

LC/34

**34th SESSION OF THE
LEGAL COMMITTEE**

Montréal, 9 to 17 September 2009

GENERAL INFORMATION
FOR
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

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Meeting arrangements

Opening session

The 34th Session of the Legal Committee will start on Wednesday, 9 September 2009, at ICAO Headquarters, Montréal, at 0930 hours.

Registration of participants

Formalities

Delegates will be able to register for the Legal Committee at the Registration Desk, located on the ground floor of the Conference Centre at ICAO Headquarters on Tuesday, 8 September 2009, from 0900 to 1700 hours, on Wednesday, 9 September 2009, from 0800 to 1700 hours, and throughout the duration of the meeting from 0900 to 1700 hours.

Credentials

Under Rule 4 of the Rules of Procedure of the *Legal Committee* (Doc 7669), credentials shall be notified to the Secretary General.

Participants whose credentials have not previously been notified to the Secretary General are requested to deposit them at the registration desk when registering, or as early as possible thereafter.

List of participants

A list of participants who have registered by 1600 hours on the first day of the meeting will be distributed. This list will be revised and updated as necessary.

Participants should notify the registration desk regarding amendments and corrections to the list.

Identification of participants and security

The ICAO security pass must be worn visibly at all times while on the premises. Security guards have strict instructions not to allow access to the ICAO premises or to the conference rooms to persons not wearing a pass.

The ICAO security pass, which is issued to each participant upon registration, will serve as a building security pass and permit access to the conference block and the office tower. Although special care should be taken not to lose these passes, registration personnel will provide replacements upon proper identification.

Meeting documentation

Distribution

Documentation produced during the meeting will be available at the Document Distribution Centre on the ground floor beside the Registration Centre. Documents will be distributed daily from 0900 to 1700 hours during the meeting.

Only two distribution boxes per State/international organization will be allocated, i.e. one for the Chief Delegate and one for the Alternate Chief Delegate.

Submission of documents

Participants wishing to submit papers for consideration by the Committee should transmit them to the Deputy Secretary or Assistant Secretaries.

Papers should be as concise as possible and should be submitted (a hard copy and, if possible, an electronic version) at the earliest opportunity, as a reasonable period must be allowed for their reproduction and distribution. Diagrams and other schematic presentations should be in a form suitable for reproduction.

Ancillary services provided by ICAO

Commissariat

For the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices, the Commissariat on the ground floor will be open on Tuesdays between 1230 and 1400 hours, and on Thursdays between 1230 and 1400 hours and between 1630 and 1800 hours.

Storage

There are no storage facilities available at ICAO Headquarters. If needed, delegates should make alternative arrangements to have their luggage stored elsewhere.

ICAO cafeteria

The facilities of the ICAO cafeteria located on the fifth floor of the office tower are at the disposal of participants from 0730 to 1530 hours on weekdays.

Smoking

Smoking is **not** permitted at ICAO Headquarters, except in the designated smoking area in the ICAO cafeteria.

Lost and found

Lost articles should be reported to the office of the Chief, Conference and Office Services Section, telephone extension 8227. Any articles found should be handed to Document Distribution personnel.

Medical and hospital insurance

In view of the high cost of medical and hospital care in the Montréal area for non-residents of Canada, participants may wish to insure themselves against these risks.

Application forms may be completed and premiums paid at the Social Security and Welfare Unit, fourth floor, Room 4.35.28.

Medical services

The Medical Consultant's office is located on the fourth floor, Room 4.25, telephone extension 8212. A nurse will be on duty at that location from 0830 to 1630 hours for the duration of the meeting. If an emergency occurs and if 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 514-934-1934.

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

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

Public information services

Contacts with the news media may be arranged through the ICAO Coordination, Revenue and Communication Office, telephone extension 8221.

Refreshments

Tea, coffee and soft drinks may be purchased in the Delegates' Lounge on the third floor of the Conference Centre or in the cafeteria on the fifth floor of the office tower, during morning and afternoon recesses. Food and beverages are not permitted in conference rooms.

Telephone services

The ICAO general telephone number is 514-954-8219.

Telephones for use within the Organization and for local calls in the Montréal area may be found on each level of the Conference Centre. When calling an extension within the office tower, the four-digit extension may be dialled directly. When making a local call outside the building, “9” must be dialled before the outside number.

The internal telephones located in the Conference Centre cannot be used for direct long-distance calls. Long-distance calling cards may be purchased at different convenience stores around the Montréal downtown area and at some hotels.

The use of cellular phones is prohibited in all conference rooms.

An ICAO telephone list is available for consultation at the Document Distribution Centre for participants wishing to contact Council Representatives and members of the Secretariat.

Postal and telecommunications services

Outgoing mail, telecommunications and other message services cannot be provided by the Organization. Those participants desiring assistance in these matters may contact the Registry and Archives Unit, third floor, Room 3.05, telephone extension 8078.

All major hotels provide mail and telecommunications services. A post office is located at Pharmacie Jocelyn Lacroix, Gare Centrale, 895 de la Gauchetière Ouest, corner of University Street.

Outside services

Banking facilities

The following banks are conveniently located near ICAO Headquarters:

National Bank of Canada
600 de la Gauchetière Ouest
514-394-4385

Royal Bank of Canada
1 Place Ville-Marie
514-874-7222

Canadian Imperial Bank of Commerce (CIBC)
1155 René-Lévesque Ouest
514-876-2323

TD Canada Trust
500 Saint-Jacques Ouest (corner of McGill)
514-289-0799

City bus and metro service

This is operated as an integrated system within the city limits, and transfers may be made at designated points. Tickets may be purchased in advance at metro stations (not on the bus). All buses are the “pay-as-you-enter” type with the exact fare demanded (no change is given) or a ticket. Route and fare information may be obtained by dialling STM-INFO (514-786-4636) or by consulting the website: www.stm.info.

Consular offices in Montréal, hotels and airlines

A list of the telephone numbers and addresses of Consular offices, hotels and airlines is available for consultation at the Document Distribution Centre.

Newspapers and magazines

The Indigo Bookstore, located at 1500 McGill College Avenue, off Sainte-Catherine Street, carries a wide range of magazines and other publications, including street maps, and Maison de la Presse in Place Ville Marie carries newspapers from around the world (info@placevillemarie.com).

Tourist information

All major hotels provide tourist information on points of interest in Montréal and vicinity, excursions, cultural and sporting events and other activities.

Tourisme Québec, located at the *Centre Infotouriste* at 1255 rue Peel (corner of Sainte-Catherine Street) offers tourist information for Montréal as well as for the entire province. It can be reached at 1-877-266-5687 every day from 0900 to 1800 hours or at its website: www.bonjourquebec.com.

Transportation to Montréal-Pierre Elliot Trudeau International Airport (Dorval)

Special bus service from major downtown hotels is available from 0500 to 2300 hours. Arrangements can be made and prices obtained through the hotel management.

Travel service

The ICAO Travel Office is available to assist delegates with their travel arrangements. The Office is located on the fourth floor, Room 4.20, telephone extension 8102.

Organization of social events

A large representation of States is expected at the Session, and it is desirable that social functions be kept to a reasonable number and do not overlap.

Delegations wishing to reserve dates for a reception or desiring information concerning social functions and invitations should contact the Office of the Secretary General, telephone extension 8042.

Climate

Normal temperatures for the month of September range between highs of +20°C and lows of +9°C. Average precipitation for the month is 93 mm with three days of rain per week on average. Average sunshine per day is six hours.

Officers and Secretariat of the Meeting

		<i>Room</i>	<i>Tel. no.</i>
<i>Legal Affairs and External Relations Bureau</i>			
Secretary of the Committee Director, Legal Affairs and External Relations Bureau	Mr. D. Wibaux	12.45	8036
Deputy Secretary Principal Legal Officer	Mr. S. Espínola	12.50	8038
Assistant Secretaries			
Senior Legal Officer	Mr. J. Augustin	12.45	6323
Legal Officer	Mr. B. Verhaegen	12.45	8037
Legal Officer	Mr. J. Huang	12.45	8035
Legal Officer	Mr. A. Jakob	12.45	6785
Legal Adviser	Ms. M. Weinstein	12.50	6280
 <i>Administrative Services</i>			
Director, Bureau of Administration and Services	Dr. F. Liu	4.10	5873
Webmaster, Web and Library Management Unit	Mrs. L. Déry-Crawford	1.25	6311
Acting Chief, Interpretation Section	Mr. V. Samochkine	9.10	8391
Conference Facilities and Telephone Operations	Mr. M. Vissa	4.10	5737
Supervisor, Documentation Control Unit	Mrs. D. Rahmani	9.20	8127
Printing Section Coordinator	Mr. J. Plante	A.10	6135
Associate Conference Services Officer and Registration Supervisor	Mrs. R. Zagoritis	4.10	8226
Supervisor, Internal Distribution Unit	Mr. G. Beaudet	1.10	8109

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