



**WORKING PAPER**

**WORLDWIDE AIR TRANSPORT CONFERENCE**

**SIXTH MEETING**

**Montréal, 18 to 22 March 2013**

**SCOPE AND ADMINISTRATIVE ARRANGEMENTS OF THE MEETING**

(Presented by the Secretariat)

**1. INTRODUCTION**

1.1 The Sixth Worldwide Air Transport Conference (ATConf/6) will be held at ICAO Headquarters in Montréal, Canada from 18 to 22 March 2013; the Agenda is provided in ATConf/6-WP/1.

1.2 Building on the foundation laid by the two previous Worldwide Air Transport Conferences (ATConf/4 of 1994 and ATConf/5 of 2003), ATConf/6 will produce recommendations on policy guidance and a more harmonized regulatory framework for the sustainable development of international air transport, and, as well, on future action by States and ICAO.

**2. THE CONFERENCE SCOPE AND TASK**

2.1 As established by the Council and under the theme of “Sustainability of Air Transport”, the objectives of the Conference are to develop guidelines, and an action plan, for a global regulatory framework. In addition to the specific areas related to regulation of international air transport services, such as market access, air carrier ownership and control, consumer protection and taxation, a dedicated agenda item on economics of airports and air navigation services will also be discussed. This will be developed, by focusing on the best means of implementation with the aim to build a more sustainable international air transport system.

2.2 In line with the new mission and vision of ICAO for the 2014-2015-2016 triennium, the ATConf/6 recommendations will support the implementation of a new Strategic Objective of the Organization, *Economic Development of Air Transport*.

2.3 The preparatory activities undertaken by the Secretariat, such as the ICAO Air Transport Symposium (IATS), Regional Seminars, the eleventh meeting of the Air Transport Regulation Panel (ATRP/11), and the Pre-Conference Symposium prepared participants to formulate recommendations on the agenda items. In addition, these events provided a forum by which to encourage and foster consensus on the measures required to implement ATConf/6 recommendations.

2.4 The Secretariat intends to reflect in ATConf/6 working papers the outcome of two major ICAO events: the High-level Conference on Aviation Security (Montréal, 12 to 14 September 2012), and the Twelfth Air Navigation Conference (ANConf/12) (Montréal, 19 to 30 November 2012). The outcome of these events is of relevance to ATConf/6, particularly with respect to the development of policies on funding and financing of the air transport system.

### **3. CREDENTIALS, REGISTRATION AND WORKING HOURS**

3.1 Credentials are required for the meeting and should be address to the ICAO Secretary General; credentials are issued by the State authority and signed by, or on behalf of, the Head of State or relevant international organization. Credentials must provide the name and title of each delegation member and indicate the capacity in which the attendee is to serve (i.e., for Member States: Delegate, Alternate, Adviser; for non-Contracting States and international organizations: Observer). The credentials may be sent in advance by e-mail to [ATConf6@icao.int](mailto:ATConf6@icao.int), or deposited upon arrival.

3.2 With a view to avoiding onsite registration waiting periods, participants are encouraged to pre-register using the online registration form on the meeting website ([www.icao.int/meetings/atconf6](http://www.icao.int/meetings/atconf6)). On-site registration will take place on the main floor of ICAO Headquarters at 999 University Street, Montréal, Quebec, Canada, on Friday, 15 March 2013 from 1400 to 1700 hours, Saturday, 16 March from 1600 hours to 1900 hours, Sunday, 17 March 2013 from 0800 hours to 2100 hours, Monday, 18 March 2013 from 0700 to 1700 hours and on Tuesday, 19 March 2013 from 0800 hours to 1700 hours. The registration schedule may be updated at a later stage and participants are encouraged to consult the ATConf/6 website for schedule changes.

3.3 The formal opening of the conference will be held on Monday, 18 March 2013, at 0930hours in the Assembly Hall, on the fourth floor of the Conference Centre.

3.4 The working hours for the duration of the Conference will be:

Mornings – 0930 hours to 1230 hours  
Afternoons – 1400 hours to 1700 hours

3.5 There will be a coffee-break on Monday morning, 18 March 2013 from 1030 hours to 1100 hours. Subsequent breaks will be scheduled from 1045 hours to 1115 hours each morning and from 1515 hours to 1545 hours in the afternoon.

### **4. LANGUAGES**

4.1 The working languages of the meeting are English, Arabic, Chinese, French, Russian and Spanish.

### **5. PRE-CONFERENCE SYMPOSIUM**

5.1 ICAO intends to conduct a one-day pre-Conference Symposium in Montréal on 17 March 2013 to prepare participants for the ATConf/6 deliberations. The Symposium will be of interest to air transport policy makers, airlines, airports, air navigation service providers, manufacturers, legal and academic institutions, consumer and labour groups, international and regional organizations, and in

particular, attendees who were not able to attend the regional presentations. The agenda for the Symposium will be posted in due course on the ATConf/6 website at [www.icao.int/Meetings/atconf6/](http://www.icao.int/Meetings/atconf6/).

## 6. DOCUMENTATION

6.1 Guidelines for the preparation of working papers are available on the conference website. Working papers should be limited to four pages of text including attachments. As a matter of policy, working papers of more than four pages are no longer translated by the Organization. Working papers that exceed the four-page limit will be presented as information papers (IP) in the language(s) of submission only. If the subject of a working paper exceeding the four-page limit is considered essential to the work of the meeting, a summary of not more than four pages will be requested from the originator for subsequent translation.

6.2 Only working papers submitted by States will be translated. Information papers and papers received from international organizations are no longer translated by the Organization and will be processed in the language(s) of submission only.

6.3 The documentation should be submitted electronically in Microsoft Word format to [ATConf6@icao.int](mailto:ATConf6@icao.int) as far in advance of the meeting as practicable but not later than **1 February 2013** in order to permit translation, production and posting well in advance of the meeting. Working papers and information papers received after 1 February 2013, but not later than 4 March 2013, will be processed as promptly as possible in the language(s) in which they are submitted.

6.4 The documentation for the meeting will be placed on the ATConf/6 website as it becomes available. Due to the numerous working papers expected to be produced for the meeting, there will be limited time for the discussion of each working paper. As such, a presentation time of two minutes per working paper will be enforced; presenters are urged to prepare introductions that highlight the significant points of the working paper.

6.5 To facilitate the timely production of the documentation and its use by the meeting, participants are requested to observe the rules governing the format, content and the length of working papers as outlined herein.

6.6 It is important to note that the deadline for submission of documentation will be strictly enforced; no additional documentation will be accepted for distribution on-site.

## 7. SEATING ARRANGEMENTS

7.1 Seating arrangements during the meeting are based on pre-registration records and will be progressively updated. Each delegation representing a Member State can expect a maximum of four reserved seats (two at the table and two behind); nameplates are arranged alphabetically by State name. Additional seats will be designated subject to availability.

7.2 Participants who represent international organizations and industry associations will find designated seating immediately behind the allocated State seating; the nameplates will be arranged by organization/association name. All other meeting participants are invited to be seated in the areas not designated for either States or Observers at the rear of the Assembly Hall. Additional seats are available in the Observation Galley located on the fifth floor, access to which may be gained by elevator numbers 7 and 8, or by the stairs directly in front of the Assembly Hall doors on the fourth floor.

7.3 To avoid confusion with respect to the computerized microphone system, it is important that delegates do not change the designated seating; if a change to the seating arrangements is required, please contact a member of the Secretariat.

7.4 Please note that Documentation and personal belongings must not be left in the Conference facilities overnight.

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