



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.8 — SA523

22 August 2011

To: Mr. Pierre Dubois, West Indies and French Guyana Civil Aviation Director
Mr. Zulficar Mohamed, Interim General Director, Guyana
Mr. Stanley Betterson, Acting Director of Civil Aviation, Suriname

Subject: **ICAO/WMO Seminar/Workshop on the Meteorological Services for Air Navigation in the NAM/CAR/SAM Regions – Development of a Quality Management System in Aeronautical Meteorological Services as an Enhancement to Aviation Safety**
ICAO NACC Regional Office, Mexico City, 18 to 20 October 2011

Action

Required: **1. Register participants by 23 September 2011 to confirm provision of simultaneous interpretation**
2. Support the Seminar/Workshop by confirming your intention to contribute with a presentation by 23 September 2011

Dear Sir/Madam:

I have the honour to inform you that the International Civil Aviation Organization (ICAO) in conjunction with the World Meteorological Organization (WMO), invites you to the ICAO/WMO Seminar/Workshop on the Meteorological Services for Air Navigation in the NAM/CAR/SAM Regions – *Development of a Quality Management System in Aeronautical Meteorological Services as an Enhancement to Aviation Safety* to be held in the ICAO NACC Regional Office, Mexico City, from 18 to 20 October 2011.

The objective of this Seminar/Workshop is the importance of implementing quality management systems (QMS) in aeronautical meteorology (MET) services to support safety management systems (SMS) in time for the applicability in November 2012 of the new Standard related to QMS included in Amendment 75 to Annex 3. Also, the relevance of this event is to raise awareness amongst the authorities about the essential role for safety played by QMS in the provision of MET services for international air navigation and to obtain commitment by States to implement QMS within MET services in the NAM/CAR/SAM Regions.

The Seminar/Workshop has been planned for senior meteorologists and officials of the meteorological services that participate in preparation of operational manuals, quality control systems, organization and/or supervision of the meteorological service for international air navigation in States,

Territories and International Organizations of the NAM/CAR/SAM Regions. The Provisional Programme for the aforementioned event is included in **Attachment A** to this letter.

In this regard, please inform this Regional Office of your attendance by **23 September 2011**, by completing and returning the registration form included as **Attachment B** to this letter. It is planned to carry out this event with simultaneous interpretation in English/Spanish. However, the simultaneous interpretation services will be confirmed considering the participants' registration for the event.

Regarding the subject matter of the Seminar/Workshop, it should be noted that for the development and discussion of the event, States/Territories/International Organizations are expected to contribute presentations on the experience and progress of their Administration in the implementation of quality management systems in aeronautical meteorology. Therefore, your Administration is invited to support the event by providing a presentation on the topics contained in the programme or any other that your Administration consider relevant to present in relation to the Seminar/Workshop topics.

In this regard, I would appreciate that you confirm your intention to support the event with a presentation no later than **23 September 2011**, by informing the name of the speaker, title and duration of the presentation. The Power Point files for the presentations should be submitted to this Regional Office by **10 October 2011**.

The list of suggested hotels and location maps, as well as other useful information is available at ICAO SAM Regional Office Website located at <http://www.lima.icao.int>, under Meeting Programme 2011, ICAO/MWO Seminar/Workshop on the Meteorological Services for Air Navigation in the NAM/CAR/SAM Regions. Participants are kindly invited to make their own hotel, travel and visa arrangements.

For further information on this event please contact Mrs. Nohora Arias, Regional Officer, Aeronautical Meteorology, by e-mail at narias@lima.icao.int, and/or her Assistant Mrs. Marisa Páez, at mpaez@lima.icao.int.

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



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Encs:

As indicated

cc:

Mr. Daniel Madiot, Chef du Service de la Navigation Aérienne (ai) Antilles, Guyane
Mr. Philippe Livenais, Chef du Service Meteorologique de Guyane
Mrs. Bhaleka Seulall, Chief Hydrometeorological Officer (ag), Guyana
Mr. Cornelis R. Becker, Director, Meteorological Service
ICAORD, Mexico

ATTACHMENT / ADJUNTO A



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL (OACI)

WORLD METEOROLOGICAL ORGANIZATION (WMO)
ORGANIZACIÓN METEOROLÓGICA MUNDIAL (OMM)



ICAO/WMO SEMINAR/WORKSHOP ON THE METEOROLOGICAL SERVICES FOR AIR NAVIGATION IN THE NAM/CAR/SAM REGIONS

“Development of a Quality Management System in Aeronautical Meteorological Services as an Enhancement to Aviation Safety”

SEMINARIO/TALLER DE LA OACI/OMM SOBRE SERVICIOS DE METEOROLOGÍA PARA LA NAVEGACIÓN AÉREA EN LAS REGIONES NAM/CAR/SAM

“Desarrollo de un sistema de gestión de la calidad en los servicios de meteorología aeronáutica como una mejora para la seguridad operacional de la aviación”

ICAO NACC Regional Office, Mexico City, Mexico, 18 to 20 October 2011
Oficina Regional NACC de la OACI, Ciudad de México, México, 18 al 20 de octubre de 2011

PROVISIONAL PROGRAMME / PROGRAMA PROVISIONAL

DAY ONE / DÍA UNO

Tuesday 18 October 2011 / Martes 18 de octubre de 2011

09:00 – 09:30	Registration / Registro
09:30 – 10:00	Opening Ceremony / Ceremonia de Apertura Remarks by / Palabras de apertura de <ul style="list-style-type: none"> International Civil Aviation Organization (ICAO) / Organización de Aviación Civil Internacional (OACI) World Meteorological Organization (WMO) / Organización Meteorológica Mundial (OMM)
Group Picture / Foto de Grupo	
10:00 – 10:15	Quality Management Systems (QMS) in ICAO MET provisions Sistemas de gestión de la calidad (QMS) en las disposiciones MET de la OACI ICAO / OACI
10:15 – 10:30	History of QMS requirements / Historia de los requerimientos QMS ICAO / OACI
10:30 – 10:45	QMS requirements included in ICAO Annex 3 Requerimientos QMS incluidos en el Anexo 3 de la OACI ICAO / OACI
10:45 – 11:15	Coffee Break / Pausa para el Café
11:15 – 12:00	QMS requirements included in ICAO Annex 3 Requerimientos QMS incluidos en el Anexo 3 de la OACI ICAO / OACI
12:00 – 12:45	World Meteorological Organization perspective in QMS Perspectiva de la Organización Meteorológica Mundial del QMS WMO / OMM
12:45 – 13:15	Coffee Break / Pausa para el Café
13:15 – 13:45	What is the Quality Management System (QMS)? ¿Qué es un sistema de gestión de la calidad (QMS)? ICAO / OACI

DAY ONE / DÍA UNO

Tuesday 18 October 2011 / Martes 18 de octubre de 2011

13:45 – 14:15	<i>ISO 9000 series / Serie ISO 9000</i> <i>WMO / OMM</i>
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14:15 – 15:00	<i>Case study: Examples / Estudio de caso: Ejemplos</i>
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DAY TWO / DÍA DOS

Wednesday 19 October 2011 / Miércoles 19 de octubre de 2011

09:00 – 10:30	<i>Case study: Examples / Estudio de caso: Ejemplos</i> <i>WMO / OMM</i>
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10:30 – 11:00	<i>Coffee Break / Pausa para el Café</i>
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11:00 – 11:30	<i>Case study: Examples / Estudio de caso: Ejemplos</i> <i>WMO / OMM</i>
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11:30 – 12:00	<i>Guidance in ICAO Document 9873 “Manual on the Quality Management System for the Provision of Meteorological Service to International Air Navigation”</i> <i>Orientación en el Documento 9873 de la OACI “Guía del sistema de gestión de la calidad para el suministro de servicios meteorológicos para la navegación aérea internacional”</i> <i>ICAO / OACI</i>
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12:00 – 12:30	<i>Methods to get assistance / Métodos para obtener asistencia</i> <i>WMO / OMM</i>
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12:30 – 13:00	<i>Coffee Break / Pausa para el Café</i>
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13:00 – 14:15	<i>GAP analysis / Análisis de brecha</i> <i>WMO / OMM</i>
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14:15 – 15:00	<i>Audits / Auditorías</i> <i>ICAO / OACI</i>
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DAY THREE / DÍA TRES

Thursday 20 October 2011 / Jueves 20 de octubre de 2011

09:00 – 10:30	<i>Participant presentations / Presentaciones de los participantes</i> <i>Participants / Participantes</i>
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10:30 – 11:00	<i>Coffee Break / Pausa para el Café</i>
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11:00 – 12:30	<i>Participant presentations / Presentaciones de los participantes</i> <i>Participants / Participantes</i>
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12:30 – 13:00	<i>Coffee Break / Pausa para el Café</i>
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13:00 – 14:00	<i>Conclusions / Conclusiones</i> <i>ICAO & WMO / OACI & OMM</i>
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14:00 – 14:30	<i>Closing / Clausura</i>
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ATTACHMENT / ADJUNTO B



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL (OACI)

WORLD METEOROLOGICAL ORGANIZATION (WMO)
ORGANIZACIÓN METEOROLÓGICA MUNDIAL (OMM)



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*“Desarrollo de un sistema de gestión de la calidad en los servicios de meteorología aeronáutica
como una mejora para la seguridad operacional de la aviación”*

ICAO NACC Regional Office, Mexico City, Mexico, 18 to 20 October 2011
Oficina Regional NACC de la OACI, Ciudad de México, México, 18 al 20 de octubre de 2011

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	NAME NOMBRE	
2.	POSITION CARGO	
3.	ORGANIZATION ORGANIZACIÓN	
4.	COUNTRY PAÍS	
5.	TELEPHONE TELÉFONO	
6.	E-MAIL CORREO-E	

Please return this form to: / Por favor regrese este formulario a:

E-mail: mail@lima.icao.int

Fax: + 511 611 8689