



WORKING PAPER

**ACCIDENT INVESTIGATION AND PREVENTION (AIG)
DIVISIONAL MEETING (2008)
Montréal, 13 to 18 October 2008**

ORGANIZATION OF THE MEETING

(Presented by the Secretariat)

1. INTRODUCTION

1.1 This paper describes the organizational arrangements for the Accident Investigation and Prevention (AIG) Divisional Meeting (2008). They are in addition to the Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct (Doc 8143-AN/873/3) and the Directives of the Council concerning the Conduct of ICAO Meetings (Doc 7986-C/915). It is noted that the Council has suspended paragraph 8 in Part III of Doc 8143 which calls for the preparation of summary minutes.

2. ORGANIZATION PLAN

2.1 A draft organization plan for the meeting, approved by the Air Navigation Commission on 23 October 2007, was sent to all Contracting States, non-Contracting States and designated international organizations with State letter SD 37/1-08/3, dated 25 January 2008, requesting their comments on the acceptability of this organization plan. No change was made to the organization plan. During the final review by the Council, a small amendment was suggested and approved thereof. The organization plan is reproduced in the appendix to this paper and will be submitted to the meeting for formal approval.

2.2 The plan provides for the establishment of one committee to deal with all agenda items.

2.3 The plan shows the expected work schedule within which the meeting is expected to complete work on the agenda items. However, adjustments to the plan throughout the meeting will be made by a coordinating group (see paragraph 5). A daily bulletin (described in paragraph 7.3) will keep the meeting informed of changes to the plan.

2.4 Attention is drawn to the Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for the Conduct (Doc 8143-AN/873/3), Part III, paragraphs 7.1.1, 7.3, 7.4 and 7.5 concerning the formation of additional components found necessary to facilitate the work of the meeting.

3. CONVENING OF THE MEETING

3.1 The opening plenary meeting will be held at ICAO Headquarters in Montréal at 1000 hours on Monday, 13 October 2008. Prior to the opening plenary meeting, a meeting of Heads of

Delegations will be held at 0930 hours on the same day to discuss administrative matters related to the organization and working methods of the meeting.

4. **REGISTRATION OF PARTICIPANTS (Delegates, Alternates, Advisers and Observers)**

4.1 The registration desk which is located on the first floor (ground floor) of the ICAO Conference Centre, will be open on Sunday, 12 October 2008, between 1500 and 1900 hours for registration, Monday, 13 October 2008, between 0800 and 1700 and each working days from 14 to 18 October 2008, between 0830 and 1700 hours.

5. **COORDINATING GROUP**

5.1 A coordinating group will be established in accordance with the Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for the Conduct, Part III, paragraph 7.6. It will hold a brief meeting shortly after working hours each day, if necessary, to coordinate the work of the meeting. The coordinating group will continuously monitor the progress of the work on the basis of the reports received from the committee regarding each day's activities and the future plans and needs.

6. **WORKING HOURS**

6.1 In the light of experience at previous meetings, it is suggested that the working hours of the sessions be:

Mornings – 0930 to 1230 hours

Afternoons – 1400 hours to 1630 hours with the coordinating group meeting at 1645 hours

There will be a short coffee-break in the middle of the morning and afternoon sessions.

7. **ADDITIONAL INFORMATION**

7.1 Delegates are invited to limit their requests for copies of working papers to the number required for their work purposes.

7.2 Orders of business will be issued for plenary meetings only.

7.3 The daily bulletin containing brief details on the progress of the work, the arrangements for the meetings and subjects to be discussed, and other matters of interest to delegates will be distributed each working day.

7.4 A yellow **Report Folder** cover will be issued to each participant for inclusion of the reports approved by the plenary.

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APPENDIX

ACCIDENT INVESTIGATION AND PREVENTION (AIG) DIVISIONAL

ORGANIZATION PLAN

BODY	AGENDA ITEM SUBJECT	13 TO 18 OCTOBER 2008											
		M		T		W		T		F		S	
		13		14		15		16		17		18	
		am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
<i>Plenary</i>		P	C	C	C	C	C	R	C	C	C	R	P
Committee	1.1												
	1.2												
	1.3												
	1.4												
	1.5												
	1.6												
	1.7												
	2												
	3												
	4												
	5												
	6												
	7												

LEGEND:

P — PLENARY
C — COMMITTEE
R — REVIEW OF DRAFT REPORT

— END —