



International Civil Aviation Organization

CAR/SAM Regional Planning and Implementation Group (GREPECAS)

Eighteenth Meeting of the CAR/SAM Regional Planning and Implementation Group (GREPECAS/18)

Punta Cana, Dominican Republic, 9 to 14 April 2018

GREPECAS/18-IP/03

09/03/18

Agenda Item 3: Air navigation activities at global, inter-regional and intra-regional level

3.2 Results of the ICAO Assembly – 39th Session

Thirteenth Air Navigation Conference (AN-Conf/13)

(Presented by the Secretariat)

SUMMARY

This information paper presents general information on the Thirteenth Air Navigation Conference to be held in Montreal – Canada, on 9-19 October 2018.

References:

- State Letter ST 14/1-17/120 of the ICAO General Secretariat, dated 15 December 2017

1. Introduction

1.1 On 15 December 2017, the ICAO General Secretariat sent a State Letter inviting States to the Thirteenth Air Navigation Conference to be held in Montreal (Canada) on 9-19 October 2018.

1.2 The agenda for the Conference will include a broad range of flight safety and air navigation capacity and efficiency topics of interest to Directors General of Civil Aviation, air navigation service providers, and all airspace users.

2 General information

2.1 The theme of the Thirteenth air navigation conference (AN-Conf /13) will be “**From Development to Implementation**”. All member States may participate and it would be advisable to have top officials capable of making decisions attending the meeting in order to achieve the results set forth for the Conference. The representatives of non-member States and international organisations may participate as observers, upon invitation of the Council.

2.2 The agenda will include eight items, five related to air navigation, and three related to safety. In order to make sure that each agenda item is duly analysed, a structure based on two committees was deemed appropriate. The air navigation committee (Committee A) will examine agenda items 1, 2, 3, 4 and 5 and the aviation safety committee (Committee B) will address items 6, 7 and 8.

2.3 The AN-Conf/13 will conduct detailed technical discussions that are expected to result in agreement on a series of high-level recommendations on safety and air navigation.

2.4 The objective of the Conference is to generate proactive information in order to:

- a) prepare Assembly working papers on safety and air navigation to be submitted by the ICAO Council to the 40th Assembly;
- b) allow the Council to have a better idea of the safety and air navigation resources required by ICAO in order to prepare the budget to be submitted for approval to the 40th Session of the Assembly; and
- c) allow the Assembly to focus on strategic issues based on sound technical guidance.

2.5 The agenda will include eight items, five related to air navigation and three related to safety. In order to ensure that each agenda item is duly examined, a structure based on two committees was considered. The Air navigation committee (Committee A) will analyse items 1, 2, 3, 4 and 5 of the agenda, and the aviation safety committee (Committee B) will address items 6, 7 and 8. The meeting will be held in Arabic, Chinese, Spanish, French, English and Russian.

2.6 **Appendix A** contains the attachments to the State Letter that provides detailed information on the agenda, information on credentials, the structure and conduction of the meeting, visa requirements, registration and other administrative arrangements, and the basic rules concerning the submission of the relevant documentation.

2.7 The group is invited to take note of the information and review any other related issues it may deem appropriate.



International
Civil Aviation
Organization

Organisation
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de Aviación Civil
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Международная
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航空组织

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Ref.: ST 14/1-17/120

15 December 2017

Subject: Invitation to attend the Thirteenth Air Navigation Conference from 9 to 19 October 2018 in Montréal, Canada

Action required: a) complete online registration and provide credentials by 29 June 2018; and b) submit supporting documentation on specific agenda items no later than 14 August 2018

Sir/Madam,

1. I have the honour to extend to your Government/Organization, on behalf of ICAO, an invitation to participate in the Thirteenth Air Navigation Conference (AN-Conf/13) to be held from 9 to 19 October 2018, in Montréal, Canada. The theme of the conference will be *From Development to Implementation*. The Conference agenda will address a broad range of flight safety and air navigation capacity and efficiency issues of interest to Directors' General of Civil Aviation as well as air navigation service providers and all airspace users. The meeting is open to all Member States and attendance by senior officials in a decision-making capacity is desirable (C-DEC 210/06 refers) to achieve the stated outcomes of the Conference. Representatives from non-Member States and international organizations, as invited by the Council, may participate in the meeting with observer status.

2. To ensure that each item is appropriately discussed, a structure based on two committees was deemed appropriate. The Air Navigation Committee (Committee A) will consider Agenda Items 1, 2, 3, 4, and 5 while the Aviation Safety Committee (Committee B) will consider Agenda Items 6, 7, and 8. The agenda, along with explanatory notes, and the organizational plan, as approved by the Air Navigation Commission at the second meeting of its 206th Session on 26 September 2017, are presented in detail in **Attachments A and B**, respectively. The meeting will be conducted in Arabic, Chinese, English, French, Russian and Spanish.

3. At the Conference, subject matter experts will participate in detailed technical discussions which are expected to lead to agreement on a set of high-level recommendations in the field of safety and air navigation. These recommendations will be submitted for approval to the Council for subsequent endorsement by the 40th Session of the Assembly in 2019.

4. The technical discussions at the Conference will help to set the level and focus of discussion at the 40th Session of the ICAO Assembly in 2019 leading to a more efficient and effective Assembly. By having the technical discussions at the AN-Conf/13, this will a) provide proactive input to the development of Assembly working papers in the field of safety and air navigation to be presented by the ICAO Council; b) provide the Council with a better understanding of ICAO's resource requirements in the field of safety and air navigation for their preparation of the budget which will be presented for approval at the 40th Session of the Assembly; and c) allow the Assembly to focus on strategic issues based on sound technical advice.

5. In accordance with the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143-AN/873/3), information on credentials, the structure and conduct of the meeting, visa requirements, registration and other arrangements is provided in **Attachment C**. Basic rules regarding the submission of supporting documentation are shown in **Attachment D**. This information, including that of any side-bar meetings and more, can also be found on the AN-Conf/13 website: <https://www.icao.int/Meetings/anconf13>.

6. Please ensure that your representatives have registered on the Conference website at <https://www.icao.int/Meetings/anconf13> and that credential letters are sent to anconf13@icao.int by **29 June 2018**. Submit your supporting documentation to anconf13-papers@icao.int on specific agenda items for the meeting no later than **14 August 2018**.

Accept, Sir/Madam, the assurances of my highest consideration.



Fang Liu
Secretary General

Enclosures:

- A — Agenda and explanatory notes for AN-Conf/13
- B — Organization plan
- C — Credentials and other administrative arrangements
- D — Documentation arrangements for divisional-type meetings

ATTACHMENT A to State letter ST 14/1-17/120

AGENDA AND EXPLANATORY NOTES FOR AN-CONF/13
(Theme: From Development to Implementation)

Introduction

Air navigation has witnessed important improvements in recent decades and yet, a considerable portion of the global air navigation system is still limited by conceptual approaches designed in the twentieth century. These legacy air navigation capabilities limit air traffic capacity and growth and contribute to unnecessary gas emissions in the atmosphere. A fully harmonized global air navigation system built on modern, performance-based procedures and technologies is a solution to these concerns. However, technology is constantly evolving and the realization of a strategic path to a globally harmonized system has proven elusive. Nonetheless, the air navigation system has consistently supported the safe growth of the air transport industry worldwide. To guarantee that all relevant aspects of the air navigation system are considered, two committees will meet during the first week of the Thirteenth Air Navigation Conference: the Air Navigation Committee (Committee A) will consider Agenda Items 1, 2, 3, 4 and 5. The Aviation Safety Committee (Committee B) will consider Agenda Items 6, 7, and 8.

Security and environment subjects have an important influence on the air navigation system and will be addressed within the scope of the conference. Larger issues related to security and the environment, however, are addressed in other dedicated forums related to these fields of expertise such as the Committee for Aviation Environmental Protection (CAEP) and the Aviation Security Panel (AVSECP).

With the broadening variety of aircraft types and airspace users associated with the increased level of automation supporting management of air operations, the role of humans in the system is increasing in importance and also needs to be considered by the Conference in any developments introduced to enhance key performance areas.

Agenda Item 1: Air navigation global strategy

- 1.1: Vision and overview of the sixth edition of the GANP
- 1.2: Air navigation performance improvement and measurement through the aviation system block upgrades (ASBUs) and basic building blocks (BBBs) framework
- 1.3: Air navigation roadmaps
- 1.4: Air navigation business cases

The Global Air Navigation Plan (GANP) is the strategy that guides States and stakeholders towards interoperability of systems and harmonization of procedures. As part of the development of the sixth edition of the GANP, the aviation system block upgrades (ASBUs) framework outlines elements and enablers that allow the achievement of operational improvements and also provides necessary guidance and tools to determine optimized solutions for local and regional requirements. The basic building blocks (BBBs) form a framework that outlines the backbone of any robust air navigation system. They define the basic services to be provided for international civil aviation according to ICAO Standards and Recommended Practices (SARPs). In addition, the BBBs framework identifies the end users of these services as well as the assets necessary to provide them (CNS infrastructure). Also key is performance monitoring through an established measurement strategy. This strategy should provide a set of performance indicators and performance metrics which would allow all stakeholders to verify the performance of the system and identify areas where improvements are necessary to attend the expectations of the aviation community. Particularly regarding the safety key performance area, a link to

targets established in the GASP is necessary as well as a link to the process in use by the PIRGs to monitor performance enhancement resulting from implementation of operational improvements.

The Conference will be invited to put forward recommendations on:

- a) the vision, performance ambitions and overview proposed for the sixth edition of the GANP;
- b) the latest developments of the ASBUs framework;
- c) the BBBs framework; and
- d) the air navigation roadmaps and the methodology for development of business cases.

Agenda Item 2: Enabling the global air navigation system

- 2.1: Aerodrome operations and capacity
- 2.2: Integrated CNS and spectrum strategy
- 2.3: Future provision of aeronautical meteorological service

The global air navigation system must evolve to cope with the demands, expectations and issues faced by the aviation community in key performance areas. In this regard, the ASBUs framework provides technical and conceptual roadmaps for upgrades to infrastructure and services. These roadmaps are needed by all stakeholders to effectively operate in their environments. Also associated with the operational improvements described in the ASBUs framework, there are several enablers that must be in place to allow evolution of the system as a whole. The Conference will discuss strategies to put in place the necessary technical infrastructure and operational services in a cost-effective way to enable improvement in all key performance areas.

The Conference will be invited to put forward recommendations on:

- a) how to improve aerodrome operations and reinforce its relationship with the ATM environment, and a future strategy to increase aerodrome capacity enabling the enhancement of the whole system capacity through optimized airport planning and design and total airport management;
- b) an integrated CNS and spectrum strategy — the evolution and rationalization of the global CNS infrastructure, taking into account its impact on the air navigation system as a whole and increasing pressures on aeronautical frequency spectrum; and
- c) how MET services will be provided in the future.

Agenda Item 3: Enhancing the global air navigation system

- 3.1: System-wide information management (SWIM)
- 3.2: Flight and flow information for a collaborative environment (FF-ICE)
and trajectory-based operations (TBO)
- 3.3: Air traffic flow management (ATFM)
- 3.4: Civil/military cooperation
- 3.5: Other ATM issues

The global air navigation system must evolve to cope with the varying needs of different stakeholders. This can be achieved through a better management of available data and information to support air traffic management by trajectory instead of ad hoc clearances. Rather than a revolution, the air navigation system needs a gradual evolution towards new procedures and concepts of operations that recognize different regional and national needs. In this context, there will be a gradual enhancement of the air

navigation system with due consideration being given to specific operational needs and scenarios. In this regard, the Conference will debate the process for enhancing performance of the air navigation system to meet the current and future expectations of States and all other stakeholders.

The Conference will be invited to put forward recommendations on:

- a) a system to exchange data and information on a global basis which can support the evolution of the air navigation system towards trajectory-based operations;
- b) how ATFM can improve and evolve aiming a future trajectory-based operations;
- c) how to improve civil-military cooperation and collaboration for the benefit of both airspace users and to attend specific mission requirements; and
- d) other ATM issues that are necessary to enhance the performance of the air navigation system as a whole.

Agenda Item 4: Implementing the global air navigation system and the role of planning and implementation regional groups (PIRGs)

- 4.1: The economic benefits brought by aviation
- 4.2: Implementing BBBs and minimum service Standards
- 4.3: Implementing ASBUs for performance improvement
- 4.4: Implementing search and rescue (SAR) processes and procedures

Members of the aviation community make differing performance demands of the air navigation system with either explicit or implicit expectations for economic opportunity, efficiency and predictability, as well as in other key performance areas. For optimum system performance, each of these sometimes competing expectations will need to be balanced. Regions and States are adopting a performance-based approach to air navigation planning and implementation to cope with the necessary evolution of the air navigation system based on their specific operational scenarios and requirements. The PIRGs are the regional bodies that enable convergence of regional developments. They provide direction to national plans while at the same time contributing to the achievement of global performance ambitions.

The Conference will be invited to put forward recommendations on:

- a) how aviation can better contribute to a State's economic development;
- b) how PIRGs can improve contribution to regional development;
- c) facilitating implementation of BBBs services and ASBUs elements; and
- d) improving implementation of SAR processes and procedures.

Agenda Item 5: Emerging issues

- 5.1: Operations above Flight Level 600
- 5.2: Operations below 1000 feet
- 5.3: Remotely piloted aircraft system (RPAS)
- 5.4 Cyber resilience
- 5.5: Other emerging issues impacting the global air navigation system including unmanned aircraft systems (drones), and supersonic and commercial space operations

With a diversifying operational environment in terms of new aircraft types such as drones, operations and airspace users, the global air navigation system is being impacted and may face safety and efficiency

challenges not seen before and due to the increased use of connected systems in support of air operations, consideration should be given to cyber hazards that may impact its resilience. The development of remotely piloted aircraft systems (RPAS), the increase in new types of operations above FL600, and airspace users flying close to the ground, sometimes below 1000ft, requires that the air navigation system evolve to continue meeting the needs and expectations of all stakeholders while supporting access and equity in the use of airspace and available infrastructure and services notwithstanding the current delineation and management of controlled airspace.

The Conference will be invited to put forward recommendations on:

- a) the process and procedures to improve the management of operations above FL600 and below 1000ft;
- b) the regulatory framework to enable the integration of RPAS in non-segregated airspace;
- c) cyber strategies to reduce system vulnerabilities; and
- d) any other emerging issues that may impact safety and regularity of the air navigation system.

Agenda Item 6: Organizational safety issues

6.1 Strategic plan

- 6.1.1: Vision and overview of the Global Aviation Safety Plan (GASP), 2020-2022 edition
- 6.1.2: Enabling safety performance monitoring; goals, targets and indicators in the 2020-2022 edition of the GASP
- 6.1.3 Global Aviation Safety Oversight System (GASOS)

6.2 Implementation of safety management

- 6.2.1: State safety programmes (SSPs)
- 6.2.2: Safety management systems
- 6.2.3: Developing safety intelligence

6.3 Monitoring and Oversight

- 6.3.1: The evolution of the Universal Safety Oversight Audit Programme (USOAP) continuous monitoring approach (CMA)
- 6.3.2: Support and the USOAP CMA Online Framework (OLF)

This agenda item focuses on ICAO's evolving safety strategy which includes: global planning; promotion of a proactive approach through the implementation of safety management; ICAO's continuous monitoring activities under the Universal Safety Oversight Audit Programme (USOAP); and adaptation of a State's safety oversight system to the rapidly evolving aviation industry. This adaptation requires a different approach to safety oversight allowing States access to practical, reliable and affordable options through the establishment of a global aviation safety oversight system (GASOS). There are systemic safety issues linked to organizational culture, policies and procedures that may impact on the effectiveness of safety risk controls. The Global Aviation Safety Plan (GASP) sets forth a strategy to guide States and other stakeholders on the prioritization and continuous improvement of civil aviation safety. It provides a framework for the development and implementation of regional, sub-regional and national aviation safety plans. The USOAP has transitioned to the Continuous Monitoring Programme (CMA) which will further evolve to meet the needs of States and ICAO in line with the GASP.

The Conference will be invited to put forward recommendations on:

- a) the 2020-2022 edition of the GASP;
- b) plans for the evolution of the USOAP CMA;
- c) strategies to support the development of safety intelligence; and
- d) the proposed GASOS.

Agenda Item 7: Operational safety risks

- 7.1: Facilitation of data-driven decision-making in support of safety intelligence to support safety risk management
- 7.2: Operational safety risks at the global, regional and national levels, and the role of RSOOs and RASGs in achieving the GASP goals
- 7.3: Other implementation issues

This agenda item will review implementation strategies, identifying issues that need to be addressed to meet the GASP goals and targets. Aviation safety is central to ICAO’s Strategic Objectives. The GASP sets out a continuous improvement strategy which includes goals and targets for States, regions and industry to meet through the implementation of safety initiatives to address organizational and operational safety issues. ICAO is constantly striving, in close collaboration with the entire air transport community, to further improve aviation’s successful safety performance while maintaining a high level of capacity and efficiency.

The Conference will be invited to put forward recommendations on:

- a) the sharing of data sources for developing safety intelligence in support of safety risk management;
- b) global, regional and national initiatives to address high risk categories (HRCs) of accidents; and
- c) other recognized operational safety issues.

Agenda Item 8: Emerging safety issues

- 8.1: Measures to proactively address emerging issues;
- 8.2: Emerging safety issues

This agenda item will examine means for the early identification of emerging safety issues and on global emerging priorities. The Second High-level Safety Conference (HLSC 2015) noted that ICAO, in collaboration with States, regional aviation safety groups (RASGs), aviation safety partners and the industry, should develop methods to identify future safety goals and priorities. Monitoring and reporting progress enables States and regions to modify their activities based on their performance and to address emerging safety issues. These include issues impacting safety on which the aviation community may not, but should, be focused; or they are issues already known, but which are changing. ICAO publishes annual safety reports that provide an indication of the progress being made. To proactively identify and address emerging issues, the aviation community needs to find ways to share information effectively in a timely manner.

The Conference will be invited to put forward recommendations on:

- a) initiatives to proactively address emerging safety issues;
 - b) global, regional and national initiatives to address emerging safety issues.
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ATTACHMENT B to State letter ST 14/1-17/120

ORGANIZATIONAL PLAN

BODY	AGENDA ITEM	T		W		T		F		S			M		T		W		T		F			
		9		10		11		12		13			14		15		16		17		18		19	
		am	pm	am	pm	am	pm	am	pm	am	pm		am	pm	am	pm	am	pm	am	pm	am	pm		
<i>Plenary</i>		O/P	O/P																	J	P			
<i>Committee A</i>	1.1 to 1.4																							
	2.1 to 2.4																							
	3.1 to 3.5										R1													
	4.1 to 4.4												R2											
	5.1 to 5.4																							
<i>Committee B</i>	6.1 to 6.3																R3							
	7.1 to 7.3																		R4	R5				
	8.1 to 8.2									R6	R7	R8									R	R		

LEGEND:

- O – Opening session
- P – Plenary meeting
- R – Review of draft report
- J – Joint Meeting of Committees A and B

CREDENTIALS AND OTHER ADMINISTRATIVE ARRANGEMENTS

Background

1. In response to State letter ST 14/1-17/54, dated 28 April 2017, requesting your comments on a tentative list of subjects proposed for the agenda of the Thirteenth Air Navigation Conference (AN-Conf/13), agenda items were proposed and sub-items were included to each of the items to expand the subjects according to the proposals received from States and international organizations.

Credentials

2. Credentials are required for the meeting. Such credentials should be signed on behalf of the State or international organization concerned by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting (Member States: delegate, alternate, adviser; non-Member States and international organizations: observer). The credentials may be sent to anconf13@icao.int.

Organization

3. The meeting will be conducted in accordance with the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143-AN/873/3, Part I, paragraph 6). The Conference will meet in Plenary the morning of the first day and again the last day to approve the report of the Conference. To ensure that each item is appropriately discussed, a structure based on two committees was deemed appropriate. The Air Navigation Committee (Committee A) will consider Agenda Items 1, 2, 3, 4, and 5 while the Aviation Safety Committee (Committee B) will consider Agenda Items 6, 7, and 8. Please refer to the organizational plan for more details.

4. In view of limited space availability in the main ICAO conference room some delegates may have to be accommodated in an adjacent conference room. This adjacent room will have live video broadcast of the Conference deliberations. Also, facilities will be provided such that the delegates in the adjacent room will be able to electronically contact their chief delegate in the main conference room for any coordination.

Visa

5. By means of the *Immigration and Refugee Protection Regulations* made under the *Immigration and Refugee Protection Act*, and in accordance with paragraph 3.19 of Annex 9 — *Facilitation of the Chicago Convention*, Canada has already dispensed with the requirement of entrance visas for temporary visitors of a considerable number of States. It should however be noted that, as of 15 March 2016, many visa-exempt visitors travelling to Canada by air will require an Electronic Travel Authorization (eTA). Those delegates for whom visas continue to be required for entry into Canada are invited to take steps to obtain these visas in good time (at least four weeks prior to departure) from the nearest Canadian authorities. Please note that it is not possible to obtain entry visas upon arrival in Canada.

Registration and other arrangements

6. Online registration for this event and other logistic arrangements are available on the AN-Conf/13 website at <https://www.icao.int/Meetings/anconf13>. General information regarding accommodations and other facilities in Montréal can be found at <https://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>.

ATTACHMENT D to State letter ST 14/1-17/120

DOCUMENTATION ARRANGEMENTS FOR DIVISIONAL-TYPE MEETINGS

General

1. The Secretariat will prepare a basic working paper on each agenda item, defining the problem and providing a brief historical background. As appropriate, the working paper will include lines of development, tentative conclusions and specific suggestions for action. The Secretariat working papers will be circulated as early as practicable before the meeting. The first papers will be published on the AN-Conf/13 website from 30 May 2018.
2. To the extent practicable, use will be made of preparatory machinery such as correspondence with States and international organizations, panels and study groups to develop specific action proposals on individual agenda items. Working papers are papers submitted for consideration under specific agenda items. States and international organizations should prepare their working papers as either “action papers” or “information papers”. The former will comprise working papers containing specific proposals for action. All other working papers will be deemed to be “information papers”.

Submission of working papers

3. To facilitate the timely reproduction of documentation and its use by the meeting, you are requested to observe the rules governing the format, content and length of working papers as outlined herein. It is important to note that the deadline for submission of documentation will be strictly enforced and no additional documentation will be accepted for distribution at the site of the meeting.
4. All documents should be submitted electronically in Microsoft Word format to anconf13-papers@icao.int. The following table presents the governing rules of the deadlines for the submission and translation of documentation from States and international organizations.

		Submissions before 14 August 2018	Submissions between 14 August and 14 September 2018	Submissions after 14 September 2018
States	Working Papers (WPs)	Translated by ICAO and published in six languages.	Published in the language(s)* in which they are submitted.	Will not be processed
	Information Papers (IPs)	Published in the language(s)* in which they are submitted.		
International Organizations (IOs)	Working Papers (WPs)	Published in the language(s)* in which they are submitted.		
	Information Papers (IPs)	Published in the language(s)* in which they are submitted.		

* English version should be included as a minimum.

5. Working papers should be brief, action oriented and concise, and must adhere to a four–page limit for new text including appendices. Working papers that do not propose any substantive action will be reclassified as information papers and will not be translated. The States concerned will be informed accordingly. ICAO will be performing some light editing of the texts submitted to ensure that templates have been used correctly, scanning the texts to correct the most obvious format errors, making minor editorial changes in the texts to clarify ICAO-related titles and document references, and correcting spelling errors.
6. While minor revisions could be made, processing of substantial changes cannot be guaranteed, and no further changes will be accepted after **14 September 2018**.
7. Longer papers will be presented as information papers and will be published in the ICAO language versions provided. 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 provided for translation.

Availability of working papers

8. The documentation for the meeting will be placed on the ICAO website at <https://www.icao.int/meetings/anconf13/pages/documentation.aspx> on an ongoing basis. A template for the working and information papers will also be placed on the website for use when preparing documentation. As time available for the discussions of the working papers is very limited due to the expected number of working papers, all participants are requested to continually check the website for documentation updates and to familiarize themselves with the papers before coming to the Conference. A presentation time of two minutes per working paper will be strictly adhered to; please prepare your introductions appropriately so that you make the most significant points within that time period.
9. In order to minimize delays in the availability of documents to be presented to the Conference, the papers will be published non-simultaneously. Original submissions and the English versions will be published first, followed by the other language versions as soon as they are available.
10. Working papers will be processed in accordance with the following priorities:

First priority — “Action papers”

Second priority — “Information papers”

“Action” papers

11. “Action” papers should be presented in the following form:
 - a) each paper should be limited to one agenda item;
 - b) each paper should be brief and not exceed four pages of print including the text of amendment proposals where applicable;

- c) immediately after the agenda item heading and the title identifying the subject matter of the paper, there should be a statement framed in a box, specifying the nature of the proposal, and the recommended action along the lines of the following example:

SUMMARY
This paper presents the latest developments regarding the ASBUs framework.
Action: The Conference is invited to:
a) ...; and
b) ...

- d) the first part of each paper should explain concisely the purpose of the proposal, its rationale and include essential references to the history of the subject.

“Information” papers

12. Information papers contain useful background information (such as lengthy technical studies), but no proposals for action. They are produced in the language in which they are submitted, should be as short as possible.

— END —