



ATA e-BUSINESS PROGRAM

Organizational Structure and Operating Guidelines

Version 3.0

March 30, 2026

ATA e-Business Program Organization Structure and Operational Guidelines

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1. Introduction

1.1. Background

Since the late 1950s, air carriers, aerospace manufacturers, distributors, suppliers, repair agencies and other commercial aviation industry stakeholders have worked together through a joint international effort to establish voluntary standards for facilitating information exchange which improve business processes. Administered and published by the Air Transport Association of America, Inc. d/b/a Airlines for America (A4A), these international standards have evolved to meet the changing needs of the industry and to embrace the latest technological advances in information exchange. As a result, these industry stakeholders have seen dramatic improvements in information handling efficiency, data security and consistency, and have experienced a significant reduction in the time required for delivery and retrieval of operationally critical information.

On July 1, 2005, the ATA e-Business Program was established to improve the efficiency of this standard-setting effort by providing a more structured and focused organization for industry collaboration and consensus. Additionally, this organization is designed to help achieve the industry vision of a fully integrated data environment between trading partners across the commercial aviation enterprise.

1.2. Purpose

This document describes the organizational structure and operating guidelines for the ATA e-Business Program.

1.3. Scope

The ATA e-Business Program is comprised of the processes for the development, maintenance, publication and distribution of e-business standards and guidelines.

The ATA e-Business standards include, but are not limited to Spec 2000, iSpec 2200, Spec 2300, Spec 2400, Spec 2500, Spec 42, S1000D, Spec 1000BR, the Common Support Data Dictionary (CSDD), and the World Airlines and Suppliers Guide (WASG). See current [Functional Scope diagram](#).

1.4. Vision

Enable the seamless exchange and availability of digital information throughout the aviation industry.

1.5. Mission Statement

Provide the aviation industry with benchmark information standards in support of aircraft maintenance and operations. We are committed to evolving shared standards and promoting implementation to contribute to increased business agility and reduced costs, while maintaining the highest levels of safety.

2. Participation

The ATA e-Business Program is open to the world's airlines, manufacturers, suppliers, distributors, repair agencies, technology providers and other industry stakeholders.

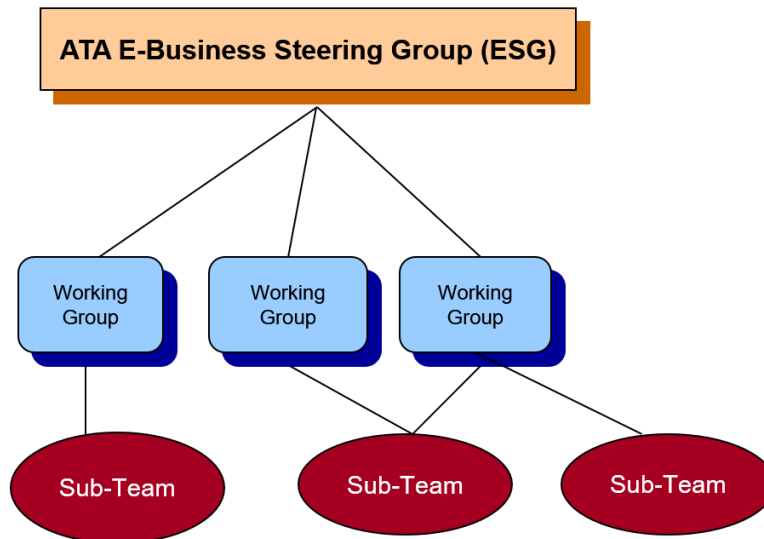
3. Committees and Responsibilities

The ATA e-Business program is administered and facilitated by dedicated staff employed by the Air Transport Association of America, Inc. d/b/a Airlines for America (A4A). The work of developing and maintaining ATA e-Business Program standards is conducted by a number of working groups and sub-teams consisting of volunteer representatives from organizations that have joined the ATA e-Business Program by signing the [membership agreement](#) and that are current on their membership dues.

Working groups consist of subject matter experts centered around a particular business or technical area and are responsible for specific specifications. Sub-teams are created as needed by the working groups to focus on specific specification development tasks.

The strategic direction of the working groups/sub-teams is established and managed by the e-Business Steering Group. The conceptual model of the ATA e-Business Program structure is shown in 3.1 and does not reflect relationships with other organizations or standards bodies. For a more detailed view, see the current [organizational structure](#).

3.1. ATA e-Business Program Structure



3.2. e-Business Steering Group (ESG)

3.2.1. Mission

The mission of the e-Business Steering Group is to establish the overarching vision and mission for all standards development activities within the Program. The Steering Group sets the strategic path for the standards to ensure that all development efforts and specification change requests are consistent with the Program's vision, mission and strategic plan.

3.2.2. Responsibilities

1. Establish the vision, mission, strategy and operational framework for the ATA e-Business Program.
2. Create and maintain the strategy for accomplishing the vision and mission and set strategic priorities.
3. Create and maintain an operational framework and system to develop internationally accepted aviation e-business standards. Structure to include:
 - a. Clear business objectives with clearly defined deliverables
 - b. A project oriented environment
 - c. An international, cross-functional, consensus-based process
4. Establish and oversee working groups and sub-teams.
5. Develop and oversee a change request process to ensure all standards are consistent with the overall vision, mission and strategy.
6. Review status of ongoing projects and provide guidance to working group chairs.
7. Encourage the adoption and use of ATA e-Business Program's voluntary e-business standards.

3.2.3. Participation

ESG participants must be active members of the ATA e-Business Program. The group consists of working group chairs and additional members that are added as needed to help advance the program and its standards. Working group chairs and additional members have equal status on the ESG.

Working Group Chairs - Each working group chair has an automatic seat on the ESG. Each chair should make every effort to attend all ESG meetings and web conferences to ensure that their working group is adequately represented. If unable to attend, the chair should provide a delegate from their respective working group.

Additional Members - Additional members are included to attract decision makers to the ESG and also to help balance participation between airlines, suppliers and technology providers with as much international composition as is practical. If additional members miss two or more consecutive meetings/teleconferences they may be removed from the ESG. New participants will be considered and confirmed through a vote of existing ESG participants. A 75% majority threshold of total votes will be necessary to confirm new members.

3.2.4. Meetings

There should be a minimum of two (2) regular meetings each year. A preliminary date for the next meeting will be established at a prior meeting and a firm date for face-to-face meetings will be established at least 60 days prior to the meeting. This advance planning is required to make hotel and flight reservations far enough in advance to save on travel costs. A meeting agenda should be distributed at least fourteen (14) business days in advance of the meeting.

Quorum

For all meetings, the ESG operates on consensus basis and there are no quorum requirements.

3.3. Working Groups

3.3.1. Mission

The primary mission of the Working Groups is to collaborate within a functional and/or technical area and to exchange ideas and develop potential solutions related to industry issues and challenges. These groups drive initiatives designed to solve business challenges that can best be resolved through the development of data standards and guidelines. Each working group is responsible for maintaining a specific specification or chapter/section and updating that specification to meet the changing needs of the industry.

3.3.2. Responsibilities

1. Exchange ideas and discuss potential solutions for business challenges that can be resolved through voluntary data standardization.
2. Update existing standards to maintain their value and relevance.
3. Propose, launch and drive new standards development projects.

4. Review Change Requests (CRs) and facilitate their advancement through the change request process.
5. Build consensus around any new specifications or proposed modifications.
6. Create/disband sub-teams as necessary to focus on specific specification development tasks.
7. Coordinate all activities with the e-Business Steering Group as described in the [Change Request Process](#).

3.3.3. Participation

Participation is open to any ATA e-Business Program participant. Participants should be subject matter and/or technical experts.

3.3.4. Meetings

Working Groups will schedule face-to-face and virtual meetings as necessary to accomplish their work. Care will be taken to optimize participation taking into account budgetary and other participation restrictions.

3.3.5. Quorum

Since the Working Groups operate on a consensus basis and many members will participate virtually, there are no requirements for a quorum.

3.3.6. Reporting

The Working Group chair, with support from ATA e-Business Program staff, shall prepare and present to the e-Business Steering Group a status report on the group's projects and activities for each meeting.

3.4. Sub-Teams

Sub-Teams are established by Working Groups to work on specific standards development tasks. Sub-Teams work through all or parts of a project lifecycle as required by the scope and complexity of the assigned task.

3.4.1. Mission

The mission of each Sub-Team is determined by the parent Working Group(s) and communicated to the e-Business Steering Group.

3.4.2. Responsibilities

1. Develop and execute a plan for achieving the task.
2. Regularly communicate and coordinate all activities with the Working Group including work plans, achievements, deviations from the assigned task, resource issues, slippage in schedule, etc.

3.4.3. Participation

Participation is open to any ATA e-Business Program participant. Members of a Sub-Team must also be members of the parent Working Group. However, special Sub-Team assignments may require more restrictive participation (i.e. specific skills, etc.) to be determined by the Working Group. Sub-Team Chairs should have a good understanding of the business and/or technical area under discussion to be able to effectively schedule and progress the team's work.

3.4.4. Meetings

Sub-Teams will meet in person or virtually only to work on assigned tasks which are authorized by the parent Working Group(s). Face-to-face meetings should be scheduled and located to optimize participation and to evenly spread travel costs. Whenever possible, meetings should be combined to help reduce travel cost and time for those attending multiple meetings.

3.4.5. Quorum

Since the Sub-Teams operate on a consensus basis, there are no requirements for a quorum.

3.4.6. Reporting

Reporting requirements will be established by the parent Working Group(s).

3.5. ATA e-Business Program Staff

ATA e-Business Program staff administers the e-Business program on behalf of A4A members and program participants and provides services that include, but are not limited to:

1. Assisting the e-Business Steering Group in setting strategic priorities and developing tactical plans for implementation of the priorities.
2. Assisting chairs and leaders from the e-Business Steering Group, Working Groups, and Sub-Teams to develop and maintain project plans.
3. Serving as facilitators for the e-Business Steering Group, Working Groups, and Sub-Teams, where practicable.
4. Editing and maintaining the ATA e-Business specification documents, data dictionary and data model as approved.
5. Working with the ATA Publications department to define and implement a publication strategy.
6. Establishing and maintaining email distribution lists, web sites, and other tools/services for communication and dissemination of ATA e-Business Program information.
7. Organizing events and giving presentations to educate the industry and promote the adoption of ATA e-Business Program standards.

4. General Guidelines

4.1. Officers

The officers for the e-Business Steering Group and Working Groups shall be a chair and a vice-chair, each serving a two-year term, and a secretary, who shall be a member of the ATA e-Business Program staff. The chair should preside over each meeting/teleconference. In the chair's absence, the vice-chair should preside. Groups may choose to be led by co-chairs rather than a chair/vice-chair.

Each Group should elect their officers. Should the chair become vacant for any reason, the vice-chair may become chair for the remainder of the chair's term. If not, then the Working Group shall hold an election as soon as practical to select a new Chair. The term of a vice-chair so designated shall be concurrent with the term of the chair, and the officers for the next cycle shall be newly elected from volunteers. Chair and Vice-Chair roles for the e-Business Steering Group are only open to end users of the specifications (i.e., airlines, manufacturers, suppliers, repair agencies, etc.) and not technology providers/consultants. Chair and Vice-Chair roles for all other Working Groups and Sub-Teams have no such restrictions. Technology providers/consultants include any organization whose primary business is providing tools and/or services to enable or facilitate the use/implementation of the standards. All officers may be re-elected to an unlimited number of successive terms.

4.2. Voting / Decision Making

In the spirit of developing open standards that are used by the widest possible population of commercial aviation companies, the steering group and all working groups and sub-teams operate on a consensus basis. However, in the rare occurrence that consensus is not possible, the issue shall be elevated to the ATA e-Business Steering Group to authorize a formal vote among all primary/voting contacts within the ATA e-Business Program (one vote per active company). Formal votes will be administered via e-mail addressed to the Primary Contact for each company. A 75% majority threshold of total votes will be used to reflect a near-consensus decision. It is the sole responsibility of the company representatives to coordinate and communicate with their authorized voting representative prior to the vote. Votes should be open for at least 21 calendar days.

This does not preclude a steering group, working group, or sub-team from conducting informal votes of their own participants to help reconcile differences and reach consensus.

The ATA e-Business Program and A4A reserves the right to veto any/all matters concerning A4A published standards and specifications.

4.3. Communications

Participants, including committee officers, are not authorized to speak on behalf of the ATA e-Business Program unless specific guidance is provided by ATA e-Business Program staff. Those specifically authorized to speak on behalf of the Program may not make commitments

of any sort on behalf of the Program or its members; nor may they represent any position other than one expressly endorsed by the ATA e-Business Program.

4.4. Report of Meetings

ATA e-Business Program staff will prepare a meeting summary for each attended meeting. All meeting summaries, regardless of ATA e-Business Program staff's attendance, must be approved by the ATA e-Business Program before distribution to the group, and should also be approved by the chair(s) when practical. ATA e-Business Program staff will promptly distribute the summaries, no later than thirty (30) working days following the meeting, to all participants. Staff may use whatever means it deems appropriate for such distribution (e.g., web, e-mail, etc.).

4.5. Participant Review

All members have open access to all Working Groups and Sub-Teams so that all draft specifications can be reviewed and monitored during the development process. Once completed, all new and updated specifications will be announced to the entire membership and posted for a 30 day review period prior to publication to non-members. The applicable Working Groups will review comments and, with ATA e-Business Program staff assistance, communicate back to each commenter as to the action taken regarding their comments and the rationale for such actions. The manner, format, and timing in which participant comments are to be submitted will be at the discretion of staff.

4.6. Legal Oversight

4.6.1. Antitrust Policy

Antitrust laws determine the way in which companies can act together in business activities. The ATA e-Business Program and its members are committed to complying fully with those laws. As a reminder, the [Antitrust Policy Statement](#) will be referenced in the agenda for each meeting and phone conference.

4.6.2. Document Review and Approval

All documents introduced to, produced by, or published by any ATA e-Business Program committee, working group, or sub-team are subject to review, modification, and approval by the A4A Office of the General Counsel prior to their finalization and distribution. This includes, but is not limited to, meeting agendas and summaries, working and reference documents, draft and final specifications, and web pages.