

Compendium of Information on Regional Offices



2004

This Compendium may be found on the RAO website
@<http://www.icao.int/icao/en/ro/rao/index.html>

Regional Affairs Office

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PART 1

ORGANIZATION OF REGIONAL OFFICES

1.1 THE REGIONAL STRUCTURE

1.1.1 Historical Background

1.1.1.1 Shortly after the establishment of the International Civil Aviation Organization in December 1944, the Interim Council recognized the need to subdivide the world into air navigation regions in order to facilitate the planning and implementation of ground services and facilities essential for international air transport operations. The two principal concepts which led to this conclusion are:

- a) as the operational and technical problems inherent in different parts of the world varied considerably it was logical that planning and implementation of the required ground services should be carried out on an area or regional basis - the geographical limits of which should be such as to encompass air route stages having a certain degree of homogeneity, and therefore entailing a somewhat uniform set of requirements; and
- b) planning the requirements for air navigation facilities and services is done through consultation among a limited number of States in preference to planning on a worldwide basis. These consultations are carried out on an area basis and normally through regional air navigation meetings. The need to conduct the planning of the facilities and services required for the worldwide network of international air routes in a small number of areas of manageable proportions is evident.

Considerations of a non-operational or non-technical nature, which may play a role in determining the requirements for air navigation services and facilities are the geographical and climatological conditions that prevail in certain areas of the world and the means by which these requirements can be met in those areas.

1.1.1.2 With the foregoing in mind, the Interim Council agreed in 1945 to establish ten air navigation regions, the boundaries of which roughly coincided with the continental and oceanic masses. In defining these boundaries, provision was made for overlapping of the regions at the edges such that as many as possible of the terminals associated with the air route network for the region were included within the region. The original ten air navigation regions consisted of the African-Indian Ocean, the Caribbean, the European-Mediterranean, the Middle East, the North Atlantic, the North Pacific, the South American, the South Atlantic, the South Pacific and the Southeast Asian Regions. By 1952, the number of regions was reduced to eight by combining the North and South Pacific Regions into the Pacific Region and the South American and the South Atlantic Regions, retaining the name of the former.

1.1.1.3 The advent of jet aircraft in 1957-1958 led to the introduction of considerably longer route stage lengths, many of which traverse the full extent of two or more regions. Moreover, as the number of jet aircraft increased the operational and technical problems encountered throughout the world progressively lost much of their regional character. This, in turn, pointed to the need for a further revision of the regional structure and the 14th Session of the ICAO Assembly directed the Council to undertake a study of the regional structure in the light of existing and future developments and to overcome certain problems such as those posed by the overlapping of the regions and by the non-inclusion of certain areas.

1.1.2 Present Regional Structure

1.1.2.1 The results of the Council's study confirmed that planning on an area basis should continue and that the concept of dividing the world into air navigation regions should be retained, but mainly to provide a starting point in establishing the geographical area to be considered by a particular regional air navigation (RAN) meeting and to serve as a basis for the distribution over a series of air navigation plan publications of all planned facilities and services resulting from the regional planning processes. Thus, with these objectives in mind, the Council redefined the air navigation regions in 1964 on the understanding that the area to be considered by a regional air navigation meeting could embrace one or more air navigation regions, or parts thereof, depending upon the coverage of the international air route network established by the Air Navigation Commission for consideration by that meeting. At the same time, the Council eliminated any overlapping between regions, included the associated polar areas in the regions, changed the name of the European-Mediterranean Region into the European Region, and established a North American Region to encompass Canada, the United States and the associated polar area. In 1980, the Council also renamed the South East Asian Region as the Asia Region. As a result of the global nature of the new ICAO CNS/ATM systems, it is considered that the planning of air navigation facilities and services, primarily on a regional basis, will no longer be suitable, instead, a global approach is increasingly becoming necessary. Furthermore, consideration is being given to redefining the air navigation regions and interregional coordination on the basis of homogeneous ATM airspaces and areas of major traffic flows.

1.1.2.2 The present regional structure as defined in Appendix 1 to the *Directives to Regional Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8144-AN/874) comprises the following regions:

- a) **AFRICA-INDIAN OCEAN (AFI) REGION;**
- b) **ASIA (ASIA) REGION;**
- c) **CARIBBEAN (CAR) REGION;**
- d) **EUROPEAN (EUR) REGION;**
- e) **MIDDLE EAST (MID) REGION;**
- f) **NORTH AMERICAN (NAM) REGION;**
- g) **NORTH ATLANTIC (NAT) REGION;**
- h) **PACIFIC (PAC) REGION;** and
- i) **SOUTH AMERICAN (SAM) REGION.**

1.1.2.3 A map showing the above regions is at Appendix 1-A.

1.1.3 Categorization of States

1.1.3.1 A **Contracting State** of ICAO is a State which has adhered to the Chicago Convention on International Civil Aviation, whether or not it is a member of the United Nations and/or any of its other Agencies, e.g. Switzerland. A **non-Contracting State** of ICAO, on the other hand, is a State which has not

signed and does not adhere to the Chicago Convention, but which is a member of the UN and/or any of its other Agencies, e.g. the Holy See. There is a third category; that of States which are not signatories to the Convention on International Civil Aviation and which are not members of the United Nations nor of any of its Agencies. Very few States belong to this category, which has not been given a specific name.

1.1.3.2 For purposes of planning and facilitating the follow-up of implementation of the required air navigation services and facilities, States have been categorized in two main groups - those which are geographically situated within the region or have territory in that region and those which are not located in the region but have air carriers on their registry which conduct international air traffic operations in the region. The States belonging to the first group are essentially those which are responsible for the provision of the services and facilities required in the region and are, for purposes of brevity, referred to as 'provider' States. The States of the second group are usually referred to as 'user' States.

1.1.3.3 Under the foregoing grouping, a State may be both a 'provider' and a 'user' State in the region in which it is situated or in other regions in which it has territories. A State may also have provider interests in a number of regions because of its location in an area where the various air route networks associated with the regions intermesh. An example of this is the United States which has provider interests in the Pacific, the North Atlantic, the Caribbean and the North American Regions. On the other hand, a State may have user interests in any number or all of the established air navigation region depending on the international routes flown by its airlines. Examples are France, Japan, the United Kingdom, the United States, etc., whose airlines operate globally.

1.1.4 **Air Route Networks**

1.1.4.1 Developments in international civil aviation will from time to time make it necessary to consider changes in the requirements for air navigation facilities in the light of those developments and future requirements. To a great extent, the planning and implementation regional groups (PIRGs) assist in keeping the air navigation plan up to date in the light of the new requirements, however, if warranted, the PIRG concerned recommends that a regional air navigation (RAN) meeting be convened. When such is the case for a particular region or regions, Contracting States (both provider and user) associated with route stages comprising the air route network in question and international organizations concerned are consulted on the need to convene a RAN meeting for the region or regions. Proposals to convene a RAN meeting are submitted to the Air Navigation Commission which, after consultation with States concerned, establishes, *inter alia*, the limits of the area to be considered by the meeting. Once the holding of the meeting has been approved by the Council, the Contracting States and international organizations which were consulted are invited to attend the meeting as members. In addition other Contracting States, non-Contracting States and other international organizations and bodies may also be invited to attend the meeting as observers if the area to be considered by the meeting is clearly of concern to them.

1.2 **THE REGIONAL OFFICES**

1.2.1 **Location**

1.2.1.1 Along with the sub-division of the world into air navigation regions, the need arose to establish ICAO regional offices to discharge the continuing responsibilities of the Organization within and applicable to defined geographical areas. The first office was established in Paris in 1946 and there are now 7 regional offices, i.e.:

Bangkok: Asia and Pacific (APAC) Office
Cairo: Middle East (MID) Office
Dakar: Western and Central African (WACAF) Office
Lima: South American (SAM) Office
Mexico: North American, Central American and Caribbean (NACC) Office
Nairobi: Eastern and Southern African (ESAF) Office
Paris: European and North Atlantic (EUR/NAT) Office

1.2.2 **Secretariat**

1.2.2.1 The Secretariat of a regional office consists of an ICAO Regional Director (ICAORD), a Deputy Regional Director (DEPRD) or Technical Team Leader (EUR/NAT Office), various specialist officers and supporting administrative and secretarial staff. The ICAO Regional Director assures the detailed application of the broad ICAO policy directives at his/her discretion taking due account of the specific requirements of the area of responsibility and the expertise available in the office. The types of expertise available in the regional offices may vary to some extent from office to office depending on the specific needs of the areas they serve, although experts in the aerodromes and ground aids (AGA), air traffic management (ATM) and search and rescue services (SAR), meteorology (MET), communications, navigation and surveillance (CNS), flight safety (FS), aeronautical information services and aeronautical charts (AIS/MAP), technical cooperation (TC) and air transport (AT) are generally available in most of the offices. Matters related to the TRAINAIR Programme are assigned by each ICAORD to a TRAINAIR regional contact point who is one of the regional officers. The guidance material on the work of regional officers presented in Chapter 3 should assist ICAO Regional Directors, when establishing work assignments as part of their responsibility to ensure the efficient management of the office, where such expertise is not readily available.

1.2.3 **Accreditation to States and Areas of Responsibility**

1.2.3.1 The system of ICAO representation through regional offices as well as the areas of responsibility of each office have been established by the Council. Lists of the States to which each office is accredited and of non-Contracting States, dependent territories and regional organizations of international bodies with which it maintains liaison, as well as a map showing each office's area of accreditation.

1.2.3.2 The Council (16-2) agreed in 1952 that minor modifications in the areas of responsibility of regional offices can be decided on the basis of agreement between the States concerned and the Secretary General, without reference to the Council. The following principles, which governed the accreditation of the regional offices to particular States and thus the determination of the original areas of responsibility of each office, will also serve as a basis for arranging any future adjustment to the current arrangement:

- a) the accrediting of each office to the maximum possible number of States and dependent territories lying within the air navigation regions with which the office is associated geographically;
- b) the accessibility of each office to and from the capitals of the countries to which the office is accredited; and
- c) the wishes of the States concerned.

1.2.3.3 Regional office geographical coverage for technical cooperation is closely aligned to that of the United Nations Development Programme (UNDP) and differs therefore in a number of respects from that for the regular programme.

1.2.3.4 Except in a few cases where arrangements for direct correspondence between States and any regional office have been made by the Administrations concerned, the offices normally correspond only with the States to which they are accredited.

1.2.4 **General objectives of the Regional Offices**

1.2.4.1 The objectives of the regional offices are those of the Organization. These objectives are defined in Article 44 of the Convention on International Civil Aviation as follows:

"The aims and objectives of the Organization are to develop the principles and techniques of international air navigation and to foster the planning and development of international air transport so as to:

- a) ensure the safe and orderly growth of international civil aviation throughout the world;
- b) encourage the arts of aircraft design and operation for peaceful purposes;
- c) encourage the development of airways, airports and air navigation facilities for international civil aviation;
- d) meet the needs of the peoples of the world for safe, regular, efficient and economical air transport;
- e) prevent economic waste caused by unreasonable competition;
- f) ensure that the rights of Contracting States are fully respected and that every Contracting State has a fair opportunity to operate international airlines;
- g) avoid discrimination between Contracting States;
- h) promote safety of flight in international air navigation; and
- i) promote generally the development of all aspects of international civil aeronautics."

1.2.5 **Tasks and responsibilities**

1.2.5.1 The regional offices report directly to the Secretary General and are primarily responsible for maintaining continuous liaison with the States to which they are accredited and with appropriate organizations, regional civil aviation bodies and UN Regional Economic Commissions, to promote implementation of ICAO policies, decisions, standards and recommended practices and air navigation plans and provide technical assistance when requested to do so. With regard to the planning and implementation of air navigation facilities and services, the regional offices are closely assisted by planning and implementation regional groups (PIRGs). In pursuing that primary role, the offices carry out tasks and duties under the general direction of the Director of the Bureau or the Chief of the office concerned at Headquarters as outlined in the following paragraphs.

1.2.5.1.1 **Under the general direction of the Director, Air Navigation Bureau,** the regional offices:

- a) inform States of the extent and nature of the requirements of the air navigation plans and those of appropriate recommendations of regional air navigation meetings, and advise on how the requirements should be implemented;
- b) advise and assist States in resolving problems encountered in the organizational, operational, technical, procedural, logistics, environmental and maintenance aspects of the provision of air navigation services and facilities required by the air navigation plans, including those related to manning and training;
- c) ensure, in consultation with States as appropriate and with the assistance of PIRGs, that the air navigation plans are up-to-date in the light of current and foreseen operational requirements;
- d) monitor progress in the implementation of air navigation plans, document the result to the PIRG concerned, and forward to Headquarters information and other factual material as required;
- e) monitor progress of States in achieving satisfactory implementation of Annex and PANS provisions and forward to Headquarters information and factual data as required;
- f) monitor significant deficiencies in States' abilities to implement Annex and PANS provisions and, as necessary or directed, consult with the authorities concerned on the possible elimination of deficiencies;
- g) coordinate joint implementation action by States and arrange for discussions between authorities of two or more States including, if necessary, the convening of informal meetings when problems of coordination arise;
- h) recommend any necessary special measures to foster implementation, including joint multilateral action, special implementation projects, the establishment of operating agencies, the negotiation of loans or other appropriate projects;
- i) carry out missions to States for liaison or consultation purposes on any or all of the above subjects; and
- j) provide secretariat services to regional planning and implementation groups.

1.2.5.1.2 **Under the general direction of the Director, Air Transport Bureau,** the regional offices:

- a) establish and maintain close relations with the competent authorities of the national administrations dealing with the regulation, economics, statistics, aviation security and facilitation of international air transport;
- b) keep States and appropriate international organizations currently informed of the objectives, activities and requirements of ICAO in the air transport field;

- c) provide services to regional civil aviation organizations in accordance with established working arrangements;
- d) keep the Air Transport Bureau continuously informed of the activities, views, problems and needs of States in the air transport field and of the relevant activities of other international organizations;
- e) foster, as appropriate, the implementation of the Organization's work programme in air transport matters; and
- f) carry out missions to States for liaison or consultation purposes on any or all the above subjects.

1.2.5.1.3 **Under the general direction of the Director, Technical Co-operation Bureau, the regional offices:**

- a) keep as fully informed as possible on the state of civil aviation development - international and domestic - within the region of either a country or an inter-country nature, identify needs for improvement in civil aviation facilities and services within the region and prepare and keep up to date country briefs;
- b) establish and maintain effective working relationships with the civil aviation authorities of States in the region, consult/advise them concerning their development requirements, both of a technical cooperation and investment nature, and provide them with guidance on the procedures to be followed in obtaining development assistance from suitable funding sources; ensure that States are aware of the Civil Aviation Purchasing Service (CAPS) and its provisions;
- c) advise and assist the Technical Co-operation Bureau on matters pertaining to the development of the Technical Co-operation Programme and recommend project proposals for presentation to States and to appropriate funding sources;
- d) cooperate with technical cooperation sectoral planning missions and, if so directed or approved by ICAO Headquarters, participate in such missions;
- e) take part in country and inter-country programming exercises of UNDP and of other funding sources, as well as in donor/round table conferences, if so directed or approved by ICAO Headquarters;
- f) formulate civil aviation project documentation in consultation with the civil aviation authorities of States and with appropriate funding sources;
- g) advise and consult UNDP Resident Representatives/Resident Coordinators and technical cooperation missions assigned to the States of the region;
- h) maintain information on and foster talks with the representatives of funding sources within the region interested in the development of civil aviation and establish effective relations with them;

- i) assist the Technical Co-operation Bureau in the supervision, monitoring and back-stopping of the Technical Co-operation Programme within the region through participation in missions to States and Tripartite Reviews on on-going projects etc.; and
- j) under delegated authority from D/TCB, administer the regional fellowship component on technical co-operation projects, including the award of fellowships to training institutions within the region.

1.2.5.1.4 **Under the general direction of the Director, Legal Bureau**, the regional offices:

- a) advise States on questions of interpretation and implementation of the Convention on International Civil Aviation and other related Acts, if competent to do so; otherwise, refer such matters to Headquarters;
- b) keep Headquarters informed of significant developments in the legal field in the States to which the office is accredited; and
- c) obtain, on behalf of Headquarters, copies of current air laws and judicial decisions on aeronautical matters and information on contemplated air legislation.

1.2.5.1.5 **Under the general direction of the Chief, External Relations and Public Information Office**, the regional offices:

- a) provide ICAO publicity material to the press and participate in television, radio or newspaper interviews, as requested or opportune;
- b) prepare articles for aviation periodicals and provide lectures on the objectives and activities of the Organization, as necessary and convenient; and
- c) arrange for ICAO visual or audio displays or exhibitions as required.

1.2.5.1.6 **Tasks and responsibilities of a general nature** are also carried out by the regional offices. These include:

- a) reporting on any evident need for formal or informal regional meetings, seminars or workshops and assist, as may be required, in the organization and conduct of such meetings or gatherings;
- b) representing the Organization at meetings of other organizations as directed or approved by Headquarters;
- c) ensuring that the administration and operation of the office are in accordance with the regulations contained in the ICAO Service Code, the ICAO Staff Rules and ICAO Personnel Instructions (which are gradually replacing the General Secretariat Instructions), any residual General Secretariat Instructions, the Regional Office Manual and such other directives as may be promulgated from time to time; and
- d) performing such other duties as may be assigned by the Secretary General.

1.2.6 **Routine and Recurrent Tasks**

1.2.6.1 Throughout the calendar year certain routine and recurrent tasks of a technical and/or administrative nature are carried out by the regional offices. Some of these tasks are elaborated upon below:

1.2.6.2 **Monthly reports**

1.2.6.2.1 A monthly report is prepared separately for each month. The purpose of the monthly report is to inform Headquarters and the other regional offices of the activities or developments that are likely to be of significance to ICAO objectives in respect of the regular and technical co-operation programming. The monthly report is forwarded by e-mail to Headquarters (regional.rpts@icao.int) with a copy to the regional offices (reg.offices@icao.int).

Furthermore, a hard copy is sent to S/RTU by pouch for confirmation.

1.2.6.2.2 The report normally includes a brief summary of:

- a) significant developments and activities on all aspects of ICAO work, including a brief indication of any problems noted or encountered, any advice or assistance extended, or difficulties likely to arise;
- b) studies initiated by the office, significant developments thereon and information on requests for assistance or advice received from the States;
- c) proposals received for amendment of air navigation plans and action taken thereon together with information on developments that may lead to amendments of air navigation plans or the necessity for complete review of any part of such plans;
- d) information, not otherwise available to Headquarters and the other regional offices, on political or administrative events that may affect the work of the Organization; and
- e) administrative or technical matters on which action by Headquarters or the other regional offices is overdue.

1.2.6.3 **Annual Report of the Council to the Assembly**

1.2.6.3.1 An Annual Report of the Council on the activities of the Organization is prepared for each calendar year. The regional offices prepare draft material for inclusion in the annual report according to the format and contents specified by HQ for the year concerned.

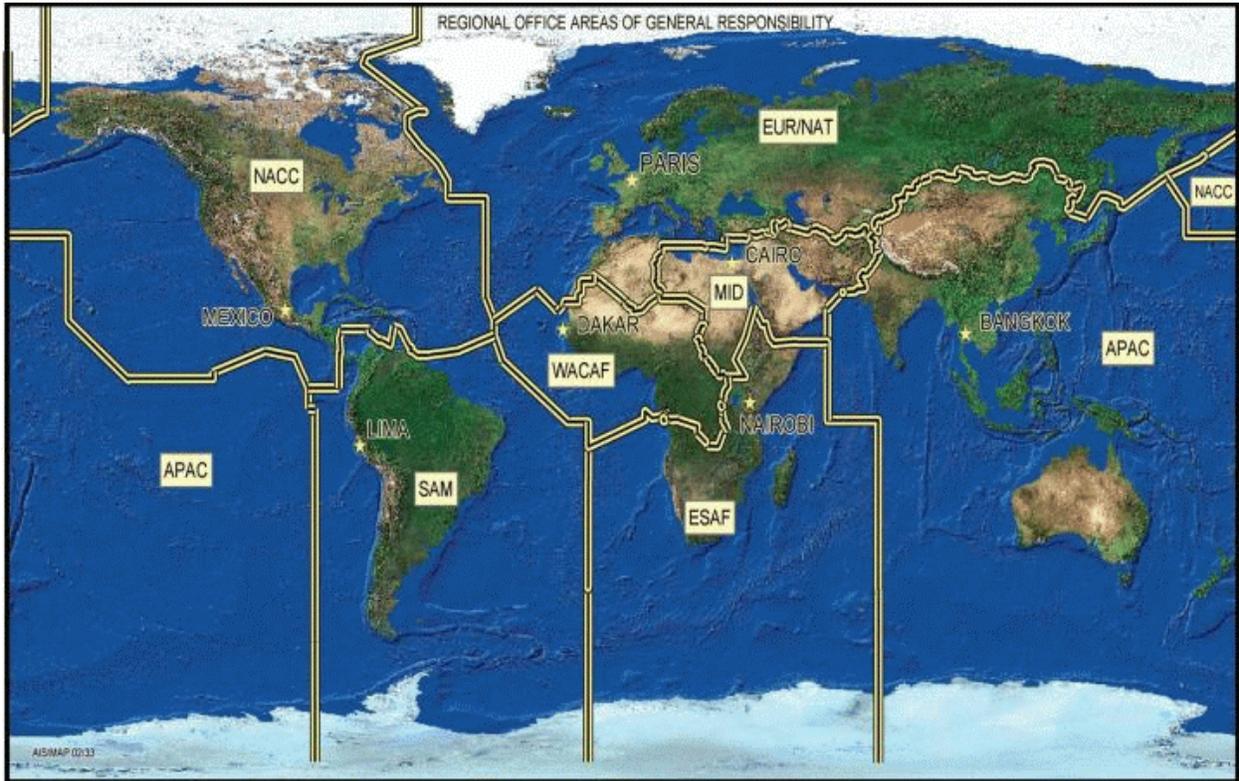
1.2.6.3.2 During an Assembly year the Organization's activities during the current, i.e. Assembly year up to an appropriate deadline, are reported upon in a supplementary report. Draft material from the regional offices, for inclusion in that report, are requested well ahead of the deadline.

1.3 THE ROLE OF THE REGIONAL AFFAIRS OFFICE AT HEADQUARTERS

1.3.1 The Regional Affairs Office is responsible for maintaining a monitoring watch on the activities of all regional offices, particularly relating to implementation of regional plans and the preparation of implementation programmes for guidance of States to which each regional office is accredited; coordinating the work of planning and implementation regional groups and promoting effective coordination between global and regional planning activities related to the implementation of communications, navigation and surveillance/air traffic management (CNS/ATM) systems; ensuring that ICAO Regional Directors are kept fully informed of ICAO policy in all functional fields; coordinating their work with that of the various Bureaux and offices at Headquarters; ensuring that the administrative needs of the regional offices are met as promptly as possible; coordinating arrangements for the convening of regional meetings and overseeing the ICAO Workshop and Seminar Programme; the provision of the necessary secretarial services to the deliberative bodies of ICAO on matters of a regional nature, including the preparation of documentation on regional matters which are dealt with by the Air Navigation Commission, the Council and the Assembly and following up the recommendations and conclusions arising from consideration of those matters; servicing the ANC Working Group on Regional Plans and the Council Standing Group on Implementation; coordination of regional offices' budget estimates, personnel selection, mission programmes and meeting arrangements; monitoring the amendment of regional plans; preparation and coordination of amendments to the Regional Office Manual.

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APPENDIX 1-A



PART 2

AREAS OF GENERAL RESPONSIBILITY

Asia and Pacific Office, Bangkok (APAC)

I. Contracting States to which accredited:

Australia (1)	Mongolia
Bangladesh (1)	Myanmar
Bhutan	Nauru
Brunei Darussalam	Nepal
Cambodia	New Zealand (1)
China (1)	Palau
Cook Islands	Papua New Guinea
Democratic People's Republic of Korea	Philippines
Fiji (1)	Republic of Korea (1)
India (1)	Samoa
Indonesia (1)	Singapore (1)
Japan (1)	Solomon Islands
Kiribati	Sri Lanka
Lao People's Democratic Republic	Thailand (1)
Malaysia (1)	Tonga
Maldives	Vanuatu
Marshall Islands	Viet Nam (1)
Micronesia (Federated States of)	

II. Liaison carried out with the following:

A. Non-Contracting States:

Tuvalu

B. Other Territories:

Chile:	Easter Island
France (1):	French Polynesia (Marquesas, de la Société, etc.), New Caledonia, Wallis and Futuna Islands
New Zealand:	Niue
United States (1):	American Samoa, Guam, Johnston Island, Kingman Reef, Midway, Northern Mariana Islands, Palmyra, Wake Island

C. International Organizations:

Asian Development Bank, Manila	UNDP regional office, Bangkok
ESCAP	UNDP Field Offices
IATA Singapore (2)	WMO RA II (Asia)
IFALPA Regions: NOP, Asia/East, Asia/West and SOP	WMO RA V (South West Pacific)

III. TC Country Responsibilities

As in I, with the addition of Pakistan and the exclusion of Australia, Japan and New Zealand.

Note: Based on the regional structure and the planning of the air navigation facilities and services in the ASIA/PAC Region, the office is authorized to liaison with Pakistan (I) directly.

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(1) Member State of the APANPIRG

(2) Part 2, paras 2.8.2.5 and 2.8.2.6 also refer.

Eastern and Southern African Office, Nairobi (ESAF)

I. Contracting States to which accredited:

Angola (1) (2)	Mozambique
Botswana	Namibia
Burundi (1)	Rwanda (1)
Comoros	Seychelles
Djibouti	Somalia (1)
Eritrea (2)	South Africa (1) (2)
Ethiopia (1)(2)	Swaziland (1)
Kenya (1)(2)	Uganda (1) (2)
Lesotho (1)(2)	United Republic of Tanzania (1)(2)
Madagascar (1)	Zambia (1)(2)
Malawi (1)(2)(a)	Zimbabwe
Mauritius	

II. Liaison carried out with the following:

A. Non-Contracting States:

Nil

B. Other Territories:

France (2): Ile de la Réunion
United Kingdom: British Indian Ocean Territory

C. International Organizations:

WMO RA I (Africa)	ECA
IATA Nairobi (3)	UNDP
IFALPA Regions: AFI/Central and AFI/East	UNDP Field Offices
COMESA, EAC, SADC, UNEP	

III. TC Country Responsibilities:

As in I above.

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- (1) AFCAC Member State
- (2) APIRG Member State
- (3) Part 2, paras 2.8.2.5 and 2.8.2.6 also refer
- (a) Also representing Zimbabwe

European and North Atlantic Office, Paris (EUR/NAT)

I. Contracting States to which accredited:

Albania (E)	Luxembourg (E)(PG)
Algeria (1)(2)	Malta (E)
Armenia (E)(PG)	Monaco (E)
Austria (E)	Morocco (1) (2)
Azerbaijan (PG)	Netherlands, (E)(PG)
Belarus (PG)	Norway (E)(N)(PG)
Belgium (E)(PG)	Poland (E)
Bosnia and Herzegovina	Portugal (E)(N)(PG)
Bulgaria (E)	Republic of Moldova (E)
Croatia (E)(PG)	Romania (E)
Czech Republic (E)(PG)	Russian Federation (PG)
Denmark(E)(N)(PG)	San Marino
Estonia (E)(PG)	Serbia and Montenegro
Finland (E)(PG)	Slovakia (E)
France (E)(N)(PG)(G)(2) (3)	Slovenia (E)
Georgia (PG)	Spain (E)(PG)(2)
Germany (E)(PG)	Sweden (E)(PG)
Greece (E)(PG)	Switzerland (E)(PG)
Hungary (E)	Tajikistan (PG)
Iceland (E)(N)	The former Yugoslav Republic of Macedonia (E)
Ireland (E)(N)(PG)	Tunisia (1)(2)
Italy (E)(PG)	Turkey (E)(PG)
Kazakhstan (PG)	Turkmenistan (PG)
Kyrgyzstan (PG)	Ukraine (PG)
Latvia (E)(PG)	United Kingdom (E)(N)(PG)(G)
Lithuania (E)(PG)	Uzbekistan (PG)

II. Liaison carried out with the following:

A. Non-Contracting States:

Holy See, The
Liechtenstein

B. Other Territories:

Portugal: Azores, Madeira
United Kingdom: Gibraltar

C. International Organizations:

IATA Geneva (4)
IATA London (4)
IFALPA Regions: AFI/North, EUR/North, EUR/South, NAT and Russian Federation
WMO RA VI (Europe)

III. TC Country Responsibilities:

All the developing countries in I above are the responsibility of the TCB Field Operations Section ! Europe and Middle East (FEM/TCB) at Headquarters.

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- (1) AFCAC Member State
- (2) APIRG Member State
- (3) APANPIRG Member State
- (4) Part 2, paras 2.8.2.5 and 2.8.2.6 also refer
- (E) ECAC Member State
- (N) NAT SPG Member State
- (PG) EANPG Member State
- (G) GREPECAS Member State

Middle East Office, Cairo (MID)

I. Contracting States to which accredited:

Afghanistan	Libyan Arab Jamahiriya (A)(C)
Bahrain (1)(C)	Oman (1) (C)
Cyprus (E)	Pakistan (3)
Egypt (1)(2)(A)(C)	Qatar (C)
Iran, Islamic Republic of (1)	Saudi Arabia (1)(C)
Iraq (C)	Sudan (A)(C)(2)
Israel	Syrian Arab Republic (C)
Jordan (1)(C)	United Arab Emirates (1)(C)
Kuwait (C)	Yemen (C)
Lebanon (1)(C)	

II. Liaison carried out with the following:

A. Non-Contracting States:

Nil

B. Other Territories:

Nil

C. International Organizations:

ACAC
ESCWA
IATA Amman_(4)
IATA Nairobi (4)
IFALPA Regions: AFI/Central, EUR/South, MID/East, MID/West and ASIA/West
LAS
WMO RA I (Africa)
WMO RA II (Asia)
WMO RA VI (Europe)

III. TC Country Responsibilities:

Contracting States in I above, with the exception of Pakistan, are the direct responsibility of the TCB Field Operations Section ! Europe and Middle East (FEM/TCB) at Headquarters.

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- (1) MIDANPIRG Member State
- (2) APIRG Member State
- (3) APANPIRG Member State
- (4) Part 2, paras 2.8.2.5 and 2.8.2.6 also refer
- (A) AFCAC Member State
- (C) ACAC Member State
- (E) ECAC Member State

North American, Central American and Caribbean Office, Mexico (NACC)

I. Contracting States to which accredited:

Antigua and Barbuda (G)(a)	Haiti
Bahamas	Honduras (L)
Barbados (G)	Jamaica (L)
Belize	Mexico (L)(G)
Canada (N)	Nicaragua (L)
Costa Rica (L)(G)	Saint Kitts and Nevis
Cuba (L)(G)	Saint Lucia
Dominican Republic (G)(L)	Saint Vincent and the Grenadines
El Salvador (L)	Trinidad and Tobago (G)
Grenada	United States (A)(G)(N)
Guatemala (L)	

II. Liaison carried out with the following:

A: Non-Contracting States:

Dominica

B. Other Territories:

France(G):	French Antilles
Netherlands:	Aruba (L), Netherlands Antilles
United Kingdom(G):	Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands
United States:	Puerto Rico, Virgin Islands

C. International Organizations:

ACI-LAC (Airports Council International, Latin America and the Caribbean)
 AITAL (Asociación Internacional de Transporte Aéreo Latinoamericano)
 Caribbean Development Bank
 CARICOM (Caribbean Community Secretariat)
 COCESNA (Corporación Centroamericana de Servicios a la Navegación Aérea)
 IACL (Intercaribbean Aeronautical Communications Ltd)
 IAOPA (International Council of Aircraft Owner and Pilot Associations)
 IATA Miami and Montreal (International Air Transport Association) (1)
 IFALPA (International Federation of Air Line Pilots Associations)
 Regions: CAR/East, CAR/West and North America
 IFATCA (International Federation of Air Traffic Controllers' Associations)
 MIA-DADE (Miami DADE County Aviation Department)
 NTSB (National Transportation Safety Board) (DC, MIA, DFW)
 NWS (National Weather Service)
 OECS (Organization of Eastern Caribbean States)
 PAHO (Pan American Health Organization)
 PAIGH (Pan American Institute of Geography and History)
 UNDP (United Nations Development Programme) Field Offices
 WMO RA IV (World Meteorological Organization, Regional Association IV)

III. TC Country Responsibilities:

As in I above, except for Canada and the United States.

))))))

(A) APANPIRG Member State

(G) GREPECAS Member State

(L) LACAC Member State

(N) NAT SPG Member State

(1) Part 2, paras 2.8.2.5 and 2.8.2.6 also refer.

(a) Also representing Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines

South American Office, Lima (SAM)

I. Contracting States to which accredited:

Argentina(L)(G)	Panama(L)(G)(a)
Bolivia(L)(G)(b)	Paraguay(L)(G)(b)
Brazil(L)(G)	Peru(L)(G)
Chile(L)(G)	Suriname
Colombia(L)(G)	Uruguay(L)(G)(b)
Ecuador(L)(G)(a)	Venezuela(L)(G)
Guyana	

II. Liaison carried out with the following:

A. Non-Contracting States:

Nil

B. Other Territories:

France (G): French Guiana
United Kingdom(G): Falkland Islands (Malvinas)*

C. International Organizations:

WMO RA III (South America) UNDP Field Offices
IATA Miami (1)
IFALPA Regions: SAM/North and SAM/South

III. TC Country Responsibilities:

As in I above.

))))))

(G) GREPECAS Member State

(L) LACAC Member State

(a) in rotation with Panama and Ecuador every 2 years

(b) in rotation with Bolivia, Paraguay and Uruguay every 2 years

(1) Part 2, paras 2.8.2 5 and 2.8.2.6 also refer.

* A dispute exists between the government of Argentina and the government of Great Britain and Northern Ireland concerning the sovereignty of the Falkland Islands (Malvinas).

Western and Central African Office, Dakar (WACAF)

I. Contracting States to which accredited:

Benin (A)	Guinea (A)(AP)
Burkina Faso (A)	Guinea-Bissau
Cameroon (A)(AP)	Liberia (A)
Cape Verde (AP)	Mali (A)(AP)
Central African Republic (A)	Mauritania (A)(AP)
Chad (A)(AP)	Niger (A)(AP)
Congo (A)(AP)	Nigeria (A)(AP)
Côte d'Ivoire (A)(AP)	Sao Tome and Principe
Democratic Republic of the Congo	Senegal (A)(AP)(a)
Equatorial Guinea	Sierra Leone (A)
Gabon (A)(AP)	Togo (A)(AP)
Gambia (A)	
Ghana (A)(AP)	

II. Liaison carried out with the following:

A. Non-Contracting States:

Nil

B. Other Territories:

Spain (AP): Canary Islands
United Kingdom: St. Helena (including Ascension)

C. International Organizations:

WMO RA I (Africa)
ASECNA
ECOWAS (Economic Community of West African States)
UEMOA (Union Economique et Monétaire Ouest Africaine)
CEMAC (Communauté Economique et Monétaire de l'Afrique Centrale)
IATA Nairobi (1)
African Development Bank
IFALPA Regions: AFI/Central and AFI/West
UNDP Field Offices

III. TC Country Responsibilities:

As in I above

))))))

- (A) AFCAC Member State
- (AP) APIRG Member State
- (a) Also representing Gambia
- (1) Part 2, paras 2.8.2.5 and 2.8.2.6 also refer.

PART 3

GUIDELINES FOLLOWED BY REGIONAL OFFICERS IN VARIOUS TECHNICAL FIELDS

Aerodromes and Ground Aids (AGA)

3.1 The primary function of RO/AGA is to assist States to which the regional office is accredited in the implementation of:

- a) the provisions related to the design and operation of aerodromes and heliports included in Annex 14, Volumes I and II, respectively; and
- b) air navigation plan requirements.

3.2 The provisions related to aerodromes cover such diverse subjects as the physical characteristics; obstacle limitation surfaces; visual aids; secondary power supply; aerodrome emergency planning; rescue and fire fighting; disabled aircraft removal; maintenance; bird hazard reduction; etc. On the other hand, the provisions related to heliports cover the requirements of surface level and elevated heliports and helidecks. The RO/AGA should have some degree of expertise in each of these complex subjects.

3.3 The deficiencies commonly encountered at aerodromes relate to pavement width, surface texture and bearing strength; obstacles in the approach and departure areas; visual aids to air navigation and surface movement (surface marking and lights); secondary power supply; rescue and fire fighting, airport emergency planning, including conducting of emergency exercises; runway friction measurement and reporting; an airport bird control programme which has been coordinated with the surrounding communities and maintenance of the facilities. Significant deficiencies in any of these facilities or services could affect the safety and/or regularity of operations. The attention of the State should be drawn to any significant deficiency and the matter should be pursued until it is removed.

Aeronautical Information Services and Map (AIS/MAP)

3.4 In many Contracting States, a number of important provisions related to the Aeronautical Information Services and Aeronautical Charts contained in Annexes 15 and 4, respectively, Procedures for Air Navigation Services - Abbreviations and Codes (PANS-ABC) and air navigation plan requirements remain not implemented. This is due to the fact that a large number of States have limited resources available to interpret and implement Standards and Recommended Practices (SARPs) and air navigation plan requirements. In response to the need to advise States on matters pertaining to the Aeronautical Information Services and Aeronautical Charts concerning the organization and procedures required to implement the provisions contained in Annexes 4 and 15, PANS-ABC and air navigation plan requirements, Regional Officers, Aeronautical Information Services and Aeronautical Charts (RO/AIS/MAP) have been assigned to all regional offices.

3.5 The scope of the responsibilities assigned to RO/AIS/MAP should normally be confined to matters concerning States' implementation of provisions contained in Annexes 4, 15 and PANS-ABC and to the implementation of air navigation plan requirements for which the regional offices have follow-up responsibility. RO/AIS/MAP should also be responsible for the explanation and interpretation to States, as required, of the guidance material contained in the various manuals and circulars related to the provisions of aeronautical information and chart services to international air navigation.

3.6 In addition, RO/AIS/MAP may be called upon in some States to deal with specific technical problems which may require long term study assistance. In such cases, RO/AIS/MAP should identify the problem and make concrete proposals for the provision of technical cooperation. The administration should be made aware of the benefits to be gained if such assistance can be made available through ICAO. When needed, assistance from ICAO Headquarters should also be sought.

Communications, Navigation, Surveillance (CNS)

3.7 The scope of the responsibilities assigned to RO/CNS should normally be confined to matters concerning States' implementation of provisions contained in Annexes, PANS and to the implementation of air navigation requirements for which the regional offices have follow-up responsibility. The RO/CNS should also be responsible for the explanation and interpretation to States, as required, of the guidance material contained in the various manuals and circulars related to CNS.

3.8 In addition, the RO/CNS may be called upon in some States to deal with specific technical problems which may require long term study assistance. In such cases the RO/CNS should identify the problems and make concrete proposals for the provision of technical cooperation. The administration should be made aware of the benefits to be gained if such assistance can be made available through ICAO. When needed, assistance from Headquarters should be sought.

3.9 The scope of the responsibilities assigned to RO/CNS should usually be confined to matters concerning States' implementation of Annex provisions concerning CNS, including the following technical areas:

- a) Aeronautical Telecommunications (Annex 10, Volumes I to V)
- b) *Manual on Testing Radio Navigation Aids* (Doc 8071, Volumes 1 and 2)
Manual of Radiotelephony (Doc 9432 - AN/925)
Manual on Planning and Engineering of the AFTN (Doc 8259-AN/936, Fifth Edition)
Manual of the Aeronautical Telecommunications Network (ATN) (Doc 9578-AN/935)
Manual of Technical Provision for the ATN (Doc 9705-AN/956)
Circular 225 - AN/134, *Study on the Refinement of the Satellite Broadcast Concept*
Circular 267 - AN/159, *Guidelines for the Introduction and Operational Use of GNSS*
Handbook on Radio Frequency Spectrum Requirements for Civil Aviation
(Doc 9718-AN/957)

Meteorology (MET)

3.10 The scope of the responsibilities assigned to RO/MET should normally be confined to matters concerning States' implementation of provisions contained in Annex 3 and to the implementation of air navigation requirements for which the regional offices have follow-up responsibility. The RO/MET should also be responsible for the explanation and interpretation to States, as required, of the guidance material contained in the various manuals and circulars related to the provision of meteorological services to international air navigation.

3.11 In addition, the RO/MET may be called upon in some States to deal with specific technical problems which may require long-term study assistance. In such cases the RO/MET should identify the problems and make concrete proposals for the provision of technical cooperation. The administration should be made aware of the benefits to be gained if such assistance can be made available through ICAO. When

needed, assistance from Headquarters should be sought. In this regard, it should be noted that the working arrangements between ICAO and WMO (Doc 7475, para 6.2) indicate that technical cooperation in the field of meteorology applied to aviation which forms an integral part of a civil aviation project will be handled by ICAO, while such responsibility will devolve upon WMO if the assistance required forms part of a general plan for technical cooperation in meteorology.

Flight Safety (FS)

3.12 The scope of the responsibilities assigned to RO/FS should normally be confined to matters concerning States' implementation of Annex and PANS provisions concerning the following technical areas:

- a) Flight Operations – (Annex 6, Parts I, II and III), (PANS-OPS, Volume I);
- b) Instrument procedures – (PANS-OPS, Volume II);
- c) Airworthiness – (Annex 8);
- d) Aircraft Registration – (Annex 7);
- e) Units of Measurement to be used in Air and Ground Operations – (Annex 5);
- f) The Safe Transportation of Dangerous Goods by Air – (Annex 18);
- g) Environmental Protection – (Annex 16);
- h) Personnel Licensing and Medical Provisions – (Annex 1); and
- i) Accident Investigation and Prevention – (Annex 13).

3.13 The RO/FS should also be responsible for the explanation and interpretation to States, as required, of the guidance material contained in the various manuals and circulars related to the technical areas listed in 3.12 above.

Air Traffic Management (ATM)

3.14 The scope of the responsibilities assigned to RO/ATM should normally be confined to matters concerning States' implementation of provisions contained in Annexes, PANS and to the implementation of air navigation requirements for which the regional offices have follow-up responsibility. The RO/ATM should also be responsible for the explanation and interpretation to States, as required, of the guidance material contained in the various manuals and circulars related to ATM.

3.15 In addition, the RO/ATM may be called upon in some States to deal with specific technical problems which may require long-term study assistance. In such cases the RO/ATM should identify the problems and make concrete proposals for the provision of technical cooperation. The administration should be made aware of the benefits to be gained if such assistance can be made available through ICAO. When needed, assistance from Headquarters should be sought.

3.16 The scope of responsibility assigned to RO/ATM should usually be confined to matters concerning States' implementation of Annexes, PANS and manual provisions concerning the following technical areas:

- a) Rules of the Air (Annex 2);
 - b) Air Traffic Services (Annex 11);
 - c) PANS-RAC (Doc 4444);
 - d) *Air Traffic Services Manual* (Doc 9426);
 - e) *Manual of Radiotelephony* (Doc 9432);
 - f) *Manual concerning Interception of Civil Aircraft* (Doc 9433);
 - g) *Manual concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft* (Doc 9554);
 - h) *Manual on Implementation of 300 m (1 000 ft) Vertical Separation Minimum (VSM) between FL 290 and FL 410 inclusive* (Doc 9574);
 - i) *Global Air Navigation Plan for CNS/ATM Systems, Volumes I and II* (Doc 9750);
 - j) *Manual on Airspace Planning Methodology for the Determination of Separation Minima* (Doc 9689);
 - k) *Manual of Air Traffic Services Data Link Applications* (Doc 9694);
 - l) *International Aeronautical and Maritime Search and Rescue* (Doc 9731); and
 - Volume I – Organization and Management
 - Volume II – Mission Coordination
 - Volume III – Mobile Facilities
 - m) *Manual on Required Navigation Performance (RNP)* (Doc 9613).
-

SPECIFIC ACTIVITIES	AGA	AIG	AIS/IMAP	AT	ATM	AVSEC	CNS	MET	OPS/AIR	PEL/TRG	SO	TC	MULTI
coordinated discussions for further development of cross-polar ATS routes connecting Hong Kong and Beijing with the West Coast of the United States via the North Pole;					X								
coordinated with States and international organizations further development of the contingency routing plan for Asia, the Middle East and Europe;					X								
continued efforts aimed at facilitating coordinated activity on a regional basis to improve the level of SAR response throughout the Region;					X								
supported an AVSEC management course, an aviation security crisis management course, an air cargo security course and two AVSEC instructors' courses, which were held at the AVSEC training facility in Penang;						X							
supported the ICAO Universal Security Audit Programme;						X							
coordinated with States to provide reports on acts of unlawful interference with civil aviation;						X							
assisted States in radio frequency management;							X						
participated at the Asia Pacific Telecommunity (APT) Conference Preparatory Group Meeting and secured support for the ICAO position at the ITU WRC-2003;							X						
developed guidance material and a planning document to assist States in the implementation of the ground-to-ground element of the aeronautical telecommunication network (ATN);							X						
updated the strategies for implementation of the global navigation satellite system (GNSS);							X						
participated in ESCAP meetings relating to the introduction of information and communications technologies;							X						
carried out a survey on States' plans for upgrading their WAFS receiving and data processing systems in order to meet the target date for the final transition to GRIB and BUFR-coded WAFS products and, based on this, provided assistance and advice to States;								X					
reviewed the requirements for regional and interregional OPMET exchange and the operation of the designated regional OPMET data banks, and updated the ROBEX Handbook accordingly;								X					
conducted a SIP on the implementation of the international airways volcano watch (IAVW) operational procedures, in particular, the procedures for issuance of volcanic ash SIGMETs;								X					
coordinated and assisted in the implementation of the ICAO tropical cyclone advisories for aviation by the designated Tropical Cyclone Advisory Centres (TCAC) in coordination with the World Meteorological Organization (WMO);								X					
published a new version of the ASIA/PAC Regional SIGMET Guide, which was sent to all States in the Region;								X					
serviced the meetings of the South East Asia Regional Aviation Safety Team (SEARAST) and the South Asia Regional Aviation Safety Team (SARAST);									X				
prepared a regional workshop on accident and incident investigation and crisis management;		X											
assisted in the preparation and conduct of a seminar on runway safety and ATM safety management systems;									X				

SPECIFIC ACTIVITIES	AGA	AIG	AIS/MAP	AT	ATM	AVSEC	CNS	MET	OPS/AIR	PEL/TRG	SO	TC	MULTI
coordinated, under the auspices of the Regional Office and national training centres, the AVSEC training activity for the ESAF Region;						X							
coordinated the Universal AVSEC Audit Programme and conducted the first audit in Uganda and additional audits in the Region;						X							
encouraged States that have not yet implemented cost recovery for aeronautical meteorological services to initiate discussions with stakeholders with a view to introducing changes for the sector;								X					
assisted in conducting the first meeting of the AFI Meteorology Task Force for the CNS/ATM Planning Systems;								X					
participated in the WMO tropical cyclone meeting for the South West Indian Ocean Basin and provided advice on the implementation of tropical cyclone advisories for aviation;								X					
assisted in the conduct of a workshop on workstation operation and display of WAFS products using GRIB and BUFR codes.								X					
The European and North Atlantic Office:													
continued efforts to hand over the management of various activities to the Department of Civil Aviation of Bosnia and Herzegovina;	X		X	X	X	X	X	X	X	X			X
provided significant support to the international effort aimed at the rehabilitation of the civil aviation authorities in Bosnia and Herzegovina;													X
coordinated with those involved in the regional planning process and provided the necessary interface between the ECAC/EUROCONTROL areas of coverage, as well as those parts of the EUR Region not covered by ECAC/EUROCONTROL programmes;	X		X		X		X	X		X			X
provided advice and assistance to the UN Interim Administration in Kosovo (UNMIK);													X
continued to review provisions for meteorological data for aerodrome operations and started to develop a strategy for the MET component of the CNS/ATM concept for the EUR Region in cooperation with other relevant ICAO bodies and EUROCONTROL;	X				X			X					
continued efforts to develop procedures that would safely increase airport capacity;	X												
monitored developments in ongoing work in the AIS field;			X										
coordinated with regional organizations for the promotion of the ICAO position at the ITU WRC-2003;							X						
devoted a significant amount of time to planning for the implementation of CNS/ATM systems in the context of the NAT SPG;					X		X						
monitored developments in the application of satellite technology;					X		X						
in cooperation with Belarus, Bulgaria, Finland, Latvia, EUROCONTROL and IATA, continued to address ATM training needs in the eastern part of the ICAO EUR Region;					X								X
thoroughly reviewed the air traffic situation during the peak travel season and initiated preparatory arrangements for the next peak season;					X								
continued to provide a wide range of AVSEC training courses for States at the regional and subregional AVSEC training facilities in Brussels, Casablanca, Kiev and Moscow;						X							
contributed to a collective effort by ECAC and the governments of Belgium, Morocco, the Russian Federation and Ukraine to directly impact on the ability of States in the Region to effectively implement aviation security preventive and management measures by virtue of the quality of the training offered;						X				X			

SPECIFIC ACTIVITIES	AGA	AIG	AIS/MAP	AT	ATM	AVSEC	CNS	MET	OPS/AIR	PEL/TRG	SO	TC	MULTI
continued to promote, through discussions with civil aviation officials, the mechanism for financial, technical and material assistance to States with regard to aviation security, as a means of providing AVSEC assistance to States;						X						X	
continued with preparations for the expansion of 8.33 kHz channel spacing;							X						
became more involved in the ICAO USOAP and provided considerable assistance to audit missions, especially to States in the eastern part of the Region;											X		
in close cooperation with the Commission of the European Communities (CEC), EUROCONTROL, the Office of the High Representative (OHR), and Stabilization Forces (SFOR), assisted Bosnia and Herzegovina to establish the most efficient civil aviation administration structure to respond effectively to the responsibility emanating from its adherence to the Convention on International Civil Aviation (Chicago, 1944);												X	
conducted a regional seminar to assist States in their preparations for the Eleventh ICAO Air Navigation Conference;													X
conducted a series of meetings to assist States in airspace capacity planning for the Athens Olympic Games, which included significant improvements to airspace organization over the Aegean Sea.					X								
The Middle East Office:													
established a European Middle-East Regional Coordination Mechanism on Air Traffic Management (EMAC) to coordinate implementation of air traffic systems in European States (EUROCONTROL), Cyprus, Egypt, Jordan, Lebanon and Syria;					X								
continued follow-up and coordination with States on the full implementation of WGS-84;			X										
reviewed and updated the draft version of the MID Basic ANP and FASID which were submitted to Headquarters for approval and publication in accordance with established procedures;	X		X	X	X		X						X
monitored developments in ongoing work in the AIS field and rendered assistance and advice to MID States on particular AIS/MAP issues (quality systems, AIS automation, geoid undulation, etc) ;			X										
followed up with MID States on the implementation of GNSS as a supplemental means of navigation;			X				X						
assisted States and ACAC in developing a multilateral mechanism for the implementation of the Arab Air Transport Liberalization Policy ;				X									
coordinated and serviced an aviation statistics workshop, a traffic forecasting and economic planning workshop and an air transport regulatory policy seminar;				X									
coordinated with States, adjacent Regions and Headquarters for the elaboration of the Contingency Route Network Asia to Middle East and Europe (CRAME);					X								
in coordination with the military authorities, coordinated the elaboration of a strategy for the implementation of RNP/RNAV areas in the MID Region with a view to making maximum flexible use of airspace;						X							
reviewed the terms of reference of the Middle East Central Monitoring Agency (MECMA) to include safety assessments for RNP/RNAV implementation in the MID Region;						X							
reviewed the terms of reference of the ATS Incident Analysis Task Force and developed a methodology for prompting reports on ATS incidents likely to have an impact on the safety of air navigation in the Region;						X							

SPECIFIC ACTIVITIES	AGA	AIG	AIS/MAP	AT	ATM	AVSEC	CNS	MET	OPS/AIR	PEL/TRG	SO	TC	MULTI
participated in the ACI-LAC safety at airports conference held in Curaçao, Netherlands Antilles;	X												
developed a regional AIS/MAP quality assurance manual;			X										
promoted the complete implementation of WGS-84, the development of the integrated automated AIS system and the need to implement a quality assurance system for AIS services in the CAR States;			X										
encouraged and assisted CAR States with the effective production and publication of their national AIP and integrated documents;			X										
assisted in planning for the implementation of CNS/ATM in Central America and the Central and Eastern Caribbean States;					X		X					X	
followed up and provided advice to States on air navigation deficiencies;	X		X		X		X	X					
supported the arrangements and coordination activities for the CAR/SAM RNAV route RNP and RVSM trials and demonstrations;					X								
encouraged States, territories and international organizations to establish a uniform application of 10-minute/80-NM RNAV minimum longitudinal separation in the CAR Region according to the ATM evolution described in the CAR/SAM FASID;					X								
followed up with States and IATA on ATS incidents;					X								
made efforts to obtain the pending signatures for the Eastern Caribbean SAR Agreement and to establish a regional data bank for mass casualty incidents (MCI);	X				X								
carried out a SIP to assist the Central American States and COCESNA with implementation of their ATS quality assurance programme;					X								
coordinated with regional organizations for the promotion of the ICAO position at the ITU WRC-2003;							X						
followed up on the implementation and improvement of AFS circuits and AMS coverage;							X						
outlined an ATN transition plan to cover planning and implementation;							X						
provided guidance and assistance to States on the interconnection of regional digital networks;							X						
followed up on the regional GNSS augmentation trials;							X						
followed up and provided assistance on the coordination and regional preparation for the protection of civil aviation frequencies;							X						
followed up and provided assistance on radar data sharing;							X						
supported the arrangement and coordination activities for the procurement of the WAFS work stations in the CAR Region;								X					
acted on observed inadequacies in the provision of SIGMET information, specifically in relation to the tropical cyclone and volcanic warning systems;								X					
coordinated activities regarding implementation and improvement of the ICAO IAVW as a result of volcanic eruptions in the Region;								X					
prepared a presentation and lecture on ICAO and its role in accident prevention for presentation at the X Diplomado en Medicina de Aviación, Mexico;									X				
conducted an ICAO dangerous goods seminar/workshop in Kingston, Jamaica;									X				

SPECIFIC ACTIVITIES	AGA	AIG	AIS/MAP	AT	ATM	AVSEC	CNS	MET	OPS/AIR	PEL/TRG	SO	TC	MULTI
participated in the PAAST/5 and PAAST/6 Steering Committee Meetings held in the NACC Regional Office.					X				X				
The South American Office:													
provided advice and assistance to the SAM States on national bird strike committees;	X												
provided assistance to States regarding the development of airport emergency planning;	X												
provided advice and assistance to the SAM States on aerodrome certification and aerodrome inspectors;	X												
provided a consultancy under a 12-year formal agreement to the Lima Airport Partners on Aerodrome Infrastructure;	X												
provided a consultancy under a formal agreement to Servicios de Aeropuertos Bolivianos Sociedad Anónima (SABSA) for the El Alto International Airport, La Paz, Bolivia;	X												
developed specific activities to promote the implementation of AIS/MAP requirements in the SAM Region;			X										
carried out specific activities to support States in the effective implementation of WGS-84;			X									X	
developed and implemented a regional AIS/MAP quality assurance manual;			X										
developed amendments to the CAR/SAM Basic ANP and FASID;					X								
advised and assisted SAM States in relation to contingency planning;					X								
advised and assisted SAM States in relation to flexible use of airspace, and civil and military coordination;					X								
advised and assisted SAM States regarding the improvement of SAR services;					X								
evaluated deficiencies and followed up on programmes on the investigation and prevention of ATS incidents;					X								
assisted States concerned and CARSAMMA Regional Monitoring Agency with the review and adoption of the updated action plan for RNP 10 pre-operational implementation in the Santiago de Chile-Lima segment of parallel routes UL 780 and UL 302;					X								
assisted States to overcome the deficiencies in the ATS services through the implementation of ATS safety management and quality assurance programmes;					X								
implemented 11 new RNAV routes connecting South American, North American, Central American and Caribbean city-pairs;					X								
continued to assist SAM States to execute the RVSM implementation programme task for 2003 and coordinated the necessary activities;					X								
continued to assist the civil aviation training centres of the SAM Region in the preparation of courses based on the TRAINAIR methodology taking into consideration new technology and training at a distance;										X		X	
assisted, coordinated and participated in bilateral/multilateral meetings to update letters of agreement on ATM/SAR matters of common interest to States concerned;					X								
advised and assisted SAM States with respect to the development of CNS/ATM systems;					X		X						
coordinated solutions for communications problems in the SAM Region and at the boundary between the SAM and CAR Regions;							X						

SPECIFIC ACTIVITIES TO BE ADDRESSED	AGA	AIG	AIS/MAP	AT	ATM	AVSEC	CNS	MET	OPS/AIR	PEL/TRG	SO	TC	MULTI
promote the implementation of ATS safety management;					X								
assist States in the compliance and implementation of SARPs in the AVSEC field;						X							
continue ground-to-ground ATN transition plans and associated technical and planning documents;							X						
exchange SSR data between a pair of ATM units;							X						
facilitate the implementation and interconnection of digital networks;							X						
support the ICAO position in preparation for the ITU WRC-2007;							X						
management of aeronautical radio frequencies;							X						
conduct a regional GNSS augmentation test;							X					X	
alleviate the projected shortage of VHF capacity;							X						
follow up on recommendations of the Eleventh ICAO Air Navigation Conference;							X						
achieve full implementation of the final phase of the World Area Forecast System (WAFS) including training in the use of GRIB and BUFR codes;								X					
achieve full implementation of the ISCS and SADIS VSATs by States;								X					
implement procedures to facilitate the global exchange of OPMET messages and their dissemination by the ISCS and SADIS satellite broadcasts;								X					
implement the international airways volcano watch (IAVW) operational procedures, in particular the issuance of SIGMET for volcanic ash clouds and tropical cyclone advisories;								X					
continue to promote the introduction of cost recovery for aeronautical meteorological services;								X					
foster strict adherence to Annex 3 provisions concerning the use of abbreviated plain language and numerical values in SIGMET messages;								X					
develop quality management systems for the meteorological services for international air navigation;								X					
improve flight safety and the safety oversight capabilities of States;									X			X	
support aviation training programmes, provide and encourage States to increase their participation in aviation safety related courses, seminars and workshops;									X				
actively participate in all ICAO GASP flight safety-oriented programmes;									X				
actively participate in all PAAST ALAR controlled flight into the terrain activities and events;									X				
actively participate in all PAAST runway safety activities, events and projects;									X				
devote increased attention to human resource training in all areas related to flight safety;										X	X		
provide assistance to audited States in the implementation of corrective action plans;											X	X	
participate in the development of regional flight safety groups;									X	X			
support the Technical Cooperation Regional Programmes for continuing airworthiness and operational safety of aircraft, and regional safety oversight systems;												X	
encourage States to increase communications with the Technical Co-operation Bureau.												X	

PART 6

Missions to States and Territories by Regional Office Staff in the Air Navigation, Air Transport, Aviation Security and Technical Cooperation Fields

Legend:	AGA = aerodromes, air routes and ground aids AIG = accident investigation and prevention AIS/MAP = aeronautical information and charts AT = air transport ATM = air traffic management AVSEC = aviation security CNS = communications, navigation and surveillance	MET = meteorology OPS/AIR = operations/airworthiness PEL/TRG = personnel licensing and training SO = safety oversight TC = technical cooperation MULTI = multidisciplinary activities
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States/Territories	AGA	AIG	AIS/ MAP	AT	ATM	AVSEC	CNS	MET	OPS/ AIR	PEL/ TRG	SO	TC	MULTI
ASIA AND PACIFIC REGIONS													
Australia					X		X						
Bangladesh							X						
Bhutan											X		X
Brunei Darussalam											X		
Cambodia				X				X					
China					X								
Hong Kong SAR				X	X								
Macao SAR				X									
Fiji											X		
India					X								
Indonesia								X			X		
Japan							X	X					
Lao People's Democratic Republic											X		
Malaysia				X									
Mongolia	X			X								X	X
Myanmar					X		X						
Papua New Guinea								X					
Philippines				X				X				X	

States/Territories	AGA	AIG	AIS/ MAP	AT	ATM	AVSEC	CNS	MET	OPS/ AIR	PEL/ TRG	SO	TC	MULTI
MIDDLE EAST REGION													
Jordan						x							
Kenya							x						
Libyan Arab Jamahiriya						x						x	
Morocco												x	
Oman							x						
Sudan					x	x						x	
Yemen						x	x					x	
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN REGIONS													
Antigua and Barbuda	x							x					
Aruba	x												
Bahamas													x
Barbados					x		x		x				
Belize			x	x	x								
Costa Rica	x		x	x	x				x				x
Cuba													x
Dominican Republic	x			x				x					x
El Salvador			x	x									x
French Antilles							x						
Guatemala			x	x	x						x	x	
Haiti								x					
Honduras			x	x	x								x
Jamaica								x	x		x	x	x
Mexico	x				x				x			x	x
Netherlands Antilles	x												
Nicaragua			x	x	x								
Saint Kitts and Nevis	x												
Trinidad and Tobago	x						x	x	x				x
United States	x				x			x					x

States/Territories	AGA	AIG	AIS/ MAP	AT	ATM	AVSEC	CNS	MET	OPS/ AIR	PEL/ TRG	SO	TC	MULTI
SOUTH AMERICAN REGION													
Argentina			x									x	
Bolivia	x		x	x	x	x	x	x				x	
Chile				x	x	x							
Colombia	x		x	x	x	x	x	x	x				
Ecuador	x			x		x		x					
Guyana	x												
Panama	x		x	x	x	x	x	x					
Paraguay			x		x		x	x					
Peru					x							x	
Suriname	x												
Uruguay					x		x	x					
Venezuela			x	x	x	x		x	x				
WESTERN AND CENTRAL AFRICAN REGIONS													
Burkina Faso						x							
Cape Verde							x						
Chad	x					x							
Equatorial Guinea	x					x						x	
Gabon						x	x	x					
Gambia				x		x					x	x	
Ghana	x					x					x	x	
Guinea											x		
Niger								x					
Nigeria	x				x	x	x						x
Sao Tome and Principe						x							
Senegal							x				x		

PART 7

REGIONAL OFFICE ADVICE AND ASSISTANCE TO STATES ON IMPLEMENTATION

7. ADVICE AND ASSISTANCE TO STATES ON IMPLEMENTATION OF REGIONAL PLANS

7.1 The regional offices provide technical advice and guidance to States through correspondence, meetings and missions on how the plan should be implemented and coordinate joint implementation action by several States when it is required. This applies in particular to network services, e.g. FIR boundaries, elements of the AFTN, ATS route network. To facilitate provision of advice by the offices in this regard, copies of correspondence received from States are provided, as necessary, to the other offices concerned.

7.2 When it appears that implementation of the air navigation plan would be facilitated, the responsible regional office furnishes to appropriate States a detailed statement of the facilities and services that each is called upon to provide under the plan. It is recognized that this may require a considerable amount of the regional office's time if practised generally, and this should therefore be done only when, in the opinion of the regional office, implementation might be prejudiced by the difficulty of a State in determining exactly its responsibilities under the air navigation plan.

7.3 A State, which is affected by more than one air route network and whose civil aviation is in the developing stage, might benefit considerably from an air navigation plan or parts thereof prepared specifically for it; such a plan would reconcile all regional recommendations affecting the country. However, in preparing such a plan its purpose and status is stated clearly and comments made on any implementation problems are consistent with the role of the Secretariat in fostering implementation.

7.4 When the regional offices are called upon by States to provide assistance in developing national plans for the provision of air navigation facilities and services, the following principles are followed in determining if and when such assistance should be given:

- a) it is permissible, in principle, to devote time and, if necessary, travel funds to assisting a State in preparing national plans that will further the implementation of the air navigation plan. The fact that such national plans may incorporate facilities not required under the ICAO plan does not render such assistance inadvisable. On the other hand, it would be unwise to expend any considerable amount of effort or money to assist in the development of purely domestic plans of no direct benefit to international civil aviation, unless such assistance by ICAO is offered under a UNDP or bilateral/multilateral funded project or is funded by the government itself through a Trust Fund. Judgement will, of course, have to be used here as well as in all other elements of the question, as it would not be prudent for the office to refuse arbitrarily to grant assistance that could be given without much difficulty, on the grounds that the project did not relate to international civil aviation;
- b) it is necessary to ensure that an equitable balance is maintained among the States to which the office is accredited, to avoid devoting too much of the office resources to assistance to a particular State at the expense of the help that might be required by others;
- c) the decision on how much time and money a regional office should reasonably devote to assisting any single State is necessarily left to the office's discretion, but it should take into account its obligation to serve all accredited States equitably and to give first priority to the discharge of tasks assigned to it by Headquarters; and

- d) in deciding whether or not to undertake such assistance, it is necessary to evaluate not only the effect of the assistance on international civil aviation, but also its effect on relationships with the assisted State. In some cases, it might be wise to give some assistance not of direct interest to international civil aviation, if only to demonstrate to the assisted State the direct and tangible benefit accruing from membership in the Organization. This is particularly true in regional office relations with non-Contracting States.

7.5 To monitor effectively the implementation of regional plans, the offices maintain appropriate records. The format of the records is left to the discretion of the regional offices since, due to the peculiarities of the various regions and to the different working methods of the offices, it is considered undesirable to establish a uniform system. The offices may find a need to establish "State folders" for the States to which they are accredited, showing **all** the regional recommendations affecting the State and the status of their implementation. Furthermore, it is recalled that this important task has a close relationship also with the task of the regional offices in the identification, assessment and reporting of air navigation deficiencies through the PIRGs.

PART 8

	<i>Bangkok (35 States)</i>	<i>Cairo (19 States)</i>	<i>Dakar (24 States)</i>	<i>Lima (13 States)</i>	<i>Mexico (21 States)</i>	<i>Nairobi (23 States)</i>	<i>Paris* (53 States)</i>	RAO	HQ
Professional Posts									
Chief								1 P-O	
ICAO Regional Director	1 P-O	1 P-O	1 P-O	1 P-O	1 P-O	1 P-O	1 P-O		
ICAO Deputy Regional Director	1 P-5	1 P-5	1 P-5	1 Vacant P-5	1 P-5	1 P-5			
Technical Team Leader							1 Vacant P-5		
Executive Secretary of ECAC							1 P-O [†]		
Deputy Executive Secretary of ECAC							1 P-5 [†] 1 P-5 [†]		
Regional Affairs Officer								3 P-4	
RO, Aerodromes and Ground Aids	1 P-4	1 P-4	1 P-4	1 P-4	1 P-4	1 P-4			3 P
RO, Aerodromes Operations							1 P-4		
RO, Air Navigation Systems Implementation							2 P-4 1 P-4 (NB)		
RO, AIS	1 Vacant P-3 (NB)	1 P-3	1 P-2	1 P-3	1 P-3				5 P
RO, ATM and AIS									
RO, ATM and SAR	2 P-4 1 Vacant P-3 (NB)	1 P-3 (NB)	1 Vacant P-4 1 P-3 1 P-2	1 P-4 1 P-3	1 Vacant P-4 (NB)	1 P-4 1 P-3	2 P-4		7 P
RO, CNS	1 P-4	1 P-4	1 P-4 1 P-3 (NB)	1 P-4 1 P-3	1 P-4	1 P-4 1 P-3	1 P-4 (NB)		7 P

* See separate sheets for specific financial arrangements for individual staff members

[†] Funded by respective regional conference (i.e. AFCAC, ECAC, LACAC)

[‡] Funded by AVSEC for 2 years

[°] Funded by the Netherlands

NB = Non-budgeted

	<i>Bangkok</i> (35 States)	<i>Cairo</i> (19 States)	<i>Dakar</i> (24 States)	<i>Lima</i> (13 States)	<i>Mexico</i> (21 States)	<i>Nairobi</i> (23 States)	<i>Paris*</i> (53 States)	RAO	HQ
RO, Communications	1 P-3								
RO, MET	1 P-4	1 Vacant P-4 (NB)	1 P-4	1 P-4	1 P-4	1 P-4			3 P
RO, MET and AIS							1 P-4		
RO, Manpower and Training				1 Vacant P-4 (NB)		1 Vacant P-4 (NB)			9 P
RO, Safety Oversight	1 Vacant P-4	1 Vacant P-4	1 Vacant P-4 (NB)	1 P-4	1 P-4	1 P-4			6 P
RO, Flight Safety Oversight							1 Vacant P-4 (NB)		9 P
RO, Air Transport	1 P-4	1 P-4	1 P-5 1 P-3 1 P-3 [†]	1 P-5	Vacant P-4 (NB)	1 P-4	1 P-4 [†]		44 P
RO, Aviation Security	1 Vacant P-4 [‡]	1 Vacant P-4 [‡]	1 Vacant P-4 [‡]	1 Vacant P-4 [‡]	1 P-4 [‡]	1 Vacant P-4 [‡]	1 Vacant P-4 [‡]		4 P
Aviation Security Audit Officer							1 P-4 [†]		
Statistics and Systems Officer							1 P-3 [†]		5 P
Associate Expert			1 P-2 [¤]		1 Vacant P-2	1 P-1 [¤]			
Technical Coordinator (TCB)				1 P-4 (NB)					
Technical Officer						1 Vacant P-2 (NB)	1 P-4 [†]		
Administrative Officer	1 P-2	1 P-3	1 P-2	1 P-2	1 P-2	1 P-2	1 P-4 [†]		98 P
Language Officer			1 P-4				2 P-4 1 P-3 [†]		74 P

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	<i>Bangkok</i> (35 States)	<i>Cairo</i> (19 States)	<i>Dakar</i> (24 States)	<i>Lima</i> (13 States)	<i>Mexico</i> (21 States)	<i>Nairobi</i> (23 States)	<i>Paris*</i> (53 States)	RAO	HQ
Information Technology Services Officer							1 P-2		10 P
Environment Officer							1 Vacant P-4 [†]		2 P
Information Officer							1 P-3 [†]		4 P
Integration Officer							1 P-3 [†]		

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	<i>Bangkok (35 States)</i>	<i>Cairo (19 States)</i>	<i>Dakar (24 States)</i>	<i>Lima (13 States)</i>	<i>Mexico (21 States)</i>	<i>Nairobi (23 States)</i>	<i>Paris* (53 States)</i>	<i>RAO</i>	<i>HQ</i>
General Services Posts									
Accounting Assistant							1 G-6		13 G
Accounting/Finance Assistant		1 G-6							
Finance and Administrative Assistant	1 G-6								
Finance Assistant			1 G-5						
Senior Administrative Assistant							1 G-6		
Administrative Assistant				1 G-6 1 G-6 (NB)		1 G-6			
Administrative Clerk	1 G-4	1 G-4	1 G-5 [†] 1 G-3		1 G-6		1 G-4		
CNS/ATM Technical Assistant							1 G-6 (NB)		
Fellowships Assistant						1 Vacant G-6			
Information Technology Assistant							1 G-4		
Office Automation Assistant	1 G-6	1 G-6 1 G-6 (NB)		1 G-6 (NB)	Vacant G-6 (NB)				
Personal Assistant							1 G-6 [†]		
Programme Assistant				1 G-6 [†]					
Regional Affairs Assistant								1 G-7	1 G
Technical Assistant			1 G-6				1 G-6		
Technical Cooperation Assistant	1 G-6 (NB)				Vacant G-6 (NB)				

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[°] Funded by the Netherlands

NB = Non-budgeted

	<i>Bangkok</i> (35 States)	<i>Cairo</i> (19 States)	<i>Dakar</i> (24 States)	<i>Lima</i> (13 States)	<i>Mexico</i> (21 States)	<i>Nairobi</i> (23 States)	<i>Paris*</i> (53 States)	RAO	HQ
Information Clerk								1 G-6	
Reference and Documentation Clerk								1 G-6	
Special Events Coordinator							1 G-6		
Secretary to Head of Office	1 G-6	1 G-6	1 G-6 [†] 1 Vacant G-6	1 G-6		1 G-6			
Senior Secretary	1 G-5		1 G-5	1 G-5	1 G-6	1 G-5	1 G-5	1 G-6	
Secretary	4 G-4 1 G-4 (NB)	2 G-4	1 G-4	4 G-4 1 G-4 [†] 1 G-4 (NB)	1 G-5 3 G-4	4 G-4 1 G-4 (NB)	4 G-4 1 G-4 [†] 1 G-4 (NB) 5 G-3 1 G-3 [‡] 1 Vacant G-3		
Secretary Assistant							1 G-4		
Document Assistant							1 G-5		
Documents Clerk							1 G-3		
Documents Clerk/Receptionist							1 G-3		
Office Clerk				1 G-3 [‡]					
Clerk/Messenger	1 G-2 (NB)								
Clerk/Typist			3 G-3						
Clerk/Typist (Office Automation)			1 G-3						
Clerk/typist (Text Processing)			1 G-3						
Registry Clerk		1 G-4	1 G-4						
Registry Clerk/Receptionist					Vacant G-3 (NB)				

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[‡] Funded by AVSEC for 2 years

[§] Funded by the Netherlands

NB = Non-budgeted

	<i>Bangkok (35 States)</i>	<i>Cairo (19 States)</i>	<i>Dakar (24 States)</i>	<i>Lima (13 States)</i>	<i>Mexico (21 States)</i>	<i>Nairobi (23 States)</i>	<i>Paris* (53 States)</i>	<i>RAO</i>	<i>HQ</i>
General Services Attendant							1 G-1		
General Services Clerk			1 G-5 [†]				1 G-3		
General Services Supervisor							1 G-5 (NB)		
Senior Driver	1 G-3		1 G-3						
Driver/Printing Operator					1 G-3	1 G-3			
Printing Operator	1 G-3						2 G-3		
Printing Operator/Clerk				1 G-3					
Machine Operator			1 Vacant G-4						
Telecommunications Operator	1 G-3								
Customs Clerk/Driver	1 G-4				1 G-3				
Customs Clearance Clerk/Messenger			1 G-3						
Cleaner/Messenger			1 G-1 2 G-1 [†] 1 Vacant G-1 [†]						
Messenger/Reproduction Clerk		1 G-2							
Messenger		1 G-2							
Janitor/Cleaner			1 G-1						

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[‡] Funded by AVSEC for 2 years

[°] Funded by the Netherlands

NB = Non-budgeted

PART 9

TRIENNIAL BUDGETS OF RAO AND REGIONAL OFFICES

**SUMMARY FOR PROGRAMME 5.1: MANAGEMENT,
CO-ORDINATION AND SUPPORT (RAO)**

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS ¹	STAFF ² Strength	GEN. OP. EXPENSES ³	EQUIPMENT ⁴	OTHER
2002	48	48	1 024	2	994	13	15	
2003	48	48	1 029	2	1 010	13	4	
2004	48	48	1 046	2	1 027	13	4	

¹ Amounts relate to ALLPIRG.

² Includes for contractual services for Regional Offices.

³ Amounts relate primarily to travel on official business and software acquisition.

⁴ Amounts relate to acquisition of office automation equipment

SUMMARY FOR PROGRAMME 5.2: WACAF

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS ¹ Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS	STAFF Strength	GEN. OP.2 EXPENSES	EQUIPMENT ³	OTHER
2002	144	180	1 697		1 445	203	49	
2003	144	180	1 728		1 482	209	37	
2004	144	180	1 767		1 528	202	37	

¹ 2 Professional staff (24 work months per annum) and 2 General Service staff (22 work months per annum) are provided by ICAO in support of regional civil aviation activities. Other expenses of the African Civil Aviation Commission are managed through a non-budgetary recoverable account, with reimbursement to ICAO of expenses incurred.

² Includes the following amounts (\$ 000):	2002	2003	2004
a) hospitality	3	3	3
b) communications	39	40	41
c) rental of premises	–	–	–
d) maintenance of premises	21	22	22
e) rental and maintenance of equipment	27	29	29
f) printing	11	11	11
g) travel on official business	76	78	80
h) miscellaneous	26	26	16

³ Includes the following amounts (\$ 000):	2002	2003	2004
a) furniture and equipment	46	34	34
b) books and periodicals	3	3	3

SUMMARY FOR PROGRAMME 5.3: APAC

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS ¹	STAFF Strength	GEN. OP. EXPENSES ²	EQUIPMENT ³	OTHER
2002	132	156	1 770	8	1 416	302	44	
2003	132	156	1 839	8	1 454	308	69	
2004	132	156	1 884	8	1 503	315	58	

¹ Amounts relate to APANPIRG

² Includes the following amounts (\$ 000):	2002	2003	2004
a) hospitality	3	3	3
b) communications	51	53	54
c) rental of premises	–	–	–
d) maintenance of premises	75	75	75
e) rental and maintenance of equipment	23	24	25
f) printing	4	4	4
g) travel on official business	112	114	117
h) miscellaneous	31	32	33

³ Includes the following amounts (\$ 000):	2002	2002	2004
a) furniture and equipment	41	66	55
b) books and periodicals	3	3	3

SUMMARY FOR PROGRAMME 5.4: ESAF

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS ¹	STAFF Strength	GEN. OP. EXPENSES ²	EQUIPMENT ³	OTHER
2002	132	120	1 866	35	1 391	347	93	
2003	132	120	1 872	35	1 434	354	49	
2004	132	120	1 893	35	1 473	358	27	

¹ Amounts relate to APIRG

² Includes the following amounts (\$ 000):	2002	2003	2004
a) hospitality	3	3	3
b) communications	69	71	73
c) rental of premises	110	110	110
d) maintenance of premises	3	4	4
e) rental and maintenance of equipment	31	32	32
f) printing	10	10	10
g) travel on official business	72	74	75
h) miscellaneous	49	50	51

³ Includes the following amounts (\$ 000):	2002	2003	2004
a) furniture and equipment	89	45	22
b) books and periodicals	4	4	5

SUMMARY FOR PROGRAMME 5.5: EUR/NAT

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS ¹ Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS ²	STAFF Strength	GEN. OP. EXPENSES ³	EQUIPMENT ⁴	OTHER
2002	145	231	2 764	27	2 201	501	35	
2003	145	231	2 847	27	2 277	508	35	
2004	145	231	2 941	27	2 338	540	36	

¹ 1 Professional staff (12 work months per annum) is provided by ICAO on a reimbursable basis in support of regional civil aviation activities. The European Civil Aviation Conference (ECAC) reimburses ICAO for the net cost of administrative services support at the regional office provided on a part-time basis by regular staff of ICAO, and for its proportionate share of other regional office expenses incurred in support of ECAC activities. Since the staff and expense mentioned are an integral part of the ICAO regional office operation, their cost is included in both ICAO appropriation estimates and in Miscellaneous Income. Other expenses of ECAC are managed through a non-budgetary recoverable account, with reimbursement to ICAO of expenses incurred.

² Amounts relate to EANPG and NAT systems

³ Includes the following amounts (\$ 000):

	2002	2003	2004
a) hospitality	3	3	3
b) communications	97	100	102
c) rental of premises	–	–	–
d) maintenance of premises	142	146	149
e) rental and maintenance of equipment	71	72	99
f) printing	15	15	16
g) travel on official business	118	117	115
h) miscellaneous	55	55	56

⁴ Includes the following amounts (\$ 000):

	2002	2003	2004
a) furniture and equipment	31	31	32
b) books and periodicals	4	4	4

SUMMARY FOR PROGRAMME 5.6: MID

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS ¹	STAFF Strength	GEN. OP. EXPENSES ²	EQUIPMENT ³	OTHER
2002	108	132	1 465	8	1 300	130	27	
2003	108	132	1 505	8	1 336	133	28	
2004	108	132	1 549	8	1 380	134	27	

¹ Amounts relate to MIDANPIRG

² Includes the following amounts (\$ 000):	2002	2003	2004
a) hospitality	3	3	3
b) communications	27	28	28
c) rental of premises	–	–	–
d) maintenance of premises	17	17	17
e) rental and maintenance of equipment	14	14	14
f) printing	4	4	4
g) travel on official business	45	46	47
h) miscellaneous	20	21	21

³ Includes the following amounts (\$ 000):	2002	2003	2004
a) furniture and equipment	23	24	23
b) books and periodicals	4	4	4

SUMMARY FOR PROGRAMME 5.7: NACC

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS	STAFF Strength	GEN. OP. EXPENSES ¹	EQUIPMENT ²	OTHER
2002	108	96	1 763		1 326	382	55	
2003	108	96	1 805		1 372	393	40	
2004	108	96	1 835		1 409	404	22	

¹ Includes the following amounts (\$ 000):

	2002	2003	2004
a) hospitality	3	3	3
b) communications	28	29	30
c) rental of premises	180	186	192
d) maintenance of premises	32	34	34
e) rental and maintenance of equipment	22	22	23
f) printing	7	7	7
g) travel on official business	92	94	97
h) miscellaneous	18	18	18

² Includes the following amounts (\$ 000):

	2002	2003	2004
a) furniture and equipment	52	37	19
b) books and periodicals	3	3	3

SUMMARY FOR PROGRAMME 5.8: SAM

REGULAR BUDGET – RESOURCE REQUIREMENTS

YEAR	WORK MONTHS ¹ Strength		TOTAL COST (\$ 000)	DIRECT COSTS (\$ 000)				
	P	GS		MEETINGS ²	STAFF Strength	GEN. OP. EXPENSES ³	EQUIPMENT ⁴	OTHER
2002	132	144	1 977	35	1 300	220	22	
2003	132	144	2 051	35	1 745	227	44	
2004	132	144	2 099	35	1 793	232	39	

¹ 2 Professional staff (24 work months per annum) and 1 General Service staff (12 work months per annum) are provided by ICAO in support of regional civil aviation activities. Other expenses of the Latin American Civil Aviation Commission are managed through a non-budgetary recoverable account, with reimbursement to ICAO of expenses incurred.

² Amounts relate to GREPECAS

³ Includes the following amounts (\$ 000):	2002	2003	2004
a) hospitality	3	3	3
b) communications	55	57	59
c) rental of premises	7	7	7
d) maintenance of premises	18	19	19
e) rental and maintenance of equipment	24	24	25
f) printing	8	8	8
g) travel on official business	74	76	78
h) miscellaneous	31	33	33

⁴ Includes the following amounts (\$ 000):	2002	2003	2004
a) furniture and equipment	20	42	37
b) books and periodicals	2	2	2

PART 10

PLANNING AND IMPLEMENTATION REGIONAL GROUPS (PIRGs) BACKGROUND

10. Planning and Implementation Regional Groups (PIRGs) established by the Council

10.1 General

10.2 PIRGs have been established by the Council normally in response to RAN meeting recommendations to ensure the continuous and coherent development of the regional air navigation plan and to monitor and foster its implementation. There are at present six such groups, namely the NAT Systems Planning Group (NAT SPG), the European Air Navigation Planning Group (EANPG), the AFI Planning and Implementation Regional Group (APIRG), the CAR/SAM Regional Planning and Implementation Group (GREPECAS), the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) and the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG). Membership of these groups is by States and can only be changed through formal action by the Council.

10.3 PIRGs meet normally once a year to deal with their work programmes, with emphasis on reviewing the situation of implementation of the regional air navigation plan concerned. The ICAO Regional Director acts as the Secretary of the PIRG. Reports of PIRG meetings are documented for review by the ANC, which in turn reports the result of its review to the Council. PIRGs conduct their business according to their procedural handbook which is approved by the PIRG and noted by the Council.

10.4 Within seven days after the close of the PIRG meeting, the Secretary of the PIRG is expected to forward to RAO, a draft AN-WP on the review by the ANC of the report of the PIRG. RAO will process the draft AN-WP for presentation to the ANC. The ANC (142-2), when reviewing the added value of its review of the reports of PIRGs, emphasized the need for brevity, clarity and safety focus of the PIRG reports and their related ANC and Council papers. Following this, in April 1999, the ANC Working Group on Regional Plans (WG/RPL) developed the following guidelines for standardization of working papers related to PIRG reports and improvement of the effectiveness of their review by the ANC. These guidelines were noted by the ANC (152-8):

- a) the Secretariat documents the PIRG report to the ANC in the form of a draft report to the Council which should also include a one page summary of the situation of implementation of air navigation facilities and services in the region(s);
- b) the above draft report to the Council will be referred by the ANC to its Working Group on Regional Plans (WG/RPL);
- c) the ANC itself will review the report of WG/RPL which includes the value added by the ANC;
- d) the structure of the draft C-WP should be as follows:
 1. report what is essentially relevant/of interest to the ANC and the Council, which means that not all conclusions and decisions are to be included;
 2. the C-WP should be based on key subjects covered by the meeting and not on the agenda items;
 3. subjects covered should be cross-referenced to agenda items;

4. the conclusions and decisions which require specific action by the ANC or Council should be cross-referenced between the text in the WP and an appendix attached to the paper which should clearly show the specific action to be taken by the ANC or Council;
5. the conclusions/decisions should be brought to the attention of the ANC or Council, as appropriate, only when:
 - 5.1 approval is needed;
 - 5.2 support/encouragement is desired;
 - 5.3 the approach recommended by the PIRG differs from ICAO's normal practice;
or
 - 5.4 other regional and/or global adoption is suggested; and
 - 5.5 the Secretariat needs to draw the attention of the ANC/Council to a certain issue.
6. the conclusions/decisions in the appendix should have specific action associated with "Approve", "Note" and "Defer", and may be cross-referenced to other tasks (e.g. TWP, panel, other regions).

10.5 Eighty English and fifteen copies in each of the other language versions of PIRG reports are required at Headquarters for distribution to the Council, the ANC and the Secretariat.

10.6 **The NAT Systems Planning Group**

10.6.1 The NAT SPG was established by the Council in 1965 (54/2) pursuant to Recommendation 4/1 of the Special NAT RAN Meeting (1965).

10.7 **The European Air Navigation Planning Group (EANPG)**

10.7.1 The EANPG was established by the Council in 1972 pursuant to Recommendation 18/1 of the Sixth EUM RAN Meeting (1971).

10.8 **The AFI Planning and Implementation Regional Group (APIRG)**

10.8.1 The APIRG was established by the Council in 1980 (C 103/15) pursuant to Recommendation 16/8 of the Sixth Africa-Indian Ocean RAN Meeting (1979).

10.9 **The CAR/SAM Regional Planning and Implementation Group (GREPECAS)**

10.9.1 The GREPECAS was established by the Council in 1990 (C 130/15) pursuant to Recommendation 14/6 of the CAR/SAM/2 RAN Meeting (1989).

10.10 **The Asia Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG)**

10.10.1 The APANPIRG was established by the Council in 1991 (C 133/19) in the light of consultation with States of the Asia and Pacific Regions.

10.11 **The Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG)**

10.11.1 The MIDANPIRG was established by the Council in 1993 (C 140/7) in the light of consultation with States of the Middle East Region.

PART 11

PIRGs — TERMS OF REFERENCE AND OTHER APPLICABLE PROVISIONS

EUROPEAN AIR NAVIGATION PLANNING GROUP (EANPG)

[Doc 9639, SP EUR RAN Meeting (1994), Appendix A]

11.1 The provisions described hereunder shall be applicable to the European Air Navigation Planning Group (EANPG). They shall supersede in toto those established by the Council of ICAO prior to 20/2/95 [Action by Council (144/2) on Recommendation 1/1 a) of the Special EUR RAN Meeting (1994)].

11.2 OBJECTIVES OF THE EUROPEAN AIR NAVIGATION PLANNING GROUP

11.2.1 The objectives of the ICAO European Air Navigation Planning Group are:

- a) to ensure that air navigation system development plans and action within the EUR Region remain coherent and remain compatible with those of the adjacent ICAO Regions and with the ICAO global plan and worldwide provisions; and that these be appropriately reflected in the EUR Regional Air Navigation Plan (ANP);
- b) to manage the EUR Regional Air Navigation Plan and related documentation and to facilitate the implementation of the international operational requirements contained therein;
- c) to promote and facilitate the harmonization and coordination of the air navigation related programmes of other international organizations such as the Commission of the European Communities (CEC), the European Civil Aviation Conference (ECAC), Eurocontrol, the Interstate Aviation Committee of the Commonwealth of Independent States (IAC/CIS) (within the framework of functions and authority voluntarily delegated by the States of the CIS), the Joint Aviation Authorities (JAA), and their communications, navigation and surveillance/air traffic management (CNS/ATM) systems implementation efforts, including the activities of States and State groupings in the central, eastern and far eastern parts of the EUR Region;
- d) to ensure the coherence of the EUR CNS/ATM system at regional interfaces with CNS/ATM systems of adjacent regions (NAT, NAM, AFI, MID, ASIA and PAC), in line with the ICAO global plan established for that purpose; and
- e) to assist States or State groupings in their planning and implementation efforts, if and when required.

11.3 TERMS OF REFERENCE OF THE ICAO EUROPEAN AIR NAVIGATION PLANNING GROUP

11.3.1 The terms of reference of the group are to:

- a) ensure the continuous and coherent development of the European Air Navigation Plan and other relevant regional documentation in a manner that is harmonized with adjacent regions and consistent with global requirements;
- b) develop amendment proposals for the update of the European Air Navigation Plan necessary to satisfy any changes in the requirements, thus removing the need for regular regional air navigation meetings;
- c) monitor implementation of air navigation facilities and services and, where necessary, ensure harmonization, taking due account of cost/benefit analyses, business case development, environmental benefits and financing issues;
- d) ensure the conduct of any necessary systems performance monitoring, identify specific problems in the air navigation field, especially in the context of safety and security, and propose action aimed at solving any identified problems;
- e) ensure close cooperation with relevant organizations and State groupings to optimize the use of available expertise and resources;
- f) develop a safety analysis that would result in the allocation of priorities to address deficiencies using the Global Air Safety Plan (GASP) as a model;
- g) ensure the development and implementation of an action plan by States to resolve identified deficiencies, where necessary; and
- h) conduct the above activities in the most efficient manner possible, with a minimum of formality and documentation, and call meetings of the EANPG only when the Secretary and the Chairman are convinced that it is necessary to do so.

11.4 COMPOSITION OF THE ICAO EUROPEAN AIR NAVIGATION PLANNING GROUP

Size

11.4.1 The ICAO European Air Navigation Planning Group should be kept as small as possible commensurate with the requirement to carry out its task and to have a balanced representation of the region as a whole. To achieve this, groups of States, suitably located in relation to each other, should, to the extent possible, make arrangements for collective representations.

Members

11.4.2 States should ensure that their Representatives serving the ICAO European Air Navigation Planning Group have experience in the direction of the full range of international air navigation planning and operation. If their State is involved in activities of the other air navigation planning bodies in the EUR Region, the designated Representative should be familiar with these.

11.4.3 Changes to the membership and/or changes to the size of the ICAO European Air Navigation Planning Group may be proposed by any State located in the EUR Region, or by the EANPG itself, and shall be subject to Council approval.

Participation by other States

11.4.4 Any State located in the EUR Region shall be entitled to be represented at meetings of the ICAO European Air Navigation Planning Group with full rights, if it so wishes. However, in exercising these rights, States without permanent representation in the group should take into account the need for keeping its meetings as small and as informal as possible in order to retain its efficiency. In addition, the ICAO European Air Navigation Planning Group may invite States to participate in its meetings whenever such States will be affected by specific aspects of the work of the group or when this will be of assistance in the general conduct of its work.

11.4.5 Any State located outside the EUR Region, having notified ICAO that aircraft on its register, or aircraft operated by an operator whose principal place of business or permanent residence is located in such State, operate or expect to operate into the EUR Region (EUR User State), or providing facilities and services affecting the EUR Region, shall have the right to be represented in the meetings of the ICAO European Air Navigation Planning Group with full rights whenever it considers that its interests are involved, subject to applicable considerations in paragraphs 11.4.2 and 11.4.3.

11.4.6 States not covered by the provisions in paragraphs 11.4.2 and 11.4.3 may participate as observers at meetings of the ICAO European Air Navigation Planning Group, subject to the applicable considerations in those paragraphs.

Participation by international organizations

11.4.7 The ICAO European Air Navigation Planning Group shall normally invite, as observers, selected international organizations recognized by the Council as representing important civil aviation interests to participate in the work of the body in a consultative capacity, as deemed necessary. Those international organizations which should be invited to participate on a regular basis are the following: Airports Council International (ACI), European Civil Aviation Conference (ECAC), European Organization for the Safety of Air Navigation (Eurocontrol), IAC/CIS (within the framework of functions and authority voluntarily delegated by the States of the CIS), International Council of Aircraft Owner and Pilot Associations (IAOPA), International Air Carrier Association (IACA), International Air Transport Association (IATA), International Business Aviation Council (IBAC), International Federation of Air Line Pilots' Associations (IFALPA), International Federation of Air Traffic Controllers' Associations (IFATCA) and Joint Aviation Authorities (JAA).

11.4.8 Other international organizations and/or European bodies and organizations may also participate in meetings of the EANPG in a consultative capacity, if and when specifically invited by the ICAO European Air Navigation Planning Group. Such invitations normally are extended for a particular meeting of the group and may cover only particular agenda item(s) of that meeting.

Relations with other European bodies and organizations

11.4.9 The ICAO European Air Navigation Planning Group shall keep itself informed of the activities of, and shall provide advice to, other relevant European bodies and organizations to the extent that such activities are likely to have an impact on the planning and operation of the EUR air navigation system

as a whole, as well as on that of other ICAO regions or on the worldwide provisions of ICAO. When necessary, the ICAO European Air Navigation Planning Group shall provide information and advice to such bodies and organizations if this is required in order to:

- a) avoid duplication of work assignments, tasks and/or efforts;
- b) engage their assistance in matters which, while having a bearing on the air navigation system, are outside the competence of ICAO and/or the ICAO European Air Navigation Planning Group's activities.

11.4.10 In particular, in view of the objectives pursued and the functions performed by Eurocontrol, the ICAO European Air Navigation Planning Group shall maintain close relations with that European organization by:

- a) inviting Eurocontrol to participate in meetings of the group; and
- b) requesting the cooperation of Eurocontrol in carrying out specific studies or tasks related to the ICAO work programme in the EUR Region.

11.4.11 Conversely, Eurocontrol is expected to keep the ICAO European Air Navigation Planning Group informed on its activities having a direct bearing on the work and the tasks of the latter.

11.4.12 The ICAO Regional Director, European and North Atlantic Office, shall ensure participation by ICAO expert staff in Eurocontrol's work of relevance to the tasks of the ICAO European Air Navigation Planning Group and to the responsibilities of the ICAO regional office in general.

11.4.13 Relationships with other organizations or entities should follow similar patterns, depending on the nature of the work emerging from such bodies.

Civil/military coordination

11.4.14 Regarding the representation of military interests and in view of the significant effects which military activities may have on civil air navigation planning, the ICAO European Air Navigation Planning Group shall keep in mind military air navigation matters and their inter-relationship with civil air navigation planning, and should give due consideration to defence needs, particularly concerning sovereignty of airspace. It should therefore liaise with respective organizations, as necessary.

Involvement of the ICAO Regional Director, European and North Atlantic Office

11.4.15 The ICAO Regional Director, European and North Atlantic Office shall serve as Secretary of the ICAO European Air Navigation Planning Group. The European and North Atlantic Office of ICAO shall provide the Secretariat services to the group and serve as its communication link with all interested parties.

11.4.16 The ICAO Regional Director shall manage all technical matters within the policy framework of the ICAO European Air Navigation Planning Group. In this capacity, he shall be responsible for the coordination and harmonization of the work of any contributing bodies that may be established from time to time and particularly also with that of other ICAO bodies.

11.4.17 To that end, the ICAO Regional Director, where required in close coordination with the Chairman of the ICAO European Air Navigation Planning Group and with States and international organizations concerned, shall be responsible for:

- a) managing the ICAO European Air Navigation Planning Group's technical work programme, provided that it shall always be consistent with the group's policies;
- b) achieving agreement by consensus among EUR Provider and User States on air navigation topics;
- c) informing the ICAO European Air Navigation Planning Group about technical issues which cannot be so resolved;
- d) ensuring the harmonization of planning in the EUR and adjacent regions;
- e) processing proposals to amend the EUR Regional Air Navigation Plan and the EUR Regional Supplementary Procedures;

Note: The ICAO Regional Director will ensure that proposals for amendment of the EUR Regional Air Navigation Plan and the EUR Regional Supplementary Procedures developed by contributing bodies are consistent with ICAO policy and coherent at the air navigation systems level. If so, he will circulate and process these proposals on behalf of the ICAO European Air Navigation Planning Group in accordance with established procedures as approved by the Council for that purpose.

- f) coordinating and harmonizing the work of the ICAO European Air Navigation Planning Group and its contributing bodies, particularly also with that of other ICAO bodies;
- g) maintaining closest coordination between ICAO, the ICAO European Air Navigation Planning Group, CEC, ECAC, Eurocontrol, JAA and other parties involved in EUR regional planning to ensure a harmonized air navigation system evolution and to avoid duplication of efforts at all levels; and
- h) referring policy matters and matters of a contentious nature to the ICAO European Air Navigation Planning Group for appropriate action.

Working methods

11.4.18 The ICAO European Air Navigation Planning Group shall appoint a Chairman and Vice-Chairmen. The Chairman, in close cooperation with the ICAO Regional Director, European and North Atlantic Office, shall make necessary arrangements for the most efficient working of the group. One of the prerequisites in this respect is that the group shall at all times work with a minimum of formality and paperwork. In the interval between meetings of the group, the representatives shall maintain continuity in the work of the group. This may take the form of assignment of specific tasks to selected individual representatives and/or the formation of small ad hoc task forces to perform studies or prepare supporting material on defined subjects for consideration by the group as a whole. Best advantage should be taken of modern communication methods, particularly electronic mail, facsimile, etc., to keep the members and the Secretary in permanent touch with each other.

11.4.19 The European and North Atlantic Office of ICAO shall provide necessary secretarial assistance to the group and serve as its communication link with all interested parties. It shall be equipped with adequate communication means to fulfil this task.

Meetings of the ICAO European Air Navigation Planning Group

11.4.20 Based on the advice of members of the ICAO European Air Navigation Planning Group and of the ICAO Regional Director, European and North Atlantic Office, the Chairman shall decide the agenda, date, duration and site of meetings of the group. These decisions should be arrived at flexibly and only as and when the need arises in cases where subjects can not reasonably be treated through communications amongst members. The meetings should be held with a minimum of administrative arrangements and a minimum of cost to States and ICAO. During meetings, members of the group may be accompanied by advisers. Total attendance should, however, be kept to a minimum consistent with the topics to be discussed so as to maintain the desired informality of proceedings.

11.4.21 Approximately sixty days prior to each meeting of the ICAO European Air Navigation Planning Group, a convening letter shall be transmitted by the Secretary. This letter should include the agenda together with background notes in order to assist participants in preparing for the meeting, as well as a summary report on activities of the group since it met last. The convening letter should be addressed to the representatives of:

- a) States designated as Members;
- b) States having decided to attend regularly the meeting of the ICAO European Air Navigation Planning Group; and
- c) international organizations invited to participate on a continuous basis in the activities of the ICAO European Air Navigation Planning Group (see paragraph 11.4.7).

11.4.22 In addition, the ICAO Regional Director, European and North Atlantic Office shall keep States and selected international organizations concerned informed of the convening of meetings of the ICAO European Air Navigation Planning Group and the subjects planned for discussion.

Language

11.4.23 Normally, the languages of meetings should be English, French and Russian, except if otherwise determined amongst the members in advance of each meeting. The reports of the meetings shall be circulated in English, French and Russian.

Creation and dissolution of contributory bodies

11.4.24 In order to assist it, the ICAO European Air Navigation Planning Group may create contributing sub-groups or task forces, charged with preparatory work of specific problems requiring expert advice for their resolution. Representation in such sub-groups should be by European Air Navigation Planning Group members or by specialists in the subjects under consideration, as the case may merit. The establishment and the work of such sub-groups shall be governed by the following considerations:

- a) a sub-group shall only be formed when it has been clearly established that it is likely to be able to make a substantial contribution to the resolution of the problem in question;

- b) it shall be given clear and concise terms of reference prescribing not only its task but also an expected target date for its completion;
- c) its composition shall be such that, while being kept as small as possible, all States (whether or not they are members of the European Air Navigation Planning Group) and organizations likely to be able to make valid contributions are given the opportunity to participate in it;
- d) its work progress shall be subject to review by the European Air Navigation Planning Group, especially in order to avoid duplication of effort in fields already covered by other activities; and
- e) a sub-group shall be dissolved as soon as either it has completed its assigned task or it has become apparent that either the task is covered by other bodies active in the EUR Region or that work on the subject in question cannot be usefully continued.

11.5 POSITION IN ICAO

11.5.1 The ICAO European Air Navigation Planning Group shall be the guiding and coordinating organ for all activities conducted within ICAO concerning the air navigation system for the EUR Region, but shall not assume authority vested in other ICAO bodies, except where such bodies have specifically delegated their authority to the ICAO European Air Navigation Planning Group. The activities of the ICAO European Air Navigation Planning Group shall be subject to review by the ICAO Council.

11.5.2 All groups or meetings within the framework of ICAO (excluding limited, special or full-scale regional air navigation meetings), concerned with the EUR air navigation system, shall be under the general direction of the ICAO European Air Navigation Planning Group so as to ensure full coordination of all regional activities regarding the development and operation of that system within the ICAO EUR Region and its interfacing with adjacent regions and the global plan for the ICAO CNS/ATM system.

11.5.3 Specific policy issues emanating from the work of the ICAO European Air Navigation Planning Group and matters of impact on other regions shall be submitted to the ICAO Council.

11.5.4 Any matters concerning the terms of reference of the ICAO European Air Navigation Planning Group, its composition, working arrangements and position in ICAO shall be submitted to the Council for consideration and appropriate action.

