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Ref: EC 2/43.2.52

7 March 2002

Subject: Regional Workshop on Airport and Route Facility Management (Montreal, 15 to 19 April 2002)

Action required: Reply concerning attendance and submission of working papers not later than 2 April 2002

Sir/Madam,

I have the honour to invite your Administration to participate in a regional workshop for the Americas on airport and route facility management which ICAO is holding in Montreal from 15 to 19 April 2002.

Invitations to send to participants to the workshop are being addressed to the following Contracting States:

Antigua and Barbuda	Ecuador	Panama
Argentina	El Salvador	Paraguay
Bahamas	France (Overseas Territories)	Peru
Barbados	Grenada	Saint Lucia
Belize	Guatemala	Saint Vincent and the Grenadines
Bolivia	Guyana	Suriname
Brazil	Haiti	Trinidad and Tobago
Canada	Honduras	United Kingdom (Overseas Territories)
Chile	Jamaica	United States
Colombia	Mexico	Uruguay
Costa Rica	Netherlands (Overseas Territories)	Venezuela
Cuba	Nicaragua	
Dominican Republic		

Two non-Contracting States will also be invited to send participants, i.e. Dominica and Saint Kitts and Nevis. Additionally, the Airports Council International (ACI), the Central American Corporation for Air Navigation Services (COCESNA), the International Air Transport Association (IATA), the Latin

American Civil Aviation Commission (LACAC) and the Latin American International Air Transport Association (AITAL) are being invited to attend.

Following the pattern established for such workshops, the agenda will be as follows:

1. ICAO policy on airport charges
2. Organizational structures of airports, including commercialization
3. Airport financial management
4. Airport charges on air traffic and their collection
5. Development and management of non-aeronautical activities
6. Infrastructure financing
7. ICAO policy on air navigation services charges
8. Organizational structures of air navigation services, including international cooperation
9. Financial management of air navigation services
10. Air navigation services charges and their collection

Special attention will be given to the implementation of recommendations of the Conference on the Economics of Airports and Air Navigation Services (ANSCConf 2000), held in Montreal 19 to 28 June 2000, including privatization and cooperative ventures as well as general cost recovery issues.

These workshops are intended to be informal meetings providing a forum for participants from States to receive advice and freely exchange views and information on economic aspects of the operation and management of airports and route facilities (and air navigation services in general), so as to encourage consistency and standardization in implementing decisions and recommendations arrived at by Contracting States in formal ICAO meetings (such as ANSCConf 2000). Those participating should come prepared to discuss any problems relating to such matters as well as possible solutions, in an informal and practical way.

It should be emphasized that representatives of autonomous entities (public as well as private) for airports and air navigation services in your State are welcome to participate in these workshops. The participation of such entities is in the interest of States with respect to their obligations under the *Convention on International Civil Aviation* in Doc 7300 (the Chicago Convention), and will further increase the dissemination of ICAO policy and guidance. As invitations to ICAO workshops are addressed to States, you are encouraged to bring this invitation also to the attention of any autonomous entities established in your State and to include them in your participation where possible.

There is no attendance fee and the most essential meeting documentation will also be provided by ICAO free of charge (the *Airport Economics Manual* (Doc 9562) and the *Manual on Air Navigation Services Economics* (Doc 9161/3)). Some of the ICAO publications that will be used during the workshop are available via the ICAO web site <http://www.icao.int> and the participants should therefore provide themselves with copies of these documents and bring them to the meeting. This is applicable to the following documents: *ICAO's Policies on Charges for Airports and Air Navigation Services* (Doc 9082/6), the *Report of the Conference on the Economics of Airports and Air Navigation Services* (Doc 9764, ANSCConf 2000) as draft report material, and the *Report of the World-wide CNS/ATM Systems Implementation Conference* (Doc 9719). To access these publications see guidance in Attachment A. The distribution of other reference documents will be limited to one per delegation, but attendees who may wish to purchase copies of the relevant publications (either prior to the meeting or at the ICAO Headquarters during the meeting) will be accorded a 50% discount by quoting the reference number of the meeting when

ordering. A complete list of ICAO publications used as reference documents for the meeting is in Attachment A.

Travel and daily subsistence costs for participants are the responsibility of the nominating Administration, or the autonomous entity, if applicable. Participants with a satisfactory level of attendance in the workshop will be awarded an ICAO certificate.

The working languages of the workshop will be English and Spanish. In accordance with the Council's guidelines for the conduct of such workshops, ICAO Secretariat working papers for the meeting will be kept to a minimum. Such papers will consist of explanatory notes on the agenda and a few other working papers which will be distributed subsequently. Some working papers, as well as this letter of invitation, will be accessible under the *Meetings* heading of the ICAO website <http://www.icao.int>. Participants having points of interest or information relating to the agenda are encouraged to prepare informal working papers not exceeding three pages on such matters for the workshop and, to ensure their timely distribution to other participants, should forward these to reach me as soon as possible, and in any event **not later than 2 April 2002**. Such working papers, as well as those prepared by the Secretariat, are intended solely to facilitate discussions at the meeting and will not be given general distribution outside the workshop.

In order that further planning for the meeting may proceed in good time, I would very much appreciate your letting me know by **not later than 2 April 2002** whether or not your Administration intends to participate in the workshop, and if it intends to participate, at the same time also advise me of the names and official positions of those who will be attending, including participants from autonomous entities.

The workshop will convene in Conference Room 5 at the ICAO Headquarters, Montreal, with its opening meeting commencing at 1000 hours on Monday, 15 April 2002. Registration will take place from 0900 to 1000 hours. At registration, participants will be issued an identification badge which will be required to access the Conference Centre.

A list of suggested hotels, their rates and other relevant information is contained in the Attachment B. Participants should contact the hotel of their choice directly for reservation purposes.

Accept, Sir/Madam, the assurances of my highest consideration.

R.C. Costa Pereira
Secretary General

Attachments:

- A – ICAO publications and guidance to access ICAO documents
- B – List of hotels, rates and other relevant information

ATTACHMENT A

ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS IN THE WORKSHOP DISCUSSIONS (IN ADDITION TO WORKING PAPERS ISSUED FOR THE MEETING)

Doc 7300/6	Convention on International Civil Aviation
Doc 9082/6	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 9764, ANSConf 2000	Report of the Conference on the Economics of Airports and Air Navigation Services
Doc 9562	Airport Economics Manual
Doc 9161/3	Manual on Air Navigation Services Economics
Doc 7100 ! 2001 Edition	Tariffs for Airport and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Circular 142-AT/47	Development of Non-Aeronautical Revenues at Airports
Doc 9719	Report of the World-wide CNS/ATM Systems Implementation Conference
Doc 9660	Report on Financial and Related Organizational and Managerial Aspects of Global Navigation Satellite Systems (GNSS) Provision and Operation

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's web site: <http://www.icao.int>.
 2. On the left side of the page, navigate down to the heading "Publications" and select "Free publications" to find "Doc 9082 - ICAO's Policies on Charges for Airports and Air Navigation Services".
 3. Back on the left side of the ICAO web page, navigate down to the heading "Meetings" and select "List of meetings". Scroll down on the right side and click on "ICAO Meetings and Conference Archives".
 4. Go to "2000" to find the "Conference on the Economics of Airports and Air Navigation Services - ANSConf 2000". On the left side of the ANSConf 2000 web page select "Working Papers" and you will find draft report material starting with WP/101.
 5. Go back to "ICAO Meetings and Conference Archives" then to "1998" to find the "World Wide CNS/ATM Systems Implementation Conference". Click on "Final Report".
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ATTACHMENT B



HOTELS IN DOWNTOWN MONTRÉAL, DAILY RATES
HÔTELS SITUÉS DANS LE CENTRE DE MONTRÉAL, TARIFS JOURNALIERS
HOTELES CÉNTRICOS DE MONTREAL, PRECIOS DIARIOS
ГОСТИНИЦЫ В ЦЕНТРЕ МОНРЕАЛЯ, СУТОЧНЫЕ РАСЦЕНКИ
 قائمة الفنادق الموجودة في وسط مدينة مونتريال والأسعار اليومية

Map Plan Plano Карта الخريطة	Hotel/Telephone/Fax Hôtel/Téléphone/Fax Hotel/Teléfono/Fax Гостиница/Телефон/Факс اسم الفندق/رقم الهاتف والفاكس	Addresses Adresses Direcciones Адрес العنوان	1 Pers. 1 чел. شخص واحد (Can. \$)	2 Pers. 2 чел. شخصان (Can. \$)
1	Best Western Europa 866-6492 / 861-4089	1240 Drummond Street (Peel Metro)	85.00*	105.00*
2	Bonaventure Hilton 878-2332 / 878-3881	1 Place Bonaventure (Bonaventure Metro)	135.00	135.00
3	Renaissance Hôtel du Parc 288-6666 / 288-2469	3625 avenue du Parc	139.00	139.00
4	Holiday Inn Select 879-9888 / 878-6341	99 Viger Street West (Place d'Armes Metro)	114.00	114.00
5	Intercontinental 987-9900 / 987-9904	360 St-Antoine Street West	149.00	149.00
6	Maritime 932-1411 / 932-0446	1155 Guy Street	109.00	109.00
7	Marriott Château Champlain 878-9000 / 878-6761	1050 rue de la Gauchetière (Bonaventure Metro)	143.00	143.00
8	Wyndham Montréal 285-1450 / 285-1243	1255 Jeanne-Mance Street (Place des Arts Metro)	125.00	116.00
9	Quality 849-1413 / 849-6564	3440 avenue du Parc	90.00	90.00
10	Queen Elizabeth 861-3511 / 954-2256	900 René-Lévesque Blvd. West	175.00	159.00
11	Delta Centre-ville 879-1370 / 879-1831	777 University Street	135.00	135.00
12	Sheraton Centre 878-2000 / 878-2305	1201 René-Lévesque Blvd. West (Peel & Bonaventure Metro)	170.00	186.00
13	Best Western 288-4141 / 288-3021	3407 Peel Street	129.00 (taxi vouchers included)	129.00
14	Four Points Hotel and Suites Sheraton 842-3961 / 842-0945	475 Sherbrooke West	109.00	125.00
15	Hotel Travelodge 874-9090	50 René-Lévesque Blvd. West	75.00	75.00
16	Ritz Carlton Montreal 842-4212	1228 Sherbrooke West	135.00	135.00

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*Continental Breakfast included/Petit déjeuner européen compris/Desayuno continental incluido/В расценки включена стоимость "континентального" завтрака/ "يتضمن وجبة افطار "كونتيننتال"

To benefit from the ICAO preferential rate, reservations must be made through the Travel Section at ICAO/Pour bénéficier du tarif préférentiel OACI, il faut réserver par l'intermédiaire de la Section des voyages de l'OACI/Para beneficiarse de la tarifa preferente de la OACI, la reserva ha de hacerse a través de la Sección de viajes al servicio de la OACI/Льготная ставка ИКАО; предоставляется при бронировании через Секцию организации поездок в ИКАО/

يرجى الحجز عن طريق قسم السفريات في المنظمة للاستفادة من سعر الصرف المخصوص للإيكاو

**APARTMENT HOTELS/HÔTELS RÉSIDENCES/HOTEL DE APARTAMENTOS/
ГОСТИНИЦЫ С НОМЕРАМИ КВАРТИРНОГО ТИПА/**

شقق مفروشة في الفنادق

Map Plan Plano Карта الخريطة	Hotel/Telephone/Fax Hôtel/Téléphone/Fax Hotel/Teléfono/Fax Гостиница/Телефон/Факс اسم الفندق/رقم الهاتف والفاكس	Addresses Adresses Direcciones Адрес العنوان	1 Pers. 1 чел. شخص واحد (Can. \$)	2 Pers. 2 чел. شخصان (Can. \$)
A	L'Appartement 284-3634 / 287-1431	455 Sherbrooke Street West	86.00	86.00
B	La Tour Centre-ville 866-8861 / 866-7257	400 René-Lévesque Blvd. West	72.00	72.00
C	Le Nouvel Hôtel 931-8841 / 931-3233	1740 René-Lévesque Blvd. West	119.00	119.00
D	Le Montfort 934-0916 / 939-2552	1975 de Maisonneuve West (Guy Metro)	90.00	90.00
E	Le Richebourg 935-9224 / 935-5049	2170 Lincoln Avenue	89.00	89.00
F	Cantlie Suites 842-2000 / 844-7808	1110 Sherbrooke Street West (Peel Metro)	100.00 (taxi vouchers included)	100.00
G	Château Royal 848-0999 / 848-1891	1420 Crescent Street	92.00 jr. suite	92.00 jr. suite
H	Clarion Hotel & Suites 931-8861 / 931-7726	2100 de Maisonneuve West	98.00	98.00
I	Marriott Residence Inn 982-6064 / 844-8361	2045 Peel Street	125.00	118.00
J	Tour Belvédère 935-9052 / 935-9532	2175 de Maisonneuve West	82.00	82.00
K	Springhill Suites Marriott 875-4333	445 St. Jean-Baptiste	129.00	129.00

NOTES/NOTAS/ПРИМЕЧАНИЯ/ ملاحظات:

Delegates should specify that they are attending an ICAO meeting.
Les délégués doivent préciser qu'ils participent à une réunion de l'OACI.
Los delegados deben especificar que participan en una reunión de la OACI.
Делегаты должны указывать, что они участвуют в совещании ИКАО.
يتعين على المندوبين أن يبلغوا إدارة الفندق بأنهم يشاركون في اجتماع لالاكو .

Rates are subject to confirmation on placement of reservations and season.
Les tarifs varient selon la saison et doivent être confirmés au moment de la réservation.
Conviene confirmar las tarifas al hacer la reserva teniendo en cuenta la estación.
Расценки подлежат уточнению при бронировании и зависят от сезона.

الأسعار تؤكد عند إجراء الحجز

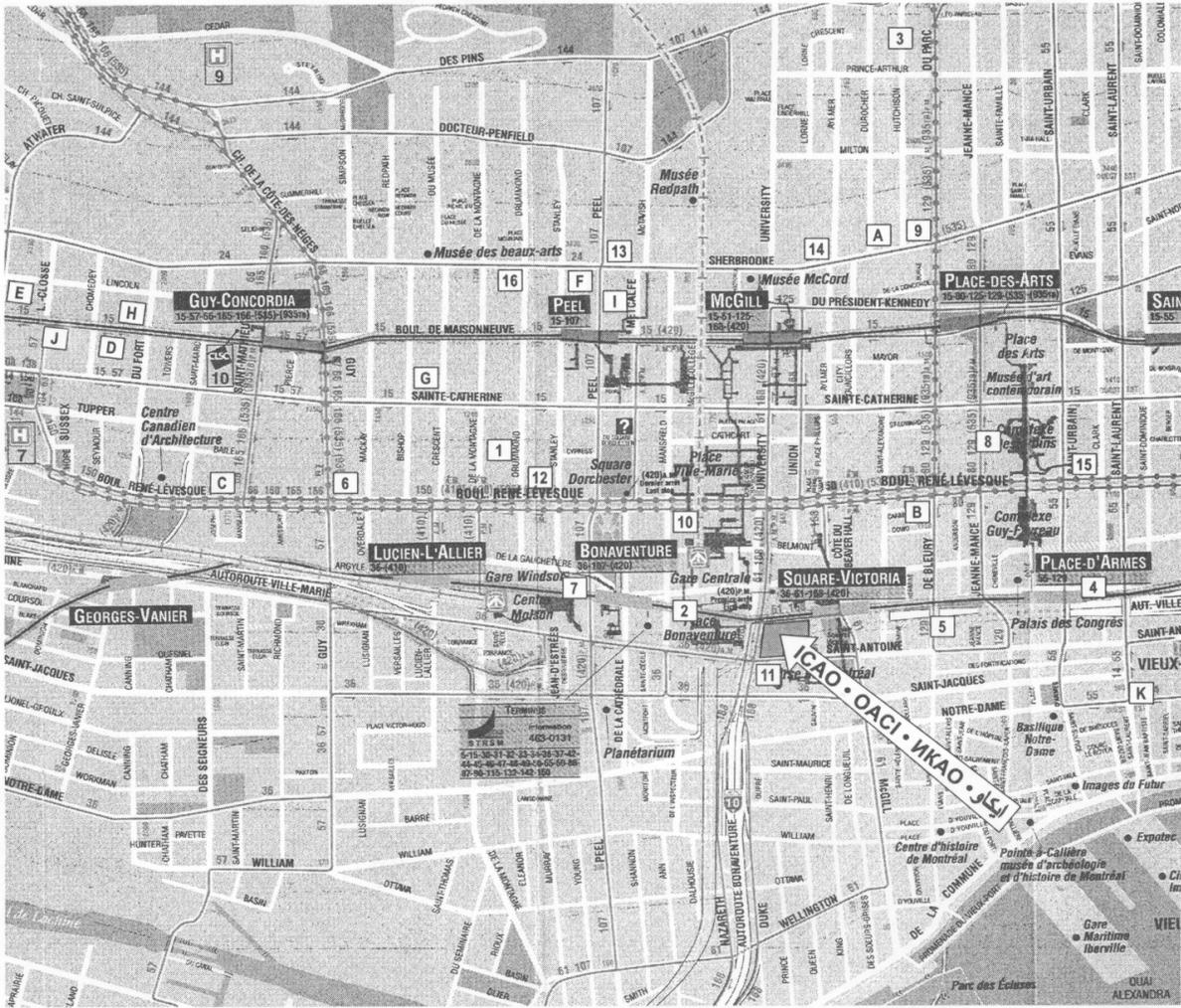
The above prices do not include local taxes.
Ces tarifs ne comprennent pas les taxes locales.
Los precios indicados no incluyen los impuestos locales.
Цены указаны без учета местных налогов.
لا تتضمن الأسعار المذكورة أعلاه الضرائب المحلية .

Reservations may be made directly to the hotel or through the ICAO Travel Section at (514) 954-8102, Fax (514) 954-6758.
Les réservations peuvent être faites directement auprès de l'hôtel ou par l'intermédiaire de la Section des voyages de l'OACI (téléphone (514) 954-8102, télécopieur (514) 954-6758).
Las reservas se hacen directamente con el hotel o por intermedio de la Sección de viajes al servicio de la OACI, teléfono (514) 954-8102, facsímile (514) 954-6758.
Для бронирования мест можно обращаться непосредственно в гостиницу или в Секцию организации поездок в ИКАО по телефону (514) 954-8102, факс (514) 954-6758.

يجوز إجراء الحجز مع الفندق مباشرة أو عن طريق قسم السفريات بالاكو
رقم الهاتف ٩٥٤-٨١٠٢ (٥١٤) ، رقم الفاكس ٩٥٤-٦٧٥٨ (٥١٤)

MONTRÉAL

DOWNTOWN — CENTRE-VILLE — CENTRO DE LA CIUDAD — ЦЕНТР ГОРОДА — وسط المدينة



- | | | | |
|------------------------------|-------------------------------|------------------------|------------------------------|
| 1 Best Western Europa | 10 Queen Elizabeth | A L'Appartement | F Cantlie Suites |
| 2 Bonaventure Hilton | 11 Delta Centre-ville | B La Tour Centre-ville | G Château Royal |
| 3 Renaissance Hôtel du Parc | 12 Sheraton Centre | C Le Nouvel Hôtel | H Clarion Hotel & Suites |
| 4 Holiday Inn Select | 13 Best Western | D Le Montfort | I Marriott Residence Inn |
| 5 Intercontinental | 14 Four Points Hotel & Suites | E Le Richebourg | J Tour Belvédère |
| 6 Maritime | | | K Springhill Suites Marriott |
| 7 Marriott Château Champlain | 15 Hotel Travelodge | | |
| 8 Wyndham Montréal | 16 Ritz Carlton | | |
| 9 Quality | | | |