

ATTACHMENT C to State letter SC 6/1-12/46

ADMINISTRATIVE ARRANGEMENTS

Agenda

1. Upon consultation with States and concerned organizations via State letter SC 6/1-11/62, dated 29 July 2011 on a proposed agenda for the Conference, the Council approved (C-DEC 195/1) the final agenda as presented in Attachment A. As the agenda covers many important policy issues in international air transport, your attention is drawn to the need for inclusion of appropriate technical experts in your delegation, in the fields of the agenda items to be considered. Although specific experts in the fields of air navigation, safety, security and environment are not required to attend, you may wish to ensure that your delegation is briefed and prepared to address these issues during discussion.

Organization

2. The meeting will be conducted in accordance with the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683), with the exception of Rule 26 which calls for the preparation of summary minutes. The Conference will meet as a single body to allow for the multidisciplinary nature of most of the subject matter. In order to conserve time, there is no provision for opening statements from States or Observers at the Conference.

TENTATIVE ORGANIZATIONAL PLAN

AGENDA ITEM	18 to 22 March 2013									
	M		T		W		T		F	
	18		19		20		21		22	
	am	pm	am	pm	am	pm	am	pm	am	pm
1	O			DR1						
1.1	1.1									
1.2	1.2									
2		2								
2.1		2.1				DR2.1				
2.2			2.2	2.2		DR2.2				
2.3				2.3		DR2.3				
2.4					2.4			DR2.4		
2.5					2.5			DR 2.5		R
2.6						2.6		DR2.6		
2.7							2.7		DR2.7	
2.8							2.8		DR2.8	

O – Opening session

DR – Review of draft report

R – Review of final report

Credentials

3. Credentials are required for the meeting and should be signed on behalf of the State or international organization concerned, by a person duly authorized to do so, giving the name and position of each member of the delegation and indicating the capacity in which he or she is to serve at the meeting (Member States: Delegate, Alternate, Adviser; non-Contracting States and international organizations: Observer). The credentials may be sent in advance to the Secretary General or be deposited, when registering on-site, with the Secretary of the meeting through the designated Credentials Coordinator.

Visa

4. In compliance with Annex 9 — *Facilitation*, paragraph 3.19, Canada has dispensed with the requirement for entry visas for temporary visitors from many States. However, some nationals continue to require visas for entry into Canada. It is suggested that any participant who requires a visa take steps to obtain it in good time from the nearest Canadian authorities. Furthermore, in order to facilitate entry formalities upon arrival in Canada, it is suggested that participants carry with them a copy of the document notifying them that they are representatives of their State/Organization at the meeting and that they so identify themselves to the Canadian immigration authorities.

Registration and other arrangements

5. Online registration for this event and additional information related to hotels and other logistic arrangements are available on the ATConf/6 website at www.icao.int/meetings/atconf6.

Working Language

6. Simultaneous interpretation will be provided during the meeting in English, Arabic, Chinese, French, Russian and Spanish.
