



**ASSEMBLY — 41ST SESSION**

**PLENARY, EXECUTIVE COMMITTEE AND ALL COMMISSIONS**

**Agenda Item 9: Reports by Committees and Commissions of the Assembly and action thereon**

**PROCEDURE FOR ASSEMBLY ACTION ON REPORTS AND REPORT FOLDER SYSTEM**

**EXECUTIVE SUMMARY**

The attached paper presents for the information of the Assembly the procedure to be followed for Assembly action on Reports from the Executive Committee and from the Technical, Economic, Legal and Administrative Commissions as they become available. It also describes the Report folder system.

It is anticipated that Plenary meetings will be held on Thursday and Friday, 6 and 7 October 2022 to consider reports from the Executive Committee and the Commissions.

<i>Strategic Objectives:</i>	This working paper does not relate to any Strategic Objectives.
<i>Financial implications:</i>	Not applicable
<i>References:</i>	Not applicable

1. As soon as discussion on a particular item has been completed by the Executive Committee or by a Commission, the Secretariat will prepare and publish electronically under an A41-WP cover sheet a draft of the relevant part of the report. The report material will be concise owing to the turnover time, and it will reflect the main discussion points and decisions. This draft will be considered shortly thereafter by the body concerned before presentation to the Plenary.
2. Each page of the report on an item will be identified by the number of the agenda item and, separated by a dash, the page number. For example, page 4 of the text relating to Agenda Item 24 will carry the number 24-4. Draft resolutions will also be identified by two figures, the first being the agenda item number and the second the number of the resolution within that item. For example, the second draft resolution related to Item 24 will be identified as Resolution 24/2.
3. Once the report on a particular agenda item has been approved by the body concerned, it will be published electronically for the Plenary, under an A41-WP cover sheet. This cover sheet will permit easy identification of parts of the final Report.
4. The electronic Report of the Executive Committee and of each Commission may be assembled together by each delegate to the extent that the delegate is interested in having a complete report of the Executive Committee or of a Commission, however, on the A41 website, under Documentation – [Working Papers by Agenda Item \(icao.int\)](#), filters are available to sort and list A41-WPs by Draft Reports and Final Reports.
5. It should be noted that the Plenary does not modify the wording of the reports from subordinate bodies but simply acts on the recommendations and draft resolutions they present and, if it so wishes, records any comments in the Minutes. Plenary action on resolutions will be notified to delegates by means of “Plenary Action Sheets”.
6. It should be pointed out that when the Assembly wishes to modify or add to an existing resolution, it should adopt a new resolution and in this case declare that the previous resolution has been superseded. At the present time, the resolutions that are in force are those contained on pages I-1 to X-50 of Doc 10140.

— END —