

DOCUMENTATION ARRANGEMENTS FOR DIVISIONAL-TYPE MEETING

General

1. The Secretariat will prepare a basic working paper on each agenda item, defining the problem and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action.
2. To the extent practicable, use will be made of preparatory machinery such as correspondence with States and international organizations, panels and study groups to develop specific action proposals on individual agenda items.
3. Working papers are papers submitted for consideration under specific agenda items. States and international organizations should prepare their working papers as either “action papers” or “information papers”. The former will comprise working papers containing specific proposals for action. All other working papers will be deemed to be “information papers”.
4. States and international organizations should submit their working papers as far in advance of the meeting as practicable and not later than six weeks prior to the opening of the meeting to ensure translation. Papers received not later than two weeks before the opening of the meeting will be printed and distributed. Papers received after that date will not be processed.
5. Working papers will be processed in accordance with the following priorities:
 - First priority — “Action papers”
 - Second priority — “Information papers”, with the understanding that, if necessary, the abstracts will be reproduced first.

“Action” papers

6. “Action” papers should be presented in the following form:
 - a) Each paper should be limited to one agenda item.
 - b) Each paper should be brief and not exceed four pages of print plus the text of amendment proposals where applicable.
 - c) Immediately after the agenda item heading and the title identifying the subject matter of the paper, there should be a statement framed in a box, specifying the nature of the proposal, along the lines of the following example:

SUMMARY

This paper contains specific proposals for the amendment of Annex 13, Chapter 5, paragraph 5.1.1 to strengthen the requirements for the investigation of serious incidents.

- d) The first element of each paper should explain concisely the purpose of the proposal, its rationale and include essential references to the history of the subject.
 - e) The final element should contain the recommended action suggested to the meeting.
7. When appropriate, the Secretariat will prepare, for circulation at the meeting, either consolidations of the proposals received on individual agenda items or short papers identifying the substance of all “action papers” submitted under each agenda item or sub-item.

“Information” papers

8. States and international organizations desiring to present material not written specifically for an agenda item (such as lengthy technical studies) should provide sufficient quantities thereof for distribution at the meeting. Such material will not be reproduced as working papers.

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INFORMATION EXCHANGE GUIDELINES

Operating system and media	
Operating system	Microsoft Windows 98 and above
USB Flash Drive	

ICAO standard application software	
Microsoft Office 2003	Word
	Powerpoint
	Excel

Note.— The files being exchanged may have been created by a variety of proprietary software packages for document processing, database, spreadsheet and graphics. Each package uses its own distinct file format; therefore difficulties may be encountered in attempting to acquire an accurate conversion. Although programmes to convert files to and from many other applications are available to ICAO, conversion, or use of an intermediate file format, leads to the loss of specific attributes of the original document (i.e. styles, fonts, tables, equations, graphics etc.) and additional time and effort are required to reformat and produce the final document.

Presentation of text and graphics		
Document format	in inches	in centimetres
Paper size/type	8.5" x 11" / Standard	21.59 cm x 27.94 cm / Standard
Margins — top/bottom	0.7" / 1"	1.78 cm / 2.54 cm
Margins — left/right	1" / 1"	2.54 cm / 2.54 cm
Tab set: Relative to left margin	0.5", 1", 1.25", 1.75", 2"	1.27 cm, 2.54 cm, 3.17 cm, 4.44 cm, 5.08 cm
Justification	Full	
Base font	Times New Roman 11 point	
Line spacing	Single	
Language	English (British / UK)	
Paragraph number style	1. 1.1 1.1.1 1.1.1.1 a) b) 1) 2)	
Tables, borders	Single line	

Graphics
Embedding and linking graphics files within the text document should be avoided. The placement of the graphic in the text should be shown as a graphic box with a caption below. The file name of the graphic should be inserted in the graphic box. When a graphic file is created with applications other than PowerPoint, the objects in the graphic should be ungrouped and the file should be sent to ICAO in a format that can be edited, e.g. saved as a *.tif, *.wmf or *.bmp file. Windows bitmap (*.bmp) is preferred.

File naming conventions		
File identification		
meeting identifier	AIG08	
meeting number	1.	
document type	WP.	
document number	xx.	
agenda item	2.	
2nd paper on the same agenda item	-2	
Agenda Item 2, Appendix A	.2-A	
Agenda Item 2, Appendix B	.2-B	
Agenda Item 2, Figure 1	.Fig1	
Extension examples		
Word		.doc
graphic file		.bmp
graphic file		.tif
graphic file		.wmf
End result		
AIG08.1.WP.xx.2.doc	AIG08.1.WP.xx.2-A.doc	

Information required when dispatching to ICAO			
Essential requirements before dispatching to ICAO	CD	E-mail	FAX
Information on software used to create the files including all graphic files (for conversion purposes)	✓	✓	
Name and telephone number of contact person	✓	✓	
A readable hard copy (not reduced) so that the document may be electronically scanned, graphics at the end of text			✓