



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Tel.: +1 514-954-8219 ext. 6710

Ref.: AN 7/12-21/13

15 March 2021

**Subject:** New document exchange platform to facilitate access to material developed by standards-making organizations (SMOs)

**Action required:** Register on the new document exchange platform to obtain access to relevant documentation

Sir/Madam,

1. I have the honour to inform you that, pursuant to resolving clause 5 of Assembly Resolution A39-22 – *Formulation and implementation of Standards and Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS) and notification of differences* aiming at utilizing materials developed by other standards-making organizations (SMOs), a document exchange platform has been developed to facilitate access to such material and is now available on the International Civil Aviation Organization (ICAO) Secure Portal.
2. Cooperation agreements signed between ARINC Industry Activities, the European Organisation for Civil Aviation Equipment (EUROCAE), RTCA, Inc., SAE International and ICAO aim at facilitating the exchange of documentation and the enhancement of cross-referencing of standards and technical specifications. Access to material developed by the aforementioned SMOs will support the development of SARPs, PANS or guidance material, the subsequent review by ICAO Governing Bodies as well as facilitate implementation by Member States.
3. The document exchange platform can be accessed at <https://portal.icao.int/ICAOSMODOC>. Detailed information concerning document control, protection, access procedure and user categories are attached. Any inquiries should be directed to [ICAOSMODOC@icao.int](mailto:ICAOSMODOC@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.

Fang Liu  
Secretary General

**Enclosure:**

Document control, protection, access procedure  
and user categories

## DOCUMENT CONTROL, PROTECTION, ACCESS PROCEDURE AND USER CATEGORIES

### 1. DOCUMENT CONTROL AND PROTECTION

1.1 All documents provided on the platform remain protected by the intellectual property rights of their authors. Therefore, none of the data, information, documents and/or materials provided on the document exchange platform may be used, reproduced or transmitted, in whole or in part, in any form or by any means, electronic or mechanical, including photocopying, recording or by use of any information storage and retrieval system.

1.2 All documents provided on the platform are provided in a read-only mode. Documents cannot be downloaded, printed or copied.

1.3 Platform users are responsible to ensure that the version of the document on the platform is the most current. Should a document need to be updated, users are requested to provide an updated document by email to [ICAOSMODOC@icao.int](mailto:ICAOSMODOC@icao.int).

1.4 Should a document developed by one of the standards-making organizations (SMO) be made available on the platform as shown in paragraph 3 below, users should apply the same procedure described in paragraph 1.3 above to provide an updated version. Requests will be processed in collaboration with the appropriate SMO.

### 2. ACCESS PROCEDURE

2.1 Prior to registration on the ICAO Secure Portal, the user should identify, using the table below, the user category they belong to. They will need to insert the acronym next to the user category (**in bold**) as the group name during the access request procedure detailed at paragraph 2.3 or 2.4 below.

User Category	Group Name
ICAO Governing bodies (ICAO Council, ANC, ICAO Secretariat...)	<b>GOVBODDOC</b>
SMO Governing bodies (SMO Secretariat, SMO Council...)	<b>SMOGVBODDOC</b>
ICAO Panels members and observers	<b>ICAOPANELSMO</b>
SMO Panels, WG, SC... members and observers	<b>SMOPANELS</b>
ICAO Member States Staff	<b>ICAOMSSMODOC</b>

2.2 To access the ICAO-NET Secure Portal, proceed to the following link: <http://portal.icao.int>.

2.3 **When already holding an ICAO Secure Portal account**, subscribe to a group following the instructions below:

- i) log on to <http://portal.icao.int> with your secure site login credentials;
- ii) click on the PROFILE link on the right-hand top corner;
- iii) a new window pops up; click on GROUP SUBSCRIBE/UNSUBSCRIBE on the left-hand menu;
- iv) enter the group name identified under 2.1 in the SUBSCRIBE TO field and the JUSTIFICATION (**include the affiliation and in which capacity the access to the group is requested**) for the request; and
- v) click the SUBMIT CHANGES button.

When these steps are completed, the user will receive an email confirmation that they have either been granted or denied access to the group in question.

After login on the ICAO Secure Portal homepage, the library will be accessible by clicking on the ICAOSMODOC group at <https://portal.icao.int/ICAOSMODOC>.

2.4 **If the user does not have an ICAO Secure Portal account**, register and subscribe to a group on the secure portal following the instructions below:

- i) access the ICAO Secure Portal at the following link: <http://portal.icao.int>;
- ii) click the REQUEST AN ACCOUNT option;
- iii) click the OK button on the pop-up message to indicate this the first portal account for this user. In the pop-up window, enter the group name identified under 2.1 (ALL CAPITALS and no spaces) in the SUBSCRIBE TO field;
- iv) click the OK button;
- v) enter the necessary information in the New User Account form, including the JUSTIFICATION (**include the affiliation and in which capacity the access to the group is requested**); and
- vi) click the SUBMIT REQUEST button.

When these steps are completed, the user will receive confirmation that they have either been granted or denied access (if granted, the email will include the username and password). Should the provided password be invalid, proceed to the *Password Reset* procedure on the Secure Portal homepage to generate a new secure password using an uppercase and lowercase letter (A, z), a numeric character (0-9) and a special character (!, %, @, #, etc.) with a minimum of 12 characters in total.

After login on the ICAO Secure Portal homepage, the library will be accessible by clicking directly on the ICAOSMODOC group at <https://portal.icao.int/ICAOSMODOC>.

### 3. USER CATEGORIES

3.1 Access is granted based on each individual’s function and/or parent organization and the type of document. Access to documentation is based on the provisions contained in the agreements signed between ICAO and other SMOs referred to in the State letter; these are summarized in the table below.

Document type User category	EUROCAE	RTCA	SAE International	ARINC Industry Activities	ICAO
ICAO Governing Bodies & Secretariat Portal user group : <i>GOVBODDOC</i>	Yes				
SMO Secretariat & Governing Bodies Portal user group : <i>SMOGVBODDOC</i>	No				Yes
ICAO Panels,TF... Portal user group : <i>ICAOPANELSMO</i>	Yes		No		Yes
EUROCAE & RTCA WG/SC/panels... Portal user group : <i>SMOPANELS</i>	No				Yes
SAE Int & ARINC IA WG/SC/panels...	No				
ICAO Member States for internal use only Portal user group : <i>ICAOMSSMODOC</i>	Yes, but only those documents referenced in ICAO documentation			No	n/a