



WORKING PAPER

TENTH SESSION OF THE STATISTICS DIVISION

Montréal, 23 to 27 November 2009

Agenda Item 15: Other matters and administrative issues regarding the ICAO Statistics Programme

**OTHER MATTERS AND ADMINISTRATIVE ISSUES REGARDING
THE ICAO STATISTICS PROGRAMME**

(Presented by the Secretariat)

SUMMARY

In Recommendation STA/9-2, the Ninth Meeting of the Statistics Division had recommended that all these changes be reflected in a new edition of the Statistics Manual which had last been updated in 1994. Mainly due to the lack of resources the Manual was not updated. In view of this, the Fourteenth Meeting of the Statistics Panel agreed that an update of the Manual would be a timely measure and would lead to better reporting, thus contributing to increase the revenues generated by the Organization.

Action by the conference is in paragraph 3.

1. INTRODUCTION

1.1 The Ninth Meeting of the Statistics Division introduced a number of significant changes in the reporting instructions and definitions associated with the Air Transport Reporting Forms used by the Organization to collect statistics from Contracting States. In Recommendation STA/9-2 the division had recommended that all these changes be reflected in a new edition of the Statistics Manual. In the first instance the preparation of the Manual was postponed due to the work required in the design and development of the ISDB, but also because certain elements of the ISDB, such as the description of quality control checks carried out by ICAO, would also need to be included in the new manual. Subsequent lack of resources resulted in further delays in the production of the new edition which is still an item to be done in the work programme of the Organization.

1.2 During consideration of the item on revenue generation by the Fourteenth Meeting of the Statistics Panel 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 increase the revenues generated by the Organization.

2. THE MANUAL OF STATISTICS

2.1 A new edition of this Manual is well overdue. The fourth, and last edition, was issued in 1994. A copy of the Table of Contents of that Manual is shown in the Appendix. While some of the sections may still be relevant, others are obsolete. For example, Chapter 4 makes reference to the presentation of the data in the Digests of Statistics which ceased to exist in 2004; whereas Appendix 1 of the current edition of this manual is providing instructions on how to submit statistics on magnetic tape.

2.2 In restructuring the content of the new edition of the Manual, ICAO will not only take into consideration all the changes which have taken (and will take) place in the reporting forms and the processing of the data associated with the Statistics Programme but also how best to present the contents of the Manual so that it can become a guide to staff on national administration and reporting entities on how data should be reported and verified at a national level. Consequently, in the new Manual ICAO will endeavour to enlarge those sections dedicated at how data should be reported, common errors made and the relationship between the various data set ensure consistency and homogeneity.

2.3 The Manual will also include the relevant documentation for verification and validation processes of the data that are written for the ISDB. This will enable national administrations and reporting entities to validate the data to be submitted within each forms and across forms among different related data sets (for example data reported in Forms B – OFOD and C – TFS with those in Form A – Traffic - commercial air carriers). If States and reporting entities were to implement the same procedures many of the errors or omissions which are encountered by ICAO could be avoided and corrected at a national level before the data are submitted to the Organization. By reducing the errors in the data, ICAO would then be able to shorten the time between when the data are received and are finally posted on the various websites.

2.4 The new edition will also contain a description of the ISDB structure and functions together with the structure and relationship between the various reference files and the data they make reference to, in order to assist States which do not have databases and wish to create their own or those who wish to improve the ones they already have. Commonality in the various reference files will also assist States in exchanging data with ICAO, but also with each other.

2.5 Resources permitting, it would also be the intention of ICAO to prepare companion documents with exercises to illustrate the basic concepts associated with the statistical reports as well as practical exercises on the use of the data reported. Such material would also form the basis of the documentation used at the informal regional workshops on statistics given by ICAO.

2.6 Since 1994 there have been significant changes in the dissemination of information in electronic form through the Internet. The Statistics Manual and related documentation should be available on-line through the ICAO Secure site in the STA website used to disseminate the ICAO statistics to Contracting States. Copies of all the documentation could also be made available on CD to all participants at the end of each workshop. By broadening the scope of the manual and related documentation these could also be sold to Universities, technical colleges and training centres to be used in their courses on air transport. In future ICAO may also consider to use webcast techniques in order to reach a greater number of participants within a State or group of States in lieu of the informal regional workshops.

3. **ACTION BY THE DIVISION**

3.1 The division is invited to:

- a) note this paper; and
- b) agree that a new edition of the Manual would lead to better reporting, thus contributing to the increase of revenues generated by the Organization.

APPENDIX A
MANUAL ON THE ICAO STATISTICS PROGRAMME
(FOURTH EDITION — 1994)

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