



European and North  
Atlantic Office

***EUR/NAT-DGCA HDBK***

# ***EUR/NAT-DGCA HANDBOOK***

***Second Edition***

***June 2023***

*For approval*

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

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

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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:

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

### 1. Objective

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

### 2. Meeting Frequency And Venue

2.1. Generally, the EUR/NAT-DGCA Meeting is held 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, upon the request of the DGCAs or the Secretariat, additional meetings of the EUR/NAT-DGCA can be organised on specific topics.

### 3. Participation

3.1. The Meeting comprises DGCAs and other nominated representatives from the 56 States to which the ICAO EUR/NAT Regional Office is accredited. 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).

3.2. 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 International Air Transport Association (IATA), the International Business Aviation Council (IBAC), the International Coordinating Council of Aerospace Industries Associations (ICCAIA), the 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 to attend EUR/NAT-DGCA Meetings as observers.

3.3. Other Organizations, as well as States from outside the EUR/NAT Regional Office's accreditation area (hereinafter referred to as the "EUR/NAT area"), may be invited to participate as observers on an ad-hoc basis, when this may be of benefit for agenda items covered in 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 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 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. 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.

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

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

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

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

6.3. Nominations 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 one (1) month before the meeting.

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

6.5. The Chairperson facilitates the work of the meeting so as to encourage consensus or clearly identify barriers to consensus. The Chairperson 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) will be called upon to preside over the meeting should circumstances prevent the Chairperson from being present at the meeting. The vice-Chairperson(s) may also be requested to support the Chairperson in his/her role, taking over some of the Chairperson's workload whenever appropriate.

## **7. Secretary**

7.1. 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 Organizations invited to participate in the meeting.

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

8.3. The working documentation 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 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 information on which no action is required and will normally not be discussed at the meeting;
- (ii) Working Papers: constitute the main basis of the discussions on the various items on the agenda and normally invite action by the EUR/NAT-DGCA in the form of a draft Conclusion; 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 Conclusion.

*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 EUR/NAT-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.

8.6. Each draft Conclusion 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.

8.7. The draft EUR/NAT-DGCA Conclusion, shall be presented in the following format:

**Draft EUR/NAT-DGCA Conclusion #####/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 Conclusion;*
- *##### is the year of the next EUR/NAT-DGCA meeting; and*
- *Z is a number indicating the sequence of the proposed draft Conclusion as it appears in the Working Paper.*

## 9. Meeting Outcome

9.1. The EUR/NAT-DGCA Meeting will approve in session the Conclusions 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 Chairperson for transmission within four weeks after the end of the meeting.

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