

WHAT IS APJC

In order for you and your Executives to understand more about APJC, below is “A Guide to the Role and Responsibilities of the Chairmen and Secretaries of APJC”, which I have downloaded from the IATA Website.

You will note from this document the following: -

- APJC is a joint agent/airline group with equal representation and are a key channel of communication between the PConf and airlines and IATA Accredited Agents locally
- APJC is authorised to determine the local criteria for the accreditation and its retention of Agents in respect of financial standing, staff competence and experience in conformity with the guidelines set forth by the Conference.
- APJC is also authorised to:
 1. Consider all aspects of the Agency Programme in the country/area and
 2. Make recommendations in the form of agenda proposal to the Passenger Agency Conference

The Conference, in turn, will inform the APJC of actions taken, and their reasons for them. The Agency Administrator refers to the APJC, for comments and recommendations, all proposals submitted to the PConf which fall within the APJC’s authority.

In general, each Member eligible to participate in the Billing and Settlement Plan (BSP) of country/area concerned and each airline participating in the BSP may, by written notification to the Agency Administrator, nominate a person of Senior Management standing to serve as its representative on the Council. Variations may apply within certain resolutions.

Composition

The Council shall consist of equal numbers of:

- (a) Members and Airlines the number of which is within each applicable Resolution
- (b) Representatives who are Accredited Agents, The number of which is as provided for within the applicable Resolution **and**, unless stated otherwise,
- (c) The Agency Administrator, or the Agency Services Manager in his place, as an ex-officio member, who shall also act as Secretary.

Observers

Industry observers are allowed to attend meetings of the Council with the prior

consent of the Chairman. Requests to have observers attend a meeting should be made through the Secretary at least seven days before the date of the meeting. Observers are permitted to contribute to discussions, and may have their advice sought, but are not entitled to vote, question the decisions reached, or to query the Minutes of any Council meeting.

Frequency of Meetings and Procedures

The Council shall meet as determined by the applicable resolution, which is at least once within 60 days of the PAcnf to discuss the PAcnf agenda, and provide input from that country. It is also recommended that Councils meet after the Minutes of the PAcnf have been published, to discuss any changes affecting that country.

Each meeting shall determine the date and place of the following regular meeting. It is recommended, unless stated otherwise, that Agenda items should reach the Secretary not less than 21 days prior to the meeting, and the Agenda distributed 14 days prior to the meeting. A special meeting of the Council may be called by the Chairman on the request of any two members at any time, giving reasons for such meeting.

Quorum

The quorum is that published within the applicable resolution.

Voting Procedures

Voting may take place when a quorum is present, and is determined by the provisions of the applicable resolution.

Reporting

A report on the activities of the Council is submitted to each regular meeting of the Passenger Agency Conference. Written records of all meetings of the Council shall be maintained by the Secretary, and circulated within 30 days, to all Council members.

OFFICERS - THEIR ROLES AND RESPONSIBILITIES

The Chairman of the Council

With the exception of APJC India, and the Executive Councils operating under the jurisdiction of Resolution 810, the Chairman is normally elected by the Council, may be either an airline representative or an agent representative, and shall have a vote. In the APJC India, the Chairman shall be the representative of a Member with its Head Office in India and shall not have a vote. This Chairman's position is in addition to the equal number of airline and agent representatives.

In Executive Councils operating under the jurisdiction of Resolution 810, the Chairman is provided by the national carrier and has no voting rights.

The responsibilities of the Chairman are to:

- Ensure the meeting keeps within its terms of reference, as defined by PConf.
- Ensure that the Council meets at least as required by the applicable resolution.
- Approve the Agenda before it is circulated.
- Chair Council meetings in a businesslike and fair manner.
- Approve the Minutes before they are published.
- Ensure that the PConf is aware of the Council's activities, decisions and recommendations.

The Secretary of the Council

The Secretary is an IATA staff member, normally the Agency Services Manager, Appointed by the Agency Administrator, and has no voting rights.

The Secretary is empowered to:

- Call the meeting, as requested by the Chairman.
- Publish the Agenda, agreed in advance with the Chairman, for each meeting in a timely manner.
- Record the attendances and apologies at each meeting.
- Offer advice and information, as required, during the meeting.
- Record the Minutes of the meeting.
- Publish the Minutes, after they have been approved by the Chairman.
- Provide the PConf and IDFS with all relevant information as and when required.

To summarize, the APJC is made up of equal participation of Airlines and Agents and IATA acts as the Secretary and this team is responsible for determining the local criteria for the accreditation and its retention of Agents in respect of financial standing, staff competence and experience in conformity with the guidelines set forth by the Conference.