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North American, Central American and Caribbean Office

WORKING PAPER

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New Orleans, United States, 1 - 3 December 2015

Agenda Item 10: Other Business
10.3 Other Business

IMPROVING THE TIMELINESS AND LEVEL OF RESPONSE TO ICAO STATE LETTERS

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This Working Paper underlines the relevance of the proactive and timely interchange of communications between ICAO Member States and ICAO. Member States must implement measures to improve the timeliness and level of response to ICAO State letters, and respond ICAO State letters 2015/50 and 2015/61.	
Action:	Action required in Section 3.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Security & Facilitation• Economic Development of Air Transport• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• State letter 2015/50 - <i>Survey on States' implementation of ICAO policies on charges for airports and air navigation services (17 July 2015)</i>• State letter 2015/61 - <i>Supplement to ICAO's Policies on Taxation in the Field of International Air Transport (Doc 8632) (23 July 2015)</i>• Council - 205th Session Fifth Meeting (The Council Chamber, Wednesday, 7 June 2015) Summary Of Decisions (C-DEC 205/5, para. 16d)

1. Introduction

1.1 ICAO circulates regularly State letters (SLs) informing and/or requesting actions by ICAO Members States.

1.2 ICAO expects that Member States reply SLs queries as appropriate in the timeframe stipulated in the SLs.

1.3 ICAO noticed that the level of responses from Member States in regard to SIs at the global level is not adequate for taking the appropriate decisions. Therefore, during its 205th Session, the ICAO Council adopted a decision requesting States, in particular, Council Member States and the Secretariat to implement measures by which to improve the timeliness and level of response to ICAO State Letters (C-DEC 205/5, para. 16 d) refers).

2. Discussion

2.1 On 17 July 2015, the State letter 2015/50 - *Survey on States' implementation of ICAO policies on charges for airports and air navigation services* (see **Appendix A**) was circulated requesting a reply to a questionnaire by 30 September 2015.

2.2 Similarly, on 23 July 2015, the State letter 2015/61 - *Supplement to ICAO's Policies on Taxation in the Field of International Air Transport (Doc 8632)* (see **Appendix B**) was circulated requesting to provide a position on taxation policy by 30 September 2015.

2.3 In both cases as mentioned above, the expected response of Member States in the CAR Region was very low, which concerns ICAO, considering that the lack of sufficient answers for both SIs may negatively impact the value and usefulness of the Supplements.

2.4 In regard with SI 2015/50, it is recalled that it was sent pursuant Recommendation 3/2 a) of the Fifth joint meeting of the Airport Economics Panel (AEP) and the Air Navigation Services Economics Panel (ANSEP), held in Montreal, Canada, in May 2015, i.e. “*ICAO should disseminate a State letter to conduct a survey on the level of implementation of ICAO's policies on charges for airports and air navigation services and publish the results in form of a supplement of Doc 9082, ICAO's Policies on Airports and Air Navigation Services*”.

2.5 The following States from the CAR Region that have not yet answered the SL 2015/50 are: Antigua and Barbuda, Bahamas, Barbados, Belize, Costa Rica, Cuba, Dominican Republic, El Salvador, Grenada, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago.

2.6 In accordance with SI 2015/61, it should be noted that in the event that no reply is received from a Member State, it will be assumed that there is no change to their position, as reported to ICAO in the Supplement dating from January 2013. Those States identified in 2.7 with “*” replied for the 2013 Edition of the Supplement. It should be noted that 19 Member States from the CAR Region have not yet answered to the SI 2015/61. Among them, 15 States have not even expressed their position in Doc 8632 Supplement dating from January 2013.

2.7 The following States from CAR Region that have not yet answered the SI 2015/61 are: Antigua and Barbuda, Bahamas, Barbados*, Belize, Costa Rica, Cuba*, Dominican Republic, El Salvador, Grenada, Guatemala*, Haiti, Honduras, Jamaica, Mexico*, Nicaragua, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago.

2.8 ICAO is aware that due to the nature of the International civil aviation business it is necessary to disseminate a great number of documents including State letters, which sometimes overwhelm the Civil Aviation Authorities by requesting actions in a short timeframe period. Therefore, ICAO NACC Regional Office took action in this regard by elevating this Regional concern to ICAO HQs (see **Appendix C**).

3. Suggested Actions

3.1 Eastern Caribbean States are encouraged to:

- a) implement measures to improve the timeliness and level of response to ICAO State letters; and
- b) respond ICAO State letters 2015/50 and 2015/61.
