



WORKING PAPER

**CONFERENCE ON THE ECONOMICS OF AIRPORTS AND
AIR NAVIGATION SERVICES**

Montréal, 15 to 20 September 2008

CONFERENCE ORIGINS AND ORGANIZATIONAL ARRANGEMENTS

(Presented by the Secretariat)

INFORMATION PAPER

SUMMARY

This paper describes briefly the origin and convening of the Conference on the Economics of Airports and Air Navigation Services (CEANS) and some organizational and procedural arrangements for the conduct of the Conference.

1. CONVENING AND AGENDA OF THE CONFERENCE

1.1 The Council decided, on 6 June 2007, to convene the Conference on the Economics of Airports and Air Navigation Services (CEANS) from 15 to 20 September 2008. The Council noted that significant changes had taken place regarding the organization and operation of airports and air navigation services since the previous Conference on the Economics of Airports and Air Navigation Services (ANSCConf 2000) was held. These included a marked growth in the establishment of autonomous entities for the provision of airports and air navigation services and increasing commercialization and privatization. Also, taking into account the economic characteristics and capacity limitations of airports and air navigation services together with the liberalization of air transport services, the Council noted that these developments had, in certain circumstances, given rise to questions regarding the application of the non-discrimination principle in Article 15 of the *Convention on International Civil Aviation* (Chicago, Convention, Doc 7300), and of ICAO's policies on charges, such as consultation with users, transparency and the cost relationship of charges.

1.2 A provisional agenda for the Conference was communicated to States on 23 February 2007. Taking into account the comments received, the Council approved the Agenda for the Conference which was subsequently distributed to States and international organizations along with the invitation to the Conference (State letter SD 38/1-07/69 dated 7 December 2007) and has also been issued as WP/1.

1.3 When deciding about the convening of the Conference, the Council noted that a one-day Symposium, on Sunday, 14 September, would set the scene for the Conference. The Symposium would

focus on the main issues to be addressed by the Conference, enabling delegates, in an informal setting, to obtain information and exchange views regarding these issues. An invitation to the Symposium was sent out under cover of State letter SD 38/1-08/25 on 28 March 2008, together with key information and procedural arrangements for the two events.

1.4 In keeping with the thrust of the Agenda, the Conference has been given the theme “Commercialization/privatization and its implications on governance and control”.

2. INVITATIONS AND REGISTRATION

2.1 Invitations to the Conference and Symposium have been issued to all ICAO Contracting States and, as Observers, to non-contracting States and selected international organizations listed in the **Appendix**.

2.2 Registration for the Conference and Symposium will be common for those Conference participants attending both events and will have to be done only once. All participants are encouraged to register using the online registration form available at the Conference website. For those participants who have not registered online, a registration centre will be in operation at the ICAO Conference Centre at the Headquarters premises on 13, 14 and 15 September 2008 from 0800 to 1700 hours and daily from 16 to 20 September 2008 from 0830 to 1700 hours. At registration, every participant will be issued an identification badge, which will be required to access the Conference Centre and obtain the documentation.

3. RULES OF PROCEDURE

3.1 The Conference will be conducted under the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683). In accordance with Rule 2 of Doc 8683, credentials are required. In order to increase the efficiency of the meeting, the Council has decided to suspend Rule 26 of Doc 8683, which calls for the preparation of summary minutes.

4. TIMETABLE AND SCHEDULE

4.1 The Conference will begin with opening formalities at 0930 hours on Monday, 15 September 2008 (the Symposium will commence at 0900 on Sunday, 14 September). There is no provision for opening statements. Following the formalities, the Conference will proceed immediately to the first Agenda item.

4.2 The normal working hours of the Conference will be from 0930 hours to 1700 hours with a lunch break from 1230 to 1400 hours and brief coffee breaks mid-morning and mid-afternoon.

4.3 The Conference will work as a single body and a tentative timetable for the work of the Conference is set out in WP/3. This timetable is subject to change depending on the progress made in the consideration of individual Agenda items or sub-items. The *Daily Bulletin* (see paragraph 7.6 below) will keep the Conference informed of changes to the timetable.

4.4 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 (that is 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.

4.5 The Conference will need to complete the substantive items of the Agenda by Friday 19 September in order to allow time to prepare the draft report and have it available for review and adoption on the morning of Saturday, 20 September. Given the number of individual topics which are to be examined by the Conference in the limited time available, only a concerted effort to keep the discussion on the topic at hand and to maintain the scheduling of the timetable will enable the Conference to complete its work in a timely fashion.

5. LANGUAGES

5.1 The Conference will work in Arabic, Chinese, English, French, Russian and Spanish.

6. INTERNET ACCESS/COMMUNICATION FACILITIES

6.1 A dedicated website has been established for the Conference and the Symposium, which can be accessed from the ICAO website at www.icao.int/ceans. It contains key information and organizational arrangements for both events, as well as the Conference documentation.

6.2 Computers and printers will be available at the Internet Café located on the 4th floor of the Conference Centre near the escalators for participants who wish to access the Internet to use Web-based e-mail services and/or consult the Conference documentation.

6.3 The Assembly Hall is equipped to offer Internet connectivity. Several radio frequency access points have been installed in the Assembly Hall, enabling delegates to access Internet facilities (including the ICAO-NET website and web-based e-mail) from their seat by means of a special wireless 802.11b/g network card. Electrical power is available at every seat.

7. DOCUMENTATION

7.1 The Secretariat will provide basic working papers addressing issues under all Agenda Items. In order to contribute to the environmental preservation and facilitate the Conference organization, the use of documentation in electronic format is recommended. All Conference documentation, including working papers received from States and Observers, will be available through the Conference website. (The website will continue to be used during the Conference as an easy access to all working papers.)

7.2 During the meeting, a maximum of four copies of the Conference documentation will be distributed to each delegation. The documentation distribution area is located on the 4th floor of the Conference Centre. Its hours of operation will be from 0900 to 1700 hours. States are requested to provide ICAO in advance with the names of the four participants who should receive documentation in paper format. If these names have not been provided, then the Chief Delegates and the Alternate Chief Delegates of each delegation will automatically receive documentation in the language of their choice. Additional participants (a maximum of two per delegation) will receive paper documentation in the language of their choice on a first-registered, first-served basis, unless other criteria for distribution have been given by the Chief Delegate. Where the participant is entitled to receive Conference documentation in paper format, the distribution box number will be indicated on the badge of the participant.

7.3 Working papers from States received at ICAO Headquarters by 4 August 2008 will be translated and published on the Conference website prior to the meeting. Working papers received after that date will be processed as promptly as possible in the language(s) in which they have been submitted.

7.4 Working papers prepared by States or international organizations should be as brief as possible. Templates and guidelines for the preparation of working papers may be found on the Conference website. In order to be translated, working papers from States should be limited to four pages of text (including any appendices). Where a working paper includes appendices and exceeds four pages, only the covering paper will be translated provided it is within the four-page limit. Working papers presented by international organizations and all information papers will be produced in their original language only, unless translated versions are provided by the originators of such papers. Submission is encouraged through electronic means, in Microsoft Word format, by e-mail to ceans@icao.int.

7.5 In addition to the main reference document, namely *ICAO's Policies on Charges for Airports and Air Navigation Services* (Doc 9082), additional documentation includes: the *Airport Economics Manual* (Doc 9562), and the *Manual on Air Navigation Services Economics* (Doc 9161). Since these documents can be downloaded from the ICAO website (under Publications/Free publications), no printed copies will be distributed.

7.6 An Order of Business will be issued the first day of the Conference only, on 15 September. For the following days, a *Daily Bulletin*, containing a brief summary of the previous day's work, the schedule for the day of issuance and other matters of interest to delegates, will be distributed.

7.7 Draft report material on the proceedings will be developed by the Secretariat progressively during the Conference and submitted for the approval of the Conference on the morning of Saturday, 20 September, as indicated in the tentative schedule (WP/3).

APPENDIX

**LIST OF INTERNATIONAL ORGANIZATIONS
INVITED TO CEANS**

Arab Civil Aviation Commission (ACAC)
Airports Council International (ACI)
African Civil Aviation Commission (AFCAC)
Agency for Air Navigation Safety in Africa and Madagascar (The) (ASECNA)
Civil Air Navigation Services Organisation (CANSO)
Central American Corporation for Air Navigation Services (COCESNA)
European Community/European Commission (EC)
European Civil Aviation Conference (ECAC)
European Organisation for the Safety of Air Navigation (EUROCONTROL)
Interstate Aviation Committee (IAC)
International Council of Aircraft Owner and Pilot Associations (IAOPA)
International Air Transport Association (IATA)
International Business Aviation Council (IBAC)
International Transport Workers' Federation (ITF)
Latin American Civil Aviation Commission (LACAC)
Société internationale de télécommunications aéronautiques (SITA)
World Bank
World Meteorological Organization (WMO)
World Trade Organization (WTO)

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