

**33rd SESSION OF THE
LEGAL COMMITTEE**

Montréal, 21 April – 2 May 2008

GENERAL INFORMATION
FOR
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Table of Contents

	<i>Page</i>
Meeting arrangements	1
Opening session.....	1
Registration of participants.....	1
Formalities.....	1
Credentials.....	1
List of participants.....	1
Identification of participants and security	2
Meeting documentation	2
Distribution.....	2
Submission of documents.....	2
Ancillary services provided by ICAO	3
Commissariat.....	3
Storage.....	3
ICAO cafeteria	3
Smoking	3
Lost and found.....	3
Medical and hospital insurance	4
Medical services.....	4
Public information services	4
Refreshments	4
Telephone services	5
Postal and telecommunications services.....	5
Outside services	5
Banking facilities.....	5
City bus and metro service	6
Consular offices in Montréal, hotels and airlines	6
Newspapers and magazines.....	6
Tourist information.....	7
Transportation to Montréal-Pierre Elliot Trudeau International Airport (Dorval)	7
Travel service	7

	<i>Page</i>
Organization of social events.....	7
Climate	8
Officers and Secretariat of the Meeting	8

Meeting arrangements

Opening session

The 33rd Session of the Legal Committee will start on Monday, 21 April 2008, at ICAO Headquarters, Montréal, at 1030 hours. The opening meeting will be preceded by an informal meeting of the Heads of Delegations 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 Sunday, 20 April 2008, from 1400 to 1800 hours, on Monday, 21 April 2008, 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 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.

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

Meeting documentation

Distribution

Documentation produced during the Session will be available at the Document Distribution Satellite in the foyer of the Assembly Hall on the fourth floor of the Conference Centre. Documents will be distributed daily from 0900 to 1700 hours during the meeting.

Each participant will be allocated a distribution box, the number of which corresponds to the registration number inscribed on the lapel badge.

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 Conference. 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 External Relations and Public Information Office, telephone extension 8221.

Refreshments

Tea, coffee and soft drinks may be purchased outside Conference Room 3 on the ground 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 from the telephone operator in Room 4.10 from 0900 to 1000 hours and from 1300 to 1500 hours daily. These cards can also be purchased at the City Centre Air Terminal located at 777 de la Gauchetière ouest, corner of University Street.

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

The ICAO telephone directory is available at the Document Distribution Satellite 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 514-288-6287.

Consular offices in Montréal, hotels and airlines

A list of the telephone numbers and addresses of Consular offices, hotels and airlines is given in the ICAO telephone directory.

Newspapers and magazines

The Metropolitan News Agency, located at 1109 Cypress Street, off Peel Street just south of Sainte-Catherine Street, as well as Indigo Bookstore, located at 1500 McGill College Avenue, off Sainte-Catherine Street, carry a wide range of international newspapers, magazines and other publications, including street maps.

The ICAO Library subscribes to all major aviation-oriented magazines and periodicals. Participants are invited to make use of these facilities. Current issues of leading Montréal and international newspapers are also available in the Library.

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 1001 Square Dorchester (between Peel and Metcalfe Streets, one street south of Sainte-Catherine Street) offers tourist information for Montréal as well as for the entire province. It can be reached at 514-873-2015 every day from 0900 to 1700 hours or at its website: <http://www.tourisme.gouv.qc.ca>.

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.

L'Aérobis, operated by Groupe La Québécoise, offers bus service between Montréal-Pierre Elliot Trudeau International Airport and downtown Montréal. Buses depart every 30 minutes. Tickets may be obtained from the Montréal Central Bus Station located at 505 de Maisonneuve Blvd. Est and at the Airport (arrivals level). Information on fares and schedules may be obtained at 514-842-2281.

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 April range between highs of 11°C and lows of 1°C. Average rainfall for the month is 64 mm.

Officers and Secretariat of the Meeting

		<i>Room</i>	<i>Tel. no.</i>
<i>Legal Bureau</i>			
Secretary of the Committee	Mr. D. Wibaux	12.45	8036
Director, Legal Bureau			
Deputy Secretary	Mr. S. Espínola	12.45	8038
Principal Legal Officer			
<i>Assistant Secretaries</i>			
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
<i>Administrative Services</i>			
Director, Bureau of	Mrs. F. Liu	4.10	5873
Administration and Services			
Chief, Web and Documentation	Mr. D. Savic	1.25	6232
Management Section,			
Coordinator of Language Services			
Acting Chief, Interpretation Section	Ms. E.M. McCarthy	9.10	8391
Conference Facilities and	Mr. M. Vissa	4.10	5737
Telephone Operations			
Documentation Control Officer	Mrs. D. Rahmani	9.20	8127
Printing Section Coordinator	Mr. J. Plante	A.10	6135
Associate Conference Services	Mrs. R. Zagoritis	4.10	8226
Officer and Registration Supervisor			
Acting Supervisor,	Mr. G. Beaudet	1.10	8109
Internal Distribution Unit			

— END —

