

**TELECOMMUNICATION
STANDARDIZATION SECTOR**

STUDY PERIOD 2013-2016

English only

Original: English

5-7 February 2015, Montreal, Canada

MEETING ANNOUNCEMENT

Source: ITU

Title: Second meeting of FG AC, 5-7 February 2015, Montreal, Canada

1 The second meeting of ITU-T Focus Group on Aviation Applications of Cloud Computing for Flight Data Monitoring (FG AC) is scheduled to take place from **5-7 February 2015** (2.5 days) at **ICAO headquarters in Montreal, Canada** at the kind invitation of ICAO.

2 Participation in FG AC is open to ITU-T Member States, Sector Members and Associates.

It is also open to any individual from a country which is a member of ITU and who is willing to contribute to the work. This includes individuals who are also members or representatives of interested standards development organizations or aviation stakeholders.

3 The meeting will open at **0900 hours on 5 February 2015 at ICAO headquarters**. Participant check-in will begin at 0830 hours.

No registration fee is required for participating in this meeting. The discussions will be held in English only.

4 To enable ITU to make the necessary arrangements concerning the organization of the Focus Group meeting, please **register** via the on-line form at http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000742 as soon as possible, but **not later than 16 January 2015**. Please note that registration of participants to the meeting is carried out exclusively online. To easily provide you with any updates concerning the meeting planning, please provide a valid e-mail address.

5 Information related to the meeting and the items for discussion at the meeting will be made available on the Focus Group web page: <http://itu.int/en/ITU-T/focusgroups/ac/>. Please note that a TIES or Guest account is required to access some of the documents. A Guest account can be obtained at <https://www.itu.int/net/iwm/public/frmUserRegistration.aspx>.

6 In preparing documents, please use the basic template for the FG documents available from the Focus Group web page.

Participants shall submit input documents in electronic format to ITU (tsbfgac@itu.int).

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Attention: This is not a publication made available to the public, but an **internal ITU-T Focus Group document** intended only for use by participants of the Focus Group and their collaborators in ITU-T **Focus Group** related work. It shall not be made available to, and used by, any other persons or entities without the prior written consent of ITU-T.

In agreement with the Focus Group management, the deadline for document submission for this meeting is **29 January 2015**.

7 For logistical information, please refer to **Annex 1** of this document.

8 **Remote Participation:** As a remote delegate you will be able to hear discussions, see documents and presentations and interact with the remote meeting host. If you wish to participate as a remote delegate, you need to register at <http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?eventid=3000742> as soon as possible, but **not later than 16 January 2015**. Detailed instructions will be made available to registered participants.

9 **Participation in ICAO High-level Safety Conference (2-5 February 2015):** The Focus Group meeting will be co-located with the ICAO High-level Safety Conference (HLSC). Focus Group participants who wish to observe the HLSC as part of the ITU delegation are requested to provide, **not later than 16 January 2015**, their full name, affiliation and nationality to tsbfgac@itu.int.

Please note that due to space limitations in the HLSC meeting room, **Focus Group participants will be seated in an “overflow room”**.

More information about the High-level Safety Conference is available on the ICAO web page: <http://icao.int/Meetings/HLSC2015>

10 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in Canada. The visa must be requested and obtained from the office (embassy or consulate) representing Canada in your country or, if there is no such office in your country, from the one that is closest to the country of departure. Please be aware that visa approval might take time so kindly make your visa request as soon as possible.

In case you need an **invitation letter** from ICAO to support your visa application, please register for the meeting as described above, and then kindly provide, **not later than 16 January 2015**, the confirmation number, your full name, affiliation, nationality and passport number to tsbfgac@itu.int.

Annex 1 – Logistical information

1. Meeting Venue

International Civil Aviation Organization (ICAO)

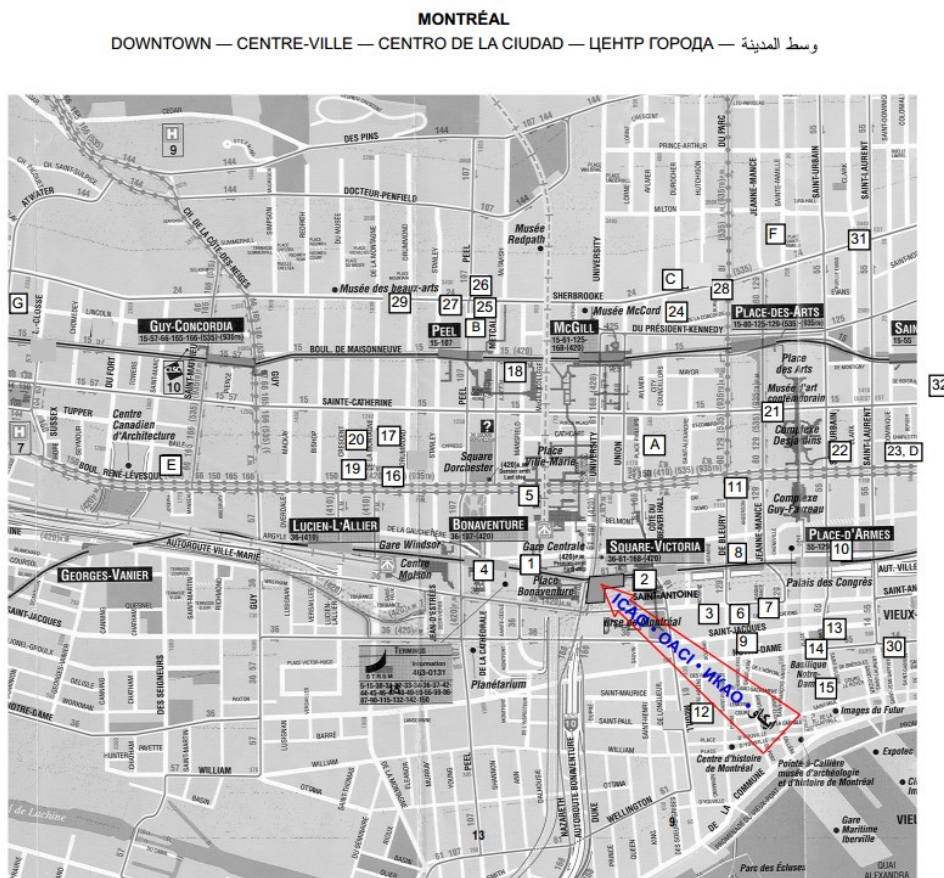
Address: 999 rue University,
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H3C 5H7

Tel: +1 (514) 954-8219

Fax: +1 (514) 954-6077

E-mail: icaohq@icao.int

Website: <http://www.icao.int/>



For additional information, please see the “*Procedure and Resource Guide for ICAO Headquarters Conference Participants*” at http://www.icao.int/Meetings/HLSC2015/Documents/Information_for_Delegates_en.pdf.

2. Hotel Accommodation and Reservation

A list of hotels and apartment hotels within reasonable distance from ICAO Headquarters is available at <http://www.icao.int/Meetings/Pages/List-Of-Hotels.aspx>. Reference to the ICAO Conference will facilitate prompt processing of reservations.

Delegations may make reservations directly with the hotel of their choice or may make use of the ICAO Travel Services, Fax Number +1 (514) 954-6758. Telephone Number +1 (514) 954-8102. Delegates must provide a credit card number to guarantee hotel accommodation.

3. Transportation to and from Montréal-Pierre Elliott Trudeau International Airport

Special bus service from major downtown hotels is available from 0500 to 2300 hours. Arrangements can be made and prices obtained through the hotel management.

The city bus service has an express bus route (No. 747) travelling between downtown Montréal and the airport 24 hours per day. Information on the fare and schedule can be found by consulting the web site <http://www.stm.info/english/info/a-747.htm>.

4. Practical Information

4.1 Climate

Climate data for Montreal, February (Source: <https://en.wikipedia.org/wiki/Montreal#Climate>)

Average high: -3.7 °C

Daily mean: -7.2 °C

Average low: -10.6 °C

Snowfall: 46.6 cm

For current conditions and forecasts see https://weather.gc.ca/city/pages/qc-147_metric_e.html.

4.2 Foreign Exchange Rate

The Foreign Exchange Rate is approximately CAD 1.14 to USD 1.

4.3 Local Time

GMT- 5 hours (Eastern time zone).

4.4 Electrical Current

Electricity in Canada is 110V and the plugs are the same as in the U.S. Please bring the right adapter for your equipment.

5. Host Contact

For any further questions concerning logistics please contact

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