



International Civil Aviation Organization
ICAO South American Regional Office
Twelfth Meeting of the Civil Aviation Authorities of the SAM Region (RAAC/12)
(Lima, Peru, 3 to 6 October 2011)

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date

The Twelfth Meeting of the Civil Aviation Authorities of the SAM Region (RAAC/12) will be held at the ICAO SAM Regional Office, Lima, Peru, from 3 to 6 October 2011.

2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147
Principal No.102
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro, Lima
Telephone: +51 1 611-8686
Fax: +51 1 611-8689
E-mail: mail@lima.icao.int

3. Opening session

Monday, 3 October 2011
Registration of participants: 08:30 – 09:00 hrs.
Opening session: 09:00 – 09:15 hrs.

4. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:30 to 09:00 hrs, during the first day of the event, where the duly completed registration sheet should be handed in. Likewise, participants are requested to use the badges supplied to them during registration.

5. Documentation link and languages

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the Meeting will be posted on the ICAO SAM Regional Office website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

6. The instructions to log on the SAM website are:

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

Select **Inglés** (English) on the upper right corner of the welcome page

Click on “**UPCOMING MEETINGS**”

Look for and click on “**RAAC/12**” (events appear ordered by date)

7. **Temperature**

Temperature in Lima during the month of October varies from 14°C to 19°C. The average humidity is of 75%.

8. **Transportation from/to the airport**

There are authorized taxis services at the Jorge Chavez International Airport.

The rate to Miraflores or San Isidro (hotel area) is of approximately US\$ 20.00. This rate can be confirmed in counters at the Airport’s international arrivals area.

Taking into account the increase in assaults against persons who travel in the route to and from the airport, the following taxi companies are suggested:

Eurocar

Tel: +511 222-1010

E-mail: ventas@eurocarperu.com

CMV Servicio Ejecutivo

Tel: +511 422-4838

E-mail: cmv@exalmar.com.pe

9. **Transportations to and from the site of the event**

Participants can take a taxi or walk to the SAM Regional Office, depending on the location of the selected hotel, and vice versa.

In the city, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide any safety or guarantee. In case of taking an informal taxi, please consider that you may be at a high risk.

Companies recommended for transfers within the city:

Alo Taxi

+51 1 225-4355

Lima Remisse

+51 1 224-5529 / 99965-6639

Taxi Planet

+51 1 794-4864 / 781-7988

Tata Taxi

+51 1 274-5151

Taxi Real

+51 1 470-6263 / 470-6203

Taxi Seguro

+51 1 241-9292

10. **Suggested hotels in Lima**

Reservations should be arranged directly with the hotel and **well in advance**. In view of the various events carried out in Lima, prices may vary. Kindly consult the hotel of your preference.

Hotel	Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail	Simple US\$	Doble/ Double US\$
Swissôtel Lima*****	(a 50 mts de la Oficina/50 mts away from the Office) Via Principal 150, Centro Empresarial Real, San Isidro Tel: +51 1 611-4415 - Fax: +51 1 421-4360 E-Mail: reservations.lima@swissotel.com Website: http://www.swissotel.com Incluye desayuno buffet / Includes buffet breakfast Solicitar tarifa corporativa para OACI - 6062/ Request corporate rate for ICAO - 6062	Premier US\$ 190.00 Swiss Business Advantage US\$ 200.00 Swiss Executive US\$ 280.00 Todas las tarifas/ All rates + 10 %	Premier US\$ 200.00 Swiss Business Advantage US\$ 215.00 Swiss Executive US\$ 300.00 Todas las tarifas/ All rates + 10 %
Sonesta Hotel El Olivar *****	(a 3 cuadras de la Oficina/ 3 blocks away from the Office) Pancho Fierro 194, San Isidro Tel +51 1 712-6060 - Fax +51 1 7126099 Website: http://www.sonesta.com E-mail: reservas@sonestaperu.com / mllaque@sonestaperu.com Incluye desayuno buffet / Includes buffet break	US\$ 178.00 + 10%	US\$ 191.00 + 10%
Delfines Hotel & Casino ***** (Summit Hotels & Resorts)	(a 5 mins de la Oficina, en taxi/ 5 mins. away from the Office, by taxi) Calle Los Eucaliptos 555, San Isidro Tel: +51 1 215-7000 Fax: +51 1 215-7073 Website: http://www.losdelfineshotel.com.pe E-mail: reservas@losdelfineshotel.com.pe Incluye desayuno buffet en Delphos Cafe / Includes buffet breakfast at Delphos Cafe	Superior US\$ 165.00 Executive US\$ 200.00 Todas las tarifas/ All rates + 10%	Superior US\$ 185.00 Executive US\$ 220.00 Todas las tarifas/ All rates + 10%
Hotel Suites del Bosque *****	(a 3 cuadras de la Oficina/ 3 blocks away from the Office) Av. Paz Soldán 165, San Isidro Tel: +51 1 616 1818 / 616 2121 Website: www.suitesdelbosque.com E-mail: reservas@suitesdelbosque.com Incluye desayuno buffet / Includes breakfast buffet	Suite Ejecutiva Estándar/ Standard Executive Suite US\$ 120.00 + 10%	Suite Ejecutiva Estándar/ Standard Executive Suite US\$ 130.00 + 10%
Plaza del Bosque Apart Hotel *****	(a 3 cuadras de la Oficina/ 3 blocks away from the Office) Av. Paz Soldán 190, San Isidro Tel: +51 1 616-1818 / 616-2121 Website: www.plazadelbosque.com E-mail: reservas@plazadelbosque.com Incluye desayuno buffet / Includes breakfast buffet	Suite Ejecutiva Estándar/ Standard Executive Suite US\$ 120.00 + 10%	Suite Ejecutiva Estándar/ Standard Executive Suite US\$ 130.00 + 10%

Hotel	Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail	Simple US\$	Doble/ Double US\$
Radisson Hotel & Suites San Isidro *****	(a 4 cuadras de la Oficina / four blocks from the Office) Av. Las Palmeras 240 - San Isidro Tel: (511) 422-3887 E.mail: tvega@decapolisperu.com Website: www.radisson.com/sanisidro.pe Incluye desayuno buffet, acceso internet, consumo diario US\$10 en los bares del Hotel, gimnasio, piscina, sauna, business center / breakfast, internet, US\$10.00 daily consumption at the hotel bars, gym, swimming pool, sauna, business center included	LUN-JUE/ MON-THU US\$ 129.00 + 10% VIE-DOM/ FRI-SUN US\$ 89.00 + 10%	LUN-JUE/ MON-THU US\$ 159.00 + 10% VIE-DOM/ FRI-SUN US\$ 109.00 + 10%
Los Tallanes Hotel Suites *****	(a 5 minutos de la Oficina, en taxi/ 5 minutes away from the Office, by taxi) Av. Jorge Basadre 325, San Isidro Tel: +51 1 221-0001 - Fax: +51 1 222-5030 Website: www.hoteltallanes.com E-mail: mdurand@hoteltallanes.com.pe Incluye desayuno Americano/American breakfast included	Suite Ejecutiva Estándar US\$ 140.00 + 10%	Suite Ejecutiva Estándar US\$ 150.00 + 10%
ATTON San Isidro *****	(distancia 5 minutos en taxi/the distance from the office is 5 minutes in taxi) Av. Jorge Basadre 595 San Isidro Lima 27 Teléfono (+51 1) 208-1200 E-mail: reservas-lima@atton.com; spinglo@atton.com Includes buffet breakfast served at the restaurant, wireless internet in rooms and public areas, free access to gym, pool, jacuzzi and sauna, room service 24 hrs	US\$125.00 + 8% Standard Simple (introductory rate June/July/August)	US\$145.00 00 + 8% Junior Suite Simple (introductory rate June/July/Augus t)
NOVOTEL Lima *****	(al frente de la Oficina/across the street) Av. Victor Andrés Belaunde 198, San Isidro Tel: +51 1 315 9924 / 315 9925 E-mail: h6339-re1@accor.com Incluye desayuno buffet e impuesto a los servicios/ Includes buffet breakfast and service taxes Check in 14 hrs - Check out 12 hrs.	US\$ 180.00	US\$ 200.00
El Pardo Doubletree Hotel *****	(a 10 minutos de la oficina, en taxi/ 10 minutes away from the office, by taxi) Jr. Independencia 141, Miraflores Tel: +51 1 617-1000 Fax. +51 1 444-2171 / 241-0039 Website: http://www.elpardodoubletree.com.pe/ E-mail: pardohot@doubletreeelpardo.com.pe Incluye desayuno buffet / Buffet breakfast included	US\$ 150.00 + 10%	US\$ 165.00 +10%
Hotel Boulevard *****	Av. José Pardo 771, Miraflores, Lima 18 Tel: + 51 1 444-6562/63/64 Fax: + 51 1 444-6602 E-mail: reservasboulevard@speedy.com.pe Website: www.hotelboulevard.com.pe Impuesto a los servicios incluidos/Service taxes included	US\$70.00	US\$80.00

Hotel	Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail	Simple US\$	Doble/ Double US\$
Hotel José Antonio***	(a 10 minutos de la Oficina, en taxi/ 10 minutes away from the Office, by taxi) Av. 28 de Julio 398, Miraflores Tel: +51 1 445-7743 / 445-6870 Fax: +51 1 446-8295 Website: www.hotelesjoseantonio.com E-mail: ventas@hotelesjoseantonio.com Incluye desayuno buffet e impuesto a los servicios/ Includes buffet breakfast and service taxes	Standard US\$90.00 Ejecutiva US\$ 100.00	Standard US\$100.00 Ejecutiva US\$ 120.00
Hotel El Doral***	(a 10 minutos de la Oficina, en taxi/ 10 minutes away from the Office, by taxi) Av. José Pardo 486, Miraflores Tel. +51 1 242-7799 Fax +51 1 446-8344 Website: http://www.eldoral.com.pe E-mail: aparthotel@eldoral.com.pe Incluye desayuno americano/Includes American breakfast	US\$ 58.00 + 10%	US\$ 68.00 + 10%
Lima Airport Inn	(a 10 minutos, en taxi/ 10 minutes away, in taxi) Miguel Grau 191, Miraflores Tel.: +51 1 447-4943 – 4474882 4474604 Fax: +51 1 4460267 E-mail: airport_inn@terra.com.pe Incluye desayuno continental e impuesto a los servicios/ Includes Continental breakfast and service taxes	US\$35.00	US\$45.00 + 10% Triple US\$60.00 + 10%
Hostal El Farolito	(a 10 minutos, en taxi/ 10 minutes away, in taxi) Av. Dos de Mayo 321, Miraflores Telf.: +51 1 241-2942 E-mail: elfarolito.hotel@gmail.com Incluye desayuno continental e impuesto a los servicios/ Continental breakfast and service taxes included	US\$30.00	US\$50.00

Nota/Note: Pasajeros extranjeros están exonerados del 19% de IGV previa presentación del pasaporte con el sello de ingreso al Perú al momento del check in en el hotel.
Foreigners are exempted of 19% Sales Tax presenting the passport during check-in.

11. Passport, visa and vaccination requirements

To enter the country, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please also verify if yellow-fever, or any other vaccination is required.

12. Money exchange and credit cards

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.75 per US \$ 1.00, approximately.

Credit cards as American Express, Master Card, VISA, Diners Club, etc, are usually welcome in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

13. **Hospitals**

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar s/n, Miraflores, Tel: +51 1 616-8900.

14. **ICAO contact telephone numbers**

Mr. Oscar Quesada, Deputy Regional Director 611-8686
oquesada@lima.icao.int
Sr. Celso Figueiredo, Oficial Regional ATM 611-8686
(cfigueiredo@lima.icao.int)

15. **Electricity**

220 Volts/60Hz.

16. **Airport tax**

Exit airport tax is US\$ 31.00 American Dollars.

17. **Airlines**

The following telephone numbers are provided, with the aim you can confirm your flights back to your country:

Aerolíneas Argentinas.....	513-6565
Aeroméxico.....	705-1111
Air Canada.....	0800 52073
Air Comet.....	0800 52222
Alitalia.....	241-1026 / 241-8303
American Airlines.....	0800 40350 / 211-7000
Avianca.....	0800 51936
Continental Airlines.....	0800 70030 / 712-9230
Copa Airlines.....	610-0808
Delta Airlines.....	0800 4 3210 / 211-9211
Gol.....	0800 52917
Iberia.....	411-7801
KLM.....	213-0200
Lan.....	0801-11234 / 213-8200
Lloyd Aéreo Boliviano.....	444-0510 / 241-5210
Lufthansa.....	442-4455 / 444-4440
Mexicana de Aviación.....	610-6065 / 610-6066
Taca.....	511-8222

18. **Information on safety and protection**

Upon any emergency situation, kindly call the Security Officer of the ICAO South American Office, Mrs. Lia Ricalde, cell phone 995876558, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS):

Assistance 24 Hours - 365 days

213 – 3220 (direct)
213 – 3200, Extension 1600
997 571 008 (cell).

19. **General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

During an earthquake

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, and do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

After an earthquake

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

ICAO third and fourth floors emergency exits

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line, move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across Víctor Andrés Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when there is no danger for your return to the facilities.

**PLANO DE UBICACIÓN DE LA OFICINA REGIONAL SUDAMERICANA DE OACI EN LIMA, PERÚ/
ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**

Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro

