

Doc 7984/5



Directives for Panels of the Air Navigation Commission

Approved by and issued by
authority of the Council

Fifth Edition — March 2014

International Civil Aviation Organization



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(Doc 7984/5)

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Published in separate English, Arabic, Chinese, French, Russian
and Spanish editions by the
INTERNATIONAL CIVIL AVIATION ORGANIZATION
999 University Street, Montréal, Quebec, Canada H3C 5H7

For ordering information and for a complete listing of sales agents
and booksellers, please go to the ICAO website at www.icao.int

Fourth Edition, 1980
Fifth Edition, 2014

Doc 7984, Directives for Panels of the Air Navigation Commission

Order Number: 7984

ISBN 978-92-9249-619-7

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FOREWORD

These Directives relate to panels of the Air Navigation Commission (ANC). They are in conformity with the delegation of authority given to the Commission by the Council in regard to panels.

The Document is primarily directed to panel members. The Document will also assist States and international organizations to understand the operations of panels and to determine their ability to nominate panel members. Furthermore, it will assist them in choosing members and instructing them in their duties.

As experience has shown that panels are most effective when they carry out their work as informally as practicable, only broad directives and guidance were established for the conduct of panel business.

The Document was approved by the Council on 10 March 2014 (201/7).

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DIRECTIVES FOR PANELS OF THE AIR NAVIGATION COMMISSION

1. Description and Purpose of Panels

1.1 Panels of the ANC are technical groups of qualified experts formed by the ANC.

1.2 The purpose of a panel of the ANC is to advance, within specified time frames, the solution of specialized problems or the development of standards for the planned evolution of air navigation which cannot be advanced within the ANC or established resources of the Secretariat.

2. Formation of a Panel

2.1 General

The ANC shall determine the need for a panel, taking into account the air navigation work programme and the existing resources. Panels work under the direct control of the ANC.

2.2 Terms of reference and work programme

2.2.1 The ANC shall establish the panel's terms of reference and its work programme.

2.2.2 The terms of reference shall define clearly and concisely the nature and scope of the work assigned to the panel and specify the objectives sought by the ANC. The ANC shall revise the terms of reference when this becomes necessary.

2.2.3 The work programme shall comprise a list of detailed items, with each item individually approved by the ANC, within the assigned terms of reference. The ANC will normally include a statement of the problem requiring resolution, required actions, deliverables and timescales. The ANC shall revise the work programme as necessary, normally after each substantive phase of the panel's work, such as following a meeting.

2.2.4 Each panel shall adhere to its prescribed terms of reference and work programme. However, a panel may suggest to the ANC modifications or additions to its terms of reference or work programme. These modifications and additions shall normally be included in the panel meeting report and shall be supported by adequate explanations.

2.3 Size of panels

The ANC shall establish panels normally comprising 15 to 20 members, keeping in mind the need for expeditious and efficient handling of panel business.

2.4 Invitation to participate

2.4.1 The ANC shall initially invite nominations from not more than 15 States and international organizations, taking into account the nature and scope of the work to be done.

2.4.2 The ANC shall select the States to be invited to make nominations from those who have the necessary expertise in the technical field concerned, ensuring that the invited States include:

- a) States which are able to provide ready access to research and supporting expertise, when such access is deemed to be required;
- b) States that reflect technical development and resources of implementation globally; and
- c) States from the main geographical areas of the world.

2.4.3 The ANC shall select the international organizations to be invited to make nominations on the basis that their participation can be expected to make valuable or needed contributions to the panel's work.

2.4.4 A letter shall be sent to the selected States and international organizations seeking nominations. The letter shall explain the type of expertise required of the nominees. The letter shall also require nominators to provide adequate information on their nominees, including their current role, their qualifications and related knowledge, skills and experience in the specialized fields of the panel.

2.4.5 After the nominations are received, the ANC shall decide on the actual membership. If the number of nominations received is not sufficient or if the balance of expertise or area representation is unduly disturbed, the ANC will extend additional invitations.

2.4.6 The States and relevant international organizations which have not been invited to make nominations are informed of the establishment of the panel and of the nature and scope of its work. If any such State or international organization requests to have a nominee on the panel, the ANC will consider the request, applying the selection criteria in paragraph 2.4.2 above and the size limitations of 2.3.

2.4.7 After the ANC has determined the membership of a panel, the Secretary initiates action by informing the panel members of the individual names and contact details of all members. The Secretary shall also indicate any relevant documentation available and outline the methods of operation established for the panel.

2.4.8 The ANC may revise the membership and size of a panel at any time if such an action is desirable in the interest of the panel's work.

2.5 Duties of panel members

2.5.1 The duty of members is to contribute substantially to the panel's work.

2.5.2 Members are participating in their personal, expert capacity and not acting as representatives of their nominators. Members should therefore