



INTERNATIONAL CIVIL AVIATION ORGANIZATION
NORTH AMERICAN CENTRAL AMERICAN AND
CARIBBEAN OFFICE
E-Mail: icao_nacc@mexico.icao.int

Date: 4 September 2002
File Ref: N 1/8.1.11
E-Mail Ref: **EMX1188**

To: Mr. Kenn Banks, Anguilla
Permanent Secretary, Antigua and Barbuda
Joshua James, Antigua and Barbuda
Mr. J. A. Maduro, Aruba
Mr. Cyril Saunders, Bahamas
Mr. Charles L. Smith, Barbados
Mr. Anthony Archer, Barbados
Mr. Efraín Gómez, Belize
Mr. Ian MacIntyre, Bermuda
Mr. Milton Creque, British Virgin Islands
Mr. Robert Shuter, Canada
Mr. P. Richard Smith, Cayman Islands
Dr. Joseph Bannis, Dominica
M. Jean-Marc Sansovini, French Antilles
Ms. Elizabeth Henry-Greenidge, Grenada
Mr. Jean-Lemerque Pierre, Haiti
Colonel Torrance Lewis, Jamaica
Mr. Alric Taylor, Montserrat
Dr. S.J. Francisco, Netherlands Antilles
Mr. Herald Wilson, Directorate of Civil Aviation, OECS
Mr. Cosmos Richardson, Saint Lucia
Mr. Michael Da Silva, Saint Vincent and the Grenadines
Mr. Ian M. Liburd, Saint Kitts and Nevis
Mr. Ramesh Lutchmedial, Trinidad and Tobago
Mr. Thomas Swann, Turks and Caicos
Department of the Environment,
Transport and the Regions, United Kingdom
Ms. Alison Thomas, United Kingdom
Mr. D.S. Evans, United Kingdom
Mr. R. Zilz, United Kingdom
Mrs. Cassandra Jordan, United States
Joaquin Archilla, United States
Ruben Quiñones, United States
Mr. Fernando Oliveira, ACI/LAC
Mr. Alex Strahl, ACI
Mr. David Gamper, ACI
Mr. Rod Heitmeyer, ACI
Mr. Keith Cassiram, IACL
Mr. Al Castan, IATA
Capt Wayne Adamira, IFALPA CAR/EAST
Capt. Raúl Estrella, IFALPA CAR/WEST
Ms. Carole Couchman, IFALPA
Capt. Ricardo Old, IFALPA CAR/SAM
Mr. Juan A. Pérez Mafla, IFATCA

Through OECS Directorate
oecs.dca@candw.ag
vcbia@candw.ag
dca-aua@setarnet.aw
civilaviation@batelnet.bs
intertransport@sunbeach.net
civilav@sunbeach.net
aviation@btl.net
imacintyre@gov.bm
aviation@bvigovernment.org
shuterb@tc.gc.ca
caacigcm@candw.ky; rs_caa@candw.ky
richardsw@cwdom.dm
jean-marc.sansovini@aviation-civile.gouv.fr
mot@caribsurf.com; spl@caribsurf.com
lpierre@ofnac.org
jcivav@cwjamaica.com; dans@jcaa.gov.jm
comworks@candw.ag
dcana@cura.net
oecs.dca@candw.ag
mot@candw.lc
minatsec@vincysurf.com
mincwp@caribsurf.com; transp@caribsurf.com
ttcaa@tstt.net.tt
cad@tcway.tc

Peter.a.smith@dft.gsi.gov.uk
alison.thomas@srg.caa.co.uk
ukicao@icao.int
roland.zilz@srg.caa.co.uk
cassandra.jordan@faa.gov
archie.archilla@faa.gov
ruben.quinones@faa.gov
acilac@acilac.org
astrahl@airports.org
dgamper@airports.org
rodheitm@aol.com
kciac1@tstt.net.tt
castana@iata.org
adamira@tstt.net.tt
restrella@mexis.com
carolecouchman@ifalpa.org
carsam@att.net.mx
juanperez_mafla@hotmail.com

... / 2

cc:

D/ANB
C/RAO
C/AGA
C/ATM
C/OPS
ICAORD, Lima
ICAORD, Paris

Alyre Boudreau, Transport Canada
Peggy Wilson, Transport Canada
Don Côté, NAV Canada
Drazen Gardilic, Federal Aviation Administration
John Pallante, Office of Runway Safety, United States
Julia Pounds, FAA – CAMI
Bill English, NTSB, United States
Jacques Beaufays, Eurocontrol
Paul Wilson, Eurocontrol
Gerard Batistella, ADP, France
Jean Jezequel, ADP, France
Ibrahim Zantout, Fraport, Germany
Dieter Attenberger, Fraport, Germany
Patrick Hudson, University of Leiden, The Netherlands
Andrew Badham, BAA, United Kingdom
Sven Boewe, LACSA

boudrea@tc.gc.ca
wilsop@tc.gc.ca
COTEDJ@navcanada.ca
drazen.gardilic@faa.gov
john.pallante@faa.gov
julia.pounds@faa.gov
englisb@ntsb.gov / vicechair@ntsb.gov
jacques.beaufays@eurocontrol.int
jacques.beaufays@eurocontrol.int
gerard.batistella@adp.fr
jean.jezequel@adp.fr
fra_zantout@compuserve.com
d.attenberger@fraport.de
hudson@fsw.leidenuniv.nl
andrew_badham@baa.com
sboewe@taca.com

Wallblake, Anguilla
St John's, V C Bird, Antigua and Barbuda
Aruba Airport Authority, Oranjestad, Reina Beatrix, Aruba
Airport Authority, Nassau, Bahamas
Grantley Adams, Bridgetown, Barbados
Belize Airports Authority, Philip S. W. Goldson, Belize
Grenada Airports Authority, Grenada
Autorite Aeroportuaire Nationale, Haiti
Airports Authority of Jamaica, Jamaica
Montserrat Airport Authority, Montserrat
Hato Airport – Curacao, Willemstad, Netherlands Antilles
Flamingo Airport – Bonaire, Kralendijk, Netherlands Antilles
Princess Juliana - Sint Maarten, Philipsburg, Netherlands Antilles
Nevis Air and Sea Ports Authority, Nevis
St. Kitts Air and Sea Ports Authority, St. Kitts
Saint Lucia Air and Sea Ports Authority, Saint Lucia
Directorate of Airports, St Vincent & the Grenadines
Airports Authority of Trinidad and Tobago, Trinidad and Tobago

wallblakeairport@anguillanet.com
vcbia@candw.ag
airportaruba@setarnet.aw
ireid@bahamas.net.bs
adamsair@sunbeach.net
bzeaa@btlnet
gaa@caribsurf.com
dg.aan@haitiworld.com
president.aaj@cwjamaica.com
airport@candw.ag
eajchirino@curinta.com
bonaire.airport@bonairelive.com
eholiday@pjiaa.com
nevports@caribsurf.com
skbmetof@caribsurf.com
slaspa@candw.lc
etjoshua@caribsurf.com
airport@tntairports.com

From: ICAO RD, Mexico

Subject: **NAM/CAR/SAM Runway Safety/Runway Incursion Conference**
(Mexico City, 22 to 25 October 2002)

... / 3

Dear Sir/Madam,

Further to my message Ref: N 1/8.1.11, **EMX969** dated 22 July 2002, I hereby attach the General Information and the updated Programme (**Attachment A**) for the NAM/CAR/SAM Runway Safety/Runway Incursion Conference, which is to be held in Mexico City from 22 to 25 October 2002.

I am pleased to inform you that the “*Aeropuerto Plaza Hotel, Mexico City*” has been designated as the official Hotel for the Conference and will offer special rates to delegates and individuals attending the event. General information with respect to various arrangements is contained in **Attachment B**. Please note that the Conference participants are responsible for making their own reservations directly with the hotel using the form included in Attachment B. Reservations should be made as soon as possible only by phone or fax, referring to the **OACI/ICAO Group** in order to obtain the special rate. Also, please note that participants are responsible for obtaining visas and fulfilling any additional applicable entry requirements for Mexico.

The “Aeropuerto Plaza Hotel” will provide free transportation airport-hotel-airport. The transportation will be located at Gates 3 Domestic and 11 International at the Mexico City International Airport.

A registration desk will be arranged at the “*Aeropuerto Plaza Hotel, Mexico City*” on Tuesday 22 October 2002 between 08:00 and 09:00 hrs., for late registration. Pre-registered participants are requested to collect their badges as well as the detailed programme of activities at the registration desk.

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

Original signed by

Raymond Ybarra
ICAO Regional Director

INTERNATIONAL CIVIL AVIATION ORGANIZATION ICAO NAM/CAR/SAM RUNWAY SAFETY / INCURSION CONFERENCE (Mexico City, 22 to 25 October 2002) DRAFT AGENDA		
TUESDAY 22 OCTOBER 2002		
Moderator for the Day: (SENEAM)		
08:00 – 09:00	Registration	
09:00 – 09:20	Opening Ceremony	
Global and Regional Activities on the prevention of runway incursions		
09:30 – 10:30	ICAO Developments on Runway Incursions	Vincent Galotti Chief ATM Section ICAO Headquarters
10:30 – 11:00	Coffee Break	
11:00 – 11:45	ICAO PRICESG (Proficiency Requirements in Common English Study Group) Developments	Drazen Gardilic Acting Manager, Air Traffic Services FAA, United States
11:45 – 12:15	Runway Incursions in the CAR/SAM Regions and Prevention Measures at Aerodromes	Michiel Vreedenburgh RO AGA ICAO NACC Regional Office
12:15 – 12:45	Air Traffic Management (ATM) matters on Runway Incursions	Gustavo De León RO ATM/SAR ICAO NACC Regional Office
12:45 – 13:15	Coffee Break	
13:15 – 14:00	OPS Guidelines for the prevention of Runway Incursion – Flight Crews	Jan Jurek RO SO ICAO NACC Regional Office
14:00 – 14:45	PAAST Runway Incursion Training Aid	Al Castan Director, Operation & Infrastructure IATA LATAM/CAR
14:45 – 15:30	Presentation title to be advised	Name to be determined IFALPA / ASPA México

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ICAO NAM/CAR/SAM RUNWAY SAFETY / INCURSION CONFERENCE
(Mexico City, 22 to 25 October 2002)

DRAFT AGENDA

WEDNESDAY 23 OCTOBER 2002

Moderator for the Day: (DGAC)

Runway Incursion Prevention Programmes in States

09:00 – 09:45	The Status of Runway Safety in America	John Pallante Deputy Director Office of Runway Safety, FAA, United States
09:45 – 10:30	The NTSB Perspective on Runway Incursions	Bill English Senior Investigator Operational Factors/ATC NTSB, United States
10:30 – 11:00	Coffee Break	
11:00 – 11:45	The Status of Runway Incursions in Canada and Prevention Initiatives	Alyre Boudreau Civil Aviation Safety Inspector Aerodrome Standards Transport Canada
11:45 – 12:30	Outline of the Canadian Incursion problem and the efforts it has taken to prevent them	Donald J. Côte ATS Procedures Specialist NAV Canada
12:30 – 13:00	Coffee Break	
13:00 – 13:45	ATS Experiences on Runway Incursions and proposed measures for their prevention	Luis Flores ATS Quality Control Area Manager, SENEAM, Mexico
13:45 – 14:30	Aircraft accident by incursion in a closed runway by NOTAM	Jesús Moreno Bautista Deputy General Director of Air Safety DGAC, Mexico
14:30 – 15:30	EUROCONTROL runway safety programmes	Paul Wilson Head of the Airports Operation Unit Eurocontrol Mr. Jacques Beaufays Safety Expert in Charge of the Runway Safety Project Eurocontrol

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ICAO NAM/CAR/SAM RUNWAY SAFETY / INCURSION CONFERENCE
(Mexico City, 22 to 25 October 2002)
DRAFT AGENDA

THURSDAY 24 OCTOBER 2002

Moderator for the Day: (ASA)

Case studies from Airports, Airlines and ATS Providers:

09:00 – 09:45	Runway Incursion – Air France/DHL Incident at the Mexico City International Airport	Jacinto Vega Vázquez General Commander Mexico City International Airport, DGAC, Mexico
09:45 – 10:30	Runway Incursion Prevention Measures at ADP Airports	J. Jezequel Air Traffic Manager for Towers and TRACON, CDG Airport, ADP, France G. Batistella Studies and Development Air Traffic Operations ADP, France
10:30 – 11:00	Coffee Break	
11:00 – 11:45	Human Factors in Runway Incursion Incidents	Patrick Hudson Centre for Safety Research University of Leiden The Netherlands
11:45 – 12:30	Retrospective Human Factors Analysis of US Runway Incursions	Julia Pounds Civil Aerospace Medical Institute (CAMI) FAA, United States
12:30 – 13:00	Coffee Break	
13:00 – 15:30	<i>Presentations by Mexican Airlines:</i> Human Factors vs. Runway Incursions	Miguel Ángel Valero Chávez Colegio de Pilotos Aviadores de México
	Runway Incursion in Las Vegas	Miguel Lavalle Robles Air Safety Director Mexicana de Aviación
	Aviacsa Airlines – Runway Incursion Prevention Programme and Case Studies of Aviacsa	Carlos Menéndez López Capt. Bustamante Rosas Safety Manager Aviacsa Airlines
	Runway Incursion Reduction Programme at MasAir.	Andrés Fabre Robles Operations Director Aerotransportes Más de Carga

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ICAO NAM/CAR/SAM RUNWAY SAFETY / INCURSION CONFERENCE
(Mexico City, 22 to 25 October 2002)
DRAFT AGENDA

FRIDAY 25 OCTOBER 2002

Moderator for the Day: (ICAO)

Case studies from Airports, Airlines and ATS Providers (continued):

09:00 – 09:45	Practicalities of Runway Safety from basic Runways to those with high utilisations and low visibility operations.	Andrew Badham Senior Operations Manager, Airside Operations, BAA Group, United Kingdom/ Airports Council International
09:45 – 10:30	Runway Incursions – Keeping the runway and taxiway system safe in the future	Ibrahim Zantout Head of Airport Infrastructure Fraport
10:30 – 11:00	Coffee Break	
11:00 – 11:45	MIA Runway Incursion Action Team Recommendations for Incursion Mitigation	Sunil Harman Chief of Aviation Planning Miami-Dade Aviation Department
11:45 – 12:30	A Runway Incursion Scenario – Causes & Recommendations	Sven Boewe Flight Safety Manager LACSA
12:30 – 13:00	Coffee Break	
13:00 – 13:30	Discussion Panel	
13:30 – 14:00	Diplomas	
14:00	Closing Ceremony	

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ICAO NAM/CAR/SAM RUNWAY SAFETY / INCURSION CONFERENCE
(Mexico City, 22 to 25 October 2002)**

GENERAL INFORMATION

1. Conference Venue

The Conference will be held in the Aeropuerto Plaza Hotel, Mexico City

2. Inaugural Session

Tuesday 22 October 2002

Registration of participants: 08:00 – 09:00

Opening of the Conference: 09:00

Beginning of the Conference: 09:30

3. Address, Telephone, etc.

Aeropuerto Plaza Hotel, Mexico City

Boulevard Puerto Aéreo No. 502, 15530 México, D.F.

Tel: (5255) 5785 8522 / (5255) 5326 6900

Fax: (5255) 5762 9934

E-mail: pcaptplz@fiestainn.com.mx

To make your Hotel Room Reservations for the Conference please contact:

Tel: (5255) 5785 8522 ext. 833, 834

Toll free: + 800 701 3000

Fax: (5255) 5762 9934

4. Registration of Participants

Participants are requested to pre-register with the ICAO NACC Regional Office. A late registry will be available at the Registration Desk at the Aeropuerto Plaza Hotel, Mexico City between 08:00 and 09:00 hours on the opening day of the meeting. For identification purposes, participants are also requested to wear the identification badge which will be issued to them when inside the premises of the hotel.

5. General Information

a) Weather

The average temperature in Mexico City for October is: maximum 22.2°C, average: 15.1°C, minimum 9.8°C, with humidity of 66%.

b). Currency and Credit Cards

The unit of currency in Mexico is the Peso (\$). Current exchange rate to date is US\$1 (One US Dollar) = MXP\$9.70 (September 2002 - subject to variation).

International credit cards such as American Express, Master Cards, VISA, Diners Club, etc., are usually accepted at major hotels, department stores and restaurants. Travellers cheques should be exchanged at Money Exchange Offices or Banks.

c) Hotel reservations

In paragraph 6 and in the attached graphic you can find the information of the Aeropuerto Plaza Hotel, Mexico City with the special rate for the participants of the Conference. The special rate is given in US Dollars, at the date of this message. Participants should arrange hotel accommodations well in advance, directly with the hotel, using the form included. You will also find a List of Hotels close to the site of the Conference. Approximate prices are given in both Mexican Pesos and US Dollars, and are subject to variation without notice.

d) Welcome service at the airport

The hotel is conveniently located across the Benito Juarez International Airport. Remember that you have to pay a US\$18.00 airport tax when returning to your country.

All persons visiting Mexico City should only use taxis from the authorized taxi stands (Sitios) **at the airport and throughout the city**. Visitors staying in hotels are advised to consult the reception desk for the locations of authorized taxi stands.

f) Taxi Stands

They are safe and trustworthy, though more expensive than street taxis. To use them you have to call their central and they send them to your door. Taxi stands are listed in the yellow pages. Some of them do not use taximeter and rate is negotiable. They are the best choice.

	<u>Telephone</u>
TAXIMEX	5519 7690
Servitaxis	5516 6020
Radio Mex	5574 4596

g) Airline telephone numbers

You may confirm your flights to the following telephone numbers:

AIRLINE	RESERVATIONS	ADDRESS
Aerolíneas Argentinas	5705 4520. 5705 2565. 5705 3512	Reforma 24
Aeroméxico	5133 4010	Leibnitz 100
Aeroperú	5566 1855	Reforma 195 PB
Air Canada	5280 3434/5283 55 00	Andrés Bello 45 PB
Air France	5627 6060	Reforma 404 – 15
Alitalia	5533 1240	Reforma 390-1003
American Airlines	5209 1400	Reforma 314
Aviacsa	5559 1955, 5559 3988	Insurgentes Sur 1292 PB
Avianca	5566 8550	Reforma 195-3
Aviateca	5211 5940. 52116640, 5566 5966	Reforma 509-3211
Copa	5592 3535 LADA 95 800 453 8123	
Lacsa	5525 0025 / 5211 76 40 / 5784 25 57	
Taca	001 800 453 812	
British Airways	5628 0500	Reforma 10-14
Canadian Airlines Intl	5208 1883/ 5207 66 11	Reforma 389-14
Continental Airlines	5283 55 00 / 5283 55 50	
Cubana de Aviacion	5203 1148 / 5255 3776	Temístocles 246
Delta Airlines	5785 1700 / 5202 1608	Reforma 381 PB
Iberia	5705 0716	
Japan Airlines	5533 5515	Reforma 295 PB
KLM	5202 4444 / 5202 3936	Paseo de las Palmas 735-7
Lan Chile	5566 5211	Reforma 87-201
Lloyd Aéreo Boliviano	5591 1087 / 5591 1134	Reforma 80
Lufthansa	5230 0000	Paseo de las Palmas 239
Mexicana de Aviación	5325 0990	Xola 535
Reservaciones/Reservations	5448 0990	
Llegadas/Arrivals	5448 0909	
Scandinavian Airlines	5280 3434	Andrés Bello 45-18
Trans World Airlines	5629 0300	Dante 14-8
United Airlines	5627 0222	Hamburgo 213 PB
USAIR	5628 0580	Reforma 10-14
Varig	5280 9192 / 5535 9700	Anatole France 31

h) Emergency Phone Numbers

Hospital Español	5203 3890
Médica Móvil <i>Intensive Therapy Unit, doctor on board of the ambulance</i>	5598 6222
Aeromed Intl	5395 9222
International Medical Air Transport Unit	5593 3909
Emergencies (Police Department)	080
Red Cross	5557 5757
Locatel (Person localization service)	5658 1111
Dr. Manuel Konstat (Dentist)	5202 7835 / 5202 7883

6. Hotel Information

HOTEL	RATE AND REMARKS
HOTEL AEROPUERTO PLAZA ^Å Blvd. Puerto Aéreo No. 502 México D.F. C.P 15530 Tel: (5255) 5785-8522 Fax: (5255) 5762-9934 Reservations only: Tel: (5255) 5785 8522 ext. 833, 834 Toll free: + 800 701 3000 Fax: (5255) 5762 9934 ^Å See attached graphic	Single/Double Room Special Rate: USD\$ 105.00 (MXP \$ 1,007.55) Single/Double Suite Special Rate: USD\$ 145.00 (MXP \$ 1,399.83) Both rates include buffet breakfast and taxes (16.75%) Free transportation airport-hotel-airport – The transportation will be located at Gates 3 National and 11 International at the Mexico City International Airport. RESERVATION CODE: OACI/ICAO GROUP
HOTEL MARRIOTT Puerto Aéreo 80 México D.F. C:P. 11560 Tel: (5255) 5133 0000 01(800) 709 9500 Fax: (5255) 5133 0001 <i>Direct access from terminal</i>	De Luxe King/Double Rate: USD\$ 165.00 (MXP \$ 1,600.00) + Taxes (16.75%)
HOTEL HILTON Third Level of the new México City Airport Terminal (<i>Direct access from International Gate</i>) Tel: (5255) 5133-0505 Fax: (5255) 5133-0536	Single/Double Room Rate: USD\$ 265.00 (MXP \$ 2,570.00) + Taxes (16.75%)
HOTEL JR. PLAZA AEROPUERTO Blvd. Puerto Aéreo No.390 México D.F. C:P. 15500 Tel: (5255) 5785-6500 Fax: (5255) 5784-3212	Single/Double Room Rate: USD\$ 80.00 (MXP \$ 772.20) + Taxes (16.75%)
<i>Note: As customary, hotel reservations need to be guaranteed-up with an international credit card.</i>	

OACI/ICAO GROUP
INTERNATIONAL CIVIL AVIATION ORGANIZATION
ICAO NAM/CAR/SAM RUNWAY SAFETY / INCURSION CONFERENCE
(Mexico City, 22 to 25 October 2002)

HOTEL RESERVATION FORM

1. NAME					
2. COUNTRY / ORGANIZATION / COMPANY					
3. ARRIVAL DATE					
4. DEPARTURE DATE					
5. TYPE OF ROOM		SINGLE		DOUBLE	
6. NUMBER OF PERSONS					
7. SMOKING		8. NON SMOKING			
8. REMARKS					
9. RATE		10. CREDIT CARD NO.			
11. EXPIRATION DATE					
12. ISSUED BY					
13. RESERVATION NUMBER					
14. CONFIRMED BY					
15. DATE					