



CAR/SAM REGIONAL COMMITTEE ON THE PREVENTION OF BIRD AND WILDLIFE HAZARDS

(CARSAMPAF)



REGULATION

Revised Version 7.0

«United for Safety»

Approved by the Ordinary General Assembly
CARSAMPAF-24, (Place), October 2026

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PREAMBLE

The experience gained by the States and Territories of the Caribbean (CAR) and South American (SAM) Regions in managing the hazard posed by wildlife to aviation has demonstrated the value of pooling technical, administrative, and operational efforts within a single regional body: the CAR/SAM Regional Committee on Bird and Wildlife Hazard Prevention.

Aircraft collisions with birds and other wildlife constitute a hazard recognized by the International Civil Aviation Organization (ICAO). Annex 14 to the Convention on International Civil Aviation establishes the obligation to assess and mitigate this hazard at aerodromes and in their vicinity, while Annex 19 requires that such management be integrated into the Safety Management Systems (SMSs) of service providers and into State Safety Programmes (SSPs).

Against this backdrop, these Regulations establish the nature, objectives, structure, and functioning of the Committee; define the mandates of its bodies and individual roles; and set out the rules regarding membership, participation, elections, resource management, communication, and regulatory amendments, with the aim of ensuring transparent, effective management focused on the continuous improvement of aviation safety in the Region.



CHAPTER I

GENERAL PROVISIONS

ARTICLE 1. Nature and Name

The CAR/SAM Regional Committee on Bird and Wildlife Hazard Prevention—hereinafter referred to as "the Committee" or "CARSAMPAF"—is a non-profit, regional technical entity founded on October 24, 2003, in Santiago, Chile (Republic of Chile), at the initiative and under the auspices of the International Civil Aviation Organization (ICAO).

The Committee's abbreviated name is CARSAMPAF. Its institutional motto is "United for Operational Safety."

ARTICLE 2. Scope of Action

The Committee's scope of action encompasses the States and Territories of Central America, the Caribbean, and South America that form part of the ICAO CAR and SAM Regions, served by the North American, Central American and Caribbean (NACC) and South American (SAM) Regional Offices.

The Committee may extend its collaboration to other regions or organizations that request it, subject to the approval of the Executive Board.

ARTICLE 3. Mission and General Objective

The Committee's mission is to contribute to reducing the number and severity of aviation accidents and incidents caused by collisions with birds and other wildlife through regional coordination, information exchange, training, and the promotion of best practices in wildlife hazard management.

To fulfill its mission, the Committee will focus its efforts on identifying, analyzing, and mitigating the risks arising from interactions between wildlife and aircraft. This work is directed at all public and private stakeholders involved—directly or indirectly—in wildlife hazard management, including civil aviation authorities, aerodrome operators, aircraft operators, pilots, air navigation service providers, specialized wildlife management and control service providers, and academic and scientific institutions.

ARTICLE 4. Functions of the Committee

To fulfill its mission, the Committee may carry out the following functions:

- a) Compile, analyze, and disseminate data and information regarding wildlife strikes among specialists and officials of the States in the Region.
- b) Establish regional statistical criteria and procedures for data processing, in accordance with the ICAO bird strike reporting system (IBIS).

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- c) Establish links with other organizations interested in wildlife management, in order to avoid duplication of efforts and leverage the experiences and achievements of other States and regions.
- d) Disseminate studies, research, technical articles, and results generated by Member States, related committees, or specialized organizations through the Committee's official channels, including the *CARSAMPAF* Magazine.
- e) Promote, in collaboration with specialized institutions, procedures for the taxonomic identification of wildlife remains resulting from aircraft strikes.
- f) Evaluate and develop guidance material on strategies, methods, and techniques for wildlife dispersal, exclusion, control, and habitat management at aerodromes and in their vicinity.
- g) Develop guidance material, in coordination with the International Civil Aviation Organization (ICAO), the International Air Transport Association (IATA), and other industry organizations, aimed at personnel involved in wildlife strike prevention.
- h) Promote the harmonization of methods and the use of guidance material, provided their effectiveness has been demonstrated.
- i) Coordinate with the Regional Aerodromes and Ground Aids (AGA) Officers of the ICAO NACC and SAM Regional Offices to obtain information regarding wildlife strike reporting in the Region.
- j) Assist States in implementing ICAO Standards and Recommended Practices (SARPs) regarding wildlife hazard management, in coordination with regional safety oversight systems such as the Regional Safety Oversight Cooperation System (SRVSOP) and the Central American Agency for Aviation Safety (ACSA).
- k) Enter into cooperation agreements with civil aviation authorities and other interested organizations to develop programs and projects aimed at reducing wildlife strikes at aerodromes.
- l) Develop training programs on wildlife hazard management, based on unified criteria, for regulatory, technical, and operational personnel in the Region.
- m) Provide technical advice for the evaluation of wildlife hazard management programs at aerodromes and for the identification of wildlife attractants within or near them.
- n) Develop, subject to the availability of technical capacity and necessary resources, schemes for the recognition or certification of competencies and services related to wildlife hazard management.

ARTICLE 5. Definitions and abbreviations

For the purposes of these Regulations, the following terms shall have the meanings indicated:

- a) CAA: Civil Aviation Authority of a State.
- b) General Assembly: The Committee's highest decision-making body, composed of its voting members.
- c) Wildlife strike: A collision between an aircraft and a bird or other wild or domestic animal.

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- d) TSG: The Committee's Technical Support Group.
- e) Board of Directors: The Committee's governing and administrative body.
- f) Administrative Manual: A document approved by the Board of Directors that details the Committee's internal procedures.
- g) Member in good standing: A member listed in the registry who has paid the annual fee corresponding to their category or who belongs to an exempt category.
- h) ICAO: International Civil Aviation Organization.
- i) Wildlife hazard: A condition or object related to the presence or behavior of wildlife that may cause a strike with an aircraft.
- j) Region: The group of States and Territories included within the scope defined in Article 2.
- k) Annual Meeting and Conference: The Committee's annual technical event.

ARTICLE 6. Reference Framework

The Committee's technical activities shall be guided by the current editions of ICAO provisions and guidance material, particularly:

- a) Annex 14 to the Convention on International Civil Aviation, **Aerodromes**, Volume I, **Aerodrome Design and Operations**.
- b) Annex 19 to the Convention on International Civil Aviation, **Safety Management**.
- c) Doc 9137, **Airport Services Manual**, Part 3, **Wildlife Control and Reduction**.
- d) Doc 9332, **Manual on the ICAO Bird Strike Information System (IBIS)**.
- e) Doc 9859, **Safety Management Manual**.

The foregoing is without prejudice to the national regulations of each State.

CHAPTER II ESTABLISHMENT, NATURE, AND BODIES OF THE COMMITTEE

ARTICLE 7. Composition

The Committee is composed of natural and legal persons whose activities relate to the prevention of aviation accidents and incidents caused by wildlife strikes, and who have been admitted and entered into the membership registry in accordance with Chapter V of these Regulations.

ARTICLE 8. Duration and Nature

The Committee has an indefinite duration and may only be dissolved in accordance with the provisions of Chapter XIV of these Regulations. The Committee is permanent in nature, with periodic rotation of the members of its elected bodies.

ARTICLE 9. Bodies of the Committee

To fulfill its objectives, the Committee shall comprise the following bodies:

- a) The General Assembly, in accordance with Chapter VI.

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- b) The Board of Directors, in accordance with Chapter VII.
- c) The Technical Support Group, in accordance with Chapter VIII.
- d) Representatives of international organizations related to the prevention of bird and wildlife hazards, in accordance with Article 56.

CHAPTER III

DOMICILE AND ADMINISTRATION OF THE COMMITTEE

ARTICLE 10. Legal domicile

The legal domicile and administrative headquarters of the Committee are established in the city of Bogotá, D.C., Republic of Colombia, where its legal personality is registered.

Any change of domicile must be supported by a comparative study prepared by the Board of Directors regarding the legal, fiscal, administrative, and operational conditions offered by candidate states, and shall require approval by a majority (half plus one) of the votes of the voting members present at the Ordinary or Extraordinary General Assembly convened for that purpose.

ARTICLE 11. Legal representation in the host country

The Presidency holds the legal representation of the Committee. When the legislation of the host country so requires, or when the President does not reside in said country, the Board of Directors shall designate an alternate legal representative or an authorized agent residing in the host country to handle legal, fiscal, accounting, and banking matters. This person shall act in accordance with the instructions of the Board of Directors and report to it on their activities.

ARTICLE 12. General administration

The administrative, operational, and support organization of the Committee shall be established through resolutions of the Board of Directors, in accordance with institutional needs, budgetary availability, and the legislation of the host country.

When sufficient resources exist, the Board of Directors may contract administrative or technical support services through professional service contracts, inter-institutional agreements, or other modalities permitted by the legislation of the host country. Any proposal for a permanent organizational structure, including the creation of administrative units or positions involving an employment relationship, must be submitted to the General Assembly for approval.

ARTICLE 13. Administrative Manual

The internal procedures of the Committee shall be set forth in an Administrative Manual approved by the Board of Directors; this manual may be updated without the need to amend these Regulations, provided that it does not contradict them. The Administrative Manual shall include, at a minimum, procedures for service contracting, document management and archiving, financial

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administration and fund control, acceptance of contributions and donations, operation of the Web Portal and other communication channels, and the Committee's official forms.

CHAPTER IV RELATIONS WITH OTHER BODIES

ARTICLE 14. Institutional relations

The Committee shall maintain cooperative relations with ICAO and its NACC and SAM Regional Offices, State civil aviation authorities, regional safety oversight systems, the World Birdstrike Association (WBA), the Central American Agency for Aviation Safety (ACSA), other national and regional wildlife hazard prevention committees, and aviation industry, academic, scientific, and environmental organizations aligned with its objectives.

The Committee shall promote the creation and strengthening of national bird and wildlife hazard prevention committees, as well as wildlife hazard management committees at each aerodrome in the States of the Region.

ARTICLE 15. Conventions and agreements

Conventions, memoranda of understanding, and cooperation agreements entered into by the Committee shall be subject to prior approval by the Board of Directors and signature by the Presidency. No agreement may commit Committee resources not provided for in its approved budget.

CHAPTER V MEMBERS AND MEMBERSHIP CATEGORIES

ARTICLE 16. Membership status

Natural and legal persons who participate in, support, or are directly or indirectly linked to the prevention and mitigation of bird and wildlife hazards or the improvement of operational safety at aerodromes in the Region may become members of the Committee.

Membership status is acquired through a formal application and approval by the Board of Directors.

ARTICLE 17. Admission procedure

Membership applications shall be submitted using the official form available on the Committee's web portal or through established official channels. The Board of Directors shall notify the applicant of the acceptance or rejection of the application within a maximum period of thirty (30)

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calendar days from its receipt. Upon acceptance, the applicant—whether an individual or an entity—must pay the annual fee corresponding to their category, unless they are exempt.

ARTICLE 18. Membership registry

The Secretariat Coordination office shall maintain an up-to-date membership registry based on the data provided in the official registration form. The registry shall be reviewed annually, updated prior to each General Assembly, and serve as the basis for the exercise of participation and voting rights. The form and the registry shall be established and updated with the approval of the Board of Directors.

ARTICLE 19. Membership Categories

The Committee's membership categories are as follows:

- a) Individual Members: natural persons with a technical, professional, or academic interest in the prevention of bird and wildlife hazards to aviation. They have the right to speak and one (1) vote at General Assemblies, access to the Annual Meeting and Conference and Committee activities at a preferential rate, and pay the annual fee.
- b) Corporate Members: private companies linked to aviation, aerodrome operations, operational safety, wildlife management, or applied technologies. They may register up to four (4) representatives at a preferential rate for the Annual Meeting and Conference, have one (1) vote per company at General Assemblies, may present technical papers, and—upon payment of an additional fee set by the Board of Directors—include their logo and a link on the web portal. They pay the annual fee.
- c) Organizational Members: international or intergovernmental bodies or international associations within the aeronautical or environmental sectors. They may register up to two (2) representatives at a preferential rate for the Annual Meeting and Conference, have one (1) institutional vote at General Assemblies, and may present technical papers. They are exempt from the annual fee. The Board of Directors shall maintain an up-to-date list of organizations admitted under this category.
- d) State Members: civil aviation authorities of States. They may register up to four (4) representatives for the Annual Meeting and Conference; two (2) of these shall be exempt from the registration fee, and the remaining two shall be charged a preferential rate. They have one (1) institutional vote at General Assemblies and access to Committee workshops and training programs, subject to established capacity limits. They are exempt from the annual fee.

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- e) Academic Members: universities, research centers, and educational institutions related to aviation, biology, ecology, or wildlife management. They may register up to two (2) representatives at a preferential rate, hold one (1) institutional vote in General Assemblies, and pay a reduced or waived annual fee, subject to a resolution by the Board of Directors.
- f) Honorary Members: individuals upon whom the General Assembly, at the proposal of the Board of Directors, confers this distinction for having rendered significant and duly documented services to the Committee—such as distinguished service in leadership roles, technical or scientific contributions of regional importance, or significant input regarding the Committee's institutional development. They are exempt from the annual fee, participate in the Annual Meeting and Conference at no cost, and have the right to speak but not to vote in General Assemblies, unless they also hold another active membership category.

ARTICLE 20. Rights of members

Members in good standing have the following rights, in accordance with their category:

- a) To participate with the right to speak in General Assemblies and, where applicable, with the right to vote.
- b) To elect and be elected to positions on the Board of Directors and the Technical Support Group, in accordance with the requirements of these Regulations.
- c) To access the Annual Meeting and Conference, workshops, training sessions, and other Committee activities under the conditions applicable to their category.
- d) To receive publications, bulletins, and the CARSAMPAF Journal, and to access the Committee's institutional information.
- e) To submit proposals, papers, and initiatives to the Board of Directors.
- f) To participate in projects, working groups, and technical subcommittees.

ARTICLE 21. Duties of members

The duties of members are:

- a) To comply with these Regulations, the agreements of the General Assembly, and the resolutions of the Board of Directors.
- b) Pay the annual fee corresponding to their category in a timely manner.
- c) Keep their information in the membership registry up to date.
- d) Act ethically and professionally in the Committee's activities and in the use of its name and institutional image.
- e) Contribute, to the extent of their ability, to the exchange of information and the achievement of the Committee's objectives.

ARTICLE 22. Membership validation and validity

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To exercise the rights associated with their category, each member must be up to date with the payment of the annual fee, except for categories exempt from this requirement. Payment shall be made through the Committee's official administrative and banking channels.

Failure to pay for more than twelve (12) months shall automatically suspend participation and voting rights, without prejudice to their reinstatement upon regularization of the situation.

ARTICLE 23. Loss of membership status

Membership status is lost due to:

- a) Written resignation submitted to the Board of Directors.
- b) Failure to pay the annual fee for more than twenty-four (24) consecutive months.
- c) Dissolution or termination of the legal entity holding membership.

ARTICLE 23. Loss of membership status

Membership status is lost due to:

- a) Written resignation submitted to the Board of Directors.
- b) Failure to pay the annual fee for more than twenty-four (24) consecutive months.
- c) Dissolution or termination of the legal entity holding membership.
- d) Expulsion decided by the Board of Directors due to conduct that seriously harms the image, objectives, or assets of the Committee, following notification to the party concerned and the granting of a period of fifteen (15) calendar days to present a defense. The decision may be appealed to the next General Assembly.

ARTICLE 24. Membership certificate

All validly registered members shall receive an annual membership certificate, signed by the Presidency and the Secretariat Coordination. The certificate may be issued in electronic format.

ARTICLE 25. Fees and rates

Annual fees and participation rates for the Annual Meeting and Conference and other activities shall be denominated in United States dollars (USD) and set annually by the Board of Directors in a Schedule of Fees and Rates, upon the proposal of the Administrative and Financial Coordination. The preferential rate for members in good standing shall represent a discount of no less than fifty percent (50%) off the general rate.

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When the Committee organizes a joint event with another organization, the member discount shall apply only to the portion of the fee corresponding to the Committee, in accordance with the agreement signed with the co-organizing organization.

CHAPTER VI **THE GENERAL ASSEMBLY AND THE ANNUAL MEETING AND CONFERENCE**

ARTICLE 26. General Assembly

The General Assembly is the Committee's highest decision-making body. It is composed of members with voting rights and meets in either ordinary or extraordinary sessions.

ARTICLE 27. Ordinary General Assembly

The Ordinary General Assembly shall be held every two (2) years, concurrently with the corresponding Annual Meeting and Conference, and shall have the following powers:

- a) To review and approve the management report and the accounting of the outgoing Board of Directors, including the financial report for the period.
- b) To review the strategic plans and budget proposed by the Board of Directors.
- c) To elect the members of the Board of Directors and the Technical Support Group.
- d) To consider and approve amendments to these Regulations.
- e) To confer the distinction of Honorary Member.
- f) To hear appeals filed against decisions of the Board of Directors.
- g) To rule on any other matter included in the agenda.

ARTICLE 28. Extraordinary General Assembly

An Extraordinary General Assembly shall be held to address urgent or exceptional matters, such as a change of domicile, the dissolution of the Committee, or amendments to the Regulations that cannot wait until the next Ordinary Assembly. It shall be convened by the Presidency upon the agreement of a majority of the members of the Board of Directors, or at the written request of at least one-third of the voting members. Only matters included in the notice of convocation may be addressed therein.

ARTICLE 29. Notice of Convocation

The Presidency shall convene the Ordinary General Assembly at least thirty (30) calendar days in advance, and the Extraordinary General Assembly at least fifteen (15) calendar days in advance. The notice shall be communicated to the members via the Committee's official channels and shall indicate the date, time, location, format, and agenda. Proposed amendments to the Regulations and the preliminary list of candidates shall be attached to the notice.

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ARTICLE 30. Convening and Presiding Body

The General Assembly shall convene with the duly accredited voting members present, who shall register their attendance on the official list, whether physical or electronic.

At the start of the session, the Assembly shall designate, from among the members present, a Chairperson, a Secretary, and two (2) vote counters. The vote counters shall verify the vote count and, together with the Chairperson and the Secretary, sign the minutes of the session.

ARTICLE 31. Participation and Voting Rights

Admitted members who are listed in the registry and are in good standing—in accordance with their membership category—shall have the right to vote in the General Assembly. Each member shall have one (1) vote, regardless of the number of representatives they register.

Institutional members (corporate, organizational, state, and academic) shall exercise their vote through a representative accredited in writing to the Secretariat Coordination office prior to the start of the Assembly.

ARTICLE 32. Session Format

The General Assembly may hold sessions in person, virtually, or in a hybrid format. For virtual or hybrid sessions, the Board of Directors shall specify the applicable mechanisms for accreditation, participation, and voting that guarantee voter identification, the integrity of the vote, and—*where applicable*—the secrecy of the vote in the call for applicants.

ARTICLE 33. Resolutions and Minutes

Unless otherwise provided in these Regulations, resolutions of the General Assembly shall be adopted by a majority (half plus one) of the valid votes cast. Proceedings and resolutions shall be recorded in numbered minutes, which shall be kept by the Secretariat Coordination and communicated to the members within sixty (60) calendar days following the session.

ARTICLE 34. Annual Meeting and Conference

The Committee shall hold at least one Annual Meeting and Conference on a date and in a country determined by the Board of Directors, endeavoring to alternate the venue among States in the CAR and SAM Regions and coordinating with the ICAO Regional Officer (AGA) assigned to the host country. The program shall preferably include a training component or a practical workshop.

CHAPTER VII THE BOARD OF DIRECTORS

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ARTICLE 35. Composition of the Board of Directors

The Board of Directors is the governing and administrative body of the Committee and comprises nine (9) positions:

- a) Chairperson.
- b) First Vice-Chairperson.
- c) Second Vice-Chairperson.
- d) Advisor to the Chairperson.
- e) Secretariat Coordination.
- f) Statistics Coordination.
- g) Research, Training, and Development Coordination.
- h) Administrative and Financial Coordination.
- i) Communication and Dissemination Coordination.

The position of Advisor to the Chairperson shall be held by the person who served as Chairperson during the preceding term. If said person is re-elected, elected to another position, or declines the role, the Board of Directors may appoint another person who has served on the Board or the Technical Support Group to the position or, alternatively, leave it vacant. The remaining positions shall be filled through election at the Ordinary General Assembly.

ARTICLE 36. Term and re-election

Members of the Board of Directors shall be elected for a four-year (4) term and are eligible for re-election. They shall assume their duties upon proclamation by the General Assembly and remain in office until their successors are proclaimed.

ARTICLE 37. Requirements for Board of Directors membership

To run for a position on the Board of Directors, the following is required:

- a) To be a member of the Committee in good standing.
- b) If the candidate represents an authority or organization, to have its written endorsement. This requirement does not apply to individual members.
- c) To have participated in the last two (2) consecutive Annual Meetings and Conferences, or in three (3) of them within the last five (5) years. Exempt from this requirement are individuals who have previously served on the Board of Directors or the Technical Support Group, and new members of the Technical Support Group.
- d) To have served on the Technical Support Group for at least one full term. Exempt from this requirement are individuals who have previously served on the Board of Directors, as well as candidacies admitted by the General Assembly by a simple majority in duly justified exceptional cases.

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- e) To accept the nomination in person or, if not present, in writing prior to the vote.

ARTICLE 38. Regional composition

Efforts shall be made to ensure that the Board of Directors has balanced representation from the CAR and SAM Regions and from the States of Central America, the Caribbean, and South America. To the extent possible, there shall be no more than one representative from the same Civil Aviation Authority (CAA) on the Board of Directors. This limitation does not apply to representatives of companies, aerodrome operators, service providers, academic institutions, or individual members.

Efforts shall be made to ensure that the First and Second Vice-Presidencies are held by one person from the CAR Region and another from the SAM Region; furthermore, the First Vice-Presidency should, if possible, be held by a person from a region other than that of the President.

ARTICLE 39. Powers and duties of the Board of Directors

The powers and duties of the Board of Directors are:

- a) To direct the Committee and implement the resolutions of the General Assembly.
- b) To approve the Annual Activities Plan and the Financial Plan and Annual Budget.
- c) To approve the Administrative Manual, the Schedule of Fees and Charges, and other internal procedures.
- d) To admit and remove members, in accordance with Chapter V.
- e) To approve cooperation agreements and arrangements entered into by the Committee.
- f) To determine the venue and date of the Annual Meeting and Conference.
- g) To propose amendments to these Regulations to the General Assembly.
- h) To establish working groups or technical subcommittees for specific projects.
- i) To resolve cases not provided for in these Regulations, reporting thereon to the next General Assembly.

ARTICLE 40. Sessions and decision-making

The Board of Directors shall meet virtually at least once per quarter and, budget permitting, in person at least once a year—preferably during the first quarter or in conjunction with the Annual Meeting and Conference. A quorum for meetings shall consist of half the members plus one. Decisions shall be adopted by a simple majority of the members present; in the event of a tie, the Chair shall have the casting vote. Technical Support Group members and representatives of international organizations may participate with the right to speak but without the right to vote.

The Secretariat Coordination shall draw up the minutes of each session, recording the previously communicated agenda and the agreements adopted. Minutes shall be numbered consecutively for each year of the term of office.

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ARTICLE 41. Decisions via electronic means

The Board of Directors may evaluate and approve—via email or other verifiable electronic means—activities, projects, and initiatives that do not fall within the purview of the General Assembly, in accordance with the following procedure:

- a) The person proposing the matter shall send it to all members of the Board of Directors, with a copy to Technical Support Group members. Board members must acknowledge receipt.
- b) A period of up to eight (8) calendar days shall be opened for analysis, discussion, and clarification.
- c) Should modifications arise, the proposer shall submit the final version—whether modified or original—along with the corresponding justification, within a period of up to four (4) calendar days.
- d) Board members shall have four (4) calendar days to cast their votes.
- e) The proposal shall be deemed approved by a simple majority of votes cast, provided that at least half the members plus one have voted. In the event of a tie, the Chair shall decide; if the matter remains unresolved, it shall be addressed at the next Board of Directors meeting.

Approved matters shall be recorded in the corresponding minutes, in accordance with Article 40.

ARTICLE 42. Absences, succession, and vacancies

In the event of the temporary absence of the Chair, the First Vice-Chair shall assume their duties; in the absence of both, the Second Vice-Chair shall do so. In the event of resignation or a permanent vacancy in the Presidency, the First Vice-Presidency shall assume the role for the remainder of the term.

A position on the Board of Directors shall be deemed vacant if the incumbent resigns, loses their membership status, or fails to participate—without justification—in five (5) consecutive Board meetings. Vacancies, other than that of the Presidency, shall be filled on an interim basis by an appointee of the Board of Directors—preferably from among the members of the Technical Support Group—until the next General Assembly.

ARTICLE 43. Work plans and reports

Each member of the Board of Directors shall submit their annual work plan within the first sixty (60) calendar days of each year of their term and shall provide quarterly progress reports to the Secretariat Coordination, which shall consolidate the information for the Board of Directors.

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ARTICLE 44. Ethics and conflict of interest

Members of the Board of Directors and the Technical Support Group shall act with integrity and transparency and in the best interest of the Committee. Any person holding a personal, commercial, or institutional interest in a matter subject to a decision must declare such interest and abstain from participating in the deliberation and voting on that matter. No member may use the Committee's name for personal or commercial purposes.

ARTICLE 45. Functions of the Presidency

The functions of the Presidency are:

- a) To exercise legal, administrative, and institutional representation of the Committee.
- b) To execute the resolutions of the General Assembly and the Board of Directors and ensure their compliance.
- c) To convene and chair meetings of the Board of Directors and to convene General Assemblies.
- d) To coordinate relations with ICAO, Civil Aviation Authorities (CAAs), international bodies, and other strategic partners.
- e) To sign conventions, agreements, and official documents approved by the Board of Directors.
- f) To examine, with the support of the Board of Directors, issues related to the presence of wildlife at aerodromes reported by States, and to coordinate appropriate assistance with competent authorities and entities.
- g) To participate in—or designate a representative to—meetings of other committees and bodies related to the prevention of bird and wildlife hazards.
- h) To oversee, jointly with the Administrative and Financial Coordination unit, the management of funds and the execution of the Committee's budget.
- i) To manage the receipt of contributions and donations in accordance with the policy approved by the Board of Directors.
- j) To coordinate the formation of expert working groups for cooperation projects or advisory services, and to oversee their performance.
- k) To sign service contracts approved by the Board of Directors.
- l) To propose amendments to the Regulations to the Board of Directors.
- m) To present an annual management report to the Board of Directors and, at the end of the term of office, to present the management report and an account of activities to the General Assembly.

ARTICLE 46. Functions of the Vice-Presidencies

The functions of Vice-Presidencies I and II are:

- a) To assume the functions of the Presidency in accordance with Article 42.

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- b) To coordinate the Committee's activities in the region they represent and to promote the dissemination of information regarding the prevention of bird and wildlife hazards within that region.
- c) To maintain close communication with the Presidency and the Secretariat Coordination.
- d) To coordinate, within their region and through working groups, the collection of ecological and wildlife management information from aerodromes, to serve as a basis for providing guidance to States.
- e) To propose policies that strengthen the Committee's institutional image and submit them to the Board of Directors for approval.
- f) To support the Communication and Dissemination Coordination in publicizing the activities of their region.

ARTICLE 47. Functions of the Presidency Advisory Office

The functions of the Presidency Advisory Office are:

- a) To advise the Presidency and provide guidance to the new Board of Directors to ensure the continuity of the Committee's work.
- b) To follow up, in conjunction with the Presidency, on agreements and pending matters existing at the time of the change in the Board of Directors.
- c) To provide advice on initiatives presented by States, based on applicable best practices.
- d) To advise the Presidency on the planning of meetings, conferences, and other Committee activities.

ARTICLE 48. Functions of the Secretariat Coordination Office

The functions of the Secretariat Coordination Office are:

- a) To coordinate and manage activities related to the Committee's operations as assigned by the Presidency.
- b) To keep the membership registry up to date, in accordance with the official registration form.
- c) To maintain an up-to-date directory of Board of Directors and Technical Support Group members, including their functions and contact details.
- d) To draft, number, and safeguard the minutes of the Board of Directors and General Assemblies, and to manage the minute books.
- e) To manage documentation received and generated by the Committee and maintain its physical and electronic archives.
- f) To assist in drafting and processing documents for the Board of Directors and the Committee's technical meetings.
- g) To maintain a periodic exchange of information with Committee members and other bodies related to the prevention of bird and wildlife hazards.

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- h) To consolidate proposals from States and members and report them to the Board of Directors.
- i) To monitor the achievement of objectives and goals set out in the Annual Activity Plan, based on the work plans and reports provided for in Article 43.
- j) To safeguard the official versions of the Regulations and maintain a record of amendments.

ARTICLE 49. Functions of the Statistics Coordination Unit

The functions of the Statistics Coordination Unit are:

- a) To develop procedures for the collection and processing of information regarding bird and other wildlife strikes, in accordance with the criteria of the ICAO IBIS system.
- b) To compile, analyze, and process available statistical data on wildlife strikes in the Region, including data regarding the species involved, wildlife remains, aircraft damage, and flight phases or altitudes.
- c) To coordinate with Member States—through ICAO Regional AGA Officers where appropriate—to obtain wildlife strike data.
- d) To promote the reporting of wildlife strikes by States to the ICAO IBIS system.
- e) To publish available statistical information via the Committee's official channels, while preserving the confidentiality of safety data in accordance with Article 67.
- f) To present an annual report to the Board of Directors regarding the incidence of wildlife strikes in the Region.
- g) To foster interest within the aviation community by disseminating reports and publications concerning incidents and accidents caused by wildlife.

ARTICLE 50. Functions of the Research, Training, and Development Coordination Office

The functions of the Research, Training, and Development Coordination Office are:

- a) To design and implement, subject to the approval of the Executive Board, training and research programs in coordination with Civil Aviation Authorities (CAAs), universities, institutes, and other bodies, as well as with ICAO Regional Offices where appropriate.
- b) To ensure that training programs meet competency criteria and align with applicable ICAO guidance material.
- c) To maintain a roster of regional experts in wildlife hazard management who may serve as instructors for the Committee's programs.
- d) To schedule training activities on an annual basis, in coordination with ICAO Regional AGA Officers.
- e) To promote the study of bird migration patterns and biological phenomena affecting aviation safety, as well as the identification of conflict areas between migratory routes and aircraft flight paths.

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- f) To promote the exchange of information regarding prevention techniques, wildlife remains analysis, bird detection, and warning systems.
- g) To maintain contact with institutes, scientific entities, laboratories, and organizations related to wildlife and biological collections.
- h) To promote the evaluation and testing of devices and methods for wildlife dispersal, exclusion, and habitat modification.
- i) To support the aeronautical information and air traffic services of requesting States in providing timely notification to pilots regarding the presence of wildlife.
- j) To coordinate the development of wildlife hazard management plans requested by CAAs, aerodrome operators, or other bodies, in accordance with established agreements.
- k) To coordinate the editorial committee and the technical content of the CARSAMPAF Journal.

ARTICLE 51. Functions of the Administrative and Financial Coordination Office

The functions of the Administrative and Financial Coordination Office are:

- a) To prepare the draft Financial Plan and Annual Budget, including estimated income and expenditures by activity, and to submit them to the Board of Directors for approval during the first quarter of each year.
- b) To propose the Schedule of Fees and Rates referred to in Article 25.
- c) To act as the Committee's treasury and, jointly with the Presidency, to control the flow of funds in the Committee's bank accounts.
- d) To process, verify, authorize, and file income records and expenditure orders, along with their supporting documentation, in accordance with the Administrative Manual.
- e) To review the Committee's accounting records and administrative and financial documents at least every six months.
- f) To make budgetary provision—subject to resource availability—for the participation of Board of Directors members in the Committee's in-person meetings.
- g) To prepare the Committee's financial statements, balance sheet, and asset inventory on an annual basis and at the end of each term of office, in coordination with the Presidency.
- h) To ensure compliance with the Committee's tax and accounting obligations in the host country.
- i) To report to the Board of Directors, upon its request, on the tasks assigned to the office.

ARTICLE 52. Functions of the Communication and Dissemination Coordination Office

The functions of the Communication and Dissemination Coordination Office are:

- a) To propose the Committee's annual communication strategy to the Board of Directors.
- b) To coordinate the management of the Committee's web portal, social media, and newsletters, and to supervise the party providing web portal administration services.

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- c) To coordinate the editing, publication, and distribution of the *CARSAMPAF* Magazine, in conjunction with the Research, Training, and Development Coordination Office.
- d) To ensure the correct use of the Committee's institutional image and graphic identity.
- e) To disseminate the Committee's activities, calls for participation, and results, subject to validation in accordance with Article 64.
- f) To keep the institutional information published on official channels up to date.

CHAPTER VIII **TECHNICAL SUPPORT GROUP AND REPRESENTATIVES OF INTERNATIONAL ORGANIZATIONS**

ARTICLE 53. Composition of the Technical Support Group

The Technical Support Group shall consist of up to ten (10) members of the Committee in good standing, possessing accredited technical experience in wildlife hazard management or related fields, elected by the General Assembly for a two-year (2) term coinciding with that of the Board of Directors. Its members may be re-elected.

At the beginning of each term, Technical Support Group members shall designate one of their own to serve as the Technical Support Group Coordinator; this person shall lead the group's activities, follow up on assigned tasks, and act as the liaison with the Board of Directors. The Technical Support Group constitutes the technical foundation upon which the Board of Directors relies, in accordance with Article 37.

ARTICLE 54. Functions of the Technical Support Group

The functions of the Technical Support Group are:

- a) To provide ongoing technical advice to the Board of Directors.
- b) Participate in projects, advisory services, workshops, training programs, and wildlife hazard management plans, within the framework of cooperation agreements and at the request of the Board of Directors.
- c) Prepare reports, studies, guidelines, and technical proposals assigned by the Board of Directors.
- d) Be included in the Committee's roster of experts and instructors.
- e) Coordinate subcommittees or working groups when required to do so.
- f) Participate in Board of Directors meetings with the right to speak but not to vote.

ARTICLE 55. Tenure and removal of Technical Support Group members

Active and consistent participation is required to remain in the Technical Support Group. A member shall be removed if they fall under any of the following grounds:



- a) Unjustified absence from five (5) consecutive meetings convened either in person or virtually.
- b) Repeated and unjustified failure to complete assigned tasks within established deadlines.
- c) Lack of communication with the Committee for a period exceeding six (6) months.
- d) Written resignation.
- e) Loss of status as a member in good standing.

In the cases referred to in items a), b), and c), the Technical Support Group Coordination or the Secretariat Coordination shall inform the Board of Directors, which shall notify the individual concerned and grant them fifteen (15) calendar days to submit a justification. Once the deadline has passed, the Board of Directors shall make a decision by a simple majority and communicate said decision. The vacancy may be filled on an interim basis by a person designated by the Board of Directors until the next General Assembly.

ARTICLE 56. Representatives of International Organizations

International organizations concerned with the prevention of bird and wildlife hazards may designate a representative to the Committee—upon the request of the Board of Directors and for each term of office—who shall perform the following functions:

- a) Serve as a liaison between the Committee and their organization, keeping the Committee informed of the organization's initiatives.
- b) Facilitate inter-institutional coordination and participate in activities proposed by the Board of Directors.
- c) Participate in Board of Directors meetings with the right to speak but without the right to vote.

CHAPTER IX THE ELECTION PROCESS

ARTICLE 57. Timing of the election

The election of members of the Board of Directors and the Technical Support Group shall take place every two (2) years during the Ordinary General Assembly. The incumbent President shall present their management report and account of activities prior to the commencement of the election process.

ARTICLE 58. Nomination of candidates

Candidacies may be submitted to the Secretariat Coordination prior to the Assembly or proposed during the meeting. The list of candidates shall be presented to the General Assembly, and each nominee must accept or decline their nomination in accordance with Article 37, letter e).

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The Assembly may agree to a recess to reach a consensus on nominations and verify compliance with requirements.

ARTICLE 59. Verification of requirements

The Secretariat, based on the updated membership roll, shall verify that candidates meet the requirements set forth in Article 37 for the Board of Directors and Article 53 for the Technical Support Group, and shall report the results to the President of the Assembly prior to the vote.

ARTICLE 60. Voting system

Voting shall be conducted position by position for the Board of Directors and via a single list for the Technical Support Group. Voting shall be secret, conducted by ballot or by such electronic means as may be established, unless the Assembly agrees by a majority vote to conduct a roll-call vote or a vote by acclamation in cases where there is only one candidate for the position.

ARTICLE 61. Required majority and tie-breaking

For each position on the Board of Directors, the candidate obtaining one-half plus one of the valid votes cast shall be elected. If no candidate achieves such a majority, a second vote shall be held between the two candidates who received the most votes; the candidate obtaining the highest number of votes in this round shall be elected. In the event of a tie, the Chair of the Assembly shall cast the deciding vote to determine the result.

For the Technical Support Group, candidates receiving the highest number of votes shall be elected until the full number of members is reached.

ARTICLE 62. Proclamation and transition

Once the vote count has been verified by the vote counters, the Chair of the Assembly shall proclaim the new Executive Board and the members of the Technical Support Group. The outgoing Executive Board shall hand over to the incoming Board—within the following thirty (30) calendar days—the documentation, minutes, financial records, access credentials for accounts and platforms, and pending Committee matters.

CHAPTER X OFFICIAL LANGUAGES

ARTICLE 63. Official languages

The official languages of the Committee are Spanish and English. Regulations, meeting notices, and minutes shall be issued in Spanish and, resources permitting, translated into English. In the event of a discrepancy between versions, the Spanish text shall prevail.



The Committee shall endeavor to provide simultaneous interpretation at the Annual Meeting and Conference and to publish key content bilingually, subject to budget availability. Contributions and presentations in other languages of the Region may be accepted, provided financial and technical conditions allow.

CHAPTER XI COMMUNICATION AND DISSEMINATION

ARTICLE 64. Principles of official communication

Committee communication shall be governed by the principles of accuracy, transparency, timeliness, and accessibility. Only communications issued by the Chair—or by a person designated by the Chair—through the Committee’s official channels shall be considered official communication. Technical content shall be validated by the relevant coordinating body prior to publication.

ARTICLE 65. Official channels

The official channels of the Committee are:

- a) The institutional web portal.
- b) The CARSAMPAF Journal.
- c) Circulars, notes, and bulletins issued by the Executive Board.
- d) Institutional email.
- e) Institutional social media channels.
- f) The annual activity report.

Communications between the Committee and its members may take place via any of these channels. Operational tasks regarding the administration of these channels shall be established in the Administrative Manual.

ARTICLE 66. CARSAMPAF Journal

The CARSAMPAF Journal is the Committee’s official medium for technical dissemination. It shall publish studies, articles, and research related to wildlife hazard management, selected by an editorial committee coordinated in accordance with Article 50, letter k). The frequency of publication and editorial guidelines shall be approved by the Board of Directors.

ARTICLE 67. Data protection and operational safety information

The Committee shall protect the personal data of its members and use the operational safety information it receives exclusively for prevention purposes, without identifying individuals,

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operators, or aerodromes without their consent, in accordance with the principles regarding data protection and operational safety information set forth in ICAO Annex 19 and applicable legislation.

CHAPTER XII FINANCIAL REGIME

ARTICLE 68. Committee Resources

The Committee's resources shall be derived from:

- a) Annual membership fees, in accordance with the categories set forth in Article 19.
- b) Revenue from organizing the Annual Meeting and Conference, courses, workshops, seminars, congresses, and symposia.
- c) An agreed-upon percentage of advisory or consultancy contracts managed by the Committee involving experts from its roster.
- d) Revenue from advertising space and sponsorships for its events, the Web Portal, and the CARSAMPAF Journal, in accordance with rates approved by the Board of Directors.
- e) Contributions, donations, and voluntary payments from public or private entities, in accordance with Article 69.
- f) Any other lawful income compatible with its purposes.

ARTICLE 69. Contributions and Donations

The Committee may receive contributions, donations, and voluntary payments from members and non-members—whether national or international, governmental or private entities linked to aeronautical, airport, or environmental activities—for the purpose of contributing to the achievement of its objectives.

The Board of Directors shall approve a Policy on the Acceptance of Contributions and Donations, which shall form part of the Administrative Manual and establish, at a minimum: the types of admissible contributions; amounts requiring express approval by the Board of Directors; prior verification of the contributor's identity and activities; a prohibition on anonymous contributions or those of unverifiable origin; and other measures necessary to prevent money laundering and protect the Committee's image. No contribution may compromise the Committee's technical independence.

ARTICLE 70. Budget

The Committee shall manage its resources in accordance with the Financial Plan and Annual Budget approved by the Board of Directors. No expenditure may be made without the authorization and supporting documentation stipulated in the Administrative Manual.

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The Board of Directors may approve, subject to budget availability, the reimbursement of duly justified representation expenses incurred by the Presidency, as well as the coverage of participation costs for the Presidency, the Secretariat Coordination, and the Administrative and Financial Coordination at the Annual Meeting and Conference.

ARTICLE 71. Bank accounts

The Committee's bank accounts shall be opened in its name at financial institutions in the host country. Accounts may be opened in another country only by a duly justified decision of the Board of Directors. The management of funds shall require the joint authorization of the Presidency and the Administrative and Financial Coordination.

ARTICLE 72. Accountability

The Board of Directors shall present an annual financial report to the members and, upon the conclusion of its term, an account of the period's activities to the Ordinary General Assembly. Financial statements shall be reviewed by an independent public accountant when required by the legislation of the host country or when so ordered by the General Assembly.

CHAPTER XIII AMENDMENTS TO THE REGULATIONS

ARTICLE 73. Initiative

Proposals for partial or total amendment of these Regulations may be submitted by any member of the Board of Directors or the Technical Support Group, or by a group of at least ten (10) voting members. The Board of Directors shall analyze them and, if approved by a simple majority, submit them to the General Assembly.

ARTICLE 74. Approval and entry into force

Amendments shall be approved by a majority (half plus one) of the valid votes cast at an Ordinary or Extraordinary General Assembly and must have been communicated to the members along with the notice of the meeting, in accordance with Article 29. Amendments shall enter into force on the date of their approval, unless the Assembly stipulates a different date.

ARTICLE 75. Version control

The Secretariat Coordination Office shall maintain custody of the current official version of the Regulations in both editable and PDF formats—bearing the institutional watermark and numbered pages—and shall record each amendment in the Amendment Registry section, specifying the

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version, the meeting, the location, the date of approval, the content of the amendment, and the States represented.

CHAPTER XIV DISSOLUTION OF THE COMMITTEE

ARTICLE 76. Grounds for dissolution

The Committee may be dissolved due to:

- a) Manifest inability to fulfill its objectives or to operate in accordance with these Regulations.
- b) A decision by an Extraordinary General Assembly convened for that purpose, adopted by an affirmative vote of eighty percent (80%) of the voting members accredited thereto.
- c) Any other cause provided for in the legislation of the host country.

ARTICLE 77. Liquidation

Once dissolution has been agreed upon, the Extraordinary General Assembly shall appoint a liquidation commission and establish the timeframe for the liquidation process. Should no such commission be appointed, the Board of Directors shall assume those functions. Upon completion of the liquidation, the remaining assets shall be allocated to a non-profit entity with similar objectives, to be determined by the Assembly itself, in accordance with the laws of the host country.

CHAPTER XV TRANSITIONAL AND FINAL PROVISIONS

ARTICLE 78. Interpretation and unforeseen cases

The interpretation of these Regulations and the resolution of unforeseen cases shall be the responsibility of the Board of Directors, which shall report its actions to the next General Assembly.

ARTICLE 79. First transitional provision

The requirement established in Article 37, subparagraph d), shall apply starting from the second ordinary election following the entry into force of this version of the Regulations.

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ARTICLE 80. Second transitional provision

The Board of Directors shall approve the Administrative Manual, the Policy on the Acceptance of Contributions and Donations, and the Schedule of Fees and Charges within twelve (12) months following the entry into force of this version of the Regulations. In the interim, existing administrative practices shall apply insofar as they do not conflict with these Regulations.

ARTICLE 81. Third transitional provision

Members of the Board of Directors and the Technical Support Group holding office at the time this version enters into force shall continue in their positions until their successors are proclaimed.

ARTICLE 82. Repeal and entry into force

This version 7.0 of the Regulations repeals version 6.0, approved in San Pedro Sula, Honduras, in 2016, and enters into force on the date of its approval by the General Assembly.

AMENDMENT RECORD

Version	Meeting	Place and date of approval	Amendment, modification, or addition	States represented
1.0	CARSAMPA 01	Santiago, Chile — October 24, 2003	Set of activities grouped into a general program. CARSAM Bird Hazard Committee.	Argentina, Brazil, Chile, Colombia, Cuba, Mexico, Panama, and Trinidad and Tobago.
2.0	CARSAMPAF 02	Lima, Peru — December 6, 2004	Incorporates the Secretariat and Web Portal coordination functions. Adds the concept of "fauna" to the Committee's name.	Argentina, Brazil, Chile, Colombia, Cuba, United States, Mexico, Panama, and Trinidad and Tobago.
3.0	CARSAMPAF 04	Panama City, Panama — December 7, 2006	Amendment to Chapter V, Article 10.	Brazil, Chile, Colombia, Cuba, Panama, and Trinidad and Tobago.

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4.0	CARSAMPAF 10	Montego Bay, Jamaica — October 25, 2012	General amendment of the Preamble and Chapters I, II, III, IV, V, VI, VII, VIII, and IX.	Brazil, Chile, Colombia, Costa Rica, Cuba, El Salvador, Jamaica, Nicaragua, Paraguay, and Trinidad and Tobago.
5.0	CARSAMPAF 12	Mexico City, Mexico — October 21, 2014	Amendment, modification, and expansion of Articles 4; 9, item o); 10, item j); 14, items e), f), and g); and 24.	Brazil, Costa Rica, Cuba, Mexico, Nicaragua, Panama, Paraguay, Dominican Republic, and Trinidad and Tobago.
6.0	CARSAMPAF 14	San Pedro Sula, Honduras — October 26, 2016	Expansion of the Preamble. Modification and partial expansion of Chapters II, III, VI, and IX. Expansion and inclusion of Chapters V, X, and XII. CARSAMPAF 14-2016 Minutes.	Chile, Cuba, El Salvador, United States, Honduras, Nicaragua, Panama, Paraguay, Dominican Republic, Trinidad and Tobago, Uruguay, and Venezuela.
7.0	CARSAMPAF 24	_____, El Salvador — ____ October 2026	Comprehensive revision. Restructuring into fifteen chapters; legal domicile in Bogotá, Colombia; inclusion of definitions, ICAO reference framework, General Assembly regulations, ethics and conflict of interest, data protection, Academic Member category, Communication and Dissemination Coordination, and Technical Support Group tenure policy. CARSAMPAF Minutes ____-2026.	_____

General Assembly Board that approved version 7.0:

Assembly Chair:

Minutes Secretary:

Scrutineer:

Scrutineer: