

RESOLUTION 631

IATA / CARGO HANDLING COUNCIL (ICHC)

CSC(37)631

Expiry: Indefinite
Type: B

RESOLVED that:

1. IATA/CARGO HANDLING COUNCIL

- 1.1 The IATA / Cargo Handling Council (the Council) is hereby established to review and establish standards, procedures and provide guidance necessary for the appropriate handling of cargo to ensure safe and efficient operational standards for all types of cargo including mail.
- 1.2 The Council is composed of representatives from IATA Members and the cargo ground handling industry representatives serving as experts in cargo and ground operations (e.g. members of the Airport Services Association (ASA), Ground Handling Council (GHC), etc.), hereinafter referred to as "industry experts".
- 1.3 It is a permanent body, meeting under the auspices of IATA

2. FUNCTIONS OF THE COUNCIL

- 2.1 The Council will be responsible for initiating, considering and making recommendations on issues affecting the Cargo Handling activities, through the Cargo Services Conference (CSC) structure or other relevant bodies and will report to the ASA and GHC on a regular basis.
- 2.2 The Council will be responsible for the following areas and for other tasks as may be delegated by Conference:
 - On industry standards and best practices such as the acceptance, handling and uplift of cargo;
 - On necessary amendments to the content of related standards and manuals such as the Airport Handling Manual (AHM), the IATA Ground Operations Manual (IGOM) as well as the applicable ISAGO standards, and to the IATA Training & Development Institute and training programs that support these activities;
 - On operational processes and procedures on the handling of special cargo shipments such as dangerous goods, live animals and temperature sensitive shipments, etc.;
- 2.3 The CSC is under no obligation to act in accordance with such recommendations and should the Conference disagree with them, further consultation with the relevant bodies and ICHC may be sought before final action is taken. The CSC shall inform the Council of the action taken with reasons;

3. COMPOSITION

- 3.1 The council shall consist of not more than 16 members (8 IATA Members, and 8 industry experts) each being an expert in cargo operations, cargo EDI messaging standards, mail operations, as applicable. Membership of the Council shall reflect as much as possible a fair geographic representation;
- 3.2 IATA Members shall be appointed by the CSC whereas industry experts shall be nominated by the appropriate cargo ground operations bodies (e.g. ASA, GHC, etc.) and appointed by the GHC for a two year term and shall be elected from persons of highest competence and experience occupying positions dealing with matters affecting the Cargo Operations and Ground Handling activities. Individuals so designated shall serve personally and shall not designate an alternate.

4. PROCEDURES

- 4.1 Where the ICHC agrees that a proposal is worthy of adoption, it shall recommend to the Conference that the proposal be incorporated within the appropriate Cargo Manuals or Regulations;
- 4.2 The Council shall elect its own Chairman and Vice-Chairman, for a two year term; multiple terms may be served, subject to successful ICHC re-election;
- 4.3 The Council meets at such times when called by the Chairman with the concurrence of the majority of the Council;
- 4.4 Meetings of the Council shall be conducted by regular teleconferences and/or, when required, face-to-face meetings may be organized upon acceptance of the majority of the Members of the Council;
- 4.5 The quorum for the face to face meetings shall consist of at least 4 IATA Members and 4 industry experts and for voting purposes, decisions shall require a two-thirds (2/3) majority of the members present and voting with abstentions not counted.
- 4.6 All meetings will be conducted in accordance with IATA's competition Law Guidelines for CSC meetings;
- 4.7 The Council determines its own working rules. The Secretary is provided by the IATA Secretariat;
- 4.8 The Council's acts are in the form of recommendations, formal voting procedures and counts are not necessary; however, dissenting opinions may be recorded and included in the report.
- 4.9 The Chairman may invite observers to attend the meetings; Invitations as observer shall be submitted to the chairman and secretary of the Council not later than 14 days prior to the start of the meetings. When appropriate, the Council shall invite the participation of other IATA industry groups such as CSC Sub-Groups, industry experts from relevant bodies and regulators (for consultation purposes) at the meetings from time to time.
- 4.10 Members of the Council, as well as observers, shall not address the public on behalf of IATA at any conference or events unless agreed with IATA secretariat.
- 4.11 Any member failing to attend two consecutive meetings (unless extraordinary circumstances) shall be deemed to have terminated its membership thereof.
- 4.12 All proposals agreed upon by the Council shall be circulated within 30 days after agreement of the Council to the designated Council members and interested parties.

5. CARGO OPERATIONS AND HANDLING ACTIVITIES

- 5.1 The Council shall liaise with all relevant CSC Sub-Groups on activities related to Cargo Operations and Handling to include operational policy, processes and procedures on handling of all types of cargo such as dangerous goods, live animals and temperature sensitive commodities and mail, etc.;
- 5.2 The Secretary of the Council shall liaise with other industry related groups such as GHC, ASA and CSC Sub-Groups, etc. to ensure alignment and synergy in the identification of common industry standards for cargo operations;
- 5.3 Members of the Council shall identify the required and/ or necessary business information needed to propose recommendations;
- 5.4 The members of the council shall commit to support pilots or proof of concepts and actively participate in its capacity as a representative of the industry with relevant knowledge;