



**WORKING PAPER**

**TENTH SESSION OF THE STATISTICS DIVISION**

**Montréal, 23 to 27 November 2009**

**ADMINISTRATIVE ARRANGEMENTS OF THE MEETING**

(Presented by the Secretariat)

**1. INTRODUCTION**

1.1 This paper describes the organizational arrangements for the Tenth Session of the Statistics Division (STA/10). They are in addition to the *Standing Rules of Procedure for Meetings in the Air Transport Field* (Doc 8683-AT/721) and the Directives of the Council concerning the Conduct of ICAO Meetings (Doc 7986-C/915). It is noted that the Council has suspended Rule 26 of Doc 8683 (which calls for preparation of summary minutes); in lieu thereof, the results of the discussions, including possible recommendations, will be provided in the report of the meeting. The meeting will consider proposals resulting from the Fourteenth Meeting of the Statistics Panel (STAP/14) to implement adjustments to the ICAO Statistics Programme.

**2. TENTATIVE WORK PROGRAMME**

2.1 The meeting will work as one body to deal with all agenda items. No provision has been made for working groups but if such groups are established during the division, meeting facilities will be provided. The tentative work programme is attached in Appendix A to this paper.

**3. CONVENING OF THE MEETING**

3.1 The opening meeting of the division will be held on Monday, 23 November 2009, at 1030 hours in the Assembly Hall, on the fourth floor of the Conference Centre. It will be preceded at 1000 hours by a brief informal meeting of heads of delegations of Contracting States in the Assembly Hall only to discuss administrative matters related to the organization and working methods of the meeting.

**4. REGISTRATION OF PARTICIPANTS**

4.1 The registration desk which is located on the first floor(ground floor) of the ICAO Conference Centre, will be open from on Sunday, 22 November 2009, between 1500 and 1900 hours for

registration, Monday, 23 November 2009, between 0800 and 1700 hours and each working days from 24 to 27 November 2009, between 0900 and 1700 hours.

**5. WORKING HOURS**

5.1 The working hours for the Session will be:

Mornings – 0930 to 1230 hours  
Afternoons – 1400 hours to 1700 hours

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

**6. ADDITIONAL INFORMATION**

6.1 During the meeting, a maximum of two copies of the Conference documentation will be distributed to each delegation. The documentation distribution area is located on the 4th floor of the Conference Centre.

6.2 Orders of business will be issued for the division.

6.3 The daily bulletin containing brief details on the progress of the work, the arrangements for the session and subjects to be discussed, and other matters of interest to delegates will be distributed each working day.

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APPENDIX A

TENTATIVE WORK PROGRAMME

Sunday, 22 November 2009	
1500 – 1900	On-site registration (main lobby level)
Monday, 23 November 2009	
0800 – 1700	On-site registration (main lobby level)
1000 – 1030	Informal meeting with Heads of Delegations
1030 – 1100	Opening Ceremony
1100 – 1115	<i>Coffee Break</i>
1115 – 1230	Agenda Item 1
1230 – 1400	<i>Lunch</i>
1400 - 1500	Agenda Item 1(continued)
1500 – 1520	<i>Coffee Break</i>
1520 – 1700	Agenda Item 2
1730 – 1900	<i>Welcome Reception</i>

Tuesday, 24 November 2009	
0900 – 1700	On-site registration (main lobby level)
0930 – 1100	Agenda Items 2 (continued)
1100 – 1115	<i>Coffee Break</i>
1115 – 1230	Agenda Item 3
1230 – 1400	<i>Lunch</i>
1400 - 1500	Agenda Item 4
1500 – 1520	<i>Coffee Break</i>
1520 – 1700	Agenda Item 4 (continued)

Wednesday, 25 November 2009	
0900 – 1700	On-site registration (main lobby level)
0930 – 1100	Agenda Item 5 and 6
1100 – 1115	<i>Coffee Break</i>
1115 – 1230	Agenda Items 7 and 8
1230 – 1400	<i>Lunch</i>
1400 - 1500	Review of draft report (Agenda Items 1, 2 and 3)
1500 – 1520	<i>Coffee Break</i>
1520 – 1700	Agenda Items 8 (continued)

<b>Thursday, 26 November 2009</b>	
<b>0900 – 1700</b>	<b>On-site registration</b> (main lobby level)
<b>0930 – 1100</b>	Agenda Items 9 and 10
<b>1100 – 1115</b>	<i>Coffee Break</i>
<b>1115 – 1230</b>	Agenda Items 11 and 12
<b>1230 – 1400</b>	<i>Lunch</i>
<b>1400 - 1500</b>	Review of draft report (Agenda Items 4, 5, 6, 7 and 8)
<b>1500 – 1520</b>	<i>Coffee Break</i>
<b>1520 – 1700</b>	Agenda items 13, 14 and 15

<b>Friday, 27 November 2009</b>	
<b>0900 – 1700</b>	<b>On-site registration</b> (main lobby level)
<b>0930 – 1100</b>	Review of draft report (Agenda Items 9, 10, 11, 12, 13, 14 and 15)
<b>1100 – 1115</b>	<i>Coffee Break</i>
<b>1115 – 1230</b>	Review of draft report (Agenda Items 9, 10, 11, 12, 13, 14 and 15) (continued)
<b>1230 – 1400</b>	<i>Lunch</i>
<b>1400 - 1500</b>	
<b>1500 – 1520</b>	<i>Coffee Break</i>
<b>1520 – 1700</b>	

Please note that the Chairman of the Meeting, under delegation of authority, will approve the final report material on behalf of the Divisional Meeting.

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