



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
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20 May 2021

Subject: Invitation to attend the High-level Conference on COVID-19 (HLCC 2021)

Action required: a) confirm HLCC 2021 attendance; complete online registration and provide credentials by **1 October 2021**; b) inform Minister and Deputy Minister level participants in the Ministerial Plenary sessions by **1 October 2021**; c) submit documentation (including written statements) before the deadline of **30 August 2021**; and d) note that a meeting format, either a hybrid or virtual setting, will be communicated later

Sir/Madam,

1. 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 High-level Conference on COVID-19 (HLCC 2021), which will be held from 12 to 22 October 2021. Given the uncertainties surrounding the ongoing COVID-19 pandemic and associated travel restrictions, the Conference will be held in either a virtual or hybrid setting. The final decided format will be posted in the HLCC website by the end of July 2021.

2. Under a proposed theme of “One Vision for Aviation Recovery, Resilience and Sustainability beyond the Global Pandemic”, the objective of the Conference is to reach a global consensus on a multilateral approach, supported by political will and commitments of States, to enable the safe and efficient recovery of aviation from the COVID-19 crisis, and to build a foundation to strengthen resilience in aviation and make it more sustainable in the future. The Conference will consider a broad range of issues with particular focus on safety and facilitation objectives, taking into account the economic impact of COVID-19 on the aviation sector. The Conference will also be an opportunity to promote and strengthen collective efforts to harmonize measures, and a risk management strategy through the implementation of the recommendations by the ICAO Council Aviation Recovery Taskforce (CART).

3. As was proposed in State letter 2020/131 dated 15 December 2020, the Conference consists of the Plenary sessions (opening, three Ministerial and closing) and two technical streams, i.e. Safety and

Facilitation. The agendas for the Plenary, Safety Stream and Facilitation Stream, as approved by the Council, are presented in **Attachments A, B and C**, respectively.

4. The Conference is expected to agree on the following deliverables: a) Chairperson's Summary, which provides an overview of the decisions at Ministerial Plenary (round tables I and II on 12 and 13 October 2021); b) reports containing conclusions and recommendations by the Safety and Facilitation Streams within the scope of their respective agendas; and c) Declaration of the Conference, which will be adopted at the closing Ministerial Plenary on 22 October 2021.

5. The Conference will be open to all Member States. Attendance by senior officials in a decision-making capacity, accompanied by high-level technical advisors on aviation safety, security, facilitation, economic, financial and public health, is desirable to achieve the stated outcomes of the Conference. Representatives from non-Member States and international organizations, as invited by the Council, may participate in the meeting with observer status. Invitations to the three Ministerial Plenary sessions are directed at Transport and/or other Ministers, as well as heads of international organizations and industry organizations, whose participation is strongly encouraged.

6. The Conference will be conducted in Arabic, Chinese, English, French, Russian and Spanish. Following the best practices for virtual and hybrid meetings, a maximum of two three-hour meetings will be scheduled each day with a combination of staggered start times to accommodate different time zones of participants. Temporary, indicative timetables, which are presented in **Attachment D**, will be finalized once a decision is made by the Council on a format of the meeting, either hybrid or virtual.

7. Information on credentials, visas, registration and other arrangements are provided in **Attachment E**, while documentation arrangements, including basic rules regarding the submission of working papers, are shown in **Attachment F**. Working papers for the Safety and Facilitation Streams should be forwarded to the Secretariat via email to HLCC-papers@icao.int no later than **30 August 2021**. Templates are available on the Conference website at <https://www.icao.int/Meetings/HLCC2021>.

8. Please ensure that your delegations have registered on the Conference website at <https://www.icao.int/Meetings/HLCC2021> and that credential letters are sent to hlcc@icao.int by **1 October 2021**. Delegations whose Ministers and/or Deputy Ministers wish to attend the Ministerial Plenary sessions are requested to separately inform the Secretariat of their participation by **1 October 2021**.

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

Fang Liu
Secretary General

Enclosures:

- A — Agenda for the Plenary
- B — Agenda for the Safety Stream
- C — Agenda for the Facilitation Stream
- D — Tentative organizational plan
- E — Administrative arrangements
- F — Documentation arrangements

ATTACHMENT A to State letter 21/40

AGENDA

OPENING AND MINISTERIAL PLENARY (12 October 2021)

Opening Plenary

- Opening addresses
 - President of the Council
 - Minister from Host Country (Canada, TBC)

- Conference Formality
 - Election of the Chairpersons and Vice-Chairpersons for Safety and Facilitation Streams
 - Adoption of the agendas for Safety and Facilitation Streams

- Conference Overview
 - Briefing on the implementation status and challenges of the recommendations by the Council Aviation Recovery Task Force (CART) (by Secretary General)
 - Safety Stream (by President of the Air Navigation Commission)
 - Facilitation Stream (by Chairperson of the Air Transport Committee)

Ministerial Plenary (Round Table I)

LEADING AVIATION RECOVERY

The COVID-19 pandemic is not only a health crisis; it has caused immense economic and social distress throughout the globe. Aviation is one of the most heavily affected sectors, recording 2020 as the worst year in its history. The massive disruption to aviation activities and its financial viability has far-reaching impacts on crisis responses and wider economic recovery. Global supply chains, emergency and humanitarian responses and the swift vaccine distribution rely predominantly on air transport. Beyond that, aviation is a major economic enabler and catalyst, and many sectors depend on reliable and efficient air transport system to function. To overcome both the public health and economic devastation, States need to take appropriate actions in line with the ICAO CART recommendations to support financial viability of the industry and operations, to safely restore air connectivity, and to strengthen public confidence in air travel, thereby driving the recovery of economies.

Objectives

Recalling aviation's contribution towards national, regional and global economies and development priorities, this Ministerial Plenary will explore approaches for States to enabling the safe and efficient recovery of civil aviation, including full resumption of travel, trade and global supply chains. Ministers, heads of international and regional organizations, as well as industry leaders will discuss national recovery priorities and expectations for international cooperation to cope with the economic fallout of the pandemic, to uphold the industry's financial viability and durability, to restore air connectivity, and to strengthen public

confidence for air travel. At the end of the session, the Chairperson's Summary of the discussion and decisions by the participants will be issued to convey a strong "message" to international communities and world economies.

Elements and Topics

- a) Opening remarks (by President of the Council)
- b) Keynote addresses (by three Ministers representing three different regions)
- c) Elaboration of the topics and explanation of round-table format (by Secretary General)
- d) Review of economic impact, outlook and forecasts (by Secretariat)
- e) Interactive discussion on leading aviation recovery

The discussion will be guided by the following set of questions:

General

- How has ICAO CART recommendations and guidance supported the effort of States and industry in the safe, efficient restart and recovery of aviation throughout the pandemic, and what emerging challenges will need to be addressed globally?
- Which measures can be taken by authorities responsible for civil aviation in coordination with public health authorities and the industry to strengthen public confidence in air travel and to facilitate mutual and global recognition to ease movement of people?

Economic and financial aspect

- What criteria can the government use to prioritize financial and other resources for civil aviation recovery and durability, taking into account the competing and/or conflicting priorities?
- What kind of financial or regulatory support measures, as well as international frameworks, are most appropriate to help the industry recovery and to restore air connectivity?
- In providing support for the industry recovery, what is the best course of actions that the government can take to minimize market distortion and maintain consistency with international obligations under air services agreements, while enhancing durability?

Risk management

- How can the government ensure the effectiveness of its oversight capability and the sufficiency of its oversight capacity when facing limited funding and under-recovery resulting from low traffic levels?
- What kind of regulatory actions are required to safely resume operations including bringing air crew, fleet and equipment back to services after inactive for prolonged periods?
- In planning a national risk management strategy, how can the government address trade-offs and take an appropriate balance between reducing the need for public health risk mitigation measures and reactivating economic activities including air travel?

- f) Inputs and suggestions to the Declaration to set the scene for the technical streams
- g) Chairperson's summary on leading aviation recovery

MINISTERIAL PLENARY (13 October 2021)

Ministerial Plenary (Round Table II):

BUILDING RESILIENCE AND SUSTAINABILITY

In time, the COVID-19 pandemic will recede; however, its profound impact has already reshaped economies and society, propelling the aviation industry towards re-thinking their operations and business models. States' regulatory role and function cannot be an exception as the aviation system is standing on the doorstep of rapid transformation. Acting upon the lessons learned from the pandemic and evaluating these transitions, it is important for States and ICAO to prepare a proper post-COVID-19 response, i.e. improve risk management and crisis preparedness, enhance sustainability of aviation and enable smarter operations including digitalization. Achieving a more sustainable and resilient aviation will also require intra- and cross-sectoral cooperation and alignment while accounting for the sovereignty and authority of States and their varying capacities to meet operational, technological and regulatory requirements.

Objectives

Focusing on the emerging fundamental shifts in the aviation and other sectors, this Ministerial Plenary will look beyond the COVID-19 pandemic and explore policy responses and strategic directions towards building a more resilient international civil aviation system than before. Ministers, heads of international and regional organizations, as well as industry leaders will exchange ideas and thoughts on policy requirements for aviation to adapt different trends arising from the current crisis (such as growing attention to health and hygiene standards throughout the travel processes), and collectively identify long-term approaches that can reduce its vulnerability and increase its resilience while promoting sustainability. At the end of the session, a Chairperson's Summary of the discussion and decisions by the participants will be issued to convey a strong "message" to international communities and world economies.

Elements and Topics

- a) Opening remarks with summary of Ministerial Plenary I (by President of the Council)
- b) Keynote addresses (by three Ministers representing three different regions)
- c) Elaboration of the topics and explanation of round-table format (by Secretary General)
- d) Interactive discussion on building resilience and sustainability

The discussion will be guided by the following set of questions:

General

- How has the COVID-19 pandemic changed and how likely is it perceived to further transform global aviation in response to the changing consumer behaviours and economy?
- What strategies can be taken to attract and retain talented professionals in response to the ongoing change of economies, operations and business models, and for the sustainable growth of the aviation sector?

Policy responses

- What will be the priority of State governments and ICAO, including those relating to safety and national security, to make civil aviation more resilient in responding to future outbreaks and ever-changing business environment without creating economic burdens?
- In building a more resilient international civil aviation system, how can the government boost the sector's sustainability performance or sustainable renewal in all of its aspects – social, economic and environmental?
- What kind of role can the government play in leveraging the use of digitalization and innovation as an enabling technology force for building resilience while taking into account the need to also accommodate traditional technologies so that no country is left behind?
- How can the government increase consistency and integrity of aviation-specific regulatory processes and governance more streamlined and agile responses to future such events, including flight restrictions, crew treatment measures, passenger testing and vaccination requirements, travel health data exchange, and other emergency response?

International framework and arrangements

- How could the civil aviation framework foster more prompt and coordinated crisis management at the global level, in keeping with the mission of ICAO and on the basis of collective responsibility?
- Building on lessons learned, what kind of new institutional arrangements should be set up and what type of cross-sectoral framework should be established to strengthen collaboration between ICAO, UN agencies and international organizations for prompt and coordinated responses to future crisis?

e) Inputs and suggestions to the Declaration to set the scene for the technical streams

f) Chairperson's summary

CLOSING AND MINISTERIAL PLENARY (22 October 2021)

Closing Plenary

- Opening (by Chairpersons of the Safety and Facilitation Streams)
- Approval of Conclusions and Recommendations
 - Conclusions and recommendations by the Safety Stream
 - Conclusions and recommendations by the Facilitation Stream

Ministerial Plenary (Closing)

SHAPING POLITICAL RESPONSES TO COVID-19 CHALLENGES

A global crisis calls for a globally-harmonized response. Collective engagement of States and industry serves as the main engine to navigate aviation through the course of recovery to resilience.

Objectives

Building upon the Chair's Summary of the previous two thematic Ministerial Plenary Round Tables and the recommendations by the Safety and Facilitation Streams, the Ministerial Plenary (Closing) aims to set up firm commitments to confronting COVID-19 through effective multilateral actions to two pertinent subjects that require strong political support, i.e. a) enable the safe and efficient recovery of civil aviation, including full resumption of travel, trade and global supply chains; and b) build foundation to strengthen resilience in aviation and make it sustainable in the future. The Declaration will be issued to reinforce the recommendations by the Conference, strengthen multilateral cooperation, and elevate the priorities of aviation in the global, regional and national agendas.

Elements and Topics

- a) Opening remarks (by President of the Council)
- b) Summary of outcomes of Ministerial Plenary Sessions I and II (by President of the Council)
- c) Summary of recommendations by the Safety and Facilitation Streams (by Chairpersons)
- d) Interactive discussion on the commitments to multilateral approach among Ministers
- e) Review and adoption of the Declaration
- f) Closing (serving also as closing of HLCC)

NOTE ON FORMAT OF MINISTERIAL PLENARY (ROUND TABLE)

- Ministerial-level participation is promoted and highly encouraged while the Sessions are open to all the participants. Heads of the international organizations and industry representatives will also be invited. A participation guide (including logistical note) will be disseminated in advance.
- The President of the Council will chair the Ministerial Plenary Sessions.
- To set the scene at the Ministerial Plenary Round Tables I and II, brief keynote addresses will be delivered by one Minister from each of the six ICAO regions. The rest will be recorded and broadcast in ICAO TV. There will be announcements or introductions to the pre-recorded Ministerial Statements.
- The Chairperson will manage the interactive discussion among participants, who will respond to specific questions listed in the agenda, and share their views and ideas based on their perspectives and experiences.
- Interventions will be organized in two ways – reserved and spontaneous. Member States that wish to reserve a speaking slot for their Minister or Deputy Minister are required to submit their request in advance to the Secretariat. The details will be communicated to confirmed participants. Participants who wish to make an intervention without making a reservation in advance can signal to the Chairperson, who will call them after the reserved interventions are over and following the established protocol.
- At the last segment of the Ministerial Plenary (Closing), the Chairperson will guide the participants to review and reach a consensus, paragraph by paragraph. The Declaration shall be adopted by consensus or by acclamation.
- Further information will be communicated to the confirmed participants closer to the meeting.

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PROVISIONAL AGENDA FOR THE SAFETY STREAM

Background

Aviation has always been a forward-looking industry that promotes global connectivity, stimulates development, innovation and entrepreneurship and continuously seek to enhance its safety and efficiency. Global aviation has been detrimentally affected by the coronavirus disease (COVID-19) pandemic. Considering the dramatic global economic and social impact that the crisis has engendered, the aviation system is standing on the doorstep of rapid transformation. Evaluation and understanding of these changes will serve to accurately position all aviation stakeholders to prepare a proper response.

In time, when aviation is ready to resume higher volumes of passenger air travel, it is important to ensure that the global aviation community continues to work together on strategic planning in managing aviation safety and responding to new challenges. As the evolution in aviation continues to progress, it is essential, inter alia, to enhance regulatory capacity, improve current processes and procedures to embrace changes in aviation. In this regard, during the Safety stream of the Conference, ICAO Member States, international organizations and other stakeholders will continue the dialogue aiming at improving international civil aviation safety.

Agenda Item 1: Safety and operational measures related to the COVID-19 pandemic

The global air transport has been detrimentally affected by the coronavirus disease (COVID-19) pandemic. The Conference will consider safety and operational challenges associated with the pandemic, the establishment of contingency arrangements by States, lessons learnt and how to plan for mitigating the effects of a similar occurrence in the future.

The Conference will be invited to put forward recommendations on planning and putting safety and operational mitigating measures in case of wide-scale disruptions.

Agenda Item 2: Strategy and policy

- 2.1: Global Aviation Safety Plan (GASP), and implementation of regional and national aviation safety plans
- 2.2: Evolving regulatory capacity in aviation

Under this agenda item, the Conference will discuss evolving safety strategy and policy. The *Global Aviation Safety Plan* (GASP, Doc 10004) sets forth the global strategic direction for aviation safety. The GASP provides the framework in which regional, sub-regional and national implementation plans are developed and implemented, thus ensuring harmonization and coordination of efforts aimed at improving international civil aviation safety.

The Conference will also consider the evolution in aviation and how to enhance regulatory capacity, training approaches, current processes and procedures to ensure safe development of civil aviation in view of introduction of innovations, new technologies and concepts of operation, new business models and traffic growth.

The Conference will be invited to put forward recommendations on:

- a) a global strategic direction for aviation safety including safety performance measurement;
- b) strategic planning in managing aviation safety and responding to new challenges at the national level; and
- c) how to enhance training and improve current processes and procedures (including licensing, certification, authorizations and approvals) to embrace rapid changes in aviation (such as those related to innovation and new concepts).

Agenda Item 3: Standardization

- 3.1: Oversight and new approaches
- 3.2: Risk management
- 3.3: Ground handling

The Conference will consider a new concept of “cooperative” oversight. “Cooperative” oversight aims to address the growth of cross-border operations, new business models, operational and training approaches, and technological developments while ensuring that all Member States effectively fulfill their safety oversight functions and responsibilities.

Given the rapidly evolving aviation system, which becomes ever more complex and interconnected, the Conference will discuss new challenges associated with the evolution in aviation as well as those related to the transport of dangerous goods, risks generated by passengers, new types of aircraft and other new entrants. The Conference will consider the safety aspects as a precursor to developing procedures in response to the detection of an unauthorized unmanned aircraft, particularly in the vicinity of an aerodrome.

The Conference will also discuss ground handling which is of increasing importance to safety, regularity, efficiency and performance of airport operations.

The Conference will be invited to put forward recommendations on:

- a) how challenges and risks associated with the evolution in aviation can be effectively managed to minimize adverse consequences;
- b) how to ensure safety and efficiency in ground handling; and
- c) how to ensure effective “cooperative” oversight while ensuring that all Member States will be able to effectively fulfil their safety oversight functions and responsibilities.

Agenda Item 4: Implementation and support

ICAO and Member States need to find ways to adapt to the rapid pace of evolution in aviation and the ever-increasing needs of the global aviation community. Expanding existing partnerships and a proactive engagement with industry will be essential. Regional collaboration has proven to be beneficial for improving global aviation safety through regional safety oversight organizations (RSOs), cooperative development of operational safety and continuing airworthiness programmes (COSCAPs) and regional accident and incident investigation organizations (RAIOs). With the launch of the Global Aviation Safety Oversight System (GASOS), ICAO is working to further enhance and strengthen these regional mechanisms by assessing their capability to perform specific functions and activities requested by their Member States. The Conference will provide a forum for discussion on how to enhance regional

implementation support mechanisms to assist States in accomplishing certain safety oversight, accident and incident investigation and safety management functions and activities.

The Conference will be invited to put forward recommendations on:

- a) improving global aviation safety through RSOOs, COSCAPs and RAIOS; and
- b) regional implementation support partnership and mechanisms, including regional aviation safety groups (RASGs) and planning and implementation regional groups (PIRGs).

Agenda Item 5: Other issues to be considered by the Safety stream

This item is intended for subjects, other than those that have a specific agenda item, which require the consideration of the Conference and that have not already been specifically dealt with by recommendations of past divisional-type meetings or action taken by the ICAO Council.

PROVISIONAL AGENDA FOR THE FACILITATION STREAM

Background

In the context of the COVID-19 crisis, a dedicated ad hoc taskforce, the Task Force on Health Issues Outbreaks in Aviation (TF-HIOA) of the Air Transport Committee (ATC), was established in May 2020. Its mandate is to review all health-related Annex 9 — *Facilitation* provisions and corresponding guidance material, which are designed to provide the effective measures for States to implement through aviation authorities with requirements for aircraft and airport operators. The Task Force's recommendations will be considered by the Facilitation Panel (FALP) in July 2021 and subsequently by the ATC.

The Facilitation-related recommendations of the Council Aviation Recovery Task Force (CART) Phase I, II and III reports and annexed guidance document highlighted notably the importance of national coordination between the different stakeholders involved in the crisis management, and the need for an increased use of advanced and digital technologies to exchange passenger health data and facilitate contactless processing of passengers at various stages of their journey.

Following the decision of the Council, the provisional agenda for the Facilitation stream is derived from content of the previously proposed High-level Facilitation Conference (HLFC 2021) agenda (C-WP/15107 refers), keeping the needs identified by FALP in the consultation process for the HLFC 2021 while focusing on the COVID-19 contingency plan. Removed agenda items will be addressed by alternate means and notably by the FALP/12 in July 2021.

Agenda Item 6: Facilitation operational measures related to the COVID-19 pandemic and beyond

From the onset of the COVID-19 pandemic, the aviation sector has faced ever-growing challenges that imperilled businesses large and small, and the livelihoods of hundreds of millions of people worldwide. Globally- and regionally-harmonized, mutually-accepted facilitation operational measures are essential, and should be compatible with safety requirements and proportionate to the evolving public health situation.

6.1 *Review of the appropriateness of the facilitation-related guidance addressing the impact on air travel of pandemic situations*

The Conference will consider the issues faced by States in protecting the health of the travelling public and aviation personnel, mitigating the risk of transmission of communicable diseases by air transport. The challenges faced by States in implementing the Facilitation-related CART recommendations and guidance will be analysed with the objective to determine if more adapted recommendations should be provided to States allowing them to minimize the impact on aviation operations and facilitate passengers' movements, while maintaining safety and security.

6.2 *New and revised health-related Annex 9 Standards and Recommended Practices (SARPs)*

The Conference will consider the challenges faced by States in implementing the Annex 9-*Facilitation* health-related SARPs, and discuss the recommended new and/or revised health-related Annex 9 SARPs developed to mitigate the risk of transmission of communicable diseases by air transport, minimize the impact on aviation operations and facilitate passengers' movements. The Conference will be invited to

put forward recommendations on planning and implementing Facilitation-related operational mitigating measures dealing both with the immediate challenges imposed by COVID-19 and future unplanned wide-scale disruptions, including the set-up of a multi-layered border risk strategy for the management of public health clearance at the borders.

Agenda Item 7: Enhancing National Coordination and International Cooperation

The collaboration between public health and aviation authorities necessary to facilitate effective air transport operations has shown its limitations during the COVID-19 pandemic. Progress in facilitation hinges on the coordination of diverse interests and the cooperation on the part of the various departments concerned. Implementation of the National Air Transport Facilitation Programme (NATFP), establishment and active operation of National Air Transport Facilitation Committees (NATFC) or its equivalent, is a proven means of effecting needed improvements in clearance control formalities and coordinated approach between all involved stakeholders in responding to a pandemic. Non-compliance with relevant public health-related Annex 9 Standards poses risks to an effectively coordinated civil aviation response to a pandemic. Coordination amongst government, regional Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) coordinators, State CAPSCA focal points, and industry stakeholders is required for prompt and effective actions.

7.1 National aviation plan in preparation for an outbreak of a communicable disease posing a public health risk or public health emergency of international concern

The Conference will be invited to consider the good practices to follow for the preparation and implementation of all the measures of a national emergency aviation plan in preparation for an outbreak of a communicable disease.

7.2 National Air Transportation Facilitation Programmes and National Air Transport Facilitation Committees (NATFCs)

The purpose of the NATFP is to provide a framework to guide the improvement and optimization of aircraft, crew, passenger and cargo flows through airports and to improve customer service, while maintaining appropriate security requirements. The committee provides a forum for consultation and information-sharing about facilitation matters amongst government stakeholders, government representatives of other air transport-related communities and the private sector. The Conference will be invited to make recommendations on a systematic development of an NATFP and the related implementation of NATFCs.

7.3 Cross-sectorial Collaboration

The Conference will discuss the importance of a cross-sectorial collaboration, the lessons learnt from the COVID-19 pandemic and propose recommendations to ensure a close cooperation between relevant national and regional organizations responsible for or implementation of public health measures, including regional CAPSCA coordinators and States' focal points of the ICAO CAPSCA Programme, and the NATFCs with the objective to mitigate the effects of a similar public health-related occurrence in the future. The Conference will also discuss the effectiveness of the implementation of Public Health Corridors (PHCs).

Agenda Item 8: Enhancing digital data sharing to facilitate seamless and contactless processes during and beyond the COVID-19 Pandemic

Digital solutions can allow for quick and efficient re-organization of in-airport and cross-border processes more seamless, queue-free movements and facilitation of contactless travel. The aviation community has required implementation of solutions of this nature to restart in a safe manner during the COVID-19 pandemic, yet in many cases existing capabilities and infrastructure did not allow this. There is a recognized need for the enhancement of data sharing possibilities and capabilities, across government and the private sector, in order to facilitate more seamless, contactless travel processes.

8.1 *Collection and sharing of passenger contact and health data through electronic travel systems*

The collection and exchange of passenger contact and health information to facilitate seamless processes will be considered. Topics for discussion will include the possible use of ICAO Visible Digital Seals (VDS) for secure and globally-interoperable health-proofs, and the role of and the use of the ICAO Public Key Directory (PKD) to check the health certificates. The conference will be invited to identify and agree to measures to enhance effective rollout of appropriate digital solutions in the short-term as well as to build capacities, respectful of the *No Country Left Behind* initiative, for more agility in digital solution rollout as a measure to increase sustainability longer term.

8.2 *Sharing passengers' identity information across borders to facilitate contactless travel*

The Conference will be invited to consider the use of ICAO's existing solutions in the travel document domain, in particular eMRTDs, ICAO Digital Travel Credential (DTC) and the PKD, to stimulate short-term recovery from the COVID-19 pandemic, and ICAO outreach and capacity building to roll out effective solutions, involving States and all the stakeholders in an agile and flexible manner.

Agenda Item 9: Future approaches to the management of sustainable health-related Facilitation measures for the passenger experience and advancing the implementation monitoring

9.1 *Accessibility for all passengers globally, including the most vulnerable, such as those with disabilities*

The number of elderly and persons with disability travelling by air continues to increase, as they take advantage of increased opportunities for domestic and international air travel. However, there are still many barriers that limit the ability of elderly and disabled persons to take full advantage of international air transportation services. These barriers, in addition to having an adverse humanitarian effect on many potential air travellers, have proven to be more challenging with the COVID-19 pandemic. The Conference will discuss measures to mitigate the many barriers that limit the ability of elderly and persons with disabilities in times of abnormal processes, such as during health-related pandemics, to take full advantage of international air transportation services. The Conference will also consider the necessary steps to be taken to ensure that airport facilities and services are adapted to the needs of persons with disabilities and have adequate access to air services while maintaining the public health measures.

9.2 *Monitoring the implementation of health-related Annex 9 SARPs*

It is noteworthy that currently only the security-related Standards are audited under Universal Security Audit Programme Continuous Monitoring Approach (USAP-CMA). Communicable

disease processes and systems to provide assistance to aircraft accident victims and their families are audited under the Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP-CMA). The Conference will consider how to monitor effectively the implementation of the new and/or revised health-related provisions that will be recommended for implementation by Member States.

9.3 *Fostering resilience of air transport facilitation systems and processes*

In order to ensure the sustainability of ICAO's facilitation initiatives in the context of the demonstrated economic importance of such activities in times of volatility, and the increasing scope of facilitation, the Conference will consider the continuing need for financial and in-kind contributions to supplement ICAO Regular Programme Budget funds. Meeting these needs will be vital to raise awareness of the importance of Facilitation in crisis times and to ensure that maximum efforts are made to assist States in overcoming Annex 9 implementation challenges during health outbreaks.

Agenda Item 10: Other issues to be considered by the Facilitation stream

This item is intended for subjects, other than those that have a specific agenda item, which require the consideration of the Conference and that have not already been specifically dealt with by recommendations of past FALP meetings or actions taken by the ICAO Council and Assembly.

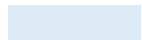




ATTACHMENT D to State letter 21/40

TENTATIVE MEETING SCHEDULE (for an illustrative purpose)

| Hybrid Setting | | | | |
|---|-------------|--|--|----------------------------|
| DATE AND TIME <i>(Meeting slot)</i> | | PLENARY/MINISTERIAL SESSION | SAFETY STREAM | FACILITATION STREAM |
| TUE 12.10.21 | First slot | Opening Plenary (at 0800) Ministerial I (after break) | | |
| | Second slot | (Continuing) | | |
| WED 13.10.21 | First slot | Ministerial II | | |
| | Second slot | | AI1 | |
| THU 14.10.21 | First slot | | | AI6 |
| | Second slot | | AI2 | |
| FRI 15.10.21 | First slot | | AI3 | |
| | Second slot | | | AI7 |
| MON 18.10.21 | First slot | | AI4 | |
| | Second slot | | | AI8 |
| TUE 19.10.21 | First slot | | AI5, R1, R2 | |
| | Second slot | | | AI9 |
| WED 20.10.21 | First slot | | | AI10, R6, R7 |
| | Second slot | | R3, R4, R5 | |
| THU 21.10.21 | First slot | | | R8, R9, R10 |
| | Second slot | | * remaining items (combined slot for both streams) | |
| FRI 22.10.21 | First slot | Closing Plenary (at 0800) Ministerial III (after break) | | |
| | Second slot | (Continuing, not using full slot) Closing | | |

- Slot A (0600 - 0900 EDT)
- Slot B (1000 - 1300 EDT)
- Slot C (1400 - 1700 EDT)

| Full Virtual Setting | | | | |
|--|-------------|--|--|------------------------|
| DATE AND TIME <i>(Meeting slot)</i> | | PLENARY/MINISTERIAL SESSION | SAFETY STREAM | FACILITATION STREAM |
| TUE 12.10.21 | First slot | Opening Plenary Ministerial I (after break) | | |
| | Second slot | (Continuing, not using full slot) | | |
| WED 13.10.21 | First slot | Ministerial II | | |
| | Second slot | | AI1 | |
| THU 14.10.21 | First slot | | | AI6 |
| | Second slot | | AI2 | |
| FRI 15.10.21 | First slot | | AI3 | |
| | Second slot | | | AI7 |
| MON 18.10.21 | First slot | | AI4 | |
| | Second slot | | | AI8 |
| TUE 19.10.21 | First slot | | AI5, R1, R2 | |
| | Second slot | | | AI9 |
| WED 20.10.21 | First slot | | | AI10, R6, R7 |
| | Second slot | | R3, R4, R5 | |
| THU 21.10.21 | First slot | | | R8, R9, R10 |
| | Second slot | | * remaining items (combined slot for both streams) | |
| FRI 22.10.21 | First slot | Closing Plenary Ministerial III (after break) | | |
| | Second slot | (Continuing, not using full slot) Closing | | |

-  Slot 1 (0200 - 0500 EDT)
-  Slot 2 (0500 - 0800 EDT)
-  Slot 3 (0800 - 1100 EDT)
-  Slot 4 (1100 - 1400 EDT)
-  Slot 5 (1400 - 1700 EDT)

ADMINISTRATIVE ARRANGEMENTS

Conduct of the Conference

1. The Safety Stream and its directly-related part of the Plenary will be conducted in accordance with the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143). The Facilitation Stream and its directly-related part of the Plenary will follow the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683). The format of the Ministerial Plenary sessions is described in page A-6.

2. The organization of the Conference does not contemplate oral statements by participants. Written or pre-recorded video statements by Minister and Deputy Minister levels are permissible, provided that they are made available in advance for distribution at the Conference. Interventions from the floor are encouraged, but will need to be brief, to allow for broad participation and the determination of a consensus. The meeting shall endeavour to reach unanimous agreement on the substance of all items on its agenda. Interpretation and translation will be provided in six ICAO languages.

Credentials

3. Credentials are required for the meeting. Such credentials should be signed, on behalf of the State or international organization concerned, by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting (Member States: chief delegate, delegate, alternate, adviser; non-Member States and international organizations: chief observer, observer). The credentials may be sent to hlcc@icao.int.

Visas and entry requirements (only for on-site participants in a hybrid setting)

4. By means of the Immigration and Refugee Protection Regulations made under the Immigration and Refugee Protection Act, and in accordance with provision 3.20 of Annex 9 — *Facilitation* of the Chicago Convention, Canada has already dispensed with the requirement of entrance visas for temporary visitors of a considerable number of States. It should however be noted that, as of 15 March 2016, many visa-exempt visitors travelling to Canada by air will require an Electronic Travel Authorization (eTA). Those delegates for whom visas continue to be required for entry into Canada are invited to take steps to obtain these visas in good time (at least twelve weeks prior to departure) from the nearest Canadian authorities. Please note that it is not possible to obtain entry visas upon arrival in Canada.

5. The public health entry requirements into Canada, like many States, are updated regularly. For the latest information please visit the following Canadian government website: [Flying to Canada requirements checklist – Travel restrictions in Canada – Travel.gc.ca](#).

Registration and other arrangements

6. Online registration for this event and other logistic arrangements are available on the HLCC 2021 website at <https://www.icao.int/Meetings/HLCC2021>.

ATTACHMENT F to State letter 21/40

DOCUMENTATION ARRANGEMENTS

General

1. The Secretariat will prepare a basic working paper on each agenda item under the Safety and Facilitation Streams; these working papers are expected to form a sound basis for discussions, conclusions and recommendations. The Secretariat working papers will be circulated as early as practicable before the meeting. The first papers will be published on the HLCC2021 website from late June 2021 for the Safety Stream and from late July 2021 for the Facilitation Stream.
2. States and international organizations should prepare their papers presented as either “working papers” or “information papers”. The former is a paper submitted for consideration and containing specific proposal(s) for action. The latter provides useful information but no proposal(s) for action. It should be noted that due to time constraints, information papers are not tabled for discussion but, nonetheless, will be uploaded to the HLCC2021 website and reflected in the report for information purposes.
3. There will be no working papers for the Ministerial Plenary. The draft Declaration with explanatory notes will be the basis for deliberations by high-level participants. To support the discussion, reference material will be prepared by the Secretariat.

Submission of working/information papers for Safety and Facilitation Streams

4. To ensure the quality and consistency of presentation, guidelines have been prepared to assist Member States and international organizations in the preparation of working/information papers for the Safety and Facilitation Streams. Guidelines and templates are available at the HLCC 2021 website (<https://www.icao.int/meetings/HLCC2021>) under “Documentation”.
5. Working/information papers should be forwarded electronically, in the Microsoft Word format templates, to ICAO by e-mail at HLCC-papers@icao.int. States and international organizations are strongly requested to submit working/information papers well in advance the deadlines indicated in paragraphs 10.
6. Working papers should be action oriented and concise; adhere to a strict **four-page limit** for text; and indicate only one agenda item to which the paper relates to (please refer to Attachments B and C for the agenda items). Working papers that do not propose any new or substantive action will be reclassified as information papers and will not be translated. The States and international organizations concerned will be informed accordingly.
7. Only working papers submitted by States within the mandatory deadlines indicated in paragraph 10 will be translated by ICAO and published in all six official languages. Appendices to working papers will not be translated and will be published in the language(s) in which they are submitted.
8. Working papers submitted by international organizations shall be submitted in all six language versions by the deadlines indicated in paragraph 10. In case of a missing language, the working paper will be classified as an information paper and the international organization concerned will be informed accordingly.
9. Information papers submitted by States and international organizations will not be translated and will be published in the language(s) in which they are submitted. If the submitted language is other than English, States and international organizations are encouraged to include an English version of the information paper.

10. The following deadlines for submission of working/information papers by States and international organizations will be strictly enforced:

- a) 30 August 2021 for the submission of working papers; and
- b) 30 September 2021 for the submission of information papers.

11. Working papers from States and international organizations received after the deadlines indicated in paragraph 10 will be considered as information papers and published in the language(s) in which they are submitted. Any papers received on/after 1 October 2021 will not be processed.

12. Working papers will be considered final on submission to the Secretariat and no revisions will be accepted. Therefore, States and international organizations are strongly encouraged to ensure that the text of the working paper is confirmed as final before it is submitted. Changes to information papers will not be accepted after the deadline indicated in paragraph 10.

13. The Secretariat will perform some light editing of the texts submitted to ensure that templates have been used correctly, scanning the texts to correct the most obvious format errors, making minor editorial changes in the texts to clarify ICAO-related titles and document references, and correcting spelling errors.

14. In order to provide as much time for technical discussions, a presentation time of two minutes per working paper will be strictly adhered to; please prepare your introductions appropriately so that you make the most significant points within that time period.

Availability of Conference documentation

15. The documentation for the meeting will be placed on the HLCC website at <https://www.icao.int/meetings/HLCC2021/pages/working-papers.aspx> on an ongoing basis. As time available for the discussions of the working papers is very limited due to the expected number of working papers, all participants are requested to continually check the website for documentation updates and to familiarize themselves with the papers before coming to the Conference.

16. In order to minimize delays in the availability of documents to be presented to the Conference, papers may be published non-simultaneously, if necessary. Original submissions and the English versions will be published first, followed by the other language versions as soon as they are available.

Ministerial statements

17. Given time constraints during the Ministerial Plenary and limited time allocated for statements, Member States are strongly encouraged to submit a written or pre-recorded video statement by their Ministers.

18. Written statements submitted by **30 August 2021** will be translated. Written statements should be a maximum of four pages.

19. Pre-recorded video statements are also accepted and will be made available online through ICAO TV. There will be no interpretation services for the pre-recorded video statements. Further information on, inter alia, the deadline for the submission, formats and file specification, will be posted on the HLCC website.

Declaration

20. The draft Declaration (translated into all six official languages) will be circulated to email addresses of Chief Delegates and focal points registered by States and international organizations on **20 September 2021** with deadline for comments by **4 October 2021**. After taking into account and incorporating comments as appropriate, updated drafts will be circulated to the participants at the beginning and in the middle of the Conference to obtain pre-consensus.

— END —