



# *The Daily Bulletin*

## **FACILITATION (FAL) DIVISION — TWELFTH SESSION**

**Cairo, Egypt, 22 March to 2 April 2004**

**Bulletin No. 1 - Monday, 22 March 2004**

The Bulletin will be issued early in the morning of each working day of the Division. It will contain a brief review of the work completed on the preceding working day, the programme of work for the day of issue and other pertinent information of interest. The Bulletin is the principal means of communication with participants on matters of general interest related to the Division.

### **1. Information for delegates**

1.1 A booklet - General Information for Delegates is available at the Document Distribution Satellite in the foyer of the Cairo International Conference Centre (CICC).

1.2 Basic information, subject to change, concerning the organization plan for the Division is provided in FAL/12-WP/2. A list of working papers 1 to 57 is provided in FAL/12-WP/56 which will be revised during the second week of the meeting.

### **2. Programme of work for Monday, 22 March 2004**

2.1 The following timetable will be followed:

<b>Time</b>	<b>Event</b>	<b>Location</b>
1000 hours	Heads of Delegations - Informal	Chefren Hall
1100 hours	Official opening ceremony	Cheops Auditorium
1400 hours	First Plenary meeting (see FAL/12-OB-PLN-1)	Chefren Hall

2.2 At the 2nd meeting of the Plenary, the Division will proceed with the consideration of its agenda.

		<b>Documentation<sup>1</sup></b>	
		<b>For action<sup>2</sup></b>	<b>For reference or information</b>
<b>Agenda items</b>			
Item 1.1	Developments since the Eleventh Session of the Division	WP/19 (Secretariat)	IP/5 (Secretariat)
		WP/20 (Secretariat)	IP/1 (ECAC)
		WP/9 (Secretariat)	

### 3. **Registration**

3.1 Delegates, Alternates, Advisers and Observers who have not already registered are requested to do so, in person, as soon as possible. The Registration desk is located on ground level I.

3.2 The first issue of the List of Delegates will contain meeting participants registered as of 1600 hours, Monday, 22 March 2004. The accuracy and completeness of that list will depend on the information provided by those registering. You are therefore requested to fill in all parts of the registration forms in a clear and legible manner. Addenda and revisions to the list will be issued periodically.

### 4. **Credentials**

4.1 Delegates are reminded that their credentials must be deposited without delay at the Registration desk, if not already sent in advance.

### 5. **Document distribution**

5.1 Document distribution for accredited Delegates and Observers will be from the satellite located on ground level I. The Document Distribution Satellite is used exclusively for the distribution of the Division documentation issued by ICAO. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

### 6. **Submission of working papers or information papers**

6.1 Delegations wishing to present working papers for consideration by the Division are requested to submit them (including electronic versions if available) to the Secretary of the Division as early as possible, bearing in mind the time necessary for preparation, remote translation, reproduction and distribution. If copies are available in more than one of the official languages of the meeting, they should be presented in each of the languages available. It should not be expected that working papers submitted at this late stage will be translated and made available in time for the relevant discussion. Working papers from Observers and information papers will be produced and distributed in the official language in which they are submitted.

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<sup>1</sup> Any additional papers received for these Agenda items after production of this Bulletin will be advised during the meeting.

<sup>2</sup> "For Action" papers are listed in order of presentation.

## 7. Seating arrangements

7.1 Due to technical and seating limitations, the following seating arrangements have been made:

**Opening ceremony** (Cheops Auditorium): Maximum of 12 seats per delegation. Those delegations with 13 or more delegates are invited to use the seating in the upper gallery or along the back of the room.

**Plenary** (Chefren Hall): Maximum of four seats per delegation. Those delegations with five or more delegates are invited to use the seating in the upper gallery or along the back of the room.

**Committee 1** (Mycerinos Hall): Maximum of two seats per delegation. Those delegations with three or more delegates are invited to use the available seating located at the back of the room.

**Committee 2** (Chefren Hall): Maximum of four seats per delegation. Those delegations with five or more delegates are invited to use the seating in the upper gallery or along the back of the room.

## 8. Social functions

8.1 As a convenience to Delegations, so that they may know the dates on which functions have been planned by various hosts, the Office of the Secretary of the Division publishes the following list. It comprises only those functions which have been notified to this Office, and for which in each case the host will extend individual invitations. This schedule is subject to change.

Monday, 22 March 2004	Reception by the Minister of Civil Aviation of Egypt at 2000 hours in the Transit Lounge, Cairo International Airport
Tuesday, 23 March 2004	Reception by the President of the Council of ICAO at 1800 hours in the Lotus Ballroom, Sheraton Heliopolis Hotel

8.2 Delegations wishing to reserve dates for social functions or to make changes to the above list are requested to contact the Office of the Secretary of the Division.

## 9. Miscellaneous

9.1 **Coffee service** will be made available in the adjoining foyer of the Mycerinos and Chefren Halls during the recesses. The timings for the morning and afternoon recesses will be announced during meetings. A cafeteria serving lunch for the delegates is located on the main floor of the Conference Centre (Nefertiti Ballroom).

9.2 **Business centre.** A business centre with international telephones is located on ground level I next to the Press centre. Signs indicating the location have been posted for the convenience of the delegates.

9.3 **Email centre.** An email centre will be located on ground level I next to the meeting rooms. Signs indicating the location have been posted for the convenience of the delegates.

9.4 **Coordination meetings.** Meeting rooms for ECAC and AFCAC delegates are located on the main floor of the Conference Centre next to the Press centre.