

GUIDEBOOK
TO HOSTING A
MODEL ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

Guidebook to Hosting a Model ICAO

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ACKNOWLEDGEMENTS

The United Nations Association in Canada (UNA-Canada) would like to thank **Transport Canada** and the **Canadian Mission to ICAO** for their support and assistance to create this resource. Thank you to **Mark Allen**, Permanent Representative of Canada to ICAO. Thank you to the Secretary General of ICAO, **Raymond Benjamin**, who was an enthusiastic and early supporter of this initiative to increase the knowledge of and engagement with ICAO. Thank you for assistance and resources to **Anthony Philbin** in the Office of the Secretary General. A special thank you to **Anna Luu-Nguyen**, a seasoned Model United Nations practitioner, and the writer of this guide. To **Joan Broughton** of the UNA-Canada team – a special acknowledgement: her guidance and oversight and her decades of nurturing young Model UN scholars enriches this Guidebook. Thank you also to designer **Stephanie Howard** and to translator **Carine Houle**. **Erica Mongiat** of the UNA-Canada team ensured the integrity and management in bringing this legacy resource to fruition.

Ce document sera aussi disponible en français

Support for this Guidebook
has been provided by the Government of Canada

Mission permanente du Canada
auprès de l'Organisation de
l'aviation civile internationale



Permanent Mission of Canada
to the International Civil
Aviation Organization

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On the 70th anniversary of the International Civil Aviation Organization December 2014



MODEL UNITED NATIONS: CRITICAL THINKING THROUGH EMPATHY-BASED LEARNING

*The United Nations Association in Canada, with the support of the Government of Canada and its Mission to the UN's International Civil Aviation Organization (ICAO), is proud to produce this **Guidebook to Hosting a Model ICAO** as a legacy to the 70th anniversary of ICAO's Chicago Convention – its founding document. ICAO, based in Montréal, Québec, Canada is a key UN Specialized Agency responsible for the safety, security, sustainability and efficiency of civil aviation around the globe. Whether responding to dynamic advancements in technology or emergent threats to the durable safety of flight, ICAO is an important contributor to global understanding, collaboration and, ultimately, peace.*

At its core, Model UN is an activity that simulates the work of the international diplomats of specific committees of the United Nations and other similar rule-based institutions and organizations. Students represent country ambassadors and stakeholders from around the world and, through the viewpoint of that individual they debate, negotiate, draft resolutions and adopt policies on emergent international issues. In attempting to resolve some of the world's most complex international problems, Model UN's build understanding of the intricacies of global challenges while increasing awareness of current global issues. Model UN activities also underscore the potential for solutions through discussion, compromise and multilateral cooperation. This is the very core of good global citizenship.

As you use this Guidebook, be aware that the more discipline, research and engagement you bring to this process the more your colleagues – and you – will get the best out of the experience. When you bring your best, you will gain knowledge and experience in problem solving, conflict resolution, research and communication skills while at the same time meeting new people from different cultural and linguistic backgrounds from across Canada and around the world. Furthermore, this Model ICAO will provide you with insight into how to effectively influence decision making processes in an international context. It also highlights Canada's growing role in the international sphere and prepares young participants for active careers in international relations. Good luck and successful negotiations!

Kate White
President & CEO United Nations Association in Canada



1

BACKGROUND INFORMATION ON ICAO

Near the end of World War Two (WW2) it became obvious that the global community needed to develop norms, principles and internationally recognized standards to regulate a rapidly expanding sphere of civil aviation. Huge advances in technology and capacity, developed during the war, were clearly going to be carried into the civilian fields at the end of hostilities. Norms needed to be established to ensure safety, compatibility and collaboration in this expanding field.

Representatives of 52 nations convened at the Chicago International Civil Aviation Conference in December 1944 to draft a Convention on International Civil Aviation (hereinafter referred to as the “Chicago Convention” or the “Convention”) and to establish a Provisional International Civil Aviation Organization (PICAO). Its first Assembly was held in June 1946 in Montreal and the participating delegates voted in favour of declaring Montreal as the permanent headquarters of the new Organization. The permanent International Civil Aviation Organization (ICAO) came into being three years later, with the minimum required number of ratifications of the Chicago Convention in hand and was recognized as one of the independent Specialized Agencies of the United Nations, reporting through the Economic and Social Council (ECOSOC).

The preamble of the Chicago Convention brings together Member States which agree “on certain principles and arrangements in order that international civil aviation may be developed in a safe and orderly manner and that international air transport services may be established on the basis of equality of opportunity and operated soundly and economically.”¹

The impetus behind the creation of ICAO was a recognized need to establish a means to promote international cooperation in the rapidly evolving field of civil aviation and to establish international regulations, standards and procedures regarding civil aviation matters.² The functioning of ICAO differs from many other United Nations bodies in that ICAO focuses on technical aspects of its sphere of interest. A primary objective and process is the development of international civil aviation Standards and Recommended Practices (SARPs) which are formulated following four core notions (the four “C’s” of aviation): “cooperation in the formulation, consensus in their approval, compliance in their application, and commitment of adherence to this on-going process”.³

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1. International Civil Aviation Organization, Convention on International Civil Aviation – Doc 7300, <http://www.icao.int/publications/Pages/doc7300.aspx>
 2. International Civil Aviation Organization, *Foundation of the International Civil Aviation Organization*. <http://www.icao.int/about-icao/pages/foundation-of-icao.aspx>
 3. International Civil Aviation Organization, *Making an ICAO Standard*. <http://www.icao.int/safety/airnavigation/Pages/standard.aspx#3>

2

STRUCTURE OF ICAO

The three main bodies of ICAO are: the Assembly, the Council and the Secretariat.⁴

The Assembly, comprised of all 191 Contracting States, is the sovereign body of ICAO. It generally meets every three years to review the work of the Organization, vote on the budget, make policy recommendations on the technical, administrative, economic, legal and cooperation fields, and vote amendments to the Chicago Convention.⁵

The Council is the Executive body of ICAO. It is composed of 36 States elected by the Assembly for three-year terms.⁶ Those States represent those of chief importance to air transport, those that make the largest contribution to the provision of facilities for international civil aviation air navigation, and those whose inclusion will ensure that all major geographical areas of the world are represented. The Council has the power, amongst others, to adopt SARPs and incorporate them in the Annexes of the Chicago Convention, convene the Assembly, appoint the Secretary General of ICAO, and manage the organization's finance.

The Council operates through a number of Committees, including the Air Transport Committee (economic issues), the Committee on Joint Support of Air Navigation Services, Finance Committee and the Committee on Unlawful Interference.

The Air Navigation Commission (hereinafter, "ANC") is the principal technical body concerned with the development of SARPs. It is comprised of 19 people nominated by contracting states and appointed by the Council who are all qualified and experienced in the science and practice of aeronautics.

The Secretariat, located in Montreal, is comprised of five main divisions: the Air Navigation Bureau, the Air Transport Bureau, the Technical Co-operation Bureau, the Legal Bureau and the Bureau of Administration and Services. The Secretary General is the Chief Executive Officer of the Secretariat and reports to the Council.⁷



THE FOUR C'S OF AVIATION STANDARDS: COOPERATION IN THE FORMULATION, CONSENSUS IN THEIR APPROVAL, COMPLIANCE IN THEIR APPLICATION, AND COMMITMENT OF ADHERENCE TO THIS ON-GOING PROCESS.



4. International Civil Aviation Organization, *How it works*. <http://www.icao.int/about-icao/pages/how-it-works.aspx>

5. International Civil Aviation Organization, *Assembly – 38th Session*. <http://www.icao.int/Meetings/a38/Pages/default.aspx>

6. International Civil Aviation Organization, *The ICAO Council*. <http://www.icao.int/about-icao/Pages/council.aspx>

7. International Civil Aviation Organization, *Secretary General*. <http://www.icao.int/secretariat/SecretaryGeneral/Pages/default.aspx>

3

NEW STRATEGIC OBJECTIVES FOR ICAO AS DEFINED AT THE 38TH ASSEMBLY IN 2013 (SETTING THE AGENDA FOR POTENTIAL ICAO TOPICS)

In September 2013, the 38th (and most recent) Assembly of ICAO met in Montreal to discuss and debate various issues, including aviation security, environmental protection and cooperation between regional organizations and civil aviation bodies.⁸ The Strategic Objectives for 2014-2016 were also defined in recognition of an urgent need to efficiently manage the projected doubling of growth of air transport capacity in the coming years, from three to six billion passengers and from 30 million to 60 million flights yearly.⁹ Five areas were identified as in need of attention: safety, air navigation capacity and efficiency, security and facilitation, economic development of air transport, as well as environmental protection.

a) Global civil aviation safety has been the core objective since the foundation of ICAO. The Global Aviation Safety Plan (GASP) proposes various measures to be taken in the near, mid and long term.¹⁰ Three areas of priorities are outlined: the improvement of runway safety, the reduction in the number of controlled flight into terrain accidents, and the reduction in the number of loss accidents and incidents linked to in-flight control problems. In the near term, objectives include the development by 2017, at the national level, of a safety oversight system, in accordance with ICAO's State Safety Programme (SSP), as well as cooperation with all

stakeholders in information sharing. By 2022, the objective is to fully implement ICAO's SSP along with effective monitoring and safety management programmes. In the long term, States are called upon to develop risk control practices to fully support decision-making processes and predictive risk-modeling capabilities.¹¹ To help achieve the above objectives, aimed at ensuring greater global safety, the GASP Framework proposes four enablers in safety performance that should always be considered: standardization, collaboration, resources and safety information exchange.¹²

b) Air Navigation Capacity and Efficiency is the second strategic objective, in which principles and a plan of action for air traffic management and performance-based navigation are set forth in the Global Air Navigation Capacity and Efficiency Plan (GANP). Four areas have been identified in order to realize this strategic objective, with a primary focus on the upgrading of air navigation and aerodromes and the development of new procedures to optimize system performance.¹⁴ They include airport operations, globally inter-operable systems and dates, optimum capacity and flexible flights, as well as efficient flight paths.¹⁵

8. International Civil Aviation Organization, *Assembly – 38th Session*. <http://www.icao.int/Meetings/a38/Pages/agenda.aspx>

9. Anthony Philbin, *70 years of air transport progress*. International Civil Aviation Organization, 2014.

10. International Civil Aviation Organization, *2014-2016 : the Global Aviation Safety Plan*. Doc 10004. 2013. Page 4. http://www.icao.int/publications/Documents/10004_cons_en.pdf

11. International Civil Aviation Organization, *2014-2016 : the Global Aviation Safety Plan*. Doc 10004. 2013. Page 19 http://www.icao.int/publications/Documents/10004_cons_en.pdf

12. International Civil Aviation Organization, *2014-2016 : the Global Aviation Safety Plan*. Doc 10004. 2013. Page 23-28 http://www.icao.int/publications/Documents/10004_cons_en.pdf

13. International Civil Aviation Organization, *2013-2028 Global Air Navigation Capacity and Efficiency Plan*. Doc 9750, Draft 2014-2016, Triennium Edition. 2014. Page 21 http://www.icao.int/publications/Documents/9750_4ed_en.pdf

14. International Civil Aviation Organization, *ICAO Strategic Objectives 2014-2016*. <http://www.icao.int/about-icao/Pages/Strategic-Objectives.aspx>

15. International Civil Aviation Organization, *2013-2028 Global Air Navigation Capacity and Efficiency Plan*. Doc 9750, Draft 2014-2016, Triennium Edition. 2014. Page 36 http://www.icao.int/publications/Documents/9750_4ed_en.pdf



- c) The third strategic objective concerns aviation security and facilitation and refers to security measures in three spheres: policy initiatives, audits focused on the capability of States to monitor their aviation security activities, and assistance to States that are unable to address security deficiencies on their own.¹⁶
- d) The Economic Development of Air Transport is the fourth strategic objective and refers to ICAO's leading role in implementing and harmonizing efficient policies to ensure the economic viability of civil aviation activities, notably by providing economic analysis, policy programmes regarding air transport regulation, forecasting in the medium and long term, infrastructure management of airport and air navigation services, and statistics and data management.¹⁷
- e) Finally, environmental protection is to be tackled in the coming years consistent with ICAO and the larger UN system's environmental protection policies and practices. Key issues include the imperative to address the issues of aircraft noise and engine emissions. With the projected doubling of air traffic and the number of flights comes the real risk of irreversible environmental degradation.

16. International Civil Aviation Organization, *Security & Facilitation*. <http://www.icao.int/Security/Pages/default.aspx>

17. International Civil Aviation Organization, *Economic Development of Air Transport*. <http://www.icao.int/sustainability/Pages/default.aspx>

4

HOT TOPICS AND ISSUES TO BE CONSIDERED FOR A MODEL ICAO

When an emerging issue or crisis with potential international fallouts threatens the stability of international civil aviation, the Assembly and the Council of ICAO must react in the most effective way possible. Usually, the response from either ICAO body is specific: a special session is convened to discuss and decide on the special mechanism to put into place to address the issue or crisis, monitor, report, and propose solutions for the effective resolution of such an issue or crisis.

For the purpose of a Model ICAO, a special task force should be developed to address something like a rapidly evolving change in the way the airline industry functions or a crisis incident involving major loss of life, and how it could lead to the development of a new SARP, in accordance with one or more of the 2014-2016 strategic objectives. Delegates should always keep in mind that consensus should be reached in cooperative negotiations between all Members and ICAO bodies.



**DELEGATES SHOULD ALWAYS KEEP IN MIND THAT CONSENSUS SHOULD BE REACHED
IN COOPERATIVE NEGOTIATIONS BETWEEN ALL MEMBERS AND ICAO BODIES.**

SIMULATION PROCEDURES

5

NEGOTIATING STANDARDS AND RECOMMENDED PRACTICES (SARPS)

In the 70 years since ICAO's inception, approximately 10,000 international SARPs have been developed across the 19 current Annexes to the Chicago Convention. They each cover "technical and operational aspects of international civil aviation, such as safety, personnel licensing, and operation of aircraft, aerodromes, air traffic services, accident investigation and the environment."¹⁸

For ease of reference, a Standard is developed as a perceived necessity for the safety or regularity of international air navigation, and implies that Member States must conform to the said Standard. In a case of non-compliance, the Council must be informed, as provided in Article 38 of the Chicago Convention on "Departures from international standards and procedures."¹⁹ A Recommended Practice refers to a desire to conform to the given practice in the interest of the same priorities of safety, regularity and efficiency of international air navigation.

Proposals for action for SARPs can be submitted by the ICAO Assembly or Council, by Member States, or by international organizations to the Air Navigation Commission, the principle body concerned with the development of SARPs. It will engender a broad review from various consultation mechanisms, including technical working groups, expert panels and study groups.

Each group reports back to the ANC with a technical proposal to revise or modify the SARP by the States or international organizations, submitting their comments and recommendations in the form of a working paper to the ANC. The ANC will propose a final amendment to the SARP to be submitted to the Council for adoption by a two-third majority.

The complete process can take up to two years from the preliminary review by the ANC to the applicability date.²⁰



18. International Civil Aviation Organization, *Making an ICAO Standard*. <http://www.icao.int/safety/airnavigation/Pages/standard.aspx#3>

19. International Civil Aviation Organization, *Making an ICAO Standard*. <http://www.icao.int/safety/airnavigation/Pages/standard.aspx#3>

20. International Civil Aviation Organization, *Making an ICAO Standard*. <http://www.icao.int/safety/airnavigation/Pages/standard.aspx#3>

6

RULES OF PROCEDURE OF THE COUNCIL OR ASSEMBLY

Please be advised that the following rules of procedure simulate the process taken by the Council of ICAO. They have been simplified for the purpose of a simulation of an ICAO Council. They also draw on rules of procedure that have been used successfully for several years by the Canadian International Model UN.

General considerations

1. The following rules apply to the Model ICAO. In case of conflict of interpretation, the Council President or his or her designation is the final authority for determining the applicability of the rules of procedure. Such interpretation will be in accordance to the philosophy and principle of the Model ICAO and its educational mandate.
2. These rules shall be the only rules, which apply to the Assembly and shall be considered adopted by the Assembly prior to its first meeting. These rules shall also apply to all other committees, except where superseded by a rules addendum for that body.
3. For the purposes of these rules, the Secretary General and his or her agents are collectively referred to as the “Secretariat”.
4. During committee session, Delegates are expected to exercise diplomatic courtesy when addressing members of the committee and the President.

1. Composition

Rule 1 – Membership

1. Each Member of the Council shall have one Representative.
2. Each Member shall have no more than one representative in each body.
3. Any Representative or Alternate Representative shall be entitled to attend meetings and to participate in them subject, however, to the limits set forth in these Rules.

2. Sessions

Rule 2 – Dates of Convening and Adjournment

The Council shall commence, meet and close at such times as designated by the President and for such periods as it deems necessary for the proper discharge of its responsibilities.

Rule 3 – Place of Sessions

The Council shall meet at a location designated by the President unless the Council decides that a particular session or meeting shall take place elsewhere.

3. Agenda/Work Programme

Rule 4 – Provisional Agenda/Work Programme

A Provisional Work Programme of the Council shall be prepared by the Secretary General in consultation with the President and presented to the Council for approval.

Rule 5 – Adoption of the Agenda

The agenda provided by the Secretary General shall be considered adopted as of the beginning of the session. The Council should indicate the priority which it attaches to the consideration of the various items in the Provisional Work Programme. The order of the agenda items shall be determined by a majority vote of those present and voting. Items on the agenda may be amended or deleted by the Council by a two-thirds majority of the members present and voting. This is a procedural vote. If the agenda is not adopted by the end of the first committee session, then the agenda shall be adopted in the order presented in the background guide.

4. Language

Rule 6 – Official Languages

1. The official languages of the Model ICAO will be determined by the participants in advance. As much as possible all preparatory documentation for or at the Council, as well as recommendations, resolutions and decisions of the Council shall be prepared and circulated in the official languages.
2. For the purpose of a Model ICAO Assembly, the official languages will be used in the deliberations of the Council and its bodies. Speeches made in any official language shall be interpreted into the other languages, except where such interpretation is dispensed with by common consent.

5. Conduct of Business

Rule 7 – Quorum

A majority of the Members of the Council shall constitute a quorum for the conduct of the business of the Council. The President may declare a meeting open and permit debate to proceed when representatives of at least a majority of the members of the Council are present. For purposes of this rule, “members of the Council” means the total number of members (not including observers) in attendance at the first meeting of the conference.

Rule 8 – Participation by Contracting States

Any Contracting State that is not a member of the Council may participate, without a vote, in the consideration by the Council and by its Committees and Commissions of any question which especially affects its interests. Subject to the approval of the Council, the President may invite such participation where he considers that the condition of special interest is fulfilled. If a Contracting State requests permission to participate on the grounds of special interest, the President shall refer the request to the Council for decision.

Rule 9 – General Powers of the President

In addition to the powers conferred in these rules of procedure, the President shall declare the opening and closing of each meeting of the Council, direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He or she shall have

complete control of the proceedings over the committee, rule on points of order, propose the closure of the speakers’ list, place limitations on the time to be allowed to speakers, the adjournment or closure of debate and the suspension or adjournment of a meeting.

Rule 10 – The Order of Motions

1. The order of precedence of motions shall be the order that the motions are listed in the short form of the rules. If there are multiple motions of the same type, they will be considered in the order in which they were received, except as otherwise indicated within these rules
2. Any Member of the Council may introduce a motion thereto and shall be discussed only if it has been seconded.
3. The following motions shall have priority over all other motions and shall be taken in the following order:
 - a) to suspend the meeting;
 - b) to adjourn the meeting;
 - c) to adjourn the debate on an item;
 - d) to defer the debate on an item;
 - e) for closure of the debate on an item.

Action on these matters will be determined by a majority of the votes cast.

Rule 11 – Point of Order

1. The President shall convene meetings of the Council; he shall preside at, and declare the opening and closing of each meeting, direct the discussion in a structured and focused way, accord the right to speak, put questions and announce the decisions.
2. He shall ensure the observance of these Rules.
3. During the discussion of any matter, a Representative may raise a point of order or any other matter related to the interpretation or application of these Rules. The point of order or matter related to the interpretation or application of these Rules shall be decided immediately by the President, in accordance with these Rules. A Representative raising a point of order may only speak in relation to that point of order.

4. A representative may not, in rising to a point of order, speak on the substance of the matter under discussion. Point of order pertains only to procedural matters. Such points of order shall not interrupt the speech of a fellow representative.
5. Rulings given by the President during a meeting of the Council on the interpretation or application of these Rules of Procedure may be appealed by any Member of the Council and the appeal shall be put to vote immediately. The ruling of the President shall stand unless overruled by a majority of the votes cast.

Rule 12 – Speakers List

1. The President shall call upon speakers in the order in which, in his opinion, they have expressed their desire to speak, taking into account the desirability of maintaining a structured and focused discussion; he may call a speaker to order if he considers that the speaker's observations are not relevant to the subject under discussion, or for any other appropriate reason.
2. The President of the Air Navigation Commission may be invited to attend any open or closed meeting of the Council and participate in its discussion without the right to vote when business relating to the work of their Commission, Committee or Working Group, or to any documentation connected therewith, is before the Council.
3. No one may address the Council without having been first recognized by the President. Debate shall be confined to questions being addressed by the session and the President may remark if the speech is not relevant to the subject.

Rule 13 – Closing the List of Speakers

Members may only be on the list of speakers once, but may be added again after having spoken. When there are no more speakers, the President shall declare the debate closed. Such closure shall have the same effect as closure by decision of the Council. During the discussion of any matter, a representative may move to close the speakers' list. The motion shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

Rule 14 – Right of Reply

If a remark during a representative's speech impugns the integrity of another representative's State or is a gross misstatement of fact regarding another representative's State, the President may permit that representative to exercise his or her right of reply following the conclusion of the speech, and shall determine an appropriate time limit for the reply. The right of reply must be submitted to the President in writing and upon approval will be read by the representative. No ruling on this question shall be subject to appeal.

Rule 15 – Suspension of the Meeting

During the discussion of any matter, a representative may move for a suspension of the meeting, specifying a time for reconvening. Such motions shall not be debated but shall be put to a vote, requiring the support of a majority of the members present and voting to pass.

Rule 16 – Adjournment of the Meeting

During the discussion of any matter, a representative may move for the adjournment of the meeting. Such motions shall not be debated but shall be put to the vote, requiring the support of a majority of the members present and voting to pass. After adjournment, the Council shall reconvene at its next regularly scheduled meeting time.

Rule 17– Adjournment of Debate

A representative may at any time move for an adjournment of debate of the question. Permission to speak on the motion shall be accorded to two representatives favouring and two opposing adjournment of debate, after which the motion shall be immediately put to a vote, requiring the support of a majority of the members present and voting to pass. This vote must be taken by roll call. If a motion for adjournment of debate passes, the topic is considered dismissed and no action will be taken on it.

Rule 18 – Closure of Debate

A representative may at any time move for the closure of debate on the question. Permission to speak on the motion shall be accorded to two representatives opposing the closure, after which the motion shall be put to vote immediately. Closure of debate

shall require a two-thirds majority of the members present and voting. If the Council favors the closure of debate, the Council shall immediately move to vote on all proposals introduced under that agenda item.

Rule 19 – Reconsideration of a Topic

When a topic has been adjourned, it may not be reconsidered at the same session unless the Assembly, by a two-thirds majority of those present and voting, so decides. Reconsideration can only be moved by a representative who voted on the prevailing side of the original motion to adjourn. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to vote.

Rule 20 – Proposals and Amendments

Proposals and substantive amendments shall be submitted in writing to the Secretariat, with the names of twenty percent of the members of the Council that would like the Council to consider the proposal or amendment. The Secretariat may, at its discretion, approve the proposal or amendment for circulation among the delegations. As a general rule, no proposal shall be put to the vote at any meeting of the Council unless copies of it have been circulated to all delegations. The President may, however, permit the discussion and consideration of proposals and amendments, even though such proposals and amendments have not been circulated. If the sponsors agree to the adoption of an amendment, the proposal shall be modified accordingly and no vote shall be taken on the amendment. If any sponsors should oppose the adoption of an amendment, a substantive vote on the amendment shall be taken prior to the consideration of the proposal during voting procedure. A document modified in this manner shall be considered as the proposal pending before the Council for all purposes, including subsequent amendments.

After approval of a working paper, the proposal becomes a draft resolution and will be copied by the Secretariat for distribution to the Council. These draft resolutions are the collective property of the Council and, as such, the names of the original sponsors will be removed. The copying and distribution of amendments is at the discretion of the Secretariat, but the substance of all such amendments will be made available to all representatives in some form.

A proposal, amendment, or motion may be withdrawn by its sponsor(s) at any time before voting has commenced, provided that it has not been amended. A proposal, amendment, or motion thus withdrawn may be reintroduced by any representative.

6. Voting

Rule 21 – Voting Rights

Each Member of the Council has one vote.

Rule 22 – Request for a vote

A proposal before the Council shall be voted upon if any representative so requests. Where no representative requests a vote, the Council may adopt proposals or motions without a vote.

Rule 23 – Majority required

Unless specified otherwise in these rules, decisions of the Council shall be made by a majority of the members present and voting.

Rule 24 – Method of Voting

1. The Council shall normally vote by a show of placards, except when a representative requests a roll call vote, which shall be taken in the English alphabetical order of the names of the members, beginning with the Member whose name is drawn by lot by the President.
2. The name of each present member shall be called in any roll call vote, and one of its representatives shall reply “yes,” “no,” “abstention,” or “pass.”
3. On the request of any Member of the Council, and unless opposed by a majority of the votes cast, parts of a motion shall be voted on separately. The resulting motion shall then be put to a final vote in its entirety.

Rule 25 – Conduct during voting

After the President has announced the commencement of voting, no representatives shall interrupt the voting except on a point of order in connection with the actual process of voting. No communication of any variety shall take place between representatives during voting procedure.

Rule 26 – Division of the question

Immediately before a proposal or amendment comes to a vote, a representative may move that parts of a proposal or of an amendment

should be voted on separately. If there are calls for multiple divisions, those shall be voted upon in an order to be set by the Director where the most radical division will be voted upon first. If opposition is made to the motion for division, the request for division shall be voted upon, requiring the support of a majority of those present and voting to pass. Permission to speak on the motion for division shall be given to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment that are involved shall then be put to a vote. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 27 – Amendments

An amendment is a proposal that does no more than add to, delete from, or revise part of another proposal.

An amendment can add, amend, or delete operative clauses, but cannot in any manner add, amend, delete, or otherwise affect perambulatory clauses.

Rule 28 – Order of voting on amendments

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall

be voted on first and then the amendment next furthest removed there from, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall be voted upon following consideration of all proposed amendments.

Rule 29 – Order of voting on proposals

If two or more proposals, other than amendments, relate to the same question, they shall, unless the Assembly decides otherwise, be voted on in the order of most to least destructive.

7. Committees

Rule 30 – Establishment of committees

The Council may establish such committees as it deems necessary for the performance of its functions.

8. Credentials

Rule 31 – Credentials

Credentials – in the form of a badge and placard – must be worn by representatives at all times and be used to cast votes. Representatives without appropriate credentials may be asked to leave.





7 A SAMPLE WORKING PAPER TEMPLATE



International Civil Aviation Organization

C-WP/Model Session
5/12/14

WORKING PAPER

Subject No. XX: Title (eg. Challenges relating to the projected shortages of skilled aviation personnel)

(Presented by [INSERT STATE NAME])

EXECUTIVE SUMMARY

The WP Exec Summ is precisely that – a concise summary of the actions/decisions being requested of the Council relating to the issue(s) under consideration. Ideally this summary should be outlined in two or three succinct sentences.

Action: The Council is invited to:

- a)
- b)
- c)

<i>Financial implications:</i>	Summary from WP Section 4 (if feasible)
<i>References:</i>	List any applicable documents or separate WPs which may be pertinent to your topic.

1. INTRODUCTION

Introduce your topic here including establishment of the statistical and policy context in which it is being presented.

2. BACKGROUND

Include in this section any additional context or background information which supports your points and premises.

3. CONSIDERATION OF ISSUES

This is where you will present your main points and conclusions. Here you may wish to also use sub-headings to separate the discussion of different issues or themes.

4. FINANCIAL IMPLICATIONS

Indicate the estimated financial implications to both State and industry stakeholders in this

section. If none are foreseen explain how that conclusion was arrived at and if the estimates are not capable of being determined explain those determinations as well.

5. ACTION

Summarize the actions being requested of the ICAO Council or Secretariat. Consider what it is that you wish the Council to do with this issue e.g. reaffirm certain principles; agree to the introduction of a certain new procedure; endorse the development of an action plan; encourage Member States to implement certain new measures, etc.

6. CONCLUSION

Summarize your main points and their logical implications requiring the actions listed in Part 5.



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