DOCUMENTATION ARRANGEMENTS FOR DIVISIONAL-TYPE MEETING

General

1.   The Secretariat will prepare a basic working paper on each agenda item, defining the problem and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action. The Secretariat working papers will be circulated as early as practicable before the meeting. You can expect to see the first papers published on the ICAO ATConf/6 website from 30 November 2012.

2.   To the extent practicable, use will be made of preparatory machinery such as correspondence with States and international organizations, panels and study groups to develop specific action proposals on individual agenda items. Working papers are papers submitted for consideration under specific agenda items. States and international organizations should prepare their working papers as either "action papers" or "information papers". The former will comprise working papers containing specific proposals for action. All other working papers will be deemed to be "information papers".

Submission of working papers

3.   States and international organizations should submit their working papers electronically in Microsoft Word format to ATConf6@icao.int as far in advance of the meeting as practicable and not later than six weeks prior to the opening of the meeting (i.e. **1 February 2013**) in order to permit translation, reproduction and distribution in due time prior to the meeting. Papers received after 1 February 2013, but not later than 1 March 2013, will be processed as promptly as possible in the language or languages in which they are submitted. Papers received after that date will not be processed.

4.   To facilitate the timely reproduction of documentation and its use by the meeting, you are requested to observe the rules governing the format, content and length of working papers as outlined herein. It is important to note that the deadline for submission of documentation will be strictly enforced and no additional documentation will be accepted for distribution at the site of the meeting.

5.   Only working papers submitted by States will be translated; documentation received from international organizations will be distributed only in the language or languages submitted. Papers received not later than two weeks before the opening of the meeting will be printed and distributed.

6.   Working Papers should be limited to four pages of text including attachments. As a matter of policy, working papers of more than four pages and information papers are no longer translated by the Organization. Unless exceptional circumstances prevail, longer papers will have to be presented as information papers in their original language(s) only. If the subject of such longer papers is considered essential to the meeting's work, a summary of not more than four pages should be produced for translation.

Availability of working papers

7.   The documentation for the meeting will be placed on the ICAO website at www.icao.int/meetings/atconf6, on an ongoing basis. A template for the working and information papers will also be placed on the website for use when preparing the documentation. As time available for the discussions of the working papers is very limited due to the expected number of working papers, all participants are requested to continually check the website for documentation updates and to familiarize themselves with the papers before coming to the Conference. A presentation time of two minutes per working paper will be strictly adhered to; please prepare your introductions appropriately so that you make the most significant points within that time period.

8.   Working papers will be processed in accordance with the following priorities:

        First priority   — "Action papers"

        Second priority   — "Information papers", with the understanding that, if necessary, abstracts, when provided, will be reproduced first.

"Action" papers

9.   "Action" papers should be presented in the following form:

a) Each paper should be limited to one agenda item.

b) Each paper should be brief and not exceed four pages of print including the text of amendment proposals where applicable.

c) Immediately after the agenda item heading and the title identifying the subject matter of the paper, there should be a statement framed in a box, specifying the nature of the proposal, and the recommended action along the lines of the following example:

SUMMARY

This paper presents the safeguards needed to ensure in a liberalized environment, the sustained and effective participation of all States in international air transport. Action by the meeting is at paragraph 6.

Action: The Conference is invited to ….

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d) The first part of each paper should explain concisely the purpose of the proposal, its rationale and include essential references to the history of the subject.

"Information" papers

States and international organizations desiring to present material not written specifically for an agenda item (such as lengthy technical studies) should provide sufficient quantities thereof for distribution at the meeting. Such material will not be reproduced as working papers.

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