

Doc 7231



# ICAO Publications Regulations

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Published by authority of  
the Secretary General

Fifteenth Edition — 2020  
(effective 2 January 2020)

International Civil Aviation Organization



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## **ICAO PUBLICATIONS REGULATIONS**

### **Article I Purpose of ICAO Publications**

1. These Regulations are issued in accordance with the ICAO Policy on Publications approved by Council on 13 November 2015.

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

- a) promote the fulfilment of the aims spelled out in the preamble to the Convention on International Civil Aviation and in Articles 37, 44 and 55 thereof;
- b) provide States, 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 ICAO Member States and the interest of non-Member 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.

3. 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. For the purposes of these Regulations, the term *publications* refers to any material, saleable and non-saleable, issued by the Organization, in printed or electronic form, bearing ICAO's logo, 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 Member 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 or her 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 Member 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.

#### **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 Member 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 Member States, reports on the implementation of international Standards and Recommended Practices, and related acts;
  - b) aeronautical maps;

- c) a *Catalogue of ICAO Products and Services* to provide bibliographic information on all publications offered for sale by the Organization;
  - d) *State letters* addressed to Member States and other recipients, issued under the signature of the Secretary General;
  - e) *Electronic Bulletins* addressed to Member 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 Member 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, the publications of the Organization shall be 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 Member 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;
  - circular State letters and Electronic Bulletins;
  - 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 and circulars;
- 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) individual State letters are issued to a restricted audience and in the ICAO working languages selected by the recipient Member States.

### **Article VIII Format**

Publications will be produced in electronic and paper format.

### **Article IX Distribution of Publications**

1. *Distribution of publications in electronic format.*
  - a) ICAO publications are made available to Member States and other authorized users in electronic format on the designated ICAO web channels:
    - full access to ICAO publications posted on ICAO-NET, with the exception of confidential documents;
    - protected top-selling publications are accessible by Member States for up to 25 electronic copies free of charge, upon request;
    - Non-Member States will be assigned one copy overall.
  - b) State letters and Electronic Bulletins will be distributed electronically, in all available languages, to State letter Coordinators designated by States or authorized international organizations. Secretariat staff, National Delegations and Regional Offices will also receive such correspondence in electronic format.
  - c) Individual State letters are issued to a restricted audience and in the ICAO working languages selected by the recipient Member States through the same channels as paragraph b) of this article.

2. *Distribution of publications in paper format*

- a) Member States may indicate to the ICAO sales unit whether they wish to purchase available language editions of a publication in paper format. The standard discount approved by the Secretary General will be applied to such standing orders.
- b) Member States may request free publications in paper format **in addition to electronic**, according to the scale of free quota as follows:
  - two copies overall, for the first 1 per cent (or fraction thereof for States contributing less than 1 per cent) of their scale of assessments to the General Fund for the current year.
  - one copy overall, for every additional 1 per cent (or fraction thereof) of their scale of assessments to the General Fund for the current year.
  - for Member States represented on the Council and resident Member States represented at ICAO, one (1) additional copy will be made available.
  - Non-Member States will be assigned one copy overall.

Shipping charges will be covered by the requesting States as applicable.

3. ICAO publications will be sold 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 Products and Services*. Information on ICAO publications and their availability will also be provided on the ICAO website.

## **Article X Pricing**

1. The Secretary General will determine which publications will be saleable.
2. The price of saleable publications will be as per the criteria established in the Administrative Instructions for the Implementation of the ICAO Policy on Publications in effect.

## **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, accuracy, 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, regulations, and conventions.
3. Notwithstanding the provision of paragraph 2 of this Article, ICAO Member States may, without prior approval by the Secretary General, reproduce in whole or in part Annexes to the Convention on International Civil Aviation, Procedures for Air Navigation Services and Technical Instructions for their own official, internal, non-commercial use (not for resale), without any right to distribute to commercial entities or create derivative works therefrom for commercial purposes and provided that any such publication reproduced in electronic format or other media be protected from unauthorized duplication.
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 material to be reproduced;

- b) a description of the proposed use of the material; and
- c) a statement confirming that the material will not be used for advertising a particular product or for any other commercial purpose.

5. The permission to reproduce extracts 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) an ICAO-approved accreditation shall accompany the extracts reproduced, including a statement confirming 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 shall 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 as per the criteria established in the Administrative Instructions for the Implementation of the ICAO Policy on Publications in effect. 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 and conditions as determined by the Secretary General.

**Article XII**  
**Reports by the Secretary General**

The Secretary General will submit to the Council a yearly report on the production, distribution and sale of ICAO publications and on the status of the publications programme.

**Article XIII**  
**Amendments to the Regulations**

These Regulations may be amended by the Secretary General, who will present proposed amendments to the Council before promulgating them.

— END —





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