



European and North  
Atlantic Office

**EUR/NAT-DGCA HDBK**

**~~EUR/NAT-DGCA HANDBOOK~~**  
***Guidance on the Conduct of***  
***Meetings*** **EUR/NAT-DGCA HANDBOOK**

***~~First Edition~~ Second Edition***

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***~~Approved~~ For approval***

***Prepared by the ICAO European and North Atlantic Office***

***on behalf of the EUR/NAT Directors General of Civil Aviation***

**EUROPEAN AND NORTH ATLANTIC OFFICE OF ICAO**

**International Civil Aviation Organization (ICAO)**

European and North Atlantic (EUR/NAT) Office

3 bis, Villa Emile Bergerat

92522, Neuilly-sur-Seine CEDEX

FRANCE

e-mail : icaoeurnat@~~paris~~.icao.int  
Tel : +33 1 46 41 85 85  
~~Fax : +33 1 46 41 85 00~~  
Web : <http://www.icao.int/EURNAT/>

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## RECORD OF AMENDMENTS

*2nd Edition, June 2023, introduced changes to the following (EUR/NAT-DGCA Conclusion 2023/#):*

1. Revised EUR/NAT-DGCA working arrangements requiring changes to:
  1. Objectives; 2. Meeting frequency and Venue; 5. Languages used at meetings; 6. Chairperson and Vice-chairperson; and 8. Meeting Documentation; and
2. Editorial corrections related to:
  1. EUR/NAT Office email address; Acronym of the Meeting of the Directors General of Civil Aviation - ICAO European and North Atlantic Regions; 3. Participation; 4. Agenda; 7. Secretary; and 9. Meeting Outcome.

## EUROPEAN AND NORTH ATLANTIC DIRECTORS GENERAL OF CIVIL AVIATION MEETING (EUR/NAT-DGCA)

### 1. ~~Aims And Objectives~~

~~1.1. The objective of the EUR/NAT-DGCA meeting is to provide a forum for Directors General of Civil Aviation (DGCA) to:~~

- ~~a) discuss key issues related to ICAO's Strategic Objectives and Supporting Strategies; and~~
- ~~b) foster collaboration amongst States and Organizations, with a view to support progress at pan-regional level in an effective, efficient and sustainable manner.~~

~~1.1. The European and North Atlantic Directors General of Civil Aviation Meeting (EURNAT-DGCA) was established following an agreement reached at the Seventieth Anniversary Celebrations of the ICAO European and North Atlantic (EUR/NAT) Office (Paris, France, 7 July 2016).~~

~~1.2. Broadly, the aims and objectives of the EURNAT DGCA meetings are to:~~

- ~~a) review and exchange information on matters of interest in civil aviation;~~
- ~~b) enhance the co-ordination and harmonisation of civil aviation activities within the European and North Atlantic Regions and with the adjacent ICAO Regions;~~
- ~~c) review and guide the work of the European Air Navigation Planning Group (EANPG), the North Atlantic Systems Planning Group (NAT SPG), the European Aviation Safety Group (RASG-EUR) and the EUR/NAT AVSEC Group (ENAVSECG);~~
- ~~d) develop specific Action Items that are of common interest and importance to the Regions;~~
- ~~e) provide overall guidance, harmonization and co-ordination of implementation of standards and procedures in the Regions; and~~
- ~~f) follow up by the ICAO Secretariat to coordinate issues of importance in a timely and orderly manner.~~

~~1.3. It is also an informal setting that allows Directors General to discuss any issue, pertaining to any aspect of civil aviation and facilitates bilateral, multilateral and region wide cooperation in areas of common interest. The forum also provides an essential linkage for the Directors General of civil aviation to facilitate co-ordination and cooperation of civil aviation activities.~~

### 2. Meeting Frequency And Venue

~~2.1. Generally, the EUR/NAT-DGCA Meeting is held meets for 1 working day tri-annually (every three years), between the ICAO Assembly Sessions, once a year at the premises of the ICAO European and North Atlantic (EUR/NAT) Regional Office in Paris, France.~~

~~2.2. Under specific circumstances, special meetings of the EURNAT DGCA can be organised on specific topics, upon the request of the Directors General of Civil Aviation DGCA or of the Secretariat, additional meetings of the EUR/NAT-DGCA can be organised on specific topics.~~

### 3. Participation

~~3.1. The Meeting essentially comprises DGCA's and other nominated Directors General/Chief Executives and representatives from the 56 States to which the ICAO European and North Atlantic (EUR/NAT) Regional Office is accredited. (Albania, Algeria, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Morocco, Netherlands, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, The former Yugoslav Republic of Macedonia, Tunisia, Turkey, Turkmenistan, Ukraine, United Kingdom and Uzbekistan).~~

~~3.2.3.1. In addition, Canada and the United States are invited to the Meeting in view of their contributions and membership at the North Atlantic Systems Planning Group (NAT SPG).~~

~~3.3.3.2. International and Regional Organizations, such as Airports Council International (ACI), Airports Council International – Europe (ACI EUROPE), the Arab Civil Aviation Organization (ACAO), the Civil Air Navigation Services Organization (CANSO), the European Union Aviation Safety Agency (EASA), the European Civil Aviation Conference (ECAC), EUROCONTROL, the European Commission (EC), the Interstate Aviation Committee (IAC), the International Council of Aircraft Owners and Pilot Associations (IAOPA), the IACA, International Air Transport Association (IATA), the International Business Aviation Council (IBAC), the International Coordinating Council of Aerospace Industries Associations (ICCAIA), the IFALPA, International Federation of Aeronautical Information Management Association (IFAIMA), the International Federation of Air Line Pilots' Associations (IFALPA) and the International Federation of Air Traffic Controllers' Associations (IFATCA), are invited on regular basis to attend the EUR/NAT-DGCA Meetings as observers. Other Organizations may also be invited, as deemed necessary.~~

~~3.4.3.3. Other Organizations, as well as States from outside the EUR/NAT Regional Office's accreditation Region-area (hereinafter referred to as the "EUR/NAT area"), and key industry stakeholders may be invited to participate as observers on an ad-hoc basis, when this will may be of benefit for agenda items covered in assistance in the general conduct of the work of the meeting.~~

*Note: The President of the ICAO Council and the Secretary General of ICAO are usually invited to attend as Guests of Honour.*

## 4. Agenda

4.1. The ~~ICAO EUR/NAT Regional Director Secretary, in consultation with the Chairperson,~~ shall establish a provisional agenda for the meeting.

4.2. The provisional agenda with explanatory notes shall be circulated with the convening letter for comments by expected participants.

4.3. At the opening of the meeting, any ~~State in the EUR/NAT area and/or Canada and the United States State or International/Regional Organization~~ may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

## 5. Language

~~5.1. English, French and Russian languages are used for the conduct of the meeting's discussions and all meeting documentation is issued in English only. States will be invited to offer financial and /or in-kind support for interpretation services.~~

~~5.2. Documentation (including working papers (WPs) / information papers (IPs) / flimsies (FLs) / PowerPoint presentations (PPTs)) may be submitted either in the English language or - if in an ICAO working~~

language other than English - accompanied by a translated version of the documentation in the English language.

5.1.5.3. The Summary of Discussions of the EUR/NAT-DGCA Meetings shall be prepared in the English language.

## **6. Meeting Chairperson~~man~~/vice-Chairperson(s)~~men~~**

6.1. The Meeting Chairperson~~man~~ and up to two (2) vice-Chairpersons~~men~~ will be elected at the start of each EUR/NAT-DGCA M~~ee~~ting.

6.2. Candidates for election to the posts of Chairperson~~man~~ and vice-Chairperson(s)~~men~~ ~~must shall~~ be nominated by their State and ~~shall be~~ seconded by at least another State during the meeting.

6.3. Nominations ~~should shall~~ be submitted to the ICAO EUR/NAT Regional Office and be promulgated by the ICAO EUR/NAT Regional Office to the States to which it is accredited, Canada and the United States, by e-mail at least ~~two one (1)~~ months before the meeting.

6.4. The EUR/NAT-DGCA will elect its Chairperson~~man~~ and vice-Chairperson(s)~~men~~ from the list of candidates by open vote at the start of the meeting and the newly elected ~~Chairman and vice-Chairmen~~ Chair Team will immediately assume their functions ~~at the opening of the meeting~~.

6.5. The Chairperson~~man~~ facilitates the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The Chairperson~~man~~ may make decisions regarding the conduct of the meeting and, in cases where it is not possible to reach consensus, determine the recommendation(s) that will be made by the meeting.

6.6. The vice-Chairperson(s)~~men~~ will be called upon to preside over the meeting should circumstances prevent the Chairperson~~men~~ from being present at the meeting. The vice-Chairperson(s)~~men~~ may also be requested to support the Chairperson~~men~~ in his/her role, taking over some of the Chairperson~~men~~'s workload whenever appropriate.

## **7. Secretary**

7.1. ~~The ICAO Regional Office plays an integral and key role.~~ The ICAO EUR/NAT Regional Director serves the Meeting as the Secretary. Besides this function, the ICAO EUR/NAT Regional Office remains closely associated with the planning and conduct of the meeting and eventual follow up on Action Items, which are developed by each meeting.

## **8. Meeting Documentation**

8.1. Working documentation for the EUR/NAT-DGCA meetings is prepared by the ICAO Secretariat, States and ~~International/Regional~~ Organizations invited to participate in the meeting.

8.2. To the extent possible, working ~~documentation papers~~ should be at strategic level, and not be of technical nature. The working ~~documentation papers~~ to be presented to the EUR/NAT-DGCA meetings should focus mainly on regional strategies, projects, ~~common deficiencies, challenges,~~ and collaboration opportunities ~~bilateral and regional cooperation~~ in areas of common interests.

8.3. The working ~~documentation papers~~ for the EUR/NAT-DGCA meetings should be submitted to the ICAO EUR/NAT Regional Office, at least one (1) month prior to the meeting for review in order to ensure that the papers are in line with the requirement in 8.2. The decision related to the acceptance of working ~~documentation papers~~ is kept with the ICAO Secretariat.

8.4. Working documentation shall be presented in the form of:

- (i) Information Papers: intended solely to provide participants with ~~factual~~ information ~~on developments of technical or administrative matters of interest~~ on which no action is required and will normally not be discussed at the meeting; ~~and~~
- (ii) Working Papers: constitute the main basis of the discussions on the various items on the agenda and normally invite ~~an~~ action by the EUR/NAT-DGCA in the form of a draft ~~Decision/Conclusion, Conclusion or Statement, as appropriate, and as described in 1.1; and~~
- (iii) Flimsies: prepared on an ad-hoc basis during the course of the meeting with the purpose to assist the meeting in the discussion on a specific matter or in the drafting of a text for a ~~Decision/Conclusion, Conclusion or Statement~~.

*Note: PowerPoint slides may be used to support the presentation of the meeting documentation above.*

8.5. To the extent possible, the length of the working papers to be presented to the EURNAT-DGCA meetings should not exceed three (3) pages. Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and specific proposals for action(s) in the form of EUR/NAT-DGCA Conclusions:

- (i) ~~Decisions: dealing with matters of concern only to the EURNAT DGCA.~~
- (ii) ~~Conclusions: dealing with matters which merit directly the attention of States or on which further action will be initiated by ICAO in accordance with established procedures.~~
- (iii) ~~Statements: dealing with a position reached by consensus regarding a subject without a requirement for specific follow-up activities.~~

*Note: in order to qualify as such, a Decision, Conclusion or Statement shall be able to respond clearly to the "4W" criterion (What, Why, Who and When) described below.*

8.6. Each draft ~~Decision, Conclusion or Statement~~ is to be accompanied by sufficient supporting justification, which is to include, at minimum, a concise summary of the problem and the reasons why particular options are or are not supported. ~~In order to clarify the intent of a Decision, Conclusion or Statement, they are to be formulated in the form of a "draft EURNAT DGCA Decision, Conclusion or Statement".~~

~~8.7. The following Table 1 shall be used to summarize why the EURNAT DGCA should endorse the draft Decision, Conclusion or Statement, what is expected to fully address the conclusion, who should carry out the actions required and when the actions should be completed:~~

*Table 1:*

<del>Why</del>	
<del>What</del>	
<del>Who</del>	
<del>When</del>	



~~8.8.8.7.~~ The draft EUR/NAT-DGCA ~~Decision/Conclusion/Statement~~, shall be presented in the following format:

**Draft EUR/NAT-DGCA ~~Decision/Conclusion/Statement~~ #####/Z – TITLE**

That the EUR/NAT States / EUR/NAT-DGCA / ICAO Regional Director, Europe and North Atlantic:

- a) AA;
- b) BB; and
- c) CC.

Where:

- *TITLE is a concise description of the subject addressed by the proposed draft ~~Decision/Conclusion/Statement~~;*
- *##### is the year of the next EUR/NAT-DGCA meeting; and*
- *Z is a number indicating the sequence of the proposed draft ~~Decision/Conclusion/Statement~~ as it appears in the Working Paper.*

## 9. Meeting Outcome

9.1. The EUR/NAT-DGCA Meeting will approve in session the Conclusions, ~~Decisions and Statements~~ presented to the meeting, including a short lead-in text.

9.2. The full Summary of Discussions will be completed by the ICAO Secretariat and approved by the Chair~~person~~ for transmission within four weeks after the end of the meeting.

— END —