

Common Process Bulletin

Background

Compliance with the Core Principles process is described in JIG Bulletin 80 and remains unchanged.

The Core Principles are reviewed annually to ensure the process remains applicable for the various operational service arrangements that are used at airports.

This bulletin records the recommendations arising from the 2015 Annual Core Principles Review where the Common Processes Committee agreed, in consultation with the Member Law Departments, that it is appropriate to clarify the treatment of JV aggregate information as described in the updated Core Principles (CP 1.03) and summarised below.

Summary of Revisions CP 1.03 v1.2 161115 Aviation Core Principles+Appendix: -

1. Aggregate data >12 months old is no longer classified as sensitive and therefore does not come under any restrictions detailed in the Core Principles.
2. Aggregated data <12months whilst sensitive, may, providing the information is needed for decisions relating to a participant's interest in the JV, after legal review by a participant confirming it is appropriate, be shared within that participant's organisation
3. Current aggregate data - it is now explicitly stated that the current aggregated data which is required to be discussed within the JV (for organizational & efficiency purposes) is sensitive.

Template Board/Management Committee Resolutions (CP 1.04 / CP 1.08) have been prepared to allow your Operation to adopt the updated Core Principles. The Board/Management Committee Resolutions are in a form that will enable your Operation to use future updates of the Core Principles documents without the need for further Board/Management Committee Resolutions.

Operations Boards/Management Committees are recommended to adopt the updated Core Principles using the template Board/Management Committee Resolutions by 30th June 2016. It is not necessary to reissue/re-sign Tier 1 or 2 confidentiality agreements as a result of these changes.

Reference to Previous JIG Bulletins

- Bulletin 80 Core Principles and Core Principles - Throughput Locations (CP 1.00 series documents) (August 2015) – Bulletin continues unchanged.

Actions to Implement this Bulletin (See Table 1 for Action Type Codes)

Action Description	Action Type	Target Date	Completion
In-scope Operations should adopt the Core Principles (CP1.03 v1.2 161115) using relevant resolution document either CP 1.04 v2 180116 or CP 1.08 v2 180116.	RP	30 th June 2016	

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Relevant Publications (available to download from www.jigonline.com)

1. CP 1.03 v1.2 270116 Aviation Core Principles+Appendix.doc
2. CP 1.04 v2 180116 Board Resolutions Incorporated JV.doc
3. CP 1.08 v2 180116 Management Committee Resolutions Unincorporated JV.doc

Table 1 Action Type Codes

Action Types	JIG Bulletin Action Type Definition
JS	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 4) (**).
RP	JIG Recommended Practice which the JV should consider adopting as its own practice (**).
I	Issued for information purposes only.

Note (**) - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board.

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