DGCA/06

DIRECTORS GENERAL OF CIVIL AVIATION CONFERENCE ON A GLOBAL STRATEGY FOR AVIATION SAFETY

Montréal, 20–22 March 2006

GENERAL INFORMATION
FOR
DELEGATES

INTERNATIONAL CIVIL AVIATION ORGANIZATION

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Registration of participants

Formalities

The registration centre will be in operation at the Conference Centre located at ICAO Headquarters on Sunday, 19 March 2006 from 1300 to 2200 hours, and daily from 20 to 21 March 2006 from 0800 to 1700 hours. Upon registration, participants will be issued an identification badge which will be required for access to the Conference Centre and for obtaining the necessary documentation.

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 corrected as necessary.

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

Identification of participants and 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 Conference lapel badge, which is issued to each participant upon registration on the first floor, 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 badges, registration personnel will provide replacements upon proper identification.

Early departure of participants

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

Conference arrangements

Place of meeting

The Conference will be held at ICAO Headquarters, 999 University Street, Montréal, Quebec, Canada.

Opening meeting

The Conference will begin with opening formalities at 0900 hours on Monday, 20 March 2006, in the Assembly Hall on the fourth floor of the Conference Centre. In view of the limited time available, there is no provision for opening statements. Following the formalities, the Conference will proceed immediately to the first agenda item.

Hours of work

Except when decided otherwise, the working hours for the Conference will be 0900 to 1230 hours and 1400 to 1730 hours Monday through Tuesday and from 0900 to 1230 hours on Wednesday.

Wireless network facility

The ICAO Assembly Hall is equipped to offer Internet connectivity from each seat through a wireless network for attendees who bring their own portable computers. Electrical power is available at almost 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 network facility. Instructions on how to use the network facility have been posted in all languages on the "Reference Documents and General Information for Delegates" link on the ICAO website.

Documentation and language facilities

Documentation

In line with the policy of the Organization to reduce the volume of printed documentation, the primary means of distribution for documents prior, during, and after the Conference will be through the ICAO website. Upon registration, each participant will be asked to state the language in which documentation is required. Participants are asked to limit their requests for documentation to the minimum necessary.

In addition one complete set of printed documents will be provided to each delegation at registration.

Documentation produced during the Conference will be available in printed form at the Document Distribution Satellite located on the fourth floor of the Conference Centre. Each participant will be allocated a distribution box, and the box number will be inscribed on the Conference lapel badge.

Statements by delegations

There will be no opening statements. Following the opening formalities, the Conference will proceed immediately to the first agenda item.

Reference documents

All documents and publications related to the agenda for the Conference can be accessed on the ICAO website.

Other publications issued by ICAO on a variety of subjects may be purchased from the Internal Distribution counter on the first floor, telephone extension 8109.

Library and Index of ICAO Publications

Participants are invited to avail themselves of the ICAO Library facilities, located on the first floor near the main entrance. The Library personnel also prepare the *Index of ICAO Publications* and would be glad to provide document reference services. Please consult the office of the Librarian at telephone extension 6232.

Languages

Facilities for simultaneous interpretation from and into English, Arabic, Chinese, French, Russian and Spanish will be available.

Documentation, depending on its nature and in accordance with the rules of conduct of the meeting, will be available in all languages (English, Arabic, Chinese, French, Russian and Spanish) or only in selected languages.

Communication facilities

Computers

Computer workstations with Internet browsers will be available on the first floor of the Conference Centre for participants who do not have their own portable computers.

Postal and telecommunication services

Outgoing mail, telecommunications and other message services cannot be provided by the Organization. Those participants desiring assistance in these matters may contact the office of the Chief, Registry, Distribution and Sales Section, third floor, Room 3.05, telephone extension 6303.

All major hotels provide mail and telecommunication services. A main post office is located at 1250 University Street.

Telephone services

The ICAO general telephone number is 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 in the lobby of the Conference Centre from 1230 to 1400 hours daily.

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.

Ancillary services provided by ICAO

Commissariat

For the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices, the Commissariat on the first floor will be open between the following hours:

Monday	1230 to 1400 hours 1630 to 1800 hours
Tuesday	1230 to 1400 hours 1630 to 1800 hours
Thursday	1230 to 1400 hours 1630 to 1800 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 0730 to 1530 hours on weekdays.

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 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 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 hospitals to the ICAO premises are:

McGill University Health Centre
687, avenue des Pins ouest
Telephone: 934-1934

Hôtel-Dieu
3840, rue Saint-Urbain
Telephone: 890-8000

Hôpital Saint-Luc
1058, rue Saint-Denis
Telephone: 890-8000

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.

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, rue de la Gauchetière ouest
Telephone: 394-4385

Royal Bank of Canada
1 Place Ville-Marie
Telephone: 874-7222

Canadian Imperial Bank of Commerce
1155, boulevard René-Lévesque ouest
Telephone: 876-2323

TD Canada Trust
500, rue Saint-Jacques (corner of McGill)
Telephone: 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 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

A wide range of international newspapers, magazines and other publications, including street maps, are carried by:

The Metropolitan News Agency
1109, rue Cypress (off Peel Street just south of Sainte-Catherine Street)
Telephone: 866-9227

Maison de la presse internationale
1166, rue Sainte-Catherine ouest
Telephone: 861-6767

Maison de la presse
Place Ville-Marie
Galerie des boutiques
Telephone: 397-0324

Indigo Bookstore
1500, avenue McGill College (off Sainte-Catherine Street)
Telephone: 281-5549

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 873-2015 every day from 0900 to 1700 hours or at its website: http://www.tourisme.gouv.qc.ca.

Transportation to Montréal-Pierre Elliott 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.

L'Aérobus is the shuttle service from Montréal-Pierre Elliott Trudeau International Airport to the Montréal Central Bus Station. A complimentary shuttle service is also available between the Montréal Central Bus Station and major downtown hotels. For more information or reservation of the minibus shuttle service between the Central Bus Station and downtown hotels, dial 843-4938.

Climate

Normal temperatures in March range between highs of +6°C and lows of –3°C.

Officers and Secretariat of the Conference

		Room	*Tel. no.*
Secretary of the Conference			
Director, Air Navigation Bureau	Mr. W. R. Voss	7.15.58	8176
Advisers			
Deputy Director, Air Navigation Bureau	Mr. M. Heijl	7.15.60	6709
Chief, Flight Safety Section	Mr. P. Lamy	6.10.62	8152
Assistant Secretaries			
WP/2	Mr. M. Costa Chief, Accident Investigation and Prevention Section	7.45.50	8160
WP/3	Mr. A. Quiroz Training and Administrative Coordinator Safety Oversight Audit Section	10.10.05	6079
WP/4	Mr. P. Lamy	6.10.62	8152
WP/5	Mr. M.A. Fox Chief, Aviation Training Policy and Standards Unit	6.10.53	6757
WP/6	Mr. D. Maurino Coordinator, Flight Safety and Human Factors Programme	6.10	6381
WP/7	Mr. G. Herpst Chief, Unified Strategy Programme Unit	6.05.70	8157
WP/8	Mr. M.A. Fox	6.10.53	6757
WP/9	Mr. M. Heijl	7.15.60	6709
WP/10	Mr. P. Lamy	6.10.62	8152
Conclusions and Recommendations	Mr. W.R. Voss, Secretary, and all Assistant Secretaries		

		Room	*Tel. no.*
Document Coordinator	Mrs. D. Cooper	6.05	6331
Logistics Coordinator	Ms. A. Bonilla	6.10.65	8153
Secretarial Services	Ms. L. Wirtanen	6.05	6125

Administrative Services

Director, Bureau of Administration and Services	Mr. A. P. Singh	4.10.52	8224
Chief, Language and Publications Branch	Mr. Y. N. Beliaev	9.10	8123
Chief, Conference and Office Services Section	Mr. M. Blanch	4.10	6798
Chief, Interpretation Section	Mrs. R. Ezrati	9.10	8391
Acting Document Control Officer	Mrs. D. Rahmani	9.20	8127
Chief, Printing Section	Mr. J. Daoust	A.10	8205
Associate Conference Service Officer	Mrs. R. Zagoritis	4.10	8226
Supervisor, Internal Distribution Unit	Mr. G. Beaudet	1.10	8109

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