



The Daily Bulletin

ASSEMBLY - 35th SESSION

Number 1
28/9/04

The ICAO Daily Bulletin which will be issued early in the morning of each working day of the Assembly will contain the schedule of meetings for the day of issue; a brief summary of the previous day's work of the Assembly; a calendar of social functions; and announcements of general interest.

Schedule of Meetings: Tuesday, 28 September 2004

Informal Meeting of Heads of Delegations of Contracting States only	0945 hours	Assembly Hall (Conference Rooms 1&2 4th floor of the Conference Centre)
Opening Plenary Meeting	1100 hours	Assembly Hall
Second Plenary Meeting	1500 hours	Assembly Hall

EMERGENCY MEDICAL CARE

Monday - Friday

0900 - 1700 hours

Extension 8212

The Medical Consultant's Office is located on the fourth floor of the Office Tower, Room 4.25, telephone extension 8212. A nurse will be on duty at that location from 0900 to 1700 hours for the duration of the Assembly. If an emergency occurs, and the nurse cannot be reached, the Social Security and Welfare Unit, also located on the fourth floor, Room 4.35.28, telephone extension 8236 or 8237, will take appropriate action to obtain medical assistance.

Participants seeking medical attention can obtain from their hotel management the location and telephone number of a doctor in their hotel or nearby.

The closest hospital to the ICAO premises is the McGill University Health Centre, telephone 934-1934.

Most hospitals have an emergency service open 24 hours a day.

Ambulance service may be obtained through a doctor or Urgences-Santé, telephone 911.

Building Security

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

The Assembly lapel badge, which is issued to each participant upon registration will serve as building security pass and permits access to the conference centre and the office tower. Although special care should be taken not to lose these badges, registration personnel will provide replacements upon proper identification.

Security passes of a different colour will be issued to persons accompanying participants if they wish to attend meetings and social functions.

Social Functions

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

- | | |
|------------------------------|--|
| Tuesday, 28 September 2004 | Ceremony for the Presentation of the 37th Edward Warner Award
Assembly Hall
1800-1830 hours |
| | Reception by the President of the Council and the Secretary General of ICAO
Conference Centre, 3 rd and 4 th Floors
1830-2030 hours |
| Wednesday, 29 September 2004 | Breakfast by the Delegation of Egypt
Delegates' Lounge, 3 rd Floor
0800-0930 hours |
| | Reception by the Delegation China |
| | Reception by the Delegation of Canada
"Le Passage International" adjacent to the ICAO Conference Centre, ground floor (access via the registration area sliding doors)
1800-2000 hours |
| Thursday, 30 September 2004 | Breakfast by the Delegation of Italy |
| | Reception by the Delegation of Germany |
| | Reception by the Delegation of South Africa |
| | Reception by the Group of Asia-Pacific States on the Council of ICAO |

- Friday, 1 October 2004
- Breakfast hosted by the Representatives of the Group of Latin American and Caribbean Countries on the Council of ICAO: Argentina, Brazil, Chile, Costa Rica, Cuba, Mexico, Paraguay and Venezuela
Delegates' Lounge, 3rd Floor
0800-0930 hours
- Reception by the Delegation of Nigeria
- Reception by the Delegation of Singapore
1800 hours
- Reception by the Delegations of Austria, Belgium, Ireland, Luxembourg, Kingdom of the Netherlands and Switzerland
- Saturday, 2 October 2004
- Breakfast by the Delegation of Saudi Arabia
Delegates' Lounge, 3rd Floor
0800-0930 hours
- Reception by the Delegation of Mozambique
Delegates' Lounge, 3rd Floor
1230-1400 hours
- Reception by the Delegation of Pakistan
- Performance by the Korean Choir of Montreal
Salle Claude Champagne of the University of Montreal
1900 hours
- Monday, 4 October 2004
- Breakfast by the Delegation of Tunisia
Delegates' Lounge, 3rd Floor
0800-0930 hours
- Reception by the Delegation of Indonesia
- Reception by the Delegation of France
- Reception by the Delegation of Hungary
- Delegates' Lounge, 3rd Floor
1900-2100 hours

Delegations wishing to reserve dates for social functions or to make changes to the above list are requested to contact Mrs. Anna Mattei, Office of the Secretary General (ext. 8042).

Note: All members of Delegations and their spouses are cordially invited to attend the Ceremony for the presentation of the 37th Edward Warner Award on 28 September 2004 at 1800 hours in the Assembly Hall on the fourth floor of the Conference Centre, followed by the reception given by the President of the Council and the Secretary General of ICAO which will be held in the Conference Centre, third and fourth floors, from 1830 to 2030 hours.

All participants and their spouses are invited to attend the reception hosted by the Government of Canada on Wednesday, 29 September 2004 at 1800 hours, in "Le Passage International" adjacent

to the ICAO Conference Centre, ground floor (access through the registration area sliding doors).

Note: Individual messages and invitations submitted to the Document Satellite for distribution should bear - in addition to the name - the addressee's distribution box number.

Delegations inviting any persons from outside (not in possession of a valid building pass) are requested to submit a list of names of such invitees to the Chief, Conference and Office Services Section, Room 4.10. This will facilitate admittance by the security guards.

Social Events

ICAO has organized a programme of activities for persons accompanying participants to the Assembly. A copy of the programme was delivered to each participant registered with company, and extra copies are available at the Information Desk on the first floor of the Conference Centre.

In addition, attached to the ICAO Daily Bulletin, you will find a **PINK SHEET** entitled "**2004 SCHEDULE OF ACTIVITIES**" which is a summary of all the activities included in the programme. **This schedule will be updated on a daily basis.** We would therefore ask the delegates to please detach the pink sheet from the Daily Bulletin and have it over on a daily basis to their accompanying persons.

Also, please note that on **THURSDAY, 30 September 2004**, Mrs. Monique Kotaite and Mrs. Meryem Chérif are giving a **WELCOME TEA** to persons accompanying participants, on the first floor of the Conference Centre. Individual invitations have been sent out, but all accompanying persons are invited to attend even if the invitations have not reached them.

ICAO Information Area

Starting Tuesday, 28 September 2004, the ICAO A35 Information Area will be open daily, through Friday, 8 October 2004. You are cordially invited to visit the Information Area which is located in the Lobby of the Assembly Hall.

The Information Area is a unique opportunity for all Delegates to become better acquainted with the work being carried out by the Secretariat on behalf of the Organization's Contracting States. It is also a timely opportunity to meet Secretariat staff members to whom you can address your questions on all aspects of ICAO's work. Check this publication daily to see which topics will be covered.

On Tuesday, 28 September, Secretariat representatives from the Technical Cooperation Bureau (TCB) will highlight TCB programmes. TCB representatives will be available during coffee breaks and during lunch from 1400 to 1430 hours.

Meet the ICAO Experts daily at the ICAO Information Area.

Computers

Twenty computer workstations configured with most of the Microsoft Office tools, and two printers will be available on the 4th floor of the Conference Centre for participants who wish to access the

Internet to use Web-based e-mail services.

Long-distance telephone cards will be available for sale at the Welcome Desk.

Announcements

1. List of Delegates

1.1 The first issue of the List of Delegates will be distributed on Wednesday morning, 29 September 2004. All participants registered up to 1700 hours on Tuesday, 28 September will be listed.

1.2 For security reasons, the Montreal hotel/residence addresses of participants are not given on this list, but the document distribution box number is shown for ease of contact.

2. Minutes of Meetings

2.1 While every effort will be made to issue draft minutes as expeditiously as possible, it must be appreciated that working papers needed for meetings in progress have to be given priority over minutes. Therefore, at times of heavy workload delays may occur with the issue of draft minutes.

3. Seating Arrangements - Assembly Hall

3.1 Seating arrangements for the formal Opening Plenary are based on a maximum of six seats for each delegation representing a Contracting State which has six or more participants (three at table and three behind). Those delegations with five or four participants have been allotted a maximum of four seats (two at table and two behind). Delegations with three participants have been allotted two seats at table and one behind. Delegations with two delegates will be provided one seat at table and one behind. Some additional seats are available to participants in the Public Gallery located on the fifth floor of the Conference Centre. Access can be gained by elevator No 7 or No 8. Participants are also invited to view the opening proceedings in Conference Room No. 3 on the first floor of the Conference Centre.

3.2 Seating arrangements for subsequent meetings will be made in accordance with actual requirements.

4. Coffee Service

4.1 Coffee and soft drinks may be purchased outside the Assembly Hall on the fourth floor and the first floor of the Conference Centre during morning and afternoon recesses. In addition, sandwiches can be purchased in the Staff Lounge on the first floor from 1200 to 1430 hours. Coupons for purchase of sandwiches and coffee will be on sale at the Welcome Desk.

5. Gift by the Chief Delegate of the Delegation of Egypt

Chief Delegates are kindly requested to contact the Welcome Desk on the first floor of the Conference Centre, today, 28 September 2004, after 1600 hours to collect a welcome gift offered by the Chief Delegate of the Delegation of Egypt to the Chief Delegates attending the 35th Session of the Assembly.

6. Photos of Delegates

The External Relations and Public Information Office is pleased to offer a complimentary photo to all delegates making statements during the Plenary meetings under Agenda

Item 2. Photos will be made available to delegates in the External Relations and Public Information Office located on the 12th floor of the Secretariat block (Suite 12.05) on the following days:

Friday, 1 October from 3:00 pm to 5:00 pm
Wednesday, 6 October from 3:00 pm to 5:00 pm
Thursday, 7 October from 3:00 pm to 5:00 pm
Friday, 8 October from 3:00 pm to 5:00 pm

7. Personal Belongings of Participants

7.1 Participants are advised that **documentation and other personal belongings must not be left in the conference rooms overnight.**

7.2 Participants are kindly advised not to leave items/briefcases/parcels unattended at any time on the premises.

7.3 The Document Distribution Satellite which is located on the fourth floor of the Conference Centre is used exclusively for the distribution of Assembly documentation issued by ICAO. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

8. Monitoring Exchange (MX) System

8.1 National Delegations with offices on the ICAO Headquarters premises can follow the proceedings of the Plenary of the Assembly meetings on the MX System by dialling the code numbers on their sets as follows:

	Assembly Hall
Speaker	11
Arabic	17
Chinese	16
English	12
French	13
Russian	15
Spanish	14

9. Early Departure of Participants

9.1 Members of Delegations and Observers who depart before the end of the Assembly are requested to notify the Document Distribution Satellite on the 4th floor of the Conference Centre.

9.2 **Early departure of an entire delegation** should be notified in writing to the Secretary General. Such notification may be deposited at the Distribution Satellite on the 4th floor of the Conference Centre or in the office of the Chief, Conference and Office Services Section, Room 4.10.

10. **Commissariat services**

For the convenience of Delegations and Secretariat, the commissariat hours of operation during the Assembly will be as follows:

First week:

Monday	27 September	1200- 1400 hours 1600 - 1800 hours
Tuesday	28 September	same
Thursday	30 September	same
Friday	1 October	same

Second week:

Monday	4 October	1600 - 1800 hours
Tuesday	5 October	1200 - 1400 hours 1600 - 1800 hours
Thursday	7 October	same
Friday	8 October	1200 - 1400 hours

11. **Children daycare Services**

11.1 Most hotels have arrangements for children daycare services.

STAFF ASSOCIATION BOUTIQUE

We would like to invite you to visit our Boutique located on the first floor of the Conference Centre.

ICAO WELCOME COMMITTEE - A35

2004 SCHEDULE OF ACTIVITIES

REGISTRATION: dates given are deadline dates; however, we strongly recommend that you register as soon as possible

DATE AND TIME	ACTIVITY	HOSTESSES	COST Can. \$	DEADLINE FOR REGISTRATION
THURSDAY, 30 Sept. 1500 to 1700 hours	Welcome Tea	Mrs. M. Kotaite Mrs. M. Chérif	Nil	Not required
FRIDAY, 1 Oct. 0900 to 1430 hours	Tour of Montreal	City of Montreal	21,00 \$ (for lunch)	Thursday, 30 September 2004
MONDAY, 4 Oct. 0745 to 1700 hours	A day in Mont Tremblant	ICAO	40,00 \$	Friday, 1 October 2004
WEDNESDAY, 6 Oct. 0745 to 1800 hours	Day Tour of Ottawa	Government of Canada through the Canadian Delegation at ICAO	Nil	Monday, 4 October 2004

INFORMATION DESK: 954-8219 ext. 7081