

ELEVENTH AIR NAVIGATION CONFERENCE

Montreal, 22 September to 3 October 2003

ORGANIZATIONAL ARRANGEMENTS FOR THE CONFERENCE

(Presented by the Secretariat)

1. INTRODUCTION

1.1 This paper describes the organizational arrangements which have been made for the Eleventh Air Navigation Conference (2003). They are in addition to those contained in the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143) and *Directives of the Council concerning the Conduct of ICAO Meetings* (Doc 7986).

2. ORGANIZATION PLAN

2.1 A draft organization plan for the meeting, approved by the Air Navigation Commission on 5 March 2002 was sent to all Contracting States and selected international organizations with State letter ST 12/1-02/58 dated 28 June 2002, requesting their comments, if any, on the acceptability of this organization plan. The Commission reviewed a modified plan in May 2003 which is contained in the appendix. The organization plan will be submitted to the Conference for formal approval.

2.2 The plan provides for the establishment of two committees. Committee A will deal with Agenda Items 1 to 4 and Committee B with Agenda Items 5 to 7.

2.3 The plan shows the expected working rate and time within which the work on each agenda item is expected to be completed. However, it is not intended to establish the precise periods to be spent on individual items. Adjustments to the plan throughout the meeting will be determined as necessary by the coordinating group (see paragraph 4). *The Daily Bulletin* (as described in paragraph 6.4) will keep the meeting fully informed of changes to the plan and will present a brief summary of the work of the Conference that may be available. A clear account of the progress achieved by the Committees on a daily basis, and the work planned for the subsequent day, will be made available to the delegates through *The Daily Bulletin* in addition to other means (e.g. live announcements, screen projections, etc.).

2.4 Attention is drawn to the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143), Part III, paragraphs 7.3, 7.4 and 7.5 concerning the formation of additional components found necessary to facilitate the work of the committees.

3. **REGISTRATION AND CONVENING OF THE MEETING**

3.1 Participants are reminded that pre-registration will take place on Sunday, 21 September 2003 at the Conference Centre of ICAO in Montreal from 1000 to 1700 hours and, thereafter, daily from 22 to 26 September and from 29 September to 3 October from 0830 to 1700 hours.

3.2 In order to avoid unnecessary delays on the opening day of the Conference and to facilitate the registration procedure, a registration centre will be in operation at the international arrivals terminal at the Montreal International (Dorval) Airport on 20 and 21 September 2003 from 1500 to 2200 hours. Special signs indicating the location of the ICAO Registration Desk will be displayed at the airport. Additionally, the Government of Canada has kindly offered to provide complimentary transportation from Dorval airport to downtown Montreal to the delegates registering at the airport.

3.3 On Monday, 22 September 2003, an Information Session will take place beginning at 0930 hours. A meeting of Heads of Delegations will take place at 1430 hours on the same day to discuss various administrative matters related to the organization and working methods of the Conference and the opening plenary meeting will begin at 1515 hours.

4. **COORDINATING GROUP**

4.1 A coordinating group will be established in accordance with the *Directives to Divisional-type Air Navigation Meetings and Rules of Procedure for their Conduct* (Doc 8143), Part III, paragraph 7.6. It will hold a brief meeting shortly after working hours each day, if necessary, to coordinate the work of the meeting. The coordinating group will continuously monitor the progress of the work on the basis of the reports received from the Committees regarding each day's activities and their future plans and needs.

5. **WORKING HOURS**

5.1 In the light of experience of previous meetings, it is suggested that the working hours of the sessions be:

Mornings — 0930 to 1230 hours

Afternoons — 1400 hours to 1630 hours with the coordinating group meeting at 1645 hours.

There will be a short coffee-break in the middle of the morning and afternoon sessions.

6. **PAPERS ISSUED DURING THE MEETING**

6.1 The attention of delegations is drawn to the need for papers which they wish to have reproduced to be handed in to the Secretariat, whenever possible in six copies, as early as possible to allow a reasonable time for their processing in the languages required.

6.2 Delegates are invited to limit their requests for papers to the number required for working purposes since such papers are normally of temporary interest only.

6.3 An order of business will be issued for plenary meetings only.

6.4 *The Daily Bulletin* containing brief statements on the progress of the work, the arrangements for the meeting and the subjects to be discussed on a daily basis, and other matters of interest to delegates will be distributed each weekday.

6.5 A yellow Report Folder cover will be issued to each participant for inclusion of the reports approved by the plenary.

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