



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/6B.17 – SA316

20 May 2011

To: Mr. Pierre Dubois, French Antilles and Guyana
Mr. Zulficar Mohamed, Civil Aviation Director, Guyana (ai)
Mr. Stantley Betterson, Acting Director of Civil Aviation, Suriname
Mr. E. L. Fernandez Acting Director, Civil Aviation Safety Authority Suriname
(CASAS)

Subject: **SAM Regional seminar/workshop for National Continuous Monitoring Coordinators**
(Lima, Peru, 19 to 23 September 2011)

Action
required: Reply before 15 August 2011

Sir/Madam,

I have the pleasure to inform you that during its 37th Session, the ICAO Assembly (Resolution A37-5) unanimously endorsed the transition of the ICAO Universal Safety Oversight Audit Programme (USOAP) to a continuous monitoring approach (CMA).

As part of the transition process, I am also pleased to inform you that the SAM Regional Office, in coordination with ICAO Headquarters' Continuous Monitoring and Oversight (CMO) Section and State Aviation Safety Tools (SAST) Unit, will be conducting a seminar/workshop on the implementation of the CMA and on SAST tools. This seminar/workshop will be held at the ICAO SAM Regional Office in Lima, Peru, from **19 to 23 September 2011**.

This seminar/workshop has as its primary audience all designated National Continuous Monitoring Coordinators from the region. In addition, States are encouraged to send one or two additional participants to familiarize them with CMA procedures and their implementation.

The seminar/workshop will, inter alia, address the following items:

- a) USOAP aims and achievements;
- b) States' safety oversight obligations under the Convention on International Aviation;
- c) CMA processes and procedures;
- d) CMA tools and their use, including:
 - 1) The CMA online framework;
 - 2) State Aviation Activity Questionnaire (SAAQ);
 - 3) Compliance Checklists (CCs) and the Electronic Filing of Differences system (EFOD);
 - 4) CMA Protocol Questions (PQs); and
- e) Duties and responsibilities of the National Continuous Monitoring Coordinators, including:
 - 1) Use of the CMA online framework;
 - 2) Online completion and submission of the SAAQ, PQs, and CCs;
 - 3) Development and updating of States' Corrective Action Plans (CAPs);
 - 4) Implementation of CAPs;
 - 5) Interaction between the National Continuous Monitoring Coordinator and other national entities;
 - 6) Interaction between the National Continuous Monitoring Coordinator and the CMO Section; and
 - 7) CMA onsite activities and how to prepare for them.

The CMA will be almost entirely administered through electronic and web-based applications. Consequently, it is essential that National Continuous Monitoring Coordinators be trained in these applications, enabling them to access and use the CMA online framework and other tools.

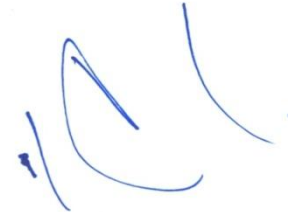
Please note that the seminar/workshop will be conducted only in the English language. However, the seminar/workshop material will be translated into Spanish and at least one of the facilitators will speak Spanish or an interpreter will be made available.

Once again, I encourage you to send at least the National Continuous Monitoring Coordinator identified by your Administration to this seminar/workshop, so that he/she can benefit from the discussions on the continuation and expansion of the USOAP and better understand his/her role as National Continuous Monitoring Coordinator. Additional information containing the details on the venue of the meeting, useful travel information, including hotel accommodation in Lima and other information of interest to participants can be found at ICAO South American Regional Office website, www.lima.icao.int, as well as other documentation concerning the event, as soon as available. Participants are encouraged to bring their laptop computers to this event.

I would invite you to inform this Office of the participants from your State who will be attending this most important seminar/workshop by completing the attached **Registration Form**

with regard to each candidate, so it is received at this Office no later than **15 August 2011**. Should you require additional information you may contact Mr. Marcelo Ureña, Flight Safety Regional Officer, murena@lima.icao.int or Mrs. Marisa Pérez, Assistant, mpaez@lima.icao.int.

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



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Attachments:

- *IP/1*
- *Registration form*

cc:

Mr. Daniel Madiot, Chef du Service de la Navigation Aérienne Antilles, Guyane (ai)



International Civil Aviation Organization
South American Regional Office

CMA-SAST -IP/1

20/05/11

SAM Regional seminar/workshop for National Continuous Monitoring Coordinators

(Lima, Perú, 19 to 23 September 2011)

GENERAL INFORMATION

(Presented by the Secretariat)

1. **Venue and dates**

The **SAM Regional seminar/workshop for National Continuous Monitoring Coordinators** will be held in the premises of the ICAO South American (SAM) Regional Office in Lima, Peru, from 19 to 23 September 2011.

2. **Coordinator**

Mr. Marcelo Ureña, Flight Safety Regional Officer
ICAO SAM Regional Office
Tel: +511 611-8686
Fax: +511 611-8689
E-mail: mail@lima.icao.int
murena@lima.icao.int

3. **Participants Registration**

The registration of delegates will take place on 19 September, from 08:30 to 09:00 hours.

4. **General information**

It can be found in the “*General Information*”, “*Weather*” and “*Hotels*” sections of the ICAO SAM Regional Office Website home page, located at <http://www.lima.icao.int/>, “*inglés*” (upper right-hand corner).

5. **Documentation Link**

The documentation will be posted in the ICAO SAM Regional Office Website, <http://www.lima.icao.int/>, *Meetings*; participants should check this website frequently to download the documentation. All participants must bring their own set of documentation to the Meeting venue (hard copy or electronically), since there will be no hard copies available for distribution.

6. **Personal Computers**

Participants should bring their laptop computers to this event.

- END -