

Tuesday, 23 September 2003

Number 2

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. Summary of progress made on 22 September 2003

2.1 From 0930 to 1230 hours an information session was held with brief presentations focussing on the main subject matters of the conference. The presentations are now available on the conference website.

2.2 The first Plenary Meeting was held at 1515 hours in the Assembly Hall and completed the items on its order of business (AN-Conf/11-O/B-1). Mr. Albert Lam (Hong Kong, China) was elected Chairman of the meeting on a nomination by the United States; Mr. Victor Kuranov (Russian Federation) was elected first Vice-Chairman on a nomination by India; and Ms. Jennifer Taylor (Canada) was elected second Vice-Chairman on a nomination by Cameroon.

3. **Programme of work for Tuesday, 23 September 2003**

3.1 Committee A will convene at 0930 hours in Conference Room 1 in accordance with the Order of Business AN-Conf/11-O/B-A/1. Upon the completion of items in its O/B, the Committee will meet as a Working Group of the Whole to start consideration of Agenda Item 1 on the basis of the following documentation:

- Working papers 4, 42, 49, 67, 85, 98, 108, 133, 167, 172, 156, 146, 161, 21, 26, 129, 9, 175, 76, 43 Rev, 93, 68, 95 and 123.

3.2 Committee B will convene at 0930 hours in Conference Room 2 in accordance with the Order of Business AN-Conf/11-O/B-B/1. Upon the completion of items in its O/B, the Committee will meet as a Working Group of the Whole to start consideration of Agenda Item 6 on the basis of the following documentation:

- Information papers 50, 55, 17, 32, 58 and 68. Working papers 106, 105, 59 and 52; working papers 136 and 17; working papers 90 and 122; working papers 156 and 20.

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 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.

4.3 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.

5. Credentials

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

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

6.1 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.

7. The Third ICAO Air Navigation Commission Laurel Award

7.1 The President and Members of the Air Navigation Commission invite all participants to attend the presentation of the Third ICAO Air Navigation Commission Laurel Award on Tuesday, 23 September 2003 at 1700 hours in Conference Room 3, 1st Floor.

8. Exhibition and Secretariat Information Booth

8.1 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 present information and conduct demonstrations on technological developments. There is also an ICAO Information Booth.

9. Social Functions

9.1 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.

Tuesday, 23 September 2003

Reception by the Delegation of Indonesia¹

¹ All 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, 3rd Floor, ICAO Conference Centre.

Reception by the Delegation of Canada²

Wednesday, 24 September 2003

Reception by the United States of America³

Thursday, 25 September 2003

Breakfast hosted by the International Air Transport Association⁴

Wednesday, 1 October 2003

Reception by the Delegation of Nigeria (by invitation only)

9.2 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).

10. **Statements by Delegations**

10.1 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).

11. **Personal belongings of participants**

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

11.2 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.

12. **Early departure of participants**

12.1 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.

² All 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, 3rd Floor, ICAO Conference Centre.

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

⁴ All participants to the AN-Conf/11 are cordially invited to attend a breakfast hosted by IATA on Thursday, 25 September 2003. Those wishing to attend are requested to go to the IATA Stand in the exhibition area to receive a personal invitation and further details.

12.2 **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.

13. **Long distance telephone services**

13.1 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.

13.2 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.

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

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

14. **Emergency medical care**

Monday - Friday

0900 - 1700 hours

Extension 8212

14.1 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.

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

14.3 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

14.4 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.

15. **Building Security**

15.1 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.

15.2 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.

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

16. **Miscellaneous**

16.1 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.

16.2 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

16.3 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

16.4 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/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.

16.5 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.

16.6 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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