

**GUIDELINES TO STATES/INTERNATIONAL ORGANIZATIONS
ON THE PREPARATION OF WORKING PAPERS
FOR THE 36TH SESSION OF THE ASSEMBLY**

1. GENERAL

1.1 These guidelines have been developed to assist States in preparing working papers for the Assembly.

1.2 To facilitate consideration of a subject, the information presented in working papers should be clear and concise. Text should be as brief as possible without compromising the message that it is intended to convey. The use of superfluous words and elaborate and unnecessarily formal language should be avoided. Simple, direct language should always be the goal. Most text will need to be translated and complex language and colloquialisms should be avoided.

2. INFORMATION EXCHANGE

2.1 Microsoft Office 2003 is the ICAO standard application software. It would be appreciated that electronic copies of documentation be processed in Microsoft Word 2003 and be sent directly by e-mail to icaohq@icao.int.

2.2 In order to ensure the quality and consistency of the presentation of all working papers. Microsoft Word templates are available at <http://www.icao.int/icao/en/assembl/a36/deleg/index.html> and should be used for processing Assembly documentation.

3. STRUCTURE

3.1 Assembly working papers should include, as much as possible, the following elements:

3.2 Identification

3.2.1 The identification shall include working paper number (to be filled by the ICAO Secretariat) and date of the paper.

3.3 Opening

3.3.1 The opening section shall include:

- a) Body/Session: ASSEMBLY – 36TH SESSION (already included in template);
- b) Agenda Item No.: The agenda item number from the Provisional Agenda presented in A36-WP/1 (to be left blank if not known and Secretariat will assist).
- c) Title: The title of the paper

- d) Presented by: The name of the Contracting State or international or regional organization presenting the paper.

3.4 Executive Summary

3.4.1 The purpose of the Executive Summary is to give key information to the reader on the content of the paper and should normally not exceed one page. The elements of this Executive Summary as well as other information on the first page are listed below in sequential order:

- a) **Executive Summary:** Consists of a comprehensive summary of the key issues described in the content of the paper.

Action: It is to be presented in the Executive Summary immediately following the summary. It should be clear, concise action. Action “to note” should not be included in the action paragraph.

This paragraph must contain a specific proposal for action by the Assembly. Reference may be made to appendices as appropriate. Where more than one action is proposed, the actions should be presented in separate subparagraphs numbered a), b) etc. The action paragraph begins with the statement “The Assembly is invited to.....”, followed by the specific action or actions.

- b) **Strategic Objectives:** This paragraph shall list the main Strategic Objective(s) or Supporting Implementation strategy(ies) and not the key activities, with a description on how the proposed action will help to further these objectives. (Available at <http://www.icao.int>).
- c) **Financial implications:** Any working paper presenting a new activity not included in the Business Plan of the Organization and/or for which financial resources have not been allocated should include information on the associated financial resources required and a proposal for sources of additional funding or a strategy for obtaining it. A more detailed description of the financial implications should be included in the content of the paper. This element will not be required for a working paper without financial implications or a working paper classified as an information paper. The phrase “Not applicable.” should be inserted in this section.
- d) **References:** Only ICAO references that are readily available should be listed.

3.5 **Body** (starts on page 2)¹

3.5.1 The body of the paper shall include the following elements:

a) Introduction;

This part of the paper should give sufficient information to enable the reader to understand the discussions and proposals contained in the paper and to place them in their proper context. If the paper is one of a series on the same general subject, it should not be necessary to repeat historical details which are covered in the introductions of previous papers, a reference to such previous papers should suffice. The introduction should be kept as short as possible, consistent with providing all the appropriate information.

b) Background, if applicable;

This part of the paper should be a brief account of the background of the current document covering only essential elements. When relevant, it should include developments that affect the issue under consideration.

c) Presentation of issues including options for action and recommendations; and

This is the main body of the paper and will normally comprise several paragraphs. It should contain all necessary information and a discussion of the possible courses of action, where appropriate. Where a particular course of action is to be recommended, a logical and structured argument for that action should be developed.

d) Conclusion, followed by “- END - ” or

e) Appendices, if applicable.

4. **DRAFT RESOLUTIONS**

4.1 Resolutions commonly consist of two clearly defined parts, i.e. an operative part, which may (though it need not) be preceded by a preamble. These two parts shall be referred to as “preambular paragraphs” and “operative paragraphs”.

4.2 The preambular paragraphs generally recite the reasons for which the action is being taken or opinions expressed. They usually begin with the word *Whereas*. The operative paragraphs state an opinion or the action to be taken. They generally begin with an operative verb such as *Resolves*, *Declares*, *Directs*, *Notes*, *Requests*, *Approves*, *Affirms* or *Instructs*.

4.3 Preambular paragraphs will not be numbered. Operative paragraphs will be numbered by Arabic numerals followed by a period (i.e. 1.). Clauses will be numbered by lower-case letters followed by the parenthesis sign (i.e. a)). Subdivision of clauses will be numbered by Arabic numerals followed by the parenthesis sign, (i.e. 1)).

¹ Only in exceptional circumstances when the Executive Summary continues on the second page, the body of the paper will follow immediately after the Executive Summary.

4.4 The wording of the resolutions, especially the operative clauses, should be clear, direct and not subject to interpretation. General and vague statements are to be avoided.

4.5 Draft resolutions should be presented in a separate appendix to the working paper. This will facilitate in the discussion of the paper and the compilation of report material.

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