

## Introduction to IATP Meetings

### INTRODUCTION TO IATP

Details: This presentation gives a general overview of the IATP organization and its processes. It includes but is not limited to the benefits, processes, protocol, and various functions within the organization.

Attendance: Mandatory for all first-time participants at the conference. Also recommended as a refresher for all delegates.

### INTRODUCTION TO PARTS POOLING

Details: A comprehensive workshop that covers all the pooling principles and procedures within the IATP.

Attendance: Mandatory for all first-time participants at the conference. Also recommended as a refresher for all delegates.

### INTRODUCTION TO AIRCRAFT RECOVERY POOLING

Details: A comprehensive workshop that covers all the aircraft recovery principles and procedures within the IATP.

Attendance: Mandatory for all first-time participants at the conference. Highly recommended for the Recovery participants and also potential participants / providers.

### INTRODUCTION TO IATP INVOICING

Details: A comprehensive workshop that covers all the pooling charges, remuneration and billing method.

Attendance: Senior Delegates or any delegate interested in IATP invoicing method.

### INTRODUCTION TO VENDORS AND ORIGINAL EQUIPMENT MANUFACTURERS (OEMs) MEETING

Details: This session identifies conference protocol expected from all Authorized Guest Vendors and Associate Members at the IATP conference.

Attendance: All Authorized Guest Vendors and Associate Members are required to attend.

## Training

### SGHA FAMILIARIZATION

Details: This training gives a general overview and refreshment of Line Maintenance contracting, the legal aspect and required training necessary in order to comply with EASA/FAA and National CAA requirements.

Attendance: For new and present F/L Pool members, Associate Members and observers, who have prior approval of the Chairperson and/or Board of Directors.

### LINE MAINTENANCE REGULATORY TRAINING

Details: This session provides an overview of Safety Management System (SMS) and determines its value.

Attendance: Any delegate interested in regulatory matters.

### SUPPLIER TECHNICAL FORUM FAMILIARIZATION (FOR AIRLINES)

Details: Training session for the airline members to familiarize themselves with the capabilities and processes of the supplier service providers.

Attendance: All Airline Delegates who have not attended previously and those who would like a refresher course.

## Observer Airlines Welcome Meeting

### OBSERVER AIRLINES WELCOME MEETINGS

Details: This meeting is aimed at providing information and overview of the objectives and benefits of the IATP Organization. Further details will be provided during the Introduction to IATP and the Q&A session which will take place afterwards.

Attendance: Airlines invited by the IATP Membership Coordinator to observe the conference. Applicants for full IATP membership at this particular conference are also welcome to attend.

#### Associate Members/Suppliers Meetings

##### ASSOCIATE MEMBERS & SUPPLIER OBSERVERS MEETING

Details: This session is for Associate Members who provide components for pooling requirements where no member airline is able to provide.

Attendance: Associate Members and those interested in becoming an Associate Member.

##### SUPPLIER TRAINING CLASS

Details: This session is a comprehensive review of how the Associate Members work and fit into the IATP family.

Attendance: All Authorized Guest Vendors and Associate Members. This session is MANDATORY for those who have not attended before. This session is also open to all interested Airline Members.

#### General Assemblies 1 & 2

##### GENERAL ASSEMBLY 1

Details: Official opening of the conference, which includes the General Business meeting as per IATP Organization Manual, Chapter 5, page 14.

Attendance: Mandatory for all Conference attendees; BoD guests

##### GENERAL ASSEMBLY 2

Details: Official closing of the conference, which includes the continuation of the General Business meeting as per IATP Organization Manual, Chapter 5, page 14.

Attendance: Mandatory for all Airline Senior Delegates, Associate Members, and new member applicants accepted during the General Assembly 1.

#### Exchange Meetings

##### EXCHANGE MEETINGS 1, 2, 3, 4

Details: Venue for face-to-face discussion amongst member airlines. This is the opportunity for delegates to discuss all aspects of outstation aircraft operations including but not limited to spare parts pooling, technical handling and line maintenance pooling agreements, etc.

Attendance: Exchange Meeting 1: All IATP Member Airlines, airline observers, Associate Members, new member applicants accepted during the General Assembly 1. Vendors are not allowed to attend this Exchange meeting only.

Exchange Meetings 2, 3, 4: All IATP Member Airlines, airline observers, Associate Members, Authorized Guest Vendors, new member applicants accepted during the General Assembly 1.

#### Bilateral Meetings

##### BILATERAL MEETINGS

Details: Bilateral meeting rooms are provided during the course of the conference for all attendees to conduct pooling related business in a more secluded atmosphere.

Attendance: All attendees.

## Pool Group Meetings

### AIRCRAFT RECOVERY MEETING

Details: This meeting is designed to discuss the new requirements of the airport authorities, equipment required to support existing and new aircraft types, positions and suppliers of aircraft recovery kits.

Attendance: Current and potential Aircraft Recovery Pool Group Members; BoD guests.

### AIRCRAFT RECOVERY PROVIDERS MEETING

Details: This meeting is designed to discuss the new requirements of the airport authorities, equipment required to support existing and new aircraft types, positions and suppliers of aircraft recovery kits.

Attendance: Current Aircraft Recovery kit providers; BoD guests are allowed to attend upon approval of the Chairperson.

### F/L POOL GROUP MEETING

Details: This group meets to discuss the business related to technical handling at line stations.

Attendance: All F/L Pool members, Associate Members, and observers who have prior approval of the Chairperson and/or Board of Directors.

### G, K, M, Q, P, S, T and E POOL GROUP & AIRCRAFT RECOVERY POOL GROUP MEETINGS

Details: These meetings are held to discuss business related issues of the various pools, ground handling and ground maintenance equipment. Each Parts Pool Group Chairperson will present the activities of the pool groups for the current and future seasons.

Attendance: All parts pool members, E Pool members, Associate Members, observers who have prior approval of the Chairperson and/or Board of Directors.

### TECHNICAL WATCH FORUM MEETING

Details: This group monitors the broader scope of aircraft effectivity and complexity of interchangeability as it affects avionics and common equipment.

Attendance: Current Members who are nominated representatives from each parts pool group; BoD guests are allowed to attend upon approval of the Chairperson.

## Project Group Meetings

### ENGINE POOLING PROJECT GROUP MEETING

Details: This group meets to discuss and review all issues with respect to the potential introduction of an engine pooling in IATP.

Attendance: Representatives of members that are interested in participating in a potential engine pooling, either as a user or as provider.

### THIRD-PARTY POOLING PROJECT GROUP MEETING

Details: This group meets to increase the services to the members – especially on new aircraft type (A350, B787) – and evaluate the possible options to involve in the pooling suppliers, who could be contacted each time a required part is not provided by a Member Airline, also exploring the possibility to introduce a “regional pool”, not to restrict the part availability at a specific location.

Attendance: Project Group’s members.

### INTRODUCTION TO AIRBUS NEW MODELS AND DERIVATIVES PROJECT GROUP MEETING

Details: This group meets to discuss all issues with respect to the Introduction of the new Airbus aircraft including but not limited to the fields of spares provisioning, ground equipment, training, line maintenance, etc.

Attendance: Representatives of airlines that will operate Airbus aircraft.

#### INTRODUCTION TO BOEING NEW MODELS AND DERIVATIVES PROJECT GROUP MEETING

Details: This group meets to discuss all issues with respect to the Introduction of the new Boeing aircraft including but not limited to the fields of spares provisioning, ground equipment, training, line maintenance, etc.

Attendance: Representatives of airlines that will operate Boeing aircraft.

#### INTRODUCTION TO B777-9

Details: This group meets to discuss all issues with respect to the Introduction of the new B777-9 aircraft including but not limited to the fields of spares provisioning, ground equipment, training, line maintenance, etc.

Attendance: Representatives of airlines that will operate B777-9 aircraft.

### Committee Meetings

#### AUTHORITIES REQUIREMENTS COMMITTEE MEETING

Details: This committee meets to analyse and discuss various requirements of the authorities with respect to airlines technical operations.

Attendance: Current members of the Authorities Requirements Committee; BoD guests are allowed to attend upon approval of the Chairperson.

#### MAINTENANCE POOLING AGREEMENTS COMMITTEE MEETING

Details: This committee discusses and reviews the technical requirements relating to maintenance pooling agreements.

Attendance: Current members of the Maintenance Pooling Agreements Committee; BoD guests are allowed to attend upon approval of the Chairperson.

#### PLATFORM STEERING COMMITTEE MEETING

Details: This committee is the interface between the membership and the IATP Platform provider. They meet to review the current operation of the IATP Business Platform and future website developments in order to keep up with the IATP business model.

Attendance: Current members of the Platform Steering committee, representatives of platform provider if required; BoD guests are allowed to attend upon approval of the Chairperson.

#### STATIONS RESTRICTIONS COMMITTEE MEETING

Details: This committee reviews all station restrictions, prepares and defines potential alternatives and solutions for the organization while confronted with these issues.

Attendance: Current members of the Stations Restrictions Committee; guests are allowed to attend upon approval of the Chairperson.

#### SUPPLIER SERVICES COMMITTEE MEETING 1 & 2

Details: This committee represents a proportionate mix of airlines and suppliers. Their main function is to act as liaison between the Board of Directors and suppliers.

Attendance: Current members of the Supplier Services Committee, BoD guests are allowed to attend upon approval of the Chairperson.

### Chair/Co-Chair Meetings

#### CHAIR/CO-CHAIR MEETING 1 (POOL GROUPS, PROJECT GROUPS/COMMITTEES)

- Details: This is a planning session for the conference and for the Pool Group, Project Group/Committee meetings that will be held during the conference.
- Attendance: All Pool Group Chairpersons and Co-Chairpersons, all Project Group/Committee Chairpersons and Co-Chairpersons (mandatory), Board of Directors Members. BoD guests are allowed to attend upon approval of the Chairperson.

#### CHAIR/CO-CHAIR MEETING 2 (POOL GROUPS, PROJECT GROUPS/COMMITTEES)

- Details: This is a debrief of the conference.
- Attendance: All Pool Group Chairperson and Co-chairpersons, all Project Group/Committee Chairpersons and Co-chairpersons (mandatory), Board of Directors Members. BoD guests are allowed to attend upon approval of the chairperson.

### Board of Directors Meetings

#### BOARD OF DIRECTORS MEETINGS

- Details: During the conference, the Board of Directors primarily focuses on all issues related to current and future conferences.
- Attendance: Board of Directors, Senior Business Manager, and Corporate Secretary as required.