

PROCESSES BULLETIN

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BULLETIN NO. 145

CORE PRINCIPLES - CONFIDENTIALITY AGREEMENTS

28/9/2022

Summary

Core Principles were first issued in July 2008 and are regularly reviewed to provide guidance for airport aviation fuel storage and/or hydrant and/or into-plane operations (Joint Ventures and Throughput Locations) on the control of Sensitive Information to ensure all parties comply with competition (antitrust) law.

Following the most recent review some adjustments were made to the Tier 1, Tier 2 and tier 3 Confidentiality Agreements as described below.

General Changes to the Confidentiality Agreements:

1. The Agreements have been adjusted where necessary to make a clearer distinction between Joint Ventures and Operators. This is helpful in cases where the management of JVs has been outsourced to 3rd Parties.
2. The definition of “Core Principles” has been updated to always include the latest published version instead of the one annexed to the Agreements.
3. The “Governing Law” clause has been amended to allow signatories to choose their legal jurisdiction and include an Arbitration provision should they wish to do so.

Use of Confidentiality Agreements:

Following this review, there is a new good practice recommendation for Incorporated JVs directly running operations is to also complete a Tier 1 Agreement between the Company/Operator and the Users/Throughputters.

All Users and Operators who use the JIG Template Agreements are recommended to use the latest versions as appropriate.

Access to reference documents

The Confidentiality Agreements can be downloaded from the Standards and Publications page on the JIG website, <https://www.jig.org/standards-publications/>. Users should select the “Policy & Governance” Tab and can filter by “CP Core Principles”.

The updated Agreements are: CP 1.05, 1.06, 1.07, 1.09, 1.10, 1.16, 1.17 and 1.18.

The following Training Packs have also been updated: CP 1.12, 1.14, 1.19 and 1.20.

The supporting Training Packs for Sites, Operators and Throughputters have also been updated and can be downloaded from the same page of the website.

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Actions to Implement this Bulletin (See Table 1 for Action Type Codes)

Action Description	Action Type	Target Completion Date
1. Locations that are in scope for Core Principles or Core Principles for Throughput Locations should use the latest version of Confidentiality Agreements as appropriate.	RP	31/10/2022

Relevant Publications

The most recent versions of Core Principles, detailed in Bulletin 135, are:

CP 1.03 v1.5 14022022 Aviation Core Principles+Appendix_1.docx

CP 1.15 v1.3 251120 Core Principles for Throughput Locations.doc

Table 1 Action Type Codes

Action Types	JIG Bulletin Action Type Definition
JS	Change to JIG Standard – to be adopted by JV and/or Operator to continue to meet the JIG Standard(s) (JIG 1, 2, 4 and JIG HSSE Management System) (**).
RP	JIG Recommended Practice which the JV should consider adopting as its own practice (**).
I	Issued for information purposes only.

Note (**) - If the JV agreements require any of the JIG Standards and/or any of the JIG Common Processes as the governing operational standard then adoption of changes to applicable JIG Standards and/or Common Processes should not be considered optional by the JV Board.

Note: This document is intended for the guidance of Members of JIG and companies affiliated with Members of JIG, and does not preclude the use of any other operating procedures, equipment or inspection procedures.

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