



**Thirteenth Plenary Meeting of the Regional Aviation Safety Group – Pan America  
(RASG-PA/13)**

Santo Domingo, Dominican Republic – November 13 and 14, 2023

**Agenda Item 1: Administrative Aspects of RASG-PA**

**Election Procedure for RASG-PA Co-Chairs and RASG-PA Executive Steering Committee (ESC)  
Members**

(Presented by Secretariat)

<b>EXECUTIVE SUMMARY</b>	
This Working Paper brings to the consideration of RASG-PA members a Procedure for Election of RASG-PA Co-Chairs and members of the RASG-PA Executive Steering Committee (ESC).	
<b>Suggested Action:</b>	The Meeting is invited to: a) Take note of the procedure proposed in this working paper; b) Make any comments you deem appropriate; and c) Approve the proposed Decisions detailed in 3.1
<i>Objective:</i>	<ul style="list-style-type: none"> <li>• Safety</li> </ul>
<i>Reference:</i>	

**1. Introduction**

1.1 During the RASG-PA/13 Meeting to be held on November 13 and 14, 2023, the election of RASG-PA Co-Chairmen and ESC members corresponds.

1.2 The RASG-PA Procedures Manual refers to the composition of the RASG-PA Chair and Executive Steering Committee (ESC), however, it does not provide a detailed procedure and/or criteria for their election and approval.

1.3 In order to complement the provisions of the Procedures Manual, this Working Paper includes in **Appendix**, a procedure proposed by the Secretariat for the election of RASG-PA Co-Chairs and members of the Executive Steering Committee (ESC) of the RASG-PA.

**2. Consideration of the proposed procedure**

2.1 The procedure in **Appendix** contains guidelines for the election of RASG-PA Co-Chairs and members of the RASG-PA Executive Steering Committee (ESC). In this sense, the meeting is proposed to consider and approve the following Decision:

<b>DECISION</b> RASG-PA/13/DXX		<b>APPROVAL OF THE ELECTION PROCEDURE FOR RASG-PA CO-CHAIRPERSONS AND RASG-PA EXECUTIVE STEERING COMMITTEE (ESC) MEMBERS</b>	
<b>What:</b> The RASG-PA/13 Meeting approves the Election Procedure for RASG-PA Co-Chairs and RASG-PA Executive Steering Committee (ESC) members.		<b>Expected impact:</b> <input type="checkbox"/> Political/Global <input type="checkbox"/> Interregional <input type="checkbox"/> Economic <input type="checkbox"/> Enviromental <input checked="" type="checkbox"/> Operational/Technical	
<b>How much:</b> No resources needed			
<b>Why:</b> To provide general guidelines and criteria for the election of RASG-PA Co-Chairs and members of the RASG-PA Executive Steering Committee (ESC).			
<b>When:</b>	Immediate	<b>Status:</b>	Valid
<b>Who:</b>	<input checked="" type="checkbox"/> Secretariat		

**3. Suggested actions**

3.1 The Meeting is invited to:

- a) Take note of the procedure proposed in this working paper;
- b) make any comments you deem appropriate; and
- c) approve the proposed Decision detailed in 2.1.

## **APPENDIX**

### **Election Procedure for RASG-PA Co-Chairs and RASG-PA Executive Steering Committee (ESC) Members**

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

1. The RASG-PA Chair consists of two Co-Chairs. One representing the Member States and Territories that make up the Executive Steering Committee (ESC); and another representing the International Organizations and Industry, members of the ESC.
2. ESC members representing States/Territories and Organizations/Industry will elect their respective Co-Chair. They will also elect a Vice-Chairperson, who will assume the role of Co-Chairperson when the incumbent is unable to attend a meeting.
3. Co-Chairs and Co-Vicechairs will be nominated by their representatives on the ESC and must be approved by RASG-PA members during the Plenary Meeting of the election year. The approval will be formalized through a formal Decision of the Plenary.
4. From the approval, the Co-chairs and Co-vice-president will exercise their functions for a period of 3 years, being able to be re-elected only once for a similar period, not being able to exercise more than two consecutive terms.
5. If a Co-Chair is unable to continue serving on the ESC, they will be replaced by their Co-Vicechair for the remaining period of the original term.

#### **Election of members of the Executive Steering Committee (ESC)**

1. The NACC and SAM Regional Offices, in accordance with their internal procedures, will coordinate with their assigned States the selection of four States from the CAR/NAM Regions, and four States from the SAM Region, to represent both regions in the ESC.
2. Members of International Organizations and Industry, members of RASG-PA, will nominate four of their members to represent them on the ESC.
3. Regional Organizations, including Regional Safety Oversight Organizations (RSOOs), Cooperative Development of Safety Operations and Continuous Airworthiness Programs (COSCAP), and Regional Accident and Incident Investigation Organizations (RAIOs), from other regions, who are members of RASG-PA by virtue of their presence within the accreditation area of the ICAO NACC/SAM Offices, as well as the States and organizations that participate in RASG-PA as observers, may not be elected members of the ESC.
4. For the selection of ESC members, the professional profile and experience of the representatives, their communication and leadership skills, and their familiarity with RASG-PA procedures and operation should be considered. Special attention should be paid to the ability and availability of proposed members to attend all ESC and other RASG-PA meetings, face-to-face and virtual, for the duration of their participation in the ESC.

5. A desirable criterion for ESC members is to have knowledge and experience in Safety Management, and in the 8 Critical Elements of ICAO Safety Oversight System.
6. For the selection of the representatives of the States, they should consider aspects such as geographic diversity, complexity of the industry, availability of resources, among others, to guarantee that the members of the ESC fairly and adequately represent the diversity of the region.
7. Proposed candidates for the ESC must be approved by the RASG-PA during the plenary meeting of the election year. The approval will be formalized through a Conclusion of the plenary.
8. From the approval, the members of the ESC will exercise their functions for a period of 3 years, being able to be re-elected only once for a similar period, not being able to exercise more than two consecutive terms, except as provided in the following paragraph.
9. If the number of members of the International and Industry Organizations is not sufficient to renew their representatives on the ESC at the end of the term, or if due to the lack of availability to attend ESC meetings on a regular basis, States and Organizations/Industry representatives may be reappointed for additional terms, provided an adequate balance and rotation among RASG-PA members is prioritized.

#### **Final Considerations**

10. If an ESC member is unable to continue serving on the ESC, they will be replaced by someone from their State/Organization, who meets the relevant selection criteria, for the original term of office of their predecessor.
11. If a State or Organization cannot continue to be part of the ESC, it will be replaced by another State or Organization, respectively, considering the selection and approval criteria for ESC members.
12. The replacement of Co-Chairs, members, States and/or Organizations referred to in points (3) (14) and (15) will be approved by RASG-PA through the express approval mechanism, for the remaining term corresponding to the original member.