

Friday, 3 October 2003

Number 10

The Bulletin has been issued early in the morning of each working day of the meeting and will also be posted on the conference website. It contained a brief review of the work completed on the preceding working day, the programme of work for the day of issue and other pertinent information of interest. The Bulletin is the principal means of communication with participants on matters of general interest related to the meetings.

1. Information for delegates

1.1 A booklet — General Information for Delegates is available at the Document Distribution Satellite in the foyer of the Assembly Hall.

1.2 Other information, as required, may be obtained from the office of the Secretary of the Meeting, Room 7.15, Local 8176 or 8335.

2. Summary of progress made on 2 October 2003

2.1 At 0930 hours, a joint meeting of Committees A and B was convened in the Assembly Hall, 4th floor. Highlights of the results of Committees A and B were presented and topics of common interest were discussed.

2.2 Committee B convened its third and final Plenary Meeting at 1400 hours in Conference Room 2 and completed its discussions on its draft report on Agenda Item 5 and, therewith, completed all of its work.

3. Programme of work for Friday, 3 October 2003

3.1 At 0930 hours, the second Plenary Meeting will convene in the Assembly Hall, 4 th floor, to adopt the reports on Agenda Items.

4. **Registration**

4.1 Delegates, Alternates, Advisers and Observers who have not already registered are requested to do so, in person, as soon as possible. The registration desk is located on the first floor.

4.2 The second List of Delegates was distributed on Wednesday, 1 October 2003. All participants who registered up to 1700 hours on 29 September 2003 are shown on the list. Any necessary corrections to the list should be reported to the Registration desk.

4.3 All participants, including those who registered after 1700 hours on 29 September 2003, will be shown in the report of the conference.

5. **Credentials**

5.1 Delegates are reminded that their credentials must be deposited without delay at the registration desk.

6. **Statements by Delegations**

6.1 Any formal statements by delegations concerning the action recommended by the meeting on a specific agenda item may be submitted in printed form to the Secretary of the meeting. These statements will be included as the last section of the report on the relevant agenda item (Doc 8143 refers).

7. **Personal belongings of participants**

7.1 Participants are advised that, **documentation and other personal belongings must not be left in conference rooms overnight.**

7.2 The Document Distribution Satellite which is located on the fourth floor of the Conference Centre is used exclusively for the distribution of meeting documentation issued by ICAO. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

8. **Early departure of participants**

8.1 Members of Delegations and Observers who depart before the end of the meeting are requested to notify the Document Distribution Satellite on the 4th floor of the Conference Centre and to drop off their security passes (see paragraph 14.4).

8.2 **Early departure of an entire delegation** should be notified in writing to the Secretary General. Such notification may be deposited at the Distribution Satellite on the 4th floor of the Conference Centre or in the office of the Chief, Conference and Office Services Section, Room 4.10.

9. Long distance telephone services

9.1 The ICAO general telephone number is 954-8219. Telephones for use within the Organization and for local calls in the Montreal 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.

9.2 Telephones to be used for long-distance calls will be set up on the 4th floor outside the E-centre. Long-distance calling cards may be purchased at the information desk on the ground floor in the lobby of the Conference Centre 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 Gauchetiere ouest, corner of University Street.

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

9.4 The ICAO telephone directory is available at the Document Distribution Satellite for participants wishing to contact Council Representatives and members of the Secretariat.

10. Emergency medical care

Monday - Friday	0900 - 1700 hours	Extension 8212
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10.1 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 0900 to 1700 hours for the duration of the meeting. If an emergency occurs, and 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.

10.2 Participants seeking medical attention can obtain from their hotel management the location and telephone number of a doctor in their hotel, or nearby.

10.3 The hospitals listed below are those closest to the ICAO premises:

Hôpital Notre-Dame	1560 Sherbrooke St. East	Tel.: 281-6000
The Montreal General Hospital	1650 Cedar Ave.	Tel.: 937-6011
The Royal Victoria Hospital	687 Pine Ave. West	Tel.: 842-1231

10.4 Hospitals will supply the names of medical specialists upon request. Most hospitals have an emergency clinic open 24 hours a day. Ambulance service may be obtained through a doctor or Urgences-Santé, telephone: 911.

11. Building Security

11.1 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 whilst on the premises.

11.2 The lapel badge, which is issued to each participant upon registration will serve as a building security pass and permits access to the conference centre and the office tower. Although special care should be taken not to lose these badges, registration personnel will provide replacements upon proper identification.

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

11.4 Participants are kindly requested to drop off their security passes upon departure. Boxes marked for this purpose will be placed near the exit of the Conference Centre.

12. **Miscellaneous**

12.1 Unless otherwise decided, the proceedings of all meetings will be transmitted over the telecommunications system within the Headquarters building. Details of the daily schedule will be available in the journal. The following dial codes are to be used to monitor the proceedings of the various elements of the meeting when in plenary:

Room	Floor	Arabic	Chinese	English	French	Russian	Spanish
Assembly Hall	11	17	16	12	13	15	14

12.2 When in Committee, the above will apply to Committee A, and the following to Committee B.

Room	Floor	Arabic	Chinese	English	French	Russian	Spanish
Assembly Hall	21	27	26	22	23	25	24

12.3 Due to the computerized microphone system in the conference rooms, it is **very important** that delegates do not change seats designated to them. If a change needs to be made (i.e. alternate or additional members attending/seat change), or for further information on seating arrangements, please do not hesitate to contact the technician in the room or a member of the meeting Secretariat.

12.4 Individual messages and invitations submitted to the Document Satellite for distribution should bear, in addition to the name, the addressee's distribution box number as it appears on the List of Delegates.

12.5 Delegations inviting any persons from outside (not in possession of a valid building security pass) are requested to submit a list of names of such invitees to the Chief, Conference and Office Services Section, Room 4.10. This will facilitate admittance by the security guards.

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