



STAP/14

International Civil Aviation Organization

STATISTICS PANEL

FOURTEENTH MEETING (STAP/14)

Montréal, 23 – 27 March 2009

REPORT

**REPORT OF THE FOURTEENTH MEETING OF
THE STATISTICS PANEL**

LETTER OF TRANSMITTAL

To: Chairman, Air Transport Committee

From: Chairman, Statistics Panel

I have the honour to submit herewith the Report of the Fourteenth Meeting of the Statistics Panel (STAP/14) held at ICAO Headquarters in Montréal from 23 to 27 March 2009.

S. Germon
Chairman

Montréal, 8 April 2009

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INTRODUCTION

General

1. The Fourteenth Meeting of the ICAO Statistics Panel (STAP/14) was held at ICAO Headquarters in Montréal from 23 to 27 March 2009.

2. The Director of the Air Transport Bureau (D/ATB), Mrs. Folasade Odutola, welcomed all participants and introduced the members of the Secretariat. She remarked that since the last Statistics Division meeting held in Montréal some 12 years ago, significant changes have occurred with respect to the development of air transport. Participants were informed of the significant shift of focus in ICAO's work with the advent of the Organization's Business Plan. The meeting was also informed of the implementation of the six ICAO Strategic Objectives, notably the ones related to Safety, Efficiency and Environment, which had created a need for performance monitoring that can only be achieved through the availability of the necessary metrics.

3. D/ATB expressed confidence in the ability of the panel members to present both strong recommendations and an effective strategy by which the Statistics Programme could be improved, notably in terms of the implementation of new data collections.

4. In conclusion, D/ATB remarked that high expectations were anticipated from the work of this panel and that panel members had an important role to play with respect to providing the relevant background and groundwork for the upcoming Statistics Division which will take place from 23 to 27 November 2009.

Terms of Reference

5. The terms of reference for the panel were originally set out in Assembly Resolution A16-34 which directed the Council "to maintain a panel of statistical and accounting experts of States whom the Secretariat may consult at any time". This resolution has now been superseded by Resolution A36-15 which, in its Appendix B, Clause 2, "*Requests* the Council, calling on national experts in the relevant disciplines as required, to examine on a regular basis the statistical data collected by ICAO in order to meet more effectively the needs of the Organization and its Contracting States and to establish the necessary metrics to monitor the performance of the Organization in meeting its Strategic Objectives, to improve the uniformity of the statistics, the completeness and timeliness of reporting by Contracting States and the form and content of analyses". Within this context, the Air Transport Committee has noted that all of the panel's deliberations and conclusions must be construed as advisory with respect to the resolution of technical problems and do not relate to the advocacy or recommendation of any particular course of action by ICAO or its Member States which entails considerations beyond purely technical matters.

Agenda

6. As per the terms of reference, the main objective of the meeting was for the panel to assist the Secretariat in the preparation of the documentation for the Tenth Session of the Statistics Division (STA/10). To that effect, the following Agenda for the meeting was determined by the Air Transport Committee and presented by the Secretary in WP/1:

Item 1: Approval of draft Agenda and administrative arrangements

WP/1 – Administrative arrangements

Item 2: Developments since the Ninth Session of the Statistics Division (STA/9)

WP/2 – Developments since the Ninth Session of the Statistics Division

IP/1 – *Status of ISDB developments and upgrades (ICT)*

Item 3: Overall review of the ICAO Statistics Programme: relevance, rationalization and harmonization

WP/3 – Review of on-flight origin and destination (OFOD) publication rules and data

WP/4 – Available capacity and average passenger mass

WP/5 – Review of definitions of domestic and cabotage air services

IP/2 – Definitions used for global data collection

WP/6 – Review of airport traffic data

WP/7 – Standardization of air transport statistics on airports and air navigation services providers

WP/8 – Civil aircraft on register

Item 4: Coordination of ICAO Statistics Programme with those of other organizations

WP/9 – Coordination of ICAO's Statistics Programme with those of other civil aviation organizations

WP/26 – Symbiosis and synergy in aviation and tourism statistics

IP/3 – Best practices

IP/5 – Work programme of the ACI World Statistics and Forecasting Advisory Group (STAF)

IP/6 – ACI's regular statistical publications

WP/10 – New ICAO database on aircraft movements

Item 5: Impact assessment of changes in the air transport industry

WP/11 – Definition and identification of low-cost carriers

WP/12 – Impact of reporting of air carrier financial data on traffic forecasts

WP/13 – Review of the classifications and definitions used for civil aviation activities

WP/14 – Reference and use of the Integrated Statistical Database (ISDB) for safety data analyses

Item 6: Review of the current reporting status with respect to ICAO air transport reporting forms and recommendations for the implementation of new reporting processes

WP/15 – Review of the current reporting status: commercial air carriers

WP/16 – Review of the current reporting status: airports and air navigation service providers (ANSPs)

Item 7: Implementation of a Quick Monitoring System (QMS) for the purposes of monitoring monthly traffic

WP/17 – Quick Monitoring System (QMS) of commercial air carrier monthly traffic and financial data

IP/7 – Publishing traffic statistics for timely use by stakeholders

Item 8: Review of the data required for the purposes of restructuring the ICAO forecasting activities

WP/18 – Data requirements for forecasting activities

IP/4 – Current status, forecasts & issues relating to air traffic in India

IP/8 – ACI Traffic Forecast Report (TFR) methodology

Item 9: Proposals for the collection of new data

WP/19 – Aircraft accidents and serious incidents

WP/20 – Civilian licensed personnel data

WP/21 – Fuel consumption by commercial air carriers

WP/22 – Collection of data on airport and airspace capacity, investment and funding

WP/23 – Inventory of air navigation equipment on board aircraft and on the ground

WP/24 – Revenue generating activities

Item 10: Definition of common Key Performance Indicators (KPIs) to monitor the state of the industry

WP/25 – Review of the different key performance indicators

Item 11: Future work

Item 12: Other matters

Attendance

7. The meeting was attended by panel members, alternates and advisers from 10 States, as well as by observers from four States and six international organizations. A total of 35 participants attended the meeting. A complete list of participants appears in Appendix 1.

Officers and Secretariat

8. Mr. Serge Germon, panel member from France, was elected Chairman of the meeting; Mrs. Norah Hillary, panel member from Canada, was elected Vice-chairwoman.

9. Mrs. Narjess Teyssier, Chief of the Economic Analyses and Databases Section of the Air Transport Bureau, was Secretary of the meeting. Mrs. Grazyna Resiak, Mrs. Cornelia Fischer, Messrs. Chaouki Mustapha and Ananthanarayan Sainarayan, all Economists in the Economic Analyses and Databases Section, were Assistant Secretaries.

Languages and Documentation

10. Interpretation services were provided in Arabic, English, French, Russian and Spanish. A list of the documentation prepared or made available for the meeting appears in Appendix 2.

AGENDA ITEM 1: APPROVAL OF DRAFT AGENDA AND ADMINISTRATIVE ARRANGEMENTS

11. A proposed timetable for the meeting was approved as presented in WP/1, Corrigendum No. 3. This timetable was reviewed and adjusted in accordance with the deliberations and developments of the meeting.

12. Subjects contained in the agenda for the meeting were discussed at meetings of the panel as a whole. It was intended that a paper consisting of discussions and conclusions of the meeting would be available, in English only, for consideration by the panel the day subsequent to each meeting. In light of the heavy agenda, the final report reflecting the discussions and summaries of conclusions, approved on a daily basis, would be approved by the Chairman.

AGENDA ITEM 2: DEVELOPMENTS SINCE THE NINTH SESSION OF THE STATISTICS DIVISION (STA/9)**Developments since the Ninth Session of the Statistics Division (WP/2)****Documentation**

13. The level of implementation of the recommendations adopted by STA/9 was reviewed in WP/2. This paper described events within and outside the Organization that determined the need to review new data requirements.

Conclusion

14. The panel noted the information provided in this paper.

**AGENDA ITEM 3: OVERALL REVIEW OF THE ICAO STATISTICS PROGRAMME:
RELEVANCE, RATIONALIZATION AND HARMONIZATION****Review of On-Flight Origin and Destination (OFOD) publication rules and data (WP/3)****Documentation**

15. The purpose of this working paper was to invite members of the panel to examine the appropriateness of the current restrictions applied to the OFOD data publications, and to assess the extension of the current data collection in order to include non-scheduled traffic data.

Discussion

16. The panel reviewed the publication rules mentioned in para. 3.1 a) *that no statistics for a city-pair may be published unless reports for at least two airlines from two different States have been received for that city-pair*; and the utility of continuing with this publication rule given that the nature of data does not reflect true origin destination. This was viewed against the backdrop of the prevailing position where similar and true origin/destination (O/D) data is available for purchase commercially with no restrictive publication rule.

17. Members were divided with respect to a proposal to remove the restrictions relating to the publication of data, which is currently one year after the reporting period concerned.

18. With respect to collecting data on non-scheduled OFOD, the panel recognized these data as a valuable tool with which to obtain a global view of the traffic. The panel agreed to this data collection as it did not impose any additional burden to the States.

19. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-1**THE PANEL RECOMMENDS:**

- a) withdrawal of the above-mentioned restriction in para. 3.1 a) from the reporting instructions of Form B;
- b) that the publication restriction in para. 3.1 b) be reduced from one year to six months; and
- c) extension of the data collection to non-scheduled commercial OFOD data.

Review of definitions of available capacity and average passenger mass (WP/4)**Documentation**

20. The purpose of WP/4 was to invite members of the panel to examine the appropriateness of the present definitions of average passenger mass and average cargo density, and to suggest any changes to their definitions and related reporting instructions in order to improve the manner in which air carriers report these data.

Discussion

21. On the basis of the documentation and its discussion, the panel agreed to the Chairman's proposal to continue using the Great Circle Distance as a reference for the tonne-kilometres performed (TKP) calculation.

22. It was not possible to reach a consensus on the value of average passenger mass that stands presently at 90 kg. There was some support to raise it to 100 kg, as per the standard in the United States. However, some members cautioned against the change without justification. The idea of conducting a survey under the International Air Transport Association (IATA) auspices, as proposed in WP/4, was discussed. The IATA representative reported that IATA uses the 90 kg value for average passenger mass when standardizing statistics reported by member airlines in order to generate internationally comparable statistics.

23. With regard to the issue of cargo density, it was suggested by some observers that current practices of air transport industry stakeholders be reviewed before a decision is taken.

Conclusion

24. The panel agreed that IATA, with the support of ICAO, should conduct a survey to determine if an amendment of the average value for passenger mass from 90 kg to 100 kg would be advisable. IATA would also investigate the commonly used method of calculating cargo density, seeking inputs from the Airports Council International (ACI), as necessary. It was determined that results of the survey would be reported to ICAO by June 2009.

Review of definitions of domestic and cabotage air services (WP/5)**Documentation**

25. The purpose of WP/5 was to invite members of the panel to provide advice as to whether any changes were required in order to mitigate some of the problems identified within the two different definitions identifying the traffic of domestic flight sectors of international flights currently used by ICAO. The definition used by the Statistics Programme is based on the nature of a flight stage, while the definition used for the economic studies on air transport is based on the origin and final destination of a flight (with one or more flight stages). Both definitions have their shortcomings and may affect traffic forecasts produced by ICAO for domestic operations. A similar situation arises with the current inclusion of cabotage services under international operations.

Discussion

26. The panel reviewed the two definitions of domestic services and some members, as well as IATA, confirmed that they had similar situations with two definitions that served different purposes.

27. Regarding the question as to whether cabotage services should be dealt with separately from international services in monitoring their development, the observers from the European Organisation for the Safety of Air Navigation (EUROCONTROL) and EUROSTAT stated that in the EU, the relevance of statistically monitoring cabotage rights or even the national registration of carriers was no longer of interest, given the liberalization of air transport services in the region. The panel thought it prudent not to increase the complexity of the existing reporting requirements by adding the collection of traffic and capacity data on cabotage services, particularly in the case where domestic sectors of an international flight are included.

28. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-2

THE PANEL RECOMMENDS:

- a) that both definitions of domestic services, as quoted in WP/5, for the appropriate applications be retained; and
- b) cabotage services not be included in Form A.

Review of airport traffic data (WP/6)

Documentation

29. The possibility of extending the airport data collection by covering the domestic traffic component at major airports was examined in WP/6. Within the context of this paper, the panel was invited to provide a definition of air taxi operations for commercial non-scheduled air transport and to address the possibility of requesting Contracting States to submit airport traffic by origin and destination to cover both scheduled and non-scheduled traffic.

Discussion

30. The panel thought that it was relevant to extend the collection of airport data to domestic traffic. The threshold for reporting as proposed by ICAO was, however, considered too high and it was therefore agreed to establish the threshold at 80 per cent instead of 90 per cent. The proposed text was: *(Form I should also be filed for each of a State's principal airports having combined traffic of at least 90 per cent of the total commercial traffic units (scheduled and non-scheduled) of all airports of the State which were not selected under the criteria for international airports above.)*

31. The panel noted that it is important to collect air taxi data despite the fact that statistics on passengers in this category are very difficult to collect. A discussion took place between the panel members on the fact that air taxis were defined differently and understood differently from one State to another. The definition of air taxi revenue flights was adopted by all the panel members as defined in WP/13, Revised (Review of the classifications and definitions used for civil aviation activities), namely *"On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service"*.

32. Regarding the assessment of origin/destination data collection from airports, there was a discussion on the definition to be decided upon for O/D data. The UK member explained that the UK Civil Aviation Authority was collecting these data on the basis of the first departure point of the aircraft to the next stopover on the flight plan. Despite the fact that the data collected this way will not necessarily show a true O/D data, this definition for data collection was agreed upon by the panel.

33. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-3

THE PANEL RECOMMENDS:

- a) to extend the collection of airport data to domestic traffic by establishing the threshold limit for the traffic to be considered at 80 per cent of the total commercial traffic units;
- b) to modify the definitions of *non-scheduled operations* by explicitly identifying air taxis, and including pleasure flying under the definition of *other aircraft movements*;
- c) to consider identifying the movements data for air taxis which are reported under non-scheduled operations; and
- d) to collect O/D data from airports for scheduled and non-scheduled traffic based on the way the UK¹ airports are collecting these data.

Standardization of air transport statistics on airports and air navigation services providers (WP/7)

Documentation

34. This paper proposed integration of the collection of traffic, financial and employment data of airports and route facilities required for the biennial surveys of the financial situation of airports and air navigation services providers (ANSPs), with the data collection of the ICAO Statistics Programme. Such integration would reduce reporting requirements of Contracting States, overcome duplication and standardize data collection within this programme. It would also ensure that data was readily accessible through the Integrated Statistics Database (ISDB) for Contracting States and subscribers. The paper also outlined key applications of these data categories in ICAO's economic analyses and planning work, namely, air traffic forecasting for airport planning, assessment of the economic contribution of civil aviation and efficiency of aviation operations and their environmental impact. The latest report on the *Financial Situation of Airports and Air Navigation Services Providers, 2007* is accessible at http://www.icao.int/icao/en/ATB/Studies/FinancialSituation_Ans_2007.pdf.

Discussion

35. ACI stressed the importance of a brief questionnaire for data collection and welcomed ICAO's move for simplification and harmonization while referring to its long-standing experience in collecting data for its annual Airport Economics Survey which includes a global and regional review of airport revenues, investment and employment. ACI invited panel members to view the 13th edition of the ACI Airport Economics Survey 2007 (2006 data), which also contains external contributions from Momberger Airport, available on the panel website.

¹ For example, a flight London-Paris-Rome is reported by UK in the departure direction as a London-Paris and in the arrival direction as a Paris-London flight.

36. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-4

THE PANEL RECOMMENDS:

to adopt modification of air transport reporting forms, as follows:

- a) *J - Airport Financial Data*, by which (i) the number of items on non-aeronautical revenues be expanded, (ii) some of the ancillary financial information requested be simplified, and (iii) the number of airport employees be added;
- b) *K - Air Navigation Services Financial Data*, by which the number of employees of ANSPs be added; and
- c) *L - En-Route Services Traffic Statistics*, by which total en-route traffic will be reported if and when two or more Flight Information Regions/Upper Flight Information Regions (FIRs/UIRs) are involved; the use of Form L will continue until more detailed FIR/UIR traffic data can be collected as proposed in STAP/14-WP/10.

Civil aircraft on register (WP/8)

Documentation

37. The Secretariat introduced WP/8 which reviewed the need for the continued collection of data on aircraft on register using Form H in light of recent developments. In particular, the working paper explored the use of an alternative source of data, which is the International Register of Civil Aircraft (IRCA), developed in cooperation with external entities.

Discussion

38. Discussion centred on the coverage of the proposed database being developed in ICAO to receive data from IRCA, both in terms of items (or data fields) and geographical regions. One observer mentioned that an opportunity existed to collect aircraft noise characteristics (the three reference noise measurement points as defined in Annex 16). This observer also enquired as to whether available commercial databases, such as Airclaims, could respond to ICAO's requirements. The panel noted that the flexibility to modify the data items was limited and that coverage of commercial databases did not respond to ICAO requirements.

39. The panel reached the following recommendation:

RECOMMENDATION STAP/14-5

THE PANEL RECOMMENDS:

In order to allow the panel to make an informed decision regarding Form H, the Secretariat should undertake a comparison of data coverage between Form H and the new database both in terms of data items and geographical regions.

AGENDA ITEM 4: COORDINATION OF ICAO STATISTICS PROGRAMME WITH THOSE OF OTHER ORGANIZATIONS**Coordination of ICAO's Statistics Programme with those of other civil aviation organizations (WP/9) and Symbiosis and synergy in aviation and tourism statistics (WP/26)****Documentation**

40. The Secretary presented, in WP/9, a general overview of the existing cooperation between ICAO, IATA and ACI on the one hand, and selected regional civil aviation bodies (AFCAC, ECAC and LACAC) on the other hand. The paper also indicated some potential for cooperation with these organizations with respect to the ICAO Statistics Programme.

41. The observer from the United Nations World Tourism Organization (UNWTO) presented WP/26 and mentioned that, as stressed during the discussion of WP/9, the panel may reinvigorate broader value-added cooperation on statistics amongst ICAO, UNWTO and key partners such as IATA, ACI, CANSO and the World Economic Forum. Complementary statistics were produced by ICAO on aviation and UNWTO on tourism, respectively, the synergies of which have not yet been fully exploited although the two organizations have enjoyed working arrangements since 1978. The panel noted that UNWTO comprehensive statistical, analytical and forecasting activities were divided essentially into two categories: Market Trends and Competitiveness and Statistics; and Tourism Satellite Account. Given contemporary needs for policy makers to justify stimulus packages with expected positive economic impacts, Tourism Satellite Accounts, existing in some 84 countries, are particularly relevant along with improved market intelligence. It was noted that output from UNWTO programmes was available through e-UNWTO, an "e-library" that is a fully cross-searchable, interactive database accessible through the UNWTO website (www.unwto.org) "measures for assessing climate change mitigation".

Discussion

42. In the ensuing discussion, the ACI observer emphasized that one of ACI's goals was to remain the most accurate and timely source of airport statistics and financial data. In that context, ACI looked forward to close collaboration with ICAO in this area. One recent example of this spirit of cooperation was the successful joint ICAO/ACI Air Transport Outlook Conference held at ICAO Headquarters in 2006. The IATA observer indicated that IATA maintained close relations with ICAO in the statistics field as well as cooperation in the data validation. The UNWTO observer alluded to the prospects of cooperation with ICAO in the sharing of data and forecasting.

43. On the basis that there was a need for more structured cooperation between ICAO and the other international organizations dealing with civil aviation-related statistics, a proposal to set up a permanent group to promote this cooperation was made by the observer from Switzerland. It was unanimously supported by the members of the panel.

44. The panel discussed potential areas of closer cooperation on the collection and analysis of aviation and tourism statistics, such as in identifying the difference between business and leisure passengers. Both IATA and ACI confirmed that they would be able to make findings of their passenger survey available (at an appropriate level of aggregation in order to protect the confidentiality of their data). ICAO confirmed that it has already enhanced collaboration with the UNWTO regarding forecasting activities.

45. The panel noted that the environment part described by UNWTO in WP/26 will be undertaken during the discussion of WP/21.

46. It was agreed that the organizations involved will ensure coordination and collaboration in line with their respective bilateral agreements, some of which may need updating to accommodate such intentions. The panel considered ICAO to be the ideal link to pursue the creation of an inter-agency task force on aviation and tourism statistics with interested air transport industry associations and other international organizations, such as EUROCONTROL and EUROSTAT.

47. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-6

THE PANEL RECOMMENDS:

- a) the establishment of a permanent group, through which the coordination between ICAO and other international organizations dealing with civil aviation-related statistics would be carried out; and
- b) that ICAO should consider the best ways to create and structure the group.

New ICAO database on aircraft movements (WP/10)

Documentation

48. The purpose of this paper was to propose the establishment of a global database on aircraft movements across Flight Information Regions (FIRs) and Upper Flight Information Regions (UIRs). It was noted that the availability of such a database was critical to various analyses needed in support of civil aviation infrastructure planning and policy advisory and that the establishment of such a database would enhance the contribution of the Statistics Programme to the Organization's ability to measure the achievement of its Strategic Objectives with regards to safety, environmental protection and efficiency. It was also noted that the implementation of the proposed database would require active support from Contracting States, ANSPs and their affiliates.

Discussion

49. The discussion focussed on two main concerns which were: the contemplated use of the proposed database in analyses related to safety, efficiency and environmental protection; and the expected substantial effort and resources required to build and maintain this database. It was noted that the data requested seemed inadequate for some of the applications mentioned in the paper. For instance, safety-related analyses would necessitate the inclusion of military and State flights in the data while efficiency and performance-related analyses would require the knowledge of airspace design and structure in addition to operational and other details (such as which sectors were open for traffic on a specific day, changes to route networks and weather conditions). It was also noted that the Federal Aviation Administration (FAA) and EUROCONTROL have been working jointly on harmonizing their operations databases within the framework of ICAO's Committee on Aviation Environmental Protection (CAEP) and that the amount of effort and resources put into this task was substantial. Several obstacles of a legal and technical nature, including those related to confidentiality issues and overlap of the data had to be overcome. It has been estimated that this database covers 75 to 80 per cent of the world aircraft movements.

50. In addition to analyses related to aviation environmental protection, the panel noted that this data was beneficial to other areas as well and duplication of efforts must be avoided.

Conclusion

51. In order to advance the discussion of these issues and to propose a course of action in time for the forthcoming Divisional meeting, the panel established a working group comprised of members from Brazil, Egypt, India, FAA and EUROCONTROL. Based on proposals of this group, necessary steps will be taken by ICAO to gather data from member States in line with an earlier ICAO initiative as detailed in State letter AN 1/17-IND/06/4 dated 5 April 2006.

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AGENDA ITEM 5: IMPACT ASSESSMENT OF CHANGES IN THE AIR TRANSPORT INDUSTRY**Definition and identification of low-cost carriers (WP/11)****Documentation**

52. The Secretary presented WP/11, which reviewed various methods of identifying low-cost carriers (LCCs) as well as the issues associated with them, such as the possibilities of a trade-off between the limitation of data and the application of an element of subjective judgement which would affect the integration of this new market segment in the statistics collected by ICAO.

Discussion

53. Panel members recognized the inherent difficulties in defining and identifying LCCs, particularly as some network airlines could be considered as no-frill carriers. It was suggested that a fleet size of a carrier might be taken into account in identifying it as an LCC. In view of the vagueness and lack of precise criteria in the identification of LCCs, the panel was of the view that ICAO's definition of LCCs in the context of economic regulation of international air transport should be used (*Manual on the Regulation of International Air Transport* (Doc 9626)).

54. The panel also recognized that there was a need to compile a list of LCCs for the purposes of the Statistics Programme as well as for market segmentation. A proposal was put forward that such a list should also include information on the membership of an LCC in IATA and/or other regional airline organizations. Following an exchange of views on the best ways to prepare such a list, the panel came to the conclusion that a list of possible LCCs, as appearing in the Appendix to WP/11, would be a good reference basis. This list should be sent by ICAO to States for updating on a regular basis.

55. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-7**THE PANEL RECOMMENDS:**

- a) that the definition of LCCs developed by ICAO in the *Manual on the Regulation of International Air Transport* (Doc 9626) be accepted; and
- b) that the list of LCCs attached in the Appendix to WP/11 be updated by ICAO on a regular basis based on the feedback from States, and that this list must be amended by including the ICAO codes instead of the IATA ones.

Impact of reporting of air carrier financial data on traffic forecasts (WP/12)

Documentation

56. This paper reviewed the impact of accounting and reporting of certain financial items on financial analysis and traffic forecasts. The financial items discussed included fuel surcharges by air carriers, Frequent Flyer Programmes (FFP) and exchange rate differences. These items have the potential of impacting the analytical and forecasting activities of ICAO by distorting the price elasticity of air travel demand. This paper also points out the lack of quantifiable data needed for ascertaining the true impact on these activities.

Discussion

57. The panel was of the view that fuel surcharges represent a component of the price paid by passengers and shippers and that they should be considered as part of airline revenues and be reflected in airline operating yields.

58. The panel considered the steps to be taken with regard to the study and quantification of the impact of the mentioned items on the analytical and forecasting activities of ICAO and other stakeholders.

Conclusion

59. The panel agreed to invite ICAO and IATA to assess the impact of the Frequent Flyer Programmes and exchange rate differences on the analytical and forecasting activities of the various civil aviation stakeholders, notably through a survey that could be submitted to a sample of IATA members.

60. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-8

THE PANEL RECOMMENDS:

the amendment of the reporting instruction to include fuel and similar surcharges in Form EF.

Review of the classifications and definitions used for civil aviation activities (WP/13)

Documentation

61. This paper reviewed the current definitions and classifications and proposed a new and more comprehensive classification of civil aviation activities. The paper was discussed in conjunction with WP/6 (review of airport traffic data), with a focus on the definition of air taxi operations.

Discussion

62. It was noted that a proper definition of air taxi would depend on the purpose for which the data are being collected. For instance, in the context of air taxi operations, the presence of passengers, cargo or mail on board may not be enough to determine the related aircraft movements traffic. The panel was of the view that positioning flights may be, in this case, as important as the actual revenue flights.

63. It was also noted that there is no uniform classification for this activity as States classify it either under commercial non-scheduled services or under general aviation. Some concern was raised with respect to the possible extra workload that might be implied for airports and/or aircraft operators.

64. The panel reviewed the revised definition of air taxi revenue flights as submitted by the Secretary in Revision No. 2 to WP/13. After a brief discussion concerning the reference to the number of seats and to the nature of the operator, the panel agreed on the following definition: *Air taxi revenue flights. On-demand, non-scheduled flights on short notice for the carriage by air of passengers, freight or mail, or any combination thereof for remuneration usually performed with smaller aircraft including helicopters (typically no more than 30 seats). This definition includes any positioning flights required for the provision of the service.*

65. The panel reviewed the draft classification proposed in Appendix A to the paper as well as the International Business Aviation Council (IBAC) definition of business aviation provided in Appendix B and, in particular, the commercial component of this activity.

66. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-9

THE PANEL RECOMMENDS:

- a) adoption of the proposed classification of civil aviation activities for statistical purposes as modified in accordance with paragraph 4.2;
- b) adoption of the new definition of air taxi revenue flights;
- c) listing of the commercial component of business aviation under on-demand, non-scheduled commercial air transport services along with air taxi activity; and
- d) listing of the non-commercial component of business aviation, including fractional-ownership operations, under general aviation.

Reference and use of the Integrated Statistical Database (ISDB) for safety data analyses (WP/14)**Documentation**

67. The panel reviewed the links that could be made between the ICAO Integrated Statistical Database (ISDB) reference files and the safety data provided by the European Co-ordination Centre for Aviation Incident Reporting System (ECCAIRS) and the Universal Safety Oversight Audit Programme (USOAP) databases. The panel noted that the ISDB system is playing a significant role in ICAO as it houses the data collected from States through the Statistics Programme. As a result of its extensive reference files categories, the information contained in one table can be related to that contained in another one, enabling a wider range of analysis. In order to measure the progress of ICAO towards the achievement of the Strategic Objective of safety, traffic data exposure extracted from ISDB would need to be linked to safety data, hence providing more potential for in-depth analysis.

68. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-10**THE PANEL RECOMMENDS:**

endorsement of the action taken by ICAO to harmonize these databases that are part of the safety analysis process.

AGENDA ITEM 6: REVIEW OF THE CURRENT REPORTING STATUS WITH RESPECT TO ICAO AIR TRANSPORT REPORTING FORMS AND RECOMMENDATIONS FOR THE IMPLEMENTATION OF NEW REPORTING PROCESSES

Review of the current reporting status: commercial air carriers (WP/15)

Documentation

69. It was noted that WP/15 provides the current reporting status of statistics collected by ICAO through its air transport reporting forms for air carriers, as well as a description of the individual programme, its major uses and its reporting coverage.

70. Due to the interrelationships existing between working papers 15 and 17, the panel decided to discuss them together under Agenda Item 7.

Review of the current reporting status: airports and air navigation service providers (ANSPs) (WP/16)

Documentation

71. This paper reviewed the current reporting status of statistics collected by ICAO through its air transport reporting forms for airport and air navigation services providers (ANSPs). In addition to a description of the individual programme, its major uses and its reporting coverage, the paper also looked at the potential benefits of implementing new reporting processes with the objective of further improving the coverage and utility of these data.

Discussion

72. Some members were of the view that the complexity of Form J (Airport Financial Data) made it difficult for States and airports to report financial data, resulting in poor coverage. One of the panellists requested that the Secretariat keep the State informed on non-reporting entities for necessary action. The panel was informed that the technical process required to update the ISDB reporting system for non-air carrier reporting forms was underway. The panel was also advised that once the process was completed, it could result in better coverage of data from airports and air navigation services providers.

73. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-11

THE PANEL RECOMMENDS:

- a) endorsing the creation of a focal point of contact in the national civil aviation authority of each Contracting State for airports and ANSPs, who should report data and improve coverage; and
 - b) making available the list of focal points through the ICAO secure website with a view to facilitating data collection and sharing of efforts by Contracting States.
-

AGENDA ITEM 7: IMPLEMENTATION OF A QUICK MONITORING SYSTEM (QMS) FOR THE PURPOSES OF MONITORING MONTHLY TRAFFIC**Quick monitoring system (QMS) of commercial air carrier monthly traffic and financial data (WP/17) and Review of the current reporting status: commercial air carriers (WP/15)****Documentation**

74. The Secretary presented WP/17 dealing with the various options available to monitor traffic and finances of the air carrier industry in order to make available, in a timely manner, the data and trends to Contracting States, in the ICAO secure site.

Discussion

75. Given the reporting frequency and the overall satisfactory coverage of the air carrier forms, it was felt by the panel that there was no need to make any changes to the current Statistics Programme for air carriers. The exceptions to this were Forms A and EF, with regard to which the panel proposed that the filing schedule be changed.

76. The proposal to revise the filing schedule of Form A was first discussed, and the panel noted that the current requirement for States is the following:

“to submit the Form A on a monthly or quarterly basis within two months of the end of the reporting period.”

77. The panel was informed that all Contracting States were submitting Form A data on a monthly basis. Therefore, the allowance for Contracting States to have a reporting period other than monthly (i.e. quarterly) was considered redundant.

78. The second amendment to the filing schedule of Form A was a proposal to accelerate the delivery date by Contracting States to ICAO. It was felt by most panellists that the availability of short-term trends of traffic and finances would be of significant benefit to the Contracting States and other stakeholders in their short-term decision making.

79. However, there were concerns by some members regarding the delays in data reception and validation from their air carriers. Accordingly, a member requested more time to align reporting systems to meet the new reporting requirements. The Secretariat informed the meeting that sufficient time would be given to the States to implement any new system before the STA/10 recommendations are adopted by the Council.

80. It was therefore suggested that the filing schedule for Form A under reporting instructions be amended.

81. The panel considered the filing schedule of Form EF (Financial Data – Commercial Air Carriers). It was noted that at the present time, States were not able to comply with the current required filing schedule due to audit, board approval and other statutory requirements. This resulted in a delay in submission of the final Form EF by many Contracting States.

82. The panel agreed that a preliminary Form EF (only Part 1) be submitted within three months of the end of the reporting period and that this form would be supplemented by the final Form EF once the adoption of accounts and audit formalities were completed.

83. The panel also approved the recommendation for using a simple quarterly form of basic financial parameters to survey the major air carriers via ICAO's Regional Offices. It agreed that the aggregated regional trends for Contracting States be displayed through the ICAO secure site.

84. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-12

THE PANEL RECOMMENDS:

- a) removal from the reporting instructions of Form A of a reporting period other than the monthly one;
- b) amendment of the filing schedule for Form A under reporting instructions to read thus: *Contracting States will endeavour to file Form A on a monthly basis within one month of the end of the reporting month to which it refers. In the event that this is not practicable for a Contracting State, it should submit Form A data within two months of the end of the reporting month to which it refers;*
- c) submission of a preliminary Form EF (only Part 1) to be filed within three months of the end of the reporting period;
- d) implementation of a quarterly form of basic financial parameters to survey the major air carriers via ICAO's Regional Offices;
- e) creation of a focal point of contact in the national civil aviation authority of each Contracting State concerning air carriers' statistics; and
- f) making available the list of focal points through the ICAO secure website.

85. It will be up to States to nominate one focal point for all civil aviation statistics or, depending on their administrative structure, to have one focal point for air carrier statistics and another focal point for all non-air carrier statistics.

AGENDA ITEM 8: REVIEW OF THE DATA REQUIRED FOR THE PURPOSES OF RESTRUCTURING THE ICAO FORECASTING ACTIVITIES**Data requirements for forecasting activities (WP/18) and Collection of data on airport and airspace capacity, investment and funding (WP/22)****Documentation**

86. Discussed in conjunction were WPs/18 and 22, given the interdependence between the subjects of forecasting with airport and airspace capacity constraints.

87. The Secretary presented WP/18 regarding the restructuring of ICAO forecasting activities, discussed the related data requirements and identified their potential sources, focussing on the requirements for air traffic and fleet forecasts. The paper noted the difficulties encountered in the determination of historical traffic data on true origin-destination. It discussed the limitations of the following ICAO data sets: On-Flight Origin and Destination (OFOD), Traffic by Flight Stage (TFS), Market Information Data Tapes (of the global distribution systems) and IATA's Passenger Intelligence Services (PaxIS). WP/18 proposed exploration of other sources, such as tourism and border-crossing data as well as passenger surveys. Limitations in demographic and socio-economic data, and historical ticket price were also noted.

88. The Secretary later presented WP/22 which discussed the need to explore the possibility of collecting data on airport and airspace capacity and their constraints worldwide, in addition to information on investment projects in these fields.

Discussion

89. The observers from ACI, EUROCONTROL and UNWTO presented their Organizations' activities in the field of forecasting. It was noted, in particular, that ACI has been producing both unconstrained and constrained forecasts for airport traffic, while EUROCONTROL has produced constrained forecasts for aircraft movements in Europe. In this context, only airport constraints were considered on the assumption that the air traffic management system can adapt more easily to traffic growth. It was noted that en-route capacity was a dynamic variable and could change from day to day and even from hour to hour.

90. The panel was informed that the collection of good quality data on airport capacity may be a difficult endeavour, particularly since some of the data may be considered as sensitive by airports, both commercially and politically. It was mentioned that for forecasting purposes, historical data may be used to assess airport capacity. Such forecasts, based on historical data, were not completely unconstrained since they extrapolated past constraints, one way or another. It was also mentioned that many constraints are not completely binding and that stated (or predicted) capacity may be exceeded as is the case for many congested airports. Other panellists were of the view that historical traffic data should be considered as unconstrained, since fares are adjusted to enable demand to meet available capacity (supply) through market forces.

Conclusion

91. The panel noted the data requirements for ICAO forecasting activities and agreed that the Secretariat, with the help of ACI, would survey the most congested airports across the world in order to identify the best practices in the measurement of airport capacity and constraints.

AGENDA ITEM 9: PROPOSALS FOR THE COLLECTION OF NEW DATA**Aircraft accidents and serious incidents (WP/19)****Documentation**

92. The panel considered WP/19 which reviewed the current practice adopted by the Organization in the collection of accidents and serious incidents data and the benefits that will flow from introducing a new Air Transport Reporting Form GS to collect data.

Discussion

93. In response to a query, the panel was provided with information regarding the proposed new Form GS to capture accidents and serious incidents, including its differences compared to the present Annex 13 reporting requirements. It was noted that Annex 13 requirements, relating to the reporting of accidents, were not fully met as approximately 32 per cent of accidents were not officially reported to ICAO. In addition, the panel was informed that serious incidents data were essential for more in-depth safety analysis. The proposed format of reporting in a simplified format (Form GS) would increase the scope and coverage of such data. The Secretariat also informed the meeting that the proposed form would facilitate better coordination between a State's Civil Aviation Authority and the entity responsible for safety investigations within that State.

94. In response to another query on how to treat accidents and serious incidents of air taxi operations, the panel was informed that in line with the current ADREP 2000 taxonomy, air taxi operations would be reflected under commercial operations. The panel requested a clarification as to whether the proposed form covered only commercial operations. The Secretariat confirmed that the proposed form covered commercial operations only.

95. One panellist commented that the requirement for the submission of accidents and serious incidents data for a year before 5 February of the subsequent year may be difficult to comply with due to State's investigative procedures. The Secretariat informed the panel that there was no necessity to further relax the filing schedule since the filing schedule of the proposed Form GS conformed to the current Annex 13 reporting requirements. It was noted that the ADREP preliminary report should be sent to ICAO within thirty days of the date of the accident or serious incident.

96. The panel agreed that the collection and analysis of accidents and serious incidents data in the proposed Form GS was integral to the activities of the Organization towards achieving its Strategic Objectives of safety as well as that of the Contracting States and other stakeholders.

97. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-13**THE PANEL RECOMMENDS:**

the introduction of the proposed draft Form GS Accidents and Serious Incidents of Civil Aircraft – Commercial Operators, with minor modifications as agreed or required for data collection on an annual basis.

Civilian licensed personnel data (WP/20)**Documentation**

98. The purpose of WP/20 was to introduce to the panel ICAO's initiative of creating a new database on licensed personnel and training capacity and to seek endorsement by the panel that the data collection be made with the proposed new draft reporting form contained in Appendix B. In Section 1 of WP/20, it was stated that, as air traffic was growing, the demand was increasing for licensed personnel (pilots, maintenance personnel, engineers and air traffic controllers). It further advised that it is essential to estimate current and future requirements for licensed personnel on active duty and corresponding training capacity in Contracting States in order to lay the groundwork for human resources development and planning, institutional capacity building as well as related funding and policy measures. Since ICAO had identified a lack of such information among stakeholders, it warned of the possible consequences of the failure to quantify the status as well as potential surplus or shortage of personnel and/or institutional capacities, ranging from missing out on taking adequate, timely measures to address these human resources and training issues on the one hand, to adverse effects of these shortcomings on the safety of airline operations on the other hand.

Discussion

99. The panel reviewed the proposed draft form, accompanied by definitions and reporting instructions, in Appendix B. The Secretary provided some background on this initiative that had originated from a request by the ICAO Council that such research be undertaken, which had led to the issuance of ICAO State letter EC 7/27-08/47 dated 25 June 2008 as described in Section 2 of WP/20. In this context, the panel noted that initial collaboration had started with ICAO's Universal Safety Oversight Audit Programme (USOAP) regarding questions in the State Aviation Activity Questionnaire (SAAQ) on Technical Personnel Qualification and Training as mentioned in Section 3 of WP/20. Regarding the implied link between personnel requirements and corresponding training capacity, the Secretary explained that ICAO would be able to identify the former with the help of fleet planning from air carriers and aircraft order logs from aircraft manufacturers whereas for training capacity ICAO would solely rely on reporting from States. It was agreed that historical data on the training capacities be added with a view to observing trends in the draft form.

100. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-14**THE PANEL RECOMMENDS:**

adopting the proposed draft form in Appendix B of STAP/14-WP/20 for data collection on licensed personnel and training capacity on an annual basis with minor modifications as agreed or required.

Fuel consumption by commercial air carriers (WP/21)**Documentation**

101. The ICAO Secretariat proposed a new data collection modality on fuel consumption by commercial air carriers, as presented in WP/21. The panel was advised that such a collection was needed to support the initiatives in the area of environmental protection, with a view to meeting a requirement of the Group on International Aviation and Climate Change (GIACC), that States should report annually

traffic and fuel consumption data in accordance with Article 67 of the Chicago Convention and measure the achievement of Strategic Objective C – Environment. The new data collection would also be needed for the monitoring of improvements in fuel efficiency due to changes in operational and air navigation procedures in accordance with the implementation of Strategic Objective D – Efficiency. The paper examined possible options on how these data could be collected. It recommended that the preferable way would be through a new form, which would require fuel consumption data by aircraft type for each calendar year, broken down into scheduled and non-scheduled services for international and domestic operations plus the corresponding traffic in terms of tonne-kilometres performed and tonne-kilometres available.

Discussion

102. Following clarifications offered by the Secretariat, the panel accepted the idea of introducing the data collection by ICAO. An opinion was expressed that fuel consumption data estimates based on models using radar data would be of a better quality than reported data. However, it was noted that the existing models to estimate fuel consumption did not capture all traffic (reference was made to the discussion of WP/10), especially outside the U.S. and EUROCONTROL area. The panel concluded that the proposed ICAO data collection would be useful to estimate the global fuel consumption.

103. The issue of the burden placed on States to report fuel consumption data both to ICAO and the United Nations Framework Convention on Climate Change (UNFCCC) was discussed, with a view to arriving at a harmonization of these two processes. It was noted that since these two data collections were based on different principles (ICAO by air carriers and the UNFCCC by countries of departure) and served, in certain respects, different purposes, it would be difficult to harmonize these two collections. The panel also appreciated that the collection of data on fuel consumption by air carriers would facilitate a greater degree of validation and control with traffic data.

104. With respect to the means of the data reporting to ICAO, the panel considered the option of modifying the existing reporting forms, namely forms A, C and D. It was noted that, as reflected in WP/21, the modification of Form D would not provide a breakdown of fuel consumption into international and domestic services, which was considered a major drawback, since ICAO's focus was on international aviation. Furthermore, modifications of Forms A and C were not considered acceptable as the former would provide data not detailed enough to serve the purposes of the collection and the latter could be too difficult for the reporting entities to compile. In addition, it was thought that changes to these forms could adversely impact the current level of reporting and that caution should be exercised in modifying them.

105. Consequently, the panel concluded that a new form, as appearing in Appendix C to WP/21, could be applied for the new data collection. Having considered a few proposals put forward during the discussion with regard to changing the layout of the form, the panel accepted the form with the addition of an item regarding specification of aircraft type (passenger versus all-freight).

106. With this understanding, the panel adopted the following recommendation:

RECOMMENDATION STAP/14-15

THE PANEL RECOMMENDS:

- a) the introduction of a new collection process on fuel consumption by commercial air carriers; and

- b) the endorsement of the form as proposed in Appendix C to WP/21, with the inclusion therein of an item regarding specification of aircraft type (passenger versus all-freight).

Inventory of air navigation equipment on board aircraft and on the ground (WP/23)

Documentation

107. The panel considered WP/23 which analyzed the opportunity of integrating data on air navigation equipment on board aircraft and on the ground in the ICAO's Statistics Programme. The paper stressed that decisions involving the setting of international civil aviation standards and recommended practices, which may affect the design and use of air navigation equipment and avionics, often required the estimation of the resulting financial impact. In addition, proper planning of air navigation systems entailed economic and financial studies. The effective development of these analyses, both of which included cost estimation, necessitated the availability of current and complete data.

Discussion

108. It was noted that while the need for the collection of these data was obvious, the feasibility of a successful and complete coverage was uncertain. The effort and resources necessary to successfully achieve this collection would be tremendous.

Conclusion

109. The panel was of the view that there was potential value in further exploring this proposal. It agreed to establish a Working Group comprised of the ICAO Secretariat and panel members and observers from the United States, United Kingdom, EUROCONTROL and IBAC.

Revenue generating activities (WP/24)

Documentation

110. WP/24 presented details of developments with respect to revenue generating activities through the sale to third parties, of data series collected under the ICAO Statistics Programme and in response to ad hoc enquiries for statistical data, including the creation and functioning of the Ancillary Revenue Generation Fund (ARGF). The paper reflected that the fund was being used for depositing revenues generated by ICAO, including those in the statistics field, and to finance the Organization's activities according to established rules and procedures. Sale of the data series were effected mainly through an ICAO commercial website (<http://www.icaodata.com>) under a commercial agreement with Reeds Business Information (trading as Air Transport Intelligence). The paper also indicated that there was potential to expand these activities through new commercial initiatives, including the sale of new, non-confidential data agreed by the panel.

Discussion

111. The panel noted that the main users of the ICAO commercial website were aircraft manufacturers, researchers and consulting companies who had indicated satisfaction with the data collected by ICAO. The panel also noted that the income generated through the sale of the data series collected through the ICAO Statistics Programme and deposited in ARGF could be used to support ICAO activities in the statistics field, provided such activities would help generate additional funds for the Organization.

112. The issue of the update of the ICAO Statistics Manual was raised. The panel agreed that an update of the manual would be a timely measure, especially in view of new data collections, and would lead to better reporting, thus contributing to an increase of revenues generated by the Organization.

Conclusion

113. The panel recognized the potential added value that the new data collections may bring to the revenue generating activities of the Organization.

AGENDA ITEM 10: DEFINITION OF COMMON KEY PERFORMANCE INDICATORS (KPIs) TO MONITOR THE STATE OF THE INDUSTRY**Review of the different key performance indicators (WP/25)****Documentation**

114. The panel reviewed the six ICAO Strategic Objectives, namely, *Safety, Security, Environmental Protection, Efficiency, Continuity and the Rule of Law*, as well as the High-level Indicators (HLIs) implemented to monitor them. It was stressed that some of these HLIs were used by the air transport industry under the denomination of Key Performance Indicators (KPIs). The panel noted the need to define common metrics that could be used by the air transport industry stakeholders for monitoring the development of civil aviation activities.

Discussion

115. One panellist inquired whether, in the case of a change of the average passenger mass value from 90 to 100 kgs (as discussed in WP/4), the Secretariat planned to review the trends of the fuel efficiency metrics that are based on ATKs and RTKs. The Secretariat confirmed that it will be necessary to review accordingly the historical data of the metrics in order to stay consistent with the trend lines.

116. Another member stated that it was intended to define within the CAEP process a fuel efficiency metric (probably in June 2009 during the CAEP Steering Group Meeting), and recommended that ICAO use the same indicator. The Secretariat agreed that if such a metric could also respond to the need to measure the Strategic Objective D, there would be no difficulty in submitting it for the approval of the Council as an HLI for both Strategic Objectives, namely *Environmental Protection* and *Efficiency*.

117. Regarding the HLI for Security B2, EUROCONTROL commented that it would be useful to take out the confidentiality aspect applied to it. The Secretariat agreed that if it were to be shown in an aggregated manner, the removal of the confidentiality label could be addressed.

118. With reference to the HLIs identified by ICAO for *Environmental Protection (C2 – Number of residents in the vicinity of major airports exposed to noise at or above DNL 65 dB and C3 – Distribution of aircraft in the in-service fleet by NO_x characteristics)* that were not yet structured, one panellist inquired as to when it would be implemented. The Secretariat responded that a working group may have to be established by the Council that would discuss the possible revision of the Strategic Objectives for the next triennium and the establishment of potential new corresponding HLIs.

119. The panel noted that due to the absence of IATA, it was not possible to discuss potential harmonization between the different indicators used by both organizations, notably in matters of safety.

Conclusions

- a) the panel noted the current HLIs used by ICAO to monitor the progress towards achievement of its Strategic Objectives; and
 - b) offered proposals for the improvement of the current HLIs, as well as for the implementation of new ones, that could be useful to the different air transport industry stakeholders.
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AGENDA ITEM 11: FUTURE WORK**Review of future work**

120. The panel Secretary presented seven additional tasks for the Statistics Programme according to the immediate action items of the conclusions reached by the panel. The Tenth Session of the Statistics Division (STA/10) in November 2009, will be informed of the progress made in the accomplishment of these tasks which are listed, according to the related documentation of STAP/14, as follows:

Agenda Item	WP Ref.	Task No.	Task description
3	4	1	The Statistics Panel agreed that IATA, with the support of ICAO, should inquire from its member airlines if an amendment of the average value for passenger mass from 90 kg to 100 kg as discussed by the panel would be advisable and report back to ICAO by June 2009. IATA would also investigate the commonly used method of calculating cargo density. It may seek inputs from ACI, as necessary.
	8	2	In order to allow the panel to make an informed decision regarding Form H, the Secretariat should undertake a comparison of data coverage between Form H and the new database both in terms of data items and geographical regions.
4	9 & 26	3	The panel concluded that: <ul style="list-style-type: none"> a) ICAO is the most appropriate focal point to pursue the creation of an Inter-agency Task Force on Aviation and Tourism Statistics with interested air transport industry associations, such as ACI and IATA, and other international organizations, including UNWTO, EUROCONTROL and EUROSTAT; b) a permanent group be established through which the coordination between ICAO and other civil aviation as well as tourism organizations would be carried out; and c) ICAO should consider the best ways to create and structure the group.
	10	4	The panel noted that ICAO needs to have aircraft movement data available for analyses other than those related to aviation environmental protection and that duplication of efforts must be avoided. In order to advance the discussion of these issues and to propose a course of action in time for the forthcoming Tenth Session of the Statistics Division in November 2009, the panel established a Working Group (WG) comprising members from Brazil, Egypt, India, U.S.A. (FAA) and EUROCONTROL. Based on the proposals of this WG, necessary steps will be taken by ICAO to gather data from States in line with an earlier initiative of ICAO (State letter AN 1/17-IND/06/4 dated 5 April 2006 refers).
5	12	5	The panel agreed to invite ICAO and IATA to advance the assessment of the impact of the Frequent Flyer Programmes and exchange rates differences on the analytical and forecasting activities of the various civil aviation stakeholders, notably, through a survey that could be submitted to a sample of IATA members.
9	22	6	The panel noted the data requirements for ICAO forecasting activities and agreed that ICAO, with the help of ACI, should survey the most congested airports across world regions in order to identify best practices in the measurement of airport capacity and constraints.
	23	7	A Working Group on inventory of air navigation equipment on board aircraft and on the ground comprising ICAO, the CAA UK, the FAA (U.S.A.), EUROCONTROL and IBAC should be established.

APPENDIX 1

LIST OF PARTICIPANTS

MEMBERS, ALTERNATES AND ADVISERS		NOMINATED BY
Ms. C. Bertoni Lacerda Rodrigues	Member	Brazil
Mr. R.S. Glanzmann	Alternate	
Mr. H.H. Notini	Adviser	
Mr. R.S. Oliveira	Adviser	
Mr. A. Romera	Adviser	
Mrs. N. Hillary	Member	Canada
Mr. F.E. Mohamed Bayoumy	Alternate	Egypt
Mr. S. Germon	Member	France
Mr. M. Farzinpour	Adviser	
Mr. Pierre Pape	Adviser	
Mr. S. Chaudhry	Member	India
Ms. P. Sapia	Member	Italy
Mr. Mark De Laurentiis	Alternate	
Mr. C. Santoro	Adviser	
Mr. Ismaila Mumini Abdul	Alternate	Nigeria
Ms. T. Vasilyevna Nazarenko	Member	Russian Federation
Mr. Graham French	Member	United Kingdom
Ms. Anne Suissa	Member	United States
Mr. G. Fleming	Adviser	

Note: Nominees from the following States were unable to attend the meeting: Congo, Lebanon, Saudi Arabia, Senegal, Spain and the Netherlands.

OBSERVERS	STATE/ORGANIZATION
Mr. Zoa Etundi Englebert	Cameroon
Mr. Gilles Bella	Cameroon
Mr. Samir Mohamed Desoki	Egypt
Mr. S. Pop	Romania
Mr. D. Ruhier	Switzerland
Mr. D. Blanco	Venezuela
Mr. Juan J. Anzola Vera	Venezuela
Mr. P. Behnke	Airports Council International (ACI)
Mr. D. Sallier	Airports Council International (ACI)
Mr. D. Marsh	European Organisation for the Safety of Air Navigation (EUROCONTROL)
Mr. L.A. de la Fuente Layos	EUROSTAT (European Commission)
Mr. S. Ach	International Air Transport Association (IATA)
Mr. J. Ruiz	International Air Transport Association (IATA)
Mr. J. Venema	International Air Transport Association (IATA)
Mr. M. Nichols	International Business Aviation Council (IBAC)
Mr. C. Lyle	United Nations World Tourism Organization (UNWTO)

Note: Nominees from the following organization were unable to attend the meeting: IAOPA.

APPENDIX 2

LIST OF WORKING PAPERS, INFORMATION PAPERS
AND REFERENCE DOCUMENTS

WORKING PAPERS

WP No.	Number of pages	Presented by	Title	Agenda Item(s)
1	1	Secretary	Administrative arrangements	1
2	12	Secretary	Developments since the Ninth Session of the Statistics Division	2
3	5	Secretary	Review of on-flight origin and destination (OFOD) publication rules and data	3
4	9	Secretary	Available capacity and average passenger mass	3
5	14	Secretary	Review of definitions of domestic and cabotage air services	3
6	6	Secretary	Review of airport traffic data	3
7	9	Secretary	Standardization of air transport statistics on airports and air navigation services providers	3
8	7	Secretary	Civil aircraft on register	3
9	10	Secretary	Coordination of ICAO's statistics programme with those of other civil aviation organizations	4
10	6	Secretary	New ICAO database on aircraft movements	4
11	9	Secretary	Definition and identification of low-cost carriers	5
12	6	Secretary	Impact of reporting of air carrier financial data on traffic forecasts	5
13	8	Secretary	Review of the classifications and definitions used for civil aviation activities	5
14	9	Secretary	Reference and use of the integrated statistical database (ISDB) for safety data analyses	5
15	4	Secretary	Review of the current reporting status: commercial air carriers	6
16	4	Secretary	Review of the current reporting status: airports and air navigation service providers (ANSPs)	6
17	6	Secretary	Quick monitoring system (QMS) of commercial air carrier monthly traffic and financial data	7
18	9	Secretary	Data requirements for forecasting activities	8
19	11	Secretary	Aircraft accidents and serious incidents	9
20	11	Secretary	Civilian licensed personnel data	9
21	7	Secretary	Fuel consumption by commercial air carriers	9
22	4	Secretary	Collection of data on airport and airspace capacity, investment and funding	9

23	5	Secretary	Inventory of air navigation equipment on board aircraft and on the ground	9
24	3	Secretary	Revenue generating activities	9
25	17	Secretary	Review of the different key performance indicators	10
26	5	UNWTO	Symbiosis and synergy in aviation and tourism statistics	4
27	4	Secretariat	Summary of discussions and conclusions	2,3,5
28	6	Secretariat	Summary of discussions and conclusions	3,4,5,6
29	6	Secretariat	Summary of discussions and conclusions	3,5,6,7,9
30	5	Secretariat	Summary of discussions and conclusions	8,9,10,11

INFORMATION PAPERS

IP No.	Number of pages	Presented by	Title	Agenda Item(s)
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REFERENCE DOCUMENTS

ATRFs	Air Transport Reporting Forms (A, B, C, D, EF, H, I, IS, J, K, L)
STA/9 Report	Report of the Ninth Session of the Statistics Division (STA/9) (1997)
STAP/13 Report	Report of the Thirteenth Meeting of the Statistics Panel (STAP/13) (1996)
Doc 9626	Manual on the Regulation of International Air Transport
SAAQ	State Aviation Activity Questionnaire
ACI	Airports Economics Survey 2007
ACI	European Airport Traffic Report by Region of Origin and Destination
ACI	World Airport Traffic Report 2006
ACI	Annual Airport Traffic by Region of Origin and Destination
ACI	European Airport Traffic Report