



AGENDA, WORKING METHODS, SCHEDULE AND WORK PLAN

(Presented by the Secretariat)

1. **Agenda**

1.1 The tentative agenda and the corresponding explanatory notes of this Workshop/Meeting, is attached as **Appendix A** of this working paper.

1.2 Those matters that are not contemplated in the Agenda could be considered under agenda item 6: Other matters.

2. **Working methods**

2.1 It is expected to work in plenary session and Ad-Hoc groups, if necessary.

2.2 During the course of the Workshop/Meeting, a Summary of Discussions and Conclusions will be prepared for its distribution to the States and international organizations interested.

2.3 The administrative issues and documentation process of the meeting will be in charge of Secretariat of the ICAO South American Regional Office.

3. **Schedule**

3.1 Subject to modifications and as required, for the meeting the following schedule is suggested for adoption:

08.30 a 09.45	Discussion of agenda item
09.45 a 10.15	Break
10.15 a 12:15	Discussion of agenda item
12:15 a 13:15	Break
13:15 a 14.15	Discussion of agenda item
14.15 a 15:15	Discussion of agenda item

4. **Work Plan**

4.1 **Appendix B** to this working paper includes the tentative work programme.

4.2 The approval of this tentative plan is suggested, taking into consideration that, in the light of the progress reached, the meeting shall adopt the modifications deemed pertinent.

APPENDIX A

TENTATIVE AGENDA AND EXPLANATORY NOTES ON THE AGENDA

Agenda Item 1: Documentation available for the preparation of contingency plans

Under this agenda item, the meeting will be able to analyse the standards and documentation available for the preparation of contingency plans.

Agenda Item 2: Presentation by States of contingency plans available

States shall present through working papers their respective contingency plans.

Agenda Item 3: Harmonization of contingency plans among States involved

Under this agenda item, and under the methodology of bilateral or multilateral meetings, the participating States will be able to analyse jointly with their adjacent States, the contingency plans, in order to finalise harmonization of the same.

Agenda Item 4: ATS contingency plans catalogue

Under this agenda item, and based on the works carried out in previous agenda items, the meeting will be able to complete a catalogue of ATS contingency plans.

Agenda Item 5: Contingency plans on volcanic ash and Contingency plans on natural disaster and /or catastrophic events

On this issue, States may analyze aspects of the dissemination and implementation of the Contingency Plan for volcanic ash and planning activities required for the development of the Contingency Plan facing natural disasters and/or catastrophic events.

Agenda Item 6: Other matters

Under this agenda item, the meeting shall review any other matter related with contingency plans, which has not been considered under any other item.

APPENDIX B
WORK PROGRAMME

Time	Monday 19	Time	Tuesday 20	Wednesday 21	Thursday 22	Time	Friday 23
0830 0900	Registration	0830 0945	Agenda Item 3 by Ad-Hoc Groups	Agenda Item 3 by Ad- Hoc Groups	Plenary session Report of the Ad- Hoc Groups	0830 0945	Delivery of the preliminary report
0900 0920	Opening of the meeting Election of the Chairman						
0920 0945	General perspective						
0945 1015	Break	0945 1015	Break	Break	Break	0945 1015	Break
1015 1215	Plenary session Agenda Item 1	1015 1215	Agenda Item 3 by Ad-Hoc Groups	Agenda Item 3 by Ad- Hoc Groups	Plenary session Report of the Ad- Hoc Groups	1015 1200	Review of the report
1215 1315	Break	1215 1315	Break	Break	Break	1200	Closing
1315 1415	Plenary session Agenda Item 2	1315 1415	Agenda Item 3 by Ad-Hoc Groups	Agenda Item 3 by Ad- Hoc Groups	Plenary session Agenda Item 4		
1415 1515	Plenary session Agenda Item 3	1415 1515	Agenda Item 3 by Ad-Hoc Groups	Agenda Item 3 by Ad- Hoc Groups	Plenary session Agenda Item 5 and 6		