



INTERNATIONAL CIVIL AVIATION ORGANIZATION  
 ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE  
 ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
 МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ГРАЖДАНСКОЙ АВИАЦИИ  
 منظمة الطيران المدني الدولي  
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THE SECRETARY GENERAL

28 May 1999

Dear Mrs. Ghislaine Richard:

I wish to refer to your letter dated 28 May 1999, relating to Article V 1. c) (i) and (ii) of the Supplementary Headquarters Agreement signed today and which reads as follows:

"Pursuant to the Supplementary Headquarters Agreement between the Government of Canada and the International Civil Aviation Organization (ICAO), signed 28 May 1999, I would like to propose the following arrangements setting out the details as to how the process envisaged by Article V 1. c) (i) and (ii) of the said Agreement will work in practice:

1. As soon as possible before the meetings envisaged in subparagraph (i) are being held, ICAO shall inform in writing (by fax or otherwise) the official of the Department of Public Works and Government Services (DPWGS) working at the Canadian Mission to ICAO, with a copy to the regional administrator of DPWGS.
2. Such communication shall include:
  - a) the date(s) and duration of the event;
  - b) its exact location;
  - c) the approximate number of participants;

Mrs. Ghislaine Richard  
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