



International Civil Aviation Organization

THE DAILY BULLETIN

ASSEMBLY - 38th SESSION

Number 1
24/9/13

The ICAO Daily Bulletin, which will be issued early in the morning of each working day of the Assembly, will contain the schedule of meetings for the day of issue; a brief summary of the previous day's work of the Assembly and announcements of general interest.

Schedule of Meetings: Tuesday, 24 September 2013

Informal Meeting of Heads of Delegations of Contracting States only	0945 hours	Assembly Hall (Conference Rooms 1 & 2 4th floor of the Conference Centre)
Opening Plenary Meeting	1100 hours	Assembly Hall
Second Plenary Meeting	1500 hours	Assembly Hall

ICAO Secretariat Presentations

Thematic information sessions will be held in the Assembly Hall Foyer.

Topic: AVSEC Capacity Building & Assistance

Presenter: Jim Marriott, Chief, Aviation Security Branch

Date/Time: 24 September at 1200 hours

Location: Assembly Hall Foyer, 4th floor of the Conference Centre

Topic: Aviation and Environment: Setting the Scene/Launching 2013 Environment Report

Presenter: Jane Hupe, Chief, Environment Branch

Date/Time: 24 September at 1225 hours

Location: Assembly Hall Foyer, 4th floor of the Conference Centre

Computers

Eight computer workstations configured with most of the Microsoft Office tools, and two printers will be available at the Internet Café on the first floor of the Conference Centre for participants who wish to access the Internet to use Web-based e-mail services. In addition, three more computer workstations and one printer will be available at the Business Centre on the 4th floor of the Conference Centre.

Assembly Documentation in Electronic Format

ASSEMBLY DOCUMENTATION IN ELECTRONIC FORMAT

All Assembly documentation is available at www.icao.int/a38

For reference publications, go to <https://portal.icao.int/icao-net>, using your user name and password

Document Distribution

The Document Distribution area in the Business Centre is located on the fourth floor of the Conference Centre. Its hours of operation will be from 0800 to 1700 hours. Additionally, delegates are invited to note the information provided in ICAO State Letter SA – 38/1 – 13/13, Subject: Thirty-eighth Session of the Assembly, Montréal, 24 September to 4 October 2013 that each delegation will receive a maximum of **two** sets of copies of Assembly documentation. Should an individual wish to obtain a specific paper, it will be possible to get it through the ICAO public web-site.

Announcements

1. List of Delegates

1.1 The List of Delegates will be published on the ICAO public website (<http://www.icao.int/a38>). Amendments to the list should be notified to the Registration Desk. Revised lists will be issued during the course of the Assembly.

2. Formal Opening Plenary and Seating Arrangements

2.1 Seating arrangements for the formal Opening Plenary are based on the number of participating Member States, the size of their delegations and the capacity of the Assembly Hall. Some additional seats are available to participants in the Observation Gallery located on the fifth floor of the Conference Centre. Participants are also invited to view the opening proceedings in Conference Room 3 which is fully interactive with the Assembly Hall and monitored by the Chair of the Meeting. Conference Rooms 5 and 6 located on the third floor of the Conference Centre will also be used as overflow rooms which have audio and video capabilities in the six official languages. The foyer area outside Conference Room 3 can also be used to view the opening proceedings. The following link can be used to connect to the live web cast of the Opening Ceremony <http://www.icao.int/Meetings/a38/Pages/default.aspx>.

3. Simultaneous interpretation equipment

3.1 On top of the table you will find an audio control unit. The language selector gives you the choice of language:

Original	0	Russian	4
English	1	Chinese	5
French	2	Arabic	6
Spanish	3		

4. Monitoring Exchange (MX) System

4.1 National Delegations with offices in the ICAO Headquarters premises can follow the proceedings of the Plenary of the Assembly meetings on the MX System by dialling the code numbers on their sets as follows:

	Assembly Hall
Original	11
English	12
French	13
Spanish	14
Russian	15
Chinese	16
Arabic	17

5. Early Departure of Participants

5.1 **Early departure of an entire delegation** should be notified in writing to the Secretary General. Such notification may be deposited at the Distribution Satellite on the 4th floor of the Conference Centre.

6. Commissariat services

6.1 For the convenience of Delegations and Secretariat, the Commissariat hours of operation throughout the Assembly will be as follows:

Monday to Friday	1200 – 1400 hours 1700 – 1800 hours (after sessions)
Saturday	1200 -1400 hours 1700 -1800 hours (after sessions)

Staff Association Boutique

We would like to invite you to visit our Boutique located on the first floor of the Conference Centre.

Special philatelic envelope

On the occasion of the 38th Session of ICAO Assembly (A38), a special philatelic envelope will be issued. This limited-edition envelope can be purchased during the Assembly for CAD 4.00 each from the Staff Association boutique, located on the first floor of the Conference Centre.

This envelope will be sold with two different stamps, both bearing the same cachet/design on the left side.