



# *The Daily Bulletin*

## FACILITATION (FAL) DIVISION — TWELFTH SESSION

Cairo, Egypt, 22 March to 2 April 2004

Bulletin No. 2 - Tuesday, 23 March 2004

The Bulletin will be issued early in the morning of each working day of the Division. 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 Division.

### Second Day of the Session

#### 1. Programme of work for Tuesday, 23 March 2004

Time	Event	Location
0930 hours	2nd Plenary Meeting	Chefren Hall
1400 hours	Committee 1, 1st Meeting	Mycerinos Hall
	Committee 2, 1st Meeting	Chefren Hall

#### 2. Yesterday's meetings

##### 2.1 Official Welcoming Ceremony

The opening ceremony of the Twelfth Session of the Facilitation Division was first addressed by the Honourable General Ahmed Shafique, Minister of Civil Aviation who welcomed the participants to Egypt and stressed the importance of the meeting and its conclusions and recommendations. The President of the Council, Dr. Assad Kotaite thanked the Government of Egypt for hosting this important meeting in ensuring the safety and security of civil aviation. His Excellency, Dr. Atef Ebeid, Prime Minister of Egypt then addressed the Division and welcomed the participants, stressing the challenges facing this meeting.

##### 2.2 Informal Meeting of Heads of Delegations

An informal meeting of the Heads of Delegations was held at 1200 hours, at which various arrangements for the Session were discussed.

## 2.3 First Plenary Meeting

During the First Plenary Meeting at 1400 hours, the President of the Council of ICAO, Dr. Assad Kotaite, formally opened the Session and addressed the Meeting. He informed the meeting that, as of 1400 hours, 76 Contracting States, and 15 international organizations (for a total of 330 participants) had already registered. Other Delegates are expected to arrive later. The Secretary of the Division, Ms. Mary McMunn then welcomed Delegates and introduced the members of the Secretariat.

The Agenda for the Twelfth Session of the Division contained in FAL/12-WP/1 and the Organizational Plan provided in FAL/12-WP/2 and FAL/12-WP/57 were approved by the meeting.

The Plenary then unanimously elected the following Chairmen and Vice-Chairmen:

Mr. M. Elbagoury (Egypt)	- Chairman of the Division
Mrs. M. Munyagi (U.R. Tanzania)	- First Vice-Chairman of the Division
Mr. M. Awan (Pakistan)	- Second Vice-Chairman of the Division
Mr. T.C. Li (China)	- Chairman of Committee 1
Mr. A. Auer (Switzerland)	- Chairman of Committee 2

The Division was informed of the working arrangements for the meeting. It was agreed that the working hours for the meeting would be from 0930 to 1230 hours and 1400 to 1700 hours for the duration of the meeting.

## 3. Today's Programme

### 3.1 Second Meeting of the Plenary

The Division will convene for its second meeting at 0930 hours and will consider the following Agenda items:

		<b>Documentation<sup>1</sup></b>	
		<b>For action<sup>2</sup></b>	<b>For reference or information</b>
<b>Agenda items</b>			
<b>Item 1.1</b>	Developments since the Eleventh Session of the Division	WP/19 (Secretariat) WP/20 (Secretariat) WP/9 (Secretariat)	IP/5 (Secretariat) IP/1 (ECAC) IP/20 (Saudi Arabia)
<b>Item 1.2</b>	Developments since the Eleventh Session of the Division	WP/21 (Secretariat) WP/82 (Kenya, Tanzania, Uganda) WP/24 (WTO) WP/25 (WTO) WP/86 (ACI)	IP/30 (United States)

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<sup>1</sup> Any additional papers received for these Agenda items after production of this Bulletin will be advised during the meeting.

### 3.2 First Meeting of Committee 1

Committee 1 will convene for its First Meeting at 1400 hours in the Mycerinos Hall and will consider the following Agenda items:

Agenda items	Documentation <sup>1</sup>	
	For action <sup>2</sup>	For reference or information
Item 3.1 Facilitation and cargo clearance	WP/13 (Secretariat) WP/42 (IATA) WP/80 (SITA)	IP/15 (Indonesia)
Item 3.2 Security	WP/8 (Secretariat) WP/12 (Secretariat) WP/48 (Secretariat) WP/37(Pakistan) WP/52 (Saudi Arabia) WP/62 (United States) WP/28 (ECAC) WP/30 (TIACA) WP/34 (IATA)	IP/22 (United States) IP/26 (India) IP/33 (United States)

### 3.3 First Meeting of Committee 2

Committee 2 will convene for its First Meeting at 1400 hours in the Chefren Hall and will consider the following Agenda items:

Agenda items	Documentation <sup>1</sup>	
	For action <sup>2</sup>	For reference or information
Item 2 Facilitation and security of travel documents and border control formalities	WP/3 (Secretariat) WP/76 (India)	IP/9 (Secretariat) IP/19 (Rep. of Korea) IP/23 (Singapore)
Item 2.1 MRTDs	WP/10 (Secretariat) WP/14 (Secretariat) Presentation by Malaysia WP/50 (AFCAC)	

## 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 ground level I.

4.2 The first issue of the List of Delegates will contain meeting participants registered as of 1200 hours, Tuesday, 23 March 2004. 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, if not already sent in advance.

## 6. **Document distribution**

6.1 Document distribution for accredited Delegates and Observers will be from the satellite located on ground level I. The Document Distribution Satellite is used exclusively for the distribution of the Division documentation issued by ICAO. Due to space restrictions, documentation and other personal belongings of participants cannot be accepted for safekeeping or short-term storage.

## 7. **Submission of working papers or information papers**

7.1 Delegations wishing to present working papers for consideration by the Division are requested to submit them (including electronic versions if available) to the Secretary of the Division as early as possible, bearing in mind the time necessary for preparation, remote translation, reproduction and distribution. If copies are available in more than one of the official languages of the meeting, they should be presented in each of the languages available. It should not be expected that working papers submitted at this late stage will be translated and made available in time for the relevant discussion. Working papers from Observers and information papers will be produced and distributed in the official language in which they are submitted.

## 8. **Seating arrangements**

8.1 Due to technical and seating limitations, the following seating arrangements have been made:

**Plenary** (Chefren Hall): Maximum of four seats per delegation. Those delegations with five or more delegates are invited to use the seating in the upper gallery or along the back of the room.

**Committee 1** (Mycerinos Hall): Maximum of two seats per delegation. Those delegations with three or more delegates are invited to use the available seating located at the back of the room.

**Committee 2** (Chefren Hall): Maximum of four seats per delegation. Those delegations with five or more delegates are invited to use the seating in the upper gallery or along the back of the room.

8.2 The delegates are reminded to leave the headsets on the table before departing the meeting room.

## 9. **Social functions**

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

Tuesday, 23 March 2004

Reception by the President of the Council of ICAO  
at 1800 hours in the Lotus Ballroom, Sheraton  
Heliopolis Hotel

9.2 Delegations wishing to reserve dates for social functions or to make changes to the above list are requested to contact the Office of the Secretary of the Division.

10. **Miscellaneous**

10.1 **Coffee service** will be made available in the adjoining foyer of the Mycerinos and Chefren Halls during the recesses. The timings for the morning and afternoon recesses will be announced during meetings. A cafeteria serving lunch for the delegates is located on the main floor of the Conference Centre (Nefertiti Ballroom).

10.2 **Business centre.** A business centre with international telephones is located on ground level I next to the Press centre. Signs indicating the location have been posted for the convenience of the delegates.

10.3 **Email centre.** An email centre will be located on ground level I next to the meeting rooms. Signs indicating the location have been posted for the convenience of the delegates.

10.4 **Coordination meetings.** Meeting rooms for ECAC and AFCAC delegates are located on the main floor of the Conference Centre next to the Press centre.

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