

JOINT SLOT ADVISORY GROUP (JSAG) TERMS OF REFERENCE

I. Role & Mandate

1. The Joint Slot Advisory Group (JSAG) is established as a joint forum of airline and coordinators to address slot matters such as the development of amendments to the Worldwide Slot Guidelines (WSG) and to provide guidance on industry scheduling and slot matters to the Slot Conference (SC) Head Delegates (HODs).
2. The JSAG's activities include, but are not limited to:
 - Considering ways of improving the worldwide slot procedures and processes and drafting proposed changes to the WSG.
 - Reviewing and developing recommended worldwide practices in the coordinator community for endorsement by all coordinators.
 - Reviewing regulatory developments related to worldwide slot coordination and allocation, to ensure the position of each group is understood.
 - Providing guidance to IATA Management on the development of services and systems to support the slot allocation and planning process.

II. Membership

1. The JSAG shall be comprised of a maximum of fourteen members. The group will comprise an equal number of airlines and coordinators. A JSAG member may not appoint a proxy to represent him or her.
2. Airline members of the JSAG shall be appointed from the Slot Policy Working Group (SPWG) by IATA, and coordinator members shall be appointed by the Worldwide Airport Coordinators Group (WWACG). Members shall have demonstrated the experience and skills necessary to represent the industry and make a contribution to the issues being addressed, and who have indicated a desire to participate in such activities.
3. Appointments shall be for a term of two years (a Term), with eligibility for re-appointment. Every effort will be made to achieve a broad geographical representation of airlines and coordinators and different business models.
4. Each member shall act as a representative of the JSAG membership as a whole, whilst considering their region, and not only represent their airline or coordinator body.
5. IATA shall serve as the JSAG Secretary.
6. The Chair and Vice Chair of the JSAG will be appointed by the JSAG from its membership. Excluding extraordinary circumstances, their tenure will be for a minimum of one Term and a maximum of two consecutive Terms.
7. Membership shall automatically terminate if:
 - a. The member fails to attend two consecutive in-person meetings of the JSAG unless he or she presents to the JSAG, prior to the second meeting, a statement that failure to attend the meetings in question was due to circumstances considered acceptable to the JSAG;

- b. The member leaves his or her position in the airline or coordinator body which he or she represents; or
 - c. In the case of airlines only, his or her airline ceases to be an IATA Member.
8. IATA and the WWACG, as appropriate, may fill vacancies on an interim basis.

III. Meetings & Procedures

1. The JSAG will meet as often as necessary, with at least four annual meetings per year held in-person, with other meetings to be held by teleconference, video conference, or other electronic means as approved by the JSAG. Two of these in-person meetings should, if practical, be held at the SC.
2. Meetings shall be called by the JSAG Secretary, in consultation with the JSAG Chair and Vice-Chair.
3. The JSAG Secretary shall normally give thirty days' notice of any in-person meeting. At least ten days' notice shall normally be given for any other meetings. The Chair and Vice Chair may approve a shorter notice period if needed due to exigent circumstances.
4. The Chair and Vice Chair will approve the agenda and minutes of JSAG, prepared by IATA as Secretariat, prior to distribution to JSAG members for their review and adoption.
5. A majority of the JSAG members shall constitute a quorum at any meeting.
6. For all matters other than matters of internal procedure, the prior approval of the SPWG and the WWACG Core Group, each according to their own internal governance procedures, shall be required prior to a final vote by JSAG on any issue. Amendments to the WSG must also be submitted to the HODs at the SC, after approval by JSAG, for final approval. If a decision cannot be reached on a specific amendment to the WSG, the JSAG may alternatively agree to submit the matter to the HODs without recommendation, and thereby defer the matter to the decision of the HODs.
7. The JSAG shall work on the basis of consensus. Should a vote be required, each JSAG member shall have one vote, and decisions shall be taken only by a majority vote of the members present and voting. Issues may be considered and decisions taken via voice votes, via email, or via any means agreed upon by the Chair and Vice-Chair.