



C-DEC 237/1
18/2/26

COUNCIL — 237TH SESSION

FIRST MEETING

(COUNCIL CHAMBER, WEDNESDAY, 18 FEBRUARY 2026, AT 1400 HOURS)

SUMMARY OF DECISIONS

OPEN MEETING

Welcome to new Representatives

1. The Council warmly welcomed the newly appointed Representatives of Australia (Ms. Sarah Millard), Japan (Mr. Toshio Yamamoto) and the United Kingdom (Mr. William Gatward).

Update to Small Groups

2. The Council considered this item on the basis of the emails circulated by the President of the Council, dated 11 and 13 February 2026, which appended, for the Council's approval, a set of governance principles for Small Groups, as recommended by the Committee on Governance (COG), following its second meeting of the 237th Session, which was held on 11 February 2026.

3. Following consideration, the Council:

- a) expressed its appreciation to both the former Chairperson and current Vice-Chairperson of the COG, as well as the Committee members, for their efforts to develop a framework to support the effective governance and management of Small Groups;
- b) approved the governance principles as recommended by the COG, and circulated to the Council by email on 11 and 13 February 2026, it being understood that they would be reproduced as an Appendix to the current decision; and
- c) agreed that in light of its approval of the governance framework, all previously existing Small Groups are hereby disbanded, on the understanding that any such group may be reconstituted, by the Council, or, as appropriate, by the relevant Committee, in accordance with the governance principles.

Any other business

Appointment of an additional CAEP Observer

4. In accordance with paragraphs 4.1.5 and 4.2.2 of the CAEP Directives, the Council reviewed the nomination from Colombia of a new CAEP Observer, on the basis of the e-mail circulated by the President of the Council dated 27 January 2026.

5. Following consideration, the Council appointed, with immediate effect, Ms. Lina Pilar Martínez-Valencia as the new CAEP Observer representing Colombia.

International civil aviation operations in Cuba

6. The Council took note of the information presented by the Representative of Cuba regarding developments affecting international civil aviation operations in Cuba. The Council further noted the statement of the Representative of the United States on the Council, in this respect.

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APPENDIX

GOVERNANCE OF SMALL GROUPS

1. INTRODUCTION

1.1 Council small groups are recognized by the Council as an efficient way of advancing important work, in particular on new issues of interest or sensitive matters that need further time for discussion than what is available during a Committee session.

1.2 The smaller, flexible and more dynamic format allows for a more thorough discussion of the matter and has, in the past, mostly led to smoother and successful subsequent discussions in the Council or relevant Council committee.

1.3 There have been concerns though that the format could come at the expense of legitimate aspirations for inclusivity and transparency. Further concerns have been expressed about the lack of agreed governance and processes for small groups.

1.4 In order to address these concerns, a set of principles and processes have been proposed for the Committee's consideration. These principles and processes are consistent with the relevant sections of the *Rules of Procedure for the Council* (Doc 7559/11) and *Rules of Procedure for Standing Committees of the Council* (Doc 8146/8)(reproduced at Appendix A).

1.5 These principles and processes do not seek to fundamentally alter the way in which small groups operate. It is simply about codifying existing practices and providing greater structure and certainty.

2. GOVERNANCE

2.1 A small group may be constituted by either the Council or one of the standing Committees of the Council as per the Rules of Procedure. To ensure common understanding, a small group is understood to mean the same as a Working Group as defined under the Rules of Procedure for both the Council and the Council Committees.

2.2 In principle, the Council and its Committees should seek to limit the number of small groups that are created. A small group should be established when a specific task needs to be undertaken that is not already undertaken elsewhere, including in a panel or expert group. Any work to be sustained on a more permanent basis should generally be carried out by the relevant Council Committee.

2.3 The mandate of all small groups will be kept focussed and specific. They are to be reviewed annually or as required, either by the Council or the relevant Council Committee, whomever established it.

2.4 All small groups will be disbanded at the end of a triennium. The Council, at the start of the new triennium, will decide on the creation of small groups.

2.5 Once the small group's assigned task has been performed it will cease. A small group can be suspended if its work is dependent on some development that requires time but this should be reported to the Council and its completion timelines adjusted.

3. TERMS OF REFERENCE

3.1 Each small group is to have its own terms of reference. These terms of reference are to be approved by the Council or relevant Council Committee. The terms of reference should contain, at a minimum:

- a) Mandate – including its scope, purpose and expected outcomes
- b) Composition
- c) Nominated chairperson
- d) Reporting lines and timeframe
- e) Relationships with other ICAO bodies (including ANC, panels and expert groups)
- f) A sunseting date.

3.2 To avoid undue delay in commencing the work of the small group, these elements should be as concise as practicable and settled as soon as possible. Consideration could be given to developing a template to assist with this process.

4. COMPOSITION

4.1 The decision on composition of small groups may be delegated by the Council or relevant Council Committee to the President of the Council on the basis of geographical representation and inclusiveness both in a given small group but also across all small groups. Observers on the Council may be invited, as appropriate, to participate as observers in small groups.

4.2 The decision on the appointment of the chair of the small group may also be delegated to the President of the Council.

4.3 For transparency, Members of the Council may participate in small groups of which they are not members, but as observers.

5. REPORTING

5.1 Regular reporting on the work of the small group should be provided to the Council or the relevant Council Committee (particularly if there is an upcoming decision to be made) but a minimum of annually. There is also an expectation that members of the small groups commit to provide relevant updates to the other members of their regional group.

6. ADMINISTRATION

6.1 The Secretary General will nominate a Secretary to provide administrative and technical support to the small group. However, small groups should be mindful of Secretariat resources when conducting their work and the administrative requirements on the Secretariat should be limited, where possible.

6.2 It is not expected that small group meetings will have interpretation services.

6.3 Meetings of small groups should continue to be added in the calendar on the portal for full visibility and transparency to all Council members and to ensure coordination on timings of meetings between small groups.

6.3.1 The agenda for the meeting should be appended to the relevant calendar entry on the portal to provide greater transparency and help non-members make informed decisions on their attendance as an observer.

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APPENDIX A

RELEVANT EXCERPTS FROM THE RULES OF PROCEDURE FOR THE COUNCIL AND RULES OF PROCEDURE FOR STANDING COMMITTEES OF THE COUNCIL

From the Rules of Procedure for the Council (Doc 7559/11)

Rule 17

- a) In addition to the Air Navigation Commission, the Air Transport Committee and the Finance Committee, the Council may establish other Commissions, Committees or Working Groups, either Standing or Temporary [...].
- b) The Council may appoint an Alternate who may act and vote on behalf of a Member of the Standing Commission, Committee or Working Group who is absent or who is discharging the functions of Chairperson.
- c) The rules and procedures for cases where the Council elects the Members, Alternates and Chairpersons of Commissions (other than the Air Navigation Commission), Committees and Working Groups are set out in Appendix E.
- d) The temporary bodies mentioned in paragraph a) shall elect their own officers, unless the Council decides otherwise.
- e) The method of selection, terms of reference and working methods of Temporary Commissions, Committees or Working Groups shall be determined by the Council in each case.

From the Rules of Procedure for Standing Committees of the Council (Doc 8146/8)

Rule 7

Each Committee may establish Working Groups of limited membership from among its Members.

Rule 8

The method of selection, terms of reference and working methods of Working Groups shall be determined by the Committee as necessary.

Rule 8 bis

Each Working Group that is established shall have a limited time frame, work on specific tasks assigned to it by the Committee that established it, and report to that Committee.

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