

Monday, 22 September 2003

Number 1

The Bulletin will be issued early in the morning of each working day of the meeting. It will contain 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. Programme of work for Monday, 22 September 2003

Information Session (See Attachment)	0930 hours	Assembly Hall (4th floor)
Informal Meeting of Heads of Delegations of Contracting States only	1430 hours	Assembly Hall
*First Plenary Meeting	1515 hours	Assembly Hall

3. Registration

3.1 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.

* The Order of Business for the opening session is provided in AN-Conf/1-O/B-1.

3.2 To assist participants in filling out the Registration form, as per Doc 8143-AN/873/3 — *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct*, the following definitions should be used:

Delegate — means the chief representative of a Member (Member means a Contracting State represented at the meeting) — one delegate per delegation.

Alternate — means a representative of a Member authorized to act on its behalf instead of the Delegate.

Advisor — means a representative of a Member authorized to act on its behalf by assisting the Delegate.

Observer — means a person attending the meeting as a representative on a non-Contracting State, an International Organization or other Body invited by the Council to participate in the meeting without the right to vote.

3.3 The first issue of the List of Delegates will contain meeting participants registered as of 1600 hours, Monday, 22 September 2003. The accuracy and completeness of that list will depend on the information provided by those registering. You are therefore requested to fill in all parts of the registration forms in a clear and legible manner. Addenda and revisions to the list will be issued periodically.

4. **Credentials**

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

5. **Submission of working papers and information papers for consideration by the meeting**

5.1 Delegations wishing to present working papers for consideration by the meeting are requested to submit them (including electronic versions if available) to the Secretary of the meeting as early as possible, bearing in mind the time necessary for preparation, reproduction and distribution. If copies are available in more than one of the working languages of the meeting, they should be presented in each of the languages available. It should be noted that these papers will be produced and distributed in the language(s) in which they are submitted.

6. **Exhibition and Secretariat Information Booth**

6.1 A limited exhibition is being held on the 4th floor outside the Assembly Hall. The objective of the exhibition is to provide a forum for networking and discussions with a wider group of parties outside the more structured Conference environment. Additionally, industry representatives will present information and conduct demonstrations on technological developments. There will also be an ICAO Information Booth.

7. Social functions

7.1 As a convenience to delegations, the Secretary General publishes the following list of social functions so that delegates may know the dates on which functions have been planned by various hosts. It comprises only those functions which have been notified to his Office, and for which in each case the host will extend individual invitations. This schedule is subject to change.

Monday, 22 September 2003	Reception by the President of the Council and the Secretary General of ICAO ¹
Tuesday, 23 September 2003	Reception by the Delegation of Indonesia ² Reception by the Delegation of Canada ³
Wednesday, 24 September 2003	Reception by the United States of America ⁴
Thursday, 25 September 2003	Breakfast hosted by the International Air Transport Association
Wednesday, 1 October 2003	Reception by the Delegation of Nigeria (by invitation only)

7.2 Delegations wishing to reserve dates for social functions or to make changes to the above list are requested to contact Mrs. Anna Mattei, Office of the Secretary General (ext. 8042).

Notes: ¹All members of Delegations are cordially invited to attend the reception given by the President of the Council and the Secretary General of ICAO which will be held on Monday, 22 September 2003 from 1800 to 2000 hours in the Delegates' Lounge, 3^d Floor, ICAO Conference Centre.

²All participants to the AN-Conf/11 are cordially invited to attend the reception hosted by the Delegation of Indonesia on Tuesday, 23 September 2003 from 1230 to 1400 hours in the Delegates' Lounge, 3^d Floor, ICAO Conference Centre.

³All participants to the AN-Conf/11 and their spouses are cordially invited to attend the reception hosted by the Government of Canada on Tuesday, 23 September 2003 at 1800 hours in the Delegates' Lounge, 3^d Floor, ICAO Conference Centre.

⁴All participants to the AN-Conf/11 are cordially invited to attend a luncheon reception and presentation hosted by the U.S. FAA on Wednesday, 24 September 2003 at 1230 hours in the Delegates' Lounge, 3^d Floor, ICAO Conference Centre. The presentation will be on the U.S. GNSS-Wide Area Augmentation System.

8. **Statements by Delegations**

8.1 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).

9. **Personal belongings of participants**

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

9.2 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.

10. **Early departure of participants**

10.1 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.

10.2 **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.

11. **Long distance telephone services**

11.1 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.

11.2 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.

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

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

12. **Emergency medical care**

Monday - Friday

0900 - 1700 hours

Extension 8212

12.1 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.

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

12.3 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

12.4 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.

13. **Building Security**

13.1 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.

13.2 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.

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

14. Miscellaneous

14.1 The ICAO Commissariat, located on the ground floor, will be open on Tuesdays between 1230 and 1400 hours, and on Thursdays between 1230 to 1400 hours and 1700 to 1830 hours, for the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices.

14.2 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

14.3 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

14.4 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/seating 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.

14.5 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.

14.6 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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ATTACHMENT

SCHEDULE FOR THE INFORMATION SESSION

When: 0930 to 1230 hrs Monday 22 September 2003

Where: Conference Room 1 and 2, ICAO, Montreal

Attendance: Highly Recommended

Modus: Brief presentations focussing on the main subject matters of the conference.

**SCHEDULE FOR THE INFORMATION SESSION
11TH AIR NAVIGATION CONFERENCE**

09:30 hrs	09:35 hrs	Moderator (Jack Howell) Opening remarks
09:35 hrs	09:55 hrs	AGENDA ITEM 1 (Jack Howell - ICAO Secretariat)

ATM operational concept:

This session will consist of a review of the global ATM operational concept as developed by the Air Traffic Management Operational Concept Panel (ATMCP) and the important conceptual ideas emanating from the concept. The presentation will inform the participants of the main changes that could be expected in a future global ATM system and will provide the basis for the discussions to take place under Agenda Item 1.

9:55 hrs	10:15 hrs	AGENDA ITEM 2 (Rod Graff -Australia)
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ATM safety:

This session will consist of a high level briefing on safety in ATM, tying together the various aspects of safety into a coherent framework, touching on each of the elements listed under Agenda item 2. The session will provide an important basis for the discussions to take place under Agenda Item 2.

10:15 hrs	10:35 hrs	AGENDA ITEM 3 Bernard Miaillier - EUROCONTROL)
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Need for the development of performance criteria and the concept of required total system performance (RTSP):

This session will inform the conference on the identified need to develop agreed criteria for safety, efficiency and regularity, among other things, in order to ensure that the emerging and future ATM system will meet the expectations of the aviation community. The work of the ATMCP on the concept of required total system performance will be presented. The presentations should set the framework for discussions under agenda Item 3 on performance and RTSP.

10:35 hrs	11:00 hrs	COFFEE BREAK
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11:00 hrs 11:20 hrs AGENDA ITEM 5 (Judimar Chagas - ICAO Secretariat)

Results of the International Telecommunication Union (ITU) World Radiocommunication Conference (2003) (WRC-2003):

This session will review the process leading to the development of the ICAO position for WRC-2003, present the results of WRC-2003 for international civil aviation and discuss some of the elements contributing to the results. A brief introduction to issues of interest to aviation on the agenda of WRC-2007 will be provided. The presentation will provide information in support of the discussion under Agenda Item 5.

11:20 hrs 11:40 hrs AGENDA ITEM 6 (1) (Eric Chatre - France)

GNSS development - Status and future work:

Information provided during this session will cover the GNSS performance requirements, system elements, and the status of GNSS standardization.

11:40 hrs 12:00 hrs AGENDA ITEM 6 (2) (Ross Bowie - Canada)

GNSS operations:

In addition to technical background in the previous presentation, participants will be informed about the role of GNSS elements in supporting aeronautical navigation and principal issues related to GNSS introduction. The presentation will cover issues for discussion under Agenda Item 6.

12:00 hrs 12:20 hrs AGENDA ITEM 7 (George Ligler - USA)

Air-to-ground and air-to-air communications:

This session will provide a general overview of current and future aeronautical mobile communications systems development since the 10th Air Navigation Conference, and discuss scenarios for evolution of the communications infrastructure in the light of evolving ATM requirements. The presentation will touch on some of the main issues for discussion under Agenda Item 7.
