

ASSEMBLY — THIRTY-SEVENTH SESSION

Montréal, 28 September – 8 October 2010

**GENERAL INFORMATION
FOR
DELEGATES**



INTERNATIONAL CIVIL AVIATION ORGANIZATION

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Submission of credentials and registration of participants

Formalities

All participants are requested to submit original credentials and to register prior to the opening of the Assembly or as early as practicable thereafter.

Original credentials should be presented either in advance of registration for the Assembly or at the time of registration in order for participants to receive an identification badge required to access the Conference Centre and obtain any documentation, and, in the case of eligible States, to vote in the Council elections. If the original credentials are not received by the time of registration, only a temporary identification badge will be issued and the Delegate concerned will not be able to vote in the Council elections until such time as proper credentials are submitted. Participants are required to present a proof of identity when depositing their credentials.

Credentials

In accordance with Article 48 (b) of the Convention, all Contracting States have an equal right to be represented at the Assembly. Rule 3 of the *Standing Rules of Procedure of the Assembly of the International Civil Aviation Organization* (Doc 7600) specifies that no person shall represent more than one State. Rule 4 indicates that delegations of Contracting States may be composed of delegates, alternates and advisers and that one of the delegates shall be designated as the Chief Delegate.

Under Rule 6 a), delegations shall be provided with credentials signed on behalf of the State or organization concerned, by a person duly authorized thereto, specifying the name of each member of the delegation and indicating the capacity in which he [or she] is to serve. The credentials are to be deposited with the Secretary General.

To comply with this Rule and to facilitate the work of the Credentials Committee, delegations are kindly requested to deposit their original credentials with the Secretary General prior to the opening of the session or as soon as practicable thereafter. Advance copies for information may be transmitted electronically but this does not preclude the requirement for submission of the credentials in original form, duly signed on behalf of the State or organization concerned.

Registration

Following the presentation of original credentials and registration, participants will be issued an identification badge.

In order to avoid unnecessary delays on the opening day of the Assembly and to facilitate the procedure for the submission of credentials and registration, a Credentials/Registration Centre will be in operation at the domestic and international arrivals terminals at the Montréal-Pierre Elliott Trudeau International Airport on Saturday and Sunday, 25 and 26 September 2010 from 1200 to 2200 hours to enable participants to deposit their original credentials and to register for the Assembly immediately upon arrival in Montréal. Special signs indicating the ICAO Credentials/Registration Centre will be displayed at the airport. Additionally, the Government of Canada has kindly offered to provide Delegates registering at the airport with complimentary transportation from the airport to downtown Montréal.

A Credentials/Registration Centre will also be in operation on Monday, 27 September 2010 from 0730 to 1700 hours and daily from 28 September to 8 October 2010, from 0800 to 1700 hours, at the ICAO Conference Centre located at the Headquarters premises.

List of participants

A list of participants who have registered by 1600 hours on the first day of the Assembly will be distributed. This list will be revised and updated as necessary.

Participants should notify amendments and corrections to the list to the registration centre on the first floor of the Conference Centre.

Identification of participants and security

The ICAO security pass must be worn visibly at all times while on the premises. Security guards have strict instructions not to allow access to the ICAO premises or to the conference rooms to persons not wearing a pass.

The ICAO security pass, which is issued to each participant upon registration, will serve as the building security pass and permit access to the Conference Centre. Although special care should be taken not to lose these passes, registration personnel will provide replacements upon proper identification.

Separate passes will be issued to persons accompanying participants if they wish to attend meetings and social functions.

Early departure of participants

Participants who depart before the end of the Assembly are requested to notify the Document Distribution Satellite on the first floor of the Conference Centre of their departure.

Early departure of an entire delegation should be notified in writing to the Secretary General. Such notification may be deposited at the Document Distribution Satellite on the first floor of the Conference Centre.

Meeting arrangements

Place of meetings

All meetings will be held at ICAO Headquarters, 999 University Street, Montréal, Quebec, Canada.

Opening meeting

The Opening Plenary meeting will convene at 1100 hours on Tuesday, 28 September 2010, in the Assembly Hall, located on the fourth floor of the Conference Centre. It will be preceded by an informal meeting of Heads of Delegations of Contracting States, which will be held at 0945 hours, also in the Assembly Hall.

Other meetings

Notice of the time and place of subsequent meetings will be posted on the notice board located in the Conference Centre lobby on the first floor, next to the registration area.

The Daily Bulletin of the Assembly will also give the schedule of meetings (including conference room assignments) for the day of issue.

An order of business will be issued for each meeting.

Assembly Hall and Conference Rooms

The Assembly Hall, consisting of Conference Rooms 1 and 2, is located on the fourth floor of the Conference Centre.

Conference Rooms A, B, C, D, E and 3 are located on the first floor of the Conference Centre. Conference Rooms 5, 6, 7A and 7B are located on the third floor of the Conference Centre.

Documentation and language facilities

Documentation

Documentation produced during the Assembly will be available at the Document Distribution Satellite on the first floor of the Conference Centre. Documents will be distributed daily from 0900 to 1700 hours.

Considering the availability of all documentation in electronic format and the new policy on limited distribution of hard copy documentation, participants entitled to receive paper copy documentation, who will be indicated in the registration process, will be allocated a distribution box whose number will appear on the delegate's badge and will receive documentation in the language of their choice.

Personal mail, such as invitations to social functions, for delegates without an assigned distribution box will be distributed through the distribution box of the Chief Delegate or Delegate designated by the Chief Delegate.

Statements by delegations

Statements by delegations to be presented under Agenda Item 2 should preferably be submitted to the President of the Council ten days before the opening of the session and be published. Exceptionally, for oral presentations, if so wished, arrangements should be made with the President of the Council, who should be notified at least ten calendar days in advance of a State's intention to make an oral presentation. Oral presentations should focus on agenda items or topics related to the main subjects of discussion within the Organization and should be no longer than five minutes.

Participants making oral statements are requested, for the benefit of the interpreters, to submit copies of their statement well in advance to the registration centre or to the Document Distribution Satellite.

ICAO Daily Bulletin

A *Daily Bulletin* will be issued giving a summary of events of the preceding day, the schedule of meetings for the day and any other information of general interest to the Assembly.

Reference documents

A limited supply of ICAO reference documents referred to in the A37 list of documentation (list contained on the Assembly website) will be distributed on request through the Document Distribution Satellite to Chief Delegates and Alternate Chief Delegates, with a maximum of two copies per delegation. Additional copies of other saleable ICAO publications may be purchased at a discounted price from the Internal Distribution counter on the first floor, telephone extension 8109.

Web and library management

Assembly documentation in all official languages of the Organization will be posted permanently on the ICAO public website (www.icao.int).

The ICAO Library subscribes to all major aviation-oriented magazines and periodicals. Participants are invited to make use of these facilities, located off the lobby.

Languages

Facilities for simultaneous interpretation from and into English, Arabic, Chinese, French, Russian and Spanish will be available for the Plenary, Committee and Commission meetings

ICAO documentation for the Assembly will be available in all working languages of the Organization.

Communication and printing facilities

The Assembly Hall is equipped to offer Internet connectivity from each seat through a wireless network for attendees who bring their own portable computers equipped with 802.11b/g network cards. Electrical power is available at 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 communications card. Technical support will be provided on site for the configuration of delegates' portable computers.

Moreover, computer workstations, configured with most of the Microsoft Office tools, and printers will be available on the fourth floor of the Conference Centre for participants who wish to access the Internet to use web-based e-mail services.

Ancillary services provided by ICAO

Commissariat

For the convenience of participants entitled to purchase spirits and cigarettes at diplomatic prices, the Commissariat, located on the first floor, will be open Tuesdays, Wednesdays and Thursdays between 1230 and 1400 hours and 1630 and 1800 hours.

Lost and found

Lost articles should be reported to the office of the Chief, ICAO Security Section, telephone extension 6720. 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 Assembly. 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 8236 or 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 hospital to the ICAO premises is the McGill University Health Centre, telephone 514-934-1934.

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 Regional Coordination and Communications Office, telephone extension 8220/8221.

Refreshments

Tea, coffee and soft drinks may be purchased outside the Assembly Hall on the fourth floor of the Conference Centre, during morning and afternoon recesses. Food and beverages are not permitted in conference rooms or the Internet area.

Telephone services

The ICAO general telephone number is 514-954-8219.

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, “9-514” must be dialled before the seven-digit outside number.

The internal telephones located in the Conference Centre cannot be used for direct long-distance calls.

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

Travel service

The ICAO Travel Office is available 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 near the ICAO premises:

National Bank of Canada
600 de la Gauchetière ouest
514-394-4385

Royal Bank of Canada
1 Place Ville-Marie
514-874-7222

Canadian Imperial Bank of Commerce (CIBC)
1155 René-Lévesque ouest
514-876-2323

TD Canada Trust
500 Saint-Jacques ouest (corner of McGill)
514-289-0799

City bus and Metro service

This is operated as an integrated system within the city limits, and transfers may be made at designated points. Fare cards may be purchased in advance at Metro stations (not on the bus). All buses are the “pay-as-you-board” type demanding the exact fare (no change is given) or a fare card. Route and fare information may be obtained by dialling 514-STM-INFO (514-786-4636) or by consulting the website: www.stm.info.

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 1255 rue Peel (corner of Sainte-Catherine Street) offers tourist information for Montréal as well as for the entire province. It can be reached at 1-877-266-5687 every day from 0900 to 1800 hours or at its website: www.bonjourquebec.com.

Transportation to Montréal-Pierre Elliott Trudeau International Airport (Dorval)

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.

The city bus service (the STM) offers a shuttle service between downtown Montréal and the airport 24 hours a day. Information on the fare and schedule can be found by consulting the website: www.stm.info.

Organization of social events

Delegations wishing to reserve dates for a reception or desiring information concerning social functions and invitations should contact the Office of the Secretary General, telephone extension 8042.

Climate

Normal temperatures in late September/early October range between highs of 20°C and lows of 12°C. Average rainfall for the month is 82 mm.

Officers and Secretariat of the Assembly

	<i>Unit</i>	<i>Name</i>	<i>Tel. no.</i>
OFFICE OF THE PRESIDENT OF THE COUNCIL			
President of the Council	PRES	Roberto Kobeh González	8011
Personal Assistant to the President	PRES	D. Mauri	8012
Senior Administrative Assistant	PRES	M. Poitras	6364
OFFICE OF THE SECRETARY GENERAL			
Secretary General	OSG	Raymond Benjamin	8041
Personal Assistant to the Secretary General	OSG	A. Mattei	8042
Senior Administrative Assistant	OSG	A. Duranceau	8043
EXECUTIVE COMMITTEE			
Secretary of the Committee	LEB	D. Wibaux	8036
Deputy Secretary	LEB	J. V. Augustin	6323
Assistant Secretaries	ADB	F. Liu	8224
	RCC	J. Begin	6371
	ADB	J. Girard	8040
	ATB	J. Marriott	5069
	ATB	W. Amaro	8343
	ATB	J. Hupe	6726
	TCB	R. Gallego	8058
Assistant Secretary and Liaison Officer	ACS	C. Rideout	8019
Chief Clerk	ACS	A. Vincent	6359
Précis writers	ACS	S. Black	8018
	ANB	D.J. Cooper	6331
Supervisor, Transcription Typist	ACS	A. Conte	6233
CREDENTIALS COMMITTEE			
Secretary of the Committee	LEB	D. Wibaux	8036
Deputy Secretary	LEB	B. Verhaegen	8035
Assistant Secretaries	ACS	S. Black	8018
		D.J. Cooper	6331

	<i>Unit</i>	<i>Name</i>	<i>Tel. no.</i>
Protocol Officer	ANB	Y. Tirado	6271
External Relations Clerk	LEB	S. Plourde	6270

TECHNICAL COMMISSION

Secretary of the Commission	ANB	N. J. Graham	6125
Deputy Secretaries	ANB	M. Elamiri	8053
	ANB	V. Galotti	6711
Assistant Secretaries	ANB	N. Barrette-Sabourin	6728
		D. Cooper	8287
		M. Costa	8160
		A. Coutu	6407
		C. Dalton	6710
		G. de Leon	6199
		A. Evans	8150
		D. Evans de Maria	8026
		Y. Fattah	7072
		M. Fox	6757
		H. Gourdji	6421
		M. Hohm	8119
		J. Illson	8080
		L. Jonasson	7130
		R. Lambo	8157
		E. Lassoij	6718
		R. MacFarlane	6712
		V. Maiolla	6153
		O. Turpeinen	8194
		Y. Wang	6330
Liaison Officer	ANB	C. Kim	6390
Chief Clerk	ANB	L. Khammar	8189
Administrative Assistant/Supervisor	ANB	L. Wirtanen	6125

ECONOMIC COMMISSION

Secretary of the Commission	ATB	F. Odutola	6297
Deputy Secretaries	ATB	N. Teyssier	8374
		Y.-Z. Wang	8056

	<i>Unit</i>	<i>Name</i>	<i>Tel. no.</i>
Assistant Secretaries	ATB	M. Boulos	6299
		C. Fischer	8179
		O. Nazarov	6284
		G. Resiak	8068
		M. Siciliano	7068
		J. Thaker	6156
Liaison Officer	ATB	T. Hasegawa	8049
Chief Clerk	ATB	T. Mancini	6292
Administrative Assistant/Supervisor	ATB	S. Brain	8196

LEGAL COMMISSION

Secretary of the Commission	LEB	D. Wibaux	8036
Deputy Secretary	LEB	J. V. Augustin	6323
Assistant Secretaries	LEB	B. Verhaegen	8035
		J. Huang	8037
Liaison Officer	LEB	A. Jakob	6785
Chief Clerk	LEB	M. Ackad	6250

ADMINISTRATIVE COMMISSION

Secretary of the Commission	FIN	R. Bhalla	8364
Deputy Secretaries	FIN	A. Parson's	6254
		H. O'Donnell	6335
Assistant Secretaries	FIN	L. Lim	8069
		R. Deslauriers	6239
Liaison Officers	FIN	P. Romano	6242
		A. Bilaver	8027
Chief Clerk	FIN	A. Borsellino	6361

	<i>Unit</i>	<i>Name</i>	<i>Tel. no.</i>
ADMINISTRATIVE SERVICES			
Director, Bureau of Administration and Services	ADB	F. Liu	6154
Deputy Director, Bureau of Administration and Services	ADB	J. Girard	8040
Chief, Language and Publications Branch	LPB	L. Chérif	6110
Administrative Officer	COS	L. Déry	6311
Support and Coordination Officer	ADB	P. Ronzière	8124
Language and Publications Services			
Chief, Interpretation Section	LPB	V. Samochkine	8391
Chief, Reproduction, Sales and External Distribution	RSED	J. Daoust	8205
Supervisor, Documentation Control Unit	LPB	D. Rahmani	8127
Conference Services			
Conference Officer and Registration Supervisor	COS	R. Zagoritis	8226
Commissariat Services Supervisor	COS	G. Lyschyk	6399
Support Tasks Coordinator and Supervisor, Conference Room Attendants	COS	M. Baiao	8098
Conference Technical Services Coordinator	COS	M. Vissa	6737
Registration Assistant	COS	W. Brophy	8246
Meetings Recordings Coordinator	COS	G. Joseph	8386
ICT Services			
ICT Liaison Officer and End-user Support Staff	ICT	P. Martin	6266
ICT Infrastructure Support Staff	ICT	P. Martin J. Sanchez	6266 5980

	<i>Unit</i>	<i>Name</i>	<i>Tel. no.</i>
Electronic Voting System Coordinator	ICT	J.-P. Mercier	6262
Webcasting Coordinator	ICT	S. Soulard	6266
Other Administrative Services			
Communications Officer	RCC	D. Chagnon	8220
Chief, ICAO Security Section	ISEC	L. J.-M. Koukoui	6439
Travel Officer	ADB	E. Liapakis	8095
Library and Reference Services	RWM	G. Giroux	8207
Distribution Supervisor	RWM	G. Beaudet	8109
Expenditure Control Officer	FIN	S. Muldoon	6255
Supervisor/Coordinator, Assembly Information, Welcome Committee and Programme Activities Desk	ATB	A.-M. Steiman	6329
Photographer	RWM	G. Ercolani	6375

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