



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 2/3A.47-SA445

12 September 2014

To: Mr. Jean-Michel Boivin, Regional Director of Civil Aviation, West Indies and French Guiana
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Sixth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM - (SAM/AIM/6)**
(Lima, Peru, 24 to 28 November 2014)

Action
required: **Take note and confirm participation no later than 24 October 2014**

Sir/Madame,

I have the honour to address you this letter to inform you that the Sixth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/6) has been planned to be held at the South American Regional Office premises in Lima, Peru, from **24 to 28 November 2014**.

The meeting has the goal to continue with the activities as a follow-up of the "ICAO roadmap for the transition from AIS to AIM" Phase 1, and also to follow-up the GREPECAS Projects and States' action plans to achieve the transition to the AIM.

For this meeting it is recommended that delegations be integrated by experts directly involved in the management of Electronic Terrain and Obstacle Data (e-TOD), implementation of a Quality Management System in the AIS (QMS), and aeronautical information/data exchange (AIXM).

For a further analysis of the matters to be dealt with during this meeting, I am pleased to attach a draft Agenda and corresponding explanatory notes (**Attachment A**). I would highly appreciate to receive your comments or agreement with the same. I am also attaching information paper IP/01, (**Attachment B**), which contains general information on the event.

Keeping in mind the importance of the matters to be dealt with and decisions to be taken, I would highly appreciate if your Administration submits before **24 October 2014** those documents on the agenda items that may wish to present, in order to have sufficient time for their translation and edition. The documentation received after this date, should be prepared in both languages by the Administration that presents it. Information papers will be presented in its original language only, unless their authors facilitate translated versions in view that they are of interest to the Region.

The meeting will be conducted in Spanish language, with English simultaneous interpretation services if sufficient English speaking participants are timely registered. The corresponding documentation will be published in the ICAO SAM Office website: http://www.icao.int/SAM/Pages/ES/meetings_ES.aspx. No documentation is foreseen for distribution during the development of the meeting.

Considering the aforesaid, I am pleased to invite your Administration to nominate participants to attend this meeting, by submitting, if applicable, the attached registration form (**Attachment C**), duly filled out for each delegate, by e-mail (icaosam@icao.int) to be received at this Regional Office no later than **24 October 2014**.

Mr. Roberto Arca Jaurena, SAM ATM/SAR/AIM Regional Officer (rarca@icao.int), Mr. Jorge Armoa, SAM MET/AIM Regional Officer (rarmoa@icao.int), or their assistants, Mrs. Ursula Danuser (udanuser@icao.int) and/or Mrs. Marisa Paez (mpaez@icao.int) respectively, are at your disposal should you require any additional information on this meeting.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

As indicated

cc: Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana
Mrs. Catherine Mayaud, Aeronautical Information Coordinator, SNA-AG, West Indies and French Guiana
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname
Mr. Robby Venlo, acting Director of Civil Aviation Department, Suriname
Mr. Brian De Souza, acting Director, CASAS, Suriname

ATTACHMENT A

Sixth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/6)

Lima, Peru, 24 to 28 November 2014

DRAFT AGENDA

Agenda Item 1: Implementation of provision of Electronic Terrain and Obstacle Data (e-TOD)

Under this part of the agenda, the progress on the compliance of regulations of ICAO Annex 15 by States will be analysed. Also, GREPECAS Project G1 deliverables will be revised by States.

Agenda Item 2: Implementation of systems for aeronautical information data exchange and aeronautical data

Under this matter, the current degree of the implementation of electronic data provision and aeronautical information will be analysed, as well as GREPECAS Project G2 on systems implementation for the exchange of information and data through protocols.

Agenda Item 3: Implementation of the Quality Management System in AIM units

Under this agenda item, the meeting will deal with States that have not yet achieved implementation of quality management in the AIM and are delayed with regard to the roadmap for migration from AIS to AIM. States that have not implemented quality management must submit to the meeting a working paper containing a detailed action plan, establishing tasks carried out, pending tasks, the dates and resources assigned for its execution.

Agenda Item 4: NOTAM Contingency Plan and AIM deficiencies

Under this agenda item, States that have not yet implemented the NOTAM Contingency Plan shall present their proposals to activate bilateral or multilateral coordination required, in order to ensure continuity of NOTAM issuance in contingency. Likewise, States shall present an action plan for AIM deficiencies.

Agenda Item 5: AIRAC and ICARD systems and amendments to international routes network

Under this agenda item, States shall inform by working paper on their problems concerning AIRAC and ICARD systems. They shall submit a list of international routes to upper and lower level existing in each State, including points and coordinates in degrees, minutes and seconds.

Agenda Item 6: Other business

Under this item, the meeting will be able to review other aspects which have not been considered in the previous agenda items and that are related with the matters under analysis.

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ATTACHMENT B



International Civil Aviation Organization
South American Office
Sixth Multilateral Meeting of the SAM Region for
the Transition of AIS to AIM (SAM/AIM/6)
Lima, Peru, 24 to 28 November 2014

SAM/AIM/6-IP/01
14/09/14

GENERAL INFORMATION

(Presented by the Secretariat)

1. **Place and date of the event**

The Sixth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/6) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 24 to 28 November 2014.

2. **Address of the ICAO South American Office**

Av. Víctor Andrés Belaúnde 147
Vía Principal No. 102
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro, Lima (See attached map)
Telephone: +511 611-8686
Fax: +511 611-8689
E-mail: **icaosam@icao.int**

3. **Opening session**

Will take place on Monday, 24 November 2014, at 08:45hrs, in the ICAO SAM Office's conference room, 4th floor.

4. **Languages and documents**

This event will be held in Spanish and English and will have simultaneous interpretation services.

5. **Link for the documents**

The documentation of the event will be published in the ICAO SAM Regional Office Web page: (<http://www.icao.int/SAM/Pages/meetings.aspx>). Participants should review this website frequently to download the information and take it to the event in a printed or electronic version, in a laptop, since no copies will be distributed during the event.

6. **Registration of participants**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to **Attachment C** of the convening letter).

On Monday 24 November, the registration will be verified at the registration desk, from 08:15 to 08:45 hrs. Participants are requested to use the badges that will be supplied to them during registration.

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

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 30.00. This rate can be confirmed in counters at the Airport's international arrivals area.

8. **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.

9. **Temperature and hotels**

May be found in the sections "General Information", "Weather" and "Hotels" on the ICAO SAM Office's Website <http://www.icao.int/SAM>.

10. **Passport, visa and vaccination requirements**

To enter Peru, 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.

11. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.85 per US \$ 1.00.

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

12. **Health attention**

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

13. **ICAO contact telephone numbers**

Mr. Roberto Arca, ATM/SAR/AIM Regional Officer6118686 Ext. 106
(rarca@icao.int)Cel: 987 617 888

14. **Electricity**

220 Volts/60Hz.

15. **Information on safety and protection**

Upon any emergency situation, kindly call the Regional Security Officer of the ICAO South American Office, Mr Roberto Arca Jaurena Cel 987 617 888, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757-1008 or 99757-1003.

16. **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, 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

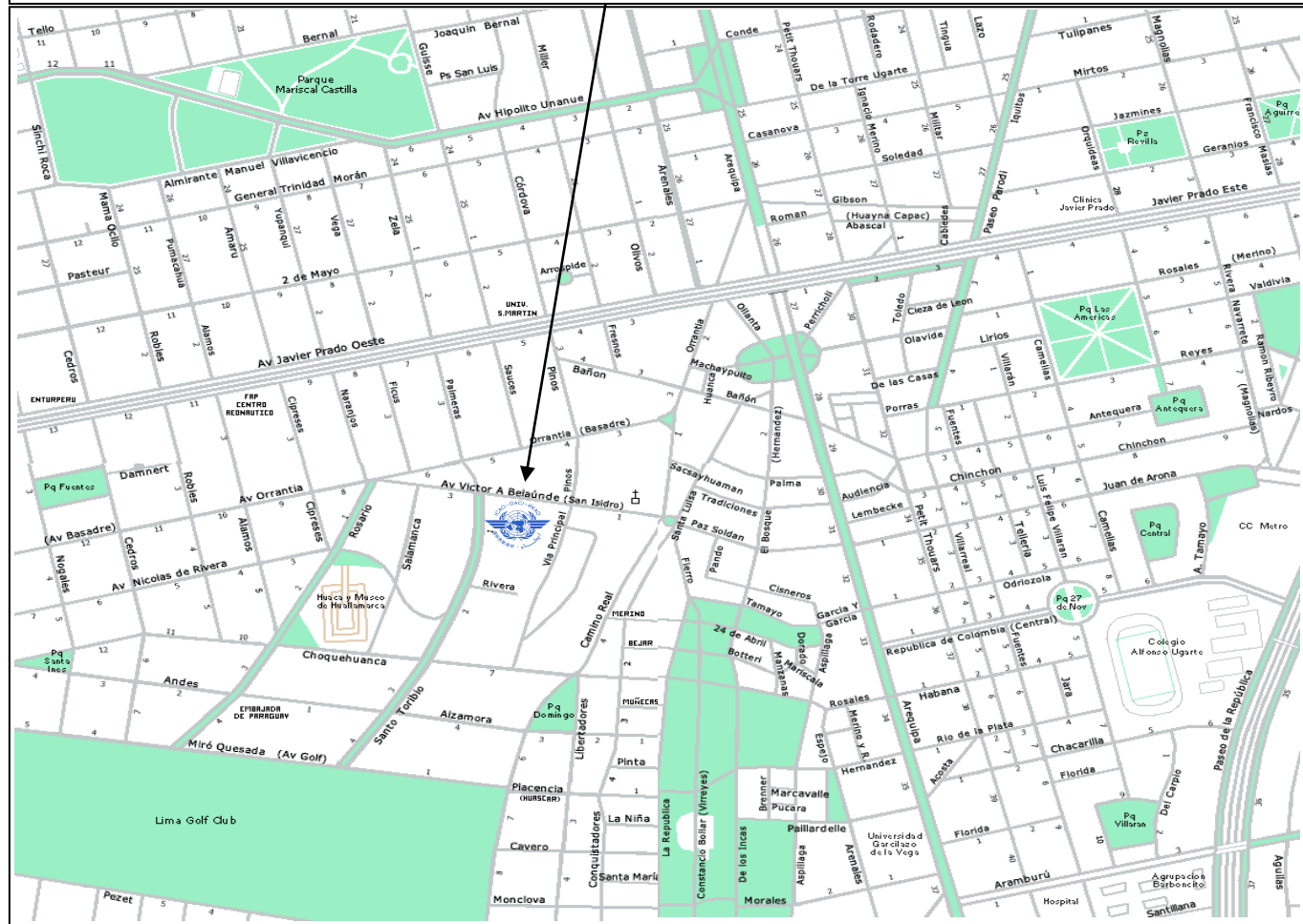
- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

ICAO Third and Fourth floor 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 V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

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ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU
Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro



ADJUNTO C / ATTACHMENT C



ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL Oficina Regional Sudamericana

Sexta Reunión Multilateral AIM de la Región SAM para la transición del AIS a la AIM Sixth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/6)

Lima, Perú, 24 a 28 de noviembre de 2014 – Lima, Peru, 24 to 28 November 2014

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/*State*:

Organismo/*Organization*: _____

2. Nombre/
Name:

3. Cargo/*Position*:

4. Participa como / *Participates as*:

Miembro/
Member ☐ Alternó/
Deputy ☐ Delegado/
Delegate ☐ Observador/
Observer ☐ Ponente/
Lecturer ☐ Instructor/
Instructor ☐ Alumno/
Student ☐

5. Dirección oficial /
Business address:

6. Tel.: _____ Fax: _____ E-mail: _____

7. Hotel o dirección en la
ciudad/ *Hotel or local
address*:

8. Información de vuelo/
Flight information:

Vuelo llegada/ fecha/ hora/
Arrival flight/ date/ hour:

Vuelo salida/ fecha/ hora/
Departure flight/ date/ hour:

Firma/
Signature:

Fecha/ *Date*:
