ANNEX I

REGULAR PROGRAMME BUDGET 1999-2000-2001

Meetings
Staff Costs
General Operating Expenses and Equipment
Other Budgetary Provisions
Miscellaneous Income

SUMMARY OF BUDGETS AND ESTIMATES
(BY OBJECT OF EXPENDITURES)
(in thousands of United States dollars)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Budgets*			Total	Estimates			Total	Percentage
	1996	1997	1998	1996-1998	1999	2000	2001	1999-2001	Increase
Meetings	1 253	548	945	2 746	1 187	608	957	2 752	0.2%
Staff costs	39 715	41 427	43 316	124 458	41 165	42 596	43 781	127 542	2.5%
General operating expenses	8 261	9 150	9 343	26 754	7 910	8 089	8 129	24 128	-9.8%
Equipment	950	823	814	2 587	666	716	680	2 062	-20.3%
Other budgetary provisions	161	243	178	582	215	223	167	605	4.0%
Total	50 340	52 191	54 596	157 127	51 143	52 232	53 714	157 089	0.0%
Universal safety oversight audit programme to be funded by cash surplus					1 540	1 591	1 645	4 776	
Total					52 683	53 823	55 359	161 865	

* Excludes $ 63 000 for 1997 and $ 587 000 for 1998 approved by the Council (C 150/4, C 152/4, C 153/6 and C 154/4).

INTRODUCTION

1. In this annex, the estimates for the Regular Programme, as incorporated in the Draft Programme Budget, are presented by objects of expenditure.

2. The estimates are based on the exchange rates set out below. One U.S. dollar equals to:

	1996-1998 Budget	1999-2001 Estimates		1996-1998 Budget	1999-2001 Estimates
Canadian dollars	1.33	1.40	C.F.A Franc	481.00	614.00
French Franc	4.81	6.14	Thai Baht	24.70	38.30
Egyptian Pounds	3.37	3.39	Mexican Pesos	6.15	8.40
Peruvian Soles	2.25	2.80	Kenyan Shillings	55.50	60.00

For purposes of comparison, the 1996 and 1997 obligations based in Canadian dollars are reflected at the 1996-1998 budget rate of CAD $ 1.33 = U.S.$ 1.00.

3. It is necessary to make provision for cost increases anticipated over the course of the triennium to ensure the effective and efficient operation of the Organization between meetings of the Assembly. Provisions for anticipated cost increases have been included under the related respective

estimates for staff, general operating expenses, equipment and other budgetary provisions. It is to be noted that there is no specific provision included in the estimates for truly unforeseen costs of a contingent nature. It should also be noted that there is no specific provision for adverse currency fluctuations since their effect can be neutralized through forward purchasing of currency.

4. As a first step, the estimates for staff (except meetings) were calculated at salary, allowance and price levels in effect in April 1998. Those estimates did not attempt to project or provide for salary or price increases likely to occur during the period between April 1998 and the end of the 1999-2000-2001 triennium (except that normal within-grade salary increases under the Service Code are included). Next, a provision for anticipated cost increases has been calculated for all relevant items and added to the above-mentioned estimates.

5. Taking into account the fact that staff cost must be projected for more than three years, the estimates for Headquarters have provided for consequent anticipated cost increases within the limit of 1.5 per cent for the remaining period of 1998 and 2.0 per cent annually in 1999-2001. Thus, the following compounding factor was used for staff costs:

	1999	**2000**	**2001**
Anticipated annual rates of increase	2.0%	2.0%	2.0%
Compounding factor (rate of increase)			
1.015 x 1.020 =	1.035		
1.015 x 1.020 x 1.020 =		1.056	
1.015 x 1.020 x 1.020 x 1.020 =			1.077

6. On the other hand, the estimates for regional offices have provided for consequent anticipated cost increases within the limit of 3.0 per cent for the remaining period of 1998 and 4.0 per cent annually in 1999-2001. Thus, the following compounding factor was used:

	1999	**2000**	**2001**
Anticipated annual rates of increase	4.0%	4.0%	4.0%
Compounding factor (rate of increase)			
1.030 x 1.040 =	1.071		
1.030 x 1.040 x 1.040 =		1.114	
1.030 x 1.040 x 1.040 x 1.040 =			1.159

7. The estimates for general operating expenses and equipment are based upon a recosting of the 1996-1997-1998 budget and contain the same annual provision for anticipated cost increases as noted above.

8. Detail of the estimates appears throughout this annex under the appropriate section. A summary of Budgets and Estimates appears below:

SUMMARY OF BUDGETS AND ESTIMATES
(BY OBJECT OF EXPENDITURES)
(in United States dollars)

	(1)	(2)	(3)	(4)	(5)	(6)
		Budgets*			Estimates	
Description	1996	1997	1998	1999	2000	2001
MEETINGS						
1. Assembly	-	-	498 000	-	-	512 000
2. Air Navigation Meetings	1 472 000	554 000	554 000	577 000	499 000	383 000
3. Air Transport Meetings	224 000	177 000	172 000	160 000	157 000	148 000
4. Legal Meetings	20 000	20 000	70 000	39 000	20 000	20 000
5. Other	-	-	-	543 000	-	-
TOTAL, MEETINGS	1 716 000	751 000	1 294 000	1 319 000	676 000	1 063 000
Approved Budgets, Meetings	1 253 000	548 000	945 000			
Suggested Budgets, Meetings				1 187 000	608 000	957 000
STAFF COSTS						
6. Salaries, Wages and Other Pay Items	30 634 000	32 019 000	33 489 000	31 549 000	32 661 000	33 859 000
7. Common Staff Costs	13 041 000	13 549 000	14 167 000	13 763 000	14 219 000	14 362 000
TOTAL, STAFF COSTS	43 675 000	45 568 000	47 656 000	45 312 000	46 880 000	48 221 000
Deduction for Vacant Posts	(3 960 000)	(4 141 000)	(4 340 000)	(4 147 000)	(4 284 000)	(4 440 000)
TOTAL, NET STAFF COSTS	39 715 000	41 427 000	43 316 000	41 165 000	42 596 000	43 781 000
GENERAL OPERATING EXPENSES						
8. Hospitality	31 000	31 000	31 000	30 000	30 000	30 000
9. Communications	1 348 000	1 389 000	1 432 000	1 388 000	1 430 000	1 467 000
10. Rental and Maintenance	3 793 000	4 583 000	4 712 000	3 567 000	3 621 000	3 629 000
11. Printing	581 000	577 000	609 000	528 000	538 000	552 000
12. Travel on Official Business	1 046 000	1 087 000	1 122 000	1 099 000	1 129 000	1 161 000
13. Audio-Visual Training Programme	94 000	96 000	99 000	41 000	42 000	43 000
14. Miscellaneous	1 368 000	1 387 000	1 338 000	1 257 000	1 299 000	1 247 000
TOTAL, GENERAL OPERATING EXPENSES	8 261 000	9 150 000	9 343 000	7 910 000	8 089 000	8 129 000
EQUIPMENT						
15. Furniture and Equipment	875 000	744 000	733 000	598 000	646 000	610 000
16. Books and Periodicals	75 000	79 000	81 000	68 000	70 000	70 000
TOTAL, EQUIPMENT	950 000	823 000	814 000	666 000	716 000	680 000
OTHER BUDGETARY PROVISIONS						
17. Familiarization Programme	-	73 000	-	61 000	62 000	-
18. Ex Gratia Payments	500	500	500	500	500	500
19. Special Projects	160 500	169 500	177 500	153 500	160 500	166 500
TOTAL, OTHER BUDGETARY PROVISIONS	161 000	243 000	178 000	215 000	223 000	167 000
TOTAL	50 340 000	52 191 000	54 596 000	51 143 000	52 232 000	53 714 000
MISCELLANEOUS INCOME	(3 430 000)	(3 701 000)	(3 746 000)	(3 716 000)	(3 732 000)	(3 747 000)
TOTAL, NET	46 910 000	48 490 000	50 850 000	47 427 000	48 500 000	49 967 000
UNIVERSAL SAFETY OVERSIGHT AUDIT PROGRAMME TO BE FUNDED BY CASH SURPLUS	-	-	-	1 540 000	1 591 000	1 645 000

* Excludes $ 63 000 for 1997 and $ 587 000 for 1998 approved by the Council (C 150/4, C 152/4, C 153/6 and C 154/4).

MEETINGS

TABLE I – 1

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Obligations		Budgets *	Estimates			Total
Description	1996	1997	1998	1999	2000	2001	1999–2001
MEETINGS							
1. Assembly	–	–	498 000	–	–	512 000	512 000
2. Air navigation meetings	278 721	486 129	554 000	577 000	499 000	383 000	1 459 000
3. Air transport meetings	86 067	144 159	172 000	160 000	157 000	148 000	465 000
4. Legal meetings	3 984	38 846	70 000	39 000	20 000	20 000	79 000
5. Other	–	–	–	543 000	–	–	543 000
TOTAL, MEETINGS	368 772	669 134	1 294 000	1 319 000	676 000	1 063 000	3 058 000
Approved Budgets, Meetings			1 707 000				
Suggested Budgets, Meetings				1 187 000	608 000	957 000	2 752 000

* Includes the carried–over amount of $ 762 000 from 1997 to 1998.

1. MEETINGS

1.1 Fulfilment of the meetings programme contributes significantly towards the achievement of the objectives of the Organization, the productive execution of the Programme of Work of the Organization, and the implementation of Regional Air Navigation Plans. In addition, the meetings programme provides an effective and direct means of communication between the Organization and Contracting States.

1.2 The estimate is based on the programme of meetings for 1999-2001, as indicated in the Programme Budget of the Organization. The total suggested budget for the three years is $ 2 752 000 compared to the total budget of $ 2 746 000 for the triennium 1996-1998. Cost increases which are beyond the direct control of the Organization such as increases in subsistence per diem allowance, air fares and remuneration to temporary personnel are offset by negative growth in real terms as well as other economies.

1.3 Table I - 2 summarizes the programme of meetings and contains the cost estimate for each meeting. Table I - 2 presents in columnar form the principal factors which influence or determine the cost of the meetings. These principal factors are:

a) site (Headquarters or a regional office city; distance from Headquarters influences cost);

b) duration;

c) number of languages in which interpretation and translation are required;

d) number of bodies sitting concurrently and needing interpretation;

e) number of temporary staff required to provide service; and

f) number of regular ICAO staff required to travel to the meeting.

Changes to any of the above-mentioned factors will have a direct impact upon the cost estimates under the meetings programme.

1.4 ICAO practice regarding conduct of meetings calls for maximum usage of regular ICAO staff supplemented by the use of temporary language and other servicing staff compatible with the size and structure of the meeting. However a specific provision of $ 543 000 (or $ 489 000 after adjustment for a reduction factor) for temporary language staff (free-lance interpreters and translators) has been included. This amount is subject to the carry-over provision contained in Financial Regulation 5.6. No provision has been made for overlap of meetings, as it is planned to schedule meetings without significant overlap to reduce the need for temporary personnel.

1.5 The principal elements of expense of ICAO meetings are salaries and subsistence of temporary (free-lance) personnel, and travel and subsistence of regular ICAO staff (particularly for Headquarters staff to travel to distant meetings which they must service). Less important elements of expense are overtime payments, transportation of documents and equipment, paper and supplies, communications services, hospitality, miscellaneous expense and exceptional rental of meeting premises.

1.6 The estimates for all of the larger meetings included in Table I - 2 are based upon detailed consideration in each case of the assumed duration, number of languages to be used, number of bodies sitting concurrently requiring interpretation, number of free-lance clerical staff, travel of ICAO regular staff to the meeting, and past experience on other cost items. The assumed locations and timetable are based upon information available at this time and, thus, are subject to change. The estimates in Table I - 2 for the smaller meetings, such as panels, planning groups, workshops, study groups and seminars, are based on recent cost experience in the holding of comparable meetings of these types.

1.7 The site of a meeting has an important bearing on its cost, particularly on the principal elements of expense. Accordingly, ICAO practice is to schedule large, global meetings at Headquarters to the greatest extent possible. When such meetings are held elsewhere, normal practice is for a host State to meet expenses additional to those estimated for holding the meeting at Headquarters. For such meetings a host State is usually sought to provide meeting premises, equipment for communications, interpretation and printing, and personnel for certain support functions. In recent years, however, fewer States have been able to provide these requirements for air navigation meetings. For smaller meetings of a regional character such as planning groups, seminars and workshops, study groups and implementation meetings, the regional offices are usually able to provide most of the required personnel and equipment.

1.8 As the above paragraphs indicate, the number of variables affecting the cost of the ICAO programme of meetings is very great. The programme of meetings presented in Table I - 2 corresponds to that in the Draft Programme Budget and presents those meetings now considered desirable and necessary. However, this programme, which is presented two to four years in advance of the actual meetings, must be considered tentative and subject to change. In addition, the variable cost-influencing factors, summarized in paragraphs 1.3 through 1.7, could and probably will result in individual actual costs being different from those presented in Table I - 2.

1.9 Taking into account the many variables affecting the cost of meetings, the intensification of cost pressures in recent years, and the fact that no provision for future costs increases has been included in the budget for meetings, it is suggested that the budget for meetings be set at approximately 90 per cent of the total of the detailed estimates presented in Table I - 2. On this basis, the budgets for meetings are suggested to be set at:

1999	**2000**	**2001**	**Total**
$ 1 187 000	$ 608 000	$ 957 000	$ 2 752 000

MEETINGS 1999-2000-2001
TABLE I - 2

		DESCRIPTION				Dura-		Bod.	Free-lance		ICAO Staff (Travel)			ESTIMATES		
		1999	2000	2001	Site	tion	Lang.	Conc.	Interpr.	Transl.	Cler.	Techn.	Admin.	1999	2000	2001
Assembly				Assembly	HQ (1)	11	6	3	29	23	–	–	–			512 000
												Sub-total				512 000
Air Navigation Meetings	Regional Air Navigation	RAN			HQ (1)(2)	12	2	6	–	–	–	7	–	94 000		
			LIM RAN (special)		HQ (1)(2)	12	2	4	–	–	–	4	–		76 000	
	AN Divisions	Div Meeting (AIG)			HQ	12	5	1	–	–	–	–	–	20 000		
		6 Panels	5 Panels	5 Panels	HQ	10–12	4	1	–	–	–	–	–	32 000	27 000	27 000
			1 Trainair Coord. Conf.		Region	5	3	1	–	–	–	–	–		18 000	
		Symposium			HQ	4	4	1	–	–	–	–	–	10 000		
				Council Tech Committee	HQ	12	4	1	–	–	–	–	–			10 000
		ALLPIRG	ALLPIRG	ALLPIRG	HQ	3	1	1	–	–	–	–	–	2 000	2 000	2 000
			Regional Planning Groups (RPG)													
		APANPIRG	APANPIRG	APANPIRG	Region	5	1	1	–	–	–	–	–	8 000	8 000	8 000
		APIRG	APIRG		Region	9	2	1	4	–	–	–	–	32 000	32 000	
		EANPG	EANPG	EANPG	Region	5	2	1	4	–	–	–	–	19 000	19 000	19 000
		GREPECAS	GREPECAS	GREPECAS	Region	5	2	1	4	–	–	–	–	32 000	32 000	32 000
		MIDANPIRG	MIDANPIRG	MIDANPIRG	Region	5	1	1	–	–	–	–	–	8 000	8 000	8 000
		NAT Systems	NAT Systems	NAT Systems	Region	5	1	1	–	–	–	–	–	6 000	6 000	6 000
		18 Other RPGs/SGs (2 languages for 9 mtgs)	18 Other RPGs/SGs (2 languages for 9 mtgs)	18 Other RPGs/SGs (2 languages for 9 mtgs)	Region	5	1	1	36	–	–	–	–	113 000	113 000	113 000
		14 Imp. Meetings. (2 languages for 5 mtgs)	14 Imp. Meetings. (2 languages for 5 mtgs)	14 Imp. Meetings. (2 languages for 5 mtgs)	Region	5	1	1	20	–	–	–	–	87 000	87 000	87 000
		16 Seminars / workshops (2 languages for 8 mtgs)	10 Seminars / workshops (2 languages for 4 mtgs)	10 Seminars / workshops (2 languages for 4 mtgs)	Region	5	1	1	40	–	–	–	–	110 000	67 000	67 000
		Unspecified	Unspecified	Unspecified										4 000	4 000	4 000
												Sub-total		577 000	499 000	383 000
Air Transport Meetings			Conference on Airports and Air Navigation Services		HQ	12	5	2	–	–	–	–	–		26 000	
		Environmental Colloquium			HQ	4	5	1	–	–	–	–	–	23 000		
				FAL Div.	HQ	12	5	2	–	–	–	–	–			26 000
		2 Panels	2 Panels	2 Panels	HQ	5	4	1						6 000	6 000	6 000
		AH–DE		AH–DE	HQ	5	4	1	–	–	–	–	–	2 000		2 000
		AVSEC Panel		AVSEC Panel	HQ	5	4	1	–	–	–	–	–	4 000		4 000
		AVSEC Seminar	AVSEC Seminar	AVSEC Seminar	Region	5	2	1	4	–	–	–	–	12 000	12 000	12 000
		8 Workshops	8 Workshops	8 Workshops	Region	5	2	1	32	–	–	–	–	80 000	80 000	80 000
		FAL Area	FAL Area		Region	5	2	1	4	–	–	–	–	15 000	15 000	
		2 REG TFG	2 REG TFG	2 REG TFG	Region	12	1	1	–	–	–	–	–	18 000	18 000	18 000
												Sub-total		160 000	157 000	148 000
Legal Meetings		Diplomatic Conference			HQ	20	6	1	–	–	–	–	–	16 000		
		Legal Sub-Committee on Equipment Leasing			HQ									10 000		
			Legal Committee (or LC/SC)	Legal Committee (or LC/SC)	HQ	12	5	1	–	–	–	–	–		7 000	7 000
		Legal Seminar	Legal Seminar	Legal Seminar	Region	4	2	1	4	–	–	–	–	13 000	13 000	13 000
												Sub-total		39 000	20 000	20 000
Other		Provision for language services for Meetings												543 000		
												Sub-total		543 000	–	–
												TOTAL, MEETINGS		1 319 000	676 000	1 063 000
					SUGGESTED BUDGETS (AFTER REDUCTION FACTOR) (See paragraph 1.9)									1 187 000	608 000	957 000

(1) Unless an invitation is received from a Contracting State and Council accepts it.
(2) The Council will examine in each particular case the advantages of holding the meeting in the region or at Headquarters.

STAFF COSTS

TABLE II – 1

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets *	Estimates		
Description	1996	1997	1998	1999	2000	2001
Staff Costs	38 196 587	39 859 512	47 656 000	45 312 000	46 880 000	48 221 000
Deduction for Vacant Posts			(4 340 000)	(4 147 000)	(4 284 000)	(4 440 000)
TOTAL, NET STAFF COSTS	38 196 587	39 859 512	43 316 000	41 165 000	42 596 000	43 781 000

* Excludes $ 475 000 approved by the Council (C 152/4, C 153/6 and C 154/4).

2. **STAFF** (Provisions include anticipated cost increases)

2.1 **Strength**

2.1.1 The strength (i.e. the number of filled posts) reflected in the estimates totals approximately 627 staff per annum (i.e. 268 Professional and 359 General Service) compared with approximately 628 staff per annum (i.e. 272 Professional and 356 General Service) for the 1996-1998 triennium. Within the over-all establishment of 688 posts, 5 Professional and 3 General Service staff are provided by ICAO to support regional civil aviation activities (see paragraph 2.2.7, Note 14 for details). An adjustment in terms of posts shared by ICAO and ECAC is also incorporated.

2.2 **General Comments**

2.2.1 The estimates provide for the financing of salaries, allowances, staff benefits and related expenses of the Secretariat of the Organization. The estimates for personnel employed at present are based on actual grade and step levels of service staff and hence represent amounts now being paid in accordance with the decisions of the Council and provisions of the Service Code, plus normal annual within-grade increments for future years. For posts that are vacant at present, salaries have been based on the first step of the relevant grade level.

2.2.2 The estimates are presented at salary and allowance rates in effect in April 1998, and as such reflect cost increases which have accrued since the preparation of the Budget Estimates for 1996-1998 (which were based upon salary and allowance rates in effect in August 1995). The estimates also include anticipated cost increases during the period between April 1998 and the end of the 1999-2001 triennium.

2.2.3 The average steps used in calculating the 1999-2001 estimates for the various grades of Professional staff were:

Grade	Average Step		
	1999	**2000**	**2001**
D	4	5	5
PO	6	7	7
P-5	7	7	7
P-4	7	7	8
P-3	5	6	6
P-2	6	7	7

2.2.4 The annual costs (including anticipated cost increases) used for calculation of the 1999 estimates in respect of **Professional staff at Headquarters** can be broken down as follows:

	Estimated annual cost for 1999 (including anticipated cost increases)					
	D	**PO**	**P-5**	**P-4**	**P-3**	**P-2**
Net Salary	82 975	76 867	70 089	60 126	49 008	41 886
Post Adjustment*	15 099	13 987	12 754	10 941	8 918	7 622
Recruitment, transfer and termination costs	5 333	5 333	5 333	5 333	5 333	5 333
Contribution to Pension Fund	23 936	21 901	19 774	16 676	13 321	11 296
Dependency Allowance	1 477	1 477	1 477	1 477	1 477	1 477
Education Grant & related travel	1 802	1 802	1 802	1 802	1 802	1 802
Medical insurance	6 212	5 748	5 238	4 493	3 672	3 157
Home leave	1 539	1 539	1 539	1 539	1 539	1 539
Total per annum	138 373	128 654	118 006	102 387	85 070	74 112

* Multipliers used for post adjustment are as follows:

Headquarters	14.2	Cairo	33.6
Dakar	18.9	Mexico	10.2
Paris	31.5	Lima	29.4
Bangkok	9.7	Nairobi	18.7

2.2.5 The average steps used in calculating the 1999-2001 estimates for the various grades of the General Service staff at Headquarters were:

Grade	Average Step		
	1999	**2000**	**2001**
G-9	9	10	10
G-8	9	10	10
G-7	10	10	10
G-6	10	10	10
G-5	9	9	10
G-4	6	7	7
G-3	8	9	9
G-2	5	6	6

2.2.6 The annual cost (including anticipated cost increases) used for the calculation of the 1999 estimates in respect of **General Service staff at Headquarters** can be broken down as follows:

Estimated annual cost for 1999
(including anticipated cost increases)
(at an exchange rate of CAD $ 1.40 for U.S.$ 1.00)

	G-9	**G-8**	**G-7**	**G-6**	**G-5**	**G-4**	**G-3**	**G-2**
Net Salary	31 526	28 864	27 332	25 028	22 169	18 237	17 959	14 717
Other staff costs	10 714	9 971	9 542	8 903	8 111	7 029	6 952	6 065
Total per annum	42 240	38 835	36 874	33 931	30 280	25 266	24 911	20 782

2.2.7 Explanation of major expenditure items under the estimates for staff is given in the Notes which follow and are numbered to correspond with the numerical notations in the right-hand column of Table II - 2 which follows.

STAFF COSTS

TABLE II – 2

Description	(1) Obligations 1996	(2) Obligations 1997	(3) Budgets * 1998	(4) Estimates 1999	(5) Estimates 2000	(6) Estimates 2001	See Note
6. Salaries, Wages and Other Pay Items							
1 – Salaries and Wages							
– Professional	14 719 519	15 937 365	17 478 000	18 487 000	18 659 000	18 846 000	1)
– General Service	8 526 764	8 594 865	9 782 000	8 766 000	9 080 000	9 421 000	2)
2 – Post Adjustments – P	3 751 710	3 594 727	5 894 000	4 001 000	4 619 000	5 281 000	3)
3 – Language Supplement – GS	169 357	170 630	192 000	173 000	177 000	182 000	
4 – Overtime – GS	85 376	62 754	102 000	91 000	94 000	97 000	4)
5 – Consultants	30 000	21 676	41 000	31 000	32 000	32 000	5)
TOTAL, Salaries, Wages and Other Pay Items	27 282 726	28 382 017	33 489 000	31 549 000	32 661 000	33 859 000	
7. Common Staff Costs							
1 – Recruitment, Transfer & Termination Costs	1 106 847	1 044 375	2 097 000	2 117 000	2 036 000	1 941 000	6)
2 – Contributions, Joint Staff Pension Fund – P	3 784 836	4 114 105	4 938 000	5 127 000	5 296 000	5 495 000	7)
– GS	1 741 240	1 719 074	2 014 000	1 775 000	1 839 000	1 907 000	7)
3 – Dependency Allowance – P	353 823	367 571	505 000	458 000	470 000	483 000	
– GS	350 611	362 414	391 000	390 000	400 000	411 000	
4 – Education Grant and Related Travel – P	712 910	892 092	882 000	896 000	923 000	953 000	8)
5 – Medical Insurance – P	1 133 531	1 229 723	1 323 000	1 461 000	1 500 000	1 543 000	
– GS	639 401	691 809	686 000	710 000	732 000	755 000	
6 – Unemployment Insurance – GS	292 707	300 417	360 000	–	–	–	
7 – Travel on Home Leave – P	513 012	412 654	614 000	477 000	662 000	503 000	9)
8 – Personnel Insurance	6 994	11 363	11 000	16 000	16 000	16 000	10)
9 – Rental Subsidy – P	120 284	116 915	177 000	146 000	152 000	158 000	11)
10 – Staff Training and Welfare	157 665	214 983	169 000	190 000	193 000	197 000	12)
TOTAL, Common Staff Costs	10 913 861	11 477 495	14 167 000	13 763 000	14 219 000	14 362 000	
TOTAL, STAFF COSTS before Deduction for Vacant Posts	38 196 587	39 859 512	47 656 000	45 312 000	46 880 000	48 221 000	
Deduction for Vacant Posts – P			(3 535 000)	(3 438 000)	(3 550 000)	(3 679 000)	
– GS			(805 000)	(709 000)	(734 000)	(761 000)	
TOTAL Deduction for Vacant Posts			(4 340 000)	(4 147 000)	(4 284 000)	(4 440 000)	13)
TOTAL, STAFF COSTS	38 196 587	39 859 512	43 316 000	41 165 000	42 596 000	43 781 000	14)

* Excludes $ 475 000 approved by the Council (C 152/4, C 153/6 and C 154/4).

NOTES:

1) **Salaries and Wages**. For staff now on the payroll, the estimates are based on present
2) grade and step and hence represent actual amounts now being paid, pursuant to Service Code provisions, plus normal annual within-grade increments in successive years and anticipated cost increases. For posts now vacant, salaries have been estimated at the first step of the scale for the grade level involved. The estimates also include an amount of $ 609 000 for the 1999-2001 triennium to cover contractual translation of documentation. The estimates also include an amount of $ 90 000 for the 1999-2001 triennium for outsourcing some of the data entry activity associated with Programme: Statistics and Economic Analysis.

3) **Post Adjustment**. The estimates for 1999-2000-2001 reflect the full year cost of Post Adjustment classifications in effect in April 1998 plus a provision for anticipated cost increases. Scales of post adjustments are established by the International Civil Service Commission (ICSC). Changes in post adjustment multipliers, which are affected by cost of living indices and movement in exchange rates for a given country, are also communicated by ICSC.

4) **Overtime**. The annual estimate for overtime for the 1999-2001 triennium represents no increase in the number of hours of overtime over the 1996-1998 triennium which was estimated at about 4 700 hours per year.

5) **Consultants**. Consultants are usually contracted whenever the expertise required for certain highly specialized tasks is not available within the Secretariat of ICAO.

6) **Recruitment, Transfer and Termination Costs**

The estimates provide for:	**1999**	**2000**	**2001**
a) Travel of Staff & Dependents	227 000	230 000	226 000
b) Removal of Effects	297 000	298 000	285 000
c) Assignment Grant & Mobility/Hardship Allowance	507 000	506 000	524 000
d) Termination Payments - P	998 000	911 000	813 000
- GS	88 000	91 000	93 000
Total	2 117 000	2 036 000	1 941 000

Item d) includes payment of accrued annual leave upon separation and repatriation grant for internationally recruited staff. The calculation of termination payments is based on salaries in effect at time of termination. The estimates for 1999-2000-2001 is based upon an analysis of the periods of service of all staff members approaching retirement eligibility and consequential calculation of the cost of their termination benefits.

7) **Contributions, Joint Staff Pension Fund**. These amounts represent the contribution by the Organization to the United Nations Joint Staff Pension Fund with respect to all staff members. The Organization's contribution is 15.8 per cent of pensionable items of remuneration. The increase in the estimates for the Organization's contribution to the Joint Staff Pension Fund is proportional to the increase in the estimates for pensionable remuneration.

8) **Education Grant and Related Travel**. This grant is payable to staff in accordance with United Nations practice, as approved for ICAO by the Council. The estimate is based upon **per capita** average amounts derived from current experience. The grants reimburse internationally recruited staff members for the cost of education of their children, subject to prescribed conditions and cost limits.

9) **Travel on Home Leave**. The estimates for this item of expense vary from year to year depending upon the number of staff members becoming eligible for home leave. The period of eligibility is two years for internationally recruited staff serving outside their home country at duty stations except Lima. For staff serving in Lima, entitlements fall due every year. The estimates have been based upon an analysis of projected home leave entitlements for the years 1999, 2000 and 2001 at cost in effect in April 1998 plus anticipated cost increases.

10) **Personnel Insurance**. The increase in the estimate for this item for the 1999-2001 triennium compared to the budget for 1996-1998 is due to revision in the level of liability.

11) **Rental Subsidy**. The rental subsidy is a type of supplement to the Post Adjustment and is payable to new arrivals when rental housing costs significantly exceed the housing component in the post adjustment.

12) **Staff Training and Welfare**

The estimates provide for:	**1999**	**2000**	**2001**
a) Staff Training	145 000	148 000	151 000
b) Staff Welfare	45 000	45 000	46 000

a) Staff Training covers language courses and duty-related courses as well as courses required to train staff for optimum utilization of the office automation systems.

b) Staff Welfare includes the services of the Medical Consultant, pre-employment medical examination costs, some medical supplies and ICAO estimated share of the expenses of UN security measures.

13) **Deduction for Vacant Posts (Professional and General Service).** This item, which constitutes a deduction in the budget for staff, represents an estimated average rate of net vacancies in the Establishment. The vacancy rates for the 1999-2000-2001 triennium have been maintained at 12 per cent for Professional staff and 6 per cent for General Service staff, the same levels approved by the 31st Session of the Assembly for the 1996-1997-1998 triennium. In view of the number of anticipated retirements in the 1999-2000-2001 triennium, and the prevailing economic conditions particularly in the employment market, it is considered that the natural level of vacancy rates is actually lower than the budgeted vacancy rates for Professional staff and for General Service staff. It might be noted that the current system of budgeting for a certain vacancy rate has provided the Organization with a certain flexibility in staff management. It has frequently been found that due to unforeseen circumstances such as occasional heavy backlogs, absences due to sick leave or maternity leave, and additional tasks, short-term temporary staff had to be recruited through establishing temporary posts. Since there has been no provision in the Budget for temporary assistance, these temporary posts were held against vacant posts elsewhere in the Organization which have resulted from the normal turnover of personnel. For actual vacancy rate calculation, established temporary posts are considered as occupied posts.

14) **Total budget for staff.** Within the over-all budget for staff, it is estimated that net cost relating to regular staff provided by ICAO in support of regional civil aviation activities is as follows:

	1999	**2000**	**2001**	**Total**
African Civil Aviation Commission (AFCAC)	256 000	270 000	278 000	804 000
European Civil Aviation Conference (ECAC)	42 000	44 000	45 000	131 000
Latin American Civil Aviation Commission (LACAC)	276 000	290 000	300 000	866 000

GENERAL OPERATING EXPENSES AND EQUIPMENT

HEADQUARTERS

TABLE III – 1

		(1)	(2)	(3)	(4)	(5)	(6)
		Obligations		Budgets *	Estimates		
	Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES							
8.	Hospitality	8 086	5 143	10 000	9 000	9 000	9 000
9.	Communications	922 952	1 002 468	956 000	962 000	986 000	1 005 000
10.	Rental and maintenance	2 216 181	3 101 734	3 358 000	2 584 000	2 609 000	2 639 000
11.	Printing	461 519	381 769	489 000	451 000	460 000	471 000
12.	Travel on official business	519 623	678 328	567 000	576 000	586 000	596 000
13.	Audio–visual training programme	67 933	43 364	99 000	41 000	42 000	43 000
14.	Miscellaneous	929 945	1 301 222	1 068 000	976 000	1 004 000	964 000
	TOTAL, GENERAL OPERATING EXPENSES	5 126 239	6 514 028	6 547 000	5 599 000	5 696 000	5 727 000
EQUIPMENT							
15.	Furniture and equipment	887 329	799 515	303 000	321 000	353 000	348 000
16.	Books and periodicals	58 878	55 436	51 000	43 000	45 000	45 000
	TOTAL, EQUIPMENT	946 207	854 951	354 000	364 000	398 000	393 000

* Excludes $ 112 000 approved by the Council (C 152/4 and C 154/4).

3. **GENERAL OPERATING EXPENSES AND EQUIPMENT - HEADQUARTERS** (Provisions include anticipated cost increases)

3.1 Based upon the currency exchange situation prevailing at the time of the 31st Session of the Assembly in 1995, the budgets for the triennium 1996-1997-1998 were formulated at a rate of U.S.$ 1.00 equals Canadian $ 1.33. The following table shows recent exchange rates of the Canadian dollar vis-à-vis the United States dollar.

$ 1.00 U.S. equals

Year	Average Exchange Rate	Year	Average Exchange Rate
1987	1.33	1993	1.28
1988	1.23	1994	1.36
1989	1.18	1995	1.37
1990	1.16	1996	1.36
1991	1.14	1997	1.38
1992	1.20		

The estimates for the triennial period 1999-2001 have been based upon the rate of U.S.$ 1.00 equals Canadian $ 1.40.

3.2 Most of Headquarters' general operating expenses and equipment are denominated in the Canadian currency.

GENERAL OPERATING EXPENSES AND EQUIPMENT

HEADQUARTERS

TABLE III – 2

	(1)	(2)	(3)	(4)	(5)	(6)	
	Obligations		Budgets *	Estimates			See
Description	1996	1997	1998	1999	2000	2001	Note
GENERAL OPERATING EXPENSES							
8. Hospitality	8 086	5 143	10 000	9 000	9 000	9 000	
9. Communications	922 952	1 002 468	956 000	962 000	986 000	1 005 000	
10. Rental and maintenance							
1. Rental premises	1 505 003	1 822 274	2 034 000	1 731 000	1 731 000	1 731 000	1)
2. Maintenance of premises	346 280	859 666	662 000	524 000	543 000	565 000	1)
3. Rental, maintenance – equipment	364 898	419 794	662 000	329 000	335 000	343 000	2)
	2 216 181	3 101 734	3 358 000	2 584 000	2 609 000	2 639 000	
11. Printing	461 519	381 769	489 000	451 000	460 000	471 000	
12. Travel on official business	519 623	678 328	567 000	576 000	586 000	596 000	3)
13. Audio–visual training programme	67 933	43 364	99 000	41 000	42 000	43 000	
14. Miscellaneous							
1. Stationery	89 316	97 334	110 000	93 000	94 000	96 000	
2. Insurance	13 268	15 041	11 000	15 000	15 000	15 000	
3. External audit and inspection unit	165 577	167 291	176 000	175 000	178 000	183 000	
4. Public information	372 824	538 426	424 000	388 000	398 000	419 000	4)
5. Other supplies and services	288 960	483 130	347 000	305 000	319 000	251 000	5)
	929 945	1 301 222	1 068 000	976 000	1 004 000	964 000	
TOTAL, GENERAL OPERATING EXPENSES	5 126 239	6 514 028	6 547 000	5 599 000	5 696 000	5 727 000	
EQUIPMENT							
15. Furniture and equipment							
1. Furniture	114 459	187 059	57 000	20 000	21 000	21 000	
2. Reproduction	130 621	42 739	42 000	40 000	41 000	42 000	
3. Conference	948	180 513	4 000	14 000	14 000	14 000	
4. Other	111 721	27 767	73 000	53 000	54 000	56 000	
5. Office automation equipment	529 580	361 437	127 000	194 000	223 000	215 000	
	887 329	799 515	303 000	321 000	353 000	348 000	6)
16. Books and periodicals	58 878	55 436	51 000	43 000	45 000	45 000	
TOTAL, EQUIPMENT	946 207	854 951	354 000	364 000	398 000	393 000	

* Excludes $ 112 000 approved by the Council (C 152/4 and C 154/4).

3.3 Relevant comments on expenditure items are outlined in the Notes below which are numbered to correspond with the marginal notations in Table III - 2:

NOTES:

1) **Rental and Maintenance of Premises.**

a) This item covers the rental, and related costs, of Headquarters premises in Montreal. (See also Miscellaneous Income, note number 3)).

b) The estimates were calculated on the assumption that ICAO's share will be 25 per cent of the total cost of rent and operating and maintenance while the Government of Canada will meet 75 per cent of the total cost. The estimates for operating and maintenance costs are based on information received from the Government of Canada.

2) **Rental and Maintenance of Equipment**. The estimates provide for:

	1999	**2000**	**2001**
Office Automation equipment	210 000	214 000	219 000
Transcription, interpretation, reproduction and other equipment	119 000	121 000	124 000
	329 000	335 000	343 000

3) **Travel on Official Business**. Official missions fall into three main categories:

a) missions to Contracting States for advice and assistance;

b) missions to meetings, governmental or non-governmental, on aviation subjects to present the ICAO viewpoint or to maintain contact with technical developments;

c) missions to represent ICAO at relevant meetings of the United Nations, the Specialized Agencies and other international organizations.

Official mission proposals are rigidly screened to avoid unnecessary travel. Many invitations for ICAO to participate in meetings of other international organizations are declined because of the travel cost involved.

4) **Public Information Services**. The estimates provide for:

		1999	2000	2001
a)	The ICAO Journal	351 000	360 000	381 000
b)	Other Public Information Services	37 000	38 000	38 000
		388 000	398 000	419 000

Item a) covers direct production costs of the ICAO Journal and provides for 10-time publication of the Journal each year in English, French and Spanish editions as well as for quarterly publication as a digest in Russian. Direct production cost of the Journal is not expected to be fully offset by the anticipated advertising revenue. These costs include typesetting, printing, paper, art design work, photography, engravings, advertising promotion, proofreading and translation. The estimates are based on approximately 324 Journal pages in 1999, 316 pages in 2000 and 336 pages in 2001, of which editorial content would be about 234 pages in 1999, 234 pages in 2000 and 244 pages in 2001.

5) **Other Supplies and Services.**

The estimates provide for:

		1999	2000	2001
a)	ICAO estimated share of expenses of the International Civil Service Commission	81 000	83 000	84 000
b)	ICAO estimated share of the expenses of the staff of the Consultative Committee on Administrative Questions	14 000	14 000	15 000
c)	ICAO estimated share of the expenses of the Information Systems Co-ordination Committee (ISCC)	11 000	12 000	12 000
d)	Other subscriptions	7 000	7 000	7 000
e)	Miscellaneous supplies and contracts for ICAO carpentry shop, sound transcription system and cafeteria, etc.	53 000	53 000	54 000
f)	Acquisition of computer software	45 000	54 000	43 000

g)	Estimated requirements for improving the accounting systems	59 000	50 000	—
h)	Computer data base information for the Air Transport Bureau of ICAO	16 000	27 000	17 000
i)	Bank charges (including interest on external borrowing, if required) and exchange differentials	19 000	19 000	19 000
		305 000	319 000	251 000

The estimates for Items a), b) and c) above are based upon estimates of the common system organizations mentioned, the ICAO share being determined by the relative weight of ICAO in the entire family of United Nations agencies.

6) **Equipment**. The estimate under Furniture and Equipment can be described as follows:

a) Total estimate for the triennium for the procurement of office automation equipment for Headquarters and the various regional offices is $ 885 000.

b) With regard to Headquarters, a total provision for Office Automation Equipment is $ 632 000 ($ 194 000 in 1999, $ 223 000 in 2000 and $ 215 000 in 2001). This provision will be used to replace obsolete equipment and systems which are at least five years old, with amounts available for additional electronic storage and sub-systems in the various bureaux.

Major automation projects are projected to be:

(1) electronic creation and dissemination of documents and publications;

(2) improvement of the accounting systems (see note 5 above (Other Supplies and Services), item g)); and

(3) machine-assisted translation and voice recognition for translator workstations.

c) With regard to regional offices, a total provision for Office Automation Equipment under Furniture and Equipment for Regional Offices, section 14 is $ 253 000 ($ 87 000 in 1999, $ 74 000 in 2000 and $ 92 000 in 2001). There will be a phased programme to replace obsolete automation systems with systems compatible with those at Headquarters and to introduce certain applications to non-automated functions. (See General Operating Expenses and Equipment - Regional Offices, paragraph 4.7).

d) As in the past, the main cost/benefit implication is expected to be:

(1) enabling substantive bureaux of the Organization to manage an expanding amount of text and data, including historical statistical data, without corresponding increases in staff;

(2) reduction in amount of printed material from that consumed by use of traditional methods for preparation of texts;

(3) faster, more economical transmission of text electronically between offices; and

(4) benefit to States in the faster delivery of ICAO data and text-processed material, particularly for the meeting programme.

e) It is fully expected that all of the replacement equipment will be newer-technology, micro-based computing of the most economical, but fully reliable, models which can be obtained for the specific office-systems requirements of an international organization.

f) The remaining part of the estimates for Furniture and Equipment amounting to \$ 390 000 relates mainly to the ongoing replacement of furniture and equipment. The estimates for conference equipment provide for acquisition of advanced equipment for the conference centre and building multi-channel portable interpretation systems. The estimates for reproduction equipment are based upon the replacement of certain items which are regarded as being no longer economic to maintain. The estimates for furniture replacement is based on a 20-year life cycle and for other equipment on a 12-year life expectancy.

GENERAL OPERATING EXPENSES AND EQUIPMENT

REGIONAL OFFICES

TABLE III – 3

Description	(1) Obligations 1996	(2) Obligations 1997	(3) Budgets 1998	(4) Estimates 1999	(5) Estimates 2000	(6) Estimates 2001
GENERAL OPERATING EXPENSES						
8. Hospitality	19 412	17 014	21 000	21 000	21 000	21 000
9. Communications	470 639	413 642	476 000	426 000	444 000	462 000
10. Rental and maintenance	1 045 823	946 663	1 354 000	983 000	1 012 000	990 000
11. Printing	73 078	56 650	120 000	77 000	78 000	81 000
12. Travel on official business	480 613	562 380	555 000	523 000	543 000	565 000
13. Miscellaneous	226 567	309 641	270 000	281 000	295 000	283 000
TOTAL, GENERAL OPERATING EXPENSES	2 316 132	2 305 990	2 796 000	2 311 000	2 393 000	2 402 000
EQUIPMENT						
14. Furniture and equipment	349 704	481 809	430 000	277 000	293 000	262 000
15. Books and periodicals	20 967	22 050	30 000	25 000	25 000	25 000
TOTAL, EQUIPMENT	370 671	503 859	460 000	302 000	318 000	287 000

4. **GENERAL OPERATING EXPENSES AND EQUIPMENT - REGIONAL OFFICES** (Provisions include anticipated cost increases)

4.1 The estimates principally provides basic "house-keeping" funds for the seven regional offices and are comprised of the following items:

a) small amounts for hospitality;

b) telephone, facsimile, cable and postage charges;

c) rent, utilities, office repairs and maintenance of equipment;

d) expenses for reproduction of documents for meetings at the office;

e) travel on official business;

f) operating costs of an official car in most cases;

g) replacement of furniture and equipment;

h) subscription to periodicals and occasional purchase of books; and

i) miscellaneous office expenses.

4.2 Regional office premises are provided free of rent by respective host Governments for the Asia and Pacific Office (APAC), the Middle East Office (MID) and the Western and Central African Office (WACAF). A government grant for the rental of ICAO premises at the North American, Central American and Caribbean Office (NACC) is reflected both in the estimates and in Miscellaneous Income. (See Note 5) under Miscellaneous Income). With regard to the premises of the European and North Atlantic Office (EUR/NAT), the part of the premises that belongs to the French Government is provided free of rent to ICAO.

4.3 The decrease in the estimates for general operating expenses for the 1999-2001 triennium compared to the budget for 1996-1998 triennium has resulted partly from favourable exchange rates prevailing at the time of the calculation of the estimates for 1999-2001. (See paragraph 2 for details.)

4.4 The decrease in the estimates for general operating expenses is also due to lower requirements for maintenance of premises at the European and North Atlantic Regional Office (EUR/NAT) since the major renovation project is expected to be completed during the 1996-1998 triennium.

4.5 The estimates for travel on official business reflect continued emphasis on strengthening the regional offices and include provision for attending appropriate workshops/seminars to improve and maintain technical expertise and competence of officers.

4.6 The estimates for general operating expenses and acquisition of furniture and equipment include provision for the renovation of the Western and Central African Office (WACAF) premises.

4.7 The equipment requirements for the regional offices include a provision of \$ 253 000 (\$ 87 000 in 1999, \$ 74 000 in 2000 and \$ 92 000 in 2001) over the course of the triennium for the procurement of office automation equipment for regional offices. (See Equipment for Headquarters, Note 6), for details.)

4.8 The equipment requirements for the regional offices also include a provision for replacement of obsolete telephone equipment in one region. In addition, the estimates provide for replacement of office cars in the Eastern and Southern African Office (ESAF), the North American, Central American and Caribbean Office (NACC) and the South American Office (SAM).

4.9 The distribution of the estimates for general operating expenses and equipment among the seven offices is set forth in the tables which follow.

TABLE IV – 1

ASIA AND PACIFIC REGIONAL OFFICE (APAC)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	4 100	3 683	3 000	3 000	3 000	3 000
9. Communications	63 192	57 165	76 000	60 000	63 000	66 000
10. Rental and maintenance *	157 071	143 391	198 000	145 000	150 000	156 000
11. Printing	6 707	7 455	19 000	16 000	16 000	17 000
12. Travel on official business	93 373	115 445	113 000	101 000	105 000	109 000
13. Miscellaneous	31 138	24 158	41 000	31 000	33 000	34 000
TOTAL, GENERAL OPERATING EXPENSES	355 581	351 297	450 000	356 000	370 000	385 000
EQUIPMENT						
14. Furniture and equipment	96 375	67 950	47 000	40 000	45 000	34 000
15. Books and periodicals	2 214	3 000	4 000	3 000	3 000	3 000
TOTAL, EQUIPMENT	98 589	70 950	51 000	43 000	48 000	37 000

* Includes the following amounts:	**1999**	**2000**	**2001**
– rental of premises	–	–	–
– maintenance of premises	104 000	108 000	112 000
– rental and maintenance of equipment	41 000	42 000	44 000

TABLE IV – 2

EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE (ESAF)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	2 554	1 598	3 000	3 000	3 000	3 000
9. Communications	81 998	67 201	56 000	71 000	74 000	77 000
10. Rental and maintenance *	128 088	120 842	195 000	154 000	156 000	159 000
11. Printing	12 065	8 005	9 000	10 000	10 000	11 000
12. Travel on official business	71 675	81 666	70 000	76 000	79 000	82 000
13. Miscellaneous	42 115	51 376	57 000	59 000	63 000	65 000
TOTAL, GENERAL OPERATING EXPENSES	338 495	330 688	390 000	373 000	385 000	397 000
EQUIPMENT						
14. Furniture and equipment	54 574	19 061	64 000	31 000	91 000	69 000
15. Books and periodicals	3 571	3 386	5 000	5 000	5 000	5 000
TOTAL, EQUIPMENT	58 145	22 447	69 000	36 000	96 000	74 000

* Includes the following amounts:	**1999**	**2000**	**2001**
– rental of premises	110 000	110 000	110 000
– maintenance of premises	4 000	5 000	5 000
– rental and maintenance of equipment	40 000	41 000	44 000

TABLE IV – 3

EUROPEAN AND NORTH ATLANTIC REGIONAL OFFICE (EUR/NAT)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	1 944	2 038	3 000	3 000	3 000	3 000
9. Communications	166 235	125 788	202 000	129 000	134 000	139 000
10. Rental and maintenance *	272 622	308 208	489 000	264 000	274 000	285 000
11. Printing	26 141	20 539	59 000	19 000	20 000	20 000
12. Travel on official business	103 253	112 476	117 000	100 000	103 000	108 000
13. Miscellaneous	88 019	159 197	79 000	78 000	81 000	84 000
TOTAL, GENERAL OPERATING EXPENSES	658 214	728 246	949 000	593 000	615 000	639 000
EQUIPMENT						
14. Furniture and equipment	55 633	178 488	182 000	38 000	39 000	41 000
15. Books and periodicals	6 405	4 560	8 000	5 000	5 000	5 000
TOTAL, EQUIPMENT	62 038	183 048	190 000	43 000	44 000	46 000

* Includes the following amounts:	**1999**	**2000**	**2001**
– rental of premises	–	–	–
– maintenance of premises	162 000	168 000	175 000
– rental and maintenance of equipment	102 000	106 000	110 000

TABLE IV – 4

MIDDLE EAST REGIONAL OFFICE (MID)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	2 500	2 417	3 000	3 000	3 000	3 000
9. Communications	27 524	29 223	27 000	29 000	30 000	31 000
10. Rental and maintenance *	84 894	69 792	36 000	35 000	35 000	39 000
11. Printing	2 961	2 639	3 000	4 000	4 000	4 000
12. Travel on official business	28 664	36 985	42 000	43 000	45 000	46 000
13. Miscellaneous	9 716	16 168	21 000	22 000	24 000	24 000
TOTAL, GENERAL OPERATING EXPENSES	156 259	157 224	132 000	136 000	141 000	147 000
EQUIPMENT						
14. Furniture and equipment	19 756	51 151	27 000	8 000	8 000	24 000
15. Books and periodicals	1 999	2 993	3 000	4 000	4 000	4 000
TOTAL, EQUIPMENT	21 755	54 144	30 000	12 000	12 000	28 000

* Includes the following amounts:	**1999**	**2000**	**2001**
– rental of premises	–	–	–
– maintenance of premises	20 000	20 000	22 000
– rental and maintenance of equipment	15 000	15 000	17 000

TABLE IV – 5

NORTH AMERICAN,CENTRAL AMERICAN AND CARIBBEAN REGIONAL OFFICE (NACC)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	3 326	2 298	3 000	3 000	3 000	3 000
9. Communications	20 699	24 287	23 000	24 000	26 000	26 000
10. Rental and maintenance *	295 677	201 338	287 000	210 000	218 000	224 000
11. Printing	4 131	5 461	4 000	6 000	6 000	6 000
12. Travel on official business	70 284	73 270	76 000	70 000	73 000	76 000
13. Miscellaneous	8 602	13 767	16 000	13 000	14 000	14 000
TOTAL, GENERAL OPERATING EXPENSES	402 719	320 421	409 000	326 000	340 000	349 000
EQUIPMENT						
14. Furniture and equipment	67 961	21 261	15 000	56 000	11 000	11 000
15. Books and periodicals	1 112	1 338	2 000	2 000	2 000	2 000
TOTAL, EQUIPMENT	69 073	22 599	17 000	58 000	13 000	13 000

* Includes the following amounts:	**1999**	**2000**	**2001**
– rental of premises	170 000	175 000	180 000
– maintenance of premises	24 000	26 000	27 000
– rental and maintenance of equipment	16 000	17 000	17 000

TABLE IV – 6

SOUTH AMERICAN REGIONAL OFFICE (SAM)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	2 500	2 492	3 000	3 000	3 000	3 000
9. Communications	62 372	64 583	49 000	64 000	67 000	70 000
10. Rental and maintenance *	59 235	55 029	67 000	62 000	65 000	68 000
11. Printing	7 462	6 000	8 000	8 000	8 000	8 000
12. Travel on official business	54 124	73 330	57 000	63 000	65 000	68 000
13. Miscellaneous	32 687	26 430	32 000	33 000	34 000	36 000
TOTAL, GENERAL OPERATING EXPENSES	218 380	227 864	216 000	233 000	242 000	253 000
EQUIPMENT						
14. Furniture and equipment	30 821	33 914	29 000	21 000	23 000	44 000
15. Books and periodicals	2 984	2 535	3 000	2 000	2 000	2 000
TOTAL, EQUIPMENT	33 805	36 449	32 000	23 000	25 000	46 000

* Includes the following amounts:	**1999**	**2000**	**2001**
– rental of premises	7 000	7 000	8 000
– maintenance of premises	21 000	22 000	23 000
– rental and maintenance of equipment	34 000	36 000	37 000

TABLE IV – 7

WESTERN AND CENTRAL AFRICAN REGIONAL OFFICE (WACAF)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations		Budgets	Estimates		
Description	1996	1997	1998	1999	2000	2001
GENERAL OPERATING EXPENSES						
8. Hospitality	2 488	2 488	3 000	3 000	3 000	3 000
9. Communications	48 619	45 395	43 000	49 000	50 000	53 000
10. Rental and maintenance *	48 236	48 063	82 000	113 000	114 000	59 000
11. Printing	13 611	6 551	18 000	14 000	14 000	15 000
12. Travel on official business	59 240	69 208	80 000	70 000	73 000	76 000
13. Miscellaneous	14 290	18 545	24 000	45 000	46 000	26 000
TOTAL, GENERAL OPERATING EXPENSES	186 484	190 250	250 000	294 000	300 000	232 000
EQUIPMENT						
14. Furniture and equipment	24 584	109 984	66 000	83 000	76 000	39 000
15. Books and periodicals	2 682	4 238	5 000	4 000	4 000	4 000
TOTAL, EQUIPMENT	27 266	114 222	71 000	87 000	80 000	43 000

	1999	2000	2001
* Includes the following amounts:			
– rental of premises	–	–	–
– maintenance of premises	77 000	78 000	20 000
– rental and maintenance of equipment	36 000	36 000	39 000

OTHER BUDGETARY PROVISIONS

TABLE V

	(1)	(2)	(3)	(4)	(5)	(6)	
	Obligations		Budgets	Estimates			See
Description	1996	1997	1998	1999	2000	2001	Note
21. Familiarization programme	–	59 730	–	61 000	62 000	–	1)
22. Ex gratia payments	–	–	500	500	500	500	2)
23. Special projects							
1. Implementation projects	132 602	117 676	177 500	153 500	160 500	166 500	3)
TOTAL, OTHER BUDGETARY PROVISIONS	132 602	177 406	178 000	215 000	223 000	167 000	

5. **OTHER BUDGETARY PROVISIONS** (Provisions include anticipated cost increases)

5.1 Notes on the estimates follow:

NOTES:

1) The estimates provide for fifteen participants from Contracting States to spend a period of approximately four weeks at Headquarters to become familiar with all aspects of ICAO policy and activities, and to pursue studies of ICAO work related to their special fields. For the 1999-2001 triennium, the familiarization programme will be held twice during the triennium. Thus, the estimates for the triennium provide $ 116 000 for daily subsistence allowance including visits to the respective ICAO regional offices and an amount of $ 7 000 for general expenses of the Programme, such as visits to major airports.

2) A nominal provision pursuant to Financial Regulation 11.3.

3) Provision is made for Special Implementation projects for the purpose of advising States on the implementation of parts of Regional Plans which have a significant effect on efficiency and safety. Project plans will be submitted to Council for approval prior to initiation. The estimate of $ 480 500 for the triennium would finance the provision of an average of 11 man-months of advisory services to States per year, through use of temporary experts to supplement the regular Professional staff of the regional offices.

MISCELLANEOUS INCOME

TABLE VI

Description	(1) Actual * 1996	(2) Actual * 1997	(3) Budgets 1998	(4) Estimates 1999	(5) Estimates 2000	(6) Estimates 2001	See Note
1. Sales							
a) Publications	2 058 497	2 524 729	1 900 000	2 000 000	2 000 000	2 000 000	1)
b) Refreshment tickets	4 458	3 286	2 000	2 000	2 000	2 000	2)
c) Obsolete equipment	25 412	4 298	6 000	6 000	6 000	6 000	
d) Scrap. waste paper, etc.	7 961	5 071	1 000	5 000	5 000	5 000	
2. Investment income	650 783	1 041 860	270 000	400 000	400 000	400 000	3)
3. Rental of premises	256 811	653 670	531 000	546 000	550 000	554 000	4)
4. Advertising – ICAO Journal	174 042	211 025	238 000	246 000	254 000	263 000	5)
5. Government grants – rental of premises	76 181	82 343	127 000	85 000	88 000	90 000	6)
6. Reimbursement from ECAC	386 975	334 669	449 000	121 000	121 000	121 000	7)
7. Other income	315 121	580 189	222 000	305 000	306 000	306 000	8)
TOTAL, Miscellaneous Income	3 956 241	5 441 140	3 746 000	3 716 000	3 732 000	3 747 000	

* Stated at UN rate of exchange

6. MISCELLANEOUS INCOME

6.1 Notes on Miscellaneous Income follow:

NOTES:

1) Due to an unusually large number of publications being available in 1997, sales in that year increased significantly. For 1999-2001, it is estimated that the volume of publications will be at the 1996 level.

2) The estimate of Miscellaneous Income from refreshment tickets relates only to refreshment service at the regional office in Paris, where this service is provided by the regional office itself.

3) The 1999-2001 estimates for Investment Income include the amount of interest income which is expected to be earned from investment of Working Capital Funds when such funds are available. The estimate for interest income was based on the proposed level of the Working Capital Fund of $ 8 000 000 and an assumed annual rate of interest earning of 5.0 per cent applied on this amount.

4) The estimates for rental of premises for 1999-2001 relate to rental of space to States as well as other bodies and represent the difference between the estimated amounts paid by ICAO to the Government of Canada (25 per cent of the rent) and the estimated amounts charged to these States and bodies at a non-subsidized rate (100 per cent). The estimates also include the expected annual income from renting out the garage space of about $ 75 000 and the conference facilities of approximately $ 71 000.

5) The estimate of revenue from advertising in the ICAO Journal anticipates an increase generally in line with the expected increase in the direct cost of publishing the Journal.

6) A government grant for the rental of ICAO Premises at the NACC Regional Office is reflected both in the appropriation estimates and in Miscellaneous Income. (See General Operating Expenses - Regional Offices, paragraph 4.2)

7) The European Civil Aviation Conference (ECAC) reimburses ICAO for its proportionate share of regional office non-staff expenses incurred in support of ECAC activities. Since these expenses are an integral part of the ICAO regional office operation, their cost is included in both ICAO budget and in Miscellaneous Income. ICAO also initially finances certain direct expenses of ECAC, not integrated with regional office operations (staff at the European and North Atlantic Regional Office who perform ECAC functions, ECAC meetings and travel); this type of expense is managed through a non-budgetary recoverable account and is reimbursed by ECAC. The expenses of the African Civil Aviation Commission and the Latin American Civil Aviation Commission are not integrated with the respective regional office structures and are managed similarly through non-budgetary recoverable account, with reimbursement to ICAO of expense incurred.

8) The estimate for "other" income for 1999-2001 includes a provision of $ 130 000 per year relating to the agreement between ICAO and the International Air Transport Association (IATA) regarding IATA use in the IATA regulations of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air. The estimate for "other" income also includes amounts relating to an administrative fee, equivalent to the cost of overhead, to be charged to the Danish and Icelandic Joint Financing Agreements as well as cost of language services provided to the Joint Support Committee.

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ANNEX II

TECHNICAL CO-OPERATION BUREAU
INDICATIVE BUDGET ESTIMATES 1999-2000-2001

1. INTRODUCTION

1.1 This Annex provides the budget estimates for the items of expenditure which will be defrayed from extrabudgetary funds. A summary of the estimates of $13 023 000 by items of expenditure, on a net basis is on page 2. This amount represents the total cost for Technical Co-operation Bureau activities. An amount of $349 000 representing 2.7% of the total cost of Technical Co-operation Bureau activities, is to be financed from the positive difference from the purchase of Canadian dollars and the AOSC surplus if the former proved insufficient, as programme support and on the basis of a transitional measure for this triennium. It should be mentioned that similar measures were taken in the previous triennium; however, the results of 1996 and 1997, and the estimated results of 1998 indicate that no programme support is needed.

2. THE SECRETARIAT

2.1 This part of the budget estimates representing, on the average some $3 964 000 per year for the period 1999 to 2001, is based on the Establishment Table on page 3. In response to Assembly Resolution A31/14 the Council, as part of the progressive implementation of TCB integration in the Organization, approved the Secretary General's recommendation to transfer AOSC funded staff in the Regional Offices to the Regular Programme budget. Therefore the estimates now submitted are based upon a total of 70 staff in posts (18 Professional and 52 General Service, including 14 staff in the Regular Programme) distributed as shown on page 3.

2.2 The vacancy rates applied for Professional staff for the 1999-2001 triennium are 33% each year. The rates for General Service are 9% for 1999, 11% for 2000 and 11% for 2001. The Secretary General intends to apply the above-mentioned vacancy rates with some flexibility in order to provide adequate support to possible programme increases (beyond the projected average annual figure of $51.0 million), according to Article IX of the Financial Regulations. The application of these vacancy rates would effectively reduce staffing levels in line with the core staff concept, which is defined as those staff who are in permanent ICAO employment at Headquarters or Regional Offices, and are devoted full time to a single ICAO programme. This concept was adopted by the Council at its 140th Session and by the 31st Session of the Assembly in its Resolution A31/14.

3. GENERAL SERVICES

3.1 This part of the budget estimates averaging $215 000 per year provides for communications services and some maintenance of office equipment, travel on official business and miscellaneous supplies and services.

4. EQUIPMENT

4.1 This part of the budget estimates averaging $32 000 per year provides for furniture, fixtures and computing equipment.

5. SPECIAL TECHNICAL SUPPORT ACTIVITIES

5.1 This part of the budget estimates averaging $130 000 per year provides for project development and implementation and the continued computerization support of management information systems.

TECHNICAL CO-OPERATION
ADMINISTRATIVE AND OPERATIONAL SERVICES COSTS
SUMMARY OF OBLIGATIONS AND INDICATIVE BUDGET ESTIMATES
BY COMPONENTS
(in United States Dollars)

	OBLIGATIONS			INDICATIVE ESTIMATES		
Description	1996 $ (Actual)	1997 $ (Actual)	1998 $ (Estimated)	1999 $	2000 $	2001 $
The Secretariat	4 645 000	4 573 000	4 807 000	3 907 000	3 916 000	4 069 000
General Services	159 000	107 000	210 000	211 000	215 000	220 000
Equipment	86 000	42 000	26 000	31 000	32 000	32 000
Special Technical Support Activities	154 000	177 000	122 000	126 000	130 000	134 000
Total	5 044 000	4 899 000	5 165 000	4 275 000	4 293 000	4 455 000

TECHNICAL CO-OPERATION ACTIVITIES - THE SECRETARIAT
1999 - 2001 ESTABLISHMENT

	Consolidated Total	PROFESSIONAL POSTS Total	D	P-O	P-5	P-4	P-3	P-2	GENERAL SERVICE POSTS Total	G-8	G-7	G-6	G-5	G-4
TECHNICAL CO-OPERATION BUREAU														
Office of the Director	9	5	1	1	1			2	4		1	1	2	
Programme Budget Office	5	2			1		1		3	1	1		1	
Field Operations Section														
European And Middle East	5	3			1	2			2		1		1	
Africa	5	2			1	1			3		1		1	1
Americas	4	2			1	1			2		1		1	
Asia and the Pacific	6	3			1	2			3		1		1	1
Project Development	5	2			1		1		3		1	1	1	
Field Personnel Section	17	5			1		4		12		1	3	5	3
Procurement Section	13	2			1	1			11	2		6	3	
Total Posts Within TCB	69	26	1	1	9	7	6	2	43	3	8	11	16	5
OFFICE OF THE SECRETARY GENERAL														
Finance Branch	13	1			1				12	1	5	5	1	
ADMINISTRATION AND SERVICES BUREAU														
Personnel Branch	2								2	1			1	
Total Posts Outside TCB	15	1			1				14	2	5	5	2	
GRAND TOTAL	84	27	1	1	10	7	6	2	57	5	13	16	18	5

Note:

Vacant and Frozen Posts

1999	:	9P	5GS
2000	:	9P	6GS
2001	:	9P	6GS

PROGRAMME BUDGET

1999-2000-2001

EXHIBITS

EXHIBIT 1

REAL GROWTH

(in thousands of United States dollars)

	(1) 1996–1998 Appropriations[1]	(2) Real growth increases (decreases)	(3) Cost increases (decreases)	(4) 1999–2001 Estimates (1)+(2)+(3)	(5) Percentage increase in real terms	(6) Percentage increase in nominal terms	See Notes on Real Growth
General Policy and Direction	2 704	(30)	330	3 004	−1.1%	11.1%	a)
Air Navigation	22 794	(177)	706	23 323	−0.8%	2.3%	b)
Air Transport	13 696	(59)	532	14 169	−0.4%	3.5%	c)
Legal	2 201	(56)	41	2 186	−2.5%	−0.7%	d)
Regional and Other Programmes	55 376	(341)	(2 016)	53 019	−0.6%	−4.3%	e)
Administrative Support	64 724	(773)	1 133	65 084	−1.2%	0.6%	f)
Finance, External Relations/ Public Information and Programmes Evaluation, Audit and Management Review	9 088	40	353	9 481	0.4%	4.3%	g)
Reduction Factors	(13 456)		279	(13 177)			
Total	157 127	(1 396)	1 358	157 089	−0.9%	0.0%	

[1] Excludes $ 650 000 approved by the Council (C 150/4, C 152/4, C 153/6 and C 154/4).

Notes:

a) Reduction in growth primarily relates to decreased amounts for consultant.

b) Reduction in growth primarily relates to savings in the AVA Programme partially offset by increased amounts for travel on official business.

c) Reduction in growth primarily relates to savings in office automation and travel on official business partially offset by increased amounts for meetings and database information.

d) Reduction in growth primarily relates to savings under staff costs partially offset by increased amounts for meetings and travel on official business.

e) Reduction in growth primarily relates to savings under staff costs due to adjustment for posts shared by ICAO and ECAC as well as savings under meetings partially offset by the absorption of TC staff in regional offices and increased amounts for travel on official business.

f) Reduction in growth primarily relates to savings in office automation.

g) Increase in growth primarily relates to the expansion of Programme: Programmes Evaluation, Audit and Management Review partially offset by savings related to the improvement of accounting and management systems and ICAO Journal.

EXHIBIT 1

EXHIBIT 2

SUMMARY OF OBLIGATIONS, APPROPRIATIONS AND ESTIMATES (BY MAJOR PROGRAMMES)

	(1)	(2)	(3)	(4)	(5)	(6)
	Obligations [1]		Appropriations [2]	Estimates		
	1996	1997	1998	1999	2000	2001
General Policy and Direction	697 752	795 003	1 252 000	814 000	835 000	1 355 000
Air Navigation	5 739 108	6 093 277	7 569 000	7 989 000	7 630 000	7 704 000
Air Transport	4 032 989	4 250 320	4 683 000	4 618 000	4 740 000	4 811 000
Legal	466 007	670 544	789 000	722 000	726 000	738 000
Regional and Other Programmes	14 547 077	14 951 866	19 542 000	17 008 000	17 717 000	18 294 000
Administrative Support	19 299 662	21 098 339	22 403 000	21 143 000	21 739 000	22 202 000
Finance, External Relations/Public Information and Programmes Evaluation, Audit and Management Review	2 674 615	3 025 531	3 047 000	3 128 000	3 197 000	3 156 000
TOTAL	47 457 210	50 884 880	59 285 000	55 422 000	56 584 000	58 260 000
Reduction Factors:						
Vacancy Rates	–	–	(4 340 000)	(4 147 000)	(4 284 000)	(4 440 000)
Meetings	–	–	(349 000)	(132 000)	(68 000)	(106 000)
TOTAL, NET	47 457 210	50 884 880	54 596 000	51 143 000	52 232 000	53 714 000
Universal Safety Oversight Audit Programme to be funded by cash surplus	–	–	–	1 540 000	1 591 000	1 645 000

[1] Obligations in Canadian dollars are reflected at the budget rate of Can. $ 1.33 to U.S.$ 1.00.
[2] Excludes $ 587 000 approved by the Council (C 152/4, C 153/6 and C 154/4).

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EXHIBIT 3

STAFF COSTS
NET OF REDUCTION FOR VACANT POSTS

Description	(1) Obligations 1996	(2) Obligations 1997	(3) Budgets* 1998	(4) Estimates 1999	(5) Estimates 2000	(6) Estimates 2001
6. Salaries, Wages and Other Pay Items						
1 – Salaries and Wages						
– Professional	14 719 519	15 937 365	15 427 000	16 323 000	16 479 000	16 646 000
– General Service	8 526 764	8 594 865	9 196 000	8 240 000	8 536 000	8 856 000
2 – Post Adjustments – P	3 751 710	3 594 727	5 190 000	3 526 000	4 071 000	4 654 000
3 – Language Supplement – GS	169 357	170 630	181 000	162 000	166 000	171 000
4 – Overtime – GS	85 376	62 754	102 000	91 000	94 000	97 000
5 – Consultants	30 000	21 676	41 000	31 000	32 000	32 000
TOTAL, Salaries, Wages and Other Pay Items	27 282 726	28 382 017	30 137 000	28 373 000	29 378 000	30 456 000
7. Common Staff Costs						
1 – Recruitment, Transfer & Termination Costs	1 106 847	1 044 375	2 097 000	2 117 000	2 036 000	1 941 000
2 – Contributions, Joint Staff Pension Fund – P	3 784 836	4 114 105	4 352 000	4 519 000	4 669 000	4 843 000
– GS	1 741 240	1 719 074	1 894 000	1 668 000	1 728 000	1 793 000
3 – Dependency Allowance – P	353 823	367 571	445 000	403 000	414 000	424 000
– GS	350 611	362 414	368 000	366 000	376 000	386 000
4 – Education Grant and Related Travel – P	712 910	892 092	882 000	896 000	923 000	953 000
5 – Medical Insurance – P	1 133 531	1 229 723	1 187 000	1 326 000	1 361 000	1 401 000
– GS	639 401	691 809	645 000	668 000	688 000	710 000
6 – Unemployment Insurance – GS	292 707	300 417	338 000	–	–	–
7 – Travel on Home Leave – P	513 012	412 654	614 000	477 000	662 000	503 000
8 – Personnel Insurance	6 994	11 363	11 000	16 000	16 000	16 000
9 – Rental Subsidy – P	120 284	116 915	177 000	146 000	152 000	158 000
10 – Staff Training and Welfare	157 665	214 983	169 000	190 000	193 000	197 000
TOTAL, Common Staff Costs	10 913 861	11 477 495	13 179 000	12 792 000	13 218 000	13 325 000
TOTAL, STAFF COSTS	38 196 587	39 859 512	43 316 000	41 165 000	42 596 000	43 781 000

* Excludes $ 475 000 approved by the Council (C 152/4, C 153/6 and C 154/4).

EXHIBIT 4
ESTIMATES* WITH ALLOCATION OF COSTS BY PROGRAMMES

	Estimates* before allocation of support costs					Estimates* after allocation of support costs				
	1999	2000	2001	Total 1999–2001		1999	2000	2001	Total 1999–2001	
I. GENERAL POLICY AND DIRECTION										
Assembly	–	–	512	512	0.3%	157	158	2 056	2 371	1.5%
Council and Subordinate Bodies	402	413	417	1 232	0.8%	4 205	4 740	4 344	13 289	8.4%
Direction and Management	412	422	426	1 260	0.8%	452	464	466	1 382	0.9%
Total Major Programme I	814	835	1 355	3 004	1.9%	4 814	5 362	6 866	17 042	10.8%
II. AIR NAVIGATION										
Management, co–ordination and support	1 253	1 317	1 328	3 898	2.5%	1 337	1 404	1 415	4 156	2.6%
Aerodromes, Air Routes and Ground Aids	356	365	347	1 068	0.7%	458	478	451	1 387	0.9%
Accident Investigation and Prevention	510	499	511	1 520	1.0%	1 494	855	831	3 180	2.0%
Aeronautical Information Services and Aeronautical Charts	667	685	698	2 050	1.3%	1 138	1 210	1 179	3 527	2.3%
Air Traffic Management	734	751	767	2 252	1.4%	958	999	996	2 953	1.9%
Communications, Navigation, and Surveillance	735	719	743	2 197	1.4%	1 106	1 126	1 117	3 349	2.1%
Aviation Medicine	148	151	154	453	0.3%	269	288	276	833	0.5%
Aeronautical Meteorology	330	353	319	1 002	0.6%	418	452	408	1 278	0.8%
Operations/Airworthiness	1 138	1 165	1 194	3 497	2.2%	1 662	1 749	1 727	5 138	3.3%
Personnel Licensing and Training and Audio–Visual Aids	800	825	824	2 449	1.6%	1 116	1 210	1 045	3 371	2.2%
Multi–disciplinary or unspecified air navigation meetings	673	107	41	821	0.5%	2 588	2 386	2 137	7 111	4.5%
Total Major Programme II	7 344	6 937	6 926	21 207	13.5%	12 544	12 157	11 582	36 283	23.1%
III. AIR TRANSPORT										
Management, co–ordination and support	503	520	524	1 547	1.0%	827	892	865	2 584	1.6%
Economic Policy	540	553	563	1 656	1.0%	673	700	697	2 070	1.3%
Forecasting and Economic Planning	414	424	430	1 268	0.8%	484	501	501	1 486	1.0%
Airport and Route Facility Management	400	435	418	1 253	0.8%	500	900	519	1 919	1.2%
Environmental Protection	248	228	235	711	0.4%	356	242	249	847	0.5%
Statistics and Economic Analysis	1 127	1 164	1 170	3 461	2.2%	1 542	1 623	1 592	4 757	3.0%
Facilitation	289	294	309	892	0.6%	370	384	959	1 713	1.1%
Aviation Security	655	664	685	2 004	1.3%	1 162	1 006	1 206	3 374	2.2%
Total Major Programme III	4 176	4 282	4 334	12 792	8.1%	5 914	6 248	6 588	18 750	11.9%
IV. LEGAL										
Management, co–ordination and support	86	90	91	267	0.2%	261	289	266	816	0.5%
Legal advice	389	401	407	1 197	0.7%	412	424	430	1 266	0.8%
Development and codification of international air legislation	46	27	28	101	0.1%	745	271	254	1 270	0.8%
International agreements and national legislations	142	147	149	438	0.3%	150	156	158	464	0.3%
Establishment of an electronic online database	47	49	50	146	0.1%	50	52	53	155	0.1%
Co–ordination and co–operation with international organizations	12	12	13	37	–	13	13	14	40	–
Total Major Programme IV	722	726	738	2 186	1.4%	1 631	1 205	1 175	4 011	2.5%

* after deduction for vacant posts

	Estimates* before allocation of support costs					Estimates* after allocation of support costs				
	1999	2000	2001	Total 1999–2001		1999	2000	2001	Total 1999–2001	
V. REGIONAL AND OTHER PROGRAMMES										
Management, co-ordination and support	594	608	622	1 824	1.2%	791	829	820	2 440	1.5%
Western and Central African	1 988	2 071	2 027	6 086	3.9%	1 988	2 071	2 027	6 086	3.9%
Asia and Pacific	1 894	1 983	2 046	5 923	3.8%	1 894	1 983	2 046	5 923	3.8%
Eastern and Southern African	1 888	2 029	2 051	5 968	3.8%	1 888	2 029	2 051	5 968	3.8%
European and North Atlantic	3 190	3 323	3 485	9 998	6.3%	3 190	3 323	3 485	9 998	6.4%
Middle East	1 542	1 612	1 701	4 855	3.1%	1 542	1 612	1 701	4 855	3.1%
North American, Central American and Caribbean	1 599	1 632	1 691	4 922	3.1%	1 599	1 632	1 691	4 922	3.1%
South American	2 070	2 175	2 280	6 525	4.1%	2 070	2 175	2 280	6 525	4.1%
Meetings programme of a regional nature	335	292	292	919	0.6%	335	292	292	919	0.6%
Special implementation projects	154	161	167	482	0.3%	154	161	167	482	0.3%
Total Major Programme V	15 254	15 886	16 362	47 502	30.2%	15 451	16 107	16 560	48 118	30.6%
VI. ADMINISTRATIVE SUPPORT										
Management, co-ordination and support	495	512	521	1 528	1.0%	762	782	794	2 338	1.5%
Assembly and Council Secretariat	271	278	285	834	0.5%	317	327	332	976	0.6%
Personnel	1 859	1 848	1 883	5 590	3.6%	2 105	2 108	2 131	6 344	4.0%
Language and Publications	10 718	11 172	11 532	33 422	21.2%	412	423	430	1 265	0.8%
General Administrative Services	5 218	5 317	5 404	15 939	10.1%	2 190	2 279	2 291	6 760	4.3%
Office Automation	1 351	1 390	1 412	4 153	2.6%	1 475	1 517	1 539	4 531	2.9%
Total Major Programme VI	19 912	20 517	21 037	61 466	39.0%	7 261	7 436	7 517	22 214	14.1%
VII. FINANCE, EXTERNAL RELATIONS/PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW										
Finance	1 542	1 572	1 548	4 662	3.0%	1 709	1 747	1 719	5 175	3.3%
External Relations/Public Information	1 038	1 063	1 032	3 133	2.0%	1 434	1 511	1 280	4 225	2.7%
Programmes Evaluation, Audit and Management Review	473	482	488	1 443	0.9%	517	527	533	1 577	1.0%
Total Major Programme VII	3 053	3 117	3 068	9 238	5.9%	3 660	3 785	3 532	10 977	7.0%
TOTAL	51 275	52 300	53 820	157 395	100.0%	51 275	52 300	53 820	157 395	100.0%
Reduction Factors: Meetings	(132)	(68)	(106)	(306)		(132)	(68)	(106)	(306)	
TOTAL	51 143	52 232	53 714	157 089		51 143	52 232	53 714	157 089	

* after deduction for vacant posts

EXHIBIT 5

PLANNED MEETINGS 1999–2000–2001

MEETINGS

1999

Description		Temporary Assistance			ICAO Staff		Overtime	All Other	Total
		Salaries	Travel	Per Diem	Travel	Per Diem			
RAN (unspecified)	HQ	10 000	–	–	20 000	21 500	24 500	18 000	94 000
Division Meeting (AIG)	HQ	5 000	–	–	–	–	9 000	6 000	20 000
6 AN Panels	HQ	6 700	–	–	–	–	21 100	4 200	32 000
Symposium	HQ	1 600	–	–	–	–	7 400	1 000	10 000
ALLPIRG	HQ	500	–	–	–	–	1 000	500	2 000
APANPIRG	Region	–	–	–	6 500	900	500	100	8 000
APIRG	Region	9 000	1 000	1 000	10 000	6 000	2 000	3 000	32 000
EANPG	Region	14 000	–	–	1 000	1 000	1 000	2 000	19 000
GREPECAS	Region	11 200	2 500	2 300	5 000	9 000	1 000	1 000	32 000
MIDANPIRG	Region	–	–	–	5 000	1 000	500	1 500	8 000
NAT Systems	Region	1 500	–	–	–	–	3 500	1 000	6 000
Other RPGs/SGs	Region	50 000	9 000	7 000	19 000	19 000	6 000	3 000	113 000
Implementation Meetings	Region	43 000	4 000	–	16 000	14 000	3 000	7 000	87 000
Seminars/workshops	Region	49 300	5 000	5 000	17 200	21 000	5 000	7 500	110 000
Environmental Colloquium	HQ	7 400	8 800	1 800	–	–	4 000	1 000	23 000
2 AT Panels	HQ	–	–	–	–	–	4 800	1 200	6 000
AH DE	HQ	600	–	–	–	–	1 200	200	2 000
AVSEC Panel	HQ	1 300	–	–	–	–	2 500	200	4 000
AVSEC Seminar	Region	7 400	–	–	3 000	1 300	–	300	12 000
8 AT Workshops	Region	40 000	–	–	25 000	8 000	2 000	5 000	80 000
FAL Area	Region	7 700	–	–	5 000	2 000	200	100	15 000
2 REG TFGs	Region	–	–	–	13 200	3 600	–	1 200	18 000
Diplomatic Conference	HQ	4 000	–	–	–	–	10 000	2 000	16 000
Legal Sub–Committee on Equipment Leasing	HQ	3 000	–	–	–	–	6 000	1 000	10 000
Legal Seminar	Region	6 300	–	–	4 500	1 000	100	1 100	13 000
Other unspecified meetings		300	–	–	–	–	2 600	1 100	4 000
Provision for language services for Meetings									543 000
TOTAL		279 800	30 300	17 100	150 400	109 300	118 900	70 200	1 319 000

EXHIBIT 5
PLANNED MEETINGS 1999–2000–2001
MEETINGS
2000

Description		Temporary Assistance			ICAO Staff				
		Salaries	Travel	Per Diem	Travel	Per Diem	Overtime	All Other	Total
LIM RAN (special)	HQ	8 000	–	–	23 000	17 500	9 500	18 000	76 000
5 AN Panels	HQ	6 000	–	–	–	–	17 500	3 500	27 000
1 Trainair Coord. Conf.	Region	–	–	–	11 900	5 100	500	500	18 000
ALLPIRG	HQ	500	–	–	–	–	1 000	500	2 000
APANPIRG	Region	–	–	–	6 500	900	500	100	8 000
APIRG	Region	9 000	1 000	1 000	10 000	6 000	2 000	3 000	32 000
EANPG	Region	14 000	–	–	1 000	1 000	1 000	2 000	19 000
GREPECAS	Region	11 200	2 500	2 300	5 000	9 000	1 000	1 000	32 000
MIDANPIRG	Region	–	–	–	5 000	1 000	500	1 500	8 000
NAT Systems	Region	1 500	–	–	–	–	3 500	1 000	6 000
Other RPGs/SGs	Region	50 000	9 000	7 000	19 000	19 000	6 000	3 000	113 000
Implementation Meetings	Region	43 000	4 000	–	16 000	14 000	3 000	7 000	87 000
Seminars/workshops	Region	30 600	–	–	14 200	10 000	5 000	7 200	67 000
Conference on Airports and Air Navigation Services	HQ	3 000	–	–	–	–	15 000	8 000	26 000
2 AT Panels	HQ	–	–	–	–	–	4 800	1 200	6 000
AVSEC Seminar	Region	7 400	–	–	3 000	1 300	–	300	12 000
8 AT Workshops	Region	40 000	–	–	25 000	8 000	2 000	5 000	80 000
FAL Area	Region	7 700	–	–	5 000	2 000	200	100	15 000
2 REG TFGs	Region	–	–	–	13 200	3 600	–	1 200	18 000
Legal Committee (or LC/SC)	HQ	2 000	–	–	–	–	4 000	1 000	7 000
Legal Seminar	Region	6 300	–	–	4 500	1 000	100	1 100	13 000
Other unspecified meetings		300	–	–	–	–	2 600	1 100	4 000
TOTAL		240 500	16 500	10 300	162 300	99 400	79 700	67 300	676 000

EXHIBIT 5
PLANNED MEETINGS 1999–2000–2001
MEETINGS
2001

Description		Temporary Assistance			ICAO Staff		Overtime	All Other	Total
		Salaries	Travel	Per Diem	Travel	Per Diem			
Assembly	HQ	247 000	105 500	69 500	–	–	54 000	36 000	512 000
5 AN Panels	HQ	6 000	–	–	–	–	17 500	3 500	27 000
ALLPIRG	HQ	500	–	–	–	–	1 000	500	2 000
Council Tech. Committee	HQ	1 600	–	–	–	–	7 400	1 000	10 000
APANPIRG	Region	–	–	–	6 500	900	500	100	8 000
EANPG	Region	14 000	–	–	1 000	1 000	1 000	2 000	19 000
GREPECAS	Region	11 200	2 500	2 300	5 000	9 000	1 000	1 000	32 000
MIDANPIRG	Region	–	–	–	5 000	1 000	500	1 500	8 000
NAT Systems	Region	1 500	–	–	–	–	3 500	1 000	6 000
Other RPGs/SGs	Region	50 000	9 000	7 000	19 000	19 000	6 000	3 000	113 000
Implementation Meetings	Region	43 000	4 000	–	16 000	14 000	3 000	7 000	87 000
Seminars/workshops	Region	30 600	–	–	14 200	10 000	5 000	7 200	67 000
Fac. Divis. Meeting	HQ	3 000	–	–	–	–	15 000	8 000	26 000
2 AT Panels	HQ	–	–	–	–	–	4 800	1 200	6 000
AH DE	HQ	600	–	–	–	–	1 200	200	2 000
AVSEC Panel	HQ	1 300	–	–	–	–	2 500	200	4 000
AVSEC Seminar	Region	7 400	–	–	3 000	1 300	–	300	12 000
8 AT Workshops	Region	40 000	–	–	25 000	8 000	2 000	5 000	80 000
2 REG TFGs	Region	–	–	–	13 200	3 600	–	1 200	18 000
Legal Committee (or LC/SC)	HQ	2 000	–	–	–	–	4 000	1 000	7 000
Legal Seminar	Region	6 300	–	–	4 500	1 000	100	1 100	13 000
Other unspecified meetings		300	–	–	–	–	2 600	1 100	4 000
TOTAL		466 300	121 000	78 800	112 400	68 800	132 600	83 100	1 063 000

EXHIBIT 6
ESTABLISHMENT OF THE SECRETARIAT - 1999
REGULAR PROGRAMME

		Professional Posts									General Service Posts										
		Total	SG	D	PO	P-5	P-4	P-3	P-2	P-1	Total	G-9	G-8	G-7	G-6	G-5	G-4	G-3	G-2	G-1	Uncl.
MAJOR PROGRAMME - GENERAL POLICY AND DIRECTION																					
Council and Subordinate Bodies		1						1			1		1								
Direction and Management		2	1					1			1			1							
TOTAL - GENERAL POLICY AND DIRECTION	5	3	1	-	-	-	-	2	-	-	2	-	1	1	-	-	-	-	-	-	-
MAJOR PROGRAMME - AIR NAVIGATION																					
Management, co-ordination and support		6		1	1		2		2		9			2	1	5	1				
Aerodromes, Air Routes & Ground Aids		3				1	2				4		1		1	1	1				
Accident Investigation and Prevention		4				1	3				2				1	1					
Aeronautical Information Services and Aeronautical Charts		5				1	2	1	1		9		4		3	1	1				
Air Traffic Management		7				1	6				4		1			1	2				
Communications, Navigation, and Surveillance		8				1	6	1			4		1			1	2				
Aviation Medicine		1				1					1					1					
Meteorology		3				1	2				2		1			1					
Operations/Airworthiness		9				1	8				5		1			1	3				
Personnel Licensing and Training and Audio-Visual Aids		6				2	3	1			7		1	1	1	3	1				
TOTAL - AIR NAVIGATION	99	52	-	1	1	10	34	3	3	-	47	-	10	3	7	16	11	-	-	-	-
MAJOR PROGRAMME - AIR TRANSPORT																					
Management, co-ordination and support		6		1	1	1	1	1	1		4		1	1	2						
Economic Policy		4				1	3				3			1		1	1				
Forecasting and Economic Planning		2				1	1				3			1	1	1					
Airport & Route Facility Management		3				1	2				1					1					
Statistics and Economic Analysis		9				1	4	3	1		14			2	6	5	1				
Facilitation		3				1	1	1			1					1					
Aviation Security		5			1	1	2	1			3			1	2						
TOTAL - AIR TRANSPORT	61	32	-	1	2	7	14	6	2	-	29	-	1	6	11	9	2	-	-	-	-
MAJOR PROGRAMME - LEGAL	9	5		1	1		1	2			4			1	2	1					
MAJOR PROGRAMME - REGIONAL AND OTHER PROGRAMMES																					
Management, co-ordination and support		4			1		3				4			1	2	1					
Regional Offices*																					
Western & Central African		15			1	2	6	3	3		15				1	2	2	8		2	
Asia and Pacific		13			1	1	7	3	1		14				3	1	6	3		1	
Eastern & Southern African		13			1	1	7	2	2		10				3	1	4	1	1		
European & North Atlantic		16			1	2	11	1	1		24				2	5	4	11	1	1	
Middle East		10			1	1	6	2			11				3		3	2	1	2	
North American, Central American & Caribbean		10			1	1	6	1	1		8				2		4	1	1		
South American		14			1	2	6	4	1		12				1	1	5	2	1	2	
TOTAL - REGIONAL AND OTHER PROGRAMMES	193	95	-	-	8	10	52	16	9	-	98	-	-	1	17	11	28	28	5	8	-
MAJOR PROGRAMME - ADMINISTRATIVE SUPPORT																					
Management, co-ordination and support		2		1			1				6		1	2			3				
Assembly & Council Secretariat		2					1		1		3				1	2					
Personnel		8			1	3	2	1	1		17	1	3	4	4	5					
Language and Publications		78			1	7	45	22	3		107	1	11	9	18	48	11	8	1		
General Administrative Services		5				2		3			40		3	5	6	10	6	6	4		
Office Automation		9				1	2	1	5		7		2		3	2					
TOTAL - ADMINISTRATIVE SUPPORT	284	104	-	1	2	13	51	27	10	-	180	2	20	20	32	67	20	14	5	-	-
MAJOR PROGRAMME - FINANCE, EXTERNAL RELATIONS/ PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW																					
Finance		8			1	2	2	3			13		3	3	6	1					
External Relations/Public Information		4			1		3				6			3	1	2					
Programmes Evaluation, Audit and Management Review		3			1	1	1				3			1	1	1					
TOTAL - FINANCE, EXTERNAL RELATIONS/PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW	37	15	-	-	3	3	6	3	-	-	22	-	3	7	8	4	-	-	-	-	-
GRAND TOTAL	688	306	1	4	17	43	158	59	24	-	382	2	35	39	77	108	61	42	10	8	-

* Level of GS posts of Regional Offices shown on this table are the corresponding grades of the GS scale at Headquarters.

EXHIBIT 6
ESTABLISHMENT OF THE SECRETARIAT - 2000
REGULAR PROGRAMME

		Professional Posts									General Service Posts										
		Total	SG	D	PO	P-5	P-4	P-3	P-2	P-1	Total	G-9	G-8	G-7	G-6	G-5	G-4	G-3	G-2	G-1	Uncl.
MAJOR PROGRAMME - GENERAL POLICY AND DIRECTION																					
Council and Subordinate Bodies		1						1			1		1								
Direction and Management		2	1					1			1			1							
TOTAL - GENERAL POLICY AND DIRECTION	5	3	1	-	-	-	-	2	-	-	2	-	1	1	-	-	-	-	-	-	-
MAJOR PROGRAMME - AIR NAVIGATION																					
Management, co-ordination and support		6		1	1		2		2		9			2	1	5	1				
Aerodromes, Air Routes & Ground Aids		3				1	2				4		1		1	1	1				
Accident Investigation and Prevention		4				1	3				2				1	1					
Aeronautical Information Services and Aeronautical Charts		5				1	2	1	1		9		4		3	1	1				
Air Traffic Management		7				1	6				4		1			1	2				
Communications, Navigation, and Surveillance		8				1	6	1			4		1			1	2				
Aviation Medicine		1				1					1					1					
Meteorology		3				1	2				2		1			1					
Operations/Airworthiness		9				1	8				5		1			1	3				
Personnel Licensing and Training and Audio-Visual Aids		6				2	3	1			7		1	1	1	3	1				
TOTAL - AIR NAVIGATION	99	52	-	1	1	10	34	3	3	-	47	-	10	3	7	16	11	-	-	-	-
MAJOR PROGRAMME - AIR TRANSPORT																					
Management, co-ordination and support		6		1	1	1	1	1	1		4		1	1	2						
Economic Policy		4				1	3				3			1		1	1				
Forecasting and Economic Planning		2				1	1				3			1	1	1					
Airport & Route Facility Management		3				1	2				1					1					
Statistics and Economic Analysis		9				1	4	3	1		14			2	6	5	1				
Facilitation		3				1	1	1			1					1					
Aviation Security		5			1	1	2	1			3			1	2						
TOTAL - AIR TRANSPORT	61	32	-	1	2	7	14	6	2	-	29	-	1	6	11	9	2	-	-	-	-
MAJOR PROGRAMME - LEGAL	9	5		1	1		1	2			4			1	2	1					
MAJOR PROGRAMME - REGIONAL AND OTHER PROGRAMMES																					
Management, co-ordination and support		4			1		3				4			1	2	1					
Regional Offices*																					
Western & Central African		15			1	2	6	3	3		15				1	2	2	8		2	
Asia and Pacific		13			1	1	7	3	1		14				3	1	6	3		1	
Eastern & Southern African		13			1	1	7	2	2		10				3	1	4	1	1		
European & North Atlantic		16			1	2	11	1	1		24				2	5	4	11	1	1	
Middle East		10			1	1	6	2			11				3		3	2	1	2	
North American, Central American & Caribbean		10			1	1	6	1	1		8				2		4	1	1		
South American		14			1	2	6	4	1		12				1	1	5	2	1	2	
TOTAL - REGIONAL AND OTHER PROGRAMMES	193	95	-	-	8	10	52	16	9	-	98	-	-	1	17	11	28	28	5	8	-
MAJOR PROGRAMME - ADMINISTRATIVE SUPPORT																					
Management, co-ordination and support		2		1			1				6		1	2			3				
Assembly & Council Secretariat		2					1		1		3				1	2					
Personnel		8			1	3	2	1	1		17	1	3	4	4	5					
Language and Publications		78			1	7	45	22	3		107	1	11	9	19	47	11	8	1		
General Administrative Services		5				2		3			40		3	5	6	10	6	6	4		
Office Automation		9				1	2	1	5		7		2		3	2					
TOTAL - ADMINISTRATIVE SUPPORT	284	104	-	1	2	13	51	27	10	-	180	2	20	20	33	66	20	14	5	-	-
MAJOR PROGRAMME - FINANCE, EXTERNAL RELATIONS/ PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW																					
Finance		8			1	2	2	3			13		3	3	6	1					
External Relations/Public Information		4			1		3				6			3	1	2					
Programmes Evaluation, Audit and Management Review		3			1	1	1				3			1	1	1					
TOTAL - FINANCE, EXTERNAL RELATIONS/PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW	37	15	-	-	3	3	6	3	-	-	22	-	3	7	8	4	-	-	-	-	-
GRAND TOTAL	688	306	1	4	17	43	158	59	24	-	382	2	35	39	78	107	61	42	10	8	-

* Level of GS posts of Regional Offices shown on this table are the corresponding grades of the GS scale at Headquarters.

EXHIBIT 6
ESTABLISHMENT OF THE SECRETARIAT - 2001
REGULAR PROGRAMME

		Professional Posts									General Service Posts										
		Total	SG	D	PO	P-5	P-4	P-3	P-2	P-1	Total	G-9	G-8	G-7	G-6	G-5	G-4	G-3	G-2	G-1	Uncl.
MAJOR PROGRAMME - GENERAL POLICY AND DIRECTION																					
Council and Subordinate Bodies		1						1			1		1								
Direction and Management		2	1					1			1			1							
TOTAL - GENERAL POLICY AND DIRECTION	5	3	1	-	-	-	-	2	-	-	2	-	1	1	-	-	-	-	-	-	-
MAJOR PROGRAMME - AIR NAVIGATION																					
Management, co-ordination and support		6		1	1		2		2		9			2	1	5	1				
Aerodromes, Air Routes & Ground Aids		3				1	2				4		1		1	1	1				
Accident Investigation and Prevention		4				1	3				2				1	1					
Aeronautical Information Services and Aeronautical Charts		5				1	2	1	1		9		4		3	1	1				
Air Traffic Management		7				1	6				4		1			1	2				
Communications, Navigation, and Surveillance		8				1	6	1			4		1			1	2				
Aviation Medicine		1				1					1					1					
Meteorology		3				1	2				2		1			1					
Operations/Airworthiness		9				1	8				5		1			1	3				
Personnel Licensing and Training and Audio-Visual Aids		6				2	3	1			7		1	1	1	3	1				
TOTAL - AIR NAVIGATION	99	52	-	1	1	10	34	3	3	-	47	-	10	3	7	16	11	-	-	-	-
MAJOR PROGRAMME - AIR TRANSPORT																					
Management, co-ordination and support		6		1	1	1	1	1	1		4		1	1	2						
Economic Policy		4				1	3				3			1		1	1				
Forecasting and Economic Planning		2				1	1				3			1	1	1					
Airport & Route Facility Management		3				1	2				1					1					
Statistics and Economic Analysis		9				1	4	3	1		14			2	6	5	1				
Facilitation		3				1	1	1			1					1					
Aviation Security		5			1	1	2	1			3			1	2						
TOTAL - AIR TRANSPORT	61	32	-	1	2	7	14	6	2	-	29	-	1	6	11	9	2	-	-	-	-
MAJOR PROGRAMME - LEGAL	9	5		1	1		1	2			4			1	2	1					
MAJOR PROGRAMME - REGIONAL AND OTHER PROGRAMMES																					
Management, co-ordination and support		4			1		3				4			1	2	1					
Regional Offices*																					
Western & Central African		15			1	2	6	3	3		15				1	2	2	8		2	
Asia and Pacific		13			1	1	7	3	1		14				3	1	6	3		1	
Eastern & Southern African		13			1	1	7	2	2		10				3	1	4	1	1		
European & North Atlantic		16			1	2	11	1	1		24				2	5	4	11	1	1	
Middle East		*10*			*1*	*1*	*6*	*2*			*11*				*3*		*3*	*2*	*1*	*2*	
North American, Central American & Caribbean		10			1	1	6	1	1		8				2		4	1	1		
South American		14			1	2	6	4	1		12				1	1	5	2	1	2	
TOTAL - REGIONAL AND OTHER PROGRAMMES	193	95	-	-	8	10	52	16	9	-	98	-	-	1	17	11	28	28	5	8	-
MAJOR PROGRAMME - ADMINISTRATIVE SUPPORT																					
Management, co-ordination and support		2		1			1				6		1	2			3				
Assembly & Council Secretariat		2					1		1		3				1	2					
Personnel		8			1	3	2	1	1		16	1	3	4	4	4					
Language and Publications		78			1	7	45	22	3		108	1	11	9	19	48	11	8	1		
General Administrative Services		5				2		3			40		3	5	6	10	6	6	4		
Office Automation		9				1	2	1	5		7		2		3	2					
TOTAL - ADMINISTRATIVE SUPPORT	284	104	-	1	2	13	51	27	10	-	180	2	20	20	33	66	20	14	5	-	-
MAJOR PROGRAMME - FINANCE, EXTERNAL RELATIONS/ PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW																					
Finance		8			1	2	2	3			13		3	3	6	1					
External Relations/Public Information		4			1		3				6			3	1	2					
Programmes Evaluation, Audit and Management Review		3			1	1	1				3			1	1	1					
TOTAL - FINANCE, EXTERNAL RELATIONS/PUBLIC INFORMATION AND PROGRAMMES EVALUATION, AUDIT AND MANAGEMENT REVIEW	37	15	-	-	3	3	6	3	-	-	22	-	3	7	8	4	-	-	-	-	-
GRAND TOTAL	688	306	1	4	17	43	158	59	24	-	382	2	35	39	78	107	61	42	10	8	-

* Level of GS posts of Regional Offices shown on this table are the corresponding grades of the GS scale at Headquarters.

EXHIBIT 7

STRUCTURE OF ICAO SECRETARIAT

31 December 1997

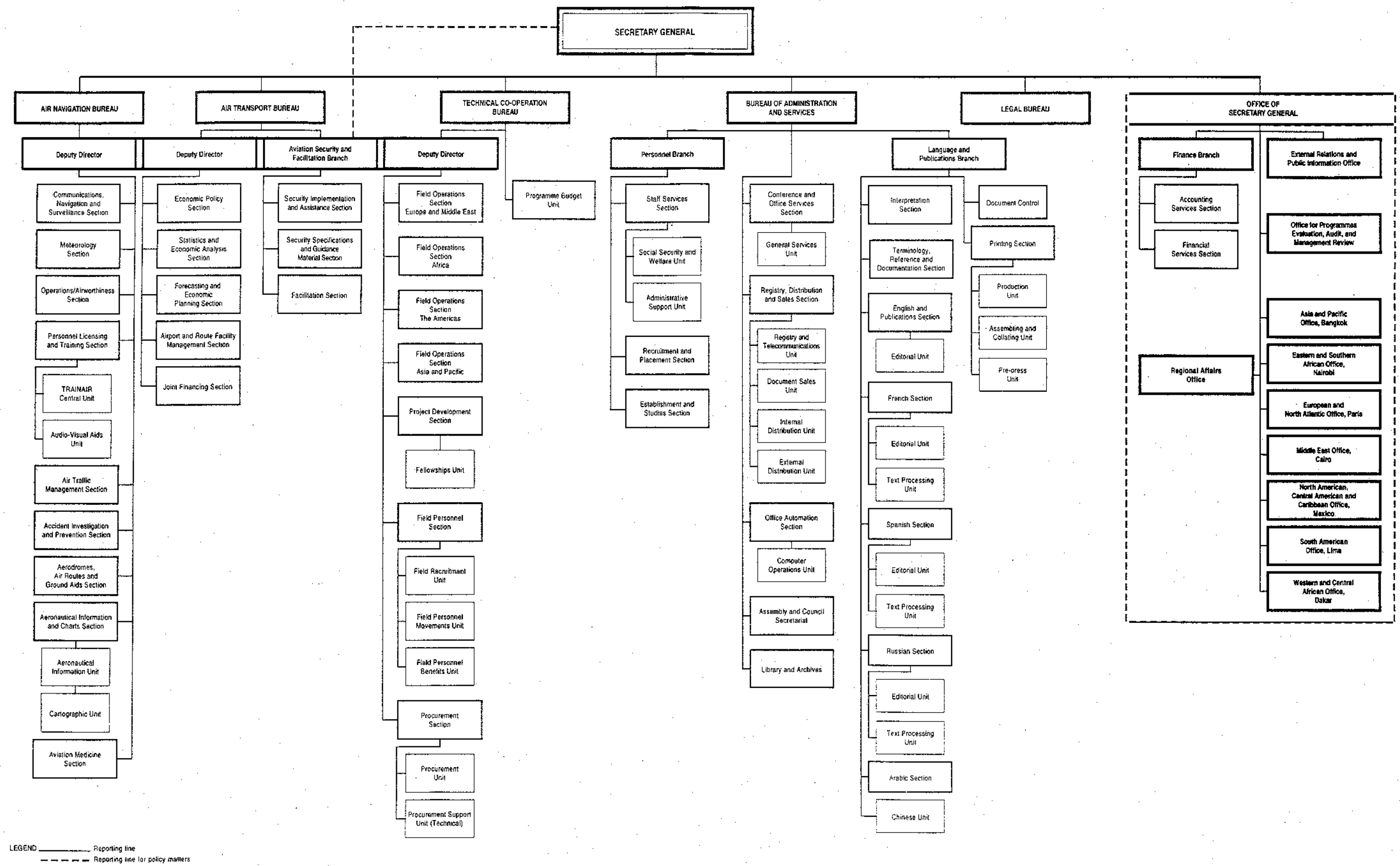

EXHIBIT 8

GLOSSARY OF TERMS

Budget, Regular

Budget covering the activities of an organization for which funds have been appropriated by the legislative body, and which are financed by assessed contributions and other income, as distinguished from activities financed from other sources.

Cost Increase/Decrease

Any increase or decrease in the cost of a resource input in the budget period compared with that in the previous budget period, arising from changes in costs, prices and exchange rates.

Extrabudgetary Resources

All resources, other than those of the regular budget, administered by the organization.

Major Programme

A major function of an organization for which one or more objectives may be set.

Object of Expenditure

A classification of expenditures according to the nature of the goods or services concerned.

Objective

A desired state to be reached or maintained through one or more activities.

Programme

(a) A set of activities directed towards the attainment of one or more defined objectives.

(b) In the programme structure, the next lower subdivision of a major programme contributing to the objective or objectives of that major programme.

Programme Element

The smallest component of the programme structure (e.g. a project, a time-limited activity, a continuing activity with a verifiable output). It is the next lower subdivision of a sub-programme, contributing to the objective or objectives of that sub-programme.

Programme Increase/Decrease

Any change in resources resulting from an increase or decrease in the volume of activities carried out under a programme.

Programme, Regular

Activities of an organization financed by the regular budget.

Sub-programme

In the programme structure, the next lower subdivision of a programme, contributing to the objective or objectives of that programme.

EXHIBIT 9

LIST OF ABBREVIATIONS

AN	Air Navigation	
	AGA	Aerodromes, Air Routes and Ground Aids
	AIG	Accident Investigation and Prevention
	AIS/MAP	Aeronautical Information Services and Aeronautical Charts
	ATM	Air Traffic Management
	CNS	Communications, Navigation, and Surveillance
	MED	Aviation Medicine
	MET	Aeronautical Meteorology
	OPS/AIR	Operations/Airworthiness
	PEL/TRG	Personnel Licensing and Training and Audio-Visual Aids
AT	Air Transport	
	ECP	Economic Policy
	FEP	Forecasting and Economic Planning
	ARFM	Airport and Route Facility Management
	JF	Joint Financing
	CNS/ATM	Communications, Navigation and Surveillance/Air Traffic Management
	ENV	Environmental Protection
	SEA	Statistics and Economic Analysis
	FAL	Facilitation
	AVSEC	Aviation Security
LE	Legal	

APAC	Asia and Pacific
ESAF	Eastern and Southern African
EUR/NAT	European and North Atlantic
MID	Middle East
NACC	North American, Central American and Caribbean
SAM	South American
WACAF	Western and Central African

AD	Administration and Services		
	L & A	Library and Archives	
	ACS	Assembly and Council Secretariat	
	PER	Personnel	
	LPB	Language and Publications	
		DOC	Document Control
		TRD	Terminology, Reference and Documentation
		INT	Interpretation
		EPS	English and Publications
		FR	French
		SP	Spanish
		RU	Russian
		AR	Arabic
		CH	Chinese
		INP	Printing
	COS	Conference and Office Services	
	RDS	Registry, Distribution and Sales	
	OAS	Office Automation	
FIN	Finance		
EP	External Relations and Public Information		
EA	Programmes Evaluation, Audit and Management Review		
TC	Technical Co-operation		

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EXHIBIT 10

LIST OF DOCUMENTS [1]

Document No.	Title
	AIR NAVIGATION
Annex 1	Personnel Licensing (8th edition — 1988)
Annex 2	Rules of the Air (9th edition — 1990)
Annex 3	Meteorological Service for International Air Navigation (13th edition — 1998)
Annex 4	Aeronautical Charts (9th edition — 1995)
Annex 5	Units of Measurement to be Used in Air and Ground Operations (4th edition — 1979)
Annex 6	Operation of Aircraft
Part I	International Commercial Air Transport — Aeroplanes (6th edition — 1995)
Part II	International General Aviation — Aeroplanes (5th edition — 1995)
Part III	International Operations — Helicopters (3rd edition — 1995)
Annex 7	Aircraft Nationality and Registration Marks (4th edition — 1981)
Annex 8	Airworthiness of Aircraft (8th edition — 1988)
Annex 10	Aeronautical Telecommunications
Volume I	Radio Navigation (5th edition — 1996)
Volume II	Communication Procedures including those with PANS status (5th edition — 1995)
Volume III	Communication Systems
Part I	Digital Data Communication Systems (1st edition — 1995)
Part II	Voice Communications Systems (1st edition — 1995)
Volume IV	Surveillance Radar and Collision Avoidance Systems (1st edition — 1995)
Volume V	Aeronautical Radio Frequency Spectrum Utilization (1st edition — 1996)
Annex 11	Air Traffic Services (12th edition — 1998)
Annex 12	Search and Rescue (6th edition — 1975)
Annex 13	Aircraft Accident and Incident Investigation (8th edition — 1994)

[1] Refer to the ICAO Publications Catalogue for information pertaining to amendments or reprints. Please note that the information contained in this exhibit reflects the status of documents as at 31 May 1998.

Document No.	Title
Annex 14	Aerodromes
Volume I	Aerodrome Design and Operations (2nd edition — 1995)
Volume II	Heliports (2nd edition — 1995)
Annex 15	Aeronautical Information Services (10th edition — 1997)
Annex 16	Environmental Protection
Volume I	Aircraft Noise (3rd edition — 1993)
Volume II	Aircraft Engine Emissions (2nd edition — 1993)
Annex 18	The Safe Transport of Dangerous Goods by Air (2nd edition — 1989)
Doc 4444	Procedures for Air Navigation Services — Rules of the Air and Air Traffic Services (PANS-RAC) (13th edition — 1996)
Doc 8168	Procedures for Air Navigation Services — Aircraft Operations (PANS-OPS)
Volume I	Flight Procedures (4th edition — 1993)
Volume II	Construction of Visual and Instrument Flight Procedures (4th edition — 1993)
Doc 8400	Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC) (4th edition — 1989)
Doc 6920*	Manual of Aircraft Accident Investigation (4th edition — 1970)
Doc 7030	Regional Supplementary Procedures (4th edition — 1987)
Doc 7101	Aeronautical Chart Catalogue (28th edition — 1993)
Doc 7192	Training Manual (4 Parts) (1st edition — 1975 to 1985)
Part B-5	Integrated Commercial Pilot Course, Volumes 1 and 2 (1st edition — 1985)
Part D-1*	Aircraft Maintenance Technician, Type II and Type I (1st edition — 1976)
Part D-3	Flight Operations Officer/Flight Dispatcher Training Manual (2nd edition - 1998)
Part E-1	Cabin Attendants' Safety Training Manual (2nd edition — 1996)
Part E-2	Aerodrome Fire Services Personnel (1st edition — 1976)
Doc 7333	Search and Rescue Manual (4th edition — 1994)
Doc 7383	Aeronautical Information Services Provided by States (86th edition — 1997)
Doc 7474*	Air Navigation Plan — Africa-Indian Ocean Region (26th edition — 1989)

* New document/edition currently in preparation

Document No.	Title
Doc 7488	Manual of the ICAO Standard Atmosphere (extended to 80 kilometres (262 500 feet)) (3rd edition — 1993)
Doc 7754*	Air Navigation Plan — European Region (23rd edition — 1985)
Doc 7910	Location Indicators (89th edition — 1998)
Doc 8071**	Manual on Testing of Radio Navigation Aids (3rd edition — 1972, Volumes I and II) Volume III (1st edition - 1998)
Doc 8126	Aeronautical Information Services Manual (5th edition — 1995)
Doc 8259	Manual on the Planning and Engineering of the Aeronautical Fixed Telecommunication Network (5th edition — 1991)
Doc 8335	Manual of Procedures for Operations Inspection, Certification and Continued Surveillance (4th edition — 1995)
Doc 8585	Designators for Aircraft Operating Agencies, Aeronautical Authorities and Services (106th edition — 1998)
Doc 8643	Aircraft Type Designators (26th edition — 1998)
Doc 8697	Aeronautical Chart Manual (2nd edition — 1987)
Doc 8700***	Air Navigation Plan — Middle East and Asia Regions (15th edition — 1989)
Doc 8733	Air Navigation Plan — Caribbean and South American Region (14th edition — 1991)
Doc 8755	Air Navigation Plan — North Atlantic, North American and Pacific Regions (13th edition — 1990)
Doc 8896	Manual of Aeronautical Meteorological Practice (5th edition — 1997)
Doc 8984*	Manual of Civil Aviation Medicine (2nd edition — 1985)
Doc 9051	Airworthiness Technical Manual (2nd edition — 1987)

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* New document/edition currently in preparation

** New Volume III

*** Middle East Region to be incorporated in Doc 9708; Asia Region incorporated in Doc 9673

Document No.	Title
Doc 9137	Airport Services Manual
Part 1	Rescue and Fire Fighting (3rd edition — 1990)
Part 2	Pavement Surface Conditions (3rd edition — 1994)
Part 3	Bird Control and Reduction (3rd edition — 1991)
Part 5	Removal of Disabled Aircraft (3rd edition — 1996)
Part 6	Control of Obstacles (2nd edition — 1983)
Part 7	Airport Emergency Planning (2nd edition — 1991)
Part 8	Airport Operational Services (1st edition — 1983)
Part 9	Airport Maintenance Practices (1st edition — 1984)
Doc 9150	Stolport Manual (2nd edition — 1991)
Doc 9156*	Accident/Incident Reporting Manual (2nd edition — 1987)
Doc 9157	Aerodrome Design Manual
Part 1	Runways (2nd edition — 1984)
Part 2	Taxiways, Aprons and Holding Bays (3rd edition — 1991)
Part 3	Pavements (2nd edition — 1983)
Part 4	Visual Aids (3rd edition — 1993)
Part 5	Electrical Systems (1st edition — 1983)
Part 6*	Frangibility of Aids
Doc 9184	Airport Planning Manual
Part 1	Master Planning (2nd edition — 1987)
Part 2	Land Use and Environmental Control (2nd edition — 1985)
Part 3	Guidelines for Consultant/Construction Services (1st edition — 1983)
Doc 9261	Heliport Manual (3rd edition — 1995)
Doc 9274	Manual on the Use of the Collision Risk Model (CRM) for ILS Operations (1st edition — 1980)
Doc 9284*	Technical Instructions for the Safe Transport of Dangerous Goods by Air (1997-1998 edition)
Doc 9328	Manual of Runway Visual Range Observing and Reporting Practices (1st edition — 1981)
Doc 9332	Manual on the ICAO Bird Strike Information System (IBIS) (3rd edition — 1989)
Doc 9365	Manual of All-Weather Operations (2nd edition — 1991)

* New document/edition currently in preparation

Document No.	Title
Doc 9368*	Instrument Flight Procedures Construction Manual (1st edition — 1983)
Doc 9371	Template Manual for Holding, Reversal and Racetrack Procedures (2nd edition — 1986)
Doc 9375	Dangerous Goods Training Programme - Books 1, 2, 3 and 4 (3rd edition — 1993)
Doc 9376	Preparation of an Operations Manual (2nd edition — 1997)
Doc 9377	Manual on Co-ordination between Air Traffic Services and Aeronautical Meteorological Services (1st edition — 1983)
Doc 9379	Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (1st edition — 1983)
Doc 9388	Manual of Model Regulations for National Control of Flight Operations and Continuing Airworthiness of Aircraft (2nd edition — 1987)
Doc 9389	Manual of Procedures for an Airworthiness Organization (1st edition — 1983)
Doc 9401	Manual on Establishment and Operation of Aviation Training Centres (1st edition — 1983)
Doc 9408	Manual on Aerial Work (1st edition — 1984)
Doc 9422	Accident Prevention Manual (1st edition — 1984)
Doc 9426	Air Traffic Services Planning Manual (1st edition (provisional) — 1984)
Doc 9432	Manual of Radiotelephony (2nd edition — 1990)
Doc 9433	Manual concerning Interception of Civil Aircraft (2nd edition — 1990)
Doc 9476	Manual of Surface Movement Guidance and Control Systems (1st edition — 1986)
Doc 9481*	Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods (1997-1998 edition)
Doc 9501	Environmental Technical Manual on the use of Procedures in the Noise Certification of Aircraft (1st edition — 1988)
Doc 9516	Guidance on the Preparation of a Pilot's Operating Handbook for Light Aeroplanes (1st edition - 1991)
Doc 9525*	The Continuing Airworthiness of Aircraft in Service (former Circular 95)
Doc 9554	Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations (1st edition — 1990)

* New document/edition currently in preparation

Document No.	Title
Doc 9574	Manual on Implementation of a 300 m (1 000 ft) Vertical Separation Minimum Between FL 290 and FL 410 Inclusive (1st edition — 1992)
Doc 9613*	Manual on Required Navigation Performance (RNP) (1st edition — 1994)
Doc 9625	Manual of Criteria for the Qualification of Flight Simulators (1st edition — 1995)
Doc 9634	Air Navigation Plan — North Atlantic Region (Trial edition — 1995)
Doc 9635	Facilities and Services Implementation Document (FASID) — North Atlantic Region (Trial edition — 1995)
Doc 9640	Manual on Aircraft Ground De/Anti-icing Operations (1st edition — 1995)
Doc 9642	Continuing Airworthiness Manual (1st edition — 1995)
Doc 9646	ICAO Engine Exhaust Emissions Data Bank (1st edition — 1995)
Doc 9654	Manual on Prevention of Problematic Use of Substances in the Aviation Workplace (1st edition — 1995)
Doc 9673	Air Navigation Plan — Asia and Pacific Regions (1st edition — 1996)
Doc 9674	Manual of the World Geodetic System 1984 (WGS-84) (1st edition — 1997)
Doc 9680	ICAO/WMO Manual on the Provision of MET Service for International Helicopter Operations (1st edition — 1996)
Doc 9683*	Human Factors Training Manual (1998)
Doc 9684	Manual of the Secondary Surveillance Radar (SSR) Systems (1st edition - 1997)
Doc 9688	Manual on Mode S Specific Services (1st edition - 1997)
Doc 9689*	Manual on Airspace Planning Methodology for the Determination of Separation Minima
Doc 9691*	Manual on Volcanic Ash Warnings and Radioactive Debris and Toxic Chemical "Clouds" (1st edition)
Doc 9694*	Manual of Air Traffic Services Data Link Applications
Doc 9705*	Manual of Technical Provisions for the Aeronautical Telecommunication Network (ATN)
Doc 9708*	Air Navigation Plan - Middle East Region (1st edition - 1998)
New*	Global Air Navigation Plan for CNS/ATM Systems
Circular 52	Flight Crew Fatigue and Flight Time Limitations (6th edition — 1984)

* New document/edition currently in preparation

Document No.	Title
Circular 95	The Continuing Airworthiness of Aircraft in Service — Codes of Airworthiness used by Different States, Methods of Handling and Exchange of Information on Airworthiness Directives (or their equivalent) and Details of Systems used in States for Reporting of Information on Faults, Defects and Malfunctions (6th edition — 1985)
Circular 126	Guidance Material on SST Aircraft Operations (1975)
Circular 157	Assessment of Technological Progress made in Reduction of Noise from Subsonic and Supersonic Jet Aeroplanes (1981)
Circular 183	ATS Speech Circuits — Guidance Material on Switched Network Planning
Circular 185	Satellite-aided Search and Rescue — The COSPAS-SARSAT System (1986)
Circular 186**	Wind Shear (1987)
Circular 205	Recommended Method for Computing Noise Contours around Airports (1988)
Circular 207**	Simultaneous Operations on Parallel or Near-Parallel Instrument Runways
Circular 216	Human Factors Digest No. 1 — Fundamental Human Factors Concepts (1989)
Circular 217	Human Factors Digest No. 2 — Flight Crew Training: Cockpit Resource Management (CRM) and Line-Oriented Flight Training (LOFT) (1989)
—	Airport Characteristics Data Bank (ACDB)
Circular 226	Automatic Dependent Surveillance
Circular 227	Human Factors Digest No. 3 — Training of Operational Personnel in Human Factors (1991)
Circular 232	Aircraft Accident Digest 1985 (No. 32)
Circular 233	Accident/Incident Reporting (ADREP) — Annual Statistics — 1988
Circular 234	Human Factors Digest No. 5 — Operational Implications of Automation in Advanced Technology Flight Decks (1992)
Circular 238	Human Factors Digest No. 6 — Ergonomics (1992)
Circular 240	Human Factors Digest No. 7 — Investigation of Human Factors in Accidents and Incidents (1993)
Circular 241	Human Factors Digest No. 8 — Human Factors in Air Traffic Control (1993)
Circular 243	Human Factors Digest No. 9 — Proceedings of the Second ICAO Flight Safety and Human Factors Global Symposium, Washington, D.C., April 1993 (1993)

** To be updated and issued as a manual

Document No.	Title
Circular 245	Aircraft Accident Digest 1986 (No. 33)
Circular 247	Human Factors Digest No. 10 — Human Factors, Management and Organization (1993)
Circular 249	Human Factors Digest No. 11 — Human Factors in CNS/ATM Systems (1994)
Circular 253	Human Factors Digest No. 12 — Human Factors in Aircraft Maintenance and Inspection
New*	Guidance Material on the Avoidance and Prevention of Controlled Flight into Terrain (CFIT)
Circular 256	Automatic Dependent Surveillance (ADS) and Air Traffic Service (ATS) Data Link Applications
Circular 259	Aircraft Accident Digest 1987 (No. 34)
Circular 260	Aircraft Accident Digest 1988 (No. 35)
Circular 262	Aircraft Accident Digest 1989 (No. 36)
Circular 263	Aircraft Accident Digest 1990 (No. 37)
Circular 266	Human Factors Digest No. 13 — Proceedings of the Third ICAO Flight Safety and Human Factors Symposium — Auckland, New Zealand, April 1996 (1996)
Circular 267	Guidelines for the Introduction and Operational Use of the Global Navigation Satellite System
Circular 268	Accident/Incident Reporting (ADREP) Annual Statistics — 1996
Circular 272*	Accident/Incident Reporting (ADREP) Annual Statistics — 1997

* New document/edition currently in preparation

EXHIBIT 10

Document No.	Title
	AIR TRANSPORT
Annex 9	Facilitation (10th edition - 1997)
Annex 17	Security - Safeguarding International Civil Aviation against Acts of Unlawful Interference (6th edition - 1997)
Doc 7100*	Manual of Airport and Air Navigation Facility Tariffs (1996)
Doc 7891	Aims of ICAO in the Field of Facilitation (2nd edition - 1965)
Doc 8632 & Supplement (31/3/97)	ICAO's Policies on Taxation in the Field of International Air Transport (2nd edition - January 1994)
Doc 8973 - Restricted	Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference (5th edition - 1996)
Doc 8991	Manual on Air Traffic Forecasting (2nd edition - 1985)
Doc 9060	Manual on the ICAO Statistics Programme (4th edition - 1994)
Doc 9082	Statements by the Council to Contracting States on Charges for Airports and Air Navigation Services (5th edition - 1997)
Doc 9161	Manual of Air Navigation Services Economics (3rd edition - 1997)
Doc 9180*	Civil Aviation Statistics of the World (21st edition - 1995)
Doc 9303	Machine Readable Travel Documents
Part 1*	Machine Readable Passports (3rd edition - 1992)
Part 2	Machine Readable Visas (2nd edition - 1994)
Part 3	Size 1 and Size 2 Machine Readable Official Travel Documents (1st edition - 1996)
Part 4	Machine Readable Crew Member Certificate (1st edition - 1996)
Doc 9511 & Supplement (1995)	Digest of Bilateral Air Transport Agreements (1988)
Doc 9562	Airport Economics Manual (1991)
Doc 9585	Agreement on the Joint Financing of Certain Air Navigation Services in Greenland (1956) as amended by the Montreal Protocol of 1982
Doc 9586	Agreement on the Joint Financing of Certain Air Navigation Services in Iceland (1956) as amended by the Montreal Protocol of 1982

* New document/edition currently in preparation

Document No.	Title
Doc 9587*	Policy and Guidance Material on the Regulation of International Air Transport (1st edition - 1992)
Doc 9626	Manual on the Regulation of International Air Transport (1st edition - 1996)
Digests*	Series AF - Airport and Route Facilities (1996)
—	Series AT - Airport Traffic (1996)
—	Series F - Financial Data - Commercial Air Carriers (1996)
—	Series FP - Fleet - Personnel - Commercial Air Carriers (1996)
—	Series OFOD - On Flight Origin and Destination (Year & quarter ending 31 March 1997)
—	Series R - Civil Aircraft on Register (1995)
—	Series T - Traffic - Commercial Air Carriers (1992-1996)
—	Series TF - Traffic by Flight Stage (1996)

LEGAL

Doc 6685	Rules for Registration with ICAO of Aeronautical Agreements and Arrangements
Doc 7300	Convention on International Civil Aviation (7th edition - 1997)
Doc 8900	Repertory Guide to the Convention on International Civil Aviation (2nd edition - 1977)
Doc 9460*	Aeronautical Agreements and Arrangements - Tables of Agreements and Arrangements Registered with the Organization

— END —

* New document/edition currently in preparation