

JIG Delegated Responsibility for Publications and Content

Purpose and Scope:

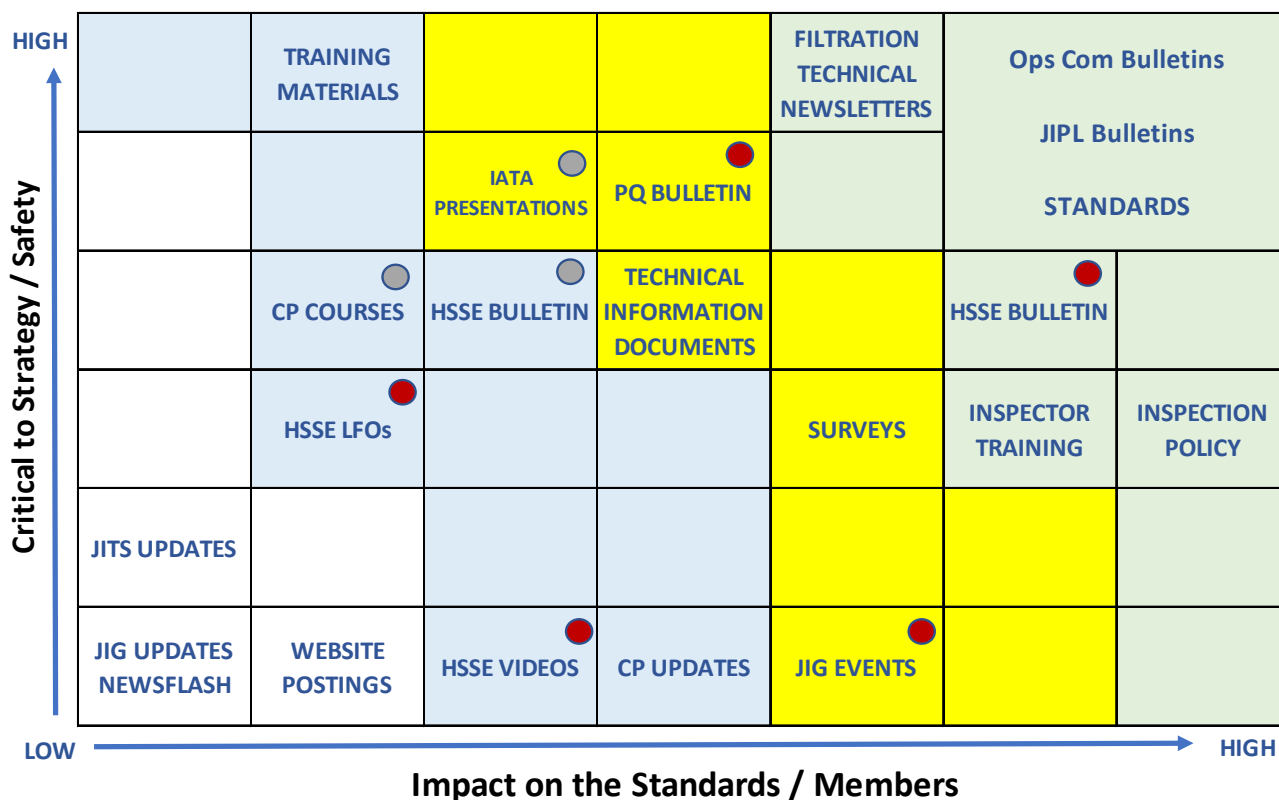
All the documents, publications, training and other actions undertaken by JIG are the responsibility of the Company, which operates under the oversight of JIG Council. JIG Council has responsibility for any works intended for the use of third parties such as members, users or airlines. As with many organisations, Council cannot directly validate every single item produced by JIG Employees and the JIG Committees and therefore delegates some of the oversight. This document is intended to clarify the different authorisation levels required for each type of work as well as internal reviews and validations required by other Committees or the JIG Team before any work is finalised, published and/or submitted to JIG Council for formal approval.

Authorisation levels:

According to the level of operational, strategic or organisational impact of the work concerned, there are 5 possible levels of authorisation ranging from direct approval by the Council to full delegation to the JIG Team. The classification of work (1-5) is determined by the JIG GM, in agreement with the JIG Chair for levels 1-3. Any validations made by the JIG Team or Committees should be referred to the JIG GM if there is any doubt about the category into which they fall. The decisions taken by the JIG Council for levels 1 and 2, as well as any associated feedback will be communicated back to the relevant Committee by Council via the JIG GM.

1. **Full Council Approval (CV):** A publication, action or policy item requiring discussion and approval by JIG Council during a Council Meeting. In exceptional circumstances – at the discretion of the Council Chair - approval may be sought by email. Requests and supporting documents must be provided at least 10 days prior to any decision date and/or Council meeting and will be accompanied by a brief summary of the subject – including an evaluation of strategic alignment – by the JIG GM and the Committee Chair. The evaluation and confirmation of review/validation by Committees/JIG Team (Annex 1) will accompany any approval requests.
2. **Fast Track Council Approval (FTCV):** A publication, action or policy item that is less critical but still requires Council to be aware of and approve. It may be for example a recurring item, a modification of an existing position, a highly technical document. Request for fast track approval for a Committee's work will be made by the Committee via the JIG GM. If the Council agrees the subject may be fast tracked, approval for these items are given by ballot (in a meeting) or email confirmation from the Guarantor Member representatives participating in the Committee initiating the work. Unless another process is used within their own organisation, the GM representatives should obtain the approval of their respective Council Member before signaling their company approval for the item.
3. **Multiple Committee Validation (MCV) :** A publication or action that does not require Council approval, and that has been proposed by one committee with its content reviewed and endorsed by another committee as and if appropriate. (For example; document reviews by HSSE or PQ Committee if another Committee's work contains some references or details falling into another Committee's expertise). The JIG Team with the Committee Chair determines whether or not a secondary review is required, and in case of doubt the JIG GM will also review the work and consult with the Council Chair. It should be noted that any major new initiatives or changes to Policy would not fall into this category.
4. **Validation by the JIG Team (JTV):** Works similar to the above category but containing a lower level of cross-expertise may be validated by the JIG Team without referring to another committee.
5. **Daily business (NV):** Day to day work conducted by the JIG Team, such as ad hoc communications, News Items etc. are conducted under the supervision of the JIG GM.

Indicative Approval and Validation Grid:



- Council Decision
- JIG Chair with GM
- GM with JIG Team
- GM
- POSSIBLE VALIDATION*
- Other Committee
- JIG Team

VERSION: V1.0

APPROVAL DATE : 03.02.2021

EDITED BY: Mark Newstead

Annex 1 : Validation of JIG Works / Publications

Publication / Work:			
Proposed by	Name of Committee		Date:
Validation by: (select one)	Council Meeting <input type="checkbox"/>	Council Fast Track <input type="checkbox"/>	
	Multiple Committee <input type="checkbox"/>	JIG Team <input type="checkbox"/>	
Executive Summary			
Strategic Alignment			
Verification/Review Process	General Manager <input type="checkbox"/>	JIG Team <input type="checkbox"/>	
	OpsCom <input type="checkbox"/>	PQ Com <input type="checkbox"/>	
	HSSE Com <input type="checkbox"/>	CP Com <input type="checkbox"/>	
	Other <input type="checkbox"/>		
Submission Date:		Validation date:	
Council decision:	Rejected <input type="checkbox"/>	Approved <input type="checkbox"/>	Approved with Comments. <input type="checkbox"/>
Notes / Comments by validator			