



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 514-954-8219 ext. 6233

Ref.: SA 39/1 – 15/86

18 December 2015

Subject: Invitation to attend the 39th Session of the
Assembly, Montréal, 27 September to 7 October 2016

Action required: 1) by 18 August 2016, transmittal by
Member States of any additional items to the Provisional
Agenda; and 2) by 2 September 2016, submission of
original credentials

Sir/Madam,

I have the honour to extend to your Government/Organization, on behalf of the Council of the International Civil Aviation Organization (ICAO), an invitation to participate in the 39th Session of the Assembly of ICAO which will be held in Montréal from 27 September to 7 October 2016. The meeting is open to all Member States. Representatives of non-Member States, Palestine and international organizations, as invited by the Council, may participate in the meeting with observer status.

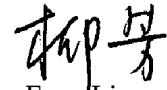
The Provisional Agenda of the Assembly, as approved by the Council, is presented in Attachment A together with explanatory notes on each agenda item. Any items that the Council may decide to add will be communicated to you immediately. Member States wishing to submit proposals for the addition of items should do so by 18 August 2016.

In order to better coordinate the work of the Administrative Commission with the other bodies in terms of the budgetary impact of their deliberations and recommendations, the Council, at the seventh meeting of its 206th Session, agreed that in the event a Member State wishes to propose a new initiative or project activity that has budget implications for the Organization, it would be required to include a cost estimate for its proposal. Such Member State is encouraged to work with the Secretariat in developing the cost estimate and submit its proposal before 1 June 2016, to enable the Council to consider and then decide if the proposal should be included in the draft budget submission.

Information on credentials, which should preferably be sent by 2 September 2016 is provided in Attachment B. Details on documentation and other administrative arrangements will be communicated under cover of a separate letter.

In order to avoid unnecessary delays at the opening of the Assembly, all participants are strongly encouraged to pre-register online at the following web address: www.icao.int/A39registration. Delegates who have pre-registered online, submitted a compliant picture and have their original credentials in order will be eligible for a fast issuance of their event badge.

Accept, Sir/Madam, the assurances of my highest consideration.



Fang Liu
Secretary General

Enclosures:

- A — Provisional Agenda
- B — Information on Credentials

**PROVISIONAL AGENDA FOR THE
39TH SESSION OF THE ASSEMBLY**

PLENARY

Item 1: Opening of the Session by the President of the Council

The opening of the Session by the President of the Council will take place on Tuesday, 27 September 2016 at 1100 hours in the Assembly Hall and will be preceded by an Informal Meeting of Heads of Delegations of Member States, starting at 0945 hours.

Item 2: Approval of the Agenda

As soon as possible after the opening of the session, the Assembly shall be invited to approve the Provisional Agenda, as prepared by the Council (Rule 12).

Item 3: Establishment of Committees and Commissions

In accordance with Rules 6, 14 and 18 of the Standing Rules of Procedure, the Assembly shall establish a Credentials Committee, an Executive Committee, a Coordinating Committee, and an Administrative Commission. It is anticipated that the Assembly shall also establish three other Commissions, namely, the Technical, Economic and Legal Commissions.

Item 4: Reference of subjects to Committees and Commissions

The Assembly will be invited to refer items of the agenda to the Executive Committee and to the Technical, Economic, Legal and Administrative Commissions for consideration and report (Rule 20).

Item 5: Election of Member States to be represented on the Council

For this item, documentation will be presented to the Assembly setting forth the voting procedure for the election of the Council, the precedents of the elections in previous years and other relevant information. Reference will also be made to Assembly Resolution A4-1 specifying the obligations of Council Member States (Rules 54-61).

Item 6: Election of the President of the Assembly

The Assembly shall elect its President, who shall preside over the plenary meetings of the Assembly. Until such election, the President of the Council shall act as President of the Assembly (Rule 8).

PLENARY

Item 7: Election of the four Vice-Presidents of the Assembly and Chairpersons of Commissions

The Assembly shall elect four Vice-Presidents and the Chairpersons of the Commissions referred to above (Rules 9 and 22).

Item 8: Statements by delegations of Member States

Statements by delegations should preferably be submitted to the President of the Council ten days before the opening of the session, and be published. Exceptionally, for oral presentations if so wished, arrangements should be made with the President of the Council, who should be notified at least ten calendar days before the opening of the Session of a State's intention to make an oral presentation. Oral presentations should focus on agenda items or topics related to the main subjects of discussion within the Organization and should be no longer than five minutes.

Item 9: Reports by Committees and Commissions of the Assembly and action thereon

These reports are the final reports of the Committees and Commissions on each item, together with the draft resolutions presented for adoption by the Assembly.

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EXECUTIVE COMMITTEE

Item 10: Contributions in arrears

In accordance with Assembly Resolution A38-24, this item will permit consideration of the status of voting privileges of States that have long-outstanding arrears.

Item 11: Annual Reports of the Council to the Assembly for 2013, 2014 and 2015

The Executive Committee will be invited to review as a whole the Annual Reports of the Council to the Assembly for 2013, 2014 and 2015 and the supplementary report covering the first six months of 2016 falling within its field of competence.

Item 12: Proposal to amend Article 50 (a) of the Chicago Convention so as to increase the membership of the Council

The Council will report on a proposal by Portugal and Saudi Arabia to amend Article 50 (a) of the *Convention on International Civil Aviation* so as to increase the size of the membership of the Council.

Item 13: Proposal to amend Article 56 of the Chicago Convention so as to increase the membership of the Air Navigation Commission

The Council will report on a proposal by Bolivia (Plurinational State of), Burkina Faso, Cameroon, Chile, Dominican Republic, Egypt, India, Kenya, Libya, Nicaragua, Nigeria, Saudi Arabia, United Arab Emirates, United Republic of Tanzania, and Venezuela (Bolivarian Republic of) to amend Article 56 of the *Convention on International Civil Aviation* so as to increase the size of the membership of the Air Navigation Commission.

Item 14: Technical Assistance Programme

Pursuant to Assembly Resolution A38-5, the Council will present a comprehensive report on the overall implementation of the technical assistance programme to assist States in the implementation of Standards and Recommended Practices (SARPs) in the fields of aviation safety, security and facilitation, and environmental protection, and to obtain the necessary financial resources to fund such assistance projects. It will also include a report on activities related to the *No Country Left Behind* initiative. The Council will also present a *Consolidated statement of ICAO Policies on Technical Assistance, pertaining to all ICAO's Programmes*.

Item 15: Technical Cooperation - Policy and activities on technical cooperation

The Council will present a report illustrating the Technical Cooperation Programme performance results in the 2013 to 2015 period from both the financial and the non-quantifiable operational perspectives. The Assembly will consider a revised *Consolidated statement of ICAO policies on technical cooperation* (Assembly Resolution A36-17), which will be amended as required to reflect relevant developments.

EXECUTIVE COMMITTEE

Item 16: Aviation Security — Policy

The Council will present a progress report on the global aviation security policy framework and implementation of the ICAO Comprehensive Aviation Security Strategy (ICASS), including developments in risk assessment, innovation and cybersecurity. The Council will propose the establishment of a global aviation security plan and the adoption of a revised *Consolidated statement on continuing ICAO policies related to aviation security* (Assembly Resolution A38-15).

Item 17: Universal Security Audit Programme – Continuous Monitoring Approach (USAP-CMA)

Pursuant to Assembly Resolution A38-15, Appendix E, the Council will present a report on the Universal Security Audit Programme – Continuous Monitoring Approach (USAP-CMA). Information will be provided on the overall implementation of the Programme, the main results of the audits and analysis of the level of implementation of the critical elements of States' aviation security oversight systems, and an indicative level of compliance with Annex 17 — *Security Standards*.

Item 18: Implementation Support and Development – Security (ISD-SEC)

The Council will present a report on the activities of the ICAO Implementation Support and Development – Security (ISD-SEC) Programme undertaken to assist States in complying with Annex 9 (*Facilitation*) and Annex 17 (*Security*) Standards and Recommended Practices (SARPs), including information on the development and implementation of targets and performance indicators used to measure the effectiveness of assistance activities. In addition, the Council will report on the Africa-Indian Ocean Aviation Security and Facilitation (AFI SECFAL) Plan, the status of the Aviation Security Training Centre (ASTC) network and development of training material/activities. Priorities for the 2017-2018-2019 triennium will be proposed.

Item 19: Facilitation and the ICAO Traveller Identification Programme (ICAO TRIP) Strategy

The Council will report on activities relating to the Facilitation Programme, including progress made in implementing the ICAO Traveller Identification Programme (ICAO TRIP) Strategy, an update on the Public Key Directory (PKD). The Council will identify Facilitation Programme priorities for the 2017-2018-2019 triennium and propose the adoption of a revised *Consolidated statement of continuing policies related to facilitation* (Assembly Resolution A38-16).

Item 20: Environmental Protection – Aircraft Noise – Policy, Standardization and Implementation Support

The Council will present reports on activities with regard to aircraft noise, including progress on the development of Standards and Recommended Practices (SARPs) and other elements of the Balanced Approach for noise management, and the trends assessment of the impact of aircraft noise. In this regard, information will also be provided on cooperation with other United Nations bodies. The Council will present proposals for updating Appendix A and Appendices C to G of the *Consolidated statement of continuing ICAO policies and practices related to environmental protection – General provisions, noise and local air quality* (Assembly Resolution A38-17).

EXECUTIVE COMMITTEE**Item 21: Environmental Protection – Aircraft Engine Emissions affecting Local Air Quality – Policy, Standardization and Implementation Support**

The Council will present reports on activities with regard to aircraft engine emissions affecting local air quality (LAQ), including progress on the development of a new Particulate Matter (PM) Standard for aircraft, and the trends assessment of the impact of aviation on LAQ. In this regard, information will also be provided on cooperation with other United Nations bodies. The Council will present proposals for updating Appendices B and H of the *Consolidated statement of continuing ICAO policies and practices related to environmental protection – General provisions, noise and local air quality* (Assembly Resolution A38-17).

Item 22: Environmental Protection – International Aviation and Climate Change – Policy, Standardization and Implementation Support

The Council will present reports on activities with regard to international aviation and climate change, including progress on the development of a new CO₂ emissions Standard for aircraft, sustainable alternative fuels for aviation, a global market-based measure (MBM) scheme, and the trends assessment of the impact of aviation on the global climate. In this regard, information will also be provided on the capacity building strategy for action, including on the development and implementation of States' action plans to reduce emissions, and on the cooperation and main developments with other United Nations bodies. The Council will present proposals for updating the *Consolidated statement of continuing ICAO policies and practices related to environmental protection – Climate change* (Assembly Resolution A38-18).

Item 23: ICAO Civil Aviation Training Policy and Capacity Building in Aviation

The Council will present a status report on the implementation of Assembly Resolution A38-12, Appendix D, the ICAO Civil Aviation Training Policy, and the way forward for the establishment of sustainable capacity-building strategies in aviation. In this regard, the Council will also report on the status of the TRAINAIR PLUS Programme, the development of ICAO-harmonized training packages addressing all Strategic Objectives, and the priorities for 2017 to 2019, including support for the *No Country Left Behind* initiative.

Item 24: Human Resources Management

The Council will present a progress report on the ongoing reform and modernization of the Organization's human resources management policies, practices, processes and systems, which aimed to increase fairness, equity, transparency, effectiveness and efficiency and to ensure that ICAO remains an employer of choice with the capacity to attract, retain and motivate the talent required to achieve its goals.

Item 25: Status of ICAO Workforce

Pursuant to Assembly Resolutions A24-20 and A36-27, the Council will present a report on the composition of the ICAO workforce as at 31 December for the years 2013, 2014 and 2015, including the status of Equitable Geographical Representation (EGR) and Gender and an analysis of the Professional and Higher Category appointments. It will also include human resources data, such as age, length of service, retirement projections, and occupational groups. Observations will be provided based on the statistics presented, and future plans related to workforce planning and enhancement of diversity will be outlined.

EXECUTIVE COMMITTEE**Item 26: Multilingualism at ICAO**

Pursuant to Assembly Resolution A37-25, the Council will present a report on the effects of the implementation of the policies and decisions adopted to enhance efficiency and effectiveness on language service matters as well as outstanding issues to improve the availability and quality of language services of the Organization.

Item 27: Increasing the efficiency and effectiveness of ICAO

The Council will present a report on initiatives to, inter alia, enhance communications with Member States and improve the working methods, procedures and governance of the Organization, ICAO's assurance framework, corporate performance management, and Council Off-site Strategy meetings. Pursuant to a decision by the Council (C-DEC 203/7), the Assembly will be invited to adopt a Resolution that calls for complete and timely responses to State letters along with periodic performance reports on responses to State letters to the Assembly.

Item 28: No Country Left Behind Initiative

The Council will present a report on activities related to the *No Country Left Behind* initiative, including the outcome of the first-ever *ICAO World Aviation Forum* (23-25 November 2015).

Item 29: United Nations 2030 Agenda - Sustainable Developments Goals (SDGs)

The Council will present a report on ICAO's work programmes and activities in support of the Sustainable Development Goals (SDGs), as well as the cooperation with States and other United Nations bodies to achieve related targets.

Item 30: Resource Mobilization

The Council will present a report on the activities related to resource mobilization including the approval of an ICAO Resource Mobilization Policy, and the Assembly will be invited to adopt a Resolution requesting contributions from States and other stakeholders to complement the regular budget to support the achievement of ICAO's mission and objectives at the global, regional and country levels.

Item 31: Other high-level policy issues to be considered by the Executive Committee

This item is intended for subjects concerning high-level policy issues other than those that have a specific agenda item, which require the consideration of the Assembly.

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TECHNICAL COMMISSION

Item 32: Annual Reports of the Council to the Assembly for 2013, 2014 and 2015

The Technical Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2013, 2014 and 2015 and the supplementary report covering the first six months of 2016 falling within its field of competence.

Item 33: Aviation safety and air navigation monitoring and analysis

The Council will report on the status of global-level implementation priorities and targets from the Global Aviation Safety Plan and the Global Air Navigation Plan, utilizing the global and regional reporting mechanisms. It will also report region-by-region on the implementation status for key GASP and GANP priorities. These reports will include the latest information from the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA). The Council will also provide an analysis of the progress of the Comprehensive Regional Implementation Plan for Aviation Safety in Africa.

The Assembly will also be informed of developments in relation to remotely piloted aircraft systems (RPAS), the global aeronautical distress and safety system (GADSS) including aircraft tracking, conflict zones coordination, and emerging issues such as cybersecurity.

Item 34: Aviation safety and air navigation policy

The Global Aviation Safety Plan (GASP) formalizes priorities and targets collaboratively agreed through the regional aviation safety groups (RASGs) while the Global Air Navigation Plan (GANP) provides the foundation for air navigation improvements planned and coordinated through ICAO and the planning and implementation regional groups (PIRGs). Under this agenda item, taking into account ongoing developments such as a safety roadmap and performance indicators, the Council will present the updated GASP and GANP for endorsement by the Assembly.

Item 35: Aviation safety and air navigation standardization

Recognizing that global standardization is one of ICAO's core functions under this agenda item, the Council will report on standardization plans and activities and will provide an outlook on expected Standards over the next triennium, especially those relating to Block 1 of the GANP.

Item 36: Aviation safety and air navigation implementation support

The Council will outline implementation support plans for the next triennium at the global and regional levels, including efforts that support the *No Country Left Behind* initiative.

The Council will also report on implementation support mechanisms: planning and implementation regional groups (PIRGs), regional aviation safety groups (RASGs), and regional safety oversight organizations (RSOOs). In addition, the Council will report on the application of impact assessments and implementation task lists with SARPs proposals.

Item 37: Other issues to be considered by the Technical Commission

This item is intended for subjects other than those that have a specific agenda item, which require the consideration of the Assembly.

ECONOMIC COMMISSION

Item 38: Annual Reports of the Council to the Assembly for 2013, 2014 and 2015

The Economic Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2013, 2014 and 2015 and the supplementary report covering the first six months of 2016 falling within its field of competence.

Item 39: Economic Regulation of International Air Transport — Policy

The Council will report on ICAO work in the implementation of the recommendations of the Sixth Worldwide Air Transport Conference (ATConf/6, March 2013). Priorities for the 2017-2018-2019 triennium will be proposed based on the need to harmonize the global regulatory framework for international air transport, facilitate and support the liberalization process, and maximize aviation's contribution to economic development.

Item 40: Economics of Airports and Air Navigation Services — Policy

The Council will report on developments in the regulatory and economic aspects of airports and air navigation services, and on the progress made in the implementation of ATConf/6 recommendations, with a focus on funding, financing and management of aviation infrastructure and other investment needs.

Item 41: Aviation Data— Monitoring and Analysis

The Council will report on developments in traffic forecasting activities, particularly with respect to a single set of long-term traffic forecasts requested by the 38th Session of the Assembly. The Council will also report on economic analysis activities, including the Enterprise Data Management (EDM) Project, the development of business analysis tools, the business process re-engineering of the ICAO Statistics Programme, and coordination with other international organizations to reduce duplication and costs. In addition, information will be provided on the implementation of the United Nations integrated system in the collection, processing and dissemination of data to assist developing countries in strengthening their analytical systems. A work programme for the 2017-2018-2019 triennium will be proposed.

Item 42: Economic Development of Air Transport

The Council will present a report on significant regulatory and industry developments of international air transport since the last Assembly. The Assembly will consider adoption of a revised *Consolidated statement of continuing ICAO policies in the air transport field* (Assembly Resolution A38-14).

Item 43: Other issues to be considered by the Economic Commission

This item is intended for subjects other than those that have a specific agenda item, which require the consideration of the Assembly.

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LEGAL COMMISSION

Item 44: Annual Reports of the Council to the Assembly for 2013, 2014 and 2015

The Legal Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2013, 2014 and 2015 and the supplementary report covering the first six months of 2016 falling within its field of competence.

Item 45: Work programme of the Organization in the legal field

The Council will present a report on the progress of work in relation to the items on the work programme of the Legal Committee and will present recommendations for the future work programme as appropriate.

Item 46: Consolidated statement of continuing ICAO policies in the legal field

The Council will present proposals for updating the *Consolidated statement of continuing ICAO policies in the legal field* (Assembly Resolution A37-22).

Item 47: Other issues to be considered by the Legal Commission

This item is intended for subjects concerning issues other than those that have a specific agenda item, which require the consideration of the Assembly.

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ADMINISTRATIVE COMMISSION

Item 48: Annual Reports of the Council to the Assembly for 2013, 2014 and 2015

The Administrative Commission will be invited to review those parts of the Annual Reports of the Council to the Assembly for 2013, 2014 and 2015 and the supplementary report covering the first six months of 2016 falling within its field of competence.

Item 49: Budgets for 2017, 2018 and 2019

Article 49 (e) of the Convention stipulates that the Assembly votes annual budgets and determines the financial arrangements of the Organization. Under this provision, the Council will submit the ICAO Budget for 2017, 2018 and 2019, as well as, if required, estimates for supplementary appropriations.

The Council will also submit the Indicative Budget Estimates of the Administrative and Operational Services Costs (AOSC) of the Technical Co-operation Programme and the Ancillary Revenue Generation Fund.

Item 50: Confirmation of Council action in assessing the contributions to the General Fund and determining advances to the Working Capital Fund of States which have adhered to the Convention

In accordance with Financial Regulations 6.9 and 7.5, the Council will act on the assessment of any State that may adhere to the Convention before the opening of the 39th Session of the Assembly. The Council action will be reported to the Assembly for approval.

Item 51: Contributions in arrears

The Council will report on arrangements that may have been concluded to settle Member States' contributions in arrears and action to be taken in the case of Member States failing to discharge their financial obligation to the Organization.

In accordance with Financial Regulation 6.8 and Assembly Resolution A38-24, the Council will report on the result of actions undertaken, effective 1 January 2014, to monitor outstanding contributions and review the effectiveness of the incentive schemes, taking into account the additional measures applied to those Member States whose voting rights have been suspended in Resolving Clauses 10 and 11.

The Assembly will be informed of the actions taken in accordance with Assembly Resolution A38-25, Resolving Clause 1.

The application of Assembly Resolution A38-25, Resolving Clause 2, will be reviewed.

ADMINISTRATIVE COMMISSION

In accordance with Assembly Resolution A38-25, Resolving Clause 3, with effect from 1 January 2005, subject to cash surplus availability, only that portion of a payment from a Member State that is in excess of the sum of the three preceding years' assessments and all instalments due under agreements entered into under Resolving Clause 4 of Assembly Resolution A38-24 shall be retained in a separate account to finance expenditure on aviation security activities, and new and unforeseen projects related to aviation safety, and/or to the enhancement of efficient delivery of ICAO programmes, such action to be under the control of the Council and reported to the next ordinary session of the Assembly.

In accordance with Assembly Resolution A38-25, Resolving Clause 4, the Council will report on the results of the efforts to closely monitor the question of outstanding contributions and the effects of the incentive schemes on payment of arrears by States, and report to the next ordinary session of the Assembly on the results of their efforts including other measures to be considered.

Item 52: Assessments to the General Fund for 2017, 2018 and 2019

This item is governed by Assembly Resolution A36-31, Clause 3.

In accordance with the methodology outlined in Assembly Resolution A36-31 Clause 1, the draft Scales of Assessment have been calculated and will be submitted for the consideration and approval of the Assembly.

Item 53: Report on the Working Capital Fund

In accordance with Assembly Resolution A38-27, the Council will report on the position of the Working Capital Fund.

Item 54: Disposition of cash surplus/deficit

The Council shall report on the disposition of cash surplus in accordance with Financial Regulation 6.2, or on how a deficit may be financed in accordance with Financial Regulation 6.3.

Item 55: Amendment of the Financial Regulations

In accordance with Financial Regulation 14.1, the Council will report to the Assembly on its actions in amending the Financial Regulations.

Item 56: Review of expenditures, approval of accounts and examination of Audit Reports for the financial years 2013, 2014 and 2015

This item will include the Audit Reports and Statement of Accounts for each of the financial years and in respect of the Organization, including Joint Financing funds, United Nations Development Programme funds, Trust Funds, Civil Aviation Purchasing Service funds and other funds administered by ICAO, as well as reports dealing with transfers from one Major Programme to another, supplementary appropriations and *ex-gratia* payments, if any.

ADMINISTRATIVE COMMISSION

Item 57: Appointment of External Auditor

In accordance with Financial Regulation 13.1, the Council will present a report on the appointment of the External Auditor.

Item 58: Other issues to be considered by the Administrative Commission

This item is intended for subjects other than those that have a specific agenda item, which require the consideration of the Assembly.

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ATTACHMENT B TO STATE LETTER SA 39/1-15/86

INFORMATION ON CREDENTIALS

1. Credentials in original form are required for the meeting, in any of the ICAO working languages (Arabic, Chinese, English, French, Russian or Spanish). Photocopies, scanned copies, electronic signatures or facsimiles will not be accepted.
2. Such original credentials should be signed on behalf of the State concerned, by a person duly authorized to do so, including: Head of State; Head or Deputy Head of Government; Minister of Foreign Affairs or Minister of Transport (Civil Aviation); Director General of the Civil Aviation Authority; Ambassador Extraordinary and Plenipotentiary in Canada or USA; Head of permanent mission to the United Nations or to ICAO.
3. For international organizations, the original credentials should be signed by their Chief Executive Officer (CEO) or Deputy CEO.
4. Credentials should give the name and position of each member of the delegation and indicate the capacity in which he or she is to serve at the meeting. No self-nominations will be accepted (i.e. credentials cannot be signed by any person listed therein), except for Chief Executive Officers of international organizations.
5. In accordance with Rule 4 of the *Standing Rules of Procedure of the Assembly of the International Civil Aviation Organization* (Doc 7600), delegations of Member States may be composed of delegates, alternates and advisers (no observers); one of the delegates should be designated as “Chief Delegate”. Representatives on the Council of ICAO or to ICAO do not require special credentials to be accredited as delegates.
6. In accordance with Rule 5 of the Standing Rules, Non-Member States and international organizations duly invited by the Council, or by the Assembly itself, may be represented by observers. Where a delegation consists of two or more observers, one of them should be designated as “Chief Observer”.
7. The credentials should preferably be sent by 2 September 2016 to the Secretary General or may be deposited, when registering on-site, with the Secretary of the meeting through the designated Credentials Coordinator. If the original credentials are not received by the time of registration, only a temporary identification badge will be issued.

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