



REPRÉSENTANTE DU CANADA AU CONSEIL DE L'ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE
REPRESENTATIVE OF CANADA ON THE COUNCIL OF THE INTERNATIONAL CIVIL AVIATION ORGANIZATION

999, rue University, bureau 1535, Montréal (Québec) H3C 5J9
999 University Street, Suite 1535, Montreal, Quebec H3C 5J9

Téléphone / Telephone : (514) 954-5800
Facsimile / Télécopieur : (514) 954-5809

ANNEX B

May 28, 1999

Mr. R.C. Costa Pereira
Secretary General
International Civil Aviation
Organization (ICAO)
Suite 12.15
999 University Street
Montreal, Quebec
H3C 5H7

Dear Mr. Costa Pereira:

Pursuant to the Supplementary Headquarters Agreement between the Government of Canada and the International Civil Aviation Organization (ICAO), signed May 28, 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;