



INFORMATION PAPER

INFORMATION MANAGEMENT PANEL (IMP)

FIRST MEETING

Montreal, Canada, 26 to 30 January 2015

Agenda Item 3.: Adoption of the agenda and working arrangements

ARRANGEMENTS FOR THE MEETING

(Presented by the Secretary)

1. VENUE OF THE MEETING

- 1.1 The AIS-AIMSG/1 Meeting will be held in Conference Room 5 of the ICAO Headquarters (999 University Street, Montréal, Québec, Canada). It is located on the third floor of the conference block of the ICAO building.

2. REGISTRATION OF PARTICIPANTS

- 2.1 Participants are requested to register at the security desk in the lobby of the ICAO Headquarters between 0830 and 0915 hours on the opening day of the meeting, i.e. Monday, 26 January 2015. They will be provided with the meeting badge which will give access to the ICAO building during the duration of the meeting. Participants are requested to wear the meeting badge at all times inside the ICAO premises.

3. IDENTIFICATION OF PARTICIPANTS AND BUILDING SECURITY

- 3.1 Security guards have strict instructions not to allow access to the ICAO premises to persons who do not wear an ICAO Building Security Pass. The pass must be worn visibly at all times while on the premises.

3.2 The meeting lapel badge, which is normally issued to each participant upon registration, will serve as a building security pass and permit access to the conference block and the office tower. Special care should be exercised, therefore, not to lose the badge. If it is lost, however, the registration personnel will provide a replacement upon proper identification.

4. **TELEPHONE SERVICES**

4.1 To obtain a local number within the city from a telephone within ICAO, dial “9” and the city number required. For internal calls dial the last four digits of the number required; if you are calling the office tower from the conference block, dial the last four digits of the number required. Long distance calls must be placed through the ICAO switchboard; dial “0” and identify yourself to the operator who will make your connection and inform you of the charges.

5. **DOCUMENTATION FOR THE MEETING**

5.1 Documentation for the meeting will be issued as working papers and information papers. All the documentation received will be posted on the IMP website. Participants are requested to download and bring the papers with them since no printed copies will be available at the meeting site.

5.2 At the end of the meeting, a report of the meeting will be issued.

6. **OPENING OF THE MEETING**

6.1 The opening of the meeting will take place 1000 hours on Monday, January 26, 2015 in Conference Room 5.

7. **INFORMAL MEETING**

7.1 An informal meeting of panel members only, to discuss administrative matters relative to the conduct of the meeting, will be held at 0915 hours on Monday 26 January 2015. The panel meeting will be opened by the President of the Air Navigation Commission at 1000 hours

8. **WORKING HOURS**

8.1 After the meeting opening, the following daily working hours are proposed:

- 0900 – 1230 hours with a 15-minute coffee break at 1045 hours
- 1400 – 1700 hours with a 15-minute coffee break at 1500 hours.

8.2 The meeting will conclude at 1300 hours, Friday January 30.

9. LANGUAGE OF THE MEETING

9.1 The working language of the meeting will be in English. No provisions are made for translation or interpretation services.

10. Officers OF THE ICAO Secretariat

10.1 Mr. Michael Hohm, Technical Officer, Airspace Management and Optimization (AMO) Section, ICAO, will act as Secretary. Mr. Hohm can be contacted by phone or by e-mail as follows:

Tel: +1 514-954-8219, ext. 8119

E-mail: mhohm@icao.int

8. SOME USEFUL TRAVEL INFORMATION

8.1 Passport and visa requirements

8.1.1 All foreign nationals entering Canada must possess valid passports. It is recommended that all the participants also check whether they require a visa for entering Canada. Invitation letters to participants in the meeting have been sent by e-mail to all participants; they can be used to obtain a visa, as necessary.

8.2 Location of the ICAO Headquarters and recommended hotels

8.2.1 The ICAO Headquarters is located at 999 University Street, Montréal, Québec, Canada in the area known as “International City” where most of the recommended hotels are located. It is about 20 km away from the Pierre Elliot Trudeau Airport. The location of the ICAO Headquarters and a list of recommended hotels are published in the ICAO website <http://www.icao.int/> under the heading “Meetings”.

8.3 Montréal weather

8.3.1 The average January temperature in Montreal is -8.9°C. The average daily maximum and minimum temperatures for the month of January are -6°C and -15°C, respectively. You can expect 3 hours of sunshine a day with snowfall occurring on an average of 15 day to an average depth of snow of 15cm