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Regional Air Navigation Meetings



**Directives to
Regional Air Navigation Meetings
and Rules of Procedure
for their Conduct**

*Approved by the Council
and published by its decision*

SIXTH EDITION — 1991

INTERNATIONAL CIVIL AVIATION ORGANIZATION

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Boîte postale 2356, Dakar.

Spain. Pilot's, Suministros Aeronáuticos, S.A., C/Ulises, 5-Oficina Núm. 2, 28043 Madrid.

Thailand. ICAO Representative, Asia and Pacific Office, P.O. Box 11, Samsaek Ladprao,
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FOREWORD

This document complements *Directives of the Council concerning the Conduct of ICAO Meetings* (Doc 7986). The first edition of Doc 8144, entitled *Rules of Procedure for the Conduct of Air Navigation Meetings and Directives to Regional Air Navigation Meetings*, was issued in March 1961. The second, third, fourth and fifth editions, entitled *Directives to Regional Air Navigation Meetings and Rules of Procedure for their Conduct*, were issued in March 1969, March 1976, May 1979 and June 1987 respectively. This sixth edition incorporates all amendments approved by the Council up to 10 July 1990 and supersedes all previous editions of Doc 8144.

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PART I

GENERAL

1. Objective

The objective of a Regional Air Navigation (RAN) Meeting is to prepare, amend, or supplement a regional plan or plans for facilities, services and procedures.¹

2. Decision to convene a Regional Air Navigation Meeting

The decision to convene a Regional Air Navigation Meeting is made by the Council in the light of proposals of the Air Navigation Commission.

3. Scope of the Meeting

3.1 The agenda prescribes the scope of the Meeting in its technical sense. The Air Navigation Commission establishes the general limits of the geographical area to be considered by the Meeting, account being taken of the existing and planned international air transport and international general aviation operations.

3.2 The scope of the Meeting is not necessarily confined to the elements of the plan of a single Region.² Its technical and geographical scope can encompass, either partly or wholly, the plan or plans of one or more Regions.²

4. Establishment of the agenda and duration of a Regional Air Navigation Meeting

Unless the Council directs otherwise, the Air Navigation Commission:

- a) establishes an agenda for the Meeting on the basis of any known or expected shortcomings in the regional plans under consideration; and

1. The procedural parts of Regional Air Navigation Plans are published in the ICAO *Regional Supplementary Procedures* (Doc 7030). They are developed to meet those needs of specific areas which are not covered in the world-wide provisions.

2. See Appendix 1 on the (ICAO Air Navigation) Regions.

- b) recommends the duration of the Meeting, depending on its scope and structure.

5. Structure of Regional Air Navigation Meetings

5.1 The structure of the Meeting is established by the Air Navigation Commission to meet the needs of the Meeting as determined by its scope. The structure should normally consist of a General Committee, a Co-ordinating Group, an Implementation Working Group of the General Committee and technical committees to cover, as required, the following subjects, or combinations thereof:

- a) Aerodromes and Ground Aids
- b) Rules of the Air and Air Traffic Services
- c) Search and Rescue
- d) Navigation Aids
- e) Meteorology
- f) Aeronautical Information Services and Charts
- g) Communications.

5.2 The technical committees mentioned in 5.1 above should normally be the following:

- AIS Committee (to consider f) above)
- AOP Committee (to consider a) and d) above)
- ATS Committee (to consider b), c) and d) above)
- COM Committee (to consider d) and g) above)
- MET Committee (to consider e) above).

Note.— Matters related to navigation aids will be co-ordinated amongst the AOP, ATS and COM Committees (see also Part II, 2.3.1 f)).

6. Participation in a Regional Air Navigation Meeting

6.1 Contracting States entitled to participate as members in a Regional Air Navigation Meeting are:

- a) those whose territories or dependencies are located partially or wholly within the geographical area to be considered by the Meeting;
- b) those located outside the area,
 - 1) which have notified ICAO that aircraft on their register or aircraft operated by an operator whose principal place of business or permanent residence is located in such States, operate or expect to operate into the area, or
 - 2) which provide facilities and services affecting the area.

6.2 Contracting States not meeting the above criteria, non-contracting States, international organizations and other bodies may be invited by the Council to participate in a RAN Meeting, but their representatives shall have “Observer” status.

7. Provision of information on implementation

The Meeting is expected to develop a regional plan with associated implementation dates, as appropriate, that take realistic account of the information concerning implementation provided to the Meeting by the States concerned.

PART II

DIRECTIVES TO THE MEETING

CHAPTER 1. THE REGIONAL PLAN

1.1 Formulation

1.1.1 The regional plan shall be based on the "Table of Aircraft Operations" and the "Statement of Basic Operational Requirements and Planning Criteria". The regional plan as developed by the Meeting shall be entered into the report of the Meeting as a set of recommendations³ to the Council concerning the facilities and services needed and the regional procedures to be applied. The recommendations shall, as far as practicable, take the form of proposed amendments to the existing regional plans and regional procedures. The recommendations shall be such that when followed by the States concerned they will, in conjunction with the provisions of world-wide applicability being implemented by the States, lead to an integrated international civil air navigation system for the region concerned, which should be adequate for at least approximately the next five years. The Meeting shall ensure that as far as practicable the plans are compatible with those of adjacent regions.

1.1.2 In addition to recommendations, those matters of a regional or sub-regional nature which would aid the implementation of regional plans but are considered not to require any formal action by the Council or the Air Navigation Commission shall be entered in the report of the Meeting as a set of conclusions.³

1.1.3 No recommendation for facilities, services and procedures shall be in conflict with the Standards and Recommended Practices of ICAO or with its Procedures for Air Navigation Services, nor shall the text of such material of world-wide applicability be repeated or paraphrased in material of only regional applicability. Furthermore, recommendations calling for the implementation of the provisions of the Annexes and PANS shall not be made, unless they specify measures of a regional character aimed at meeting those provisions or are intended to draw attention to inadequacies in the world-wide provisions. For example:

3. See Appendix 2 for the matters that are covered by a recommendation and a conclusion.

- a) Where difficulties arise from the absence of suitable world-wide provisions or the inadequacy of existing provisions either because of lack of sufficient detail or of clarity, the meeting may recommend that action be taken by ICAO to develop new, or amend the existing, world-wide provisions, and may propose interim regional measures to overcome the difficulties.
- b) Where difficulties arise from inadequate implementation of world-wide provisions, the meeting should identify the specific deficiencies in respect of facilities, services and procedures and recommend means by which the difficulties may be eliminated.

1.1.4 When an amendment to ICAO Standards, Recommended Practices or Procedures has been formulated and is being processed but has not yet become applicable, the Meeting should be informed if notice has to be taken of such amendment and of the action which should be taken in respect of it. As necessary, special instructions in this regard will be provided by the Air Navigation Commission.

1.1.5 In formulating the regional plan, the Meeting should, with regard to the Convention on International Civil Aviation, bear in mind the undertakings established by Article 28 and the action which Council may take under Article 69 to make recommendations to remedy an inadequate situation relating to facilities or services. The Meeting should also bear in mind that the relationship between the Organization and the individual Contracting States in the matter of provision of air navigation facilities and services is such that while each Contracting State has individually to determine the practicability of providing a facility or a service, a meeting of the States has to determine and express the needs of the region for facilities or services. The recommendations of the Meeting should provide adequately for the needs of international air navigation without entailing disproportionate cost.

1.1.6 The Meeting should take into consideration the need for facilities and services in non-contracting States and other territories. This is done when existing or planned international operations by civil aircraft of a Contracting State require facilities or services in a non-contracting State or other territory for the safety, regularity or efficiency of those operations and provided that such facilities or services are directly related to the plan. Facilities and services not specifically related to international operations by civil aircraft of a Contracting State should be considered only when necessary to protect the integrity of the ICAO plan.

1.1.7 The Meeting should endeavour to reach unanimous agreement on all of its recommendations. In particular, if there is objection by a State or States to recommendations for facilities or services in their territories, the Meeting should attempt to find a solution acceptable to the States concerned. However, if such a solution cannot be found, the objections

should not prevent the Meeting from maintaining a recommendation if a majority of the Members agree that it is essential to the regional plan.

1.1.8 The Meeting shall plan for the whole area under consideration, whether or not all States with territory in the area are represented at the Meeting.

1.1.9 As soon as possible after the close of the Meeting the Secretary General should evaluate the cost of those facilities and services recommended by the Meeting to which any State invited as a Member of the Meeting had objected on the ground that, in its opinion, they were not required for international air navigation and on which such a State continued to reserve its position at the Meeting or in subsequent notification to the Secretary General prior to Council's approval of the recommendations of the Meeting for amendments to the regional plan. Such a reservation would constitute an objection within the meaning of 3.3 and 3.4 of the "Procedure for the Amendment of Approved Regional Plans" approved by the Council on 7 March 1975, as follows:

3.3 If, in reply to the Secretary General's inquiry, no objection is raised to the proposal by a date specified by him, the proposal shall be submitted to the President of the Council who is authorized to approve the amendment on behalf of the Council.

3.4 If, in reply to the Secretary General's inquiry, any State objects to the proposal, and if objection remains after further consultation, the matter will be documented for formal consideration by the Air Navigation Commission. If the Commission concludes that the amendment is acceptable in its original or other form, it will present appropriate recommendations to the Council.

1.1.9.1 The Secretary General's efforts to evaluate the costs of questioned facilities or services would be based on cost data which the implementing State would be requested to provide. The Secretary General would not perform any cost/benefit analysis, but would merely submit to the Air Transport Committee estimates of total annual costs and their expected effect on user charges.

1.1.9.2 If, after the Meeting, a proposal is made by a State to include in the regional plan additional facilities or services it was already providing or intending to provide, and objections are raised by other States on the grounds that such facilities or services were not required for international civil aviation, the information provided in the format of a proposal for amendment of an air navigation plan should be supplemented with estimates, to be requested from the originator, relating to the costs involved and their expected impact on any current or planned user charge scheme, and with an evaluation of these estimates by the Secretary General.

1.1.9.3 The technical information contained in the proposal for amendment would be given to the Air Navigation Commission, as it is customary, for review. The cost and impact data and the evaluation prescribed in 1.1.9.2 above would be presented to the Air Transport Committee for consideration.

1.1.9.4 Following the actions indicated in 1.1.9.1 and 1.1.9.3 above, as appropriate, such recommendations as may be formulated by the Air Transport Committee on the economic aspects and by the Air Navigation Commission on the technical aspects, would be submitted to the Council to facilitate its task of reviewing the RAN facilities and services on which any State has made reservations.

1.1.9.5 The method described above for the examination of the reservations of States by the Air Transport Committee would also be utilized at Regional Air Navigation Meetings in examining objections that may be expressed during those Meetings.

1.2 Table of Aircraft Operations

1.2.1 The "Table of Aircraft Operations" (reference 1.1.1) to be used by the Meeting shall:

- a) be prepared by the ICAO Secretariat and circulated prior to the Meeting, after consultation with States and interested international organizations;
- b) be prepared so that it comprises all route stages⁴ on which international operations are conducted or planned and which are appropriate to the Meeting in accordance with 1.2.4 to 1.2.6 below;
- c) not be subject to approval by the Meeting.

1.2.2 For each route stage, the following information shall be given for international air transport operations:

- a) types of aircraft currently used or proposed to be used within the foreseeable future, and the proposed year of introduction into service;
- b) weekly frequencies (present and future) related to suitable aircraft categories.

1.2.3 For international general aviation operations, information should be provided concerning:

- a) the route stages involved;

4. A route stage is defined in Annex 15 as: "A route or portion of a route flown without an intermediate landing."

- b) the types of aircraft used on each route and, to the extent practicable, the types expected to be used within the foreseeable future; and
- c) the volume of traffic on each route.

1.2.4 All route stages that have at least their point of origin or destination within the area of concern to the Meeting shall be considered, except those which:

- a) originate and terminate within the same State; and
- b) do not traverse airspace for which another State has accepted responsibility for providing air traffic services; and
- c) are flown only by aircraft registered in that State, even though they are continuations of an international flight.

1.2.5 Route stages which have their point of origin or destination outside the area of concern to the Meeting shall be considered only in so far as they traverse that area, unless it is clearly appropriate for the entire route to be taken into consideration.

1.2.6 Route stages which have both their points of origin and destination outside the area of concern to the Meeting but which traverse that area shall be considered only in so far as they traverse that area, unless it is clearly appropriate for the entire route to be taken into consideration.

1.2.7 The Table of Aircraft Operations should be made available to the technical committees not later than the beginning of the second working day of the Meeting. To meet this schedule, amendments to the Table circulated prior to the Meeting should be provided by Members not later than the opening day of the Meeting.

1.3 Statement of Basic Operational Requirements and Planning Criteria

1.3.1 The "Statement of Basic Operational Requirements and Planning Criteria" (reference 1.1.1) developed by the Air Navigation Commission for use by a Regional Air Navigation Meeting shall not be subject to approval by the Meeting. If the agenda so permits, additions to the Statement may be adopted as necessary to meet operational conditions peculiar to the area under consideration.

1.3.1.1 The Statement referred to above shall consist of, *inter alia*, a list of operational requirements and planning criteria for air navigation planning in the region(s) of concern to the Meeting. Whenever considered necessary to its understanding, each operational requirement should be prefaced by a brief digest of the salient points related to it.

CHAPTER 2. WORK OF COMPONENT BODIES

2.1 Tasks of the General Committee

2.1.1 The General Committee serves as the principal body of the Meeting and is responsible for the formulation of directives and operational policies to guide the work of the Meeting as a whole. In addition, it performs functions, such as carrying out the opening and closing formalities of the Meeting, adoption of the agenda and the organization plan, etc.

2.1.2 The General Committee shall review and give final approval to:

- a) any additions to the Statement of Basic Operational Requirements and Planning Criteria that may be necessary in accordance with 1.3.1 above;
- b) the report of its Implementation Working Group; and
- c) the reports of its technical committees.

2.1.3 The General Committee shall, early in the meeting, establish an Implementation Working Group to consider matters such as:

- a) general, financing and co-ordination aspects of implementation and external assistance matters;
- b) evaluation of personnel needs and training requirements;
- c) any requirements for special implementation projects;
- d) any foreseeable need to convene informal meetings to deal with specific implementation projects;

and to review, as they become available from the technical committees, all proposals for implementation dates requiring co-ordination to ensure compatibility between them.

2.2 Specific directives to the technical committees

2.2.1 If discussion develops which is taking a disproportionate amount of the time of the technical committee concerned without reasonable hope that agreement can be reached, the matter shall be referred to the General Committee for action as appropriate.

2.2.2 The technical committees shall ensure that in the event they are unable to complete consideration of a matter arising from their assigned agenda items, specific action is recommended as to how the matter might be further pursued.

2.2.3 The technical committees shall propose implementation dates for review and approval by the General Committee for those elements of the plan which require co-ordinated implementation between two or more States. In so doing the following principles shall be applied:

- a) The implementation of new procedures, changes in existing arrangements or the provision of non-existing facilities or services should be effected without delay except:
 - 1) when the requirements are based on the introduction of a more critical aircraft or new operations which will occur at a later date;
 - 2) when the use of the facility rests on the availability of a related facility which cannot or need not be implemented until a later date;
 - 3) when, for reasons other than those specified in 1) and 2), the facility, service or procedure will not be required until specified circumstances have developed.
- b) In the case of facilities involving the procurement of new types of equipment, the proposed implementation dates should be realistically related to the ready availability of suitable equipment, preferably from more than one source.
- c) When there is more than one facility of the same type to be provided by one State, priorities should be established as appropriate.
- d) When facilities or procedures require simultaneous implementation, an over-all date should be indicated.
- e) When individual elements of the plan are of such outstanding urgency that special priority should be given to their implementation, this should be indicated.

2.2.4 When providing statements of requirements for aeronautical fixed telecommunication services, the technical committees shall express their requirements for action by the COM Committee in the following terms:

- a) locations to be linked and, where practicable, the expected traffic load between them;
- b) the type of communication (printed, direct speech, etc.).

2.2.5 The AOP Committee shall provide in the plan as realistic figures as possible on runway length and strength requirements at individual aerodromes, on the basis of the Table of Aircraft Operations and the available aircraft data.

2.2.6 The MET Committee, when stating any aeronautical requirements for basic meteorological data, shall bear in mind the cost of obtaining these data, and limit aeronautical requirements for their preparation and exchange to the minimum needed for the provision of adequate MET service for present and foreseeable operations. Account should also be

taken in this connexion of the availability of other observational data such as aircraft reports and satellite data.

2.3 Co-ordination between the technical committees

In co-ordinating the work of the Meeting, the Co-ordinating Group shall decide on the sequence in which reports shall be reviewed by the General Committee. In order to assist the Co-ordinating Group in this task, the components of the Meeting⁵ shall be guided by the following:

- a) The General Committee should notify the technical committees not later than the beginning of the second working day of the Meeting of any additions it has adopted to the Statement of Basic Operational Requirements and Planning Criteria.
- b) A technical committee should not meet while the General Committee is considering the adoption of additions to the Statement, as necessary, to meet operational conditions relevant to the committee's specialized field, in accordance with 1.3.1 above.
- c) The AOP Committee should provide the other technical committees not later than the beginning of the fourth working day of the Meeting with a provisional list, and not later than the seventh working day, with a final list of regular and alternate aerodromes based on the Table of Aircraft Operations.
- d) The ATS Committee should complete the first draft of the FIR/UIR plan and its communications requirements for transmission to the other technical committees concerned within five working days from commencement of the work by the ATS Committee. Any further refinements to the plan of FIR/UIR which might affect the original submission should be communicated to the other technical committees and further liaison maintained, as required.
- e) The AIS, MET and ATS Committees should, within five working days from the commencement of their work, complete the first drafts of their communication requirements for transmission to the COM Committee. Any further refinement to those drafts, which might affect the original submission, should be similarly communicated to the COM Committee and further liaison maintained, as required.
- f) Technical committees responsible for establishing requirements for radio navigation aids, having first ensured co-ordination between themselves in respect of those navigation aids serving as approach as well as en-route aids, should provide progressively and expeditiously, all such requirements to the COM Committee to consider related technical aspects.
- g) Closely related items assigned to different components of the Meeting should be completed at approximately the same time so as to permit their joint examination.

5. See definition of "Meeting" in Part III, Section 1.

CHAPTER 3. PREPARATION OF THE REPORT

3.1 The report of the Meeting shall be compiled and approved progressively in its successive components as the Meeting advances through its agenda.

3.2 When a technical committee completes discussion of an assigned agenda item or of a discrete part thereof, it shall prepare and adopt its report on the matter for submission to the General Committee.

3.3 Each technical committee should ensure that its intentions are fully stated and clearly expressed in each recommendation. Preceding each recommendation, a summary of the views and of the points raised which led to the recommendation (including the results of any vote taken) shall be given. Additionally, where necessary, a statement in the form of a "Comment", defining the scope of a recommendation or indicating the manner in which it is believed implementation should proceed, should follow the recommendation.

3.4 Each technical committee should ensure also that those matters to which Part II, 1.1.2 relates, are clearly expressed in each conclusion. Preceding each conclusion, a summary of the views and of the points raised which led to the conclusion shall be given.

3.5 Lists of facilities and services containing the amendments required in the regional plan shall be the subject of specific recommendations to that effect.

3.6 Comments, if any, on the organizational or procedural aspects of the conduct of the Meeting should be confined to a separate section of the report, e.g. Additional Recommendations, which should be approved by the Meeting and as appropriate, contain specific recommendations.

3.7 Reports should be as concise as possible and should be restricted to material necessary to understand the plan presented. As a general rule, material should not be included that is neither the subject of a recommendation nor a conclusion unless it is necessary to the clear understanding of the recommendation or the conclusion concerned.

3.8 Reports should not contain recommendations or supporting material that repeat Annex or PANS provisions.

3.9 Recommendations relating to more than one agenda item should not generally be repeated but should be inserted under one of the agenda items with cross-references inserted under the other agenda item(s).

3.10 The report of the Meeting shall contain the following:

a) *Letter of Transmittal*

The letter of transmittal, signed by the Chairman of the Meeting, shall be addressed to the President of the Council of ICAO.

b) *Table of Contents*

The table of contents shall indicate the major divisions of the report and the list of the recommendations and conclusions.

c) *History of the Meeting*

This shall include:

- 1) a statement of the date, place and duration of the meeting;
- 2) a statement of the number of Contracting States, non-contracting States and international organizations represented at the Meeting followed by a list of representatives attending the Meeting, arranged alphabetically by Contracting States, non-contracting States and international organizations;
- 3) the names of officers elected by the Meeting and of members of the ICAO Secretariat serving the Meeting;
- 4) the agenda of the Meeting, mention being made of any items added by the Meeting to the agenda approved by the Air Navigation Commission;
- 5) a description of the working arrangements.

d) *Report on the Agenda*

This shall consist of separate parts, each dealing with an agenda item and presenting in sequence:

- 1) the description of the problems discussed followed by the recommendations and/or conclusions;⁶
- 2) any statements by delegations related to the item.

e) *Additional Recommendations*

When necessary, one part should be provided to accommodate comments and recommendations on the organizational or procedural aspects of the conduct of the Meeting.

f) *General Statements by Delegations*

When necessary, a separate part should be provided to contain statements by delegations not related to a particular agenda item only.

6. Pertinent considerations of the technical committees as well as those of the General Committee itself should be reported upon in the discussion part of the report on each item.

CHAPTER 4. REVIEW AND APPROVAL OF REPORTS

4.1 Action by the technical committees

4.1.1 Each report on an assigned item of the agenda shall be prepared and adopted by the technical committee dealing with the item and shall be presented by the Chairman of that body to the General Committee for approval.

4.1.2 Once a technical committee has presented its report on an assigned agenda item to the General Committee, it shall not return to that item unless directed to do so by the latter.

4.2 Action by the General Committee

Should the General Committee disagree with any part of the Report by a technical committee, it will either amend it before approval or it may direct that body to reconsider the matter in the light of discussions in the General Committee and to resubmit any recommendation or conclusion concerned for approval after appropriate amendment.

PART III

RULES OF PROCEDURE FOR THE CONDUCT OF REGIONAL AIR NAVIGATION MEETINGS

1. Definitions

For the purpose of these rules of procedure the expressions below have the following meanings:

Member — a Contracting State represented at the Meeting on the invitation of the Council to participate in the Meeting with the right to vote.

Delegate — the chief representative of a Member.

Alternate — a representative of a Member authorized to act on its behalf in lieu of the Delegate.

Adviser — a representative of a Member authorized to act on its behalf by assisting the Delegate.

Observer — a person attending the Meeting as a representative of any State or other body that is invited by the Council to participate in the Meeting other than as a Member of the Meeting.

Meeting — a principal body and the other components formed for the purpose of discussing and recommending action on a specified agenda. It embraces that period between the opening of the first sitting and the closing of the last sitting of the principal body. The components of the Meeting are:

- a) General Committee;
- b) Co-ordinating Group (see Rule 7.6);
- c) Implementation Working Group of the General Committee;
- d) Technical committees (committees reporting directly to the General Committee);
- e) Any working groups that may be established by the technical committees.

Secretary of the Meeting — the Secretary General of ICAO or his designee.

2. Representation

2.1 Each State or other body invited by the Council to attend the Meeting is entitled to appoint one or more representatives. Each such representative shall be a person designated and authorized by that State or other body to participate in the Meeting in a specified capacity and who has deposited credentials as evidence thereof.

2.2 The capacity in which a representative is designated and authorized to participate in the Meeting shall be in accordance with the following:

- a) A representative of a Member can serve either as a delegate or as an alternate or as an adviser.
- b) A representative of a Contracting State not invited as a Member can serve only as an observer.
- c) A representative of a non-contracting State or other body can serve only as an observer.

2.3 A person may be appointed as a representative of more than one State or other body invited by the Council to attend the Meeting, but such a person shall be subject to the limitations on voting given in 16.1.

3. Credentials

3.1 The credentials shall be deposited with the Secretary General or the Secretary of the Meeting.

3.2 A letter giving the name of a person authorized to attend the Meeting and stating the particular capacity in which that person is empowered to act, when signed by an appropriate authority of the State or other body represented, will be acceptable as credentials. A single letter may be used to provide the necessary information for more than one person.

3.3 The Secretary of the Meeting shall seek from the General Committee a ruling regarding the acceptability of any credentials the validity of which is in doubt or the participation of any person whose credentials have not been deposited.

3.4 A person whose credentials are found by the Meeting not to be in order shall not be entitled to participate in the Meeting.

3.5 The Secretary of the Meeting shall maintain and issue current lists of all representatives.

4. Languages of the Meeting

4.1 The languages of the Meeting shall be those prescribed for the Meeting by the Council.

4.2 Orders of business shall be issued in all the languages of the Meeting for all sittings of the General Committee and its technical committees.

4.3 Working papers and minutes shall be issued in all languages of the Meeting.

5. Officers of the Meeting

5.1 The officers of the Meeting shall comprise:

- a) the chairman and vice-chairman elected for the General Committee, and if circumstances so warrant, a 2nd vice-chairman elected for that body (such officers will be known as Chairman and 1st and 2nd Vice-Chairmen of the Meeting);
- b) the chairman and the vice-chairman elected for each of the technical committees;
- c) the rapporteur of the Implementation Working Group; and
- d) the chairmen elected for any other components of the Meeting established in accordance with 7.3.

5.2 All such officers shall be elected from among representatives of the Members nominated from the floor.

5.3 Nominations and election of officers shall normally be made at and by the first sitting of the components over which they preside subject to the right of the General Committee to elect any or all of such officers should it so desire.

5.4 Any representative of a Member elected under 5.1 as an officer of the Meeting shall retain the right to act on behalf of the Member in the particular capacity for which that representative was designated and authorized to participate in the Meeting.

6. Agenda

6.1 The agenda of a Meeting shall be that approved by the Air Navigation Commission unless Council otherwise directs.

6.2 Subject to 1.2.1 c) and 1.3.1 in Part II, additional items may be proposed in the General Committee and may be added to the agenda if adopted by a two-thirds majority of the Members attending the Meeting.

6.3 Limitation of the scope of an agenda item or restrictions on action to be taken by the Meeting with respect thereto shall be only as specifically stipulated in the wording of the agenda item itself.

7. Organization

7.1 The structure of each Meeting and the assignment of the various items of the agenda to its components are established by the Council or the Air Navigation Commission.

7.1.1 Any items added by application of 6.2 shall be assigned by the General Committee to the appropriate component.

7.2 The General Committee shall specify the occasion on which the first sitting of its technical committees shall be convened.

7.3 Further working groups may be established by the General Committee and its technical committees as are necessary for the proper conduct of their assigned business, provided that the organizational services required by such components can be supplied without exceeding the budgetary allocations of the Meeting.

7.4 Any component of the Meeting may decide to convene as a “working group of the whole” to prepare proposals for submission to that component at a regularly convened sitting. Such working groups may conduct their business informally.

7.5 Any component of the Meeting may set up such informal groups as it finds necessary to facilitate its work provided that the organizational services required by such groups can be supplied without exceeding the budgetary allocations of the Meeting.

7.6 A Co-ordinating Group shall be formed and shall consist of the Chairman and the Vice-Chairman of the General Committee, the chairmen of the technical committees, the rapporteur of the Implementation Working Group and the Secretary of the Meeting. Its purpose is to coordinate the work of the Meeting. After its formation, the Group shall, *inter alia*, determine the occasions on which all subsequent sittings of the components of the Meeting shall be convened.

7.7 The Chairman of the General Committee shall convene the sittings of the Co-ordinating Group.

8. Minutes

8.1 Minutes shall be kept for all sittings of the General Committee and for such of the sittings of the technical committees and Implementation Working Group as may be determined by the General Committee.

8.2 Minutes shall be in summary form unless it is decided by the General Committee they should be in a different form. However, individual representatives may, if they so request, have their views on a particular subject included in the minutes in full rather than in summary.

9. Availability of papers

Except when otherwise agreed unanimously by the component concerned:

- a) working papers (including reports from one component to another) shall be available in the prescribed languages of the Meeting to all representatives for any period of at least 24 hours before commencement of discussion of the items concerned;
- b) an order of business notifying that an item will be discussed in a sitting of the General Committee or a technical committee shall be available to all representatives for any period of at least 24 hours before discussion of such item is commenced unless it was carried over from an immediately preceding order of business.

10. Conduct of business

10.1 The first sitting of each component of the Meeting shall be opened by a predetermined official⁷ who shall preside until the chairman has been elected.

10.2 Subsequent sittings of all components shall be presided over by the chairman of the component or, in the chairman's absence, by the first or second vice-chairman serving in that order as acting chairman.

10.3 All sittings of the Co-ordinating Group shall be presided over by the Chairman of the Meeting or, in the Chairman's absence, by the first or second vice-chairman of the Meeting serving in that order as acting chairman.

10.4 Opening formalities should be concluded at the first sitting of the General Committee.

10.5 A majority of Members attending the Meeting will constitute a quorum for sittings of the General Committee provided, however, that a person representing more than one Member may be counted only once for the purpose of calculating a quorum. Unless otherwise determined by that body, other components shall proceed without a quorum.

10.6 The chairman of any component of the Meeting shall:

- a) declare the opening and the closing of each sitting, direct the discussion, accord the right to speak, put questions and announce the decisions;

7. For the General Committee, such official will normally be the President of the Council or the Secretary of the Meeting. For other components, if the chairman has not been elected in advance of its first sitting, such official will be the secretary of the component concerned.

- b) ensure the observance of these Rules of Procedure;
- c) call upon speakers in the order in which, in the chairman's opinion, they have expressed their desire to speak; a speaker whose observations are considered by the chairman to be not relevant to the subject under discussion may be called to order by the chairman;
- d) accord preference to the chairman or the reporting Member of another component for the purpose of explaining a report submitted by that component.

10.7 During the discussion of any matter, and notwithstanding the provisions of 10.6 c), any representative of a Member who considers that these Rules of Procedure are not being observed may at any time raise the matter as a point of order and the point of order shall immediately be ruled upon by the chairman.

10.7.1 Any representative of a Member may appeal against the ruling of the chairman on a point of order. The appeal shall be immediately put to vote, and the ruling of the chairman shall stand unless overruled by a simple majority of those voting.

10.7.2 A representative of a Member raising a point of order may speak only on this point, and may not speak on the substance of the matter under discussion before the point was raised.

10.8 Sitzings of all components of the Meeting shall be open to the public unless otherwise decided by the component concerned. The following shall be entitled to attend closed sittings:

- a) representatives of Members;
- b) such observers or other persons as are determined by the component concerned;
- c) such members of the Secretariat as are necessary for the conduct of business.

11. Right to introduce motions

11.1 The right to introduce a motion or an amendment to a motion may be exercised:

- a) by the delegate or by an alternate acting in lieu of the delegate, in any component of the Meeting;
- b) by an adviser, in any component of the Meeting other than the General Committee;

- c) by an observer (for any motion other than a privileged motion) in any component of the Meeting, subject to 12 b).

11.2 The right to second motions may be exercised:

- a) by the delegate or by an alternate acting in lieu of the delegate, in any component of the Meeting;
- b) by an adviser, in any component of the Meeting other than the General Committee.

12. Motions and amendments to motions

Action upon motions and amendments shall be subject to the following:

- a) A motion (including a privileged motion) or an amendment moved by a representative of a Member shall not be discussed until it has been seconded.
- b) A motion or an amendment moved by an observer shall not be discussed until it has received the support of two seconders duly qualified under 11.2.
- c) A motion or an amendment may be withdrawn by its author unless an amendment to it is under discussion or has been adopted.
- d) Upon request of a representative of a Member, further consideration of a motion or an amendment will be deferred until the text of the motion has been in the hands of representatives in the prescribed languages of the Meeting for a time determined by the chairman to meet the wishes of the Meeting.
- e) If a motion has been moved, no other motion than one for an amendment to the original motion shall be considered until the original motion has been disposed of; the chairman shall determine whether such additional motion is so related to the motion already moved as to constitute a proper amendment thereto or whether it is to be regarded as an alternative motion.
- f) If an amendment to a motion has been moved, no alternative amendment to the motion may be considered until the original amendment has been disposed of. An amendment to a preceding amendment may be considered. The chairman shall determine whether such additional amendment is so related to the preceding amendment as to constitute an amendment thereto or whether it is to be regarded as an alternative amendment.
- g) The chairman shall determine whether or not the action disposing of a motion or an amendment to a motion has made unnecessary any further consideration of alternative motions or amendments postponed by virtue of e) and f) above; alternative motions or amendments that remain for consideration shall be taken in the order in which they were moved.

13. Privileged motions

13.1 Any representative of a Member may move at any time, as a privileged motion, the adjournment of a sitting; the deferral of discussion of the matter under consideration, either indefinitely or for a specified time; the referral of the matter under discussion back to another component of the Meeting; or the closure of consideration of the matter under discussion in favour of taking a decision thereon forthwith.

13.2 Subject to the provision of 12 a) the privileged motions in 13.1 shall have priority over all other motions. When two or more privileged motions regularly moved and seconded are before the Meeting at one time, the chairman shall deal with them in accordance with the following order of precedence:

- 1st — to adjourn the sitting;
- 2nd — to defer discussion indefinitely;
- 3rd — to defer discussion for a specified time;
- 4th — to refer back to another component;
- 5th — to close discussion and take a decision.

14. Decisions of the Meeting

14.1 The Meeting shall endeavour to reach unanimous agreement on the substance of all items on its agenda. Should this fail, the Meeting shall resort to a vote.

14.2 Decisions of the Meeting made after resorting to a vote shall have validity when supported by a simple majority of those voting⁸ except as provided under 6.2.

15. Decisions of the Chairman

Decisions of the chairman on matters additional to rulings on points of order (covered in 10.7.1) shall be final unless overruled by a simple majority of those voting.⁸

16. Right to vote

16.1 Each Member shall be entitled to one vote in any component of the Meeting, except that no person may cast more than one vote on a

8. Accordingly, in the event of a tie vote a motion fails.

particular motion. A person representing more than one Member shall indicate the Member on whose behalf the right to vote is exercised.

16.2 The right to vote may be exercised:

- a) by the delegate or by an alternate acting in lieu of the delegate, in any component of the Meeting;
- b) by an adviser, in any component of the Meeting other than the General Committee.

17. Voting

Voting on motions or amendments shall be subject to the following:

- a) A motion (including a privileged motion) or amendment shall not be put to vote unless it has been seconded in conformity with 12 a) or 12 b).
- b) Upon request of a representative of a Member, the vote upon a motion or an amendment will be deferred until the proposed text has been in the hands of representatives of Members in the prescribed languages of the Meeting for a time determined by the chairman to meet the wishes of the Meeting.
- c) Any amendment shall be voted on before the motion or amendment to which it refers.

18. Recording votes

A record shall be made, by number only, of the votes for, votes against and abstentions from all motions put to vote, except that, if a representative of a Member so requests, the record shall show the position taken on the matter by:

- a) the requesting representative; or
- b) all representatives, provided that such request was made prior to the motion being put to vote.

19. Re-opening of debate

Re-opening of discussion, within the same body, of a matter on which action has already been completed shall not be in order unless a motion to re-open has been moved, seconded and carried by a simple majority of those voting. Speeches on a motion to re-open shall be limited in content to matters bearing directly on the justification of re-opening; discussion of the substance of the question at issue will be in order only if the motion to re-open is carried.

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APPENDIX 1

History of the ICAO Air Navigation Regions

In the early days of (P)ICAO the operational and technical problems inherent in the application of standards, recommended practices and procedures essential to the safe and efficient operation of international air services were not common to all areas of the world and, therefore, these problems required consideration by States on an individual area basis in preference to treatment on a world-wide basis. For this reason and others, of an administrative nature, the Interim Council of PICA0 at its Second Session in 1945 established initially ten air navigation regions which the Council of ICAO in 1954 reduced to eight.

Following the introduction of aircraft of considerably greater speed and range, the operational and technical problems encountered throughout the world have progressively lost much of their regional character. Accordingly, the justification for planning on an area basis has more recently been considered to lie mainly in the need to conduct the planning of the facilities and services required for the world-wide network of international air routes, in a small number of areas of manageable proportions. The Council has, therefore, retained the concept of subdividing the world into air navigation regions, but mainly to provide a starting point in establishing the geographical area to be considered by a particular regional air navigation meeting and to serve as a basis for the distribution of all planned facilities and services resulting from the regional planning processes, over a series of Air Navigation Plan publications.

With these objectives in view, the Council has re-defined the air navigation regions on the understanding that the area to be considered by a meeting may embrace one or more air navigation regions, or parts thereof, depending upon the coverage of the international air route network established by the Air Navigation Commission for consideration by that meeting.

The facilities and services which a State should provide will, as far as possible, appear in only one Air Navigation Plan publication.

The regions, as now defined, are the following:

- a) *AFRICA-INDIAN OCEAN (AFI) REGION*: The area embracing Africa and associated oceanic areas and land masses between 25°W and 75°E and south to the South Pole.

- b) ***ASIA (ASIA) REGION***: The area south of the Asian part of the USSR territory, and embracing Pakistan, Japan and New Zealand, and associated oceanic areas and land masses eastward from 75°E to 175°W, to the South Pole.
- c) ***CARIBBEAN (CAR) REGION***: The area embracing Mexico, Central America, the Bahamas and the West Indies.
- d) ***EUROPEAN (EUR) REGION***: The area embracing Europe and the Asian part of the USSR territory, north to the North Pole, and including Turkey.
- e) ***MIDDLE EAST (MID) REGION***: The area embracing that part of Asia west of Pakistan, but excluding Turkey and USSR territory.
- f) ***NORTH AMERICAN (NAM) REGION***: The area embracing the United States and Canada and north to the North Pole.
- g) ***NORTH ATLANTIC (NAT) REGION***: The North Atlantic area not covered by the NAM, CAR, SAM, EUR and AFI Regions, and north to the North Pole.
- h) ***PACIFIC (PAC) REGION***: The Pacific area not covered by the NAM, CAR, SAM and ASIA Regions, and south to the South Pole.
- i) ***SOUTH AMERICAN (SAM) REGION***: The area embracing South America and the associated oceanic areas and land masses between 25°W and 90°W and south to the South Pole.

APPENDIX 2

Matters Covered by Recommendations and Conclusions of a Regional Air Navigation Meeting

1. The action classification "Recommendation" covers the following matters:

- a) 1) amendments of regional plans;
2) amendments of regional supplementary procedures;
3) implementation dates;
4) action involving significant expense, personnel or both;
5) proposals for convening formal meetings;
6) action by other international organizations;
- b) 1) technical studies;
2) technical practices;
3) preliminary action preparatory to action by Council;
4) all organizational matters affecting Doc 8144 (preliminary to Council action);
5) action required of the Secretariat involving dissemination of technical information to States.

Note.— The Council acts on recommendations pertaining to the matters at a) above and additionally with any matter which was highly controversial at the RAN meeting or any matter on which there is a marked division of opinion within the Air Navigation Commission. The Air Navigation Commission acts, under delegated authority, on recommendations pertaining to matters at b) above.

2. The action classification "Conclusion" covers the following matters:

- a) convening of informal meetings, seminars and workshops;
- b) action to inform States of existing ICAO provisions;
- c) study and preparation of amendment proposals;
- d) requests for States to make information available;

- e) requests for States to introduce co-operative measures with other States;
- f) requests for ICAO to promulgate to States information of limited regional or sub-regional interest; and
- g) proposals related to States' internal administrative practices.

— END —

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