



International  
Civil Aviation  
Organization

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internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NS2-34 — **E.OSG - NACC62318**

18 August 2016

To: States, Territories and International Organizations

Subject: **Extension of Registration - Seventh ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) Americas Meeting — Provisional Agenda and General Information**  
(CIIASA, Mexico City, Mexico, from 6 to 9 September 2016)

Action

Required: Register participation by **30 August 2016**

Sir/Madam,

Regarding my communication Ref. **E.OSG – NACC61504**, dated 12 July 2016, on the abovementioned subject. Enclosed please find the provisional programme and general information of the referred event.

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

for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*As indicated*

*N:\NS - Technical Co-operation\NS2-34 - RLA08901 CAPSCA\1609-CAPSA Americas 2016\Correspondence\NACC62318AGA-States-  
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## ATTACHMENT A

### PROVISIONAL AGENDA

#### Seventh ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) Americas Meeting Mexico City, Mexico, 6 – 9 September 2016

#### Tuesday, 6 September 2016

Time	Activity	Speaker
08:30 – 09:00	Registration	
09:00 – 09:30	Opening Ceremony and Group Picture	<ul style="list-style-type: none"> <li>- Chief of the ICAO Aviation Medicine Section</li> <li>- World Health Organization (WHO)/Panamerican Health Organization (PAHO)</li> <li>- Secretary of Public Health, Mexico</li> <li>- General Directorate of Civil Aviation (DGAC) – Secretary of Transportation (SCT), Mexico</li> </ul>
09:30 – 10:00	CAPSCA Project Americas – Background	Dr. José Valente Aguilar, CAPSCA Technical Advisor
10:00 – 10:30	<i>Coffee Break</i>	
10:30 – 11:00	Status of implementation of the International Health Regulations (IHR) in the Americas	WHO-PAHO
11:00 – 11:30	Review of ICAO Health Related Standards and Recommended Practices (SARPs) and related Documents	ICAO/CAPSCA Americas Regional Coordinator
11:30 – 12:00	Recent Diseases/Virus Outbreaks	WHO/PAHO
12:00- 12:30	<i>Lunch</i>	
12:30 – 13:00	CAPSCA after the Sixth CAPSCA Meeting Americas in Panama	ICAO/CAPSCA Americas Regional Coordinator
13:00 – 13:30	Lessons learned from CAPSCA Assistance and Follow-up Visits to States and Airports	ICAO/CAPSCA Americas Regional Coordinator
13:30 – 14:30	Airport Preparedness Status to deal with Disease Outbreaks – Assistance Visit to Airports: Methodology and Objectives	ICAO/CAPSCA Technical Advisor

#### Wednesday, 7 September 2016

Time	Activity	Speaker
8:30 – 9:15	States Presentations: <ul style="list-style-type: none"> <li>- Secretary of Public Health (National point of contact RSI) on the Contingency Plan for a Public Health Emergency (PHE) and Airport Point of Entry and related Standard Operational Procedures (SOPs)</li> </ul>	Secretary of Public Health
9:15 – 10:00	<ul style="list-style-type: none"> <li>- Airport operators in the PHE part of an Aerodrome Emergency Plan and related SOPs</li> </ul>	Mexico City International Airport (AICM)

10:00 – 10:30	<i>Coffee break</i>	
10:30 – 12:30	<p>Air Navigation Service Providers (ANSP) on Air Traffic Service (ATS) procedures to the PHE risk notification on-board an aircraft in flight and ATS Contingency Plan for a local PHE breakout</p> <ul style="list-style-type: none"> <li>- Health in an airport and medical services</li> <li>- Aircraft operators procedures for the management of PHE risks situations on board of an aircraft in flight and related SOP</li> <li>- Ground service Agent (s)</li> <li>- Other State units (immigrations, customs, etc.)</li> </ul>	ANSP, ATS, Immigrations, Customs
12:30 – 13:00	<i>Coffee Break</i>	
13:00 – 15:00	<ul style="list-style-type: none"> <li>- Table-top Exercise of Notification of Suspected Communicable Disease, or Other Public Health Risk, on Board an Aircraft (PANS-ATM - ICAO Doc 4444)</li> </ul>	ICAO/CAPSCA Team Leader and Technical Advisor

**Thursday, 8 September 2016**

Time	Activity	Speaker
08:30 – 09:00	Briefing on the Improvement Opportunities Evidenced in the Assistance Visit to Benito Juárez International Airport (AICM) carried out from 9 to 11 April 2013	ICAO/CAPSCA Technical Advisor
09:00 – 12:30	<p>Airport visit:</p> <ul style="list-style-type: none"> <li>- Air Traffic Control Area</li> <li>- Air Control Tower</li> <li>- Aircraft parking position</li> <li>- Airport Operations Emergency Centre</li> <li>- Location of facilities for passenger screening</li> <li>- Location of facilities for detection of suspected cases and interview and evaluation</li> <li>- Medical services and port health</li> <li>- Presentation on Aviation Security, Immigration, Customs, and Quarentine.</li> <li>- Any other agency/área/facility involved in public health events</li> </ul>	CAPSCA Team and AICM
12:30 – 13:00	<i>Coffee Break</i>	
13:00 – 14:30	Discussion on the preliminary results of the AICM, Terminal 2 Visit	ICAO/CAPSCA Team

**Friday, 9 September 2016**

<b>Time</b>	<b>Activity</b>	<b>Orador</b>
8:30 – 9:00	CAPSCA Americas Future Activity Plan	ICAO/CAPSCA Americas Regional Coordinator
9:00 – 10:00	- Results and Conclusions of the Seventh CAPSCA Americas - Discussion in plenary	ICAO and PHO
10:00 – 10:30	Airport contingency plan in relation with Annex 18 of ICAO Chicago Convention	ICAO Cargo Safety Section Chief
10:30 – 11:00	<i>Coffee Break</i>	
11:00 – 11:30	Closing Ceremony	Mexico DGAC

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ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

**Seventh ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events  
in Civil Aviation (CAPSCA) Americas Meeting**  
Mexico City, Mexico, from 6 to 9 September 2016

**GENERAL INFORMATION**

**1. Event Venue and Dates**

The Seventh ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) Americas Meeting will take place in Mexico City, Mexico, from 6 to 9 September 2016 at *Centro de Instrucción Internacional de Aeropuertos y Servicios Auxiliares "Roberto Kobeh" (CIASA)*.

**2. CIASA Address**

*Avenida 602, Núm. 161, Zona Federal del Aeropuerto Internacional de la Ciudad de México, C.P. 15620, Delegación Venustiano Carranza, Ciudad de México.* The location map is enclosed at **Attachment**.

**3. Contact**

Mr. Jaime Calderon, Regional Officer, Aerodromes and Ground Aids or  
Mrs. Leslie Gandara, Assistant  
ICAO NACC Regional Office  
Telephone: + 5255 5250 3211  
Email: jcalderon@icao.int  
lgandara@icao.int

**4. Participants Registration**

The registration of participants will take place on 6 September 2016, from 08:30 to 09:00 hours. For identification and security reasons, it is required that participants carry at all time the badge that will be provided in the registration.

**5. Opening Ceremony**

The opening ceremony will be held on 6 September 2016 at 09:00 hours.

**6. Language**

The event will be conducted in English with simultaneous interpretation into Spanish and vice-versa.

**7. Accommodation**

Participants should make reservations directly at the hotel of their choice. **This information may change without notice**

Hotel	Contact/Phone number/e-Mail address	Address/Website	Room
<p><b>NH Terminal 2</b></p>	<p><b>Phone:</b> 57865750 Ext 560 and 580</p> <p><b>e-Mail:</b> rsvt.nhcollectionaeropuertot2mexico@nh-hotels.com; nhcollectionaeropuertot2mexico@nh-hotels.com</p> <p><b>Reservation Code:</b> CIASA (ASA)</p>	<p><i>Av. Capitán Carlos León S/N, Zona Federal, AICM   15620 Mexico D.F.   MEXICO</i></p> <p>www.nh-hotels.com</p>	<p><b>Single/Double:</b> \$2,200.00 European Plan</p> <p>Accommodation for 10 persons or more: \$2,023.00 (Deadline: 26 August 2016) European Plan</p> <p>Taxes and transportation included Hotel– CIASA - Hotel</p>
<p><b>Camino Real Airport</b></p>	<p><b>Phone:</b> 01 (55)300 300 33 Ext. 3531, 3500 and 3503. <b>Direct Number:</b> 01 (55)300 300 50.</p> <p><b>e-Mail:</b> reservaciones.apto@caminoreal.com.mx, reservas.aer@caminoreal.com.mx, reservas2.aer@caminoreal.com.mx</p> <p><b>Reservation Code:</b> 7CAPSCA</p> <p>Monday to Friday: 9:00 – 22:00 hrs Saturdays: 9:00 – 14:00 hrs Sundays: 10:00 – 18:00 hrs</p>	<p><i>Puerto México 80, Peñón de los Baños C.P. 15520, Venustiano Carranza, México. D.F. with direct connection to the airport</i></p> <p>http://www.caminoreal.com/english/Micrositio/index.php?id=2</p>	<p><b>Single/Double:</b> \$ 96 USD (taxes are not included) European Plan <b>Deadline:</b> 27 August 2016</p> <p><b>CANCELTION POLICY:</b> 24 hours prior to arrival. It is necessary to guarantee the reservation with a credit card, payment mode to be selected at the arrival of the hotel.</p>

Hotel	Contact/Phone number/e-Mail address	Address/Website	Room
<b>Fiesta Inn Airport</b>	<b>Reservations :</b> 01800-504-5000 <b>Reservation Code:</b> CONV2372 ASA (CIASA)	<i>Boulevard Puerto Aéreo 502, Col. Moctezuma 2ª sección C.P. 15530 México, D.F.</i>  http://www.fiestainn.com	<b>Single</b> \$1,277.00 MXN. <b>Double</b> \$1,435.00 MXN.  Includes taxes, buffet breakfast and transportation Hotel-CIASA-Hotel. (Only applicable when booking)
<b>Courtyard Marriott</b>	<b>Reservation Contact:</b> Efrén Matt  <b>Phone:</b> .+52(55) 4631-4029 <b>Reservation Code:</b> CIASA (ASA)	<i>Sinaloa 31, Peñón de los Baños México D. F. Distrito Federal 15520 México</i> http://www.espanol.marriott.com/hotels/travel/mexcy-courtyard-mexico-city-airport/	<b>Single/Double:</b> \$139 USD (taxes are not included) European Plan  Price depends on the room's availability

## 8. General information

### a) Temperature

The minimum temperature usually registered during the month of April is 9°C, meanwhile the maximum temperature can reach the 23°C. The average of humidity is 49%, with precipitations in the afternoons.

For more information on weather visit: <http://www.smn.cna.gob.mx/>

### b) Local time

GMT – 5:00 Mexico City, Mexico

### c) Currency and credit cards

The official currency of Mexico is the Mexican Peso (MXN). The estimated exchange rate is MXN \$18.33 per each American dollar (USD).

For more information on the daily exchange rate visit: <http://www.banxico.org.mx/>

It is highly recommended that the currency exchange is done in banks or exchange offices and avoid to exchange in public streets.

The international credit cards accepted in the most important hotels, shops, and restaurants are Visa, MasterCard, and American Express.

**9. Health Coverage**

Participants shall have medical insurance or other type of medical coverage in case illness or medical emergency occur, because neither ICAO nor the host Government will be responsible of medical expenses incurred by a participant.

**10. Electricity**

110 — 120 VAC

**11. Airport taxes**

The following airport departure tax is charged (airport use fee):

National Flights	International Flights
USD 22.37	USD 34.78

The airport tax amount is expressed in dollars of United States of America and each month the Mexico City International Airport determines its equivalent in Mexican pesos.

For more information on airport taxes visit: <http://www.aicm.com.mx/negocios/tarifas>

**12. Passport and visa requirements**

A valid passport and a visa are required for some countries. In this regard, participants are requested to fulfill with the formalities **with enough time in advance**, to be able to obtain a visa at any Mexican Embassy, previously to departure.

For more information on the countries that require visa to enter into Mexico, visit: <http://www.gob.mx/inm?page/Paises visa>.

For additional information on embassies and consulate in Mexico, visit: <http://directorio.sre.gob.mx/index.php/representaciones/misiones-extranjeras-acreditadas-en-mexico>.

**13. Commercial and bank schedule**

The commercial schedule is from Monday to Friday from 8:00 to 18:00 hours.

Generally, the customer service schedule in banks is from 8:00 to 16:00 hours from Monday to Friday. There are some bank agencies opened until 19:00 hours.

ATMs are available to users 24 hours a day. It is not recommended to use ATMs during night.



**14. Taxes and gratuities**

All purchases in Mexico are taxed with 16% (IVA), included in the final price.

**15. Transportation**

Five methods of transportation are suggested in Mexico City.

**a) Taxi**

It is recommended to use authorized taxis stands, the contact information of such taxis can be provided by the hotel. The authorized taxis stands near by CIIASA are the following:

- Taxi Seditax: + (52-55) 5785 0170
- Taxi 300 Yellow Cab: Tel: + (52-55) 5785 7949  
Web: <http://www.yellowcab.com.mx/>
- Taxi Excelencia: + (52-55) 2598 3384  
Web: <http://taxisexcelencia.com/>

**b) Subway**

The cost of the ticket per trip is of MXN\$5.00, with a Schedule from Monday to Friday, from 5 to 24 hours, Saturdays from 6 to 24 hours.

For your convenience and safety avoid to use the main lines and transfer stations in peak time, which is between 8:00 – 10:00 hours and 17:00 – 20:00 hours.

For more information on this type of transportation visit:  
<http://www.metro.cdmx.gob.mx/>

**c) Bus**

This type of transportation is recommended for short trips or to go to places where no other transportation means are available. The destination of the transportation is marked in the front of the bus. The cost depends of the distance of the trip and ranges between MXN\$3.50 and 6.00.

**d) Metrobus**

The payment for the service is done through an electronic card of the Metrobus, its cost is of MXN\$16.00 and includes the cost of the card (MXN\$10.00) and a trip (MXN\$6.00). The service to the airport in line 4 has a cost of MXN\$30.00. The schedule of the service is from 5:00 to 24:00 hours, depending of the route and station.

For more information on this mean of transportation, visit:  
<http://www.metrobus.cdmx.gob.mx/>.

**e) Car rental**

It is possible to rent cars on a daily basis with limited mileage up to a weekly or monthly plan with unlimited mileage, the costs depend on the model, unit, and type of plan.

For more information on this type of transportation at the airport visit:  
<http://www.aicm.com.mx/pasajeros/transporte/renta-de-automoviles>

**Remark:** The safety recommendations are the common in every city, such as carry only the necessary amount of money and not to unnecessary exhibit precious jewelry.

**16. Emergency telephones**

<b>Number</b>	<b>Service</b>	<b>Function</b>
<b>066</b>	<b>SSP-DF Emergencies</b>	They take care of robberies, assaults, accidents and offer help to citizens requiring support from police, ambulances, firefighters, civil protection, etc.
<b>061</b>	<b>PGJ-DF Emergencies</b>	Supports all type of emergencies related with entities as Red Cross or Firefighters.
<b>065</b>	<b>Red Cross</b>	Attention of medical emergencies resulted from illness or accidents.
<b>068</b>	<b>Firefighters</b>	Take care of forest fires, houses, garbage dumps, crashes, rollovers, fallen trees, support with floods, etc.
<b>5658-1111</b>	<b>LOCATEL</b>	Provided information: traffic violation system, IMECA, Integrated Territorial Program (PIT), “Hoy No Circula” (information regarding which cars are not permitted to be used), Catalog.

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# APPENDIX

## LOCATION MAP

Av. 602 núm. 161, Col. Zona Federal  
Aeropuerto Ciudad de México  
Del. Venustiano Carranza  
C.P. 15620, México, D.F.

