

**Doc 8143-AN/873/3**  
*Divisional-type Air Navigation Meetings*



Directives to  
Divisional-type Air Navigation Meetings and  
Rules of Procedure for their Conduct

*Approved by the Council  
and published by its decision*

1983

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

## FOREWORD

This document replaces Doc 8143-AN/873/2 and incorporates Amendment No. 1, adopted by the Council on 28 November 1980, and Amendment No. 2, adopted by the Council on 8 December 1982. It complements Doc 7986-C/915 — *Directives of the Council concerning the Conduct of ICAO Meetings*.

The document contains three parts. The first part provides information of a general nature and particularly information concerning the activities that precede and follow the convening of divisional-type air navigation meetings. The second part sets forth directives to divisional-type air navigation meetings, and the third part contains rules of procedure for the conduct of those meetings. Also included as an appendix are historical notes on the evolution of the divisional-type air navigation meetings.

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## **PART 1**

### **INFORMATION OF GENERAL NATURE**

#### **1. Objective of a divisional-type Air Navigation Meeting**

1.1 A divisional-type air navigation meeting makes recommendations, within the scope of its agenda, for new Standards and Recommended Practices (SARPS), Procedures for Air Navigation Services (PANS), and guidance material, or for amendments to the existing SARPS, PANS and guidance material. Apart from this primary objective, the meeting prepares, as necessary, other recommendations on individual agenda items for action by Contracting States or the Organization.

#### **2. Types of meetings**

2.1 There are two types of divisional-type air navigation meetings, namely:

- a) Air navigation conferences; and
- b) Divisional meetings.

2.2 The decision concerning the type of a meeting to be convened depends on the magnitude and scope of the subjects to be dealt with. An air navigation conference is held when its task encompasses a substantial number of interrelated subjects of world-wide scope falling within several air navigation fields. If the task comprises a substantial number of subjects of world-wide scope which are confined to only one or a few specific air navigation fields, use is made of a divisional meeting.

#### **3. Participation in a meeting**

3.1 Divisional-type air navigation meetings are open to all Contracting States. Each Contracting State has the right to be represented at any such meeting

by a delegate and, if it so desires, an alternate and advisers. The Council may also invite non-Contracting States, selected International Organizations and other bodies to participate with observer status.

#### **4. Convening of a meeting**

4.1 The Council decides on the convening of each meeting, including its dates, site and working languages, following the planning and consultation process summarized below.

4.2 Each year the Council reviews the programme of ICAO meetings for the next four years. If the Council, on the advice of the Air Navigation Commission, concludes that a particular divisional-type air navigation meeting is likely to be required, such a meeting is included for planning purposes in the programme of ICAO meetings for the particular year. If later developments reaffirm the need for the meeting, the Air Navigation Commission consults States and selected International Organizations, and subsequently makes final recommendations to the Council on the subject.

4.3 Divisional-type meetings are normally convened at ICAO Headquarters to take advantage of the available technical and administrative facilities and services.

#### **5. Establishment of agenda for a meeting**

5.1 When the Air Navigation Commission decides to consult States and selected International Organizations on the need for a meeting (see 4.2 above) it sends them also a draft list of subjects, drawn primarily from the ANC Technical Project List, that appear to require consideration by the meeting.

5.2 On the basis of the replies received, the Air Navigation Commission establishes the agenda, making sure that the individual agenda items are mature for consideration, cannot be resolved or advanced by other means such as a panel or correspondence with States and are defined precisely. In the establishment of the agenda the Air Navigation Commission employs a set of standing criteria aimed at ensuring effective use of divisional-type meetings.

## **6. Documentation for a meeting**

6.1 The documentation is prepared by the Secretariat, the Air Navigation Commission, States and International Organizations.

6.2 The documentation prepared by the Secretariat under the direction of the Air Navigation Commission includes a basic working paper on each agenda item, defining the problem and providing a brief historical background. Each such paper includes, as appropriate, lines of development, tentative conclusions and specific suggestions for action. When appropriate, the Secretariat also prepares a consolidation of the various proposals received from States and International Organizations on each agenda item, or a short paper identifying the substance of the various proposals received.

6.3 To the extent practicable, the Commission arranges for the development of specific proposals for action on individual agenda items, through preparatory machinery such as ANC Panels and consultation with Contracting States and selected International Organizations.

6.4 States and International Organizations are encouraged to prepare documentation on specific agenda items. To facilitate its timely reproduction and its usage by the meeting, States and International Organizations are requested to abide by rules governing the format, content and length of working papers. These rules are notified to States and International Organizations at the time they are informed of general arrangements for the meeting.

6.4.1 The working papers should be submitted either in the form of “action papers” or “information papers”.

6.4.2 “Action papers” are working papers containing specific proposals for action; their format is standardized, their length is limited to four pages excluding the text of the proposals and they are given first priority for reproduction.

6.4.3 “Information papers” comprise all other working papers; while they are not restricted in format, they should be as brief as possible and should be accompanied by an abstract not exceeding one page in length.

6.4.4 Working papers should be submitted as far in advance of the meeting as practicable. Although working papers will continue to be forwarded to States

and International Organizations until shortly before the opening, a paper received less than three and one-half months before the opening cannot normally be translated and reproduced in time to permit its receipt in advance of the meeting.

6.5 States and International Organizations desiring to present material not written specifically for an agenda item (such as detailed technical studies) are asked to provide the Secretariat with sufficient copies for distribution at the meeting, such material not being reproduced as meeting working papers.

## **7. Organization plan of a meeting**

7.1 To facilitate the work of a meeting, the Air Navigation Commission develops an organization plan, consulting States on its acceptability. The plan controls the establishment of components of the meeting and the allocation of agenda items to individual components, and includes a time schedule for dealing with individual agenda items.

## **8. Action on the meeting report**

8.1 The Air Navigation Commission and the Council review and decide on the action to be taken on the recommendations of a meeting.

8.2 There are two categories of recommendations in a meeting report; recommendations for SARPS, PANS and associated Attachments, and recommendations other than for SARPS, PANS and associated Attachments, which are treated differently, as mentioned below.

8.3 The recommendations for SARPS, PANS and associated Attachments are reviewed initially by the Air Navigation Commission to determine whether any explanation or guidance should be given to States and International Organizations when the recommendations are referred to them for comment, or whether it is necessary for the Air Navigation Commission to develop supplementary or alternative proposals.

8.3.1 Following the receipt of comments from States and International Organizations, the Air Navigation Commission undertakes a final review of the recommendations and establishes final text of proposed amendments to SARPS, PANS and associated Attachments for consideration by the Council.



8.3.2 After the Council adopts the proposed SARPS amendments and if subsequently the majority of Contracting States does not disapprove them, they become effective and applicable on dates specified by the Council.

8.3.3 The PANS amendments approved by the Council are not subject to disapproval. They become applicable on the same date as any associated SARPS amendments.

8.4 The recommendations other than for SARPS, PANS and associated Attachments are reviewed by the Air Navigation Commission. The Commission takes final action on those recommendations for which authority to act has been delegated to it by the Council, and recommends to the Council specific action on the remaining recommendations. The decisions of the Air Navigation Commission and the Council are published in supplements to the meeting report.

## **PART II**

### **DIRECTIVES TO THE MEETING**

#### **MEETING DOCUMENTATION**

##### **1. Documentation submitted immediately prior to or during the meeting**

1.1 While States and International Organizations are expected to make their documentation available as far in advance of the meeting as practicable and not later than three and one-half months prior to the opening of the meeting (ref. 6.4.4 of Part I), it may become necessary for States or International Organizations to present some of their documentation immediately prior to or during the course of the meeting. Any such documentation shall be submitted to the Secretary of the meeting in at least one of the working languages of the meeting and shall be in standard format and concise, as mentioned in 6.4 of Part I.

#### **FORMULATION OF PROPOSALS FOR INTERNATIONAL STANDARDS, RECOMMENDED PRACTICES AND PROCEDURES**

##### **2. Annexes to the Convention<sup>1</sup>**

###### *2.1 Standards and Recommended Practices (SARPS)*

2.1.1 To qualify as a Standard, the specification must be such that its uniform application by all Contracting States is necessary in the interests of

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1. As a description of the component parts of an Annex is available in the foreword of each Annex, this information is not repeated here. The foreword of each Annex also reproduces the full definition of a Standard and of a Recommended Practice.

safety or regularity of international air navigation. However, the applicability of the Standard may be made subject to the existence of certain specified conditions, such as characteristics of terrain, flight stages, density of traffic, climatological conditions, etc.

2.1.2 To qualify as a Recommended Practice, a specification must be such that its uniform application by all Contracting States is considered desirable, but not essential, in the interests of safety, regularity or efficiency of international air navigation.

2.1.3 In case of lack of agreement on the details of a specification necessary for safety, the minimum agreed requirements essential for the safety of international air navigation shall be extracted from the specification and recommended separately for the status of Standards.

2.1.4 The following rules shall be observed in the drafting of SARPS:

- a) A *Standard* shall contain a statement specifying an obligation by means of “shall”. If the obligation applies only under specified conditions, the Standard shall contain subsidiary statements specifying precisely those conditions. For subsidiary statements verbs such as “may” and “need not” are acceptable.
- b) A *Recommended Practice* shall contain the same elements as a Standard but “should” shall be used instead of “shall” in the main statement specifying the recommendation. The word “Recommendation” shall prefix the text of a Recommended Practice.
- c) The text of SARPS shall not depend upon or include references to material of lower status in a manner that would give a higher status to that material.
- d) SARPS shall be drafted in language which is clear and simple and does not introduce ambiguity.

## 2.2 *Definitions*<sup>2</sup>

2.2.1 Definitions are included in Annexes to simplify the drafting of texts, to obviate the need for repetition and to assist in the interpretation of terms which are used in SARPS and have a particular technical meaning.

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2. The ICAO Lexicon reproduces all definitions appearing in Annexes and PANS documents as of the date of the particular edition.

2.2.2 A definition constitutes an essential part of the SARPS in which it is used, since a change in the meaning of the definition would affect the specifications. It has no independent status.

2.2.3 The following rules shall be observed in the drafting of definitions in an Annex:

- a) Definitions shall explain the meaning of terms in their normal usage in the Annex. They shall not comprise statements which are in the nature of specifications.
- b) The number of definitions introduced into an Annex shall be kept to a minimum and they should be grouped at the beginning of the Annex under the title “Definitions”.
- c) Terms which are being used in their normal dictionary meaning or whose meanings are generally known shall not be defined.
- d) Terms already defined in an Annex shall always be used when applicable, and the same term shall always be used to express the same meaning.
- e) When it is necessary to define a term not already defined, the implication on other Annexes in which the term might also find application shall be considered.

### 2.3 *Appendices*

2.3.1 As an Appendix forms part of SARPS, it shall always be the subject of an enabling clause within SARPS.

2.3.2 An Appendix shall be drafted to conform to the enabling specification. If the enabling specification is a Standard, then the associated Appendix shall be phrased throughout in mandatory form, although alternatives to the verbs “shall” and “shall not” may be used. If an enabling specification is a Recommended Practice, the associated Appendix shall not include any expressions used for denoting a standard status.

### 2.4 *Notes*

2.4.1 Notes are used in association with specifications but they do not form part thereof. A note may introduce a subject, draw attention to a particular point,

make a useful reference or even clarify the intent of a Standard or Recommended Practice. However, such a Standard or Recommended Practice shall be self-supporting and the deletion of the associated note shall not alter the obligations or exhortations specified in that Standard or Recommended Practice. Therefore, expressions such as “shall”, “should” or “is desirable” shall not appear in the text of notes.

2.4.2 The number of notes shall be kept to a minimum and their text should always be concise.

## *2.5 Attachments*

2.5.1 Material supplementary to the SARPS, prepared for guidance in their application, may be placed at the end of the Annex proper under the title “Attachment”. However, such material shall be included in an Annex only when it is not appropriate to include it in manuals or other documents which are issued under the authority of the Secretary General.

2.5.2 An Attachment has the same status as a Note. It is not subject to precise drafting rules and may take the form most suitable for its purpose. However, the use of the verb “shall” should be avoided except when it occurs in a direct quotation.

## *2.6 Dates of applicability*

2.6.1 If in the development of SARPS the meeting finds it necessary to recommend applicability dates other than those resulting from normal processing<sup>3</sup>, the meeting should explain the reasons for its recommendation.

## *2.7 Units of measurement*

2.7.1 In the text of SARPS, units of measurement shall be expressed in International System of Units (SI) as specified in Annex 5. In those cases where Table 3-4 of Annex 5 permits the use of a non-SI alternative unit, both the primary and alternative unit shall be given. The alternative units shall be

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3. The Secretariat will provide the meeting with guidance concerning the applicability dates that will result from the normal processing.

expressed to the same order of accuracy as the primary unit and shown in parentheses following the primary unit.

### **3. Procedures for Air Navigation Services (PANS)<sup>4</sup>**

3.1 The Procedures for Air Navigation Services (PANS) comprise, for the most part, operating practices as well as material considered too detailed for SARPS. PANS often amplify the basic principles in the corresponding SARPS contained in Annexes to assist in the application of those SARPS.

3.2 To qualify for PANS status, the procedure shall be agreed as suitable for application on a world-wide basis, although the need to apply it in a given area may be subject to regional agreement.

3.3 The following rules shall be observed in the drafting of PANS:

- a) The verb “shall” is to be used where uniform application is essential;
- b) The verb “should” is to be used where variation in detail would not be an impediment to successful application.

## **PROCEEDINGS OF THE MEETING**

### **4. Directives for reaching decisions**

4.1 Because of the technical nature of most decisions in divisional meetings, the meeting shall endeavour to reach unanimous agreement on the substance of all items on its agenda. Should it not be possible to do so, the meeting shall reach a decision by taking a vote. Such voting normally shall be by voice, by show of hands, or by standing. Voting by secret ballot (Rule 17.3) should be used sparingly and only in exceptional situations when it is considered that a decision on an important issue cannot be reached without resort to a secret ballot.

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4. As a description of the component parts of a PANS document is available in the foreword of each PANS document, this information is not repeated here.

## **PREPARATION OF THE REPORT OF THE MEETING**

### **5. Progressive preparation of the report**

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

5.2 When a subordinate committee completes discussion of an assigned agenda item or of a discrete part thereof, it shall prepare a report on the matter for approval by the plenary committee. Upon approval, the material shall become a part of the report of the meeting subject to such subsequent adjustments of substance as may be necessary to correlate the various parts and reconcile any discrepancies between them.

5.3 Reports on individual agenda items shall be as concise as possible. They 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 in some other suitable form such as an ICAO circular.

### **6. Contents of the report**

6.1 The report of the meeting shall contain the following elements in the order shown:

- a) Letter of transmittal;
- b) Table of contents;
- c) History of the meeting;
- d) Report on the agenda;
- e) General supplementary material;
- f) General statements by delegations.

#### *6.2 Letter of transmittal*

6.2.1 This shall be addressed to the President of the Air Navigation Commission of ICAO and shall be signed by the Chairman of the meeting.

### *6.3 Table of contents*

6.3.1 This shall show both the headings and page numbers of the major subdivisions of the report and, in a separate list, the titles and page numbers of the recommendations.

### *6.4 History of the meeting*

6.4.1 This shall include:

- a) A statement of the date, place and duration of the meeting;
- b) A statement of the number of Contracting States, non-Contracting States, International Organizations and other Bodies represented at the meeting;
- c) A list of Representatives attending the meeting, arranged alphabetically by Contracting States, non-Contracting States, International Organizations and other Bodies;
- d) The names of officers appointed by the meeting and of members of the Secretariat assigned to the meeting;
- e) The agenda of the meeting, mention being made of any items added by the meeting to the agenda approved by the Air Navigation Commission;
- f) A description of the working arrangements.

### *6.5 Report on the agenda*

6.5.1 This shall comprise a clear and concise explanation of the work of the meeting arranged sequentially in the order of the agenda items. The report on each agenda item shall contain as relevant:

- a) A summary of the discussions;
- b) Recommendations arising from consideration of the item;
- c) Supplementary material;
- d) Statements by delegations.



6.5.2 *Summary of the discussions.* This shall provide a brief summary of the discussions that have taken place and of the reasons which led to the action proposed. The summary shall include any necessary information on the origin and purpose of any recommendations made. It shall also record minority views and references to points of divergence that have arisen and the extent of agreement reached in the discussion of the agenda item. The summary, however, shall not contain proposals for action.

6.5.3 *Recommendations arising from consideration of the item.* Proposals for action shall be in the form of recommendations. The recommendations shall follow immediately after the relevant parts of the summary of the discussions.

6.5.3.1 Proposals for SARPS, PANS and associated Appendices and Attachments shall be the subject of separate recommendations. To identify readily such recommendations, a vertical line with the abbreviation "RSPP" (Recommendation for Standards, Recommended Practices and Procedures) shall be placed in the margin against their text. The recommendations for SARPS, PANS and associated Appendices and Attachments shall be presented in the form of instructions to amend the documents concerned, as this will indicate exactly how the existing Annexes and PANS are affected by the proposals. The meeting shall ensure that no unnecessary recommendation for SARPS, PANS or associated Appendices and Attachments is made.

6.5.3.2 The meeting shall also be discriminating in framing recommendations relating to matters other than SARPS, PANS and associated Appendices and Attachments. Any such recommendations shall be limited to matters of importance on which action of a constructive nature appears to be practicable.

6.5.3.3 If a recommendation includes tabular or other material which is very lengthy, such material may be placed in an Appendix to the relevant part of the report.

6.5.4 *Supplementary material.* Any material approved by the meeting for inclusion in the report which is related to a specific agenda item but not appropriate for inclusion in the summary preceding the recommendations or in the recommendations themselves, shall follow under the heading of "Supplementary Material".

6.5.5 *Statements by delegations.* Any formal statement by a delegation concerning the action recommended by the meeting on a specific agenda item shall be included as the last section of the report on the agenda item to which it refers.

*6.6 General supplementary material*

6.6.1 When necessary, a separate part should be provided to contain any material, approved by the meeting for inclusion in the report, that is not related solely to one particular agenda item.

*6.7 General statements by delegations*

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

**PART III**

**RULES OF PROCEDURE FOR THE CONDUCT  
OF DIVISIONAL-TYPE AIR NAVIGATION MEETINGS**

**1. Definitions**

For the purpose of these rules of procedure the expressions:

*Member* — means a Contracting State represented at the meeting.

*Delegate* — means the chief representative of a Member.

*Alternate* — means a representative of a Member authorized to act on its behalf instead of the Delegate.

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

*Observer* — means a person attending the meeting as a representative of a non-Contracting State, an International Organization or other Body invited by the Council to participate in the meeting without the right of vote.

*Meeting* — means a body and its components formed for the purpose of discussing and recommending action on a specified agenda; it lasts from the opening of the first sitting to the closing of the last sitting.

*Components of the meeting* — means the following:

- i) The Plenary Committee
- ii) The Subordinate Committees
- iii) The Working Groups established by the Plenary Committee or the Subordinate Committees.

*Registered at the meeting* — means having deposited credentials which have been found in order.

*Secretary of the meeting* — means the Secretary General of ICAO or his designee.

## **2. Representation**

2.1 All Contracting States and such non-Contracting States, International Organizations and other Bodies invited by the Council to participate in the meeting are entitled to appoint one or more representatives. Each such representative shall be a person designated and authorized by that State, International Organization or other Body to participate in the meeting in a specified capacity, 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:

- i) A representative of a Contracting State can serve either as a delegate or as an alternate or as an adviser;
- ii) A representative of a non-Contracting State, International Organization or other Body can serve only as an observer.

2.3 A person may be appointed as a representative of more than one Contracting State, non-Contracting State, International Organization or other Body invited by the Council to participate in the meeting.

## **3. Credentials**

3.1 The credentials shall be deposited with the Secretary of the meeting.

3.2 A letter giving the name of a person authorized to participate in the meeting and stating the particular capacity in which he is empowered to act, when signed by an appropriate authority of the State, International Organization 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 Plenary 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 a register 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 Working papers, orders of business 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 of the meeting elected by the Plenary Committee, and if circumstances so warrant a 2nd Vice-Chairman elected by that Body. Such officers shall also serve as Chairman and 1st and 2nd Vice-Chairmen of the Plenary Committee;
- b) The Chairman and the Vice-Chairman elected for each of the Subordinate Committees; and
- c) The Chairman elected for any Working Groups 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 will preside subject to the right of the Plenary 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 he 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 Additional items may be proposed in the Plenary Committee and may be added to the agenda if adopted by a two-thirds majority of the Members registered at the meeting at that time.

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 Plenary Committee to an appropriate Subordinate Committee.

7.2 The Plenary Committee shall specify when the first sitting of the Subordinate Committees shall be convened.

7.3 The Plenary Committee and each Subordinate Committee shall establish such Working Groups as are prescribed by the Council or the Air Navigation Commission for the meeting. The Plenary Committee and Subordinate Committees may also establish such other Working Groups as are considered necessary for the proper conduct of their assigned business, provided that the organizational services required by such groups can be supplied without exceeding the budgetary allocations for the meeting.

7.4 Any Committee 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 for the meeting.

7.6 A Co-ordinating Group shall be formed and shall consist of the Chairman and Vice-Chairmen of the meeting. Chairmen of Subordinate Committees may also be included in the membership of the Group. The purpose of the Co-ordinating Group is to co-ordinate the work of the meetings<sup>5</sup>. After its formation the Group shall, *inter alia*, determine when all subsequent sittings of the components of the meeting shall be convened.

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

## **8. Minutes**

8.1 Minutes shall be kept for all sittings of the Plenary Committee.

8.2 Minutes shall be in summary form unless it is decided by the Plenary Committee they should be in a different form. However, an individual representative may, if he so requests, have his 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 represen-

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5. The Secretary of the meeting has an obligation to remind the Co-ordinating Group of any significant budgetary implications of its decisions. He will provide the Co-ordinating Group with the information and guidance necessary to enable it to fulfil its functions.

tatives 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 at a sitting of the Plenary 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 official<sup>6</sup> 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 his 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 his 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 Plenary Committee.

10.5 A majority of Members registered at the meeting shall constitute a quorum for sittings of the Plenary Committee, provided, however, that a person representing more than one Member shall be counted only once for the purpose of calculating a quorum. Unless otherwise determined by the Plenary Committee, 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;

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6. For the Plenary Committee such official will normally be the President of the Council. 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 his opinion, they have expressed their desire to speak and call a speaker to order if he considers that the speaker's observations are not relevant to the subject under discussion;
- 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 Sitings 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 instead of the Delegate, in any component of the meeting;
- b) By an Adviser, in any component of the meeting other than the Plenary Committee;
- c) By an Observer (for any motion other than a privileged motion) in any component of the meeting.

11.2 The right to second motions may be exercised:

- a) By the Delegate or by an Alternate acting instead of the Delegate, in any component of the meeting;
- b) By an Adviser, in any component of the meeting other than the Plenary 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 seconds 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 to a subordinate 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 provisions 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 to a subordinate 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 reach a decision by taking a vote.

14.2 Except as provided for in 6.2, decisions made by a vote shall be by a simple majority of those voting.

#### **15. Decisions of the Chairman**

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

#### **16. Right to vote**

16.1 Each Member shall be entitled to one vote on any motion in any component of the meeting, with the limitation that a person representing more than one Member is permitted to cast only one vote.

16.2 The right to vote may be exercised:

- a) By the Delegate or by an Alternate acting instead of the Delegate, in any component of the meeting;
- b) By an Adviser, in any component of the meeting other than the Plenary Committee.

16.3 Observers shall not be permitted to vote.

#### **17. Voting**

17.1 Voting 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.

17.2 Voting shall normally be by voice, by show of hands, or by standing, but at the request of a representative of a Member there shall be a roll-call (except as provided for in Rule 17.3) which shall be taken in the English alphabetical order of the names of Members, beginning with the Member whose name is drawn by lot by the Chairman. A request for a roll-call shall be made prior to the motion being put to a vote.

17.3 If the representatives of two or more Members so request and the request is not opposed, the vote shall be by secret ballot.\* In case of opposition, the question whether there shall be a secret ballot shall be decided by a simple majority of votes cast in secret ballot. The provisions of this rule shall prevail over those of Rule. 17.2.

17.4 In the event of a tie vote, a second vote on the motion concerned shall be taken at the next sitting, unless a simple majority decides that this second vote be taken during the meeting at which the tie vote took place. Unless there is a simple majority in favour of the motion on the second vote, it shall be considered lost.

## **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:

- a) if a representative of a Member so requests and the provisions of Rule 17.3 do not apply, the record shall show the position taken on the matter by the requesting representative; or

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\* Note.— See paragraph 4 of Part II.

- b) in the case of a roll-call, the vote by each representative of a Member participating in the roll-call shall be recorded.

#### **19. Reopening of debate**

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

## **APPENDIX**

### **Historical Note on the Evolution of the Divisional-type Air Navigation Meetings**

Article 57 of the Convention on International Civil Aviation provides for the establishment by the Air Navigation Commission of technical sub-commissions on which any Contracting State may be represented, if it so desires. This provision of the Convention has led to the progressive establishment of different types of technical bodies as found necessary to meet the changing needs of international civil air navigation.

The technical bodies first established consisted of some 11 technical bodies called “Divisions”, each of which covered a particular aspect of air navigation, as follows:

AGA (Aerodromes, Air Routes and Ground Aids) Division

AIG (Accident Investigation) Division

AIR (Airworthiness) Division

AIS (Aeronautical Information Services) Division

COM (Communications) Division

MAP (Aeronautical Charts) Division

MET (Meteorological) Division

OPS (Operations) Division

PEL (Personnel Licensing) Division

RAC (Rules of the Air and Air Traffic Services) Division

SAR (Search and Rescue) Division

In the initial phase of the work of these Divisions emphasis was placed on the preparation of Annexes to the Convention containing International Standards and Recommended Practices (SARPS) and the development of associated Procedures for Air Navigation Services (PANS) documents. This initial work was completed with the adoption of the existing technical Annexes to the Convention, excepting Annex 6, Part II and Annex 16 which were adopted later.

Subsequent development of Standards, Recommended Practices and Procedures to meet the current needs revealed the necessity for closer coordination of the activities of the several specialized “Divisions”. At the same time, however, some of the problems arising proved to be too specialized for a meeting of the “Division” to deal with effectively and called for consideration by specialists in a particular subject. As a consequence, the system of “Divisions” was discontinued and the medium of divisional-type air navigation meetings was introduced.

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