European and North
Atlantic Office

F I N A L

SUMMARY OF DISCUSSIONS OF THE

DIRECTORS GENERAL OF CIVIL AVIATION - EUR/NAT REGIONS

2023 MEETING (EUR/NAT-DGCA/2023)

(Paris, France, 20 June 2023)

1.   Introduction

1.1   The Meeting of the Directors General of Civil Aviation of the ICAO European and North Atlantic Regions (EUR/NAT-DGCA/2023) was held at the European and North Atlantic (EUR/NAT) Office of ICAO in Paris, France, on 20 June 2023.

1.2   The Meeting was attended by 93 participants from 39 States and 9 organisations. The list of participants is provided in **Appendix A**.

1.3   In the opening session, the ICAO Secretary General, Mr. Juan Carlos Salazar, addressed the Meeting with remarks highlighting ICAO's current priorities, including measures for the achievement of the Long term Global Aspirational Goal (LTAG), innovation and strengthening the global health crisis preparedness and management frameworks. The EUR/NAT Regional Director (RD), Mr. Nicolas Rallo, who was the meeting Secretary, supported by other ICAO personnel, welcomed the meeting. In his introductory remarks, the EUR/NAT RD shared the new objective given to the EUR/NAT-DGCA meetings, i.e. to foster collaboration amongst States and Organizations, in order to support progress at a pan-regional level in an effective, efficient, sustainable and inclusive manner. He placed the EUR/NAT-DGCA/2023 Meeting under the theme of "Joining Forces", highlighting the benefits that could be yielded by further enhancing information-sharing, coordination and cooperation amongst all stakeholders in the EUR/NAT area.

Approval of Agenda

1.4   The Meeting approved the following agenda:

Agenda Item 1:   Opening Remarks by the ICAO Secretary General and the ICAO EUR/NAT Regional Director

Agenda Item 2:   Approval of the Agenda and Elections of the Chair and Vice-Chair

Agenda Item 3:   Procedural issues

Agenda Item 4:   ICAO Updates

Agenda Item 5:   Sustainability: timely actions and cooperation to achieve the LTAG

Agenda Item 6:   Enhancing resilience

Agenda Item 7:   Collaboration for implementation support: enhancing coordination and cooperation

Agenda Item 8:   Gender Equality

Agenda Item 9:   Ratification of international air law treaties

Agenda Item 10:   Any Other Business and Next Meeting

Elections of Chair Team

1.5   Based on the nominations received and in accordance with the *EUR/NAT DGCA Handbook*, the Meeting elected the following Chair Team:

a)	Chairperson:	Ms. Tânia Cardoso Simões, Chairwoman of the Board of *Autoridade Nacional da Aviação Civil* (ANAC), DGCA of Portugal;
b)	Vice-Chairperson:	Mr. Shmuel Zakay, Director General of the Civil Aviation Administration, DGCA of Israel; and
c)	Vice-Chairperson:	Mr. Talgat Lastayev, Chairman of the Civil Aviation Committee of the Ministry of Infrastructural Development, DGCA of Kazakhstan.

1.6   Ms. Tânia Cardoso Simões, thanked the meeting participants for her election and expressed the Chair Team's commitment to work towards a successful outcome of the meeting.

2.   Procedural issues

2.1   The Meeting was presented with a working paper proposing updates to the *EUR/NAT-DGCA Handbook*. It was recalled that the Handbook had been approved by the EURNAT-DGCA/2017 meeting (Paris, 5 May 2017) and that its function was to provide guidance on the convening and conduct of the meetings and to assist the ICAO EUR/NAT Regional Office in the meeting preparatory process. It was noted that the main changes proposed were, in addition to editorial amendments, to clarify the main objectives of the meeting and to update administrative arrangements related to languages and the election of the chair team.

2.2   The Meeting reviewed and provided additional comments on the proposed draft to include the chairpersons of the European Aviation System Planning Group (EASPG), the North Atlantic Systems Planning Group (NAT SPG) and the EUR/NAT Aviation Security Group (ENAVSECG) as observers in the EUR/NAT-DGCA meetings. Consequently, the following was agreed:

EUR/NAT-DGCA Conclusion 2023/1 – Approval of *EUR/NAT-DGCA Handbook*, 2nd Edition

That:

a)   the *EUR/NAT-DGCA Handbook*, 2nd Edition, June 2023, as presented at **Appendix B** to this Summary of Discussions, be approved; and

b)   the ICAO Regional Director, Europe and North Atlantic, take appropriate action to publish and promulgate the 2nd Edition of the *EUR/NAT-DGCA Handbook*.

3.   ICAO Updates

3.1   The Meeting took note of the information papers made available on the latest ICAO updates, the annual EUR and NAT safety reports providing a snapshot of the current safety picture in the EUR/NAT area and updates on the economic and traffic forecasts at the global and EUR/NAT levels as well as updates on ICAO's work related to air transport liberalization and digitalisation of air cargo documents.

4.   Sustainability: timely actions and cooperation to achieve the LTAG

4.1   The Meeting was presented with a working paper providing updates on ICAO's activities at the global level as well as in the EUR/NAT area in support of the LTAG of Net Zero CO_2 emissions in international civil aviation by the year 2050. It was noted that the engagement of all States and organisations in these activities was important to further enhance information-sharing, coordination and cooperation in order to avoid duplication of efforts and to optimize benefits for States.

4.2   The Meeting noted that since the 2022 EUR/NAT-DGCA meeting, the ICAO EUR/NAT Office had organized several events to support:

a)   the development and update of the State Action Plans, as well as the implementation of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) requirements and the related ICAO Environment tools; and

b)   the development and deployment of the ICAO Assistance, Capacity-building and Training (ACT) programme for Sustainable Aviation Fuels (ACT-SAF).

4.3   Concerning the State Action Plan (SAP) initiative, the Meeting noted that 48 EUR/NAT States had developed and submitted their SAP to ICAO. In addition, 31 EUR/NAT States had updated their SAP in the last triennium and submitted them to ICAO using the Action Plan Emissions Reduction (APER) website. The Meeting encouraged States that needed support to develop their State's Action Plan to contact the ICAO EUR/NAT Office for assistance.

4.4   The Meeting noted with appreciation the contributions of France and Germany as donor States for the ACT-CORSIA programme that assisted in providing training for 14 EUR and 20 African (AFI) States on the implementation of reporting including CORSIA eligible fuels and verification requirements.

4.5   In this regard, the Meeting also took note of the address by Mr. Laurence Wildgoose, Assistant Administrator for Policy, International Affairs, and Environment, Federation Aviation Administration (FAA), United States, and a presentation by Mr. Olivier Jankovec, Director General, ACI EUROPE, on *Airport Carbon Accreditation: delivering airport climate action*.

4.6   The Meeting reviewed the proposed draft Conclusion and agreed on some amendments related to encouraging participation in the Third Conference on Aviation and Alternative Fuels (CAAF/3, Dubai, United Arab Emirates, 21-24 November 2023), the need to better document (e.g. through mapping) ongoing activities and projects in the EUR/NAT area with a view to avoid duplication of efforts and promote synergies where possible, and explore means to further enhance communication with concerned stakeholders, including the public, on the aviation sector's activities and engagement to achieve the LTAG.

4.7   Based on the foregoing, the following was agreed:

EUR/NAT-DGCA Conclusion 2023/2 – Further enhancing engagement, information-sharing, coordination and cooperation to achieve the Long Term Aspirational Goal (LTAG)

That the ICAO Regional Director, Europe and North Atlantic, take action to:

a)   remind EUR/NAT States that they shall verify and submit their reports on CO_2 emissions from international flights for the year 2022 to ICAO using the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) Central Registry (CCR) before end of July 2023;

b)   further encourage EUR/NAT States to:

i)   develop or update their quantified States' Action Plans on CO_2 Emissions Reduction Activities in accordance with the provisions in the *Guidance on the Development of States' Action Plans on CO_2 Emissions Reduction Activities* (ICAO Doc 9988) including cleaner energies, green technologies and innovations mitigation measures as well as long-term emission reduction initiatives and submit the Plan to ICAO before June 2024;

ii)   use the ICAO environmental tools to estimate the emissions reductions from the implementation of the mitigation measures as part of the development of States' action plans;

iii)   join CORSIA in the first phase and notify ICAO accordingly (by 30 June 2023 for voluntary participation from 1 January 2024);

iv) join (as donor States or beneficiary States) the ICAO ACT-CORSIA Capacity-Building activities, including the CORSIA buddy partnerships;

v) join (as donor States or beneficiary States) the ICAO Assistance, Capacity-building and Training for Sustainable Aviation Fuels (ICAO ACT-SAF) programme by signing the Terms and Conditions available on the ICAO website;

vi) reach out to the ICAO EUR/NAT Regional Office for any support needed for the preparation and submission of States' action plans, and implementation of the related mitigation measures;

c) invite Organizations active in the EUR/NAT area, including international and regional organizations, to:

i) join the ICAO Assistance, Capacity-building and Training for Sustainable Aviation Fuels (ICAO ACT-SAF) programme by signing the related Terms and Conditions;

ii) continue to support information-sharing and coordination, in order to avoid duplication of efforts and help ensure consistency;

iii) continue to explore synergies to enhance effectiveness, timeliness and efficiency in activities in support of the LTAG;

d) invite EUR/NAT States to confirm their participation in the Third Conference on Aviation and Alternative Fuels (CAAF/3) and to actively engage towards a successful outcome of the Conference;

e) work with all concerned stakeholders to better document ongoing activities and projects in the EUR/NAT area with a view to avoid duplication of efforts and promote synergies where possible; and

f) explore means to further enhance communication with concerned stakeholders, including the public, on the aviation sector's activities and engagement to achieve the LTAG.

5.   Enhancing resilience

5.1   The Meeting was presented with a working paper addressing key issues related to crisis preparedness and management in order to enhance the resilience of the air transport sector. States were invited in particular to take action to support the effective operation of Air Transport Facilitation Committees, their use of guidance and assistance provided by the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA), as well as to further enhance collaboration on cybersecurity-related issues.

5.2   In particular, the Meeting noted the progress of the work related to its previous decision that had been based on the recognition of the benefits of existing coordination mechanisms at the European level (encompassing all types of possible contingencies, e.g. public health, conflict zones, airspace contingencies, volcanic ash and nuclear events, cybersecurity etc.) and of further reflection to ensure more agility and coordination, including inter-sectoral cooperation and consequential update of the EUR regional crisis management framework.

5.3   As a result of the presentation and ensuing discussions, the following was agreed:

EUR/NAT-DGCA Conclusion 2023/3 – Enhancing resilience in civil aviation

That the ICAO Regional Director, Europe and North Atlantic, take action to:

a) invite EUR/NAT States to:

for Facilitation:

    i)   establish and implement actions to strengthen the area of Facilitation, and especially to ensure the effective implementation of the National Air Transport Facilitation Program (NATFP) and National Air Transport Facilitation Committees (NATFC);

    ii)   update their organizational structures;

    iii)   develop and implement training programmes on Facilitation for relevant personnel and take advantage of existing ICAO Facilitation Training Courses, as applicable;

    iv)   ensure full and effective compliance with the Standards and Recommended Practices of Annex 9 to the Chicago Convention regarding the implementation of passenger data exchange systems, in coordination with relevant authorities, in order to achieve the necessary security with the minimum of inconvenience to passengers and for the release or dispatch of merchandise;

    v)   establish and implement an effective crisis response framework for future public health-related crises that draws on relevant guidance, best practices, integrated risk management approaches, and lessons learned from the COVID-19 pandemic to enable the international aviation community to rapidly respond to a public health-related crisis; and build resilience to future similar outbreaks;

    vi)   for States with support needs in the area of Facilitation, consider requesting the deployment of the NATFC and/or Public Health Corridor (PHC) iPacks, as applicable;

for Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA):

    vii)   actively participate in the CAPSCA EUR Group and collaborate in the development of an implementation strategy for the Council Aviation Recovery Taskforce (CART) recommendations together with the recommendations of the Public Health Authorities in their States, the recommendations of the High-Level Conference on COVID-19 and with the ICAO Electronic Bulletin - EB 2023/6 from 16 January 2023;

    viii)   ensure that the medical, public health and aviation sectors collaborate to develop a national preparedness plan for aviation, which addresses public health emergencies of international concern (PHEIC) and/or other public health emergencies;

    ix)   consider requesting a CAPSCA Assistance visit (multidisciplinary experts team from ICAO/WHO) and update the preparedness plan and relevant exercise (table top and/or full scale exercises) according to the CAPSCA guidelines;

    x)   establish requirements for the involvement of stakeholders (e.g. aviation medical experts, airport operators, aircraft operators, air navigation service providers) in the development of relevant health-related plans in aviation;

for Cybersecurity:

    xi)   ensure the ratification of the Beijing Convention (2010) and the Beijing Protocol (2010) without delay, as an important deterrent of cyber-attacks against civil aviation, if these are not yet ratified;

    xii)   take action to address cybersecurity and cyber resilience of civil aviation's critical systems and data against cyber threats and hazards, including common interfaces between civil and military aviation;

    xiii)   effectively implement the applicable ICAO SARPs using the cybersecurity strategy and its underpinning action plans;

    xiv)   take into account the cross-cutting nature of cybersecurity, the need for coordination and cooperation between governments and industry (nationally and internationally), the need for sharing information and the implementation of a robust cybersecurity culture; and

b)   invite Organizations active in the EUR/NAT area, including international and regional organizations, to continue to support information-sharing, coordination and cooperation in regional activities related to crisis preparedness and management in the EUR/NAT area, in particular with respect to public health-related events and cybersecurity.

6.   Collaboration for implementation support: enhancing coordination and cooperation

6.1   The Meeting was presented with a working paper providing updates on the ICAO Implementation Support Policy. In addition, it was presented with a new initiative to provide support for the development and implementation of State-level "Collaborative Implementation Support Roadmaps" (CISRO) for selected States in the EUR/NAT area, in order to help enhance effectiveness, convergence and efficiency in implementation support activities specifically related to aviation safety. This approach would make use of already existing implementation support mechanisms and programmes, whether led by ICAO or other implementation support providers (including States and international/regional organizations). It would provide for the identification of needs and/or opportunities for additional implementation support activities for the benefit of the concerned State.

6.2   The development of a CISRO would be based on a commitment from the beneficiary State, which would be reflected in an agreement between the State and ICAO, with the subsequent association of "partners" (including States and international/regional organizations) with an interest to support the development and implementation of the CISRO, and which would have been accepted by the State as partners. With the agreement of the beneficiary State's authorities, the ICAO EUR/NAT Office would reach out to potential partners who would have expressed interest, or/and would be in a good position to provide support to the beneficiary State in safety-related areas.

6.3   The CISRO would be developed together with a "Country Strategic Plan of Action" (COSPA), an ICAO counterpart of the country strategy papers and frameworks developed by development banks when considering safety and air navigation related activities.

6.4   The Meeting unanimously supported this Initiative. The DGCA of Uzbekistan intervened to express his State's interest (subject to confirmation at ministerial level) to benefit from the pilot project. The meeting supported the proposal by Uzbekistan. Several other States, including Albania, Azerbaijan and North Macedonia, expressed their interest in such projects in the future. It was agreed that further coordination would be undertaken by the ICAO EUR/NAT Office with the States concerned to prepare for potential projects as of 2024.

6.5   Based on the presentation and ensuing discussions, the following was agreed:

EUR/NAT-DGCA Conclusion 2023/4 – Collaboration   for   Safety-Related   Implementation   Support Activities in the EUR/NAT Area

That the ICAO Regional Director, Europe and North Atlantic, take action to:

a)   further encourage EUR/NAT States, as well as States and Organizations active in providing safety-related implementation support in the EUR/NAT area, to engage in information-sharing and coordination on safety-related implementation support programmes and activities benefitting EUR/NAT States, in order to avoid duplication of efforts, help ensure effectiveness and consistency, and enable synergies whenever possible;

b)   invite EUR/NAT States, as well as States and Organizations actively engaged in providing safety-related implementation support in the EUR/NAT area, to consider providing support for the development and implementation of State-level "Collaborative Implementation Support Roadmaps" (CISRO) as well as " Country Strategic Plans of Action" (COSPA) for interested States in the EUR/NAT area, under coordination by the ICAO EUR/NAT Office and in alignment with the State's national development plan;

   c)   initiate a CISRO/COSPA pilot project with one of the EUR/NAT States interested in such an initiative; and

   d)   report on progress in the development and implementation of the CISRO/COSPA pilot project to the EUR/NAT-DGCA/2024 meeting.

7.   Gender Equality

7.1   The Meeting was presented with a working paper outlining ongoing initiatives to improve gender equality, the promotion of gender mainstreaming and the empowerment of women, in line with Assembly Resolution A41-26, ICAO Gender Equality Programme promoting the participation of women in the global aviation sector and in support of the Sustainable Development Goals (SDGs), specifically SDG5 - *Achieve gender equality and empower all women and girls*. In this regard, the Meeting noted that further engagement, coordination and cooperation across the EUR/NAT area for gender equality in aviation was needed.

7.2   The Meeting was informed that, in response to the ICAO State Letter on the subject of "Exchange of best practices on gender equality and the promotion of women in the global aviation sector" (sent in February 2023), 17 EUR/NAT States had responded showcasing their initiatives and activities in support of gender equality.

7.3   The Meeting noted that, building on the outcomes of the inaugural Global Aviation Gender Summit in 2018 in South Africa, and in line with ICAO Assembly Resolution A41-26 on gender equality, ICAO was organizing the Global Aviation Gender Summit 2023, hosted by the Government of Spain, in partnership with the European Commission (EC), the International Labour Organization (ILO), UN Women, and the International Transport Forum (ITF) at the Organisation for Economic Co-operation and Development (OECD). Its focus would be on the enablers for change, lessons learned, guidance and tools as well as knowledge sharing in general on gender equality to reduce the existing gender gap in aviation. In this regard, the Meeting noted additional details provided by Mr. David Benito, Director General of Civil Aviation of Spain.

7.4   The Meeting also noted the address by Ms. Polly Trottenberg, Deputy Secretary of Transportation, United States, sharing information on the measures undertaken in support of advancing gender equality in aviation.

7.5   The Meeting agreed that pan-regional initiatives to support gender equality should be led in a coordinated and cooperative manner, so as to avoid duplication of efforts and to explore synergies whenever possible. Therefore, the Meeting reviewed and amended the proposed Conclusion to add the need for active participation and engagement in global, regional and national events on gender equality.

7.6   Based on the presented material and ensuing discussions, the following was agreed:

EUR/NAT-DGCA Conclusion 2023/5 – EUR/NAT support of advancing gender equality in aviation

      That the EUR/NAT Regional Director invite States to:

   a)   support the ICAO EUR/NAT Office's efforts to:

      i)   foster the exchange of information, experience and best practices across the EUR/NAT area on initiatives related to gender equality in aviation;

      ii) promote new or ongoing initiatives by States and organizations across the EUR/NAT area, in particular with respect to fellowship/sponsorship programmes for aviation training specifically directed to young women;

   b)   strongly promote gender equality in aviation and clearly articulate and implement a vision and actions for gender equality in their aviation institutions and industry at the national level;

c) consider providing in-kind and voluntary contributions to the ICAO Gender Equality Programme as well as initiatives and activities in support of improving gender equality in aviation, such as scholarships and financial assistance to enable young women and girls to pursue careers in aviation; and

d) participate and actively engage in global, regional and national events on gender equality.

8.   Ratification of international air law treaties

8.1   The Meeting was presented with a working paper presenting the benefits of certain international air law treaties and urging those States in the EUR/NAT area that had not yet ratified these treaties, to do so. To that end, summaries of the provisions and benefits of six international air law instruments were provided, as well as information pertaining to the ratification process and an overview of the resources available for States to assist them with ratification.

8.2   In this regard, the Meeting noted that the ICAO Treaty Collection Website (**www.icao.int/treaty**) provided resources for States to assist them with the ratification of international air law treaties. The Treaty Collection Website also contained documents such as **lists of Parties** to all international air law instruments as well as **forms** indicating the current status of individual ICAO Member States with respect to international air law instruments. A **composite table** indicating the status of all ICAO Member States with respect to international air law treaties was also made available.

8.3   Furthermore, the Meeting noted that, with a view to promoting the ratification of international air law instruments and to assist Member States in their implementation, ICAO delivered legal seminars and workshops, the ICAO International Air Law Course as well as other similar events. Also, meetings of the Civil Aviation Legal Advisers Forum (CALAF) could include ratification of air law instruments in its agenda. In this connection, EUR/NAT States were encouraged to make use of these events for the continuous training and development of their legal advisers and to consider hosting such events.

8.4   In light of the presented material and ensuing discussions, the following was agreed:

EUR/NAT-DGCA Conclusion 2023/6 – Ratification of International Air Law Treaties

That the ICAO Regional Director, Europe and North Atlantic:

a) take action to invite EUR/NAT States to:

i)   become parties to the international air law treaties and to any other international air law treaties that they have not yet ratified;

ii) make use of ICAO legal seminars and workshops, the Civil Aviation Legal Advisers Forum (CALAF), the ICAO International Air Law Course as well as other similar events for the continuous training and development of their legal advisers with regard to ratification and implementation of international air law instruments and to consider hosting from time to time such events in their States and regions;

iii) initially inform ICAO before **31 December 2023** of their progress towards the ratification of international air law treaties by using the DGCA tracking matrix set out in **Appendix C**; and

b) report on the progress made by EUR/NAT States at the 2024 EUR/NAT-DGCA meeting.

9.   Any other business and Next Meeting

Any other business

9.1   The Meeting was provided with an update by the European Commission (EC) concerning the future of the European Union Digital COVID Certificate (EU DCC). It was noted that the EU DCC had been successfully used during the COVID-19 pandemic not only by the EU Member States but also by more than 50 other States with whom there were equivalence agreements in place. The use of the EU DCC proved to be one of the critical solutions that facilitated restart and recovery of civil aviation in the EUR/NAT area and beyond. In this regard, it was noted that the EU Regulation on EU DCC would be repealed on 30 June 2023. In the meantime, the EU had made arrangements with the World Health Organization (WHO) in order to hand over the EU DCC framework and provide assistance in managing the supporting systems and processes. All States in the EUR/NAT area and beyond were henceforth invited to establish the necessary links with the WHO. The intent was to consider the EU DCC as a possible baseline for future global digital WHO solutions, potentially replacing the paper-based WHO certificate of vaccination. The Meeting welcomed this initiative and invited the EC to provide further updates to the ICAO EUR/NAT Office on this work.

Next Meeting

9.2   The Meeting agreed that the next EUR/NAT-DGCA would take place in Paris, France, in May or June 2024. The dates would be confirmed in due time.

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LIST OF APPENDICES

Appendix A—List of Participants
Appendix B—EUR/NAT-DGCA Handbook
Appendix C—DGCA Ratification Tracking Matrix

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APPENDIX A — LIST OF PARTICIPANTS

(Paragraph 1.2 refers)

ALBANIA
Maksim ET'HEMAJ
Dorina VERDHO
Megi XHARO

ANDORRA
Guillem SANTACREU MARTINEZ

ARMENIA
Mihran KHACHATRYAN

AUSTRIA
Karin PULEO-LEODOLTER

AZERBAIJAN
Samir BAGHIROV
Nazim ZIYADOV

BELGIUM
Koen MILIS
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BOSNIA AND HERZEGOVINA
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Radenko DUBRAVAC
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Samuli VUOKILA

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Eric RISSE

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Givi DAVITASHVILI
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Catalin RADU
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Veti GJORGJIESKA

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Oyvind EK
Anders Stoltenberg SLETTVOLD

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Robert PRZYBYLSKI
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PORTUGAL
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Ana VIEIRA DA MATA

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  Alina ZADOROZHNIA

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  Sarah HILL
  Maria RUEDA

UNITED STATES
  Polly TROTTENBERG
  Laurence WILDGOOSE
  Tina AMEREIHN
  Jennifer SOLOMON
  Julie ABRAHAM
  Sabrina SUSSMAN
  Bryson HUGHES
  Catherine TEEBAY

UZBEKISTAN
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  Kristen RICHMOND

IFALPA
  Arnaud DU BEDAT
  Ben MANSUMITCHAI

JAA-TO
  Eric SCHOONDERWOERD

ICAO
  Nicolas RALLO (Secretary)
  Christopher PETRAS
  Elkhan NAHMADOV
  Abbas NIKNEJAD
  Arnaud DESJARDIN
  Arkadii MERKULOV
  Blandine FERRIER
  Christopher KEOHAN
  Chloé THOMAS
  Cornelia LUDORF
  Hatem OUESLATI
  Inga JGENTI
  Sarantis POULIMENAKOS
  Sven HALLE
  Catherine DALY
  Carolyne OTTIENO
  Florence BENJAMIN
  Isabelle HOFSTETTER
  Leyla SULEYMANOVA
  Natalia SAVVINA
  Patricia CUFF

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APPENDIX B   —   EUR/NAT-DGCA HANDBOOK

(Paragraph 2.2 refers)

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European and North
Atlantic Office

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

*First Edition*Second Edition

*Version 1.0 – May 2017*June 2023
Approved

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):

1. Revised EUR/NAT-DGCA working arrangements requiring changes to:

    1. Objectives; 2. Meeting frequency and Venue; 3. Participation; 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; 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. ~~Aims And~~ **Objective**~~s~~

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.

~~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~~DGCAs 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 DGCAs 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).

3.1.   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).

3.2.   The Chairpersons of the European Aviation System Planning Group (EASPG), the EUR/NAT Aviation Security Group (ENAVSECG) and the North Atlantic Systems Planning Group (NAT SPG) are invited to attend. (The Vice-Chairpersons may attend if the Chairpersons are not able to.)

3.3.   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.   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~~m~~eeting.

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) month~~s~~ 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 T~~t~~eam 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) <u>Information Papers</u>: 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) <u>Working Papers</u>: constitute the main basis of the discussions on the various items on the agenda and normally invite~~s 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) <u>Flimsies</u>: 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~~Presentations 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 <u>EUR/NAT-DGCA Conclusions.</u>~~:~~

~~(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:~~

~~Why~~	
~~What~~	
~~Who~~	

> ~~When~~

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 Chairperson~~man~~ for transmission within four weeks after the end of the meeting.

—   **END**   —

APPENDIX C   —   DGCA RATIFICATION TRACKING MATRIX

(paragraph 8.4 refers)

[NAME OF THE MEMBER STATE]					
	TREATY PROPOSED BY DGCA TO COMPETENT AUTHORITY FOR RATIFICATION	**TREATY SUBMITTED FOR APPROVAL TO LEGISLATURE OR OTHER COMPETENT AUTHORITY**	**AWAITING SUBMISSION OF THE INSTRUMENT OF RATIFICATION TO THE DEPOSITARY (E.G., ICAO)**	**TREATY NOT CONSIDERED FOR RATIFICATION**	**COMMENTS**
PROTOCOL OF AMENDMENT TO ARTICLE 50(a) OF THE CHICAGO CONVENTION, 2016					
PROTOCOL OF AMENDMENT TO ARTICLE 56 OF THE CHICAGO CONVENTION, 2016					
MONTREAL CONVENTION, 1999					
BEIJING CONVENTION, 2010					
BEIJING PROTOCOL, 2010					
MONTRÉAL PROTOCOL, 2014					

— **END** —