



WORKING PAPER

ASSEMBLY — 39TH SESSION

EXECUTIVE COMMITTEE

Agenda Item 28: No Country Left Behind Initiative

ACCESS TO ICAO PUBLICATIONS

(Presented by Canada)

EXECUTIVE SUMMARY

This working paper proposes that the Assembly further expand on options put forward in C-DEC 205/7 outlining scale of free access to documents to support the No Country Left Behind initiative and to confirm efforts in implementing ICAO Standards and Recommended Practices.

Action: The Assembly is invited to:

- a) Reaffirm the Council of the International Civil Aviation Organization's (ICAO) commitment to the No Country Left Behind initiative;
- b) Support efforts to assist States in implementing ICAO Standards and Recommended Practices (SARPs);
- c) Approve providing web access free of charge to documents and manuals that are technical in nature;
- d) Seek other opportunities for additional revenue generation; and
- e) Consider amending the Policy on Publications and the *ICAO Publications Regulations* to reflect the above decision.

<i>Strategic Objectives:</i>	This working paper relates to Strategic Objective – <i>Safety</i> , and Strategic Objective – <i>Economic Development of Air Transport</i> .
<i>Financial implications:</i>	See Section 3 of ICAO Publications Policy (C-WP/14322)
<i>References:</i>	C-DEC 205/7 C-DEC 206/6 C-WP/14322 Doc 7231, <i>ICAO Publications Regulations</i> DGP-WG/08-WP/1

1. INTRODUCTION

1.1 In a world where national and international regulations are available online, there should exist a means for States, businesses, and individuals to access these documents. Many of these international regulations are already available free of charge, for example: the United Nations Model Regulations (UN Model Regulations), the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR), and the European Agreement concerning the International Carriage of Dangerous Goods by Inland Waterways (ADN). The International Maritime Organization's International Maritime Dangerous Goods Code (IMDG Code)'s next version, the 2016 Edition, will be freely available in all accessible languages. Currently, it is available in German as some countries have a legal requirement that regulations be available to the public free of charge (see Appendix B).

1.2 With the No Country Left Behind initiative, a focus is placed on all States having the same access to a safe and reliable air transport system. This requires proper training and access to safety standards. However, safety standards, manuals, and other technical documents are costly documents that require significant resources from countries, businesses, and individuals in order to access them. This financial burden can impede countries, businesses, and individuals from fully participating in a safe and harmonized system as they may have limited capacity to access these documents, including the ICAO Technical Instructions. This is especially true where documents are consulted frequently, or for information/education purposes.

1.3 The No Country Left Behind initiative further aligns with purposes of the *ICAO Publications Regulations* (Appendix C) wherein Article 1 states that the principal purposes of ICAO publications include to “foster the participation and support of ICAO Member States and the interest of non-Member States in the work of the Organization”, and to “promote an informed opinion among governments and the general public concerning the work of the Organization, looking towards continued and effective collaboration in the field of international civil aviation.”

1.4 This paper proposes greater online access to a select list of documents and manuals (see Appendix A) in a free of charge, downloadable Portable Document Format (PDF) beyond what has been outlined as scale of free access in Article IX of the *ICAO Publications Regulations*.

2. THE SAFETY BENEFITS OF FREE OF CHARGE ACCESS

2.1 States who wish to comply with the documents and manuals may lack the resources to purchase these technical documents. Should these documents be available free of charge, Member States could easily access them and will have the basic tools needed to drive compliance.

2.2 With documents and manuals available online, States can deliver on safety oversight programmes through their regulatory oversight capabilities, a main component of ICAO's Strategic Objective on Safety.

2.3 Providing documents, manuals, and standards related to safety aligns with ICAO's 2014-2016 Strategic Objective of enhancing global civil aviation safety by enabling States to access the pertinent information that enhances their regulatory oversight capabilities.

2.4 Providing access free of charge also supports the development and implementation of SARPs as it allows States and individuals, including Panel members (e.g., the Remotely Piloted Aircraft

Systems Panel) to access the documents for which they are responsible for updating. This supports continued and effective collaboration of governments and the general public in the field of international civil aviation.

3. THE ECONOMIC ASPECT OF FREE OF CHARGE ACCESS

3.1 Having safety documents available as a free download on the ICAO website will increase compliance and harmonization as the financial costs of the documents to States will be nil. This will allow for a level-playing field for all States in their safety oversight activities regardless of the size of their programme.

3.2 While the sale of ICAO Publications generates approximately CAD 7.1 million per year to the Ancillary Revenue Generation Fund, it is also important to note that one of the principal purposes of ICAO publications is to “foster the participation and support of ICAO Member States and the interest of non-Member States in the work of the Organization”. If documents are put behind a paywall, this cannot be fully achieved.

3.3 While the purchase of these technical documents provides ICAO with funding resources, the impact of providing online documents free of charge will be minimal as the use (and purchase) of hard copies will still be in effect. It should be noted that the Ancillary Revenue Generation Fund posted a modest gross surplus in 2014 of CAD 7.2 million. While the impact on revenue is expected to be minimal since ICAO will still generate revenue from the sale of hard copies, any impacts on funding resources could potentially be absorbed through future surpluses of the Ancillary Revenue Generation Fund. Furthermore, the Organization can also review options for additional revenue generation put forward in C-WP/14322.

3.4 Providing technical documents related to safety aligns with ICAO’s 2014-2016 Strategic Objective of fostering the development of sound and economically-viable civil aviation systems as all States – and all individuals – regardless of their size or capacity, will have access to the same information that provides for a current, harmonized, and compliant system.

4. THE SECURITY ASPECT OF FREE OF CHARGE ACCESS

4.1 While it is proposed that technical safety documents be accessible for free online, security documents are not being proposed and should not to be considered as these documents have restricted access and can create security concerns.

5. CONCLUSION

5.1 It is understood that the Assembly must remain conscious of the delicate balance of meeting information demand from Member States, non-Member States, industry and individuals involved in the development and implementation of technical documents, with the necessity to generate revenues to support the Regular Programme budget. Nevertheless, revenue generation cannot supersede necessary access to documents in support of safe international civil aviation.

5.2 To achieve a safe and efficient international civil aviation system, it is necessary to shift the focus to a discussion on cost-benefit where safety and efficiency are the principal purposes, and where revenue generation is no longer possible, to explore other opportunities that will align with current demands and the Organization's Strategic Objectives.

5.3 In light of the No Country Left Behind initiative, access free of charge to safety standards, manuals, and other technical documents clearly supports all countries having the same access to a safe and reliable air transport system. Access free of charge also supports the principal purposes of ICAO publications, namely: to "foster the participation and support of ICAO Member States and the interest of non-Member States in the work of the Organization", and to "promote an informed opinion among governments and the general public concerning the work of the Organization, looking towards continued and effective collaboration in the field of international civil aviation."

APPENDIX A

PROPOSED ICAO DOCUMENTS AND MANUALS FOR CONSIDERATION

1. Standards and Recommended Practices (SARPs)
 - 1.1. Annex 1 – Personnel Licensing
 - 1.2. Annex 2 – Rules of the Air
 - 1.3. Annex 3 — Meteorological Service for International Air Navigation.
 - 1.4. Annex 4 — Aeronautical Charts.
 - 1.5. Annex 5 — Units of Measurement to be Used in Air and Ground Operations.
 - 1.6. Annex 6 — Operation of Aircraft.
 - Part I — International Commercial Air Transport — Aeroplanes.
 - Part II — International General Aviation — Aeroplanes.
 - Part III — International Operations — Helicopters.
 - 1.7. Annex 7 — Aircraft Nationality and Registration Marks.
 - 1.8. Annex 8 — Airworthiness of Aircraft.
 - 1.9. Annex 9 — Facilitation.
 - 1.10. Annex 10 — Aeronautical Telecommunications.
 - Volume I — Radio Navigation Aids.
 - Volume II — Communication Procedures including those with PANS status.
 - Volume III — Communication Systems.
 - Volume IV — Surveillance and Collision Avoidance Systems.
 - Volume V — Aeronautical Radio Frequency Spectrum Utilization.
 - 1.11. Annex 11 — Air Traffic Services.
 - 1.12. Annex 12 — Search and Rescue.
 - 1.13. Annex 13 — Aircraft Accident and Incident Investigation.
 - 1.14. Annex 14 — Aerodromes.
 - Volume I — Aerodrome Design and Operations.
 - Volume II — Heliports.
 - 1.15. Annex 15 — Aeronautical Information Services.
 - 1.16. Annex 16 — Environmental Protection.
 - Volume I — Aircraft Noise.
 - Volume II — Aircraft Engine Emissions.
 - 1.17. Annex 18 — The Safe Transport of Dangerous Goods by Air.
 - 1.18. Annex 19 — Safety Management.
2. Supporting documents (e.g., Technical Instructions and Procedures)
 - 2.1. Directives for Panels of the Air Navigation Commission. (Doc 7984)
 - 2.2. Directives for Panels of the Air Transport Committee. (Doc 9482)
 - 2.3. Directives of the Council concerning the Conduct of ICAO Meetings. (Doc 7986)
 - 2.4. Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct. (Doc 8143)
 - 2.5. Directives to Regional Air Navigation Meetings and Rules of Procedure for their Conduct. (Doc 8144)
 - 2.6. ICAO Policy on Assistance to Aircraft Accident Victims and their Families. (Doc 9998)
 - 2.7. ICAO Publications Regulations. (Doc 7231)
 - 2.8. ICAO's Policies on Charges for Airports and Air Navigation Services. (Doc 9082)
 - 2.9. ICAO's Policies on Taxation in the Field of International Air Transport. (Doc 8632)
 - 2.10. Procedures for Air Navigation Services — Aerodromes. (Doc 9981)

- 2.11. Procedures for Air Navigation Services — Air Traffic Management. (Doc 4444)
 - 2.12. Procedures for Air Navigation Services — Aircraft Operations. (Doc 8168)
 - 2.13. Procedures for Air Navigation Services — ICAO Abbreviations and Codes. (Doc 8400)
 - 2.14. Procedures for Air Navigation Services — Regional Supplementary Procedures.
(Doc 7030)
 - 2.15. Procedures for Air Navigation Services — Training. (Doc 9868)
 - 2.16. Rules for Registration with ICAO of Aeronautical Agreements and Arrangements.
(Doc 6685)
 - 2.17. Rules for the Settlement of Differences. (Doc 7782)
 - 2.18. Rules of Procedure for Standing Committees of the Council. (Doc 8146)
 - 2.19. Rules of Procedure for the Air Navigation Commission. (Doc 8229)
 - 2.20. Rules of Procedure for the Council. (Doc 7559)
 - 2.21. Standing Rules of Procedure for Meetings in the Air Transport Field. (Doc 8683)
 - 2.22. Standing Rules of Procedure of the Assembly of the International Civil Aviation
Organization. (Doc 7600)
 - 2.23. Supplement to the Technical Instructions for the Safe Transport of Dangerous Goods by
Air. (Doc 9284SU)
 - 2.24. Technical Instructions for the Safe Transport of Dangerous Goods by Air. (Doc 9284)
 - 2.25. The ICAO Financial Regulations. (Doc 7515)
3. Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP)
 - 3.1. Global Aviation Safety Plan. (Doc 10004)
 - 3.2. Global Air Navigation Plan. (Doc 9750)
 - 3.3. Air Navigation Plan — Africa-Indian Ocean Region. (Doc 7474)
 - 3.4. Air Navigation Plan — Asia and Pacific Regions. (Doc 9673)
 - 3.5. Air Navigation Plan — Caribbean and South American Regions. (Doc 8733)
 - 3.6. Air Navigation Plan — European Region. (Doc 7754)
 - 3.7. Air Navigation Plan — Middle East Region. (Doc 9708)
 - 3.8. Air Navigation Plan — North Atlantic, North American and Pacific Regions. (Doc 8755)
4. Guidance material (e.g., manuals, circulars, etc.)
 - 4.1. Accident/Incident Reporting (ADREP) — Cir 276 — Annual Statistics — 1998.
 - 4.2. Accident/Incident Reporting (ADREP) — Cir 282 — Annual Statistics — 1999.
 - 4.3. Accident/Incident Reporting (ADREP) — Cir 289 — Annual Statistics — 2000.
 - 4.4. Accident/Incident Reporting (ADREP) — Cir 294 — Annual Statistics — 2001.
 - 4.5. Accident/Incident Reporting (ADREP) — Cir 297 — Annual Statistics — 2002.
 - 4.6. Advanced Surface Movement Guidance and Control Systems (A-SMGCS) Manual. (Doc 9830)
 - 4.7. Aerodrome Design Manual. (Doc 9157)
 - 4.8. Aerodrome Flight Information Service (AFIS). (Cir 211)
 - 4.9. Aeronautical Chart Manual. (Doc 8697)
 - 4.10. Aeronautical Information Services Manual. (Doc 8126)
 - 4.11. Aeronautical Information Services Provided by States. (Doc 7383)
 - 4.12. Aeronautical Surveillance Manual. (Doc 9924)
 - 4.13. Air Traffic Management Service Delivery Management (ATM SDM). (Cir 335)
 - 4.14. Air Traffic Services Planning Manual. (Doc 9426)
 - 4.15. Airborne Collision Avoidance System (ACAS) Manual. (Doc 9863)
 - 4.16. Aircraft Accident Digests — Cir 263 — No. 37 — 1990.
 - 4.17. Aircraft Accident Digests — Cir 290 — No. 38 — 1991.
 - 4.18. Aircraft Accident Digests — Cir 296 — No. 39 — 1992.
 - 4.19. Aircraft Type Designators. (Doc 8643)
 - 4.20. Airline Traffic Forecasts and Financial Trends — 2005 to 2007. (Cir 308)

- 4.21. Airport Air Quality Manual. (Doc 9889)
- 4.22. Airport Economics Manual. (Doc 9562)
- 4.23. Airport Planning Manual. (Doc 9184)
- 4.24. Airport Services Manual. (Doc 9137)
- 4.25. Airworthiness Manual.(Doc 9760)
- 4.26. Assessment of ADS-B and Multilateration Surveillance to Support Air Traffic Services and Guidelines for Implementation. (Cir 326)
- 4.27. Assessment, Measurement and Reporting of Runway Surface Conditions. (Cir 329)
- 4.28. Cabin Crew Safety Training Manual (Doc 10002)
- 4.29. CAEP/9 Agreed Certification Requirement for the Aeroplane CO2 Emissions Standard. (Cir 337)
- 4.30. Civil/Military Cooperation in Air Traffic Management. (Cir 330)
- 4.31. Continuous Climb Operations (CCO) Manual. (Doc 9993)
- 4.32. Continuous Descent Operations (CDO) Manual. (Doc 9931)
- 4.33. Dangerous Goods Training Manual. (Doc 9375)
- 4.34. Effects of PANS-OPS Noise Abatement Departure Procedures on Noise and Gaseous Emissions. (Cir 317)
- 4.35. Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods. (Doc 9481)
- 4.36. Environmental Technical Manual. (Doc 9501)
- 4.37. Flight Planning and Fuel Management (FPFM) Manual. (Doc 9976)
- 4.38. Global Air Traffic Management Operational Concept. (Doc 9854)
- 4.39. Global Air Transport Outlook to 2030 and trends to 2040. (Cir 333)
- 4.40. Global Navigation Satellite System (GNSS) Manual. (Doc 9849)
- 4.41. Guidance Material on the Legal Aspects of Unruly/Disruptive Passengers. (Cir 288)
- 4.42. Guidance on Aircraft Emissions Charges Related to Local Air Quality. (Doc 9884)
- 4.43. Guidance on Assistance to Aircraft Accident Victims and their Families. (Cir 285)
- 4.44. Guidance on Environmental Assessment of Proposed Air Traffic Management Operational Changes (Doc 10031)
- 4.45. Guidance on the Balanced Approach to Aircraft Noise Management. (Doc 9829)
- 4.46. Guidance on the Development of States' Action Plans on CO2 Emissions Reduction Activities (Doc 9988)
- 4.47. Guidance on the Implementation of Article 83 bis of the Convention on International Civil Aviation. (Cir 295)
- 4.48. Guidance on the Preparation of a Pilot's Operating Handbook for Light Aeroplanes. (Doc 9516)
- 4.49. Guidance on the Use of Emissions Trading for Aviation. (Doc 9885)
- 4.50. Guidelines for Aviation English Training Programmes. (Cir 323)
- 4.51. Guidelines for Lateral Separation of Arriving and Departing Aircraft on Published Adjacent Instrument Flight Procedures. (Cir 324)
- 4.52. Guidelines for the Implementation of GNSS Lateral Separation Minima based on VOR Separation Minima. (Cir 322)
- 4.53. Guidelines for the implementation of GNSS longitudinal separation minima. (Cir 321)
- 4.54. Guidelines on Passenger Name Record (PNR) Data. (Doc 9944)
- 4.55. Guidelines on the Use of the Public Internet for Aeronautical Applications. (Doc 9855)
- 4.56. Handbook on Radio Frequency Spectrum Requirements for Civil Aviation including statement of approved ICAO policies. (Doc 9718)
- 4.57. Hazards at Aircraft Accident Sites. (Cir 315)
- 4.58. Helicopter Medical Transport (HMT) Safety Circular. (Cir 338)
- 4.59. Highlights in the Economic Development of Airports and Air Navigation Services. (Cir 286)

- 4.60. Human Factors Digest No. 10 — Human Factors, Management and Organization. (Cir 247)
- 4.61. Human Factors Digest No. 11 — Human Factors in CNS/ATM Systems. (Cir 249)
- 4.62. Human Factors Digest No. 12 — Human Factors in Aircraft Maintenance and Inspection. (Cir 253)
- 4.63. Human Factors Digest No. 15 — Human Factors in Cabin Safety. (Cir 300)
- 4.64. Human Factors Digest No. 16 — Cross-Cultural Factors in Aviation Safety. (Cir 302)
- 4.65. Human Factors Digest No. 5 — Operational Implications of Automation in Advanced Technology Flight Decks. (Cir 234)
- 4.66. Human Factors Digest No. 7 — Investigation of Human Factors in Accidents and Incidents. (Cir 240)
- 4.67. Human Factors Digest No. 8 — Human Factors in Air Traffic Control. (Cir 241)
- 4.68. Human Factors Guidelines for Air Traffic Management (ATM) Systems. (Doc 9758)
- 4.69. Human Factors Guidelines for Aircraft Maintenance Manual. (Doc 9824)
- 4.70. Human Factors Guidelines for Safety Audits Manual. (Doc 9806)
- 4.71. Human Factors Training Manual. (Doc 9683)
- 4.72. Instrument Flight Procedures Construction Manual. (Doc 9368)
- 4.73. International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual. (Doc 9731)
- 4.74. International Signs to Provide Guidance to Persons at Airports and Marine Terminals. (Doc 9636)
- 4.75. In-Trail Procedure (ITP) Using Automatic Dependent Surveillance — Broadcast (ADS-B). (Cir 325)
- 4.76. Language Testing Criteria for Global Harmonization. (Cir 318)
- 4.77. Manual Concerning Interception of Civil Aircraft. (Doc 9433)
- 4.78. Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations. (Doc 9554)
- 4.79. Manual of Aeronautical Meteorological Practice. (Doc 8896)
- 4.80. Manual of Air Traffic Services Data Link Applications. (Doc 9694)
- 4.81. Manual of Aircraft Accident and Incident Investigation. (Doc 9756)
- 4.82. Manual of All-Weather Operations. (Doc 9365)
- 4.83. Manual of Civil Aviation Medicine. (Doc 8984)
- 4.84. Manual of Criteria for the Qualification of Flight Simulation Training Devices. (Doc 9625)
- 4.85. Manual of Procedures for Establishment and Management of a State's Personnel Licensing System. (Doc 9379)
- 4.86. Manual of Procedures for Operations Inspection, Certification and Continued Surveillance. (Doc 8335)
- 4.87. Manual of Radiotelephony. (Doc 9432)
- 4.88. Manual of Runway Visual Range Observing and Reporting Practices. (Doc 9328)
- 4.89. Manual of Surface Movement Guidance and Control Systems (SMGCS). (Doc 9476)
- 4.90. Manual of the ICAO Standard Atmosphere (extended to 80 kilometres (262 500 feet)). (Doc 7488)
- 4.91. Manual on a 300 m (1 000 ft) Vertical Separation Minimum Between FL 290 and FL 410 Inclusive. (Doc 9574)
- 4.92. Manual on Access to Air Transport by Persons with Disabilities. (Doc 9984)
- 4.93. Manual on Aeroplane Upset Prevention and Recovery Training (Doc 10011)
- 4.94. Manual on Accident and Incident Investigation Policies and Procedures. (Doc 9962)
- 4.95. Manual on Air Navigation Services Economics. (Doc 9161)
- 4.96. Manual on Air Traffic Forecasting. (Doc 8991)
- 4.97. Manual on Air Traffic Management System Requirements. (Doc 9882)

- 4.98. Manual on Air Traffic Services (ATS) Ground-Ground Voice Switching and Signalling. (Doc 9804)
- 4.99. Manual on Airspace Planning Methodology for the Determination of Separation Minima. (Doc 9689)
- 4.100. Manual on Assistance to Aircraft Accident Victims and their Families (Doc 9973)
- 4.101. Manual on Automatic Meteorological Observing Systems at Aerodromes. (Doc 9837)
- 4.102. Manual on Certification of Aerodromes. (Doc 9774)
- 4.103. Manual on Civil Aviation Jet Fuel Supply. (Doc 9977)
- 4.104. Manual on Collaborative Air Traffic Flow Management. (Doc 9971)
- 4.105. Manual on Coordination between Air Traffic Services, Aeronautical Information Services and Aeronautical Meteorological Services. (Doc 9377)
- 4.106. Manual on Detailed Technical Specifications for the Aeronautical Telecommunication Network (ATN) using ISO/OSI Standards and Protocols. (Doc 9880)
- 4.107. Manual on Electronic Flight Bags (EFBs). (Advance Release). (Doc 10020)
- 4.108. Manual of Evidence-based Training. (Doc 9995)
- 4.109. Manual on Flight and Flow — Information for a Collaborative Environment (FF-ICE). (Doc 9965)
- 4.110. Manual on Flight Data Analysis Programmes (FDAP). (Doc 10000)
- 4.111. Manual on Global Performance of the Air Navigation System. (Doc 9883)
- 4.112. Manual on HF Data Link. (Doc 9741)
- 4.113. Manual on Laser Emitters and Flight Safety. (Doc 9815)
- 4.114. Manual on Low-level Wind Shear. (Doc 9817)
- 4.115. Manual on Prevention of Problematic Use of Substances in the Aviation Workplace. (Doc 9654)
- 4.116. Manual on Privatization in the Provision of Airports and Air Navigation Services. (Doc 9980)
- 4.117. Manual on Regional Accident and Incident Investigation Organization. (Doc 9946)
- 4.118. Manual on Remotely Piloted Aircraft Systems (RPAS). (Doc 10019)
- 4.119. Manual on Required Communication Performance (RCP). (Doc 9869)
- 4.120. Manual on Simultaneous Operations on Parallel or Near-Parallel Instrument Runways (SOIR). (Doc 9643)
- 4.121. Manual on System Wide Information Management (SWIM) Concept. (Advance Release). (Doc 10039)
- 4.122. Manual on Testing of Radio Navigation Aids. (Doc 8071)
- 4.123. Manual on the Aeronautical Mobile Satellite (Route) Service. (Doc 9925)
- 4.124. Manual on the Aeronautical Telecommunication Network (ATN) using Internet Protocol Suite (IPS) Standards and Protocols. (Doc 9896)
- 4.125. Manual on the Approval of Training Organizations. (Doc 9841)
- 4.126. Manual on the Digital Exchange of Aeronautical Meteorological Information (Doc 10003)
- 4.127. Manual on the Implementation of ICAO Language Proficiency Requirements. (Doc 9835)
- 4.128. Manual on the Planning and Engineering of the Aeronautical Fixed Telecommunication Network. (Doc 8259)
- 4.129. Manual on the Prevention of Runway Incursions. (Doc 9870)
- 4.130. Manual on the Quality Management System for the Provision of Meteorological Service for International Air Navigation. (Doc 9873)
- 4.131. Manual on the Regulation of International Air Transport. (Doc 9626)
- 4.132. Manual on the Universal Access Transceiver (UAT). (Doc 9861)
- 4.133. Manual on the Use of Performance-based Navigation (PBN) in Airspace Design. (Doc 9992)

- 4.134. Manual on VHF Digital Link (VDL) Mode 2. (Doc 9776)
 - 4.135. Manual on VHF Digital Link (VDL) Mode 3. (Doc 9805)
 - 4.136. Manual on VHF Digital Link (VDL) Mode 4. (Doc 9816)
 - 4.137. Manual on Volcanic Ash, Radioactive Material and Toxic Chemical Clouds. (Doc 9691)
 - 4.138. Model National Air Transport Facilitation Programme. (Doc 10042)
 - 4.139. National Plan for CNS/ATM Systems. (Cir 278)
 - 4.140. New Larger Aeroplanes — Infringement of the Obstacle Free Zone: Operational Measures and Aeronautical Study. (Cir 301)
 - 4.141. Noise Abatement Procedures: Review of Research, Development and Implementation Projects — Discussion of Survey Results. (Doc 9888)
 - 4.142. Normal Operations Safety Survey (NOSS). (Doc 9910)
 - 4.143. Offsetting Emissions from the Aviation Sector. (Doc 9951)
 - 4.144. Operating Procedures and Practices for Regional Monitoring Agencies in Relation to the Use of a 300 m (1 000 ft) Vertical Separation Minimum Between FL 290 and FL 410 Inclusive. (Doc 9937)
 - 4.145. Operation of New Larger Aeroplanes at Existing Aerodromes. (Cir 305)
 - 4.146. Operational Opportunities to Minimize Fuel Use and Reduce Emissions. (Cir 303)
 - 4.147. Operational Opportunities to Reduce Fuel Burn and Emissions (Doc 10013)
 - 4.148. Performance-based Navigation (PBN) Manual. (Doc 9613)
 - 4.149. Performance-based Navigation (PBN) Operational Approval Manual. (Doc 9997)
 - 4.150. Pilot Skills to make “Look-Out” more effective in Visual Collision Avoidance. (Cir 213)
 - 4.151. Policy and Guidance Material on the Economic Regulation of International Air Transport. (Doc 9587)
 - 4.152. Privatization in the Provision of Airports and Air Navigation Services. (Cir 284)
 - 4.153. Quality Assurance Manual for Flight Procedure Design. (Doc 9906)
 - 4.154. Recommended Method for Computing Noise Contours Around Airports. (Doc 9911)
 - 4.155. Regional Differences in International Airline Operating Economics (1997–2007) (Cir 280, 293, 306, 310, 316 and 327)
 - 4.156. Regional Differences in International Airline Operating Economics: 2010 and 2011. (Cir 339)
 - 4.157. Regulatory Implications of the Allocation of Flight Departure and Arrival Slots at International Airports. (Cir 283)
 - 4.158. Reference Manual on the ICAO Statistics Programme. (Doc 9060)
 - 4.159. Repertory-Guide to the Convention on International Civil Aviation. (Doc 8900)
 - 4.160. Required Navigation Performance Authorization Required (RNP AR) Procedure Design Manual. (Doc 9905)
 - 4.161. Safety Management Manual (SMM). (Doc 9859)
 - 4.162. Safety Oversight Manual. (Doc 9734)
 - 4.163. Satellite-aided Search and Rescue — The COSPAS-SARSAT System. (Cir 185)
 - 4.164. Stolport Manual. (Doc 9150)
 - 4.165. Tariffs for Airports and Air Navigation Services, 2012 Edition. (Doc 7100)
 - 4.166. Technical Provisions for Mode S Services and Extended Squitter. (Doc 9871)
 - 4.167. Template Manual for Holding, Reversal and Racetrack Procedures. (Doc 9371)
 - 4.168. The Facilitation Manual. (Doc 9957)
 - 4.169. The World of Civil Aviation (2001 – 2006) (Cir 291, 299 and 307)
 - 4.170. Training Guidelines for Aircraft Accident Investigators. (Cir 298)
 - 4.171. Training Manual. (Doc 7192)
 - 4.172. Universal Safety Oversight Audit Programme Continuous Monitoring Manual. (Doc 9735)
 - 4.173. World Geodetic System — 1984 (WGS-84) Manual. (Doc 9674)
-

APPENDIX B



International Civil Aviation Organization

DGP-WG/08-WP/1
21/8/08

WORKING PAPER

DANGEROUS GOODS PANEL (DGP) MEETING OF THE WORKING GROUP OF THE WHOLE

The Hague, 3 to 7 November 2008

Agenda Item 6: Miscellaneous dangerous goods issues

FREELY DOWNLOADABLE *TECHNICAL INSTRUCTIONS FOR THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR* (DOC 9284) FROM THE INTERNET

(Presented by CEFIC and FEA)

SUMMARY

CEFIC and FEA propose to place the complete text of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284) on the Internet, in portable document format (PDF).

Action by the DGP is in paragraph 2.

1. INTRODUCTION

1.1 Nowadays most information, national as well as international regulations affecting the transport of dangerous goods, can be found in the Internet. And in many countries it is a legal requirement to make regulations available to the public free of charge. Here are a few examples:

- UN Model Regulations:
http://www.unece.org/trans/danger/publi/unrec/rev15/15files_e.html
- ADR
<http://www.unece.org/trans/danger/publi/adr/adr2007/07ContentsE.html>
- ADN(R):
<http://www.ccr-zkr.org/>
- ADN:
<http://www.unece.org/trans/danger/adnreg2007.html>
- IMDG-Code (German):
<http://www.bmvbs.de/-/1827.933629/Gefahrgut-Recht-Vorschriften-S.htm>

DGP-WG/08-WP/1

- 2 -

- GHS:
<http://www.unece.org/trans/danger/adnreg2007.html>
- CFR 49:
<http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200749>

1.2 Currently several committees of the International Maritime Organisation (IMO), a United Nations-body as ICAO, are discussing the possibility to make the text of the IMDG Code available so that it can be freely downloaded from the Internet. The Maritime Safety Committee MSC agreed “to instruct DSC 13 (Sub-Committee on Dangerous Goods, Solid Cargoes and Containers) to consider the merits of placing the complete text of the IMDG Code on the Internet and allowing it to be freely downloadable in the context of improving safety and prevention of pollution.” (Document DSC 13/3/4, see the Appendix to this working paper).

1.3 CEFIC and FEA are of the opinion that this option should be discussed as well by the DGP concerning the Technical Instructions.

2. ACTION BY THE DGP-WG

2.1 The DGP-WG is invited to request the ICAO Secretariat to consider making all parts of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc 9284) available on the Internet on a website which is freely accessible to the public in Portable Document Format (PDF).

DGP-WG/08-WP/1
Appendix

APPENDIX

INTERNATIONAL MARITIME ORGANIZATION



IMO

E

SUB-COMMITTEE ON DANGEROUS
GOODS, SOLID CARGOES AND
CONTAINERS
13th session
Agenda item 3

DSC 13/3/4
20 June 2008
Original: ENGLISH

AMENDMENTS TO THE IMDG CODE AND SUPPLEMENTS, INCLUDING
HARMONIZATION OF THE IMDG CODE WITH THE UN RECOMMENDATIONS ON
THE TRANSPORT OF DANGEROUS GOODS

Harmonization of the IMDG Code with the UN Recommendations on the transport of
dangerous goods

Text of the IMDG Code freely downloadable from the Internet

Note by the Secretariat

SUMMARY

<i>Executive summary:</i>	This document provides the outcome of MSC 84, TC 58 and C 100 on making available the text of the IMDG Code so that it can be freely downloadable from the Internet
<i>Strategic direction:</i>	3.2
<i>High-level action:</i>	3.2.2
<i>Planned output:</i>	3.2.2.1
<i>Action to be taken:</i>	Paragraph 7
<i>Related documents:</i>	DSC 12/19; MSC 84/24; TC 58/13; C 100/9; C 100/10/Add.1 and C 100/WP.3

Background

1 The Sub-Committee may recall that at DSC 12, when considering issues surrounding the mandatory application of training requirements for shoreside personnel, some delegations were of the view that placing the complete text of the IMDG Code on the Internet, in Portable Document Format (PDF) only, would assist in better accessibility and promotion of the provisions of the Code, noting that a similar provision existed whereby the complete text of the UN Recommendations on the transport of dangerous goods was freely accessible and downloadable from the Internet. The Sub-Committee invited the Maritime Safety Committee (MSC) to look into the possibility of making available the complete text of the IMDG Code freely downloadable from the Internet.

For reasons of economy, this document is printed in a limited number. Delegates are kindly asked to bring their copies to meetings and not to request additional copies.

IMO60
60 YEARS IN THE SERVICE OF SHIPPING

DGP-WG/08-WP/1
Appendix

-2-

Outcome of MSC 84

2 MSC 84 (7 to 16 May 2008) noted that the issue of placing the complete text of the IMDG Code on the Internet had been discussed within the Secretariat and that allowing the text to be freely accessible and downloadable from the Internet was likely to have an impact on the revenue generated from the sales of the IMDG Code. Furthermore, the Committee noted that such a reduction in the sales revenue was likely to affect the surplus of the Printing Fund, which contributed significantly to those activities of the Organization which have a technical co-operation dimension.

3 Following an extensive debate on the issue, the Secretary-General expressed the view that, in order to progress the matter, it would be appropriate for the Committee to consider matters relating to safety aspects only and to invite the Technical Co-operation Committee (TCC) to provide its views on the impact on its activities, if any, as a result of placing the complete text of the Code on the Internet for it to be freely downloadable. He advised that the final decision should then be taken by the Council and the Assembly on the basis of the advice of the TCC and MSC.

4 Subsequently, MSC 84 agreed to instruct DSC 13 to consider the merits of placing the complete text of the IMDG Code on the Internet and allowing it to be freely downloadable in the context of improving safety and prevention of pollution and to advise the MSC accordingly. Furthermore, MSC 84 invited the TCC to consider the implications of the aforementioned proposal on its activities and to advise the Council and the Assembly accordingly.

Outcome of TC 58

5 The Technical Co-operation Committee at its fifty-eight session (TC 58) (10 to 12 June 2008) received an analysis of the potential impact on the TC Fund of a proposal to make the IMDG Code available by free download, in the context of a debate on mandatory training for shoreside personnel in the provisions of the Code. That Committee noted that making the IMDG Code available free online, as proposed, would be likely to have a negative impact on the revenues of the Printing Fund and, therefore, on its surplus. Since the Printing Fund's contribution to the TC Fund was proportional to its surplus, there could be a commensurate negative effect on the TC Fund. TC 58 noted the objection by an overwhelming majority of delegations to this proposal and agreed to recommend to the Council that the current policy of making the IMDG Code available as a sales item should be maintained.

Outcome of C 100

6 The Council at its one hundredth session (C 100) (16 to 20 June 2008) decided to defer deciding whether the IMDG Code should, or not, continue to be published as a sales item and be made available online, free of charge, pending the outcome of consideration of the issue by MSC 85.

Action requested of the Sub-Committee

7 The Sub-Committee is invited to note the information provided, particularly the instruction of MSC 84, to the Sub-Committee, in paragraph 4 above, and take appropriate action.

— END —

APPENDIX C

Doc 7231/12



ICAO Publications Regulations

Published by authority of
the Secretary General

Twelfth Edition — 2015
(effective 13 January 2015)

International Civil Aviation Organization

Published in separate English, Arabic, Chinese, French, Russian and Spanish editions
by the INTERNATIONAL CIVIL AVIATION ORGANIZATION
999 University Street, Montréal, Québec, Canada H3C 5H7

For ordering information and for a complete listing of sales agents and booksellers, please go to the ICAO website at www.icao.int

Eighth edition 1997
Ninth edition 2005
Tenth edition 2007
Eleventh edition 2009
Twelfth edition 2015

Doc 7231, ICAO Publications Regulations
Order Number: 7231
ISBN 978-92-9249-682-1

© ICAO 2015

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, without prior permission in writing from the International Civil Aviation Organization.

TABLE OF CONTENTS

	<i>Page</i>
Article I Purpose of ICAO Publications	1
Article II Definition of Publications	2
Article III Documents	2
Article IV Working Papers	3
Article V Other Publications	3
Article VI Authority	4
Article VII Languages	5
Article VIII Format	6
Article IX Distribution of Publications	6
Article X Pricing	8
Article XI Copyright	9
Article XII Reports by the Secretary General	10
Article XIII Coordination of Publications Activities	11
Article XIV Amendment of the Regulations	12

ICAO PUBLICATIONS REGULATIONS

Article I

Purpose of ICAO Publications

1. The principal purpose of ICAO publications is the systematic and prompt dissemination of information in concise form on the policies and activities of the Organization in order to:

- a) promote the fulfilment of the aims enunciated in the preamble to and in Articles 37 and 44 of the Convention on International Civil Aviation;
- b) provide States, the Governing bodies and other organs of ICAO as well as other users with information concerning the work of the Organization in convenient form for their use;
- c) foster the participation and support of ICAO Member States and the interest of non-Member States in the work of the Organization;
- d) promote an informed opinion among governments and the general public concerning the work of the Organization, looking towards continued and effective collaboration in the field of international civil aviation;
- e) present clearly, accurately and concisely the progress of the Organization and the points upon which agreement has been reached and upon which action by States in compliance with ICAO decisions has been taken or is still required.

2. Provided that the principal purpose of ICAO publications stated above is met, it is desirable for ICAO's saleable publications to generate revenue for the Organization.

Article II
Definition of Publications

1. When used in these Regulations, the term *publications* refers to any material, saleable and non-saleable, issued by the Organization, in printed or electronic form, including:
 - a) the Convention on International Civil Aviation; the Annexes thereto (comprising the international Standards and Recommended Practices adopted by the Council in accordance with this Convention); and other international aeronautical instruments published or reprinted by the Organization;
 - b) documents as defined in Article III;
 - c) working papers as defined in Article IV;
 - d) other publications listed in Article V.
2. The term *publications* also means photocopies of such material, sound recordings, posters, audio-visual productions, as well as electronic material.

Article III
Documents

1. A *document* is a publication that is considered to have permanent character or special importance to Member States.
2. Bearing in mind the provision contained in paragraph 1 of this Article, the Assembly and the Council may direct that any paper submitted to them should be issued as a document, and the Secretary General may issue a paper as a document, either at his discretion or upon the recommendation of a representative body of the Organization.
3. The Organization will publish the following categories of documents:
 - a) *Documents which record action by the Assembly or the Council, i.e.*

- documents embodying resolutions, decisions and recommendations formally adopted by the Assembly or the Council, and texts approved by the Council for implementation by Member States;
- the *minutes* of the Assembly and the Council;
- b) *Reports* of meetings convened by the Council and by the Air Navigation Commission;
- c) *Manuals* providing guidance and information concerning selected aspects of aeronautical activity or facilitating the uniform application of international Standards and Recommended Practices.

**Article IV
Working Papers**

A *working paper* is a publication intended to serve primarily as a basis for discussion in, or source of information for, a meeting of the Organization.

**Article V
Other Publications**

1. The Organization will also publish:
 - a) *ICAO Circulars* to disseminate specialized information of interest to Member States, such as: studies or notes based on statistics filed, summaries of treaties or agreements registered with the Organization, analyses, reproductions of or extracts from documents submitted by Member States, reports on implementation of international Standards and Recommended Practices, and related acts;
 - b) aeronautical maps;

- c) a *Catalogue of ICAO Publications* to provide bibliographic information on all publications offered for sale by the Organization;
 - d) *State letters* addressed to Member States and other recipients, issued under the signature of the Secretary General;
 - e) *Electronic Bulletins* addressed to Member States and other recipients, issued under the authority of the Secretary General, to provide information that does not require action other than “to note”.
2. The Organization may also publish:
- a) an *ICAO periodical magazine*, giving a concise account of the activities of the Organization, with the addition of information of general interest to Member States and to the aeronautical world;
 - b) other *periodicals* on specific subjects;
 - c) *public information material*, such as news releases and information pamphlets.

Article VI Authority

1. Each publication will carry a clear indication stating the authority under which it is issued and the responsibility for textual content.
2. If the text constitutes an official opinion or act of the Organization, i.e. one that has received the final approval of the body ultimately responsible under the Convention, this will be indicated.
3. Any new category of publication not referred to in Articles III, IV and V herein will require the approval of the Council.
4. Any existing category of publication may only be discontinued by direction of the Council.

Article VII
Languages

Subject to other decisions made by the Council and the availability of resources, the publications of the Organization are issued in the following languages:

- a) *in Arabic, Chinese, English, French, Russian and Spanish*
 - the Convention on International Civil Aviation and Annexes thereto and texts approved by the Assembly or the Council for implementation by all Member States;
 - the minutes and documents of the Legal Committee;
 - the reports of Divisional-type meetings and Conferences;
 - documents and working papers for and from sessions of the Assembly, Divisional-type meetings and Conferences;
 - documents and working papers for and from meetings of the Council and its subsidiary bodies, as determined by the Council;
 - Circular State letters and Electronic Bulletins;
 - rules of procedure of the statutory bodies and administrative regulations published by authority of the Assembly or the Council;
 - publications of a worldwide character such as manuals and circulars;
- b) *in the language or languages determined by the Council:*
 - documents and working papers for or from Regional and Special meetings;
 - the ICAO periodical magazine and other public information publications.

- c) Individual State letters are issued to a restricted audience and in the ICAO working languages selected by the recipient Member States.

Article VIII
Format

Publications will be produced in electronic format. The Secretary General will determine which publications will also be produced in paper format.

Article IX
Distribution of Publications

1. *Distribution of publications in electronic format.*

- a) ICAO publications will be made available to Member States and other authorized users in electronic format on the designated ICAO web channels through controlled access by their designated Focal Points.
- b) *Scale of free access.*

Member States will be assigned a specific number of copies of each electronic publication free of charge. Free access to selected electronic publications, in the available language edition of choice, will be limited according to the following scale:

- two copies overall, for the first 1 per cent (or fraction thereof for States contributing less than 1 per cent) of their scale of assessments to the General Fund for the current year.
- one copy overall, for every additional 1 per cent (or fraction thereof) of their scale of assessments to the General Fund for the current year.
- Non-Member States will be assigned one copy overall.

— for Member States represented on the Council, one (1) additional copy will be made available.

- c) State letters and Electronic Bulletins will be distributed electronically, in all available languages, to State letter Coordinators designated by States or authorized international organizations. Secretariat staff, National Delegations and Regional Offices will also receive such correspondence in electronic format.

2. *Distribution of publications in paper format*

- a) Member States may indicate to the ICAO sales unit whether they wish to purchase available language editions of a publication in paper format. The standard discount approved by the Secretary General will be applied to such standing orders.
- b) Selected State letters may be shipped in paper format, if deemed necessary by the Secretary General. State letters in paper format will be shipped to a single destination unless distribution through National Delegations at Headquarters is requested by the State concerned.
- c) Member States may request free publications in paper format instead of electronic, according to the scale of free access. Shipping charges will be covered by the requesting States.

3. ICAO publications will be sold at Headquarters and through duly appointed sales agencies. Announcements concerning the sale of publications through these agencies will be made in the ICAO periodical magazine, when necessary, and in the *Publications Catalogue*. Information on ICAO publications and their availability will also be provided on the ICAO website.

Article X
Pricing

1. The Secretary General will determine which publications will be saleable.
2. The price of saleable publications will be based on the market value of each publication as determined by the ICAO sales unit.
3.
 - a) A publication will be priced uniformly, regardless of the language in which it is published.
 - b) The price of ICAO publications will be stated in the currency of the United States, rounded off to the nearest dollar.
 - c) Shipping costs will be charged to the purchaser.
 - d) Orders for saleable publications must be paid in full in advance of such orders being dispatched.
 - e) The price established for a saleable publication will include an estimated cost for additional editorial material (e.g. corrigenda and errata) which may be issued during the life of the edition. Supplementary material updating the content of the publication will be made available for sale separately.
 - f) In addition to the standard discount applied to standing orders from Member States envisaged in Article IX, paragraph 2a) above, a discount on the selling price may also be offered on bulk purchases, on orders for copies required for academic and training purposes, and for sale at Conferences, exhibitions, fairs, meetings, seminars, shows and workshops.
 - g) The price established for saleable publications in electronic form, e.g. CD-ROM, DVD and web-based access, will take into consideration the cost of the paper copy version, if available.
4. The cost of non-saleable publications in paper format will be set, in accordance with the number of pages, to cover the average production cost determined on the basis of the total cost of printing.

Article XI
Copyright

1. The Organization shall claim copyright for ICAO publications as determined by the Secretary General. Requests to reproduce such ICAO material shall be subject to the rules set out below.
2. In order to preserve the authenticity, accuracy, and integrity of ICAO publications and to protect their successful commercial distribution, ICAO will retain, claim and enforce all of the rights under the applicable copyright laws, regulations, and conventions.
3. Notwithstanding the provision of paragraph 2 of this Article, ICAO Member States may, without prior approval by ICAO, reproduce in whole or in part Annexes to the Convention on International Civil Aviation and Procedures for Air Navigation Services for their own official, internal, non-commercial use (not for resale), without any right to distribute to non-governmental third parties or create derivative works therefrom for commercial purposes and provided that any such publication reproduced in electronic format or other media be protected from unauthorized duplication through appropriate measures.
4. Requests for permission to reproduce parts of ICAO publications should be addressed to ICAO Headquarters, attention: Director, Bureau of Administration and Services, and contain:
 - a) a specific listing of the material to be reproduced;
 - b) a description of the proposed use of the material; and
 - c) a statement confirming that the material will not be used for advertising a particular product or for any other commercial purpose.
5. The permission to reproduce extracts of ICAO publications or any other ICAO information shall be subject to the following conditions:
 - a) no change shall be made in the wording or content of the ICAO publication without express authorization by ICAO;

- b) an ICAO-approved accreditation shall accompany the extracts reproduced, including a statement confirming that they have been reproduced with the permission of ICAO;
- c) one copy of the publication containing extracts from an ICAO publication shall be forwarded to ICAO, without charge, for its files;
- d) the permission may be revoked by ICAO at any time; and
- e) ICAO publications authorized for reproduction in part or in whole, including those reproduced in electronic or other media, through licensing royalty agreements shall bear accreditation to ICAO, as defined in paragraph 5 b) of this Article, and be protected from unauthorized duplication through appropriate security measures.

6. Requests to reproduce an entire ICAO publication shall normally be refused if the publication is available for sale. The Secretary General may authorize the reproduction of the entire publication or substantial parts thereof for commercial purposes in consideration of a royalty payable to ICAO which will normally not be lower than thirty per cent (30%) of the selling price of the reproduced copies. In exceptional cases, the Secretary General may authorize the reproduction of a publication without a royalty payment if the reproduction is for individual academic purposes.

7. Requests to reproduce an ICAO publication in a language other than that in which the document is offered for sale by ICAO will be subject to approval and conditions as determined by the Secretary General.

Article XII **Reports by the Secretary General**

The Secretary General will render to the Council a yearly report on the production, distribution and sale of ICAO publications and on the status of the publications programme. Amendments to the Publications Regulations will be reported to the Council at the time when they are promulgated by the Secretary General.

Article XIII
Coordination of Publications Activities

1. A Secretariat coordinating group functioning as the Publications Priority Board is chaired by the Director, Bureau of Administration and Services, co-chaired by the Deputy Director, Languages and Publications, and meets at regular intervals to discuss policy and other high-level matters related to publications activities. Members are staff involved in the production of publications and are designated by Directors of the Bureaus, not below Chiefs of Section (P-5). This Board is assisted by the Subgroup on Coordination of Publications, chaired by the Deputy Director, Languages and Publications, to coordinate operations in the production of publications and deal with the day-to-day activities. The Publications Priority Board meets regularly to:

- monitor established priorities for the production of the various types of publications to be issued;
- advise the Directors and the Secretary General on the style and content of any new publication in the planning stage and before substantive work commences, taking into account readership and sales plans;
- advise the Secretary General on the format and frequency of issue of publications.

2. The Secretary General will, when necessary, convene a meeting of the Directors of the Bureaus to seek advice on major questions of publications policy, including but not limited to:

- the rules governing the sale, pricing and distribution of publications, within the principles approved by the Council;
- any amendments to these Regulations;
- the content of the yearly report to the Council referred to in Article XII herein;
- plans for future publications.

Article XIV
Amendment of the Regulations

These regulations may be amended by the Secretary General, who will report amendments to the Council in the manner prescribed in Article XII herein.

— END —