

# Global Air Cargo Advisory Group (GACAG)

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## GACAG E-COMMERCE TASK FORCE

### TERMS OF REFERENCE

#### 1. Objectives

1.1 The objective of the GACAG E-Commerce Task Force (GECTF) is to provide recommendations to the GACAG on industry positions related to air cargo e-commerce initiatives. As appropriate, recommendations will address short term issues. Also as appropriate, the GECTF will recommend practices that position the air cargo sector to address the medium and long term implications of e-commerce.

1.2 The recommendations from the GECTF will mainly focus on four areas:

- a. E-Commerce facilitation in the booking and movement of air cargo;
- b. E-Commerce facilitation of an electronic air waybill for issuance by either carrier or agent;
- c. Electronic air cargo track and trace; and
- d. Ad hoc air cargo e-commerce issues.

1.3 The recommendations from the GECTF shall be aligned with and shall provide guidance on:

- a. The GACAG industry positions;
- b. GACAG objectives for regulatory requirements; and
- c. Industry standards.

#### 2. Composition

2.1 The GECTF will consist of four Members, each being knowledgeable in air cargo e-commerce issues.

2.2 The GECTF will include one Member and one Alternate from each of the following organizations:

- a. Global Shippers Forum (GSF);
- b. International Federation of Freight Forwarders Associations (FIATA);
- c. International Air Transport Association (IATA) ; and
- d. The International Air Cargo Association (TIACA)

Alternates may participate in all GECTF activities but may only vote in the absence of the Member. At any time, any of the four organizations may change its Member or Alternate by notifying TIACA which, as GACAG Secretariat, will maintain the GECTF roster.

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2.3 The GECTF may invite industry experts (e.g., Technical, Operational) and regulators (e.g. WCO) to the meetings from time to time.

2.4 Other observers from industry stakeholders may attend the GECTF meetings upon concurrence of the Task Force Members.

## **3. Rules and Procedures**

3.1 Meetings of the GECTF shall be conducted by regular teleconferences and, if required and directed by GACAG, one or two face-to-face meetings may be organized annually.

3.2 All meetings will be conducted in accordance with TIACA's Competition Law Guidelines.

3.3 The GECTF will provide recommendations to the GACAG and, as directed by GACAG, to recognized industry bodies on industry positions related to e-commerce.

3.4 The GECTF recommendations will be based on broad consensus among its Members, and recommendations must reflect support from stakeholders most affected.

3.5 Members of the GECTF shall not address the public on behalf of GACAG at any conferences or events unless agreed by the GACAG Steering Committee.

## **4. Roles and Responsibilities**

4.1 Each Member of the GECTF shall participate in his or her capacity as a representative of the industry with relevant knowledge.

4.2 Members of the GECTF shall identify the required and/or necessary regulatory and business information needed to propose recommendations.

4.3 The GECTF shall consult with the relevant industry bodies when needed.

4.4 The GACAG Steering Committee shall appoint a Member of the GECTF as Chairman. TIACA will serve as Secretary for the teleconferences or the face-to-face meetings.

## **5. Deliverables**

5.1 Within its first twelve months of operation, the GECTF will provide industry recommendations on current or proposed air cargo e-commerce projects. Throughout its existence, it will continue to review and advise on e-commerce strategies and implementation and, as directed by the GACAG Steering Committee, to liaise with recognized industry bodies in this regard.

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5.2 The GECTF will provide advice to the GACAG Steering Committee on additional e-commerce matters as noted in Section 1.2 above or as delegated to it by the GACAG Steering Committee.

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