# Industry Meetings

## Chicago, USA | 23 – 24 October 2023

## AGENDA

Welcome to this year's Industry Meetings. This is the Agenda to be referenced at the ICH and SIS General Meetings.

The Agenda Items for voting at the General Meetings included in this agenda are updated based on any revisions made from the discussions held in IATA's Standards Setting Workspace ("SSW") Online Communities. Any further revisions to the Agenda Items may be made at the respective General Meeting in Chicago before being subject to vote.

This Agenda for the IATA ICH and SIS General Meetings is also published on SIS Media Website, the ICH Extranet and on the relevant IATA Standards Setting Workspace ("SSW") Online Communities.

### 1st IATA CLEARING HOUSE (ICH) GENERAL MEETING
### 23 October 2023

This is the 1st IATA Clearing House (ICH) General Meeting under its new format. While there will be no Agenda Items for this year's ICH General Meeting, delegates will benefit from 15 different updates covering a wide spectrum of areas including:

- Airline Risk Management Framework
- Modern Airline Retailing Offers and Orders – Impact of Financial Processes, Accounting & ICH
- Financial Settlements Services Transformation Program "FSSTP"
- ICH Operational performance
- Latest changes to the ICH Regulations and new features
- The impact on new technologies on the Air Transport Industry

This ICH General Meeting is a must-attend event, with 2 Q&A sessions, a Quiz and 3 external speakers that will make it memorable!

### 12th SIMPLIFIED INVOICING AND SETTLEMENT (SIS) GENERAL MEETING
### 24 October 2023

Welcome to the 12th Annual Simplified Invoicing and Settlement (SIS) General Meeting. As a reminder, to be eligible to vote on SIS system changes at the SIS General Meeting, participants must be signatories to the IS Participation Agreement as well as actively processing transactions in SIS. There is no voting by proxy. One electronic voting device will be assigned to one delegate of each eligible voting member at the time of check-in for the SIS General Meeting. The complete list of active SIS participants with voting rights for 2023 is published on the SIS website.
We look forward to meeting you for another exciting and engaging SIS General Meeting in Chicago!

# COMPETITION LAW GUIDELINES FOR IATA INDUSTRY MEETINGS

IATA is publishing these Competition Law Guidelines to ensure that IATA Industry Meetings are conducted in full compliance with all applicable competition laws.

**Statement of Policy**

IATA Industry Meetings 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.

**Procedural Guidelines**

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

1. All discussions or conversations among meeting participants, including during breaks and scheduled or non-scheduled social activities connected with the meetings must follow these Guidelines.

2. 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 all other relevant jurisdictions to assure that the agenda items are in compliance with these laws.

3. All presentations shall be reviewed and approved in advance by IATA's competition compliance attorney.

**Prohibited Agreements and Activities**

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

a. Any collective agreement concerning prices or charges for airline services;

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

c. Any collective agreement relating to prices or charges 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 a non-participants from any market; and

d. Any agreement that is intended to, or in operation is likely to induce airlines or their suppliers or agents to engage in collective anticompetitive behaviour, 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 competition counsel advises that such discussions are legally permissible:

a. Individual airline 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. An individual airline's intentions regarding charging for certain products or services or changes to the existing charges for such products or services;

e. Information on individual airlines customers; and

f. 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 this meeting 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.

# Industry General Meetings
Chicago, USA | 23 - 24 October 2023
# AGENDA

| Administrative Items | 23-24 October 2023 |
|---|---|

**A1** Opening of Meeting and Welcome
**A2** Competition Law Guidelines for IATA Industry Meetings
**A3** Delegate Introductions
**A4** Principal and Primary Vendor Introductions
**A5** Introduction to the Voting System
**A6** Date and Place of Next General Meeting
**A7** Any Other Business
**A8** Close of Meeting

| 1st ICH GM Updates and Reporting Items | 23 October 2023 |
|---|---|

**IR1** Financial Settlements Services Transformation Program "FSSTP" Update
**IR2** ICH Chairperson's Report on WG Activities
**IR3** The Year in ICH Operational Performance
**IR4** Latest on the 26th Edition of the ICH Manual
**IR5** Highlights of the 2023 ICH Customer Satisfaction survey
**IR6** Improve/enhance the ICH experience/knowledge
**IR7** Bankruptcy and Special Clearance Update
**IR8** Deep dive on the Airline Risk Management Framework
**IR9** SMI "X" The game changer
**IR10** Q&A on morning sessions
**IR11** Modern Airline Retailing Offers and Orders - Impact on Financial Processes, Accounting & ICH
**IR12** Update SMI "B" to "I"
**IR13** Update Passenger flown coupons – Speed up the cash flow
**IR14** The impact of new technologies on the air transport industry
**IR15** ICH Product Management Update
**IR16** Suppliers in ICH what benefits for Airlines
**IR17** ICH Quiz
**IR18** Q&A on afternoon sessions

# Industry General Meetings
Chicago, USA | 23 - 24 October 2023
**AGENDA**

**12th SIS GM Updates and Reporting Items** **24 October 2023**

**SR1** IATA Welcome Presentation
**SR2** Report from the SIS Steering Group
**SR3** Industry Economic Performance Updates
**SR4** SIS General Update
**SR5** SIS GM11 Action Items Update
**SR6** SIS e-Invoicing Legal Compliance and Tax Reporting Update
**SR7** MISC Invoices Data Quality
**SR8** SIS New Functionalities - Update
  a. SIS Bilateral invoices Optional Settlement - SMI B to ICH & ACH
  b. Passenger flown coupons billed in P1 - speed up the cash flow
**SR9** Suppliers to Airlines e-Invoicing Update
**SR10** Suppliers Experience with SIS
**SR11** SIS SLA and Customer Satisfaction Update
**SR12** Passenger Rejections and Correspondence
**SR13** New CASSLink update, and integration with SIS for e-Invoicing
**SR14** Airline Billing and Settlement (ABS) WG Update
**SR15** Educational session on Modern Airline Retailing with Offers and Orders

# IATA CLEARING HOUSE GENERAL MEETING
# MONDAY | 23 OCTOBER 2023

## Administrative Items — 23-24 October 2023

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**A2** Competition Law Guidelines for IATA Industry Meetings
**A3** Delegate Introductions
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**IR16** Suppliers in ICH what benefits for Airlines
**IR17** ICH Quiz
**IR18** Q&A on afternoon sessions

## SIMPLIFIED INVOICING AND SETTLEMENT GENERAL MEETING
## TUESDAY | 24 OCTOBER 2023

**Administrative Items** **23-24 October 2023**

**A1** Opening of Meeting and Welcome
**A2** Competition Law Guidelines for IATA Industry Meetings
**A3** Delegate Introductions
**A5** Introduction to the Voting System
**A6** Date and Place of Next General Meeting
**A7** Any Other Business
**A8** Close of Meeting

**12th SIS GM Updates and Reporting Items** **24 October 2023**

**SR1** IATA Welcome Presentation
**SR2** Report from the SIS Steering Group
**SR3** Industry Economic Performance Updates
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**SR14** Airline Billing and Settlement (ABS) WG Update
**SR15** Educational session on Modern Airline Retailing with Offers and Orders

### Agenda Items
### To be presented and voted on at the 12th SIS General Meeting – 24th October 2023

| SIS Item | Subject | From | Impacts: | | |
|---|---|---|---|---|---|
| | | | RAM | SIS | ICH |
| **S1** | SIS Reports | BA-125-British Airways | | ✓ | |
| **S2** | SIS Billing History | BA-125-British Airways | | ✓ | |
| **S3** | SIS Member and Contact Report- interface change | BA-125-British Airways | | ✓ | |
| **S4** | Language selection on IS-WEB | MF-731 Xiamen Airlines | | ✓ | |
| **S5** | SIS – Invoice Revoking | MU-781 China Eastern Airlines | | ✓ | |
| **S6** | Miscellaneous Invoice Search | CZ-784-China Southern Airlines | | ✓ | |
| **S7** | New Fields for Miscellaneous Credit Notes | IATA | | ✓ | |

**SIS GM11 – SIS Participation Agreement**

For your information, below is an extract from the SIS Participation Agreement (ISPA) outlining the steps to perform amendments to SIS.

**6. MODIFICATIONS**

6.1 Amendments to System functionality may be submitted as a proposal to the SIS General Meeting duly convened in accordance with paragraph 5.2 and shall be referred initially to the SIS Steering Group for review. If accepted by the SIS Steering Group they will be referred to SIS Operations (as defined in Attachment C) for analysis and costing. SIS Operations shall develop the specifications and, at their discretion, confirm them with the SIS Steering Group (as defined in Attachment C). The final agreed proposal shall be submitted to the SIS Steering Group for approval. Changes to system functionality may be proposed by the Participants at any time before the deadline of the SIS General Meeting. Major changes to system functionality must be approved by IATA to ensure operational efficiency.

6.2 Amendments to System functionality as a result of industry mandated changes shall be initiated by the SIS Steering Group and referred to SIS Operations for review and costing. SIS Operations shall develop the specifications and, at their discretion, confirm them with the SIS Steering Group. The final agreed proposal shall be submitted to the SIS Steering Group for approval.

6.3 Amendments to the then current Agreement which are accepted by IATA and agreed by seventy five percent **(75%)** of those present at the SIS General Meeting, duly convened in accordance with paragraphs 5.2 and 5.3 shall become effective and shall be applied by all SIS Participants, as from a date which shall be determined by the SIS Participants present and entitled to vote at the SIS General Meeting.

6.4 To be eligible to vote for changes to this Agreement with Attachments, the Participant must be transmitting and receiving invoices through the Service.

6.5 Where changes to the RAM, ACH Manual of Procedure, or other industry rulings require changes to this Agreement, the SIS Steering Group is empowered to agree to the appropriate amendments to this Agreement. The SIS Steering Group shall notify the Participants of all amendments, giving their date of effectiveness.

6.6 In addition, when IATA's review of an operational and/or individual Participant problem suggests that an editorial change would improve understanding, IATA may make editorial amendments provided they do not change the intent of the Agreement and/or procedures. Editorial amendments that do not change the intent of the Agreement and/or procedures will be notified via the RAM. IATA will notify the ACH Secretary-Treasurer.

6.7 All changes and amendments made in accordance with paragraphs 6.5 and 6.6 above will be submitted to the next SIS General Meeting for final ratification.

**Subject: SIS Reports**

**Submitted by: BA-125 British Airways**

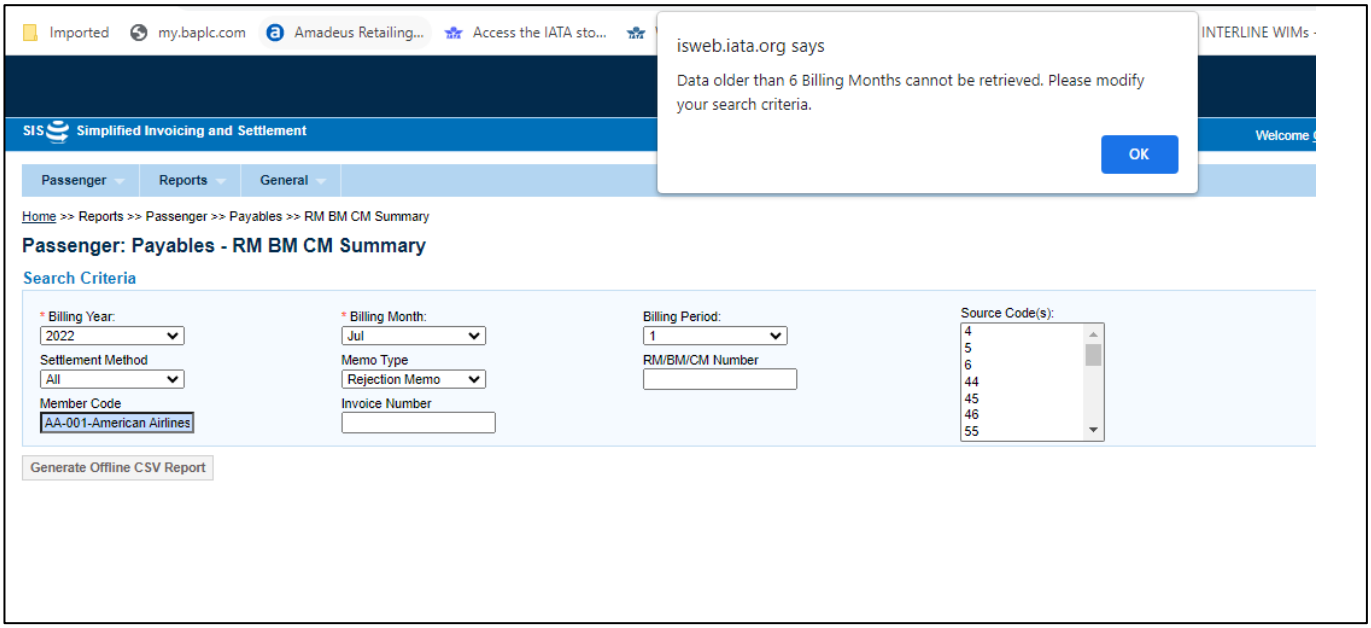
**Background:**

SIS Reports menu provides data on Passenger Payables/receivables RM BM CM Summary and offers download services for interline billing by Year/Month/Period.

**Problem:**

The available periods for RM BM CM Summary Reports data are limited to only 6 months. Additionally, the prime summary is missing.

For various reasons, members require access to past data (for disputes, accounting, audit, etc.).




**Proposed Solution:**

- The billing history should be searchable and downloadable for a minimum of 24 months.
- Prime billing data should be included.
- This proposal can be further discussed in conjunction with Agenda 2.

**Subject: SIS Billing History**

**Submitted by: BA-125 British Airways**

**Background:**

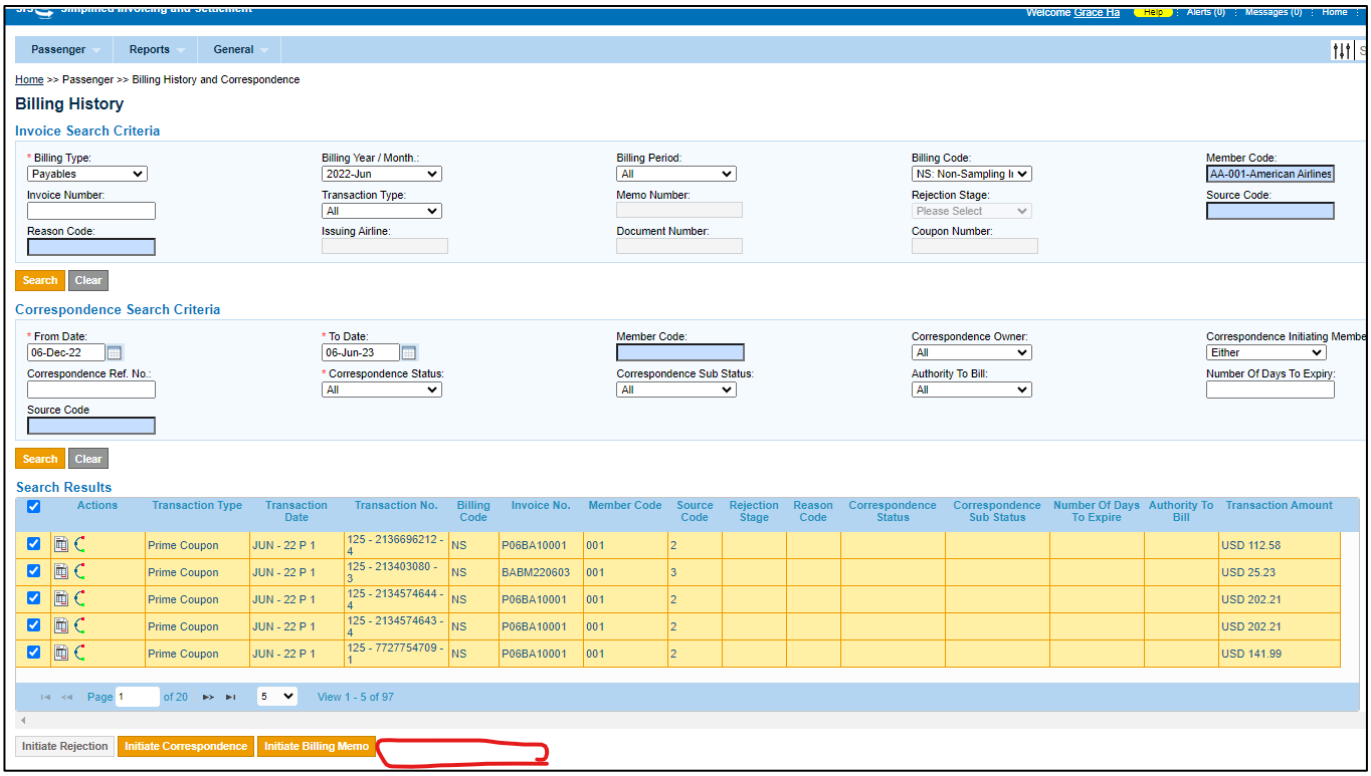
SIS Billing History menu currently displays history that is available up to 12 months back.

**Problem:**

Airlines require access to past data for various reasons such as disputes, accounting, audits, etc.
And History data is not downloaded.

**Proposed Solution:**

To address this issue, the billing history should be made available for more than 12 months, and the option to download it as a CSV data file should be provided.



**Subject: SIS Member and Contact Report – Interface Change**

**Submitted by: BA-125 British Airways**

**Background:**

Member and contact report currently offers options to filter contact details of members.

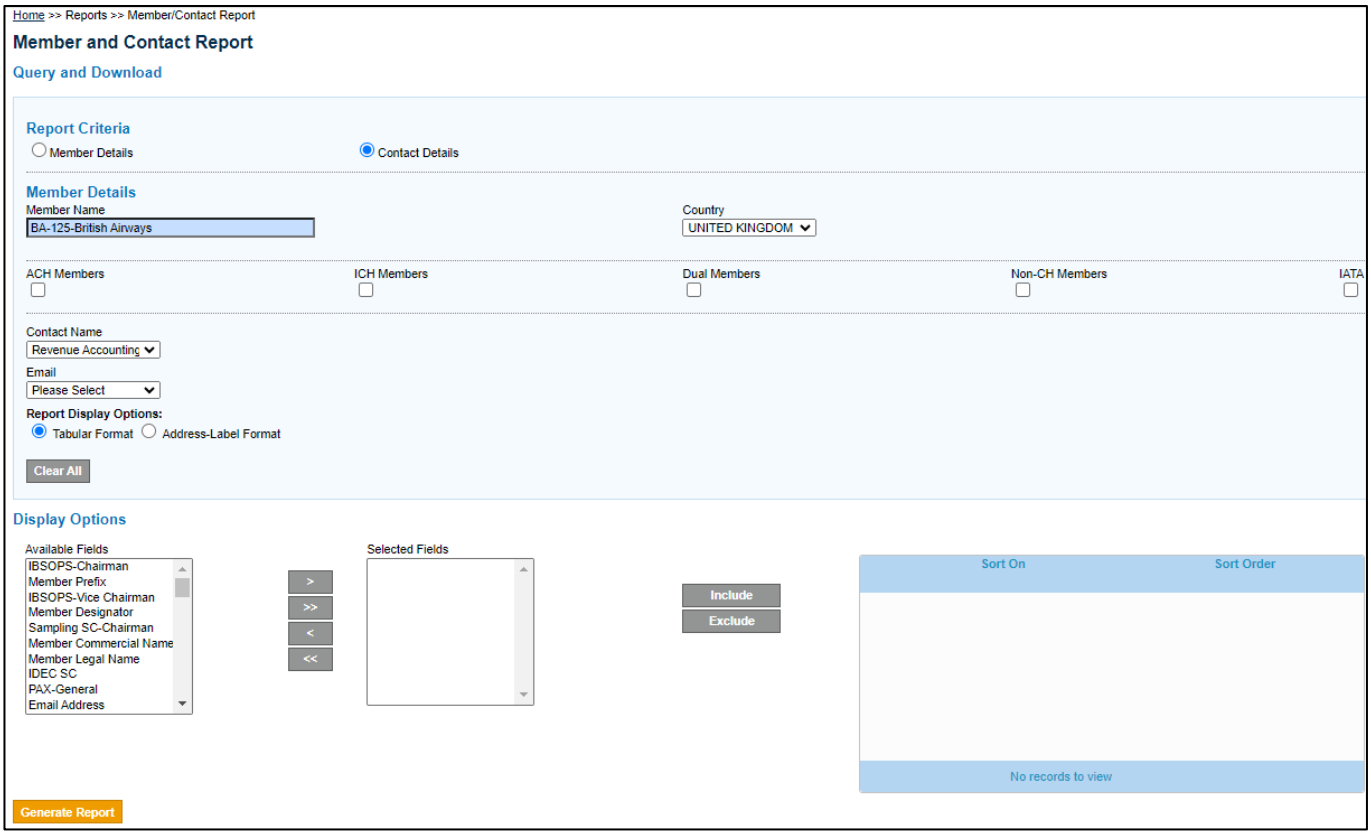
**Problem:**

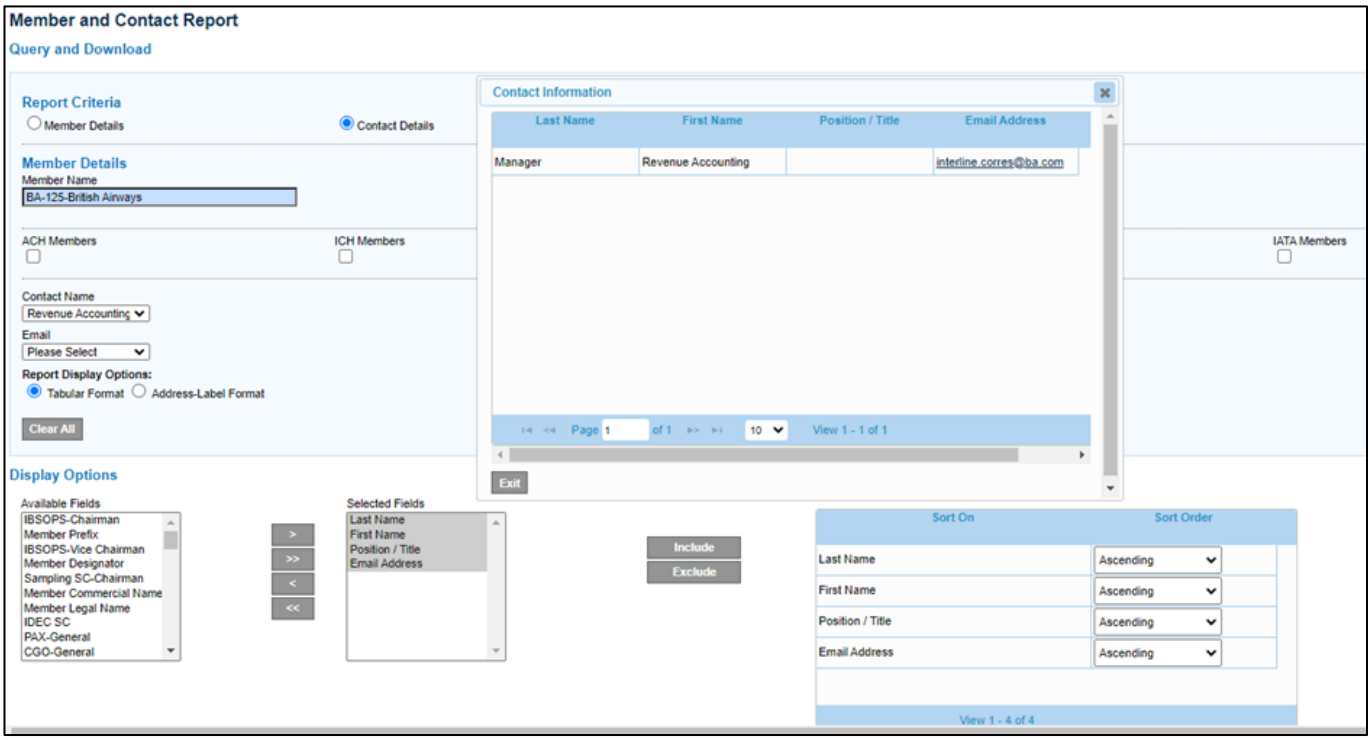
The existing display option is neither practical nor accurate, and the details cannot be downloaded.

**Proposed Solution:**

To address this issue, the following solution is proposed:

- Remove other display options and retain only the filter for members.
- Display all names from Member Airlines along with their titles and contact details (email).
- Enable the report to be downloadable as a CSV file.




Member and Contact Report
Query and Download
Report Criteria
Member Details
Contact Details
Member Details
Member Name
BA-125-British Airways
ACH Members
ICH Members
IATA Members
Contact Name
Revenue Accounting
Email
Please Select
Report Display Options:
Tabular Format
Address-Label Format
Clear All
Contact Information
Last Name
First Name
Position / Title
Email Address
Manager
Revenue Accounting
interline.corres@ba.com
Page 1 of 1
10
View 1 - 1 of 1
Exit
Display Options
Available Fields
IBSOPS-Chairman
Member Prefix
IBSOPS-Vice Chairman
Member Designator
Sampling SC-Chairman
Member Commercial Name
Member Legal Name
IDEC SC
PAX-General
CGO-General
Selected Fields
Last Name
First Name
Position / Title
Email Address
Include
Exclude
Sort On
Sort Order
Last Name
First Name
Position / Title
Email Address
Ascending
View 1 - 4 of 4

**Subject: SIS - Language selection on IS-WEB**

**Submitted by: MF-731 Xiamen Airlines**

**Background:**

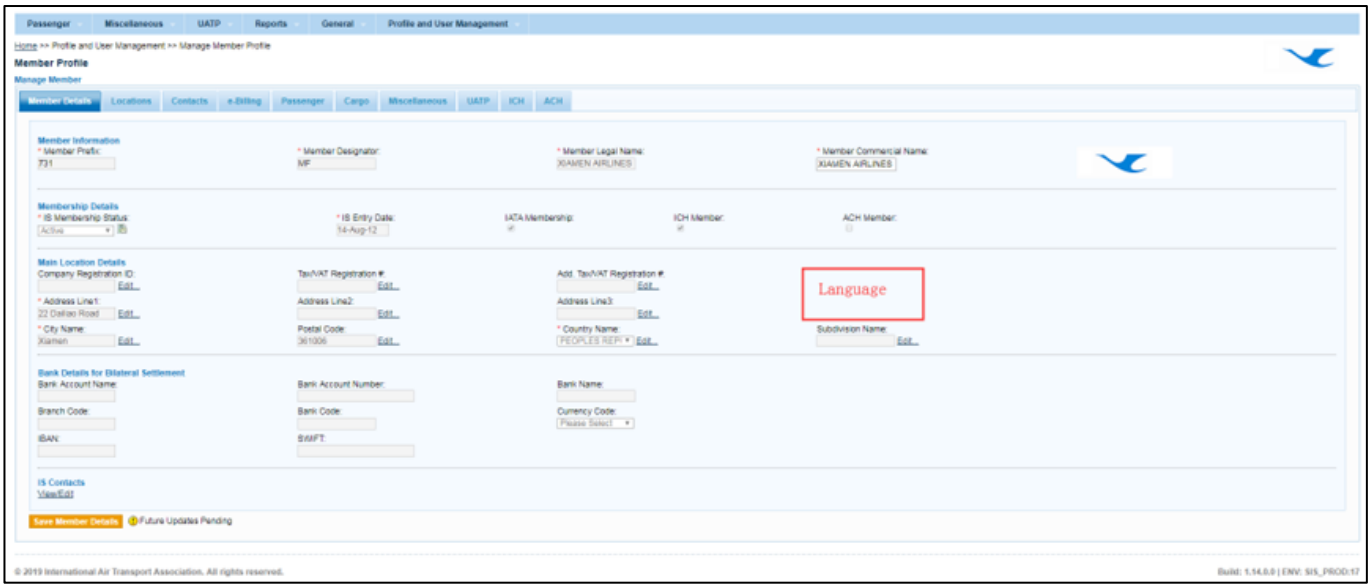
Currently, airlines could find the acceptance of language other than English for correspondence on RAM A3-2.

**Problem:**

However, updating the language other than English on RAM takes times for the RAM editor group. Besides, RAM only published once per year with other changes together, it is not a real-time alteration. RAM could only list limited companies on the limited pages.

**Proposed Solution:**

We propose the IS-WEB add a new column called "Language", allows user to select or enter their acceptable language other than English for correspondence on the "Member Profile" page next to the location.



**Subject: SIS – Invoice Revoking**

**Submitted by: MU-781 China Eastern Airlines**

**Background:**

Currently, there is no function to withdraw invoices already submitted into SIS before ICH closure date even they are duplicated or incorrectly billed due to various reasons.

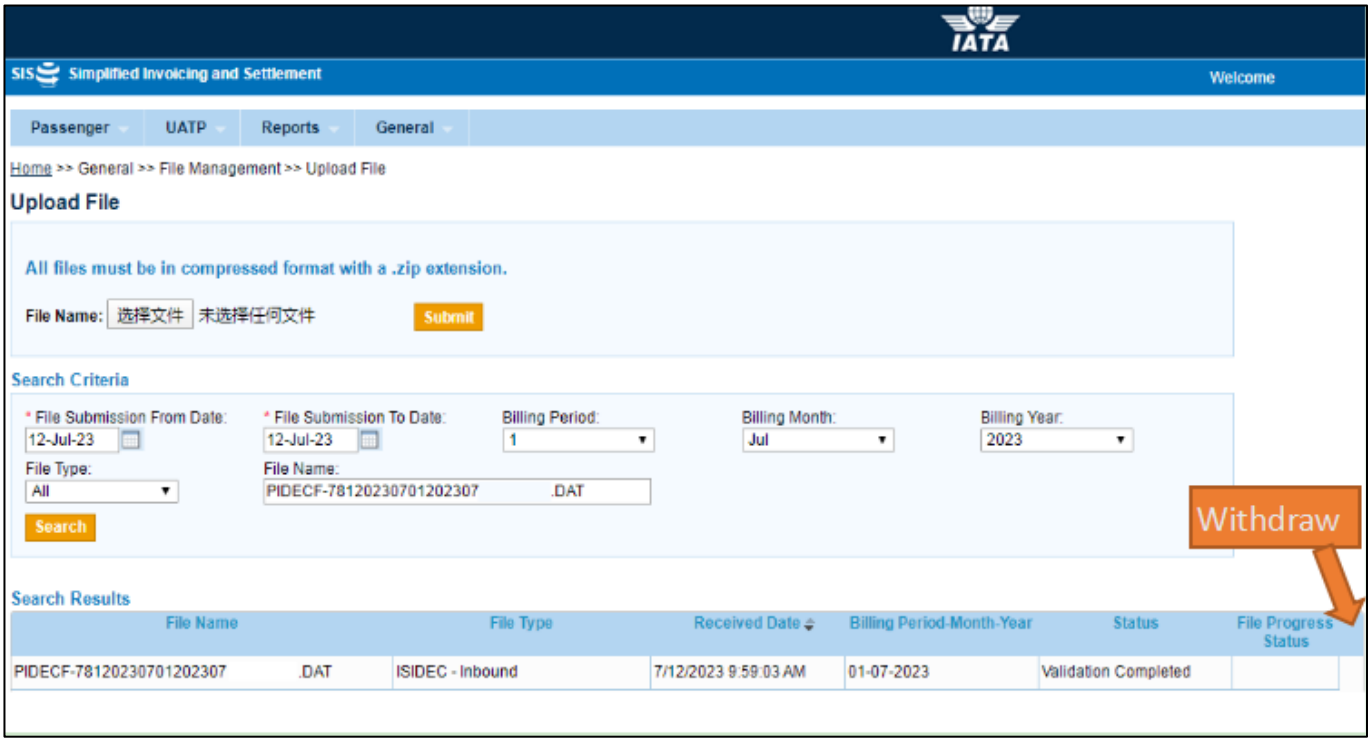
**Problem:**

Billing airlines have to issue credit notes to balance previously issued invoices during the same period, and the receiving airlines have to handle extra invoices than expected, which cost both time and human resources.

**Proposed Solution:**

We suggest adding the function of withdrawing submitted invoices before ICH closure date as indicated in ICH processing calendar and creating a button beside the file as shown in the screenshot below (Home-General-File Management-Upload File).

The exact date that the proposal will be effective: Jan2024 (same as the next RAM version).



**Subject: Miscellaneous Invoice Search**

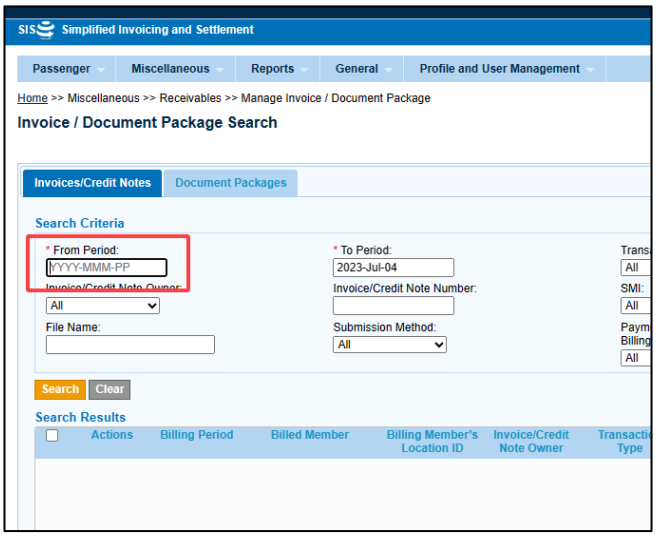
**Submitted by: CZ-784-China Southern Airlines**

**Background:**

Invoice Search of Miscellaneous provides users with criteria to select and search information of Miscellaneous invoice.

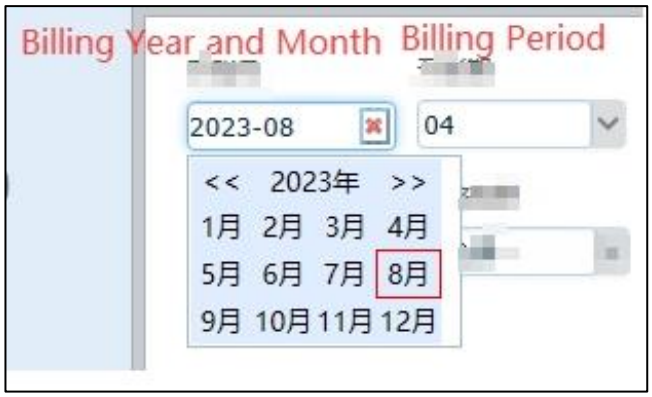
**Problem:**

The current option is not practical enough, because users need to manually enter the From/To Period (YYYY-MMM-PP), which may easily lead to errors.




**Proposed Solution:**

To improve efficiency and accuracy, propose to separate the YYYY-MMM and Period into two sections.
For YYYY-MMM section, change the current format as per below.



**Subject: New Fields for Miscellaneous Credit Notes**

**Submitted by: IATA**

**Background:**

Credit notes can either be standalone credits being issued or could be corrections of previous invoices. For corrections of a previous invoice in billing category Miscellaneous – the IS-XML structure does not have nodes specified for the referenced invoice number and invoice date. Some members have been putting this information in the "Header notes".

**Problem:**

With more countries moving to e-Invoicing where the invoice/credit note needs to be 'reported to' or 'cleared' by a tax authority system, it is important that the location of these fields is standardized and part of the IS-XML structure.

**Proposed Solution:**

New nodes/sub nodes to be introduced in the IS-XML structure for Miscellaneous Credit Notes.
This node along with its fields should be provided at the Invoice Header level.
One or more Original Invoices can be linked to the Credit Note.
If the node is provided, then all fields are mandatory.

| Node / Field | Comments / Validations |
|---|---|
| OrigInvDetails | • This node containing its sub-node & fields should be optionally present for Credit Notes.<br>• Should not be provided for Original Invoices, Rejection Invoices & Correspondence Invoices. |
| OrigInvDetail | • This node should be provided at least once.<br>• If details of two or more Original Invoices are provided, this node should have those many occurrences. |
| OrigInvoiceNumber | • The Original Invoice's number. |
| OrigInvoiceDate | • The Original Invoice's date. |

These new fields should also appear on the SIS PDF.

## RUNNING ORDER – 1st IATA CLEARING HOUSE GENERAL MEETING
## MONDAY | 23 OCTOBER 2023

| | 1st ICH General Meeting – 23 October 2023 |
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| **IR18** | Q&A on afternoon sessions |
| **A7** | Any Other Business |
| **A8** | Close of Meeting |
| | **End of Day 1** |

## RUNNING ORDER – 12th SIMPLIFIED INVOICING AND SETTLEMENT GENERAL MEETING TUESDAY | 24 OCTOBER 2023

| | 12th SIS General Meeting – 24 October 2023 |
|---|---|
| | **Item** |
| **A1** | Opening of Meeting |
| **A2** | Competition Law Guidelines for IATA Industry Meetings |
| **A3** | Delegate Introductions |
| **SR1** | Welcome Presentation |
| **SR2** | Report from the SIS Steering Group |
| **SR3** | Industry Economic Performance Updates |
| **SR4** | SIS General Update |
| | **Coffee Break** |
| **SR5** | SIS GM11 Action Items Update |
| **SR6** | SIS e-Invoicing Legal Compliance and Tax Reporting Update |
| **A5** | Introduction to the Voting System |
| **S1** | Voting Paper - SIS Reports |
| **S2** | Voting Paper - SIS Billing History |
| **S3** | Voting Paper - SIS Member and Contact Report- interface change |
| **SR7** | MISC Invoices Data Quality |
| **SR8** | SIS New Functionalities - Update:<br>a. SIS Bilateral invoices Optional Settlement - SMI B to ICH & ACH<br>b. Passenger flown coupons billed in P1 - speed up the cash flow |
| | **Networking Lunch** |
| **S4** | Voting Paper - Language selection on IS-WEB |
| **S5** | Voting Paper - SIS – Invoice Revoking |
| **S6** | Voting Paper - Miscellaneous Invoice Search |
| **S7** | Voting Paper - New Fields for Miscellaneous Credit Notes |
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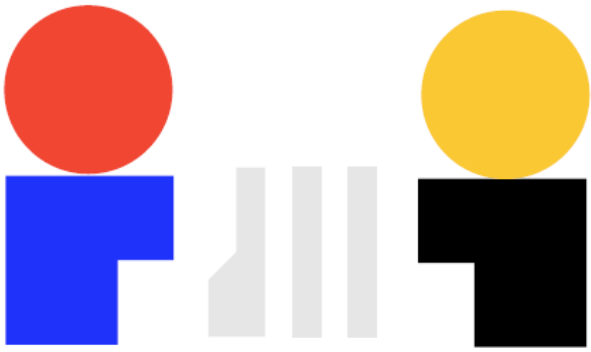
| | |
|---|---|
| **SR14** | Airline Billing and Settlement (ABS) WG Update |
| **SR15** | Educational session on Modern Airline Retailing with Offers and Orders |
| **A6** | Date and Place of Next General Meeting |
| **A7** | Any Other Business |
| **A8** | Close of Meeting |
| | **End of Day 2** |

**Note: The final running orders with timings will be shared upon check-in for the respective General Meetings.**

**Thank you for participating in this year's Industry Meetings**

**For any questions contact wfsim@iata.org**