



Model of the International Civil Aviation Organization

REGULATION

GENERAL PROVISIONS

Article 1

ORGANIZATION

- (1) The Model of the International Civil Aviation Organization [hereinafter Model] is intended to provide students, academics and practitioners with a forum for discussion, exchange and training on issues related to international civil aviation.
- (2) The Model is organized under the aegis of ICAO General Secretariat and the Quebec Society of International Law, and is led by an executive Committee and supported by a Secretariat.
- (3) Each participant is responsible for reading this Regulation, the rules of procedure and the delegate's background guide. These documents are available online on the Model website. He also has the duty to regularly consult the Model website to find out about updates and additions to documents. In case of conflict between the rules stipulated in these documents, Article 11 of this Regulation applies.
- (4) All post-secondary institutions around the world are eligible. Institutions must send at least one delegation and a maximum of for delegations. Delegations consist of one to two delegates for each of the

four committees as well as an ambassador. They are therefore composed of a minimum of five students and a maximum of nine. It is allowed for a student to participate more than once in the Model.

(5) The Model takes place in Montreal at ICAO Headquarters, in English and French. Each participant must have a good understanding of both languages.

(6) Each institution may be accompanied by one or more instructors.

(6) All communication must go through the official address of the Secretariat, info@modelicao.com. The registered delegations, who have received the contact details of their contact person at the Model, must go through the email address that was sent to them after confirmation of their registration. Communications between the delegations and the Model are made by the responsible person indicated at the time of registration, and always mention the name of the institution. Also, the papers of intent must be transmitted according to the standards indicated in the guide of the delegate. Communications that do not meet these requirements will not be considered and will not receive a response.

(5) The dates for each edition is posted on the Model website no later than the end of June of the precedent year.

Article 2

STEERING COMMITTEE

(1) The Steering Committee is composed of the Model Director, the Scientific Director, the Director of Presidencies and Committee Compliance, the Secretary General and an ICAO representative.

(2) The Steering Committee makes its decisions by a simple majority.

Article 3

REGISTRATION

(1) Each institution must register before the date set in the calendar, by filling out a registration form available on the Model website. Registration fees per country represented and 10% of the registration fees per delegate and Faculty advisor must be paid at registration, directly on the website, and cannot be refunded.

(2) Once registration has been validated, an invoice is sent to each institution. Payment is made within 20 working days. The payment must cover any bank charges or transfers.

(3) The registration fees cover the material organization of the Model: registration for the professional development day if applicable, lunch during the Model, the opening ceremony, the closing ceremony and the cocktails. Accommodation and transportation are the teams' responsibility.

(4) If necessary and according to the deadlines set in the calendar, the Steering Committee decides on any claims for reimbursement of the fees paid. No refund will be granted in the event of the elimination of a delegation according to Article 7 of this Regulation.

- (5) The delegations' composition must be notified to the Secretariat by the date set in the calendar.
- (6) Any changes to a delegation's composition must be notified to the Secretariat as soon as possible. No changes may be made to a team's composition within 48 hours of the start of the Model, except with the express permission of the Secretary.
- (7) Any participant who is not part of a Canadian team must send proof of entry in Canada according to the schedule. Documents must be sent to the Secretariat by the instructor.

Article 4

DELEGATIONS ASSIGNMENT

- (1) The Steering Committee assigns each delegation a Member State of the Council. An institution presenting more than one delegation will therefore be allocated more than one Member State of the Council.
- (2) At registration, each institution lists five Council Member States and two continental blocs that it wishes to represent.
- (3) The allocation is based on the following criteria: date of registration (first come, first served), order of preference expressed by the delegation as to the Member States of the Council, order of preferences expressed by the delegation as to the continental blocs.
- (4) A delegation may not be allocated the Member State of the Council of origin of its institution.
- (5) One delegation can not obtain more than two Council Member States belonging to the same continental bloc.
- (6) The names of the Member States of the Council allocated shall be communicated to the delegations following the date set in the calendar.
- (7) Assignment of delegations remains non-public until the first day of the Model to ensure an anonymous correction of the papers of intent.

Article 5

TECHNICAL COMMITTEES

- (1) Four committees are formed: Committee on aviation environmental protection, Legal Committee, Aviation Safety Committee and Economic Development Committee.
- (2) The Director and, where appropriate, a co-director ensures the scientific quality and consistency of the debates and negotiations content, as well as the respect of the Committee's mandate.
- (3) The President ensures the good conduct of the exchanges of each committee and the respect of the rules of procedure.

- (4) The President and the Director of each committee form the chair. For the Council, the Presidency is composed of the President of the Council and the Secretary General of ICAO.
- (5) Two topics are announced for each committee on the date set in the calendar.
- (6) Study guides, produced by the directors, are published on the Model website on the date set in the calendar.

Article 6

COUNCIL

- (1) The Council brings together the ambassadors of each delegation.
- (2) The Council is composed of the President of the Council, the Secretary General of ICAO and the ambassadors.

Article 7

PAPERS OF INTENT

- (1) Each delegation must prepare a paper of intent for each subject of each committee. The ambassador does not have to produce paper of intent.
- (2) To be admissible, the papers of intent must respect all the criteria and conditions envisaged in the preparatory guide of the delegate.
- (3) In order to be eligible for the best paper award, the paper of intent must be submitted within the time set in the calendar. In order to ensure a quality of debate and fairness between the institutions, it is imperative to be able to participate in the negotiations of a committee to have submitted its paper of intent no later than seven calendar days after the stated deadline for submitting the papers of intent.
- (4) The papers of intent will be published on the Model website on the dates set in the calendar.
- (7) The papers of intent will be corrected anonymously by each of the directors and the notes will be communicated to the Steering Committee at least 24 hours before the start of the Model.
- (8) In their correction, the directors appreciate the quality and the relevance of the subject treatment, the reasoning coherence, the respect of the official position of the State represented, the Committee's mandate, the documentary research, the material presentation and the language quality.

Article 6

REGISTRATION

- (1) On the first day of the Model, each team must register. The ambassador, or failing that, the instructor, must present himself at the registration desk with the identity cards of each member of his delegation. The documents and badges will then be given.

(2) Each participant and instructor must wear their badge at all times during the Model. No participant will be allowed to enter the ICAO compound and participate in the model if he does not visibly wear his badge.

(3) If a badge is lost or forgotten, the Secretariat must be informed as soon as possible.

Article 7

PENALTIES AND COMPLAINTS

(1) Penalties may be imposed on teams that do not comply with this Regulation.

(2) In the following situations:

- Use of any electronic device during formal sessions unless expressly authorized by the Presidency;
- Communication during formal sessions outside authorized media in the delegate's preparatory guide;
- Communication with an instructor contrary to Article 10 of the working papers presented;
- Unauthorized audio or video recording;

The following penalties are applied by the Presidencies of the Committees and the Permanent Council or by a member of the Steering Committee:

- Warning;
- Exclusion for a formal session;
- Ineligibility for the award of the best delegation in committee.

(3) For the papers of intent:

- Plagiarism leads to the immediate disqualification of the team presenting the paper of intent for the award of the best paper of intent in the committee to which the paper is presented;
- Failure to comply with the physical rules of presentation, the rules relating to team identification elements or the rules for electronic submission and e-mail results in a loss of 10% on the evaluation of the paper of intent.

(4) No paper of intent can be exchanged, distributed or diffused in any way between the teams or publicly before the Secretariat publishes them on the Model website under penalty of being eliminated from the Model.

(5) The Steering Committee shall definitively settle any complaint lodged by a team in good time for any violation of this Regulation after having heard the representatives of the teams concerned, as well as, where appropriate, the Presidencies concerned.

(6) For any serious or reckless violation of this Regulation, the Steering Committee may impose penalties such as the disqualification of the Model team.

Article 8

AWARDING PROCEDURE

- (1) According to the Model's rules, the following prizes are awarded:
 - a) Best speaker award by Committee, awarded by peers;
 - b) Award of the best delegation in Committee, awarded by the Presidencies;
 - c) Award of the best delegation, awarded by the Presidencies of each committee and the Council, on the basis of the following weighted criteria:
 - a. Mastery of the procedures (evaluated by the Presidencies) 20%
 - b. Proficient management of his role (evaluated by the Presidencies) 35%
 - c. Mastery of the subjects (evaluated by the Director) 45%
 - d) Award of the best Model delegate, awarded by the presidencies of each committee and the Council. In the event of a tie, the President of the Council shall have the casting vote

Article 9

CERTIFICATES

- (1) The Secretariat issues, within one month of the end of the Model, certificates of participation.

Article 10

ROLE OF INSTRUCTORS

- (1) During the preparatory phase, instructors are encouraged to contribute to the preparation of students in the knowledge regarding ICAO, subjects and rules of procedure. Instructors can select team representatives, participate in the general discussion of the issues raised in the study guides and make suggestions for the documentary research. The instructors may also discuss the points proposed by the team, without substituting for the latter. Instructors cannot take part in drafting papers of intent.
- (2) During formal and informal discussions, instructors can only intervene at the request of one of their students. They can only intervene with a student or a binomial of their delegation. They cannot interrupt formal or informal discussions. They cannot interact with the presidency.
- (3) During the Model, the Steering Committee delegates at least one person to meet the instructors and receive their comments and suggestions at a meeting convened for this purpose.

Article 11

INTERPRETATION OF THE RULES AND ADDITIONAL RULES

- (1) In case of questions as to the interpretation of any of the articles of this Regulation, the Secretariat shall receive them. The Steering Committee will issue an interpretive guideline which will be posted on the Model website.

(2) Any questions relating to the rules of procedure are forwarded to the Secretariat. The Secretary General, in consultation with the Steering Committee, will issue an interpretive guideline which will be posted on the Model website.

(3) The Steering Committee may adopt additional rules applying to cases not provided for in this Regulation and in the rules of procedure.