

ASSEMBLY — THIRTY-SIXTH SESSION

Montréal, 18–28 September 2007

GENERAL INFORMATION
FOR
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

Table of Contents

	<i>Page</i>
Registration of participants.....	1
Formalities.....	1
Credentials.....	1
List of participants.....	2
Identification of participants and security	2
Early departure of participants	2
Meeting arrangements	3
Place of meetings	3
Opening meeting	3
Other meetings	3
Assembly Hall and Conference Rooms.....	3
Documentation and language facilities.....	4
Documentation	4
Submission of documents.....	4
Statements by delegations	4
ICAO <i>Daily Bulletin</i>	5
Reference documents	5
Web, Library and Archives	5
Languages.....	5
Communication facilities	6
Ancillary services provided by ICAO	6
Commissariat.....	6
ICAO cafeteria	6
Smoking	6
Lost and found.....	7
Medical and hospital insurance	7
Medical services.....	7
Public information services	7
Refreshments	8
Telephone services	8
Travel service	8

Outside services	9
Banking facilities.....	9
City bus and Metro service.....	9
Consular offices in Montréal, hotels and airlines	9
Newspapers and magazines.....	10
Tourist information.....	10
Transportation to Montréal-Pierre Elliot Trudeau International Airport.....	10
Organization of social events.....	11
Climate	11
Officers and Secretariat of the Assembly	12

Registration of participants

Formalities

All participants are requested to register. Upon registration, delegates will be issued an ICAO security pass which will be required to access the Conference Centre.

In order to avoid unnecessary delays on the opening day of the Assembly and to facilitate the registration procedure, a registration centre will be in operation at the international arrivals terminal at the Montréal-Pierre Elliott Trudeau International Airport on 16 and 17 September 2007 from 1400 to 2200 hours to enable delegates to register for the Assembly immediately upon arrival in Montréal. Special signs indicating the ICAO Registration Desk will be displayed at the airport. Additionally, the Government of Canada has kindly offered to provide delegates registering at the airport with complimentary transportation from the airport to downtown Montréal.

A registration centre will also be in operation on Monday, 17 September 2007, from 0830 to 1700 hours, and daily from 18 September to 28 September, from 0830 to 1700, at the Conference Centre of ICAO Headquarters.

Credentials

In accordance with Article 48 (b) of the Convention, all Contracting States have an equal right to be represented at the Assembly. Rule 3 of the *Standing Rules of Procedure of the Assembly of the International Civil Aviation Organization* (Doc 7600) specifies that no person shall represent more than one State. Rule 4 indicates that delegations of Contracting States may be composed of delegates, alternates and advisers and that one of the delegates should be designated as the Chief Delegate.

Under Rule 6 a), delegations should be provided with credentials signed on behalf of the State or organization concerned, by a person duly authorized thereto, specifying the name of each member of the delegation and indicating the capacity in which he or she is to serve. The credentials are to be deposited with the Secretary General.

To comply with this Rule and to facilitate the work of the Credentials Committee, delegations are kindly requested to deposit their credentials with the Secretary General prior to the opening of the Session

or as soon as practicable thereafter. In compliance with international practice, the credentials must be presented in written form, which includes transmission by facsimile or other electronic means, and must be duly signed on behalf of the State or organization concerned.

List of participants

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

Participants should notify amendments and corrections to the list to the registration centre, first floor of the Conference Centre.

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 the building security pass and permit access to the Conference Centre and the office tower. Although special care should be taken not to lose these passes, registration personnel will provide replacements upon proper identification.

Separate passes will be issued to persons accompanying participants if they wish to attend meetings and social functions.

Early departure of participants

Participants who depart before the end of the Assembly are requested to notify the Document Distribution Satellite on the fourth floor of the Conference Centre of their departure.

Early departure of an entire delegation should be notified in writing to the Secretary General. Such notification may be deposited at the Document Distribution Satellite on the fourth floor of the Conference Centre.

Meeting arrangements

Place of meetings

All meetings will be held at ICAO Headquarters, 999 University Street, Montréal, Quebec, Canada.

Opening meeting

The Opening Plenary meeting will convene at 1100 hours on Tuesday, 18 September 2007, in the Assembly Hall, located on the fourth floor of the Conference Centre. It will be preceded by an informal meeting of Heads of Delegations of Contracting States, which will be held at 0945 hours, also in the Assembly Hall.

Other meetings

Notice of the time and place of subsequent meetings will be posted on the notice board located in the Conference Centre lobby on the first floor, next to the registration area.

The Daily Bulletin of the Assembly will also give the schedule of meetings (including conference room assignments) for the day of issue.

An order of business will be issued for each meeting.

Assembly Hall and Conference Rooms

The Assembly Hall, consisting of Conference Rooms 1 and 2, is located on the fourth floor of the Conference Centre.

Conference Rooms A, B, C, D, E and 3 are located on the first floor of the Conference Centre. Conference Rooms 5, 6, 7A and 7B are located on the third floor of the Conference Centre.

Documentation and language facilities

Documentation

Documentation produced during the Assembly 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.

Considering the availability of all documentation in electronic format and the new policy on limited distribution of hard copy documentation, participants entitled to receive paper copy documentation, who will be indicated in the registration process, will be allocated a distribution box with the number indicated in the badge of the delegate.

Personal mail, such as invitations to social functions, for delegates without an assigned distribution box will be distributed through the distribution box of the Chief Delegate or Delegate designated by the Chief Delegate.

Submission of documents

Participants wishing to submit papers for consideration by the Assembly should hand them to the Secretary of the Commission or Committee concerned.

Papers should be as concise as possible, not more than four pages, and should be submitted (a hard copy and an electronic version) at the earliest opportunity as a reasonable period must be allowed for their reproduction and distribution. They will be reproduced in the languages provided. They could be sent directly by e-mail to icaohq@icao.int with an identification of the word processing system used. Diagrams and other schematic presentations should be in a form suitable for reproduction.

Upon registration, participants entitled to paper copy documentation will be asked to state the language in which documentation is required.

Statements by delegations

Statements by delegations may either be delivered orally at a Plenary meeting or be submitted for distribution in printed form.

Statements made orally will appear in the minutes of the meeting. Participants choosing this option are requested, for the benefit of the interpreters, to submit copies of the statement well in advance to the registration centre or to the Document Distribution Satellite.

Statements for distribution should be submitted to the Secretary of the Executive Committee. They will be issued only as Assembly working papers.

ICAO Daily Bulletin

A *Daily Bulletin* will be issued daily giving a summary of events of the preceding day, the schedule of meetings for the day and any other information of general interest to the Assembly.

Reference documents

A limited supply of ICAO documents referred to in the A36 list of documentation will be distributed through the Document Distribution Satellite to Chief Delegates and Alternate Chief Delegates. Additional copies of other saleable ICAO publications may be purchased at a discounted price from the Internal Distribution counter on the first floor, telephone extension 8109.

Web, Library and Archives

Assembly documentation in all working languages of the Organization will be posted permanently on the ICAO public website (www.icao.int). Participants are invited to use the ICAO Library located off the lobby.

Languages

Facilities for simultaneous interpretation from and into English, Arabic, Chinese, French, Russian and Spanish will be available for the Plenary, Committee and Commission meetings

ICAO documentation for the Assembly will be available in all working languages of the Organization.

Communication facilities

The Assembly Hall is equipped to offer Internet connectivity from each seat through a wireless network for attendees who bring their own portable computers equipped with 802.11b/g network cards. Electrical power is available at every seat. Several radio frequency access points have been installed in the Assembly Hall, enabling delegates to access Internet facilities (including the ICAO-NET website and web-based e-mail) from their seat by means of a special wireless communications card. Technical support will be provided on site for the configuration of delegates' portable computers.

Moreover, computer workstations configured with most of the Microsoft Office tools, and printers will be available on the fourth floor of the Conference Centre for participants who wish to access the Internet to use web-based e-mail services.

Ancillary services provided by ICAO

Commissariat

For the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices, the Commissariat, located on the first floor, will be open Tuesdays, Wednesdays and Thursdays between 1230 and 1400 hours and 1700 and 1830 hours.

ICAO cafeteria

The facilities of the ICAO cafeteria located on the fifth floor of the office tower are at the disposal of participants from 0800 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.

If medical insurance has not been purchased prior to arrival, application forms may be completed and premiums paid at the Social Security and Welfare Unit on the 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 Assembly. 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 the Assembly Hall on the fourth 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 or the Internet room.

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 the lobby of the Conference Centre from 0830 to 1030 hours and from 1230 to 1400 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.

Travel service

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

Outside services

Banking facilities

The following banks are conveniently located in relation to the ICAO premises:

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.

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

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.

The City Centre Air Terminal, *Aéroports de Montréal*, 777 de la Gauchetière ouest, corner of University Street, offers bus service to Montréal-Pierre Elliot Trudeau International Airport. Buses depart every 30 minutes. Information on fares and schedules may be obtained at 514-394-7377.

Organization of social events

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 in late September/early October range between highs of 20°C and lows of 12°C. Average rainfall for the month is 82 mm.

Officers and Secretariat of the Assembly

		<i>Room</i>	<i>Tel. no.</i>
<i>President of the Assembly</i>			
President of the Council	Mr. Roberto Kobeh González	12.20	8011
Personal Assistant	Mrs. D. Mauri	12.20	8012
Senior Administrative Assistant	Mrs. M. Poitras	12.20	6364
Secretary General	Dr. Taïeb Chérif	12.15	8041
Personal Assistant	Mrs. A. Mattei	12.15	8042
Senior Administrative Assistant	Mrs. A. Duranceau	12.15	8043
<i>Executive Committee</i>			
Secretary of the Committee	Ms. L. Boisvert	12.10	8040
Assistant Secretaries	Mr. R. Abeyratne	11.25.26	6732
	Mr. D. Antonini	10.15	6760
	Mrs. J. Hupe	11.25	6726
	Mr. B. Peguillan	11.05	8086
	Dr. A. Evans	6.10.69A	8150
	Mr. R. J. Heighes-Thiessen	25.037	8065
	Mr. M. Elamiri	11.20	8053
	Mr. H. Gourdji	10.10.06	6421
	Ms. C. Zuzak	11.10.73	8310
	Mr. H. Belai	10.15.12	6409
	Mr. R. Lambo	6.05.76	6724
	Mr. W. Parks III	11.10	6228
	Mr. A. R. Diallo	4.35	8263
Assistant Secretary and Liaison Officer	Mrs. C. Rideout	4.05	8019

Credentials Committee

Secretary of the Committee	Ms. L. Boisvert	12.10	8040
Assistant Secretaries	Miss S. Black	4.05	8018
	Mrs. D. Cooper	7.15.32	8287

Technical Commission

Secretary of the Commission	Ms. N. Graham	7.15.58	6125
Deputy Secretary	Mr. M.C.F. Heijl	7.15.60	6709
Assistant Secretary	Ms. J. Bacon	7.15	6390
Liaison Officer	Ms. C. Riccardi	7.15	5056

Economic Commission

Secretary of the Commission	Mrs. F. Odutola	11.20.30	6297
Deputy Secretary	Mr. J. Begin	11.25.28	6371
Assistant Secretaries	Mr. M. Siciliano	10.15.18	7068
	Mr. J. Thaker	10.15	6156
	Mr. Y.-Z. Wang	11.05	8056
	Mr. O. Magnusson	11.05	6122
	Mr. O. Nazarov	11.30	6284
	Ms. G. Resiak	11.15	8068
Liaison Officer	Mr. R. Abeyratne	11.25.26	6732

Legal Commission

Secretary of the Commission	Mr. D. Wibaux	12.45.30	8036
Deputy Secretary	Mr. S. Espínola	12.40	8038
Assistant Secretary and Liaison Officer	Mr. J. Augustin	12.45	6323

Administrative Commission

Secretary of the Commission	Mr. R. J. Barr	5.15.10	8364
Deputy Secretaries	Mr. A. Parson's	5.15.17	6254
	Mr. C. Reitano	5.15.20	8375
Assistant Secretaries	Mr. Y. Jobe	5.15.17	8087
	Miss L. Lim	5.15	8069
	Mrs. N. Dolabjian	5.15.07	6256
Liaison Officer	Mrs. P. Romano	5.15	6242
	Mr. R. Deslauriers	5.15	6239

Administrative and Conference Services

Director, Bureau of Administration and Services	Mr. A. P. Singh	4.10	8224
Administrative Officer of the Assembly	Mr. M. Blanch	4.10	6798
Deputy Administrative Officer and Chief, Printing Section	Mr. J. Daoust	A.10	8205
Building Services Officer/ Assistant Security Coordinator	Mr. L. Koukoui	4.10.40	6439
Conference Technical Services Coordinator	Mr. J. Gajardo	4.10.41	5737
Acting Chief, Interpretation Section	Ms. E. McCarthy	9.10	8391
Document Control Officer	Mrs. D. Rahmani	9.20	8127
Council Secretariat Officer	Mrs. C. Rideout	4.05	8019
Associate Conference Services Officer and Registration Supervisor	Mrs. R. Zagoritis	4.10	8226
Supervisor/Coordinator, Assembly Information and Welcome Committee			
Programme Activities Desk	Mrs. A.-M. Steiman	11.30	6320
Distribution Supervisor	Mr. G. Beaudet	1.10	8109
Acting Chief, English and Publications Section	Mrs. N. Shewan	8.25	6708
Chief, French Section	Mr. P. Butler	9.05.70	8140
Chief, Spanish Section	Mrs. A. Cuadra- Lindstrom	9.25	6791

Chief, Russian Section	Mr. V. Gapakov	8.20	8148
Chief, Arabic Section	Mr. G. M. Elbushra	8.10	8318
Chief, Chinese Section	Mr. Keli Li	10.05.02	8354
Chief, Terminology, Reference and Documentation Section	Mrs. F. Chartrand	9.15	8125
Personnel Officer	Mr. S. Ahmad	4.35.20	8349
Travel Officer	Mr. E. Liapakis	4.20	8095

External Relations and Public Information Office

Chief, External Relations and Public Information Office	Ms. L. Boisvert	12.10	8040
Public Information Officer	Mr. D. Chagnon	12.05	8220

Planning and Global Coordination Office

Chief, Planning and Global Coordination Office	Mr. V. Zubkov	12.50	8183
---	---------------	-------	------

Technical Co-operation Bureau

Director of Bureau	Mr. R. J. Heighes- Thiessen	25.037	8065
Field Operations Sections			
Africa	Ms. N. Onyedim	25.052	6377
The Americas	Mr. D. Martínez	25.041	7056
Asia and Pacific	Mr. W. Sander- Fischer	25.074	6767
Europe and Middle East	Mr. B. Hodge	25.069	8352
Field Procurement Section	Mr. R. Gallego	25.097	8058
Field Personnel Section	Mr. R. Sergerie	25.089	8071
TRAINAIR Central Unit	Mr. F. Marrero	25.021	7028

