



INTERNATIONAL CIVIL AVIATION ORGANIZATION

A35-WP/4
P/4
20/5/04

ASSEMBLY — 35TH SESSION

PLENARY, EXECUTIVE COMMITTEE AND ALL COMMISSIONS

Agenda Item 11: Reports by Commissions and Committees of the Assembly and action thereon

PROCEDURE FOR ASSEMBLY ACTION ON REPORTS AND REPORT FOLDER SYSTEM

1. The procedure described in the following paragraphs will be followed during the Assembly. It is anticipated that Plenary meetings will be held on Friday, 8 October 2004 to consider reports from the Executive Committee and the Commissions as they become available.
2. As soon as discussion on a particular item has been completed by a Commission or by the Executive Committee, the Secretariat will prepare and distribute under an A35-WP cover sheet a draft of the relevant part of the report. This draft will be considered shortly thereafter by the body concerned before presentation to the Plenary.
3. 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.
4. After the report on a particular agenda item has been approved by the body concerned, it will be issued for the Plenary, under an A35-WP cover sheet of a different colour for the Executive Committee and each of the Commissions. This cover sheet will permit easy identification of parts of the final Report, and the difference in colour will facilitate filing of these parts in the corresponding report folders which will be provided.
5. The Report of each Commission and of the Executive Committee will be assembled together by each delegate to the extent that he is interested in having a complete report of a Commission or of the Executive Committee. There will be no distribution at the end of the Assembly of a consolidated report for each body; as usual, the reports of the Executive Committee and each of the Commissions will be issued later as separate documents.

6. 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". For easier reference they will be of the same colour as the Report of the relevant body which tabled the draft resolution.

7. 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. Similarly, the Assembly should declare cancelled all resolutions that should no longer continue to be in force; at the present time, the resolutions that are in force are those contained on pages I-1 to X-20 of Doc 9790.

— END —