



# IATA Ground Handling Partner (GHP) 2018 Membership Terms and Conditions

## IATA GROUND HANDLING PARTNER (GHP) ELIGIBILITY

Membership of the GHP is open to:

- Non-IATA airlines
- Airport or other government Authorities
- Ground handling companies who physically perform ground handling services directly as outlined in Annex A to the IATA Standard Ground Handling Agreement

One GHP membership applies per GHP member as a single legal entity (the "Member").

The Member shall provide IATA with a list of all subsidiaries, branches, or entities under its effective control, and notify IATA of any modification.

## MEMBERSHIP FEES

- Membership is applicable for the calendar year **1<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018**.
- All members shall pay an **annual membership fee of USD 3000** plus any applicable taxes.
- Fees will be applied in full, **without pro-ratio** for the calendar year 2018, 1<sup>st</sup> January – 31<sup>st</sup> December.
- Fees are payable within thirty (30) days of invoice date:
  - via credit card payment, directly embedded within registration system
  - via bank transfer to the bank as stated on the invoice
  - via IATA clearing house
- Benefits that were unused in the current year will **not** be carried over to the following year.
- Membership shall only be in effect once the membership fee has been fully paid
- Membership fees are not refundable once the membership application process has been completed except in cases where IATA does not approve the membership application.
- All membership invoices will be issued automatically by the online registration system upon completion of the online enrolment process. Invoices will be sent to the e-mail address provided in the GHP Profile page.

## BENEFITS

Benefits are provided upon completion of registration and payment:

- Company listing in the online GHP Directory
- Use of the GHP member logo, in accordance with logo usage guidelines
- Two (2) Membership passes to **31<sup>st</sup> IGHC being held in Doha – 22 to 25 April 2018** – please note that the dates have changed from previous announcements - (certain conditions apply, including "No-Show/Cancellation policy" in Additional Information below)
- Possibility to participate in various groups in the Ground Operations area subject to their individual rules (please see list of work groups at the end of this document).
- GHP preferential rates for:
  - Fifteen percent (15%) discount for one copy of IATA Airport Handling Manual (AHM) and IATA Ground Operations Manual (IGOM); or one AHM/IGOM combo (please see details below)
  - IATA Training, discount rates are provided directly at [www.iata.org/training/Pages/training-faqs.aspx](http://www.iata.org/training/Pages/training-faqs.aspx)



## **CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

A Member of the GHP may not use any information obtained in the context of their participation in the GHP or any IATA working group to the detriment of IATA, an IATA member airline or any third party. A Member shall not disclose such information to anyone outside their own organization, and shall not use same outside the context and for the purposes of the GHP or the relevant IATA working group, unless otherwise permitted by the owner of the information. A Member shall not address the public nor the media on behalf of IATA or quote IATA's position, unless so authorized by IATA.

To the extent the Member participates in any IATA working group, either as a member of the working group or as an observer, the Member shall abide by the confidentiality and intellectual property policies set out in the IATA IP Principles, available at <http://www.iata.org/whatwedo/workgroups/Documents/ip-working-groups.pdf>.

In any event, a Member shall not have any title, interest or right in or to any documents, material, procedures, processes, methods, apparatus, derivatives and residuals produced, written, developed or created specifically for or during the course of an IATA working group meeting by virtue of such Member's participation in IATA working group meetings.

## **TERMINATION**

Any Member may terminate its Membership in the GHP upon thirty (30) days written notice. Fees which have been paid will not be refunded.

IATA may terminate the Membership of any Member for any reason at any time upon thirty (30) days written notice. The Member shall be entitled to receive a pro-rata refund of its annual fee upon the date of termination of its participation in the GHP.

## **ADDITIONAL INFORMATION**

### **IATA Ground Handling Conference No-Show/Cancellation Policy**

Delegate substitution to avoid cancellation / no-show fees is acceptable.

Cancellation and No-show may incur the following charges:

- Less than thirty (30) days before the first day of the conference (23 March 2018) , or no-show: six hundred (600 USD)

Cancellations are to be addressed to [iataighc@worldtek.com](mailto:iataighc@worldtek.com) and copy to [ghp@iata.org](mailto:ghp@iata.org)

### **Groups in Ground Operations Area**

- Ground Operations Working Group (GOG)
- Ground Operations Technical Groups (TGs):
  - Aviation Ground Services Agreements (AGSA)
  - Airside Safety Group (ASG)
  - Ground Support Equipment and Environment (GSEE)
  - IATA Ground Operations Manual (IGOM)
  - Load Control and Aircraft Messaging (LCAM)