

Doc 8143-AN/873/3
Divisional-type Air Navigation Meetings



**Directives to
Divisional-type Air Navigation Meetings and
Rules of Procedure for their Conduct**

*Approved by the Council
and published by its decision*

1983

INTERNATIONAL CIVIL AVIATION ORGANIZATION

FOREWORD

This document replaces Doc 8143-AN/873/2 and incorporates Amendment No. 1, adopted by the Council on 28 November 1980, and Amendment No. 2, adopted by the Council on 8 December 1982. It complements Doc 7986-C/915 — *Directives of the Council concerning the Conduct of ICAO Meetings*.

The document contains three parts. The first part provides information of a general nature and particularly information concerning the activities that precede and follow the convening of divisional-type air navigation meetings. The second part sets forth directives to divisional-type air navigation meetings, and the third part contains rules of procedure for the conduct of those meetings. Also included as an appendix are historical notes on the evolution of the divisional-type air navigation meetings.

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PART 1

INFORMATION OF GENERAL NATURE

1. Objective of a divisional-type Air Navigation Meeting

1.1 A divisional-type air navigation meeting makes recommendations, within the scope of its agenda, for new Standards and Recommended Practices (SARPS), Procedures for Air Navigation Services (PANS), and guidance material, or for amendments to the existing SARPS, PANS and guidance material. Apart from this primary objective, the meeting prepares, as necessary, other recommendations on individual agenda items for action by Contracting States or the Organization.

2. Types of meetings

2.1 There are two types of divisional-type air navigation meetings, namely:

- a) Air navigation conferences; and
- b) Divisional meetings.

2.2 The decision concerning the type of a meeting to be convened depends on the magnitude and scope of the subjects to be dealt with. An air navigation conference is held when its task encompasses a substantial number of interrelated subjects of world-wide scope falling within several air navigation fields. If the task comprises a substantial number of subjects of world-wide scope which are confined to only one or a few specific air navigation fields, use is made of a divisional meeting.

3. Participation in a meeting

3.1 Divisional-type air navigation meetings are open to all Contracting States. Each Contracting State has the right to be represented at any such meeting

by a delegate and, if it so desires, an alternate and advisers. The Council may also invite non-Contracting States, selected International Organizations and other bodies to participate with observer status.

4. Convening of a meeting

4.1 The Council decides on the convening of each meeting, including its dates, site and working languages, following the planning and consultation process summarized below.

4.2 Each year the Council reviews the programme of ICAO meetings for the next four years. If the Council, on the advice of the Air Navigation Commission, concludes that a particular divisional-type air navigation meeting is likely to be required, such a meeting is included for planning purposes in the programme of ICAO meetings for the particular year. If later developments reaffirm the need for the meeting, the Air Navigation Commission consults States and selected International Organizations, and subsequently makes final recommendations to the Council on the subject.

4.3 Divisional-type meetings are normally convened at ICAO Headquarters to take advantage of the available technical and administrative facilities and services.

5. Establishment of agenda for a meeting

5.1 When the Air Navigation Commission decides to consult States and selected International Organizations on the need for a meeting (see 4.2 above) it sends them also a draft list of subjects, drawn primarily from the ANC Technical Project List, that appear to require consideration by the meeting.

5.2 On the basis of the replies received, the Air Navigation Commission establishes the agenda, making sure that the individual agenda items are mature for consideration, cannot be resolved or advanced by other means such as a panel or correspondence with States and are defined precisely. In the establishment of the agenda the Air Navigation Commission employs a set of standing criteria aimed at ensuring effective use of divisional-type meetings.

6. Documentation for a meeting

6.1 The documentation is prepared by the Secretariat, the Air Navigation Commission, States and International Organizations.

6.2 The documentation prepared by the Secretariat under the direction of the Air Navigation Commission includes a basic working paper on each agenda item, defining the problem and providing a brief historical background. Each such paper includes, as appropriate, lines of development, tentative conclusions and specific suggestions for action. When appropriate, the Secretariat also prepares a consolidation of the various proposals received from States and International Organizations on each agenda item, or a short paper identifying the substance of the various proposals received.

6.3 To the extent practicable, the Commission arranges for the development of specific proposals for action on individual agenda items, through preparatory machinery such as ANC Panels and consultation with Contracting States and selected International Organizations.

6.4 States and International Organizations are encouraged to prepare documentation on specific agenda items. To facilitate its timely reproduction and its usage by the meeting, States and International Organizations are requested to abide by rules governing the format, content and length of working papers. These rules are notified to States and International Organizations at the time they are informed of general arrangements for the meeting.

6.4.1 The working papers should be submitted either in the form of “action papers” or “information papers”.

6.4.2 “Action papers” are working papers containing specific proposals for action; their format is standardized, their length is limited to four pages excluding the text of the proposals and they are given first priority for reproduction.

6.4.3 “Information papers” comprise all other working papers; while they are not restricted in format, they should be as brief as possible and should be accompanied by an abstract not exceeding one page in length.

6.4.4 Working papers should be submitted as far in advance of the meeting as practicable. Although working papers will continue to be forwarded to States

and International Organizations until shortly before the opening, a paper received less than three and one-half months before the opening cannot normally be translated and reproduced in time to permit its receipt in advance of the meeting.

6.5 States and International Organizations desiring to present material not written specifically for an agenda item (such as detailed technical studies) are asked to provide the Secretariat with sufficient copies for distribution at the meeting, such material not being reproduced as meeting working papers.

7. Organization plan of a meeting

7.1 To facilitate the work of a meeting, the Air Navigation Commission develops an organization plan, consulting States on its acceptability. The plan controls the establishment of components of the meeting and the allocation of agenda items to individual components, and includes a time schedule for dealing with individual agenda items.

8. Action on the meeting report

8.1 The Air Navigation Commission and the Council review and decide on the action to be taken on the recommendations of a meeting.

8.2 There are two categories of recommendations in a meeting report; recommendations for SARPS, PANS and associated Attachments, and recommendations other than for SARPS, PANS and associated Attachments, which are treated differently, as mentioned below.

8.3 The recommendations for SARPS, PANS and associated Attachments are reviewed initially by the Air Navigation Commission to determine whether any explanation or guidance should be given to States and International Organizations when the recommendations are referred to them for comment, or whether it is necessary for the Air Navigation Commission to develop supplementary or alternative proposals.

8.3.1 Following the receipt of comments from States and International Organizations, the Air Navigation Commission undertakes a final review of the recommendations and establishes final text of proposed amendments to SARPS, PANS and associated Attachments for consideration by the Council.

8.3.2 After the Council adopts the proposed SARPS amendments and if subsequently the majority of Contracting States does not disapprove them, they become effective and applicable on dates specified by the Council.

8.3.3 The PANS amendments approved by the Council are not subject to disapproval. They become applicable on the same date as any associated SARPS amendments.

8.4 The recommendations other than for SARPS, PANS and associated Attachments are reviewed by the Air Navigation Commission. The Commission takes final action on those recommendations for which authority to act has been delegated to it by the Council, and recommends to the Council specific action on the remaining recommendations. The decisions of the Air Navigation Commission and the Council are published in supplements to the meeting report.

PART II

DIRECTIVES TO THE MEETING

MEETING DOCUMENTATION

1. Documentation submitted immediately prior to or during the meeting

1.1 While States and International Organizations are expected to make their documentation available as far in advance of the meeting as practicable and not later than three and one-half months prior to the opening of the meeting (ref. 6.4.4 of Part I), it may become necessary for States or International Organizations to present some of their documentation immediately prior to or during the course of the meeting. Any such documentation shall be submitted to the Secretary of the meeting in at least one of the working languages of the meeting and shall be in standard format and concise, as mentioned in 6.4 of Part I.

FORMULATION OF PROPOSALS FOR INTERNATIONAL STANDARDS, RECOMMENDED PRACTICES AND PROCEDURES

2. Annexes to the Convention¹

2.1 Standards and Recommended Practices (SARPS)

2.1.1 To qualify as a Standard, the specification must be such that its uniform application by all Contracting States is necessary in the interests of

1. As a description of the component parts of an Annex is available in the foreword of each Annex, this information is not repeated here. The foreword of each Annex also reproduces the full definition of a Standard and of a Recommended Practice.