



ICAO

7TH WORLDWIDE AIR TRANSPORT CONFERENCE



DOCUMENTATION

Secretariat documentation

The ICAO Secretariat will prepare one working paper for each agenda item. These papers will define the issue, provide relevant background information, and, where appropriate, outline possible lines of development, tentative conclusions and proposed actions for consideration by the conference.

Secretariat documentation will be made available as soon as they are ready, but no later than 1 August 2026.

Use of templates

To ensure consistency and facilitate processing, all documentation submitted by States and international organizations must be prepared using the official templates available on the [ATConf/7 website](#).

Types of papers for States and international organizations

Submissions by States and international organizations shall be prepared as one of the following:

- **Action papers:** working papers containing specific proposals for action by the conference.
- **Information papers:** papers provided for information only, without proposing action.

Working papers that do not contain substantive proposals for action, or which contains actions that are already proposed by the ICAO Secretariat will be reclassified as information papers. In such cases, the submitting State or organization will be informed accordingly.

A paper shall be submitted by the State or international organization under one agenda item only, which should be the most relevant to its subject. If more than one agenda item is indicated, the Secretariat will assign the paper to the agenda item it considers most appropriate.

Translation arrangements and submission deadlines

The following rules apply:

- **States:** Working papers submitted by 25 September 2026 will be translated by ICAO into all six working languages.
- **International organizations:** Responsible for submitting their working papers in all six working languages by 9 October 2026.
- **Information papers:** Will not be translated by ICAO. They shall be submitted no later than 15 October 2026 and will be published only in the language(s) of submission.



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Length and scope of working papers

Working papers shall be concise, action-oriented and limited to one agenda item only (see Attachment A) and not exceed four pages of text, including appendices, plus an executive summary. Working papers exceeding this limit will be treated as information papers and the State or international organization will be informed accordingly. Such papers will be published only in the language(s) of submission.

Submission and publication of documentation

States and international organizations are encouraged to streamline documentation through co-sponsorship and regional coordination, in order to reduce duplication and facilitate efficient consideration by the conference.

All submissions are considered final upon receipt. No revisions will be accepted after the applicable submission deadline.

All documentation will be made available on the conference website: <https://www.icao.int/events/ATConf7>. Documents will be posted on a rolling basis as they become available.

Given the limited time available for discussion and the expected volume of documentation, participants are requested to regularly consult the conference website and familiarize themselves with the documentation in advance. Presentation time will be limited to two minutes per working paper. Delegations are therefore requested to prepare concise introductions highlighting only the most essential points.