

**DIRECTIVES OF THE COUNCIL
CONCERNING THE CONDUCT OF
ICAO MEETINGS**



Approved by Council Resolution of 15 May 1959
and published by authority of the Council

15 May 1959

INTERNATIONAL CIVIL AVIATION ORGANIZATION

DIRECTIVES OF THE COUNCIL CONCERNING THE CONDUCT OF ICAO MEETINGS

INTRODUCTION

The meetings of ICAO represent a major part of its work programme. Directly or indirectly, they largely determine the whole of that work programme, sometimes for several ensuing years, and the impact of meetings on the resources of national administrations and of the Secretariat, whether in funds or in personnel, is substantial.

Recognizing the importance of the meetings programme of the Organization, and the need for the greatest possible efficiency in its preparation and conduct, the Assembly at its 11th Session in 1958 adopted Resolution All-16, reading as follows:

"All-16: Efficiency in the Preparation and Conduct of Meetings

THE ASSEMBLY, concerned with the increasing burden on States, both financial and in personnel, **REQUESTS** the Council:

- 1) To continue its study of the matter of increased efficiency in the preparation and conduct of the meetings of the Organization, for example, through more cogent and concise documentation, limitations on the agenda and all reasonable, reductions in the duration of meetings; and
- 2) To seek the cooperation of Contracting States in this connection."

The following directives have been developed by the Council on the basis of the Organization's experience in the preparation and conduct of meetings over a period of several years. In many respects they reflect the actual practice followed at ICAO meetings, with which many Delegates are already familiar.

Further to Resolution All-16, the Council has reviewed in a comprehensive manner the planning, organization, procedures and working methods of ICAO meetings, bearing in mind the relationship between the time, effort and funds expended on them by Secretariat and Contracting States, the results expected and the results achieved. The Council's conclusions, in so far as they affect the conduct of meetings and participation by administrations and delegations of Contracting States, are set forth in the present publication. The substance of these conclusions was approved by the Council, by a Resolution adopted on 15 May 1959 at the Sixth Meeting of its Thirty-seventh Session, as an expression of its policy in the matter. In this Resolution, the Council further requested Contracting States to bring these directives to the attention of their delegates at ICAO meetings.

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I

AGENDA AND PLANS FOR MEETINGS

- The decision to hold a specific meeting is taken by the Council or the Air Navigation Commission.
- Wherever appropriate, the views of Contracting States on contemplated agenda are obtained before such agenda are finalized.
- The duration of any meeting is to be kept to a minimum and should not exceed four weeks, save in exceptional circumstances.
- As far as practicable, invitations to meetings include, in addition to the proposed agenda, an organization plan, endorsed by or on behalf of the Council, with suggestions for the allocation of items to subordinate bodies, if any, and a time-table for action on each item, the meeting itself being invited to approve, at the outset of its proceedings, the proposed plan and time-table and to conduct its proceedings accordingly.

II

PREPARATORY DOCUMENTATION SUBMITTED BY STATES

- Administrations, delegates and observers wishing to submit preparatory documentation to a meeting are urged to keep their contributions concise.
- If proposals for action are presented, they should appear as the first element of the paper and be followed

by a statement of the purpose of the proposal, any background information being limited to basic essentials.

- If circulation of papers before the meeting is desired, administrations should arrange for such papers to reach the ICAO Secretariat at least three months before the convening date; otherwise, advance distribution in the languages of the meeting cannot be assured.

III

STEERING COMMITTEE

- As a general rule, at each meeting, there should be a steering committee, consisting of the chairman, vice-chairmen and secretary of the meeting, and of the chairmen of the committees and working groups established by the plenary meeting. The functions of the steering committee are:

i) to coordinate the work of committees and working groups established by the plenary meeting;

ii) to ensure, in so far as possible, adherence to the organization plan and schedule approved for the meeting, by monitoring progress achieved in completing action on each agenda item and in approving successive components of the meeting's report; and to consider means of dealing with specific problems likely to slow down progress;

iii) to consider action to be taken with respect to unforeseen requirements, on the part of the meeting or of delegations, that have important budgetary implications and are likely to lead to overexpenditure of the authorized provision—e. g. meeting during weekends; evening meetings; late

requests for the circulation of lengthy documentation; establishment of bodies additional to those contemplated in the approved organization plan and schedule; extension of the duration of the meeting; and publication of the proceedings in various forms;

iv) to recommend to the meeting any special administrative or organizational measures necessary to keep the meeting within the planned limitations of time and money.

- The Secretary of the meeting has authority to remind the chairman and other members of the steering committee of the budgetary implications of important decisions affecting costs, and will provide the steering committee with the information and guidance necessary to enable it to fulfill the above functions.

IV

OPENING FORMALITIES

The meeting is expected to begin consideration of its substantive business not later than the second sitting.

V

MINUTES

Minutes, if kept, should be as brief as is compatible with their purpose of providing a convenient record of discussions and decisions, and will be in summary form, unless for valid reasons they are requested in a different form by the body concerned. Procedural

points may be omitted altogether, and drafting points may generally be limited to a record of the wording as finally agreed by the meeting. Attendance lists should be produced in consolidated form at the end of the session, and not in each set of minutes. National administrations and delegates should avoid requests for extensive treatment of individual interventions when this is not essential to a proper understanding of the final outcome.

VI

REPORTS

- The report of a meeting should, as a rule, be built up and approved progressively in its successive components as the meeting advances through its agenda. The component parts of the report should be prepared in such form as will require a minimum of rearrangement and rewriting before their incorporation in the final report, and need not be reissued in consolidated form before the meeting ends. Approval given by the meeting to each component part remains subject to such subsequent adjustments of substance as may be necessary to correlate the various parts and reconcile any discrepancies between them.

- Reports of meetings should be as concise as possible and should not incorporate lengthy material submitted by delegations chiefly for guidance or information. If it is desired to make such material more widely available, the meeting may recommend its separate publication as an ICAO Circular or in some other suitable form.

VII

APPLICATION

- The Secretary General ensures that all members of the Secretariat concerned with the planning and preparation of meetings are familiar with the principles, directives and procedures set forth in the present statement, which shall be brought to the attention of delegations at the opening of meetings and whenever it is appropriate to do so.

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