

CONFERENCE ON THE ECONOMICS OF AIRPORTS AND AIR NAVIGATION SERVICES

(Montreal, 19 - 28 June 2000)

ORGANIZATION OF THE CONFERENCE

(Presented by the Secretariat)

SUMMARY

This paper describes the organizational and procedural arrangements for the Conference on the Economics of Airports and Air Navigation Services.

1. Convening and Agenda of the Conference

1.1 The Council on 30 November 1998 decided to convene the Conference on Airports and Air Navigation Services (ANSConf 2000) from 19 to 28 June 2000 (including a preparatory one and a half day seminar on 19 and 20 June). The Council noted that substantial developments had taken place regarding the organization and financing of airports and air navigation services since the Conference on Airport and Route Facility Management was held in 1991. These included a marked growth in autonomous bodies for the provision of airports and air navigation services, increasing commercialization, increasing demands for investments in infrastructure as well as multinational cooperation in the financing and operation of air navigation services. Also, taking into account the monopolistic characteristics and capacity limitations of airports and air navigation services together with the liberalization of air transport services, the Council noted there was a need to address questions regarding the application of equitable cost recovery policy in line with principles in Article 15 of the Chicago Convention, in particular that of non-discrimination, and the *Statements by the Council to Contracting States on Charges for Airports and Air Navigation Services*. Moreover, the status of the *Council Statements* deserved special attention.

1.2 A provisional draft agenda for the Conference was issued to States on 16 December 1998. Taking into account the comments received, the Council approved the Agenda for the Conference on 4 June 1999. The Agenda was subsequently distributed to States and Observers along with the invitation to the Conference (State letter SR 167/1-99/80 dated 6 August 1999 refers) and has also been issued as ANSConf-WP/1.

1.3 In keeping with the thrust of the Agenda, the Conference has been given the theme *Air Transport Infrastructure for the 21st Century*.

1.4 The Council agreed that the preparatory one and a half day seminar, on Monday, 19 June and the morning of Tuesday, 20 June 2000, would focus on major issues to be addressed by the Conference, enabling delegates, in an informal setting, to obtain information and clarification regarding these issues. Information on the organization of the seminar will be issued separately, but registration will be common for the Conference and the seminar.

1.5 The Council also decided that a contact booth exhibition would be held in conjunction with the Conference, and this will take place from 21 to 23 June (with an official opening at 1730 on Tuesday, 20 June).

2. **Invitations**

2.1 Invitations to the Conference and seminar have been issued to all ICAO Contracting States and, as Observers, to non-contracting States and to the international organizations listed in **Appendix A**.

3. **Rules of procedure**

3.1 The meeting will be conducted under the *Standing Rules of Procedure for Meetings in the Air Transport Field*, Doc 8683 and *Directives of the Council Concerning the Conduct of ICAO Meetings* (Doc 7986). In order to increase the efficiency of the meeting, the Council has decided to suspend Rule 26 of Doc 8683, which calls for the preparation of summary minutes.

4. **Registration and credentials**

4.1 Registration for the Conference and the seminar will be common. Registration will take place from 1300 to 1700 hours on Friday, 16 June and Sunday, 18 June, and from 0800 to 1700 hours on Monday, 19 June and Tuesday, 20 June. For those unable to register at those times, a registration desk will be open from 0900 to 1700 hours daily from 21 to 23 June. Separate arrangements will be made for those delegates arriving after 23 June.

4.2 In accordance with Rule 2 of Doc 8683 credentials are required. Such credentials should be signed on behalf of the State or organization concerned, by a person duly authorized thereto, giving the name of each member of the delegation and indicating the capacity in which he or she is to serve. The credentials may be sent in advance to the Secretary General or be deposited when registering with the Secretary of the Meeting (the Director of the Air Transport Bureau) or through his designated Credentials Coordinator.

5. **Working hours and schedule**

5.1 The Conference will begin with opening formalities at 1400 hours on Tuesday, 20 June 2000 (the seminar will commence at 0930 on Monday, 19 June). The normal working hours of the Conference will be from 0930 hours to 1700 hours with a lunch break 1230 to 1400 hours and brief coffee breaks mid-morning and mid-afternoon. The Conference will work for a full day on Monday, 26 June (which is a public holiday in Quebec).

5.2 The Conference will work in plenary session only, unless it is decided during the Conference pursuant to Rule 5 of Doc 8683 to form additional bodies to facilitate the work of the plenary (no budgetary provision has been made for such additional bodies). A tentative schedule for the work of the Conference is presented in **Appendix B**. This schedule is subject to change depending on progress made, with consideration

of individual agenda items or sub-items possibly beginning earlier or later than indicated. The daily bulletin (see paragraph 7.6 below) will keep the Conference informed of changes to the plan.

5.3 The Conference is expected to deal with key policy matters and basic principles, with subsequent elaboration to be carried out as required by the Secretariat and the Council. Nevertheless, given the number of individual topics which are to be examined by the Conference in the limited time available, only a concerted effort to keep the discussion on the topic at hand and to maintain the scheduling of the timetable will enable the Conference to complete its work in a timely fashion. Consequently there is no provision for opening statements.

6. Languages

6.1 The Conference will work in Arabic, English, French, Russian and Spanish, with interpretation in Chinese.

7. Documentation

7.1 The Secretariat will prepare working papers addressing issues under all Agenda Items. The *Statements by the Council to Contracting States on Charges for Airports and Air Navigation Services* (Doc 9082/5) will be a basic reference document. Additional documentation will include: the *Airport Economics Manual* (Doc 9562), the *Manual on Air Navigation Services Economics* (Doc 9161/3) and the Air Navigation Services Economics Panel's *Report on Financial and Related Organizational and Managerial Aspects of Global Navigation Satellite Systems (GNSS) Provision and Operation* (Doc 9660).

7.2 Working papers prepared by States or Observers should be as brief as possible, limited to a maximum of six pages, including attachments. As a consequence of a heavy meetings programme and continuing resource constraints, the Organization can no longer translate working papers longer than six pages, working papers presented by Observers (including international organizations), or any information paper. Such papers will therefore be produced in the original language only (unless a translation already exists or is provided by the State or organization concerned). Submission is encouraged on computer diskette or other electronic means, with identification of the word processing system used.

7.3 Working papers received at ICAO Headquarters by **15 February 2000** will be circulated prior to the meeting. Working papers received after that date will normally be distributed only at the Conference. Working papers developed during the Conference should be handed in to a member of the Conference Secretariat as early as possible to allow a reasonable processing time into the other languages. Because of the very tight time constraints on the Conference proceedings, it is probable that papers of a purely informational nature (not containing specific suggestions regarding Conference topics or action) may not be formally presented or discussed; they will, however, be distributed to all delegates and their submission will be recorded in the Report of the Conference.

7.4 Delegates will be invited to limit their requests for working papers to the number required for working purposes.

7.5 An order of business will be issued only for the opening meeting of the Conference.

7.6 A daily bulletin, containing brief statements on the progress of the work, the schedule for the following working day and other matters of interest to delegates, will be distributed each working day.

7.7 Delegates will receive two documentation folders for the Conference: a working paper folder and a report folder.

8. **Report material**

8.1 Draft Report material on the proceedings will be developed by the Secretariat progressively during the Conference and submitted for the approval of the Conference at the stages indicated in the tentative schedule (Appendix B).

9. **Action by the Conference**

9.1 The Conference is invited to note the organizational and procedural arrangements for the conduct of the Conference.


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APPENDIX A**INTERNATIONAL ORGANIZATIONS INVITED TO ANSCONF 2000**

Aeronautical Radio Inc.	ARINC
African Civil Aviation Commission	AFCAC
African Development Bank	ADB
Agency for Air Navigation Safety in Africa and Madagascar	ASECNA
Airports Council International	ACI
Arab Civil Aviation Commission	ACAC
Asian Development Bank	ASDB
Caribbean Development Bank	CDB
Central American Corporation for Air Navigation Services	COCESNA
Civil Air Navigation Services Organization	CANSO
Consumers International	CI
European Bank for Reconstruction and Development	EBRD
European Civil Aviation Conference	ECAC
European Development Fund	EDF
European Investment Bank	EIB
European Organization for the Safety of Air Navigation	EUROCONTROL
European Economic Commission	EEC
Institute of Air Transport	ITA
Inter-American Development Bank	IDB
International Air Carrier Association	IACA
International Federation of Freight Forwarders' Associations	FIATA
International Mobile Satellite Organization	IMSO
International Aeronautical Federation	FAI
International Telecommunication Union	ITU
International Transport Workers' Federation	ITF
International Chamber of Commerce	ICC
International Air Transport Association	IATA
International Business Aviation Council	IBAC
International Labour Organisation	ILO
International Council of Aircraft Owner and Pilot Associations	IAOPA
International Maritime Organization	IMO
Interstate Aviation Committee	IAC
Islamic Development Bank	IDB
Latin American Civil Aviation Commission	LACAC
Organization for Economic Cooperation and Development	OECD
Société internationale de télécommunications aéronautiques	SITA
United Nations Development Programme	UNDP
United Nations	UN
United Nations Conference on Trade and Development	UNCTAD
World Bank	WB
World Meteorological Organization	WMO
World Tourism Organization	WTO
World Trade Organization	WTO
World Travel and Tourism Council	WTTC

APPENDIX B
PROPOSED SCHEDULE

Body	Agenda Item	JUNE 2000									
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
		19	20	21	22	23	24	25	26	27	28
Seminar											
Conference	1					R					
	2					R					
	3								R		
	4								R		
	5.1									R	
	5.2									R	
	6										R

Legend:  = Discussion of agenda item
R = Review of draft report

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