

GUIDELINES TO STATES/ORGANIZATIONS ON THE PREPARATION OF WORKING PAPERS FOR THE CONFERENCE

1. GENERAL

1.1 These guidelines have been developed to assist States and Organizations in preparing working papers for the Conference.

1.2 Microsoft Word templates are available at <http://www.icao.int/ceans/Docs.htm#Instructions> and should be used in order to ensure the quality and consistency of the presentation of all working papers. It would be appreciated if working papers be sent electronically to ceans@icao.int.

2. STRUCTURE

2.1 Conference working papers should include, as much as possible, the following elements:

2.2 Identification

2.2.1 The identification shall include working paper number (to be filled in by the ICAO Secretariat) and date of the paper.

2.3 Opening

2.3.1 The opening section shall include:

- a) Body/Session: CONFERENCE ON THE ECONOMICS OF AIRPORTS AND AIR NAVIGATION SERVICES (already included in the template).
- b) Agenda Item No.: The agenda item number from the Agenda presented in CEANS-WP/1.
- c) Title: The title of the working paper.
- d) Presented by: The name of the Contracting State or international or regional organization presenting the working paper.

2.4 Summary

2.4.1 The purpose of the Summary is to provide key information to the reader on the content of the working paper. It should normally not exceed 15 lines.

2.4.2 Except for information papers (papers not requesting any specific action by the Conference), the last line of the Summary should be "Action by the Conference is in paragraph x".

2.5 Body

2.5.1 The body of the working paper shall include the following elements:

- a) **Introduction:** This part of the working paper should be kept as short as possible, consistent with providing all the appropriate information. When relevant, it should include a brief account of the background of the issue under consideration.

- b) **Discussion:** This is the main body of the working paper and should contain all necessary information, as well as a discussion of the possible courses of action, where appropriate. Where a particular course of action is to be recommended, a logical and structured argument for that action should be developed.
- c) **Conclusions:** This part is mandatory if the paper proposes specific recommendations to States and/or ICAO. Where there is more than one conclusion, they should be presented in separate subparagraphs numbered a), b), etc. Each conclusion should always begin with either “States should” or “ICAO should”.
- d) **Proposed Amendments of Policies**, if applicable: This part should be along these lines: “In accordance with conclusion x) of paragraph x, it is proposed to replace paragraph x of Doc 9082 with the following text...”.
- e) **Action by the Conference:** This part is to be completed only in working papers; it is not required in information papers. It must contain a specific proposal for action by the Conference. Where more than one action is proposed, they should be presented in separate subparagraphs numbered a), b), etc. The action paragraph should begin with the statement “The Conference is invited to.....”, followed by the specific action or actions. “To note” should not be included as a proposed action.
- f) **Appendices**, if applicable: This part will not be translated if the working paper exceeds four pages.

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