



**ICAO/IKSANO Joint Workshop on
Cost Recovery for Air Navigation Services**

Kyiv, Ukraine,

29 June to 1 July 2004



ICAO/IKSANO JOINT WORKSHOP ON COST RECOVERY OF AIR NAVIGATION SERVICES

Agenda

1. Opening of the Workshop (Mr. Maksimov Vladimir, Director of the State Department of Aviation Transport, and Mr. Lienis Vladimir, Chairman of IKSANO)
2. ICAO's Policy on Air Navigation Services Charges
3. Organizational Structures at the National Level, incl. Economic Oversight
4. The Air Traffic Service System in Ukraine. Presentation by SE "UkSATSE"
5. Financial Management, incl. Performance Measuring
6. How to Determine the Cost Basis for Charges
7. Air Navigation Services Charges and their Collection
8. An International Public Organization. Presentation by IKSANO
9. International Cooperation
10. Presentation by the Air Traffic Service Association "RADA"
11. Financing Air Navigation Services Infrastructure

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WORKSHOP DETAILS

Date	29 June to 1 July 2004
Place	Khreshchatik 2 str., "Ukrainian House", Kyiv, Ukraine
Registration	Tuesday, 29 June 2004, 0900 hours
Opening	Tuesday, 29 June 2004, 1000 hours
Objective	To provide the general knowledge needed to deal with economic, organizational and other managerial issues related with the financial management of air navigation services. The participants should, after the workshop, have developed an understanding of the main principles and related guidance material in <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161).
Invitations	<p>States: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Georgia, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Poland, Republic of Moldova, Romania, Russian Federation, Serbia and Montenegro, Slovakia, Slovenia, Tajikistan, The former Yugoslav Republic of Macedonia, Turkmenistan, Ukraine, Uzbekistan</p> <p>Organizations: Civil Air Navigation Services Organization (CANSO), the European Civil Aviation Conference (ECAC), the European Organisation for the Safety of Air Navigation (EUROCONTROL), the International Air Transport Association (IATA) and the Interstate Aviation Committee (IAC).</p>
Attendance	<p>The workshop is intended for those who are currently in positions responsible for the management and financial performance of air navigation services, and for economists and other supporting staff in these areas. The workshop does not assume that participants possess previous knowledge or experience about ICAO's policy on cost recovery.</p> <p>There is no attendance fee.</p> <p>An ICAO certificate will be awarded to participants with a satisfactory level of attendance.</p>
Language	English and Russian
Secretary/ adviser	Mr. Östen Magnusson, Acting Chief, Airport and Route Facility Management Section, ICAO Headquarters Tel.: +1 (514) 954-6122; facsimile: +1 (514) 954-6744; e-mail: omagnusson@icao.int

Assisted by Mr. Victor Kourenkov, Regional Officer, Air Navigation Systems
Implementation, Paris
Tel.: + 33 1 46 41 85 85
e-mail: vkourenkov@paris.icao.int

Documentation A complete list of ICAO publications used as reference documents for the meeting is in Attachment D. The main reference documents: *ICAO's Policies on Charges for Airports and Air Navigation Services* (Doc 9082/6) and the *Manual on Air Navigation Services Economics* (Doc 9161/3). Both these documents are under revision and the new editions will not be available at the time of the workshop. Hand-outs of relevant parts of these documents will be made available to the participants of the workshop.

Some of the ICAO publications that will be used during the workshop are available via the ICAO website <http://www.icao.int> and the participants may therefore provide themselves with copies of these documents and bring them to the meeting. This is applicable to the following documents *ICAO's Policies on Charges for Airports and Air Navigation Services* (Doc 9082/6) and the *Report of the Conference on the Economics of Airports and Air Navigation Services* (Doc 9764, ANSConf 2000). To access these publications see guidance in Attachment D.

A limited number of the reference documents will be available at the meeting. Participants who may wish to purchase (well prior to the meeting) copies of the relevant publications will be accorded a 50 % discount by quoting the reference of the meeting, ICAO/IKSANO Joint Workshop (Kyiv) 2004, when ordering. Such publications may be ordered through the ICAO website.

Participants having points of interest or information relating to the agenda are encouraged to prepare informal working papers, not exceeding three pages. Papers should be forwarded to the workshop Secretary **not later than 28 May 2004**.

Travel and daily subsistence The travel and daily subsistence costs for participants are the responsibility of the nominating State/Organization.

Visa requirements Ms. Svetlana Koshevaya will be in charge of all administrative matters, including visas. Her contacts in Kyiv are:
tel.: + (38044) 461 58 26
fax: + (38044) 461 59 17
E-mail: koshova@uksatse.ukrtel.net

Information on the Web The invitation letter together with explanatory notes to the agenda and other documentation will be available via ICAO's website, under the heading "Meetings".

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INFORMATION BULLETIN

1. **SITE OF THE WORKSHOP**

1.1 The workshop will be held at Khreshchatik 2 str., "Ukrainian House" Kyiv, Ukraine. The opening of the workshop is planned at 1000 hours.

1.2 **Registration**

Registration of participants will be at 0900 hours.

2. **HOTELS**

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels will be sent to you separately.

3. **CLIMATE**

3.1 The mean minimum temperature during the month of June is 22°C and the mean maximum temperature is 30°C. The mean relative humidity is 70 per cent. The month of June is relatively dry with a mean of about 2-3 rainy days.

4. **HEALTH**

4.1 Vaccinations? Not necessary.

4.2 Infirmary. There are enough of easily accessible hospitals, first-aid posts and polyclinics.

5. **CURRENCY**

5.1 The basic unit of currency is the Hryvna, which is divided into 100 kopyok. There are coins of 1, 2, 5, 10, 25, and 50 Hryvna. Notes are issued in denominations of 1, 2, 5, 10, 20, 50, 100, and 200.

5.2 The commercial banks in the city centre provide exchange facilities. Most banks are open between 10.00 a.m. and 6.00 p.m. from Monday to Friday.

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ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS IN THE WORKSHOP DISCUSSIONS

Doc 7300/8	Convention on International Civil Aviation
Doc 9082/6 (under revision)	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 9764, ANSConf 2000	Report of the Conference on the Economics of Airports and Air Navigation Services
Doc 9161/3 (under revision)	Manual on Air Navigation Services Economics
Doc 7100 – 2003 Edition	Tariffs for Airports and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Doc 9750	Global Air Navigation Plan for CNS/ATM Systems
Doc 9660	Report on Financial and Related Organizational and Managerial Aspects of Global Navigation Satellite Systems (GNSS) Provision and Operation

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's website: <http://www.icao.int>.
2. On the left side of the page, navigate down to the heading "ICAO Publications" and select "Free publications" to find "Doc 9082 - ICAO's Policies on Charges for Airports and Air Navigation Services".
3. Back on the left side of the ICAO web page, navigate down to the heading "ICAO Meetings" and select "List of meetings". Scroll down on the right side and click on "List of Meetings and Conferences Archives".
4. Go to "2000" to find the "Conference on the Economics of Airports and Air Navigation Services - ANSConf 2000". On the left side of the ANSConf 2000 web page select "Working Papers" and you will find draft report material starting with WP/101.