



**WORKING PAPER**

**CONFERENCE ON AVIATION AND ALTERNATIVE FUELS**

**Mexico City, Mexico, 11 to 13 October 2017**

**Agenda Item : All**

**MEETING ARRANGEMENTS AND TENTATIVE TIMETABLE**

(Presented by the ICAO Secretariat)

**SUMMARY**

This working paper provides an overview of the administrative arrangements for the second ICAO Conference on Aviation and Alternative Fuels (CAAF2). It includes the agenda, the proposed timetable and other pertinent information related to the convening of the CAAF2.

Action by the Conference is in paragraph 7.

**1. INTRODUCTION**

1.1 The second ICAO Conference on Aviation and Alternative Fuels (CAAF2) will be convened from 11 to 13 October 2017, at the Hotel Intercontinental Presidente, in Mexico City, Mexico.

1.2 The CAAF2 is being held pursuant to ICAO Assembly Resolution A39-2: *Consolidated statement of continuing ICAO policies and practices related to environmental protection – climate change*, which reaffirms the need for alternative fuels to be developed and deployed in an economically, socially and environmentally acceptable manner. The 39th Session of the Assembly also welcomed the convening of CAAF2, with the objective of developing an ICAO Vision on Aviation Alternative Fuels.

**2. AGENDA FOR THE CAAF2**

2.1 The agenda for the CAAF2, is included in Appendix A.

**3. LANGUAGE OF THE MEETING**

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

#### 4. **TIMETABLE AND SCHEDULE**

4.1 The working hours are proposed as follows:

Wednesday to Friday:                   0930 - 1230 hours; and  
  1400 - 1700 hours;  
  with short coffee breaks.

4.2 The meeting will work as a single body and a tentative timetable is attached as Appendix B. This timetable is subject to change depending on the progress made in the consideration of individual Agenda items. Meeting participants will be informed of changes to the timetable as the discussions develop.

4.3 The formal introduction of working papers on which specific action is sought by States or observers may need to be restricted in order to maximize the time available for substantive discussion on each of the topics. Information papers (papers not requesting any specific action by the Conference) will not be formally presented. They will, however, form part of the record of the meeting.

#### 5. **DOCUMENTATION FOR THE MEETING**

5.1 Guidelines for the preparation of working papers can be found on the CAAF2 website at <https://www.icao.int/Meetings/CAAF2/Pages/Documentation.aspx>

5.2 The documentation for the meeting will be posted on the CAAF2 website, and updated regularly. Working papers must be submitted by States and international organizations by 30 August 2017, in order to be made available in all of the languages of the meeting. Working papers received after the deadline will be issued in their original language only.

5.3 Working papers presented by observers and all information papers will be issued in their original language only, unless translated versions are provided by the originators of these papers.

5.4 This meeting will be conducted on a paper-free basis as much as possible. No documentation posted electronically prior to the meeting will be distributed in hard copy.

#### 6. **SEATING ARRANGEMENTS**

6.1 Seating arrangements during the meeting are based on pre-registration records and will be progressively updated with information from on-site registration.

6.2 Participants will find their designated seat by the nameplate of their State/organization.

6.3 It is important that delegates do not change seats designated to them. For further information or assistance during the meeting, please contact a member of the ICAO Secretariat. Documentation and other personal belongings must not be left in the Conference facilities overnight.

7. **ACTION BY THE CAAF2**

7.1 The CAAF2 is invited to:

- a) note the information given in paragraphs 1, 2, 3, 4, 5 and 6;
- b) approve the working hours of the meeting as proposed in paragraph 4; and
- c) approve the timetable in Appendix B on the understanding that it will be kept under review and amended, as necessary, in light of the agenda.

-----



**APPENDIX A**

**AGENDA FOR THE SECOND ICAO CONFERENCE ON AVIATION  
AND ALTERNATIVE FUELS**

Hotel Intercontinental Presidente, Mexico City, Mexico  
11 to 13 October 2017

- Agenda Item 1: Developments in research and certification of aviation alternative fuels;
- Agenda Item 2: Financing and assistance programmes for aviation alternative fuels;
- Agenda Item 3: Challenges and policy making; and
- Agenda Item 4: Defining the ICAO vision on aviation alternative fuels and future objectives

-----



**APPENDIX B**

**TENTATIVE TIMETABLE FOR THE SECOND ICAO CONFERENCE ON AVIATION  
AND ALTERNATIVE FUELS**

Hotel Intercontinental Presidente, Mexico City, Mexico  
11 to 13 October 2017

**Wednesday, 11 October 2017**

- |           |   |
|-----------|---|
| 0930-1030 | Opening Remarks and Setting the Scene   |
| 1030-1100 | <i>Agenda Item 1: Developments in research and certification of aviation alternative fuels</i>          |
| 1100-1115 | Coffee break  |
| 1115-1230 | <i>Agenda Item 1: Developments in research and certification of aviation alternative fuels (cont'd)</i> |
| 1230-1400 | Lunch   |
| 1400-1515 | <i>Agenda Item 1: Developments in research and certification of aviation alternative fuels (cont'd)</i> |
| 1515-1530 | Coffee break  |
| 1530-1700 | <i>Agenda Item 2: Financing and assistance programmes for aviation alternative fuels</i>                |

**Thursday, 12 October 2017**

- |           |  |
|-----------|--|
| 0930-1030 | <i>Agenda Item 2: Financing and assistance programmes for aviation alternative fuels (cont'd)</i>                            |
| 1030-1045 | Coffee break   |
| 1045-1230 | <i>Agenda Item 3: Challenges and policy making</i>   |
| 1230-1400 | Lunch  |
| 1400-1515 | <i>Agenda Item 3: Challenges and policy making (cont'd)</i>  |
| 1515-1530 | Coffee break   |
| 1530-1700 | <i>Agenda Item 3: Challenges and policy making (cont'd)<br/>Review of meeting results and Recommendations to the Council</i> |

**Friday, 13 October 2017**

- 0930-1030     *Agenda Item 4: Defining the ICAO vision on aviation alternative fuels and future objectives*
- 1030-1045     Coffee break
- 1045-1230     *Agenda Item 4: Defining the ICAO vision on aviation alternative fuels and future objectives (cont'd)*
- 1230-1400     Lunch
- 1400-1515     *Review of meeting results and Recommendations to the Council*
- 1515-1530     Coffee break
- 1530-1700     *Review of meeting results and Recommendations to the Council (cont'd)*

— END —