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ICAO PUBLICATIONS REGULATIONS

Article I

Purpose of ICAO Publications

The principal purpose of ICAO publications is the systematic and prompt dissemination of information in concise form on the policies and activities of the Organization in order to:

- a) promote the fulfilment of the aims enunciated in the preamble to and Article 44 of the Convention on International Civil Aviation;
- b) provide States, the Governing bodies and other organs of ICAO as well as other users with information concerning the work of the Organization in convenient form for their use;
- c) foster the participation and support of Contracting States and the interest of non-Contracting States in the work of the Organization;
- d) promote an informed opinion among governments and the general public concerning the work of the Organization, looking towards continued and effective collaboration in the field of international civil aviation;
- e) present clearly, accurately and concisely the progress of the Organization and the points upon which agreement has been reached and upon which action by States in compliance with ICAO decisions has been taken or is still required.

Provided that the principal purpose of ICAO publications stated above is met, it is desirable for ICAO's saleable publications to generate revenue for the Organization.

Article II

Definition of Publications

1. When used in these Regulations, the term *publications* refers to any material, saleable and non-saleable, issued by the Organization, in printed or electronic form, including:

- a) the Convention on International Civil Aviation; the Annexes thereto (comprising the international Standards and Recommended Practices adopted by the Council in accordance with this Convention); and other international aeronautical instruments published or reprinted by the Organization;
- b) documents as defined in Article III;
- c) working papers as defined in Article IV;
- d) other publications listed in Article V.

2. The term *publications* also means photocopies of such material, sound recordings, posters, audio-visual productions, as well as electronic material.

Article III

Documents

1. A *document* is a publication that is considered to have permanent character or special importance to Contracting States.

2. Bearing in mind the provision contained in paragraph 1 of this Article, the Assembly and the Council may direct that any paper submitted to them should be issued as a document, and the Secretary General may issue a paper as a document, either at his discretion or upon the recommendation of a representative body of the Organization.

3. The Organization will publish the following categories of documents:

- a) *Documents which record action by the Assembly or the Council, i.e.*

- documents embodying resolutions, decisions and recommendations formally adopted by the Assembly or the Council, and texts approved by the Council for implementation by Contracting States;
 - the *minutes* of the Assembly and the Council;
- b) *Reports* of meetings convened by the Council and by the Air Navigation Commission;
 - c) *Manuals* providing guidance and information concerning selected aspects of aeronautical activity or facilitating the uniform application of international Standards and Recommended Practices;
 - d) The *International Civil Aviation Vocabulary*.

Article IV Working Papers

A working paper is a publication intended to serve primarily as a basis for discussion in, or source of information for, a meeting of the Organization.

Article V Other Publications

1. The Organization will also publish:
 - a) *ICAO Circulars* to disseminate specialized information of interest to Contracting States, such as: studies or notes based on statistics filed, summaries of treaties or agreements registered with the Organization, analyses, reproductions of or extracts from documents submitted by Contracting States, reports on implementation of international Standards and Recommended Practices, and related acts;
 - b) aeronautical maps;

- c) a *Catalogue of ICAO Publications* to provide bibliographic information on all publications offered for sale by the Organization;
 - d) *State letters* sent to Contracting States and other recipients issued under the signature of the Secretary General;
 - e) *Electronic Bulletins* published in electronic format only addressed to Contracting States and other recipients, issued under the authority of the Secretary General, to provide information that does not require action other than “to note”.
2. The Organization may also publish:
- a) an *ICAO periodical magazine*, giving a concise account of the activities of the Organization, with the addition of information of general interest to Contracting States and to the aeronautical world;
 - b) other *periodicals* on specific subjects;
 - c) *public information material*, such as news releases and information pamphlets.

Article VI **Authority**

1. Each publication will carry a clear indication stating the authority under which it is issued and the responsibility for textual content.
2. If the text constitutes an official opinion or act of the Organization, i.e. one that has received the final approval of the body ultimately responsible under the Convention, this will be indicated.
3. Any new category of publication not referred to in Articles III, IV and V herein will require the approval of the Council.
4. Any existing category of publication may only be discontinued by direction of the Council.

Article VII Languages

Subject to other decisions made by the Council and the availability of resources, the publications of the Organization are issued in the following languages:

- a) *in Arabic, Chinese, English, French, Russian and Spanish*
 - the Convention on International Civil Aviation and Annexes thereto and texts approved by the Assembly or the Council for implementation by all Contracting States;
 - the minutes and documents of the Legal Committee;
 - the reports of Divisional-type meetings and Conferences;
 - documents and working papers for and from sessions of the Assembly, Divisional-type meetings and Conferences;
 - documents and working papers for and from meetings of the Council and its subsidiary bodies, as determined by the Council;
 - rules of procedure of the statutory bodies and administrative regulations published by authority of the Assembly or the Council;
 - publications of a worldwide character such as manuals, circulars and the *International Civil Aviation Vocabulary*;
- b) *in the language or languages determined by the Council*
 - documents and working papers for or from Regional and Special meetings;
 - the ICAO periodical magazine and other public information publications.
- c) State letters in paper format are distributed in the ICAO working language selected by each recipient Contracting State for correspondence purposes.

Article VIII Format

Publications will be produced in electronic format. The Secretary General will determine which publications will also be produced in paper format.

Article IX Distribution of Publications

1. ICAO publications will be distributed at Headquarters and through duly appointed sales agencies. Announcements concerning the sale of publications through these agencies will be made in the ICAO periodical magazine, when necessary, and in the *Catalogue of ICAO Publications*.

2. *Access to publications in electronic format*

- a) Selected publications will be made available to Contracting States and other authorized users in electronic format on the designated ICAO website free of charge through controlled access by their designated Focal Points or through other electronic media.
- b) Web access to working papers may be limited to States participating, or eligible to participate, in the meetings for which the working papers are prepared.

3. *Determination of States' requirements*

Contracting States will be invited to indicate to the Secretary General whether, and if affirmative, in which language editions, they wish to receive any particular publication in paper format within the scale of free issue as stated in paragraph 4 of this Article.

4. *Scale of free issue*

- a) Two copies of any publication produced in paper format will be available free of charge to Contracting States and one copy to non-Contracting States upon notification made in accordance with paragraph 3 of this Article.

- b) For Contracting States represented on the Council, 1 additional copy will be distributed at Headquarters.

5. *Distribution of publications in paper format*

- a) Within the scale of free issue and upon notification to the Secretary General in accordance with paragraph 3 of this Article, publications will be sent at the Organization's expense to the main address indicated by Contracting States.
- b) State letters in paper format will be shipped, together with other publications, to a single destination unless distribution through National Delegations at Headquarters is requested by the Contracting State concerned.
- c) State letters will be distributed at Headquarters and to National Delegations and Regional Offices in electronic format only.

6. *Additional copies in excess of scale of free issue*

- a) Additional copies of *non-saleable publications*, in excess of the scale of free issue, will be charged to States at cost in accordance with Article X, paragraph 4. The cost of shipping will be added to the invoice.
- b) Additional copies of *saleable publications*, in excess of the scale of free issue, may be purchased by States at the established price.

7. *Restriction on distribution of working papers*

Distribution of working papers in paper format may be limited to States participating, or eligible to participate, in the meeting for which the working papers are prepared.

Article X
Pricing

- 1. The Secretary General will determine which publications will be saleable.

2. The price of saleable publications will be based on the market value of each publication.
3.
 - a) A publication will be priced uniformly, regardless of the language in which it is published.
 - b) The price of ICAO publications will be stated in the currency of the United States, rounded off to the nearest dollar.
 - c) Shipping costs on copies distributed to States, within the scale of free issue established in accordance with Article IX, paragraph 4, of these Regulations, will be borne by the Organization. Shipping costs on copies purchased by States in excess of the free issue and purchased by others will be charged to the purchaser.
 - d) Saleable publications will be sold on the basis of “cash with order”.
 - e) The price established for a saleable publication will include an estimated cost for additional editorial material (e.g. corrigenda and errata) which may be issued during the life of the edition. Supplementary material updating the content of the publication will be made available for sale separately.
 - f) A discount on the selling price may be offered on bulk purchases, on orders for copies required for academic and training purposes, and for sale at Conferences, exhibitions, fairs, meetings, seminars, shows and workshops.
 - g) The price established for saleable publications in electronic form, e.g. CD-ROM, DVD and online access, will take into consideration the cost of the paper copy version, if available.
4. The cost of non-saleable publications required above the scale of free issue will be set, in accordance with the number of pages, to cover the average production cost determined on the basis of the total cost of printing.

Article XI

Copyright

1. The Organization shall claim copyright for ICAO publications as determined by the Secretary General. Requests to reproduce such ICAO material shall be subject to the rules set out below.

2. In order to preserve the authenticity and integrity of ICAO publications and to protect their successful commercial distribution, ICAO will retain, claim and enforce all of the rights under the applicable copyright laws and regulations and international copyright conventions.

3. Notwithstanding the provision of paragraph 2 of this Article, ICAO Contracting States may, without prior approval by ICAO, reproduce in part or in whole Annexes to the Convention on International Civil Aviation and Procedures for Air Navigation Services for their own internal, non-commercial use (not for sale), without any right to redistribute or create derivative works therefrom for commercial purposes and provided that these publications reproduced in electronic or other media be protected from unauthorized duplication through appropriate measures.

4. Requests for permission to reproduce parts of ICAO publications should be addressed to ICAO Headquarters, attention: Director, Bureau of Administration and Services, and contain:

- a) a specific listing of the parts to be reproduced;
- b) a description of the use to which the material will be put; and
- c) a statement that the material will not be used for advertising a particular product or for any other commercial purpose.

5. The permission to reproduce parts of ICAO publications or any other ICAO information shall be subject to the following conditions:

- a) no change shall be made in the wording or content of the ICAO publication without express authorization by ICAO;
- b) suitable accreditation shall accompany the extracts reproduced with an indication that they have been reproduced with the permission of ICAO;

- c) one copy of the publication containing extracts from an ICAO publication shall be forwarded to ICAO, without charge, for its files;
- d) the permission may be revoked by ICAO at any time; and
- e) ICAO publications authorized for reproduction in part or in whole, including those reproduced in electronic or other media, through licensing royalty agreements shall bear accreditation to ICAO, as defined in paragraph 5 b) of this Article, and be protected from unauthorized duplication through appropriate security measures.

6. Requests to reproduce an entire ICAO publication shall normally be refused if the publication is available for sale. The Secretary General may authorize the reproduction of the entire publication or substantial parts thereof for commercial purposes in consideration of a royalty payable to ICAO which will normally not be lower than thirty per cent (30%) of the selling price of the reproduced copies. In exceptional cases, the Secretary General may authorize the reproduction of a publication without a royalty payment if the reproduction is for individual academic purposes.

7. Requests to reproduce an ICAO publication in a language other than that in which the document is offered for sale by ICAO will be subject to approval by the Secretary General and to conditions determined by him.

Article XII

Reports by the Secretary General

The Secretary General will render to the Council a yearly report on the production, distribution and sale of ICAO publications and on the status of the publications programme. Amendments to the Publications Regulations will be reported to the Council at the time when they are promulgated by the Secretary General.

Article XIII

Coordination of Publications Activities

1. A Secretariat coordinating group functioning as the Publications Priority Board and consisting of officers designated by Directors of the

Bureaus will meet at regular intervals and will be chaired by an officer designated by the Secretary General to:

- monitor established priorities for the production of the various types of publications to be issued;
- advise the Directors and the Secretary General on the style and content of any new publication in the planning stage and before substantive work commences, taking into account readership and sales plans;
- advise the Secretary General on the format and frequency of issue of publications.

2. The Secretary General will, when necessary, convene a meeting of the Directors of the Bureaus to advise him on major questions of publications policy, including but not limited to:

- the rules governing the sale, pricing and distribution of publications, within the principles approved by the Council;
- any amendments to these Regulations;
- the content of the yearly report to the Council referred to in Article XII herein;
- plans for future publications.

Article XIV **Amendment of the Regulations**

These regulations may be amended by the Secretary General, who will report amendments to the Council in the manner prescribed in Article XII herein.

— END —

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