International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
Thirteenth Meeting of Directors of Civil Aviation of the Central Caribbean (C/CAR/DCA/13)
Havana, Cuba, 28 - 31 May 2013

Agenda Item 3:   **38th Session of the ICAO Assembly**

PROVISIONAL AGENDA FOR THE 38TH SESSION OF THE ICAO ASSEMBLY

(Presented by the Secretariat)

<table>
<tr><td colspan="2" align="center">SUMMARY

Appendices A and B to this information paper include the Provisional Agenda of the 38º Session of the Assembly and ICAO Headquarters State Letter regarding this issue. C/CAR States are urged to attend this important high level triennial event in which the Council members, strategic objectives, business plan and budget of the Organization are approved for the years 2014 to 2016.</td></tr>
<tr><td colspan="2" align="center">References:
State Letter Ref.: SA 38/1-12/65 dated 7 December 2012, Invitation for the 38º Session of the Assembly (Montreal, 24 September - 4 October 2013)
State Letter Ref.: SA 38/1-13/13 dated 1 February 2013 on the 38º Session of the Assembly
A38 – WP/1 dated 16 November 2012, revised on 30 April 2013 on the Provisional Agenda for the 38º Session of the Assembly</td></tr>
<tr><td align="center"><i>Strategic Objectives</i></td><td><i>This information paper is related to all Strategic Objectives.</i></td></tr>
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International Civil Aviation Organization

WORKING PAPER

ASSEMBLY – 38TH SESSION

PLENARY

Agenda Item 2: Approval of the Agenda

PROVISIONAL AGENDA FOR THE 38TH SESSION OF THE ICAO ASSEMBLY

(Presented by the Council of ICAO)

<table>
<tr><td colspan="2" align="center">EXECUTIVE SUMMARY</td></tr>
<tr><td colspan="2">

The Provisional Agenda for the 38th Session of the ICAO Assembly, as approved by the Council, together with explanatory notes on each agenda item, is presented in the Appendix.

In accordance with the *Standing Rules of Procedure of the Assembly of the International Civil Aviation Organization* (Doc 7600), Member States wishing to submit proposals for the addition of items to the Provisional Agenda must do so at least forty days before the date fixed for the opening of an ordinary session.

Action: The Assembly is invited to approve the Provisional Agenda for the 38th Session of the ICAO Assembly as presented in the Appendix.
</td></tr>
<tr><td>Strategic Objectives:</td><td>This working paper relates to all Strategic Objectives.</td></tr>
<tr><td>Financial implications:</td><td>Not applicable</td></tr>
<tr><td>References:</td><td>Doc 7600 — Standing Rules of Procedure of the Assembly of the International Civil Aviation Organization
Doc 9958, Assembly Resolutions in Force (as of 8 October 2010)</td></tr>
</table>

APPENDIX

ASSEMBLY – 38TH SESSION

PROVISIONAL AGENDA

PLENARY

Item 1:   **Opening of the Session by the President of the Council**

The opening of the Session by the President of the Council will take place on Tuesday, 24 September 2013 at 1100 hours in the Assembly Hall and will be preceded by an Informal Meeting of Heads of Delegations of Member States, starting at 0945 hours.

Item 2:   **Approval of the Agenda**

As soon as possible after the opening of the session, the Assembly shall be invited to approve the Provisional Agenda, as prepared by the Council (Rule 12).

Item 3:   **Establishment of Committees and Commissions**

In accordance with Rules 6, 14 and 18 of the Standing Rules of Procedure, the Assembly shall establish a Credentials Committee, an Executive Committee, a Coordinating Committee, and an Administrative Commission. It is anticipated that the Assembly shall also establish three other Commissions, namely, the Technical, Economic and Legal Commissions.

Item 4:   **Reference of subjects to Committees and Commissions**

The Assembly will be invited to refer items of the agenda to the Executive Committee and to the Technical, Economic, Legal and Administrative Commissions for consideration and report (Rule 20).

Item 5:   **Election of Member States to be represented on the Council**

For this item, documentation will be presented to the Assembly setting forth the voting procedure for the election of the Council, the precedents of the elections in previous years and other relevant information. Reference will also be made to Assembly Resolution A4-1 specifying the obligations of Council Member States (Rules 54-58).

Item 6:   **Election of the President of the Assembly**

The Assembly shall elect its President, who shall preside over the plenary meetings of the Assembly. Until such election, the President of the Council shall act as President of the Assembly (Rule 8).

PLENARY

Item 7:   **Election of the four Vice-Presidents of the Assembly and Chairpersons of Commissions**

The Assembly shall elect four Vice-Presidents and the Chairpersons of the Commissions referred to above (Rules 9 and 22).

Item 7 *bis*:   **Consideration of the State of Qatar's Offer to Host the Headquarters of the International Civil Aviation Organization (ICAO)**

The Assembly will be invited to consider an offer from the State of Qatar to host the permanent seat of the International Civil Aviation Organization (ICAO) in Doha.

Item 8:   **Statements by delegations of Member States**

Statements by delegations should preferably be submitted to the President of the Council ten days before the opening of the session, and be published. Exceptionally, for oral presentations if so wished, arrangements should be made with the President of the Council, who should be notified at least ten calendar days before the opening of the Session of a State's intention to make an oral presentation. Oral presentations should focus on agenda items or topics related to the main subjects of discussion within the Organization and should be no longer than five minutes.

Item 9:   **Reports by Committees and Commissions of the Assembly and action thereon**

These reports are the final reports of the Committees and Commissions on each item, together with the draft resolutions presented for adoption by the Assembly.

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EXECUTIVE COMMITTEE

Item 10:   **Contributions in arrears**

In accordance with Assembly Resolution A37-32, this item will permit consideration of the status of voting privileges of States that have long-outstanding arrears.

Item 11:   **Annual Reports of the Council to the Assembly for 2010, 2011 and 2012**

The Executive Committee will be invited to review as a whole the Annual Reports of the Council to the Assembly for 2010, 2011 and 2012 and the supplementary report covering the first six months of 2013 (Docs 9952, 9975 and 10001 and Supplement) falling within its field of competence.

Item 12:   **Technical Cooperation - Policy and activities on technical cooperation and assistance**

Based on its decision to clearly differentiate between the technical cooperation and technical assistance activities of the Organization, the Council will report on the agreed definitions for Technical Assistance and Technical Cooperation within the context of the Organization, including the lines of responsibility, coordination and funding of these activities.

The Council will also present a report illustrating the Technical Co-operation Programme performance results in the 2010 to 2012 triennium from both the financial and the non-quantifiable operational perspectives. The report will include details on follow-up action and other relevant developments relating to Assembly Resolution A36-17.

Item 13:   **Aviation Security — Policy**

The Council will report on developments in aviation security, including progress made in implementing the Declaration on Aviation Security and the ICAO Comprehensive Aviation Security Strategy (ICASS), as well as significant policy initiatives and developments pertaining to the outcome of the High-level Conference on Aviation Security conducted in September 2012 and efforts to implement its recommendations. The Assembly will consider adoption of a revised *Consolidated statement on the continuing ICAO policies related to the safeguarding of international civil aviation against acts of unlawful interference* (Assembly Resolution A37-17).

Item 14:   **Universal Security Audit Programme (USAP)**

Pursuant to Assembly Resolution A37-17, Appendix E, the Council will present a comprehensive report on the completion of the second cycle of the Universal Security Audit Programme (USAP). Information will be provided on the overall implementation of the Programme, the main results of the audits and analysis of the level of implementation of the critical elements of States' aviation security oversight systems. The Council will also present a report on the future of the USAP beyond 2013, together with an implementation plan for the transition to the next phase of the Programme.

EXECUTIVE COMMITTEE

Item 15:   **Aviation Security — Implementation Support**

Pursuant to Assembly Resolution A37-17, Appendices C and F, the Council will present a report on the aviation security activities of the Implementation Support and Development – Security (ISD-SEC) Programme and the progress made in the implementation of the Assistance and Capacity Building Strategy. Information will be provided on the initiatives, coordinated efforts and partnerships undertaken and planned in order to assist States with their implementation of Annexes 9 and 17. In addition, the Council will report on training activities, the status of the Aviation Security Training Centre (ASTC) network and development of training material.

Item 16:   **Facilitation and Machine Readable Travel Documents**

The Council will report on activities relating to the Facilitation Programme, including a report on progress made in protecting the security and integrity of passports and other travel documents, and an update on the Public Key Directory (PKD). In addition, the Council will present a report on the evolution and implementation of the Machine Readable Travel Document (MRTD) Programme.

Item 17:   **Environmental Protection**

The Council will present reports on activities with regard to: a) aircraft noise, including night curfews; b) aircraft engine emissions affecting local air quality; c) international aviation and climate change, including progress made on a new CO_2 emissions Standard for aircraft, States' action plans and assistance to States, sustainable alternative fuels for aviation, market-based measures and global aspirational goals; and d) the trends assessment of the impact of aircraft noise and emissions and models and tools under development for this purpose. Information will be provided on the cooperation and main developments with other United Nations bodies in the area of relevance to aviation. In this context, the Council will present proposals for updating the *Consolidated statement of continuing ICAO policies and practices related to environmental protection – General provisions, noise and local air quality* (Assembly Resolution A37-18) and – *Climate change* (Assembly Resolution A37-19).

Item 18:   **Cooperation with Regional Organizations and Regional Civil Aviation Bodies**

The Council will report on the overall implementation of ICAO's Policy on Regional Cooperation and progress made.

Item 19:   **Duration of the terms of the Secretary General**

Pursuant to a decision by the Council (C-DEC 193/6) that the duration of appointments of the Secretary General should be three years and should not vary between three and four or be four years in exceptional cases, the Assembly will be invited to adopt a new amended Resolution to replace Resolution A36-28.

Item 20:   **Proposal to hold Assembly sessions every two years**

The Council will report on the proposal by Saudi Arabia to hold an Assembly Session every two years. The Council will also report on its evaluation of the possibility of reducing the number of Council Sessions, from three to two, during a year when the Assembly will be convened.

EXECUTIVE COMMITTEE

Item 21:   Proposal to amend Article 50 (a) of the Chicago Convention so as to increase the membership of the Council to 39

The Council will report on the proposal by Saudi Arabia to amend Article 50 (a) of the *Convention on International Civil Aviation* so as to increase the size of the membership of the Council from 36 to 39.

Item 22:   Human Resources management

The Council will present a progress report on the ongoing reform and modernization of the Organization's human resources management policies, practices, processes and systems, which aimed to increase fairness, equity, transparency, effectiveness and efficiency and to ensure that ICAO remains an employer of choice with the capacity to attract, retain and motivate the talent required to achieve its goals.

Item 23:   Status of ICAO workforce

Pursuant to Assembly Resolutions A24-20 and A36-27, the Council will present a report on the composition of the ICAO workforce as at 31 December for the years 2010, 2011 and 2012, including the status of Equitable Geographic Representation (EGR) and Gender and an analysis of the Professional and Higher Category appointments. It will also include human resources data, such as age, length of service, retirement projections, and occupational groups. Observations will be provided based on the statistics provided and future plans related to workforce planning and enhancement of diversity will be outlined.

Item 24:   Increasing the efficiency and effectiveness of ICAO

The Council will present a report on the ongoing progress to improve the efficiency and effectiveness of the Organization in the areas of administration and management of services, including language and publications, conference services and information technology.

Item 25:   Other high-level policy issues to be considered by the Executive Committee

This item is intended for subjects concerning high-level policy issues other than those which have a specific agenda item, which require the consideration of the Assembly.

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TECHNICAL COMMISSION

Item 26:   Annual Reports of the Council to the Assembly for 2010, 2011 and 2012

The Technical Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2010, 2011 and 2012 and the supplementary report covering the first six months of 2013 (Docs 9952, 9975 and 10001 and Supplement) falling within its field of competence.

Item 27:   Aviation Safety — Policy

Aviation safety is continually being improved through safety management, safety oversight and continuous risk assessment processes. This necessitates tactical work programme adjustments organized around the ICAO safety framework action cycle and revisions to the Global Aviation Safety Plan (GASP) policies. The GASP formalizes collaboratively-agreed global safety initiatives (GSIs) and targets. Amendments to the GASP are prepared for Council approval and endorsement by the ICAO Assembly. Tactical annual adjustments to the GASP work programme are made based on the safety trends reflected in ICAO's yearly State of Global Aviation Safety Report. Under this agenda item, the Council will present the revised GASP for endorsement by the Assembly.

Item 28:   Aviation Safety — Standardization

Global standardization is one of ICAO's core functions. Under this agenda item, the Council will present a report on the new safety management Annex, containing provisions related to the implementation of State safety programmes (SSPs) and safety management systems (SMS) for States and industry service providers, respectively. A progress report will be provided on recent developments and future enhancements aimed at ensuring that the provisions meet the needs of States and service providers.

The Council will also present an information paper outlining the Standards and Recommended Practices (SARPs) anticipated by ICAO over the next five years.

Item 29:   Aviation Safety — Monitoring and Analysis

Analysis activities involve the integration of global safety information by a variety of sources received through the Regional Aviation Safety Groups (RASGs). The analysis inputs are coordinated by ICAO and output is shared with States, regional safety organizations and aviation partners to create a comprehensive assessment of safety risk. Monitoring initiatives include activities intended to detect implementation of State safety programmes (SSPs) and safety management systems (SMS) by States and industry partners, respectively. Operational audits are undertaken primarily by States and industry, while the status of global regulatory and State oversight capabilities is continuously monitored under the ICAO Universal Safety Oversight Audit Programme (USOAP).

The Council will present a report on the implementation of the ICAO USOAP under the Continuous Monitoring Approach (CMA), addressing information on the overall management and operation of the Programme; audits completed; corrective actions taken by States; the status of implementation of SARPs; and the critical elements of a safety oversight system.

The Council will also present a paper on the implementation of a comprehensive set of online safety analysis and reporting tools to complete the transition from the current paper-based reports to an online, electronic format.

The Council will also present a progress report on the protection of safety information and the sharing of safety information.

TECHNICAL COMMISSION

Item 30:   Aviation Safety — Implementation Support

Implementation of the GASP safety improvement objectives is pursued collaboratively by States, regional safety organizations and industry partners. Coordination of their initiatives is achieved via RASGs. The RASGs also serve as regional "engines", continuously pursuing safety objectives and consolidating regional analyses and reporting results which are shared online with States, regional safety organizations and industry partners. These regional results are further analyzed by ICAO Headquarters for global trends while transparency is provided through ICAO's annual Safety Report.

The Council will present a report on the establishment and progress of RASGs globally, the achievements made and the projected work programmes over the next three years.

Item 31:   Aviation Safety — Emerging Issues

Based on gathered data and analyses, the Council will present a report on emerging safety issues that should be addressed at a global level through ICAO. These issues, such as increased automation in the cockpit and its effect on human performance are contributing factors to accident types accounting for a predominant percentage of fatalities over the past several years, for example, loss of control and controlled flight into terrain. The report will make recommendations on how best to commit resources to address identified issues.

Item 32:   Air Navigation — Policy

Air navigation improvements are planned and coordinated through ICAO and the Planning and Implementation Groups (PIRGs) using the Global Air Navigation Plan (GANP) as the foundation. The amended ICAO global plan organizes efficiency-related infrastructure and procedure modernization requirements into a series of operational improvement modules with flexible implementation timelines outlined through the Aviation System Block Upgrades (ASBUs). The ASBU strategy is intended to deliver a seamless global air navigation system through an agreed structure of homogeneous air traffic management (ATM) areas and major traffic flows and routing areas.

Air navigation improvements are based largely on the ASBU framework developed collaboratively with States and the aviation community. More significant policy revisions to the GANP are prepared for Council approval and endorsement by the ICAO Assembly.

The Council will present an overall report on the results of the Twelfth Air Navigation Conference as well as on recommendations of the Sixth Worldwide Air Transport Conference related to non-technical policies critical to the sustainable implementation of the ASBU. Under this agenda item, approval will be sought on several of the outcomes of the Conferences. The Council will also seek the endorsement of the revised GANP by the Assembly. Issues that relate to ASBU and come under the purview of the global plan may be addressed under this agenda item, for example, performance-based navigation, and flight and flow information in a collaborative environment (FF-ICE).

TECHNICAL COMMISSION

Item 33:   Air Navigation — Standardization

All Standards for the Modules of ASBU Block 0 have been completed and implementation is underway. The Modules of ASBU Blocks 1, 2 and 3 are being assessed with an objective to determine the need to amend, delete or develop new SARPs.

The Council will present, as part of the follow-up to the Twelfth Air Navigation Conference, a strategy for development of the SARPs necessary to address the ASBU Modules of ASBU Block 1.

Item 34:   Air Navigation — Monitoring and Analysis

The planning and implementation of regional air navigation systems are undertaken by ICAO's six PIRGs. Regional work programmes will be derived from the Global Air Navigation Plan (GANP) based on operational needs. Tactical adjustments to the work programmes will be made on an ongoing basis and reported online regionally. Analysis of reporting data is carried out collaboratively. Results are then published in the annual ICAO Global Air Navigation Capacity and Efficiency Report, which then helps determine the tactical annual adjustments to the regional work programmes.

The Council will present a plan for the reporting of PIRGs and regional activities associated with air navigation implementation activities, including environmental benefits achieved through such work. The Council will also present a proposal for the alignment of the PIRGs' activities across the regions to coincide with the GANP planning and reporting cycles.

The Council will present a *Consolidated statement of continuing ICAO policies and associated practices related specifically to air navigation* and will present the ICAO policy on radio frequency spectrum matters (ITU - WRC-15).

The Council will also present a paper on the implementation of a comprehensive set of air navigation analysis and reporting tools to complete the transition from the current paper-based reports to an online, electronic format.

Item 35:   Air Navigation — Implementation Support

The PIRGs serve as regional "engines" to continuously pursue air navigation objectives, consolidating regional analyses and reporting and sharing these results online with States and industry partners.

The Council will present a report on planning activities, challenges for implementation and a structure for tracking regional and national progress with the aviation system block upgrades in the Global Air Navigation Plan.

TECHNICAL COMMISSION

Item 36:   Air Navigation — Emerging Issues

Based on gathered data and analyses, the Council will present a report on emerging issues that may need to be addressed in the triennium, including updating of provisions related to States' upgrade programmes and ASBUs.

Item 37:   Progress on Implementation of the Comprehensive Regional Implementation Plan for Aviation Safety in Africa (AFI Plan)

In accordance with Assembly Resolution A37-7, the Council will report on the status of implementation of the Comprehensive Regional Implementation Plan for Aviation Safety in Africa (AFI Plan).

Item 38:   Other issues to be considered by the Technical Commission

This item is intended for subjects other than those which have a specific agenda item, which require the consideration of the Assembly.

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ECONOMIC COMMISSION

Item 39:   Annual Reports of the Council to the Assembly for 2010, 2011 and 2012

The Economic Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2010, 2011 and 2012 and the supplementary report covering the first six months of 2013 (Docs 9952, 9975 and 10001 and Supplement) falling within its field of competence.

Item 40:   Economic Development of Air Transport — Policy

The Council will present a definition of sustainable development of air transport, which encompasses all air transport stakeholders for efficient and reliable air services, as well as a preliminary report assessing sustainable development of air transport. The Council will also report on the outcome of the Sixth Worldwide Air Transport Conference (ATConf/6) held from 18 to 22 March 2013. The Assembly will consider adoption of a revised *Consolidated statement of continuing ICAO policies in the air transport field* (Assembly Resolution A37-20).

Item 41:   Economic Regulation of International Air Transport

The Council will report on developments in the economic regulation of international air transport services. Based on the overall outcomes of the ICAO Air Services Negotiation Conferences (ICANs), the Council will also report on ICAO's role and activity in facilitating and supporting the liberalization process.

Item 42:   Economics of Airports and Air Navigation Services

The Council will report on developments in the economic and organizational aspects of airports and air navigation services, and on the progress made in the implementation by States of ICAO's policies and guidance on user charges. The Council will also report on funding and management of aviation infrastructure.

Item 43:   Aviation Data — Monitoring and Analysis

The Council will report on developments in traffic forecasting activities. The Council will also report on the economic analysis activities of the Organization, including developments in the Statistical Programme with the implementation of the recommendations made by the Tenth Session of the Statistics Division (STA/10). Information will be provided on the implementation of the United Nations integrated system in the collection, processing and dissemination of international statistics in a concerted action to assist developing countries in strengthening their statistical systems.

Item 44:   Other issues to be considered by the Economic Commission

This item is intended for subjects concerning issues related to sustainable development of air transport other than those which have a specific agenda item, and which require the consideration of the Assembly.

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LEGAL COMMISSION

Item 45:   **Annual Reports of the Council to the Assembly for 2010, 2011 and 2012**

        The Legal Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2010, 2011 and 2012 and the supplementary report covering the first six months of 2013 (Docs 9952, 9975 and 10001 and Supplement) falling within its field of competence.

Item 46:   **Acts or offences of concern to the international aviation community and not covered by existing air law instruments**

        The Council will present a report on the legal work relating to the modernization of the Tokyo Convention (1963). It will also report on the progress concerning the ratifications of the Beijing instruments.

Item 47:   **Work Programme of the Organization in the legal field**

        The Council will present a report on the progress of work in relation to the items other than Item 46 on the work programme of the Legal Committee as appropriate and will present recommendations for the future work programme.

Item 48:   **Other issues to be considered by the Legal Commission**

        This item is intended for subjects concerning issues other than those which have a specific agenda item, which require the consideration of the Assembly.

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ADMINISTRATIVE COMMISSION

Item 49:   Annual Reports of the Council to the Assembly for 2010, 2011 and 2012

The Administrative Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2010, 2011 and 2012 and the supplementary report covering the first six months of 2013 (Docs 9952, 9975 and 10001 and Supplement) falling within its field of competence.

Item 50:   Budgets for 2014, 2015 and 2016

Article 49 (e) of the Convention stipulates that the Assembly votes annual budgets and determines the financial arrangements of the Organization. Under this provision, the Council will submit the ICAO Budget for 2014, 2015 and 2016, as well as, if required, estimates for supplementary appropriations.

The Council will also submit the Indicative Budget Estimates of the Administrative and Operational Services Costs (AOSC) of the Technical Co-operation Programme and the Ancillary Revenue Generation Fund.

Item 51:   Confirmation of Council action in assessing the contributions to the General Fund and determining advances to the Working Capital Fund of States which have adhered to the Convention

In accordance with Financial Regulations 6.9 and 7.5, the Council will act on the assessment of any State that may adhere to the Convention before the opening of the 38th Session of the Assembly. The Council action will be reported to the Assembly for approval.

Item 52:   Arrears of contributions of the former Socialist Federal Republic of Yugoslavia

The Council will inform the Assembly regarding the arrears of contributions due from the former Socialist Federal Republic of Yugoslavia pertaining to the years 1990, 1991 and 1992.

ADMINISTRATIVE COMMISSION

Item 53:   Contributions in arrears

The Council will report on arrangements that may have been concluded to settle Member States' contributions in arrears and action to be taken in the case of Member States failing to discharge their financial obligation to the Organization.

In accordance with Financial Regulation 6.8 and Assembly Resolution A37-32, the Council will report on the result of actions undertaken, effective 1 January 2011, to monitor outstanding contributions and review the effectiveness of the incentive schemes, taking into account the additional measures applied to those Member States whose voting rights have been suspended in Resolving Clauses 9 and 10.

The Assembly will be informed of the actions taken in accordance with Assembly Resolution A35-27, Resolving Clause 1.

The application of Assembly Resolution A35-27, Resolving Clause 2, will be reviewed.

In accordance with Assembly Resolution A35-27, Resolving Clause 3, with effect from 1 January 2005, only that portion of a payment from a Member State that is in excess of the sum of the three preceding years' assessments and all instalments due under agreements entered into under Resolving Clause 4 of Assembly Resolution A37-32 shall be retained in a separate account to finance expenditure on aviation security activities, and new and unforeseen projects related to aviation safety, and/or to the enhancement of efficient delivery of ICAO programmes, such action being under Council's control. The Council will report on actions taken and make any recommendations deemed appropriate in this regard.

In accordance with Assembly Resolution A35-27, Resolving Clause 4, the Council will report on the results of the efforts to closely monitor the question of outstanding contributions and the effects of incentive schemes on payment of arrears by States, as well as other measures that may be considered.

Item 54:   Assessments to the General Fund for 2014, 2015 and 2016

This item is governed by Assembly Resolution A36-31, Clause 3.

In accordance with Assembly Resolution A37-32, the Council will report its findings and recommendations following its examination of the methodology used in calculating the scales of assessment, and in particular, the limitation principle defined in Assembly Resolution A36-31, Resolving Clause 1 e).

Item 55:   Report on the Working Capital Fund

In accordance with Assembly Resolution A37-28, the Council will report on the position of the Working Capital Fund.

ADMINISTRATIVE COMMISSION

Item 56:   **Disposition of cash surplus**

In accordance with Financial Regulation 6.2, the Council will report on the disposition of cash surplus.

Item 57:   **Amendment of the Financial Regulations**

In accordance with Financial Regulation 14.1, the Council will report to the Assembly on its actions in amending the Financial Regulations.

Item 58:   **Review of expenditures, approval of accounts and examination of Audit Reports for the financial years 2010, 2011 and 2012**

This item will include the Audit Reports and Statement of Accounts for each of the financial years and in respect of the Organization, including Joint Financing funds, United Nations Development Programme funds, Trust Funds, Civil Aviation Purchasing Service funds and other funds administered by ICAO, as well as reports dealing with transfers from one Major Programme to another, supplementary appropriations and *ex-gratia* payments, if any.

Item 59:   **Appointment of External Auditor**

In accordance with Financial Regulation 13.1, the Council will present a report on the appointment of the External Auditor.

Item 60:   **Other issues to be considered by the Administrative Commission**

This item is intended for subjects other than those which have a specific agenda item, which require the consideration of the Assembly.

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| International Civil Aviation Organization | Organisation de l'aviation civile internationale | Organización de Aviación Civil Internacional | Международная организация гражданской авиации | منظمة الطيران المدني الدولي | 国 际 民 用 航 空 组 织 |

Tel.:   +1 514-954-8219 ext. 8226

Ref.:   SA 38/1-13/13   1 February 2013

Subject: Thirty-eighth Session of the Assembly,
Montréal, 24 September to 4 October 2013

Action required: to note a) administrative arrangements
in the Attachment; and b) the deadline of
20 August 2013 for Member States to submit
documentation (including written statements) for
translation

Sir/Madam,

       Further to my State letter SA 38/1-12/65, dated 7 December 2012, inviting your
Government/Organization to be represented at the 38th Session of the Assembly, I have the honour to
invite your attention to the website of the 38th Session of the Assembly at www.icao.int/A38 and to the
information on administrative arrangements, including registration, documentation instructions, and
electronic voting, presented in the Attachment to this letter.

       Accept, Sir/Madam, the assurances of my highest consideration.

Raymond Benjamin
Secretary General

Enclosure:
    Administrative Arrangements

999 University Street   Tel.: +1 514-954-8219   E-mail: icaohq@icao.int
Montréal, Quebec   Fax: +1 514-954-6077   www.icao.int
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ATTACHMENT to State letter SA 38/1-13/13

38TH SESSION OF THE ASSEMBLY OF ICAO

ADMINISTRATIVE ARRANGEMENTS

1.   **38th Session of the Assembly website**

1.1   A website dedicated to the 38th Session of the ICAO Assembly is accessible at www.icao.int/A38 which provides up-to-date information related to the Assembly.

2.   **Registration arrangements**

2.1   In order to avoid unnecessary delays at the opening of the Assembly, all participants are strongly encouraged to pre-register online by following instructions available at the following web address: www.icao.int/A38registration.

2.2   Delegates are also encouraged to submit their photograph upon receipt of their pre-registration confirmation, so that their badges can be prepared prior to their arrival in Montreal. Instructions on submitting photos are provided with the pre-registration confirmation.

2.3   To facilitate the registration process for delegates, the registration desk will open as from Thursday, 19 September 2013 at the Conference Centre of the International Civil Aviation Organization. The registration desk will also be in operation on both Saturday, 21 September and Sunday, 22 September. Delegates will be issued an identification badge at registration in order to gain access to the Conference Centre and to obtain documentation. The detailed registration schedule will be communicated on the Assembly website at www.icao.int/A38registration.

3.   **Visa requirements**

3.1   The Government of Canada, as specified in Article 28 of the *Headquarters Agreement* signed with ICAO, shall issue, on request, diplomatic or official visas to Representatives of ICAO Member States, including all delegates, alternates and advisers coming to Canada to participate in ICAO meetings.

3.2   By means of the *Immigration and Refugee Protection Regulations* made under the *Immigration and Refugee Protection Act*, and in accordance with paragraph 3.19 of Annex 9 — *Facilitation* of the *Chicago Convention*, Canada has already dispensed with the requirement of entrance visas for temporary visitors of a considerable number of States. However, those delegates for whom visas continue to be required for entry into Canada are invited to take steps to obtain these visas in good time (at least four weeks prior to departure) from the nearest Canadian authorities. Please note that it is not possible to obtain entry visas upon arrival in Canada.

3.3   In order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry with them a copy of the document notifying that they are representatives at the ICAO Assembly, and that they identify themselves as such to the Canadian Immigration authorities.

4.   **Hotels**

4.1   Due to the fact that large-scale events will be taking place in Montréal during the time frame of the Assembly, it is strongly recommended that all delegates make hotel reservations as soon as possible directly with the hotel of their choice, or make use of the ICAO Travel services.

4.2   A list of hotels and apartment hotels within reasonable distance from ICAO Headquarters as well as the map of downtown Montréal, and contact information of ICAO Travel services are available on the Assembly website (refer to "Hotels" under "Information for Delegates").

4.3   The rates quoted are those in effect as of 1 January 2013, and are subject to confirmation when making a reservation. Delegates must provide a credit card number and expiry date to guarantee hotel accommodation. Reference to the ICAO Assembly will facilitate prompt processing of reservations.

4.4   The Organization regrets that it is not able to provide office accommodation for delegations attending the Assembly. It is suggested that those delegations desiring office accommodation specify their requirements to the hotel when reserving rooms.

5.   **Documentation**

5.1   Assembly documentation will be placed on the Assembly website under "Documentation" as it becomes available. Taking into consideration the availability of all Assembly documentation in electronic format and internet facilities provided to delegates for its access, no documentation in paper format will be distributed before the beginning of the Assembly.

5.2   Distribution of Assembly documentation in paper format will be provided to a maximum of two copies per delegation of each Member State and one copy per Observer's delegation. States requiring documentation in paper format are requested to provide ICAO, during the delegate's registration process, with the language version(s) of their choice.

5.3   Temporary access to the ICAO-NET will be provided to all delegates upon registration, which will enable delegates to access Assembly documentation in electronic format to the maximum possible extent and thus minimize paper requirements. Saleable ICAO publications required as reference for the work of the Assembly will also be accessible through the ICAO-NET.

6.   **Guidelines for the preparation of working papers and deadlines for submission**

6.1   To ensure the quality and consistency of presentation, guidelines have been prepared to assist States/Organizations in the preparation of working papers to be submitted to the Assembly. Guidelines and templates are available on the Assembly website under "Documentation".

6.2   Documentation that your Government or Organization may wish to submit for consideration at the meeting should be forwarded electronically, in Microsoft Word format, to ICAO by e-mail at Assembly38-WP@icao.int as soon as possible.

6.3   Working papers should be brief, action-oriented and focused, with a four-page limit, including any appendices. Only working papers submitted by Member States and received by ICAO no later than **20 August 2013**, will be translated. Due to resource constraints, the deadline for submission of documentation for translation will be strictly enforced, as it is important that all participants have access to the substantive part of Assembly documentation well in advance of the start of the Assembly.

6.4   Working papers received between 21 August and 10 September 2013 will not be translated and will be issued in the language or languages of submission. It is important to note therefore that there is no guarantee that working papers submitted after the deadline of 10 September 2013 will be available before the start of the Assembly or in time for deliberation of the item by the Assembly. States are encouraged to submit documentation in more than one of the languages of the meeting (i.e. Arabic, Chinese, English, French, Russian, and Spanish).

6.5   Working papers received from international organizations will not be translated and will be issued only in the language or languages submitted. These papers must reach ICAO no later than **10 September 2013**.

7.   **Statements by delegations**

7.1   Given time constraints during the Assembly, Member States are strongly encouraged to submit a written statement in advance rather than delivering an oral presentation. The advantage to Member States of written statements submitted in advance of the opening is that these will be translated if received by **20 August 2013** and accessible online by all delegates whereas oral statements are not.

7.2   Written statements by delegations to be presented under Agenda Item 8 should be submitted to the Assembly and Council Support Unit (Assembly38-WP@icao.int) before the opening of the session so that they may be posted online.

7.3   Exceptionally, for oral presentations if so wished, arrangements should be made with the Assembly and Council Support Unit (Assembly38-WP@icao.int), who should be notified at least ten calendar days in advance of a State's intention to make an oral presentation. Oral presentations should focus on agenda items or topics related to the main subjects of discussion within the Organization and should be no longer than five minutes.

8.   **Election of Member States to be represented on the Council**

8.1   An electronic voting system with all six official ICAO languages (Arabic, Chinese, English, French, Russian and Spanish) will be used at the 38th Session of the Assembly for the Council elections. The electronic voting system involves wireless technology and will allow delegates to cast their votes from their seats using tablets while ensuring complete anonymity.

9.   **Internet facilities**

9.1   The ICAO Assembly Hall and meeting areas are equipped to offer Internet connectivity through a wireless network for attendees who bring their own portable computers with wireless capability.

9.2   Using the public wireless network, attendees with computer equipment having wireless capabilities compatible with WiFi 802.11b/g will have access to the Internet. Specifications for ICAO's public wireless network are outlined as follows:

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Protocol: 802.11 a/b/g/n
Speed: 11/54/110 Mbps
DHCP: Yes
ESSID: Broadcast, Public@Intl. Civil Aviation
Shared key: Yes
Encryption: None
Available: Conference Centre, all rooms and open areas
Services available: Public Internet access

9.3   Under normal circumstances, users of Windows 8/7/2000/XP will not have to set any special configuration parameters.

9.4   Temporary access to the ICAO-NET will also be provided to all delegates upon registration. Delegates are encouraged to use Assembly documentation in electronic format to the maximum extent possible.

9.5   There will also be dedicated personal computers with networked printers, located in the Internet Café, available to access the Internet.

10.   **Contact Information**

10.1   For general inquiries about the 38th Assembly, please contact the ICAO Communications Unit (COM): communications@icao.int.

10.2   For queries related to Assembly Documentation and Administrative procedures, please contact the Assembly and Council Support Unit (ACS): acsinbox@icao.int.

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