



**WORKING PAPER**

**GROUP ON INTERNATIONAL AVIATION AND CLIMATE CHANGE (GIACC)**

**FIRST MEETING**

**Montréal, 25 to 27 February 2008**

**Agenda Item 1: Administrative matters**

**ORGANIZATION OF THE MEETING**

(Presented by the Secretariat)

**1. TIMETABLE AND PROGRAMME**

1.1 The proposed timetable and programme for the meeting are shown in Appendices A and B to this paper.

**2. LANGUAGES OF THE MEETING**

2.1 Simultaneous interpretation of the discussions at the meeting will be provided in all ICAO's official languages as necessary.

**3. WORKING METHODS OF THE GROUP**

3.1 The working methods of the Group, as approved by the Council, are shown in Appendix C to this paper.

3.2 The meeting will, as far as possible, be paperless, and no documentation in hard copy will be distributed by the Secretariat before the meeting. In order to facilitate discussions, the Secretariat has prepared background documentation which has been posted on the dedicated website. The means of accessing this website was described in the letter to participants from the President of the Council, dated 11 January 2008.

3.3 It may be noted that the Group has deliberately been restricted to a small number of members (15). Alternate members are not permitted, but each Participant may be accompanied by an Advisor. Advisors will not have an official status at the meeting.

3.4 The Secretariat will prepare a report on the meeting containing decisions and a brief summary of discussions which will be posted on the website as soon as possible. Detailed minutes of the discussions will not be prepared.

4. **WORKING HOURS**

4.1 The working hours will be 9:30 to 17:00 hours with short coffee breaks and an appropriate break for lunch.

5. **ACTION BY THE GROUP**

5.1 The Group is invited to:

- a) approve the proposed timetable and programme for the meeting shown in Appendix A;
- b) note the working methods of the Group in Appendix B and in paragraphs 3.2, 3.3 and 3.4; and
- c) note the working hours of the meeting proposed in paragraph 4.1.

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**APPENDIX A**

**PROPOSED TIMETABLE**

| <b>Day/Session</b> | <b>Monday<br/>25 February</b>  | <b>Tuesday<br/>26 February</b> | <b>Wednesday<br/>27 February</b> |
|--------------------|--------------------------------|--------------------------------|----------------------------------|
| <b>Morning</b>     | Agenda Item 1<br>Agenda Item 2 | Agenda Item 3                  | Agenda Item 4                    |
| <b>Afternoon</b>   | Agenda Item 2                  | Agenda Item 3                  | Agenda Item 4                    |

**Note:**

A lunch for members will be hosted by the President of the Council on Monday, 25 February

A reception for members, observers and advisors will be hosted by the President of the Council after the close of the meeting on Tuesday, 26 February

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## APPENDIX B

### PROPOSED PROGRAMME

#### Day 1

1. Welcome and structuring of tasks for the GIACC (President/Secretary General)
  2. Introduction of Participants and election of Officers
  3. Presentation and discussion of CAEP, its work programme and capabilities
  4. Review of the role of United Nations agencies in climate change and participation by ICAO
  5. Lunch hosted by the President of the Council
  6. Discussion and exchange of views on elements of framework for action
- Adjourn for the day
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#### Day 2

1. Presentations on possible actions to limit or reduce emissions
    - International Air Transport Association (IATA)
    - Airports Council International (ACI)
    - International Coordinating Council of Aerospace Industries Associations (ICCAIA)
    - Civil Air Navigation Services Organisation (CANSO)
  2. Lunch
  3. Presentations (continued)
    - The ICAO Air Traffic Management Section will present an overview of the Global Air Navigation Plan (GANP)
  4. Open discussion of experiences and initiatives of participating States
- Adjourn for the day
5. Reception hosted by the President of the Council
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**Day 3**

1. Identify key policy issues for GIACC to address
  2. Identify issues, data requirements and gaps, and metrics related to developing potential aspirational goals
  3. Identify specific actions required to move forward
  4. Agree on process to develop draft work programme for Participants and define method of communication and reporting
  5. Assign tasks and identify deliverables for next meeting
  6. Lunch
  7. Define tasks for Secretary of the GIACC
  8. Agree on next steps and planned actions going forward
  9. Agree on dates of next meeting(s), international organizations to possibly be invited, and interim coordination mechanism
  10. Outline the first report to the 183rd Session of the Council
- Adjourn Meeting
-

**APPENDIX C**

**WORKING METHODS OF THE GROUP ON INTERNATIONAL  
AVIATION AND CLIMATE CHANGE (GIACC)**

|                                                                    |                                                                                                                                                                                           |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Established by:                                                    | Council                                                                                                                                                                                   |
| Controlled by:                                                     | Council                                                                                                                                                                                   |
| Length of term:                                                    | The group will be convened on or about January 2008 and will sunset after submitting the report of the High-level Meeting to the Council                                                  |
| Applicable directives:                                             | Ad-hoc                                                                                                                                                                                    |
| Approval of terms of reference:                                    | Council                                                                                                                                                                                   |
| Approval of membership:                                            | President of the Council                                                                                                                                                                  |
| Composition of group:                                              | 12 - 15 Members                                                                                                                                                                           |
| Status of nominees from participating international organizations: | By invitation                                                                                                                                                                             |
| Function of members:                                               | Senior government officials at a policy-making level, representative of all regions, with responsibility for aviation, with equitable participation of developing and developed countries |
| Approval of work programme and meeting schedule:                   | Council                                                                                                                                                                                   |
| Approval of agenda:                                                | Members                                                                                                                                                                                   |
| Action on group reports:                                           | Council                                                                                                                                                                                   |
| Selection of Chair:                                                | Majority of members                                                                                                                                                                       |
| Decision-making process:                                           | Consensus (unanimity)                                                                                                                                                                     |

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