



**Forty First Regional Aviation Safety Group — Pan America Executive Steering Committee Meeting
(RASG-PA ESC/41)**

Mexico City, Mexico, 2 to 3 September 2026

Agenda Item 3: Issues related to the internal functioning of RASG-PA

PROPOSED AMENDMENTS TO THE RASG-PA PROCEDURAL HANDBOOK

(Presented by the PA-RAST)

EXECUTIVE SUMMARY

This working paper presents proposed amendments to the RASG-PA Procedural Handbook arising from decisions, conclusions and action items adopted by RASG-PA, the Executive Steering Committee (ESC) and PA-RAST. The proposed updates address leadership succession and continuity of the chairmanship at ESC meetings, membership and participation provisions, confidentiality and data protection, interpretation services, project funding arrangements, multi-year project planning and the establishment of a RASG-PA Code of Conduct.

The detailed amendments to the Handbook are contained in **Appendix A**. The proposed RASG-PA Code of Conduct is presented separately in **Appendix B** as a proposed new Appendix F to the Handbook. The RASG-PA Confidentiality Agreement form is presented in **Appendix C** as a proposed new *Appendix G to the Handbook*.

Action:	As presented in Section 3.
Strategic Goals 2026-2050:	Every Flight is Safe and Secure
References:	• RASG-PA Procedural Handbook, Fifth Edition, Revision 1 • RASG-PA/15 Report • ESC/40 Report • PA-RAST/69 Report • PA-RAST/70 Report

1. Introduction

1.1 The RASG-PA Procedural Handbook constitutes the principal governance document of the Regional Aviation Safety Group – Pan America (RASG-PA). It establishes the organizational structure, membership provisions, roles and responsibilities, working arrangements, coordination mechanisms and decision-making processes that support the implementation of regional aviation safety activities.

1.2 As RASG-PA continues to evolve and align its activities with the Global Aviation Safety Plan (GASP), periodic updates to the Handbook are required to ensure that its governance framework remains consistent with approved regional decisions, conclusions, and action items. These updates also provide an opportunity to clarify processes, improve organizational effectiveness, and strengthen collaboration among States, industry and regional partners.

1.3 This working paper presents a consolidated set of amendments resulting from decisions and actions approved by RASG-PA, the Executive Steering Committee (ESC) and PA-RAST. The detailed amendment text is provided in Appendix A. The proposed RASG-PA Code of Conduct is presented separately in Appendix B as a proposed new Appendix F to the RASG-PA Procedural Handbook. The RASG-PA Confidentiality Agreement form is presented separately in Appendix C as a proposed new Appendix G to the Handbook, with the corresponding cross-references included in Appendix A.

2. Updates Decided within RASG-PA and PA-RAST

2.1 Leadership and Governance

2.1.1 RASG-PA approved the need to update the Procedural Handbook to formalize procedures related to leadership succession and the management of vacancies within both RASG-PA and PA-RAST structures. In addition, it was agreed that leadership mandates should be aligned with the timing of RASG-PA Plenary meetings, establishing a two-year cycle beginning and ending during a Plenary session. It was further agreed that members elected to fill leadership vacancies occurring during a mandate would complete only the remainder of the original term in order to preserve the established election cycle.

2.1.2 The proposed amendments associated with these decisions are presented in Appendix A.

2.2 PA-RAST Membership and Participation

2.2.1 PA-RAST reviewed the provisions governing participation and leadership eligibility within the Team. Following Action Item 07/2026, it was agreed that the current “active member” criteria should be revised to provide greater flexibility in identifying qualified candidates for leadership positions.

2.2.2 The review also identified the need to clarify membership definitions throughout the Handbook and to align the PA-RAST Terms of Reference with the broader RASG-PA membership structure. As part of this effort, it is proposed that all RASG-PA members be recognized automatically as PA-RAST members and that updated definitions be established for members, partners and observers.

2.2.3 The corresponding amendment text is provided in Appendix A.

2.3 Code of Conduct

2.3.1 Under Action Item 22/2025, PA-RAST initiated the development of a Code of Conduct intended to establish common principles of professionalism, integrity, external communications, confidentiality and institutional representation.

2.3.2 The objective of the Code is to ensure that individuals participating in RASG-PA activities or representing the group externally act in a manner consistent with the collective interests and positions of the group while promoting a professional and collaborative working environment.

2.3.3 The proposed Code of Conduct is presented in Appendix B as a new appendix to the RASG-PA Procedural Handbook.

2.4 Confidentiality and Data Protection

2.4.1 RASG-PA has identified the need to strengthen and standardize the provisions governing the protection of sensitive information shared during its activities. To this end, the RASG-PA Confidentiality Agreement is proposed for incorporation into the Procedural Handbook as a new Appendix G, with corresponding amendments to the relevant provisions of the Handbook and the PA-RAST Terms of Reference.

2.4.2 The proposed amendments are presented in Appendix A, while the RASG-PA Confidentiality Agreement form is contained in Appendix C.

2.5 Interpretation Services

2.5.1 RASG-PA agreed that simultaneous English-Spanish/Spanish-English interpretation should become a formal requirement for PA-RAST meetings. The proposed amendment establishes interpretation as a permanent operational requirement and provides for the use of RASG-PA resources, subject to the applicable financial policies and approved annual expenditure ceilings, except when a host State assumes responsibility for such arrangements.

2.5.2 The corresponding amendment text is provided in Appendix A.

2.6 Project Management and Funding

2.6.1 The Executive Steering Committee recognized the benefits of improving alignment between project development activities and the budget cycles of major industry partners. As a result, it was agreed that project funding proposals requiring support from industry partners should be developed and submitted in alignment with the budget planning cycles of major donors whenever feasible.

2.6.2 PA-RAST also endorsed the use of multi-year project roadmaps to support High-Risk Category project planning, monitoring and alignment with approved regional safety objectives, RASP priorities and the GASP.

2.5.3 The proposed amendments associated with these initiatives are included in Appendix A.

3. Suggested Actions

3.1 The Meeting is invited to:

- a) approve the proposed amendments to the RASG-PA Procedural Handbook:
 - i. review the proposed amendments contained in Appendix A;
 - ii. review the proposed RASG-PA Code of Conduct contained in Appendix B;
 - iii. review the RASG-PA Confidentiality Agreement form contained in Appendix C; and
- b) instruct the Secretariat to incorporate the approved changes into the next revision of the Handbook.

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APPENDIX A

PROPOSED AMENDMENTS TO THE RASG-PA PROCEDURAL HANDBOOK

1. Introduction

1.1 This Appendix presents the proposed amendments to the RASG-PA Procedural Handbook arising from decisions, conclusions and action items approved by RASG-PA, the Executive Steering Committee and PA-RAST.

1.2 For ease of review, text proposed for deletion is shown using strikethrough formatting. New proposed text is shown in italics. Text that remains unchanged retains its original formatting. The numbering within the proposed amendment text corresponds to the numbering currently used in the RASG-PA Procedural Handbook.

2. Proposed Amendments

2.1 RASG-PA Objectives and Confidentiality

2.1.1 Section 3 — RASG-PA Objectives

2.1.1.1 Paragraph 3.2(c)

c) analyze safety information and hazards to civil aviation at the regional level and review the action plans developed within the region to address identified hazards;

Note: Safety information shared and or used in RASG-PA activities shall not be used for enforcement of punitive actions. ~~RASG-PA may require confidentially agreements to enforce this policy. Participants may be required to adhere to the RASG-PA Confidentiality Agreement provided in Appendix G to ensure the protection of sensitive information.~~

2.2 RASG-PA Membership

2.2.1 Section 4 — RASG-PA Membership

2.2.1.1 Paragraph 4.1(b)

b) International and regional aviation organizations, *in the ICAO list of international organizations which may be invited to attend ICAO meetings, including those representing pilots and other aviation professionals; and* airline operators, maintenance and repair organizations, aircraft ~~manufactures~~*manufacturers*, aerodrome operators, ~~airport~~*and* air navigation service providers, ~~international organizations/representatives for pilots and aviation professionals present operating in the Pan American region; and~~

2.2.1.2 Paragraph 4.2

4.2 States accredited to other regions and non-Contracting States, ~~as well as industry or international organizations not meeting the criteria of 4.1 are entitled to participate~~ *not meeting the criteria of 4.1 may be invited to participate* in RASG-PA meetings as observers.

2.2.1.3 New paragraph 4.3

4.3 Industry or international organizations not meeting the criteria of paragraph 4.1 may be considered for participation in RASG-PA meetings as observers.

2.2.1.4 Renumbering of existing paragraphs 4.3 to 4.5

~~4.3~~ 4.4 The RASG-PA members and observers serve as partners of RASG-PA, and their joint commitment is fundamental for success in improving aviation safety.

4.4 4.5 RASG-PA Members are entitled to participate in the RASG-PA Plenary, with the following:

- a) election of the RASG-PA ESC members;
- b) revision of the RASG-PA objectives and conclusions of the RASG-PA work programme; and
- c) adoption of any decision, conclusion or statement of the RASG-PA.

~~4.5~~ 4.6 Refer to Appendix A for a list of RASG-PA members.

2.3 RASG-PA Chairmanship and Continuity of ESC Meetings**2.3.1 Section 5.2 — RASG-PA Chairmanship****2.3.1.1 Paragraph 5.2.2**

5.2.2. The members of the ESC representing the States/Territories, and the Organizations/Industry, will elect their respective ~~Co-President~~ *Co-Chair*. They will also elect a ~~Vice-Chair~~ *Vice-Co-Chair*, who will assume the role of Co-Chair when the incumbent is unable to attend a meeting. *Where neither the Co-Chair nor the Vice-Co-Chair representing the States/Territories, or the Organizations/Industry, as the case may be, is able to attend a meeting, the provisions of 5.2.4 shall apply. In scenarios where simultaneous vacancies occur in both Co-Chair and Vice-Co-Chair positions, or where the standard succession mechanism cannot be applied, the ESC shall adopt an interim leadership solution to ensure operational continuity. This extraordinary arrangement shall be submitted to the subsequent RASG-PA Plenary meeting for formal ratification.*

2.3.1.2 New paragraph 5.2.4 — Continuity of the Chairmanship

5.2.4 Continuity of the chairmanship

5.2.4.1 Registered alternate. On taking office, each Co-Chair and each Vice-Co-Chair shall register with the Secretariat the name, position and contact details of an alternate from their own State or Organization who is competent to represent it at the level of the ESC. The registration may be updated at any time. The Secretariat shall provide the registered alternate with the agendas, documentation and meeting summaries furnished to ESC members under 6.1.1 c) and d).

5.2.4.2 Acting Co-Chair. Where neither the Co-Chair nor the Vice-Co-Chair representing the States/Territories, or the Organizations/Industry, as the case may be, is able to attend a meeting of the ESC, the members of the ESC representing the same who are present shall designate from among themselves an Acting Co-Chair, who shall exercise the functions set out in 6.5.1 for the duration of that meeting only. The designation shall be recorded in the meeting summary. It shall not affect the term of office of the Co-Chair or Vice-Co-Chair, and shall not count towards the limitation at Appendix C, paragraph 4.

5.2.4.3 Delegation of representation. A Co-Chair or Vice-Co-Chair who is unable to attend a meeting of the ESC may delegate the representation of their State or Organization to their registered alternate. The delegation shall be notified to the Secretariat in writing not later than fifteen (15) days before an in-person meeting, and shall be accompanied by a written mandate setting out the position of the delegating member on each item of the agenda.

5.2.4.4 Action ad referendum. On any item of the agenda not covered by the mandate referred to in 5.2.4.3, the delegate may express a position ad referendum. A position so expressed is provisional and shall be confirmed in writing by the delegating member within fifteen (15) days of the close of the meeting. Failing confirmation, the matter shall be dealt with under the fast-track procedure at 7.1.6.

5.2.4.5 Technical adviser. A delegate acting under 5.2.4.3 may be accompanied by the representative of the same State or Organization on the PA-RAST, or by its PA-RAST Co-Chair or Vice-Chair, attending as technical adviser under 5.3.3. The technical adviser may speak at the invitation of the chair and does not hold the seat of the State or Organization.

5.2.4.6 Reserved matters. Where the chairmanship representing the States/Territories, or the Organizations/Industry, cannot be filled under 5.2.4.2, the meeting shall proceed under the chairmanship of the Co-Chair or Vice-Co-Chair representing the other. In that event the following matters shall not be decided at the meeting and shall be referred to the fast-track procedure at 7.1.6: approval and management of the budget (6.6.1 g) and h)); review and approval of the RASG-PA Annual Safety Report (6.6.1 f)); adoption of SPLs, SEIs, DIPs and SPTs (6.6.1 d)); and any proposal to amend this Handbook or the Terms of Reference of the PA-RAST. All other business shall proceed.

5.2.4.7 Effect on attendance. Attendance by a registered alternate under 5.2.4.3 shall count as attendance by the State or Organization for the purposes of Appendix C, paragraph 18, provided that it shall not so count on more than two consecutive occasions.

2.3.2 Section 6.6 — The Role of the Executive Steering Committee

2.3.2.1 Paragraph 6.6.2(g)

g) identify an alternate for representation on ESC*, and, in the case of a Co-Chair or Vice-Co-Chair, register that alternate with the Secretariat in accordance with 5.2.4.1*;

2.3.3 Appendix C — Procedure for the Election of the Co-Chairs of the RASG-PA and the Members of the Executive Steering Committee (ESC) of the RASG-PA

2.3.3.1 Paragraph 2 — Election of RASG-PA Co-Chairs

2. The members of the ESC representing the States/Territories, and the Organizations/Industry, will elect their respective Cochair. They will also elect a Vice-Cochair, who will assume the role of Co-Chair when the incumbent is unable to attend a meeting. *Where neither the Co-Chair nor the Vice-Co-Chair representing the States/Territories, or the Organizations/Industry, as the case may be, is able to attend a meeting, paragraph 5.2.4 of the Handbook shall apply. In scenarios where simultaneous vacancies occur in both Co-Chair and Vice-Co-Chair positions, or where the standard succession mechanism cannot be applied, the ESC shall adopt an interim leadership solution to ensure operational continuity. This extraordinary arrangement shall be submitted to the subsequent RASG-PA Plenary meeting for formal ratification.*

2.3.3.2 Paragraph 3

3. The co-chairs and vice co-chairs proposed by their representatives in the ESC will be approved by the members of the RASG-PA during the plenary meeting of the year corresponding to the election. Approval will be formalized by a Plenary Decision. *All Co-Chair and Vice-Chair positions, once ratified, shall be formally published as Decisions in the final reports of the Plenary meetings where such ratifications occur to ensure transparency and traceability of leadership changes.*

2.3.3.3 Paragraph 5

5. If a Co-chair is unable to serve his or her 3-year term, the Vice-chair will assume the duties of Co-chair for the remainder of the original term. *Individuals elected or appointed to fill such mid-term vacancies shall only complete the remainder of the original term to maintain the established leadership cycle. To ensure alignment with the regional governance cycle, leadership terms shall be established such that they begin and end in connection with RASG-PA Plenary meetings.*

2.3.3.4 Paragraph 6

6. To maintain continuity and transition functions, the State or organization from which the outgoing co-chair comes will appoint a replacement from ~~its~~ *the same* organization who will assume the position of vice-cochair for the remaining period of the original term. *If the original organization is unable to provide a candidate that meets the required criteria, the position shall be considered vacant and opened for election at the next available meeting.*

2.3.3.5 Paragraph 17 — Election of Members of the Executive Steering Committee

17. The replacement of Co-Presidents, members, States and/or Organizations referred to in points (5), (6), (15) and (16) will be approved by the RASG-PA through the express approval mechanism, for the remaining term of office that corresponds to the original member. *In cases where standard replacement mechanisms for ESC members are insufficient to address multiple vacancies, the ESC may adopt interim appointments to be ratified by the Plenary through the express approval mechanism or during its next ordinary session.*

2.3.3.6 Paragraph 18

18. If an ESC member does not attend two consecutive ESC meetings, he or she will be removed from the Committee. *For this purpose, attendance by an alternate identified under 6.6.2 g) counts as attendance by the State or Organization, subject to the limitation at 5.2.4.7.*

2.4 PA-RAST Membership, Leadership and Working Arrangements

2.4.1 Appendix B — PA-RAST Terms of Reference

2.4.1.1 Paragraph 1.2.2 — Data Protection

1.2.2. All data contributors will execute and be bound by the provisions of the Memorandum of Understanding between that data contributor and RASG-PA*. Participants shall also be bound by the provisions of the RASG-PA Confidentiality Agreement (Appendix G) and, where applicable, by specific Memoranda of Understanding established between the contributor and RASG-PA.*

2.4.1.2 Paragraph 1.3.2 — PA-RAST Members

~~PA-RAST members are representatives from ICAO Member States and Territories in the Pan America Region; and from International Organizations and Industry that have activities in the ICAO Pan America Region.~~

All RASG-PA members, as defined in section 4.1 of the Handbook, are PA-RAST members.

Members are responsible to:

- Attend/participate in scheduled meetings;
- Ensure PA-RAST activities and discussions are driven by and remain focused on safety;
- Participate in discussions/sharing their expertise and awareness of safety concerns to assist PA-RAST in reaching its safety objectives;
- Consult on safety concerns within their organizations to help inform PA-RAST discussions;
- Actively support the work of the PA-RAST and its working groups; and
- Abide by the PA-RAST ToRs, treat information discussed or shared in the PA-RAST according to the ~~Non-Disclosure Agreement~~ *RASG-PA Confidentiality Agreement in Appendix G.*

Active members: ~~members that attend 2 of the last 4 meetings are considered active members of PA-RAST~~*to be considered an active member, a representative should attend at least 2 of the last 4 scheduled meetings.*

Inactive members: members that do not attend 3 consecutive meetings are considered inactive members of PA-RAST.

- ~~Only Active members vote in an election and/or can be appointed to or hold Chairpersons positions or Project champion roles.~~

Active membership should be considered the preferred criterion for selection into leadership positions or voting eligibility. Flexibility may be applied to ensure the availability of qualified candidates.

2.4.1.3 New paragraph 1.3.6 — PA-RAST Code of Conduct

1.3.6 PA-RAST Code of Conduct

All members and participants of the PA-RAST shall adhere to a Code of Conduct defined by the principles of professionalism, alignment, and consistency. As representatives of the Team, members must ensure that external communications and participation in public panels or events on behalf of PA-RAST remain consistent with the group's established objectives and collective positions. The PA-RAST Code of Conduct is provided in Appendix F to this Handbook.

2.4.1.4 Paragraph 1.4.1 — Election Process

1.4.1 Election Process

Per 1.3.1, the PA-RAST Chairpersons consists of one Co-Chair and one Vice-Chair representing States and Territories; and one Co-Chair and one Vice-Chair representing the International Organizations and Industry.

Active members from PA-RAST member States/Territories and Organizations/Industry that are present at a PA-RAST meeting elect their respective PA-RAST Co-Chair and Vice-Chair by nominating a person and organization, another member of the respective group seconds the nomination. If there are no objections, the election is concluded.

Given the nature of PA-RAST Chairpersons responsibilities, particularly with regards to effective engagement with the PA-RAST community, the election of co-chairs and vice-chairs is based on both the member organization and the trust and confidence of PA-RAST members in the individual assuming the role. As such, the election is not automatically transferable to a replacement individual from the same organization (See exception in 1.4.2)

If the election is not performed during an in-person meeting, the nomination of PA-RAST Co-Chairs and Vice-chairs is confirmed by PA-RAST members during the next quarterly PA-RAST meeting. The election is formalized through communication of a WP to RASG-PA ESC. *The results of the election shall be ratified by the RASG-PA Plenary meeting from which the leadership term begins and shall be published as a Decision in the final report of that Plenary session.*

2.4.1.5 Paragraph 1.4.2 — Election Term

1.4.2 Election Term

Being a Chairperson can represent a total commitment of 4 years, as follows:

From the time of the formal approval, the Co-Chairs and Vice-Chairs exercise their functions for a 2-year term. *To ensure alignment with the regional governance cycle, each two-year term shall begin and end at a RASG-PA Plenary meeting.* To allow for renewal in leadership, at the end of year 2, Co-Chairs step down and Vice-Chairs become Co-Chairs. PA-RAST members then elect a new vice-chair.

2.4.1.6 Paragraph 1.4.3 — Chairperson Changes within the 2-Year Term

1.4.3 Chairperson changes within the 2-year term

If a Co-Chair leaves PA-RAST or is unable to complete their 2-year term, the Vice-Chair will assume the Co-Chair function for the remaining period of the original Co-Chair's term, then also continue as Co-Chair for the subsequent 2 years following the original term, as would have been the case per the normal transition of responsibility.

~~When a Co-Chair leaves PA-RAST before the end of their 2-year term and the Vice-Chair assumes the Co-Chair responsibilities, the organization of the departing Co-Chair may be provided the opportunity to backfill the Vice-Chair position for the remainder of the original 2-year term, when that organization's candidate meets all of the following criteria:~~

- ~~a) The candidate is an active member of the PA-RAST;~~
- ~~b) The candidate has attended 3 of the last 4 quarterly meetings; and,~~
- ~~c) The candidate is a member of an HRC team.~~

~~This is intended to facilitate continuity in representation and in organization commitments. In this circumstance, at the end of the original 2-year term, an election is required to elect the Vice-Chair (or confirm the current incumbent).~~

~~If the organization of the departing Co-Chair is unable to fill the vice-chair position with a candidate that meets the criteria above, the Vice-Chair position is considered open. In this case, PA-RAST active member States/Territories and Organizations/Industry will elect their respective Vice-Chair at the next quarterly meeting to assume the remainder of the original 2-year term, as well as the following 2-year term as Vice-Chair.~~

In cases where the standard succession mechanism cannot be applied, such as simultaneous vacancies in both Co-Chair and Vice-Chair positions, the Secretariat shall facilitate extraordinary elections or interim appointments. The results of these processes shall be ratified by the ESC based on the report of the PA-RAST meeting where the election or appointment occurred. Individuals elected to fill such mid-term vacancies shall only complete the remainder of the original term to maintain the established leadership cycle.

2.4.1.7 Paragraph 3.1 — Meeting Frequency**3.1 Meeting frequency**

PA-RAST holds meetings in person on a quarterly basis throughout the calendar year*. The dates of the meetings shall be defined by the annual meeting calendar approved by the ESC.*

PA-RAST projects and working groups created to complete specific projects may convene more frequently to complete assessment activities and report back to the PA-RAST with their results.

2.4.1.8 Paragraph 3.3 — PA-RAST Meeting Locations**3.3 PA-RAST Quarterly Meeting Locations**

~~Spring and Fall meetings alternating in location between ICAO NACC (Mexico) and SAM (Lima) Offices.~~

~~Winter and Summer meetings at various locations in the Americas (hosted by States or industry members)~~

Meeting locations shall alternate between ICAO NACC (Mexico) and SAM (Lima) Offices and various other locations in the Americas hosted by States or industry members, in accordance with the meeting calendar approved by the ESC.

2.4.1.9 New paragraph 3.4 — Interpretation Services**3.4 Interpretation Services**

English-Spanish simultaneous interpretation is a permanent operational requirement for PA-RAST meetings to ensure inclusive and effective participation. These services are funded by RASG-PA resources, subject to approved financial policies and annual expenditure ceilings, except when a host State assumes responsibility for such arrangements.

2.4.1.10 Renumbering and amendment of paragraph 3.4 — Ad-hoc Meetings**3.4.3.5 Ad-hoc Meetings are held as needed for:**

- Facilitation of State Collaborative Safety Team (CST) development
- High-risk Category (HRC) project work---; and
- *Other topics deemed relevant and necessary by the Team.*

2.5 RASG-PA Work Programme and Project Management**2.5.1 Section 7.2 — Work-program****2.5.1.1 Paragraph 7.2.2**

7.2.2 Project proposals following the data driven process, will be presented to the ESC for consideration when specific problem(s), stakeholders, activities, resources, and timelines can be clearly identified, in order to support the ESC decision-making process. *Funding proposals requiring support from industry partners should be developed and submitted in alignment with the budget planning cycles of major donors whenever feasible. Such proposals should clearly identify expected safety outcomes and their contribution to regional risk-reduction objectives.*

2.5.1.2 New paragraph 7.2.7

7.2.7 High-Risk Category project teams should utilize multi-year project roadmaps to support planning, monitoring and alignment of project activities with approved regional safety objectives, RASP priorities and the GASP.

2.6 New Appendices to the Handbook**2.6.1 New Appendix F**

APPENDIX F — RASG-PA CODE OF CONDUCT

2.6.2 New Appendix G

APPENDIX G — RASG-PA CONFIDENTIALITY AGREEMENT

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APPENDIX B

PROPOSED NEW APPENDIX F OF THE RASG-PA PROCEDURAL HANDBOOK RASG-PA CODE OF CONDUCT

1. Purpose

1.1 The RASG-PA Code of Conduct establishes the principles that guide professional behaviour, communication practices and institutional representation by all participants in RASG-PA activities.

1.2 All participants are expected to conduct themselves in a manner that promotes trust, professionalism, collaboration and the credibility of RASG-PA.

2. Professionalism and Integrity

2.1 Demonstrate respect and constructive engagement.

2.2 Disclose actual, potential or perceived conflicts of interest.

2.3 Uphold ethical behaviour, impartiality and transparency.

2.4 Support a collaborative environment that values diverse perspectives.

3. Alignment in External Communications

3.1 Represent RASG-PA positions accurately and consistently.

3.2 Avoid personal interpretations that may be perceived as official RASG-PA positions.

3.3 Coordinate public presentations, publications and external engagements undertaken on behalf of RASG-PA with the appropriate leadership and Secretariat.

3.4 Utilize approved RASG-PA information, messaging and communication material where applicable.

4. Consistency in Institutional Representation

4.1 Align communications with RASG-PA strategic objectives and priorities.

4.2 Present RASG-PA work as a collective multi-stakeholder effort.

4.3 Ensure accuracy and completeness when describing activities, analyses and outcomes.

5. Confidentiality and Responsible Use of Information

5.1 Protect confidential, sensitive, proprietary and pre-decisional information.

5.2 Respect applicable non-disclosure agreements.

5.3 Use information exclusively for purposes consistent with the objectives of RASG-PA.

5.4 Respect restrictions applicable to draft documents.

5.5 Respect intellectual property and data ownership rights.

6. Accountability and Compliance

- 6.1 Adhere to the Code as a condition of participation.
- 6.2 Seek guidance whenever clarification is needed.
- 6.3 Understand that serious or repeated breaches may be referred for review through appropriate governance mechanisms.

7. Commitment to Continuous Improvement

- 7.1 Support the periodic review of the Code.
- 7.2 Contribute to strengthening the culture of professionalism and safety leadership within RASG-PA.

8. Safety Culture

- 8.1 Promote a Just Culture that supports trust, learning and continuous improvement.
- 8.2 Foster respectful technical discussions.
- 8.3 Support evidence-based decision-making through the objective use of data and operational experience.
- 8.4 Recognize that aviation safety is a collective responsibility shared by all participants.

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APPENDIX C

RASG-PA CONFIDENTIALITY AGREEMENT



RASG-PA Confidentiality Agreement

This is not a public meeting, it is by invitation only. Due to the sensitivity of the information presented, by signing below you agree to the following Rules of the Road.

We will hold each participant accountable for the following:

- 1) The Participant will consider all information to be proprietary property of the presenting organization, since the information being disclosed is highly sensitive.
- 2) The Participant shall not use any information presented by another participating organization for commercial, competitive, punitive, or litigation purposes.
- 3) The Participant shall not share or disclose any proprietary information of participants with external parties without the written consent of the owner.
- 4) The Participant shall not record (audio or video) or take photographs or presentation, discussions or expositions.
- 5) The Participant shall not discuss or share information from this meeting using social media.
- 6) The Participant agrees to work to implement solutions to safety issues identified during this meeting with the help of the information presented.
- 7) The Participant shall treat all participants with equality, respecting all viewpoints as worthy of consideration.
- 8) The Participant agrees that the level and method of information sharing rests with the participants and it is expected that each participant will speak honestly and candor.
- 9) Anyone not following the Rules of the Road may be asked to leave and may not be allowed to attend any future meeting.

Meeting: _____ Place: _____ Period: _____

Name of Participant: _____

Signature: _____

Employer or Organization: _____

Title: _____

Address: _____

Phone: _____ E-mail: _____

— END —