



WORKING PAPER

ASSEMBLY — 40TH SESSION

EXECUTIVE COMMITTEE

Agenda Item 19: Increasing the efficiency and effectiveness of ICAO

IMPROVING RESPONSE TOOLS TO ICAO STATE LETTERS REGARDING AMENDMENTS TO ANNEXES AND PANS

(Presented by Cameroon)

EXECUTIVE SUMMARY

This working paper underlines the need for Member States to have effective tools for responding to ICAO letters on the amendments (proposals and adoption of amendments) to Annexes and Procedures for Air Navigation Services (PANS). The working paper is another attempt to implement long-term solutions to address the low response rate to these letters, which has been observed for a number of years. The consideration of amendments to Annexes and PANS by Member States must involve relevant stakeholders, especially industry. This can be facilitated by establishing collaborative tools to share ICAO letters and gather observations. ICAO has worked on developing a system enabling Member States to provide their comments on letters regarding amendments to Annexes and PANS. However, this system has not been used at the State level.

Action: The Assembly is invited to:

- a) take note of the information contained in this working paper; and
- b) request ICAO to finalize the development of an online collaborative tool to facilitate the response to State letters on amendments to Annexes and PANS.

<i>Strategic Objectives:</i>	This working paper relates to all Strategic Objectives.
<i>Financial implications:</i>	The activities referred to in this working paper will be subject to the resources allocated to the 2020-2022 Regular Programme Budget.
<i>References:</i>	ICAO Assembly Resolution A29-3, <i>Global rule harmonization</i> ICAO Assembly Resolution A39-21, <i>Addressing the low response rate by Members States to ICAO State letters</i> ICAO Assembly Resolution A39-22, <i>Formulation and implementation of Standards and Recommended Practices (SARPs) and Procedures for Air Navigation Services (PANS) and notification of differences</i>

¹ French version provided by Cameroon.

1. INTRODUCTION

1.1 Article 37 of the Convention on International Civil Aviation provides that each State must collaborate in securing the highest practicable degree of uniformity in regulations and practices in all matters in which such uniformity will facilitate and improve air navigation.

1.2 This requirement was reaffirmed by the ICAO Assembly, in particular under the following Resolutions:

- a) A29-3, paragraph 3, which urges all States to respond to the ICAO Council's requests for comments and agreement or disagreement on ICAO proposed standards to prevent decisions being taken on the basis of a small number of responses; and
- b) A39-33, paragraph 22, which calls upon Member States to respond to ICAO State letters regarding proposed Annexes and PANS amendments.

1.3 To respond effectively to ICAO letters regarding Annexes and PANS amendments, States must consider the proposals with the involvement of all relevant stakeholders (manufacturers, aircraft operators, aerodrome operators, air navigation service providers, training institutes, etc.).

2. DISCUSSION

2.1 The drafting of ICAO Annexes and PANS, as well as their consideration by States prior to adoption, requires the participation of all aviation industry stakeholders. At the State level, due to operational constraints, it is not always easy to enlist stakeholders to analyse the regular developments in ICAO Annexes and PANS.

2.2 Establishing remote collaborative tools appears to be a modern and effective solution, enabling the involvement of industry players in the process and the inclusion of their points of view in the positions expressed by States.

2.3 The Cameroon Civil Aviation Authority (CCAA) has established a mechanism led by industry-appointed focal points with whom ICAO letters are shared in order to gather their comments. Coordination with these external stakeholders takes place by making use of the possibility of sharing and collaborating on documents through the mailbox system used by the CCAA. However, the sharing and processing of an ICAO letter is limited to the focal points who use a mailbox system compatible with the one used by the CCAA.

2.4 Although it is possible that a number of States already have effective mechanisms for the collaborative processing of ICAO letters regarding Annexes and PANS, ICAO could assist States without such mechanisms by deploying an online tool that would facilitate their work.

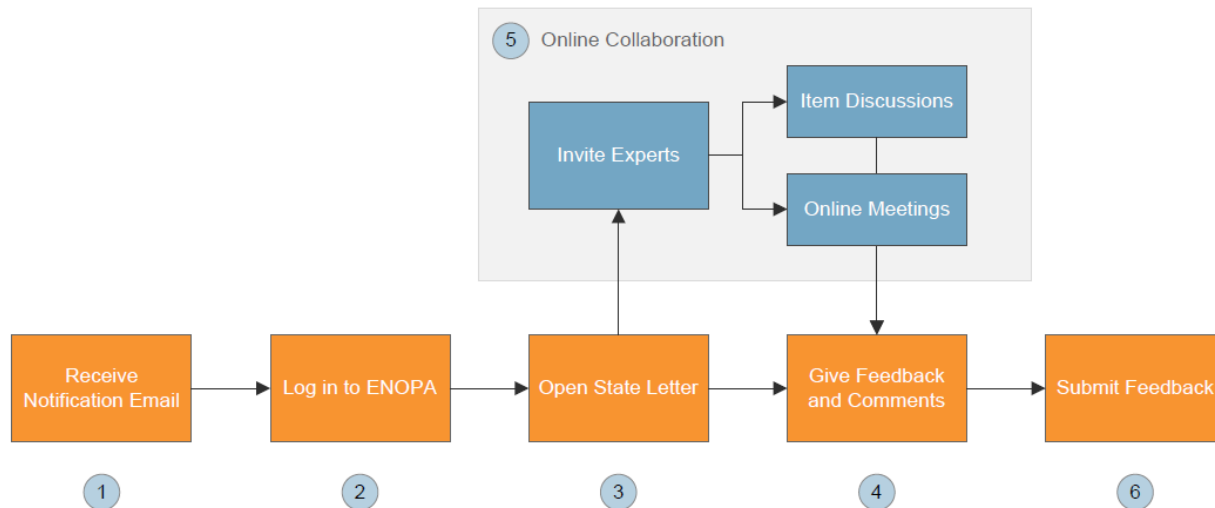
2.5 In fact, during meetings held at ICAO Headquarters and in some Regions, in particular the NACC/WG/4² meeting which took place in Ottawa from 24 to 28 March 2014, ICAO has presented a tool entitled the Electronic Notice of Proposed Amendment (ENOPA) as part of its electronic safety tools package.

2.6 ENOPA was presented as a system enabling Member States to:

² NACC/WG/4 is the Fourth North American, Central American and Caribbean Working Group Meeting

- a) receive ICAO letters on amendment proposals;
- b) provide comments on ICAO letters;
- c) invite experts to collaborate online to consider amendment proposals by filing comments or holding teleconferences;
- d) view amendment proposals in progress;
- e) view the history of State responses to amendments; and
- f) view the comments of other States

2.7 An overview of the processing procedure for ICAO letters using ENOPA is provided below.



2.8 The ENOPA Version 1.00 user guide (August 2014), annexed to this working paper, provides details on the operation of the system based on its 2014 design.

2.9 In light of the above, the ENOPA tool undoubtedly offers features that facilitate the processing of ICAO letters on Annexes and PANS amendments and contribute to addressing the observed low response rate.

2.10 However, it must be noted that ICAO has not deployed this tool for the benefit of Member States.

3. CONCLUSION

3.1 The response to ICAO letters on Annexes and PANS amendments is essential for taking into consideration the points of view of all States and relevant industry stakeholders in the drafting process of SARPs and PANS. For this reason, States must have effective mechanisms in place for processing these letters.

3.2 Assembly Resolution A39-21, paragraph 4, requests the Secretary General to investigate and, as necessary, introduce new communications tools, including web-based solutions, as a means to improve communication and interaction with Member States and other recipients of State letters and the recording of replies in the ICAO Records Management System.

3.3 Considering the efforts already made to develop ENOPA, ICAO must focus on finalizing and effectively deploying this tool or any other similar platform aimed at facilitating the response to ICAO State letters.

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