

## ASSEMBLY — THIRTY-FIFTH SESSION

Montréal, 28 September – 8 October 2004

GENERAL INFORMATION  
FOR  
DELEGATES



INTERNATIONAL CIVIL AVIATION ORGANIZATION

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## **Registration of participants**

### ***Formalities***

All participants are requested to register. Upon registration, delegates will be issued an ICAO security pass which will be required to access the Conference Centre and to obtain documentation.

In order to avoid unnecessary delays on the opening day of the Assembly and to facilitate the registration procedure, a registration centre will be in operation at the international arrivals terminal at the Pierre Elliott Trudeau International Airport on 26 and 27 September from 1400 to 2200 hours to enable delegates to register for the Assembly immediately upon arrival in Montréal. Special signs indicating the ICAO Registration Desk 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 registration centre will also be in operation on Monday, 27 September, from 0900 to 2000 hours, and daily from 28 September to 8 October, from 0830 to 1700 hours, at the Conference Centre of ICAO Headquarters.

### ***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 7600/5) 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 should be designated as the Chief Delegate.

Under Rule 6 a), delegations should 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 credentials with the Secretary General prior to the opening of the Session or as soon as practicable thereafter. In compliance with international practice, the credentials must be presented in written form and duly signed on behalf of the State or organization concerned. Credentials may be transmitted by facsimile; however, cables, telexes and electronic transmissions will not be accepted. Credentials will be accepted at the registration centre.

### ***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 corrected 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 security 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 and the office tower. Although special care should be taken not to lose these passes, registration personnel will provide replacements upon proper identification.

Security passes of a different colour 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 fourth 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 fourth 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, 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 in the foyer of the Assembly Hall on the fourth floor of the Conference Centre. Documents will be distributed daily from 0900 to 1700 hours.

Each participant will be allocated a distribution box, the number of which corresponds to the registration number inscribed on the building security pass.

### ***Submission of documents***

Participants wishing to submit papers for consideration by the Assembly should hand them to the Secretary of the Commission or Committee concerned.

Papers should be as concise as possible, not more than four pages, and should be submitted (a hard copy and an electronic version) at the earliest opportunity because a reasonable period must be allowed for their translation, reproduction and distribution. They could be sent directly by e-mail to [icaohq@icao.int](mailto:icaohq@icao.int) with an identification of the word processing system used. Diagrams and other schematic presentations should be in a form suitable for reproduction.

Upon registration, each participant will be asked to state the language in which documentation is required. Participants are asked to limit their requests for documentation to the minimum necessary.

### ***Statements by delegations***

Statements by delegations may either be delivered orally at a Plenary meeting or be submitted for distribution in printed form.

Statements made orally will appear in the minutes of the meeting. Participants choosing this option are requested, for the benefit of the interpreters, to submit copies of the statement well in advance to the registration centre or to the Document Distribution Satellite.

Statements for distribution should be submitted to the Secretary of the Executive Committee. They will be issued only as Assembly working papers.

### ***ICAO Daily Bulletin***

A *Daily Bulletin* will be issued daily 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 documents referred to in the A35 list of documentation will be distributed through the Document Distribution Satellite. Chief Delegates

may be provided on request with a copy of any other ICAO document required for Assembly reference. Additional copies of other saleable ICAO publications may be purchased at half the regular price from the Internal Distribution counter on the first floor, telephone extension 8109.

### ***Web, Library and Archives***

Assembly documentation in all working languages of the Organization will be posted permanently on the ICAO public website ([www.icao.int](http://www.icao.int)). Participants are invited to avail themselves of the ICAO Web, Library and Archives facilities located in 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 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 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, 20 computer workstations configured with most of the Microsoft Office tools, and 2 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 and Thursdays between 1230 and 1400 hours, and 1700 and 1830 hours.

### ***ICAO cafeteria***

The facilities of the ICAO cafeteria located on the fifth floor of the office tower are at the disposal of participants from 0800 to 1530 hours on weekdays.

### ***Smoking***

Smoking is **not** permitted at ICAO Headquarters, except in the designated smoking area in the ICAO cafeteria.

### ***Lost and found***

Lost articles should be reported to the office of the Chief, Conference and Office Services Section, telephone extension 8227. 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 hospitals to the ICAO premises are:

McGill University Health Centre  
687, avenue des Pins ouest  
Telephone: 934-1934

Hôtel-Dieu  
3840, rue Saint-Urbain  
Telephone: 890-8000

Hôpital Saint-Luc  
1058, rue Saint-Denis  
Telephone: 890-8000

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 ICAO External Relations and Public Information Office, telephone extension 8221.

### ***Refreshments***

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

### ***Telephone services***

The ICAO general telephone number is 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” must be dialled before the outside number.

The internal telephones located in the Conference Centre cannot be used for direct long-distance calls. Long-distance calling cards may be purchased from the telephone operator in the lobby of the Conference Centre from 0830 to 1030 hours and from 1230 to 1400 hours daily. These cards can also be purchased at the City Centre Air Terminal located at 777 de la Gauchetière ouest, corner of University Street.

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

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

### ***Travel service***

The ICAO Travel Office would be glad 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 in relation to the ICAO premises:

National Bank of Canada  
600, rue de la Gauchetière ouest  
Telephone: 394-4385

Royal Bank of Canada  
1 Place Ville-Marie  
Telephone: 874-7222

Canadian Imperial Bank of Commerce  
1155, boulevard René-Lévesque ouest  
Telephone: 876-2323

TD Canada Trust  
500, rue Saint-Jacques (corner of McGill)  
Telephone: 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. Tickets may be purchased in advance at metro stations (not on the bus). All buses are the “pay-as-you-enter” type with the exact fare demanded (no change is given) or a ticket. Route and fare information may be obtained by dialling 288-6287.

### ***Consular offices in Montréal, hotels and airlines***

A list of the telephone numbers and addresses of Consular offices, hotels and airlines is given in the ICAO telephone directory.

### ***Newspapers and magazines***

A wide range of international newspapers, magazines and other publications, including street maps, are carried by:

The Metropolitan News Agency  
1109, rue Cypress (off Peel Street just south of Sainte-Catherine Street)  
Telephone: 866-9227

Maison de la presse internationale  
1166, rue Sainte-Catherine ouest  
Telephone: 861-6767

Maison de la presse  
Place Ville-Marie  
Galerie des boutiques  
Telephone: 397-0324

Indigo Bookstore  
1500, avenue McGill College (off Sainte-Catherine Street)  
Telephone: 281-5549

The ICAO Library subscribes to all major aviation-oriented magazines and periodicals. Participants are invited to make use of these facilities. Current issues of leading Montréal and international newspapers are also available in the Library.

### ***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 1001 Square Dorchester (between Peel and Metcalfe Streets, one street south of Sainte-Catherine Street), offers tourist information for Montréal as well as for the entire province. It can be reached at 873-2015 every day from 0900 to 1700 hours or at its website: <http://www.tourisme.gouv.qc.ca>.

### ***Transportation to Pierre Elliot 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 Centre Air Terminal, *Aéroports de Montréal*, 777 de la Gauchetière ouest, corner of University Street, offers bus service to Pierre Elliot Trudeau International Airport. Buses depart every 30 minutes. Information on fares and schedules may be obtained at 394-7369.

### **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>Room</i>	<i>Tel. no.</i>
President of the Assembly			
President of the Council	Dr. Assad Kotaite	12.20	8011
Personal Assistant	Mrs. D. Mauri	12.20	8012
Senior Administrative Assistant	Mrs. M. Poitras	12.20	6364
Secretary General	Dr. T. Chérif	12.15	8041
Personal Assistant	Mrs. A. Mattei	12.15	8042
Secretary	Mrs. A. Duranceau	12.15	8043

### *Executive Committee*

Secretary of the Committee	Ms. L. Boisvert	12.10	8040
Assistant Secretaries	Mr. R. Abeyratne	11.20	6732
	Mr. D. Antonini	11.10	6760
	Ms. P. Anderson	11.10	8283
	Mr. J. Crayston	11.25	6371
	Mrs. J. Hupe	11.25	6726
	Mr. J.-C. Bugnet	11.40	8053
	Dr. C. Curdt-Christiansen	7.10	8150
	Mr. G. Herpst	6.05	8157
	Mr. P. Lamy	6.70	8152
	Mr. H. Belai	10.10.06	6409
Assistant Secretary and Liaison Officer	Mrs. C. Rideout	4.05	8019

### *Credentials Committee*

Secretary of the Committee	Ms. L. Boisvert	12.10	8040
Assistant Secretaries	Miss S. Black	4.05	8018
	Mrs. D. Cooper	7.15	8287

		<i>Room</i>	<i>Tel. no.</i>
<i>Technical Commission</i>			
Secretary of the Commission	Mr. W.R. Voss	7.15	8176
Deputy Secretary	Mr. M.C.F. Heijl	7.15	6709
Assistant Secretary	Ms. J. Bacon	7.15	6390
Liaison Officer	Ms. C. Riccardi	7.15	5056
<i>Economic Commission</i>			
Secretary of the Commission	Mr. M. Elamiri	11.20	6297
Deputy Secretary	Mr. J. Crayston	11.25	6371
Assistant Secretaries	Mr. A. Costaguta	11.30	8374
	Mr. J. Gunther	11.10	8046
	Mr. O. Magnusson	11.05	6122
	Ms. M. McMunn	11.15	8052
	Miss G. Resiak	11.15	8068
Liaison Officer	Mr. R. Abeyratne	11.20	6732
<i>Legal Commission</i>			
Secretary of the Commission	Mr. D. Wibaux	12.45	8036
Deputy Secretary	Mr. S. Espinola	12.40	8038
Assistant Secretary and Liaison Officer	Mr. J. Augustin	12.45	6323
<i>Administrative Commission</i>			
Secretary of the Commission	Mr. S. Kandasamy	5.15	8364
Deputy Secretaries	Mr. Y. Jobe	5.15	8087
	Mrs. C. Ouerghi	5.15	8093
	Mr. A. Parson's	5.15	6254
Assistant Secretaries	Miss L. Lim	5.15	8069
Liaison Officer	Mr. E. de Andrades	5.15	8085



		<i>Room</i>	<i>Tel. no.</i>
<i>Administrative Services</i>			
Director, Bureau of Administration and Services	Mr. A. P. Singh	4.10	8224
Administrative Officer of the Assembly	Mr. M. Blanch	4.10	6798
Deputy Administrative Officer and Chief, Printing Section	Mr. J. Daoust	A.10	8205
Building Services Officer	Mr. L. Koukoui	4.10	6439
Conference Technical Services Coordinator	Mr. J. Gajardo	4.10	6797
Chief, Language and Publications Branch	Mr. Y. N. Beliaev	9.10	8123
Chief, Interpretation Section	Mrs. R. Ezrati	9.10	8391
Document Control Officer	Miss A. K. Craig	9.20	8127
Council Secretariat Officer	Mrs. C. Rideout	4.05	8019
Registration Supervisor	Mrs. R. Zagoritis	4.10	8226
Supervisor/Coordinator, Assembly Information and Welcome Committee			
Programme Activities Desk	Mrs. A.-M. Steiman	10.10	6751
Supervisor, Internal Distribution Unit	Mr. S. Gauthier	1.10	8109
Chief, English and Publications Section	Mr. D. Wilson	8.25	8119
Chief, French Section	Mr. P. Butler	9.05	8140
Chief, Spanish Section	Mr. H. Scarone	9.25	8167
Chief, Russian Section	Mr. V.A. Gapakov	8.20	8148
Chief, Arabic Section	Mr. S. Mostafa	8.10	8139
Chief, Chinese Section	Mr. K. Li	8.15	8354
Chief, Terminology, Reference and Documentation Section	Mrs. F. Chartrand	9.15	8125
Personnel Officer	Miss D. Wall	4.35	8117
Travel Officer	Mr. E. Liapakis	4.20	8095

		<i>Room</i>	<i>Tel. no.</i>
<i>External Relations and Public Information Office</i>			
Acting Chief, External Relations and Public Information Office	Ms. L. Boisvert	12.10	8040
Public Information Officer	Mr. D. Chagnon	12.05	8220
<i>Regional Affairs Office</i>			
Chief, Regional Affairs Office	Mr. V. Zubkov	12.50	8183
<i>Technical Co-operation Bureau</i>			
Director of Bureau	Mr. A. Sanchez	25.037	8065
Acting Deputy Director	Mr. B. Hakim	25.022	8066
Field Operations Sections			
Africa	Mr. G. Moshabesha	25.052	6312
The Americas	Mr. W. Amaro	25.041	8343
Asia and Pacific	Mr. W. Sander- Fischer	25.074	6767
Europe and Middle East	Mr. V. I. Dorofeyev	25.069	8082

