



WORKING PAPER

**THIRD CONFERENCE ON AVIATION AND ALTERNATIVE FUELS
(CAAF/3)**

Dubai, United Arab Emirates, 20 to 24 November 2023

Agenda Item 1: Scene Setting – Latest developments in cleaner energy technology for international aviation and its contribution to the Long-Term Global Aspirational Goal

CONFERENCE ARRANGEMENTS AND TENTATIVE TIMETABLE

(Presented by the ICAO Secretariat)

SUMMARY

This working paper provides an overview of the administrative arrangements for the third ICAO Conference on Aviation Alternative Fuels (CAAF/3). It includes the agenda, the proposed timetable and other pertinent information related to the convening of the CAAF/3.

Action by the Conference is in paragraph 8.

1. INTRODUCTION

1.1 The third ICAO Conference on Aviation Alternative Fuels (CAAF/3) will be convened from 20 to 24 November 2023, in Dubai, United Arab Emirates (UAE), as an in-person event with hybrid capabilities.

1.2 Following the outcome of the second ICAO Conference on Aviation and Alternative Fuels (CAAF/2) in October 2017, which endorsed the 2050 Vision for Sustainable Aviation Fuel (SAF)¹, the 41st Session of the ICAO Assembly in October 2022 requested the Council to continue to assess progress on the development and deployment of SAF, lower carbon aviation fuel (LCAF) and other cleaner energy sources for aviation as part of the ICAO Stocktaking process. The Council was also requested to convene the CAAF/3 in 2023 for reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy sources for aviation, in order to define an ICAO global framework in line with the *No Country Left Behind* (NCLB) initiative and taking into account national circumstances and capabilities².

1.3 CAAF/3 will bring together high-level officials from States who will have the authority to make policy-related decisions, as well as international organizations with direct involvement in aviation cleaner energy, that are invited to participate as Observers (State letter ENV 5/1.14 – 23/61 refers).

¹ Refer to Declaration of CAAF/2: <https://www.icao.int/environmental-protection/GFAAF/pages/ICAO-Vision.aspx>.

² Refer to Assembly Resolution A41-21, paragraph 28. f).

1.4 The conference will start in the afternoon of 20 November 2023 for the opening ceremony and to accommodate the statements of Ministerial and high-level representatives of States, while the election of Chairperson and consideration of agenda items will start from 21 November 2023 onwards. Further information on the conference timetable and other updates will be provided at the CAAF/3 website: <https://www.icao.int/Meetings/CAAF3/Pages/default.aspx>.

1.5 A number of preparatory events preceded CAAF/3. The ICAO Stocktaking on aviation in-sector CO₂ emissions reductions and the first pre-CAAF/3 policy and finance consultation event was held in July 2023 (State letter ENV 9/1 – 23/34 refers)³. The second pre-CAAF/3 outcomes consultation event was held in September 2023 to make further progress on the preparation of CAAF/3 (State letter ENV 9/1 – 23/58 refers)⁴.

2. AGENDA FOR THE CONFERENCE

2.1 The agenda for the CAAF/3 is included in Appendix A.

3. LANGUAGE OF THE CONFERENCE

3.1 The working languages of the CAAF/3 are Arabic, Chinese, English, French, Russian and Spanish.

4. CONFERENCE VENUE AND SERVICES

4.1 The conference will be held at the Hilton Dubai Al Habtoor City in Dubai, United Arab Emirates.

4.2 In addition to the consideration of agenda items during the conference, activities will also include an opening ceremony, gala dinner, social events, exhibition area and closing ceremony. The conference premises will include an emergency and medical centre for participants.

5. TIMETABLE AND SCHEDULE

5.1 The working hours in Dubai, UAE are proposed as follows:

Monday:	1400 – 1930 hours; with a short coffee break
Tuesday to Friday:	0900 – 1230 hours; and 1430 – 1800 hours; with short coffee breaks.

5.2 The conference 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

³ The 2023 ICAO Stocktaking and the first pre-CAAF/3 event: <https://www.icao.int/Meetings/Stocktaking2023/Pages/default.aspx>

⁴ The second pre-CAAF/3 event: <https://www.icao.int/Meetings/pre-CAAF3/Pages/default.aspx>

individual agenda items. The conference participants will be informed of changes to the timetable as the discussions develop.

5.3 In the afternoon of 20 November 2023, following the opening ceremony of CAAF/3 including the opening by the President of the ICAO Council and keynote addresses as well as the opening of the exhibition area, there will be a panel session for the exchange of views among high-level representatives of States on the expectations for CAAF/3. Then, the floor will be opened for pre-reserved oral statements from States' high-level representatives, with interpretation services. The high-level statements should focus on agenda items and be no longer than 3 minutes. If time permits, oral statements by Observers will be accommodated. Member States and Observers should notify the Secretariat of their intention to deliver an oral statement and submit the written copy of the oral statement by **24 October 2023** to officeenv@icao.int. Written oral statements will not be translated and will be posted on the website in the original language(s) provided.

5.4 From 21 November 2023 onward, the formal introduction of working papers on which specific action is sought by the conference needs to be short and concise, 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 conference.

6. DOCUMENTATION FOR THE CONFERENCE

6.1 Guidelines for the preparation of documentation can be found at the CAAF/3 website. Documentation that your Government/Organization may wish to submit for discussion at the conference should be submitted to ICAO no later than **17 October 2023 for Agenda Items 1 to 4**, while the documentation deadline is extended by **20 October 2023 for Agenda Item 5**. This will ensure timely translation and electronic distribution for full consideration by participants prior to the conference. It is important to note that the deadline for submission of documentation will be strictly enforced and no documentation will be accepted after this deadline.

6.2 Working papers should be brief, action oriented and focussed, and must adhere to a strict four-page limit for text, including any appendices. As a matter of policy, working papers of more than four pages and information papers are no longer translated by the Organization. Longer papers will have to be presented as information papers in their original language(s) only. If the subject of such longer papers is considered essential to the conference's work, a summary of not more than four pages should be produced for translation. Documentation received from international organizations will be distributed only in the language or languages in which they are submitted. You are further encouraged, as far as possible, to submit documentation in more than one language of the conference (Arabic, Chinese, English, French, Russian, and Spanish).

6.3 The documentation for CAAF/3 will be placed on the website on an ongoing basis. This conference will be conducted on a paper-free basis as much as possible, and no documentation posted electronically prior to the conference will be distributed in hard copy.

7. ACCESS TO THE CONFERENCE CENTRE AND SEATING ARRANGEMENTS

7.1 Depending on potential social distancing measures in force at the time of the conference, access to the conference centre and conference rooms may need to be restricted.

7.2 Seating arrangements during the conference are based on pre-registration records and will be progressively updated with information from on-site registration. Participants will find their designated seat by the nameplate of their State/organization.

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

8. **ACTION BY THE CAAF/3**

8.1 The CAAF/3 is invited to:

- a) note the information given in paragraphs 1 to 7 above;
- b) approve the working hours of the conference as proposed in paragraph 5; 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
THIRD CONFERENCE ON AVIATION AND ALTERNATIVE FUELS (CAAF/3)

Dubai, United Arab Emirates
20 to 24 November 2023

- Agenda Item 1: Setting the scene – Latest developments in cleaner energy technology for international aviation and its contribution to the Long-Term Global Aspirational Goal
- Agenda Item 2: Supporting policies to promote the development and deployment of cleaner energy for aviation
- Agenda Item 3: Assistance and capacity building for cleaner energy
- Agenda Item 4: Financing cleaner energy
- Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework

APPENDIX B

TENTATIVE TIMETABLE FOR CAAF/3

Dubai, United Arab Emirates
20 to 24 November 2023

Monday, 20 November 2023

- 1400-1500 Opening ceremony of CAAF/3 including the opening by the President of the ICAO Council and keynote addresses, as well as the opening of the exhibition area
- 1430-1500 Coffee break
- 1500-1630 High-level panel for exchange of views among Member States on expectations for CAAF/3
- 1630-1930 High-level statements by Member States

Tuesday, 21 November 2023

- 0900-0915 Election of the Chairperson and Vice-Chairperson for CAAF/3
- 0915-1030 Agenda Item 1: Setting the scene – Latest developments in cleaner energy technology for international aviation and its contribution to the Long-Term Global Aspirational Goal
- 1030-1100 Coffee break
- 1100-1230 Agenda Item 2: Supporting policies to promote the development and deployment of cleaner energy for aviation
- 1230-1430 Lunch
- 1430-1600 Agenda Item 2: Supporting policies to promote the development and deployment of cleaner energy for aviation (cont'd)
- 1600-1630 Coffee break
- 1630-1800 Agenda Item 2: Supporting policies to promote the development and deployment of cleaner energy for aviation (cont'd)

Wednesday, 22 November 2023

- 0900-1030 Agenda Item 3: Assistance and capacity building for cleaner energy
- 1030-1100 Coffee break
- 1100-1230 Agenda Item 3: Assistance and capacity building for cleaner energy (cont'd)

- 1230-1430 Lunch
- 1430-1600 Agenda Item 4: Financing cleaner energy
- 1600-1630 Coffee break
- 1630-1800 Agenda Item 4: Financing cleaner energy (cont'd)

Thursday, 23 November 2023

- 0900-1030 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework
- 1030-1100 Coffee break
- 1100-1230 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)
- 1230-1430 Lunch
- 1430-1600 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)
- 1600-1630 Coffee break
- 1630-1800 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)

Friday, 24 November 2023

- 0900-1030 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)
- 1030-1100 Coffee break
- 1100-1230 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)
- 1230-1430 Lunch
- 1430-1600 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)
- 1600-1630 Coffee break
- 1630-1800 Agenda Item 5: Reviewing the 2050 ICAO Vision for SAF, including LCAF and other cleaner energy for aviation, in order to define a global framework (cont'd)