

WORLDWIDE AIRPORT SLOTS BOARD (WASB)

TERMS OF REFERENCE

I. Role & Mandate

1. The Worldwide Airport Slot Board (WASB) is established as a joint forum of airports, airlines, and facilitators / slot coordinators (collectively, the “Industry Groups”) to address slot-related matters such as the development of amendments to the Worldwide Airport Slot Guidelines (WASG) and to provide guidance on industry scheduling and slot matters to the Airport Slot Working Groups (ASWGs).
2. The WASB activities include, but are not limited to:
 - Identifying future trends and technology that could have a significant impact on the industry and establishing necessary work streams within the Industry Groups to perform the analyses required;
 - Reviewing proposals developed by the Industry Groups or individual airports, airlines, and facilitators / slot coordinators;
 - Reviewing and approving recommended changes and enhancements to the WASG submitted by the ASWGs, in an open and collaborative manner;
 - Identifying ways to improve the slot allocation system and processes and suggesting areas for policy development;
 - Setting up, as needed, ASWGs whose role is to provide technical analyses on slot policy and provide guidance and recommendations to the WASB on possible changes to the WASG;
 - Drawing conclusions, whenever possible, or providing guidance on topics on which it was not possible for an ASWG to reach consensus if at least one Industry Group from that ASAG requests the WASB to do so. The WASB may decide to revert the topic back to the competent ASWG if it determines that further analysis is needed to take a decision;
 - The WASB may appoint external consultants to provide professional advice and analyses to the WASB on matters related to the WASG slot policies, procedures, and processes;
 - Monitoring regulatory developments related to worldwide slot coordination and allocation to foster a globally-consistent implementation of the WASG;
 - Providing guidance on the development of services and systems to support the slot allocation and planning process; and
 - Liaising and collaborating closely with other industry working groups and associations as required.

II. Membership

1. The WASB shall be composed of a maximum of 21 members. The group will comprise an equal number of airports, airlines, and facilitators / slot coordinators. A WASB member may not appoint a proxy to represent him or her.
2. Every effort shall be made to ensure that all the regions, airline models, and airport congestion levels are broadly represented in the WASB. Similarly, every effort will be made to achieve a broad geographic representation of airports, airlines, and facilitators / slot coordinators and different business models.
3. Airport members of the WASB shall be appointed by Airports Council International (ACI) World, among schedule-facilitated and -coordinated airports worldwide.
4. Airline members shall be appointed by the International Air Transport Association (IATA) and include one non-member airline which is not a member of the Slots Policy Working Group and operates to at least one L2 or L3 airport. The appointment of the latter must be approved by the WASB on IATA's recommendation.
5. Facilitator / slot coordinator members shall be appointed by the Worldwide Airport Coordinators Group (WWACG) and shall be eligible as long as separated from airlines and airport operators. The system of financing the facilitator / slot coordinator's activities shall be such as to guarantee the facilitator / slot coordinator's independent status.
6. Members shall have demonstrated the experience and skills necessary to represent the industry and to contribute to the issues being addressed and shall have indicated a desire to participate in such activities. Members shall be committed to attend the scheduled meetings of the WASB and to cover their expenses to attend the meetings.
7. Appointments shall be for a term of three years (a "Term"), with eligibility for re-appointment.
8. Each member shall act as an industry expert and a representative of the WASB membership as a whole, while also considering their region, and not only represent their own airport, airline, or facilitator / slot coordinator body.
9. WASB Secretarial support shall be jointly provided by ACI, IATA, and WWACG.
10. The Chair and two Vice-Chairs of the WASB will be elected by the WASB from its membership consisting of one from each of the airport, the airline, and the facilitator / slot coordinator Industry Groups. Excluding extraordinary circumstances, their tenure will be for a minimum of one Term and a maximum of two consecutive Terms.
11. Membership shall automatically terminate if:
 - a. A member leaves the relevant position or organization;
 - b. A member fails to attend two consecutive meetings; or
 - c. A member resigns.
12. On the termination of membership, a suitable replacement will be appointed by the relevant Industry Group at the earliest opportunity.

III. WASB Observers and Rapporteurs

1. Procedure for **WASB Secretariat**

ACI, IATA and WWACG Secretarial teams are observers to the WASB.

2. Procedure for **WASB Industry Observers**

Representatives of the airport, airline and coordinator industry groups may be invited to attend a full WASB meeting or only specific agenda item (s) of a meeting for the purpose of familiarizing themselves with the work of the Board and of understanding the industry topics and priorities. WASB Industry Observers do not take part in the discussions and are separate from Board members and Secretariat functions.

- Each industry group can nominate a maximum of two individuals from their organization to attend a WASB meeting as an Observer. The attendance of any other additional WASB Industry Observer should be approved by the Chair and Vice-Chairs.
- A rotation of Industry Observers attending WASB meetings is encouraged.
- Industry observers need to be proposed 1 month in advance of the WASB meeting by the respective industry group, with prior consultation of the Chair and Vice-Chairs of the WASB.

3. Procedure for **WASB External Observers** and **WASB Rapporteurs**

Where the expertise or advice would be useful in attaining the objectives of the meeting, or for the purpose of providing a specific presentation or an update, **representatives of the ASWGs, external industry experts, or representatives of regulators/government authority** may be invited to attend a WASB meeting.

- **WASB External Observers** (industry experts, consultants, or representatives of regulators/government authority) need to be proposed 1 month in advance of the WASB meeting by the Industry Group and approved by unanimous decision of the Chairs.
- **WASB Rapporteurs** (representatives of ASWGs or slots experts working on a specific topics) need to be proposed 1 month in advance of the WASB meeting by the Secretariat or ASWG Secretariat and approved by unanimous decision of the Chairs.

IV. Meetings & Procedures

1. The WASB will meet at least three times per year in-person, with other meetings to be held by teleconference, video conference, or other electronic means as approved by the WASB. Two of these in-person meetings should, if practical, be held at the IATA Slot Conference, with the third meeting to be held in conjunction with an ACI meeting. The WASB may decide to have additional meetings in-person, if needed.
2. Meetings shall be called by the WASB Secretariat, in consultation with the WASB Chair and Vice-Chairs.
3. The WASB Secretariat 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-Chairs may approve a shorter notice period if needed.
4. A majority of the WASB members within each Industry Group shall constitute a quorum at any meeting.

5. For matters other than those of internal procedure, the prior consultation of the ACI Expert Group on Slots, the IATA SPWG, and the WWACG Board, each according to their own internal governance procedures, shall be required, to the extent possible, prior to a final vote by WASB on any issue. Amendments to the WASG must also be submitted to the WASB, for final approval. This procedure replaces the Heads of Delegation voting of amendments to the WSG.
6. The WASB shall work on the basis of consensus of the three Industry Groups. Should a vote be required for policy, process, and procedure changes to the WASG, efforts will be made to reach unanimity in decisions.
7. If consensus cannot be reached as to proposed changes for the terms of reference to the WASB, the proposed changes must be approved by each of the three Industry Groups – in the form of a majority of each of the Industry Groups present and voting.
8. Should a vote be required for modifications to the WASG (such term includes its Annexes, and the implementation guides to be created by the ASWGs, if any), efforts will be made to reach unanimity in decisions, taking into account, among other considerations, the economic stability of the proposal. If consensus cannot be reached by the three Industry Groups, any modification to the WASG may be approved only in the circumstance that:
 - a. It is support by each of the airport and airline Industry Groups in the form of a majority of each Industry Group present and voting; and
 - b. It is not rejected by the facilitator / slot coordinator Industry Group, in the form of a majority of the facilitator / slot coordinator Industry Group present and voting on justified grounds that it could not be implemented from an operational perspective or that it would hamper the independent, transparent, and non-discriminatory allocation of slots.
9. All other decisions of the WASB shall require a simple majority vote from all delegates present and voting (irrespective of Industry Group).
10. WASB issues may be considered, and decisions taken, via voice votes, via email, or via any other means agreed upon by the Chair and Vice-Chairs.

V. External Parties¹ Proposals for Changes to the WASG: Submission and Review Process

1. Proposal submissions: An external party may submit proposals for change to the WASG. Submissions should be addressed to the Secretariat of the WASB.
2. Initial receipt and acknowledgement: Upon receiving a proposal, the Secretariat acknowledges the receipt and notifies the Chair and Vice-Chairs.
3. Chair and Vice-Chairs and Secretariat review: The Chair and Vice-Chairs and Secretariat conduct a preliminary review to assess the proposal's relevance – including, how the problem or issue it addresses is defined, what data and evidence is used, what analyses were carried out, and how this proposal aligns with the WASG's objectives. The Chair, Vice-Chairs, and Secretariat can request additional information and clarifications from the party submitting the proposal to support this review.
4. Based on the review by the Chair, Vice-Chairs and Secretariat, and before proceeding with discussion at WASB level, a proposal must be sponsored by at least one Industry Group. If no Industry Group sponsors the proposal, it will not advance to WASB discussion, and the Secretariat will communicate this decision to the submitting party.

¹ External party is defined as a recognized academic/research institution or a management consultant company with a track record of studies, work and analyses carried out in the field of airport capacity and airport slots.

5. WASB discussion: Proposals that are sponsored by an Industry Group should be included in the agenda for a WASB meeting or a dedicated discussion session, along with the results of the Chair and Vice-Chairs and Secretariat review. The external party submitting the proposal may be invited to present it to the WASB upon agreement of Chair and Vice-Chairs.