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## **AGENDA, SCHEDULE AND WORKING METHODS**

(Presented by the Secretariat)

### **1. Agenda**

1.1 The Tentative Agenda of the Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3) is attached as **Appendix A** to this Working Paper.

1.2 Those matters not included in the agenda might be considered under Agenda Item 4, Other Matters.

### **2. Working methods**

2.1 For the development of this event, it is expected to work in plenary session, and in Ad-hoc groups, in order to analyse specific issues.

2.2 During the course of the event, a Summary of Conclusions will be prepared for its distribution to States and International Organizations interested.

2.3 Administrative aspects and documentation processing of the meeting will be in charge of ICAO Secretariat and the Working Groups Rapporteurs.

### **3. Work Schedule**

3.1 Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

0900 – 1030	Review of agenda items
1030 – 1045	Coffee Break
1045 – 1215	Review of agenda items
1215 – 1300	Coffee Break
1300 – 1400	Review of agenda items
1400 – 1415	Coffee Break
1415 – 1530	Review of agenda items

### **4. Work Plan**

4.1 **Appendix B** to this working paper includes the tentative work plan.

5. **Suggested action**

5.1 The approval of the mentioned tentative work plan is suggested, provided that in the light of the progress reached, the Workshop/Meeting could adopt the modifications considered appropriate.

## **APPENDIX A**

### **Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3)**

#### **REVISED AGENDA AND EXPLANATORY NOTES**

##### **Agenda Item 1: Transition Planning from AIS to AIM**

- 1.1 Status of implementation of the WGS-84 geodetic global plan, taking into consideration the new data products.
- 1.2 Status of implementation of a Quality Management System.
- 1.3 Status of effective compliance of the AIRAC System.
- 1.4 Status of provision of Electronic Terrain and Obstacle Data (e-TOD).
- 1.5 Implementation of Geographical Information Systems (GIS).
- 1.6 Progress in the Integrated Aeronautical Information Documentation (IAIP).
- 1.7 Electronic presentation of the aeronautical information publication (e-AIP).

##### **Agenda Item 2: Revision of AIM Projects in the SAM Region**

- 2.1 Tasks proposed for the execution of SAM Region AIM Projects G1, G2 and G3 will be updated.

##### **Agenda Item 3: NOTAM Contingency Plan**

- 3.1 Revision of the status of application of the letters of agreement for the utilisation of the NOTAM Contingency Plan

##### **Agenda Item 4: Other business**

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## **EXPLANATORY NOTES**

### **Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3)**

#### **Agenda Item 1: Transition Planning from AIS to AIM**

- 1.1 Status of implementation of the WGS-84 geodetic global plan, taking into consideration the new data products.
- 1.2 Status of implementation of a Quality Management System.
- 1.3 Status of effective compliance of the AIRAC System.
- 1.4 Status of provision of Electronic Terrain and Obstacle Data (e-TOD).
- 1.5 Implementation of Geographical Information Systems (GIS).
- 1.6 Progress in the Integrated Aeronautical Information Documentation (IAIP).
- 1.7 Electronic presentation of the aeronautical information publication (e-AIP).

Under this agenda item and using the information on national application to be present by States through working papers, the meeting will have the task to review and detect eventual lack of compliance of the above-mentioned matters. States of the Region will present the progress of the respective action plans for each one of these projects, mainly those focused in the first and second phases of the roadmap for migration to AIM.

#### **Agenda Item 2: Revision of AIM Projects in the SAM Region**

- 2.1 Tasks proposed for the execution of SAM Region AIM Projects G1, G2 and G3 will be updated.

Under this agenda item, each State participating will analyse presentation of AIM projects to the GREPECAS reviewing Committee, in the light of Project Management methodology.

#### **Agenda Item 3: NOTAM Contingency Plan**

- 3.1 Revision of the status of application of the letters of agreement for the utilisation of the NOTAM Contingency Plan

Under this agenda item, States that have already implemented the NOTAM Contingency Plan may be able to present their experiences in the exercises carried out. Also, under the methodology of bilateral or multilateral meetings, participating States will be able to assess, jointly with adjacent States the contingency plans, in order to finalise harmonisation of the same, which will enable the completion of the “Catalogue of NOTAM Contingency Plans of the SAM Region”.

**Agenda Item 4:           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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**APPENDIX B**

**TENTATIVE WORK PROGRAMME**

Hour	Monday 12 March 2012	Hour	Tuesday 13 March 2012	Wednesday 14 March 2012	Thursday 15 March 2012	Hour	Friday 16 March 2012
0830 0900	Registration of participants	0930 1030	Review of Agenda Item 2	Review of Agenda Item 2	Review of Agenda Item 4	0900 1000	Report Review
0900 0915	Opening of the Event						
0915 0930	Coffee break	1030 1045	Coffee break	Coffee break	Coffee break	1000 1030	Coffee break
0930 1215	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 2	Review of Agenda Item 4	1030 1200	Report Approval
1215 1300	Break for Snack	1215 1300	Break for Snack	Break for Snack	Break for Snack	1200 1230	Closing of the Workshop/Meeting
1300 1400	Review of Agenda Item 1	1300 1400	Review of Agenda Item 2	Review of Agenda Item 3	Presentation of ASBU		
1400 1415	Coffee break	1400 1415	Coffee break	Coffee break	Coffee break		
1415 1530	Review of Agenda Item 1	1415 1530	Review of Agenda Item 2	Review of Agenda Item 4	Report Consolidation		