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| ICAOBIG | International Civil Aviation Organization  **WORKING PAPER** | |  | | --- | | C-WP/Model Session  5/12/14 | |  | |

**COUNCIL — SPECIAL MODEL SESSION**

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| **Subject No.** | **XX:** | **Challenges relating to the projected shortages of skilled aviation personnel** |

**(or specific NGAP Themes as determined and conveyed)**

(Presented by [INSERT STATE NAME])

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| **EXECUTIVE SUMMARY** | |
| The WP Exec Summ is precisely that – a concise summary of the actions/decisions being requested of the Council relating to the issue(s) under consideration. Ideally this summary should be outlined in two or three succinct sentences. | |
| **Action:** The Council is invited to:  a)  b)  c) | |
| *Financial implications:* | Summary from WP Section 4 |
| *References:* | List any applicable documents or separate WPs which may be pertinent to your topic. |

1. INTRODUCTION
   1. Introduce your topic here including establishment of the statistical and policy context in which it is being presented.
2. BACKGROUND
   1. Include in this section any additional context or background information which supports your points and premises.
3. CONSIDERATION OF ISSUES
   1. This is where you will present your main points and conclusions. Here you may wish to also use sub-headings to separate the discussion of different issues or themes.
4. FINANCIAL IMPLICATIONS
   1. Indicate the estimated financial implications to both State and industry stakeholders in this section. If none are foreseen explain how that conclusion was arrived at and if the estimates are not capable of being determined explain those determinations as well.
5. ACTION
   1. Summarize the actions being requested of the ICAO Council or Secretariat. Consider what it is that you wish the Council to do with this issue e.g. reaffirm certain principles; agree to the introduction of a certain new procedure; endorse the development of an action plan; encourage Member States to implement certain new measures, etc.
6. CONCLUSION
   1. Summarize your main points and their logical implications requiring the actions listed in Part 5.