticketing Group	Attachment A_C4.1
C4.1.1	Voting Items of the Ticketing Group presented as a package	
C4.1.1a/P	ZED MIBA Proposal	Attachment A_C4.1.1a/P
		Attachment B_C4.1.1a/P
		Attachment C_C4.1.1a/P
C4.1.1b/P	Large Currency	Attachment A_C4.1.1b/P
		Attachment B_C4.1.1b/P
		Attachment C_C4.1.1b/P
	Reservations Group Items	
C4.2	Report and Work Plan of the Reservations Group (AIRG)	Attachment A_C4.2
C4.2.1	Voting Items of the Reservations Group (AIRG) presented as a package	
C4.2.1a/P	AIRIMP Chapter 3.29	Attachment A_C4.2.1a/P
	Offer and Order Group Items	
C4.3	Report and Work Plan of the Offer and Order Group	Attachment A_C4.3
	Pricing Automation Group Items	
C4.5	Report and Work Plan of the Pricing Automation Group (PAG)	Attachment A_C4.5
	Integration Group Items	
C4.6	Report and Work Plan of the Integration Group	Attachment A_C4.6

Section D: Travel Standards Board Items

Agenda Item		Attachments
D1	Report of the Travel Standards Board	
D2	Endorsement of elections for positions on Travel Standards Board	
D3	Delegation of authority to the Travel Standards Board	
D3.1	Delegation of authority to the Operations Advisory Council	
D3.2	Report of standards activity delegated to the Operations Advisory Council (formerly the Operations Committee)	
D4	Groups active under Travel Standards Board, and Terms of Reference	Attachment A_D4 Attachment B_D4 Attachment C_D4 Attachment D_D4 Attachment E_D4 Attachment F_D4 Attachment G_D4
D4.1	Report of the Baggage Steering Group	
D4.2	Report of the Baggage Working Group	
D4.3	Report of the Departure Control Systems Message (DCSM) Working Group	
D4.4	Report of the Common Use Group	
D4.5	Report of the Facilitation Working Group	
D4.6	Report of the Fuel Data Standards Group	
D4.7	Report and Work Plan of the Aviation Information Data Exchange Group	Attachment A_D4.7
D4.8	Report and Work Plan of the Ground Operations Automation and Digitization Technical Group	Attachment A_D4.8

Section E: Pay-Account Standards Board Items

Agenda item		Attachments
E1	Report of the Pay-Account Standards Board	
E1.1	Pay-Account Advisory Forum	
E2	Endorsement of elections for positions on Pay-Account Standards Board	
E3	Delegation of authority to the Pay-Account Standards Board	
E4	Groups active under Pay-Account Standards Board	Attachment A_E4 Attachment B_E4 Attachment C_E4 Attachment D_E4 Attachment E_E4
E4.1	Report and Work Plan of the Billing and Settlement Plan Data Specifications Interchange Group (BDIG)	Attachment A_E4.1
E4.2	Report and Work Plan of the Order Payment Group	Attachment A_E4.2
E4.3	Report and Work Plan of the Order Accounting Group	Attachment A_E4.3
E4.4	Report and Work Plan of the Settlement with Orders Group	Attachment A_E4.4
E4.5	Report and Work Plan of the IATA Tax Governance Group	Attachment A_E4.5

Section F: Architecture and Technology Strategy Board Items

Agenda Item		Attachments
F1	Report of the Architecture and Technology Strategy Board (ATSB)	
F2	Endorsement of elections for open positions on Architecture and Technology Strategy Board	
F3	Delegation of authority to the Architecture and Technology Strategy Board	
F4	Groups active under the Architecture and Technology Strategy Board	Attachment A_F4 Attachment B_F4 Attachment C_F4 Attachment D_F4
F4.1	Report and Work Plan of CMIG	
F4.2	Report and Work Plan of EDIFACT Group	
F4.3	Report and Work Plan of the Identity Management Group	Attachment A_F4.3
F4.4	Report and Work Plan of the Technology and Architecture Group	Attachment A_F4.4

Section G: Information Items

Agenda item	
G1	Report of the Passenger Agency Conference
G2	Report of the Cargo Services Conference
G3	Report of the IATA Think Tank Activities
G4	Report of the IATA Strategic Partnership Program
G5	Report of the Interline Billing and Settlement Operations Working Group (IBSOPS WG)

Section A: Administration Items

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A5	Report of the Passenger Standards Conference Steering Group	
A5.1	Report and Workplan from the Interline Group	
A5.1.1	Interline Group Voting items	
A5.1.1a/P	Revised Standard Retailer Supplier Interline Agreement	Attachment A_A5.1.1a/P
A6	Ratification of new Taxes, Fees, and Charges Codes	Attachment A_A6
A7	Status of Industry Codes, and Airline Designator Code Depletion Alert	Attachment A_A7 Attachment B_A7
A8	Status of BSP Form Codes	
A9	Changes to Resolution 009 PSC Voting item (Agenda item A9, Attachment A, B and E)	Attachment A_A9 Attachment B_A9 Attachment C_A9 Attachment D_A9 Attachment E_A9 Attachment F_A9
A9.1	Passenger Standards Conference Evolution	
	PSC Voting item on Resolution 009	Attachment A_A9.1
A10	Any Other Business	
A11	Date and Place of Next Meeting (no documents)	

[Red text indicates added / updated in the second transmittal]

Item A1: Opening of meeting

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

In accordance with Provisions for the Conduct of IATA Traffic Conferences, the IATA Traffic Conference are convened to develop and adopt standards for IATA member airlines.

From 1 November 2018, all activities under the Passenger Services Conference and the Passenger Tariff Conference were combined into a single structure, the Passenger Standards Conference. This Conference now manages all standards activity touching passenger processes (distribution, airport and financial) together with more general standards such as coding and scheduling. The Passenger Standards Conference is governed by Resolution 009.

Under the terms of Resolution 009, the Passenger Standards Conference will be a single meeting, combining the Passenger Services Conference, and the Composite Meeting of the Passenger Tariff Coordinating Conferences, under the terms of the Provisions for the Conduct of IATA Traffic Conference.

The Conference has ultimate decision-making authority over all standard setting activity within its scope. Every member airline can attend and vote. The Conference adopts changes to Resolutions and Recommended Practices and elects the Board Members to oversee the standards across each business domain.

IATA Competition Law Compliance

Trade association activities of the International Air Transport Association ("IATA") include passenger and cargo tariff, agency and service conference meetings ("IATA Conferences"). IATA is publishing these Competition Law Guidelines to ensure that these meetings are conducted in compliance with all applicable competition laws.

Statement of Policy

The purpose of IATA Conferences is to promote the smooth transfer of passengers and cargoes pursuant to interline services, and to operate settlement services that efficiently settle accounts among airlines and their agents/intermediaries and customers. It is IATA's intent that the conferences shall be conducted in full compliance with United States antitrust laws, the competition rules of the European Union, and the competition laws of all other relevant jurisdictions, taking into account any applicable exemptions or immunities from those competition laws.

Procedural Guidelines

IATA Conference meetings shall be conducted pursuant to the following procedures in order to ensure compliance with all relevant competition laws:

1. Conference meetings shall be conducted at regular scheduled sessions, at special meetings initiated pursuant to procedures set forth in IATA's internal governance rules, or through the activities of duly designated committees. Informal sessions of delegates to take final action on agenda items are prohibited. All discussions or conversations among conference participants, including during breaks and scheduled or non-scheduled social activities connected with the conference meetings or committee meetings, must follow these Guidelines.

2. Conference meetings shall be conducted in accordance with written agendas that are reviewed in advance by IATA counsel familiar with the competition laws of the United States, the European Union and other relevant jurisdictions to assure that the agenda items are in compliance with these laws. Agendas will be distributed in advance of the conference meetings.

3. Minutes of conference meetings shall be kept, including indications of a Member airline or a Partnership Program member absenting him/herself from the Meeting for a particular agenda item. Those minutes shall be reviewed by IATA's competition counsel prior to circulation to attendees.

Prohibited agreements and activities

1. Unless attendees of conference meetings are advised to the contrary by IATA's competition counsel, the following types of agreements, whether express or implied, are STRICTLY PROHIBITED:

a. Any collective agreement concerning prices to be charged for airline services;

b. Any collective agreement allocating markets, territories, customers, suppliers or agents/intermediaries;

c. Any collective agreement relating to prices to be paid to suppliers, and any other agreement that is intended to, or that in operation is likely to, harm non-participants, including without limitation any agreement that is intended to, or in operation is likely to, exclude nonparticipants from any market; and

d. Any agreement that is intended to, or in operation is likely to induce airlines or their suppliers or agents/intermediaries to engage in collective anticompetitive behavior, or to collectively punish any business enterprise for its exercise of independent business judgment.

2. Recognizing that the existence of an unlawful agreement or concerted practice may be inferred from circumstances, including the exchange of information by competitors, discussions or disclosures of the following types of information, are also PROHIBITED, except when such information has otherwise been made public or IATA's competition counsel advises that such discussions are legally permissible:

a. Individual airline fares, rates, charges or surcharges;

b. Individual airline costs;

c. An individual airline's intentions regarding increasing, reducing or reallocating aircraft capacity (including entering or exiting routes);

d. Information on individual airlines customers; and

e. Any other sensitive commercial or proprietary information that the company would not disclose in the absence of an express or implied agreement to exchange such information for the purpose of reducing or restricting competition in the airline industry.

3. The foregoing applies equally to email discussions, instant messaging and social media discussions whether directed to announced participants or other parties not present in the meeting. Participants are reminded that live streaming of IATA Conference meetings to parties not present in person is not permitted except as indicated by and with the express permission and knowledge of the Chairperson and IATA and only in the event that specific participation on a given item from a party not present in person is required. Unauthorized recording of the meeting is prohibited.

If you are uncomfortable about discussing or acting on a matter because you believe that it is competitively sensitive, you should immediately say so and seek the advice of legal counsel before further discussing or acting on it.

Action

Conference to note IATA anti-trust guidance.

Item A2: Examination of Credentials of Accredited Representatives

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Accreditation to vote on Passenger Standards Conference Items

Resolution 009 establishes a single conference structure. The Conference fulfils the functions of both the Passenger Services Conference and the Passenger Tariffs Conference, which still exist separately within the Provisions.

Membership of the IATA Passenger Services Conference is open to all IATA Members. Membership of the Tariff Composite Coordinating Conference is open to those members who have indicated to IATA that they wish to participate in Tariff activities.

The current list of Accredited Representatives and Alternates of the Conference is published separately on iata.org at:
https://www.iata.org/contentassets/c33c192da39a42fcac34cb5ac81fd2ea/accredited-reps.pdf

For voting items relating to Resolutions 011 – 312, only individuals accredited as their airline's Passenger Tariffs Conference representative (or their alternate) may exercise their airline's vote.

For all other voting items relating to all other Resolutions, Recommended Practices, and other standards development activity, only individuals accredited as their airline's Passenger Services Conference representative (or their alternate) may exercise their airline's vote.

Member airlines may wish to simply accredit a single delegate as the accredited representative for both parts of the Conference. This accreditation will allow one person to vote on all items at the Conference.

Members may view their accredited representatives at
https://www.iata.org/contentassets/c33c192da39a42fcac34cb5ac81fd2ea/accredited-reps.pdf

Members may make changes to these accreditations using the form at
https://www.iata.org/en/programs/workgroups/passenger-standards-conference/rep-appl-form/

or by contacting standards@iata.org

Please note that under the Provisions, changes to accredited representatives require the approval of the airline's Chief Executive Officer.

IATA has verified that all individuals able to exercise their airlines vote within the IATA Standards Setting Workspace have been duly accredited.

Action

Conference to note.

Item A3: Approval of Minutes –PSC/43 and Passenger Tariffs Composite Coordinating Conference 2021

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

The Minutes of the 2021 Passenger Standards Conference under cover of Memorandum PSC/2021-11/22 posted on SSW on 6 December 2021.

The IATA "Book of Finally Adopted Resolutions and RPs" was issued under of Memorandum PSC/2021-12/23 and posted on SSW on 13 April 2022. This document included the 2021 Cycle 3 and Cycle 4 voting packages and the 2022 Cycle 1 voting package.

The IATA "Book of Finally Adopted Resolutions and RPs" from 2022 Cycle 2 was issued under of Memorandum PSC/2022-07/49 dated 8 July 2022.

The table of PSC Resolutions and Recommended Practices and their tranche categorization for the purposes of US DOT approval is published on the PSC page of the IATA Standard Setting Workspace.

Action

Conference to approve the Minutes of the 3rd Passenger Standard Conference which combines the 43rd IATA Passenger Services Conference; and the 2021 Tariff Composite Coordinating Conference.

Item A4: Effectiveness of Amendments to Industry Standards

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

Traditionally, all amendments to Passenger Services Conference Resolutions, Recommended Practices and AIRIMP become effective on 1 June of the year following the Conference. Any amendments with effective dates not following this standard rule are specified on the specific agenda item.

Passenger Tariffs Conference Resolutions historically became effective on 1 April of the year following the Passenger Tariff Composite Coordinating Conference.

With the activity of these two Conference coming together as the Passenger Standards Conference under Resolution 009, it made sense to align that standard effectiveness dates of all IATA Passenger Resolutions.

It is noted that the Passenger Agency Conference (which still exists independently of the Passenger Standards Conference) also has a standard effectiveness date of 1 June.

The Passenger Standards Conference Steering Group endorsed a standard effectiveness date of 1 June for all Resolutions. This will continue for all Resolutions and Recommended Practices (unless otherwise noted in this agenda) for this year's Conference activity.

Action

Conference to confirm the standard effectiveness date of amendments to industry standards as 1 June 2023 (unless otherwise specified in the agenda item).

Item A5: Report of the Passenger Standards Conference Steering Group

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Role of the Steering Group

The Steering Group of the Passenger Standards Conference is created by Resolution 009.

> 2.2.1 The Conference Steering Group consists of the Chair and Vice Chair of each Management Board, together with the Chair and Vice Chair of the Conference. The Steering Group shall steer the activity of the Conference across the year, and also manage standard setting activity that crosses domains. The Steering Group will hold bi-monthly conference calls, and a minimum of one meeting in person each year. Decisions of the Steering Group, where required, are made by majority, with a 50% quorum.
> 2.2.2 The accredited representative of any Member may observe meetings of the Steering Group, and all Members will have visibility of meeting documentation.
> 2.2.3 The Steering Group will ensure that each Management Board is acting within its scope as described in this Resolution.
> ...
> 2.5.2 Each Board shall elect a Chair and Vice-Chair to serve for a period of three years, providing their airline remains a Member of the Board during the entire period. Election to these offices also requires participation on the Conference Steering Group.

Following the 3rd Passenger Standards Conference held in October 2021, the composition of the Steering Group is as follows.

Role in Steering Group	Delegate	Airline
Conference Chair (and Chair or the Steering Group)	Nobu Yamanouchi	Lufthansa
Conference Vice Chair (and Vice-Chair of the Steering Group)	James Sumers	United
Plan Standards Board Chair	Glen Bell	Delta
Plan Standards Board Vice-Chair	Sander van Noorloos	British Airways
Shop Order Standards Board Chair	Nathan Smeulders	Qantas
Shop Order Standards Board Vice Chair	Jerry Foran	British Airways
Travel Standards Board Chair	Edwin Garcia	LATAM
Travel Standards Board Vice Chair	vacant	
Pay Account Standards Board Chair	Myriam Burget	SWISS
Pay Account Standards Board Vice Chair	Jerome Boyer	Air France
Architecture and Technology Strategy Board Chair	Michele Walter	Air France
Architecture and Technology Strategy Board Vice Chair	Najmi Mansoor	Emirates

Given that several activities under the Conference Structure are joint activities with Airlines for America, the Chair and Secretary of the Airlines for America Passenger Council are also included in the Steering Group.

The following changes were made to the composition of the Steering Group in 2021, due to changes in Management Board officers, and other movements.

- George Voorman (KL), relinquished his Vice-Chair position on the Plans Standards Board, and Sander van Noorloos (BA) was elected as Vice-Chair on the Plan Standards Board, and joined the Steering Group.
- Michele Walter (AF), was elected as Chair of the Architecture and Technology Strategy Board, and joined the Steering Group.
- The role of Travel Standards Board Vice-Chair remains vacant.

On behalf of members and industry partners, IATA thanks those delegates that have left the steering group for their service and welcomes new members.

Activity of the Steering Group

Across 2022, the Steering Group met by Conference call on 22 March and 21 June. A hybrid call is scheduled for the 15 November.

Outside of the Steering Groups regular activities, they also held extra ordinary calls and met in person on the 18/19 October in the IATA Geneva offices.

The Steering Group coordinated and endorsed the conference activity and governance cycles. Much of the focus of 2022 discussions were around the alignment of activity across the management boards for standards development activity and the proposal to evolve the standing PSC Board structure with the aim to:

- move quickly on standards development
- maximize the efficient use of Members and IATA resources
- prioritize the activities around the industry objective to become entirely offer and order capable
- promote greater collaboration across standards boards
- ensure Business Requirements Documents are articulated correctly and delivered efficiently

The proposal presenting the changes to Resolution 009 forms Agenda item A9.1

Activity of the Steering Group Moving Forward

The Steering Group will convene regularly with bi-monthly Conference Calls, to continue managing cross-functional issues being discussed across the Conference, and to continue steering the activity of standards development and adoption between Board and Conference meetings. All IATA member airlines are welcome to view meeting materials of the Steering Group, these are available on the Passenger Standards Conference Steering Group page of the IATA Standard Setting Workspace.

Oversight of the Interline Group

The Interline Group has sat under both the Shop-Order Standards Board and the Plan Standards Board. Due to the transversality of this group and the function of Interline across all domains, this group will sit directly under the Passenger Standards Conference Steering Group. Oversight of the voting of Interline Group Resolutions and Recommended Practices will remain under the Plan Standards Board unless otherwise stated by the Steering Group. The Interline Group Report and Work Plan forms Agenda item 5.1.

Action

Conference to note.

Item A5.1: Report and Work Plan of the Interline Group

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Submitted by: Florian Waldvogel (BA), Chair of the Interline Group

David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

The Interline Group was established under the Plan Standards Board with a mandate through to 1 November 2022, to:

1. Deal with matters concerning the interline system, and multilateral interline agreements.
2. Review and endorse proposals to create or amend standards governing these processes to the extent they are not owned by other groups.
3. Review and endorse proposals to amend:
    a. Resolution 780
    b. Resolution 780b, c, d, e
    c. Resolution 788
    d. Recommended Practice 1780a, 1780b, 1780e, 1780f, 1780s*, 1788 *pending approval
4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees.
5. Explore changes to the interline system and multilateral interline agreements to support new and evolving requirements of emerging interline models.
6. Maintain a work plan and report regularly to Plan Standards Board

Recognizing the transversal nature of interline activities, as of August 2022, the group reports started reporting to the Passenger Services Conference Steering Group.

Chair and Vice-Chair, Secretary

Florian Waldvogel from British Airways was elected as Chair, Vice Chair position is vacant. Under the Terms of Reference of the Group, officers hold their positions for 12 months, subject to continued involvement in the group.

Following the resignation of Interline Group and Intermodal Working Group secretary in September 2022 and pending new appointment, Conference secretary acts as the Secretary of both groups. Additional support from IATA Industry Architect to group members developing agenda items is available upon request.

Members of the Interline Group

Active participants in the Interline Group currently include the following:

Position	Organization	Delegate name
IATA Members		
1	Air France	Frederic Gonnaud
2	American Airlines	Wendy Watson Ronal Fiebig Margaret Brown
3	British Airways	Florian Waldvogel Deirdre O'Callaghan
4	Delta Air Lines	Steve Jensen Dave Weghorst
5	Emirates	T.G. Venugopal Sharmila Pituwala
6	Fly Dubai	Biju Abraham
7	Hahn Air	Fred Nowotny
8	Hawaiian Airlines	TBA
9	Iberia	TBA
10	ITA	Cesare Autera Marco Salomone
11	KLM	Willem Kers
12	Qatar Airways	Haresh Nanda Raji Rajan
13	Swiss	Eric Wirth Sebastien Nicolas
14	United Airlines	Michael OConnell Sean McGuire
15	Vueling	Charlotte Dumesnil
3rd parties		
1	Amadeus	Julien Hugo Corinne Landra
2	Navitaire	Robin Aborn John Coats
3	IBS	Lakshmi Balachandran
4	Sabre	Vanessa Gonzalez JP Olmos
5	Acceleya	Bosco Fernandes Sandeep Kumar Andrew Webster
6	ATPCO	Michael Clay David Smith
7	PROS	Christopher Allison

Interline Group activity in 2022

The Group activities have been structured under the following main areas:

- Interline agreements framework
- Interline standards (Offer and Order) involving Implementation Guide and schemas development
- Intermodal, including a common working framework established with UIC (International Union of Railways) and its members and explorations of a list of prioritized use cases and requirements

Each of these activities has been conducted in dedicated Working Groups as follows:

Interline Framework

The Group worked jointly with the Legal Advisory Council to further enhance the Standard Retailer Supplier Interline Agreement (Recommended Practice 1780s). Proposed amendments are scheduled for a vote in 4th voting cycle of the Conference (December 2022).

Interline Standards

The aim is to support the implementation and adoption of the Retailer-Supplier interline framework. Immediate focus is on shopping and creation of Orders based on the Offer and Order concepts and capabilities.

Two Interline Messages were published in IATA release 21.3.
Initial version of Implementation guide is available on Develop portal here:

The following change requests were approved in the course o of 2022 and their implementation is in progress:

- Seller and Aggregator identification in interline messages (messages changes implemented in release 22.2)
- Ability for Retailer and Supplier to reference each other Order in messages (in progress)
- Cross Selling of Seats (open, pending identification of a group participant willing to act as business SMEs providing input for development of messages and text for Implementation guide)

The groups also started development of Business Requirements for gaps identified in current standards as follows

- Interline baggage business requirements specific to the Retailer - Supplier framework
- Supplier Product Catalogue business requirements

In both cases, it is expected that identified business requirements will be handed over to relevant standards board and working groups for further development.

Intermodal

As one of the objectives of the Interline Group is to support airlines in establishing new types of partnerships including 3rd party transport operators, the intermodal activities have been included as part of the Interline Group working plan since the beginning of 2021.

A common working framework established with UIC (International Union of Railways) was established in 2021. In 2022 the group continued to develop BRD for intermodal shopping interactions (where airline is the Retailer) and UIC experts proceeded with mapping of key concepts between IATA and UIC standards.

Given the recent organizational changes concerning Interline Group and the renewed focus on 100% Offers and Orders, it is expected that the intermodal work plan will be reviewed to ensure it corresponds to the current industry needs and priorities.

Interline Group Work Plan

The work plan of the Interline group is provided as **Attachment A_B4.2**. The work plan of this group has been reviewed and endorsed by the Board.

Action

Conference to note report and Work plan.

Attachment A_A5.1: Work Plan of the Interline Group

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Secretary requested group participants to identify lead for each agenda item on the work plan. Agenda items where lead has not been identified are indicated as "Open"

Number	Item	Status	Lead
1	Review of Interline Group and Interline WG Terms of Reference to reflect the change of reporting line and current priorities of the Conference. (PSC SG to review and approve the new ToRs)	Active	Elected Offices and Secretary
2	Seller and Aggregator identification in interline messages (text for Implementation guide to reflect messages changes implemented in release 22.2)	Open	TBA
3	Ability for Retailer and Supplier to reference each other Order in messages (Business SMEs input for development of messages and text for Implementation guide)	Active	PROS
4	Cross Selling of Seats (Business SMEs input for development of messages and text for Implementation guide)	Open	TBA
5	Completion of **interline baggage** business requirements specific to the Retailer-Supplier framework and handover to Baggage Group under TSB for development	Open	TBA
6	Completion of **Supplier Catalogue** business requirements under Retailer-Supplier framework and handover to relevant standards Board for development	Open	TBA
7	Revision of Intermodal WG Work Plan	Active	Elected Officers, Secretary, UIC

Item A5.1.1: Voting Items of the Interline Group, package voted under the Plan Standards Board

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Submitted by: Florian Waldvogel (BA), Chair of the Interline Group

David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

Resolution 009 allows items requiring Board endorsement to be presented as a package, as described in paragraph 2.6.4.4.

> 2.6.4.4 Where proposals to amend standards have been endorsed by the Board, they may be presented to the Conference as a package to be voted on in a single action. Any Member voting on a package at Conference may request any item is removed from a package to be voted on separately.

Under this provision, the Plan Standards Board present the following Items of the Interline Group to the Conference as a single package. A single vote will be held at the Conference on all voting items developed by the Interline Group.

Proposal

Item name (with links)	Item number (with links)
RP 1780s – Standard Retailer Supplier Interline Agreement (SRSIA)	Attachment A_A5.1.1a/P

Action

Conference to adopt all items in package.

Item A5.1.1a/P: Revised Standard Retailer Supplier Interline Agreement RP1780s (presented in package)

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Background

Since 2021 the Interline Group is working closely together with the Legal Advisory Council to develop the Standard Retailer Supplier Interline Agreement, which has been adopted in 2021 by the Passenger Standards Conference as a new Recommended Practice 1780s.

The Standard Retailer Supplier Interline Agreement (SRSIA) aims to support many different interline partnership models, between different operators, across difference customer service models, across multiple modes of transport and different distribution processes. This could include but not limited to:

- Full offer and order based interline of flights and ancillaries where a retailer manages all customer interactions and supports seamless connections of customers and their baggage as well as oversees the delivery of ancillaries associated with the order.
- Self-connect models, where a retailer facilitates the purchase of different products and services with different contracts the connection of passengers or baggage is not facilitated.
- Cross-sale of ancillaries using offer and order management, even where the interline processes for flights use the existing interline framework.

The SRSIA is structured around a main agreement (describing fundamental elements and foundation obligations of each party) and then a series of annexes, where parties can select options based on their own business model.

The SRSIA can be used to support interlining between IATA member airlines using IATA standard ticketing processes and/or airlines that do not use IATA standard ticketing processes.

Therefore, a dedicated working group of the Interline Group was established since 2021 to focus on this activity, with delegates from seven airlines.

British Airways (Florian Waldvogel)
Lufthansa Group (Eric Wirth, representing group as delegate of SWISS)
United Airlines (Michael O'Connell)
Air France/KLM (Willem Kers, representing group as delegate of KLM)
Hahn Air (Chris Allison)
Hawaiian Airlines (Dan Collins)

Scope of this activity and main changes proposed

The scope of this activity was to update the Recommended Practice (1780s) based on the follow-up feedback raised by members and also received from the Legal Advisory Council's Interline Modernisation Task Force (IMTF). Also, the Interline Group reviewed the type of standard form (Recommended Practice vs. Resolution) to be used to continue enhancing this template agreement as well the ways to publish it and make it available to other parties.

Consequently, the Interline Group decided to continue to develop SRSIA under the Conference and its governance structure as a dedicated Recommended Practice (RF1780s), reference this in the PSC Manual and publish the template agreement as a separate attachment.

The main changes proposed in this new version are:

- The removal of the "exceptional reasons" threshold for when a Supplier may refuse an Order Creation Request. As a result, a Supplier can refuse an Order Creation Request when the Product and Service is no longer available or cannot be provided. Given the volume of individual Order Creation Requests contemplated under the SRSIA, the IG and IMTF were of the view that a high number of refusals would be addressed in the context of the larger individual relationship between the Retailer and the Supplier. It could also be addressed under general provisions for the termination of the SRSIA.
- A clarification of the service recovery obligations on the part of the Supplier where Products and Services cannot be delivered to a Customer as confirmed in an Order Acceptance. A general standard is provided for, with the parties being able to agree specific protocols or other standards if they wish, as relevant to the mode of transportation that is being used – this may be an air component or a surface component.
- A clarification to the term or length of the SRSIA, namely that it can run for a definitive or indefinite term as specified by the parties.
- Amendments of the "Additional Procedures for Successive Segments" to cater with the following interline baggage business requirements:

  The responsibility to determine and apply the customer's baggage allowance for the entire itinerary, and/or any customer price for any chargeable baggage, is with the Retailer.
  The retailer is also responsible to present the baggage allowance and/or any customer price for baggage (including the customer price for baggage ordered during the operational window or at the airport) to the customer both during the shopping and ordering phase.
  Therefore:
  - ➔ *Retailer should determine the baggage allowance for the entire itinerary, either at itinerary level or at segment/leg level*
  - ➔ *Disclose any other baggage carriage related information to the Customer*
- Merge the sections 2 and 3 described in Annex 6
- A number of minor typographical amendments to the first version that do not materially affect the intended operation of the SRSIA.
- To separate out the SRSIA template agreement as an Attachment to the Recommended Practice, while continuing to develop the SRSIA under the authority of Passenger Standards Conference.

Work in relation to split payments was undertaken but no recommendation to include additional provisions on split payments was recommended by the IMTF for the second version. Parties can include however such procedures using bilaterally negotiated provisions.

Separate to the text of the SRSIA, several questions and feedback have been received from carriers members, which the IG considered could be best addressed through a set of follow-up educational materials on the structure, terminology and basic provisions of the SRSIA.

Action

Conference to adopt changes to PSC Recommended Practice 1780s as outlined in ***Attachment A_A5.1.1a/P.***

Attachment A_A5.1.1a/P

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Recommended Practice 1780s
Standard Retailer and Supplier Interline Agreement

PSC(43)1780s	Expiry: Indefinite Type: B

RECOMMENDED THAT:

Where Members desire to enter into commercial relationships with other airline or surface transport suppliers for the purposes of including the products and services of that supplier into an offer that will be presented to a customer (whether directly or using an intermediary), the Standard Retailer ~~and~~ Supplier Interline Agreement set forth in the Attachment A of ~~outlined in~~ this Recommended Practice may be used.
Members may continue to use the Standard Interline Traffic Agreement – Passenger set forth in Attachment 'A' of Resolution 780, which is unaffected by this Recommended Practice.
In contrast to the Standard Interline Traffic Agreement – Passenger, the Standard Retailer and Supplier Interline Agreement is not a multilateral agreement and has no system of concurrences.
It is a template that can be used between two parties and can be amended as desired having regard to the specifics of the intended transaction.
The Standard Retailer and Supplier Interline Agreement comprises one main part which constitutes the key provisions and a second part composed by a list of Annexes that are intended to complement the main Agreement with provisions that the parties can select or modify.

The adoption and effectiveness of this Recommended Practice shall in no event be deemed to change, alter or vary in any way the existing contractual relationships of Members.

~~**STANDARD RETAILER AND SUPPLIER INTERLINE AGREEMENT**~~

~~WHEREAS the Retailer is an air carrier and the Supplier is an air carrier or surface transport operator;~~

~~WHEREAS the parties wish to enter into arrangements for the interline sale of the Supplier's Products and Services in response to customer queries received by the Retailer;~~

….

Editorial note:
Remaining text in the agreement will be deleted and moved to a new 1780s Attachment A, as follows:

Recommended Practice 1780s Attachment A
Standard Retailer and Supplier Interline Agreement

STANDARD RETAILER AND SUPPLIER INTERLINE AGREEMENT

WHEREAS the Retailer is an air carrier and the Supplier is an air carrier or surface transport operator;

WHEREAS the parties wish to enter into arrangements for the interline sale of the Supplier's Products and Services in response to Customer queries received by the Retailer;

WHEREAS the parties wish to establish an agreed framework of electronic interactions between Retailer and Supplier for such sales in line with offer and order principles;

WHEREAS the parties mutually desire to provide a single order confirmation to the Customer under which the Retailer and Supplier will deliver products and services.

This agreement (**"Agreement"**) is made between:

[_____], a [_____] corporation having its registered address at [_____] (**"Retailer"**),

and

[_____], a [_____] corporation having its registered address at [_____] (**"Supplier"**).

IT IS HEREBY AGREED THAT:

1. Definitions and Interpretation

1.1. Capitalized terms within this Agreement have the following definitions:

1.1.1. **"Anti-Bribery Laws"** has the meaning in Article 20;

1.1.2. "**Catalogue**" means an electronic record of the Products and Services that the Supplier has chosen to make available for sale by the Retailer, including any specified general conditions on their availability for sale;

1.1.3. **"Confidential Information"** means any information of a confidential or proprietary nature which is expressly designated as confidential by the disclosing party or which a reasonable person in receipt of such information would understand to be confidential or proprietary, which is disclosed pursuant to this Agreement and concerns the business, affairs, customers, clients or suppliers of the other party, including information relating to a party's operations, processes, plans, product information, know-how, designs, trade secrets, software and market opportunities;

1.1.4. **"Customer"** means a person who purchases, or seeks to purchase, Products and Services from the Retailer, regardless of whether they do so directly or through an agent, and includes a passenger identified in an Order Confirmation;

1.1.5. **"Customer-initiated Changes"** mean any voluntary change or modification on the part of the Customer to the Supplier's Products and Services in an Order Confirmation;

1.1.6. **"Offer"** means a presentation of Products and Services to the Customer by the Retailer in response to an electronic query, and may include the Retailer's own product offering and/or that of a third party in addition to the Supplier's Products and Services;

1.1.7. **"Order Acceptance"** means an electronic message that the Supplier sends to the Retailer confirming sale of the relevant Products and Services and its authority for the Retailer to issue a contract to the Customer by means of an Order Confirmation, in accordance with Article 6.2;

1.1.8. **"Order Confirmation**" means an electronic record of the Customer's purchase of and contractual entitlement to Products and Services, including the Retailer's own product offering and/or third party offerings as applicable, which is communicated to the Customer by the Retailer after an Order Acceptance is received;

1.1.9. **"Order Creation Request"** means an electronic message that the Retailer sends to the Supplier which (a) confirms the Customer's order for the relevant Products and Services as presented in an Offer and (b) confirms the Retailer's acceptance of the Settlement Conditions and Sale Conditions;

1.1.10. **"Product Pre-Sale Conditions"** mean any terms, important features and restrictions of a Product and Service that the Supplier specifies to be included with the Retailer's Offer for the Customer;

1.1.11. **"Product Post-Sale Conditions"** mean any terms, important features and restrictions of a Product and Service that the Supplier specifies to be included with the Retailer's Order Confirmation for the Customer;

1.1.12. **"Products and Services"** means the air and/or surface transportation segments to be provided on the part of the Supplier and other flight-related or surface transport-related services and amenities incidental to a Customer journey from one point to another point;

1.1.13. **"Retailer"** means an air carrier and the first party identified in this Agreement;

1.1.14. **"Retailer Order ID"** means an alphanumeric reference or code assigned by the Retailer to an Order Confirmation and by which the Order Confirmation and the Customer can be identified;

1.1.15. **"Sale Conditions"** mean any conditions governing sale of the Products and Services that the Supplier specifies in the Shopping Response for the Retailer to observe;

1.1.16. **"Secondary Offer Selection Request"** means an electronic message that the Retailer sends to the Supplier, in accordance with Article 5.2 by which certain additional Products and Services and/or Customer selections are specified in connection with Offer;

1.1.17. **"Secondary Offer Selection Response"** means an electronic message that the Supplier sends to the Retailer in response to a Secondary Offer Selection Request, in accordance with Article 5.3, either (a) to confirm the availability of additional Products and Services or certain Customer selections specified in connection with an Offer and including supplemental conditions or information under Article 5.3.1; or (b) to decline the Secondary Offer Selection Request.

1.1.18. **"Settlement Conditions"** means any conditions governing the payment of the Settlement Value that the Supplier specifies in a Shopping Response or Secondary Offer Response for the Retailer to observe;

1.1.19. **"Settlement Values"** mean the price specified by the Supplier with respect to Products and Services in a Shopping Response, Secondary Offer Selection Response or Order Acceptance, which is payable by the Retailer and includes any Supplier charges, surcharges or fees;

1.1.20. **"Shopping Request"** means an electronic message that the Retailer sends to the Supplier to request Products and Services for a Customer in accordance with Article 4.1;

1.1.21. **"Shopping Response"** means an electronic message that the Supplier sends to the Retailer in accordance with Article 4.2, which either (a) confirms the availability of Products and Services in reply to a Shopping Request and includes the additional information specified in Article 4.2.1 or (b) declines the Shopping Request;

1.1.22. **"Supplier"** means an air carrier or surface transport operator and the second party identified in this Agreement;

1.1.23. **"Supplier Order ID"** means an alphanumeric reference or code assigned by the Supplier to an Order Acceptance and by which the Order Acceptance and the Customer can be identified.

1.2. Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, shall include the singular.

2. Availability of Products and Services for Sale by Retailer

2.1. The Supplier may make its Products and Services available for sale by the Retailer. To do so, the Supplier shall publish these Products and Services in its Catalogue.

2.2. The Supplier may specify general conditions applicable to the sale of each Product and Service published in its Catalogue.

2.3. The Supplier makes its Catalogue accessible to the Retailer by electronic means.

3. Sale by Retailer

3.1. The Retailer may present for sale one or more Products and Services from the Supplier's Catalogue. Subject to Article 2.2, these may be presented for sale:

3.1.1. on a standalone basis;

3.1.2. together with the Retailer's own product offering;

3.1.3. together with the product offerings of other suppliers with which the Retailer has an agreement; or

3.1.4. as any combination of Article 3.1.2 and Article 3.1.3.

3.2. The Retailer presents the Supplier's Products and Services for sale in response to electronic queries made by Customers.

3.3. The Retailer shall observe any conditions specified by the Supplier under Article 2.2 and Annex 2(1).

3.4. In presenting the Supplier's Products and Services for sale under authority of Article 3.1, and for all related purposes under this Agreement, the Retailer acts as only as an agent of the Supplier.

4. Shopping Requests

4.1. When the Retailer receives an electronic query from a Customer corresponding to a Product and Service made available for sale under Article 2.1, the Retailer may send a Shopping Request to the Supplier. The Shopping Request shall include:

4.1.1. an identification of the Retailer;

4.1.2. an identification of the Products and Services requested;

4.1.3. specific information as required on the Customer's parameters for each Product and Service requested; and

4.1.4. any additional information specified in Annex 2(2).

4.2. When the Supplier receives a Shopping Request, it shall send a Shopping Response to the Retailer. The Shopping Response shall include:

4.2.1. For an affirmative Shopping Response—

4.2.1.1. a confirmation of the availability of Products and Services conforming to the Shopping Request and the Customer's parameters;

4.2.1.2. the Settlement Value(s) for each of the Products and Services identified;

4.2.1.3. any information on additional parameters for the Products and Services, where these are selectable by the Customer, including their associated Settlement Values;

4.2.1.4. any taxes and charges as applicable for the Products and Services requested, and taxes and charges for any additional parameters;

4.2.1.5. any regulatory, contractual or disclosure information that the Supplier requires to be included with a presentation of its Products and Services, including any Product Pre-Sale Conditions;

4.2.1.6. the Settlement Conditions and Sale Conditions upon which the Supplier is willing to accept an Order Creation Request.

4.2.2. For a negative Shopping Response—

4.2.2.1. an indication that the Shopping Request is declined;

4.2.2.2. the reason the Shopping Request is declined, at the Supplier's option.

5. Offers and Secondary Offer Selection Requests

5.1. The Retailer may use information in an affirmative Shopping Response to prepare one or more Offers for the Customer.

5.2. The Retailer's Offer may include a presentation of choices or additional parameters for the Products and Services that are selectable by the Customer on the basis of the Shopping Response under Article 4.2.1.3. Where the Customer makes a selection of additional Products and Services or other parameters that require further information from, or confirmation with, the Supplier, the Retailer shall send a Secondary Offer Selection Request to the Supplier. This Secondary Offer Selection Request shall include:

5.2.1. an identification of the Retailer;

5.2.2. an identification of the Shopping Request to which the Secondary Offer Selection Request relates;

5.2.3. an identification of the additional Products and Services or the Products and Services for which the Customer has selected one or more parameters; and

5.2.4. the selections that the Customer has made.

5.3. When the Supplier receives a Secondary Offer Selection Request, it shall send a Secondary Offer Selection Response to the Retailer. This Secondary Offer Selection Response shall include:

5.3.1. For an affirmative response—

5.3.1.1. a confirmation of the availability of the selections that the Customer has made with regard to the Products and Services and their parameters;

5.3.1.2. the Settlement Value(s) associated with the selections;

5.3.1.3. the taxes and charges associated with the selections;

5.3.1.4. any additional regulatory, contractual or disclosure information that the Supplier requires to be included with a presentation of its Products and Services, including any Product Pre-Sale Conditions, as relevant to the Customer's selections; and

5.3.1.5. the Settlement Conditions and Sale Conditions upon which the Supplier is willing to accept an Order Creation Request, where these are varied as a result of the Customer's selections.

5.3.2. For a negative response—

5.3.2.1. an indication that the Secondary Offer Selection Request is declined;

5.3.2.2. the reason that Secondary Offer Selection Request is declined, at the Supplier's option.

5.4. The Retailer may use the information in an affirmative Secondary Offer Selection Response to update or revise its Offer to the Customer with regard to the Customer's selections, as appropriate.

5.5. When the Retailer communicates an Offer to the Customer, it shall include:

5.5.1. any regulatory, contractual or disclosure information, including any Product Pre-Sale Conditions, specified by the Supplier in its Shopping Response under Article 4.2.1.5 or a Secondary Offer Selection Response under Article 5.3.1.4, where applicable to an updated or revised Offer;

5.5.2. contractual terms to the effect that—

5.5.2.1. the Retailer acts as an agent of the Supplier in the sale of the Products and Services to the Customer;

5.5.2.2. the Customer will have a separate contract with the Supplier for the Products and Services;

5.5.2.3. the presentation of the Supplier's Products and Services in an Offer constitutes an invitation to treat, rather than a contractual offer, and that a contractual relationship with

the Supplier is formed at the time the Order Confirmation is communicated to the Customer;

5.5.3. any other notice or disclosure required by applicable law or government regulations; and

5.5.4 where Article 12.4, Article 12.5 or Article 12.6 applies, the information required by these provisions.

6. Orders and Order Confirmations

6.1. Where the Customer confirms their intention to purchase Products and Services in the Retailer's Offer, the Retailer shall send an Order Creation Request to the Supplier. The Order Creation Request shall include:

6.1.1. an identification of the Retailer, Shopping Response and any Secondary Offer Selection Response to which the Order Creation Request relates;

6.1.2. the Products and Services ordered by the Customer, their relevant selections or parameters as required by the Customer;

6.1.3. such information with regard to the Customer's identity and other personal data as required for the Supplier's delivery of the Products and Services;

6.1.4. such additional information, at the Retailer's option, with regard to other services the Customer has ordered from the Retailer, as is desirable for the improved coordination of the Customer's experience, and any additional information specified in Annex 3(1).

6.2. When the Supplier receives an Order Creation Request, it shall send the Retailer an Order Acceptance unless Article 6.3 applies. An Order Acceptance shall include:

6.2.1. an identification of the Retailer and the Supplier;

6.2.2. the Supplier Order ID;

6.2.3. an itemized confirmation of—

6.2.3.1. the Products and Services ordered for the Customer, their parameters as required by the Customer;

6.2.3.2. the name of the Customer and such other important personal data elements as required for the delivery of the Products and Services;

6.2.3.3. the Settlement Value(s) applicable;

6.2.3.4. the taxes and charges applicable and specified for collection by the Retailer;

6.2.3.5. the Settlement Condition and Sale Conditions applicable;

6.2.4. any regulatory, contractual or disclosure information that the Supplier requires to be included with a confirmed contract for its Products and Services, including any Product Post-Sale Conditions.

6.3. Where the Supplier receives an Order Creation Request that:

6.3.1. does not conform to technical specifications as agreed between the Retailer and Supplier under Article 11;

6.3.2. does not conform to the Supplier's Sale Conditions;

6.3.3. relates to Products and Services that are no longer available, or otherwise cannot be provided by the Supplier~~, for exceptional reasons~~;

the Supplier shall either——

6.3.3.1. refuse the Order Creation Request by sending the Retailer a message to this effect by electronic means; or

6.3.3.2. request the resubmission of the Shopping Request, Secondary Offer Selection Request or Order Creation Request, as appropriate, by sending the Retailer a message by electronic means.

6.4. The Retailer shall use the information contained in an Order Acceptance to prepare an Order Confirmation for the Customer and communicate this to the Customer.

6.5. When the Retailer communicates an Order Confirmation to the Customer, it shall include:

6.5.1. the Retailer Order ID;

6.5.2. an identification of the Supplier for any Products and Services to be provided by the Supplier;

6.5.3. the name of the Customer and such other important personal data elements as required for the delivery of the Products and Services, so as to allow opportunity for verification of these elements as appropriate by the Customer;

6.5.4. any regulatory, contractual or disclosure information specified by the Supplier in its Order Acceptance, including any Product Post-Sale Conditions;

6.5.5. contractual terms to the effect that——

6.5.5.1. the Retailer acts as an agent of the Supplier in the sale of the Products and Services to the Customer;

6.5.5.2. the Customer has a separate contract with the Supplier for these Products and Services;

6.5.6. any other notice or disclosure required by applicable law or government regulations; ~~and~~

6.5.7. where Article 8.2 applies, general information on Customer-initiated Changes; and

6.5.8 where Article 12.4, Article 12.5 or Article 12.6 applies, the information required by these provisions.

6.6. Unless otherwise agreed, the Retailer shall confirm that it has communicated an Order Confirmation to the Customer by sending the Supplier a message by electronic means. This message shall include sufficient information identifying the Customer and the Order Acceptance to which it relates.

6.7. When an Order Creation Request is refused by the Supplier under Article 6.3, the Retailer shall:

6.7.1. communicate the unavailability of the Supplier's Products and Services to the Customer;

6.7.2. clearly indicate that no sale of the Supplier's Products and Services has been completed; and

6.7.3. as the Retailer deems appropriate, return the Customer to an earlier stage of the Retailer's shopping process for a new or revised query.

6.8. In processing a Customer-initiated Change under Article 8, the Supplier shall recognize the Retailer Order ID as a means of identifying the Customer and their Products and Services in an Order Acceptance.

6.9. Where the Supplier has not received the Retailer's confirmation (as applicable) under Article 6.6 within a reasonable time, or such other time as it may specify in the Sale Conditions, the Supplier may cancel the Order Acceptance and send a message to this effect to the Retailer by electronic means.

6.10. An Order Creation Request sent under Article 6.1 constitutes:

6.10.1. the Retailer's acceptance of the Settlement Value(s) for the relevant Products and Services; and

6.10.2. the Retailer's acceptance of the Sale Conditions and the Settlement Conditions.

7. Tickets

7.1. This Agreement does not require that Products and Services are performed by the Supplier against a ticket conforming to standard industry specifications. The Supplier is at liberty to document a Customer's entitlement to Products and Services in any durable form that can be stored, retrieved and communicated electronically.

7.2. Where Product and Services specified in an Order Acceptance require the separate issuance of a ticket or other prescribed document evidencing a Customer's entitlement to transportation, by reason of government regulation or otherwise, the Supplier shall:

7.2.1. issue such ticket or prescribed document to the Customer; or

7.2.2. make arrangements for the Retailer to issue such ticket or prescribed document to the Customer on its behalf by means of any agreed procedure.

8. Changes to Products and Services and Commercial Communications

8.1. The parties may agree in writing upon arrangements by which Customer-initiated Changes to Products and Services are processed by the Retailer and accepted by the Supplier, including the technical and settlement procedures to be observed. The parties may also agree in writing upon arrangements for Retailer and Supplier-initiated changes to Products and Services.

8.2. If there is no agreement between the parties as to Customer-initiated Changes to Products and Services, such changes shall be handled directly between the Customer and Supplier. Accordingly:

8.2.1. the Supplier shall provide general information to the Retailer on the process by which the Customer may make Customer-initiated Changes; and

8.2.2. the Retailer shall communicate such general information to the Customer in the Order Confirmation and, if contacted by the Customer with a Customer-initiated Change, refer the Customer to the Supplier when such requests are made.

8.3. The parties shall apply any selections made in Annex 7. Where such selections require an additional agreement—

8.3.1. no obligation arises until the necessary agreement is entered into; and

8.3.2. each party shall make commercially reasonable efforts to conclude such an agreement with the other party.

8.4. The parties may agree in writing upon arrangements on a protocol for communications with the Customer, including matters such as—

8.4.1. the action to be taken by the Supplier when the Customer contacts the Supplier with respect to Products and Services in an Order Confirmation;

8.4.2. the offer of additional commercial services to the Customer, on the part of the Supplier, prior to the delivery of Products and Services;

8.4.3. the offer of additional commercial services to the Customer, on the part of the Supplier, during the delivery of Products and Services; and

8.4.4. contact with the Customer, on the part of the Supplier, after delivery of the Products and Services.

8.5. Such an agreement is without prejudice to the other provisions of this Agreement that provide for communications with the Customer, unless such contrary operation is specifically agreed between the parties.

9. **Settlement**

9.1. The Retailer shall pay the Supplier the Settlement Value(s) specified in the Order Acceptance, including any taxes and charges the Supplier has specified for collection by the Retailer.

9.2. The Retailer shall apply the Supplier's Settlement Conditions and agreed billing and settlement procedures as specified in Annex 4.

10. **Delivery and Performance of the Products and Services**

10.1. The Supplier shall provide the Products and Services to the Customer by delivering or performing them in accordance with the Order Acceptance.

10.2. Where the Supplier is unable to deliver or perform one or more of the Products and Services, the Supplier shall:

10.2.1. arrange alternative Products and Services for the Customer in a manner not substantially dissimilar to generally-accepted industry practices or as agreed between the parties in writing; and

10.2.2. inform the Retailer of these arrangements by sending the Retailer a message by electronic means.

~~10.3 Where the Products and Services unable to be delivered or performed are transportation services, the Supplier shall arrange carriage to the Customer's next destination as per their original itinerary.~~

~~10.4.~~ 10.3. Where the Supplier fulfills its obligation under Article 10.2.1 by engaging a third party, the identity of the third party provider and the fact of the substitution should be clearly disclosed by the Supplier to the Customer. For transportation services, the Supplier shall communicate to the Customer the substitution of carrier as soon as possible but in any event no later than:

10.3.1 the time of check-in; or

10.3.2 the time when any boarding documents are issued, or otherwise at boarding (where no check-in is required).

11 Technical Procedures and Technology

11.1. The Parties may apply, by means of a joint manual or other mutually approved document, any technical procedures and technology of their choosing to implement an electronic framework for the interactions and messages provided for in this Agreement.

11.2. The parties may specify, under Article 11.1, additional elements to be required as part of the following messages:

11.2.1. Shopping Request;

11.2.2. Shopping Response;

11.2.3. Secondary Offer Selection Request;

11.2.4. Secondary Offer Selection Response;

11.2.5. Order Creation Request;

11.2.6. Order Acceptance; and

11.2.7. any other messages referred to in this Agreement that either refuse a request or contain additional information for the benefit of the other party's processes.

11.3. The parties shall apply any selection made in Annex 1(1) as to the type of technology or format for Shopping Requests and Shopping Responses.

11.4. In the event of inconsistency between any procedure specified in a document referred to pursuant to under Article 11.1 and this Agreement, this Agreement shall prevail unless otherwise agreed to the contrary by a separate instrument in writing.

12. Additional Procedures for Successive Segments

12.1. The parties may agree in writing upon additional arrangements between them for the purpose of integrating the Retailer's product offering, any third party product offering, subject to Article 2.2, and the Supplier's Products and Services as connected transportation.

12.2. If agreed, the parties shall specify the procedures to be applied to provide for one or more of the following:

12.2.1. through check-in of passengers for successive segments;

12.2.2. recognition of cabin baggage provisions for successive segments;

12.2.3. carriage and through processing of checked baggage for successive segments;

12.2.4. the assessment and collection of excess baggage charges for successive segments; and

12.2.5. reporting to the other party on the consumption or actual use of segments by the Customer.

12.3. The parties may also agree a framework for additional charges or fees with respect to the items identified in Articles 12.2.1 to 12.2.4, including the technical and settlement procedures to be observed.

12.4. Where the parties have specified procedures to be applied under Article 12.2.2, the Retailer shall:

12.4.1. determine the cabin baggage rules and allowances to be applicable for the successive segments intended as connected transportation, using the procedure agreed between the parties;

12.4.2. ensure that any Shopping Request or Secondary Offer Selection Request seeks these rules and allowances of the Supplier as parameters for the relevant Products and Services and that any Shopping Response, Secondary Offer Selection Response or Order Acceptance is consistent with them;

12.4.3. provide information on the cabin baggage rules and allowances to the Customer pursuant to Article [5.5.4] and Article 6.5.8.

12.5. Where the parties have specified procedures to be applied under Article 12.2.3, Retailer shall:

12.5.1. determine the checked baggage rules and allowances to be applicable for the successive segments intended as connected transportation, using the procedure agreed between the parties;

12.5.2. ensure that any Shopping Request or Secondary Offer Selection Request seeks these rules and allowances of the Supplier as parameters for the relevant Products and Services and that any Shopping Response, Secondary Offer Selection Response or Order Acceptance is consistent with them;

12.5.3. provide this information to the Customer pursuant to Article [5.5.4] and Article 6.5.8.

12.6. where either of Article 12.4 or 12.5 do not apply, and successive segments are to be displayed in an Offer or confirmed in an Order Confirmation, the Retailer shall provide information to the Customer under Article [5.5.4] or Article 6.5.8, respectively, to the effect that:

12.6.1. where Article 12.4 does not apply, cabin baggage rules and allowances may differ and should be verified by the Customer for each segment in the Order Confirmation;

12.6.2. where Article 12.5 does not apply:

12.6.2.1. checked baggage rules and allowances may differ and should be verified by the Customer for each segment; and

12.6.2.2. it is the Customer's responsibility to retrieve and re-check any checked baggage for each segment.

12.7. The parties shall apply any selections made in Annexes 5 and 6. Where such selections require an additional agreement—

12.7.1. no obligation arises until the necessary agreement is entered into; and

12.7.2. each party shall make commercially reasonable efforts to conclude such an agreement with the other party.

13. **Commissions and Pricing**

13.1. Unless otherwise agreed, no commission is payable by the Supplier to the Retailer under this Agreement.

13.2. The Supplier expressly authorizes the Retailer to:

13.2.1. price the Supplier's Products and Services as it wishes;

13.2.2. retain such component of the price paid by the Customer for the Supplier's Products and Services that exceeds the Settlement Value.

13.3. The Retailer is not obligated by this Agreement to disclose information concerning Article 13.2.2 to the Supplier.

13.4. Where the Retailer prices Products and Services below the relevant Settlement Value, it shall nevertheless remit the full Settlement Value to the Supplier in accordance with Article 9.1.

14. **Government Taxes and Charges Under Revenue Laws**

14.1. The Supplier warrants that the taxes and charges specified as applicable to its Products and Services are correct under applicable revenue laws. The Supplier shall be solely responsible for accuracy of the calculation of these taxes and charges and for any resulting liability for taxes or charges.

14.2. The Supplier authorizes the Retailer to collect these taxes and charges on its behalf from the Customer and remit these to the Supplier as part of the Settlement Value and in accordance with the agreed billing and settlement procedures under Article 9.

14.3. Where the presentation of an Offer to the Customer, the circumstances of sale by the Retailer, the inclusion by the Retailer of other product offerings along with the Products and Services, pricing decisions by the Retailer, or any other aspect of the conduct of the Retailer gives rise to a liability for tax or charge under revenue laws:

14.3.1. the Retailer is liable for the tax or charge due and the collection and remission of any tax or charge component to the relevant revenue authority; and

14.3.2. the Supplier is not liable and the Retailer indemnifies the Supplier, its officers, employees and agents to the value of such tax or charge liability and against all claims, demands, costs and related liabilities.

14.4. The parties shall make commercially reasonable efforts to cooperate with each other in matters relating to the imposition, collection and remission of taxes and charges arising from the sale of Products and Services under this Agreement.

15. Codeshares

15.1. This Agreement:

15.1.1. does not authorize or constitute a legal basis for a codeshare relationship between the Retailer and the Supplier;

15.1.2. allows a Supplier to make available codeshare transportation services on a third party as part of its own Products and Services, where it is permitted to do so under such codeshare arrangements.

15.2. Where the Supplier makes available codeshare transportation services as part of its Products and Services, it shall be bound for the purposes of this Agreement as if it had actually provided the transportation.

16. Liability and Claims

16.1. Where not inconsistent with applicable law:

16.1.1. any liability or obligation arising under law, including consumer protection law, transportation liability law or any liability treaty, with respect to the delivery or performance of Products and Services remains with the party that has the contract with the Customer or delivers or performs the Product and Service in question, and the incidence of such liability or obligation is not hereby transferred under this Agreement, unless otherwise specified; and

16.1.2. the Retailer shall comply with applicable law with regard to package travel, consumer protection and trade practices in addition to all other applicable laws concerning the presentation and sale of Products and Services to the Customer.

16.2. The parties may enter into an agreement under which each party will receive or process claims relating to Product and Services sold under this Agreement in coordination with the other party. Article 16.2.1 and Article 16.2.2 apply where no such agreement exists.

16.2.1. Where the Retailer receives a claim that is properly addressed to the Supplier, it shall:

16.2.1.1. refer the claim to the Supplier by sending a message by electronic means; and

16.2.1.2. communicate to the Customer—

16.2.1.2.1. that the claim is properly addressed to the Supplier;

16.2.1.2.2. the contact details for the Supplier for claims processing.

16.2.2. Where the Supplier receives a claim, this is properly addressed to the Retailer, it shall:

16.2.2.1. refer the claim to the Retailer by sending a message by electronic means; and

16.2.2.2. communicate to the Customer—

16.2.2.2.1. that the claim is properly addressed to the Supplier;

16.2.2.2.2. the contact details for the Supplier for claims processing.

16.3. Each party holds harmless and indemnifies the other from all claims, demands, costs, expenses, penalties, fines, statutory damages and liabilities arising from or in connection with:

16.3.1. the death of or injury to a Customer;

16.3.2. the delay or cancellation of any flight or of any other means of transport, including a tarmac delay or any other event;

16.3.3. the denial of boarding of any Customer; or

16.3.4. the loss, damage to or delay to baggage or other property incurred while such Customer, baggage or other property that:

16.3.4.1. is being transported by such party;

16.3.4.2. was intended to be transported by such party; or

16.3.4.3. is or was intended to be under the control or in the custody of such party.

16.4. Each party indemnifies the other, its officers, employees and agents from and against all claims, demands, costs, expenses, penalties, fines, statutory damages and liabilities arising from its improper or incomplete examination and assessment of immigration or government travel documentation presented by the Customer in connection with Products and Services sold under this Agreement.

16.5. The Retailer indemnifies the Supplier, its officers, employees and agents from and against all claims, demands, costs, expenses and liabilities arising from:

16.5.1. its improper issuance, presentation or documentation of any Offer or Order Confirmation, including (without limitation) a ticket or other entitlement to transportation;

16.5.2. its negligence or breach of duty on the part of the Retailer; and/or

16.5.3. any breach of the Retailer's obligations in Article 5.5, Article 6.5.4, Article 6.5.5, Article 6.5.6, Article 6.7 and Article 16.1.2.

16.6. Each party shall maintain adequate insurance with respect to its liabilities arising in connection with this Agreement. The insurance to be maintained by each party may be further specified in Annex 8. The parties shall apply such specification as to the insurance to be maintained.

17. **Implementation Expenses**

17.1. Each party bears its own costs and expenses of performance under this Agreement, including costs and expenses arising from the implementation of any technical procedures and technology as specified under Article 11 or additional procedures under Article 12.

18. **Intellectual Property and Confidentiality**

18.1. No title or proprietary interest to intellectual property, including but not limited to logos, trademarks and related branding materials, is transferred by this Agreement.

18.2. The Supplier grants a revocable, limited license to the Retailer to use and display the Supplier's logo, trademarks and related branding materials for the purpose of the sale of Products and Services under this Agreement.

18.3. The Retailer shall observe any directions given by the Supplier in writing with respect to the Retailer's use and display of its logo, trademarks and related branding materials.

18.4. Each party undertakes that it shall not at any time disclose to any person any Confidential Information, except as permitted by Article 18.5.

18.5. Each party may disclose the other party's Confidential Information:

18.5.1. to its employees, officers, representatives, contractors, subcontractors or advisers who need to know such Confidential Information for the sole purposes of exercising the party's rights or carrying out its obligations under or in connection with this Agreement. Each party shall ensure that its employees, officers, representatives, contractors, subcontractors or advisers to whom it discloses the other party's Confidential Information comply with the provisions of this Article 18; and

18.5.2. as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

18.6. Each party reserves all rights in its Confidential Information. No rights or obligations in respect of a party's Confidential Information other than those expressly stated in Article 18.2.

18.7. Confidential Information is provided "as is" by the disclosing party and no representation or warranty as to accuracy, completeness or reliability is given.

19. **Data Protection and Privacy**

19.1. Each party shall comply with all applicable data protection and privacy laws.

19.2. Each party shall ensure it observes its obligations regarding technical and organizational measures for the security of personal data, appropriate consent, if required, and the transfer and use of personal data.

19.3. Where required by applicable law, the parties shall enter into a separate data protection agreement as a condition precedent to any obligation of performance with respect to the collection, processing or transmission of personal data.

20. **Anti-Bribery and Corruption Laws and other Applicable Law**

20.1. Each party shall:

20.1.1. comply with all applicable laws and regulations that relate to anti-bribery and/or anti-corruption including the United Kingdom's Bribery Act and the United States of America's Foreign and Corrupt Practices Act (together the "**Anti-Bribery Laws**");

20.1.2. without prejudice to Article 20.1.1, not do or omit to do any act or thing which causes or may cause the other party to be guilty of an offence under the Anti-Bribery Laws; and

20.1.3. promptly report to the other party any request or demand for any undue financial or other advantage of any kind received in connection with the performance of this Agreement.

20.2. Either party may give written notice to the other party to cure any apparent breach of its obligations under this provision. Where such breach is not cured within thirty days of the notice, the party giving notice may terminate this Agreement immediately by giving written notice to that effect to the other party.

20.3. The Supplier shall include a provision equivalent to this provision in any sub-contract which it enters into in connection with its Products and Services.

20.4. Notwithstanding the specificity of the foregoing provisions, each party shall comply with all laws, rules and government regulations applicable to it in connection with the performance of its obligations under the Agreement. This includes all laws of any jurisdiction applicable to the relevant party including competition and antitrust laws, securities laws, tax laws, tariff and trade laws, ordinances, judgments, decrees, injunctions, writs and orders or like actions of any competent authority and the rules and regulations, orders, interpretations, licenses and permits of any competent authority.

21. **Term, Termination and Notices**

21.1. This Agreement commences and runs for a ~~fixed~~ definite or indefinite term as specified in Annex 9.

21.2. This Agreement may be terminated by either party, by written notice to the other, in accordance with the provisions specified by Annex 9.

21.3. The manner of giving and receiving written notice between the parties is specified in Annex 9.

21.4. Where the matters above are not specified by the parties, the following provisions shall apply:

21.4.1. The Agreement commences on the business day after it is signed by the second party and runs for a term of two years.

21.4.2. Either party may terminate the Agreement immediately for breach of any condition by the other party, or where the other party becomes insolvent, is subject to reorganization in favor of creditors or commits an act of bankruptcy.

21.4.3. Either party may terminate this Agreement upon sixty days' written notice to the other party.

21.4.4. Termination of this Agreement does not relieve the parties from obligations or liabilities arising prior to the effective date of such termination.

21.4.5. Written notice shall be given by letter addressed to the managing director of the recipient party at their corporate registered address and sent by registered letter. Such notice shall be deemed to be given on the date of receipt of the registered letter.

22. **Representations and Warranties**

22.1. The Retailer represents and warrants that:

22.1.1. it is an air carrier and has its principal business as such;

22.1.2. it has legal capacity to enter into this Agreement;

22.1.3. it is not insolvent, bankrupt or subject to reorganization in favor of creditors;

22.1.4. its representative(s) have authority to execute this Agreement on its behalf.

22.2. The Supplier represents and warrants that:

22.2.1. it is an air carrier or surface transport operator and has its principal business as such;

22.2.2. it has legal capacity to enter into this Agreement;

22.2.3. it is not insolvent, bankrupt or subject to reorganization in favor of creditors;

22.2.4. its representative(s) have authority to execute this Agreement on its behalf.

22.3. The Supplier makes no representation or warranty with respect to the availability of any Product and Service prior to the time it sends an Order Acceptance to the Retailer.

23. **Other General Legal Provisions**

23.1. This Agreement, together with its Annexes, constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

23.2. A waiver of any right or remedy under this Agreement or by law is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy.

23.3. A failure or delay by a party to exercise any right or remedy provided under this Agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy. No single or partial exercise of any right or remedy provided under this Agreement or by law shall prevent or restrict the further exercise of that or any other right or remedy.

23.4. This Agreement may be signed in any number of counterparts.

23.5. This Agreement may only be amended by written agreement between the parties.

23.6. If any term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a government having jurisdiction over this Agreement, the validity of the remaining portions or provisions of the Agreement shall not be affected and shall remain in force.

23.7. Any rights arising on termination or expiration of this Agreement, including but not limited to indemnity, intellectual property and those related to the performance of Products and Services in favor of the Customer, shall survive the termination or expiration of the Agreement, as shall any other provision of this Agreement which, expressly or by implication from its nature, is intended to survive its termination or expiration.

24. **Governing Law**

24.1. This Agreement shall be governed by the laws of the jurisdiction set out in Annex 9, excluding that jurisdiction's conflict of law provisions.

25. **Dispute Resolution**

25.1. Any dispute arising out of or in connection with the performance of this Agreement shall be resolved in accordance with the procedures set out in Annex 9.

SIGNED AS AN AGREEMENT

[TO BE INSERTED BY THE PARTIES- SIGNING CLAUSES FOLLOW AS APPROPRIATE TO GOVERNING LAW]

PART II: ANNEXES

Annex 1: Products and Services (Data Format)

1. Transportation Products and Services (Data Format)

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Retailer may request Shopping Responses [Offers] from Supplier as indicated by the Supplier in the ~~Product~~ Catalogue, using the data exchange standards and process described in the IATA Enhanced and Simplified Distribution standards. B. Retailer may request Shopping Responses [Offers] from Supplier for any transportation services published by Supplier in the IATA Standard Schedule Information Manual (SSIM) format, shared directly with the Retailer. [The SSIM format shall be deemed to constitute the "Catalogue" unless otherwise agreed]. C. Retailer may request Shopping Responses [Offers] from Supplier for any transportation services published by Supplier in the IATA Standard Schedule Information Manual (SSIM) format, as published to industry schedule aggregation sources. [The SSIM format shall be deemed to constitute the "Catalogue" unless otherwise agreed]. D. Describe specific process agreed by parties: *[Insert any agreed format and processes.]*

Annex 2: Offers

1. Embargoes

Party 1 as Retailer, Party 2 as Supplier
Retailer will not include Supplier's Products and Services in any Customer Offer or Order Confirmation with any of the following characteristics: *[Describe any characteristics that would prevent the Supplier's Products and Services from being included. This may include an Offer or Order that contains or will contain transport services arriving or departing from specific countries, Orders formed in specific points of sale, or the inclusion of Suppliers from specific countries. It may also include the inclusion of specific suppliers for commercial reasons.]*

2. Full Customer query shared at time of Shopping Request

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Retailer will include details of full Customer query [request] (as far as it is known) at the time of sending a Shopping Request to the Supplier. *(This may include, for example, the complete origin to destination request the Customer has made).*

B. Retailer will not include details of Customer query [request], and will only request of the Supplier the specific Product or Service that is to be delivered by the Supplier.

C. Describe specific process agreed by parties:

Annex 3: Order Confirmation

1. Full Customer Order Confirmation shared with Supplier

Party 1 as Retailer, Party 2 as Supplier

(Strike any provisions that do not form part of agreement)

A. At the time of sending an Order Creation Request to the Supplier, the Retailer will share details of the other product offerings or services that will be delivered in the Customer Order Confirmation, and the suppliers that will deliver them, but will not include any Settlement Values.

B. At the time of sending an Order Creation Request to the Supplier, the Retailer will not share details of the Customer Order beyond the specific Product or Service that is to be delivered by the Supplier.

C. Describe specific process agreed by parties:

Annex 4: Billing and settlement

1. Timing of billing and settlement

Party 1 as Retailer, Party 2 as Supplier

(Strike any provisions that do not form part of agreement)

A. Settlement will occur as soon as possible after the delivery of the Product and Service, regardless of when the Supplier's Order Acceptance was sent to the Retailer.

B. Describe specific process agreed by parties:

(Parties may wish to describe specific timelines, number of days etc., for billing and settlement.)

2. Billing and settlement for non-consumed products and services

Party 1 as Retailer, Party 2 as Supplier

(Strike any provisions that do not form part of agreement)

A. Where a Product or Service is not consumed by the Customer the Retailer and Supplier will define on a bilateral basis how the billing and settlement shall occur ~~billing will not occur.~~

~~B. Where a Product or Service is not consumed by the customer, the Settlement Value(s) stated in the Order Acceptance.~~

~~C.~~B. Describe specific process agreed by parties:

3. Settlement Currency

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Settlement will occur in the currency in which the Supplier's Shopping Response and/or Secondary Offer Selection Response was sent to the Retailer. B. Describe specific process agreed by parties:

4. Administration

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement, note these provisions are not mutually exclusive, and all may apply) A. Billing and settlement will follow the rules contained in the IATA Revenue Accounting manual. B. Invoicing will be made through the IATA Simplified Industry Settlement (SIS) platform, using the procedures and specifications required by that platform. C. Settlement will occur using the IATA Clearing House, under the rules and procedures required by that platform. D. Describe specific process agreed by parties:

Annex 5: Passenger Transport

1. Through check-in of passengers on connecting flights

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Where consecutive flights are sold as a connection, and this is identified to the Customer within their Order Confirmation, through check-in of Customers for successive flights will be processed wherever this is available and the necessary agreements between the parties exist. B. Through check-in of Customers for successive flights will never be processed. Customers must always check-in for the Suppliers flights, wherever the Supplier makes this available. (This should be clearly disclosed to the Customer.) C. Describe specific process agreed by parties:

2. Recording that Products and Serviced have been Consumed

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Supplier will confirm to the Retailer that Products and Services have been consumed using the data exchange standards and processes described in IATA's Enhanced and Simplified Distribution standards. B. Supplier will not confirm to the Retailer that Products and Services have been consumed. C. Describe specific process agreed by parties:

Annex 6: Passenger Baggage

1. Cabin baggage provisions

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. The Supplier's own cabin baggage provisions will apply to the Services they will deliver (operate), and this will be reflected in any Shopping Response. The Retailer must ensure this is disclosed to the Customer in accordance with the Agreement. B. The Supplier's own cabin baggage provisions will apply to the Products and Services they will deliver (operate). This will not be reflected in any Offer they return, but will be separately published. The Retailer must ensure that actual provisions (or the published policy) is disclosed to the Customer. *(Insert details of how / where the policy is published).* C. Describe specific process agreed by parties:

~~**2. Carriage of checked baggage**~~

~~Party 1 as Retailer, Party 2 as Supplier~~
~~(Strike any provisions that do not form part of agreement)~~ ~~A. Supplier does not support carriage of checked baggage, all baggage accepted is as cabin baggage, and is loaded and unloaded by the passenger. *(This would, for example apply to a rail service where the passenger loaded their own baggage into a storage compartment within the passenger carriage in which they will travel.)*~~ ~~B. Supplier does support checked baggage, under the provisions described below in all subsequent sections of this Annex.~~ ~~C. Describe specific process agreed by parties:~~

(renumber)

3. **Determining the baggage provisions for carry-on and checked-bags (free baggage allowance, pre-paid baggage charges, excess baggage charges) that will apply to Products and Services within an Order Confirmation, in the absence of a specific regulatory requirement.**

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Supplier will return Shopping Responses [Offers] with full information about baggage provisions that apply to the Supplier's Products and Services *(This must be fully disclosed to the Customer).* B. Baggage provisions will be described within the Catalogue. These must be applied to the Supplier's Products and Services *(This must be fully disclosed to the Customer).* C. Describe specific process agreed by parties: *(Insert details of alternative procedures as agreed between parties, which may include processing logic where regulatory requirements exist around baggage provision selection and disclosure).*

4. Through processing of checked baggage

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Supplier will process checked baggage in compliance with Interline Checking of Baggage procedures outlined in IATA Resolution 780 Article 3. B. Supplier will only process checked baggage for each of their own operated Product or Service, and will not process checked baggage onto a successive Product or Service, or accept inward transfer bags. The Customer should be clearly informed that they must collect their own checked baggage on arrival, and proceed to land-side check in facilities for their checked baggage to be accepted onto Supplier's Service. C. Describe specific process agreed by parties:

5. Mishandled baggage

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Supplier will resolve issues of mishandled baggage in compliance with the procedures outlined in IATA Resolution 780 Article 4, and will comply with the procedures around indemnity, claims and proration of expenses outlined in IATA Resolution 780 Article 5 and Article 6. B. Supplier will only resolve issues of mishandled baggage relating to checked baggage accepted for its own operated service. C. Describe specific process agreed by parties:

6. Excess baggage, and collection of charges

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Where the necessary agreements exist, Supplier will accept excess baggage for through processing onto successive segments and will apply excess charges according to the rates established at the time the Order Acceptance was sent. The Retailer will establish a common process across all Suppliers participating in the itinerary to ensure that any Supplier accepting a bag for which excess was charged will initiate a change to the Retailer. Supplies carrying the bag may bill for their share of revenue. B. Supplier will accept excess baggage on its own operated service only and will always collect excess baggage charges following its own policy, regardless of charges collected by other suppliers for services in the Order Confirmation. *(This should be clearly disclosed to the Customer).* C. Describe specific process agreed by parties:

Annex 7: Order Changes

1. Customer initiated changes requested by the Customer to the Supplier prior to or during delivery of the Supplier's Products and Services

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Supplier may allow Customer to make changes to the Supplier's own Products and Services, where this does not impact other products and services in the Order Confirmation, but must notify this change to the Retailer, and not proceed without the Retailer's positive response. This interaction will occur using the data exchange standards and processes described in IATA's Enhanced and Simplified Distribution standards. B. Supplier may allow Customer to make changes to the Supplier's own Products and Services, where this does not impact other products and services in the Order Confirmation and does not need to notify the Retailer. C. (Insert details of alternative procedures as agreed between parties).

2. Supplier initiated changes prior to or during delivery of the Supplier's Products and Services

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. Supplier will notify the Retailer of any changes that must be made to any of the Supplier's Products or Services and will await further action to be taken by the Retailer. This interaction will follow the data exchange standards and processes described in IATA's Enhanced and Simplified Distribution standards. The Retailer will manage all contact or disclosure to the Customer. B. Describe specific process agreed by parties:

3. Retailer initiated changes prior to or during delivery of the Supplier's Products and Services

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement) A. For any changes that are required to the Supplier's Products and Services as confirmed in an Order Acceptance, the Retailer will initiate a re-shopping process. This interaction will follow the data exchange standards and processes described in IATA's Enhanced and Simplified Distribution standards. The Retailer will manage all contact or disclosure to the Customer. B. Describe specific process agreed by parties:

Annex 8: Insurance

1. Adequate insurance

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement, note these are not mutually exclusive, and more than one may apply.) *A.* The Retailer shall maintain insurance conforming to the following minimum specifications: *(Specify the insurance required and agreed between the parties.)* *B.* The Supplier shall maintain insurance conforming to the following minimum specifications: *(Specify the insurance required and agreed between the parties.)*

Annex 9: Term, Termination, Modification and Arbitration

1. Duration, Modification and Termination

Party 1 as Retailer, Party 2 as Supplier
(Strike any provisions that do not form part of agreement, note these are not mutually exclusive, and more than one may apply.) C. This Agreement shall continue in force until terminated by either Party giving sixty days prior notice to the other Party.

D. Either Party may terminate this Agreement at any time with immediate effect if the other Party becomes insolvent, makes a general assignment for the benefit of creditors, or commits an act of bankruptcy or if a petition in bankruptcy or for its reorganization or the readjustment of its indebtedness be filed by or against it, provided the petition is found justified by the appropriate authority, or if a receiver, trustee or liquidator of all or substantially all of its property be appointed or applied for.

E. Both Parties shall be exempt from obligation if prompt notification is given by either Party in respect of any failure to perform its obligations under this Agreement arising from any of the following causes:

— labor disputes involving complete or partial stoppage of work or delay in the performance of work;

—force majeure or any other cause beyond the control of either Party.

F. In the event of the Agreement or part thereof being terminated by notice or otherwise, such termination shall be without prejudice to the accrued rights and liabilities of either Party prior to termination.

G. This Agreement is governed by the law of … (*Insert jurisdiction chosen by the parties).*

H. (Insert details of alternative terms as agreed between parties)

2. Arbitration

Party 1 as Retailer, Party 2 as Supplier

(Strike any provisions that do not form part of agreement)

A. Any dispute or claim concerning the scope, meaning, construction or effect of this agreement or arising therefrom shall be referred to and finally settled by arbitration in accordance with the procedures set forth below and if necessary, judgement on the award rendered may be entered in any court having jurisdiction thereof.

If the parties agree to the appointment of a single arbitrator, the arbitral tribunal shall consist of them alone. The arbitrator may be appointed either directly by the parties or, at their request, by the IATA Director General.

If they do not so agree, the arbitral tribunal shall consist of three arbitrators appointed as hereinafter provided; if there are only two parties involved in the dispute each party shall appoint one of the three arbitrators; should either party fail to appoint his arbitrator such appointment shall be made by the IATA Director General. Should more than two parties be involved in the dispute they shall jointly agree on the appointment of two of the arbitrators; failing unanimous agreement thereon, such appointment shall be made by the IATA Director General. The two arbitrators appointed in the manner provided above shall appoint the third arbitrator, who shall act as chair Should they fail to agree on the appointment of the third arbitrator, such appointment shall be made by the Director General.

The IATA Director General may, at the request of any party concerned, fix any time limit they finds appropriate within which the parties, or the arbitrators appointed by the parties, shall constitute the arbitral tribunal. Upon expiration of this time limit, the IATA Director General shall take the action prescribed in the preceding Paragraph to constitute the tribunal.

When the arbitral tribunal consists of three arbitrators, its decision shall be given by a majority vote.

The arbitral tribunal shall settle its own procedure and if necessary, shall decide the law to be applied. The award shall include a direction concerning allocation of costs and expenses of and incidental to the arbitration (including arbitrator fees).

The award shall be final and conclusively binding upon the parties.

(Insert details of alternative terms/arbitration provisions as agreed between parties)

Item A6: Ratification of new Taxes, Fees and Charges Codes

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

During the period 01 August 2021 to 30 September 2022 the IATA Ticket Tax Box Services (TTBS) has assigned 10 codes for new TFCs in accordance with the provisions of Resolution 728.

Action

Conference to note, and to ratify new Taxes, Fees and Charges codes as outlined in ***Attachment A_A6.***

Attachment A_A6 NEW TAXES, FEES AND CHARGES CODES

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Taxes, Fees and Charges Codes

	Aug 2020	Aug 2021	Oct 2022	Var.
Alpha - Alpha				
Assigned	**622**	624	624	0
Industry Blocked: (CP/DU/DV/MF/OA/OB/OC/OD/OE/OF/TX/YQ/YR/XP/XT/ZZ)	**16**	16	16	0
ISO country codes unassigned	**35**	33	33	0
Generic codes available	**3**	3	3	0
Total (26X26)	**676**	676	676	

	Aug 2020	Aug 2021	Oct 2022	Var.
Alpha - Numeric				
Assigned	**138**	151	161	+10
Industry blocked for VAT on Ancillaries (F5/H3/H7/K9/L9/M8/O8/Q9 /TH)	**7**	9	9	0
Available	**89**	74	64	-10
Total (9X26)	**234**	234	234	

* TH is an Alpha-Alpha code Industry blocked for VAT on Ancillaries

	Aug 2020	Aug 2021	Oct 2022	Var.
Numeric - Alpha				**0**
Assigned	**0**	0	0	0
Industry Blocked Series 6A to 6Z Reserved for internal airline own use	**26**	26	26	0
Available	**208**	208	208	0
Total (9X26)	**234**	234	234	0

NEW TAXES, FEES, AND CHARGES
(since August 2021)

CODE	NAME	COUNTRY	REQ	DATE	PURPOSE / DETAILS
R4	Airport Passenger Fee	Gabon	AF	23 August 2021	To fund investments at Libreville Airport
R5	Airport Facility Fee (TAFF)	Canada	MO	03 September 2021	To finance the maintenance and expansion of the Facilities for passenger safety and to meet traffic demands at Thompson Airport (YTH)
R6	Baggage Inspection Fee	El Salvador	AV	20 December 2021	To fund agriculture programs to reduce the introduction of new plagues
R7	SOTO Ticket Sales Tax	Djibouti	Air Djibouti	13 January 2022	Government imposed, for the general budget
R8	Value Added Tax	Serbia	JU	24 January 2022	To collect the Government imposed VAT levied on passengers for wholly domestic travel
R9	Passenger safety and security fees (PSSF)	Qatar	QR	27 January 2022	To cover the costs of passengers' safety and security fees at DOH
S1	Immigration fee (DSM)	Mexico	AM	24 March 2022	To cover the costs of immigration services in Mexico, previously included in the composition of the XD code
S2	Airport Development Charge (ADC)	Ethiopia	ET	25 March 2022	To cover the investment in basic infrastructure and provide quality service to the customers
S3	Embarkation tax	Belgium	SN	31 March 2022	To generate tax revenue
S4	International Advanced Passenger Information Fee	Egypt	MS	21 June 2022	To cover the costs of the Advanced Passenger Information electronic system

CODES RESCINDED, WITHDRAWN OR EXPIRED
(since August 2021)

CODE	NAME	COUNTRY	REQ	DATE	PURPOSE / DETAILS
HV	Passenger Tax (International)	Bosnia and Herzegovina	OU	03 November 2021	Collection suspended; code expired
AJ	Airport Exit Tax (International)	Venezuela	AJ	01 December 2021	Collection suspended; code expired
P6	COVID-19 PCR Test Fee	Lebanon	P6	08 December 2021	Collection suspended; code expired
TI	Fiscal Stamp tax	Cote d'Ivoire	HF	01 April 2022	Collection suspended; code expired
B6	Airport Development Fee	Nepal	RA	11 May 2022	Collection suspended; code expired

CODES REINSTATED / REASSIGNED
(since August 2021)

CODE	NAME	COUNTRY	REQ	DATE	PURPOSE / DETAILS
N4	Arrival and Departure Passenger Service Charge	Kuwait	KU	21 September 2021	Reassigned: to cover the airport services offered to passengers departing and arriving from/at Kuwait International Airport
KF	Passenger Airport Departure Charge (International)	Honduras	AV	27 September 2021	Reassigned: to provide passenger facility services at Internacional Palmerola (XPL)
A2	Passenger Service Charge	Uzbekistan	TK	02 August 2022	Reassigned: to cover the airport services offered to passengers departing and arriving in Uzbekistan
LQ	Passengers with Disabilities Charge	Estonia	ND	11 October 2022	Reassigned: to provide service and infrastructure for passengers with reduced mobility

Item A7: Status of Industry Codes, and Airline Designator Code Depletion Alert

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

IATA manages industry coding activities in line with the applicable Coding Resolutions. Codes administered are Designator, Accounting Codes Numeric Prefix, Baggage Tag and Location Identifiers which are also distributed to the industry via various online or automated file feeds. Coding data is also made available via a look-up tool on the IATA's website at: https://www.iata.org/en/publications/directories/code-search/ where one can check for individual "airline and airport codes". Additionally, a coding portal will be launched by IATA that will allow airlines to view their assigned codes and apply for new codes.

For more information on IATA airline codes, visit the IATA codes site above or contact the IATA Customer Portal.

Status of Industry Codes

A status of assigned, blocked and available codes is presented as ***Attachment A_A7***.

Based on current standards, available codes for assignment are limited. Although IATA takes proactive steps to reduce this risk of exhausting available codes, there is considerable increase of Designator codes assigned with strong growth in demand and developing trends accelerating the depletion of airline codes and Location Identifiers.

Coding activities are under the responsibility of the Plan Standards Board (for Location, Designator, Accounting, Prefix and Baggage Tag Issuer codes) and under the Pay-Account Standards Board for Taxes, Fees and Charges codes.

A review alerting the conference to the depletion of Airline Designator Codes forms ***Attachment B_A7.***

Action

Conference to note:

- status of assigned, blocked and available codes is presented as ***Attachment A_A7***
- code depletion issue, consider solutions as outlined in ***Attachment B_A7*** and/or identify and agree on a plan to address the issue.

Attachment A_A7
Status of Industry Coding

Return to Main Contents Page | Return to Section A Contents Page
Submitted by: Tony Pietrangelo, Head, Airline Participation (pietranget@iata.org)

Background

The below table summarizes current code availability trends for each of the IATA Airline Designator, Accounting, Prefix and Location codes, at 30 September 2022.

Airline Designator Codes	Aug-16	Aug-17	Aug-18	Jul-19	Sep-20	Sep-21	Sep-22	**Sept-22 vs Sept-21**	% Available
Assigned Primary (net of recalls)	854	858	882	900	881	897	914	17	
Blocked (Industry & Dormant)	42	43	38	71	59	80	90	10	
Available (Primary Designators)	300	295	276	225	256	219	192	-27	16%**
Total initial Code inventory	1196	1196	1196	1196	1196	1196	1196		
Available (Controlled Duplicates)	989	999	961	955	945	922	924	2	77%
Airline Accounting & Prefix Codes	Aug-16	Aug-17	Aug-18	Jul-19	Sep-20	Sep-21	Sep-22	Sept-22 vs Sept-21	
Assigned (net of recalls)	-	-	-	804	784	798	802	4	
Blocked (Industry & Dormant)	-	-	-	66	90	77	83	6	
Available	-	-	-	129	125	124	114	-10	11%
Total initial Code inventory	-	-	-	999	999	999	999		
Location Identifiers	Aug-16	Aug-17	Aug-18	Jul-19	Sep-20	Sep-21	Sep-22	Sept-22 vs Sept-21	
Assigned	11,354	11,387	11,138	11,242	11,231	11,281	11,311	30	
Blocked (Industry)	53	53	52	9	53	55	56	1	
Available	6,169	6,136	6,386	6,325	6,292	6,240	6,209	-31	35%
Total initial Code inventory	17,576	17,576	17,576	17,576	17,576	17,576	17,576		

Note:

** Percentage % available figure, in respect of Designator Code availability, does not take into account any restrictions on issuing certain available Designator codes due to potential conflicts with an exisiting, assigned Controlled Duplicate code. Therefore, the actual available designator code figure is lower than stated. It is estimated to be only approx. 9%.

Action

Conference to note the code availability report and specifically the note highlighting the low level of available Airline two-Character Designator codes for Assignment.

Conference to also refer to related Agenda Item A7, **Attachment B_A7**.

Attachment B_A7
Airline Designator Code Depletion alert

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Submitted by: Tony Pietrangelo, Head, Airline Participation (pietranget@iata.org)

Background

The IATA Airline two-Character Designator code inventory depletion has been highlighted in the past by IATA and as pointed out within the Plan Standards Board report Agenda item B1, the Board is closely monitoring exact code availability, trends, and urgencies while the Industry Coding Group have re-started discussions on possible solutions to mitigating imminent and critical depletion risks.

Recent Designator code assignment cases have started to cause more serious concerns regarding; namely:

a) the exact count of available Designator codes
b) how much longer the industry can continue with our current 2-letter designator code inventory before codes are exhausted.

The below table illustrates the available Designator codes for assignment to new airlines, and other airline inter-modal partners, taking into account current Coding operations trends and experiences that have shown an increasing amount of coding conflicts resulting when both the Primary and Controlled Duplicate version of the same code are in circulation. Although Coding industry resolutions allow this assignment protocol we are seeing an increased level of code conflicts due to more and more industry systems and stakeholders being interconnected resulting in conflicts between scheduled and non-scheduled airlines.

Designator codes summary table	
192	Primary Designator codes available in total - Sept 30 2022
79	Designator codes that are completely unassigned, either in Primary or Controlled Duplicate form (79 of 192)
18	Unassignable* designators (starting with Zeros)
61	Net " clean" unrestricted Designator Codes available

Note: * Assigning codes starting with a zero is not recommended as it will create conflict and confusion with Designators starting with the letter O .

In this regard, with approximately only 60 Designator codes remaining that are not assigned in any format, the so called "Clean Codes", the time frame as to when the industry will no longer have new Designators to issue to new airlines or other eligible entities is coming increasingly near.

The average net [(1)] Designator assignments per year averages around 15-20, bringing the life expectancy of the IATA Designator inventory between 3-4 years [(2)], under the assumption that a new operating environment is needed which calls for a more careful and conservative approach to be taken by IATA by drastically reducing the number of new Designators issued in both Primary and Controlled Duplicates format to 2 different entities.

And while the transformation to a new world of Digital Identity is foreseen as a result of the move towards Airline Retailing and the implementation of new Offer and Order Management standards, it is clear that the transition away from legacy codes will not take place before the forecasted rundown of the Airline Designator Code inventory.

Note: [(1)]: Average Designator codes issued per year range from 65-90 codes
Average Designator Code recalls per year range from 60-70
[(2)] Approx,. average Net burn of Designator codes = 15-20 codes per year

Any short and/or longer-term solution identified will take years to implement due to the wide reach of Designator code. Stakeholder readiness and potential costs related would be the main challenge seen. It is therefore imperative that work starts as soon as possible.

Possible Preliminary Identified Solutions - to be fully reviewed:

(1) The introduction of a 2-digit (numeric-numeric) Designator code has been identified as a potential solution which would bring an additional 81 new Designator codes *(excluding any numeric with a zero).*

(2) The implementation of 3-character designator codes which is already provided for by Resolution.

Action

Conference to note the code depletion issue, consider solutions above or any others identified, and agree on a plan to address the issue.

Item A8: Status of BSP Form Codes

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Submitted by: Milagros Jiménez, IATA Operational Performance FSDS-GDC- Platforms and Data Operations

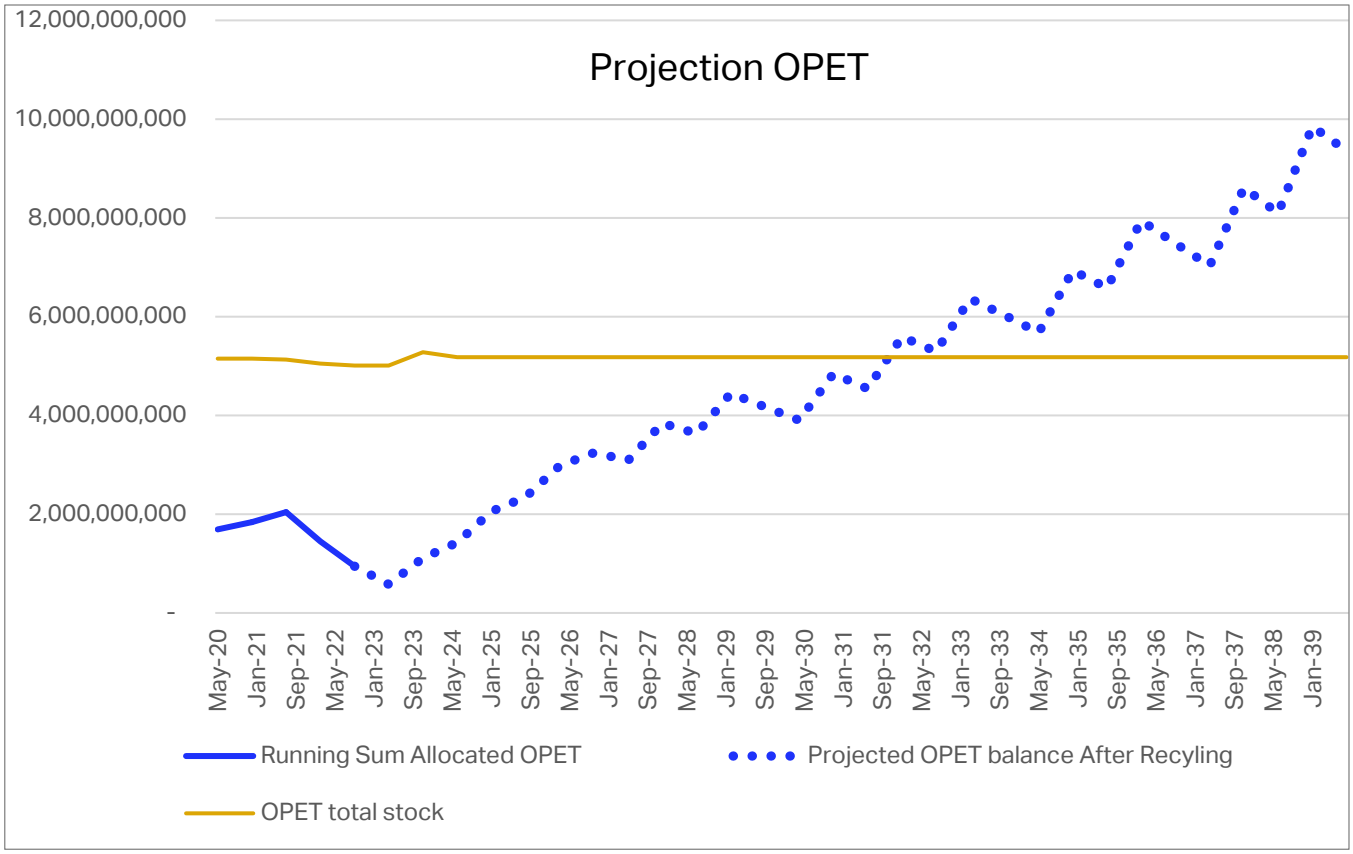
Off Premise Electronic Ticket (OPET) Electronic Ticket Form Codes General Updates

Operational Performance is carefully monitoring SNAP inventory in ensuring sustainability on the OPET allocation process.

In the projection of the usage of the OPET, the following assumptions and considerations have taken:

1. That we recycle the 100% of the stock proposed for recycling. However, this is not always the case; the percentage may be altered by different possible scenarios, specially some GDS misusing the recycled stock. (Therefore, what we are presenting here is an optimistic scenario)
2. That the estimated industry growth is 17.1% in 2023, 14.3% in 2024 and 7.6% in 2025 (extracted from the July 2022 update of the IATA/Tourism Economics Air Passenger Forecast).

Given the circumstances, we will continue monitoring the stock allocation volumes very closely during the next months, to check how the situation is evolving:



IATA has following OPET stock;

OPET Form code 2021		
2 digits	39	3,900,000,000
3 digits	123	1,230,000,000
	162	5,130,000,000

The current situation of OPET volumes by status:

	Total RP 1720	Allocated	Available*
OPET	5,130,000,000	2,519,014,090	2,610,985,910
		49.1%	50,9%

*Effective 1st Oct 2022

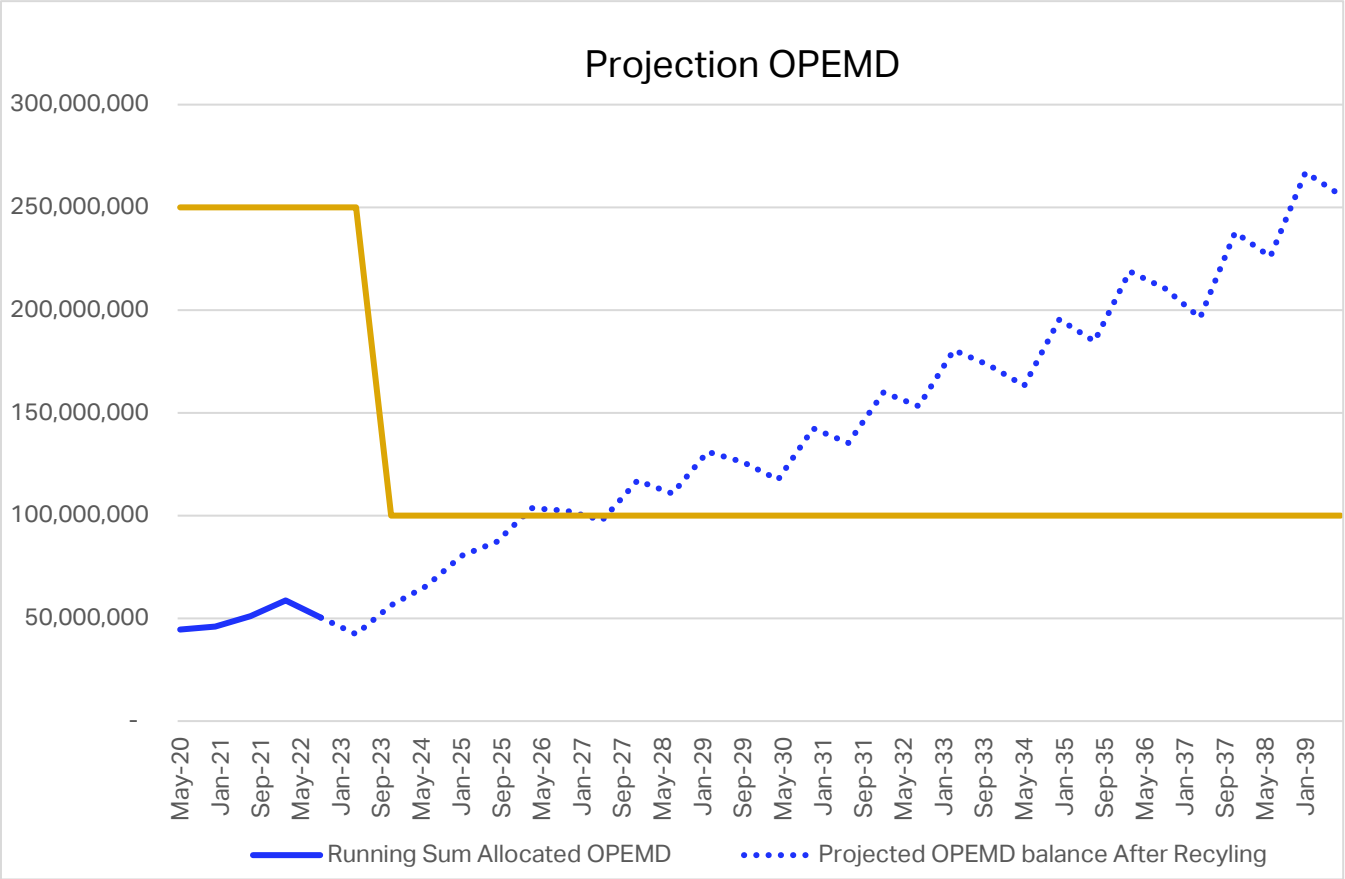
Electronic Miscellaneous Document Stock and Form Codes General Updates

Operational Performance is carefully monitoring SNAP inventory in ensuring sustainability on the OPEMD allocation process.

In the projection of the usage of the OPEMD, the following assumptions and considerations have taken:

1. That we recycle the 100% of the stock proposed for recycling. However, this is not always the case; the percentage may be altered by different possible scenarios, specially some GDS misusing the recycled stock. (Therefore, what we are presenting here is an **optimistic scenario**)
2. That the estimated industry growth is 17.1% in 2023, 14.3% in 2024 and 7.6% in 2025 (extracted from the July 2022 update of the IATA/Tourism Economics Air Passenger Forecast).

Given the circumstances, we will continue monitoring the stock allocation volumes very closely during the next months, to check how the situation is evolving.



IATA has below OPEMD stock;

OPEMD Form codes 2021		
3 digits	25	250.000.000

The current situation of OPEMD stock volumes by status:

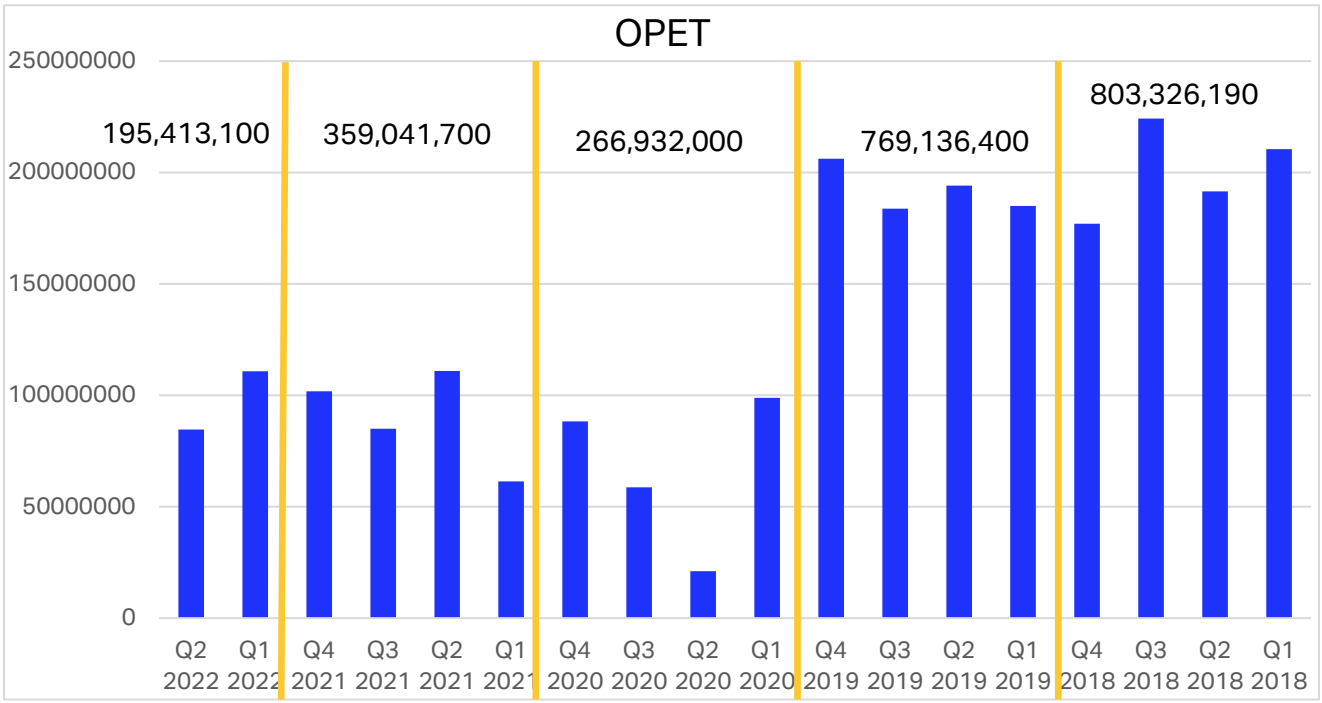
	Total RP 1720	Allocated	Available
OPEMD	250.000.000	70,696,680	179,303,320
		28.3%	71.7 %

*Effective 1st Oct 202

Stock Balance Projection Updates

After including the latest allocation data and considering the form code trading agreed in the Ticketing Committee, we project that current process could assure OPET availability of serial number allocations until **February 2031**.

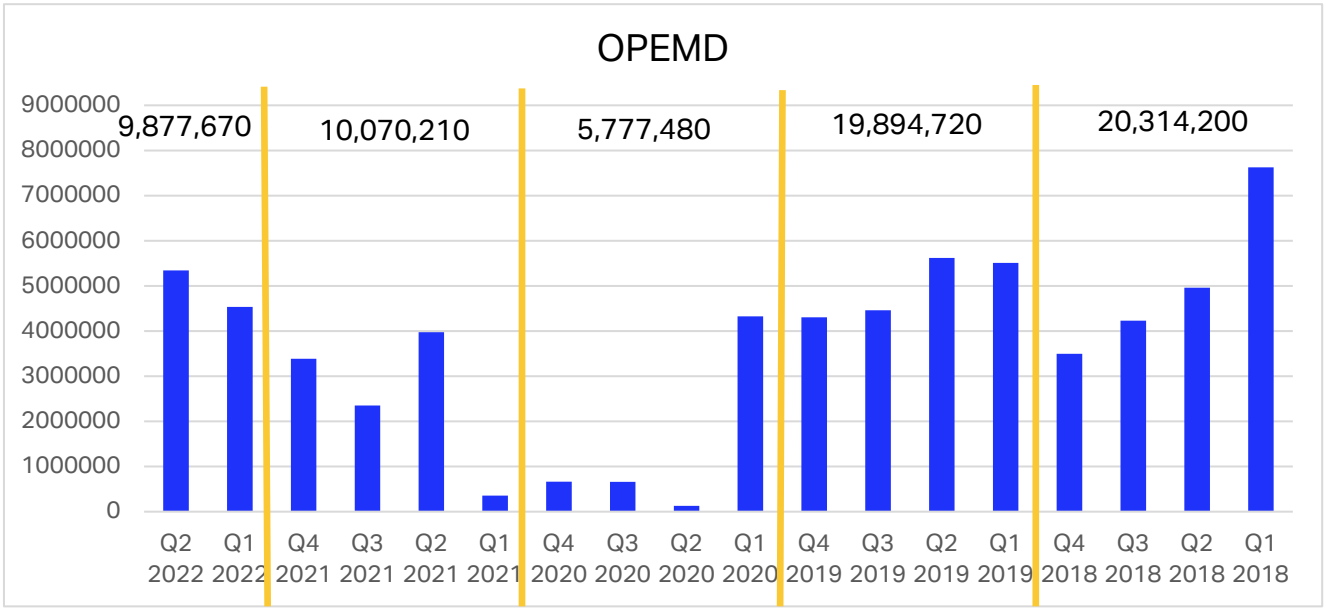
Please note that according to last year projection, the OPET availability was ensured until March 2035 (four more years than according to the new forecast)



Projected OPET Balance

After including the latest allocation data and considering the form code trading agreed in the Ticketing Committee, we project that current process could assure OPEMD availability of serial number allocations until **January 2024. Therefore, we strongly recommend increasing OPEMD stock.**

Projected OPEMD Balance



Action

Conference to note the report.

Item A9: Changes to Resolution 009

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

Resolution 009 outlines the structure and operation of the combined Passenger Standards Conference. Attachment A of this Resolution also outlined all Resolutions and Recommended Practices, and the Board which oversees them.

Changes to specific Management Board responsibility for various standards

As new Resolutions or Recommended Practices are developed, and as the Boards meet and business domains are clarified, changes to Management Board ownership is often discussed. The following changes are proposed to the Conference.

Oversight of the Interline Group

The Interline Group has sat under both the Shop-Order Standards Board and the Plan Standards Board. Due to the transversality of this group and the function of Interline across all domains, this group will sit directly under the Passenger Standards Conference Steering Group. Oversight of the voting of Interline Group Resolutions and Recommended Practices will remain under the Plan Standards Board unless otherwise stated by the Steering Group.

Editorial updates

Placement of 1780s - Correction

Recommended Practice 1780s was incorrectly listed under the Shop-Order Standards Board will be move to the Plan Standards Board as per the original proposal. This change is highlighted in Agenda item A9, ***Attachment A_A9.***

Resolution 009, Attachment B

It is proposed to update the static table "List of Data Exchange Standards by Responsible Board" published in Resolution 009, Attachment B to a link on the IATA Developer Portal for access to a more frequently maintained list available on IATAs Developer Portal. This item can be viewed in ***Attachment B_A9***.

Country Name Changes – Update

"Turkey" to "Türkiye"

Any references to "Turkey" throughout the Passenger Services Conference Manual and the Passenger Tariffs Coordinating Conference Manual will be updated to reflect the countries name change to "Türkiye".

"Macedonia" to "North Macedonia"

Any references to "Macedonia" throughout the Passenger Services Conference Manual and the Passenger Tariffs Coordinating Conference Manual will be updated to reflect the countries name change to "North Macedonia".

A paper supporting the above Country Name changes forms ***Attachment C_A9***.

Removal of references to A4A- Update

Airlines for America (A4A) have advised IATA that they are no longer supporting the joint IATA/A4A Passenger Standard Setting Activities. Together with the A4A PPC Chair, IATA will conduct a thorough impact analysis of all references to A4A and which Resolutions, Recommended Practices and other standards publications may require amendment as detailed in ***Attachment D_A9***.

Review of Standards

The PSC Resolutions and Recommended Practices were reviewed by IATAs Industry Architects and a proposal to rescind outdated or unused Standards has been shared with responsible Boards for consideration. Standards Boards are encouraged to review the Standards under their area of responsibility to evaluate the proposals within their area of expertise and identify additional outdated standards – candidates for removal. This information item forms ***Attachment E_A9***.

2022 Governance Cycles Summary of Changes

A table summarizing changes to Resolutions and Recommended Practices passed during the Governance Voting Cycles since the last conference (October 2021) forms ***Attachment F_A9***. These changes are published in the latest edition of the Passenger Standards Conference Manual.

Action

Conference to:

- endorse the amendment of Resolution 009, Attachment A as proposed in ***Attachment A_A9.***
- endorse the amendment of Resolution 009, Attachment B as proposed in ***Attachment B_A9.***
- note the country name changes in the PSCRM, as proposed in ***Attachment C_A9.***
- note the review work to remove References to A4A throughout the PSCRM as proposed in ***Attachment D_A9.***
- note the list of Resolutions and Recommended Practices proposed to rescind pending Board approval as tabled in ***Attachment E_A9,*** *and endorse removal of Board supported Resolutions and Recommended Practices listed in* ***Attachment E_A9a.***
- note the list of amended Resolutions and Recommended Practices passed in the 2022 Governance Voting Cycles as tabled in ***Attachment F_A9.***

Attachment A_A9

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Resolution 009, Attachment A

Pending approval of Agenda Item A9.1, this list may be subject to change and future cycle ballot.

LIST OF RESOLUTIONS AND RECOMMENDED PRACTICES BY RESPONSIBLE BOARD

Passenger Services Conference

Conference	001	Permanent Effectiveness Resolution
	004	Applicability of Resolutions and Recommended Practices
	004a	Restriction of Applicability of Resolutions
	006	Government Approvals
	007	Resolution Prefixes
	008	Adjustment of Effectiveness Dates
	008a	Extension of Expiry Date
	009	Passenger Standards Governance
	200g	Filing of Government Requirements and Authorisations
	1008	Glossary of Commonly Used Air Passenger Terms
	1704	Office Function Designators for Passenger and Baggage Handling
	1786	Passenger Distribution Lifecycle
	1792	Standards Irregularity Notice (SIN)
Pay–Account Standards Board	663	Interline Billing
	750	BSP Data Interchange Specifications
	750a	Reporting Requirements for BSP Transactions Processing–Sales
	750b	Reporting Requirements for BSP Risk Management
	785	Collection of Government or Airport Imposed Taxes/Fees/Charges
	1723	Automated Tax Data
	1791	Standard Specifications for Airline Issued Credit Cards
	1791b	Standardised Format for Financial Transaction Messages
	1791d	Payment Card Industry Data Security Standards (PCI DSS) and Strong Customer Authentication (SCA) Compliance
	1791e	Card Fraud Prevention Best Practises
	1791f	Frequent Flier Program Fraud Prevention Best Practises
Plan Standards Board	001pg	Use of Three-Letter Designators
	761	Flight Numbers
	762	Airline Designators
	763	Location Identifiers
	764	Arrival and Departure Times
	765	Interline Connecting Time Intervals–Passenger and Checked Baggage
	767	Assignment of Airline Accounting Codes and Airline Prefixes
	769	Baggage Tag Issuer Codes (BTIC)
	780	Form of Interline Traffic Agreement–Passenger and Baggage (Joint with Travel Standards Board)
	780b	Passenger Interline Service Charge
	780c	Passenger Interline Service Charge for Non-IATA Carriers
	780d	Passenger Interline Service Charge–United States
	780e	IATA Interline Traffic Participation Agreement–Passenger (Joint with Travel Standards Board)

	789a	Responsibility for Handling Functions
	1752	Numeric Location Codes
	1761a	Guidelines for the Allocation of Airport Slots
	1761b	Form of Exchange of Schedule Information
	1775	Hotel Accommodation, Meals and Surface Transport Multilateral Agreement
	1780a	Baseline Checklist for Implementing New Interline Partnerships-Passenger
	1780b	Interline Framework between Ticketed and Ticketless Carriers
	1780e	IATA Intermodal Interline Traffic Agreement–Passenger (Joint with Travel Standards Board)
	1780f	IATA Interline Traffic Agreement for Enhanced Distribution Capability—Passenger and Baggage (Joint with Travel Standards Board)
	1780s	Standard Retailer and Supplier Interline Agreement (SRSIA)
Shop–Order Standards Board	701	Inadmissible Passengers and Deportees
	722	Ticket–General Procedures and Definitions
	722c	Ticket Support Documents/Boarding Passes–Version 2 (ATB2)
	722e	Ticket Support Documents/Boarding Pass Technical Specification
	722f	Ticket–Airline
	722g	Ticket–Neutral
	722h	Ticket–Ground Handling
	723	Coupon Sequence and Use
	724	Ticket Notices
	725	Electronic Miscellaneous Document (EMD)–General Procedures and Definitions
	725f	Electronic Miscellaneous Document–Airline
	725g	Electronic Miscellaneous Document–Neutral
	725h	Electronic Miscellaneous Document–Ground Handling
	727a	Collection of Reservation Change Fees
	728	Code Designators for Passenger Ticket
	735	Period of Validity
	735a	Extension of Ticket Validity
	735b	Waiver of Minimum Stay Requirement
	735c	Rerouting and Refund in Case of Death
	735d	Involuntary Change of Carrier, Routing, Class or Type of Fare (Involuntary Reroute)
	735f	Involuntary Change of Routing of Charter Passengers to Scheduled Service
	736	Voluntary Changes to Tickets and Miscellaneous Documents
	737	Refunds
	760	Resolution Governing use of Reservations Interline Message Procedures–Passenger (AIRIMP)
	760a	Changes to Reservations Interline Message Procedures–Passenger (AIRIMP)
	766	Interline Passenger Reservations Procedure
	777	Order ID
	781b	Fraud Related to Electronic Documents
	782	Means of Payment
	787	Enhanced Airline Distribution
	788	Interline Recognition of Free and Reduced Fare or Rate Transportation
	789	Responsibility for Travel at the Correct Fare
	791	Specifications for Airline Industry Integrated Circuit Card (ICC)–Version 03
	797	One Order
	1708a	Passenger Assistance List (PAL) and Change Assistance List (CAL)
	1719c	Electronic Ticket List (ETL)
	1720a	Standard Thirteen-Digit Numbering System for Traffic Documents
	1721	Netting for Exchange/Reissue Transactions
	1722f	ATB2 Quality Assurance
	1722z	Inhibit Ticketing for Security Reasons
	1725	EMD Tax Collection Following an Upgrade
	1726	Passenger CO2 Calculation Methodology

	1728	Reservations and Ticket Coding Directory
	1735	Planned Schedule Changes
	1735d	Incident Specific Policy Change
	1738	Application for Ship's Crew Fares
	1760	Airline Taxonomy of Offer Components
	1760a	Use of Travel Industry Designator (TIDs) Service to Identify Non-Accredited Agents and Other Sales Intermediaries
	1764	Reservations Verification
	1766	Publication of Reservations Information
	1767	Quality Control
	1767a	Quality Control for Interline Messages
	1768	Standard Reservations Telephone Conversations
	1768a	Mandatory Fare Quote & Enforced Ticket Time Limit
	1769	Emergency/Strike Situation
	1770	Code of Reservations Ethics
	1771	Sell and Report or Free Sale Agreements
	1772	Passenger Sales Agent Location Identification
	1774	Protection of Privacy and Processing of Personal Data Used in International Air Transport of Passengers and Cargo
	1776	Seamless Connectivity
	1776a	Seamless Availability and Selective Query
	1777	Online Married Segment Control
	1777a	Interline Married Segment Control
	1778	Automated Block Space Interface
	1779	Journey Data
-	~~1780s~~	~~Standard Retailer and Supplier Interline Agreement (SRSIA)~~
	1782	Enhanced Availability Data
	1783	Interactive Passive Validation
	1787	Reservations Procedures for Free and Reduced Rate Transportation
	1788	Ticketing and Baggage Regulations for Free and Reduced Transportation
	1790a	Online Sales of Additional Services in Interline Scenarios
	1790b	Reservations Procedures for Chargeable Ancillary Services (Bilateral)
	1790c	Reservation Procedures for Chargeable Baggage Related Services and Service Reference Number
	1793	Standardisation of Paper Sizes for Various Passenger Handling Forms
	2725i	Through/Change of Gauge Flight for EMD-A
Travel Standards Board	700	Acceptance and Carriage of Passengers with Disabilities Requiring Assistance
	708	Use of Standard Operational Messages
	709	Baggage Transfer Message (BTM)
	739	Baggage Security Control
	740	Form of Interline Baggage Tag
	741	Passenger Name and Address Label
	743	Found and Unclaimed Checked Baggage
	743a	Forwarding Mishandled Baggage
	743b	Baggage Identification Chart
	744	Local Baggage Committees
	745	Dangerous Goods in Passengers Baggage
	745a	Acceptance of Firearms and Other Weapons and Small Calibre Ammunition
	745b	Acceptance of Power Driven Wheelchairs or Other Battery Powered Mobility Aids as Checked Baggage
	746	Pooling of Baggage
	751	Use of the 10 Digit Licence Plate
	752	Electronic Baggage Claim Receipt
	753	Baggage Tracking
	754	Profiles of Interline Baggage Claims and Proof of Fault for Baggage Prorates

	755	Reflighting Messaging
	780a	Form of Interline Baggage Handling Agreement to/from Members' Charter/Scheduled Flights
	792	Bar Coded Boarding Pass (BCBP)–Version 8
	798a	Handling Disruptive/Unruly Passengers
	1690	Aircraft and Airport Services Standards and Procedures
	1690a	IATA Ground Operations Manual (IGOM)
	1690b	Baggage Reference Manual Standards and Procedures
	1700a	Expectant Mothers and New-Born Babies
	1700b	Carriage of Passengers with Disabilities and Safety Assistant Requirement
	1700c	Seat Assignment for Passengers with Disabilities and for Safety Assistants
	1700d	Passengers with Disabilities Group Travel
	1700e	Publication in Airline Guides of Rates and Conditions Related to Travel of Passengers with Disabilities
	1701	End to End Passenger Process
	1701a	Passenger Data Harmonization
	1701d	Self Service Electronic Document Check
	1701f	Self Service Baggage Check-In
	1701h	Security Checkpoint Access and Egress
	1701j	Automated and Self-Service Flight Rebooking for Irregular Operations
	1701k	Self Boarding
	1701l	International Traveler Scheme
	1701m	Self-Service Baggage Recovery
	1701n	Self Asserted Identity
	1701o	One ID
	1701p	Digitization of Admissibility
	1702	Information on Airport Passenger Service Charges
	1703	Standardisation of Cabin Door Designators
	1705	Standardisation of Traffic Handling Message Texts
	1706	Functional Specification for Standard Departure Control System
	1706a	Functional Specification for Passenger Self-Service Systems
	1706b	Data Interchange for Passenger and Aircraft Handling
	1706c	Common Use Self Service (CUSS)
	1706d	Non-ATB Document Specifications for Common Use Self Service (CUSS) Kiosks
	1706e	Paper Specifications–Documents to be Printed by a General Purpose Printer (GPP) in a Common Use Self-Service (CUSS) Kiosk
	1706f	Functional Specification for CUSS User Interface
	1707	Standard Symbols for Description of Standard Message Formats
	1707a	Data Field Dictionary for DCS Passenger Messages
	1707b	Data Element Directory for DCS Passenger Messages
	1708	Passenger Name List (PNL) and Additions and Deletions List (ADL)
	1709	Request List Message (RQL)
	1710	Standardisation of Seat Designators
	1711	Seats Protected Message (SPM)
	1712	Seats Occupied Message (SOM)
	1713	Space Available List (SAL)
	1714	Industry Discount Message (IDM)
	1715	Passenger Service Message (PSM)
	1716	Passenger Information List (PIL)
	1717	Teletype Passenger Manifest (TPM)
	1717a	PAXLST Message
	1718	Passenger Transfer Message (PTM)
	1719	Passenger Final Sales Message (PFS)
	1719a	Frequent Traveller List (FTL)
	1719b	Passenger Reconcile List (PRL)
	1719d	Ticketless Product List (TPL)
	1719e	Additional Service List (ASL)

	1720	Seat Assignment Parameters
	1726	Passenger CO_2 Calculation Methodology
	1739	Passenger/Baggage Reconciliation Procedures
	1740a	Baggage Tag Media Quality Guidelines
	1740b	Licence Plate Fallback Sortation Tag
	1740c	Radio Frequency Identification (RFID) Specifications for Interline Baggage
	1740d	Read and Sortation Rate in Baggage Handling Systems
	1740e	Baggage Taken in Error–Notice to Passengers
	1740f	Carriage of Prohibited Wildlife in Baggage
	1741	Passenger and Baggage Conformance Services
	1743a	Tracing Procedure for Missing Checked Baggage
	1743b	Tracing Unchecked Baggage and Handling Damage to Checked and Unchecked Baggage
	1743c	Exchange of Information on Interline Baggage Tagging Errors
	1743d	Baggage Theft, Pilferage and Fraudulent Claim Prevention
	1743e	Baggage Irregularity Report
	1744	Local Baggage Committee Bylaws, Terms of Reference and Operating Rules
	1745	Baggage Information Messages
	1745a	Automated Baggage Handling Based on the Messaging of RP 1745
	1746	Baggage System Interface (BSI)
	1747	Passengers' Electronic Equipment
	1748	Baggage Construction Standards
	1749	Carriage of Carry-on Baggage
	1750	Handling of Security Removed Items
	1751	Interline Baggage Claim
	1752a	Reliability and Integrity of Baggage Messaging
	1753	Interline Handling Procedure for Unaccompanied Minors
	1754	Form and Function of the Electronic Baggage Tag (EBT)
	1755	Baggage Logistics and Conformance Event Services
	1756	Use of Beacon Infrastructure
	1757	Lost and Found Property Items Categories
	1773a	Radio Frequency Identification (RFID) Specifications for Inflight Catering Equipment Management
	1780e	IATA Intermodal Interline Traffic Agreement-Passenger (Joint with Plan Standards Board)
	1780f	IATA Interline Traffic Agreement for Enhanced Distribution Capability-Passenger (Joint with Plan Standards Board)
	1781	Smoking in Aircraft
	1785	Public Information Systems and Standards
	1788a	Procedure for Passengers Travelling on Space Available Basis
	1789	Automated Boarding Control
	1790	Additional Services
	1794	Carriage of Prohibited Wildlife and Related Products by Passenger
	1795	Guidelines for the Establishment of Airline Operators Committees
	1796	Town Versus Airport Terminal
	1797	Common Use Passenger Processing Systems (CUPPS)
	1797a	Aviation Information Data Exchange (AIDX)
	1797c	Management Information Systems Interface
	1798	Contact of Air Passengers Exposed to a Health Hazard
	1799	Denied Boarding Compensation
Architecture and Technology Strategy Board	1784	Structured Domain Names

Passenger Tariff Coordinating Conferences

Conference	001	Permanent Effectiveness Resolution
	001yy	Special Provisions Resolution Acceptability of Currencies
	004a	Restriction of Applicability
	006	Government Approvals
	008	Adjustment of Effectiveness Dates
	008a	Extension of Expiry Dates
Shop–Order Standards Board	008z	Hajj and Umrah Periods
	011	Mileages and Routes for Tariff Purposes
	011a	Mileage Manual Non-TC Member/Non-IATA Carrier Sectors
	011b	Global Indicators
	011c	Multi Airport City
	012	Glossary of Terms
	012b	Countries, Currencies, Codes Administrative Resolution
	012c	Fare Construction Rule Acronyms
	017	Construction Rules
	017a	Construction Rules for Journeys
	017b	Construction Rules for Pricing Units
	017c	Construction Rules for Fare Components
	017e	Mixed Class
	017f	Exchange, Reissues and Refunds
	017ha	Fare Selection Criteria
	017i	Carrier Selection for Fare Construction Checks
	024	Special Provisions Resolution Currency Adjustments
	024a	Establishing Passenger Fares and Related Charges
	024c	Conversion of Local Currency Amounts for Combination/Construction Purposes
	024d	Currency Names, Codes, Rounding Units and Acceptability of Currencies
	024e	Rules for Payment of Local Currency Fares
	024k	Currency Related Rules
	040c	Surface Sectors
	049a	Changes in Fares–Gambia, Ghana, Sierra Leone, Zambia
	049x	Fare Changes
	102	Passenger Expenses Enroute
	121a	Government Controlled Cost Factors Administrative Resolution
	200g	Procedures for Government Orders
	212	Charge for a Passenger Occupying Two Seats
	302	Baggage Provisions Selection Criteria
	1040	Stopovers and Transfers
	1201	Children and Infants

Attachment B_A9

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Resolution 009, Attachment B

It is proposed to update the references to Message Name and Format/Technology in the list of Data Exchange Standards to link to a more frequently maintained list as follows:

Pending approval of the new Board structure, further discussions will be had around the relevancy of publishing this list.

LIST OF DATA EXCHANGE STANDARDS BY RESPONSIBLE BOARD

Add below text and delete table as currently published in Resolution 009 Attachment B.

An inventory of messages and the Management Board responsible can be found on the IATA Developer Portal here.

Attachment C_A9
Official Country Name Changes

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

Members may note that the official name for the country Turkey has changed to Türkiye, and that the official name for the country Macedonia (FYROM) has changed to North Macedonia.

Accordingly, all standards and publications need to reflect the new official name wherever referenced.

Solution

Change Turkey to Türkiye

This affects the following Passenger Tariff Composite Resolutions where we propose to make the amendment to change Turkey to now read Türkiye.

Introduction TC2 Europe Sub Area
Resolution 001 Permanent Effectiveness Resolution Government Reservation
Resolution 024a Establishing Passenger Fares and Related Charges Attachment A
Resolution 024d Currency Names, Codes. Rounding Units and Acceptability of Currencies Attachment A
Resolution 024e Rules for Payment of Local Currency, Attachment A Sources for Rates of Exchange

This affects the following Passenger Services Conference Resolutions where we propose to make the amendment to change Turkey to now read Türkiye.

Introduction TC2 Europe Sub Area
Resolution 001 Permanent Effectiveness Resolution Government Reservation

Change Macedonia (FYROM) to North Macedonia

This affects the following Passenger Services Conference Resolutions where we propose to make the amendment to change Macedonia (FYROM) to now read North Macedonia.

Introduction TC2 Europe Sub Area

Please note changes to the Passenger Tariff Composite Conference Manual have already been made.

All associated and related reference material and publications, (for example, Ticketing Handbook, Reservations Service Manual, Revenue Accounting Manual etc) will also be edited as appropriate.

Similar action will be taken on the other Traffic Conferences namely Passenger Agency, Cargo Services, Cargo Agency and Cargo Tariffs Conferences and related publications.

Action

Conference to note these editorial changes.

Attachment D_A9
Joint Passenger Standards Setting Activity with A4A and References to A4A in IATA Standards

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Submitted by: David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

Airlines for America (A4A) has advised IATA that they are no longer supporting the joint IATA/A4A passenger standards setting activities and we have been advised that the A4A Passenger Processing Council (PPC) has not convened since their last meeting held in 2019.

Accordingly, all standards amendments that have been adopted by the IATA Passenger Services Conference from 2020 onwards cannot be referenced as applied jointly by A4A until such time as A4A may formally adopt them. This similarly means any reference to A4A in IATA resolutions and recommended practices and other standards publications (e.g. AIRIMP), implementation guidance materials and other publications needs to be reviewed for references to A4A.

Proposed Solution

Working with the incumbent A4A PPC Chair, IATA is conducting a thorough impact analysis of what this means, and which resolutions, recommended practices and other standards publications may require amendment. A detailed report will be published in the 2nd transmittal.

Action

Conference to note.

Attachment E_A9
Review of Standards: Rescission of Outdated or Unused Standards

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Submitted by: Marie Masserey, Head of Industry Architecture, IATA (massereym@iata.org), and

David McEwen, Director Industry Architecture, IATA (mcewend@iata.org)

Secretary of the Passenger Standards Conference

Background

IATA Industry Architects reviewed all the Resolutions and Recommended Practices standards as published in the PSC Resolutions Manual with a view of estimating the magnitude of change that would be required to support the standards activity when moving to the world of Offers and Orders and assist the Conference to establish a roadmap for the transition and manage the change.

As part of the review, it was noted that the Manual contains several standards which may no longer be relevant and as such could be considered for rescission.

Reasons for rescission fall into one of the following categories:

- Standard refers to use of technology long discontinued by the industry.
- Standard refers to an outdated technique (like statistical testing of the quality of TELETYPE messages).
- Standard describes practices that have not been implemented since its introduction and there are no active attempts to do so.

The following table lists standards that have been identified for proposed rescission and the Management Board responsible.

Resolution	Title	Board	Note
Recommended Practice 1791	Standard Specifications for Airline Issued Credit Cards	PASB	While it references to ISO standards for credit cards, it does not seem to reference modern methods of securing cards (Chip&PIN, 3DS) so it is unlikely that any card can be issued today.
Recommended Practice 1752	Numeric Location Codes	PSB	Provides for four digit numeric location codes to be used instead of three letter codes on bag tags. No evidence of use or existence of code assigning service.
Resolution 722c	Ticket Support Documents/Boarding Passes–Version 2 (ATB2)	SOSB	ATB2 technology has been retired.
Resolution 722e	Ticket Support Documents/Boarding Pass Technical Specification	SOSB	Contains specification for a paper-based ticket support document, unlikely to be followed even with today's kiosks.
Resolution 791	Specifications for Airline Industry Integrated Circuit Card (ICC)–Version 03	SOSB	Technology no longer in use.
Recommended Practice 1722f	ATB2 Quality Assurance	SOSB	ATB2 technology has been retired.

Recommended Practice 1767	Quality Control	SOSB	Refers to quality control of teletype messages. Automation superseded basic statistical methods.
Recommended Practice 1767a	Quality Control for Interline Messages	SOSB	Refers to quality control of teletype messages. Automation superseded basic statistical methods.
Recommended Practice 1793	Standardisation of Paper Sizes for Various Passenger Handling Forms	SOSB	Standardization of paper sizes no longer relevant as paper has been removed from passenger handling forms.
Recommended Practice 1756	Use of Beacon Infrastructure	TSB	Refers to a non-existent implementation guide and there has been no activity in place to close the gap.
Recommended Practice 1784	Structured Domain Names	ATSB	Standard not in use. While it refers to modern internet technology, it leverages legacy coding system.

Action

Standards Boards are encouraged to review the Standards under their area of responsibility to evaluate the proposals within their area of expertise and identify additional outdated standards, and possible candidates for removal. This is an ongoing activity and the listed items above are currently undergoing Group/Board approval and will be included in a future ballot.

Conference to endorse the below Resolution and Recommended Practices for rescission that have received Board support as outlined in Attachment E_A9a/P:

Resolution	Title	Approving Board
Resolution 791	Specifications for Airline Industry Integrated Circuit Card (ICC)–Version 03	SOSB
Recommended Practice 1752	Numeric Location Codes	PSB
Recommended Practice 1791	Standard Specifications for Airline Issued Credit Cards	PASB
Recommended Practice 1791b	Standardised Format for Financial Transaction Messages	PASB

Item A9, Attachment E_A9a/P: Voting item to rescind Resolution 791 and Recommended Practices 1752, 1791, and 1791b (presented in package)

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Background

This item proposes to rescind Resolution 791 and Recommended Practices 1752, 1791 and 1791b as outlined in Agenda Item A9, Attachment E.

Standards Boards will continue to review the Standards under their area of responsibility to evaluate the proposals within their area of expertise and identify additional outdated standards, and possible candidates for removal.

Action

Conference to endorse the below Resolution and Recommended Practices for rescission that have received Board support:

Resolution	Title	Approving Board
Resolution 791	Specifications for Airline Industry Integrated Circuit Card (ICC)–Version 03	SOSB
Recommended Practice 1752	Numeric Location Codes	PSB
Recommended Practice 1791	Standard Specifications for Airline Issued Credit Cards	PASB
Recommended Practice 1791b	Standardised Format for Financial Transaction Messages	PASB

These Resolutions and Recommended Practices will be deleted in their entirety:

Resolution 791
~~**SPECIFICATIONS FOR AIRLINE INDUSTRY INTEGRATED CIRCUIT CARD (ICC)—VERSION 03**~~
~~**PSC(38)791** Expiry: Indefinite~~
~~Type: B~~
~~RESOLVED that, Members may use the Integrated Circuit Card (ICC), sometimes referred to as "Smart Card" or "Chip Card". When used, the specifications and standards as described in this Resolution shall apply.~~
…/

Recommended Practice 1752
~~**NUMERIC LOCATION CODES**~~
~~**PSC(07)1752**~~
~~RECOMMENDED that:~~
~~For the purpose of printing destinations on baggage tags in machine readable format, e.g. bar code, four digit location codes be used by Members. The location codes will be established and maintained by the IATA Traffic Services section, as part of the three-letter location identifiers system (see Resolution 763).~~
~~The location codes will not be published along with the three-letter location identifiers in the IATA Airline Coding Directory and A4A/IATA Reservations Interline Message Procedures—Passenger (AIRIMP). However, they will be available at nominal cost in printed form or computer tape. Information on rules and criteria regarding code assignment is available through request via the IATA Customer Portal.~~
…/

Recommended Practice 1791

~~**STANDARD SPECIFICATIONS FOR AIRLINE ISSUED CREDIT CARDS**~~

~~**PSC(18)1791**~~

~~RECOMMENDED that:~~

~~When issuing airline personal credit cards, Members conform to the specifications contained in this Recommended Practice. These specifications are compatible with the International Standards Organization (ISO) specifications for credit cards, i.e. 7810, 7811-1, 7811-2, 7811-3, 7811-4 and 7811-5.~~

~~***Note:*** *Members wishing to issue Air Travel Cards as a Contractor under the Universal Air Travel Plan are directed to the UATP Manual for detailed specifications.*~~

…/

Recommended Practice 1791b

~~**STANDARDISED FORMAT FOR FINANCIAL TRANSACTION MESSAGES**~~

~~**PSC(37)1791b**~~

~~RECOMMENDED that:~~

~~In transmitting financial transaction data, Members shall use the message formats as set forth in Attachment 'A' hereto. These message formats are compatible with industry message specifications and standards approved by the American National Standards Institute (ANSI) and the International Standards Organization (ISO), "Interindustry Financial Transaction Card Data Exchange Specifications", ANSI X4.21-1981 and ISO 7580—Identification Cards—Card Originated Messages-Content for Financial Transactions.~~

…/

Attachment F_A9
2022 Governance Voting Cycles

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Since the October 2021 Passenger Standards Conference (PSC3) the following items were successfully voted on during the 2021 and 2022 Governance Cycles via online ballot. Adopted changes were included in the PSC and PTC Manuals (effective 1 June 2022) accordingly.

2021 Cycle 4 – PSC/2022-03/31

Resolution / Recommended Practice	Title	Ballot Reference & Approving Board	Memo Reference
017c	Construction Rules for Fare Components	PTC Voting Package: PAG items (SOSB)	PSC/2021-12/27
024d	Currency Names, Codes, Rounding Units and Acceptability of Currencies	PTC Voting Package: PAG items (SOSB)	PSC/2021-12/27
725g	Electronic Miscellaneous Document – Neutral	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2021-12/30
728	Code Designators for Passenger Ticket	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2021-12/30
1720a	Attachment A to Standard Thirteen-digit Numbering System for Traffic Documents	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2021-12/30

2022 Cycle 1 – PSC/2022-03/38

Resolution / Recommended Practice	Title	Ballot Reference & Approving Board	Memo Reference
011c	Multi Airport City	PTC Voting Package: PAG items (SOSB)	PSC/2022-03/37
024d	Currency Names, Codes, Rounding Units and Acceptability of Currencies	PTC Voting Package: PAG items (SOSB)	PSC/2022-03/37
312	Baggage Excess Value Charge	PTC Voting Package: PAG items (SOSB)	PSC/2022-03/37
722f	Ticket - Airline	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2022-03/34
722g	Ticket – Neutral	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2022-03/34
735d	Attachment A to Involuntary Reroute Flow Chart	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2022-03/34
765	Interline Connecting Time Intervals – Passenger and Checked Baggage	PSB Delegated Authority	PSB Delegated Authority
1008	Glossary of Commonly Used Air Passenger Terms	Editorial: Add link to Attachment A	Editorial: Add link to Attachment A
1720a	Attachment A to Standard Thirteen-digit Numbering System for Traffic Documents	PSC Voting Package: Ticketing Group items (SOSB)	PSC/2022-03/34
1726	Passenger CO_2 Calculation Methodology	PSC Voting Package: Fuel Group items (TSB)	PSC/2022-03/35
1800	Automated Baggage Handling Based on the Messaging of RP 1745	Editorial: renumber to 1745a and update references	Editorial: renumber to 1745a and update references

2022 Cycle 2 – PSC/2022-07/49

Resolution / Recommended Practice	Title	Ballot Reference & Approving Board	Memo Reference
754	Profiles of Interline Baggage Claims and Proof of Fault for Baggage Prorates	PSC Voting Package: Baggage Group items (TSB)	PSC/2022-06/42 (Partial Pass)
780	Form of Interline Traffic Agreement–Passenger	PSC Voting Package: Baggage Group items (TSB)	PSC/2022-06/42
1754	Form and Function of the Electronic Baggage Tag (EBT)	PSC Voting Package: Baggage Group items (TSB)	PSC/2022-06/42
1701p	Digitization of Admissibility	PSC Voting Package: One ID Group items (TSB)	PSC/2022-06/43
1735d	Policy Taskforce	PSC Voting Package: Policy Taskforce item (SOSB)	PSC/2022-06/44

2022 Cycle 3 – PSC/2022-11/57

Resolution / Recommended Practice	Title	Ballot Reference & Approving Board	Memo Reference
728	Code Designators for Passenger Tickets	PSC Voting Package: Reso 728	PSC/2022-10/53
1708	Passenger Name List (PNL) and Additions and Deletions List (ADL)	PSC Voting Package: DCS Group items (TSB)	PSC/2022-10/52
1719b	Passenger Reconcile List (PRL)	PSC Voting Package: DCS Group items (TSB)	PSC/2022-10/52

2023 Conference Voting Cycles

				Resolution, RP and Conference decisions only	
	Group Ballots	**Board Ballots**	**Publication of data exchange release**	**Start of 21 day Conference ballot**	**Included in PSCRM publication**
Cycle 1 (23.1)	10-Jan-23	14-Feb-23	**01-Mar-23**	07-Mar-23	**01-Jun-23**
Cycle 2 (23.2)	10-Apr-23	15-May-23	**01-Jun-23**	05-Jun-23	**01-Jun-23 v1**
Cycle 3 (23.3)	11-Jul-23	15-Aug-23	**01-Sep-23**	30-Sep-23	**01-Jun-23 v2**
Cycle 4 (23.4)	10-Oct-23	14-Nov-23	**01-Dec-23**	01-Dec-23	**01-Jun-23 v3**

Action

Conference to note.

Item A9.1: PSC Evolution

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Submitted by: Passenger Standards Conference (PSC) Steering Group and IATA (mcewend@iata.org)

Background

The PSC standards setting activities have constantly evolved to meet the needs of our Members. The PSCSG and IATA have been reviewing the current structure and working practices, with an aim to:

- move quickly on standards development
- maximize the efficient use of Members and IATA resources
- prioritize the activities around the industry objective to become entirely offer and order capable
- promote greater collaboration across standards boards
- ensure Business Requirements Documents are articulated correctly and delivered efficiently

This review also seeks to:

- reflect the changes in the airline industry that have occurred since the original Resolution creation in 2017
- maintain the autonomy of the standards boards and the Steering Group
- ensure the standard setting framework is focused on the future state of the industry

This will allow standards boards to develop robust standards, capable of being adopted and implemented efficiently. This creates efficiencies around resource planning and prioritization with the full oversight of the PSCSG.

The result of this review is represented in a revised standards setting framework with the changes to Resolution 009 as noted in Agenda item A9.1 Attachment A.

Key features of the changes

- Combining Offer standards with the Plan Standards Board
- Greater collaboration across Boards, for example payment and interline
- Working Groups focused solely on business requirements
- Technical Support Working Groups set up under each Board to support technology standards.

Voting Cycles to Note

Existing Boards and Groups

4/22 - Board Ballot 14 November 2022 / Conference Ballot 30 November 2022
1/23 - Board Ballot 14 February 23 / Conference Ballot 7 March 2023
2/23 - Board Ballot 15 May 23 / Conference Ballot 5 June 2023

New Board Groups

3/23 - Board Ballot 15 August 2023 / Conference Ballot 30 September 2023
4/23 - Board Ballot 14 November 2023 / Conference Ballot 5 December 2023

Suggested timelines subject to Resolution 009 changes being approved

Target Date	Milestone Activity
8-Nov-22	Webinar hosted by PSCSG to discuss changes
30-Nov to 30-Dec-22	PSC vote on Reso 009 changes (Cycle 4)
1-Jan-23	Resolution 009 effective pending Government Approval (Jan 2023)
Jan-Feb 23	Call for Board Nominations / finalize Board Membership
Mar-23	New Board Membership announced to PSC SG, Boards and PSC community (Mar 23)
Mar-23	Boards to decide on Working Groups structure and working methods between the Business Boards and Technology Groups that will take effect as of 1 July 2023
	Board to establish Groups Terms of Reference
	Boards to determine transition plan (if any) and working methodologies
Apr 23	Webinar to engage interest and explain where activities sit and how to get involved
May 23	Call for Business Groups Nominations (Airlines only)
	Call for Technical Group Nominations (Airlines and System Providers)
	Call for Advisory Forum Participation (Open to all)
Jun 23	Finalize Group Membership
1-Jul-23	New Structure and all Groups fully functional as of 1 July 2023

Action

Conference to note/discuss and agree to proposed changes as outlined in Agenda item A9.1, Attachment A: Resolution 009.

Attachment A_A9.1: Changes to Resolution 009

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RESOLUTION 009
Passenger Standards Governance

△ PSC(~~42~~ 44)009	

RESOLVED that,

1. PASSENGER STANDARDS GOVERNANCE STRUCTURE

1.1 IATA passenger standards are established pursuant to the Provisions for the Conduct of the IATA Traffic Conferences (the Provisions), by the Passenger Services Conference (PSC), and the Passenger Tariff Coordinating Conferences–Composite (PTC). This Resolution establishes a governance structure for developing and adopting standards within these two conferences.

1.2 For the purposes of governance and managing activities including annual meetings, and other voting procedures, a single conference structure is established (the Conference).

1.3 The Conference elects a single Chair and Vice-Chair to serve for a period of two years.

1.4 Each Member with passenger operations may accredit a single delegate to vote on PSC and PTC items or may accredit separate representatives.

1.5 The Conference fulfills the functions of both the PSC and the PTC. For voting items relating to the ~~tariff~~ Tariff Composite Conference standards the Conference acts as the PTC,. Only ~~and~~ the PTC accredited representative~~s~~ votes on behalf of their airline~~s~~. For all other items the Conference acts as the PSC.~~, and~~ Tthe PSC accredited representative~~s~~ (where different) votes on behalf of their airline~~s~~. The Resolutions belonging to each Conference are outlined in Attachment A.

1.6 The ~~combined~~ Conferences may also take decisions using ~~a Mail Vote or~~ an online ballot~~s~~.

1.7 ~~Each Member shall be a voting Member of the Passenger Services Conference.~~

1.8 ~~1~~7 Each Member who has elected to participate in the Passenger Tariff Coordinating Conferences shall be a voting Member of the Passenger Tariff Coordinating Conferences–Composite (PTC).

2. MANAGEMENT BOARDS AND STEERING GROUP

2.1 Establishment of Management Boards

2.1.1 Five Management Boards are established, and report to the Conference.

2.1.2 This Resolution forms the Terms of Reference of the Management Boards.~~, and~~ C~~c~~hanges to this Resolution must be by unanimous action of both the PSC and the PTC.

2.1.3 The Responsibility of each Board shall be to:

2.1.3.1 Establish and disband Working Groups to manage specific areas of standards, as described in paragraph 3.1 below.

2.1.3.2 Endorse proposals of any of their Working Groups where Conference adoption is required, as described in paragraph 2.6 below.

2.1.3.3 Endorse any proposals of any of their Working Groups where delegated authority is provided by the Conference to the Management Board, as described in paragraph 2.7 below.

2.1.3.4 Provide expert strategic input to the Conference, and to any other IATA group ~~or committee~~ on any subject within their domain.

2.1.3.5 Provide oversight of any industry initiatives or programs on any subject within their domain.

2.1.3.6 Align agendas and activities based on the industry priorities and strategic objectives as endorsed by the IATA Board of Governors.

2.1.3.7 Identify topics that require broader collaboration from other Boards and, if required, establish multi-disciplinary groups with the approval of the Steering Group.

2.2 Steering Group

2.2.1 The Conference Steering Group consists of the Chair and Vice Chair(s) of each Management Board, together with the Chair and Vice Chair(s) of the Conference. The Steering Group shall steer the activity of the Conference across the year~~,~~ and ~~also~~ manage standard setting activity that crosses domains. The Steering Group shall meet ~~will hold bi-monthly conference calls~~ four to six times per year, at least one of which shall be in person ~~each year~~. Decisions of the Steering Group, where required, are made by a simple majority~~, with a 50% quorum of Steering Group membership~~. In the cas~~e~~ of multiple Vice Chairs within a Board, only one shall be eligible to vote.

2.2.2 The accredited representative of any Member may observe meetings of the Steering Group, and all Members will have visibility of meeting documentation.

2.2.3 The Steering Group will ensure that each Management Board is acting within its scope as described in this Resolution.

~~2.2.4~~ The Steering Group ~~the authority to~~ shall support the relevant Management Board(s) to assign resources to work on standards related to any requirements identified by Working Groups. ~~This includes but is not limited to the Interline Group.~~

~~2.2.5~~ The Steering Group may directly oversee activities of Working Groups, as it deems necessary, such as the Interline Working Group, and maintain the Multilateral Interline Traffic Agreement and Standard Retailer Supplier Interline Agreement.

2.3 Scope of the Management Boards

The specific scope of each Management Board is outlined below.

2.3.1 Plan~~ning~~ ~~-~~Offer Standards Board (POSB)

The Plan~~ning~~ - Offer Standards Board manages the development of standards concerning any interaction between airlines and any other parties for the purposes of exchanging information about which services are intended to be made available and to whom; and the management of any corresponding reference data.

This includes but is not limited to schedules ~~exchange~~ publication standards, slot messaging standards minimum connecting time standards, ~~Multilateral Interline Traffic Agreements and~~ industry coding, airline product management standards, and offer standards for enhanced and simplified distribution.

2.3.2 ~~Shop~~ Order ~~-Pay~~ment ~~-~~ Standards Board (OPSB)

The ~~Shop~~ Order ~~-Pay~~ment Standards Board manages the development of standards concerning any interaction between airlines and any other parties for the purpose of ~~offering~~ ordering and paying for products and services, confirming when such products or services are entitled to be received, and monitoring or reporting on the consumption of what has been ordered.

This includes but is not limited to ~~fare construction, currency, reservations, ticketing, and~~ enhanced and simplified distribution (~~offer and~~ order standards and payment standards for completion of the order). ~~offer and order management standards~~. Additionally, this Board is responsible for fare construction, currency, reservations, and ticketing standards when required.

2.3.3 ~~Travel~~ Delivery and- Fulfillment Standards Board (DFSB)

The ~~Travel~~ Delivery and Fulfillment Standards Board manages the development of standards concerning any interaction between airlines and any other partners involved in the delivery and fulfillment of a product or service to a customer. Fulfillment means compiling all the elements of the order ready for consumption and delivery.

This includes but is not limited to passenger experience, contactless travel and biometrics, passenger airport processes, departure management activities, and the relationship between airlines and government agencies controlling facilitation or receiving passenger information.

This also includes operational processes supporting the delivery of passenger services: ground handling and airport handling standards, accessibility, airside safety, and baggage handling.

2.3.4 ~~Pay-Account~~ Settlement and Accounting Standards Board (SASB)

The ~~Pay-Account~~ Settlement and Accounting Standards Board manages the development of standards concerning any interaction between airlines and any other parties for the purpose of managing financial processes supporting the delivery and fulfillment of passenger services to the extent these are developed under the Passenger Services Conference. Fulfilment means processing payment and transferring funds to the provider.

This includes but is not limited to payment, payment acquisition, settlement data exchange standards, and other related financial data exchange standards.

2.3.5 Architecture and Technology Strategy Board (ATSB)

The Architecture and Technology Strategy Board is responsible for interoperability and quality of Data Exchange Standards published under the authority of the Conference; and acts as an architecture and technology strategy advisor to the other ~~Standards~~ Management Boards and to the Steering Group.

The Architecture and Technology Strategy Board manages the methodology for documenting business requirements and developing and generating Data Exchange Standards. The Architecture and Technology Strategy Board also oversees the maintenance of the Airline Industry Data Model (AIDM); and maintains standards and best practices necessary for consistent and interoperable implementation of Data Exchange Standards and related technologies across multiple business areas supported by the Conference. The functions of the Architecture and Technology Strategy Board are detailed in Paragraph 5.2.

2.4 Membership of Management Boards

2.4.1 Each Board will be comprised of a maximum of 18 Member Airlines. Persons serving as members of a Board shall, while serving in such capacity, be deemed to represent the Board, and not the Member of IATA by whom they are employed.

2.4.2 Members will be elected to each Board for a period of 2 years. To ensure maximum representation, every attempt will be made to ensure delegates from all geographic areas are represented on the Board.

2.4.2 ~~Once elected, each Member will designate the individuals who will be their primary and alternate delegate, but may change this at any time. These delegates shall be representatives from their organization with decision making authority over one or more key components of the Board's domain.~~

~~△ 2.4.3 Members will be elected to each Board every 2 years by the Conference to serve a 12-24 month terms. To ensure maximum representation, every attempt will be made to ensure delegates from all geographic areas are represented on the Board.~~

~~2.4.3 Any employee of a Member of a Services Conference may attend any meeting of a Management Board.~~

~~**2.4.4** Any other party may be invited to attend any meeting of the Board as an observer, at the discretion of the Chair and the IATA Secretariat. Any person may be invited to give technical assistance at any meeting.~~

2.4.~~5~~ 3 Each Board may elect to create an Advisory Forum, where key stakeholders and partners may participate to provide strategic input on activities, initiatives or programs on any subject within the Board's domain. Such Advisory Forums will report to each Board and shall operate under Terms of Reference adopted by the Board.

2.5 Meetings and Voting Procedures of Management Boards

2.5.1 Each Board may meet in person or remotely.

2.5.2 Each Board shall elect a Chair and Vice-Chair to serve for a period of ~~three~~ two years, providing their airline remains a Member of the Board during the entire period. Election to these offices also requires participation ~~on~~ in the Conference Steering Group. Each Board may elect a second Vice-Chair, as deemed necessary.

2.5.3 Any other party may be invited to attend any meeting of the Board as an observer, at the discretion of the Chair and the IATA Secretariat. Any person may be invited to give technical assistance at any meeting.

2.5.4 Any vote that is required by the Board may take place at a meeting or by online ballot.

2.5.5 Any Member airline may attend any meeting of the Board and vote on any item, except nomination of officers. ~~Any Member airline may participate in an online ballot by notifying the IATA Secretariat in advance.~~

2.5.6 A quorum shall consist of six Member airlines. ~~for a vote in a meeting~~.

2.5.7 For any voting action, only opposing positions will be sought. For any action where greater than one third of eligible Members are opposed, the action will be defeated. Abstentions and failures to participate will not be counted.

2.5.8 The Board may establish its own procedures, to the extent they do not conflict with this Resolution.

2.5.9 The agenda of all Management Board meetings will be posted at least 14 days before the scheduled 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.

2.5.10 A secretary shall be appointed by IATA.

2.6 Standard Setting

2.6.1 Each Board shall establish Working Groups to develop standards ~~on~~ in specific areas, as described in paragraph 3.

2.6.2 The responsibility of each Board for oversight of specific Resolutions and Recommended Practices is outlined in Attachment A. The responsibility of each Board for oversight of specific Data Exchange Standards is outlined in Attachment B.

2.6.3 ~~**2.6.3** Proposals to amend standards may be submitted by any Member or any other participant invited to participate in the Board's activities.~~ Any Member or invited participant may bring a proposal to the Board to amend standards.

2.6.4 Where proposals to amend standards have been endorsed within a Working Group, they may be presented to the Board as a package. A vote will be taken to obtain the Board's endorsement on package items.

2.6.4.1 Prior to the vote on a package, any Member may request any item to be removed from a package to be voted on separately.

2.6.4.2 Proposals to amend standards endorsed by the Board will be submitted for formal adoption by the Conference except where the Conference delegated the authority to establish standards to the Board. Where delegated authority has been granted to the Board (as described in Paragraph 2.7), the Board may issue the standard on their own authority.

2.6.4.3 Where proposals to amend standards are defeated by the Board, the Board may close the proposal, or refer the proposal back to the Working Group, or to any other Working Group. Any party may bring any proposal directly to the Conference in accordance with the Provisions.

2.6.4.4 Where proposals to amend standards have been endorsed by the Board, they may be presented to the Conference as a package to be voted on in a single action. Any Member ~~voting on a package at Conference~~ may request any item is removed from a package to be voted on separately.

2.6.4.5 Proposals to amend Data Exchange Standards are subject to a concurrent review by both the Board responsible for the business area and the Architecture and Technology Strategy Board responsible for interoperability.

2.7 Delegated Authority to Establish Standards

2.7.1 The Conference may delegate authority to any Board (or any combination of Boards) to adopt non-binding standards without an action by the Conference itself providing:

2.7.1.1 such standards are not in conflict with other standards adopted by the Conference; and

2.7.1.2 the Conference retains full visibility over all standards adopted by any Board.

2.7.2 Unless referenced explicitly within a Resolution, such authority will only be granted for a maximum of one year, after which point it must be renewed by the Conference. Such authority may be renewed as many times as required.

2.7.3 Guidance of such delegated authority will be published by IATA within the next Passenger Services Conference Resolution Manual issued after the delegated authority is adopted.

3. WORKING GROUPS REPORTING TO MANAGEMENT BOARDS

3.1 Establishment of Working Groups Reporting to Management Boards

3.1.1 Such Working Groups shall exist only where these have been established by a Board.

3.1.2 ~~**3.1.2** The Board shall grant the Group a mandate which may not exceed a period of one year, at which point the Group may be renewed by the Board for a maximum of 12 months. A group may be renewed as many times as required.~~

3.1.2The Board shall grant the Working Group a mandate for a specific period of time based on their assessment of the work required to complete the assignment, after which the Working Group shall be disbanded.

3.1.3 Each Working Group shall have a Terms of Reference establishing the scope, working procedures, voting processes and anticipated meetings.

~~**3.1.4** The Board may shall disband a Working Group at any time once the identified work has been completed.~~

3.1.5 A Working Group should be established where there is a requirement to perform actual development activity across a specific area of standards. This may be established on the basis of a discrete function, or an existing body of standards that require an identifiable area of expertise. The structure of Working Groups should maximize efficiency and reduce duplication.

3.1.6 Each Working Group should follow a Work Plan that will be presented to and endorsed by the Board if renewal is sought.

3.1.7 Working Groups shall not be established unless there are volunteers from Members for the positions of Chair and Vice-Chair for the group.

3.2 Membership of Working Groups Reporting to Management Boards

3.2.1 Any Member, where they wish to actively participate in the development of standards, may participate in Working Group activities.

3.2.2 Any other party may be invited to attend any Working Group, as defined in the group's Terms of Reference.

3.2.3 Working Groups may also establish their own sub-working groups ~~Working Groups~~ if this has been provided for within the groups Terms of Reference, at the Boards discretion. Sub-working groups ~~Working Groups~~ are established as required to achieve specific tasks on the work plan. These may be created to facilitate working activities and to track discussions during any activity. These sub-groups ~~Working Groups~~ may develop individual proposals to present back to the full Working Group.

3.3 Meetings and Voting Procedures for Working Groups Reporting to Management Boards

3.3.1 Any required action to be voted on by the Working Group may take place at an in-person meeting, or by online ballot. The results of any voting shall be transparent to all Working Group members.

3.3.2 Any Member airline may attend any meeting of any Working Group, and may participate in any vote at meetings where they attend or by online ballot.

3.3.3 For any voting action, ~~the~~ Working Groups will work on the basis of forming consensus, but specific voting procedure may be established within the Terms of Reference.

3.3.4 ~~the~~ Working Groups may use the Standard Setting Workspace as a way of building consensus and obtaining input on the proposal from other carriers and other stakeholders.

3.3.5 Additional procedures of the Working Group may be established within the Terms of Reference, at the Boards discretion.

3.3.6 Where proposals are endorsed by the Working Group, they will be presented to the Board as a package in the next voting cycle of the Board.

3.3.7 Proposals to amend Data Exchange Standards are subject to a concurrent ballot by ~~review~~ both the Board responsible for the business area and the Architecture and Technology Strategy Board.

3.3.8 The agenda of any Working Group 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.

3.3.9 A secretary shall be appointed for each Working Group by IATA.

4. NAMING CONVENTIONS

Names of all Working Groups active in passenger standard setting should be consistent, and it should immediately be evident what the group's authority and scope is from their name.

Accordingly groups will only be referred to as *Boards*, where they are established by this Resolution; Working *Groups* (or *Advisory Forum*) where they are established by and report directly to Boards; or sub-working groups ~~Working Groups~~ where they report to Working Groups.

5. DATA EXCHANGE STANDARDS AND TECHNOLOGY STANDARDS SUPPORT WORKING GROUPS

5.1 Development of Data Exchange Standards

5.1.1 Data Exchange Standards include but are not limited to Electronic Data Interchange (EDI) message standards,

eXtensible Markup Language (XML) standards, Open API JSON specifications, Verifiable Credentials specification ~~standards~~ and any future standards for electronic interchange of data governed by the Conference ~~(E.g. JSON, REST)~~.

5.1.2 Unless specified by the Conference, development and maintenance of Data Exchange Standards is driven by the Boards responsible for the business area .

5.1.3 To ensure interoperability and quality, the development of all Data Exchange Standards shall follow the methodology established by the Architecture and Technology Strategy Board.

5.1.4. To support the shared responsibilities between the Management Boards and ATSB, a Technology Standards Support Working Group will be established under each Management Board, the objective of which will be to ensure that:

- Management Boards oversee the Business Requirements that the data exchange fulfils, including the business process aspects of the standards.
- Development of data exchange standards is in accordance with applicable architectural and technology strategy guidance and in accordance with the established methodology.
- In all other terms, Technology Support Working Groups operate in accordance with the terms described in Section 3.

5.1.4 ~~5~~ ~~Proposals to modify Data Exchange Standards are subject to a concurrent review by the Architecture and Technology Strategy Board, and the Standards Board responsible for the business area covered by the standard.~~ Proposals to modify Data Exchange Standards including the specifications and associated changes in implementation guides are subject to a concurrent review and endorsement by the Architecture and Technology Strategy Board and the Management Board responsible for the business area covered by the standard.

5.1.5 ~~6~~ Where a concurrent endorsement by respective Boards cannot be reached, proposals to amend Data Exchange Standards may be referred to the Conference for further review and resolution.

5.2 Functions of the Architecture and Technology Strategy Board

The Architecture and Technology Strategy Board shall;

5.2.1 Maintain the methodology for developing Data Exchange Standards and associated modeling guidance, best practices, templates and tools. The methodology is intended for all projects with data or information technology components as an integral part of standards development.

5.2.2 Oversee the maintenance of an integrated Airline Industry Data Model (AIDM) intended as a central repository to store business requirements, data and message models; and generate all data exchange specifications including messaging standards as well as developmental (alpha release) and candidate (beta release) messaging standards.

5.2.3 Issue a new release of the integrated Airline Industry Data Model and associated Data Exchange Standards on a quarterly schedule determined by the Board to coincide with the Conference approval schedule.

5.2.4 Maintain a framework for the release of developmental (alpha release) and candidate (beta release) messaging standards facilitating rapid development and testing of proposed specifications in a transparent environment.

5.2.5 Maintain the Reference Communications Model (RCM) as a common point of reference for implementation of communications protocols and related technologies supporting common non-functional requirements including data exchange security, identity management, handling of personally identifiable data or industry-wide use of Application Programming Interfaces (APIs) or similar standards and best practices necessary for consistent and interoperable implementation of Data Exchange Standards.

5.2.6 Provide architecture and technology strategy guidance to all standards development projects in all projects with a data or information technology component.

5.2.7 Act as an architecture and technology strategy advisor to other ~~Standards~~ Management ~~Boards~~ and to the Conference Steering Group.

5.2.8 The Board will be guided by the following principles in supporting the development of standards;

5.2.8.1 ~~compatible with the UN/EDIFACT standards,~~

5.2.8.2 ~~1~~ compatible with generally adopted internet technology standards such as the standards published by the Internet Engineering Task Force (IETF) or the World Wide Web Consortium (W3C), and other adopted industry standards,

5.2.8.3 ~~2~~ ensure that the resulting standards are not in conflict with existing industry standards and conform with established principles and procedures,

5.2.8.4 ~~3~~ contribute to the future development of passenger processing and information exchange,

5.2.8.5 ~~4~~ facilitate the interoperability with similar standards published by adjacent industries.

Item A10: Any Other Business - Item place holder

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Currently no "Any Other Business" items have been submitted to the Conference.

Section B:
Plan Standards Board Items

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* Interline Group voting items approved by the Plan Standards Board will be presented under Agenda Item A5.1.

[Red text indicates added / updated in the second transmittal]

Item B1: Report of the Plan Standards Board

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Submitted by: Glen Bell, Chair of the Plan Standards Board

Sander van Noorloos, Vice Chair of the Plan Standards Board

Isabella Ioannoni, Secretary of the Plan Standards Board

Background

The Plan Standards Board is established under paragraph 2.3.1 of Resolution 009:

2.3.1 Plan Standards Board

The Plan Standards Board manages the development of standards concerning any interaction between airlines and any other parties for the purposes of exchanging information about which services are intended to be made available and to whom, and the management of any corresponding reference data.

This includes but is not limited to schedule publication standards, slot messaging standards, minimum connecting time standards, interline standards and industry coding.

Members of the Plan Standards Board

Position	Airline	Delegate name	Term commenced
1	Aeromexico	Federico John Ruiz Davies Jacqueline Flores Sanchez	01 November 2018
2	Air China	Peng Liu	01 November 2018
3	Air France	Elise Blanchard	01 November 2018
4	ITA	Stefano Rizzo Denise Scafidi	01 November 2018
5	American Airlines	James Gargas	01 November 2018
6	Biman Bangladesh Airlines	Mohammed Salahuddin	01 November 2018
7	British Airways	Sander Van Noorloos	01 November 2018
8	China Southern Airlines	Xu Qiaoqin	01 November 2021
9	Delta Air Lines	Glen Bell	01 November 2018
10	Deutsche Lufthansa	Ulrike Steinmann-Schudra	01 November 2018
11	Emirates Airline	Shrikant Kiran Yadery	01 November 2018
12	Hahn Air Lines	Alexander Proschka	01 November 2019
13	KLM	George Voorman	01 November 2018
14	LATAM Airlines	Soledad Berrios	01 November 2018
15	LOT Polish Airlines	Robert Ludera	01 November 2018
16	Qatar Airways	Mandar Prakash Pradhan	01 November 2018
17	Turkish Airlines	Murat Baş	01 November 2018
18	United Airlines	Michele Boyce	01 November 2018
19	Virgin Australia	Matthew Yarrow	01 November 2018

Chair and Vice-Chair

Glen Bell (Delta Air Lines) and Sander Van Noorloos (British Airways) maintain the PSB Chair and Vice Chair positions respectively.

Plan Standards Board (PSB) activity in 2022

Prioritization of Activities

The Board focused on prioritizing efforts where more immediate value can be provided in this area of business throughout the course of this year. This included PSC reorganization engagements and deliverables with prioritized activities of all Groups reporting to the Plan Standards Board (PSB).

The PSB will continue to follow the work plans through the remainder of 2022 while monitoring priorities and the ability of airlines to contribute to the standards development activity.

Board Highlights

PSC Board Restructuring – The Board engaged in numerous discussions towards the future role of the PSB within the context of the Customer Centricity and Industry's roadmap to airline retailing. The Board fully supports this industry strategy in the move to a world of offers and orders and customer digital identity, with a more agile standards governance prioritized to deliver the standards and a broader transversal collaboration across other PSC groups and Boards' areas of expertise.

The Board has endorsed the proposed new Plan-Offer Scope including offer standards for enhanced and simplified distribution. The Board recognizes that airline retailing will impact all airline capabilities beyond commercial and financial systems for the distribution journey and questions the implications of operation and potential future airline control of their plans.

While the Board acknowledges their role to be significant in the evolution and migration path towards the identity management program, ensuring customer-centricity digitalization is built on modern and efficient airline retail processes and technologies, the PSB highlights the importance of maintaining the legacy standards in parallel to developing the new retailing standards.

The Board recognizes the need for business continuity at airlines, who must continue to operate and earn revenue in today's environment and through the transition from legacy processes to offers and orders. The Board also recognizes challenges in attracting participation and expertise from airlines in a scope required to keep the strategy on track and moving at the desired pace. Significant progress will require balanced resources from IATA across all boards and essential groups.

Industry Codes – While the Board positions its focus towards the evolution of digital airline identification, it also deals with rising challenges, urgencies and risks alerted by IATA concerning the availability of Airline Designator and Accounting/Prefix Codes in inventory. Specifically, as new Designator code assignments are becoming increasingly challenging in light of the number of duplicate codes already in circulation. Additionally, such code requests are growing from non-airline transport providers publishing schedules (ie, train, bus…) that are being assigned a primary code given they have an intermodal agreement with an airline code holder and form part of the E2E journey, similar to the rise of Location Identifier codes demand (as referred under Urban Air Mobility topic below).

In view of controlling the depletion of the Designator codes inventory, the Board recognizes that IATA already maintains extreme measures with greater vigilance, given the increasing number of conflicts being reported between existing primary and duplicate/secondary code-holding airlines. The PSC is to note that the Designator codes inventory would have already been exhausted if it weren't for the use of such Controlled Duplicate Designator codes.

The Board is closely monitoring exact code availability and trends, and specifically assessing the 2-letter designator code inventory depletion urgencies/timelines while the industry Coding Group have re-started discussions on possible solutions to mitigating imminent and critical risks. One avenue considered is using current procedures in Resolution 762 where although SSIM scheduling standards would support a 3-letter field length for Designators, the Board and Industry Coding Group concur this would effect huge system changes to implement for the industry as a whole. The Group and IATA plan to consider another potential solution of assigning 2-digit Designators for non-scheduled carriers (for both service types Pax or Cargo) to eliminate confusion between categories and to allow an additional 81 Designator codes for assignment. Additional details on this topic are referred in **Agenda Item A7, Attachment B_A7**.

Urban Air Mobility –The Board highlights the endorsement of a new aircraft category 'A' with aircraft type code 'AFA' to identify Alternate Fuel Aircrafts (six seats and under) as proposed by both the Schedules Publication and Slot Messaging Groups for MAR 2023 effectiveness within the SSIM Scheduling and Slot Standards.

The IATA Aircraft Watchlist registers 17 known Alternative Fuel Aircrafts currently under development for certain airlines. Some are larger commuter aircrafts, but the majority are urban mobility vehicles under six seats envisaged to be used/sold as associated feeder services to the airline schedules as well as standard air taxi and general aviation operations operating to all levels of airports including Level 3 slot coordinated ones.

These are the ones that are likely to come to market first, some as early as end of 2022, and require identification. The Board and Groups consequently agree these aircrafts do not warrant individual codes but necessitates a more generic reference be added to SSIM scheduling standards to cater for such types (in a similar manner as current generic bus and train codes). It is intended to give the larger commuter aircraft individual codes as per standard practice once they have been type-certified and these business models may impact codes as well as resources available to program for any type of intermodal/scheduled services should they come to market.

With the increasing presence of commercial airlines embarking in this space by either purchasing and/or investing in eVtol vehicles, it is assumed that urban airports will be extended in the passenger itinerary and included in schedules etc, creating the need to build or establish new urban/Verti airports; consequently, transpiring requirements to identify such new airports.

The Board is closely monitoring rising industry demands and trends for identification.

Digital Identity – Despite certain limitations from current coding structures as described above, the Board and the Industry Coding Group continue to commit efforts and focus on new concepts towards the future of airline digital identification and more so, maintain a close relation with activities involving movements from analog coding to digital identity management, services and common standards that will be required from the industry's vision and digital transformation strategy.

Flight Number Exhaustion – The PSCSG agreed with the PSB to dissolve the Flight Number/Industry Codes Exhaustion Group as of this year given current priorities, along with a major industry focus on the roadmap towards new airline retailing, enhanced interline, order management and payment capabilities. They concluded that a broadened exploration of flight number exhaustion will be intensive and expensive. However, exceptions to dissolving the Exhaustion Group:

- The PSB will continue to have oversight on flight number exhaustion and review any new proposals as they come up
- Urgencies impacting industry codes will still be monitored and reviewed within the Industry Coding Group terms of reference. Assignments of Airline Designators and Accounting Codes present a more immediate issue and focus for the ICG as they are running out at a much faster pace than flight numbers.

Minimum connecting times (MCT) - Various items considered and endorsed to ensure required clarification and updates for the alignment and improvement of the application of MCT Standards, resulting in a complete review of the MCT User Guide with additional enhancements to the submissions of MCTs and MCT record composition. Moreover, the implementation plan for the new Connection Building Filter (CBF), the optional new Airline Partner Record, will be in effect as of 1NOV2022. Further details are described in the MCT Group report.

Airport slots – The PSB and the Worldwide Airport Slot Board maintain tight relations on slot policies and regulations involving new or current slot requirements touching SSIM standards. More so since Covid circumstances has brought to light many increased operations irregularities and the need to revise standard procedures. Updates impacting PSC RP 1761a are referred to the PSC on Agenda Item B1.1.

Standards Training Program - An IATA educational training program and courses on managing slot communications (following SSIM slot messaging standards) are currently offered to the industry. Due to demand, inconsistencies, gaps, lack of knowledge and evolving processes demonstrated within the scheduling community, the Board has endorsed for IATA to create awareness and educational programs on distributing schedules and MCT applications. It is intended to progress this activity upon industry resource availability and prioritization, in collaboration with the Scheduling Publication Group members.

Action

Conference to note Board report and convey further guidance, other exploratory items or urgencies as required.

Item B1.1: Slots Update and Changes to Recommended Practice 1761a

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Submitted by: Lara Maughan, Head, Worldwide Airport Slots, IATA (maughanl@iata.org)

Background

Continued slot relief through 2022

One of the priority tasks for IATA since the start of the COVID-19 crisis has been to secure relief from the usual slot use requirements to retain historic precedence at all 197 slot coordinated airports. Under normal circumstances, airlines are required to use their slot series at least 80% of the period allocated to retain the right to use them the next equivalent season.

- Continued alleviation from the slot use rules have been provided for the Norther Summer 2022 season with various degree of relief depending on the recovery of the specific market and geographic region.
- The Worldwide Airport Slot Board (WASB) agreed on measures recommending extension of the slot relief for the Northern Winter 2022 season.
- Recognizing the uncertainties arising from the global geopolitical and economic developments, as well as the continued risk of epidemiolocal outbreaks, the Regulators worldwide are implementing different approaches for slot relief measures for the Northern Winter 2022 season.
- The EU remains set apart from the rest of the world proposing an interim regulation for Northern Winter 2022 and the next two seasons, with a return to the normal slot use threshold (80%) combined with some fundamental changes to the slot policies. IATA and the other global airline associations (A4A, AIRE, AACO, AAPA and ERAA) are proposing a number of amendments and changes to the proposed EU regulation and are lobbying EU Member States and EU Parliament for the adoption of those changes.

Worldwide Airport Slot Board (WASB)

The WASB made up of airline, airport and slot coordinator representatives was set up in the end of 2019 to govern the newly renamed Worldwide Airport Slot Guidelines (WASG), to propose areas of policy development, consider ways of improving the procedures and review and analyze future trends and technology.

The WASB was instrumental in agreeing a package of slot relief measures throughout the COVID-19 crisis that balances the industry's needs was designed as an industry-led solution to move forward from complete waivers, as well the development of guidance material and best practices for airlines, airports and coordinators in the areas of management of temporary airport capacity reductions, airport level changes and priorities for ad-hoc and re-timed slots.

The WASB first three-year term expires in November 2022, when the airline, airport and slot coordinator representatives will be nominated for the next term (2022-2025).

Slot Regulation reviews

European Union

- The European Commission (EC) has just announced a formal review of the full EU Slot Regulation, with a view to adopt its position on proposed changes to the Regulation by the third quarter of 2023. This ambitious timeline is partly influenced by the current EC term, which expires in 2024. The EC may take this opportunity to make far reaching proposals that could diverge from the WASG and have a significant impact on aviation.

United Kingdom

- The UK Department for Transport (DfT) has indicated that it will look to review and 'reform' slot rules for the UK post Brexit, with the anticipated timeframes similar to the EU's slot review plans. IATA expects the DfT to start its review with a consultation containing a broad range of topics. A similar consultation was already undertaken in 2019 as part of the UK government's Aviation Strategy 2050, so much of the work may be built on or revisited.

Action

Conference to note.

Item B2: Endorsement for elections for positions on Plan Standards Board

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Submitted by: Isabella Ioannoni, Senior Manager, Plan Standards, IATA (ioannonii@iata.org)
Secretary of the Plan Standards Board

Background

Under the current terms of Resolution 009, each year all positions are open on each of the five Management Boards for re-election/nomination for a twelve-month term.

Pending approval of Agenda Item A9.1, and the changes to these Management Boards, all groups will be open for nomination and re-elected in 2023.

In the interests of managing continuity, this group will continue its current existence with contributing work plan and mandate until the transition is complete. The Conference Steering group endorsed a simplified approach whereby the existing members of each Management Board will be asked if their airline wishes to continue their involvement in each Board across the transition in 2023. Existing Management Board members may contact IATA (via the Secretary of the Management Board, or by email at standards@iata.org) if they do not wish to continue their involvement, or if they wish to change the named delegate representing their airline on any Board.

Involvement in the Board for other member airlines

All member airlines are reminded that formal involvement on the Board represents a commitment to participate fully in Board activities across the full term of membership. Other member airlines (including those members not formally members of the Board) are welcome to view Board materials, to vote in Board ballots and to participate in Board meetings where topics are of interest. Involvement can be managed through the IATA Standard Setting Workspace, or by contacting standards@iata.org.

Action

Pending approval of Agenda Item A9.1, Conference to endorse the current composition of the Board until transition to new structure is in place.

Item B3: Delegation of authority to the Plan Standards Board

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Submitted by: Isabella Ioannoni, Senior Manager, Plan Standards, IATA (ioannonii@iata.org)
Secretary of the Plan Standards Board

Background

The Conference may delegate the authority to adopt non-binding standards to the relevant Management Board, under the terms of paragraphs 2.6.4.2 and section 2.7.

> 2.6.4.2 Proposals to amend standards endorsed by the Board will be submitted for formal adoption by the Conference except where the Conference delegated the authority to establish standards to the Board. Where delegated authority has been granted to the Board (as described in Paragraph 2.7), the Board may issue the standard on their own authority.
> ...
> **2.7 Delegated Authority to Establish Standards**
>
> 2.7.1 The Conference may delegate authority to any Board (or any combination of Boards) to adopt non-binding standards without an action by the Conference itself providing:
> 2.7.1.1 such standards are not in conflict with other standards adopted by the Conference; and
> 2.7.1.2 the Conference retains full visibility over all standards adopted by any Board.
> 2.7.2 Unless referenced explicitly within a Resolution, such authority will only be granted for a maximum of one year, after which point it must be renewed by the Conference. Such authority may be renewed as many times as required.
> 2.7.3 Guidance of such delegated authority will be published by IATA within the next Passenger Services Conference Resolution Manual issued after the delegated authority is adopted.

Delegation for 12 Month Period from 1 November 2022

The Plan Standards Board (under the authority of Resolution 009) is partly responsible for the development of Scheduling Standards promulgated as Recommended Practice 1761b: Form of Exchange of Schedule Information and published within the IATA Standard Schedules Information Manual (SSIM), including Resolution 765: Connecting Time Intervals.

SSIM standards comprise of schedules publication, slot and minimum connect time messaging formats as well as data processing procedures, schemas, implementation guides and data assignments including Aircraft Types, Passenger Terminal Indicators, UTC/Local time information, Region codes and Service Types. SSIM is made available at www.iata.org/ssim.

Minimum Connecting Time standards are included in SSIM and procedures on how official MCTs are determined/established locally are included in Resolution 765.

Conference endorsed the delegation of authority to the Plan Standards Board from 1 November 2019, to adopt changes made to the SSIM as described in RP 1761b and to the reference data described in Resolution 765.

Action

Conference to reaffirm the Plan Standards Board to have oversight and authority over all activities outlined under RP 1761b and Resolution 765.

Item B4: Groups active under Plan Standards Board

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Submitted by: Isabella Ioannoni, Senior Manager, Plan Standards, IATA (ioannonii@iata.org)
Secretary of the Plan Standards Board

Background

The Board may establish Groups to manage specific areas of standards, as described in Paragraph 3.1 of Resolution 009.

> **3.1 Establishment of Groups Reporting to Boards**
>
> **3.1.1** Such groups shall exist only where these have been established by a Board.
> **3.1.2** The Board shall grant the Group a mandate which may not exceed a period of one year, at which point the Group may be renewed by the Board for a maximum of 12 months. A group may be renewed as many times as required.
> **3.1.3** Each Group shall have Terms of Reference establishing the scope, working procedures, voting processes and anticipated meetings.
> **3.1.4** The Board may disband a Group at any time.
> **3.1.5** A Group should be established where there is a requirement to perform actual development activity across a specific area of standards. This may be established on the basis of a discrete function, or an existing body of standards that require an identifiable area of expertise. The structure of Groups should maximize efficiency and reduce duplication.
> **3.1.6** Each Group should follow a Work Plan that will be presented to and endorsed by the Board if renewal is sought.

The Plan Standards Boards had the following Groups active during 2021-2022.

The PSC is to additionally note that the Exhaustion of Flight Numbers and Industry Codes Group (EFNICG) was rescinded by the Board and the Interline Group moved under the authority of the PSC Steering Group during 2022.

Group name	Scope
Industry Coding Group	Deals with matters concerning industry coding, including the associated business requirements including but not limited to airline designators, accounting codes and prefixes; location codes; and baggage tag issuance codes
Minimum Connect Time Group	Deals with matters concerning the presentation, application, and transfer of MCT data between airlines data aggregators and system providers including the associated business requirements
Schedules Publication Group	Deal with matters concerning Airline schedule data standards used by airlines, GDSs and data aggregators including the associated business requirements
Slot Messaging Group	Deal with matters concerning information exchange and standards related to Airport slot/schedule coordination between airlines, airport coordinators and facilitators including the associated business requirements.

The reports and work plans of each of these groups are included later within the Plan Standards board package

Continuation of Groups

Pending approval of Agenda Item A9.1, the Groups listed above will continue the tasks outlined in their work plan until the transition and set-up phase of the PSC Evolution is complete. Part of the set-up phase will be for new Boards to evaluate and rewrite, where necessary, the Terms of Reference set for all Working Groups under the Management Boards. *Current Terms of Reference are included for your information only.*

Action

These groups are established under the authority of the Board and are presented for the Conference to note.

Attachment A_B4: Terms of Reference: Industry Coding Group

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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.

Group name	**Industry Coding Group**
Reports to	Plan Standards Board (PSB)
Role / Mandate	1. Deals with matters concerning industry coding, including the associated business requirements including but not limited to airline designators, accounting codes and prefixes; location codes; and baggage tag issuance codes. 2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards. 3. Review and endorse proposals to amend: a. Resolution 001pg, 762, 763, 767, 769 b. Recommended Practices 1752 4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees. 5. Explore changes to industry coding systems to support sustainability, and support the new and evolving coding requirements of emerging distribution standards. 6. Advise IATA Management on interpretation and clarification of Coding standards where required. 7. Maintain a work plan and report regularly to Plan Standards Board
Period of effectiveness	The group is effective from 1 November 2018, for a period of 12 months and will be renewed subject to the oversight approval of the Plan Standards Board.
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers. Members Minimum 6, maximum 18 organizations will be elected as Members. Where nominations exceed available vacant positions, the Plan Standards Board will elect members into vacant positions. Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 24 months. The named delegate may be changed during term only when absolutely necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer, and access any materials from meetings.

	Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer. IATA and A4A Involvement Representatives IATA and A4A teams responsible for coding policy and operations will attend all meetings. This may be in addition to the named Secretary provided by IATA.
Eligibility for Participation	IATA Member Airlines A4A Member Airlines Strategic Partners participating in the Plan Standards program Any other organization may attend meetings as required, with the prior approval of the Chair and Secretary.
Meetings	Meetings will be scheduled as required by the work plan and in concurrence with the secretary.
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	A Chair and Vice-Chair will be elected from group Members. 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. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in any area touching industry coding regimes. This may include: • Scheduling • Distribution • Industry data exchange and messaging • Industry Affairs • Interline
Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted in establishing majority. Where activity is joint with A4A, a separate A4A vote will be held for applicable items. Any required action to be voted on by the Group may take place at an in- person meeting, or by online ballot. 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). The agenda of any Group 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. Any Onsite Agenda Items must be approved by the Chair and Secretary prior to the meeting, for inclusion within the Agenda. A minimum of 6 votes is required for a decision to be valid
Endorsement of standards	Standards endorsed by a majority vote will be presented to the Plan Standards Board for approval. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment B_B4: Terms of Reference: Minimum Connect Time Group

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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.

Group name	**Minimum Connect Time Group (MCTG)**
Reports to	Plan Standards Board (PSB)
Role / Mandate	1. Deals with matters concerning the presentation, application and transfer of MCT data between airlines data aggregators and system providers including the associated business requirements. 2. Recommend future modifications to MCT standards and required Guides in supporting the industry with new standards. 3. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements and are documented with a corresponding change to Implementation Guidance where applicable. 4. Review and endorse proposals to amend: a. Recommended Practices 1761b b. Resolution 765 c. Implementation Guides Documentation d. Schemas 5. Review proposals and develop recommendations to amend other related Resolutions and Recommended Practices. 6. Liaise with other process owning groups under the PSC and advisory groups under Industry Committees such as the Airport Services Committee as required. 7. Maintain a work plan and report regularly to the Plan Standards Board. In addition, an annual update will be provided to the Heads of Delegation of the IATA Slot Conferences.
Period of effectiveness	The group is effective from 1 November 2018, for a period of 12 months and will be renewed subject to the oversight approval of the Plan Standards Board.
Participation	Members Minimum 9 organizations • Minimum 6 IATA Member Airlines • Minimum 3 Strategic Partners Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation for a minimum of 24 months. The named delegate may be changed during term only when absolutely necessary. A Member organization may have multiple delegates but may only exercise one vote per organization. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer, and access any materials from meetings.

Eligibility for Participation	IATA Member Airlines. Strategic Partners participating in the Plan Standards program. A rapporteur will be established to provide liaison for non-IATA airlines participating in the Slot Conferences. Any other organization may attend meetings as required, with the prior approval of the Chair and Secretary.
Meetings	Meetings will be scheduled as required (by the work plan and in concurrence with the secretary) of which one meeting is expected to be face to face at the June Slot Conferences. Meeting participation may be restricted as required, by the secretary on behalf of the group officers, due to specific participant expertise, room capacity or other. 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. Any Onsite Agenda Items must be approved by the Chair and Secretary prior to the meeting, for inclusion within the Agenda.
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. One Working Group is automatically created by these ToR: • Minimum Connect Time Data Exchange Working Group (MCTX)
Officers	A Chair and Vice-Chair will be elected from group Members. Only IATA member airlines are eligible to be elected as Chair and other members of the group are eligible to be elected as 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. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the areas of, but not limited to, schedule creation/publication & distribution processes, with a strong knowledge of industry standards.
Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted in establishing majority. Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot. Changes to SSIM shall follow the procedure outlined in Recommended Practice 1761b.

	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). A minimum of 4 votes is required for a decision to be valid.
Endorsement of Standards	Standards endorsed by a majority vote will be presented to the Plan Standards Board for approval. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice not owned by MCTG requires endorsement by the owning group and adoption at the Conference as required.

Attachment C_B4: Terms of Reference: Schedules Publication Group

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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.

Group name	**Schedules Publication Group (SPG)**
Reports to	Plan Standards Board (PSB)
Role / Mandate	1. Deal with matters concerning Airline schedule data standards used by airlines, GDSs and data aggregators including the associated business requirements. 2. Review and propose amendments to IATA codes in particular the Aircraft Types, Passenger Terminal Indicators, Region Codes and UTC-Local Time Comparisons. 3. Review, propose and manage Meal and Inflight Service codes and Service Type codes. 4. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable. 5. Review and endorse proposals to amend: a. Recommended Practices 1761b, 1775 b. Resolution 764 c. Implementation Guides d. Schemas 6. Review proposals and develop recommendations to amend other related Resolutions and Recommended Practices 7. Liaise with other process owning groups under the PSC and advisory groups under Industry Committees as required. 8. Maintain a work plan and report regularly to the Plan Standards Board.
Period of effectiveness	The group is effective from 1 November 2018, for a period of 12 months and will be renewed subject to the oversight approval of the Plan Standards Board.
Participation	Members • Minimum 12 organizations • Minimum 9 IATA Member Airlines • Minimum 3 Strategic Partners Airport Coordinators/Facilitators (optional) Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation for a minimum of 24 months A Member organization may have multiple delegates but may only exercise one vote per organization.

	The named delegate may be changed during term only when absolutely necessary. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings.
Eligibility for Participation	IATA Member Airlines Strategic Partners participating in the Plan Standards program. A rapporteur will be established to provide liaison for non-IATA airlines participating in the IATA Slot Conferences. Airport Coordinators participating in the IATA Slot Conferences. Any other organization may attend meetings as required, with the prior approval of the Chair and Secretary.
Meetings	Meetings will be scheduled as required (by the work plan and in concurrence with the secretary) of which one meeting is expected to be face to face at the June Slot Conferences. Meeting participation may be restricted as required, by the secretary on behalf of the group officers, due to specific participant expertise, room capacity or other. 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. Any Onsite Agenda Items must be approved by the Chair and Secretary prior to the meeting, for inclusion within the Agenda.
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. One Working Group is automatically created by these ToR: Schedules Information Data Exchange XML Group (SIDX)
Officers	A Chair and Vice-Chair will be elected from group Members. Only IATA member airlines are eligible to be elected as Chair and other members of the group are eligible to be elected as Vice-Chair. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a maximum period of 12 months, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the areas of, but not limited to, schedule creation/publication & distribution processes, with a strong knowledge of industry standards.
Quorum	A quorum of 25% of members is required.

Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted in establishing majority. Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot. Changes to SSIM will follow the procedure outlined in Recommended Practice 1761b. 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). A minimum of 6 votes is required for a decision to be valid.
Endorsement of Standards	Standards endorsed by a majority vote will be presented to the Plan Standards Board for approval, prior to presentation at the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice not owned by the SPG requires endorsement by the owning group and adoption at the Conference as required.

Attachment D_B4: Terms of Reference: Slot Messaging Group

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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.

Group name	**Slot Messaging Group (SMG)**
Reports to	Plan Standards Board (PSB)
Role / Mandate	1. Deal with matters concerning information exchange and standards related to Airport slot/schedule coordination between airlines, airport coordinators and facilitators including the associated business requirements. 2. Review and propose amendments to IATA codes in particular the Aircraft Types, Passenger Terminal Indicators, Region Codes and UTC-Local Time Comparisons. 3. Review, propose and manage Service Type codes, Additional Information codes and Coordinator Reason codes. 4. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable, including the IATA Worldwide Slot Guidelines for the management of slots. 5. Review and endorse proposals to amend: a) Recommended Practices 1761b b) Implementation Guides c) Schemas 6. Review proposals and develop recommendations to amend other related Resolutions and Recommended Practices 7. Liaise with other process owning groups under the PSC and advisory groups under Industry Committees as required to meet changing industry requirements and to further the objectives of the SMG. 8. Ensure a close interaction and alignment of activities and standards with the slot policy forums directed by the Slot Policy Working Group and the Worldwide Airport Slot Board for slots planning area of business. 9. Maintain a work plan and report regularly to the Plan Standards Board.
Period of effectiveness	The group is effective from 1 November 2018, for a period of 12 months and will be renewed subject to the oversight approval of the Plan Standards Board.
Participation	Members Minimum 9 organizations • Minimum 6 IATA Member Airlines • Minimum 3 Airport Coordinators/Facilitators Strategic Partners (optional) Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation for a minimum of 24 months.

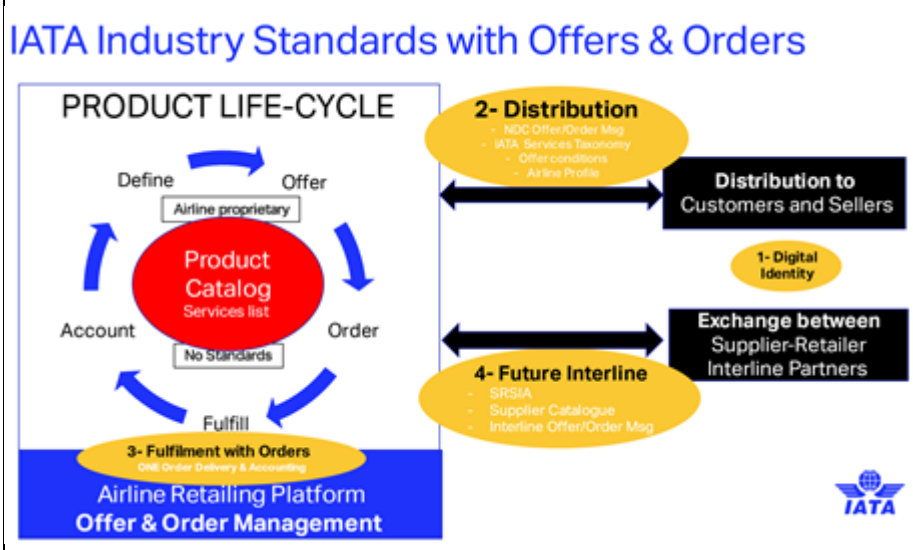
	A Member organization may have multiple delegates but may only exercise one vote per organization. The named delegate may be changed during term only when absolutely necessary. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer, and access any materials from meetings.
Eligibility for Participation	IATA Member Airlines. Strategic Partners participating in the Plan Standards program. Airport Coordinators participating in the IATA Slot Conferences. A rapporteur will be established to provide liaison for non-IATA airlines participating in the Slot Conferences. Any other organization may attend meetings as required, with the prior approval of the Chair and Secretary.
Meetings	Meetings will be scheduled as required (by the work plan and in concurrence with the secretary) of which one meeting is expected to be face to face at the June Slot Conferences. Meeting participation may be restricted as required, by the secretary on behalf of the group officers, due to specific participant expertise, room capacity or other. 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. Any Onsite Agenda Items must be approved by the Chair and Secretary prior to the meeting, for inclusion within the Agenda.
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. One Working Group is automatically created by these ToR: • Slots Data Exchange Working Group (SLOTX)
Officers	A Chair and Vice-Chair will be elected from group Members. Only IATA member airlines are eligible to be elected as Chair and other members of the group are eligible to be elected as 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. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the areas of, but not limited to, schedule creation/publication & distribution processes, with a strong knowledge of industry standards.
Quorum	A quorum of 25% of members is required.

Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted in establishing majority. Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot. Changes to SSIM shall follow the procedure outlined in Recommended Practice 1761b. 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). A minimum of 4 votes is required for a decision to be valid.
Endorsement of Standards	Standards endorsed by a majority vote will be presented to the Plan Standards Board for approval, prior to presentation at the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice not owned by the SPG requires endorsement by the owning group and adoption at the Conference as required.

Attachment E_B4: Terms of Reference: Airline Product Management Working Group (effective 01 January 2023)

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This document is established pursuant to the provision of IATA Resolution 009 which establishes the governance structure and working procedures for developing and adopting standards by Passenger Services Conference and Passenger Tariffs Conference. In case of doubt, the provisions of Resolution 009 take precedence.

Group name	**Airline Product Management Working Group (APMWG)**
Reports to	Plan Standards Board (PSB)
Role / Mandate	 1. Deal with matters concerning airline product management including product catalogue, service attributes, product lifecycle, airline profile and product taxonomy. 2. Identify business requirements with respect to data exchange messaging requirements required to enable airline publication of a Product Catalogue and/or airline accessing a 3rd party airline Product Catalogue and propose relevant industry standards. 3. Document identified business requirements including functional and non-functional requirements and required business data using the AIDM methodology. 4. Work with the Technology Support Group of POSB for development of relevant technical solutions and validate that the proposed technical solutions meet the identified business requirements. 5. Develop and maintain the Product Management Implementation Guide. 6. Liaise with any other governance group(s) as needed to enable the transition from Fares Management to Product Management in a world of Offers and Orders 7. Maintain a work plan and report regularly to the POSB
Period of effectiveness	The group is effective for a period of 24 months and will be renewed subject to the oversight approval of the POSB.

Participation	To participate in the group, organizations must nominate a representative of the group. Members Membership is open to IATA Member Airlines. A minimum of 6 IATA Members is required for the group to remain active. Group Members must commit to active participation of one named and suitably qualified delegate for a minimum of 24 months. The named delegate may appoint an alternate from within their organization to attend meetings on their behalf. Observers Any organization that is not an IATA Member may participate as an Observer subject to the approval of the Chair and IATA Secretary. Regular observers actively contributing to group's activities must commit to the active participation of one named and suitably qualified delegate for a minimum of 24 months. The named delegate may appoint an alternate from within their organization to attend meetings on their behalf.
Sub-working groups **Establishment** **Meetings**	The group may establish and/or disband temporary sub-working groups to investigate or develop proposals or achieve specific tasks on the Group's work plan, in concurrence with the Chair and IATA Secretary. Meetings will be scheduled by the IATA Secretary as required.
Officers	A Chair and Vice-Chair will be elected from IATA Member airlines. 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. A Secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in Offer creation, Product Definition and Product Management, Distribution, Offer and Order optimization, sourcing products from 3rd party transportation operators.
Quorum	A quorum of 4 members of the group is required to hold a meeting.
Voting	The group will aim to make decisions by consensus of all participants. Where a formal vote is required, it will be by a majority vote of IATA Member airlines participating in the vote. Abstentions are not counted in establishing majority. Any required voting action may take place during any APMWG meeting by all IATA Member airlines present either in person or online.
Endorsement of standards	Proposed standards endorsed by the Group will be presented to the POSB for approval, prior to presentation at the Conference for adoption as required.

Item B4.1: Report and Work Plan of the Industry Coding Group, under the Plan Standards Board

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Submitted by: Sarah Goodman, Chair of the Industry Coding Group, under the Plan Standards Board

Michelle Bryant, Vice Chair of the Industry Coding Group, under the Plan Standards Board

Isabella Ioannoni, Senior Manager Plan Standards, Secretary of the Industry Coding Group

Background

The Industry Coding Group was established under the Plan Standards Board with a mandate through to 1 November 2022, to develop proposals on standards related to:

1. Deal with matters concerning industry coding, including the associated business requirements including but not limited to airline designators, accounting codes and prefixes; location codes; and baggage tag issuance codes.
2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards.
3. Review and endorse proposals to amend Resolution 001pg, 762, 763, 767, 769 and Recommended Practice 1752.
4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees.
5. Explore changes to industry coding systems to support sustainability and support the new and evolving coding requirements of emerging distribution standards.
6. Advise IATA Management on interpretation and clarification of Coding standards where required.
7. Maintain a work plan and report regularly to Plan Standards Board

Members of the Industry Coding Group

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development.

Position	Airline	Delegate Name
1	Amadeus	Nikita Nanda
2	American Airlines	Margaret Brown
3	British Airways	TBA
4	Cirium	Cale Hatch
		Amy Rivera
5	Delta Air Lines	Glen Bell
6	Deutsche Lufthansa AG	Michelle Bryant
7	Google	Sterling Rasher
8	Hahn Air Lines	Alexander Proschka
9	Lufthansa group (Swiss)	Barbara Kloz
10	Lufthansa Systems	Thomas Kullman
11	OAG	Sarah Goodman
		Graham Beddall
12	Qatar Airways	Anosh Tamboowala
		Nalaka Abeyrathne
13	Sabre	Katarzyna Gapinska
14	Travelport	Brian Pavelka

15	Unites Airlines	Michele Boyce
		Ed Domaracki
16	Virgin Atlantic	Jane Warland
17	Virgin Australia	David Chudleigh
		Matthew Yarrow

Chair and Vice-Chair

Sarah Goodman (OAG) and Michelle Bryant from Deutsche Lufthansa are elected as Chair and Vice Chair respectively. Under the Terms of Reference of the Group, these officers hold their positions for 24 months, subject to continued involvement in the group.

Industry Coding Group (ICG) activity in 2022

The Group has held numerous discussions on topics touching the current diminution of industry codes availabilities while placing initial focus towards future data digitalization solutions.

Additionally, Conference is to note that IATA and the Group officers continue to manage and support emerging industry needs from members on an adhoc basis throughout the year. The next ICG meeting will be held on 8 November 2022.

Depletion of codes

- Airline Designators and Accounting/Prefix Codes:
  As highlighted within the Plan Board report, the ICG is focusing on rising risks concerning the availability of the 2-character Airline Designator and 3-digit Accounting/Prefix Codes in inventory. The Group will be considering potential immediate solutions, such as the introduction of 2-digit Designators (for non-scheduled carriers - pax or cargo service types), and other methods to mitigate the risks.
- Flight Number/Industry Codes Exhaustion Group Update:
  Following the Plan Standards Board's decision to dissolve the Flight Number/Industry Codes Exhaustion Group, the Board resolved that it would continue to have oversight on flight number exhaustion (and review any new proposals as they come up), while any urgencies impacting industry codes will still be monitored and reviewed within the ICG's terms of reference.

Fictitious / Offline Points

The ICG have validated certain Fictitious and Offline points not being used for additional location codes availability. Today, there are over 900 allocated points maintained by IATA that have been historically assigned for scheduling processes or created to support reservations/ticketing functions for specific payment purposes and revenue reconciliations built on legacy teletype coding and used for sending messages to non-existing unassigned locations (such as the identification of hotel properties and car rentals). The ICG determined to no longer have any new points assigned, specifically as they inadequately associate with airline retailing requirements and there is no current Resolutions referencing the assignments or usage for such offline location codes.

Digital Identity

In view of limitations from current coding structures, the ICG continues to maintain a close relation with activities involving movements from analog coding to digital identity management, services and common standards that will be required by the industry's vision and digital transformation strategy.

Industry Coding Group adoption of standards

There are no proposed enhancements for Conference at the time of this transmittal.

Industry Coding Group Work Plan

The work plan of the Industry Coding Group is provided as **Attachment A_B4.1**. The work plan of this group has been reviewed and endorsed by the Board.

Action

Conference to note report and Work plan.

Attachment A_B4.1: Work Plan of the Industry Coding Group

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The Group's work plan is highlighted below:

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
1	IATA Designator Codes Inventory Depletion	ICG Action and Next steps: • OAG & Cirium to notify IATA on a continuous basis when airlines are changing categories (sched, non sched) so that further action is taken by IATA for those airlines not following current assignment requirements. • ICG to consider a potential solution of assigning 2-digit Designators for non-scheduled carriers (for both service types Pax or Cargo) to eliminate confusion between categories and to allow an additional 81 Designator codes for assignment. • IATA to subsequently survey industry participants on the potential introduction of 2-digit Designators in order to evaluate the technical feasibility of this change. • Following this analysis, IATA to consider those Des code holders that are purely scheduled Cargo-only airlines and query certain entities to identify whether a 2-digit or a controlled duplicate Des code could work for them in order to resolve the depletion urgency for the near future and revise Resolution 762 where required. • Both DAs (Cirium & OAG) to run a new analysis of segmenting data into Cargo and Passenger with category movement. That is, those airlines that are categorized as non-scheduled but are publishing schedules and vice versa (Sched carriers no longer filing schedules) in an effort to potentially free up some Designator codes – analysis to be further reviewed and discussed by the ICG. • ICG to review Resolutions 762 and 763 and possibly link requirements between these Resolutions in mitigating code assignment difficulties.	ACTIVE

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
2	Fictitious vs Offline Points	**Assessment:** • Validation of numerous Fictitious/Offline Points in the Airline Coding Directory. IATA's full listing of Points resides on the ICG workspace under the *Documents/ ICG4* folder for the Group's review (only enter the link once you are in the ICG workspace). This listing is seen to be oversized with extensive points no longer needed/used today. **Analysis findings to date:** • Some carriers are using fictitious points to file schedules • Many are being used for identifying hotel properties and car rentals to enable ticketing where locations are not assigned. • IATA confirmed no points have been assigned for car or hotel for the past 5 years with 2 exceptions • Listing of assigned points do not adequately fit in with future capabilities and airline retailing requirements. **Agreed Next steps:** 1. IATA to stop issuing Fictitious/Offline points. 2. IATA Coding Team to review GDS usage listing and investigate history for certain points not being used and those used for hotel and car rentals. Then to share use cases of those assigned with the ICG. 3. ICG to consider IATA's findings and determine if any can be retired. 4. IATA to issue an industry notification confirming there is no current Resolution reference for such assignments and usage for codes.	ACTIVE

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
3	Clarification and Assessment of Assignment Criteria: Designator Codes (Resolution 762)	Assessment for duplication of airline designator codes: a) Review Resolutions to ensure rules pertaining to controlled duplicates for carriers filing non-scheduled vs scheduled are clarified where required b) Review codes versus published schedules c) Consider US legalities/ transport government ruling and regional operations d) Investigate usage of primary codes e) Consider release of dormant codes IATA circulated a questionnaire to highlighted airlines (from the ICG/4 meeting) for a better understanding of duplicate code(s) usage, impacts and policies. Duplicate code data analysis: ○ Working document of IATA duplicate codes reviewed during the ICG4 is now located on the ICG workspace under the *Documents/ ICG4* folder. ○ Adding an effective date (or restriction) to the proposed Reso 762 change was not an option ○ Survey responses indicated that some airlines believed it necessary for regulatory purposes to obtain a code even if they were not publishing schedules. ○ Next Steps: • IATA to reach out to regulatory bodies to clarify purpose of codes. Any proposed enhancements to Resolution 762 are to remain onhold until further details are reported to IATA and considered by the ICG.	ACTIVE
4	Digital Identity	The industry's vision digital identity management - update of activities for moving from analog coding. **Whats Next:** This Distribution PoC will first focus on two use cases (Onboarding and Identity during shopping) designed to prove the feasibility and value of using DIDs and VCs in B2B distribution channels, based primarily on NDC (identifying the roles in NDC eg starting with travel agencies by end 2022 etc) with a long term plan migration plan beyond NDC for the next 5 years.	Ongoing - Dependency on IATA Digital Transformation programs impacting Resolutions 762,763, 767 procedures. References and educational videos can be found at: https://www.iata.org/en/programs/innovation/digital-identity/
5	Status of Industry Codes	Revise assignment of non-airport locations ACD criteria for consistency. IATA to provide breakdown of the dormant codes for future review.	PARKED

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
6	Management of City Code - process enhancements impacting Coding Resolutions	An ACD/City Code taskforce was called in APR21 to identify issues and establish new processes and protocols for automation of the city code allocation management process and ensure smooth transitions in place whenever changesare made to existing City Codes (with possible Airport Codes). Any impacts to Reso 763 will be advised to the ICG by the PAG.	Ongoing - Dependency on PAG meeting (Sept22) results impacting any Resolution763 procedures
7	Evaluate data structures for unification of ACD and SSIM industry codes in conjunction with any other reference data	ICG recommended that SSIM Aircraft types, Airport Terminal identification, UTC/DST and Region reference data should be part of the IATA Airline Coding Directory (ACD) for product delivery. • Exploration in progress within IATA to more closely integrate ACD data with scheduling reference data. IATA will provide any further updates on new ACD data file applications, API capabilities etc.	Dependency on SSIM API initiatives
8	Addition of Carrier Type specifications.	IATA to add Carrier Type to the eACD. IATA has relaunched the review of this enhancement to the eACD following a freeze on IT development budget in 2020. Delivery of enhancement is planned during 2023.	Ongoing
9	Validities of Longitude/Latitude data.	Update for ACD: IATA has developed the inclusion of the coordinates field for the eACD. Implementation is in progress. IATA confirms version effectiveness with go live date end Aug2022.	COMPLETED
10	Airport Long Name	Use of a new Airport Long Name field to the Location Identifier data file specification and communications to be broadcasted. Checking with Tech Team. ACD subscribers will be surveyed. Both options will exist going forward tosubscribers. IATA has completed development of the Long name field and confirms deployment with go live date end Aug2022.	COMPLETED

Item B4.1.1: Voting items of the Industry Coding Group, under the Plan Standards Board (presented in package)

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Submitted by: Sarah Goodman, Chair of the Industry Coding Group, under the Plan Standards Board

Michelle Bryant, Vice Chair of the Industry Coding Group, under the Plan Standards Board

Isabella Ioannoni, Senior Manager Plan Standards, Secretary of the Industry Coding Group

Background

Resolution 009 allows items requiring Board endorsement to be presented as a package, as described in paragraph 2.6.4.4.

> 2.6.4.4 Where proposals to amend standards have been endorsed by the Board, they may be presented to the Conference as a package to be voted on in a single action. Any Member voting on a package at Conference may request any item is removed from a package to be voted on separately.

Under this provision, the Plan Standards Board present the following Items of the Industry Coding Group to the Conference as a single package. A single vote will be held at the Conference.

All other voting items submitted by the Plan Standards Board developed by the Industry Coding Group are presented separately and will be voted upon separately by the Conference.

Any member may request that any of these items is removed from the package to be voted upon separately. Such a request should be made to the Secretary of the Conference no later than 28 November 2022, by email to standards@iata.org.

Item name	Item number
Recall of Airline Accounting Codes and Designators	B4.1.1a/P
Subsidiary Cargo Companies	B4.1.1b/P

Action

Conference to adopt all items in package.

Item B4.1.1a/P: Recall of Airline Designators and Accounting Codes - Resolutions 762 and 767, Voting items of the Industry Coding Group, under the Plan Standards Board (presented in package)

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Background

The recall of airline designator codes and airline accounting codes are governed by the provisions of Resolution 762 Section 11 and Resolution 767 Section 8, respectively. The applicable provisions provide these codes may be recalled once it has been determined the airline or non-airline company no longer qualifies for the respective code, and the process for reassigning the codes to a different entity. This paper seeks to introduce two proposed amendments to clarify certain prerequisites that must be met prior to the codes being reassigned. The amendments do not seek to introduce any additional requirements, rather they are intended to clarify the process already being followed by IATA to ensure adequate protections for the IATA Settlement Systems ("ISS") and its participants.

The first amendment clarifies that the mandatory one-year waiting period prior to reassigning a recalled code provided under Resolution 762 and 767, respectively, shall be extended for the duration of any bankruptcy, insolvency, or restructuring proceedings involving the previous code holder. This protection is required to ensure IATA does not violate any local laws protecting the rights of the insolvency estate with respect to the codes while the insolvency proceeding remains pending, and to ensure an accurate accounting of any claims in the insolvency estate. The financial exposure of participants in the IATA Settlement Systems are accounted for under their IATA code(s), and if IATA needs to submit a claim in the insolvency proceedings, then the outstanding amounts corresponding to the previous holder's code would need to be accurately maintained.

The second amendment clarifies a recalled code cannot be reassigned to a successor entity (i.e. an entity acquiring a material amount of the previous holder's assets, an entity requesting the same designator code, or an entity with a similar legal or trade name operating in the same or similar markets as the previous holder) unless all outstanding balances to IATA have been paid by the previous holder or there is an agreement between the two entities governing the assignment of the rights and liabilities of the respective codes involved. This is required to help mitigate the risk of market confusion where the previous holder may have outstanding balances to other participants in the ISS, and the successor entity starts operating under the same code(s). IATA has observed in such scenarios that ISS participants presume the successor entity will be liable for any outstanding balances owed by the previous code holder.

Action

Conference to adopt changes to IATA Resolution 762 as outlined in ***Attachment A_ B4.1.1a/P,*** and IATA Resolution 767 as outlines in ***Attachment B_B4.1.1a/P.***

Attachment A_B4.1.1a/P

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Resolution 762
Designator Codes

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11. RECALLING OF AIRLINE DESIGNATORS

11.1 If at any time it is determined by A4A or IATA that an airline or non-airline company no longer qualifies for a designator under the criteria established in paragraph 4 of this Resolution, the designator will be recalled. A company will cease to use the designator upon notification by A4A or IATA of the recall of the designator.

11.2 The IATA Secretariat will provide notification of the airline designator so recalled by means of an industry message to CRSs, data aggregators and subscribers of the IATA Coding Directory. The reassignment of the recalled airline designators should meet the following applicable requirements:

11.2.1 the recalled airline designator previously assigned to an airline, or to a non-airline ULD owner with ULD assets in circulation marked with the designator codes (as confirmed by the IATA ULD Board) shall not be reassigned to another airline or non-airline ULD owner for a minimum period of 1 year after the recall. Such period for an airline shall be extended while any bankruptcy, restructuring or similar proceeding involving the previous holder is pending. In exceptional circumstances IATA may allow this period to be extended for a non-airline ULD owner, if the reason for the exception can be demonstrated to IATA and approved by the ULD Board;

11.2.2 the recalled airline designator previously assigned to an airline or a non-airline ULD owner may be reassigned to other non-airline companies (except for non-airline ULD owners), such as railway, ferry and bus companies after a minimum period of at least sixty (60) days; or

11.2.3 the recalled airline designator previously assigned to non-airline companies (except for non-airline ULD owners), such as railway, ferry and bus companies, may be reassigned to any companies qualifying for airline designator after a minimum period of at least sixty (60) days.

11.3 An airline designator is not considered the property of the airline to which it is assigned. Once an airline no longer meets the criteria for the assignment of an airline designator, that designator is recalled. Should the carrier which has had its designator recalled demonstrate within 60 days of the recall that it does meet the criteria for an airline designator and has settled all outstanding balances due to IATA for any services, that designator will be reallocated to it. If the carrier demonstrates that it satisfies the criteria for an airline designator more than 60 days from the date of the recall of its airline designator and has settled all outstanding balances due to IATA for any services, it shall be considered a new applicant and IATA will assign an available airline designator. In these circumstances IATA can not guarantee to assign the original airline designator to the applicant.

11.4 In order to avoid market confusion, IATA shall not assign a previously withdrawn airline designator to a successor entity of the previous holder (such as an entity which is the transferee of a material portion of the previous holder's assets, an entity which is also requesting the same airline accounting code and/or airline prefix assigned to the previous holder, or an entity with a similar legal or trade name operating in the same or similar markets as the previous holder) unless all outstanding balances due to IATA for any services have been paid by the previous holder or there is an agreement between the two entities governing the assignment of the rights and liabilities associated with the airline designator, airline accounting code, and/or airline prefix involved.

Attachment B_B4.1.1a/P

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Resolution 767
Accounting / Prefix Codes

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8. RECALL OF AIRLINE ACCOUNTING CODES NUMBERS AND AIRLINE PREFIXES

8.1 If at any time, it is determined by A4A or IATA that an airline or non-airline company no longer qualifies for an airline accounting code and/or airline prefix under the criteria established in Paragraph 2 of this Resolution, the airline accounting code and/or airline prefix shall be recalled. Such airline or non-airline company shall cease to use such airline accounting code and/or airline prefix upon receipt of notification by A4A or IATA. IATA will provide notification of the accounting code and/or airline prefix so recalled by means of an industry message to CRSs, data aggregators and subscribers of the IATA Coding Directory.

8.2 Airline accounting codes and airline prefixes shall normally not be reassigned for a minimum period of 12 months after the date of recall or from the date interline traffic documents ceased to be issued, whichever is earlier. Such period shall be extended while any bankruptcy, restructuring or similar proceeding involving the previous holder is pending. This does not apply to the alpha/numeric accounting codes assigned to Subsidiary Ledger companies participating in the IATA Clearing House.

8.3 If an airline or non-airline company later demonstrates that it again meets the criteria for an airline accounting code and/or airline prefix more than 12 months from the date of recall of its airline accounting code and/or airline prefix, and has settled all outstanding balances due to IATA for any services it shall be considered as a new applicant. In these circumstances A4A or IATA cannot guarantee to assign the original airline accounting code and/or airline prefix.

8.4 In order to avoid market confusion, IATA shall not assign a previously withdrawn airline accounting code or airline prefix to a successor entity of the previous holder (such as an entity which is the transferee of a material portion of the previous holder's assets, an entity which is also requesting the same airline designator assigned to the previous holder, or an entity with a similar legal or trade name operating in the same or similar markets as the previous holder) unless all outstanding balances due to IATA for any services have been paid by the previous holder or there is an agreement between the two entities governing the assignment of the rights and liabilities associated with the airline designator, airline accounting code and/or airline prefix involved.

Item B4.1.1b/P: Subsidiary Cargo Companies - Resolutions 762 and 767, Voting items of the Industry Coding Group, under the Plan Standards Board (presented in package)

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Background

An increasing number of airlines are creating subsidiary cargo airline companies holding their own distinct Air Operator Certificates (AOCs). These cargo airlines remain nonetheless under the main airline group of their parent passenger airline for legal and financial reporting purposes.

From a coding perspective these cargo airlines are also asking IATA to assign a separate IATA code to run their operations and participate in the various industry systems. While some guidance on subsidiary cargo companies is present in 762 (1.2) and 767 (1.5), additional clarity is needed to address current airline needs in addition to ensuring that the IATA designator and prefix codes inventory is not depleted unnecessarily.

In this regard, the following changes to Resolution 762 and 767 are proposed to accommodate this growing industry requirement.

Action

Conference to adopt changes to IATA Resolution 762 as outlined in ***Attachment A_ B4.1.1a/P***, and IATA Resolution 767 as outlined in Attachment ***B_B41.1a/P.***

Attachment A_B4.1.1b/P

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Resolution 762
Designator Codes

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1.2 Notwithstanding anything in this Resolution to the contrary, where an airline's cargo division becomes a subsidiary company and an agreement is made whereby that subsidiary cargo company will purchase/utilise allocated space on its parent passenger aircraft for cargo; the cargo company may also use the two-character designator of the parent company, if agreed by both parties.

1.2.1 In all other cases, the subsidiary cargo company may be assigned the controlled duplicate designator code of its parent passenger airline to identify the cargo airline under its own name as seen on its AOC.

Attachment B_B4.1.1b/P

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Resolution 767
Accounting / Prefix Codes

PSC(~~44~~)767

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1.5 Notwithstanding anything in this Resolution to the contrary, where an airline's cargo division becomes a subsidiary company and an agreement is made whereby that subsidiary cargo company will purchase/utilise allocated space on its parent passenger aircraft for cargo; the cargo company may also use the airline prefix of the parent company, if agreed by both parties.

1.5.1 Notwithstanding 1.5, a subsidiary cargo company assigned a controlled duplicate designator code under the provisions of Resolution 762 paragraph 1.2.1, may get assigned the prefix code previously assigned to its parent passenger airline provided that the parent passenger airline agrees to relinquish its prefix code and only hold an accounting code.

1.5.2 In all other cases the subsidiary cargo airline will be assigned a new prefix code different from its passenger parent airline.

Item B4.2: Report and Work Plan of the Minimum Connect Time Group, under the Plan Standards Board

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Submitted by: Sarah Goodman, Chair of the Minimum Connect Time Group, under the Plan Standards Board

Kent Parsons, Vice Chair of the Minimum Connect Time Group, under the Plan Standards Board

Teresa Mentone, Assistant Manager Plan Standards, Secretary of the Minimum Connect Time Group

Background

The Minimum Connect Time Group (MCTG) was established under the Plan Standards Board with a mandate through to 1 November 2022, to develop proposals on standards related to:

1. Matters concerning the presentation, application and transfer of MCT data between airlines data aggregators and system providers including the associated business requirements.

2. Recommending future modifications to MCT standards and required Guides in supporting the industry with new standards.

3. Reviewing and endorsing proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Schemas and Implementation Guides where applicable.

4. Reviewing and endorsing proposals to amend Recommended Practices 1761b and Resolution 765.

Members of the Minimum Connect Time Group

The Terms of Reference of the Group allow for a core membership of a minimum 9 organizations from airlines and strategic partners who commit to active participation on standards development. Members of the group can be found on the MCTG Standard Setting Workspace.

PSC Members are requested to encourage their experts to engage in these standards activities. **Interested parties are invited to contact** Standards@iata.org**.**

Chair and Vice-Chair

Sarah Goodman (OAG) and Kent Parsons from American Airlines are elected as Chair and Vice Chair respectively. Under the Terms of Reference of the Group, these officers hold their positions for 24 months, subject to continued involvement in the group.

Minimum Connect Time Group (MCTG) activity in 2022

- The MCTG has held meetings and checkpoints in 2022 to progress active work plan items and the implementation of the Connection Building Filter (CBF).

  The Group performed a complete review of best practices and examples of MCT User Guide to ensure clarifications on the application of the MCT standards. The User Guide is currently available on the Plan Standards site along with the MCT Technical Guide and the other MCT related material for submitting and implementing the latest MCT Standards published within the SSIM scheduling standards MAR2022 issue.

  For the upcoming Oct/2022 MCTG meeting, the Group will hold a last checkpoint prior to the cutover of the CBF implementation to address any industry issues and requiring additional clarifications to the MCT Technical and User guides. To allow more time for industry readiness, the group decided to turn the cutover date into a cutover period from 01NOV22 to 01MAR2023.

- The MCTG has parked the development of the MCT data exchange message in order to focus on implementing the new CBF record at the moment.

- The Group has also paused introducing an MCT Education program for establishing, Presentation and Application of MCTs for industry-wide processing. However, the MCTG plans to begin discussions on this activity at the upcoming October 2022 meeting time permitting.

Station Standard MCTs Single Source

The PSC and the Plan Standards Board endorsed the mandate for IATA to be the single source for MCTs station (airport) standards data involving the validation and collection of global station standards, evaluation of stations that have many exceptions filed and identifying opportunities to aligning them to airline operations.

This activity remains on hold for 2022 with IATA's continuity of administering day to day updates to current station standard MCTs as needed by the industry. However, an IATA worldwide campaign for delivering the data collection process is planned to commence in 2023 depending on industry resource availability.

Minimum Connect Time Group Adoption of Standards

The Plan Standards Board currently has authority to adopt changes to the SSIM MCT standards described in RP 1761b and Resolution 765.

To date the Board has endorsed the following MTC enhancements in SSIM standards that are being presented to Conference for noting purposes.

1. Concurrence between carriers when filing MCTs with data aggregators is not required for administrative changes. As a result, examples of what is considered administrative is further clarified/identified:

8.4 Practice for the Submission of MCTs

8.4.1 Carriers file MCTs with data aggregators for the distribution of MCTs to other channels.
8.4.2 Carriers should bilaterally agree to an MCT prior to advising the data aggregators.
8.4.3 The notification by one party requires the concurrence of the receiving carrier.
8.4.4 No approval by the receiving carrier is required when:

- The change being made is administrative in nature (~~e.g.,~~ i.e. reassignment of flight numbers whether operating or marketing, submitting airline terminal change, changing effective dates for suppressions, ~~whether operating or marketing~~),
- The MCT is a suppression (except in the case where a suppression for a specific receiving carrier is being removed).

2. Update to the MCT Record Composition section 8.9.3 – Corrections made to the Serial Number Sequencing remarks for the Trailor and Airline Partner Records to maintain consistency with the SSIM Trailer Record Type 5:

8.9.3.3
Trailer Record–Record Type 3 (becomes Record Type 4 as of 01 November 2022)

Bytes From	Bytes To	Data Element	Data Element Status	Remarks
1	1	Record Type	M	Always 3
2	193	(Spare)	M	Blank Fill
194	194	End Code	M	Always E
195	200	Serial Number Check Reference	M	6-digit numeric serial number. Sequential to ~~Equal to the record serial number of~~ the previous record irrespective of its record type ~~and one less than the record serial number of this trailer record~~ (bytes 195-200).

Airline Partners – Record Type 3 [Effective 01 November 2022]

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Bytes From	Bytes To	Data Element	Data Element Status	Remarks
1	1	Record Type	M	Always 3
2	4	Submitting Airline Designator	M	2-character airline code (left justified)
5	194	Allow Airline Designator	C	Space for 95 2-character airline designators
195	200	Serial Number Check Reference	M	6-digit numeric serial number. Sequential to ~~Equal to the record serial number of~~ the previous record irrespective of its record type ~~and one less than the record serial number of this trailer record~~ (bytes 195-200).

Minimum Connect Time Group Work Plan

The work plan of the Minimum Connect Time Group is provided as **Attachment A_B4.2**. The work plan of this group has been reviewed and endorsed by the Board.

Action

Conference to note the report and Work Plan.

Attachment A_ B4.2 Work Plan of the Minimum Connect Time Group

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ITEM	SUBJECT	DECRIPTION SUMMARY	STATUS
1	MCTs for Travel Restrictions	PSB requests the MCTG to revisit scope on the use of MCTs for travel restrictions in terms of prohibiting transfers, MCT exceptions, suppress connections in short notice with trends etc. August 2022- The PSB agreed that the MCT standard is achieving its intended purpose and no further action is required at this time.	Completed
2	Clarification on MCT administrative Change	Concurrence is not required for administrative changes; these changes are to be reviewed and clarified in SSIM- raised by Cirium. Solution possibly required to address potential increase of concurrence requests with removal of suppressions – raised during CBF check point (DEC21).	Completed ACTIVE
3	Station Standard MCTs	IATA mandated by the MCTG, PSB and PSC to be single source of Station Standard MCT - delivery of data collection process. Includes confirmation of Station Standards misalignments between DAs.	ACTIVE IATA Campaign in Q1 2023 TBC
4	Data exchange Development	-MCTX workgroup re-evaluate business needs - Complete BRD2 and develop capability for data exchange Standards MCTX WG: (AA, DL, OAG, LHS, Sabre, Amadeus)	PARKED
5	MCT Education Training	Identification of MCT Standards (Chap 8) training requirements, objectives, and content for IATA training Development.	PARKED
6	MCT Technical and User Guides Update	Maintain Technical and User Guides to date with changes to Chapter 8. Adhoc updates made as needed. User Guide review completed May 2022 with best practice examples cleaned and clarifications added to CBF references. New version of Guides available Sep 2022.	ACTIVE
7	Areas of exploration	Identify areas to expand/ improve the MCT standard • MCTs by time/day of week - Build capability with new hierarchy fields MCT's by time and day of week to optimize the schedule. • Consider start and end dates as managed with OAG. • Explore areas to further align the data distributed by the Data Aggregators. • Future proof MCT: enable 3- character airline code.	ACTIVE

ITEM	SUBJECT	DECRIPTION SUMMARY	STATUS
8	Connection building based on Passenger STD/STA vs Aircraft STD/STA	Clarification on the times to be used for connection building, Passenger arrival/departure vs Aircraft arrival departure. Determine if any amendments are needed in SSIM chap 2 and/or chap 8. MCTWG: (AA, DL, EK, Amadeus, Cirium, OAG, Lufthansa Systems, Sabre, Travelport)	ACTIVE
9	Implementation plan for new standards effective 01NOV22. (Connection-Building Filter)	Standards to prevent displaying connections with airlines that do not have ticketing and/or baggage agreements. New standard published in SSIM MAR2021 issue with an effectiveness of 01 November 2022. August 2022 – CBF check point: Cut over date updated to cut over period 01NOV22-01MAR23 for industry readiness.	ACTIVE

Item B4.3: Report and Work Plan of the Schedules Publication Group, under the Plan Standards Board

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Submitted by: Jeff Meyer, Chair of the Schedules Publication Group, under the Plan Standards Board

Steve Brown, Vice Chair of the Schedules Publication Group, under the Plan Standards Board

Glen Bell, Interim Chair of the Schedules Publication Group, under the Plan Standards Board

Isabella Ioannoni, Senior Manager Plan Standards, Secretary of the Schedules Publication Group

Background

The Schedules Publication Group was established under the Plan Standards Board with a mandate through to 1 November 2022, to develop proposals on standards related to:

1. Deal with matters concerning Airline schedule data standards used by airlines, GDSs and data aggregatorsincluding the associated business requirements.
2. Review and propose amendments to IATA codes, in particular the Aircraft Types, Passenger Terminal Indicators,Region Codes, UTC-Local Time Comparisons, Inflight Service codes and Service Types.
3. Review and endorse proposals to create or amend Standard Schedules Information Manual (SSIM) standards governing these processes (RP 1761b). Ensurethat proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable.
4. Review and endorse proposals to amend data exchange schemas and Implementation Guides with updates of codes published as industry notifications and Standard Schedules Information Manual (SSIM) content throughout the year.
5. Liaise with other process owning groups under the PSC and advisory groups under Industry Committees asrequired.

Members of the Schedules Publication Group

The Terms of Reference of the Group allow for a core membership of at minimum 12 organizations from airlines, strategic partners and Airport Coordinators/Facilitators where required who commit to active participation on standards development. Members of the group can be found on the SPG Standard Setting Workspace.

Rapporteur - As per the Terms of Reference, a rapporteur is established to provide liaison for non-IATA airlines participating in the IATA Slot Conferences. Jody Garcia (Southwest Airlines) is the Group Rapporteur.

PSC Members are requested to encourage their experts to engage in these standards activities and for those joining the Slot Conference to attend the onsite SPG June meetings. **Interested parties are invited to contact Standards@iata.org.**

Chair and Vice-Chair

Due to change in organization of Jeff Meyer (now United Airlines) and unavailability of Steve Brown (United Airlines) with medical covid leave during the last SPG June meeting, the former SPG Chair, Glen Bell (Delta Airlines) was elected onsite as Interim Chair of the SPG. Consequently, Glen Bell and Steve Brown are currently elected as Chair and Vice Chair respectively.

Under the Terms of Reference of the Group, these officers hold their positions for 24 months, subject to continued involvement in the group. However, elections for both positions will be held at the start of 2023.

Schedules Publication Group (SPG) activity in 2022

The SPG held adhoc call meetings throughout 2022 to progress active work plan items and to support any pressing industry requirements. The SPG June meeting was resumed in a F2F environment, held jointly with the IATA Slot Conference event.

Below highlights are being presented to Conference for noting.

Schedule Displays

Schedule Distribution during Covid highlighted significant issues with the airlines' ability to rapidly synchronize codeshare marketed schedules across operating and partner marketed schedules, necessitating the urgency of evolving how carriers interact with each other. Moreover, as the industry transitions to airline retailing and digital priorities.

The SPG brainstormed on new flexible concepts that can mitigate/support flight number issues while enabling enhanced interline schedule displays. One example is showing strategic connections with schedules data, covering the operating carrier of the agreement filing their strategic partner carrier codes using an alliance-type indicator.

The Group intends to interact with the Interline Group to understand initiatives being undertaken in this area and continue discussions between both expertise on potential solutions and methods in line with the future of airline retailing vision.

Passenger Health Information

A workgroup of SPG volunteers evaluated impacts and requirements to publishing supplemental passenger health credentials in the schedule. The SPG established the criteria for a new free format DEI field to be used for communicating specifics on flights subject to health regulations. The new Passenger Health Information data element 508 was endorsed by the Board and included as part of the Standard Schedules Information Manual (SSIM) for MAR2022 effectiveness. Schemas have also been developed for inclusion in Release 22.1.

Traffic Restrictions

A workgroup of SPG volunteers held two conference calls to discuss the current presentation of Traffic Restrictions (TRs) used for scheduling and the processing gaps/inconsistencies identified across systems/providers. However, due to initial findings from TRs being used and that do not create any urgencies to the industry today, this initiative is terminated until such time TRs may require redefinition in future with airline retailing capabilities and more resourcing is dedicated to the activity.

The workgroup undertook various assessments with an SPG-approved work plan of activities involving:

- Certain scenarios/examples not covered by the Traffic Restrictions (TR) in current SSIM standards
- The application of Traffic Restriction Code Qualifiers DEI 710, 711, 712
- Review of TR codes if they are to be eliminated, retained, or redefined

Scheduling Reference Data and Open API

The need for airlines and airports to share data is increasing every year. There is very high interest within the Scheduling community for IATA's industry codes, such as aircrafts, airport passenger terminals and UTC data, to be made available via API's for transmission using SSIM schedules standards. IATA is progressing the creation of use cases and scenarios for SSIM code set data. To date, the API for Aircraft codes has been initiated and developed for testing.

Standards Training Program

Due to increased inconsistencies and lack of industry knowledge expressed by the scheduling community, the SPG will put in motion, in collaboration with IATA, the creation of an educational training program on distributing schedules and operational procedures, IT methods, etc, in order to address gaps existing within the industry and evolve processes between business partners. PSC is to note that courses on managing slot communications from SSIM slot messaging standards are already currently offered to the industry but there are no programs made available for the industry scheduling associated procedures.

Schedules Data Exchange (SDEX) Workgroup Activities

The SPG and the SDEX workgroup supports existing schedules business rules from SSIM while increasing flexibility for data exchange in schema and implementation guide. Scheduling schemas and Implementation Guides are accessible here.

SDEX intends to migrate current schedules messages to the Airline Industry Data Model (AIDM) and support a migration as the industry moves towards more digitalization. The SDEX have completed schema developments for the SSIM new passenger health data standard (Release 22.1 effective 1 MAR2022) and updated the Implementation Guide accordingly.

SSIM Codes, Watchlists and Industry Notifications

With the support of the SPG, IATA manages the assignment of Aircraft Types, Passenger Terminal identifiers (for multi-terminal airports) and Region codes as well as UTC local time comparisons data. The eSSIM standards publication receives updates throughout the year with content exportable to csv format. Notifications of updates are located on the Standard setting workspace (SSW).

The Plan Standards Board have recently endorsed numerous new and revised aircrafts for inclusion in SSIM Appendix A.

A Watchlist of prospective new aircrafts and multi-terminal airports is listed in **Attachment B_B4.3** and is also updated on the eSSIM and SSW. Any known updates on these are to be forwarded to IATA at ssim@iata.org.

Schedules Publication Group Adoption of Standards

The Plan Standards Board currently has authority to adopt changes made to the SSIM standards described in RP 1761b.

The new Passenger Health Information (DEI 508) mentioned above has been approved by the SPG and endorsed by the Plan Standards Board for the SSIM standards MAR2022 issue. Other enhancements to standards from the SPG were endorsed by the Plan Standards Board for inclusion in the March 2023 Issue of SSIM.

Schedules Publication Group Work Plan

The work plan of the Schedules Publication Group is provided as **Attachment A_B4.3**. The work plan of this group has been reviewed and endorsed by the Board.

Action

Conference to note the report and Work plan.

Attachment A_B4.3 Work Plan of the Schedules Publication Group

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ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
1	Health data indication	A new free format DEI to indicate passenger health related information, used for communicating specifics on flights subject to health regulations. SDEX (Schedules Data Exchange workgroup) to progress schema developments and update the Implementation Guide.	COMPLETED COMPLETED - part of Release 22.1 effective 1 MAR22
2	Traffic Restrictions	Validation of Traffic Restrictions in SSIM by SPG volunteers to: ○ Categorize outstanding issues and scenarios not covered by current traffic restrictions. ○ Improve processing across systems/providers. ○ Further define requirements so invalid schedules are not brought forward to pricing where itineraries run the risk of passing pricing validation when such itineraries should fail during schedules validation. ○ Provision of examples for all SSIM traffic restrictions. ○ Establish how schedules should be presented. ○ Investigate how Application of Traffic Restriction Code Qualifiers DEI 710, 711 and 712 are processed today by all systems and if they are accurately coded to accept it. ○ Identify opportunities to align TRs with different online/interline/intermodal/MCT (current and future) processes for industry consistency. The SPG notes that results from the TR analysis may have connections with the DEI 800 series study and may also require involvement from the Interline and MCT Groups (refer to work plan item 3). The workgroup commenced analyzing the codes and evaluated the System Providers comments in order to determine the next steps and best methodology in working out which codes are needed, misused, or no longer required. The WG has also drafted a problem statement to help identify unresolved issues and requested guidance from the SPG on pausing or persisting this group's activities – as referred in SPG/7 Agenda item 6. The SPG agreed that due to initial findings of the WG and given that TRs are being used and they do not create any urgencies to the industry today, the WG and work plan is to be terminated until such time TRs may require redefinition in future with airline retailing capabilities and more resourcing will be dedicated to the activity. Consequently, SPG requested Google to refine their original TR questions submitted for the SPG/3 Agenda and resubmit them to IATA for clarification by the TR Workgroup system providers. Then to subsequently table the matter at the next SPG/8 OCT2022 meeting should further guidance still be required by the SPG. Thank you to all SPG WG volunteers for the extensive work completed: AA, AY, DL, LO, UX, Amadeus, Cirium, Google, Lufthansa Systems, OAG, Navitaire, Sabre, Travelport.	CLOSED
3	Redefine DEI 800 series	The SPG requests analysis of the free format DEI 800 series (assigned by the carriers and used for bilateral purposes) usage for tidying that will	ACTIVE

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
		allow additional bandwidth and for more frequent airline usage in future such as Traffic Restrictions information (not bilateral). ACTION: Following a brief onsite review of DEI800s usage count, actions agreed by SPG for the DEI800 study were: ○ DAs verify schedules of last 2-3 years for usage ○ Evaluate each DEI usage for tidying, release of unused items or misused free format space ○ Propose decertifying any 800s no longer needed ○ Review outdated character lengths require updating ○ Clarification of SSIM standards where required ○ Addition of free flow text DEI for traffic restrictions information (not bilateral). MAR2022 Update: SPG continued discussions on how to best clarify the bilateral language and process between the airline and DAs in order to allow additional DEIs to be used by airlines. Key points to consider next: - The SPG agreed a DEI 8xx passed through from carrier's filing requires to be coordinated and aligned between both DAs to ensure identical intended results to the GDS. - Current DEIs are overlapping in different systems - Repurpose certain 800s so airlines have more flexibility with their needs? - Update SSIM entry example 'in flight movie' is misleading - Include requirement in SSIM for airline to advise what to file if used when passed to DAs – maintaining this was not preferred by the DAs - The SPG agreed there is value in continuing discussions on above pointers and that SPG actions listed in the work plan are to be retained and monitored during discussions.	
4	Schedules messages migration to AIDM	Migration of current schedules data exchange xml message information to the Airline Industry Data Model (AIDM). SDEX held an AIDM overview meeting in DEC2021to initiate the BRD process for the data migration. The SDEX group will subsequently work closely together with the AIDX (Aviation Industry Data Exchange workgroup) and MCTX (Minimum Connect Time Data Exchange workgroup) workgroups as a consequence of their relation of commonly used data elements. As information, IATA confirms that the AIDX WG has migrated their operational flight data to the AIDM and keep aligning with the data model. SDEX Meeting Update 03Mar22 – General consensus is that without industry resourcing availability, there is no immediate value at present to change to AIDM. However, SDEX noted that AIDM would be the approach for when progressing significant industry change/business requirement and then implement at the same time. Currently, pandemic recovery is still in place and the SDEX will be happy to support a migration as we move towards more digitalization. The SDEX recognize the AIDM would be very helpful for new IT systems (who lack any industry knowledge) so airlines could point them to AIDM, but for existing systems where there is enough domain knowledge, the benefits of AIDM cannot be maximized.	PAUSED - until migration can be done in conjunction with future significant industry business requirements

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
		Airlines, GDSs or system providers wishing to join this Group are to email ssim@iata.org.	
5	SSIM Scheduling Education Program	Defining requirements for the creation of educational programs (in the form of simplified how-to videos per topic or complete IATA training courses, etc). Specifically in the area of distributing schedules, operation, IT methods, in applying ASM or SSM procedures, etc and in broadening the accessibility/availability of data. Course description has been completed by the SPG Officers. IATA training to circulate an industry survey to capture other needs, gaps etc. IATA to subsequently engage subject matter experts (SME) for content development. Interested course instructors are to advise SSIM@iata.org. Details on becoming an instructor are available here.	Continuity on industry availability
6	Streamline data code sources	Collaborating with the Industry Coding Group (ICG) in improving the availability of reference data between the scheduling and airline codes. ICG recommends that SSIM Aircraft types, Airport Terminal identification, UTC/DST and Region reference data should be part of the IATA Airline Coding Directory (ACD) for product delivery. Exploration in progress with IATA to more closely integrate ACD data with scheduling reference data. The SPG and the Slot Messaging Group (SMG) have requested IATA to make SSIM data codes available via APIs for transmission of codes for SSIM messages. IATA is progressing on creating use cases and scenarios for SSIM code set data. Further updates will be provided for testing availability within the IATA portal.	Reprioritized - dependency on SSIM API initiatives
7	Aircraft and Terminal Watchlists	Support of IATA Watchlists on new upcoming Aircraft types and new Passenger multi-terminal airports for industry consideration and IATA notification/updates.	Ongoing
8	Communication of airline schedules information required by airports	A consistent process is being explored for Scheduling and Slot data requirements to be defined as SSIM standards for certain airport entities. The SPG, SMG and SPWG established airline volunteers (AA, AV, AY, AZ, DL, EK, FX, LH, UA) for the analysis exercise. Other volunteers from partners received at SPG/2 (ACL, Lufthansa Systems, OAG, Sabre) in the event airlines require support. The Worldwide Airport Slots Board (WASB) will be considering airport needs in 2022 and report any further recommendations to SPG and SMG.	Pending WASB consideration and recommendations Airline Volunteers: AA, AV, AY, AZ, DL, EK, FX, LH, UA
9	Attributes per Data elements	Reflecting the attribute in the presentation of data elements tables in the SSIM Glossary Chapter 2 for visibility at the field level and current record level. Appropriate attributes have been populated for each of the data elements itemized in Section 2.4.1 which have also been validated by GDSs. The SPG agreed to proceed the inclusion of attributes presented at SPG/7 Agenda Item 8 Attachment I for each of the data elements listed in the Glossary Section 2.6 by reference as 'Maximum Field Length" to be added to each new column. The SPG requested to have the itemized attributes be validated by GDSs for the next SPG OCT2022 meeting. Next steps: - SPG to approve itemized attribute values for inclusion in the Glossary and determine effectiveness date.	ACTIVE

ITEM	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
		IATA to complete the Chapter 2 Glossary Section 2.6 entries with SPG Officers verification prior to presentation at SPG for approval and Board endorsement.	
10	Aligning Scheduling practices with Airline Retail capabilities	Alignment of scheduling practices and processes with the industry's focus towards Airline Retail and evolving Interline/Intermodal capabilities and efficiencies.	Pending the Plan Standards Board and PSC Steering Group recommendations
11	SSIM Terminologies	Following updates performed for SSIM Chapter 7, SPG requests a complete modernization of outdated terminology be undertaken throughout all SSIM chapters.	ACTIVE
12	Enhanced Interline Displays	Redefining codeshare relationships as the industry transitions to airline retailing and digital priorities. The SPG brainstormed on exploring new flexible concepts that can mitigate/support flight number issues while enabling enhanced interline schedule displays. Enhanced interline displays would provide a competitive screen display to online displays; allowing carriers to move away from marketed codeshare flights without losing screen presence. The process would complement work currently ongoing in the NDC/retailing space. The SPG created a WG to define scope and several options with diverse situations, benefits (business processes, financial etc) and talking points for internal key stakeholders and partners. WG checkpoint planned for Sept2022 to formalize paper for the SPG meeting of OCT2022. Volunteers at SPG/7: AA, DL, EK, QR, UA, WN, Amadeus, Cirium, LH System, Navitaire, OAG, Sabre, Travelport. WG checkpoint to be scheduled for Sept2022 in formalizing a paper for the SPG/8 -27 OCT- meeting.	ACTIVE

Attachment B_B4.3 Aircraft Type and Terminals Watchlists

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Summary of Aircrafts for Considerations

Members are encouraged to assess the list internally and provide more accurate information to IATA at SSIM@iata.org.

Manufacturer Name	Aircraft Type /Version	Delivery Year	Remarks	Recommended action
Airbus	A220-500		Stretch/Re-engined A220-300. Drawing Board stage currently. Feb 2022- Model still under consideration.	
Airbus	A330 Trinitair wingtip		New wing-tip design branded Trinitair. A330 being used as testbed for wing-tip modification. Hi Fly launch customer but no further details as yet.	
Airbus	A350 Freighter		A350 freighter order book now 29 plus with SQ ones planned for 2025 (not launch customer), continue to monitor.	
Airbus	C295		Two aircrafts delivered for humanitarian flights in Africa to DAC Aviation.	
Airbus	Neo Freighters		Continue to monitor. None seen as yet beyond in cabin conversions during COVID.	
Airbus	Older Beluga Freighter Variants		Monitor service withdrawal and then cancel designator	
Boeing	777X	2025	B777-8X, B777X-FRT First flight January 2020 with three airframes for test program built by August 2020. In April 2022 Boeing delayed deliveries to 2025 with 777-8F launch customer as Qatar anticipating deliveries in 2027.	
Boeing	Boeing NMA (New Mid-Market Airplane)		Put on hold January 2020 due to MAX issues but by February 2021 some design work with aim for late 2020s delivery. January 2022 articles saying project has been killed off. Continue to monitor and then remove from list next meeting if proves to be true.	
Bombardier	Global 8000		Monitor, large cabin jet program plan for development (stalled since 2017).	
Boom	Overture	2029	2021 - United signed order for 15 aircraft and options on 35. Production still planned for 2029.	

Manufacturer Name	Aircraft Type /Version	Delivery Year	Remarks	Recommended action
COMAC	ARJ21F, Business Versions of ARJ21 and ARJ-900		All delayed currently following delays with ARJ21. May 2022 - around 400 deliveries outstanding for ARJ21.	
COMAC	C939		Super Long-Haul airliner. Concept stage as of 2021.	
CRAIC	CR929 (previously COMAC C929)	2023	Ramp up in production schedule and looking at first deliveries now (as of early 2021) in 2023.	
Dassault	Falcon 10X	2025	10X- large, long range business jet under development.	
Denel Group	SARA - South African Regional Jet		No prototype built by end 2021 and Company reported out of Capital. Continue to monitor and then remove from list next meeting if proves to be true.	
Embraer	New Turboprop	2027	Concept pictures published in October2020, and planned program launch 2022.	
Indian Regional Jet	(IJR)-RTA 70	2026	Revamped 90-seater aircraft at design stage (April 2021)	
Mitsubishi	SpaceJet (old M19)		Workforce being cut to 150 on project with project on hold. Continue to monitor and then remove from list next meeting if no further progress.	
Netherlands Aircraft Company	Fokker 130		Website now only promoting the new Fokker130 but no details on timescales May 2022 - Dutch News article describing process up to now, saying nothing heard since 2021 and likely not going to happen. Continue to monitor and then remove from list next meeting if no further progress.	
SE Aeronautics	SE200 and SE300		New generation wide-body aircraft concept. SE's goal is to get the first aircraft prototype flying in three years. August 2021 article with 6 wing aircraft and alternative fuel sources. Continue to Monitor for the moment.	
Stratos Aircraft	Stratos 714 and 716X		May 2022 - now a 6-seater kit-plane which hope to retail in late 2022. Hold for the moment.	
Textron	Cessna 408 SkyCourier		Freight and passenger variants planned. First flight May 2020.	
Xian	Modern Ark 700 (MA700)	2022	Currently in certification program anticipated to finish in 2021 with in service 2022.	
Yakovlev, Irkut	MC-21, 200,300, and 400 variants to be developed	2022	Certification program continues with little COVID impact.	

Manufacturer Name	Aircraft Type /Version	Delivery Year	Remarks	Recommended action
Alternative Fuel Aircrafts				
Airbus Helicopters	CityAirbus NextGen	2025	All electric, 4-seater, equipped with fixed wings, V shape tail and 8 electrically powered propellers, eVTOL. First flight of prototype planned for 2023 and certification expected around 2025.	
Airflow Aero	M200		Electric propulsion eSTOL (Short takeoff and landing) aircraft, 9 passengers. The aircraft can also be fitted with both fixed gear and floats. June22- Electra Aero acquires Airflow.	
Archer	eVTOL air taxi		All electric and hybrid-electric powered vertical takeoff and landing aircraft.	
ATR	ATR 72's Hydrogen	2025	Conversion kits developed by Universal Hydrogen for ATR 72-500 and 600- Jul 2022 airplane's powertrain converted from a turboprop to electric motor powered by hydrogen fuel cells.	
Aura Aero	Electrical Regional Aircraft (ERA)	2026	Plans for hybrid-electric 19 seat airliner for commercial service by 2026. (MAR21)	
Bye Aerospace	eFlyer 800		Announcement of the development of an eight-seater all-electric twin turbo aircraft. APR21	
Ehang Holdings	EH216- S (passenger)		Autonomous Areal vehicle (AVV) solution for intercity transport.	
Ehang Holdings	VT-30		Long range eVTOL aircraft.	
Electra Aero	eSTOL		Hybrid eSTOL is designed to carry a pilot and nine passengers—or 1,800 pounds of cargo.	
Embraer	E19-H2FC	2035	19-seater Hydrogen Fuel Cell Powered aircraft.	
Embraer	E9-FE	2035	Fully electric aircraft, 9-seater.	
Embraer	E9-HE	2030	Hybrid- Electric aircraft, 9-seater.	
Eve Urban Air Mobility Solutions	eVTOL	2026	50 Eve electric vertical take-off and landing (eVTOL) 4-seater aircraft with progressive deliveries as of 2026. Electric air taxi and commuter flights. Certification expected end 2025.	
Eviation Aircraft	Alice	2024	Nine-passenger fully electric aircraft. Certification aimed for 2023.	

Manufacturer Name	Aircraft Type /Version	Delivery Year	Remarks	Recommended action
Eviation Aircraft	Alice eCargo	2024	Alice model for freight operations. Planned to be capable of carrying 1.2t of freight, with a maximum range of 440nm.	
De Havilland	Dash 8-300 Hydrogen	2025	Conversion kit being developed by Universal Hydrogen.	
Faradair	Beha	2026	Short-hop bio electric hybrid aircraft (Beha). Three-winged box design aircraft will be able to operate cargo, passenger and special operation flights.	
Heart Aerospace	ES-19	2026	19-seater electric turbo prop. Finnair signed letter of intent for type.	
Joby Aviation	eVTOL	2024	All electric aircraft designed to transport a pilot and 4 passengers.	
Tecnam	P-Volt	2026	All electric P-Volt aircraft based on the Tecnam P2012 Traveller.	
Vertical Aerospace	VX4	2025	Electrical vertical take -off (eVTOL) aircraft, commercial 4 passenger. Potential deliveries starting mid 2025.	
Volocopter	VoloCity air taxi		All-electric aircraft (18 rotors) with the ability to vertically take off and land, 2-seater.	
Wright Electric	Wright 1	2030	Zero-emission passenger aircraft. A 186-seat airliner with 800-mile range. Testing has begun on 2MW of propulsion power to support a zero-emission aircraft. Wright will use 10 2MW motors for the Wright 1.	

Summary of Terminal for Considerations

Members are encouraged to assess the list with their onsite Station Managers, local reps and provide more accurate information to IATA at SSIM@iata.org.

Ctry	IATA Code	Start Date	Due Date	Airport Terminal	Inquiry	IATA Actions
SA	AJF		2023	Al-Jawf Airport	New International terminal to be complete May 2023.	
NZ	AKL	2014		Auckland Airport	New Combined International and Domestic Terminal planned. Currently delayed following COVID-19 impact on traffic volumes. (April 2021)	
NL	AMS	2023		Amsterdam Schiphol	New Terminal - architect appointed. Construction of new terminal postponed for 2 years due to pandemic.	
AE	AUH	2012	2022	Abu Dhabi International	Midfield Terminal opening delayed. Scheduled to open in 2022.	IATA to follow up with Authorities for opening date.
DE	BER		2029	Berlin Brandenburg Airport	Continue monitor Terminals 3 and 4 planned for 2029. Terminals 1-2 & 5 in SSIM.	
TH	BKK		2023	Suvarnabhumi Airport Bangkok	Currently single terminal: new Satellite Terminal SAT 1 is completed, AOT decided to move the opening of SAT-1 from October 2022 to April 2023. (APR22)	
IN	BLR		2022	Bengaluru, Kempegowda International (Bangalore)	Delay due to COVID for the commissioning of the first phase of T2. Now estimated to be operational by end of 2022. (MAY2022)	IATA to follow up with Authorities for opening date.
HU	BUD			Budapest, Liszt Ferenc International	New Terminal 3. No timelines due to pandemic,	
CN	CAN	2021		Guangzhou, Baiyun International	Construction of Terminal 3 started. (JUN21)	
ID	CGK		2024	Jakarta, Soekarno-Hatta International	Terminal 4 expected for 2024, Construction to begin 2022.	
CN	CKG	2020		Chongqing Jiangbei International	New T3B terminal plan approved and construction to start 2021 with completion in mid 2020s.	
LK	CMB	2019	2023	Bandaranaike Int'l Colombo	Local press articles in 2020 saying construction about to start and take three years.	
CN	CSX	2020	2030	Changsha Huanghua Airport	New third terminal and additional runway under construction.	
BD	DAC	2019	2023	Dhaka, Hazrat Shahjalal International	New Terminal 3 expected to be completed in June 2023 and possible it could be completed ahead of schedule.	
VN	DAD	2021		Da Nang International	Third Terminal investment agreed with government.	
IN	DED	2020		Dehradun Airport	New Domestic Terminal – phase one due completion October 2021.	
US	DFW		2025	Dallas/Fort Worth International	New terminal F.	
UG	EBB	2015	2023	Entebbe International Airport, Uganda	New passenger and freight terminals as part of airport expansion project. First phase is on schedule and is expected to	

Ctry	IATA Code	Start Date	Due Date	Airport Terminal	Inquiry	IATA Actions
					be completed in 2023. Second phase of works will be carried out 2023.	
US	EWR		2022	Newark Liberty Int'l	New Terminal One to replace Terminal A. Part of Terminal One ramp will be completed in 2021 and terminal opening still on course for 2022 according to port authority.	Follow up with Port Authority for opening date.
DE	FRA		2026	Frankfurt International	New Terminal 3 now planned to open 2026.	
CN	HRB	2020		Harbin Taiping International Airport	Architects appointed to design 3rd terminal	
US	JFK	2022	2026	New York, John F. Kennedy Int'l	Plan to move to five terminals in total with new builds and renovation. New Terminal One (NTO) will be built in phases, projected to open in 2026 and project to be completed 2023	
TW	KHH		2030	Kaohsiung International	New terminal international terminal. airport will be built in two phases, first phase expected to be designed next year, and building contracts in 2025. (May2022)	
CN	KMG		2025	Kunming Changshui International Airport	Continue monitory S1, S2 and T2 are expected to be completed in 2025.	
MY	KUL	2016	2023	Kuala Lumpur International Airport	March 2018 Airport announced new Terminal 3 and planned completion 2023.	
KW	KWI	2017	2022	Kuwait International Airport	New Terminal 2, construction started, and local press has opening late 2022.	Follow up with Authorities for opening date.
US	LAX			Los Angeles International	New Terminal 9 to open for 2028 Olympics.	
GB	MAN	2015		Manchester Airport	Transformation Program with extension of Terminal 2 complete although COVID disruption means old part of Terminal 2 refurbishment still in progress (April 2021). Plans for T1 demolition on hold until airport can assess what post COVID world will look like.	
US	MCI	2017	2023	Kansas City International	Plan approved Nov2017 to replace the current layout of Kansas City International Airport with a single terminal. Currently Terminal A has been demolished, new terminal being built, and Terminals B and C remain.	
MV	MLE	2020	2022	Male Velana International Airport	New terminal scheduled to open mid 2022 (possible delay), no indication if replacement or addition. New Seaplane terminal planned for Q4 2022.	Follow up with Authorities for Terminal status + opening date.
RU	MMK		2023	Murmansk Airport	New domestic terminal. Planned to be commissioned in summer 2023.	
FR	MRS		2024	Marseille, Provence airport	New terminal connecting the current terminals 1 and 2.	
DE	MUC		2023	Munich International	New terminal plan approved. #1093.2	
US	ORD			Chicago, O'Hare International	New Global Terminal	

Ctry	IATA Code	Start Date	Due Date	Airport Terminal	Inquiry	IATA Actions
RO	OTP			Bucharest, Henry Coanda	New terminal 2, expansion in planning phase	
RU	OVB		2022	Novosibirsk Tolmachevo Airport	Plans of reconstructing existing pax terminal and construction of new pax terminal.	
IN	PNQ	2018	2023	Pune Lohegaon	New integrated terminal expected completion JAN2023.	
DO	PUJ	2020		Punta Cana International Airport	Design stage for third terminal started.	
CN	PVG		2025	Shanghai, Pudong International	New Terminal 3, currently in planning stage. (May22)	
US	SAN	2022	2024	San Diego International	New Terminal 1 project to replace old Terminal 1	
VN	SGN	2021	2023	Ho chi Minh, Tan Son Nhat International	New Terminal to begin construction in late 2021 and is scheduled for completion in 2023.	
SG	SIN			Singapore, Changi	Terminal 5. Construction paused for two years. No revised completion date found.	
BG	SOF		2030	Sofia airport	New Terminal 3	
TW	TPE	2017	2024	Taiwan Taoyuan International	New T3 – Completion of terminal delayed, Will open in phases between 2024 and 2026. (MAY22)	
CN	TSN			Tianjin-Binhai International Airport	Continue to monitor for terminal 3	
LT	VNO	2020		Vilnius Airport	New departure Terminal. Initially planned for 2022 but now going back out to tender (April 2021) after construction firm hit difficulties due to pandemic.	
New Airports						
AO			2022	Luanda, Angola International Airport	New airport under construction since 2008 delayed completion DEC 2022.	
VN				Tien Lang New International Airport	New airport will be replacing the current Cat Bi Airport (HPH) Vietnam- Continue to Monitor	
BD				Bangabandhu Sheikh Mujib Rahman Airport	New airport in Dhaka Bangladesh- Project stopped in 2011 but as of 2016 new feasibility study launched	
ID		2020	2023	Karawang New International Airport	Jan-2016 Project on hold. Government working on finding a new site for the development.	
SD				New Khartoum airport	New airport planned to replace KRT airport. Construction has not started as of yet (May2018)	
VN		2016	2030	Lai Chau Vietnam, will be building a new airport.	Development planned to start 2017	
IQ		2014		Middle Euphrates Airport, Karbala Iraq	Under a tender process. Initial paperwork describes multi terminal airport.	
CR			2027	Alajuela New International Airport	Planning stage, replacement for Juan Santamaria airport at San Juan.	
CN			2025	Xiamen Xiang'an International Airport	New airport under construction.	
PL		2021	2028	New airport in Lodz	New airport planned, construction to begin in 2021.	Monitor
AZ		2022	2023	Shaki new airport	new airport #1098.1	

Ctry	IATA Code	Start Date	Due Date	Airport Terminal	Inquiry	IATA Actions
PE			2025	Chinchero International Airport	Development of new airport north of Peru. Planned to replace Cusco, A. Velasco Astete Int'l.	
GL			2023	New Qaqortork airport	Greenland airport to be constructed by 2023.	
GR		2021	2026	Crete, Kasteli Airport	Replacement for Heraklion Airport. €850 million project started and planned completion 2024/25.	
AU		2019	2026	Sydney Western Airport	New airport, construction is underway.	
IN		2020	2024	Delhi, Jewar Noida International Airport	Plan approved for new airport project for Delhi.	
IN			2023	Navi Mumbai International Airport	New airport under construction.	
RO				Constantin Brancusi Airport	Private airport to be developed in Bucharest. #1120.17	
SA		2021	2030	Red Sea International	Construction of new airport has started.	
TR		2017	2023	Cukurova Airport	New airport under construction.	
CN		2023		Nantong new airport	CAAC approved site for the new airport 100km north Shanghai. Construction to begin in 2023.	
CN		2023		Lianyungang Huaguoshan International	New airport scheduled to begin construction in 2023.	
CN		2023	2030	Chongqing-Zhengxing International	New airport	
MM			2027	Hanthawaddy International airport	New Airport to replace Yangon.	
PL			2028	Warsaw Central transportation hub	New inter-modal Transportation hub	

Item B4.4: Report and Work Plan of the Slot Messaging Group, under the Plan Standards Board

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Submitted by: Denise Scafidi, Chair of the Slot Messaging Group, under the Plan Standards Board

Steve Wolage, Vice Chair of the Slot Messaging Group, under the Plan Standards Board

Isabella Ioannoni, Senior Manager Plan Standards, Secretary of the Slot Messaging Group

Background

The Slot Messaging Group was established under the Plan Standards Board with a mandate through to 01 November 2022, to develop proposals on standards related to:

1. Deal with matters concerning information exchange and standards related to Airport slot/schedule coordination between airlines, airport coordinators and facilitators including the associated business requirements.
2. Review and propose amendments to IATA codes, in particular the Aircraft Types, Passenger Terminal Indicators, Region Codes, UTC-Local Time Comparisons.
3. Review, propose and manage Service Type codes, Additional Information codes and Coordinator Reason codes.
4. Review and endorse proposals to create or amend SSIM standards governing these processes (RP 1761b). Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable, including the IATA Worldwide Slot Guidelines for the management of slots.
5. Review and endorse proposals to amend data exchange schemas and Implementation Guides with updates of codes published as industry notifications and SSIM content throughout the year.
6. Liaise with other process owning groups under the PSC and advisory groups under Industry Committees as required to meet changing industry requirements and to further the objectives of the SMG.
7. Ensure a close interaction and alignment of activities and standards with the slot policy forums directed by the Slot Policy Working Group and the Worldwide Airport Slot Board for slots planning area of business.

Members of the Slot Messaging Group

The Terms of Reference of the Group allow for a core membership of at minimum 9 organizations from Airlines, Airport Coordinators/Facilitators and Strategic partners, alongside Airport Coordinators participating in the IATA Slot Conferences, who commit to active participation on standards development. Members of the group can be found on the SPG Standard Setting Workspace.

Rapporteur - As per the Terms of Reference, a rapporteur is established to provide liaison for non-IATA airlines participating in the IATA Slot Conferences. Mark Milligan (Southwest Airlines) is the Group Rapporteur.

PSC Members are requested to encourage their experts and alliances joining the slot conference to also engage in these standards activities. **Interested parties are invited to contact SSIM@iata.org.**

Chair and Vice-Chair

Denise Scafidi (ITA Airways) and Steven Wolage (COHOR) are elected as Chair and Vice Chair respectively. Under the Terms of Reference of the Group, these officers hold their positions for 24 months, subject to continued involvement in the group.

Slot Messaging Group (SMG) activity in 2022

The SMG has meet in June to confirm priorities for 2022. Below highlights are being presented to Conference for noting. Additional information related to Slots policy updates are referred in Agenda Item B1.1.

Waitlist Information

Requested Origin and Destination is primarily driven where an airport's coordination parameters include for example for CBP consideration (US Departures) and Secondary Screening requirements (eg: US or AUS departures). In such instances, the Coordinators are at times able to confirm a flight's slot for runway and other capacity elements but not the route segment and when the flight has Historic Precedence at the airport but for another route, there is currently no standard in allowing to revert the flight to it's historic details and indicate it is on the waitlist for the route element.

Admirable progress, efforts and enhancements have been made to the technical solutions and additional allocation criteria between volunteers from the SMG and the Slot Policy workgroup in order to finalize the SSIM slot messaging standards.

Due to industry circumstances and the potential costs to implement the new Additional Information Data Line Elements during 2021, the SMG Workgroup delayed this action but resumed the work jointly with the policy volunteers in Q1 of 2022 to finalize standards that were subsequently proposed and approved at the SMG June 2022 meeting with a 31OCT 2023 effectiveness. The Plan Standards Board have endorsed these standards in Aug2022.

Airport Data Requirements

A consistent process is being explored for the communication of airline Scheduling and Slot data requirements to be defined as SSIM standards for airport entities.

Justified non-use of slots (JNUS)

The SMG had anticipated to formalize slot cancellations referring to JNUS, force majeures using SSIM technical means in order to prevent automatic processing of messages in confirming / declining Force Majeure using one single format.

In joint consultation with the Slot Policy Workgroup, the SMG determined no resolution to the divergence of working practices could be found that would justify the investment in new technical standards at this time. Meantime, Members are to refer to the recent guidance for the conditions to grant force majeure for slot use in the case of a temporary reduction of capacity at airports.

Slots Data Exchange (SLOTX) Workgroup Activities

The SLOTX workgroup reports to the SMG and identify the types of information that could be transmitted from the airline to the coordinator/facilitator and vice-versa in support of existing airport coordination business rules from SSIM standards while increasing flexibility for data exchange in schema and implementation guide.

Schemas and Implementation Guides are accessible here.

The SLOTX urgently needs participation from experts within the Airline community to progress and fulfil Slot information exchange related requirements. Interested parties are invited to contact SSIM@iata.org.

Slot Messaging Reference Data and Open API

The need for airlines and airports to share data is increasing every year. There is very high interest within the SMG community for IATA's industry codes, to be made available via API's for the transmission of data codes used for slot SSIM messaging standards. IATA is progressing the creation of use cases and scenarios for SSIM code set data. To date, the API for Aircraft codes has been initiated and developed for testing.

SSIM Codes, Watchlists and Industry Notifications

With the support of the SMG, IATA manages the assignment of Aircraft Types, Passenger Terminal identifiers (for multi-terminal airports) and Region codes as well as UTC local time comparisons data. The eSSIM standards publication receives updates throughout the year with content exportable to csv format. Notifications of updates are located on the Standard setting workspace (SSW). A Watchlist of prospective new aircrafts and multi-terminal airports is listed in **Attachment B_B4.3** and is also updated on the eSSIM and SSW. Any known updates on these are to be forwarded to IATA at ssim@iata.org.

Slot Messaging Group Adoption of Standards

The Plan Standards Board currently has authority to adopt changes made to the SSIM standards described in RP 1761b. The proposed changes to standards from the SMG were endorsed by the Plan Standards Board and can be found in the in the March 2023 Issue of SSIM.

Slot Messaging Group Work Plan

The work plan of the Slot Messaging Group is provided as **Attachment A_B4.4**. The work plan of this group has been reviewed and endorsed by the Board.

Action

Conference to note the report and Work plan.

Attachment A_ B4.4 Work Plan of the Slot Messaging Group

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ITEMS	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
1	Waitlist Information - Additional Information Data Line Elements, Requested Aircraft / Seats / Terminal/ Arrival and Departure Route	Providing operators with waitlist information that will deliver means to transmit this information for operators using SSIM standards. A workgroup of volunteers from the SMG submitted a solution to the SMG meeting of 2019 where it was deemed that some adjustments were required. A revised solution was subsequently reviewed by the Slot Policy WG which resulted in certain policy concerns that needed consideration between both WGs and be addressed in the solution. Some progression and additional enhancements have been made to the technical solution between volunteers from both WGs in order to finalize the SSIM standards. The WG has subsequently submitted a final SSIM solution to the June 2022 SMG/5 meeting with a proposed effective date of 31OCT23 that was approved by the SMG and submitted to the Plan Board of AUG2022 for endorsement.	CLOSED
2	JNUS (justified non-use of slots) Special Reference	The SMG established a Workgroup of volunteers to identify where requirements exist (JNUS/MANUAL), what is the best long-term solution, and determine if the message needs to be processed and verified manually. The Workgroup concluded that //JNUS and //MANUAL are not appropriate and should not be used in SSIM. However an alternative approach has been proposed that a //FM or //FORCEMAJEURE reference is a way for an airline to request Force Majeure for their cancellations within a message. Coordinators are obliged to consider the reasons for Force Majeure requests so it is suggested the coordinator would return the message with the deletions actioned plus a similar indicator to acknowledge receipt of the request. Following SPWG feedback in MAY2022, it has been determined no solution to the divergence of working practices could be found that would justify the investment in new technical standards at this time. Consequently, the SMG closed this item. Thank you to all SMG WG volunteers: LH, UA, AC CH, AC DE, AC FR, AC UK, Amadeus, LH Systems, Sabre. Refer to the recent guidance for the conditions to grant force majeure for slot use in the case of a temporary reduction of capacity at airports as published by the WWACG.	CLOSED

ITEMS	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
3	Slots messages migration and SLOTX restart of activities	Migration: SLOTX are considering migrating current slot data exchange xml messages information to the Airline Industry Data Model (AIDM). The kick-off with SLOTX was held to initiate the BRD process for the data migration. The SLOTX workgroup discussed the BRD process for the data migration of the existing Slot XML Messages. It was agreed that there is no immediate value at present to change to AIDM, but that it would make sense to use the AIDM methodology for any new message flows that are identified by the SLOTX workgroup, and then use this experience to inform the future migration of the existing messages to the AIDM. A new requirement was identified at the last SLOTX meeting (Web Service Status), this will be used to prototype the use of the AIDM methodology. Currently the SLOTX group are looking to define User Cases for the utilization of this new message protocol. SLOTX Participation: SMG Members are requested to encourage their colleagues and alliances joining the slot conference to engage in these standards activities. Interested parties are invited to contact SSIM@iata.org.	Migration PAUSED Additional experts requested to join the SLOTX.
4	Aircraft and Terminal Watchlists	Support of IATA Watchlists on new upcoming Aircraft types and new Passenger multi-terminal airports for industry consideration and IATA notification/updates.	Ongoing
5	Open APIs	The SMG requests IATA to make SSIM data codes available via APIs for transmission of codes for SSIM messages. IATA is progressing on creating use cases and scenarios for SSIM code set data. Further updates will be provided for testing availability within the IATA portal.	ACTIVE
6	Communication of airline schedules information required by airports	A consistent process is being explored for Scheduling and Slot data requirements to be defined as SSIM standards for airport entities. The SPG, SMG and SPWG established volunteers (AA, AV, AY, DL, EK, FX, LH, UA) for the analysis exercise. Other volunteers from partners received at SPG/2 (ACL, Lufthansa Systems, OAG, Sabre) in the event airlines require support. The Worldwide Airport Slots Board (WASB) will be considering airport needs in 2022 and report any further recommendations to the SPG and SMG.	Pending WASB consideration and recommendations
7	Aligning Scheduling practices with Airline Retail capabilities	Impacts from the Schedules Publication Group (SPG)'s exploration of aligning scheduling practices and processes with the industry's focus towards Airline Retail and evolving Interline/Intermodal capabilities and efficiencies. This requirement is deemed as a long-term solution.	Pending the Plan Standards Board & SPG recommendations

ITEMS	SUBJECT	DECRIPTION/ PROGRESS SUMMARY	STATUS
8	Electric Vehicles Aircrafts	With the assignment of the new alternative fuel aircraft type code AFA, the SMG agreed to pursue requirements of rising electric vehicles for possible future code assignment.	ACTIVE

Section C:
Shop-Order Standards Board Items

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Agenda Item		Attachments
C1	Report of the Shop-Order Standards Board	
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C4	Groups active under Shop-Order Standards Board	Attachment A_C4 Attachment B_C4 Attachment C_C4 Attachment D_C4 Attachment E_C4
	Ticketing Group Items	
C4.1	Report and Work Plan of the Ticketing Group	Attachment A_C4.1
C4.1.1	Voting Items of the Ticketing Group presented as a package	
C4.1.1a/P	ZED MIBA Proposal	Attachment A_C4.1.1a/P
		Attachment B_C4.1.1a/P
		Attachment C_C4.1.1a/P
C4.1.1b/P	Large Currency	Attachment A_C4.1.1b/P
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	Reservations Group Items	
C4.2	Report and Work Plan of the Reservations Group (AIRG)	Attachment A_C4.2
C4.2.1	Voting Items of the Reservations Group (AIRG) presented as a package	
C4.2.1a/P	AIRIMP Chapter 3.29	Attachment A_C4.2.1a/P
	Offer and Order Group Items	
C4.3	Report and Work Plan of the Offer and Order Group	Attachment A_C4.3
	Pricing Automation Group Items	
C4.5	Report and Work Plan of the Pricing Automation Group (PAG)	Attachment A_C4.5
	Integration Group Items	
C4.6	Report and Work Plan of the Integration Group	Attachment A_C4.6

[Red text indicates added / updated in the second transmittal]

Item C1: Report of the Shop-Order Standards Board (SOSB)

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Submitted by: Nathan Smeulders (Qantas), Chair of the Shop-Order Standards Board
Ionut Badea, Senior Manager Shop-Order Standards, IATA (badeai@iata.org)
Secretary of the Shop-Order Standards Board

Background

The Shop-Order Standards Board is established under paragraph 2.3.2 of Resolution 009:

> 2.3.2 Shop–Order Standards Board
>
> The Shop–Order Standards Board manages the development of standards concerning any interaction between airlines and any other parties for the purpose of offering products and services, confirming when such products or services are entitled to be received, and monitoring or reporting on the consumption of what has been ordered. This includes but is not limited to fare construction, currency, reservations, ticketing, intermodal distribution, offer and order management standards.

Members of the Shop Order Standards Board

Position	Airline	Delegate name	Term commenced
1	Air Canada	Keith Wallis	01-Nov-18
2	Air France	Maxime Boussard	01-Nov-22
3	American Airlines	Shawn Zeak	01-Nov-18
4	British Airways	Jerry Foran	01-Nov-18
5	China Airlines	Lee Ming-yen	01-Nov-18
6	Delta Air Lines	Derek Adair	01-Nov-18
7	Emirates Airline	Anil Bhatia	01-Nov-18
8	Etihad Airways	Lars Denlew	01-Nov-18
9	Finnair	Zoran Radosavljevic	12-Jul-22
10	Hahn Air Lines	Frederick Nowotny	01-Sep-22
11	Hawaiian Airlines	George Bryan	18-Nov-20
12	KLM	Bas Hooft	01-Nov-18
13	LATAM Airlines	Gonzalo Guillen Navarro	01-Nov-18
14	Qantas	Nathan Smeulders	01-Nov-18
15	Qatar Airways	Kalle Immonen	01-Nov-18
16	Scandinavian Airlines	Julie Bergstrom	01-Nov-18
17	Singapore Airlines	Charlene Wee	01-Nov-18
18	Swiss International Air Lines	José Pereira	01-Nov-18
19	Turkish Airlines	Omer Bukel	18-Nov-20
20	United Airlines	Andrew O'Connell	18-Jun-21

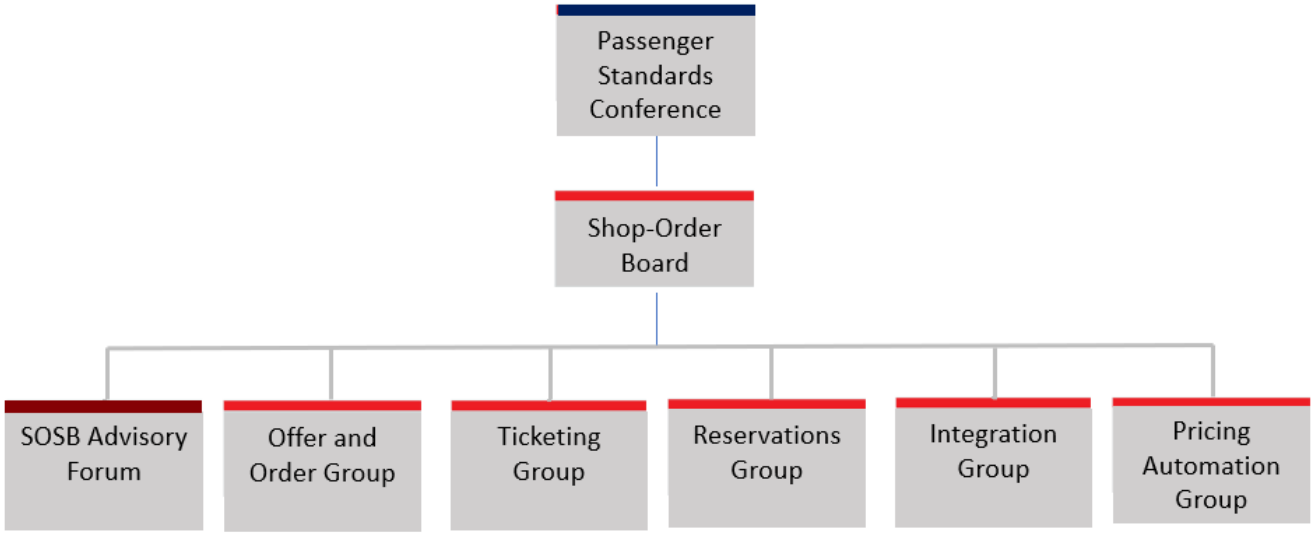
Chair and Vice-Chair

The Shop Order Board is being chaired by Nathan Smeulders – Chair (Qantas) and Jerry Foran – Vice Chair (British Airways).

Shop-Order Standards Board activity in 2021/2022

Group Structure

An overview of the active Shop Order Standards Groups is shown below:



Activity overview in 2022

Since the last PSC report, the Board has conducted online meetings in November 2021, February 2022, July 2022 via Microsoft Teams and has met in a hybrid setup in June 2022 at IATA's GVA HQ. Another meeting is planned for mid of November 2022 at IATA offices in Madrid.

Topics endorsed or guidance provided to groups and IATA include the following:

- Implementation guidance of the 21.3 schema convergence release
- Identity management in distribution
- Review of engagement model and strategy approach at board level
- Inputs into the standards development restructure proposal

Shop-Order Standards Advisory Forum

The Shop Order Standards Board Advisory Forum is being chaired by Nicola (Nikki) Ping (TP Connect) and Paul Butcher (Expedia as vice-chair).

The Advisory Forum meets on the day before the Shop Order Board and has followed the same schedule as the Board. Another meeting is planned for mid of November at IATA offices in Madrid.

The areas where the Advisory Forum recommends that the industry keep focus to increase the adoption of the standards under the SOSB with a focus on retailing:

- Addressing the issue of AirlineProfile and its implementations
- Addressing the issue of difference in shopping workflows
- Accelerating the adoption of 21.3 and subsequent versions
- Actions to improve the traction of OBTs and visibility of their roadmaps

Action

Conference to note report.

Item C2: Endorsement of elections for open positions on Shop-Order Standards Board

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Submitted by: Ionut Badea, Senior Manager Shop-Order Standards, IATA (badeai@iata.org)

Secretary of the Shop-Order Standards Board

Background

Under the current terms of Resolution 009, each year all positions are open on each of the five Management Boards for re-election/nomination for a twelve-month term.

Pending approval of Agenda Item A9.1, and the changes to these Management Boards, all groups will be open for nomination and re-elected in 2023.

In the interests of managing continuity, this group will continue its current existence with contributing work plan and mandate until the transition is complete. The Conference Steering group endorsed a simplified approach whereby the existing members of each Management Board will be asked if their airline wishes to continue their involvement in each Board across the transition in 2023. Existing Management Board members may contact IATA (via the Secretary of the Management Board, or by email at standards@iata.org) if they do not wish to continue their involvement, or if they wish to change the named delegate representing their airline on any Board.

Involvement in the Board for other member airlines

All member airlines are reminded that formal involvement on the Board represents a commitment to participate fully in Board activities across the full term of membership. Other member airlines (including those members not formally members of the Board) are welcome to view Board materials, to vote in Board ballots and to participate in Board meetings where topics are of interest. Involvement can be managed through the IATA Standard Setting Workspace, or by contacting standards@iata.org.

Action

Pending approval of Agenda Item A9.1, Conference to endorse the current composition of the Board until transition to new structure is in place.

Item C3: Delegation of authority to the Shop-Order Standards Board

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Submitted by: Ionut Badea, Senior Manager Shop-Order Standards, IATA (badeai@iata.org)

Secretary of the Shop-Order Standards Board

Background

The Conference may delegate the authority to adopt non-binding standards to the relevant Management Board, under the terms of paragraphs 2.6.4.2 and section 2.7.

> 2.6.4.2 Proposals to amend standards endorsed by the Board will be submitted for formal adoption by the Conference except where the Conference delegated the authority to establish standards to the Board. Where delegated authority has been granted to the Board (as described in Paragraph 2.7), the Board may issue the standard on their own authority.
> …
> **2.7 Delegated Authority to Establish Standards**
>
> 2.7.1 The Conference may delegate authority to any Board (or any combination of Boards) to adopt non-binding standards without an action by the Conference itself providing:
> 2.7.1.1 such standards are not in conflict with other standards adopted by the Conference; and
> 2.7.1.2 the Conference retains full visibility over all standards adopted by any Board.
> 2.7.2 Unless referenced explicitly within a Resolution, such authority will only be granted for a maximum of one year, after which point it must be renewed by the Conference. Such authority may be renewed as many times as required.
> 2.7.3 Guidance of such delegated authority will be published by IATA within the next Passenger Services Conference Resolution Manual issued after the delegated authority is adopted.

Proposed Delegation for 12 Month Period from 1 November 2022

The Board requests delegation for the Conference to adopt changes made to the Enhanced and Simplified Distribution Guide, which is the industry standard Implementation Guide for Offer and Order management messages (described within the NDC and ONE Order transformation programs).

This Implementation Guide serves as the industry standard for default processes and message use for the Enhanced Distribution (NDC) messages and is developed within the Offer and Order Groups under the Shop-Order Standards Board, with the active involvement of many non-airline stakeholders including technology partners, sellers and travel agents. The guide represents a non-binding standard, as member airlines may choose to use Enhanced Distribution (NDC) messages or not and may also choose to bilaterally agree to different processes with their partners. However, having an industry standard serving as a default process for the use of messages greatly reduces cost and complexity, and better supports broad-scale adoption of the message formats across the industry.

The Conference will note that Attachment A of Resolution 787 (which established the Passenger Distribution Management Group, to oversee development of the Enhanced Distribution messages) was not rescinded at the time that Resolution 009 was adopted, however Resolution 009 (and the actions taken by the final Passenger Services Conference in 2018) now transfers authority for all activities outlined in Attachment A of Resolution 787 to the Shop-Order Board. This includes responsibility for producing a “DISTRIBUTION IMPLEMENTATION MANUAL”. This Conference is asked to note that the Enhanced and Simplified Distribution Guide fulfils the function of this manual.

Action

Conference to endorse this delegation of authority, to adopt changes made to the Enhanced and Simplified Distribution Guide, and the Interline EMD Baggage Implementation Guide to endorse that the Shop-Order Board continues to have oversight and authority over all activities outlined in Resolution 787, Attachment A.

Item C4: Groups active under the Shop-Order Standards Board

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Submitted by: Ionut Badea, Senior Manager Shop-Order Standards, IATA (badeai@iata.org)

Secretary of the Shop-Order Standards Board

Background

The Board may establish Groups to manage specific areas of standards, as described in Paragraph 3.1 of Resolution 009.

> **3.1 Establishment of Groups Reporting to Boards**
>
> **3.1.1** Such groups shall exist only where these have been established by a Board.
> **3.1.2** The Board shall grant the Group a mandate which may not exceed a period of one year, at which point the Group may be renewed by the Board for a maximum of 12 months. A group may be renewed as many times as required.
> **3.1.3** Each Group shall have a Terms of Reference establishing the scope, working procedures, voting processes and anticipated meetings.
> **3.1.4** The Board may disband a Group at any time.
> **3.1.5** A Group should be established where there is a requirement to perform actual development activity across a specific area of standards. This may be established on the basis of a discrete function, or an existing body of standards that require an identifiable area of expertise. The structure of Groups should maximize efficiency and reduce duplication.
> **3.1.6** Each Group should follow a Work Plan that will be presented to and endorsed by the Board if renewal is sought.

The Shop-Order Standards Boards had the following Groups active during 2021-2022.

Group name	Scope
Ticketing Group	Deal with matters concerning ticketing processes including the associated business requirements.
Reservations Group	Develop recommendations and take decisions on all procedures and policy issues relating to reservations rules and regulations, including transmission of reservations services for use by customers and agents.
Offer and Order Group	Deal with matters concerning Offer and Order Management processes and associated business requirements, relating to IATA Resolutions 787 and 797.
Integration Group	Deal with matters concerning the integration of current and emerging distribution systems and capabilities, including the associated business requirements to manage integration and transition.
Pricing Automation Group	Discuss and develop uniform interpretations of existing pricing standards resolutions and procedures to standardize automation for pricing international fares and rules.

The reports of each of these groups, and voting items for the Conference where relevant, are included within the Shop-Order Board package.

Continuation of Groups

Pending approval of Agenda Item A9.1, the Groups listed above will continue the tasks outlined in their work plan until the transition and set-up phase of the PSC Evolution is complete. Part of the set-up phase will be for new Boards to evaluate and rewrite, where necessary, the Terms of Reference set for all Working Groups under the Management Boards. *Current Terms of Reference are included for your information only.*

Action

The active groups are established under the authority of the Board and are presented for the Conference to note.

Attachment A_C4: Terms of Reference: Ticketing Group

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Ticketing Group Terms of Reference

IATA passenger standards are established by the Passenger Standards Conference. IATA Resolution 009 establishes the governance structure for developing and adopting standards within this Conference. The provisions of Resolution 009 always take precedence over these Terms of Reference.

Group name	**Ticketing Group**
Reports to	Shop-Order Standards Board
Role / Mandate	Deal with matters concerning ticketing processes including the associated business requirements. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable. Review and endorse proposals to amend: • Resolutions and Recommended Practices listed below this table; • Implementation Guides and other supporting documents. Liaise with other process owning groups under any Conference, and advisory groups under Industry Groups (including Offer, Order and Integration and Intermodal groups) as required. Maintain a work plan and report regularly to the Shop-Order Board.
Period of effectiveness	The group is effective from 1 November 2022 for a period of 12 months and may be disbanded by the Shop-Order Board at any time.
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers Members Minimum 10, maximum 18 organizations will be elected as Members, of which a minimum 10 must be IATA Member Airlines. Where nominations exceed available vacant positions, the Shop-Order Board will elect members into vacant positions. Members will be elected for a minimum period of 12 months, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when absolutely necessary.

	The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. Any organization who fails to attend 2 meetings (including scheduled telephone calls without providing an alternate) will forfeit their position on the group. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	IATA Member Airlines A4A Member Airlines Strategic Partners belonging to the Shop-Order Strategic Partnership program. Or any other organizations subject to the approval of the Chair, IATA and A4A.
Meetings	Monthly meetings will be scheduled of which one meeting may be face to face. Additional meetings may be scheduled as required by the work plan and in concurrence with the secretary. On behalf of the group officers, the secretary may restrict meeting participation for reasons such as the need for specific participant expertise or logistical constraints (i.e. room capacity).
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	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 minimum period of 12 months and maximum of 24 months, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.

Profile of delegates	Named delegates should have current experience and day-to-day involvement in the following areas:
	
	• Day to day involvement in Ticketing and EMDs processes,
	• Additional exposure in the following areas is desirable but not mandatory:
	  ○ Distribution (including NDC and ONE Order programs)
	  ○ Experience in Fares and Schedules

Quorum	A quorum of 25% of members is required for the meeting to be valid.
Voting	Decision making is by majority vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted. Where activity is joint with A4A, a separate A4A vote will be held for applicable items.

(Excluding the election of Chair and Vice-Chair).	Any required action to be voted on by the Group may take place at a face to face meeting or by online ballot. For online ballots, negative votes require a reason and a period for dispute resolution. Ballots will remain editable until the conclusion of the dispute resolution period. 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, section 3.3). The agenda of any Group meeting will be posted at least 14 days before the meeting, or 7 days before an online 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. A minimum of 6 votes is required for a decision to be valid
Endorsement of standards	Resolutions, Recommended Practices and Data Exchange Standards endorsed by a majority vote will be presented to the Shop-Order Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Changes to any other Resolutions, Recommended Practices or Data Exchange Standards not defined in Attachment A through D require endorsement by the owning group and adoption at the Conference as required.

List of Resolutions and Recommended Practices under Ticketing Group:

722g	Ticket-Neutral
725f	Electronic Miscellaneous Document–Airline
725g	Electronic Miscellaneous Document–Neutral
725h	Electronic Miscellaneous Document–Ground Handling
735c	Rerouting and Refund in Case of Death
735d	Involuntary Change of Carrier, Routing, Class or Type of Fare (Involuntary Reroute)
737	Refunds
1721	Netting for Exchange/Reissue Transactions
1725	EMD Tax Collection Following an Upgrade
1728	Reservations and Ticket Coding Directory
1735	Planned Schedule Changes
1738	Application for Ship's Crew Fares
1790a	Online Sales of Additional Services in Interline Scenarios
1790c	Reservation Procedures for Chargeable Baggage Related Services and Service Reference Number
2725i	Through/Change of Gauge Flight for EMD-A

Attachment B_C4: Terms of Reference: Reservation Group

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Reservations Group Terms of Reference

IATA passenger standards are established by the Passenger Standards Conference. IATA Resolution 009 establishes the governance structure for developing and adopting standards within this Conference. The provisions of Resolution 009 always take precedence over these Terms of Reference.

Group name	**A4A/IATA Reservations Group**
Reports to	Shop-Order Standards Board
Role / Mandate	Develop recommendations and take decisions on all procedures and policy issues relating to reservations rules and regulations, including transmission of reservations services for use by customers and agents. Review proposals and develop recommendations for additions, deletions and amendments to: Reservations-related data exchange standards in A4A/IATA Reservations Interline Message Procedures - Passenger (AIRIMP), XML and EDIFACT reservations messaging standards. Resolutions and Recommended Practices outlined in *Attachment.* Reservations Handbook Liaise with other process owning groups under the PSC, and advisory groups under Industry Committees as required. Maintain a work plan and report regularly to Shop-Order Board Develop and endorse other standards as directed by the Shop-Order Standards Board.
Period of effectiveness	The group is effective from 1 November 2021 for a period of 12 months and may be disbanded by the Shop-Order Board at any time.
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers Members Minimum 10, maximum 18 organizations will be elected as Members, of which a minimum 10 must be IATA Member Airlines. Member organizations must commit to active participation for a minimum of 12 months. A Member organization may have multiple delegates but may only exercise one vote per organization. Where nominations exceed available vacant positions, the Shop-Order Standards Board will elect members into available positions. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings.

	Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	IATA Member Airlines A4A Member Airlines Organizations participating in the Shop-Order Strategic Partnerships program. Any other organization may attend meetings as required, with the prior approval of the Chair and Secretary.
Meetings	Minimum 4 telephone / web meetings per year. Minimum 1 face to face meetings per year. The agenda of any Group 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.
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	An airline Chair and Vice-Chair will be elected from group Members. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a maximum period of 12 months, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Delegates should have experience and day-to-day involvement in the following, but not limited to, areas of reservations: • Reservations and Distribution systems, • Reservations Business Process, and Business Analysis, • GDS operations.
Quorum	A quorum of 25% of members is required for a valid meeting.
Voting (Excluding the election of Chair and Vice-Chair).	Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. Decision making is by unanimous vote of the Membership as well as any other IATA Member Airlines participating in the vote. A separate A4A vote will be held for applicable items. Changes to AIRIMP shall follow the procedure outlined in Resolution 760a. Each organization may exercise only one vote, and abstentions are not counted. A minimum of 6 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a valid vote will be presented to the Shop-Order Standards Board for endorsement for the proposals to be forwarded to PSC for final adoption.

	Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice not owned by group requires endorsement by the owning group and adoption at the PSC as required.

List of Resolutions and Recommended Practices under A4A/IATA Reservations Group (AIRG):

760 Resolution Governing use of Reservations Interline Message Procedures—Passenger (AIRIMP)
760a Changes to Reservations Interline Message Procedures—Passenger (AIRIMP)
766 Interline Passenger Reservations Procedure
1764 Reservations Verification
1766 Publication of Reservations Information
1767 Quality Control
1767a Quality Control for Interline Messages
1768 Standard Reservations Telephone Conversations
1768a Mandatory Fare Quote and Enforced Ticket Time Limit
1769 Emergency/Strike Situation
1770 Code of Reservations Ethics
1771 Sell and Report or Free Sale Agreements
1772 Passenger Sales Agent Location Identification
1774 Protection of Privacy and Processing of Personal Data Used in International Air Transport of Passengers and Cargo
1776 Seamless Connectivity
1776a Seamless Availability and Selective Query
1777 Online Married Segment Control
1777a Interline Married Segment Control
1778 Automated Block Space Interface
1779 Journey Data
1782 Enhanced Availability Data
1783 Interactive Passive Validation
1787 Reservations Procedures for Free and Reduced Rate Transportation
1790b Reservations Procedures for Chargeable Ancillary Services
1790c Reservations Procedures for Chargeable Baggage Related Services

Attachment C_C4: Terms of Reference: Offer and Order Group

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Offer Group Terms of Reference

IATA passenger standards are established by the Passenger Standards Conference. IATA Resolution 009 establishes the governance structure for developing and adopting standards within this Conference. The provisions of Resolution 009 always take precedence over these Terms of Reference.

Group name	**Offer and Order Group**
Reports to:	**Shop-Order Standards Board (SOSB)**
Role / Mandate	1. Deals with matters concerning Offer and Order Management processes and associated business requirements, relating to IATA Resolutions 787 and 797. 2. Review and endorse proposals to create or amend standards and data exchange standards governing offer and order processes. Ensure that proposals align with existing standards and follows the standard change management process. 3. Create and maintain all implementation guidance for the standard and related data exchange standards. 4. Liaise with other process owning groups under any conference, and advisory groups under Industry Committees as required. 5. While the Group may review and recommend changes to the Data Exchange Standards, the group has no authority over data exchange model or message design. 6. Maintain a work plan and report regularly to SOSB
Period of effectiveness	The group is effective from 1 November 2021 and will be renewed subject to the approval of the SOSB.
Participation	To participate in the group, organizations must either elect to be Members of the group or participate as Observers. **Members** Minimum 10, maximum 18 organizations will be elected as Members, of which a minimum 10 must be IATA Member Airlines Where nominations exceed available vacant positions, the Shop-Order Board will elect members into vacant positions. Members will be elected for a period of 12 months, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. Any organization who fails to attend 2 subsequent meetings (including scheduled telephone calls without providing an alternate) will forfeit their position on the group. **Observers** Any organization eligible for participation who is not a member may attend any meeting as an observer, and be provided with relevant materials from meetings.

	Where this organization is an IATA Member Airline, they may also participate in any vote (online or in meetings) when attending as an observer.
Eligibility for Participation	• IATA Member Airlines • IATA Strategic Partners • Or any other organizations subject to the approval of the Chair and IATA.
Meetings	Meetings will be scheduled as required by the work plan and in concurrence with the secretary. Of these, two face to face meetings are expected per year, circumstances allowing. Meeting participation may be restricted as required, by the secretary on behalf of the group officers, due to specific participant expertise, room capacity or other. 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.
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	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 12 months, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the following areas: Delegates should have day to day experience in development or product management of current API implementations and understand data exchange structures and message orchestration. Delegates should also have expertise in existing fulfilment processes (reservations, ticketing), and understand downstream impacts to accounting processes (sales accounting, interline billing) and delivery processes (ticketing, DCS). According to the standard setting methodology associated to the Airline Industry Data Model, the required working skills are: • Product Management experience in the above areas • Business knowledge in above areas • Business analysis knowledge • Data modelling expertise • Understanding of Data Exchange protocols such as XML/JSON/EDIFACT
Quorum	**The IATA Secretary and no less than 6 IATA Member airlines.**
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by 75% vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot

	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). A minimum of 6 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a 75% positive vote will be presented to the Shop-Order Standards Board for approval. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment D_C4: Terms of Reference: Integration Group

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Integration Group Terms of Reference

IATA passenger standards are established by the Passenger Standards Conference. IATA Resolution 009 establishes the governance structure for developing and adopting standards within this Conference. The provisions of Resolution 009 always take precedence over these Terms of Reference.

Group name	**Integration Group**
Reports to	Shop-Order Standards Board (SOSB)
Role / Mandate	Deal with matters concerning the integration of current and emerging distribution systems and capabilities, including the associated business requirements to manage integration and transition. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements and are documented with a corresponding change to Implementation Guidance where applicable. Review and endorse proposals to amend Standards to support the integration and future compatibility of interlining between carriers in the transition between old and new processes. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. Maintain a work plan and report regularly to the Shop-Order Board.
Period of effectiveness	The group is effective from 1 November 2021, for a period of 12 months, and may be disbanded by the Shop-Order Board at any time.
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers. Members Minimum 10, maximum 18 organizations will be elected as Members, of which a minimum 10 must be IATA Member Airline Where nominations exceed available vacant positions, the Shop-Order Board will elect members into vacant positions. Members will be elected for a period of 12 months, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when absolutely necessary. The named delegate may appoint a proxy from within their organisation to attend meetings on their behalf.

	Any organization who fails to attend 2 meetings (including scheduled telephone calls without providing an alternate) will forfeit their position on the group. Observers Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	IATA Member Airlines Strategic Partners participating in the Shop-Order Strategic Partnerships program. Or any other organizations subject to the approval of the Chair and IATA.
Meetings	Meetings will be scheduled as required by the work plan and in concurrence with the secretary. At least one meeting will be scheduled as a face to face meeting. Meeting participation may be restricted as required, by the secretary on behalf of the group officers, due to specific participant expertise, room capacity or other. The agenda of any face to face meeting will be posted at least 14 days before the meeting and minutes may 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.
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	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 12 months, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement as outlined in the Terms of Reference of any other group active under the Shop-Order Board, together with a public commitment of their organization to pursue an implementation of NDC or One Order.
Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by 75% vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. 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). A minimum of 6 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a 75% positive vote will be presented to the Shop-Order Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment E_C4: Terms of Reference: Pricing Automation Group

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Pricing Automation Group Terms of Reference

IATA passenger standards are established by the Passenger Standards Conference. IATA Resolution 009 establishes the governance structure for developing and adopting standards within this Conference. The provisions of Resolution 009 always take precedence over these Terms of Reference.

Group name	**Pricing Automation Group**
Reports to	Shop-Order Standards Board
Role / Mandate	Discuss and develop uniform interpretations of existing pricing standards resolutions and procedures to standardize automation for pricing international fares and rules; Discuss developments in distribution channels and recommend changes to existing pricing standards resolutions as shown in *Attachment* and procedures to ensure consistent application and pricing of international fares and rules; Review and advise on the implementation strategy of adopted changes and interpretations to current tariff resolutions, procedures and methodologies. Liaise with other process owning groups under the Conferences, and advisory groups under Industry Committees as required. Maintain a work plan and report regularly to Shop-Order Standards Board Develop and endorse other standards as directed by the Shop-Order Standards Board.
Period of effectiveness	The group is effective from 1 November 2022, for a period of 12 months, and may be disbanded by the Shop-Order Board at any time.
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers Members Minimum 10, maximum 18 organizations will be elected as Members, of which a minimum 10 must be IATA Member Airlines. Member organizations must commit to active participation for a minimum of 12 months. A Member organization may have multiple delegates but may only exercise one vote per organization. Where nominations exceed available vacant positions, the Shop-Order Board will elect members into vacant positions. Observers: Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings.

	Where this organization is an IATA TC Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	IATA Member Airlines. Organisations participating in the Shop-Order Standards Strategic Partnerships program. Any other organization may attend meetings as required, with the prior approval of the Chair and Secretary.
Meetings	Minimum 4 telephone / web meetings per year. Minimum 2 face to face meetings per year. The agenda of any Group 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.
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	A Chair and Vice-Chair will be elected from group members. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a maximum period of 12 months, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have experience and day-to-day involvement in the following areas of reservations: • Revenue Management • Pricing • Fares Distribution • Fare filing
Quorum	A quorum of 25% of members is required for a valid meeting.
Voting (Excluding the election of Chair and Vice-Chair).	Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot. Implementation issues will be decided by consensus; PAG proposals regarding IATA Tariff Coordination (TC) resolutions will be agreed by unanimous vote for which only IATA TC members may vote. Recommendations regarding other IATA resolutions will be forwarded to the appropriate Groups for their consideration. Each airline may exercise only one vote, and abstentions are not counted. A minimum of 6 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a valid vote will be presented to the Shop-Order Board for endorsement for the proposals to be forwarded to the relevant Conference for final adoption.

	Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice not owned by PRSG requires endorsement by the owning group and adoption at the relevant Conference as required.

List of Resolutions under Pricing Automation Group (PAG):

001 Permanent Effectiveness Resolution
001yy Special Provisions Resolution Acceptability of Currencies
004a Restriction of Applicability
006 Government Approvals
008 Adjustment of Effectiveness Dates
008a Extension of Expiry Dates
008z Hajj and Umrah Periods
009 Passenger Standards Governance (Intended Effect 1 November 2018)
011 Mileages and Routes for Tariff Purposes
011a Mileage Manual Non-TC Member/Non-IATA Carrier Sectors
011b Global Indicators
011c Multi Airport City
012 Glossary of Terms
012b Countries, Currencies, Codes Administrative Resolution
012c Fare Construction Rule Acronyms
017 Construction Rules
017a Construction Rules for Journeys
017b Construction Rules for Pricing Units
017c Construction Rules for Fare Components
017e Mixed Class
017f Exchange, Reissues and Refunds
017ha Fare Selection Criteria
017i Carrier Selection for Fare Construction Checks
024 Special Provisions Resolution Currency Adjustments
024a Establishing Passenger Fares and Related Charges
024c Conversion of Local Currency Amounts for Combination/Construction Purposes
024d Currency Names, Codes, Rounding Units and Acceptability of Currencies
024e Rules for Payment of Local Currency Fares
024k Currency Related Rules
040 Stopovers
040b Counting of Transfers
040c Surface Sectors
049a Changes in Fares–Gambia, Ghana, Sierra Leone, Zambia
049x Fare Changes
102 Passenger Expenses Enroute
121a Government Controlled Cost Factors Administrative Resolution
200g Procedures for Government Orders
201 Children and Infants
212 Charge for a Passenger Occupying Two Seats
302 Baggage Provisions Selection Criteria
312 Baggage Excess Value Charge

Item C4.1: Report and Work Plan of the Ticketing Group, under the Shop-Order Standards Board

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Submitted by: Margaret Brown, Chair of the Ticketing Group, under the Shop-Order Standards Board
Michal Juranka, Vice Chair of the Ticketing Group, under the Shop-Order Standards Board
Ionut Badea, Senior Manager Shop-Order Standards, Secretary of the Ticketing Group (badeai@iata.org)

Background

The Ticketing Group was established under the Shop-Order Standards Board with a mandate to develop proposals on standards related to:

1. Deal with matters concerning ticketing processes including the associated business requirements.
2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable.
3. Review and endorse proposals to amend:
   - Resolutions 720-722g, 727 -735c; 737, RPs 1721-28, 1736-38,
   - Resolutions 725-725h, Industry Standard 2725i, RP 1790a, 1790c,
   - Resolution 735d, RP 1735,
   - Implementation Guides and other supporting documents.
4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Groups (including Offer, Order and Integration and Intermodal groups) as required.
5. Maintain a work plan and report regularly to the Shop-Order Board.

Members of the Ticketing Group

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

Position	Organization	Delegate name
1	Aegean Airlines (A3)	Mirsini Vlachou
2	Airlines Reporting Corporation	Andrew Bolton
3	All Nippon Airways (NH)	Setsuko Yokomizo
4	Amadeus	Laurence Chevallay
5	American Airlines (AA)	Margaret Brown
6	British Airways (BA)	Stefania Di Gesu
7	Croatian Airlines	Ksenija Krolo-Herceg
8	Delta Air Lines (DL)	Dave Weghorst
9	EL AL Israel Airlines (LY)	Linda Grinfeld
10	Hahn Air Lines (HR)	Frederic Nowotny
11	Japan Airlines (JL)	Kaori Ikeguchi
12	KLM Royal Dutch Airlines (KL)	Boris Graf
13	Lufthansa (LH)	Markus Urlich
14	Qatar Airways (QR)	Michal Juranka

15	Scandinavian Airlines (SK)	Martina Lindmark
16	SITA	Sandeep Kumar
17	South African Airways (SA)	Madelein Vorster
18	Travelport	Deepika Nindra

Chair and Vice-Chair

Margaret Brown from American Airlines (AA) is chairing the group and Michal Juranka from Qatar Airways (QR) is the vice-chair. Under the Terms of Reference of the Group, these officers hold their positions for 12 months, subject to continued involvement in the group.

Ticketing Group activity in 2022

The Ticketing Group has actively worked on a monthly basis, via steering calls, to progress with items included in the Groups' work plan and to develop ticketing standards, discuss any change proposals to Resolutions and Recommended Practices raised by industry representatives. The Group was unable to meet face-to-face in 2022.

Ticketing Group adoption of standards

The proposed changes to standards from the Ticketing Group were approved by Shop-Order Standards Board and can be found in the voting package below.

Ticketing Group Work Plan

The work plan of this group is included for the Conference's visibility as ***Attachment A_C4.1***.

Action

Conference to note report.

Attachment A_C4.1: Ticketing Group Work Plan

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ITEM	GROUP	SUBJECT	DESCRIPTION SUMMARY	REFERENCE	STATUS	COMMENTS
1.1	Ticketing Group	Implementationof Document Number and Date of Issue in all industry systems.	Effective date of 2026 adopted by JPSC, implementation discussion to occur within TKTCom. YMQ TKTWG Meeting March 2017: Implementation discussion required. Agreed best approach would be a workshop to begin assessing these issues, with systems and airlines. Co- location with discussion on increasing character length of monetary fields (Work Plan as Item 32). Discussed possibility to align with TKTCom June meeting, with one day for Monetary Data Elements and one day for Document Number Date of Issue. ACTION: IATA to schedule meeting in June. Workshop held in MAD 26-27 June 2017. Workshop discussed the size and scope of this item and the complexity to internal systems while noting that messaging updates would also have to occur. Other factors were noted which may change the document exhaustion date (i.e. ONE Order). The group drafted some major milestones and challenges for this project. Group concluded that a document should be created with a detailed implementation plan and roadmap to be presented at the PSC 2017. Workshop agreed no further meetings required in 2017. ACTION: Further input is soughtfrom different standard setting Groups across the conference. Item has been put on hold for 2021. Further discussions to beheld for PSC 2022.	TKTWGMar17	On-hold	
1.2	Ticketing Group	Increasing character length of monetary data elements.	Effective date of 2026 adopted by JPSC, implementation discussion to occur within TKTCom. linked with Integration Group; Data Field Expansion Group - ongoing. YMQ TKTWG Meeting March 2017: Implementation discussion required. Agreed best approach would be a workshop to begin assessing these issues, with systems and airlines. Co- location with discussion on implementation of document number / Date of Issue (added to Work Plan as Item 48). Discussed possibility to align with TKTCom June meeting, withone day for Monetary Data Elements and one day for Document Number Date of Issue. ACTION: IATA to schedule meeting in June. Workshop in MAD 26-27 June 2017. Item to be presented back to TKTCom by DL/HR to re-open	70/Jun15 B2/Mar16 F1/Jun16 TKTWG Mar17	On-hold	

			this and defer action at PSC, as business case for change is notclear. Increasing the character length of monetary data elements would imply an upgrade of EDIFACT version at industry level. Feedback received from system providers on the potential cost and implementation timeline is indicating this is not feasible from an implementation perspective. Also, carriers advised they are focused on the implementation of newer messaging standards such as XML. Discussions to be had further to understand the next steps to happen in the Ticketing group for 2022 PSC.			
1.3	Ticketing Group	Tax Code Expansion from2 Characters	Tax code exhaustion analysis tobe performed and forecasted depletion date identified. Ticketing Group to advise actions expected based on result of analysis.	N/A	Pending	
1.4	Ticketing Group	Management of Glossary, Message Construction Matrices and Glossary Applicability	Activity ongoing.	N/A	On-going	
		Reference Table (GART). Working Group active (Glossary and Matrices Management Group - GMMG).				
1.5	Ticketing Group	Airline Industry Data Model (AIDM)	Group formed to discuss "road map" for when TKTCom will begin populating the AIDM with glossary definitions and messaging elements. Activity is on hold.	3/5/2015 B13/Mar 16 F7/Jun16	On-hold	
1.6	Ticketing Group	Review of RP 1735 (Planned Schedule Changes)	This item proposes the updates to RP 1735 and a small subgroup to summarize all inputs related to this RP.	TKT June 2019	On-hold	
1.7	Ticketing Group	Accountable Traffic Documents – Validity, Extension of Validity, Refundable Period	This item proposes the updates to RP 1735 and a small subgroup to summarize all inputs related to this RP.	TKT June 2019	On-hold	
1.8	Ticketing Group	Supporting Documents	Supporting documents are identified in several Resolutions e.g., ITR, Agent Coupon etc. These documents were left in the Resolutions (many are optional) even after the two consecutive Industry Paper Out reviews.		On-hold	

			The Integration Group raised the question around the need for these documents in the context of NDC. Clarifications were requested as to the exact Business purpose of some of these documents and if they would still be applicable in NDC, when the ORA is the issuing entity. Supporting documents (Agent Coupon, Audit Coupon, Tax-Fee- Change Coupon and Credit Card Charge Form) are still in use for the governmental regulation purpose in some markets (both by Airlines and Travel Agencies). Thus, removing those documents from Resolutions by considering them as editorial is not supported by AA and KL. Item to be further discussed in the Ticketing Group.			
1.9	Ticketing Group	Taskforce to review implications of ticket validity extension on form code recycling	A taskforce is to be formed to review the implications that extending the ticket validity might have on the form code recycling process consisting of the members of the Form Code Trades Planning Working Group as well as new participants such as ACH.		On hold	
1.10	Ticketing Group	Identifying Frequent Flyer Tickets for IROPs	Currently there are different interline billing rules relating to FFP Redemption tickets, as defined in the Revenue Accounting Manual (RAM). This relates to normal billings and also billing following irregular operations. A survey was taken (11th to the 25th August) to informally assess airlines current means to identify Frequent Flyer Redemption Tickets, and to understand if Resolution 722 (9.5) requires review. Option A: Standardize the first 2- 3 characters of ticket designators. (XX and YY are shown for illustrative purposes in the attached). Option B: Update the endorsement requirement to include a space and 'AWARD' following INVOL in endorsement field one. Results from the unofficial ballot: Option A: 7 votes Option B: 3 votes Comments: "Option B is not preferred as it involves significant PSS changes". Consensus on approach could not be reached. Item parked.		On-hold	
1.11	Ticketing Group	System Provider Implementation Scorecard	This Scorecard tracks the extent to which IATA Strategic Partners (who act as Passenger Service System providers or Ticketing System Providers) have implemented various IATA Standards. This Scorecard is overseen by the IATA Ticketing Group, under the authority of the Shop Order Standards Board, and is published on a quarterly basis on IATA Standards Setting Workspace (SSW). For more information on the Ticketing Group activities or how to register for IATA SSW, please visit www.standards.iata.org.	N/A	On-hold	

			Due to resource constraints, activity has been paused.			
1.18	Ticketing Group	Currency length limitation	In earlier versions of the Passenger Services and Conference Resolution Manual, Resolution 722 contained direction on how to manage some of the larger currencies. The guidance was to remove the currency code and utilize those three positions for the amount when the amount was too large to fit in the amount field for the fare, equivalent fare, and total boxes. While this solution does not work for all large currency amounts, it works for several currencies when those countries do not permit airlines to treat their currency as a non-decimal currency to gain space. Item is currently pending PSC SG direction.	N/A	Pending	

Item C4.1.1: Voting Items of the Ticketing Group, under the Shop-Order Standards Board presented as a package

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Submitted by: Margaret Brown, Chair of the Ticketing Group, under the Shop-Order Standards Board

Ionut Badea, Senior Manager Shop-Order Standards, Secretary of the Ticketing Group (badeai@iata.org)

Background

Resolution 009 allows items requiring Board endorsement to be presented as a package, as described in paragraph 2.6.4.4.

> 2.6.4.4 Where proposals to amend standards have been endorsed by the Board, they may be presented to the Conference as a package to be voted on in a single action. Any Member voting on a package at Conference may request any item is removed from a package to be voted on separately.

Under this provision, the Shop-Order Standards Board present the following Items of the Ticketing Group to the Conference as a single package. A single vote will be held at the Conference.

All other voting items submitted by the Shop-Order Standards Board developed by the Ticketing Group are presented separately and will be voted upon separately by the Conference.

Any member may request that any of these items is removed from the package to be voted upon separately. Such a request should be made to the Secretary of the Conference no later than 28 November 2022, by email to standards@iata.org.

Item name	Item number
ZED MIBA proposals for IATA Resolutions update	C4.1.1a/P
Large Currency Proposal	C4.1.1b/P

Action

Conference to adopt all items in package.

Item C4.1.1a/P: ZED MIBA proposals for IATA Resolutions update

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Background / Proposal

The Ticketing group and the SOSB have endorsed the attached proposals of changes to IATA Resolution coming from the ZED MIBA forum.

Action

Conference to adopt changes to IATA Resolution 728 as outlined in ***Attachment A_C4.1.1a/P***, IATA Resolution 788 as outlined in ***Attachment B_C4.1.1a/P***, and Recommended Practice 1788 as outlined in ***Attachment C_C4.1.1a/P***

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Attachment A_C4.1.1a/P

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IATA RESOLUTION 728
CODE DESIGNATORS FOR PASSENGER TICKET

(amending)

PSC(44)728

Expiry: Indefinite
Type: B

.../

2. FARE BASIS CODE FORMAT

Number of characters for the fare basis code is defined in the IATA Resolution 722f Glossary, Attachment 'A'.

2.1 Fare Basis Codes for ~~Zonal Employee Discount~~ ZED and MIBA Travel Scheme ~~(ZED)~~

The Zonal Employee Discount (ZED) and Multilateral Interline Business Agreement (MIBA) travel schemes ~~is~~ are part of the Interline Staff Travel Agreement (ISTA), a multilateral agreement by airlines to offer reduced rate personal and duty travel for airline industry employees and eligible persons in a standard format that allows for the mutual acceptance of tickets in an interline environment.

The fare basis shall be formatted in the following way:

2.1.1 Prime Code (Mandatory)

The Reservations Booking Designator for the class of travel.

Y	Economy
W	Premium Economy
C/J	Business

2.1.2 Fare and Passenger Type Code in accordance with section 1.5 (Mandatory)

ID	Air Industry Employee Identifier

2.1.3 Travel Type

M	MIBA – duty and operationally significant travel (e.g., crew positioning)
Z	ZED – personal/leisure travel (adult)
C	ZED – personal/leisure travel (child)
ZI	ZED – personal/leisure travel (infant)

2.1.~~3~~ 4 ~~Discount~~ Fare Level Identifier (Mandatory)

N	Super low
L	Low
M	Medium
H	High
X	Super high

~~ZL~~	~~Zonal Employee Discount Adult (ZED) low level~~
~~ZM~~	~~Zonal Employee Discount Adult (ZED) mid level~~
~~ZH~~	~~Zonal Employee Discount Adult (ZED) high level~~
~~CL~~	~~Zonal Employee Discount Child (ZED) low level~~
~~CM~~	~~Zonal Employee Discount Child (ZED) mid level~~
~~CH~~	~~Zonal Employee Discount Child (ZED) high level~~
~~ZI~~	~~Zonal Employee Discount Infant under two not occupying a seat~~

2.1.~~4~~ 5 Mileage Zone Number (Mandatory)

When tickets are issued at a ~~Zonal Employee Discount (~~ZED or MIBA~~)~~ level for adult or child, enter the mileage zone number 1 through to 9. When tickets are issued at a ~~Zonal Employee Discount~~ ZED level for an infant under two not occupying a seat enter "0".

2.1.~~5~~ 6 Classification Designator (Mandatory)

R	Member's own employee and ~~dependants~~dependents travelling on the Member's concessional scheme.
N	Other carrier's employees, GSAs, eligible ~~dependants~~dependents of other carriers' employees and any other eligible persons.

2.1.~~6~~ 7 Reservation Entitlement (Mandatory)

"1"	Entitled to firm reservation
"2"	Not entitled to firm reservation

2.1.~~7~~ 8 Fare Basis Separator *(Conditional)*

△ An oblique (/) shall be used to separate the fare basis code and ticket designator.

2.1.~~8~~ 9 Relationship to Employee *(Conditional)*

Enter a 3~~-~~character code detailing the relationship of the passenger with the employee (in encoded format) in accordance with the ~~ZED~~ Interline ~~s~~Staff ~~travel~~ Travel ~~agreement~~Agreement (ISTA) and the ATPCo ZED/MIBA Fares Reference Manual.

2.1.9 Examples of completed fare basis codes

	~~Zone 2 ZED ADULT~~Adult	~~ZED CHILD~~Child	~~ZED INFANT~~Infant
ZED Economy class Low fare level Zone 2	~~YIDZL2R2/ZEP~~ YIDZL2R2/ZEA	~~YIDCL2R2/ZEC~~ YIDCL2R2/ZEC	~~YIDZI0R2/ZEI~~ YIDZI0R2/ZEI
MIBA duty travel Premium Economy class Medium fare level Zone6	~~YIDZM2R2~~ WIDMM6S1/STA	~~YIDCM2R2~~ N/A~~CIDCM6S1/ZEC~~	~~YIDZI0R2~~ N/A~~CIDZI0S1/ZEI~~
MIBA operationally significant travel Business class Super high fare level Zone 1	~~YIDZH2R2~~ CIDMX1C1/DHC	~~YIDCH2R2~~ N/A	~~YIDZI0R2~~ N/A

2.1.10 Other industry discounts

Tickets for other free and reduced rate transportation ~~to be~~ issued outside of the ~~ZED~~ terms of the Interline Staff Travel Agreement (ISTA) ~~scheme~~ shall be issued in accordance with ~~the regulations in Recommended Practice 1788~~Resolution 788.

3. TOUR CODE

△ When used, the Tour code format shall be as follows:

Characters 1 and 2—BT or IT whichever is applicable. Exception: if the IT or BT code forms part of the "Fare Basis" codes these letters need not precede the tour code.

Character 3—last digit of year of approval of tour.

Characters 4 and 5—two-character airline code of sponsoring Member which has approved the tour, or in the case of a Member having a three-letter airline code, characters 4–6.

Characters 6 or 7–14—to identify the specific tour; a Member may use less than the eight characters allocated (dependent on whether a carrier uses a 2 character or 3 letter airline code).

The maximum number of characters to be used is 14. A 15th character is reserved for future industry use.

△ Tour Code shall be used for the entry of data for free and reduced rate industry discount/rebate travel issued in accordance with the terms of the Interline Staff Travel Agreement (ISTA). The format shall be as described in the specifications of RP 1788.

…/

8. CREATION OF FARE AND PASSENGER TYPE CODES

…/

7: When the group fare requires the group to travel together, in Endorsements/Restrictions enter the code GTT followed by the minimum group size required to travel together. When seamen travel in different classes, follow GTT and minimum group size by the number of seamen travelling in each class, e.g. GTT5F2Y3. Enter the code in Endorsements/Restrictions. If travel together is not required for the whole itinerary, follow the code by the codes of the cities between which the group must travel together. The routing may be condensed.

8: When the fare is a discounted fare applied under the Zonal Employee Discount Scheme (ZED), apply ZN for super low level, ZL for low level, ZM for medium level, ~~and~~ ZH for high level, and ZX for super high level. When the fare is a discounted fare applied under the Multilateral Interline Business Agreement Scheme (MIBA), apply MN for super low level, ML for low level, MM for medium level, MH for high level, and MX for super high level.
Such discounted fares are applied by amounts, not by percentages. Refer to Section 2.3.

9: When the validity is less than one year, enter one to three digits to indicate the validity. Where the validity does not precede a fare level identifier and where space permits, the code shall be followed by: (a) one to three digits to indicate the maximum validity of the ticket in days; or(b) or one digit followed by M to indicate the maximum validity of the ticket in month(s).

Attachment B_C4.1.1a/P

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IATA RESOLUTION 788
INTERLINE RECOGNITION OF FREE AND REDUCED FARE OR RATE TRANSPORTATION

(amending)

PSC(44)788

Expiry: Indefinite
Type: B

.../

RESOLVED that, free and reduced fare or rate transportation on revenue earning flights may be granted as hereinafter set forth:

1. For the purpose of this Resolution:

1.1 "AIR CARRIER". Any individual, corporation, association, partnership or other entity engaged in the transportation by aircraft of persons, property or mail for reward, or any corporation, association, partnership or other entity where substantially all of the activities of which are incidental to such transportation and which is wholly owned or controlled by one or more such air carriers; provided that this shall be deemed not to include any organisations referred to in the preamble of Paragraph 3;

1.2 "EMPLOYEE ~~OF AN AIR CARRIER~~". Either any person employed by an ~~air carrier~~Air Carrier on a full-time basis~~, including thirty (30) days thereafter~~, or any person employed by an ~~air carrier~~Air Carrier on a part-time basis, who receives no other income on account of any service from a person other than the ~~air carrier~~Air Carrier and as further defined in the Interline Staff Travel Agreement (ISTA) as revised by the ZED/MIBA Forum;

1.3 "PASS". An authorisation for free or reduced fare or rate transportation;

1.4 "IMMEDIATE FAMILY". A spouse and~~,~~ children of the Employee as defined in the Interline Staff Travel Agreement (ISTA) as revised by the ZED/MIBA Forum;

1.5 "EXTENDED FAMILY". The , parents, ~~brothers, sisters~~siblings, and ~~dependent relatives~~travel partner of the Employee as defined in the Interline Staff Travel Agreement (ISTA) as revised by the ZED/MIBA Forum ~~or dependants in the household~~;

~~1.5 "DEPENDANTS IN THE HOUSEHOLD". In the case of paid employees, means: 1.5.1 bona fide household servants employed for at least thirty (30) days prior to the commencement of travel or whom the employer intends to retain for at least thirty (30) days after the termination of travel, 1.5.2 attendants accompanying an air carrier~~Air Carrier ~~employee, or member of such employee's immediate family, who is ill or physically incapacitated and requires such attendance.~~

2. A Member may issue a pass for transportation over its own lines to any person as a matter of its sole discretion subject

only to any applicable government rules and regulations. A Member may also issue a pass over the lines of another Member if so authorised by the other Member for:

(Footnote)

[1] This Resolution is binding upon all Members of the Passenger and Cargo Agency and Services Conferences. Amendments to this Resolution may be made by individual meetings of either the Passenger or Cargo Services Conference but will be subject to endorsement of the other Conference.

~~2.1~~an ~~employee~~ Employee ~~or officer~~ of an ~~air carrier~~Air Carrier or a ~~Member~~ member of such person's ~~immediate~~ Immediate or Extended fFamily; provided that a pass shall not be issued by a Member to an employee or a member of the Employee's Iimmediate ~~or~~ or Extended fFamily of an ~~employee~~ Employee of another ~~air carrier~~Air Carrier unless a request therefore shall have been made in accordance with the procedures established by the general offices of the ~~air~~ Air ~~carrier~~ Carrier by whom such ~~employee~~ Employee is employed~~; provided further that the following persons shall be considered as employees of an air carrier Air Carrier:~~.

~~2.1.1a director (member of the Board of Directors or equivalent) of an air carrier Air Carrier,~~

~~2.1.2an employee of the advertising and/or public relations agency, regularly retained by an air carrier Air Carrier in connection with its advertising and/or public relations activities; provided that such an employee devotes all, or substantially all, of his time to the work of such air carrier Air Carrier,~~

~~2.1.3a physician engaged by an air carrier Air Carrier on an annual basis,~~

~~2.1.4an attorney retained by an air carrier Air Carrier or who is a member of or employed by a firm of attorneys retained by an air carrier Air Carrier; provided that such attorney devotes all, or substantially all, of his time to the work of such air carrier Air Carrier,~~

~~2.1.5an accountant or auditor retained by an air carrier Air Carrier or who is a member of or employed by a firm of accountants or auditors retained by an air carrier Air Carrier; provided that such accountant or auditor devotes all, or substantially all, of his time to the work of such air carrier Air Carrier,~~

~~2.1.6a business consultant retained by an air carrier Air Carrier or who is a member of or employed by a firm of business consultants retained by an air carrier Air Carrier and who is assigned a duty by the air carrier Air Carrier;~~

~~2.1.7An employee of a Ground Handler engaged by the Member, at the airline's sole discretion.~~

~~2.2any person or supplies to provide relief in case of general epidemic, disaster or other calamitous visitation but not transportation to or from zones of military operation;~~

~~2.3any person injured in an accident involving the operations of a scheduled air carrier Air Carrier where the object is to transport such injured person from the scene of the accident in order to secure medical or surgical treatment;~~

~~2.4any physician or nurse, or other person able to aid injured persons, where the object is to transport him to or from the scene of an accident involving the operations of a scheduled air carrier Air Carrier;~~

~~2.5any member of the immediate family including the legal guardian of a person injured or killed in an accident involving the operations of a scheduled air carrier~~Air Carrier~~, where the object is to transport such person in connection with such accident;~~

(Renumber accordingly)

2.6 2 any person where the object is to transport such person between two points served by the Member issuing the pass, for the purpose of an interview to determine whether the Member wishes to employ such person or to enable a person to commence his employment;

~~2.7any attorney representing the Member issuing the pass, where the object is to enable such attorney to attend or return from a legal investigation in which such Member is interested;~~

~~2.8any person where the object is to enable such person, as a witness to attend or return from a legal investigation in which the Member issuing the pass is interested;~~

2.9 3 the widow/widower and dependent children of an Employee ~~director, officer or employee~~ of a Member or of IATA, who has died while in the service of the Member or of IATA; provided that the widow/widower shall retain such right only so long as she/he does not remarry and the children of the director, officer or employee shall retain the right only until they cease to be ~~dependant~~dependents;

2.10any person who is a retired ~~director, officer or e~~Employee of a Member or of IATA, or for a member of such person's Immediate or Extended Family~~immediate family~~, or the widow/widower or dependent children of such a retired ~~director, officer or e~~Employee; provided that:

2.10.1 the ~~director, officer or e~~Employee shall have reached full retirement status according to the established retirement plan of a Member or of IATA whether or not a pension is received,

~~2.10.2 the director, officer or employee shall not have been re-employed other than by IATA in a branch of air transportation which of itself entitles him to free or reduced transportation over the services of a scheduled air carrier~~Air Carrier,

2.10.3 2 the widow/widower of the Employee shall retain such right only so long as she/he does not remarry and the children of the ~~director, officer or e~~Employee shall retain the right until they cease to ~~b~~e dependeants;

2.11an ~~employee~~ Employee of an ~~air carrier~~Air Carrier for carriage of the ~~employee's~~ Employee's personal property;

2.12an ~~air carrier~~Air Carrier for carriage of its materials and supplies;

~~2.13an engineer or technical adviser who is an employee of the aircraft or aircraft equipment manufacturer whose types of aircraft or equipment are employed by an air carrier, where the object is to enable such person to travel, on a one way or return basis for the purpose of giving technical advice or performing technical services in respect of the operation, maintenance or servicing of the said aircraft or equipment at the request of and in the interest of such air carrier.~~

3. A Member may issue a pass to an ~~director, officer or e~~Employee of a jointly operated organisation, such as Consolidated or Joint Ticket Office, Control Tower, Aeronautical Radio, Inc., International Air Transport Association and Société Internationale de Télécommunications Aeronautiques (but not including ~~air carrier~~Air Carriers as provided above) owned wholly or in part by two or more IATA Members, or to a member of such employee's immediate family, only upon prior request by a principal officer of such employee's employer and only in accordance with the following provisions:

3.1 a pass may be issued to such an ~~e~~Employee, other than an ~~e~~Employee of IATA and/or to members of his immediate family for the purpose of an emergency trip of a personal nature, ~~and/or a single vacation~~ leisure trip ~~on any one airline or combination of airlines within any calendar year at the time of a vacation granted the employee by his employer; provided that the trip may be a one way trip, round trip, circle trip, with or without stopover; and provided further that for the purpose of this subparagraph a trip shall be deemed to be taken within the calendar year in which the trip is commenced~~;

3.2 a pass may be issued to such an E~~e~~mployee, other than an ~~employee~~ Employee of IATA, for the purpose of any trip on the employer's business~~, or a single educational trip on the lines of any one Member or combination of Members; provided that the trip may be a one way trip, round trip, circle trip, with or without stopover~~;

3.3 a pass may be issued to such an ~~e~~Employee of IATA and/or to members of his Immediate or Extended family only in accordance with rules, regulations and procedures approved by the Board of Governors of IATA;

3.4 a pass may be issued to such an E~~e~~mployee for carriage of the ~~employee's~~ Employee's personal property.

4. A Member may issue a pass for transportation over its own line or over the lines of another Member if so authorized by the other Member~~s~~ for transporting the human remains of an ~~deceased e~~Employee or of a retired ~~employee~~Employee, or of the ~~immediate family~~ Immediate or Extended Family ~~or dependent in the household~~ of such person.

5. Nothing herein shall be construed as requiring a Member to offer, or refuse to offer, free or reduced fare or rate transportation to any persons over its own lines or jointly with, or on behalf of, any Member in interline transportation.

6. Notwithstanding anything to the contrary herein and in Resolution 200g, no free or reduced fare transportation may be granted for immigrant traffic, except by agreement of the Members concerned and the Governments concerned.

7. Subject to applicable government rules and regulations, ~~for transportation to/from the United States,~~ nothing in this Resolution shall be construed to prohibit a Member from granting free or reduced transportation to any person on its own services.

GOVERNMENT RESERVATIONS

BELGIUM

1. Notwithstanding the provisions of Paragraph 2.10.1 to IATA Resolution 788, this is to inform you that Belgium carriers are authorized to grant free and reduced fare or rate transportation to flight personnel before they become eligible for full retirement in cases where they have been declared medically unfit to perform their assigned duties. This ruling is also applicable to such personnel's families to the same extent as granted to active employees. It is also understood that the terms of the aforementioned paragraph are still applicable.

CANADA

1. Nothing in said Resolution or acceptance thereof shall be construed as limiting in any way the statutory power and duty of the Canadian Transportation Agency to approve the issue of any and all free and reduced rate transportation by ~~air carrier~~Air Carriers subject to the Agency's jurisdiction and under such terms, conditions and forms as the Agency may direct, and that the issuing of such other free or reduced rate transportation shall not be deemed by the International Air Transport Association or any Member thereof to be contrary to any Resolution or Rule of the Association or to the provisions of any agreement to which such ~~air carrier~~Air Carriers are party as Members of the Association. (10.6.76)
2. The Regulations of the Canadian Transportation Agency apply to all types of flights operated by an ~~air carrier~~Air Carrier, not only to revenue
earning flights as provided for in the preamble of this Resolution. (23.1.74)

GERMANY

1. As far as free or reduced fare or rate transportation from Germany to the USA is concerned, regulations deviating from Paragraphs 1–5 are permissible only upon prior express approval of the Minister of Transport. (L 12/29.17.00.00-142 L82 of June 6, 1982).

ISRAEL

1. It remains the autonomous and sovereign right of the Government of Israel to order El Al and/or any IATA carrier operating into and from Israel to grant free or reduced fare or rate transportation for immigrant traffic to Israel.
2. Notwithstanding anything in Resolution 788, for transportation over its own lines El Al may issue free or reduced fare or rate transportation to former directors and officers of the company and their wives or widows.

ITALY

1. Paragraph 6 is approved with the understanding that the wording "Governments concerned" means only: The Government of the country from which the passenger travelling at reduced fare commences his journey, The Government of the country into which the passenger is destined to immigrate;
and the wording "Members concerned" means only the national carriers interested in such transportation of the two above specified countries.

MEXICO

1. Nothing in Resolutions 204, 788, 880, 882, 886 and 888 will limit in any way the laws or the regulatory authority of the Secretary of Communications and Transport to issue one or more passes for air transportation.

NETHERLANDS

1. In connection with the recognition of common-law relationships in the Netherlands, the Netherlands government deems it desirable that free or reduced-rate travel facilities applicable on the basis of IATA Resolution 788, which have up to now been reserved for married persons, also be extended to unmarried persons who live together in agreement with the following definition:
2. Under a common-law relationship is understood an affectionate relationship between two persons of the same or opposite sex, who intend on living together permanently and on running a common household.
3. The extension of the travel facility will be valid exclusively for the employee of the airline and his/her partner who satisfies the basic conditions set by the airline.

NEW ZEALAND

1. Under the New Zealand Human Rights Act 1993 it is unlawful, amongst other things, to discriminate against individuals in employment matters.
2. Therefore carriers operating to/from New Zealand may not grant or refuse to grant any of the concessions contemplated in

Resolution 788 if such a grant or refusal contravenes the Human Rights Act 1993.

POLAND

1. Notwithstanding IATA Resolution 788 LOT Polish Airlines and other ~~air carrier~~Air Carriers operating from/to Poland may grant free or reduced transportation to air traffic controllers and to members of their immediate families according to the same rules as to airline employees.

SWITZERLAND

1. Paragraph 7 of Resolution 788, as amended by the 3rd Passenger Services Conference, shall not apply for traffic originating from Switzerland.

UNITED KINGDOM

The continued approval of Her Majesty's Government (The Civil Aviation Authority) of Resolution 788 is on the understanding that British Airways Board shall be treated as if it were an Air Carrier as defined therein.

UNITED STATES

Order E-19143 dated 28 December 1962:
Approval of Resolution 788, insofar as it is applicable in air transportation as defined by the Federal Aviation Act of 1958, shall not be construed as:
1. An exemption from the requirements of filing tariff provisions as a condition precedent under Section 403 of the Federal Aviation Act of 1958 to the issuance of passes to any person described in said Resolution.
2. A determination as to whether a violation of Section 404 of the Federal Aviation Act of 1958 would result from the issuance of a pass to any person named in said Resolution pursuant to such Resolution whether or not tariff provisions applicable thereto have previously been filed with the Board.
3. An acceptance by the Board or any definitions or terms used in said Resolution.
4. An exemption from the provisions of the Board's Economic Regulations relating to tariffs for free or reduced rate transportation.

Attachment C_C4.1.1a/P

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IATA RECOMMENDED PRACTICE 1788
Ticketing and Baggage Regulations for Free and Reduced Transportation

(amending)

PSC(44)1788

Expiry: Indefinite
Type: B

RECOMMENDED that, when issuing tickets and baggage tags for free and reduced transportation, Members use the following procedures:

1. FARE AND PASSENGER TYPE CODES

To be entered in the Fare Basis following the Prime Code, Seasonal Code (conditional), Part of Week Code (conditional), Part of Day Code (conditional). These Fare and Passenger Type codes shall be entered in the following sequence:

1.1 Basic Designator

AD	in tickets issued pursuant to Resolution 880.
AH	in tickets pursuant to Resolution 788.
DG	for airline own use.
DM	discount not covered by industry regulations (for on-line use only).
GE	in tickets issued pursuant to Resolution 886.
ID	in tickets issued pursuant to Resolution 788 or the Interline Staff Travel Agreement (ISTA).
RG	in tickets issued pursuant to Resolution 888.
UD	in tickets issued pursuant to Resolution 884

1.2 Discount

Discount is either by percentage, identified by two digits or by a fixed amount, identified by the letter Z and followed by one alpha character and one digit.

1.3 Classification Designators

S	Member's own employee or GSA, travelling on duty.
R	Member's own employee and dependents travelling on the Member's concessional scheme.
G	Person travelling pursuant to a government order.
B	Other carriers' employees travelling on duty.
N	Other carrier's employees not travelling on duty.
	GSAs not travelling on duty.
	Eligible dependents of other carriers' employees.

	All other eligible persons.
C	Member's own or other carrier's crew and other operationally significant travelers being transferred to/from duty.

1.4 Reservation Entitlement

"1"	Entitled to firm reservation.
"2"	Not entitled to firm reservation enter "SA" in "Status" of such coupons.

1.5 Examples

AH75N2	Ground Handler's employee, 75% reduced ticket, space available.
ID00S1	Member's own employee, free ticket, duty travel, firm space.
ID90R2	Member's own employee (or dependent), 90% reduced ticket, concessional travel, space available.
ID75N2	other carriers employee (or ~~dependants~~dependents) or other eligible persons, 75% reduced ticket or concessional travel, space available.
DG50G1	person travelling pursuant to a government order, 50% reduced ticket duty or private travel, firm space.
RG00S1	Member's GSA, free ticket, duty travel, firm space.
RG90N2	Member's GSA, 90% reduced ticket, concessional travel, space available.
IG00N	Inaugural Guest, free ticket, firm space.
IDZL7R2	Zonal Employee ~~discounted~~ Discount (ZED) fare, (not seasonal), low level and zone (7), space available.
IDMHS1	Multilateral Interline Business Agreement (MIBA) fare, (not seasonal), high level, zone 7, firm space

1.6 Priority Designator *(optional)*

One or more figures reflecting the position on the priority list of the ticket issuing Member. For examples, see Attachment 'A'.

2. TICKETS ISSUED UNDER ID AGREEMENTS

If a ticket is issued for travel wholly or partly on ~~o~~ther carriers' services under existing staff trvel ~~ID~~ a~~A~~greements, follow the Fare and Passenger Type Code by the airline designators of the ticketing Member and all other carriers, participating in the transportation, separated by obliques (/) in the Endorsements/Restrictions area.

Example: LH/JL/KL

3. TICKETS NOT ISSUED UNDER ID AGREEMENTS

If the person travelling is employed by other than the ticketing Member or is a dependent of such employee, enter the airline designator of the employing carrier in the "Endorsements/Restrictions" area.

4. INSUFFICIENT SPACE FOR DESIGNATORS

In the case of insufficient space for the entire Fare and Passenger Type Code in the Fare Basis, enter the basic designator, the percentage of discount, the classification designator and the reservation entitlement in the Fare Basis, and the remainder in the "Endorsements/Restrictions" area.

5. FORM OF PAYMENT

The "Form of Payment" field may be used to enter authorisation number or other pertinent data.

6. TOUR CODE

When using the Tour Code field for entry of data for free and reduced rate ~~ID~~ travel issued in accordance with the Interline Staff Travel Agreement (ISTA), the following data shall be entered in the order shown below.

6.1 Boarding Priority Code

Characters 1 to 7	Seniority~~—~~/Employment Date/Date of Hire, e.g. 01JUL76 (DDMMMYY), where first two characters ~~have to~~ must be numeric characters (day). When the employment date is not applicable, the carrier issuing the ticket (Validating Carrier) shall enter the pseudo (fictitious) date 00MMM00 (zero, zero, MMM, zero, zero).
Characters 8 to 9	Two- character airline designator identifying the airline through which benefits are derived which is not necessarily the employing party: see character 12 and section 6.3 below.
Characters 10 and 11	Two- character (numeric) code describing the type of rebate, e.g. Duty, Personal. Firm (Bookable), Standby, as agreed between participating carriers as defined in 6.2 below.
Characters 12	One alpha character describing the relationship of the employing party to the airline through which benefits are derived, as described in section 6.3 below.

Characters 13	Optional one- character for carrier's own use e.g. highest cabin eligibility of the passenger.

6.2 Rebate Type Codes

01–	~~Dead Heading Crews~~Operationally Significant Travelers (e.g., deadheading crew, tech ops to AOG
06–	Duty Travel Firm (Bookable)
07–	Personal Travel Firm (Bookable)

10–	Duty Travel Standby
12–	Personal Travel Standby

6.3 Employing Company Code

(Staff means Employee/Retiree and eligible nominees of Employee/Retiree)

A	Staff of airline through which benefits are derived (~~i.e.~~i.e., main contracting airline party to the Interline Staff Travel Agreement (ISTA~~in bilateral agreements~~))
B– Z	As described in the Interline Staff Travel Agreement (ISTA) current at the time of ticketing.

Examples:

11OCT95SK01A	Staff of SK hired on October 11, 2995, on operationally significant travel
01JUL76LH06B	Staff of a Category B affiliate of LH hired on July 1, 1976, on firm duty travel
~~15SEP87BA12D~~ 00MMM00AA12E	Staff of a Category E affiliate of AA whose date of hire is not relevant to the transportation on standby leisure/personal travel

~~11OCT95SK01A~~

~~01JUL76LH06B~~

~~15SEP87BA12D~~

7. BAGGAGE IDENTIFICATION

Baggage tags issued to passengers travelling on a "Space Available" basis, shall show on the front and on the reverse, two distinctive parallel lines running from the lower left-hand to the upper right-hand corner.

RECOMMENDED PRACTICE 1788 Attachment 'A'

Examples of ticket designators including the priority designator as defined for optional use in 1.6, on the basis of assumed different priority lists of four Members.

1. FLEXIBLE FORMAT USED IN FARE BASIS CODE

Member A Field 2 and 3	**Member B Field 2 and 3**	**Member C(1) Field 2**	**Member D(2) Field 2 and 3**
ID00S1/1	ID00S1/1	ID00S1	ID00S1/5703
ID00S1/2	ID50R1/2	ID50R1	ID50R1/5911
DG00G1/3	RG00S1/3	ID90R1	ID00R1/6109
RG00S1/4	ID00R1/4	ID50N1	ID50N1/7700
ID50R1/5	DG00G1/5	ID75N1	ID00N1/7700
ID90R1/6	ID00N1/6	DG00G1	—
ID50N1/7	ID50N1/7	RG00S1	—
ID00N1/8	ID75N1/8	—	—
IDZL7R2			

2. FIXED FORMAT USED IN FARE BASIS CODE

The entries are made in Field 3 and in the Endorsements/Restrictions area when the entry exceeds six characters.

Member A Field 3	**Member B Field 3**	**Member C(1) Field 3**	**Member D(2) Field 3**	**Endorsements/ Restrictions area**
ID00S2/1	ID00S2/1	ID00S2	ID00S2	7101
ID75R2/1	ID00S2/2	ID90R2	ID75R2	7210
ID75R2/1	ID00S2/2	ID90R2	ID75R2	7210
ID90R2/3	ID00S2/3	RG90N2	ID90R2	7403
DG00G2/4	ID50R2/4	DG00G2	ID00R2	7507
RG90N2/5	ID75R2/5	ID90N2	DG00G2	7700
ID90N2/6	ID00N2/6	—	RG90N2	7700
ID00N2/7	ID90N2/7	—	ID90N2	7700
ID00B1/2	ID00B1/4	ID00B1	ID00B1	5705
IDZL7/R2				

1: Member not using the optional priority designator defined in 1.6.

2: Member using the year and month (of commencement of employment or of birth—seniority) as the priority designator, applying a fictitious advanced year to persons other than company employees.

Item C4.1.1b/P: Large Currency – Resolutions 722, 725, and 722 Attachment A Glossary (presented in package)

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Background

In earlier versions of the Passenger Services and Conference Resolution Manual, Resolution 722 contained direction on how to manage some of the larger currencies. The guidance was to remove the currency code and utilize those three positions for the amount when the amount was too large to fit in the amount field for the fare, equivalent fare, and total boxes.

While this solution does not work for all large currency amounts, it works for several currencies when those countries do not permit airlines to treat their currency as a non-decimal currency to gain space.

When we reviewed this item from PAG in June 2021, the example is Argentina where the ARS is a two-decimal currency, a BSR of 98.0 from the filing currency and with the high percentage O5 and Q1 taxes, can easily price into a 10-digit total amount.

```
BASE FARE:  USD6279.00
EQV FARE:   ARS615342.00
TAXES: ARS47189.90AR, ARS5586.00XR, ARS784.00TQ, ARS980.00QO, ARS58800.00YQ, ARS1871.80US,
ARS587.00YC, ARS686.00XY, ARS388.10XA, ARS202242.60O5, ARS235949.70Q1 -(TAX TOTAL IS
555065.10)
TOTAL AMOUNT: ARS1170407.10
```

The total ARS amount is ten digits including the decimal plus the three alpha currency code and cannot be issued in a single transaction today.

Unfortunately, the example today for half the filed fare amount with a BSR of 167.5 from the filing currency and with the high percentage O5 and Q1 taxes and a new S5 tax effectively doubling the price of the base fare, prices into a 10-digit total amount much at an even lower price point.

```
BASE FARE:  USD3000.00
EQV FARE:   ARS 502500.00
TAXES: ARS35175.00AR, ARS1340.00TQ, ARS1675.00QO, ARS9547.50XR, ARS6599.60US, ARS1092.10YC,
ARS1172.50XY, ARS663.30XA, ARS938.00AY, ARS125625.00S5, ARS226125.00Q1, ARS150750.00O5,
ARS753.80XF -(TAX TOTAL IS 561456.80)
TOTAL AMOUNT: ARS 1063956.80
```

The total ARS amount is ten digits including the decimal plus the three alpha currency code and cannot be issued in a single transaction today.

Today the ATPCO TCN supports the ability to pass eleven alpha-numeric in the Record 3 and 11 numeric in the corresponding Record 4. And systems have been applying this method for sales in ARS for more than a year and longer for sales in Indonesia (the was the solution for IDR when raised in 2015).

Proposal

Modify IATA Resolutions 722 TICKET – GENERAL PROCEDURES AND DEFINITIONS and 725 ELECTRONIC MISCELLANEOUS DOCUMENT (EMD) – GENERAL PROCEDURES AND DEFINITIONS to formally reintroduce the process to be used when the amount is larger than the amount fields for FARE, EQUIVALENT FARE, TAXES and TOTAL. Update the definitions in the Glossary shared by Resolutions 722 and 725.

Allowing the three places for the currency code to include numerics in these circumstances will improve the ability for airlines and agencies to issue tickets at a higher price point. In this same example, allowing the currency code to be omitted and the full amount would fit in the ticketing message.

```
BASE FARE:  USD3000.00
EQV FARE:   ARS 502500.00
TAXES: ARS35175.00AR, ARS1340.00TQ, ARS1675.00QO, ARS9547.50XR, ARS6599.60US, ARS1092.10YC,
ARS1172.50XY, ARS663.30XA, ARS938.00AY, ARS125625.00S5, ARS226125.00Q1, ARS150750.00O5,
ARS753.80XF -(TAX TOTAL IS 561456.80)
TOTAL AMOUNT: ARS 1063956.80
```

In preparing agenda items, it would greatly help the discussion if you could consider in your submission a high level 'implementation plan' for all changes going forward, when applicable. For example:-

- Does this change require an EDIFACT upgrade? No
- Does this change impact existing documents as well as new documents? Yes
- Can this change be implemented in a timely manner? Yes
- Does anyone need extra lead time to implement this change? Maybe
- How great is the cost to implement this change? Unknown
- Are we sunsetting an existing process when implementing this new one? If so, how do we coordinate this change between all impacted parties?] No

Action

Conference to adopt changes to IATA Resolution 722 as outlined in ***Attachment A_C4.1.1b/P***, IATA Resolution 722 Attachment A, as outlined in ***Attachment B_C4.1.1b/P***, and 725 as outlined in ***Attachment C_C4.1.1b/P***

Attachment A_C4.1.1b/P

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IATA RESOLUTION 722
TICKET – GENERAL PROCEDURES AND DEFINITIONS

(amending)

PSC(44)722

Expiry: Indefinite
Type: B

…

9. FARE

9.1 The total fare (excluding tax/fee/charge) for the complete itinerary covered by the ticket or conjunction tickets shall be contained in the "Fare". The fare shall be shown in the currency of the country of commencement of international transportation, unless otherwise provided by applicable currency regulations. The fare amount shall be preceded by the applicable currency code, and furthermore provided that:

9.2 The currency code is not required when transportation is entirely within the country of sale, with the exception that the currency code is required for tickets issued within the countries of the Economic and Monetary Union.

9.3 If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

…

10. EQUIVALENT FARE PAID

10.1 The total fare (excluding tax/fee/charge) in the currency of payment, preceded by the official three character currency code, as listed in the IATA Resolution 024d, shall be reflected when payment is in a currency other than that shown in the "Fare";

10.2 If the equivalent fare paid is greater than the space available, the currency code shall be omitted.

…

12. TOTAL TICKET/DOCUMENT AMOUNT

12.1 Use the applicable currency code and sum of amount shown in "Fare" and "Tax/fee/charge"; provided that when there is an entry in the "Equivalent Fare Paid", then the total TICKET/DOCUMENT AMOUNT shall be the sum of the equivalent fare paid plus tax/fee/charge if any.

12.2 If the total amount is greater than the space available, the currency code shall be omitted.

12.3 If the ticket is for a bulk inclusive tour fare (BT) or an inclusive tour fare (IT) or for a combination of fare components and a carrier's product offer (OP) where "BT", "IT" or "OP" is shown in the "FARE", use the applicable currency code identifying the currency of payment, followed by at least a space and "BT", "IT" or "OP".

Attachment B_C4.1.1b/P

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IATA RESOLUTION 722, ATTACHMENT A
ELECTRONIC TICKET AND ELECTRONIC MISCELLANEOUS DOCUMENTS GLOSSARY

(amending)

BASE FARE AMOUNT **12 ALPHANUMERIC**

The amount (excluding tax) preceded by the applicable ISO currency code for the complete itinerary /service covered by the primary and conjunction documents, if any. This amount shall be in the currency of commencement of travel unless otherwise provided by applicable currency regulations.

If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

BASE FARE NET AMOUNT **12 ALPHANUMERIC**

In a net fare ticketing scheme, this is the applicable amount (excluding taxes) remitted to the Validating Carrier. This amount is preceded by the applicable ISO currency code for the complete itinerary/service covered by the primary and conjunction documents, if any. This amount shall be in the currency of commencement of travel unless otherwise provided by applicable currency regulations.

If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

Applicable to A4A – This data element shall not be included in the Information Message (Transaction Action Code I).

BASE FARE SELL AMOUNT **12 ALPHANUMERIC**

The applicable fare/amount (excluding tax[es]) where different from the BASE FARE AMOUNT. This amount is preceded by the applicable ISO currency code for the complete itinerary/service covered by the primary and conjunction documents, if any. This amount shall be in the currency of commencement of travel unless otherwise provided by applicable currency regulations. This is the amount paid by the passenger.

If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

Applicable to A4A – This data element shall not be included in the Information Message (Transaction Action Code I).

…

EQUIVALENT FARE PAID **12 ALPHANUMERIC**

This amount is preceded by the applicable 3-letter ISO currency code of the currency of payment when different from the currency of the country of commencement of transportation.

If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

EQUIVALEN FARE PAID NET AMOUNT **12 ALPHANUMERIC**

In a net fare ticketing scheme, this is the applicable amount (excluding taxes) remitted to the Validating Carrier. This amount is preceded by the applicable 3-letter ISO currency code of the currency of payment when different from the currency of the country of commencement of transportation.

If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

Applicable to A4A – This data element shall not be included in the Information Message (Transaction Action Code I).

EQUIVALENT FARE PAID SELL AMOUNT **12 ALPHANUMERIC**

The applicable amount (excluding tax[es]) where different from the EQUIVALENT FARE PAID amount. This amount is preceded by the applicable 3-letter ISO currency code of the currency of payment when different from the currency of the country of commencement of transportation. This is the amount paid by the passenger.

If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

Applicable to A4A – This data element shall not be included in the Information Message (Transaction Action Code I).

…

TOTAL TICKET/DOCUMENT AMOUNT **12 ALPHANUMERIC**

The sum of the base or equivalent fare (or fee for EMD) amount as applicable plus all tax/fee/charge amounts preceded by the ISO currency code. The field may contain BT/IT preceded by the ISO currency code. Refer to IATA Resolution 722 for further information. The stated amount is exclusive of Carrier Fees (e.g. OA).

If the total amount is greater than the space available, the currency code shall be omitted.

TOTAL TICKET/DOCUMENT NET AMOUNT **12 ALPHANUMERIC**

(Applicable to Neutral Resolution Only)

The sum of the base or equivalent net fare (or fee for EMD) amount as applicable plus all tax/fee/charge amounts preceded by the ISO currency code. The field may contain BT/IT preceded by the ISO currency code. Refer to IATA Resolution 722 for further information. The stated amount is exclusive of Carrier Fees (e.g. OA).

If the total amount is greater than the space available, the currency code shall be omitted.

Applicable to A4A - This data element shall not be included in the Information Message (Transaction Action Code I).

TOTAL TICKET/DOCUMENT SELL AMOUNT **12 ALPHANUMERIC**

(Applicable to Neutral Resolution Only)

The sum of the base or equivalent sell fare (or fee for EMD) amount as applicable plus all tax/fee/charge amounts preceded by the ISO currency code. The field may contain BT/IT preceded by the ISO currency code. Refer to IATA Resolution 722 for further information. The stated amount is exclusive of Carrier Fees (e.g. OA).

If the total amount is greater than the space available, the currency code shall be omitted.

Applicable to A4A - This data element shall not be included in the Information Message (Transaction Action Code I).

Attachment C_C4.1.1b/P

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IATA RESOLUTION 725
ELECTRONIC MISCELLANEOUS DOCUMENT

(amending)

PSC(44)725

Expiry: Indefinite
Type: B

Insert new Fare and renumber the rest.

2.2.4 BASE FARE AMOUNT

The total fare (excluding tax/fee/charge) for the ancillaries sold or residual value shall be contained in the "Fare". The fare shall be shown in the currency of the country of commencement for the fees, unless otherwise provided by applicable currency regulations. The fare amount shall be preceded by the applicable currency code, and furthermore provided that:

The currency code is not required when transportation is entirely within the country of sale, with the exception that the currency code is required for tickets issued within the countries of the Economic and Monetary Union. If the fare amount (excluding tax/fee/charge) is greater than the space available, the currency code shall be omitted.

2.2.45 Equivalent Amount Paid

When payment is in a currency other than that shown in the Value for Exchange, or in a currency other than the national currency of the country of sale enter the exchange value in the currency actually collected, preceded by the applicable IATA currency code. If the equivalent fare paid is greater than the space available, the currency code shall be omitted.

2.2.~~6~~7 Total

Enter total amount paid, preceded by the applicable IATA currency code of the country of payment. If the total amount is greater than the space available, the currency code shall be omitted.

Item C4.2: Report and Work Plan of the A4A / IATA Reservations Group (AIRG), under the Shop-Order Standards Board

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Submitted by: Rick Jacobs, Chair of the Reservations Group, under the Shop-Order Standards Board

Michelle Bryant, Vice-Chair of the Reservations Group, under the Shop-Order Standards Board

Leonor Oliveira, Manager Standards Development, Secretary of the Reservations Group (oliveiral@iata.org)

Background

The Reservations Group was established under the Shop-Order Standards Board with a mandate to develop recommendations and take decisions on all procedures and policy issues relating to reservations rules and regulations, including transmission of reservations services for use by customers and agents.

This year the Reservations Group has been working through the items prioritized by the Shop-Order Standards Board, and as requested by the Members and Participants of the Group.

The Group will continue their work plan as prioritised by the Shop-Order Board.

Members of the Reservations Group (AIRG)

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

Position	Organization	Delegate name
1	Accelya	Bosco Fernandes
2	Aegean Airlines (A3)	Mirsini Vlachou
3	Amadeus	Marion Alliod
4	All Nippon Airways (NH)	Kumiko Ozawa
5	British Airways (BA)	Vini Claus
6	Delta Air Lines (DL)	Barbara Pylka
7	EgyptAir (MS)	Tamer Gebril
8	EL AL Israel Airlines (LY)	Donna Bahar
9	Hahn Air Lines (HR)	Frederick Nowotny
10	JSC Sirena-Travel	Aleksei Barinov
11	KLM Royal Dutch Airlines (KL)	Rick Jacobs
12	Lufthansa (LH)	Michelle Bryant
13	Sabre	Vanessa Gonzalez
14	SITA	Atnafseged Kassa
15	Travelport	Deryl Purvis
16	United Airlines (UA)	Nicholas Pawlisz

Chair and Vice-Chair

During an Online Ballot for the Reservations Group (AIRG), Rick Jacobs from KLM Royal Dutch Airlines (KL) was elected as Chair, and Michelle Bryant from Lufthansa (LH) was elected as Vice Chair. Under the Terms of Reference of the Group, these officers hold their positions for 1 year, subject to continued involvement in the group.

Reservations Group activity in 2022

The Reservations Group (AIRG) holds bi-monthly calls on Working Group Activity, Prioritisation and Working Group Management. All voting activity has been performed online via SSW Ballots. The work of the group has continued, with agreement of the Chairs of the group, via conference calls with no face-to-face meetings scheduled for the remainder of 2022.

Highlights of the activity in 2022 of the AIRG:

- EMRG SSR code for Passengers travelling because of an Emergency Response Plan; as mandated by IATA Security

Reservations Group (AIRG) adoption of standards

The proposed changes to standards from the Reservations Group are submitted to the Shop-Order Board and can be found in the voting package.

Reservations Group (AIRG) Work Plan

The work plan of this group has been reviewed and endorsed by the Board. It is included for the Conference's visibility as ***Attachment A_C4.2***.

Action

Conference to note report.

Attachment A_C4.2: Reservations Group (AIRG) Work Plan

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ITEM	GROUP	SUBJECT	DESCRIPTION SUMMARY	REFERENCE	STATUS	COMMENTS
1.1	AIRG	SSR EMRG	In December 2021, the Passenger Standards Conference Steering Group (PSCSG) discussed a proposal to revise Resolution 788 in order to include an ERP designator. The PSCSG provided guidance and feedback that identifying a traveller who is responding to an ERP activation had merit, but nothing further that prescribed commercial and/or operational requirements outside of airline bilateral arrangements for circumstances subject to ERP situations. As a result, the Secretariat of the ERP Task Force engaged the Secretariat of the Reservations Group, who reports into the Shop Order Board who in turn report into the PSCSG, in the expectation that the Reservations Group deliberate on a provision for a dedicated Special Service Request (SSR), as defined by the A4A/IATA Reservations Interline Messages Procedures (AIRIMP)	RES Jun22	Adopted at RES ballot; Pending SOSB ballot	
1.2	AIRG	Reservations Services Manual (RSM) Reservations Handbook (RHB)	Developed new section on Chargeable Baggage Related Services and new section on GST, revised other sections referring to baggage. Re-branded as Reservations Handbook.	N/A	On-going	RSMTF to continue review process for RHB, items to be advised. Next meeting to be scheduled.
1.3	AIRG	Exchange and Reissue – EMD	Based on discussion that took place at EMD Day for Reservations on 15 January 2013, RESWG/20 was requested to review the amendments made to PSC Resolution 725g at the last JPSC if this would impact the EMD messaging mechanism.	(RESWG/20 #9)	Paused	Pending until after the TKTWG makes further progress on 725g/20.64. Review PSC Resolution 736 and identify business needs for messaging. Activity is paused pending industry demand

1.4	AIRG	RESXML / Airline Industry Data Model	The RESXML group has been working on migration of RES messages into the data model.	(ResCom/28 #5) (RESWG/27 #8)	On-going	RESXML developed BRDs for PAOREQ/PAOR ES and presented to May 2018 PADIS meeting. RESXML to develop BRDs for other messages. The activity of the group is paused pending industry demand.
1.5	AIRG	Task Force for Passengers with Reduced Mobility and Distribution (PRMD)	IATA new project on the Passengers with Reduced Mobility and Distribution (PRMD) aims to create a task force that will support with the design of the procedures and standards for handling PRMD. IATA is seeking operations experts who would be willing to support the PRMD project.	N/A	On-going	Group to discuss on the next conference call to ask for more volunteers. Current volunteers: KL, LH, QR.

Item C4.2.1: Voting Items of the Reservations Group (AIRG), under the Shop-Order Standards Board (presented as a package)

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Submitted by: Rick Jacobs, Chair of the Reservations Group, under the Shop- Order Standards Board

Michelle Bryant, Vice-Chair of the Reservations Group, under the Shop-Order Standards Board

Leonor Oliveira, Manager Standards Development, Secretary of the Reservations Group (oliveiral@iata.org)

Background

Resolution 009 allows items requiring Board endorsement to be presented as a package, as described in paragraph 2.6.4.4.

> 2.6.4.4 Where proposals to amend standards have been endorsed by the Board, they may be presented to the Conference as a package to be voted on in a single action. Any Member voting on a package at Conference may request any item is removed from a package to be voted on separately.

Under this provision, the Shop-Order Standards Board present the following Items of the Reservations Group (AIRG) to the Conference as a single package. A single vote will be held at the Conference.

All other voting items submitted by the Shop-Order Standards Board developed by the Reservations Group (AIRG) are presented separately and will be voted upon separately by the Conference.

Any member may request that any of these items is removed from the package to be voted upon separately. Such a request should be made to the Secretary of the Conference no later than 28 November 2022, by email to standards@iata.org.

Item name (links to Item)	Item number (links to Attachment)
AIRIMP Chapter 3.29 Passengers travelling because of an Emergency Response Plan	C4.2.1a/P

Action

Conference to note items in package and ratify AIRIMP changes as outlined in Agenda Item C4.2.1a/P.

Item C4.2.1a/P: AIRIMP Chapters 3.29 (pending SOSB Cycle 4 support)

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Background

In December 2021, the Passenger Standards Conference Steering Group (PSCSG) discussed a proposal to revise Resolution 788 in order to include an ERP designator. The PSCSG provided guidance and feedback that identifying a traveller who is responding to an ERP activation had merit, but nothing further that prescribed commercial and/or operational requirements outside of airline bilateral arrangements for circumstances subject to ERP situations. As a result, the Secretariat of the ERP Task Force engaged the Secretariat of the Reservations Group, who reports into the Shop Order Board who in turn report into the PSCSG, in the expectation that the Reservations Group deliberate on a provision for a dedicated Special Service Request (SSR), as defined by the A4A/IATA Reservations Interline Messages Procedures (AIRIMP).

Proposal

Introduce a new SSR code to be exchanged between members to identify passengers are travelling because of an accident of the sending airline.

Action

Conference to ratify changes to AIRIMP, Chapter 3.29 – in ***Attachment A_C4.2.1a/P***.

Attachment A_C4.2.1a/P

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2.11.6.9 SSR Matrix

SSR Code	Action Code	Reply	Automated Format	Free Text In Request	Free Text In Reply/Cancel	Reference
DPNA						
EMRG	Mandatory	Mandatory	Mandatory	Mandatory	Optional	3.29
EPAY						

3.29 Passengers travelling because of an Emergency Response Plan

The ERP is defined in terms of a major aircraft accident or other type of adverse event that results in fatalities, serious injuries, considerable damage and/or a significant disruption of operations.

Example 1a – Message from the member who started the Emergency Response Plan to another member, informing the other member, airline staff is travelling to the final destination.

```
MUCRM1A
.HDQRMDL
HDQDL HSUEYS///ATL/DL/A/US
1JONES/MARYMRS 1SMITH/BARRYMR
DL0070Y10JUN ATLAMS HK2/1520 0555/1
KL1701Y11JUN AMSMAD HK2
SSREMRGKLNN2 AMSMAD1701Y11JUN.DL STAFF
```

Example 1b – Message from the member transporting the passengers to the final destination, informing the member requesting transportation, the special service request was accepted.

```
HDQRMDL
.MUCRM1A
HDQDL HSUEYS
1JONES/MARYMRS 1SMITH/BARRYMR
DL0070Y10JUN ATLAMS HK2
KL1701Y11JUN AMSMAD HK2
SSREMRGKLKK2 AMSMAD1701Y11JUN.DL STAFF
```

Example 2a – Message from the member who started the Emergency Response Plan to another member, informing the other member, relatives are travelling to the final destination.

```
MUCRM1A
.HDQRMDL
HDQDL HSUEYS///ATL/DL/A/US
2GREEN/ANTONMR/BETTYMRS
DL0070Y10JUN ATLAMS HK2/1520 0555/1
KL1701Y11JUN AMSMAD HK2
SSREMRGKLNN2 AMSMAD1701Y11JUN.RELATIVES
```

Example 2b – Message from the member transporting the passengers to the final destination, informing the member requesting transportation, the special service request was accepted. Optionally additional free text may be included in the reply.

```
HDQRMDL
.MUCRM1A
HDQDL HSUEYS
2GREEN/ANTONMR/BETTYMRS
DL0070Y10JUN ATLAMS HK2
KL1701Y11JUN AMSMAD HK2
SSREMRGKLKK2 AMSMAD1701Y11JUN.RELATIVES.ACKNOWLEDGED
```

Example 3a – Message from the member who started the Emergency Response Plan to another member, informing the other member, a relative and airline staff are travelling.

```
MUCRM1A
.HDQRMDL
HDQDL HSUEYS///ATL/DL/A/US
1WHITE/BETTYMRS 1SMITH/MARYMRS
DL0070Y10JUN ATLAMS HK2/1520 0555/1
KL1701Y11JUN AMSMAD HK2
SSREMRGKLNN1 AMSMAD1701Y11JUN-1WHITE/BETTYMRS.RELATIVE
SSREMRGKLNN1 AMSMAD1701Y11JUN-1SMITH/MARYMRS.DL STAFF
```

Example 3b - Message from the member transporting the passengers to the final destination, informing the member requesting transportation, the special service request was accepted. Optionally additional free text may be included in the reply.

```
HDQRMDL
.MUCRM1A
HDQDL HSUEYS
1WHITE/BETTYMRS 1SMITH/MARYMRS
DL0070Y10JUN ATLAMS HK2/1520 0555/1
KL1701Y11JUN AMSMAD HK2
SSREMRGKLKK1 AMSMAD1701Y11JUN-1WHITE/BETTYMRS.RELATIVE.ACK
SSREMRGKLKK1 AMSMAD1701Y11JUN-1SMITH/MARYMRS.DL STAFF.ACK
```

6.1.8.2 Special Service Requirement (SSR) Codes

EMD document number in back-up message for EDIFACT System Cancel (See Chapter 8) ..... ASVX
Emergency Response Plan ..... EMRG
ET document number in back-up message for EDIFACT System Cancel (See Chapter 8) ..... TKNX

6.2 Passenger Reservations Codes and Abbreviations (Decoding)

EMIG ..... Emigrant
EMRG ..... Emergency Response Plan
EPAY ..... Electronic Payment Author

Item C4.3: Report and Work Plan of the Offer and Order Group, under the Shop-Order Standards Board

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Submitted by: Jost Daft, Chair of the Offer Group, under the Shop-Order Standards Board

Jakub Bielecki, Manager Standards Development - Enhanced Distribution, Secretary of the Offer Group (bieleckij@iata,org)

Background

The Offer and Order Group was established under the Shop-Order Standards Board with a mandate through to 1st November 2022, to develop proposals on standards related to:

1. Deals with matters concerning Offer and Order Management processes and associated business requirements, relating to IATA Resolutions 787 and 797.

2. Review and endorse proposals to create or amend standards and data exchange standards governing offer and order processes. Ensure that proposals align with existing standards and follows the standard change management process.

3. Create and maintain all implementation guidance for the standard and related data exchange standards.

4. Liaise with other process owning groups under any conference, and advisory groups under Industry Committees as required.

5. While the Group may review and recommend changes to the Data Exchange Standards, the group has no authority over data exchange model or message design.

6. Maintain a work plan and report regularly to Shop-Order Board.

Participants of the Offer and Order Group

Listed below are the Participants of the Offer and Order Group that have all worked towards the new 21.3 Convergence Release over the last year.

Company	Participants		
Accelya	Gunilla Gunness,	Sriparna Saha	Lisa Woods
Aer Lingus	Nimra Khan		
Air Canada	Mark Kosikowski	Henry Garcia Diaz	
Air France	Steve Chaussin		
Amadeus	Massimiliano Maini Julien Hugol	Corinne Landra	Olivier Amadieu
American Airlines	Tina Esparza,	Margaret Brown	Pradeep Pappu
ARC	Paige Blunt		
ATPCO	Cheikh Fall		
British Airways	Diedre O'Callaghan		
Cathay Pacific	Leo Chan	Rebecca Chan	
Datalex	Navin Gupta	Maria Gray	
Delta	Dave Weghorst	Tana Ludwig	Kevin Smith, Holly Ashworth
Emirates	Girish Padharia		
Finnair	Vincent Drouet		
FLYR	Niels Colemont	Charles Ruesch	

Hahn Air	Vicente Zepeda Cabral		
Iberia	Timothy Ling		
IBS	Mohsin Basheer	Nishanth Pillai	Lakshmi Balachandran
ISO Gruppe	Susanne Reiser		
KLM	Sven Sevland		
LH Systems	Nadja Tillen		
Lufthansa	**Jost Daft (Chair)**		
Navitaire	Robin Aborn	Navin Gupta	Julie Pocquette
Open Jaw	Conor McLaughlin		
PROS	Chris Allison		
Qantas	James Kerridge		
Sabre	Juan Olmos	Vanessa Gonzalez	
SAS	Ann-Marie Hagerstrom	Martina Lindmark	Kurt Saetre
Singapore Airlines	Kaiyu Lee Leon Woon	Siewlin Seet	Jessica Wee
Swiss	Sebastien Nicolas	Georgios Tzogios	Ricardo Orozco Giraldo
Travelport	Santo Islam	Martin Reynolds	
Travelsky	Wei Zhang		
United Airlines	Antoniette Engelker	Martin Embuscado	Alyssa Dalsky
Virgin Atlantic	Lyle Dalgleish		

Chair and Vice-Chair

Jost Daft from Lufthansa (LH) was elected as Chair, and Chris Allison from Hahn Air was elected as Vice Chair. Under the Terms of Reference of the Group, these officers hold their positions for 1 year, subject to continued involvement in the group. On 17th August Vice Chair position became vacant because Group Officers must represent an IATA Member Airline while Chris Allison left Hahn Air and moved to PROS. On 6th September Group decided to continue until the end of term without Vice Chair.

Offer and Order Group activity in 2021/2022

The Offer and Order Group has not been sitting for most of its Term due to the vacant Secretary role. Restart activities started in August with an appointment of Jakub Bielecki as new Secretary. First restart call was held on 6th of September followed with plan to call for a face-to-face meeting to reprioritize Group activities to match with current post pandemic reality.

Priorities raised by Group to be discussed and addressed:

- continue work on Implementation Guidance
- backwards compatibility quality issues
- defining features & respective business definitions (BRDs)
- deficiencies/bugs in schemas as well as consensus from airlines to agree on specific standards
- review the backlog of features and capabilities requested in the course of 20/21 which did not make to 21.3
- interaction with Interline Group
- decision of adoption (or not) of distribution messages by Interline
- remaining priorities/inputs from Group to be shared to the Group Secretary

The Offer and Order Group will be working through the items prioritized by the Shop-Order Standards Board, and as requested by the Members and Participants of the Group.

Implementation Guidance Task Force

In order to progress with documentation of Implementation Guidance use cases of 21.3 version aiming to increase adoption during the Group dormant period a task force was created by SOSB. Between March-September contributed with 23 balloted items in June out of the challenging backlog of 81 items, and another batch ready for upcoming ballot in October. With the decision of assigning open items to SOSB Member Airlines from June, 26 items were expedited for more contribution.

Offer and Order Group adoption of standards

There are no proposed changes to standards put forward by the Offer and Order Group at the time of this transmittal.

Offer and Order Group Work Plan

The work plan of this group has been reviewed and endorsed by the Board. It is included for the Conference's visibility as ***Attachment A_C4.3***.

Action

Conference to note report.

Attachment A_C4.3: Offer and Order Group Work Plan

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As a result of lack of Secretary, Group has not been sitting most of 2022. As of September, the group was restarted in a call where airlines priorities were discussed for the Group to focus in future. Since the 21.3 release Group continue to focus on documentation and implementation, as well as adding in items which are backwards compatible. Imp Guide documentation continues to be Group main priority however is taking a considerable time to draft by Airlines and Contributors.

The below items are just an indication of the existing backlog that will be reviewed and reprioritized (with high likelihood of addition of new items) during Group first meeting in October 20-21, 2022.

ITEM	SUBJECT	DESCRIPTION SUMMARY	STATUS	TARGET VERSION
EASD-014	**Implementation Guide**	Documentation of Imp Guide between March and September 2022 was performed by Implementation Guidance Task Force. It is yet to be decided whether this big task is to be continued by the Taskforce or Group	In Progress	TBC
EASD-009	**Greenhouse Gas Emissions Data**	Write implementation guidance to demonstrate its use in NDC transactions that fall under the scope of this regulation	Pending	TBC
EASD-034	**Passenger Disabilities**	The inclusion and modelling of support for Passenger Disabilities, and to enrich the messages to offer greater support for advising the Airline any disabilities the passenger may have, and for the airline to better customize their offer.	Pending	TBC
EASD-050	**Abstraction of Legacy Components**	This item is to propose a Resolution to set a deadline for the industry to abstract the legacy processes out of NDC.	Pending	TBC
EASD-051	**Language and Localization**	Change Request is to structure and clearly define the use of Language and Locale in the schemas.	Pending	TBC
EASD-142	**Return FareRules in Order Rules using Offer ID**	Require the ability to return full fare rule text in OrderRules by using an OfferID (as opposed to fare ref and Order ID).	Pending	TBC
EASD-146	**Tax ID**	Tax Identifiers for Individuals and Businesses	Pending	TBC
EASD-224	**Support for Marine Orders**	Small addition to collect the name and country of registration of a ship or rig when creating an Order.	Pending	TBC

Item C4.4: Report and Work Plan of the Pricing Automation Group (PAG), under the Shop-Order Standards Board

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Submitted by: Cynthia Towne, Chair of the Pricing Automation Group, under the Shop-Order Standards Board

André Beyeler, Vice-Chair of the Pricing Automation Group, under the Shop-Order Standards Board

Leonor Oliveira, Manager Standards Development, Secretary of the Pricing Automation Group (oliveiral@iata.org)

Background

The Pricing Automation Group was established under the Shop-Order Standards Board with a mandate to:

- Discuss and develop uniform interpretations of existing pricing standards resolutions and procedures to standardize automation for pricing international fares and rules;
- Discuss developments in distribution channels and recommend changes to existing pricing standards resolutions as shown in Attachment and procedures to ensure consistent application and pricing of international fares and rules;
- Review and advise on the implementation strategy of adopted changes and interpretations to current tariff resolutions, procedures and methodologies.
- Liaise with other process owning groups under the Conferences, and advisory groups under Industry Committees as required.
- Maintain a work plan and report regularly to Shop-Order Standards Board
- Develop and endorse other standards as directed by the Shop-Order Standards Board.

This year the Pricing Automation Group has been working through the items prioritized by the Shop-Order Standards Board, and as requested by the Members and Participants of the Group.

The Group will continue their work plan as prioritised by the Shop-Order Board.

Members of the Pricing Automation Group (PAG)

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

Position	Organization	Delegate name
1	American Airlines (AA)	Joe Maloney
2	All Nippon Airways (NH)	Reiko Narushima
3	British Airways (BA)	Deirdre O'Callaghan
4	Cathay Pacific Airways (CX)	Shirley Yan
5	EL AL Israel Airlines (LY)	Linda Grinfeld
6	Google	Cynthia Towne
7	JSC Sirena-Travel	Dmitry Bogoslovskiy
8	Korean Air (KE)	Mingyung Yoo
9	KLM Royal Dutch Airlines (KL)	Andre Beyeler
10	Lufthansa (LH)	Sebastien Nicolas
11	Qatar Airways (QR)	Haresh Nanda
12	Scandinavian Airlines (SK)	Kurt Saetre
13	SITA	James French
14	Thai Airways International (TG)	Kanthiphop Chantarapattamanon
15	Travelport	Rosangela Vidotto
16	United Airlines (UA)	Rafael Casanova-Diaz

Chair and Vice-Chair

Cynthia Towne from Google was elected as Chair, and André Beyeler from KLM was elected as Vice Chair.
Under the Terms of Reference of the Group, these officers hold their positions for 12 months, subject to continued involvement in the group. The IATA Secretariat is Leonor Oliveira, Manager Standards Development.

Pricing Automation Group (PAG) activity in 2022

Due to the health crisis related to Covid-19 and lingering restrictions in some parts of the world in the beginning of the year, the group was unable to meet face-to-face for the Spring 22 meeting and continued its activity with 4 teleconferences, one of them to address the urgent situation of the polar routing global indicator due to the Russia-Ukraine conflict.

The group was able to meet face-to-face for the Fall 22 meeting from 19 to 21 September in the IATA office in Geneva with an attendance of 28 delegates plus participants remote for a total of 40 members.

In parallel, the MAC CCD implementation working group continued its activity throughout the year under the leadership of IATA Mileage.

The most important highlights of the group's activity in the first half of 2022 were:

- Resolution 011b – Global Indicators
- Resolution 011c – CCD Multi-Airport List - Intermodal language
- Resolution 312 - Baggage Excess Value Charge – Rescission
- Resolution 024d – Amendments to rounding of Dominican Republic and Malawi currencies

The group has added new activities under the workplan for 2023.

Working Groups and Taskforces

Another working group is expected to start regarding CCD and ACD collaboration on procedures facilitation.

Pricing Automation Group adoption of standards

There are no proposed changes to standards put forward by the Pricing Automation Group at the time of this transmittal.

Pricing Automation Group (PAG) Work Plan

The work plan of this group has been reviewed and endorsed by the Board. It is included for the Conference's visibility as ***Attachment A_C4.5***.

Action

Conference to note report.

Attachment A_C4.4: Pricing Automation Group (PAG) Work Plan

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ITEM	GROUP	SUBJECT	DESCRIPTION SUMMARY	REFERENCE	STATUS
1.1	PAG	Construction Rules for Journeys	Further assessment of what information is data driven versus pricing processing to be determined (working group) – finalization of flowchart	Resolution 017a	On-Going
1.2	PAG	Retailing impacts on Tariffs resolutions	SOSB tasked the Pricing Automation Group, managing tariffs resolutions, to review the portfolio of IATA Resolutions, Recommended Practices, Messaging Standards and Implementation Guides within their domain in light of Airline Retailing and Dynamic Offer Creation and present back to the SOSB the result of their analysis. This would include also potential proposals for changes or new resolutions, Recommended Practices to support the vision (taskforce)	Resolutions 024d, 049x,017f	Taskforce closed. Sessions were cancelled in order to provide more opportunity for the dynamic offer groups to evaluate their business requirements so that teams can work together to understand the implications.
1.3	PAG	CCD Multi-Airport list-Intermodal language	Having completed the CCD multi-airport list, the PAG is now committed to adding intermodal locations to the list (working group)	Resolution 011	Completed and adopted in PSC/Mar22
1.4	PAG	Surface Sectors	Assess surface sectors after clean-up work on Resolution 040	Resolution 040c	Pending review when automation covers all surface sector options
1.5	PAG	CCD/ACD procedure alignment	Taskforce identified in 2020 to resolve issues and establish processes and protocol for automation to ensure smooth transitions whenever changes are made to Location Identifier Codes, City Codes and/or Airport Codes.	Resolution 763/011	On-Going
1.6	PAG	Reintroduction of (PO) Polar Routing	Due to the Russian/Ukraine conflict, application of the Global Indicator TS was impacted in regard to routing requirements with airlines needing the ability to adjust flight operations as required. As the situation remains fluid, a proposal to reinstate polar routing was brought forward to ensure a long-term standard solution airline can revert to, if required.	Resolution 011b	Closed
1.7	PAG	Fare component between Russia (in Europe), Ukraine and TC3-EH	Add the nations of Libya, Eritrea, Ethiopia, and Djibouti as permissible via locations within the 'Routing Restriction' of 011b for fare components between Russia (in Europe) / Ukraine and Area 3.	Resolution 011b	Closed

1.08	PAG	Default standard for the event that a non-commercial airport in the ACD becomes used by a commercial carrier without yet being part of the CCD	Inclusion of language for any location not included in the CCD to be considered its own city code for the purpose of pricing, fare construction, creation of MPM/TPM and related ticketing and revenue accounting elements.	Resolution 011c/763	New
1.09	PAG	Review and modify language for establishing TPM's while exploring options to automate TPM's	New Mileage WG to review and create necessary changes – including consideration of GCM once IATA provides standardized LONG/LAT	Resolution 011	New
1.10	PAG	Explore a more automated way of creating MPM's	Under the assignment of the new Mileage WG to explore	Resolution 011	New

Item C4.5: Report and Work Plan of the Integration Group, under the Shop-Order Standards Board

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Submitted by: Sebastien Nicolas, Chair of the Integration Group, under the Shop-Order Standards Board

Margaret Brown, Vice Chair of the Integration Group, under the Shop-Order Standards Board

Ionut Badea, Senior Manager Shop-Order Standards Board, Secretary of the Integration Group (badeai@iata.org)

Background

The Integration Group was established under the Shop-Order Standards Board with a mandate to:

- Deal with matters concerning the integration of current and emerging distribution systems and capabilities, including the associated business requirements to manage integration and transition.
- Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements and are documented with a corresponding change to Implementation Guidance where applicable.
- Review and endorse proposals to amend Standards to support the integration and future compatibility of interlining between carriers in the transition between old and new processes.
- Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required.
- Maintain a work plan and report regularly to the Shop-Order Board.

Members of the Integration Group

The Terms of Reference of the Group allowed for a core membership of 17 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

Position	Organization	Delegate name
1	Accelya	Bosco Fernandes
2	Airlines Reporting Corporation	Paige Blunt
3	Amadeus	Alexandra Sorrentino
4	American Airlines (AA)	Margaret Brown
5	British Airways (BA)	Deirdre O'Callaghan
6	Cathay Pacific Airways (CX)	Andy Lo
7	Delta Air Lines (DL)	Dave Weghorst
8	Hahn Air Lines (HR)	Vicente Zepeda Cabral
9	JSC "Sirena-Travel"	Olga Mironova
10	KLM Royal Dutch Airlines (KL)	Rick Jacobs
11	Lufthansa Systems	Petra Kühne
12	Navitaire	Robin Aborn
13	Qatar Airways (QR)	Arnold Fernandes
14	SITA	TBD

15	Swiss International Air Lines (LX)	Sebastien Nicolas
16	Travelport	Caroline Wilkinson
17	United Airlines (UA)	Nick Pawlisz

Chair and Vice-Chair

The Group is chaired by Sebastien Nicolas from LX as chair and Margaret Brown from AA as vice chair. Under the Terms of Reference of the Group, these officers hold the position for 1 year, subject to continued involvement in the group.

Integration Group activity in 2022

The group's activity has been paused due to lack of topics to be addressed and the unavailability of IATA and industry resources.

Integration Group adoption of standards

There are no proposed changes to standards put forward by the Integration Group at the time of this transmittal.

Integration Group Work Plan

The work plan of this group has been included for the Conference's visibility as ***Attachment A_C4.6***.

Action

Conference to note report.

Attachment A_C4.5: Integration Group Work Plan

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ITEM	GROUP	SUBJECT	DESCRIPTION SUMMARY	STATUS	COMMENTS
1.1	Integration Group	Supporting documents	Group to review currentNDC messages and validate that the data present is sufficient to produce an ITR based on the data requirements listed in the resolution.	On-hold	Supporting documents (Agent Coupon, Audit Coupon, Tax-Fee- Change Coupon and Credit Card Charge Form) may still be in use in some markets (both by Airlines and Travel Agencies). Survey results: no concerns from Airlines have been raised about the presence of these documents in theResolutions Next actions: Validate the developing wording to be added to 722/5 f/g and 787. Validate the data elements present in 722f 6.1.2.7 in an OrderviewRS message.
1.2	Integration Group	RP 1735	Evaluate the possibility of adding a section to RP 1735 specific to NDC processes	On-hold	Item on hold pending airline resource availability.
1.3	Integration Group	Differentiation between ORA and Validating Carrier	Regarding definition of ORA, today is intended to be validated carrier, defined as such in ticketing resolution. Maybe with different needs, with an offer responsible airline, how do we differentiate that with the validating carrier? How is this represented in NDC messages?	On-hold	to coordinate with Offer & Order Group
1.4	Integration Group	Ticketdocinfo data elements clarifications	Clarification required on Which data should be returned in ticketdocinfo in orderview response	On-hold	
1.5	Integration Group	EDIFACT document display with NDC document clarification	Clarification and possible further documentation is required as to how EDIFACT request and response message can/should be used on an NDC ticket. Challenging from an implementation perspective from an aggregator	On-hold	
1.6	Integration Group	Transposition of TASF for NDC flow	For travel agents service fees, widely used on markets, How do we transpose the feature TSF supposed to work in NDC.	On-hold	

Section D:
Travel Standards Board Items

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[Red text indicates added / updated in the second transmittal]

Item D1: Report of the Travel Standards Board

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Submitted by: Edwin Garcia, Chair of the Travel Standards Board

Louise Cole, Head Customer Experience and Facilitation, IATA, Secretary of the Travel Standards Board, (colel@iata.org)

Background

The Travel Standards Board is established under paragraph 2.3.3 of Resolution 009

2.3.3 Travel Standards Board

The Travel Standards Board manages the development of standards concerning any interaction between airlines and any other partners involved in the delivery of a product or service to a customer.

This includes but is not limited to passenger experience, passenger airport processes, departure management activities, and the relationship between airlines and government agencies controlling facilitation or receiving passenger information.

This also includes operational processes supporting the delivery of passenger services: ground handling and airport handling standards, airside safety, and baggage handling.

Members of the Travel Standards Board

Position	Airline	Delegate name	Title	Term commenced
1	Air Canada	Mike Karam	Director, Customer Service Delivery Excellence - Airports	1 November 2020
2	Air China	Zhen Liu	Senior Manager - Service Control, Product and Services.	1 November 2018
3	Alaska Airlines	Rick Nagy	Principal Product Manager	1 November 2018
4	American Airlines	Melissa Leach	Director - Customer Planning Operations	1 November 2018
5	British Airways	Tony Readdie	Operations Systems Manager	1 November 2018
6	Delta Air Lines	David Hosford	General Manager ACS Strategy and Technology	1 November 2018
7	Deutsche Lufthansa AG	Christopher Heck	Process Owner Passenger & Baggage Processes	1 November 2018
8	Emirates Airline	Rami El Samra	Senior Manager Service Development and Business solution	September 2020
9	Etihad Airways	Paul Richard Smith	General Manager Ground Operations	1 November 2018
10	KLM Royal Dutch Airlines	Binyamin Mizrahi	Passenger Baggage Handling Manager	1 November 2018
11	LATAM Airlines	Edwin Garcia (Chair from 2020)	Head of Airport Operations	1 November 2018
12	Hahn Air	Frederick Nowotny	Head of Sales Engineering	7 November 2018
13	Singapore Airlines	Timothy Chua	Vice President, Airport Operations	1 November 2018
14	Turkish Airlines	Emre Cevik	Manager, Product and Service Management	1 November 2018
15	United Airlines	David Kendall	Managing Director - Customer Solutions & Recovery	9 February 2022
16	Vacant			
17	Vacant			
18	Vacant			

Note:

- Delegate Edwin Garcia has become Chair of the Travel Standards Board in September 2020.
- Delegate from Air Canada, Mike Karam, became a member in November 2020.
- Delegate from Virgin Australia withdrew her candidature as a member of the Travel Standards Board in August 2020.
- Delegate from Qatar Airways withdrew his candidature as a member of the Travel Standards Board in July 2020.
- Delegate from Emirates Airline, Rob Broere, has been replaced by Rami El Samra as of September 2020.
- Delegate from Deutsche Lufthansa AG, Vicky Scherber, has been replaced by Christopher Heck as of August 2021.
- Delegate from United, Aaron McMillan, has been replaced by David Kendall as of February 2022.
- Delegate from LOT Polish, Marcin Slawecki withdrew his candidature as a member of the Travel Standards Board in May 2022.
- Delegate from American, Mark Matthews, has been replaced by Melissa Leach as of May 2022.

Chair and Vice-Chair

At the first meeting of the Travel Standards Board, held in Geneva on 9 April 2019, Rob Broere from Emirates was elected as Chair, and Edwin Garcia from LATAM was elected as Vice Chair. Under the terms of Resolution 009, these officers will hold these positions for a period of 3 years.

Rob Broere from Emirates has since left the Travel Standards Board and his position as Chair of the Travel Standards Board has been filled by the Edwin Garcia from LATAM in September 2020.

Despite many attempts to fill the position of Vice-Chair, no one has been appointed yet. We encourage the board members to consider taking on the position.

Travel Standards Board activity in 2022

Due to the continued challenges from the Covid-19 pandemic, the Travel Standards Board has not scheduled any face-to-face meetings.
Virtual calls have been scheduled every 8 weeks, which have been attended by most of the Board members. In addition, a virtual strategy workshop was held over two days in June 2022.

The Travel Board spent considerable amount of time discussing the size of the portfolio (21 Resolutions and 94 Recommended Practices) that are in scope of the Board across all the groups currently established, related items and other relevant items such as:

- Lack of a clear definition of a ‘product or service delivery to a customer’ to define the scope of the Travel Standards Board
- Size of portfolio is too broad to allow full oversight of all the issues and topics being discussed within the various working groups under it. As a result, there has been little transparency on what should be prioritized as work packages with a ‘top down’ approach and TSB members feel their role is more a facilitation / coordination role instead of active provision of guidance and definition of work programs
- Lack of consistency on scope, approach, membership and involvement across the working groups, including challenges in consistent leadership
- Some working groups are mainly driven by technology providers and while their valued expertise is required, there is a risk of standards being driven from a solution perspective rather than focusing on airline’s needs.
- The transversal nature of many topics and cross-functional impact not only across the working groups under the TSB but also other Boards is not fully transparent, and no clear working arrangement has been defined
- Review of the documents and position papers prepared and distributed as the IATA Restart Guidance
- Review the work programs of the Groups active under the TSB
- Delivering on Industry Digital Ambitions, and the move away from legacy
- Customer as the reference
- The impact of skilled staff shortage across the industry

- An acceleration of contactless passenger journey was discussed as pressured by customer expectations following sanitary and health concerns and to manage the queues and bottlenecks as travel returns to normal levels
- Customer Focus and Engagement
- World Passenger Symposium
- Contactless Baggage Process / Off Airport acceleration process
- Common Use Strategy Roadmap
- Interline
- Digitalization of admissibility allowing for all passenger document check in an automated and off airport manner using digital identity technologies
- Aviation Information Data Exchange
- Improving the standard setting process and defining the digital programme
- Strategies for managing dependencies across other areas of the PSC
- Unlocking value creation by putting customers first
- Definition of TSB high-priority items and objectives (short-to medium term)
- Governance agility
- Impact of Offers and Orders in an airport environment
- Airport and ANSP performance and the challenges to receive performance related information and data.

Voting Items endorsed by Travel Board:

- PNRGOV EDIFACT Message Implementation Guide, Version 21.1
- WCO/IATA/ICAO API Guidelines
- Baggage Working group: updates on Resolution 754, Change request of Resolution 780 and update of RP 1745
- One ID working group: New Recommended Practice Digitalization of Admissibility New One ID Digitalisation of Admissibility Recommended Practice that defines pre-travel admissibility processes
- Change requested to the existing One ID Recommended Practice RP1701o that consolidates and defines Contactless Travel.
- Update or Resolution 754, Profile 7 – Delayed Delivery by a Third Party at the Transfer Airport
- Update of Resolution 754, Profile 11 – Mishandled baggage caused by passenger
- Update of Resolution 754, Adding a new profile (15) corresponding with Resolution 780 Change Request
- Resolution 780 5.4.3 Change request
- Recommended Practice 1745 – Corrections
- Recommended Practice Passenger CO2 Calculation Methodology
- Update of Load Control Pax Standard Weights with new Gender code
- Update of new code SPEV for Bag Exception .E (CR019)

The Travel Board held a virtual dedicated Strategic Partner Forum in April 2020, with attendance from many strategic partners to discuss key aviation challenges including the Restart. Due to the pandemic, the plan to create a Travel Standards Board Strategic Partner Advisory Forum will be revisited in 2022.

Future Direction

The Board will continue to hold its regular virtual calls every 8 weeks. At time of publishing, a face-to-face meetings has been scheduled to precede the IATA World Passenger Symposium in Bahrain in November 2022. Decision for board meeting / calls for 2023 will be determined at this time.

The Board continues to be interested in the areas that are presented above, and intends to add to these areas, specific activity in:

- Development of standards and guidance in the area of On-Board Experience (e.g., unruly passengers)
- Operational guidance and relevant standards related to the adoption of IATA's NDC, supporting the One ID vision as well as the delivery requirements (Order) defined in the Offer selected by travelers.
- Working closely with IATCI (Inter Airline Through Check In) Board to ensure that the One ID impact on interline through check-in is managed correctly as well as the Offer and Order processes affecting interline delivery

TSB members are fully aligned on the industry ambition to move towards customer centricity, with travellers being in control of their own credentials and data, permitting them to effortlessly consume any service and acknowledged the key principles of the planned industry program, namely:

- From record-centric to customer-centric
- Airlines in control of their offers and orders for all distribution channels
- Airlines are able to sell anything to anyone through any channel
- Open, modular and capability-based architecture built on typical online retailing principles and financial processes supported by robust standards
- No backwards compatibility to systems and processes

Action

Conference to note report.

Item D2: Endorsement of elections for open positions on Travel Standards Board

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Submitted by: Louise Cole, Head Customer Experience and Facilitation, IATA, Secretary of the Travel Standards Board (colel@iata.org)

Harry Grewal, Director Airports, Infrastructure and Customer Experience, IATA, Secretary of the Travel Standards Board (grewalh@iata.org)

Background

Under the current terms of Resolution 009, each year all positions are open on each of the five Management Boards for re-election/nomination for a twelve-month term.

Pending approval of Agenda Item A9.1, and the changes to these Management Boards, all groups will be open for nomination and re-elected in 2023.

In the interests of managing continuity, this group will continue its current existence with contributing work plan and mandate until the transition is complete. The Conference Steering group endorsed a simplified approach whereby the existing members of each Management Board will be asked if their airline wishes to continue their involvement in each Board across the transition in 2023. Existing Management Board members may contact IATA (via the Secretary of the Management Board, or by email at standards@iata.org) if they do not wish to continue their involvement, or if they wish to change the named delegate representing their airline on any Board.

Involvement in the Board for other member airlines

All member airlines are reminded that formal involvement on the Board represents a commitment to participate fully in Board activities across the full term of membership. Other member airlines (including those members not formally members of the Board) are welcome to view Board materials, to vote in Board ballots and to participate in Board meetings where topics are of interest. Involvement can be managed through the IATA Standard Setting Workspace, or by contacting standards@iata.org.

Action

Pending approval of Agenda Item A9.1, Conference to endorse the current composition of the Board until transition to new structure is in place.

Item D3: Delegation of authority from the Conference to the Travel Standards Board

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Submitted by: Louise Cole, Head Customer Experience and Facilitation, IATA, Secretary of the Travel Standards Board (colel@iata.org)

Background

The Conference may delegate the authority to adopt non-binding standards to the relevant Management Board, under the terms of paragraphs 2.6.4.2 and section 2.7.

> 2.6.4.2 Proposals to amend standards endorsed by the Board will be submitted for formal adoption by the Conference except where the Conference delegated the authority to establish standards to the Board. Where delegated authority has been granted to the Board (as described in Paragraph 2.7), the Board may issue the standard on their own authority.
> ...
> **2.7 Delegated Authority to Establish Standards**
>
> 2.7.1 The Conference may delegate authority to any Board (or any combination of Boards) to adopt non-binding standards without an action by the Conference itself providing:
> 2.7.1.1 Such standards are not in conflict with other standards adopted by the Conference; and
> 2.7.1.2 The Conference retains full visibility over all standards adopted by any Board.
> 2.7.2 Unless referenced explicitly within a Resolution, such authority will only be granted for a maximum of one year, after which point it must be renewed by the Conference. Such authority may be renewed as many times as required.
> 2.7.3 Guidance of such delegated authority will be published by IATA within the next Passenger Services Conference Resolution Manual issued after the delegated authority is adopted.

Proposed Delegation for 12 Month Period from 1 November 2022

The Board requests the following delegations of authority.

Standard (name of Recommended Practise, Manual, data exchange standards implementation guide or other Publication)	Description of standard
PNRGOV and PAXLST Implementation Guides	Implementation Guide for data exchange standards around passenger data exchange with governments
CUSS and CUPPS Technical Specifications	Technical specifications of Common Use Self Service and Common Use Passenger Processing Systems, and associated implementation guides.
Item D4.2.3.1: New Recommended Practices on self-asserted identity	

Action

Conference to endorse the delegation of authority.

Item D3.1: Delegation of authority from the Conference to the Safety, Flight and Ground Operations Advisory Council (SFGOAC)

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Submitted by: Louise Cole, Head Customer Experience and Facilitation, IATA, Secretary of the Travel Standards Board (colel@iata.org)

Background

The Passenger Standards Conference has authority over a broad range of industry standards that cover end-to-end passenger processes and interaction between airlines and a variety of industry stakeholders. This includes a number of areas of standards that extend beyond passenger operations and are required more generally.

Some of the standards under the remit of the Conference involve processes that are entirely operational, and more closely align with activity that IATA historically undertook under the authority of the Operations Committee. Accordingly, the Passenger Services Conference had delegated authority for the development and adoption of these standards to the Ground Operations Group under the Operations Committee, under the oversight of the Airport Services Committee.

This included development and adoption of changes to the IATA Ground Operations Manual (under the authority of Recommended Practise 1690b), and to the Airport Handling Manual (under the authority of Recommended Practise 1690a).

In 2018, under the new Governance structure of Resolution 009, this oversight was transferred to the Travel Standards Board, though delegated authority continued to be granted to the Ground Operations Group under the Operations Committee.

In June 2020, the IATA Annual General Meeting endorsed ten new Advisory Councils to replace the six Industry Committees. The Operations Committee has been superseded by the new Safety, Flight, Ground Operations Advisory Council (SFGOAC).

Accordingly, the Conference are asked to endorse that the following groups will continue to operate under the Ground Operations Group of the new SFGOAC, but with authority delegated from the Travel Standards Board.

The GAD (Ground Operation Automation and Digitalization) GAD focuses on development of digital standards in the scope of Airside Operations (e.g., Aircraft-Turnaround, Load Control, De-Icing, Loading, Ground Support Equipment and Aircraft Interface).

Maintain a work plan and report regularly to Travel Standard Board on identification strategies for aircraft turn-around processes, aircraft messaging (including xml messaging) and undertakes the continual review, development and improvement of the relevant content of the IATA Airport Handling Manual (AHM) chapter 5, 7 and 9 ;).

The Travel Standards Board will also delegate authority to the Ground Operations Group for the review and development of recommendations (in the form of amended or new services standards and procedures) that shall be published in the IATA Airport Handling Manual (Recommended Practice 1690), IATA Ground Operations Manual, and any other such publications that include Standards and Recommended Practices.

The Travel Standards Board will retain responsibility for ensuring that the IATA Airport Handling Manual and IATA Ground Operations Manual are aligned with IATA Resolutions and Recommended Practices in the IATA Passenger Services Resolutions Manual.

Action

Conference to endorse this delegation of authority.

Item D3.2: Report of Standards activities delegated of authority to the Ground Operations Group

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Submitted by: Monika Mejstrikova, Director Ground Operations (mejstrikovam@iata.org)

Background

The Passenger Services Conference Recommended Practice 1690 (AHM), 1690a (IGOM) and 1690b (BRM) are updated on annual basis by Ground Operations Standards (GOS), Ground Operations Automation and Digitalization (GAD) and Baggage (BWG) working group and task force members. In addition, the AHM and IGOM changes are being approved by Ground Operations WG (GOG). This report aims to update the PSC members about the latest changes completed in AHM/IGOM/BRM, share with PSC the latest update on BoG targets and activities related to ground operations, and last request a modification in ground operations' governance.

1. AHM/IGOM changes

Table 1 & 2 reflect AHM Ed.43 and IGOM Ed.12 changes as finalized and agreed by GOS, GAD, and GOG members. Both manuals will be published in December, 2022.

Table 1 – AHM Edition 43

AHM	Changes
Introduction	updated -editorial
176A - Acceptance and Carriage of Passengers with disabilities	Updated RESO 700
332 Handling and Stowage of Live Animals	Updated – minor changes
384 - NOTOC message (NTM)	updated -editorial
423 - Unit Load Device stock check message	updated - editorial
424 - Unit Load Device control message	updated - editorial
460 - Guidelines for Aircraft Ground Times and Turnaround Plan	delete, superseded by 772
462 - Safe Operating Practices in Aircraft Handling	updated due to accident in baggage unloading
516 Manual Loadsheet	updated - editorial
562 Semi-permanent data exchange message (DEM)	deleted - obsolete
581 Unit load device/bulk load weight signal	updated - editorial
583 Load message	updated - editorial
587 Container/pallet distribution message	updated - editorial
588 Statistical load summary	updated - editorial
610 Guidelines for a Safety Management System	updated - editorial
615 Quality Management System	updated - editorial
620 Emergency and crisis management at the airport	updated - editorial
621 Security Management	updated - alignment with changes in ICAO Annex 17.
710 Standards for Message Formats	updated - editorial
770 Aviation Information Data Exchange	new sub-chapter
772 Aircraft Digital Turnaround	new sub-chapter

780 Aircraft Movement Message (MVT)	updated - editorial
781 Aircraft Diversion Message	updated - editorial
782 Fuel Monitoring Message	deleted – obsolete
783 Request Information Message	updated - editorial
784 Gate Message	updated - editorial
785 Aircraft Initiated Movement Message (MVA)	updated - editorial
801 Introduction to and Comments on IATA Standard Ground Handling Agreement (SGHA)	updated - editorial
810 IATA Standard Ground Handling Agreement (SGHA)	updated - SGHA 2023
811 Yellow Pages	content included into 810
815 Standard Transportation Documents Service Main Agreement	deleted – included into 810
820 IATA Standard Ground Handling Subcontracting Agreement (SGHSA)	updated – alignment with 810
830 Ground Handling Charge Note	updated – alignment with 810
850 SICA	updated - editorial
905 Reference Material for Civil Aircraft Ground Support Equipment	updated - references to SAE committees
908 Autonomous Vehicles	new sub-chapter
917 Basic Minimum Preventive Maintenance Program/Schedule	Updated - new checklists
921 Functional Specification for Boarding/De-Boarding Vehicle for Passengers with Reduced Mobility (PRM)	updated - editorial
926 Functional Specification for Upper Deck Catering Vehicle	updated - editorial
927 Functional Specification for Main Deck Catering Vehicle	updated - editorial
1110 Ground Operations Training Program	updated – revamp of section 1-10 review of PAX, RMP and LOD syllabi
1120 GSE Maintenance Training Program	updated - alignment with AHM1110
Appendix A	deleted
Appendix B	updated
XML Tab	revision of XML 565 new – baggage xml
Implementation guideline Tab	new implementation guidelines for BIX, ADIX and time-stamps, and revised XML 565
Toolbox	Included GOSM Ed. 10

Table 2 – IGOM Edition 12

IGOM	Changes
Preface -	updated
Revisions	updated
Intro	updated, new risk for Ch.5
Chapter 1	Editorial changes
Chapter 2	Editorial changes
Chapter 3	Entire revision of section to improve on accuracy, consistency, and alignment of process flow Enhancement of safety precaution. Each subsection within General ramp safety and GSE operations has been revised 3.1.3.2. "No Touch" policy enhanced 3.1.2.5 New Section PPE requirements for personnel. based on their role.
Chapter 4	Entire revision of section to improve on accuracy, consistency, and alignment of process flow 4.1 Aircraft Arrival - Section revised to align with the arrival activities process flow. Changes to Section Titles 4.1.1; 4.12. and 4.1.3. 4.2 Aircraft Chocking - Inclusion of action to be taken when aircraft is parked on a slope. 4.4 Aircraft Access Doors - an entire revision of the section to improve consistency and accuracy of operating aircraft access doors for both cabin access doors and cargo hold access doors. 4.5 Aircraft Loading and Unloading - an entire revision of the section to include unloading processes as well as improve consistency and accuracy of aircraft loading and unloading process. 4.6 Aircraft Departure - Entire revision of the section to improve consistency and accuracy of aircraft ground movement process. Deletion of all Power Push unit procedures, since the equipment is currently not in use. All operational procedures aligned with key processes. Ground staff member's responsibility highlighted. Significant renumbering due to process improvement. 4.9 Aircraft Towing - Numbering changes and in 4.9.4 content revision, operational procedure enhanced for use of apron lines, safety distance, and relieve of torsional stress on landing gears during towing maneuver.
Chapter 5	small updates
Chapter 6	Editorial changes
Appendix A	to be updated
Appendix B	to be updated;
Toolbox	Included GOSM Ed. 10

2. BRM changes

Table 3 reflects BRM Ed.6 changes as finalized and published in July, 2022.

Table 3 – BRM Edition 6

BRM	Changes
Part I	The Baggage World (Baggage Resolutions and Recommended Practices, Airport Operational Structure, The Generic Baggage Chain, 10-Digit License Plate, Baggage Tracking, Messaging and Requirements, Measuring Quality in the Baggage Area)
Part II	The Baggage Journey (Check-in, Security, Storage, Load and Unload, Transfer, Arrival and Claim)
Part III	Most Common Baggage Problems and Solutions (Guide to Solutions and Their Placement in the Baggage Journey, Baggage Handling Problems, Solutions)
Part IV	The Future of Baggage (Short to Medium Term Future, RFID and XML, Technology Roadmap, The Role of Data in Baggage Operations)
Appendix A	Extracts of Baggage Handling Resolutions and Recommended Practices (Extracts of Baggage Related IATA Resolutions and Extracts of Baggage Related IATA Recommended Practices)
Appendix B	Glossary
Appendix C	Special Section-Recommendations for a "Touch-Free" Baggage Process During the COVID-19 Crisis

3. BoG Targets Update

Each year, on the recommendation of the Chair Committee, the Board establishes a set of performance targets for IATA to pursue during the year ahead. The purpose of this section is to provide an update to the PSC members on progress against 2022 performance targets in the ground operations area that were defined as follows: *Increase the industry ground operations safety footprint through implementation of harmonized ground operations standards.* Board defined this target as part of IATA's core initiatives for supporting the industry recovery, boosting implementation of harmonized processes, therefore facilitating the cross-utilization of staff who can serve multiple airlines because of the potential reduction in airline specific procedures, where feasible and sensible, while also driving adoption of harmonized training requirements and reducing the need for airline's specific training hence contributing to better safety performance, risk management, and driving industry cost reduction.

Measure:

- 60 airlines joining IGOM portal and declaring their adherence to IGOM procedures, including level of variations.
- 60 airlines joining ISAGO membership and declaring their way to measure the benefits.
- 30% increase in regulatory/airport recognition of ISAGO.

60 airlines joining IGOM portal and declaring their adherence to IGOM procedures, including level of variations.

IATA launched the IGOM Portal that supports the airlines and ground handling service providers (GHSPs) by: benchmarking conformance of their procedures with those contained in the IGOM, documenting and sharing variations from IGOM for fast easy implementation, and notifying partners when an updated or new procedure is coming into effect. Status as of 15-OCT: 100 airlines joined the Portal in 2022 and 26 published their gap analysis. 16 airlines declared no variations. Variations declared by 10 airlines are primarily in passenger handling, ramp safety and aircraft turnaround areas, detailed report on variations will be produced in January 2023. Target achieved (100 airlines joined) & Target at risk (26 airlines declared their adherence to IGOM)

60 airlines joining ISAGO membership and declaring their way to measure the benefits.

ISAGO program review and revamp was initiated back in 2021 with the intent of program simplification, value clarification and added to members and GHSPs, checklist overhaul ensuring full reflection of IGOM and AHM 1100 training requirements. The ISAGO airline membership fee was significantly reduced in 2022. The annual fee is now $5KUSD and airlines can also benefit from a family membership or a corporate membership. Membership fee will provide all airlines with access to ISAGO Registry where close to 500 different audit reports can be found.

Status as of 15-OCT: 48 airlines joined the membership in 2022. Target on track.
ISAGO provides the airlines with complementary information and a solution to strengthen their oversight programs including an opportunity for cost reduction. The program can be used as follows:

- Complementary data to airlines' risk-based oversight system on GHSPs/Stations
- Reduction of scope/frequency/cost of oversight activities of GHSPs within the airlines' network
- Reduction of scope/frequency/cost for GHSPs' training activities as training requirements are being validated by ISAGO
- Procurement requirements during contracts' negotiation or when seeking for GHSP at alternate airports

ISAGO provides an additional layer of control for an airline's SMS in the area of outsourced ground operations services. The program contributes to a risk reduction of loss of control in flight by addressing the ground operations root causes and contributing factors, to name a few: SOP adherence / SOP cross-verification, inadequate training, FOD, incorrect GSE servicing and operations etc.

ISAGO revamp is in progress, developing new checklists completely mirroring IGOM and AHM provisions, allowing for remote documentation validation through the IGOM/Ops Portal and ensuring the on-site assessment is all driven by implementation and turnaround observation. ISAGO Registry is being relocated to One Source (platform that lists aviation service stations for airlines, airports, cargo handling facilities, freight forwarders, ground handlers, shippers, and trucking companies where any member airline can easily find the best service provider for their requirements, in the right location, and with the proper certification.) and program administration is being simplified and automated.

30% increase in regulatory/airport recognition of ISAGO. (30% of 30 – 9 entities)

The ISAGO/IGOM footprint amongst the regulators and airports has increased as well. In 2022, the below table reflects the latest update:

Signed MoUs or similar endorsement	MoUs and endorsement in progress
Togo CAA, ENAC Italy, Latvia CAA Eastern Caribbean CAA Montego Bay, Seattle Tacoma London Heathrow, Amsterdam, Mexico City, Venice, Copenhagen AENA (airport operator in Spain – 46 airports)	Qatar CAA, Oman CAA, GCAA UAE, Costa Rica CAA, El Salvador CAA, Spanish AESA, UK CAA, Traficom Finland CAA, Mozambique CAA, CAA of South Africa, CAA of Ethiopia, Malawi CAA, Senegal CAA, Ghana CAA Miami, Los Angeles, Incheon, Manchester, Malpensa, Linate

The endorsement has many various forms, to name a few: ISAGO part of airport licensing scheme, NAA recognizing ISAGO and allowing operator to complement their oversight program through a utilization of industry audit program/audit report data, NAA complementing their oversight with ISAGO audit reports.
Status as of 15-OCT: 10 various endorsements obtained in 2022 Target achieved

4. Ground Operations activities update

Ground Ops Safety

Ground Damage Report / Ground Damage Reduction Program
IATA has completed a comprehensive analysis on aircraft ground damage including an anticipated forecast aligned with the industry expected traffic growth over the next 15 years.

The aim of this detailed analysis is to introduce and explain the benefits of utilizing enhanced ground support equipment (GSE) fitted with anti-collision technology. The report reveals that passenger stairs, high loaders and belt loaders are the three main GSE involved in ground damage. The potential ground damage cost avoided by using enhanced GSE in a typical turnaround can be determined for a specific level of adoption of enhanced GSE.

If we adopt anti-collision technology on these three GSE types, we can expect a ground damage cost avoidance of between 30% to 40%. This percentage is highly dependent on GSE type and adoption level.

Taking the 2019 annual ground damage costs as a baseline, the ground damage costs that would be avoided by using enhanced GSE would be between $1.44 Bn and 1.92 Bn globally.

Further plans are to implement a "Ground Damage Reduction Program" to drive the adoption of the enhanced GSE by deploying a recognition program.

Injury Prevention Program

IDX (IATA Incident Data eXchange) personal injuries data have been analyzed to identify the top injury trends and work has been initiated on developing the road map for Injury Prevention Program. The top categories of personal injuries are:

- Slip, Trip and Fall (1)
- Lift, Carry, Push, Pull (2)
- Struck against an object (3)
- Fall from heights (4)

The first three categories are most frequent and significantly contributes to work absence and cost to the company, whereas injuries caused by falling from heights are very rare despite of having severe or fatal impact. Hence team initiated the task by addressing the "Fall from heights" category data. Team reviewed the root causes and identified the gaps in the IGOM/AHM procedures. The procedures were reviewed, amended, and updated to ensure reduction in the fall from height injuries. IGOM procedures such as no-touch policy, aircraft to GSE gaps, safety rails, safety requirement of GSEs, PPE requirements, technical steps, PBB/stairs processes etc., were updated for IGOM edition 12.

Next step is to share the learning and action with industry in the form of newsletter or awareness bulletin. Team will continue to review other three injury categories in 2023 and will also address any procedural and training gaps followed by injury prevention promotion as per implementation road map.

Loading Errors

IDX loading errors data have been analyzed to identify the top loading error trends and work has been initiated, developing a road map driving reduction of these occurrences. The top categories are:

- Load Restraints (1)
- Load Reconciliation (2)
- Over/Under carried baggage/cargo (3)
- Incorrect weight B/C/M (4)

While for the first category some actions and strategies are yet to be defined, the categories 2,3, and 4 have been duly analyzed to determine the major root causes. It has been identified that most of the occurrences happened due to poor / unclear information and/or communication between the loading team and load control function.

Some members of the IATA GAD working group (WG) have already adopted digital solutions to modernize and enhance the communication flow between the load planning/load control function(s) and the loading team. For example, Emirates and DHL have reported a drop of 70% of loading errors after the implementation of these solutions. IATA and industry SMEs are working on a business requirement for standardizing the "digital reconciliation of the load" from an industry perspective. The goal is to develop an industry digital standard for loading instruction / load reconciliation that can be adopted by airline and ground service providers as well as the solution providers.

IDX

As a result of IDX data analysis in various ground ops categories, some limitations as well as opportunities for improvement were identified in regard to taxonomy descriptors and grouping. The current taxonomy only allows for the classification of incidents in terms of type of incidents but does not provide what processes need to be enhanced. To make the best use of IDX data and to bring value to our stakeholders, we are working on a strategy to map the current IATA Safety Incident Taxonomy (ISIT) with the IGOM procedures. IGOM/Ramp handling section will be mapped by the end of 2022 and the rest of IGOM processes in 2023. Additionally, analysis will also be conducted to look into the safety reporting system and taxonomy used by various stakeholders including EASA, ICAO, etc. to find the best way forward for our member airlines and IDX contributors.

Ground Ops Digitalization and Automation

Digital Load Control

Revision of the W&B schema for data transfer between airlines and DCS providers (X565 digital schema) has been completed to accommodate more complex data of fuel distribution for certain aircraft types. Two DCS providers (Amadeus

and Reckencentra) with a total of 400+ airlines have completed the adoption of the new industry X565 format and can now import and export data using this IATA standard. An engineered Excel "X565 editor / reader" Interface has been tested and competed; is available to members airlines for creating, updating storing, importing, exporting aircraft fleet data in IATA X565 format. Boeing and Airbus participated in the testing of X565 reader and are moving towards adoption of the standard.

Inputting, managing, updating, and configuring aircraft fleet data is labor intensive, skill intensive, time consuming and open to all the errors inherent to manual data processing which, in the case of aircraft, can have severe consequences on flight safety.

The implementation of this new digital load control standard for aircraft semi-permanent data transfer is forecasted to reduce airline cost of about 520$ per MSN (manufactural serial number).

Time Stamps Turnaround (TST)

Operational delays represent the second biggest cost element of ground operations. IATA has calculated that the overall cost to the industry from delays generated by ground operations is equivalent to around USD 14 billion per year (figures based on 2019 traffic).

The XTST (XML format of TST) message was developed with the intent to provide a clear, defined, and standardized language with which to communicate turnaround events in a simple way that both, reduces high system integration costs and enables airlines to monitor their network from their desk.

The XTST message provides each party involved in the turnaround with the real-time data necessary for that party to be able to render their service at the correct time with the correct equipment and resources. From an airline perspective, the implementation of solutions using XTST will enable pertinent information to be received from the entire network in the same structured way, making it possible to centrally monitor the airline's turnaround performance. The expected result is an improved operational environment that facilitates the change from "reactive" management where information is not available or not shared in real time, to "predictive" management, in which the accurate real-time information facilitates problem identification, root cause definition and the taking of appropriate and timely corrective action.

Overall, we expect that the adoption of a system that implements the industry timestamp turnaround standard will help to reduce ground handling delays by up to 5% globally.

New Delay Codes Schema

To promote adoption of the new delay code schema (AHM 732 standard) IATA has delivered 2 webinars addressing over 400 attendees. The standard is designed to be simple and easy to use, so that the people assigning the delay code can do so quickly, clearly, and accurately - facilitating the delay code decision while it is fresh in mind. It is based on using triple alpha numeric or "AAA" codes. The focus of the delay code is now to identify the main process, the reason, and the stakeholder root cause of the delay. As the new system demands, its focus is that it operates within a dynamic, real-time environment and as such, it functions best with portable devices and IT systems. The main benefit of implementing the new industry standard is in the enhanced ability to analyze the operational delays avoiding the use of multiple sub-codes. IATA is also developing an online course to facilitate adoption.

Ramp Automation

The first set of recommended practices for the testing and implementation of autonomous vehicles (point-to-point movement) has been completed and will be published in the next revision of AHM. The activities will be further expanded in 2023 to cover the driving and manoeuvring in the equipment restraint area (ERA). This Ground Operation activity is meant to improve the overall operational efficiency of aircraft handling. While the adoption of autonomous vehicles is still at an early stage, the forecasted benefits are improved safety on the ramp, reduction of injuries and fatalities and an overall reduction of ground handling direct cost.

Labor shortage

Thousands of ground handling staff left the industry. Many who were furloughed found new jobs and are not coming back. The labor market remains tight, and, with more options, people are selecting jobs with more flexibility that doesn't require work in shifts and/or during public holidays and/or weekends or for long hours outdoors on the ramp in extreme weather conditions. Lengthy processing times for employment security clearances have also caused major challenges, taking up to as much as 6 months in some markets. The governments had limited to no plans to deal with such a surge in demand and this made it impossible for our industry to plan for an orderly restart. The Ground Ops stakeholders put together a white paper highlighting some of the solution for staff shortage. Those can be summarized as follows:

- In the short term, we seek government support to accelerate the security clearance processes for new staff. Longer term, as an industry, we need deploy a strategy for attracting and retaining talent. We can do this by exploring apprenticeships in partnership with trade schools, colleges and universities to revitalize candidate pipelines, implement career path mapping to demonstrate long-term prospects for people entering the sector.
- We also need to see more efficient staff onboarding process, greater focus on competency-based training; moving to more online training and assessments that will improve speed, flexibility, and efficiency. Mutual recognition by authorities of security training and employee background records will expedite and reduce redundant processes.
- The industry will benefit from more standardized processes. A ground handler staff at one airport can't work at another airport despite of moving jobs within the same company and with same description. Therefore, a greater standardization will improve performance, provide employment flexibility, broader career options and brings operational efficiencies in ground operations. A "training passport" that mutually recognizes skills and training across ground handlers, airlines and/or airports is also under development.
- Lastly, we must adopt new technologies and automated processes. These will help streamline our operations but will also create diverse job opportunities and career paths to attract a new generation talent.

Ground operations and regulations

IATA in cooperation with industry SMEs reviewed the draft EU Ground Handling rules that comprised of:

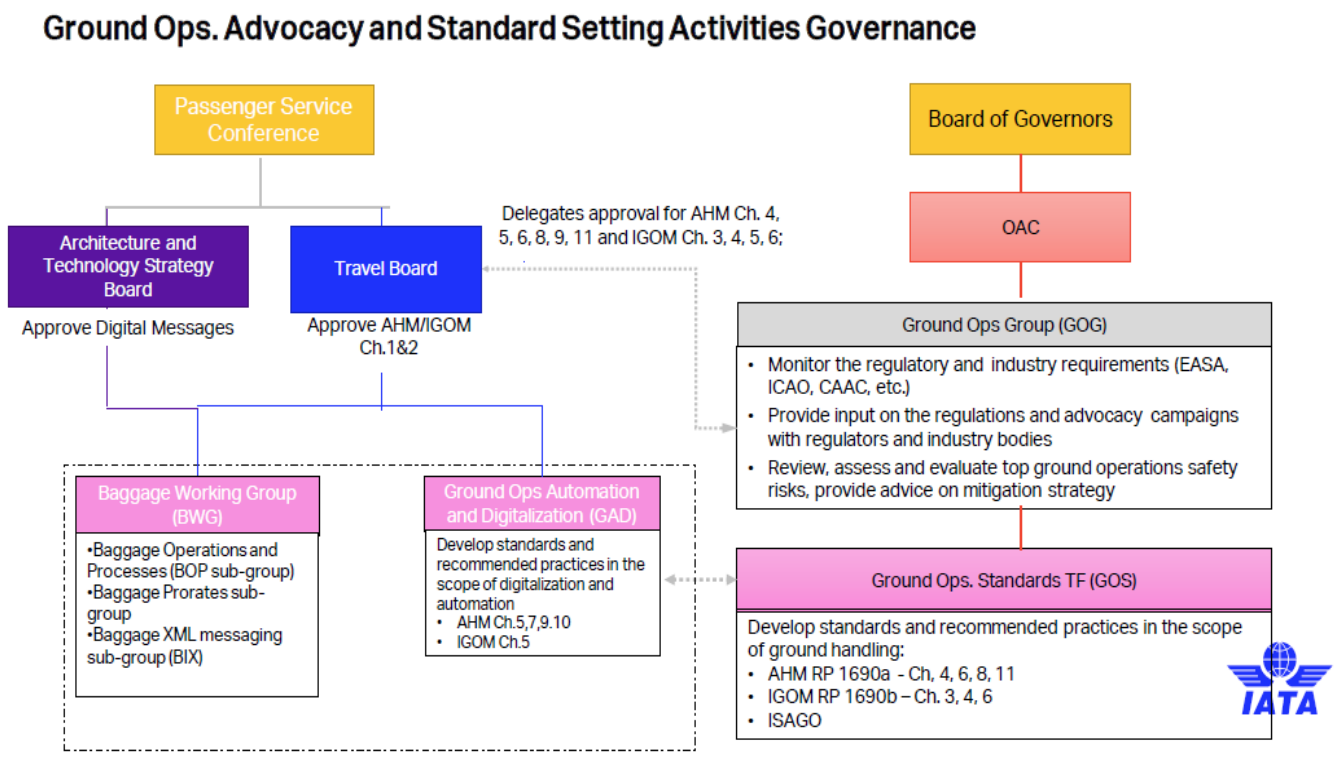
1. Draft GH Cover Regulation
2. Draft Annex II Authority Requirements (ARGH)
3. Draft Annex III Organisation Requirements (ORGH)
4. Draft Annex IV Operational requirements (GH.OPS)

The feedback can be summarized as follows:

- The draft Regulation is far too detailed and granular for a regulation that requires GHSPs to submit a declaration of their services and management. The AMCs and GMs included are too detailed and too prescriptive.
- The whole documentation set is mentioning "industry standards" however without specifying them clearly and describing them and pointing out any issues or limitations of the existing standards. Still the Working Document starts with questioning the validity and adequacy of the industry standards in an attempt to justify the introduction of an EU Regulation for ground handling.
- Referencing industry standards is way to go for any regulation however, aircraft operator final responsibility to define their ground handling procedures can't be neglected and must be taken into consideration.
- The Airlines were expecting that the proposed Regulation would focus only on the top safety relevant processes – and not cover or endeavour to explain how is ground handling performed.
- The Regulation should enable the industry to adjust their processes when necessary and not to stick to a regulation that might not reflect the actual (technical) opportunities. Entering into details on "how" and inserting those details in hard law or even AMCs would generate a lagging regulation which is always behind the latest developments in the industry. This is the only way the regulation will remain relevant.
- The Regulations shall take into consideration the present responsibility the aircraft operator has in relation to outsourced ground handling services and not create duplicate oversight and directions coming from authorities, airlines, and aerodromes.
- The industry (airlines and IATA) was concerned with the amount of resources needed for this additional GHSP surveillance. There is a need for more risk-based approach and also to consider extended period for the Authority surveillance program such as 60 months instead of 48 months, especially when complemented by industry program audits and aircraft operators' oversight.

5. Ground Operations' governance review and proposal

The below Scheme 1 reflects the present governance within ground operations.



Scheme 1

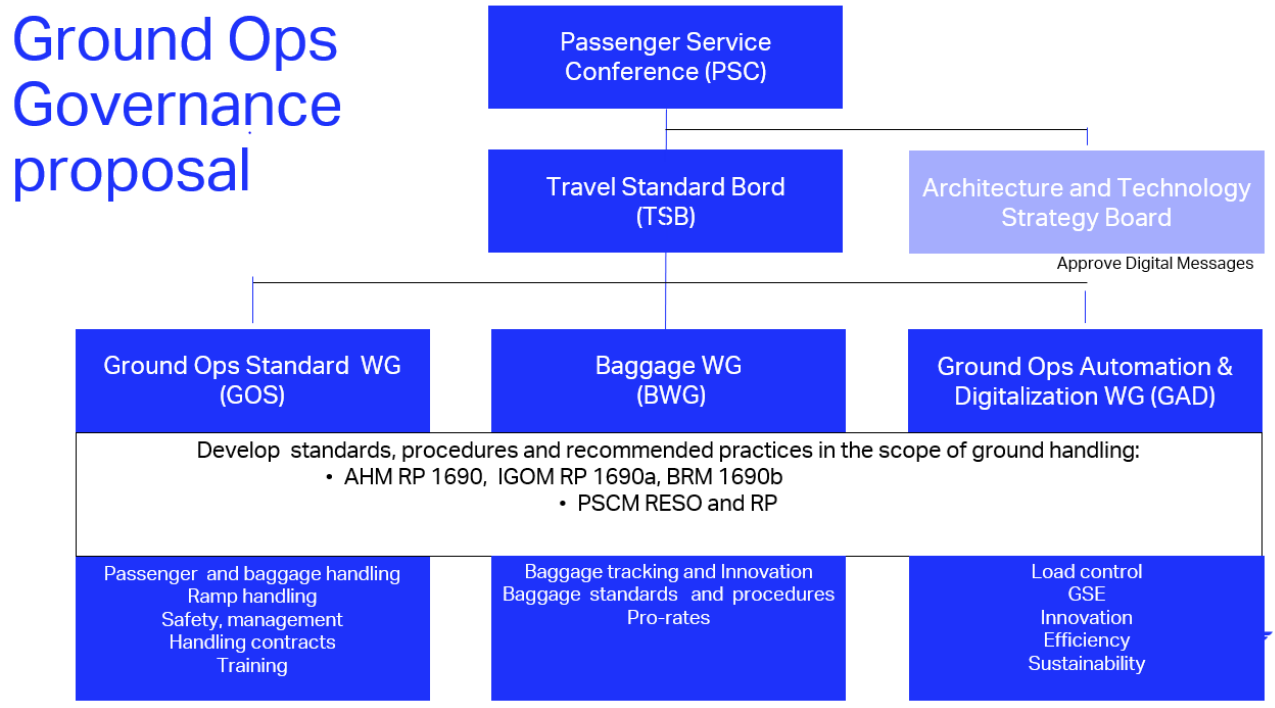
The present governance reflects the following:

- Standard setting activities are split between TSB and OAC (Operations Advisory Council)
- AHM and IGOM approval is delegated from TSB to GOG (Ground Operations WG) as the only working group (WG) under OAC that approves some RPs
- GOS TF and GAD WG despite of having same remit in relation to AHM/IGOM content development and update, the GOS is Task Force under GOG while GAD is WG under TSB.
- Airlines' membership in GOS/GAD and GOG is very similar and therefore the AHM/IGOM approval is duplicated, once completed on GOS and GAD level and then second time on GOG level.

The proposed changes are comprised of:

- Standard setting activities to remain under PSC/TSB and not to be shared with OAC
- GOS/GAD both to be defined as working group (WG) under TSB/PSC
- GOS/GAD WGs to be the approval bodies for AHM/IGOM and changes reporting directly to TSB/PSC
- GOG WG under OAC would remain as is, advising on strategies, goals and priorities, advocacy effort, global positions and policies, and implementation plans related to ground operations

The below Scheme 2 reflects the governance modifications.



Scheme 2

Benefits

- All Ground Ops working groups developing the standards, Resolutions and RPs will be consolidated under TSB/PSC
- Better visibility on the standards setting activities
- Separation of standards development from the strategy setting and implementation initiatives
- Streamline of development and approval of the ground ops standards

Action

Conference to note the report.

Item D4: Groups active under the Travel Standards Board

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Submitted by: Louise Cole, Head Customer Experience and Facilitation, IATA, Secretary of the Travel Standards Board (colel@iata.org)

Background

The Board may establish Groups to manage specific areas of standards, as described in Paragraph 3.1 of Resolution 009.

> **3.1 Establishment of Groups Reporting to Boards**
>
> **3.1.1** Such groups shall exist only where these have been established by a Board.
> **3.1.2** The Board shall grant the Group a mandate which may not exceed a period of one year, at which point the Group may be renewed by the Board for a maximum of 12 months. A group may be renewed as many times as required.
> **3.1.3** Each Group shall have a Terms of Reference establishing the scope, working procedures, voting processes and anticipated meetings.
> **3.1.4** The Board may disband a Group at any time.
> **3.1.5** A Group should be established where there is a requirement to perform actual development activity across a specific area of standards. This may be established on the basis of a discrete function, or an existing body of standards that require an identifiable area of expertise. The structure of Groups should maximize efficiency and reduce duplication.
> **3.1.6** Each Group should follow a Work Plan that will be presented to and endorsed by the Board if renewal is sought.

Continuation of Groups

Pending approval of Agenda Item A9.1, the Groups listed above will continue the tasks outlined in their work plan until the transition and set-up phase of the PSC Evolution is complete. Part of the set-up phase will be for new Boards to evaluate and rewrite, where necessary, the Terms of Reference set for all Working Groups under the Management Boards. *Current Terms of Reference are included for your information only.*

The Board is currently responsible for the following working groups: Common Use, Facilitation, Baggage, DCS, Fuel, and AIDX.

The scope of the Groups are as follows:

Group name	Scope (from Terms of Reference)	Terms of Reference Attachment
Common Use Group	Deals with matters concerning Common Use Self Service (CUSS-RP1706c), Common Use Passenger Processing Systems (CUPPS-RP1797), Bar Coded Boarding Pass (BCBP-RESO 792), Common Use Web Services (CUWS-RP 1741), and IATA Technical Peripheral Specifications (formerly AEA) (ITPS-TSG).	A_D4
Facilitation Group	Deals with matters concerning passenger facilitation, contactless journey, and the exchange of information between airlines and other stakeholders including airports and governments.	B_D4
Baggage Working Group	Deals with matters concerning passenger baggage processes. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable.	C_D4

Departure Control System Group	Deal with matters concerning passenger Departure Control System (DCS) processes. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable.	D_D4
Fuel Data Standards Groups	Deal with matters concerning the development and maintenance of data standards to facilitate aviation fuel processes in an efficient and effective manner, including the associated business requirements. Review and endorse proposals to create or amend standards governing these processes, according to the methodology described in Appendix II of these document. Ensure that proposals align with existing standards and the requirements are documented with a corresponding change to the Implementation Guide where applicable.	E_D4
Baggage Steering Group	Deal with matters concerning the development of baggage standards. Review and develop proposals from the Travel Board in the area of baggage collaboration, infrastructure and data. Review the workplan of the baggage working group (BWG) to ensure alignment to overall standards strategy. Review and endorse non-standard related guidance materials such as implementation guides, fact sheets, etc.	F_D4
Aviation Information Data Exchange (AIDX)	Aviation Information Data Exchange (AIDX) is the global XML messaging standard for exchanging flight data between airlines, airports, and any third party consuming operational data. AIDX is generally used in the operational window of a flight, but there are implementations that have extended AIDX messaging considerably beyond this temporal scope. AIDX is endorsed as a standard by: • IATA Recommended Practice 1797A • ACI Recommended Practice 501A07 • ATA Recommended Practice 30.201A The current release of AIDX is a standard for SESAR A-CDM (Airport Collaborative Decision Making) information exchange, ACI ACRIS A-CDM Web Services and supported as the data exchange standard for A-CDM by ICAO (ICAO A-CDM Implementation Plan, Asia Pacific). The mandate of the group is: • Deal with matters concerning the development and maintenance of AIDX data standard to facilitate exchanging flight data between airlines, airports, and any third party consuming operational data, including the associated business requirements. • Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable.	G_D4

Ground Operations Automation and Digitalization	Digital standards in the scope of Airside Operations (e.g. Aircraft-Turnaround, Load Control, De-Icing, Loading; Ground Support Equipment and Aircraft Interface) Develop best practices for ramp automation (e.g. autonomous vehicles, ramp infrastructure) Develop and update of relevant sections of the IATA Airport Handling Manual (RP 1690A) Develop and update IATA Ground Operations Manual Section 5 (RP 1690B) Develop and updated digital standards to be endorsed by IATA Architecture and Technology Strategy Board under the provisions of Resolution 009.

Action

The active groups are established under the authority of the Board, and are presented for the Conference to note

Attachment A_D4: Common Use Group (under Travel Standards Board) Terms of Reference

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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.

Group name	**Common Use Group (CUG)**
Reports to	Travel Standards Board (TSB)
Role / Mandate	Common Use will provide flexibility of choice to deploy services based on interfaces adhering to industry standards. 1. Deal with matters concerning: • Common Use Self Service (CUSS), the specifications and standards for multiple airlines sharing one physical self-service kiosk. (RP1706c) • Common Use Passenger Processing Systems (CUPPS), the range of services, specifications and standards enacted to enable multiple airlines, service providers or other users to share physical check-in or gate podium positions whether simultaneously or consecutively. (RP1797) • Bar Coded Boarding Pass (BCBP), the required characteristics of the data elements and format of the Bar Code on the Boarding Pass. (RESO 792) • Common Use Web Services (CUWS), the standardization of data exchange supporting common use self-service bag drop and different touchpoints through the use of web services technology. (RP 1741) • IATA Technical Peripheral Specifications (formerly AEA) (ITPS-TSG), the maintenance of the specification that describes all exchanges of Departure Control Systems (DCS) to device communication and all device responses supporting Boarding Pass Printer (ATB), Baggage Tag Printers (BTP), Boarding Gate Readers and Self-Boarding Gates (BGR and E-Gates), SBD (Self-Baggage Drop) and SD (Scale Device). 2. Review and endorse proposals to create or amend standards governing these processes, including data exchange standards for passenger data. 3. Review and approve proposed additions, changes and deletions to standards including RP1706c, RP1797, RP1741 and Resolution 792 on BCBP as well as any future standards relating to common use environment. 4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. 5. Liaise closely with other bodies, including Airlines for America (A4A), Airports Council International (ACI) and IATA Committees impacting on Common Use Standards 6. Maintain a work plan and report regularly to Travel Standards Board.
Period of effectiveness	Effectiveness extended for a further 12 months from 1 November 2022

Participation	The Common Use Group is opened to all IATA airline members or organizations that are members of the Strategic Partnership program with the Passenger Experience or Common Use area of involvement.
	
	Members
	• The CUG works closely with IATA member airlines, IATA Strategic Partners as well as Industry Associations with the Passenger Experience or Common Use area of involvement.
	• The CUG shall elect a Chairperson and a Vice-Chair (or Co-Chairs) that will propose to the Management Group any task forces or technical solution groups to work on tasks to meet its deliverables.
	• The CUG is currently composed of the following sub-groups:
	  • Technical Solution Group CUSS
	  • Technical Solution Group CUPPS
	  • Technical Solution Group Common Use Web Services
	  • IATA Technical Peripheral Specification
	  • Bar Coded Boarding Pass (BCBP) group of experts

Eligibility for Participation	• IATA Member Airlines • Airports • Governments • Strategic Partners participating in the Strategic Partnerships program with the area of involvement of Passenger experience or Common Use. Or any other organizations subject to the approval of the Chairs and IATA.
Meetings	**Due to the Covid-19 pandemic, no face-to-face meeting occurred in 2020-2021 and have been replaced by virtual sessions/calls.* • The CUG will meet at least twice annually on a face-to-face basis, coinciding with the PEMG meeting. • The CUG may arrange additional meetings outside of this schedule as required. • Each sub-group could also schedule some additional meetings if required. • Additionally, conference calls may be arranged at the CUG level and subgroup level to progress work streams as required. • The agenda for the meetings will be proposed by the IATA CUG facilitator and validated with the CUG at least 14 days prior each meeting. • All topics discussions and decisions reached shall be formalized in meeting minutes and circulated within a maximum of one month from the meeting date.
Working Groups	The CUG may establish and disband temporary sub-groups to investigate or develop proposals or achieve specific tasks on the Group's work plan, in concurrence with the secretary. The CUG is currently composed of the following subgroups: • Technical Solution Group Common Use Self Service (CUSS-TSG) • Technical Solution Group Common Use Passenger Processing Systems (CUPPS-TSG) • Technical Solution Group Common Use Web Services (CUWS-TSG) • IATA Technical Peripheral Specifications (ITPS-TSG) • Bar Coded Boarding Pass (BCBP) group of experts

Officers	• The CUG shall elect a Chairperson and a Vice-chairperson (or Co-Chairs) for a term up to two years by a simple majority vote. Membership is renewable.
	• IATA Airline members are eligible for the Chairperson and vice-chair positions.
	• IATA members, ACI member airports and IATA Strategic Partners may vote.
	• There needs to be one vote per organization and per category in order to be valid.
	• If a CUG Chairperson/Vice-chairperson cannot complete their term, a new election for a Chair or Vice-Chairperson would be held.
	• The CUG Chairperson and Vice-chairperson commit to attend:
	  • At least half of the face-to-face meetings per annum to ensure continuity.
	  • The majority of conference calls in a given calendar year.
	• Any member of the subgroups could be nominated for a lead and co-lead position.
	• Each subgroup will elect a lead and co-lead for a term up to two years that can be renewable.
	• The leads and co-leads of subgroups commit to attend the majority of meetings and conference calls. In case of low participation, new elections would be held.
	• The role of the lead/co-lead of a Common Use subgroup requires the following:
	  • Propose an agenda for meetings and conference calls
	  • Drive subgroup discussions during meetings and conference calls
	  • Produce minutes of meetings and conference calls in a timely manner and
	  • Report back on the subgroup activities during the CUG monthly (quarterly) conference call.
	• Leads and co-leads cannot cumulate roles and be a CUG chair/vice-chair.

Profile of delegates	Named delegates should have current experience and day-to-day involvement in common use processes.
Quorum	n/a
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority. Each organization may exercise only one vote, and abstentions are not counted. IATA members and IATA Strategic Partners may vote. Where activity is joint with A4A, a separate A4A vote will be held for applicable items. The members of the CUG commit to attend the majority of meetings and conference calls. In case of low participation, the leads/co-chairs of the CUG can terminate a participant and find a new participant. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. Any Member airline may also 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).

	A minimum of 6 votes is required for a decision to be valid, with at least one vote per organization type represented amongst the named group members (airline, airport, Strategic Partner).
Endorsement of standards	Standards endorsed by a majority vote will be presented to the Travel Standards Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment B_D4: Facilitation Group (under Travel Standards Board) Terms of Reference

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Group name	**Facilitation Group (FG)**
Reports to	Travel Standards Board (TSB).
Role / Mandate	The Facilitation Group (FG) provides solutions to improve the current passenger process including in the area of efficiency, passenger data transmission, identity management, immigration, accessibility. Border management and other requirements related to police, custom, agriculture and health controls have an impact on airlines operations and passenger process time. 1. Deal with matters concerning passenger facilitation, and the exchange of information between airlines and other stakeholders including airports and governments. 2. Review and endorse proposals to create or amend standards governing these processes, including data exchange standards for passenger data. 3. Streamline the passenger process from booking to destination. 4. Ensure passenger process is facilitated also for persons with reduced mobility and disabilities 5. Address situation of disruptions and provide guidance for carriers in such circumstances 6. Advocate for an effective regulatory framework which supports a sustainable aviation industry and promote safe, secure and seamless passenger travel. 7. Develop strategy and tools for effective communications and information sharing. 8. Develop a streamlined management of the passenger's identity through the process 9. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. The group provides guidance to the travel board.
Period of effectiveness	Effectiveness extended for a further 12 months from 1 November 2022
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers. Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings.
Eligibility for Participation	• IATA Member Airlines • Airports • Governments

	• Strategic Partners participating in the Strategic Partnerships program with the area of involvement of Passenger experience, Disruption management or Passenger Accessibility. Or any other organizations subject to the approval of the Chairs and IATA.
Meetings	Scheduled as required, minimum of one per year.
Working Groups	The group may establish and disband temporary sub-groups to investigate or develop proposals or achieve specific tasks on the Group's work plan, in concurrence with the secretary. The following Working Groups are hereby established: • Control Authority sub-group • One ID Advisory Group / One ID Expert Group • PNRGOV sub-group • PAXLST Sub-group • Passenger Accessibility Process (Task Force) • Disruption Management (Task Force) • IGOM Chapter (Task Force)
Officers	A Chair will be elected from a group member representing a Government. The Chair is elected for a period of 2 years, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of the Chair. IATA provides the secretariat.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in passenger facilitation.

Attachment C_D4: Baggage Working Group (BWG) (under Travel Standards Board) Terms of Reference

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Group name	**Baggage Group**
Reports to	Travel Standards Board and governed by the Baggage Steering Group (re-established in 2021)
Role / Mandate	1. Deal with matters concerning passenger baggage processes. 2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable. 3. Review and improve industry standards with respect to reducing interline baggage mishandling as regards to baggage messages, and bag tag construction. 4. Identify any cross-functional issues related to baggage messaging that need to be resolved outside the BWG and Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. 5. Review and endorse proposals to amend: Resolution 709, 739-746, 751-754; and Recommended Practice 1739-1740e, 1743a-1751, 1752a, and 1754. 6. Maintain a work plan and report regularly to Airport Services Group.
Period of effectiveness	Effectiveness extended for a further 12 months from 1 November 2022
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers. **Members** Minimum 6, maximum 18 members. Where nominations exceed available vacant positions, the Airport Services Group will elect members into vacant positions. Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when absolutely necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf.

	Observers Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	• IATA Member Airlines • Airports • Governments • Strategic Partners participating in the Strategic Partnerships program with the area of involvement of Passenger experience or Common Use. Or any other organizations subject to the approval of the Chairs and IATA.
Meetings	Scheduled as required, minimum of one per year.
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. Groups are established as follows: • Baggage Information Exchange Group (BIX) • Electronic Baggage Tags Group (has been included in the BWG) • Lost and Found Group (has been included in the BWG) • Automation Group (has been included in the BWG) • RFID Group (has been included in the BWG) • Baggage Prorates Group (PRO) • Baggage Operations and Processes Group (NEW) • IGOM Chapter 2 (Task Force)
Officers	A Chair and Vice-Chair will be elected from group Members. The Chair and Vice-Chair will be elected for a period of 2 years, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. An IATA secretary will be provided by IATA Management and an A4A Secretary by A4A.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in airport services activities.
Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority of airline votes. Each airline may exercise only one vote, and abstentions are not counted. Where activity is joint with A4A, a separate A4A vote will be held for applicable items. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot.

	Any Member airline may also 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). The agenda of any Group 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.
Endorsement of standards	Standards endorsed by a majority vote will be presented to the Travel Standards Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment D_D4: Departure Control System Group (DCSG) (under Travel Standards Board) Terms of Reference

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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.

Group name	**Departure Control System Group (DCSG)**
Reports to	Travel Standards Board The Airport Services Group (ASG) has been dissolved by the Travel Standards Board on April 9, 2020.
Role / Mandate	1. Deal with matters concerning passenger Departure Control System (DCS) processes. 2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable. 3. Review and endorse proposals to amend: Resolution 708; and Recommended Practice 1706a, 1706b, 1707a-1719e (overseen by the DCS Messaging Working Group) 4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. 5. Maintain a work plan and report regularly to Airport Services Group.
Period of effectiveness	Effectiveness extended for a further 12 months from 1 November 2022
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers. **Members** Minimum 6, maximum 18 members, with a minimum of 2 IATA or A4A airline members. Where nominations exceed available vacant positions, the Airport Services Group will elect members into vacant positions. Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when absolutely necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. **Observers** Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	IATA Member Airlines

	A4A Member Airlines Strategic Partners in the Travel Standards Strategic Partnerships program. Or any other organizations subject to the approval of the Chair and IATA.
Meetings	Scheduled as required, minimum of one per year.
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	A Chair and Vice-Chair will be elected from group Members. The Chair and Vice-Chair will be elected for a period of 2 years, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. An IATA secretary will be provided by IATA Management and an A4A Secretary by A4A.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in airport services activities.
Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority of airline votes. Each airline may exercise only one vote, and abstentions are not counted. Where activity is joint with A4A, a separate A4A vote will be held for applicable items. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. Any Member airline may also 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). The agenda of any Group 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.
Endorsement of standards	Standards endorsed by a majority vote will be presented to the Travel Standards Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment E_D4: Fuel Data Standards Group (FDSG) (under Travel Standards Board) Terms of Reference

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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.

Group name	**Fuel Data Standards Group (FDSG)**
Reports to	Travel Standards Board. Receives business input, guidance and support from the Commercial Fuel Working Group (CFG), under the Sustainability and Environment Advisory Council (SEAC).
Role / Mandate	Deal with matters concerning the development and maintenance of data standards to facilitate aviation fuel processes in an efficient and effective manner, including the associated business requirements. Review and endorse proposals to create or amend standards governing these processes, according to the methodology described in Sub-item D4.7.1. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to the Implementation Guide where applicable. Review and endorse proposals to maintain and/or amend: Fuel Invoice Standard; Fuel Transaction Standard; Fuel Operational Standard (formerly known as Pre-Transaction Standard); Fuel Tender/Bid Standard; Fuel Code Directory Identify digital transformation opportunities and drive industry movement towards leveraging these. Steer fuel digital projects to ensure project completion and success. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. Maintain a work plan, report regularly to the Travel Standards Board, and inform the CFG.
Period of effectiveness	The Group is effective from 1 November 2022, for a period of 12 months, and may be disbanded by the Travel Standards Board at any time.
Participation	To participate in the Group, organizations must either be Members of the group, or participate as Observers.

	Members Minimum 10, maximum 20 organizations will be elected as Members, of which a minimum of 6 must be IATA Member Airlines Membership of the Group is, subject to the discretion of the Group Chair and the IATA Secretary, to ensure a fair representation of airlines and other relevant industry partners. Application for membership to this Group can be made in written form or by e-mail to the IATA Secretary of the Group. Member organizations must commit to active participation of one designated and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during the term only when absolutely necessary. Any organization which fails to attend 2 consecutive meetings (including scheduled telephone calls without providing an alternate) may forfeit its membership in the Group, subject to the decision of the Group Chair and IATA Secretary. Observers Any organization eligible for participation but which is not a member may attend any meeting as an observer, and access any materials from meetings, subject to the approval of the Group Chair and IATA Secretary.
Eligibility for Participation	IATA Member Airlines Strategic Partners participating in the areas of Fuel Services, Technical Fuel, or Aviation Support Services. Any other relevant organization subject to the approval of the Group Chair and IATA Secretary.
Meetings	Quarterly meetings will be scheduled (as required by the work plan and in concurrence with the IATA Secretary), of which at least two meetings are expected to be face to face. IATA shall have the responsibility to coordinate meetings of the Group including the preparation of the agenda for and reports of the meetings, and arrange for appropriate support services (for example, legal and technical support).
Focus Groups	The Group may establish and disband temporary focus groups to investigate or develop proposals or achieve specific tasks on the Group's work plan, in concurrence with the IATA Secretary.
Officers	A Chair and Vice-Chair will be elected from Group Member delegates representing airlines. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a term of 3 years, with an expected rotation after 2 terms. All airlines which are members of the Group will be eligible to vote in the election of Chair and Vice-Chair. A Secretary will be provided by IATA Management.

Profile of delegates	Named delegates should have relevant experience and day-to-day involvement in the following areas: Fuel procurement/sales Fuel ticketing & invoicing Fuel operations IT services
Quorum	A quorum of 50% of airline members of the Group or five (5) airlines, whichever is higher, is required for voting to be valid.
Voting (Excluding the election of Chair and Vice-Chair).	Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. Any airline member of the Group may attend any meeting of the Group and may participate in any vote at meetings where they attend. Any airline member of the Group may participate in an online ballot by notifying the IATA Secretariat in advance. Decision making is by majority vote of member airlines of the Group participating in the vote. Each airline may exercise only one vote, and abstentions will not be counted. Each member of the Group shall be obliged to make a declaration of interest or conflict of interest if in its view a matter being deliberated or voted by the Group is a matter in which the member, in his personal capacity, or the organization he or she represents, has a personal or direct financial interest in the outcome. This obligation shall be without prejudice to the right of IATA to make an appropriate intervention and subsequent determination, if in its view, there was sufficient evidence of a potential conflict of interest. A member who makes such a declaration, or in whose respect an equivalent determination is made by IATA, shall not participate in the deliberation or voting of the relevant matter. The agenda of any Group meeting will be posted at least 14 days before the meeting, and minutes will be published within 15 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 members of the Group.
Endorsement of standards	Standards endorsed by a valid vote will be presented to the Travel Standards Board for approval. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the Travel Standards Board and adoption at the Passenger Services Conference as required.
Conditions for Use and Intellectual Property	Conditions for use of the IATA fuel standards and associated materials, as well as intellectual property rights are described in Sub-item D4.7.2.

Attachment F_D4: Baggage Steering Group (under Travel Standards Board) Terms of Reference

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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.

Group name	**Baggage Steering Group (BSG)**
Reports to	Travel Standards Board (TSB)
Role / Mandate	1. Deal with matters concerning passenger baggage processes. 2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable. 3. Review and endorse proposals to amend: a. Resolution 709, 739-746, 751-754; and Recommended Practice 1739-1740e, 1743a-1751, 1752a, 1754 (overseen by the Baggage Working Group) 4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required. 5. Maintain a work plan and report regularly to Travel Standards Board.
Period of effectiveness	Effectiveness for a period of 12 months from 1 November 2022
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers. **Members** Minimum 9, maximum 18 IATA airlines. Where nominations exceed available vacant positions, the Travel Standards Board will elect members into vacant positions. Members will be elected for a period of 2 years, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when absolutely necessary. The named delegate may not appoint a proxy from within their organization to attend meetings on their behalf. **Observers** Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings.

	Where this organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	IATA Member Airlines Or any other organizations subject to the approval of the Chair and IATA.
Meetings	Scheduled as required, minimum of one per year.
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. One working group is established with their own terms of reference: • Baggage Working Group (BWG)
Officers	A Chair and Vice-Chair will be elected from group Members. The Chair and Vice-Chair will be elected for a period of 2 years, subject to the group's mandate continuing. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. An IATA secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in airport services activities.
Quorum	A quorum of 51% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by majority. Each airline may exercise only one vote, and abstentions are not counted. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. For an online ballot, a two-thirds majority is required, and the ballot will remain open for 21 days. Any Member airline may also 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). The agenda of any Group 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.
Endorsement of standards	The role of the steering group is to guide the activities of the Baggage Working Group. It is not anticipated that the Baggage Steering Group will create standards, however they may sometimes amend standards from the Baggage Working Group. Standards endorsed by a majority vote will be presented to the Travel Standards Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Attachment G_D4: Aviation Information Data Exchange Group (under Travel Standards Board) Terms of Reference

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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.

Group name	**Aviation Information Data Exchange (AIDX)**
Reports to	Travel Standards Board

Role / Mandate	Aviation Information Data Exchange (AIDX) is the global XML messaging standard for exchanging flight data between airlines, airports, and any third party consuming operational data. AIDX is generally used in the operational window of a flight, but there are implementations that have extended AIDX messaging considerably beyond this temporal scope.
	
	AIDX is endorsed as a standard by:
	• IATA Recommended Practice 1797A
	• ACI Recommended Practice 501A07
	• ATA Recommended Practice 30.201A
	
	The current release of AIDX is a standard for SESAR A-CDM (Airport Collaborative Decision Making) information exchange, ACI ACRIS A-CDM Web Services and supported as the data exchange standard for A-CDM by ICAO (ICAO A-CDM Implementation Plan, Asia Pacific).
	
	The mandate of the group is:
	• Deal with matters concerning the development and maintenance of AIDX data standard to facilitate exchanging flight data between airlines, airports, and any third party consuming operational data, including the associated business requirements.
	• Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable.
	• Review and endorse proposals to maintain and/or amend:
	  ○ AIDX data standard.
	  ○ AIDX Implementation Guide.
	  ○ AIDX Sample messages.
	• Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees including but not limited to:
	  ○ Fuel Data Standards Group (FDSG) under Travel Standards Board.
	  ○ Ground Operations Automation and Digitalization (GAD) Group under Travel Standards Board.
	  ○ Total Airport Management (TAM) Working Group under Safety, Flight, and Ground Operations Advisory Council (SFGOAC).
	  ○ Architecture and Technology Strategy Board (ATSB) under the Passenger Standards Conference (PSC).
	• Maintain a work plan and report regularly to the Travel Standards Board.

	• Incorporating change requests to meet changing and new business requirements (e.g., Supporting the evolution of A-CDM towards Total Airport Management 'TAM'). • Cross-domain alignment and harmonization with other information exchange data models (e.g., IATA Airline Industry Data Model (AIDM), AIRM supporting the FIXM message).
Period of effectiveness	The group is effective from April 2022 for a period of 12 months and may be dismantled by the Travel Standards Board at any time.
Participation	**Members** Minimum 8, maximum 18 organizations will be elected as Members, of which a minimum participation of 51% must be IATA Members Airlines. Membership of the Group is subject to the discretion of the Group Chair and the IATA Secretary to ensure a fair representation of airlines and other relevant industry partners. Application for membership to this Group can be made by completing the online Nomination Form (link here). Member organizations must commit to active participation of one designated and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during the term only when necessary. Any organization which fails to attend 2 consecutive meetings (including scheduled telephone calls without providing an alternate) may forfeit its membership in the Group, subject to the decision of the Group Chair and IATA Secretary. Where nominations exceed available vacant positions, the Group Chair and the IATA Secretary will elect members to vacant positions as required. **Observers** Any organization eligible for participation but which is not a member may attend any meeting as an observer, and access any materials from meetings, subject to the approval of the Group Chair and IATA Secretary. Where this organization is an IATA Member Airline, they may also participate in any vote.
Eligibility for Participation	• IATA Member Airlines • Regional Airlines Association • Airports and ANSPs • Strategic Partners participating in the Aircraft and Airline Operations program, or in the Ground Operations program. • Or any other organizations subject to the approval of the Group Chair and IATA Secretary.
Meetings	Quarterly meetings will be scheduled (as required by the work plan and in concurrence with the IATA Secretary), of which two meetings are expected to be face-to-face (as applicable). IATA shall have the responsibility to coordinate meetings of the Group including the preparation of the agenda for and reports of the meetings, and arrange for appropriate support services (for example, legal and technical support), or to

	delegate to members of the group as may deem appropriate to progress with the work schedule.
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	A Chair and Vice-Chair will be elected from group Members representing airlines. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a maximum period of 24 months, with an expected rotation after 3 terms. All airlines who are members of the Group will be eligible to vote for the election of Chair and Vice-Chair. A Secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the following areas: • Airlines Operations • Airport and ANSP Operations • Air Traffic Flow Management (ATFM) • Fueling operations • Aircraft Turnaround • Flight Disruption • Airport Collaborative Decision Making (A-CDM) • Airport Resource Requirement
Quorum	A quorum of 50% of airline members of the Group or three (3) airlines, whichever is higher, is required for voting to be valid
Voting (Excluding the election of Chair and Vice-Chair).	Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot. Any airline member of the Group may attend any meeting of the Group and may participate in any vote at meetings where they attend. Any airline member of the Group may participate in an online ballot by notifying the IATA Secretariat in advance. Decision-making is by majority vote of member airlines of the Group participating in the vote. Each airline may exercise only one vote, and abstentions will not be counted. Each member of the Group shall be obliged to make a declaration of interest or conflict of interest if in its view a matter being deliberated or voted by the Group is a matter in which the member, in his personal capacity, or the organization he or she represents, has a personal or direct financial interest in the outcome. This obligation shall be without prejudice to the right of IATA to make an appropriate intervention and subsequent determination, if in its view, there was sufficient evidence of a potential conflict of interest. A member who makes such a declaration, or in whose respect an equivalent determination is made by IATA, shall not participate in the deliberation or voting of the relevant matter. The agenda of any Group meeting will be posted at least 14 days before the meeting, and minutes will be published within 15 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 members of the Group.
Endorsement of standards	Standards endorsed by a valid vote will be presented to the Travel Standards Board for approval. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required. Within the Fuel Data Standards Group (FDSG), the Fuel Operational Standard has been developed as part of the Aviation Information Data Exchange (AIDX) and is not a standalone fuel specific standard. Change requests from the FDSG affecting the AIDX standard are submitted to the AIDX Group for voting.

Appendix I
Changes and Versioning methodology

1. Change procedure

1.3 The overall objective of the Group is to keep the standards as stable as possible.

1.4 Any organization, including IATA Member airlines and Strategic Partners that are using the standards or has commenced implementation of the standard may request changes to the schemas.

1.5 Such change requests must be in writing addressed to the secretary of the Group and substantiated with a formal "Change Request Form".

1.6 On receipt of the formal Change Request Form the Secretary will inform the Group or the relevant sub-group for consideration.

1.7 The decision of the Group will be communicated to the party requesting the change.

1.8 In the event that the Group decides to implement the change, the change will be executed and communicated to all relevant parties.

2. Invoice, Transaction and Tender/Bid Standards

2.3 Three categories of changes can be implemented. Each of them will require a different level of approval before they are implemented.

2.3.1 Changes to the schema:

- Minor change: Changing a comment - will be at IATA's discretion
- Medium change: Additions to the schema that are optional - will be agreed by the AIDX Group or by one of its sub-groups as determined by the Group.
- Major change: Removing fields or making structural changes - will be agreed by the AIDX Group

2.4 For each change or group of changes approved by the Group, the version of the standard will be updated accordingly.

2.4.1 Version Convention:

- Minor version changes - increase the second position after the dot (V1.0.X)
- Medium version changes - increase the first position after the dot (V1.X.0)
- Major version changes - change the first position before the dot (VX.0.1)

The Group recognizes the latest major version of the Standards and the previous major version of the Standards. Only the most recent medium or minor versions of the latest and immediate previous major versions are supported. Only the most recent version of a standard is eligible for a schema change. For older supported versions, only the documentation may be updated.

Appendix II
Intellectual property

1. IATA retains all ownership, title and interest, including all applicable intellectual property rights in and of all deliverables of the Group, including but not limited to data standards, implementation guides, templates, meeting agendas, and meeting minutes.

2. The Group members assign to IATA any and all applicable intellectual property rights it may have in the data standard, or other written materials produced jointly by the Group members in the context of the activities of the Group, and hereby recognizes IATA's ownership, title and interest in and of same.

Item D4.1: Report and Work Plan of the Baggage Steering Group, under the Travel Standards Board

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Submitted by: Getnet Taye, Senior Manager Global Baggage Operations and Innovation, Secretary of the Baggage Steering Group, tayeg@iata.org

Background

The Baggage Steering Group was re-established to provide a small group that can discuss the strategy for baggage standards. The group does not act as a governance body for the approval of standards, but as a sounding board for positions taken by IATA with regard to baggage operations.

1. Deal with matters concerning passenger experience, including the associated business requirements.
2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable.
3. Review and endorse proposals to amend (as required):
    a. All Resolutions and Recommended Practices under the responsibility of the Baggage Working Group
4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required.
5. Liaise with the Airports Council International ACI.
6. Maintain a work plan and report regularly to Travel Standards Board.
7. Review and endorses industry business cases for a new generation of passenger experience projects submitted by its working groups.
8. Propose new projects or the closure of existing projects subject to approval by the IATA Governance

Members of the Group

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

In addition to the airline members, there are airport members (Heathrow, Fraport) and A4A representatives and a representative from ACI (Airlines Council International) who bring their viewpoints to the committee.

Position	Airlines - Airports	Delegate name
1	Aegean	Timos Korosis
2 / BWG Chair	Alaska Airlines	Rick Nagy
3	Delta Airlines	David Hosford
4	Egyptair	Samir Soliman
5	KLM	Tarik Ennad
6	LATAM Airlines	Priscila Brijeiro De Oliveira
7	Lufthansa	Hans-Juergen Lehmann
8 / BWG Vice Chair	Lufthansa	Eleonore Wenzl-Bery
9	Scandinavian Airlines	Susanne Birge
10	South African Airways	Bali Mabela
11	United Airlines	Steven Tamrogolio
12 Observer - Designated	ACI World	Thomas Romig (VP)
13 Observer - Alternate	ACI World	Jean-Sebastien Pard
14 Observer	FRAPORT	Markus Mueller

Chair and Vice-Chair

The Baggage Steering Group (BSG) has been re-established in 2021 and will have meetings on a regular basis going forward. The BWG Chair, Rich Nagy (AS) and the BWG Vice-Chair, Eleonore Wenzl-Bery (LH) of the Baggage Working Group are members of the Baggage Steering Group and are actively attending meetings.

Group activity in 2022

The Baggage Steering Group has been consulted on a number of biweekly conference calls from August onwards to contribute to and review the IATA position on Industry Restart and the Program of Work for the Baggage Working Group.

A face-to-face meeting is scheduled on 6 and 7 December 2022 to establish a 3-year working plan.

Baggage Survey distributed and completed – results will be reviewed and discussed during face-to-face meeting.

Group adoption of standards

There are no Baggage Standards updated in this cycle.

Group Work Plan

Going forward the primary objective of the BSG will be to serve as an advisory board to the BWG. 3 years working plan will be delivered will be drafted after the face-to-face meeting

Action

Conference to note the report

Item D4.2: Report and Work Plan of the Baggage Working Group

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Submitted by: Rick Nagy, Alaska Airlines, Chair of the baggage Working Group, under the Travel Standards Board

Getnet Taye, Senior Manager Global Baggage Operations, Secretary of the Baggage Working Group, tayeg@iata.org

Background

1. The Baggage Group was established under the Travel Standards Board with a mandate to develop proposals on standards related to:

2. Deal with matters concerning passenger baggage processes.

3. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable.

4. Review and improve industry standards with respect to reducing interline baggage mishandling as regards to baggage messages, and bag tag construction.

5. Identify any cross-functional issues related to baggage messaging that need to be resolved outside the BWG and Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required.

6. Review and endorse proposals to amend (as required):

    a. **All Resolutions and Recommended Practices** under the responsibility of the Baggage Working Group. There are currently 19 Resolutions and 26 Recommended Practices.

7. Maintain a work plan and report regularly to Airport Services Group.

Members of the Group

The Terms of Reference of the Group allowed for a **core membership** of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. However, elections were not held, and the meetings were open to all members.

Over the past few months, the number of BWG members has grown to 190+ individuals and more than 40 airlines and almost 20 Strategic Partners from all regions.

BWG meetings are open to all Member airlines

Chair and Vice-Chair

Chair: Rick Nagy, AS
Vice-Chair: Eleonore Wenzl-Bery, LH

Group activity in 2022

Following the structural changes in IATA, the activities of BGW have been paused from May to November 2022.

Group adoption of standards

Proposed changes to standards and resolution s have been delayed for Q1 2023 under recommendation of the baggage steering group.

Group Work Plan

A 3-year work plan to be established by December 2022

Action

Conference to note report.

Item D4.3: Report and Work Plan of the Departure Control Systems Message (DCSM) Working Group

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Submitted by: Carole Rogotzke, Chair of the Departure Control Systems Message (DCSM) Working Group, under the Travel Standards Board

Ionut Badea, Senior Manager Shop-Order Standards, IATA (badeai@iata.org)

Secretary of Departure Control Systems Message (DCSM) Working Group

Background

The Departure Control Systems Message (DCSM) Working Group was established under the Travel Standards Board with a mandate to:

1. Deal with matters concerning passenger Departure Control System (DCS) processes.
2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards, and that requirements are documented with a corresponding change to Implementation Guidance where applicable.
3. Review and endorse proposals to amend: Resolution 708; and Recommended Practice 1706a, 1706b, 1707a-1719e (overseen by the DCS Message Working Group)
4. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required.
5. Maintain a work plan and report regularly to Airport Services Group.

Members of the Departure Control Systems Message (DCSM) Working Group

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

Position	Organization	Delegate name
1	Amadeus	Peter Butler
2	Air Canada (AC)	Gillian Rehbohm
3	Air India (AI)	Preet Kaur Singh
4	Alaska Airlines (AS)	Rosalie Hallenbeck
5	American Airlines (AA)	Margaret Brown
6	Delta Air Lines (DL)	Carole Rogotzke
7	EL AL Israel Airlines (LY)	Donna Bahar
8	JSC Sirena-Travel	Alexey Barinov
9	Travelport	Gary Bergstrom
10	Navitaire	Kevin Vandenberg
11	SITA	Atnafseged Kassa
12	Lufthansa	Achim Garz
13	Unisys	David Gulbradson
14	Travelsky	Li Jian
15	United	Alan Korulla
16	Air India	Preet Kaur Singh
17	Vacant	
18	Vacant	

Departure Control Systems Message (DCSM) Working Group activity in 2022

This year the Departure Control Systems Message (DCSM) Working Group has not yet met nor held any conference call activity due to lack of agenda items to be addressed. This group may have its mandate extended for a further 12 months by the Travel Standards Board (from 1 November 2022), but the future of this activity will be reviewed by the Board, in the light of other changes occurring within this domain, including One Identity, ONE Order and Inter-airline Through Check-in (IATCI) standards.

Departure Control Systems Message (DCSM) Working Group adoption of standards

There are no proposed changes submitted.

Departure Control Systems Message (DCSM) Working Group Work Plan

The work plan of the Departure Control Systems Message (DCSM) Working Group is empty at the time of this transmittal. Carriers are encouraged to participate in the groups activity and help build an industry work plan.

Action

Conference to note report.

Item D4.4: Report and Work Plan of the Common Use Group (CUG)

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Submitted by: Louise Cole, Head Customer Experience & Facilitation and Secretary of the CUG, colel@iata.org

Background

The Common Use Group was established under the Travel Standards Board with a mandate to deal with matters concerning

1. Common Use Self Service (CUSS), the specifications and standards for multiple airlines sharing one physical self-service kiosk.
2. Common Use Passenger Processing Systems (CUPPS), the range of services, specifications and standards enacted to enable multiple airlines, service providers or other users to share physical check-in or gate podium positions whether simultaneously or consecutively.
3. Bar Coded Boarding Pass, the required characteristics of the data elements and format of the Bar Code on the Boarding Pass.
4. Common Use Web Services (CUWS), the standardization of data exchange supporting common use self-service bag drop and different touchpoints through the use of web services technology.
5. IATA Technical Peripheral Specifications (formerly AEA) (ITPS-TSG), the maintenance of the specification that describes all exchanges of Departure Control Systems (DCS) to device communication and all device responses supporting Boarding Pass Printer (ATB), Baggage Tag Printers (BTP), Boarding Gate Readers and Self-Boarding Gates (BGR and E-Gates), SBD (Self-Baggage Drop) and SD (Scale Device).
6. Review and endorse proposals to create or amend standards governing technical specifications, including data exchange standards for passengers.
7. Review and endorse proposals to amend Resolution 792; and Recommended Practices 1706c, 1797 and 1741.
8. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required.
9. Maintain a work plan and report regularly to Travel Standards Board

Members of the Group

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development.

Despite this, the group was run as an open group, and Chairs (or Leads) were elected for each working group, as follows.

Position	Airline	Delegate name
1. CUWG Co-Chair	American Airlines	Tim McGraw
2. CUWG Co-Chair	Lufthansa	Thomas Jeske
3. CUSS-TSG Lead	Materna	Andreas Gehling
4. CUSS-TSG Lead	Lufthansa	Joachim Bauer
5. CUPPS-TSG Lead	RESA	Nadine Caramelle
6. CUWS-TSG Lead	GTAA	Ernest Eustache
7. CUWS-TSG Lead	Idemia	Mehdi Mansour
8. CUWS-TSG Lead	Collins Aerospace	Chris Hurley
9. CUPPS-TSG Lead (now vacant)	Lufthansa Systems	Dietrich Hasselhorn (retired August 2022)
10. ITPS-TSG Lead	Swiss Airlines	Thomas Schmitter
11. BCBP Lead	KLM	Peter Van Der Zon

Chair and Vice-Chair

At the first meeting of the Common Use Group, Tim McGraw from American Airlines and Thomas Jeske from Lufthansa were elected as Co-chairs. Under the Terms of Reference of the Group, these officers hold their positions for 2 years, subject to continued involvement in the group.

There was a vote taken in September 2021 during the virtual meeting and both Tim McGraw and Thomas Jeske Were voted to remain Co-Chairs of the Common Use Group as well as all the TSG leads.

Group activity in 2022

Meetings:

A number of virtual meetings occurred in 2022 for the technical sub groups of the Common Use Group. In addition, there were two virtual Common Use Group meetings.

A three-day hybrid meeting is scheduled for November 14th-16th in Montreal.

Work plan 2022

Strategy Roadmap for Common Use Standards:

In 2020 a team comprised of Airlines, Airports and Strategic partners volunteer to help create a long-term strategic framework and helping in the creation of a document that will be outlining the activities the Common Use Group will be undertaking in the next ten years in terms of standard definitions.

Virtual working sessions were held during 2022. However, a decision has been made to wait for the proposed Agile Governance changes for PSC before finalizing this work to ensure alignment in priorities.

CUSS Technical Specifications

The Technical Solution Group CUSS provided updates to the CUSS Technical Specifications. Version CUSS

The team is carrying on the work to develop the technical specifications of the next version CUSS Technical Specifications, version CUSS 2.0. The Alpha version was published in March 2021 and is currently available for our strategic partners to facilitate the platform development.

CUSS 2.0 is expected to be released in early 2023.

In 2023 program of work:

- Release of CUSS 2.0
- Development of Implementation Guidance

Important timelines for the new CUSS 2.0 Version

- CUSS 2.0 shall be capable of supporting CUSS 1.5 applications e.g. through an emulator technology
- Switch-over date shall be in 2023

Common use Web Services

The CUWS-TSG team updated the CUWS technical specification 2.0. The team focused on the work in the definition of Web Services beyond the basic function of self-service bag drop.

The work is now focusing on the development of basic functionalities using standard Application Programming Interfaces (API) for airside access and self-boarding.

2023 Work Plan

- Development and release of a Security Access API following AIDM and Open Air Best Practice

- Joint task force of Common Use and One ID, specifically Common Use Web Services and the One ID Contactless Travel component
- Development of API business requirements in order to support the evolution of Mobile Interaction on Common Use touchpoints.

IATA Technical Peripheral Specifications (ITPS TSG)

The ITPS-TSG team was created under the CUG in 2018 and they took over the maintenance of the former AEA technical Specifications. The first ITPS publication, version 2018, was released in the IATA online store in December 2018.

The ITPS publication describes all exchanges of Departure Control Systems (DCS) to device communication as well as all device responses supporting Boarding Pass Printer (ATB), Baggage Tag Printers (BTP), Boarding Gate Readers, Self-Boarding Gates (BGR and E-Gates), Self-Baggage Drop (SBD) and Scale Device (SD).

The publication was reviewed and updated in 2022 and is now available as an IATA product.

Common Use Group adoption of standards

There are no proposed changes to standards put forward by the Common Use Group at the time of this transmittal.

Group Work Plan

The work plan of this group has been reviewed and endorsed by the Travel Standards Board.

Action

Conference to note.

Item D4.5: Report and Work Plan of the Facilitation Group

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Submitted by: Louise Cole, IATA Head Customer Experience and Facilitation, Secretary of the Facilitation Group, colel@iata.org

Facilitation Group

The Facilitation Group has not met since 2021. It is planned for a review following the PSC Agile Governance under Res 009 as to how best to ensure oversight of the work under this group.

Passenger Accessibility Process (PAP) Task Force

The Passenger Accessibility Process (PAP) Task Force has not met in 2022. In 2023, it is expected that this group will be called to meeting in order to respond to the Mobility Aids Action Group recommendations to standardize an identifier for mobility aids.

One ID Working Group overview

Background

The One ID Working Group was established under the Travel Standards Board with a mandate to:

1. Deal with matters concerning innovation of end-to-end passenger processes through biometric enabled-identification with a focus on the digitalization of admissibility and contactless travel.
2. Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Guidance documentation where applicable.
3. Review and improve industry standards
4. Liaise closely with other process owning groups under any Conference, and advisory groups under Industry Committees as required.

Members of the Group

The One ID Working Group is open to all IATA airline members, ACI airports, governments, international organizations and solution providers that are members of the Strategic Partnership program with the Customer Experience and Facilitation.

As of 11 November 2022, the current membership comprises 130 individuals from 63 entities in total. The composition of the members by organizations is as follows:

Airline 18
Airport 19
Government 7
Partner agency / International organization 3
IATA Strategic Partner 16

Total 63

Chair and Vice-Chair

In April, Akira Mitsumasu from Japan Airlines was elected as Chair, however, with his early retirement from Japan Airlines in August, the Chair position had been left vacant until the new Chair was found. In October, Derwin Cady from Air Canada nominated himself and was appointed as Chair without voting as there were no other candidates.

The Vice-Chair position has been left vacant this year and the Group is looking for a candidate.

Task Forces

The Terms of Reference of the Group allows the establishment of a temporary Task force to achieve specific deliverables. This year, three Task Forces were created to work on the following deliverables:

- Business Requirements Document on Digitalization of Admissibility
- Recommended Practice for Contactless Travel
- Guidance on Trusted Digital Identity

The Guidance on Trusted Digital Identity has been finalized and will be submitted to the Travel Standards Board for approval, and thus the Task Force has been disbanded.

Group activity in 2022: Development of standards and guidance

In 2022, the Group focused on completing the relevant Recommended Practices and major guidance.

Recommended Practice for Digitalization of Admissibility – completed

The Group finalized the Recommended Practice 1701p Digitalization of Admissibility which has been adopted by the Passenger Standards Conference. It has become effective as of 8 September.
This RP provides a high-level description of processes through which passengers can digitally obtain all necessary authorizations to travel and demonstrate to the airlines in a digital manner and in advance of travel that they have met the entry requirements.

Business Requirements Document on Digitalization of Admissibility – work in progress

Following the completion of the RP Digitalization of Admissibility, the Group has been working on developing the Business Requirements Document (BRD) which will be used to standardize data model for Verifiable Credentials communicated in the Digitalization of Admissibility processes. This BRD will be used by the IATA Airline Industry Data Model (AIDM) team for their data modeling work and will not be published externally.
The BRD's current scope is limited to the interim state where passengers derive proof from authority-issued documents as Verifiable Credentials and share it with airlines to demonstrate their admissibility, while government requirements and processes remain unchanged.

A Task Force is leading the development of the BRD in coordination with IATA AIDM team and aims to finalize the document by end of 2022.

Recommended Practice for Contactless Travel – work in progress

The Group has been working on updating RP1701o One ID to specifically focus on contactless travel processes. The RP will describe processes that need to be undertaken for contactless travel, i.e. the issuance of digital identity, live face biometrics, journey details as Verifiable Credentials and selective disclosure of the info to enable contactless travel. The handling of the biometric data at the airport that has been received is out of the scope for this RP and will be covered in future updates to this RP or in a separate RP.

A Task Force is currently leading the work and aims to finalize the draft RP by end of 2022.

Guidance on Trusted Digital Identity – completed (subject to the Travel Standards Board's approval)

The Group updated the existing Guidance on Trusted Digital Identity which will be submitted to the Travel Standards Board for approval. The Guidance suggests options for Trusted Digital Identity that can be used in air travel. Once approved, the Guidance will be published on the IATA Customer Experience and Facilitation Sharepoint.

A Task Force has led this work and has been disbanded upon its completion of the work.

Meetings

The One ID Working Group meeting took place every month from March to July in a virtual format. In September, the Working Group meeting took place in Montreal, in a hybrid format, with around 30 people attending in person and 30 people joining online.

The three-day meeting aimed to review the current working documents, share trials and implementation cases and lessons learned, and set priorities for the continued evolution of the One ID standards. The meeting was successful in achieving the intended outcome.

In October, a joint meeting with One ID and CUWS-TSG took place virtually and discussed potential areas where Common Use support will be needed in implementing the One ID concept.

The Task Forces have had meetings more often to draft the assigned documents, once a week or two.

Plans for 2023

The Group will continue to work on developing standards and guidance. The tentative deliverables are:

- Technical specifications and implementation guide for Digitalization of Admissibility (for the interim state)
- Technical specifications and implementation guide for Contactless Travel
- Recommended Practice for Management of Biometrics in Airports

The Group will also closely work with the Common Use Group and Control Authorities Working Group for the development of messaging standards and advocacy efforts to address regulatory obstacles respectively.

Two hybrid meetings are planned to take place, one in March or April in Geneva and another in November in Singapore. Ad-hoc online meetings may take place as and when needed.
One ID Working Group adoption of standards

There are no proposed changes to standards put forward by the One ID Working Group at the time of this report.

Action

Conference to note.

Item D4.6: Report and Work Plan of the Fuel Data Standards Group

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Submitted by: Christian Mietz, Chair of the Fuel Data Standards Group, under the Travel Standards Board

Daniel Chereau, Secretary of the Fuel Data Standards Group, chereaud@iata.org .

Background

The Fuel Data Standards Group (FDSG) is established under the Travel Standards Board with a mandate to:

1. Deal with matters concerning the development and maintenance of data standards to facilitate aviation fuel processes in an efficient and effective manner, including the associated business requirements.
2. Review and endorse proposals to create or amend standards governing these processes, according to the methodology described in Appendix II to this document. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to the Implementation Guide where applicable.
3. Review and endorse proposals to maintain and/or amend:
    a. Fuel Invoice Standard;
    b. Fuel Transaction Standard;
    c. Fuel Operational Standard (formerly known as Pre-Transaction Standard);
    d. Fuel Tender/Bid Standard;
    e. Fuel Code Directory
4. Identify digital transformation opportunities and drive industry movement towards leveraging these.
5. Steer fuel digital projects to ensure project completion and success.
6. Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees as required.
7. Maintain a work plan, report regularly to the Travel Standards Board, and inform the Commercial Fuel Working Group.

Members of the Group

The Terms of Reference of the Group allows for a core membership of 20 delegates from airlines and IATA Strategic Partners, who committed to active participation on standards development. The current membership is as follows:

Position	Airline / IATA Strategic Partner	Delegate name
1 Member (Airline)	Air France	Romain Aboucha
2 Vice Chair (Airline)	Atlas Air	Shakti Chopra
3 Member (Airline)	Avianca	Maria Paula Cadena
4 Member (Airline)	British Airways	Alan Goodman
5 Member (Airline)	Cathay Pacific	James Toye
6 Member (Airline)	China Southern	Jiye Chen
7 Member (Airline)	Delta	Sheldon Ehrke
8 Member (Airline)	IAG	Stefan Munday
9 Member (Airline)	KLM	Mike Manshanden
10 Member (Airline)	LOT	Kamila Gizynska
11 Chairman (Airline)	Lufthansa	Christian Mietz
12 Member (SP)	AirBP	Pradeep Ganguru
13 Member (SP)	CNAF	Neo Liu He
14 Member (SP)	eBits	Richard Moss
15 Member (SP)	i6	Alex Mattos
16 Member (SP)	JetFuelTenders	Paul Wilkinson
17 Member (SP)	Q8 Aviation	Kwan Lam
18 Member (SP)	QT Technologies	David Zanussi
19 Member (SP)	Shell	Maxine Horsfield
20 Member (SP)	Skymetrix	Christine Freytag

Chair and Vice-Chair

Christian Mietz from Lufthansa and Shakti Chopra from Atlas Air continue their tenures as Chair and Vice Chair respectively while FDSG was still reporting to the Financial Committee. Under the revised Terms of Reference of the Group, these officers hold their positions for 3 years, subject to continued involvement in the group, effective from 1 November 2019.

Group activity in 2021-2022

Meeting 1 – 8 November 2021, Geneva (hybrid)

1. Technical discussions
    a. Codeset update: competing supplier codes
    b. Tender/Bid Standard: new changes to the most recent scheme
2. Implementation Guides
    a. Setting up ad-hoc working groups to progress completion of the 3 implementation guides (Tender/Bid, Operational, Transaction+Invoice)
3. General discussion
    a. Update on Fuel Data Hub project
    b. SAF integration into Fuel Data Standards
    c. Review of IATA's RP on CO2 calculation
    d. Discussion on a platform to facilitate codeset updates

Meeting 2 – 16 May 2022, Munich (hybrid)

1. Technical discussions
    a. New quick reference guide (1-pager) to promote adoption of Fuel Data Standards
    b. Tender/bid schema
        i. Approval of revised implementation guide
        ii. Change requests approved and to be incorporated in new version of the schema
    c. Codeset updates: agreement on new codes for suppliers and intoplane service providers. Discussions on access to IATA's Airport Codes.
2. SAF information in Fuel Data Standards
    a. Agreement on the need to include SAF-related information into the standards. Will look at implementation once a new version of IATA's Aviation Supply Model Agreement (AFSMA) is released
3. FDSG priorities for H2 2022
    a. Inclusion of SAF related information into the fuel data standards
    b. Work on remaining implementation guides: Operational and Transaction & Invoice
    c. Ongoing maintenance of 4 schemas and relevant codesets
    d. Fuel Data Hub project is cancelled

Group adoption of standards

Standards for the complete lifecycle of fuelling are already established. Change requests to standards are submitted by group members and observers and initially discussed with the Secretary and relevant key members for subject area. Satisfactory candidate change requests are then added to agenda for the next face to face meeting. Change requests are either approved, denied, or referred for revision and representation at a subsequent meeting.

Group Work Plan

There is a further group meeting planned for 14 November 2022 in Delhi, taking advantage of logistics arrangements for IATA's Aviation Energy Forum (AEF). The meeting will address the group work plan:

1. Inclusion of SAF related information, with support for B&C and SAF IT Ecosystem
2. Ongoing maintenance of 4 schemas
3. Work on remaining implementation guides

Action

Conference to note report.

Item D4.7: Report and Work Plan of the Aviation Information Data Exchange Group, under the Travel Standards Board

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Submitted by: Mr. Mike Riegler – Chair
Mr. Marcus Wagner - Co-Chair
Mr. Giorgio Camilleri, Secretary (IATA) - Manager Airport Operations and Technical Development
(camillerig@iata.org)

Background

Aviation Information Data Exchange (AIDX) is the global XML messaging standard for exchanging flight data between airlines, airports, and any third party consuming operational data. AIDX is generally used in the operational window of a flight, but there are implementations that have extended AIDX messaging considerably beyond this temporal scope.

AIDX is endorsed as a standard by:

- IATA Recommended Practice 1797A
- ACI Recommended Practice 501A07
- ATA Recommended Practice 30.201A

The current release of AIDX is a standard for SESAR A-CDM (Airport Collaborative Decision Making) information exchange, ACI ACRIS A-CDM Web Services and supported as the data exchange standard for A-CDM by ICAO (ICAO A-CDM Implementation Plan, Asia Pacific).

The AIDX Group has been being re-established after the COVId-19 pandemic to deal with following matters:

- Development and maintenance of AIDX data standard to facilitate exchanging flight data between airlines, airports, and any third party consuming operational data, including the associated business requirements.
- Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable.
- Review and endorse proposals to maintain and/or amend AIDX data standard, AIDX Implementation Guide, AIDX Sample messages.
- Liaise with other process owning groups under any Conference, and advisory groups under Industry Committees including but not limited to:
  - ✓ Fuel Data Standards Group (FDSG) under Travel Standards Board.
  - ✓ Ground Operations Automation and Digitalization (GAD) Group under Travel Standards Board.
  - ✓ Total Airport Management (TAM) Working Group under Safety, Flight, and Ground Operations Advisory Council (SFGOAC).
  - ✓ Architecture and Technology Strategy Board (ATSB) under the Passenger Standards Conference (PSC).
- Maintain a work plan and report regularly to the Travel Standards Board.
- Incorporating change requests to meet changing and new business requirements (e.g. Supporting the evolution of A-CDM towards Total Airport Management 'TAM').
- Cross-domain alignment and harmonization with other information exchange data models (e.g. IATA Airline Industry Data Model (AIDM), AIRM supporting the FIXM message).
- Review and endorse proposals to create or amend standards governing these processes. Ensure that proposals align with existing standards and that requirements are documented with a corresponding change to Implementation Guidance where applicable.

Members of the Group

The Terms of Reference (ToR) of the AIDX Group were endorsed in May 2021 by the Travel Standards Board (TSB). They allow for a core membership from Airlines, Airports, Ground Handlers, and Strategic Partners, of which a minimum participation of 51% must be IATA Members Airlines.

As of 29 August 2022, the following IATA Members, Airports, Organizations, and IT vendors have expressed interest and have joined the Group:

IATA Airline Members	Airports	Other Organizations
Air China	Auckland International Airport Ltd	AFIS GmbH & Co. KG
American Airlines	Heathrow Airport	ADB Safegate
British Airways	Port of Seattle	AFIS GmbH & Co. KG
Delta	ACI World	Eurocontrol
Deutsche Lufthansa AG		i6 Systems
Etihad Airways		Inform
FlyDubai		OAG
LATAM		RockportSoftwareLtd
Qantas		SITA
Singapore Airlines		Skymantics
SkyTeam		TAV Technologies
Spicejet LTD		Vanderlande
		Veovo

Chair and Vice-Chair

Mr. Mike Riegler from Qantas (QF) is chairing the Group and Mr. Marcus Wagner from Deutsche Lufthansa AG (LH) is the co-Chair. Nomination was done at the October 2021 Group call. Under the Terms of Reference of the Group, these officers hold their positions for 24 months, subject to continued involvement in the group.

Activities in 2021/2022

The AIDX Group has actively worked monthly, via monthly group calls, to progress with items included in the Groups' work plan to develop the AIDX standard, to progress with issues related to interoperability with other industry standards and to discuss any other changes or topic raised by industry representatives.
Due to COVID-19 consequences, the Group was unable to meet face-to-face in 2022, despite a proposal to have a face-to-face meeting in June 2022.

Another relevant outcome of the AIDX Group is the AIDX Industry survey which was launched during April-May 2022, the outcome presented to the Group during the June 2022 virtual meeting. The scope was to assess industry adoption, usage and expected evolution of the AIDX standard. Outcome of the AIDX survey is available as agenda item presented at the AIDX Group call in June 2022 (note: AIDX Group Teams access required)

Group adoption of standards

There are no proposed changes to standards put forward by the AIDX Group at the time of this transmittal.

Work Plan

A copy of this groups Work Plan forms Attachment A_D4.7.

The group is also actively engaging with other industry groups, including but not limited to:

- Ground Operations Automation and Digitalization (GAD) Group
- Total Airport Management (TAM) Working Group
- Architecture and Technology Strategy Board (ATSB)
- Fuel Data Standards Group (FDSG)
- FIXM CCB (Change Control Board)
- Eurocontrol Airport Data exchange Coordination and Harmonization User Group

Terms of Reference

ToR are available at this link, access to the AIDX Group Teams site required

Action

Conference to note the report.

Attachment A_D4.7 Aviation Information Data Exchange Work Plan

The work plan of this Group has been reviewed and endorsed by the Travel Standards Board at the end of 2021.
At the beginning of 2022, the work plan and the work items have been thoroughly discussed and voted based on high, medium, and low priorities.

During the 2022, the Group has received and added additional work items and new business requirements in response of change requests and new business requirements.

Below is the list of 2022 work items based on their prioritization, and status:

Work items with high priorities

Work Item	Status
Aligning the AIDX standard with the IATA Airline Industry Data Model (AIDM) by modelling all AIDX data elements and attributes into the model	In progress
Inclusion/testing of new delay coding system (AHM732)	Completed
Industry survey – AIDX Implementation	Completed
Update and publish latest AIDX Implementation Guideline	Completed

Work items with medium priorities

Work Item	Status
Develop the AIDX in JSON and API standard for AIDX	Will start once AIDX Data modeling is completed
Topic of GUFI/UFI (Unique Flight Identifier)	Presentation to the AIDX organized in March to align on problem statement and agree on next actions. Proposal presented and approved by FIXM CCB (Change Control Board) to add three classes to the FlightData package, on 19th May 2022, for FIXM4.3 version which cover FF-ICE R1 initial implementation. In progress
Ensure coordination of the turnaround messaging with the Ground Operations Automation and Digitalization (GAD) Group	In progress
Publish the AIDX standard into the AHM	In progress
Add the Code Value “Predicted“ as part of the AIDX code list 2005	In progress

Work items with low priorities (on hold)

Work Item	Status
Developing a migration path for teletype messages such as MVT/MVA (and others as per AHM700) to AIDX standards to insure it can fully replace teletype messages	On hold
Ensuring uniqueness of a flight when two flight are published with the same flight key (number and sector) on the same UTC date	On hold
Develop a new AIDX message type to exchange Cargo/ULD information - basically replacing LDM/CPM messages	On hold
Review Flight Number suffix and ICAO character limitation	On hold
Aircraft Door configuration used for embarkation and disembarkation	On hold
Finalize and publish the AIDX Implementation Guide - Ground Movement (towing) Addendum	On hold
Change the Group ToRs to extend the voting rights of the Group to Airport Members	On hold

Item D4.8: Report and Work Plan of the Ground Operations Automation and Digitization Technical Group

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Submitted by: Massimo Cicetti, Senior Manager Ground Operation Digitalization & Automation (cicettim@iata.org)
Monika Mejstrikova , Director Ground Operations, (mejstrikovam@iata.org)

Background

The Ground Operations Automation and Digitization Technical Group (GAD) was established to investigate and participate in the growing need for standards in digitization and automation on the ramp. These fields encompass a large body of the work done by the previous Load Control and Aircraft Massaging (LCAM); Delay Codes Aircraft Messaging (DCAM) and Ground Support Equipment and Environment (GSEE) technical groups. As such the GAD both develops both new material and strategies as well as maintaining the Airport Handling Manual (AHM) chapters:

5: Load Control

7: Aircraft Movement Control

9: Airport Handling Ground Support Equipment Specification

10: Environmental Specification for Ground Operations.

To undertake this work, the group is divided into Teams:

Ramp Digitalization Team: Delay Codes; Timestamps Turnaround; Digital Load Control

GSE Team: GSE standards, GSE Automation

Members of the Group

The Terms of Reference of the Group allowed for a core membership of 18 delegates from Airlines, Ground Handlers and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected as follows.

In addition to the airline members, there are airport / association members (Eurocontrol, Frankfurt, GTAA, HAL, Manchester), Ground Service Providers (dnata, Swissport, QAS) and Strategic Partners (IT providers, GSE manufacturers / providers) who bring their viewpoints to the committee.

Position	Airline	Delegate name
1	DHL	Graeme Dewdney
2	Flydubai	Sean Fernandes (Chairman)
3	SAS	Carina Forsell
4	UAE	Adrian Kong
5	Qatar Airways	Nabeel Karakunhi Thattankandy
6	Lufthansa	Deniz Nisanci
7	IAG	Harvey Tate
8	Delta	Brian Swalwell
9	Air Canada	Martin Gray
10	LATAM	Tiago Veira Silva
11	Cathay Pacific	Jonathan Bailey
12	KLM	Michiel Heikens

Chair and Vice-Chair

Group Chair and Vice-Chair: Sean Fernandes (Flydubai), Bartu Korgul (dnata)

Each of the teams has a Team Leader:
GSE Team: Bartu Korgul (dnata)
Ramp Digitalization Team: Yves de Wandeler (Eurocontrol); Tom Farncombe (Amadeus)

Group activity in 2022

The teams have been working on the following:

GSE Team:

- Autonomous GSE
- GSE maintenance
- AHM Chapter 9 updates and new content

Ramp Digitalization Team:

- **Delay Codes**: Implementation campaign on new delay codes adoption completed with 3 webinars delivered (300+ participants); coordination with ADIX group to include the new delay code schema in ADIX message competed.
- **Timestamps Turn-around**: schema XTST: 1 pilot testing of schema implementation competed by QAS in Doha; digital XTST schema updated and published in AHM 43rd (eff. Jan 2023).
- **Digital Load Control**: Amendment of digital schemas X565 completed. Interface for Airlines "X565 Editor" program to read, create, store and update aircraft data completed and published. One webinar for digital Weigh & Balance scheduled for December 1st, 2022, other 2 planned for Q1 2023. Amendment Implementation guidelines for Digital Load control (X565) completed will be published in AHM 43rd edition.

Group adoption of standards

Airport Handling Manual – 43rd edition, effective 2022

Chapter 9:

905 Reference Material for Civil Aircraft Ground Support Equipment updated - references to SAE committees
908 Autonomous Vehicles new sub-chapter
917 Basic Minimum Preventive Maintenance Program/Schedule Updated - new checklists
921 Functional Specification for Boarding/De-Boarding Vehicle for Passengers with Reduced Mobility (PRM) updated - editorial
926 Functional Specification for Upper Deck Catering Vehicle updated - editorial
927 Functional Specification for Main Deck Catering Vehicle updated - editorial

Chapter 11

1110 Ground Operations Training Program updated – revamp of section 1-10 review of PAX, RMP and LOD syllabi
1120 GSE Maintenance Training Program updated - alignment with AHM1110

Digital Messages updates

X565: Load Control semi-permanent data exchange + Implementation guidelines
XTST: Time stamps turn

Action

Conference to note the report.

Attachment A_D4.8 Ground Operations Automation and Digitization Technical Group Work Plan

2021	Priority / Objectives	Topic	Document	Team	Deliverables	Status
Jan - Dec	Develop best practices for GSE Classification	GSE classification	Template for GSE classification for identification of GSE type/characteristics	GSE	Define GSE types and categories (AHM 903)	Completed
					GSE capabilities matrix and platform to display information	Completed
					Develop matrix of GSE /aircraft Develop input template	Ongoing
Jan - Dec	Develop best practices for GSE Automation	GSE Automation	Roadmap for GSE automation	GSE	Define roadmap for GSE automation	Completed
Jan - Dec	Develop best practices for GSE Automation	GSE Automation	Phase 1: Standard development for Point to point	GSE	Phase 1: Standard development for Point to point	Completed
Jan - Dec	Develop best practices for GSE Automation	GSE Automation	Risk Assessment for Phase 1	GSE	Risk Assessment for Phase 1	Completed
Jan - Dec	Forecast	GSE Damage	Ground Ops. Report	GSE	Publish IATA ground damage report	Completed (end Nov 2022)
Jan - Dec	Cooperation with ISO GSE standards	ISO TC20/SC9 input / comment	ISO 27470 - Upper deck catering truck ISO 20683 – Nose-gear Towbarless tow tractor	GSE	Consolidate comments and feedback from GSE Team as well as GOS and GOG and submit to	Ongoing
Jan - Sep	AHM Updates.	Review and approve changes to AHM Ch 5, 7 & 9	AHM	GSE Digital ramp Delay codes	Prepare new contentReview and approve Update content	Completed See detail of changes in report

Jan - Dec	Digital Standard	Finalize Guidance material for X565	Digital Messages	Digital ramp	Finalize Guidance material Define structure for on- line training	Completed
Jan - Dec	Delay codes	Delay codes	AHM	Delay codes	Complete testing / content	Completed
Jan - Dec	Digital Standard	Publish XML schema for Time Stamps turnaround	AHM	Digital ramp	Development XML schema	Completed
Jan - Dec	Digital Standard	Develop BRD for Digital reconciliation of the load	BRD for digital standard	Digital ramp	Finalize BRD	Started
Jan - Dec	Load Control Standards	Update Load Control training requirements	AHM chapter 11	Load Control	Update AHM chapter 11	Completed
Jan - Dec	Load Control Standards	Finalize Risk assessment IGOM chapter 5	IGOM Chapter 5	Load Control	Finalize Risk assessment IGOM chapter 5	Completed
Jan - Dec	Load Control Standards	Update Load Control event reporting taxonomy and Event severity	AHM	Load Control	Update Load Control event reporting taxonomy and Event severity	Completed*

Note* will be published in AHM 44th edition.

Section E:
Pay-Account Standards Board (PASB) Items

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Item E1: Report of the Pay-Account Standards Board (PASB)

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Submitted by: Myriam Burget, Chair of the PASB

Altug Meydanli, Senior Manager, Pay-Account Standards, and Secretary of the PASB

Background

The PASB is established under paragraph 2.3.4 of Resolution 009

> 2.3.4 Pay–Account Standards Board
>
> The Pay–Account Standards Board manages the development of standards concerning any interaction between airlines and any other parties for the purpose of managing financial processes supporting the delivery of passenger services to the extent these are developed under the Passenger Services Conference.
>
> This includes but is not limited to payment, settlement data exchange standards, and other related financial data exchange standards.

Members of the Pay Account Standards Board

Position	Airline	Delegate name	Term commenced
1	Air China	He Jing	November 1 2021
2	Air France	Jerome Boyer **(Vice-Chair)**	November 1 2021
4	American Airlines	Mary Beth McDonald	November 1 2021
5	British Airways	Gyorgyi Szantner	November 1 2021
6	Cathay Pacific Airways	Terence Wong	November 1 2021
7	Delta Airlines	Mark Manhan	November 1 2021
8	Emirates	Rukhsana Pawane	November 1 2021
9	Etihad Airways	Maryam Mubarak Bin Musabbah	November 1 2021
10	IndiGo	Pramod Kumar Srivastava	November 1 2021
11	KLM	Rob Kies-	November 1 2021
12	Korean Air	Kyoosuk Yoon	November 1 2021
13	Lufthansa German Airlines	Nadine Goebbels	November 1 2021
14	Qantas	Konda Reddy	November 1 2021
15	Singapore Airlines	Boon Siong Ong	November 1 2021
16	Swiss International Airlines	Myriam Burget **(Chair)**	November 1 2021
17	Turkish Airlines	Kadir Çoşkun	November 1 2021
18	United Airlines	Susan Wade	November 1 2021

Chair and Vice-Chair

Chair: Myriam Burget from Swiss International Airlines
Vice-Chair: Jerome Boyer from Air France.

Under the terms of Resolution 009, these officers will hold these positions for a period of 3 years ending on 1 November 2023.

Pay-Account Standards Board (PASB) Activity Report

Between October 2021-August 2022, PASB had 5 Conference Calls and no face-to-face Meetings.

The key highlights of the PASB Conference Calls are summarized below;

- PASB approved the PASB Standards Release Plan and Work Plan for 2022 in December 2021.

- PASB reviewed and endorsed the DISH Revision Update Bulletin 2022 voting package (6 proposals were included in this DISH Bulletin voting package) declared effective as of April 1, 2022. For more information about the DISH Revision Update Bulletin 2022, please get in touch with the BDISG Secretary meydanlia@iata.org

- PASB endorsed a study for "Airline Retailing-Financial Implications." IATA conducted two workshops with PASB Member Airlines, two with IATA Strategic Partners, and a joint workshop. A detailed pain points survey was also conducted with the PASB Member Airlines and IATA Strategic Partners participating in the workshops.

  The outcome of the workshops and survey were shared with PASB.

- PASB decided to close the PFPG (Payment Fraud Prevention Group) and FFP FPG (Fraud Prevention Group) under PASB.

  A Payment Fraud Task Force under the PMWG (Payment Methods Working Group) was created to develop an industry awareness of payment fraud prevention issues.

- PASB approved that the new industry group responsible for airline billing and settlement standards will report to PASB under the PSC structure. PASB also reviewed and endorsed the new Term of Reference for the new Group.

- PASB had a Special Call to discuss the PSC Restructuring topic and shared the PASB feedback. The PASB feedback was shared with the PSC Steering Group.

- PASB Chair and Vice-Chair joined all PSC Steering Group Calls and informed PASB about the Steering Group discussions and decisions.

- PASB discussion about the effect of COVID-19 on Airline Financial Teams and Lessons Learned.

- PASB supported IATA to publish a "Currency Information Sheet" on the below IATA Exchange Rates web page under the "Compare the exchange rates" part;

  https://www.iata.org/en/services/finance/xrates/

- PASB recommended PSG (Passenger Agency Conference Steering Group) the revision of IATA PACONF Resolution 890 to restrict travel agencies' ability to force manual authorization during the May 2021 PASB Call. PSG approved this PASB request and prepared a PAConf mail vote in line with the PASB request which was circulated on October 29, 2021. PAConf approved this mail vote on November 17, 2021, with an effective date of December 1, 2021.

  This is a concrete example of PASB working together with PSG to make the necessary revisions to the industry standards.

- PASB reviewed and shared their feedback for the refundability indicator that has been planned to be included in IATA TTBS (Ticket Tax Box Service).

Pay-Account Standards Board (PASB) Work Plan

- Supporting the pay-account part of the offers and orders standards
- Supporting the Implementation Guidance for Enhanced and Simplified Distribution
- To give guidance to the PASB Groups, prioritize PASB Group Work Plans and follow up the work plans-2023 and support the groups when necessary
- Enhancing Revenue Accounting through new standards.
- Special PASB support and guidance for the new ABSG (Airline Billing and Settlement Group) under PASB to create end-to-end interline billing and settlement standards of offers and orders
- Contributing and supporting the PSC and Board Restructure
- Payment alternatives for corporate payment and Consumer AFOPs
    - Note: Item tentative to the outcome from PMWG
- Contributing to the Advisory Forum Activities.
- PASB Ballots for the;
    - Enhanced and Simplified Distribution Standards
    - Any potential IATA Reso/RP revision
    - Any Board prioritized item for RAM and DISH

Note 1: Subject to a final approval from PASB

Note 2: The IFAC (Industry Financial Advisory Council) working groups' work plans and deliverables will be discussed and endorsed by IFAC by the end of September 2022. Depending on the final IFAC and IFAC Group Work Plans there may be items that needs to be added to the PASB Work Plan-2023

Action

Conference to note report

Item E1.1 Pay-Account Standards Advisory Forum

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Submitted by: Altug Meydanli, Senior Manager, Pay-Account Standards, and Secretary of the PASB

There was no PASB Advisory Forum Activity in 2022.

Action

Conference to note report

Item E2: Endorsement of elections for open positions on Pay-Account Standards Board

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Submitted by: Altug Meydanli, Senior Manager, Pay-Account Standards, Secretary of the Pay-Account Standards Board

Background

Under the current terms of Resolution 009, each year all positions are open on each of the five Management Boards for re-election/nomination for a twelve-month term.

Pending approval of Agenda Item A9.1, and the changes to these Management Boards, all groups will be open for nomination and re-elected in 2023.

In the interests of managing continuity, this group will continue its current existence with contributing work plan and mandate until the transition is complete. The Conference Steering group endorsed a simplified approach whereby the existing members of each Management Board will be asked if their airline wishes to continue their involvement in each Board across the transition in 2023. Existing Management Board members may contact IATA (via the Secretary of the Management Board, or by email at standards@iata.org) if they do not wish to continue their involvement, or if they wish to change the named delegate representing their airline on any Board.

Involvement in the Board for other member airlines

All member airlines are reminded that formal involvement on the Board represents a commitment to participate fully in Board activities across the full term of membership. Other member airlines (including those members not formally members of the Board) are welcome to view Board materials, to vote in Board ballots and to participate in Board meetings where topics are of interest. Involvement can be managed through the IATA Standard Setting Workspace, or by contacting standards@iata.org.

Action

Pending approval of Agenda Item A9.1, Conference to endorse the current composition of the Board until transition to new structure is in place.

Item E3: Delegation of authority to the Pay-Account Standards Board

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Background

The Conference may delegate the authority to adopt non-binding standards to the relevant Management Board, under the terms of paragraphs 2.6.4.2 and section 2.7.

2.6.4.2 Proposals to amend standards endorsed by the Board will be submitted for formal adoption by the Conference except where the Conference delegated the authority to establish standards to the Board. Where delegated authority has been granted to the Board (as described in Paragraph 2.7), the Board may issue the standard on their own authority.
…
2.7 Delegated Authority to Establish Standards

2.7.1 The Conference may delegate authority to any Board (or any combination of Boards) to adopt non-binding standards without an action by the Conference itself providing:
2.7.1.1 such standards are not in conflict with other standards adopted by the Conference; and
2.7.1.2 the Conference retains full visibility over all standards adopted by any Board.
2.7.2 Unless referenced explicitly within a Resolution, such authority will only be granted for a maximum of one year, after which point it must be renewed by the Conference. Such authority may be renewed as many times as required.
2.7.3 Guidance of such delegated authority will be published by IATA within the next Passenger Services Conference Resolution Manual issued after the delegated authority is adopted.

Proposed Delegation for 12 Month Period from 1 November 2022

In line with IATA Resolution 009 2.7 "Delegated Authority to Establish Standards", the Pay-Account Standards Board requests delegation of authority from the Conference to adopt changes made to the following data exchange standards (under the concurrent process for development and adoption of data exchange standards with the Architecture and Technology Strategy Board), and the corresponding business standards contained within Implementation Guides;

1. BSP NDC API 1 for NDC Airlines reporting in the BSP- Agent Validation:
2. BSP NDC API 2 - Real Time Sales Monitoring (RTSM): .
3. Transparency in Payment (TIP) Upfront Validation API:
4. NDC Easypay Direct Authorization API:

Action

Conference to endorse this delegation of authority.

Item E4: Groups active under the Pay-Account Standards Board

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Submitted by: Altug Meydanli, Senior Manager, Pay-Account Standards, Secretary of the Pay-Account Standards Board.

(meydanlia@iata.org)

Background

The Board may establish Groups to manage specific areas of standards, as described in Paragraph 3.1 of Resolution 009.

> **3.1 Establishment of Groups Reporting to Boards**
>
> **3.1.1** Such groups shall exist only where these have been established by a Board.
> **3.1.2** The Board shall grant the Group a mandate which may not exceed a period of one year, at which point the Group may be renewed by the Board for a maximum of 12 months. A group may be renewed as many times as required.
> **3.1.3** Each Group shall have a Terms of Reference establishing the scope, working procedures, voting processes and anticipated meetings.
> **3.1.4** The Board may disband a Group at any time.
> **3.1.5** A Group should be established where there is a requirement to perform actual development activity across a specific area of standards. This may be established on the basis of a discrete function, or an existing body of standards that require an identifiable area of expertise. The structure of Groups should maximize efficiency and reduce duplication.
> **3.1.6** Each Group should follow a Work Plan that will be presented to and endorsed by the Board if renewal is sought.

The Pay-Account Standards Boards had the following Groups active during 2022.

Group name	Scope
Billing and Settlement Plan (BSP) Data Interchange Specifications Group (BDISG)	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.
Order Payment Group (OPG)	Deals with matters concerning passenger payment and financial processes related with customer payment including the associated business requirements, and within the scope of IATA resolutions.
Order Accounting Group (OAG)	Deal with matters concerning creating and/or amending enhanced and simplified distribution data standards governing Order Accounting Processes and also deals with matters concerning financial and accounting processes and practice related to Orders including the associated business requirements, provided that they are related to IATA Resolutions.
Settlement with Orders Group (SOG)	Deals with all aspects of financial settlement between two parties – payer and payee – where at least one of the parties is an airline, and within the scope of IATA resolutions.
IATA Tax Governance Group	Deals with coordinating TFC (Tax, Fees and Charges) issues within different IATA domains including TTBS/RATD, reservations, pricing, ticketing, sales reporting, interline billing. Note: The group activities paused in 2022 and restarted in September 2022

Continuation of Groups

Pending approval of Agenda Item A9.1, the Groups listed above will continue the tasks outlined in their work plan until the transition and set-up phase of the PSC Evolution is complete. Part of the set-up phase will be for new Boards to evaluate and rewrite, where necessary, the Terms of Reference set for all Working Groups under the Management Boards. *Current Terms of Reference are included for your information only.*

Airline Billing and Settlement Working Group (ABSWG)

The Industry Financial Advisory Council (IFAC) agreed to move the development of Interline Billing and Settlement Standards out of the IFAC structure and place it under the Passenger Standards Conference (PSC) reporting to PASB under the provisions of the PSC Resolution 633.

Within the framework of this governance change, and in collaboration with the Interline Billing and Settlement Operations Working Group (IBS OPS WG) nominations have been sought for a new Working Group of interline billing and revenue accounting experts under PASB. This group will start its activities in October 2022. The proposals relating to all billing and settlement standards (both new and classic RAM standards) will be developed by this new working group of experts under PASB and will be voted for adoption by all IATA Member airlines under the PSC.

Detailed information on this transition can be found under Agenda Item G5: Report from the Interline Billing and Settlement Operations Working Group.

Future Activity

The new WG will focus mainly on developing and maintaining billing and settlement standards between airlines and any 3rd party transportation provider using Enhanced and Simplified Distribution (EASD) based on the passenger offer and orders standards (NDC and One Order). This is in line with the IATA Advisory Councils' and IATA Board of Governors' direction to continue industry progress toward true airline retailing with offers & orders.

Action

The active groups are established under the authority of the Board and are presented for the Conference to note.

Attachment A_E4: Terms of Reference: BPS Data Interchange Specifications Group (BDISG)

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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.

Group name	**BSP DATA INTERCHANGE SPECIFICATIONS GROUP (BDISG)**
Reports to	**Pay Account Standards Board**
Role / Mandate	1. Deals with matters concerning the development and maintaining data interchange specifications for the exchange of passenger ticketing and related data (including mass upload formats in BSPlink such as ADMs /ACMs and Refunds) 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 (including mass upload formats in BSPlink such as ADMs /ACMs and Refunds), 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: - 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 2020 to 1 July 2023 and will be renewed subject to the approval of the PASB.
Participation	**Members** 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, Revenue Accounting system providers authorized by at least one BDISG Member airlines and being part of the IATA Strategic Partnerships programme, A Member organization may have multiple delegates but may only exercise one vote per organization.

	Observers Any organization eligible for participation who is not a member may attend any meeting as an observer, and access any materials from meetings
Eligibility for Participation	IATA Member Airlines BSP business partners within the IATA Strategic Partnerships programme that provide agent reporting data (RET) to a BSP.
Meetings	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. 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.
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	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. All organizations who are members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the following areas; 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).	The BDISG will act in the form of consensus in regard to proposals for technical specifications and implementation timetables. Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot 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). A minimum of 4 votes is required for a decision to be valid.

Endorsement of standards	Standards endorsed by a majority vote will be presented to the PASB for approval. Changes to data BSP Data interchange specification standards require endorsement by the Passenger service Conference (PSC) 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.

Attachment B_E4: Terms of Reference: Order Payment Group (OPG)

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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.

Group name	**Order Payment Group (OPG)**
Reports to:	**Pay-Account Standards Board (PASB)**
Role / Mandate	1. Deals with matters concerning payment for offers and orders and financial processes related to order payment including the associated business requirements, provided that they are related with IATA Resolutions. 2. Review and endorse proposals to create or amend standards governing offer and order payment processes. Ensure that proposals align with existing standards. 3. Creating standards with the emerging forms of payments for offers and orders where PMWG will set the criteria for creating or revising standards. 4. While reviewing and endorsing proposals, liaise with other process owning groups under IFAC (Fin-Dev, PMWG and IBS OPS WG) 5. Review and endorse proposals to amend offer and order payment within resolutions relating to enhanced and simplified distribution, such as those referred to under Reso 787 and 797. 6. Maintain a work plan and report regularly to PASB 7. Develop and endorse other standards as directed by the PASB
Period of effectiveness	The group is effective from 1 November 2021 to 1 July 2023 and will be renewed subject to the approval of the PASB.
Participation	To participate in the group, IATA airlines must either elect to be Members of the group or participate as Observers. **Members** A minimum of 9, maximum of 18 airlines will be elected as Members. The Airline members will represent a geographical spread as follows: TC1 – Member Airlines Minimum 2, Maximum 6 TC2 – Member Airlines Minimum 2, Maximum 6 TC3 – Member Airlines Minimum 2, Maximum 6 Where nominations exceed available vacant positions, the PASB will elect members into vacant positions. Members will be elected for a minimum period of 12 months, subject to the group's mandate continuing. Member airlines must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term only when necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. Any organization who fails to attend: • One meeting out of the two annual face to face meetings OR • Two calls out of four twice monthly calls

	will forfeit their position on the group. **Observers** Any airline eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. They may also participate in any vote when attending as an observer.
Eligibility for Participation	• IATA Member Airlines • IATA Strategic Partners • Any other organizations in the field of customer payment and/or settlement subject to the approval of the Chair and IATA.
Meetings	Meetings will be scheduled as required by the work plan and in concurrence with the secretary. Of these, 2 face to face meetings are expected per year, circumstances allowing. 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.
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	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 12 months, subject to the group's mandate continuing. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience in the following areas; a. Customer payment processes (e.g. customer cards or e-wallets) b. Payment on account processes (e.g. BSP, ARC or EasyPay) c. Accounting and finance processes relating to offer and order payment d. Systems related with payment and accounting (e.g. ERP Systems, Passenger Revenue Accounting Systems) e. Payment and accounting parts of NDC and ONE Order programs.
Quorum	The IATA Secretary and no less than six IATA Member airlines.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by 75% vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted. Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot 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). A minimum of 6 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a 75% positive vote will be presented to the Pay-Account Standards Board for approval, before presentation to the Conference for adoption as required.

	Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required. Before being presented at the Conference as required, a smooth communication will be established with related IFAC working groups, especially Fin-Dev and PMWG.

Attachment C_E4: Terms of Reference: Order Accounting Group (OAG)

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IATA passenger standards and standards setting activities are established and managed by the Passenger Standards Conference. IATA Resolution 009 sets the governance structure for developing and adopting standards within the Passenger Standards Conference. The provisions of Resolution 009 always take precedence over these Terms of Reference.

Group name	**Order Accounting Group (OAG)**
Reports to:	**Pay-Account Standards Board (PASB)**
Role / Mandate	1. Deals with matters concerning financial and accounting processes and practice related to Orders including the associated business requirements, provided that they are related to IATA Resolutions. 2. Review and endorse proposals to create or amend enhanced and simplified distribution data standards governing Order Accounting processes. Ensure that proposals align with existing standards. 3. Development of accounting data standards relating to Orders and Settlement with Orders. 4. While reviewing and endorsing proposals, liaise with other process owning groups under IFAC (Fin-Dev, PMWG and IBS OPS WG) 5. Review and endorse proposals to amend Order accounting data within resolutions relating to enhanced and simplified distribution, such as those referred to under Reso 787 and 797. 6. Maintain a work plan and report regularly to PASB 7. Develop and endorse other standards as directed by the PASB
Period of effectiveness	The group is effective from 1 November 2021 to 1 July 2023 and will be renewed subject to the approval of the PASB.
Participation	To participate in the group, IATA airlines must either elect to be Members of the group or participate as Observers. **Members** A minimum of 9, maximum of 18 airlines will be elected as Members. The Airline members will represent a geographical spread as follows: TC1 – Member Airlines Minimum 2, Maximum 6 TC2 – Member Airlines Minimum 2, Maximum 6 TC3 – Member Airlines Minimum 2, Maximum 6 Where nominations exceed available vacant positions, the PASB will elect members into vacant positions. Members will be elected for a minimum period of 12 months, subject to the group's mandate continuing. Member airlines must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term only when necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. Any organization who fails to attend:

	• One meeting out of the two annual face to face meetings OR • Two calls out of four twice monthly calls will forfeit their position on the group. **Observers** Any airline eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. They may also participate in any vote when attending as an observer.
Eligibility for Participation	• IATA Member Airlines • IATA Strategic Partners • Any other organizations in the field of customer payment and/or settlement subject to the approval of the Chair and IATA.
Meetings	Meetings will be scheduled as required by the work plan and in concurrence with the secretary. Of these, 2 face to face meetings are expected per year, circumstances allowing. 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.
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	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 12 months, subject to the group's mandate continuing. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience in the following areas; f. Passenger Revenue Accounting g. Payment processes h. Sales reporting processes i. Agency Settlement processes j. Airline Settlement processes k. Other supplier processes l. Accounting and finance processes m. Billing and settlement processes n. Systems related with payment and accounting (such as ERP Systems, Passenger Revenue Accounting Systems) o. Payment and accounting parts of NDC and ONE Order programs.
Quorum	The IATA Secretary and no less than six IATA Member airlines.
Voting (Excluding the election of Chair and Vice-Chair).	Decision making is by 75% vote of IATA member airlines participating in the vote. Each airline may exercise only one vote, and abstentions are not counted. Any required action to be voted on by the Group may take place at an in person meeting, or by online ballot 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).

	A minimum of 6 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a 75% positive vote will be presented to the Pay-Account Standards Board for approval, before presentation to the Conference for adoption as required. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Change to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required. Before being presented at the Conference as required, a smooth communication will be established with related IFAC working groups, especially Fin-Dev and PMWG.

Attachment D_E4: Terms of Reference: Settlement with Orders Group (SOG)

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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.

Group name	**Settlement with Orders Group (SOG)**
Reports to	Pay-Account Standards Board (PASB)
Role / Mandate	1. Deals with all aspects of financial settlement between two parties – payer and payee – where at least one of the parties is an airline, and within the scope of IATA resolutions. 2. Gather information about and review exiting business processes related to settlement and financial accounting practices. 3. Review and endorse proposals to create new Order based settlement standards. 4. Create Order based settlement standards that will be agnostic in nature, with regards to the parties settling and the payment method. 5. While reviewing and endorsing proposals, liaise with other process owning groups to pursue changes to existing standards they manage that will have effect on the settlement process. 6. Review and endorse proposals to amend all Resolutions related with Order based settlement, payment and accounting. 7. Maintain a work plan and communicate it regularly. 8. Any standard that is proposed by this group shall take into consideration upcoming new technologies in the area of settlement, such as Blockchain and AI.
Period of effectiveness	The group is effective from 1 November 2021 to 1 July 2023 and will be renewed subject to the approval of the PASB.
Participation	**Members** Members of the group shall be IATA member airlines. Minimum 12, maximum 21 members. Sellers nominated by the airlines can be invited as observers for a specific topic. Geographical spread for the Airline members: TC1 – Member Airlines Minimum 3, Maximum 6 TC2 – Member Airlines Minimum 3, Maximum 6 TC3 – Member Airlines Minimum 3, Maximum 6 Where nominations exceed available vacant positions, the PASB will elect members into vacant positions. Members will be elected for a minimum period of 12 months, subject to the group's mandate continuing. Member airlines must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only when absolutely necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf.

	The delegate must be familiar with the settlement process, knowledgeable of their internal financial accounting process and have technical knowledge with regards to their financial systems and how they interact with their distribution and order management systems. Any organization who fails to attend 2 meetings (including scheduled telephone calls without providing an alternate) will forfeit their position on the group. **Observers** Any airline eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. They may also participate in any vote when attending as an observer.
Eligibility for Participation	• IATA Member Airlines • Or any other organizations subject to the approval of the Chair and IATA.
Meetings	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. Meetings will be scheduled (as required by the work plan and in concurrence with the secretary), of which 3 face to face meetings are expected.
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	A Chair and Vice-Chair will be elected from group Members. The election will occur by simple majority. The Chair and Vice-Chair will be elected for a maximum period of 12 months, subject to the group's mandate continuing. A secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience in the following areas; a. Sales payment processes. b. Accounting and finance revenue recognition policies. Recognising of revenue, accounting postings, and earnings. c. Systems related with payment and accounting (such as ERP Systems, Passenger Revenue Accounting Systems). d. Payment and accounting parts of NDC and ONE Order programs. e. Order Management Systems interaction with financial systems. f. Shall have XML software to open and read XML messages.
Quorum	The IATA Secretary and no less than five IATA Member airlines.
Voting (Excluding the election of Chair and Vice-Chair).	The SOSG will accept with majority vote proposals for technical specifications, implementation guidelines, standard changes and changes in project timeline. Any required action to be voted on by the Group may take place at an in-person meeting, or by online ballot 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. A minimum of 4 votes is required for a decision to be valid.
Endorsement of standards	Standards endorsed by a majority vote will be presented to the PASB for approval. Change to any other Resolution or Recommended Practice not owned by SOG requires endorsement by the owning group and adoption at the Conference as required. Before being presented at the Conference as required, a smooth communication will be established with related IFAC working groups, especially FinDev and PMWG.

Attachment E_E4: Terms of Reference: IATA Tax Governance Group (TGG)

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Group name	**IATA Tax Governance Group**
Reports to	IATA Pay-Account Standards Board (for IATA standards Resolution 785: Collection of Government or Airport imposed Tax, Fees and Charges (TFCs))
Role / Mandate	1. Coordinate TFC issues within different IATA domains including TTBS/RATD, reservations, pricing, ticketing, sales reporting, interline billing. Ensure open communication with all related IATA Industry Groups, such as Industry Taxation Working Group (ITWG), Interline Billing and Settlement Operations Working Group (IBS OPS WG). 2. Responsible for identifying differences between distribution and revenue accounting gaps in the automated environment and proposing solutions to the related IATA WGs. 3. Supporting the IATA rejection reduction initiatives on TFCs, identifying the reasons for TFC rejections and recommending concrete solutions to IBS OPS WG and contributing to applicable rejection reduction and efficiency initiatives in the automated environment. 4. Assessing and addressing complex taxes where tax application or tax remittance is not possible within existing processes and standards and developing an industry solution/work around. 5. Advising the PASB on matters related with the IATA TTBS automated, 'parameterized' TFCs requirements. 6. Propose changes to industry standards to facilitate the collection and reporting of TFCs within the enhanced distribution processes. 7. Propose changes to industry standards to facilitate the automation process from the distribution to the settlement end to end process. 8. Maintain an annual work plan and report regularly to Pay-Account Standards Board. 9. ATPCO will be responsible to drive the tax requirements from an automation perspective in the distribution and settlement processes.
Period of effectiveness	The group is effective from 01 November 2019, for an unlimited period of time with an updated Terms of Reference effective from July 2021.
Eligibility for Participation & Members	ATPCO, IATA SMEs, IATA SPs (Pricing, Distribution and Revenue Accounting and Pay-Account SPs), IATA Member Airlines.
Eligibility for Participation as Observers	Any other organization, subject to the approval of IATA and the Chair.
Meetings	**TBD**
Officers	A Chair (Airline) and Vice-Chair (SPs or airlines) will be elected from group Members. 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. All organizations who are Members of the group will be eligible to vote for the election of Chair and Vice-Chair. A secretary will be provided by IATA.

Profile of delegates	Named delegates should have current experience in the any of the following areas: • Revenue Accounting • Interline Accounting • Indirect Taxation • Distribution • Pricing Automation • GDSs
Quorum	A quorum of 5 Members is required for a meeting/ call to be held.
Voting (Excluding the election of Chair and Vice-Chair).	Recommendation of the group is by simple majority vote of Airline Members present in the meeting. Each airline member may exercise only one vote, and abstentions are not counted. A minimum of 50+1% votes is required for a recommendation to be carried to the related bodies for decision.
Endorsement of standards	If there are any suggestions for changing the IATA standards, the solution will be proposed to the related IATA WGs first. If the related IATA WG approves the suggestion, then this will be presented to the Pay-Accounts Board for approval. The solution will finally be presented to the Passenger Standards Conference (PSC) for approval. If there are any suggestion to change ATPCO tax data standards or processes, then a business request will be raised to ATPCO, sponsored by a member airline. Changes to data exchange standards require endorsement by the Architecture and Technology Strategy Board under the provisions of Resolution 009. Changes to any other Resolution or Recommended Practice requires endorsement by the owning group and adoption at the Conference as required.

Item E4.1: Report and Work Plan of the Billing and Settlement Plan Data Interchange Specifications Group (BDISG), under the Pay-Account Standards Board

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Submitted by: Carsten Kemper, Chair of the BDISG, under the Pay-Account Standards Board

Altug Meydanli, Senior Manager, Pay-Account Standards, Secretary of the BDISG

Background

The BDISG was established under the Pay-Account Standards Board with a mandate through to develop and maintain data interchange specifications for the exchange of passenger ticketing and related data between Billing and Settlement Plan (BSP) business partners.

Members of the BDISG

The Terms of Reference of the Group allowed for a core membership of 18 delegates from airlines and Strategic Partners, who committed to active participation on standards development. Following the creation of this group, members were nominated and elected by the Board as follows.

Position	Airline	Delegate name
1	Lufthansa	Carsten Kemper (Chair)
2-	United	Donna Jackson (Vice-Chair)
3	British Airways	Kate Trepczynska
4	Air France	Sitty Dada
5	American Airlines	Cindy Clement
6	Delta	Rubirose Felix
7	Hahn Air	Alena Czoczkerl
8	Japan Airlines	Mizuki Aramata
9	KLM	Frank Haring
10	Air Canada	Debra Begg
11	Philippine Airlines	Dina May Flores
12	SAS	Signe Messeter
13	Singapore Airways	Seet Siew Lin
14	Amadeus	Alexandra Sorrentino
15	Travelport	Phil Rendell
16	Sabre	Michael Elderkin
17	Accelya	Pablo Moraleda
18	UATP	Jamie Nix
Observer	ARC	James Keith & Phil Myers
Observer	ATPCO	Michael Clay
Observer	ACCA	Feiyu Wang

Chair and Vice-Chair

Mr. Carsten Kemper from Lufthansa remains as Chair, and Mrs. Donna Jackson from United as Vice Chair of the BDISG.

Under the Terms of Reference of the Group, these officers hold their positions for 2 years, subject to continued involvement in the group. elected as BDISG Chair for one more term.

BDISG Activity

BDISG endorsed various amendments to DISH Revision 23 Standards (approved by PASB and PSC) reflected in a new DISH Update Bulletin Publication 2022/1, declared effective April 1 2022. The summary of amendments in DISH Revision 23 Update Bulletin 20120/1 are highlighted below:

- Removing all references to variable (card) format from DISH affecting multiple DISH Chapters,
- Addition of "ELO" in DISH Chapter-12 under FPTI (Form of Payment Transaction Identifier),
- Amendment of "Diners" definition in DISH Chapter-12 under FPTI (Form of Payment Transaction Identifier),
- Addition of "BCX" (record identifier required for payment) in DISH Appendix B, Sales Data (HOT) Table,
- Amendment of DISH Chapter 9 Paragraph 9.2 (UATP),
- Modification of NTTA, NTTC, and NTTP glossary entries in DISH Chapter 12 for PFC (Passenger Facility Charge),
- Correction of a typo in DISH Appendix I

BDISG adoption of standards

BDISG approved The DISH Revision 23 Update Bulletin 2022/1 during the annual BDISG Meeting and after the PASB and PSC approvals in the DISH Revision 23 Update Bulletin 2022/1 Bulletin was published with the effective date of April 1 2022.

RVAWG (RET Validation Advisory Working Group) under BDISG

RVAWG is working on “on the analysis of the use cases involving the Exchange transactions and Refunds on Exchange transactions” and this work will continue in 2023.

BDISG Work Plan

At its meeting in December 2021 and June 2022, the IATA Board of Governors unanimously endorsed the need for the industry to continue and even accelerate the journey toward Airline Retailing with offers and orders. This demonstrates full support and commitment at the Industry level for the end vision of offers and orders.

Therefore, in line with this industry direction and prioritization IATA will also focus on supporting the industry's move to offers and orders in the industry standards-setting activities.

Considering the changing industry priorities, in consultation with the BDISG Chair and Vice-Chair, the BDISG Annual Meeting-2022 has been cancelled.

Action

Conference to note report.

Item E4.2: Report and Work Plan of the Order Payment Group (OPG), under the Pay-Account Standards Board

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Submitted by: Marco Gronsveld, Chair of the Order Payment Group, under the Pay-Account Standards Board

Jakub Bielecki, Manager Standards Development-Enhanced Distribution, IATA Secretary of the Order Payment Group

Background

The Order Payment Group deals with matters concerning payment for offers and orders and financial processes related to order payment including the associated business requirements, provided that they are related with IATA Resolutions. It reviews and endorses proposals to create or amend standards governing offer and order payment processes as well as ensuring that proposals align with existing standards. The group is also responsible for offer and order payment in the context of resolutions relating to enhanced and simplified distribution, such as those referred to under Reso 787 and 797. Under guidance from PMWG, the group is also tasked with creating standards relating to emerging forms of payments for offers and orders.

Members of the Order Payment Group

The Terms of Reference of the Group allowed for a core membership of 16 delegates from airlines who have committed to active participation in standards development relating to customer payment. The current list of voting airline membership is as follows:

Airline Member	Delegate Name	Traffic Conference
Hawaiian Airlines	George Bryan	1
Cathay Pacific	Leo Chan	3
Qantas	Konda Reddy	3
Swiss	Dennis Radau	2
Finnair	Zoran Radosavljevic	2
Air Canada	Henry Garcia Diaz	1
British Airways	Eleanor Whittaker	2
KLM	Marco Gronsveld	2
ANA	Mitsue Sato	3
Turkish Airlines	Nermin Azem Kiran	2
Brussels Airlines	Patrick Artiel	2
Qatar Airways	Gregory Thery	2
American Airlines	Sahil Narang	1
Singapore Airlines	Siew Lin Seet	3
Air France	Steve Chaussin	2
Hahn Air	Vicente Zepeda Cabral	2

In addition to airline members, there is active participation from a variety of technology providers as well as representation from card schemes and sellers across areas that benefit from multi-stakeholder input (for example, Open Banking support).

Chair and Vice-Chair

Marco Gronsveld from KLM Royal Dutch Airlines remained Chair for 2021/22. Namratha Pavar was Vice Chair until July 2022 when she left United Airlines. The group will look to find a new Vice-Chair in the next cycle. Under the Terms of Reference of the Group, these officers hold their positions for 1 year, subject to continued involvement in the group.

Order Payment Group Activity

Overview

The Order Payment Group meets twice a month via web conference to update on working group activity, prioritisation and working group management. The group planned to meet face to face at twice in the last work cycle but was unable to do so due to travel and resourcing constraints. Across the year's calls, the Order Payment Group focused on completing additional implementation guidance and a finalizing a decision to revert a change resulting from the creation of the "Payment Catalogue" capability 21.3. Feature development also occurred but was slow paced due to meeting and resource constraints.

Documentation & Guidance
Basic Payment Implementation Guidance was completed as part of a wider initiative within Enhanced and Simplified Distribution guidance. Payment aspects of the documentation included formulation of core concepts, capabilities and worked use cases to demonstrate payment in Enhanced and Simplified Distribution.

Addition of IIN to Payment Catalogue Capability
The group undertook a decision process relating to the requirement for IIN to be included in the "payment catalogue" capability added to 21.3 release. This ended in a group level ballot which endorsed a patch to the 21.3 release to include this item.

Other Development
Plans to deliver payment capabilities relating to moved relatively slowly due to group focus on 21.3 capabilities. Items relating to work topics from 2021/22 that were not completed or are still ongoing have been added to the work plan for 2022/23. Five items were identified for work across 2022/23:

- Commitment to pay/transact where no new payment is to be collected (e.g. addition of a free service or a change with no additional payment)
- Pay for an order with an existing stored value
- Pay by instalment
- Support for payment pre-authorisation to improve order fulfilment processes
- Use of multiple forms of Payment to pay for an order
- Support Open Banking

Commitment to pay/transact where no new payment is to be collected (e.g. addition of a free service or a change with no additional payment)
High level requirements for offer acceptance vs. payment commitment in these scenarios were captured and development of a solution is planned for delivery in 2022/23.

Pay for an order with an existing stored value
Support for this item exists in the 21.3 schema and supports overall guidance provided on use of vouchers in Enhanced Distribution. A use case was added to the guidance backlog but was not reached in this cycle. This item may be touched on by other groups in future, namely Offer & Order Group (under SOSB) and the Order Accounting Group (under PASB) but is not added to the work plan for 2022/23, however it remains on the backlog.

Pay by instalment
It was noted that priority should be given to support card payment in instalments in core markets where it is supported today. High level requirements for card payment in instalments were captured and development of a solution for this feature is planned for delivery in 2022/23.

Support for payment pre-authorisation to improve order fulfilment processes
This item was deprioritized, however, in the requirements gathering for "commitment to pay" it was noted that the solution for this requirement could be met by the larger piece of work.

Use of multiple forms of Payment to pay for an order
This item was not reached in 2021/22 and will be added to the work plan for 2022/23

2021/2022 Face-To-Face Meetings

The OPG did not meet face to face 2021/22.

2021/2022 Balloted Items

Implementation Guidance Packages
OPG wrote, submitted and balloted two packages for the 21.3 implementation guidance in 2021/22. There are now:

- Seven documents outlining core concepts used for payment scenarios across Enhanced Distribution
- Four capability documents linked to certification and the ARM index
- Two worked examples that demonstrate to implementors how capabilities can be combined to deliver core business outcomes

The group continue to work on guidance in 2022/23 to improve and extend where necessary.

EASD-319 IIN Required in Payment Catalogue
The group undertook a decision process relating to the requirement for IIN to be included in the "payment catalogue" capability added to 21.3 release. This ended in a group level ballot which endorsed a patch to the 21.3 release to include this item.

Action

Conference to note.

Attachment A_E4.2 Work Plan of the Order Payment Group under the Pay-Account Standards Board

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Submitted by: Jakub Bielecki, Manager Standards Development-Enhanced Distribution, IATA Secretary of the Order Payment Group

Number	Topic and brief description	Agenda Item / Meeting Ref.	Active sub-group	Action by
1	Commitment to pay/transact where no new payment is to be collected (e.g., addition of a free service or a change with no additional payment)	Carry over from 2021/22	N	Amadeus, Hahn Air
2	Support for Open Banking	Carry over from 2021/22	N	KLM
3	Card payment by instalment	Carry over from 2021/22. Scope revised in August OPG call	N	Iberia, Avianca
4	Use of multiple forms of Payment to pay for an order	Carry over from 2021/22	N	KLM

Item E4.3: Report and Work Plan of the Order Accounting Group (OAG) under the Pay-Account Standards Board

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Submitted by: Jakub Bielecki, Manager Standards Development-Enhanced Distribution, IATA Secretary of the Order Payment Group

Background

The Order Accounting Group deals with matters concerning financial and accounting processes and practice related to Orders including the associated business requirements, provided that they are related to IATA Resolutions. It reviews and endorses proposals to create or amend enhanced and simplified distribution data standards governing Order Accounting processes and ensures that proposals align with existing standards.

The group develops accounting data standards relating to Orders and Settlement with Orders and reviews and endorses proposals to amend Order accounting data within resolutions relating to enhanced and simplified distribution, such as those referred to under Reso 787 and 797.

Members of the Order Accounting Group

The Terms of Reference of the Group allow for a core membership of 16 delegates from airlines who have committed to active participation in standards development relating to order accounting. The current list of voting airline membership is as follows:

Airline Member	Delegate Name	Traffic Conference
Lufthansa	Elke Disselhoff	2
Delta	Dave Weghorst	1
United Airlines	Donna Jackson	1
Qantas	Konda Reddy	3
Royal Jordanian	Moath Alwaqfi	2
Swiss	Myriam Burget	2
Singapore Airlines	Siew Lin Seet	3
Emirates	Suresh Verkot	2
Turkish Airlines	Burak Boyacıoğlu	2

In addition to airline members, there is active participation from a variety of IATA Strategic Partners.

Chair and Vice-Chair

The Chair position was filled by Konda Reddy of Qantas. The Vice Chair role remains open.

Order Accounting Group Activity

Overview

Four items were identified for work across 2021/22:

- Outline basic accounting use cases for Order creation and servicing scenarios where accountable documents are not issued
- Analyse and improve price structures in accounted orders
- Outline accounting requirements gaps for core requirements captured in DISH but not in One Order BRD
- Review needs for distinct delivery side OMS -> Accounting message (use of OSIN vs use of SSCN)

Outline basic accounting use cases for Order creation and servicing scenarios where accountable documents are not issued
Basic use cases are identified for forward sales accounting as well as variants that would lead to different posting. The group have created a matrix of cases, a template for postings and XML samples for messages required to generate them. This is good progress from a standing start and has seen the group identify a number of opportunities to enhance the One Order messages as a result.

Analyse and improve price structures in accounted orders
For 2021/22, the group took time to understand the new concepts and capabilities introduced in Enhanced & Simplified Distribution and the message structures that support them. The group have identified a number of ways that "price" could be improved to drive accurate accounts postings and the result of this will be a proposal to enhance the data model elements that are used to generate account postings. This item is in the work plan for 2022/23

Outline accounting requirements gaps for core requirements captured in DISH but not in One Order BRD
This item was rolled into the basic accounting use case work. In Mardi face to face, it was agreed that this could be a useful exercise in future, but that the need to educate on the newer capabilities and define what they mean for accounting is a priority for now.

Review need for distinct delivery side OMS -> Accounting message (use of OSIN vs use of SSCN)
In the face-to-face meeting in Madrid, the group was presented with the chance to decide whether to continue with the current design of One Order or to change and use one message for all accounting. Given that this change significantly questions the initial requirements documents and that not all airlines feel ready to decide, the decision was taken to continue with the proposed design but to keep in mind whether the single message design could also support any newly defined capabilities. The group will return to this topic once they reach the delivery/consumption side of One Order Accounting.

2021/2022 Face-To-Face Meetings

The Order Accounting Group met face-to-face for the first time in Madrid in June 2022.

2021/2022 Balloted Items

No items balloted in 2021/2022.

Action

Conference to note.

Attachment A_E4.3: Work plan of the Order Accounting Group under the Pay-Account Standards Board

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Number	Topic and brief description	Agenda Item / Meeting Ref.	Active sub-group	Action by
1	Accounting for an Order – Group priority. Pulls together general activities relating to One Order accounting group under one topic. Output is guidance and enhancements identified through guidance writing	Madrid – July 2022	N	Qantas, Swiss
2	Value Use in Accounting Messages – proposal to specialise values used for posting and to make them distinct from price information that often represents aggregated values	Madrid – July 2022	N	Qantas, Swiss
3	Allocation of Exchange & Refund in OSIADN – Clarification of how tickets are used in Accounting Messages that support them	Madrid – July 2022	N	Accelya
4	PaymentInfoType Refactor – simplification of the payment information structure to ensure it only carries relevant data	Madrid – July 2022	N	IATA
5	Commission Codes – clarification of elements used to support commission and guidance and coding to support it	Madrid – July 2022	N	IATA
6	Use of VAT Scope Text – enhancement and standardization of VAT capabilities added in 21.3	Madrid – July 2022	N	Lufthansa Systems

Item E4.4: Report and Work Plan of the Settlement with Orders Group (SOG) under the Pay-Account Standards Board

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Submitted by: Carsten Kemper, Vice-Chair of the Settlement with Orders Group, under the PASB

Momchil Momchilov, Manager Settlement with Orders Development & Secretary of the SOG

Members of the SOG

Position	Airline	Delegate name
1	AA	Melinda Fish
2	AF	Sitty Dada
3	BA	Barbara Foote
4	CX	Steve Cheung
5	EK	Suresh Verkot
6	HR	Atul Maldikar
7	KL	Frank Haring
8	LH	Carsten Kemper (Vice Chair)
9	LX	Myriam Burget
10	QF	Leonie Privett
11	RJ	Moath Alwaqfi
12	SQ	Lee Xue Ying
13	SQ	Melissa Chua
14	TK	Suleyman Serdar Yagci
15	TK	Eyup Okumuş
16	UA	Jackie Baxter

Chair and Vice-Chair

Carsten Kemper from Lufthansa remains the Vice Chair of the Settlement with Orders Group.

Activity Report

During the regular planning session for 2022, it was decided that the focus would be on industry adoption, and this decision was approved by the PASB. The focus has been and continues to be on implementing the Clearance Manager Service so the industry has a solution to support its move to 100% orders. If necessary, the SOG can meet to take care of urgent matters.

Action

Conference to note.

Attachment A_E4.4 Work Plan of the SOG

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Submitted by: Carsten Kemper, Vice-Chair of the Settlement with Orders Group, under the PASB

Momchil Momchilov, Manager Settlement with Orders Development & Secretary of the SOG

The members of SOG did not suggest any specific Work Plan items to be discussed/reviewed in the next 1 year. The SOG members believe that there is a mature release of the SwO Standard, which is backwards compatible too and the focus shall continue to be on implementing with the industry the SwO Standard and Process. Only when there is sufficient feedback from the implementations that requires revisions to the standard will there be a need for the group to meet and to discuss how to resolve issues.

Having working Clearance Manager Platform is also considered critical for the adoption of the SwO Standard and Process. Therefore, having IATA resources focusing on developing and implementing the Clearance Manager Platform and on stimulating and supporting industry implementation of the SwO Standard and Process will be of greater benefit to the industry.

Item E4.5: Report and Work Plan of the IATA Tax Governance Group (TGG) under the Pay-Account Standards Board

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Submitted by: Tomas Prieto, Secretary of IATA Tax Governance Group, under the Pay-Account Standards Board

Background

Following the closure of the Complex Tax Project, there is no standing group where new or ongoing issues around tax calculation, collection and remittance can be discussed at an industry level. There is some confusion about the roles of different standard-setting groups around taxes (pricing, ticketing, sales reporting, interline billing) and also a lack of oversight and coordination between those domains.

Within this framework, Pay-Account Board endorsed the creation of the IATA Tax Governance Group (with the task of coordinating TFC (Tax, Fees and Charges) issues within different IATA domains, including TTBS/RATD, reservations, pricing, ticketing, sales reporting, interline billing.

Members of the IATA Tax Governance Group (TGG)

Position	Airlines/Strategic Partners	Delegate name	
1	AA	Jayana Patel	
2	AC	Marie-Noel Fredette	
3	ACCA	Liu Yi	
4	Accelya	Darshana Hirlekar	Tarun Attavar
5	AF	Sophie Creusot	
6	AM	Carolina Castro	Rocio Anaya
7	Amadeus	Alexandra Billieras	Alexandra Sorrentino
8	AS	Jenny Benjamin	
9	EY	Richa Khandelwal	
10	Google	Cynthia Towne	
11	HR	Daniel Erier	
12	JL	Sansan KO	
13	KL	Johan Lodewijckxi	
14	LH	Christine Staeger	Sabine Breckwoldt-Goetz
15	Lufthansa Systems	Agnieszka Fabianska	Franz Angenendt
16	Maureva	Mladenka Vukmirovic	
17	Miatech	Luis Velazquez	
18	Navitaire	David Black	Joan See
19	NH	Yoshishige Kurashina	
20	NZ	Phil Johnson	
21	QF	Calvin James	Adam Willacy
22	RJ	Soufiane Attif	
23	Sabre	Angela Payne	
24	SK	Signe Messeter (Vice-Chair)	
25	SQ	Melissa Chua	
26	SU	Gelena Mazeina	
27	Sutherland GS	Ujwala Adav	
28	TK	Ilke Soran	
29	Travelport	Mike Walker	Neil Harper
30	UA	Tanja Aleksic	Roxie Klein
31	UX	David Rigo	Katina Rayo Oliver

Chair and Vice-Chair

Signe Messeter from SAS is the Vice-Chair of TGG. However, the Chair position is empty, and the Group Chair election will be conducted in the next TGG Call.

Activity Report

The activities of the groups paused in 2022 and resumed with the first call on 28th September 2022.

Action

Conference to note.

Attachment A_E4.5 Work Plan of the IATA Tax Governance Group (TGG) under the Pay-Account Standards Board

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The Group will discuss and agree on the Group Work Plan during their next TGG Call.

Section F: Architecture and Technology Strategy Board Items

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F1	Report of the Architecture and Technology Strategy Board (ATSB)	
F2	Endorsement of elections for open positions on Architecture and Technology Strategy Board	
F3	Delegation of authority to the Architecture and Technology Strategy Board	
F4	Groups active under the Architecture and Technology Strategy Board	Attachment A_F4 Attachment B_F4 Attachment C_F4
F4.1	Report and Work Plan of CMIG	Attachment A_F4.1
F4.3	Report and Work Plan of the Identity Management Group	Attachment A_F4.2
F4.4	Report and Work Plan of the Open API Group	Attachment A_F4.3

Item F1: Report of the Architecture and Technology Strategy Board

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Submitted by: Michele Walter, Chair of the Architecture and Technology Strategy Board
Najmi Mansoor Ahmed, Vice Chair of the Architecture and Technology Strategy Board
Jean-Christophe Cornu, Senior Manager Technology Standards, Secretary of the ATSB

Background

The Architecture and Technology Strategy Board is established under paragraph 2.3.5 of Resolution 009

2.3.5 Architecture and Technology Strategy Board

The Architecture and Technology Strategy Board is responsible for interoperability and quality of Data Exchange Standards published under the authority of the Conference; and acts as an architecture and technology strategy advisor to other Standards Boards and to the Steering Group.

The Architecture and Technology Strategy Board manages the methodology for documenting business requirements and developing and generating Data Exchange Standards. The Architecture and Technology Strategy Board also oversees the maintenance of the Airline Industry Data Model (AIDM); and maintains standards and best practices necessary for consistent and interoperable implementation of Data Exchange Standards and related technologies across multiple business areas supported by the Conference. The functions of the Architecture and Technology Strategy Board are detailed in Paragraph 5.2.

Members of the Architecture and Technology Strategy Board

Position	Airline	Delegate name	Title	Term commenced
1	Air China	Yufei Zhang	Manager - Application Control	1 November 2018
2	Air France	Michele Walter	Enterprise Solution Architect	1 November 2020
3	American Airlines	Austin Lorenzo	Principal Architect – Passenger Service System	1 November 2020
4	British Airways	TBA	TBA	1 November 2018
5	China Eastern Airlines	Yang Xin	Manager of NDC Project, Commercial Development Dept, Commercial Committee	1 November 2020
6	China Southern Airlines	Lu Chun	Vice President of Information Technology Center	1 November 2020
7	Delta Air Lines	Jeremy Schneider	Managing Director, IT	1 November 2018
8	Emirates Airline	Najmi Mansoor	Enterprise Architect	1 November 2018
9	Hahn Air Lines	Vicente Zepeta Cabral	Manager NDC	1 November 2018
10	KLM	Ralph Nijpels	Business Enterprise Architect Passenger Operations	1 November 2018
11	LATAM Airlines	Mauricio Antonio Acuna Valdes	Enterprise Architect	1 November 2020
12	LOT Polish Airlines	TBA	TBA	1 November 2018
13	Lufthansa Airlines	Frank Leipold	Head of Hub Airline Architecture	1 November 2020
14	Singapore Airlines	Lee Joon Hong	Principal Technologist (Customer Services System)	1 November 2018
15	Turkish Airlines	Derya Tunalilar	Project Manager	1 November 2018
16	United Airlines	Erik Stogo	Director IT	1 November 2018
17	Xiamen Airlines	Tang Yu	Enterprise Architect	1 November 2020

Chair and Vice-Chair

At the previous meeting of the Architecture and Technology Strategy Board, held by conf-call on August 02nd, 2022, Michele Walter from Air France was elected as Chair, Najmi from Emirates Airlines will continue his mandate as Vice Chair, under the terms of Resolution 009, these officers will hold these positions for a period of 3 years. until December 2023.

Architecture and Technology Strategy Board activity in 2022

The Architecture and Technology Strategy Board did not hold any face-to-face meetings in 2022, but held the followingconference calls:

- March 2022 – full Board call
- June 2022 – full Board call and attend PSC SG special meeting to discuss Draft Proposal for Agile Governance
- August 2022 – full Board call and attend PSC SG special meeting to discuss Draft Proposal for Agile Governance
- September 2022 – planned full Board call and PSC SG special meeting
- November 2022 – planned discussion from Board at 4th passenger standard Conference (webinar)
- December 2022 – planned discussion from Board

Key highlights from the first half of 2022:

- Maintain Agile quarterly data exchange standards release framework.
- Release 22.1 release package published in March 2022 and 22.2 release package published in June 2022
- Consolidation of working Groups to optimize efficiencies and reduce administration efforts, re-purposed existing Group Technology Architecture (TAG) into Open API Group to focus on Open Technology standards in response to ATSB priorities
- Endorsement of a 2nd version of Open-Air API Standards and updated version of the AIDM Methodology Design guidelines Standards.
- Reviewed Digital Identity PoC for Distribution designed to prove the feasibility and value of using DIDs and VCs in B2B distribution channels
- Worked with Offer Order implementer community to consolidate new baseline for Offer and Order schemas and retrofit few critical defects identified after release publication in cycle 21.3
- Ensure agile standard development practices and frequent delivery process to Business opportunity to deliver standards and keep improving the quality and working practices during development phases.
- Provided technology guidance to groups developing new standards in the areas of Interline and Digital Identity (API)

Architecture and Technology Strategy Board Areas for Exploration

The Architecture and Technology Strategy Board will explore the following areas:

- Moving away from legacy messaging technologies (including the development of modern data exchange standards in the areas of Open API and Identity Management to help facilitate the migration)
- Customer As Reference consideration in data standards messages
- Architecture integrity to ensure Business models driven (Business to information to Technology)
- Continue streamlining and implementing agile principles into the data exchange standard development methodology and release process
- Increased collaboration with other boards*

* As part of the ongoing evolution of our standard setting process, the ATSB is looking to have closer interaction with various Business Standards Boards to address issues. This item is currently being discussed with the leadership of each standards board at the PSC Steering Group to enable new PSC Agile Governance.

Action

Conference to note report.

Item F2: Endorsement of elections for open positions on the Architecture and Technology Strategy Board

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Submitted by: Jean-Christophe Cornu, Senior Manager Technology Standards, Secretary of the ATSB

Background

Under the current terms of Resolution 009, each year all positions are open on each of the five Management Boards for re-election/nomination for a twelve-month term.

Pending approval of Agenda Item A9.1, and the changes to these Management Boards, all groups will be open for nomination and re-elected in 2023.

In the interests of managing continuity, this group will continue its current existence with contributing work plan and mandate until the transition is complete. The Conference Steering group endorsed a simplified approach whereby the existing members of each Management Board will be asked if their airline wishes to continue their involvement in each Board across the transition in 2023. Existing Management Board members may contact IATA (via the Secretary of the Management Board, or by email at standards@iata.org) if they do not wish to continue their involvement, or if they wish to change the named delegate representing their airline on any Board.

Involvement in the Board for other member airlines

All member airlines are reminded that formal involvement on the Board represents a commitment to participate fully in Board activities across the full term of membership. Other member airlines (including those members not formally members of the Board) are welcome to view Board materials, to vote in Board ballots and to participate in Board meetings where topics are of interest. Involvement can be managed through the IATA Standard Setting Workspace, or by contacting standards@iata.org.

Action

Pending approval of Agenda Item A9.1, Conference to endorse the current composition of the Board until transition to new structure is in place.

Item F3: Delegation of authority to the Architecture and Technology Strategy Board

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Submitted by: Jean-Christophe Cornu, Senior Manager Technology Standards, Secretary of the ATSB

Background

The Conference may delegate the authority to adopt non-binding standards to the relevant Management Board, under the terms of paragraphs 2.6.4.2 and section 2.7.

> 2.6.4.2 Proposals to amend standards endorsed by the Board will be submitted for formal adoption by the Conference except where the Conference delegated the authority to establish standards to the Board. Where delegated authority has been granted to the Board (as described in Paragraph 2.7), the Board may issue the standard on their own authority.
> …
> **2.7 Delegated Authority to Establish Standards**
>
> 2.7.1 The Conference may delegate authority to any Board (or any combination of Boards) to adopt non-binding standards without an action by the Conference itself providing:
> 2.7.1.1 such standards are not in conflict with other standards adopted by the Conference; and
> 2.7.1.2 the Conference retains full visibility over all standards adopted by any Board.
> 2.7.2 Unless referenced explicitly within a Resolution, such authority will only be granted for a maximum of one year, after which point it must be renewed by the Conference. Such authority may be renewed as many times as required.
> 2.7.3 Guidance of such delegated authority will be published by IATA within the next Passenger Services Conference Resolution Manual issued after the delegated authority is adopted.

No delegation requested

Currently, the Board does not wish to request any delegation of authority under this provision.

Action

Conference to note.

Item F4: Groups active under the Architecture and Technology Strategy Board

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Submitted by: Jean-Christophe Cornu, Senior Manager Technology Standards, Secretary of the Architecture and Technology Strategy Board

Background

The Board may establish Groups to manage specific areas of standards, as described in Paragraph 3.1 of Resolution 009.

> **3.1 Establishment of Groups Reporting to Boards**
>
> **3.1.1** Such groups shall exist only where these have been established by a Board.
> **3.1.2** The Board shall grant the Group a mandate which may not exceed a period of one year, at which point the Group may be renewed by the Board for a maximum of 12 months. A group may be renewed as many times as required.
> **3.1.3** Each Group shall have a Terms of Reference establishing the scope, working procedures, voting processes and anticipated meetings.
> **3.1.4** The Board may disband a Group at any time.
> **3.1.5** A Group should be established where there is a requirement to perform actual development activity across a specific area of standards. This may be established on the basis of a discrete function, or an existing body of standards that require an identifiable area of expertise. The structure of Groups should maximize efficiency and reduce duplication.
> **3.1.6** Each Group should follow a Work Plan that will be presented to and endorsed by the Board if renewal is sought.

The Architecture and Technology Strategy Board had the following Groups active during 2022:

- Change Management and AIDM Integration (CMIG) including Methodology and EDIFACT activities
- Identity Management Group
- Open API Group (previously named- Technology Architecture Group)

Key changes can be summarized below:

- Merged the Methodology & EDIFACT Group into the Change Management and integration Group
- Revised ToR and participants into Change Management and Integration Group
- Re-purposed Technology Architecture Group (TAG) into Open API Group with revised ToR



Continuation of Groups

The Board has endorsed the continuation of all groups for a further 12 months, from 1 November 2022. The Terms of Reference of the Groups are provided as Attachments to this item as follows.

Group name	Scope	Terms of Reference Attachment
Change Management and AIDM Integration (CMIG)	Oversee the maintenance of an integrated Airline Industry Data Model (AIDM) intended as a central repository to store business requirements, data and message models; and generate all data exchange specifications including messaging standards as well as developmental (alpha release) and candidate (beta release) messaging standards. Manages the AIDM methodology used to develop standards under the Conference.	A_F4
Identity Management Group	Responsible for developing technical Identity Management implementation standards in order to identity the various parties referenced in various standards.	B_F4
Open API Group	Develop and agree industry data communication standards, best practices and implementation guide, based on open technology standards, including but not limited to REST API (Application Programming Interface), Event API, GraphQL, AsyncAPI standards and best practices, with the focus to ensure consistency and interoperability in the implementation of Data Exchange Standards.	C_F4

Action

The active groups are established under the authority of the Board and are presented for the Conference to note.

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Attachment A_F4: Terms of Reference: Change Management and AIDM Integration Group

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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.

Group name	**Change Management and AIDM Integration Group (CMIG)**
Reports to	Architecture and Technology Strategy Board (ATSB)
Role / Mandate	1. Oversee the maintenance of an integrated Airline Industry Data Model (AIDM) intended as a central repository to: • Store business process models supporting passenger data exchange standards (non EDIFACT) • Store data and message models supporting passenger data exchange standards (non EDIFACT) • Generate all data exchange specifications including messaging standards as well as developmental (alpha release) and candidate (beta release) messaging standards 2. Review and endorse new data exchange standards and proposed changes to data exchange standards. This includes: • Ensure completion of stage 1 (initiation), 2 (business models) and 3 (data models) BRDs as per the AIDM Methodology for new standards • Ensure completion of the Change Requests per the AIDM Methodology for data exchange standards modifications • Ensure compliance of all proposed business and data modeling changes with the AIDM Modeling Guidelines • Provide guidance and resolve of integration issues with proposed changes to the AIDM • Ensure compliance of all XML and JSON Data Exchange Standards with the IATA XML and Rest/JSON/Open API Best Practices 3. Maintain the methodology for developing data exchange standards and associated modelling guidance, best practices, templates and tools. This includes the following documents: • AIDM Modeling Guidelines • IATA XML Best Practices • Open API Best Practices 4. Liaise with other groups under any Conference, and Industry Committees as required, providing modeling, technical guidance, consulting and support to other groups as required 5. Maintain a work plan and report regularly to ATSB
Period of effectiveness	The Group is effective from 1 January 2022 for a period of 12 months and may be disbanded by the ATSB any time
Participation	To participate in the group, organizations must either elect to be Members of the group, or to participate as Observers **Members** Minimum 14, maximum 20 organizations will be elected as Members, of which a minimum 10 must be IATA Member Airlines. Where nominations exceed available vacant positions, the Architecture and Technology Strategy Board will elect members into vacant positions.

	Members will be elected for a minimum period of 12 months, subject to the group's mandate continuing. Member organizations must commit to active participation of one named and suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term, only if necessary. The named delegate may appoint a proxy from within their organization to attend meetings on their behalf. Any member organization who fails to attend 2 meetings (including scheduled telephone calls without providing an alternate) will forfeit their position on the group. **Observers** Any organization eligible for participation who is not a member may attend any meeting as an observer and access any materials from meetings. Where an organization is an IATA Member Airline, they may also participate in any vote when attending as an observer.
Eligibility for Participation	• IATA Member Airlines • A4A Member Airlines • Strategic Partners participating in the any IATA program already permitting participation in another group under the governance of the Passenger Services Conference and Passenger Tariffs Conference with an ongoing Data Exchange Standards related activity. Any other organization invited to participate subject to the approval of the Chair and Secretary.
Meetings	Monthly meetings will be scheduled (as required by the work plan and in concurrence with the Secretary), of which two meetings are expected to be face to face.
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	A Chair and Vice-Chair will be elected from Group Members. Only IATA member airlines are eligible to be elected as Chair and other members (Strategic Partners) of the group are eligible to be elected as Vice-Chair. The Chair and Vice-Chair will be elected for a maximum period of 2 years, subject to their Organization remaining a member of the Group. All organizations who are members of the Group will be eligible to vote for the election of Chair and Vice-Chair. The election will occur by simple majority vote. Secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the following areas: • Information Technology and Architecture, Information and/or Data Architecture, • Practical hands-on experience with data and/or business modeling (including knowledge of UML and BPMN 2.0) • XML Schema design and W3C XML Best Practices • REST/JSON APIs

Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	The group will work on the basis of forming consensus among all members including Airline Members, Strategic Partners and invited parties. If a consensus cannot be reached, decisions will be made by simple majority vote of Member Airlines. Any required action to be voted on by the Group may take place at an in person meeting (minimum of 3 CMIG Airline Members must be present for the vote to be valid) or by online ballot (minimum of 7 CMIG Airline Members must vote for the ballot to be valid) Any Member Airline may attend any meeting of the Group as an Observer and vote on any item. (Resolution 009, paragraph 3.2.2). Any Member Airline that is not a Group member may participate in an online ballot by notifying the Secretary in advance.
Endorsement of standards	Standards endorsed by the Group will be presented to the ATSB for approval and eventual submission for approval by the Conference as required by the Provisions for the Conduct of Traffic Conferences. To propose a Change to Resolution or Recommended Practice not managed by this Group, the Group will seek an endorsement by the owning group prior to the submission to the ATSB.

Attachment B_F4: Terms of Reference: Identity Management Group

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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.

Group Name	**Identity Management Group**
Reports to	Architecture and Technology Strategy Board (ATSB)
Scope	1. Develop technical standards supporting coding regimes governed by IATA passenger standards, building on use cases referred to the groupby the ATSB. Examples of use cases include, but are not limited to: • Identity management of Sellers/Travel Agents in support of distribution standards • Identity management of Airlines/Airports and service providers in case of operations standards • Identity management of passengers in support of distribution and passenger processing 2. Analyze existing identity management technology standards to identify ifany standards can be reused or extended against use cases identified in the ATSB Work Plan. 3. Leverage work and recommendations accompanying use cases from business groups as part of the standard. 4. Create a detailed architecture of how the selected technical standard willbe applied and implemented across the airline industry (including the creation of implementation guides and updates of the Reference Communication Model if necessary). 5. Ensure any selected standards comply with the Digital Transformation Advisory Council's identity management strategy and principles established by the ATSB detailed in the guidance paper. *Note: Once the Group completes the project, ATSB expects to disband the Groupand transfer the maintenance of resulting standards and associated documentation such as Best Practice and Guidelines to the Technology Architecture Group.*
Period	12 months from the date of adoption, renewable by the ATSB.
Membership	Any A4A/IATA Member or IATA Strategic Partner where they wish to actively participate in the development of standards, Best Practices and Guidelines may participate in Group's activities. Failure to participate in two consecutive meetings may result in your status being changed from active member to observer of the Group. Other stakeholders may be invited by approval of the Group Chair and Secretary. Any eligible organization commits to active participation with a named and suitably qualified delegate for a minimum of 12 months.
Meetings	Minimum month telephone / web meeting. Minimum one face to face meeting per year.
Sub-Groups	The group may establish and disband temporary sub-groups to investigate or develop proposals on specific issues
Observers and access to materials	Any organization eligible for membership may attend any meeting as an observer and access any materials from Group.

Officers and Secretary	A Chair and Vice-Chair will be elected from Group Members. Only Member Airlines are eligible to be elected as Chair. The Chair and Vice-Chair will be elected for a maximum period of 2 years, subject to their Organization remaining a member of the Group. All organizations who are members of the Group will be eligible to vote for the election of Chair and Vice-Chair. The election will occur by simple majority vote. Secretary will be provided by IATA Management.
Voting	The group will work on the basis of forming consensus among all members including Airline Members, Strategic Partners and invited parties. If a consensus cannot be reached, decisions will be made by simple majority vote of Member Airlines. Any required action to be voted on by the Group may take place at an in person meeting (minimum of 3 Airline Members must be present for the vote to be valid) or by online ballot (minimum of 7 Airline Members must vote for the ballot to be valid) Any Member Airline may attend any meeting of the Group as an Observer and vote on any item. (Resolution 009, paragraph 3.2.2). Any Member Airline that is not a Group member may participate in an online ballot by notifying the Secretary in advance.
Endorsement of standards	Checklists, Best Practice and Guidelines and resulting standards developed by the group will be submitted to the ATSB for endorsement and further action as required.

Attachment C_F4: Terms of Reference: Open API Group

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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.

Group name	**Open API Group**
Reports to	Architecture and Technology Strategy Board (ATSB)
Role / Mandate	1. Develop and agree industry data communication standards, best practices and implementation guide, based on open technology standards, including but not limited to REST API (Application Programming Interface), Event API, GraphQL, AsyncAPI standards and best practices, with the focus to ensure consistency and interoperability in the implementation of Data Exchange Standards. 2. Support business groups developing data exchange standards under the PSC with Technology guidance, including all areas defined in point 1 above. 3. Maintains Reference Communications Model (RCM), as a common point of reference for the implementation of communication protocols and the common non-functional requirements, including data exchange security, handling of personally identifiable data or similar standards and best practices. 4. Liaise with other groups under any Conference, and Industry Committees as required. 5. Maintain a work plan and report regularly to ATSB
Period of effectiveness	The Group is effective from 1 August 2022 for a period of 12 months and may be disbanded by the ATSB any time.
Participation	To participate in the Group, any organization eligible for participation must either elect to be Member of the Group or to participate as Observer. **Members** Member organizations must commit to active participation of one namedand suitably qualified delegate for a minimum of 12 months. The named delegate may be changed during term. The named delegate may appoint an alternate delegate from within their organization to attend meetings on their behalf. Any organization who fails to attend two consecutive meetings (including scheduled telephone calls without providing an alternate) will forfeit their member status in the group. **Observers** Any organization eligible for participation who is not a member may attend any meeting as an Observer and access any materials from meetings.

Eligibility for Participation	• IATA Member Airlines • A4A Member Airlines • Strategic Partners participating in the any IATA program already permitting participation in another group under the governance of the Passenger Services Conference and Passenger Tariffs Conference with an ongoing Data Exchange Standards related activity. Any other organization invited to participate subject to the approval of the Chair and Secretary.
Meetings	Monthly meetings will be scheduled (as required by the work plan and in concurrence with the Secretary)
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	A Chair and Vice-Chair will be elected from Group Members. Only Member Airlines are eligible to be elected as Chair. The Chair and Vice-Chair will be elected for a maximum period of 2 years, subject to their Organization remaining a member of the Group. All organizations who are members of the Group will be eligible to vote for the election of Chair and Vice-Chair. The election will occur by simple majority vote. Secretary will be provided by IATA Management.
Profile of delegates	Named delegates should have current experience and day-to-day involvement in the following areas: • Enterprise Architecture • Information Communication Technology, such as protocols, message design and implementation, security, compliance, etc. • Hands on experience in API design, such as REST API, Event API, AsyncAPI, GraphQL, etc. • Knowledge of JSON Schema design.
Quorum	A quorum of 25% of members is required.
Voting (Excluding the election of Chair and Vice-Chair).	The group will work on the basis of forming consensus among all members including Airline Members, Strategic Partners and invited parties. If a consensus cannot be reached, decisions will be made by simple majority vote of Member Airlines. Any required action to be voted on by the Group may take place at an in person meeting (minimum of 3 Airline Members must be present for the vote to be valid. Any Member Airline may attend any meeting of the Group as an Observer and vote on any item. (Resolution 009, paragraph 3.2.2). Any Member Airline that is not a Group member may participate in an online ballot by notifying the Secretary in advance.

Endorsement of standards	Standards endorsed by the Group will be presented to the ATSB for approval and eventual submission for approval by the Conference as required by the Provisions for the Conduct of Traffic Conferences. To propose a Change to Resolution or Recommended Practice not managed by this Group, the Group will seek an endorsement by the owning group prior to the submission to the ATSB.

Item F4.1: Report and Work Plan of the Change Management and AIDM Integration Group, under the Architecture and Technology Strategy Board

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Submitted by: Dave Weghorst, Chair of the Change Management and AIDM Integration Group, under the Architecture and Technology Strategy Board

Patrick Brosse, Vice-Chair of the Change Management and AIDM Integration Group, under the Architecture and Technology Strategy Board

Jean-Christophe Cornu, Senior Manager Data & Business Modeling, Secretary of the CMIG

Background

The Change Management and AIDM Integration Group (CMIG) was established under the Architecture and Technology Strategy Board to:

1. Oversee the maintenance of the integrated Airline Industry Data Model (AIDM):
   a. Intended as a central repository to store business processes/requirements, data and message models
2. Generate and maintain XML and JSON data exchange specifications/messaging standards as well as developmental (alpha release) and candidate (beta release) messaging standards
3. Review all proposals for integration of proposed changes into new releases of the AIDM
4. Manage the methodology for developing Data Exchange Standards utilizing the AIDM including the maintenance of modelling guidance, XML / JSON and API Best Practices, templates, Modeling tools and publication in IATA Dev Portal.
5. Liaise with other groups under the Conference and Industry Committees as required

Members of the Change Management and AIDM Integration Group

Members of the group can be found on the Standard Setting Workspace.

We would like to thank all working group members and IATA CMIG supporting staff for their contributions and hard work during the year.

Chair and Vice-Chair

At the first meeting of the Change Management and AIDM Integration Group in January 2022, Dave Weghorst from Delta Air Lines was elected as Chair, and Patrick Brosse from Amadeus was elected as Vice Chair.

Under the Terms of Reference of the Group, these officers hold their positions for 2 years, subject to continued involvement in the group.

CMIG Group activity in 2022

During the year, the ATSB Methodology Group activity was merged into the group and various CMIG scheduled conference calls were held.

By end of Q1 2022, the new elected participants successfully met in GVA for a complete review of the governance methodology and AIDM framework processes & templates used to develop data standards, regular communication with the group were held to provide upfront visibility on industry roadmap.

Note that ATSB Methodology & EDIFAC Groups activity have been merged into the CMIG group to reduce administration efforts.

The following is a summary of items that were reviewed/progressed for the standard release cycles for the year.

Standards Board	Group	Area	Release 22.1 Standards Cycle	Release 22.2 Standards Cycle
Pay-Account	Settlement with Orders	New Standard	N/A	N/A
	Customer Payment	NDC Standards	N/A	N/A
	BSP 4 NDC & TIP	API Standards	N/A	N/A
Plan	Schedules / MCTX	Schedules & MCT Standards	2 CRs (defect) to apply correction on Schedules Schema	N/A
	SXSG	Slot Standards	N/A	N/A
Shop Order	Offers and Orders	NDC Standards	9 Critical CRs (defects) to apply correction on Order Schemas from 21.3 baseline	N/A
	Identify (B2B)	Digital Identify Standards	N/A	N/A, PoC results
	Interline	Interline Standards	1 Change Request	N/A
Travel	Baggage XML	Baggage Standards	N/A	N/A
	Aircraft operation for Digital communication	Load Control and Aircraft Digital communication Standards	N/A	N/A, Draft Business processes, and logical model for new schema TimeStamp
	Passenger Experience Digital (B2C)	One-ID Standards	N/A	Draft Business Processes modeling for (reduced) scope of Digitalization of Admissibility new APIs
	Passenger andBaggage Conformance Services (CUWS)	Airport Standard	N/A	N/A
	Aviation Information Data Exchange (AIDX)	Aircraft Operations Standards	N/A, Business Support to simplify AIDX standards implementation guide	N/A, update of AIDX implementation guide and expect mapping with AIDM for new API
	Fuel Data (SGSX)	Aircraft Standard	N/A	N/A

Other activities during the year have included:

- Enable Agile Development Cycle is effective and enable more frequent release (up to 4 / year) for the different groups to publish changes on standards messages
- Providing guidance to the business standards groups as required
- Analysis of potential refinements to the release standard and defect management process with association guidance and documentation on methodology
- Analysis of Quality Models defined in AIDM Governance and development of a new process to consider Quality Assurance tasks to improve Quality Control in delivery of the standards development phases
- Publication and maintenance of the Data Standards and associated documentation in IATA Dev portal
- Implementation of streamlined standards development (frequent release) and release processes (agile) with early collaboration with business groups to define and document Business models in defining the scope (e.g. Interline, One-ID Digitalization of Admissibility…).

Action

Conference to note report.

Attachment A_F4.1: Work Plan of the CMIG Group

The Change Management and AIDM Integration Group work plan is dependent on the data exchange proposals submitted by the various business standards groups.

CMIG continues to look for opportunities to streamline and improve release cycle capabilities and the standards development methodology.

Main projects Other activities during the year have included:

ITEM	SUBJECT	DESCRIPTION SUMMARY
1	Launch of Json Library directory	Technical initiative to develop new Json Library extract file for API developers, scope to be validated to ensure Open API will use it as required to access AIDM Objects sourced from Governance models
2	AIDM Governance Quality Review	Technical initiative to review / enhance AIDM Governance Models Quality
3	AIDM Tooling for Standards Modeling	Technical initiative to develop new validation scripts to control quality of the models as per AIDM design guidelines
4	AIDX Information Reference Architecture	Technical support to AIDX community to develop Business reference Information Architecture to help in their implementation guide and enhance Governance Flight model for the operational activities in AIDM Governance models
5	Digital Customer (ContactLess) scope of Digitalization of Admissibility new APIs	Technical support to develop Business modeling to support new standards API for the (reduced) scope of OneID scope of Digitalization of Admissibility new APIs
6	Digital Identity in Distribution (B2B)	Technical support to develop new APIs to enable following use cases: - Onboarding (UC1) - Determine how Verifiable Credentials can ease the onboarding process of Sellers with Airlines - Identity during shopping (UC2) - Determine how Verifiable Credentials provide the airline with enough information about the identity of the travel agency during shopping to drive the airline's necessary processes (set commission, filter offers, etc.)
7	Interline and Intermodal	Technical support and guidance to ensure Airlines interline capability is enable in standards
8	Airlines Digital Operation	Technical support (Business modeling and AIDM) to develop new APIs for Aircraft operation (TurnAroundTimeStamp) and future messages.
9	Airlines in Offer and Order distribution Maintenance	Technical support to maintain baseline for 21.3 baseline and develop new capabilities.
10	Airline in control of Payment, Payment accounting and Settlement with Ord	Technical support to develop data standards messages to support enhanced capabilities.
11	Airline in control of Schedules, Slot, MCT standards	Technical support to develop data standards messages to support enhanced capabilities.

Item F4.2: Report and Work Plan of the Identity Management Group, under the Architecture and Technology Strategy Board

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Submitted by: Gabriel Marquie, Secretary of the Identity Management Group

Background

The Identity Management Group was established under the Architecture and Technology Standards Board in order to:

Develop an industry-wide identity management technical standard (airline industry specific implementation of W3C's verifiable credentials standard 1.0) building on use cases referred to the group by the ATSB and following guidance from DTAC.

Proposal from DTAC:
Consistent with architecture principles, industry digitalization programs should take into account existing open technology standards such as Decentralized Identifiers (DIDs) and associated Verifiable Claims from W3C in case of identity management.

Members of the Identity Management Group

Members of the group can be found on the Standard Setting Workspace.

Chair and Vice-Chair

Chair – Vacant

Vice Chair – Daniel Bachenheimer

Under the Terms of Reference of the Group, these officers hold their positions for 2 years, subject to continued involvement in the group.

Identity Management Group activity in 2021/2022

The group previously produced an airline industry specific implementation of W3C's verifiable credentials in September 2021.

The group will resume bi-monthly calls to produce best practice documentation to achieve interoperable implementation of digital identity solutions

Action

Conference to note report.

Attachment A_F4.2: Work Plan of the IdM Group

IdM Group continues to look for opportunities to streamline Digital Identity and improve standards as described in the below items.

ITEM	SUBJECT	DESCRIPTION SUMMARY
1	Enterprise credential holder	Provide implementation guidance on the following items: 1- Enterprise wallet holding credential 2- Producing a verifiable presentation 3- Producing an electronic signature that can be verified leveraging DIDs
2	Credential verification in B2B use case	Provide implementation guidance on the following items: 1- Credential presentation request 2- Credential verification
3	Holder of an IATA enterprise credential issuing credentials to individuals to be leveraged through a given trust framework	Provide implementation guidance on the following items: 1- Trust framework implementation for issuer 2- Schema for individuals' VC
4	Individual credential holder	Provide guidance on individuals' wallet
5	Credential verification in B2C use cases	Provide implementation guidance on the following items: 1- Trust framework implementation for verifier 2- Credential verification when multiple issuers are part of the trust framework

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Item F4.3: Report and Work Plan of the Open API Group, under the Architecture and Technology Strategy Board

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Submitted by: Peter Sun, Manager Technology Standards, Secretary of the Open API Group

Background

The Open API Group was established in 2022 under the Architecture and Technology Standards Board in order to:

- Develop Industry Open API (Application Programming Interface) standard, best practices, including but not limited to REST API, Event API, GraphQL, AsyncAPI
- Facilitate the adoption of standards via implementation guide and developer tools.
- Support business groups developing data exchange standards under the PSC governance
- Maintains Reference Communications Model (RCM)

Members of the Technology Architecture Group

Members of the group can be found on the Standard Setting Workspace.

Chair and Vice-Chair

In Jun 2022 during the Open Air and Technology Architecture Group have been re-purposed and call for nomination has been completed. Position of Chair and Vice-chair will be confirmed after voting process.

Under the Terms of Reference of the Group, these officers hold their positions for 2 years, subject to continued involvement in the group.

Chair elections will take place later in 2022.

Open API Group activity in 2022

The group meetings will begin from September 2022.

The key activities achieved by the previous Open Air working group in 2022:

- Completed the industry REST API Linting rule set, which can be used by any developer to validate the Open API document (OAS) versus the industry standards.
- Completed the requirement and specification of the standard JSON schema library. The official launch of library for pilot purpose is pending for CMIG decision and approval.
- Finalized the industry API governance tool to support REST API design collaboration.
- Support API design activities of different business working groups, such as common use group.

Action

Conference to note report.

Attachment A_F4.3: Work Plan of the Open API Group

Open API Group continues to look for opportunities to streamline Open Technology standards as described in the below items

ITEM	SUBJECT	DESCRIPTION SUMMARY
1	Open API JSON Schema Library - Data model derived from AIDM	Develop the specification and release the industry standard JSON schema library to support standard REST API design, with the schema objects generated from the AIDM logical model.
2	Maintain REST API standards	Maintain the existing Open Air standard and best practices, and evaluate potential extension, such as transition to the OAS 3.1 standard
3	Query language	Parameters to get collection of resources. Best practice should allow to include a (partial) view of associated resources included in the main resource.
4	Call back mechanism	NFR concept to have message orchestration more efficient in messagestandard communication
5	Servicing/push notifications/addressing end points in NDC	Business needs for an industry standard approach to address the recipients ofnotification messages such as notifying sellers about a schedule change was identified during Implementer Forum discussions.

Section G: Information Items

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Agenda Item	
G1	Report of the Passenger Agency Conference
G2	Report of the Cargo Services Conference
G3	Report of the IATA Think Tank Activities
G4	Report of the IATA Strategic Partnership Program
G5	Report of the Interline Billing and Settlement Operations Working Group (IBSOPS WG)

Item G1: Report of the Passenger Agency Conference

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Submitted by: Marco Alvarenga. Secretariat, Passenger Agency Conference

(alvarengam@iata.org)

Background Objectives

The IATA Passenger Agency Programme was established in 1979 and is responsible for policy development regarding all matters (excluding remuneration levels) relating to the relationships between airlines and IATA accredited passenger sales agents and other intermediaries. This body has effectively adopted rules of the Global IATA Passenger Agency Programme designed to facilitate the secure distribution and sale of airline tickets through a network of financially vetted and reliable 'accredited' sales agents. There are currently more than 38 thousand Accredited Agents issuing tickets in more than 54 thousand locations. Within the Agency Programme is also the Billing and Settlement Plan (BSP), a system designed to facilitate and simplify the selling, reporting and remitting procedures of IATA Accredited Passenger Sales Agents, while also improving financial controls and cash flow for airlines participating in these Plans. In 2021, the BSP processed over the equivalent of **USD 74.7 billion gross sales** of airline ticket sales, through BSP operations located in 180 countries/territories.

The governance mechanism of the Passenger Agency Conference (PAConf) activity ensures that every member airline has the opportunity to influence the development of standards. At the PAConf itself, every member may accredit a representative who is appointed by the member's CEO and is empowered to make binding decisions on behalf of that member to benefit the industry. Accordingly, it is important that members review their accredited representatives regularly to ensure that they are up to date and have sufficient authority and influence to fulfil this important role.

Activity across 2022

Meetings

- The 43rd Passenger Agency Conference marked the first virtual Conference at a critical moment in the history of the industry. In 2022 the Conference will return to meeting in person to celebrate its 44th annual meeting between 11 and 13 May, in Geneva, Switzerland. The main focus of this year's PAConf will be to look into the evolution of the distribution landscape in the context of the Passenger Agency Programme.
- Two pre-Conference workshops will take place before the Conference, open to all Members:
  - Airline Retaining Workshop will take place on 10 May 2022 covering the changes and progress of the NDC framework, familiarizing delegates with the concepts of ONE Order and Settlement with Orders, and the benefits that those bring. It will also give the opportunity to highlight the importance of the Agency Programme in the context of the industry transformation journey.
  - The Agency Risk Management Workshop will be held after also on 10 May 2022 to provide an introduction to the overall risk framework for the Agency Programme. This includes the evolving risk management strategy, which reflects the new industry trends from a business and payment perspective. At the same time, this will be an opportunity to provide delegates with a practical overview of available tools including a live demo and training in an interactive session.
- An Open Session preceding the Conference will be hosted on the morning of 11 May where representatives from the Global Travel Agency Associations, as well as GDS, ARC and Travel Tech, were invited to join the session and will be able to provide their feedback and comments on the Conference Agenda for Members' consideration.
- In 2021, the Conference continued facilitating several Mail Vote sessions, enabling the governance structure to be more agile in adapting to the changes taking place and addressing the needed temporary measures in the different BSP markets. The PAConf reviewed a total of 120 items, including over 100 local items. Furthermore, several important proposals were placed on the Conference's Agenda aiming to

introduce the lessons learnt during the pandemic allowing for a more dynamic approach to the management of the Agency Programme.

- The Conference will look at the progress and activities of several IATA programmes and groups, such as PSG, PAPGJC, ISS Risk Management Working Group, NewGen ISS, the ADM Group, APJCs and the Distribution Risk Community, highlighting the focus areas and important discussions since PAConf/43.
- The IATA Director-General and the IATA Senior Vice President of Financial Settlement & Distribution Services will welcome the Conference delegates and invitees on 11 May acknowledging the importance of hosting an in-person PAConf after almost three years of virtual meetings.

Major Activities and Achievements Since AGM/77

- IATA continued working with its stakeholders through the various consultation bodies (i.e. PSG, PAPGJC, PAConf, APJC, ISSRMWG) to help develop guidance and restart the business preserving the integrity of the IATA Settlement Systems at the same time.
- The Passenger Agency Conference Steering Group continued closely monitoring the Remittance Holding Capacity (RHC) on both market and agent levels to ensure that the exceptional calculation put in place did not would start to become a hurdle for the industry growth rather than a relief measure. Based on the recovery levels and to ensure a smooth transition, the PSG agreed to keep the exceptional RHC until 30 June 2022.
- Furthermore, important developments have taken place since AGM/77 such as the implementation of several new BSPs, having the Agency Programme operating under one single framework and the overall evolution and results of the risk management activities.
- Tremendous efforts have been exercised in the area of risk management both for Airlines and Agents. On the airline's side, a risk management framework was developed to safeguard Member Airlines and the Settlement System infrastructure. On the agent side, enhancements in the Passenger Agency Programme proved to be efficient and resulted in the best performance of unrecovered amounts in the history of 0,005%. This could be partially attributed to the efficient rules implemented at an industry level under the PSG and PAConf leadership.

Future Activity

Member airlines should ensure that your appointed Accredited Representative and Alternates are up to date, as PAConf delegates receive monthly updates regarding important Conference matters, ongoing initiatives as well as latest news from its Steering Group and other subgroups. To update your Airline's representation and access PAC Resolutions, please visit us at https://www.iata.org/en/programs/workgroups/paconf/

Item G2: Cargo Services Conference Report

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Submitted by: Andre Majeres, Head, E-Commerce and Cargo Operations, CSC Secretary (majeresa@iata.org)

Background

The 43rd Cargo Services Conference (CSC/43) was held as a digital event 21-22 March 2022 due the COVID-19 situation and WCS Postponement.

Impacts on Passenger Standards Conference Activity

None noted.

Activity across 2021

Airmail Board (AMB)

The Air Mail Board (AMB) met virtually three times this year, in March July and October 2021. During this year the AMB has been working on the following:

Framework for a Postal Service Agreement (CSCRM RP 1677)

Planned goal and end result of this activity:

1. An updated framework for a postal service agreement (FPSA) providing more clarity on liabilities. The main agreed changes were to remove the references to various documentations not available to other parties (i.e. UPU Acts) and a better use of the annexes to enhance articles and offer details and bilateral agreements. A focus was also put on paper-free transport.
2. Guidelines on how to implement and use the FPSA together with the postal tenders. The current guideline, which provides explanation to the different parts of the FPSA in order to support the users has been expanded to include the scope and purpose of the FPSA and how to integrate the framework agreement in the Post's tender process plus detailed templates for guidance.

Airmail Acceptance

1. While dealing with the topic of Hybrid scenarios an in parallel, working on trends of counterfeit mail being sent by air. The members agreed to split this activity into three sub-activities:
    a. Hybrid scenarios in use today
    b. Acceptance of mail
    c. Liability and compliance with respective regulations
2. While the first one had already been documented, it had not ben endorsed yet.
3. Therefore, the members worked on enhanced acceptance processes, detailing the data elements of EDI messages to be checked, and physical checks to be performed on receptacles. The proposed enhancements were discussed with the IATA Cargo Handling Consultative Council (ICHC) and endorsed by the latter to be included in the IATA Cargo Handling Manual (ICHM). To this regard as well, information regarding ETOEs and their requirements has also been added.

Electronic Advanced Data (EAD) filing

1. The members agreed to work on the 3 following tasks to help resolve the issue of compliance with the upcoming requirements for customs filing following the ICS2 Release 2 timeline of 01st of March 2023:
    a. Business processes before mail handover
    b. Business processes for mail in transit and transhipment
    c. Business processes after mail handover
2. For the business processes before handover of mail, the Universal Postal Union (UPU) provided elements for drafting in relationship to their EAD check compliance tool. This is under review by the ET.

3. For the business processes in transit/transhipment, the discussion is happening presently with the European Commission (DG TAXUD ICS2 Team) and a possible solution is recommended by a group of experts (IATA/UPU/PostEurop/A4E). This solution requires UPU and EC to change their legislation to allow a DPO at origin to do the EAD filing in the country of transit/transhipment.
4. For the business processes after handover of mail, not enough progress. However, the AMB secretary asked all the members to share their emergency policies in case of RFS/DNL and the mail is already loaded in a ULD, on a plane on ground, on a plane in the air.
5. The Release 2 of ICS2, will be applicable on 01st March 2023, which only then will require post at origin to send confirmation through an AR flag (Applicable Regulation) in the CARDIT message to the airline confirming they have sent EAD on item level to post at destination (and that there is no outstanding referral like RFI/RFS/DNL).
    a. If no AR flag is shown, mail cannot be accepted for transport.
    b. If AR flag is shown, but posts did not send EAD on item level at destination, only posts can be held liable.
    c. Airlines involved in the Release 2 are responsible to manifest mail on the flight ((X)FFM)

Missing and Unreadable Tags in Transit

1. The IATA Airmail Board members sometimes face the issue that receptacles have missing or unreadable labels for direct transhipment mail. This was normally handled by the Designated Operator of the airline's transit point to ensure their further transport to destination.

In 2009, the Letter Post Regulations RL 188 and Parcel Post Regulations RC 175' stated the following:

"*If mails documented for direct transhipment fail to connect with the scheduled flight at the transhipment airport, the airline shall hand them over immediately to postal officials at the transhipment airport for reforwarding by the quickest route (air or surface).*"

In 2018 the UPU manual Article 17-133 Nr. 3, 17-140 until 17-142 stated the following

"*If mails documented for direct transhipment fail to connect with the sched-uled flight at the transhipment airport, the designated operator of the country of origin shall ensure that the airline shall follow the arrangements in its agreement with the airline for direct transhipment referred to under 1 or shall contact the origin designated operator for instructions. Such arrangements for direct transhipment must include provision for later flights operated by the same airlines.*"

The AMB members asked the UPU:

- to expressly include in their SLAs with carriers the possibility to open a receptacle by carrier in their transhipment hub in a case of missing/not readable receptacle label/tag and allow the carrier to reissue the receptacle label/tag.
- UPU to include such text to the new version of framework of the service agreement and update the UPU regulations to allow the carriers to effectively handle irregularities of the receptacles at direct transhipment points.
- UPU to update the UPU Regulations to specify process in case that the D.O at transhipment point have to be involved in the transhipment handling.

Issues

Seeking airline members of the Conference to volunteer for mail EAD filing pilots
Recommending that airline members of the conference to adopt the usage of CARDIT/RESDIT messages (latest versions)

Cargo Border Management Board (CBMB)

Objectives

The Cargo Border Management Board (CBMB) primary role is to review and determine recommendations, standards and procedures necessary to ensure the air cargo supply chain exploits available trade facilitation opportunities and operates in full compliance with global customs and security regulatory requirements. Furthermore, the CBMB seeks to guide and influence policy makers wherever possible to ensure the most efficient and harmonized solutions are implemented.
Two groups currently report to the CBMB, namely the Cargo Customs Working Group (CCWG) that provides expertise and guidance of customs and trade facilitation related topics and the Cargo Security Working Group (CSWG) that provides expertise and guidance on cargo security topics.
The CBMB sets strategic priorities for the CCWG and CSWG, monitors progress, provides support and guidance and ensures objectives are met.

Meetings

Due to COVID19, the CBMB did not have face-to-face meetings. Instead, it held virtual meetings in March and November 2021.

Activities in 2021

The following are the activities of the CBMB in 2021:

Focus areas

- Endorsed a joint industry position on the US STOP (Synthetics Trafficking and Overdose Prevention) Act;
- Endorsed the industry paper prepared by the CCWG on advance cargo information protocols for "self-filing" (i.e. filing by other parties than carriers) to Customs authorities;
- Held a joint meeting with US TSA and EU DG TAXUD to discuss updates on aviation and customs security matters in these two regions;
- Contributed to the latest editions of the IATA Guidance for Vaccine and Pharmaceutical Logistics and Distribution;
- Prepared a proposal to COTB to enable the transmission of security referrals using IATA C-XML standards;
- Endorsed the review prepared by the CSWG of IATA Resolution 651 and Recommended Practice 1630;
- Monitored and continued to provide guidance to the CCWG and CSWG in relation with customs and aviation security matters.

Governance and Procedures

- The group is chaired by 5X, with CV as vice-chair.
- 5 members (AF, CV, KL, LH, UA) filled in the 5 vacant seats for 2021. 3 seats (currently occupied by AF, D0, FX) are reaching their term of office in 2021.

Coordination and Engagement

Reviewed and provided guidance on the work of the below working groups and task forces:

- Cargo Security Working Group (CSWG)
- Cargo Customs Working Group (CCWG)
- CCWG EU ICS2 Release 2 Task Force
- CCWG Subgroup on Advance Cargo Information self-filing

2022 Plan

The CBMB will focus its activities on the following priorities in 2022:

- Covid-19: proactively respond to the COVID 19 crises and work with airline members to mitigate the detrimental impact on the industry. Work with global institutions to ensure C19 vaccine shipments are not hindered through global supply chains
- PLACI Programs: ensure that industry friendly global standards are implemented and monitored for PLACI Programs.
- Energy Storage Devices: manage air cargo security recommendations and/or guidance for industry following on-going concerns in respect to undeclared "lithium batteries".
- Engagement with ICAO: improve ICAO Annex 17, update Security Manual and contribute to the new ICAO guidance material (incl. new eCSD Model).
- IATA C-XML Rollout: promote IATA C-XML standards implementation and support e-commerce solutions rather than paper based.
- Cargo Screening Technology: on-going work in the development of screening technologies and methods for cargo/mail.
- Policy, Standards and Guidance: on-going strategic work of evaluating, maintaining/changing universal air cargo/mail policy positions and their requisite representation in various multilateral forums.

Cargo Operations and Technology Board (COTB)

Objectives
The COTB develops and maintains industry standards for the procedures, documentation and flow of information / data relating to the air cargo business by facilitating the discussion and resolution of issues within its purview. The COTB is responsible for specific activities such as technical standard for AWB and procedures for the correct completion of the AWB, standards for cargo labels and bar codes, standards for the application of automatic identification technology in the air cargo business, technical and procedural standards for cargo EDI, standards for other documents, procedures and processes supporting the air cargo business, etc. The COTB also oversees the development of new standards that support ongoing digitalization of the air cargo industry. The COTB is also responsible to provide guidance for the implementation of IATA/ CSC standards.

Meetings
As in 2020, the COTB did not have face-to-face meetings due to the travel limitations. Instead, it held a total of 5 web conferences over this past year in which industry requests, proposed amendments to existing standards, or development of new standards submitted by both CSC Members and IATA Secretariat were reviewed and developed.

Activities om 2021
The following are the activities of the COTB during the year of 2020:

Focus areas
- Monitored and continued to provide guidance to the ongoing development of ONE Record and the pilot tests.
- Supported IATA in communication and active deployment of ONE Record standards and services.
- Supported the work of the Interactive Cargo Task Force and ensure timely delivery of its objectives.
- Monitored and ensured maintenance and development of e-freight standards and procedures as required.

Governance and Procedures
- The group is chaired by AC, following on from LH.
- No new working groups or task forces have been created and none have been merged or been removed.
- In 2021 no face-to-face meetings were held due to ongoing travel restrictions.
- There was no meeting at the WCS in Dublin either as the IATA Secretariat decided that such meetings would be challenging to reach quora.

Coordination and Engagement
Reviewed and provided guidance on the constitution and work of the permanent working groups and task forces:
- Digital Cargo Working Group (DCWG)
- Cargo Messaging Working Group (CMWG)
- Interactive Cargo Task Force (ICTF)
- Cargo Digital Connectivity Working Group (CDCWG)

It should be noted the Cargo Digital Connectivity Working Group only met twice but had to pause its activities temporarily following the departure. This group will reconvene in 2022.

2022 Plan
The COTB will have bi-monthly calls and one face to face meeting during the World Cargo Symposium or the Digital Cargo Conference.

High level priorities are as follows:
- Support the industry in the deployment of ONE Record and increase the pilot tests and conversion into operations.
- Support IATA in communicating and leading industry focus on digital transformation and maturity.
- Monitor and ensure maintenance and development of e-freight standards and procedures as required.

Issues and resolution

Following poor attendance by COTB members in 2020, when a quorum was rarely met reached, the Chair and the Secretary have addressed the issues with the individual board members and in 2021, almost all meetings reached a quorum.

Dangerous Goods Board (DGB)

Objectives

The initiation, adoption and ratification of harmonized worldwide standards for the safe carriage of dangerous goods by all modes. The implementation of which embrace effective, efficient protocols and procedures that enhance commerce.

Meetings

The Dangerous Goods Board (DGB) met twice virtually in 2021, in May and October.

DGB Achievements in 2021

- Updated the content of the Dangerous Goods Regulations (DGR) for the 63rd edition to reflect the changes agreed by the DGB. These included the deletion of certain relaxations for the consignment and transport of small lithium batteries that were seen as inconsistent with the safety risk assessment requirements that now apply in ICAO Annex 6 – *Operation of Aircraft, Part I, International Commercial Air Transport - Aeroplanes*; Chapter 15 – Cargo Compartment Safety.
- Provided input into proposals developed for submission to the ICAO Dangerous Goods Panel (DGP) working group meeting (DGP-WG/21) in May 2021 and the 28th meeting of the Dangerous Goods Panel (DGP/28) in November 2021;
- Reviewed and updated the guidance material applicable to shipping of lithium batteries to reflect the provisions in the 2022 regulations;
- Continued support for the IATA Secretariat on development of a new guidance document "Carriage of Cargo, Mail and Baggage – Guidance for Operators". This document is being developed to support operators in the considerations for the specific safety risk assessment required by Chapter 15 – Cargo Compartment Safety to ICAO Annex 6;
- Reviewed and updated dangerous goods related standards developed for the IATA Safety Audit Ground Operations (ISAGO) and IATA Operational Safety Audit (IOSA) programs to ensure that the dangerous goods requirements align with the latest DGR provisions;
- Provided input to the IATA Secretariat on proposed amendments to the UN Recommendations on the Transport of Dangerous Goods;
- Commenced development of amendments to the 64th edition of the DGR
- Supported the IATA Secretariat on the review and revision of the following materials to assist the industry to address the challenges resulting from the coronavirus pandemic:
    - IATA Guidance for Safe Transport of Cargo in the Passenger Cabin;
    - COVID-19 – Dangerous Goods Guidance for Operators;
    - EASA guidance on the transport of dry ice with vaccines;
    - ICAO guidance on the transport of COVID-19 vaccines, including data loggers / cargo tracking devices and dry ice.

2022 Plan

- Complete amendments to the 64th edition of the DGR to incorporate changes adopted by the UN Subcommittee into the 22nd revised edition of the UN Model Regulations and the ICAO Dangerous Goods Panel into the 2023 – 2024 edition of the Technical Instructions as well as any additional changes agreed by the DGB to address specific operational or safety issues;
- Provide input to the IATA Secretariat to complete the guidance document "Carriage of Cargo, Mail and Baggage – Guidance for Operators";
- Engage with aircraft manufacturers and FAA to seek a review of the assumptions on the carriage of dry, specifically that all carbon dioxide generated by subliming dry ice is evenly distributed throughout the volume of the aeroplane;
- Provide input into proposals to the ICAO Dangerous Goods Panel Working Group in October 2022 (DGP-WG/22) , which will commence development of changes for adoption into the 2025–2026 edition of the Technical Instructions;
- Develop recommendations for input to the UN Subcommittee of Experts as applicable;
- Continue to revise and maintain the dangerous goods related standards contained in the IATA Safety Audit Ground Operations (ISAGO) and IATA Operational Safety Audit (IOSA) programs to ensure that the dangerous goods requirements in those programs are aligned with the latest DGR provisions.

Live Animals & Perishables Board (LAPB)

Following Andrea Gruber's departure from IATA, Sonia Ben Hamida has been appointed Head of Special Cargo and Secretary of LAPB and TTWG as of October 1, 2021.

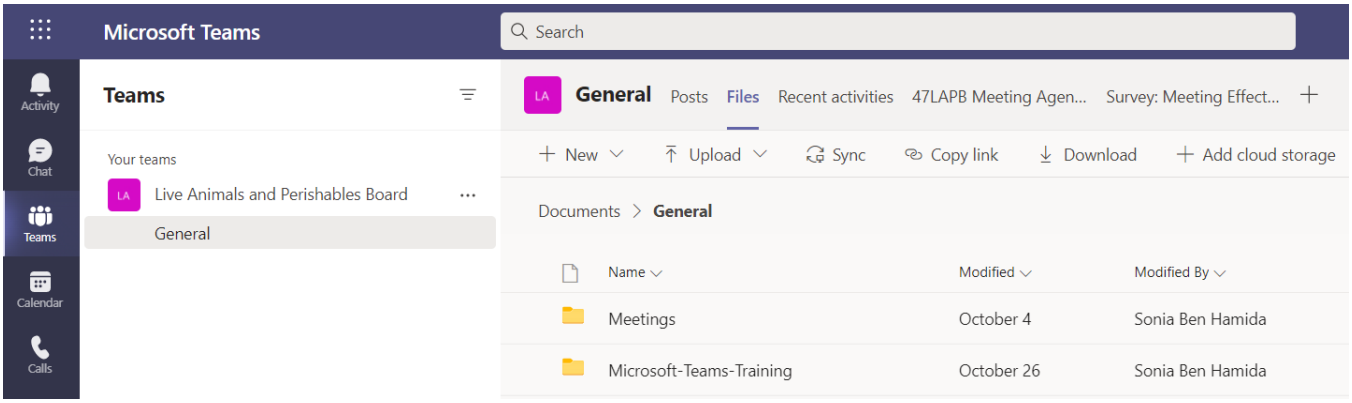
LAPB and TTWG hold the following virtual meetings and teleconference in 2021 due to the pandemic:

Minutes	Date	Location
LAPB/46 meeting minutes	25-27 MAY-2021	Virtual
TTWG/27 meeting minutes	8-10 JUN-2021	Virtual
LAPB/47 meeting minutes	26-27 OCT-2021	Virtual
TTWG/28 meeting minutes	2-3 NOV-2021	Virtual
LAPB/48 teleconference minutes	19-DEC-2021	Virtual

The next LAPB and TTWG hybrid meetings will be held at IATA Geneva office on dates to be confirmed. The Work Groups Calendar lists upcoming dates and locations.

2021 ACHIEVEMENTS

New collaborative workspaces
The new collaborative workspace for the Live Animals and Perishables Board and the Time and Temperature Working Group were created on Microsoft Teams. This collaborative workspace is the central repository for all resources to ensure that LAPB members, Airline Members and observers have access to relevant information and can collaborate efficiently. Airline Members can get access by contacting the Secretary.



IATA Live Animals Regulations (LAR)
Changes to the 2022 Live Animals Regulations (LAR), 48th edition effective from January to December 2022:

- New section on the scope.
- Rewrite of Container Requirement 1 to clarify minimum requirements for air shipment of domestic dogs and cats.
- Section 7.6.2: "In-Cabin Live Animal Checklist" to assist supply chain stakeholders. The checklist is effective as of 1 January 2022, with a 12-month transitional period ending on 31 December 2022 to allow the industry to implement, execute and comply with requirement.
- Two new container requirements:
  - CR68 which is specific to beneficial mites, beneficial insects and beneficial nematodes.
  - CR73A for giraffes.
- The LAR also includes amendments related to:
  - nomenclature,
  - the latest government and carrier requirements,
  - reservations and advance arrangements, animal behavior and handling procedures.

IATA Perishable Cargo Regulations (PCR) and Temperature Control Regulations (TCR)
Changes to the 2022 Perishable Cargo Regulations (PCR), 21st edition and Temperature Control Regulations (TCR), 9th edition) mainly consisted of updates to Chapters 2 and 3 on State and Government Regulations. Both publications are effective from January to December 2022.

IATA Center of Excellence for Independent Validators (CEIV) Programs

CEIV Live Animals:
The CEIV Live Animals program has for objective to raise awareness of the IATA LAR, ensure compliance with the Regulations and greater adoption and dissemination throughout the industry. To allow industry stakeholders to benchmark their activities against existing requirements and best practices when handling and transporting live animals, the CEIV Live Animals checklist and accompanied guidelines are included in the LAR as Appendix I. The audit checklist includes different elements but emphasizes on quality, documentation, processes, procedures, infrastructure, training and operations. This appendix is not intended to be used for enforcement purposes but for guidance purposes only.
The program continued to evolve despite challenges linked with the pandemic which affected Independent Validators' ability to perform audits on-site at international facilities. Solutions were identified to allow companies to advance with the process in the interim, such as the development of the Live Animals Cargo Logistics Management course in virtual classroom format and remote audits in instances where we assessed that this course of action would not affect program quality.
Today, there are 14 companies certified and 16 currently progressing with their certification. The latest company to achieve certification is Cathay Pacific as the 1st airline in North Asia and 3rd airline overall. At least 10 more companies are expected to complete their certification in Q1 2022.

CEIV Fresh:
26 companies are currently certified and 16 certifications in progress, and for CEIV Pharma there are 370 companies certified and 96 certifications in progress. Particularly in this time of crisis, CEIV Pharma-certified companies have benefited immediately from the programs. Their ability to mitigate the impact of logistical constraints in their strategies revealed the knowledge and expertise attained through certification. The CEIV checklists and accompanying guidelines are included in the respective publications.

ON-GOING OBJECTIVES

- Improve the effectiveness to develop standards: The LAPB decided two split the TTWG in two new working groups. The board will submit the new terms of reference to the CPCMG for endorsement:
    - The Perishable Cargo Working Group
    - The Healthcare Cargo Working Group
- Improve the Live Animals Regulations:
    - Companion Animal Welfare
    - Security Screening
    - Sedation
    - Loading of Animals onto Aircraft Task Forces
- Revamp the TCR.
- Collaborate with the World Animal Health Organization (OIE) on lab animals and other issues such as electronic documentation, facilitation of dialogue with transport issues.
- Collaborate with the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) on combatting illegal trade in wildlife and their products, while ensuring the safe and secure transport of legally traded wildlife.
- Improve and foster the adoption of the CEIV certification programs, incorporating feedback and comments to ensure that these programs take industry expectations into account when guiding companies in building robust logistics operations for handling and transporting such very special cargo.

ULD Board (ULDB)

Objectives
The ULDB is established to develop and maintain the standards and procedures concerning the specifications, handling, restraint and maintenance of ULDs, and to promote the worldwide recognition, adoption of and adherence to those standards and procedures.

IATA ULD Related Meetings in 2021
In order to ensure the continuous development and promotion of ULD standards as well as engagement with industry stakeholders during the pandemic, IATA Secretariat together with the ULDB managed to organize or participant at the following ULD related web conferences:

Meetings	Dates	Locations
ULDB/58	15 April 2021	Web Conference
ULDB/59	17 June 2021	Web Conference
3rd IATA ULD SPP Webinar: Sustainable and Innovative ULD Solutions for Resilient Operations	30 June 2021	Web Conference
ULDB/60	16 September 2021	Web Conference
SAE AGE-2 Air Cargo Committee Meeting	19-20 October 2021	Web Conference
4th IATA ULD SPP Webinar: How to get started with ONE Record for ULD Tracking?	22 November 2021	Web Conference
ULDB/61	1 December 2021	Web Conference

2021 Achievements
The following are the highlights of the industry achievements of ULDB in 2021:

Continued Enhancement of ULDR 10th Edition
- Some significant improvements are highlighted as follows:

Section 4
- Addition of aircraft pallet Base Size T and U to align with SAE AS36100
- Amendment to the description of ULD Category Code Letter Q for 'Certified Fire-Resistant Container'

Section 5
- Deletion of SS 50/3 as well as all the content relating to igloo and non-structural container

Section 7
- Addition of Operational Damage Limits Notice (ODLN) for Fire Resistant Container (FRC)

Glossary – Terms and Definitions
- Clarification on 'ULD', 'Aircraft ULD', and 'Non-aircraft Container'
- Note: The clarification has also been reflected in the amendment to CSC Resolution 680 'General Rules for the Use of Aircraft Unit Load Devices'.

Appendix H
- Addition of illustration of aircraft pallet net and restraint strap components listed on Operational Damage Limits Notice (ODLN)

Appendix I (NEW)
- Listing of typical Aircraft Operating Limitations/ ULD limitations applicable in ULD build-up

Adoption of ULD Requirements by CAC/48
- Proposed amendment to CAC Resolution 801 'Cargo Agency Rules' that introduces ULD training requirement for IATA Cargo Agent who handles ULDs has been adopted by the CAC/48 in March 2021
- Proposed amendment to CAC Resolution 833 'Ready for Carriage Consignments' that introduces acceptance requirement for ULD delivered by IATA Cargo Agent has been adopted by the CAC/48 in March 2021
- The adoption of ULD requirements by CAC/48 marked a significant milestone for the promotion of ULD safety operations, which has now reached out to all the key stakeholders across the ULD operational chain

Collaboration with other IATA Groups

- Developed and conducted the survey on 'Defining Lithium Ion Cell Fire Testing Requirements for FRC' in collaboration with SAE AGE-2 and DGB
- Developed and conducted the survey on 'Assigning Pseudo Aircraft ULD ID Code to Non-aircraft TCC' in collaboration with the Secretaries of LAPB/ COTB/ CBMB
- Promoted the implementation of ONE Record standards for ULD Tracking in collaboration with the Secretaries of ONE Record Task Force and Interactive Cargo Task Force
- Reviewed and proposed amendment to 'Aircraft cleaning and disinfection during and post pandemic' requested by IATA Ground Ops team
- Conveyed the request from Special Loads Task Force (SLTF) to SAE AGE-2 for the development/ improvement of engine stand standard with the potential of developing TSO certified engine stand

Engagement with External Stakeholders

- Engaged with various civil aviation authorities, especially the Federal Aviation Administration (FAA) on the certification requirements for Fire Restraint Containers (FRC), Fire Containment Cover (FCC), Temperature Controlled Containers (TCC) as well as ULDs attached with wireless tracking devices
- Liaised with international standard organizations such as International Organization for Standardization (ISO) and Society of Automobile Engineers (SAE) to facilitate ULDB's participation in the development of relevant standards to ensure the standards meet the industry needs as well as harmonization across all the ULD standards and specifications in ULDR/ ISO/ SAE
- Urged the SAE AGE-2 (Air Cargo Committee) and the FAA to develop FRC/FCC fire testing standard for lithium battery fire
- Engaged with major aircraft manufacturers such as Airbus and Boeing to ensure clear understanding of rules in the Aircraft Weight and Balance Manuals applicable to aircraft loading and restraint of ULD to eliminate the risks of exceeding aircraft operating limitations
- Involved IATA Strategic Partnership Program (SPP) ULD members in the development of ULD standards

2022 Plan

- Continue to enhance the ULDR 11th Edition, including particularly:
- to review the standard format of various ULD Operational Damage Limits Notice (ODLN)
- to develop operational guidance for conducting FRC ODLN check
- to review and clarify OS 6/11 (Vehicle Carriage) regarding the requirements for the use of chocks and nailing/ bolting the chocks to the underlying shoring
- to update the information relating to the two new base dimensions codes 'T' and 'U' such as pallet compatibility code, operational maximum gross weight, and aircraft acceptability based on the input from SAE AGE-2 AS36100
- to clarify maximum gross weight of aircraft ULD position, maximum gross weight marked on the aircraft ULD by the manufacturer, and the ULD operational maximum gross weight in ULDR in collaboration with SAE AGE-2
- to develop safety guidance for the attachment of wireless tracking devices to aircraft ULD and the potential identification of such aircraft ULD to ensure Operators are informed of such aircraft ULD aboard aircraft
- to collaborate with ICHC to identify and migrate ULD working instructions from ULDR to ICHM based on the principle that ULDR contains requirements and policies (what to do) whereas ICHM contains step-by-step working instructions (how to do)

Safety

- collaborate with ICHC to review and develop ULD build-up working instructions including guidance for cargo shoring in ULD build-up
- collaborate with ICHC and Ground Ops team to clarify procedures and responsibilities between cargo preparation (e.g., ULD build-up, Flight Build-up Plan) and load control
- collaborate with DGB in developing recommendations on safety risk assessment and mitigation strategies for cargo compartment fire prevention especially the performance and handling requirements for FRC/ FCC
- continue engaging with relevant CAAs and ISO/ SAE to ensure regulatory requirements and international standards are harmonized and to keep CSC informed of new FAA/ EASA requirements especially for FRC/FCC/TCC as well as aircraft ULD attached with wireless tracking devices

Digitalization

- support and monitor the implementation of ONE Record for ULD tracking and provide necessary guidance for the ULD tracking business requirements

- Sustainability
  - identify and promote best practices and initiatives in ULD operations that contribute to air cargo sustainability

- support LAPB/TTWG in clarifying and aligning some relevant terms and definitions
- support Ground Ops team in updating the Standard Ground Handling Agreement to clarify the roles and responsibilities between Ground Handling Service Providers and ULD leasing companies
- maintain the engagement with IATA Strategic Partners to facilitate their contribution to the ULDB agenda

Action

Conference to note.

Item G3: Report from IATA Think Tank Activities

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Submitted by: Tanya Gagliardi, Senior Manager Innovation (gagliardit@iata.org)

Think Tanks

- In 2022, we moved from three think tanks (Airline Industry Retailing (AIR), Digital and Data and Financial Think Tank) in 2021 back to one think tank – Digital Think Tank (DTT).
- The DTT focuses on digitalization across airline functions.
- The think tank structure is based on an annual rotation, where members may change each year.
- Members include airlines, strategic partners and supporting organizations.
- The think tanks aim to brainstorm new ideas to improve the industry and create/build these ideas which are articulated and presented to the industry.
- The traditional think tank structure includes four face-to-face meetings per year, with output including the creation of an annual industry white paper and proof of concepts presented at the IATA World Passenger Symposium. Travel was still difficult in 2022, so all four meetings were hybrid (in-person and virtual).

2022 Ideas

The DTT is working on the following ideas that will be articulated in the 2022 white paper.

Trust Me, Know My Needs

- Envisions a future, where all of us are likely to rely on our digital identity credentials.
- The customer will have their special needs met throughout their journey, thanks to this envisioned process of providing easily verifiable credentials. The customer (or delegated authority) will store these credentials within their digital wallet, which proves and unlocks entitlement to a specific service and/or set of offerings.
- The trust framework in place ensures that credentials belonging to the customer making the claim are authentic and issued from a trusted party and have not been tampered with. A solid trust framework across global boundaries also enables interoperability and scalability: the same credential(s) can be used by and easily recognized by different airlines and service providers in variety of different use cases.

Addressing Extreme Look-to-Book Ratios

- Today, large volumes of shopping requests from travel sellers reach airlines. As NDC adoption progresses, airlines profitability may be impacted due to extreme look-to-book ratios. In addition, some use cases at inspiration phase may not be answered efficiently with current standards, thus exacerbating the look-to-book issue and limiting the innovation potential (notably on the seller side).
- The objective of this idea is to provide a portfolio of approaches to enable airlines to address extreme look-to-book ratios:
    - API monitoring and subsequent techniques to manage traffic,
    - Offer repositories,
    - A variety of additions to and evolutions of the standards and documentation for specific shopping use cases.

Item G4: Report of IATA Strategic Partnerships

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Submitted by: Shane McCorley, Senior Manager Strategic Partnerships (mccorleys@iata.org) , and

Tanya Gagliardi, Senior Manager Innovation (gagliardit@iata.org)

Background

The IATA Strategic Partnerships program is a platform for aviation solution providers to build as well as strengthen relationships with key industry stakeholders. Through their participation in various IATA work groups, Strategic Partners gain a unique insight into airlines' priorities and have the opportunity to be recognized for working together with IATA in serving the air transport industry.

The IATA Strategic Partnerships program covers 35 Areas of Involvement.

Becoming a Strategic Partner for one of the Management Boards gives you the opportunity to participate in the Boards Advisory Forum.

By joining one of the following areas, you can contribute to Passenger Standards Conference activities:

- Shop Order
- Plan Standards
- Pay Account
- Architecture and Technology
- Revenue Accounting
- Customer Experience and Facilitation
- Common Use
- Baggage Services and related Sub-Groups

Learn more on www.iata.org/sp

The updated list of Areas open to Strategic Partners are available from:
http://www.iata.org/about/sp/areas/Pages/index.aspx

Item G5: Report from the Interline Billing and Settlement and Operations Working Group (IBS OPS WG)

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Submitted by: Priscilla Stiller (AA) Chair of the IBS OPS WG

Altug Meydanli- Senior Manager, Pay Account Standards (meydanlia@iata.org)

Background

The IBS OPS WG consists of 15 members and 3 Official Observers and acts as an advisor to the Industry Financial Advisory Committee, other relevant IATA bodies, and IATA Management on operational and technical matters related to IATA's Industry financial systems and services related to interline billing and settlement, including maintenance and development of efficient operating procedures, and financial standards supporting related airline financial processes.

Activity across 2022

The IBS OPS WG have monthly conference calls and no face-to-Face Meeting due to the Covid-19 Pandemic.

The current IBS OPS WG Term ends at the end of September 2022.

IBS OPS WG discussed and prepared 8 proposals on the IBS OPS GM-2022 Agenda. There were a lot of joint IBS OPS WG and SIS SG discussions on the 2 proposals for "Stopping Open-Ended Correspondences in the Industry."

IBS OPS WG also reviewed all IBS OPS GM-2022 carrier proposals in order to identify the carrier papers that IBS OPS WG unanimously supports.

IBS OPS WG reviewed, discussed, and provided feedback for many airline clarification requests about IATA RAM (Revenue Accounting Manual) Rules.

IBS OPS WG reviewed the IATA Rejection Reduction Dashboard.

IBS OPS WG reviewed the ICH 9IATA Clearing House) activity report and provided approval for new ICH members.

Moving Interline Billing and Settlement Standard-Setting Activities from IFAC (Industry Financial Advisory Council) structure under the PSC (Passenger Services Conference)

The IFAC agreed to move the development of Interline Billing and Settlement Standards out of the IFAC structure and place it under the PSC (reporting to PASB (Pay-Account Standards Board) under the provisions of the PSC Resolution 633.

In collaboration with IBS OPS WG and PASB, IATA created the attached detailed FAQ document that addresses all aspects of this critical governance change. The FAQ document was circulated to the revenue accounting community with the IATA Bulletin on June 9 2022, and uploaded to the IATA Revenue Accounting Extranet and the IBS OPS GM SSW Site.

Within the framework of this governance change, a new WG (Working Group) of interline billing and revenue accounting experts under PASB will be created, and will start its activities in October 2022. The proposals relating to all billing and settlement standards (both new and classic RAM standards) will be developed by this new WG of experts under PASB and will be voted for adoption by all IATA Member airlines under the PSC.

Future Activity

The new WG will focus mainly on developing and maintaining billing and settlement standards between airlines and any 3rd party transportation provider using Enhanced and Simplified Distribution (EASD) based on the passenger offer and orders standards (NDC and One Order). This is in line with the IATA Advisory Councils' and IATA Board of Governors' direction to continue industry progress toward true airline retailing with offers & orders.

Action

Any IATA Member Airline can participate in this new billing and settlement working group under the PSC structure and be part of ownership and leadership in defining the future interline billing and settlement of Orders. Any IATA Member Airline representative with interline billing and settlement processes expertise (especially offers & orders industry standards (NDC/OO) knowledge) is welcome to join this new WG.

PSC representatives are kindly requested to encourage their interline billing and settlement experts to join this new billing and settlement working group.

Volunteer members were asked to send an email to standards@iata.org copying meydanlia@iata.org by 30 September providing the below information:

1. Personal data of nominee:

1. Name and Surname;
2. Airline;
3. Position;
4. Telephone number and email;
5. The number of years served in this position.

* If you still wish to participate or nominate to participate in this new working group, you may do so by contacting the Secretary directly.

2. Please state if you have prior experience with IATA Governance (Conferences, Committees. Working Groups, etc.)

3. Please state if you are willing to commit your time and effort to contribute to the WG work plan.