



WORKING PAPER

**HIGH-LEVEL MEETING ON INTERNATIONAL AVIATION
AND CLIMATE CHANGE**

Montréal, 7 to 9 October 2009

MEETING ARRANGEMENTS AND TENTATIVE TIMETABLE

(Presented by the Secretariat)

SUMMARY

This paper provides meeting and procedural arrangements, including the tentative timetable (Appendix A), for the High-level Meeting on International Aviation and Climate Change.

Action by the HLM-ENV is in paragraph 8.

1. INVITATIONS AND REGISTRATION

1.1 Invitations to the High-level Meeting on International Aviation and Climate Change have been issued to all ICAO Contracting States and, as Observers, to non-contracting States and selected international organizations listed in Appendix B.

1.2 All participants are encouraged to pre-register using the online registration form on the High-level Meeting website (www.icao.int/Highlevel2009). The registration centre will be in operation at the ICAO Conference Centre located at the Headquarters premises on Tuesday, 6 October 2009 from 1300 to 1700 hours, on Wednesday, 7 October 2009 from 0730 to 1700 hours and daily from 8 to 9 October 2009 from 0830 to 1700 hours. At registration, every participant will be issued an identification badge, which will be required to access the Conference Centre and obtain any documentation.

2. RULES OF PROCEDURE

2.1 The High-level Meeting will be conducted under the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683). In accordance with Rule 2 of Doc 8683, credentials are required. In order to increase the efficiency of the meeting, the Council has decided to suspend Rule 26 of Doc 8683, which calls for the preparation of summary minutes.

3. TIMETABLE AND SCHEDULE

3.1 The meeting will commence promptly at 0930 hours on Wednesday, 7 October 2009. There is no provision for opening statements. Following the opening formalities, the High-level Meeting will proceed immediately to the first Agenda item.

3.2 The normal working hours of the meeting will be from 0900 to 1200 hours and from 1500 to 1800 hours with a lunch break from 1200 to 1500 hours and brief coffee breaks mid-morning and mid-afternoon.

3.3 The meeting will work as a single body and a tentative timetable is attached as Appendix A. This timetable is subject to change depending on the progress made in the consideration of individual Agenda items. Meeting participants will be informed of changes to the timetable as the discussions develop.

3.4 The formal introduction of working papers on which specific action is sought by States or Observers may need to be restricted in order to maximize the time available for substantive discussion on each of the topics. Information papers (that is papers not requesting any specific action by the High-level Meeting) will not be formally presented. They will, however, form part of the record of the meeting.

3.5 The High-level Meeting will need to complete the substantive items of the Agenda by the end of the day on Thursday, 8 October in order to allow time for preparation, consideration and approval of the final Declaration of the High-level Meeting. Given the number of individual topics to be dealt with and the limited time available, only a concerted effort to keep the discussions on course and by maintaining the scheduling of the timetable will enable the meeting to complete its work.

4. LANGUAGES

4.1 The meeting will work in Arabic, Chinese, English, French, Russian and Spanish.

5. INTERNET ACCESS/COMMUNICATION FACILITIES

5.1 A dedicated website has been established for the High-level Meeting which can be accessed from the ICAO website at www.icao.int/Highlevel2009. It contains key information and organizational arrangements, as well as the meeting documentation.

5.2 Computers and printers will be available at the Internet Café located on the 1st floor of the Conference Centre, for participants who wish to access the Internet to use Web-based e-mail services and/or access the meeting documentation.

5.3 The Assembly Hall is equipped to offer Internet connectivity. Several radio frequency access points have been installed in the Assembly Hall, enabling delegates to access Internet facilities (including the ICAO-NET website and web-based e-mail) from their seat by means of a special wireless 802.11b/g network card. Electrical power is available at every seat.

6. DOCUMENTATION

6.1 The Secretariat will provide working papers addressing issues under all Agenda Items. All documentation, including working papers received from States and Observers, will be available through the meeting website (<http://www.icao.int/Highlevel2009>). This meeting will be conducted on a paper-free basis as much as possible and no documentation posted electronically prior to the meeting will be distributed in hard copy.

6.2 During the meeting, a maximum of two (2) copies of the meeting documentation will be distributed to each delegation and one (1) copy to each observer delegation. The documentation distribution area is located on the 4th floor of the Conference Centre. Its hours of operation will be from 0800 to 1700 hours. States and Observer Organizations are requested to provide ICAO in advance with the names of two participants who should receive printed documentation. If these names have not been provided, then the Chief Delegate and Alternate Chief Delegate of each delegation or the Chief Observer in the case of an Observer delegation will automatically receive documentation in the language of their choice. Where the participant is entitled to receive documentation printed documentation, the distribution box number will be indicated on the badge of the participant.

6.3 Working papers from States received at ICAO Headquarters by 9 September 2009 will be translated and published on the meeting website prior to the meeting. It is important to note that the deadline for submission of documentation will be strictly enforced. Working papers received after that date will not be translated by ICAO and will be processed as promptly as possible in the language(s) in which they have been submitted.

6.4 Working papers should be brief, action oriented and focussed and limited to four pages of text, including any appendices. Templates and guidelines for the preparation of working papers may be found on the High-level Meeting website. Working papers of more than four pages and information papers will not be translated. Longer papers will have to be presented as information papers in their original language(s) only. If the subject of such longer papers is considered essential to the meeting's work, a summary of not more than four pages should be produced for translation. Documentation received from international organizations will be distributed only in the language or languages in which they are submitted. You are further encouraged, as far as possible, to submit documentation in more than one language of the meeting (Arabic, Chinese, English, French, Russian, and Spanish).

6.5 Documentation should be forwarded electronically, in Microsoft Word format, to ICAO Headquarters, Montréal (icaohq@icao.int, with a copy to envhlm@icao.int).

6.6 An Order of Business will be issued for 7 October, the first day of the meeting only.

6.7 Concise Summaries of Decisions (SDs) on the proceedings of the first two days will be developed by the Secretariat progressively during the meeting and submitted for approval on Thursday, 8 October and Friday, 9 October, respectively. The discussions of the last day, Friday, form part of a document which will constitute the Declaration of the High-Level Meeting.

7. SEATING ARRANGEMENTS

7.1 Seating arrangements during the meeting are based on pre-registration records and will be progressively updated with information from on-site registration. Each delegation representing a Contracting State can expect a maximum of six reserved seats (three at table and three behind) as per name plates in alphabetical order of States. Additional designated seats are subject to availability.

7.2 Participants who represent organizations with observer status to ICAO will find their designated seats by name plate of their organizations following the States.

7.3 All other meeting participants are invited to be seated in the areas not designated to either States or Observers in the back of the Assembly Hall subject to availability. Additional seats are available in the Observation Gallery located on the fifth floor of the Conference Centre. Access can be gained by elevator nos. 7 or 8 or by the stairs immediately in front of the Assembly Hall doors on the 4th floor.

7.4 Due to the computerized microphone system, it is important that delegates do not change seats designated to them. For further information or assistance if a change needs to be made on seating arrangements, please contact a member of the ICAO Secretariat. Documentation and other personal belongings must not be left in the Conference facilities overnight.

7.5 Simultaneous interpretation

7.5.1 Under the edge of the table you will find an audio control unit. The language selector dial gives you the choice of language, as follows:

Floor	0	Russian	4
English	1	Chinese	5
French	2	Arabic	6
Spanish	3		

8. ACTION BY THE HIGH-LEVEL MEETING

8.1 The HLM-ENV is invited to approve the tentative timetable in Appendix A.

APPENDIX A
TENTATIVE TIMETABLE

Assembly Hall, 4th floor

DATE	AM (0900 – 1200)¹	PM (1500 - 1800)
Wednesday 7/10/09	Opening (0930) (WPs 1 and 2) 1 Aspirational goals and implementation options (WPs 3, 4, 5)	1 Aspirational goals and implementation options (Cont'd) 2 Proposals for strategies and measures to achieve emissions reductions (WPs 6, 7, 8, 9)
Thursday 8/10/09	2 Proposals for strategies and measures to achieve emissions reductions (Cont'd)	3 Means to measure progress (WP/10) 4 Financial and human resources (WP/11)
Friday 9/10/09	5 Review of Programme of Action on International Aviation and Climate Change and recommendations to COP15 (WP/12) Drafting of the Declaration	5 Review of Programme of Action on International Aviation and Climate Change and recommendations to COP15 (Cont'd) Declaration Approval

Note: Secretariat working papers are identified in brackets following each agenda item.

¹ The Opening of the High-level Meeting on 7 October 2009 is scheduled for 0930 hours.

APPENDIX B

INTERNATIONAL ORGANIZATIONS INVITED AS OBSERVERS

AACO - Arab Air Carriers Organization
ACAC - Arab Civil Aviation Commission
ACI - Airports Council International
ACP - African, Caribbean and Pacific Group of States
ACS - Association of Caribbean States
ADB - Asian Development Bank
AEA - Association of European Airlines
AFCAC - African Civil Aviation Commission
AfDB - African Development Bank
AFRAA - African Airlines Association
AFTA - Asean Free Trade Area
AIT - International Touring Alliance
AITAL - International Association for Latin American Air Transport
ALADA - Latin American Association of Air and Space Law
APEC - Asia Pacific Economic Cooperation Council
ASEAN - Association of South-East Asian Nations
ASECNA - Agency for Air Navigation Safety in Africa and Madagascar
ASPA - Association of South Pacific Airlines
AU - African Union
BAG - Banjul Accord Group
CABEI - Central American Bank for Economic Integration
CANSO - Civil Air Navigation Services Organization
CARICOM - Caribbean Community
CCIR - International Radio Consultative Committee
CDB - Caribbean Development Bank
CE - Council of Europe
CEEAC - Economic Community of Central African States
CEMAC - Central African Economic and Monetary Community
CI - Consumers International
COCESNA - Central American Corporation for Air Navigation Services
COMESA - Common Market for Eastern and Southern Africa
EAC - East African Cooperation
EASA - European Aviation Safety Authority
EBRD - European Bank for Reconstruction and Development
EC - European Commission
ECA - Economic Commission for Africa
ECAC - European Civil Aviation Conference
ECE - Economic Commission for Europe
ECLAC - Economic Commission for Latin America and the Caribbean
ECOWAS - Economic Community of West African States
EDF - European Development Fund
EIB - European Investment Bank
ELFAA - European Low Fare Airline Association

ENRI - Electronic Navigation Research Institute
ESA - European Space Agency
ESCAP - Economic and Social Commission for Asia and the Pacific
ESCWA - Economic and Social Commission for Western Asia
EUROCAE - European Organization for Civil Equipment
EUROCONTROL - European Organisation for the Safety of Air Navigation
FAI - International Aeronautical Federation
FAO - Food and Agriculture Organization of the United Nations
FIA - International Automobile Federation
FIATA - International Federation of Freight Forwarders Associations
FSF - Flight Safety Foundation
Greenpeace International
HAI - Helicopter Association International
HccH - Hague Conference on Private International Law
IAASM - International Academy of Aviation and Space Medicine
IABA - International Association of Aircraft Brokers and Agents
IAC - Interstate Aviation Committee
IACA - International Air Carrier Association
IAEA - International Atomic Energy Agency
IAIN - International Association of Institutes of Navigation
IAOPA - International Council of Aircraft Owner and Pilot Associations
IAPSO - International Association for the Physical Sciences of the Ocean
IASI - Inter-American Statistical Institute
IATA - International Air Transport Association
IBAC - International Business Aviation Council
IBTA - International Business Travel Association
ICA - International Cartographic Association
ICC - International Chamber of Commerce
ICCAIA - International Coordinating Council of Aerospace Industries Associations
ICSA - International Coalition for Sustainable Aviation
IDA - International Development Association
IDB - Inter-American Development Bank
IDI - Institute of International Law
IEA - International Energy Agency
IECC - International Express Carriers Conference
IFAD - International Fund for Agricultural Development
IFALPA - International Federation of Air Line Pilots' Associations
IFAPA - International Foundation of Airline Passengers Associations
IFATCA - International Federation of Air Traffic Controllers' Associations
IFATSEA - International Federation of Air Traffic Safety Electronics Associations
IFHA - International Federation of Helicopter Associations
IFRAA - International Federation of Regional Airlines Associations
ILA - International Law Association
ILO - International Labour Organisation
IMF - International Monetary Fund
IMO - International Maritime Organization
IMSO - International Mobile Satellite Organization
IPCC - Intergovernmental Panel on Climate Change
IsDB - Islamic Development Bank
ISI - International Statistical Institute

ISO - International Organization for Standardization
ITF - International Transport Workers' Federation
ITU - International Telecommunication Union
JAA - Joint Aviation Authorities
LACAC - Latin American Civil Aviation Commission
LAS - League of Arab States
LMBC - London Market Insurances Committee
NASA - National Aeronautics and Space Administration
OAS - Organization of American States
OECD - Organisation for Economic Co-operation and Development
OGP - International Association of Oil & Gas Producers
OIP - Iberoamerican Pilots Organization
Pacific Islands Forum Association
PASO - Pacific Aviation Safety Office
RASOS - Regional Aviation Safety Oversight System for the Caribbean
SADC - Southern African Development Community
SITA - Airline Telecommunications and Information Services
SRVSOP - Sistema Regional para la Vigilancia de la Seguridad Operacional
UEMOA - Economic and Monetary Union of West Africa
UN - United Nations
UNCITRAL - United Nations Commission on International Trade Law
UNCTAD - United Nations Conference on Trade and Development
UNDP - United Nations Development Programme
UNECA - United Nations Economic Commission for Africa
UNEP - United Nations Environment Programme
UNESCO - United Nations Educational, Scientific and Cultural Organization
UNFCCC - United Nations Framework Convention on Climate Change
UNICEF - United Nations Children's Fund
UNIDO - United Nations Industrial Development Organization
UNIDROIT - International Institute for the Unification of Private Law
UNITAR - United Nations Institute for Training and Research
UNODC - United Nations Office on Drugs and Crime
UNRWA - United Nations Relief and Works Agency for Palestine Refugees in the Near East
UNU - United Nations University
UNWTO - World Tourism Organization
UPU - Universal Postal Union
USAID - Agency for International Development
WAI - Women in Aviation International
WB - World Bank
WFP - World Food Programme
WHO - World Health Organization
WIPO - World Intellectual Property Organization
WMO - World Meteorological Organization
WNTI - World Nuclear Transport Institute
WTO - World Trade Organization
WTTC - World Travel and Tourism Council