



International Civil Aviation Organization
Regional Aviation Safety Group - Pan America (RASG-PA)

INTERNATIONAL CIVIL AVIATION ORGANIZATION REGIONAL AVIATION SAFETY GROUP – PAN AMERICA

(RASG-PA)

PROCEDURAL HANDBOOK

FIFTH EDITION

REV 2

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Acronyms

ESC	Executive Steering Committee
GASP	Global Aviation Safety Plan
GASR	Global Aviation Safety Roadmap
GREPECAS	CAR/SAM Regional Planning and Implementation Group
ICAO	International Civil Aviation Organization
IOSA	IATA Operational Safety Audit
ISSA	IATA Standard Safety Assessment
NACC	North America, Central America and Caribbean
PA-RAST	Pan American Regional Aviation Safety Team
PMO	Project Management Office
RASG-PA	Regional Aviation Safety Group of Pan America
SAM	South America
SPI	Safety Performance Indicators
SPs	Service Providers
SPT	Safety Performance Targets

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Amendment procedures

This RASG-PA Procedural Handbook is issued and maintained under the authority of RASG-PA.

All proposals to amend the RASG-PA Procedural Handbook are to be coordinated with the RASG-PA Secretariat. Users are requested to submit to the RASG-PA Secretariat any suggestions for changes action as appropriate. The Secretariat, in coordination with the RASG-PA members, will review and propose updates to the RASG-PA Handbook periodically, and as required, to ensure a result-oriented approach and the optimal performances of the Regional Group, the Amendments will be submitted to the Executive Steering Committee (ESC) for approval. Any changes, new or revised instructions will be incorporated in the Handbook as an amendment, with brief details included in the Record of Amendments.

The RASG-PA Procedural Handbook is to be made available and used as an electronic document, so any amendments will involve the provision of a replacement file for the amended Part or Appendix.

Record of Amendments and Corrigenda

AMENDMENT				CORRIGENDUMS			
No.	Date applicable	Date of annotation	Registered by	No.	Date applicable	Date of annotation	Registered by
1	03-06-2024	03-06-2024	Secretariat				
2	01-10-2026	29-09-2026	Secretariat				

1. Background

- 1.1 The Regional Aviation Safety Group – Pan America (RASG-PA) was established in November 2008 to use the framework provided by the ICAO Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR) to support the establishment and operation of a performance-based aviation safety system in the Pan American Region.
- 1.2 Under resolution of the 37th Session of the ICAO General Assembly, Montreal 28 September to 8 October 2010 Assembly Resolution A37-4 was accepted, on which the RASG-PA is based for its implementation, as indicated below:

“Assembly Resolution A37-4: ICAO Global Planning for safety

Recognized that safety is a shared responsibility involving ICAO, Contracting States and all other stakeholders;

Recognized that regional aviation safety groups should be implemented by ICAO, taking into account the needs of the various regions and building on the already existing structures and forms of cooperation;

Stressed the need for continuous improvement of aviation safety through a reduction in the number of accidents and related fatalities in air transport operations in all parts of the world, particularly in States where safety records are significantly worse than the worldwide average;

Urged Contracting States, regional safety oversight organizations and international organizations concerned to work with all stakeholders to implement the GASP objectives and GASR methodology objectives and to implement these methodologies to reduce the number and rate of aircraft accidents.”
- 1.3 RASG-PA supports implementation of the ICAO GASP and complies with ICAO Council approval of Regional Aviation Safety Groups (RASGs) with the objective to address global aviation safety matters from a regional perspective. Further, the RASG-PA supports the NACC and SAM Regions in establishing objectives, priorities, indicators and the setting of measurable targets to address safety-related deficiencies in each region while ensuring consistency of action and coordination of efforts.
- 1.4 RASG-PA serves as regional cooperative for integrating global, regional, national, and industry efforts in continuing to enhance aviation safety in the Region. RASG-PA eliminates duplication of effort through the establishment of cooperative regional safety initiatives and activities. This coordinated approach significantly reduces both financial and human resource burdens on States and allows for the delivery of measurable safety improvements.

2. RASG-PA Vision and Mission

Vision

- 2.1 The RASG-PA vision is to remain ahead of any risks to commercial aviation, and to collaborate towards achieving the highest level of safety in the Pan American Region.

Mission

- 2.2 The RASG-PA mission is to reduce fatality risk in commercial aviation by ensuring prioritization, coordination and implementation of data-driven safety enhancement initiatives in the Pan American Region through the active involvement of all civil aviation stakeholders.

3. RASG-PA Objectives

- 3.1 The RASG-PA has two objectives:

- a) to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety risk, to reduce the commercial aviation fatality risk in the Pan American Region and promote States and industry safety initiatives; and

Note: Regional data may point to different areas of focus than the GASP/GASR.

- b) to support, monitor and report implementation by States of the Global Aviation Safety Plan (GASP, Doc 10004) considering the Regional Aviation Safety Plans, and by fostering cooperation between all States and stakeholders;

3.2 In order to meet the objectives of 3.1, the group shall:

- a) in line with the GASP and regional priorities, identify specific aviation safety risks and propose mitigating actions with timelines to resolve deficiencies;
- b) monitor and report, using a data driven approach, the region's main aviation safety risks;
- 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. Participants may be required to adhere to the RASG-PA Confidentiality Agreement provided in Appendix G to ensure the protection of sensitive information.

- d) monitor and report the progress of implementation by States of the GASP and the regional objectives and priorities;
- e) provide feedback on the GASP implementation and propose amendments to the Global Plans as necessary to keep pace with the latest developments and promote harmonization at the regional level;
- f) serve as a regional cooperative forum that determines regional priorities, based on the conclusions of the data-driven process, in line with the GASP and relevant ICAO Provisions, integrating global, regional, sub-regional and industry efforts in continuing to enhance aviation safety worldwide;
- g) identify and report on regional and emerging safety challenges experiences that affect implementation of the GASP by States and measures undertaken or recommended to effectively address them; and
- h) facilitate the development and implementation of regional aviation safety plans and promote its guidance among States, for their own national safety plans development.

4. RASG-PA membership

4.1 The following are considered as RASG-PA members:

- a) All ICAO Contracting States, and Territories recognized by ICAO, within the area of accreditation of the ICAO NACC and SAM Region;
- 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 manufacturers, aerodrome operators, air navigation service providers, operating in the Pan American region; and
- c) Regional organizations, including Regional Safety Oversight Organizations (RSOOs), Cooperative Development of Operational Safety and Continuing Airworthiness Programmes (COSCAPs), and Regional Accident and Incident Investigation Organization (RAIO) within the

area of accreditation of the NACC/SAM Regional Offices of ICAO, which have mechanisms in place for the management of aviation safety.

- 4.2 States accredited to other regions and non-Contracting States, not meeting the criteria of 4.1 may be invited to participate in RASG-PA meetings as observers.
- 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.
- 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.
- 4.5 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.
- 4.6 Refer to Appendix A for a list of RASG-PA members.

5. Structure

5.1 Organization

- 5.1.1 In order to accomplish its mandate, RASG-PA established the following organization:
 - a) Executive Steering Committee (ESC); and
 - b) Pan America — Regional Aviation Safety Team (PA-RAST).
- 5.1.2 Using a project management-based approach, the ESC may establish working groups/committees, as required, to support research, development implementation, and prioritization of RASG-PA activities. They will report to the ESC and the duration of their activity shall be established by the ESC.
- 5.1.3 The ICAO NACC or SAM Regional Director will serve as the Secretary of the RASG-PA. The ICAO Regional Director serving as Secretary of RASG-PA will not concurrently serve as Secretary of the CAR/SAM Regional Planning and Implementation Group (GREPECAS).



Figure 1 – RASG-PA Organizational Chart

5.2 RASG-PA Chairmanship

- 5.2.1 The RASG-PA chairmanship is composed of two co-chairs and two co-vice chairs. A co-chair and a co-vice chair representing the member States and Territories that make up the Executive Steering Committee (ESC); and a Co-Chair and a Co-Vice Chair representing International Organizations and Industry, members of the ESC.
- 5.2.2 The members of the ESC representing the States/Territories, and the Organizations/Industry, will elect their respective Co-Chair. They will also elect a 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.
- 5.2.3 The conditions and procedure for the election of the Co-Chairs and Co-Vice Chairs of the RASG-PA are detailed in Appendix C.

5.2.4 Continuity of the chairmanship

- 5.2.4.1 *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 Co-Chair and Vice Chair shall designate an Acting Co-Chair from among the ESC members, 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.

5.3 RASG-PA Executive Steering Committee

- 5.3.1 The RASG-PA ESC membership is based on the following principles:
- a) geographical balanced representation within and between the NAM/CAR and SAM Regions;
 - b) balanced representation between States and international organizations/industry;
 - c) balanced diversity of interests and areas of expertise in civil aviation; and
 - d) a manageable number of members to function effectively as an executive body.
- 5.3.2 The membership of the ESC is composed of:
- a) Representatives from five different States from the CAR/NAM Regions;
 - b) Representatives from five different States from the SAM Region; and
 - c) Representatives from eight different international organizations and Industry.
- 5.3.3 Any RASG-PA Member may attend meetings of the ESC as observers, subject to previous coordination in order to provide adequate logistical and venue support.
- 5.3.4 The conditions and procedure for the election of the Co-Chairs and Co-Vice Chairs of the RASG-PA are detailed in Appendix C.

5.4 Pan America – Regional Aviation Safety Team (PA-RAST)

- 5.4.1 PA-RAST will focus on safety data analysis, development of Safety Enhancement Initiatives/Detailed Implementation Plans (SEI/DIP) designed to reduce fatality risk, and the and in the preparation and publication of the RASG-PA Annual Operational Safety Report.

- 5.4.2. RASG-PA will ensure that the RAST-PA remains focused on safety data analysis and the development of SEI/DIP. At ESC discretion, a tasking review process could be developed. PA-RAST will also monitor SEI/DIP implementation.

Note.- Refer to Table 1 in Paragraph 6.2.1 for the distribution of responsibilities regarding the targets of the GASP.

- 5.4.3 Appendix B contains the terms of reference of the PA-RAST, which includes the procedure for the election of its representatives and their general functions.

6. Roles and responsibilities

6.1 The Role of Secretariat

- 6.1.1 The RASG-PA Secretariat functions are the following:

- a) coordinate meeting logistics with meeting host(s);
- b) develop meeting agendas proposals in coordination with the RASG-PA Co-Chairpersons;
- c) ensure meeting agendas, documentation and summaries are provided to members in advance of meetings on the RASG-PA website;
- d) ensure meeting summaries, notices, and related documents are posted in a timely manner after the meetings on the RASG-PA website;
- e) control and administer the RASG-PA website;
- f) monitor action items and report status to the ESC;
- g) maintain communication with RASG-PA members, the RASG-PA Co-Chairpersons, ESC members, PA-RAST by the proper official channels;
- h) identify required administrative support;
- i) manage the RASG-PA work programme;
- j) administer and report on budget execution/allocation for ESC approval; and
- k) prepare reports and working papers to the ICAO Council and/or Air Navigation Commission (ANC) on regional safety implementation challenges after review and approval by the ESC, and
- l) Control and update the Dashboard of RASG-PA indicators.

6.2 The Role of ICAO Regional Offices

- 6.2.1 The functions of the NACC and SAM Regional Offices in relation to the RASG-PA are the following:

- a) Gather and keep up-to date safety data and information from their accredited member States;
- b) Provide accurate safety data and information to the PA-RAST on their respective SPIs;
- c) Develop and support the implementation of the Regional Safety Plans;
- d) Monitor and determine either compliance, support request, or implementation difficulty that needs to be forwarded to ICAO on the respective goals and targets of the Global and Regional Plans according to Table 1 below.
- e) Develop reports on the Status of GASP and RASP development/implementation and related agenda topics for ESC and RASG-PA plenary meetings.

- 6.2.2 Support the implementation of the SEI, DIPs and projects approved by the ESC;

- 6.2.3 As applicable, coordinate with RSOOs, COSCAPs, and RAIOS under its jurisdiction, all activities undertaken to address regional safety issues ensuring harmonization to the extent practicable.

GASP Target	Responsible
1.1 Maintain a decreasing trend of accident rate	PA-RAST
2.1 All States to improve Effective Implementation	NACC and SAM ROs
2.2 States to reach a positive Safety Margin	NACC and SAM ROs
3.1 States to implement SSP foundation	NACC and SAM ROs
3.2 States to implement effective SSP	NACC and SAM ROs
4.1 States to look for support on their safety oversight index	NACC and SAM ROs
4.2 States to provide safety information to RASG-PA	NACC and SAM ROs
4.3 States with effective SSP to actively participate in RASG-PA	NACC and SAM ROs
5.1 Service providers to use globally harmonized SPIs	NACC and SAM ROs
5.2 Increase the number of SPs participating in industry programs	NACC and SAM ROs
6.1 States to implement basic air navigation and airport infrastructure	NACC and SAM ROs

Table 1 – Responsibilities for the monitoring and reporting of the GASP Targets

6.3 The Role of States

6.3.1 Civil Aviation Authorities (CAAs), supported by service providers as necessary, should participate in the work of the RASG-PA and its contributory bodies to:

- a) ensure the continuous and coherent development and implementation of regional and national safety plans and report back on the key performance indicators (KPIs);
- b) support the RASG-PA work programme with participation from the decision-making authority with the technical expertise necessary for the planning and implementation mechanism, thus supporting policy decisions at the State level;
- c) support the implementation of effective safety management and collaborative decision-making processes to mitigate aviation safety risks, thus supporting policy decisions at the State level;
- d) contribute information on safety risk, including State safety programme (SSP) safety performance indicators (SPIs, in accordance with the GASP as part of their safety risk management activities;
- e) ensure coordination, at the national level, between the CAA, service providers and all other concerned stakeholders, and harmonization of the national plans with the regional and global plans;
- f) facilitate the development and establishment of Letters of Agreement and bilateral or multilateral agreements;
- g) promote the implementation of the GASP and corresponding Regional Safety Plans goals and targets to serve States in their national safety plans;
- h) take note on the information provided on the SPI Dashboard and Annual Safety Report for data driven safety decision making; and
- i) embrace a performance-based approach for implementation as highlighted in the Global and Regional Plans.

6.4 The Role of Industry and International Organizations

- 6.4.1 Industry and International Organizations stakeholders/partners should participate in the work of the RASG-PA and its contributory bodies in order to support the implementation of safety management and collaborative decision-making processes, as well as to identify regional requirements, mitigate aviation safety risks, provide technical expertise, as required, and ensure adequate resources.
- 6.4.2 In addition to the provisions of 6.4.1, Industry and International Organizations are encouraged to:
- a) contribute information on safety risk, including Safety Management System (SMS) safety performance indicators (SPIs), in accordance with the GASP as part of their safety risk management activities;
 - b) support the implementation of the GASP and corresponding Regional Safety Plans goals and targets; and
 - c) take note on the information provided on the SPI Dashboard and Annual Executive Safety Report for data driven safety decision making;

6.5 The Role of the Co-chairpersons

- 6.5.1 The Co-Chairperson functions are the following:
- a) call meetings in coordination with the Secretariat;
 - b) chair the RASG-PA Plenary and ESC meetings;
 - c) keep focus on high priority safety items;
 - d) ensure agendas meet objectives to enhance safety;
 - e) provide leadership for ongoing projects and accomplishments;
 - f) promote consensus among the RASG-PA members;
 - g) coordinate RASG-PA activities closely with the RASG-PA Secretariat; and
 - h) promote RASG-PA and lobby for contributors.

6.6 The Role of the Executive Steering Committee

- 6.6.1 The responsibilities of the ESC are the following:
- a) develop and approve the RASG-PA work plan including objectives, priorities, indicators and setting of measurable targets to address safety-related issues in the NAM/CAR and SAM Regions;
 - b) approve projects presented to the ESC;
 - c) Champion ESC approved projects;
 - d) approve the SPIs, SEIs, DIPs and SPTs;
 - e) oversee the activities of the PA-RAST, working groups and committees;
 - f) review and approve the RASG-PA Annual Safety Report
 - g) approve the RASG-PA budget; and
 - h) manage the budget.
- 6.6.2 The functions of the ESC Members are the following:
- a) assist Co-Chairpersons;
 - b) maintain focus on high priority items;
 - c) ensure agendas meet criteria to enhance safety;
 - d) provide leadership for ongoing projects and accomplishments;

- e) promote consensus among the RASG-PA members;
- f) maintain communication and linkage with the RASG-PA Secretariat regarding RASG-PA activities;
- g) identify an alternate for representation on ESC;
- h) complete assigned tasks and activities;
- i) participate in ESC meetings and teleconferences; and
- j) ensure alignment of RASG-PA activities with the ICAO Global Aviation Safety Plan (GASP) and the Regional Safety Plans.

7. RASG-PA work program and working arrangements

7.1 Meetings and venue

7.1.1 RASG-PA will ordinarily hold meetings with different scope and schedule, as follows:

- a) Plenary meetings shall meet once every year consecutively with GREPECAS, or as defined by the Plenary;
- b) The format for plenary meetings will be defined by the plenary.
- c) ESC will meet according to the ESC approved work programme, at the NACC or SAM Regional Offices, unless a specific invitation by a State exists;
- d) Pan America – Regional Aviation Safety Team (PA-RAST) meetings will be held according to the ESC approved work programme.

7.1.2 Special meetings shall be called by the Secretariat when deemed in the best interest of the group, with concurrence of the ESC, either in person or by teleconference.

7.1.3 The Secretariat shall notify all members of the time and place of any meeting with at least 60 days prior notice for in-person meetings, and 15 days prior notice for teleconferences.

7.1.4 RASG-PA Plenary and ESC meetings shall be bi-lingual (Spanish and English) with simultaneous interpretation services and documentation provided as needed, in both languages.

7.1.5 RASG-PA and ESC record their activities as Conclusions and Decisions:

Conclusions are RASG-PA actions requiring communication and action by ICAO, States/Territories, and/or international organizations/industry;

Decisions are RASG-PA internal agreements

The classification status of the conclusions and decisions are:

- a) Valid,
- b) Completed; and
- c) Superseded.

7.1.6 The fast-track procedure enables greater efficiency for the work of RASG-PA, by allowing that draft conclusions and decisions be approved through correspondence. Unless the Secretariat considers it otherwise, the usual procedure where no response is received indicates acceptance of the draft conclusion or decision.

7.1.7 Quorum

7.1.7.1 A quorum shall be required for the ESC to adopt Conclusions and Decisions.

7.1.7.2 A quorum is constituted by the presence of:

- a) four (4) members representing States and Territories, of which at least one (1) shall be a member accredited to the NAM/CAR Regions and at least one (1) a member accredited to the SAM Region;
 - b) three (3) members representing international organizations and industry; and
 - c) the Secretariat.
- 7.1.7.3 For the purposes of 7.1.7.2, an alternate identified under 6.6.2 g) and notified to the Secretariat in advance of the meeting shall count as the presence of the member represented. Members participating by teleconference shall be counted. Members attending as observers under 5.3.3 shall not be counted.
- 7.1.7.4 Where a quorum is not constituted, the meeting shall proceed and all agenda items shall be considered, but draft Conclusions and Decisions shall be referred to the fast-track procedure established in 7.1.6.
- 7.1.7.5 The Secretariat shall record attendance at the opening of each meeting and shall state whether a quorum is constituted. Where a quorum is lost in the course of a meeting, the Secretariat shall so record, and 7.1.7.4 shall apply to the remaining items.

7.2 Work-program

- 7.2.1 The RASG-PA work programme shall be data driven from the PA-RAST input to the ESC. Work program should be implemented through project management methodology. The Executive Steering Committee shall be the authority to provide account of and to review the progress of each of the projects. PA-RAST risk monitoring activity (core process) is a continuous process and does not constitute a project.
- 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. The RASG-PA Funding Request Form is provided in Appendix H.
- 7.2.3 In order to conserve the limited resources of the RASG-PA, project proposals should be supported through the analysis of data. Projects which cannot be supported or prioritized using data may be considered outside the scope of the RASG-PA.
- 7.2.4 PA-RAST and other RASG-PA projects that involve the States as stakeholders must ensure that the interactions on behalf of RASG-PA involve directly the corresponding ICAO Regional Office. ICAO will coordinate adequate States participation based on ESC-approved projects nature.
- 7.2.5 Every ESC approved project (PA-RAST or other) will have an ESC member as project champion.
- 7.2.6 ICAO Regional Office should lead and track the GASP's requirements that are more related to compliance rather than safety data-driven analysis. See Table 1 in Paragraph 6.2.1.
- 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.

8. Safety performance measurement

- 8.1 Regional Safety Performance as well as compliance with the Global and Regional Plans will be measured by the use of a series of SPIs and Safety Performance Targets (SPTs).

- 8.2 SPIs and SPTs will be approved by the ESC and monitored using a SPI dashboard developed and maintained by the Secretariat.
- 8.3 The ESC will periodically review the SPIs and SPTs to ensure that they fulfil their function properly.
- 8.4 Refer to Appendix D for a list of approved SPIs and SPTs.

9. RASG-PA Coordination and Communication

- 9.1 In regard to coordination, the RASG-PA will:
 - a) coordinate safety issues with the GREPECAS;
 - b) foster cooperation, information exchange, sharing of experiences and best practices among States and stakeholders;
 - c) provide a platform for regional coordination and cooperation amongst States and stakeholders for the continuous improvement of safety in the region with due consideration to harmonization of developments and deployments, and intra- and interregional coordination;
 - d) ensure that all safety activities at the regional and sub-regional level are properly coordinated amongst role players to avoid duplication of efforts;
 - e) if external factors such as security, environmental and economic issues affect aviation safety are identified during RASG-PA processes, inform ICAO Secretariat accordingly for action;
 - f) identify practical examples and tools to support effective safety management implementation; and
 - g) through the RASG Secretary, inform the Directors General of Civil Aviation and CLAC of RASG-PA meeting results.
- 9.2 Additionally, RASG-PA will:
 - a) ensure interregional coordination and communication through formal and informal mechanisms, including the participation in meetings established for the purpose of coordinating RASG and PIRG activities, the GASP and regional aviation safety plans; and
 - b) identify stakeholders that could be impacted by RASG-PA SEIs within and outside the region, and develop an effective communication and coordination strategy with stakeholders.
- 9.3 Refer to Appendix E for the RASG-PA Communications Plan.

10. Reporting

- 10.1 The RASG-PA reports outcomes to the ICAO Council through the ANC as facilitated by the ICAO Secretariat, which will be coordinated previously with the ESC Co-Chairpersons.
- 10.2 RASG meeting reports should reflect the structure of the GASP (organizational challenges, operational safety risks, infrastructure and safety performance measurement) and RASG deliverables should map the expected GASP goals and targets through the RASP.
- 10.3 RASG-PA meeting reports should be provided in a standardized format to the governing bodies of ICAO to identify regional and emerging challenges, and shall include as a minimum:
 - a) a brief history of the meeting (duration and agenda);
 - b) a list of meeting participants, affiliation and number of attendees;
 - c) a list of conclusions and decisions with a description of their rationale (what, when, why and how);

- d) a list of safety enhancement initiatives (SEIs) linked to the associated GASP targets and indicators, and the appropriate mechanism used to measure their effectiveness;
- e) common implementation challenges identified amongst RASG members and possible solutions, assistance required and estimated timelines to resolve, if applicable, by sub-region;
- f) identification of recommendations on particular actions or enhancements that would require consideration by the ANC and Council to address particular challenges;
- g) a list of issues cross-referenced to actions to be taken by ICAO Headquarters and/or Regional Offices;
- h) based on the GASP, and associated SPIs and tools, report to the extent possible on the status of implementation of safety goals, targets and indicators, including the priorities set by the region in their regional safety plans;
- i) a list of items for coordination with the PIRG and a concise summary of the outcome of related discussions;
- j) feedback on implementation issues and actionable recommendations to the ICAO Council to continually improve future editions of the GASP that identify regional safety objectives and priorities to ensure proper focus on emerging safety concerns;
- k) the work programme and future actions to be taken by the RASG.

Appendix A RASG-PA Membership

Secretary:

Mr. Christopher Barks – Regional Director, NACC Regional Office

Co-Chairpersons:

Melvin Cintron – United States / Rodolfo Quevedo – Airbus

Vice-Cochairpersons:

Bernardo Tomas de Castro – Brazil / Pamela Suarez – ALTA

Executive Steering Committee:

States	Industry/International organizations
Aruba	Airbus (Co-Chair)
Brazil (Vice-Co-Chair)	ALTA (Vice-Co-Chair)
Canada	ATR
Chile	Boeing
Colombia	CANSO
Dominican Republic	IATA
Panama	
United States (Co-Chair)	

NACC States (22) and territories (19):

Antigua and Barbuda, Bahamas, Barbados, Belize, Canada, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States

French Antilles (Guadeloupe, Martinique, Saint Barthélemy, Saint Martin, Saint Pierre et Miquelon), Aruba, Curaçao, Sint Maarten, Bonaire, Saba, Sint Eustatius, Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands, United States, Puerto Rico, Virgin Islands

SAM States (13):

Argentina, Brazil, Bolivia, Chile, Colombia, Ecuador, Guyana, Panamá, Paraguay, Perú, Surinam, Uruguay, Venezuela

Industry/Organizations:

ACI-LAC, Airbus, ALTA, ATR, ARCM, Boeing, CANSO, COSESNA, Embraer, Flight Safety Foundation, IATA, IFALPA, SRVSOP

APPENDIX B**PAN AMERICA — REGIONAL AVIATION SAFETY TEAM (PA-RAST)
TERMS OF REFERENCE (TORs)****1. Purpose of the Regional Aviation Safety Team:****1.1 Mandate:**

- Analyze available data sources (reactive and proactive) to pursue data driven safety management.
- Recommend objectives, priorities and indicators and setting measurable targets to address safety-related deficiencies in the Pan-American Region, ensuring consistency of action and coordination of efforts
- Identify safety issues for action or follow up and to inform ESC for executive decisions making.
- Outputs will be in a de-identified format.
- Analyze data driven safety risk areas identified by RASG-PA using the Global Aviation Safety Roadmap (GASR) process.
- Recommend possible mitigation strategies and provide recommended actions to ESC categorized by:
 1. Risk areas approved by ESC (i.e.PA-RAST/CFIT/1); Safety Impact (High, Medium or Low); Changeability (Difficult, Moderate and Easy) taking into consideration political will, commitment / consensus, resource requirements, availability for implementation, potential blockers – what conditions exist that could prevent implementation; Impact-Changeability (IC) Indicator (P1, P2, P3, etc.); Priority; Champion; Notes.
- Recommend establishment of achievable projects based on prioritized mitigation measures with well-defined deliverables (including metrics to assess the effectiveness of the proposed mitigation actions) and clear time-frames established for the RASG-PA Executive Steering Committee further action.
- Set a timeframe for reporting to RASG on activities.
- Support Industry safety information sharing forums.
- Support States and industry with the implementation of Collaborative Safety Teams and in coordination of CST actions and activities.

1.2 Data Protection:

- 1.2.1. All safety data utilized or safety analysis and information developed will be protected from public disclosure.
- 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.

1.3 Roles and Responsibilities

1.3.1 PA-RAST Chairpersons

The PA-RAST Chairpersons consist of two Co-Chairs and two Vice-Chairs. One Co-Chair and one Vice-Chair representing the ICAO Member States and Territories in the Pan America Region; and one Co-Chair and one Vice-Chair representing International Organizations and Industry, with activities in the ICAO Pan America Region.

The PA-RAST Chairpersons are accountable to:

- Provide direction to PA-RAST to support achievement of the group's objectives;
- Report outcomes of the PA-RAST to the RASG-PA Executive Steering Committee;
- Set the PA-RAST agenda and convene meetings;
- Chair and facilitate PA-RAST meetings;
- Engage with PA-RAST HRC/SET working group leads, and provide relevant guidance and strategic direction;
- Approve meeting reports and share relevant information with PA-RAST members;
- Engage with PA-RAST HRC Project/SET working group leads; and
- Ensure PA-RAST deliverables and recommendations are developed, discussed and communicated with participation of appropriate stakeholder groups (States, industry members) within the ICAO Pan America Region.
- Engage with aviation stakeholders in the Pan-America Region to build support for and strengthen participation in PA-RAST
- Coordinate closely with ICAO Secretariat to perform these actions

The Co-Chairs and Vice-Chairs share accountability for Chairpersons responsibilities, Co-Chairs are the primary leads. The position of Vice-Chair was created to ensure continuity and smooth transition in management of PA-RAST.

In addition, vice-chairs are accountable to:

- Support co-chairs in the leadership of PA-RAST activities
- Assume the role of Co-Chair when the incumbent is unable to attend a meeting.

1.3.2 PA-RAST Members

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

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 RASG-PA Confidentiality Agreement in Appendix G.

Active members: 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.

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.

1.3.3 PA-RAST Secretariat

The role and function of the PA-RAST Secretariat is championed by an ICAO Regional Office in the Pan America Region. The Secretariat receives guidance and direction from the PA-RAST Chairpersons.

The PA-RAST Secretariat is responsible for:

- Administrative and logistical duties; which includes the planning, coordination and facilitation of PA-RAST meetings;
- Providing operational/administrative support to the PA-RAST;
- Dissemination of meeting reports, as appropriate;
- Ensuring liaison of PA-RAST with other ICAO groups; and
- Encouraging horizontal communication, engagement and cooperation.

1.3.4 Collaborative Safety Team Representatives

Local/regional Collaborative Safety Teams (CST) can appoint representatives to attend PA-RAST meetings. CSTs are considered active partners of the PA-RAST and their participation is highly encouraged.

CST representatives are responsible to:

- Contribute available safety intelligence to PA-RAST;
- Communicate safety issues identified by CSTs to facilitate identification of systemic issues across CSTs in the Region;
- Liaise with PA-RAST to engage with appropriate stakeholders when CSTs have identified safety issues that relate to risks that would benefit from broader outreach within the region.
- Advertise PA-RAST Safety Enhancements and Safety Advisories within the CST and its stakeholders in order to facilitate its local implementation, as applicable.

1.3.5 Observers and Ad-hoc Participants

Observers and ad-hoc participants may attend PA-RAST meetings or participate in support of other PA-RAST activities when required (e.g. working groups). These may include other international partners, associations, operators who can share safety information to be considered by the PA-RAST, for awareness of safety activities being undertaken and to provide feedback on mitigation options and actions.

SMEs from PA-RAST member organizations may attend on an ad-hoc basis to provide expertise on specific topics. Other participants to be considered, as applicable.

Prior to any meeting, a list of Ad-Hoc participants and Observers should be presented to the co-chairs for review and approval.

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.

1.4 Election of PA-RAST Chairpersons

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.

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.

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.

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. High Risk Category Projects / Safety Enhancement Teams (SETs)

2.1 Purpose of the SETs:

- 2.1.1 The purpose of the SET is to prepare and develop Detailed Implementation Plans (DIPs) for the four focus areas as determined by RASG-PA.

2.2 Membership, roles and responsibilities:

2.2.1 Membership

- Each HRC Project/SET will include States/Territories and International Organizations/Industry. The project champion/team leader will be responsible to coordinate the team meetings and will report progress at PA-RAST meetings. HRC project/SET should have balanced expertise and representation from states and industry.
- Ensure regular attendance and participation in HRC project meetings. If a project member misses 3 consecutive meetings organized by the project champion/SET Team lead, the member will no longer be considered/identified to be part of the HRC project/SET and will be removed from the project member list.

2.2.2 HRC Project Champions / SET Team leads

HRC Project champions lead and coordinate the project team in order to complete analysis and develop safety enhancement initiatives and products.

Project champions are volunteers from the list of PA-RAST members.

Like the approach adopted for the PA-RAST Chairpersons, to allow for renewal in leadership and generation of new ideas, positions of HRC project champions/SET Team Leads are revalidated every 2 years by offering the opportunity to other members to take on the responsibility.

2.2.3 Project member responsibilities

HRC Project/SET members are responsible to:

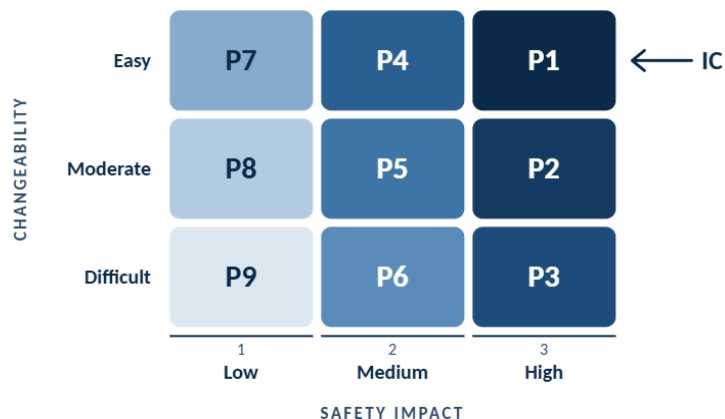
- Attend/participate in meetings;
- Participate in discussions/sharing their expertise and awareness of project topic to assist PA-RAST HRC Project in reaching its safety objectives;
- Consult on safety concerns within their organizations to help inform HRC Project discussions;
- Actively support the work of the project champion; and
- Assist in the development of mitigation strategies in support of the HRC Project/SET objectives

2.3 Safety Enhancement Team Methodology:

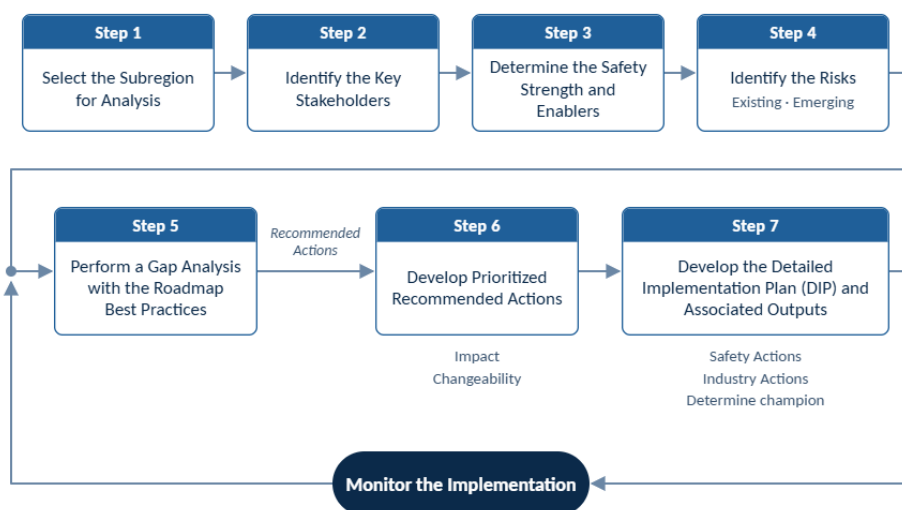
1. Review and analysis of accident risk data (pareto, etc.)
2. Review of applicable safety enhancements
3. Initiate preparation of Detailed Implementation Plan (DIP)
4. Review DIPs with PA-RAST members
5. Present DIPs to ESC for feedback
6. Coordinate DIP implementation at PA-RAST meetings
7. Monitor progress

2.4 RASG-PA Safety Enhancement Initiative Methodology

2.4.1 Impact-changeability (IC) Level Chart



2.4.2 Development of a Safety Enhancement Initiative (SEI) by RASG-PA



3 Administration

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.

3.2 PA-RAST Meeting Structure

PA-RAST quarterly meetings are 3 days in duration, the order of topics varies, but a typical agenda is structured as follows:

- 1 Day – dedicated to operational safety presentations on various safety topics of interest
- 1 Day – reserved for HRC project teams to perform hands-on work
- 0.5 Day – Safety data review, analysis and HRC Project Updates

3.3 PA-RAST Meeting Locations

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.

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.

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.

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****Election of RASG-PA Co-Chairs**

1. The RASG-PA chairmanship is composed of two cochair and two vice-cochairs. A cochair and a vice cochair representing the member States and Territories that make up the Executive Steering Committee (ESC); and a Cochair and a Vice Cochair representing International Organizations and Industry, members of the ESC.
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.
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.
4. Upon approval, the co-chairs and vice-cochairs will serve for a period of 3 years. Co-chairs and vice co-chairs may not serve for more than two consecutive terms.
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.
6. To maintain continuity and transition functions, the State or organization from which the outgoing co-chair comes will appoint a replacement from 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.

Election of members of the Executive Steering Committee (ESC)

7. The Regional Offices, in coordination with their RASG-PA Member States, will propose five States from the CAR/NAM regions, and five States from the SAM Region, to represent them in the ESC.
8. Members of industry and International Organizations, members of the RASG-PA, will nominate eight of their members to represent them on the ESC.
9. Regional Organizations, including Regional Safety Oversight Organizations (RSOO), Cooperative Development of Safety and Continued Airworthiness Programs (COSCAP), and Regional Accident and Incident Investigation Organizations (RAIO), from other regions, who are members of the RASG-PA by virtue of their presence within the accreditation area of the ICAO NACC/SAM Offices, may not be elected members of the ESC.

10. For the selection of ESC members, the professional profile and experience of the representatives, their communication and leadership skills, and their familiarity with the procedures and operation of the RASG-PA should be taken into account. Particular attention should be paid to the ability of proposed members to attend all ESC meetings and other RASG-PA meetings, in-person and virtual, for the duration of their participation in the ESC.

11. A desirable criterion for ESC members is to have knowledge and experience in safety management, and in the 8 critical elements of safety oversight.

12. States should consider aspects such as geographic diversity, industry complexity, availability of resources, among others, to ensure that ESC members equitably and adequately represent the diversity of the region.

13. Candidates for members of the ESC will be proposed by its members, and must be approved by the RASG-PA during the plenary meeting of the year corresponding to the election. Approval will be formalized through a Plenary Conclusion.

14. Upon approval, the members of the ESC will serve for a period of 3 years, and may be re-elected only once for a similar period, and may not serve more than two consecutive terms.

Final considerations

15. If an ESC member is unable to continue serving on the ESC, he will be replaced by someone from his State/Organization, who meets the relevant selection criteria, for the original term of office of his predecessor.

16. If a State or Organization cannot continue to be part of the ESC, it will be replaced by another State or Organization, respectively, taking into account the selection and approval criteria for members of the ESC.

17. The replacement of Co-Chairs, 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.

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.

— END —

APPENDIX D**RASG-PA SAFETY INDICATORS LOG**

Goal	GASP Target	RASG-PA Target 20XX	Indicator	2020 Baseline
Achieve a continuous reduction of operational safety risks	Maintain a decreasing trend of global accident rate	XX% yearly reduction of 5 year moving average	5 year average of the number of accidents per million departures (accident rate) Regional Accident rate Number of fatalities per passengers carried (fatality rate)	
Strengthen States' safety oversight capabilities	All States to improve their score for the effective implementation (EI) of the critical elements (CEs) of the State's safety oversight system	Overall Regional EI score at or above XX%	Overall Regional EI score	
		XX percentage effective implementation of CE-6	Percentage effective implementation of CE-6 in SAM	
	By 2022, all States to reach a positive safety oversight margin, in all categories	All States maintaining a positive safety oversight margin in all categories	Percentage of States maintaining a positive safety oversight margin in all categories	
Implement effective State safety programmes (SSPs)	By 2022, all States to implement the foundation of an SSP	All States to establish their SSP	SSP foundation regional implementation average SSP establishment regional average Number of States that have established a SSP	
Increase collaboration at the regional level	By 2022, all States to contribute information on safety risks, including SSP safety performance indicators (SPIs), to their respective regional aviation safety group (RASGs)	All States will provide safety risk information, including the SPIs of their SSP to RASG-PA	Number of States contributing information on safety risks to RASGs and RO Number of States that are sharing their SSP SPIs with RASGs	
Expand the use of industry programmes	By 2022, increase the number of service providers participating in the corresponding ICAO-recognized industry assessment programmes	Increase the number of service providers participating in the corresponding ICAO-recognized industry assessment programmes	Number of airlines with IOSA/ISSA registry SEANS-Safety (CANSO) APEX (ACI)	
Ensure the appropriate infrastructure is available to support safe operations	By 2022, all States to implement the air navigation and airport core infrastructure	XX% AGA Regional Effective implementation	AGA Regional Effective implementation	
		XX ANS Regional Effective implementation	ANS Regional Effective implementation	
		XX% of certified aerodromes	% of certified aerodromes	

APPENDIX F
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.

APPENDIX G
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 —

APPENDIX H
RASG-PA FUNDING REQUEST FORM

RASG-PA
Funding Request Form

Submit the completed form to the RASG-PA Secretariat (RASGPA@icao.int). Sections A–E are completed by the requester; Sections F–G are completed by the Secretariat.

SECTION A – REQUESTER INFORMATION	
1. Request Date	
2. Name of Requester	
3. State / Organization	
4. E-mail	
5. ESC Champion	
6. RASG-PA Members Supporting the Proposal	
SECTION B – PROJECT / ACTIVITY DESCRIPTION	
7. Project / Activity Name	
8. Description	
9. Problem to be Solved	
10. Objective	
11. Expected Benefits and Safety Outcomes	
12. Deliverables and Completion Date	
SECTION C – ALIGNMENT WITH RASG-PA	
13. Related ESC or RASG-PA Conclusion / Decision <i>Is the proposal related to an ESC or RASG-PA Conclusion or Decision?</i>	☐ Yes ☐ No If yes, identify the relevant Conclusion or Decision:
14. RASG-PA Mission Support <i>Explain how the proposal supports the RASG-PA mission to reduce aviation safety risks in the Pan American Region.</i>	

15. HRC / SEI / SPI / Regional Priority / GASP Goal <i>Identify the relevant High-Risk Category (HRC), Safety Enhancement Initiative (SEI), Safety Performance Indicator (SPI), Regional Priority and/or GASP Goal supported by the proposal.</i>	
SECTION D – RISKS AND OBSTACLES	
16. Potential Obstacles to the Project	
SECTION E – FINANCIAL REQUIREMENT	
17. Estimated Financial Requirement	
18. How Funds Will Be Used <i>Itemize how the funds are going to be used.</i>	
19. Additional Funding <i>Identify funding sources in addition to RASG-PA's.</i>	

FOR SECRETARIAT USE ONLY

SECTION F – SECRETARIAT REVIEW (to be completed by the Secretariat only)	
Completeness Verification	☐ Complete ☐ Additional Information Required
Alignment with RASG-PA Priorities	☐ Yes ☐ No
Comments	
Reviewed by / Date	
SECTION G – ESC DISPOSITION (to be completed by the Secretariat only)	
ESC Meeting / Date	
ESC Decision	☐ Approved ☐ Approved with Modifications ☐ Deferred ☐ Not Approved
Amount Approved (if applicable)	
Conditions / Modifications / Comments	

— END —