



AP/ATM/4  
WP/01  
20/12/02

**International Civil Aviation Organization  
UNDP/ICAO Regional Project RLA/98/003  
Transition to the CNS/ATM Systems in the CAR and SAM Regions**

**Fourth Meeting/Workshop of Air Traffic Management (ATM) Authorities and Planners  
(AP/ATM/4)**

Santa Cruz, Bolivia, 27-31 January 2003

**Agenda, Schedule and Working Methods**

(Presented by the Secretariat)

**1 Agenda**

1.1 The Tentative Agenda of the Fourth Meeting/Workshop of Air Traffic Management (ATM) Authorities and Planners is attached as **Appendix A** to this working paper. This Agenda was previously sent to the States, together with the convening letter.

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 the meeting it is expected to work in a plenary session and in Ad-Hoc groups. During the first part, a review of the implementation programme of RNAV routes UT 417 (Buenos Aires/Miami), UT 655 (Sao Paulo/Los Angeles) and UT 776 (Sao Paulo/New York), UL 670 (Bogota/Kingston/New York), UL 793 (Buenos Aires/New York), UL 674 (Caracas/Houston), UL 337 (Port-of-Spain/Miami), UL 423 (Bogota/San Jose/Mexico) and UL 471 (San Salvador/Miami) is foreseen. Other implementation proposals presented by the States/Territories and International Organizations could also be reviewed.

2.2 During the second part, issues related with the revision of the RNP10 Pre-operational Trials Programme in routes UL 780 and UL 302, are expected to be dealt with.

2.3 Afterwards, the revision of the RVSM Implementation Programme in the CAR/SAM Regions and the activities so far carried out by the ATC Operations (ATC/WG), Safety and Airspace Monitoring (SAM/WG) and Aircraft Operations and Airworthiness (OPS/AIR/WG) Working Groups of the RVSM

Task Force (RVSM/TF) of the ATM Committee of the GREPECAS ATM/CNS Subgroup is foreseen. These groups will meet simultaneously and separately.

2.4 During the course of the Meeting, a Summary of Conclusions will be prepared and, when necessary, a brief reference of the discussion of those matters that due to their relevance might need to be included. Afterwards, a detailed report of the Meeting will be distributed to interested States and international organizations for their approval.

2.5 The administrative aspects and those for document processing for the Meeting will be in charge of the ICAO SAM Regional Office personnel.

### 3 **Work Schedule**

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

09.00 – 10.30	Review of agenda items
10.30 – 10.45	Coffee Break
10.45 – 12.30	Review of agenda items
12.30 – 13.00	Coffee Break
13.00 – 14.30	Review of agenda items

### 4 **Work Plan**

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

4.2 The approval of the mentioned tentative work plan is suggested, provided that in the light of the progress reached, the Meeting might adopt the modifications, when deemed advisable.

### 5 **General Information**

5.1 General information of the meeting is shown as **Appendix C**. Also, the register sheet is shown in **Appendix D**.

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## APPENDIX A

### **Tentative Agenda and Explanation of the Agenda Items of the Fourth Meeting/Workshop of Air Traffic Management (ATM) Authorities and Planners**

**(Santa Cruz, Bolivia, 27 to 31 January 2003)**

**Agenda Item 1: Review of the Implementation Programme of RNAV routes**

The meeting will review the Implementation Programme of RNAV routes UT 417 (Buenos Aires-Miami), UT 655 (Sao Paulo-Los Angeles), UT 776 (Sao Paulo /New York), UL 670 (Bogota/Kingston/New York), UL 793 (Buenos Aires/New York), UL 674 (Caracas/Houston), UL 337 (Port-of-Spain/Miami), UL 423 (Bogota/San Jose/Mexico) and UL 471 (San Salvador/Miami).

**Agenda Item 2: Review the Action Plan for the Implementation of RNP 10 Pre-Operational Trials in parallel routes UL 780 and UL 302 in the Santiago de Chile-Lima segment**

The meeting will analyze the actions carried out by the Administrations of Chile and Peru for RNP-10 Implementation in the segment Santiago-Lima and, if it is the case, will make the necessary corrections to the Action Plan.

**Agenda Item 3: Review of the matters related to RVSM Implementation in the CAR/SAM Regions**

**a) Analysis of the conclusions on RVSM adopted during GREPECAS 11 Meeting**

The meeting will analyze the conclusions adopted by GREPECAS 11 Meeting and, if it is the case, will make the necessary corrections to the Action Plan for RVSM Implementation in the CAR/SAM Regions.

**b) Working Group on ATC Operations (ATC/WP)**

**c) Safety and Airspace Monitoring Working Group (SAM/WG)**

**d) Working Group on Aircraft Operation and Airworthiness (OPS/AIR/WG)**

The meeting will review the results obtained by the above indicated

Working Groups, according to the tasks assigned by the Third Meeting of the RVSM Task Force.

**e) Review of the Action Plan for RVSM Implementation in the CAR/SAM Regions**

The meeting will review the Action Plan, as well as the Task List of the RVSM Task Group and, if it is the case, will make the necessary corrections to the Plan and Task List.

**Agenda Item 4: Other matters**

The meeting could review other aspects that have not been considered in previous items and related to the matter under analysis.

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**APPENDIX B**

**WORK PLAN**

**Monday, 27 January 2003**

08.30 – 09.00	Registration of participants
09.00 – 09.15	Meetings with heads of delegations
09.30 – 09.45	Opening of the meeting
	Welcome address by ICAO
	Opening address by the Bolivian aeronautical authority
	Election of the President and Vice-President
09.45 – 10.00	Coffee break
10.00 – 12.30	Review of Agenda Item 1
12.30 – 13.00	Coffee break
13.00 – 14.00	Review of Agenda Item 2
14.00 – 14.15	Coffee break
14.15 – 15.00	Continue with Agenda Item 2

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**Tuesday, 28 January 2003**

09.00 – 10.30	Continue with Agenda Item 2
10.30 – 10.45	Coffee break
10.45 – 12.30	Review of Agenda Item 3
12.30 – 13.00	Coffee break
13.00 – 15.00	Continue with Agenda Item 3

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**Wednesday, 29 January 2003**

09.00 – 10.30	Continue with Agenda Item 3
10.30 – 10.45	Coffee break
10.45 – 12.30	Continue with Agenda Item 3
12.30 – 13.00	Coffee break
13.00 – 15.00	Continue with Agenda Item 3

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**Thursday, 30 January 2003**

09.00 – 10.30	Continue with Agenda Item 3
10.30 – 10.45	Coffee break
10.45 – 12.30	Continue with Agenda Item 3
12.30 – 13.00	Coffee break
13.00 – 15.00	Continue with Agenda Item 3 Review of Agenda Item 4

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**Friday, 31 January 2003**

10.00 – 11.00	Delivery of the Summary of Discussions and Conclusions for the analysis of the participants
10.30 – 10.45	Coffee break
10.45 – 12.30	Approval of the Summary of Discussions and Conclusions
12.30 – 13.00	Closing

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**International Civil Aviation Organization  
UNDP/ICAO Regional Project RLA/98/003  
Transition to the CNS/ATM Systems in the CAR and SAM Regions**

**Description of the Fourth Meeting/Workshop of  
Air Traffic Management (ATM) Authorities and Planners**

(Santa Cruz, Bolivia, 27 to 31 January 2003)

**ICAO NOMENCLATURE: N° 056 ATC PLN**

**1. INTRODUCTION**

- 1.1 As part of the programme of activities approved by the Coordination Committee of the RLA/98/003 Regional Project, a fourth meeting/workshop of air traffic management (ATM) authorities and planners has been foreseen to be held at El Conquistador conventions Center, Los Tajibos Hotel in Santa Cruz, Bolivia.

**2. OBJECTIVE**

- 2.1 Review the implementation programme of routes RNAV UT 417 (Buenos Aires-Miami), UT 655 (Sao Paulo-Los Angeles), UT 776 (Sao Paulo/New York), UL 670 (Bogota/Kingston/New York), UL 793 (Buenos Aires/New York), UL 674 (Caracas/Houston), UL 337 (Port-of-Spain/Miami), UL 423 (Bogotá/San José/México) and UL 471 (San Salvador/Miami).
- 2.2 In the second portion, matters related with the revision of the RNP10 Pre-operational Trials Programme in routes UL 780 and UL 302, are foreseen to be discussed.
- 2.3 Afterwards, the revision of the RVSM Implementation Programme in the CAR/SAM Regions and the activities so far performed by the ATC Operations (ATC/WG), Safety and Airspace Monitoring (SAM/WG) and Aircraft Operations and Airworthiness (OPS/AIR/WG) Working Groups of the RVSM Task Force (RVSM/TF) of the ATM Committee is foreseen.

**3. CONTENTS**

- 3.1 Tentative agenda of the meeting and explanation:

**Agenda Item 1: Review of the Implementation Programme of RNAV routes**

The meeting will review the Implementation Programme of RNAV routes UT 417 (Buenos Aires-Miami), UT 655 (Sao Paulo-Los Angeles), UT 776 (Sao Paulo /New York), UL 670 (Bogota/Kingston/New York), UL 793 (Buenos Aires/New York), UL

674 (Caracas/Houston), UL 337 (Port-of-Spain/Miami), UL 423 (Bogota/San Jose/Mexico) and UL 471 (San Salvador/Miami).

**Agenda Item 2: Review the Action Plan for the Implementation of RNP 10 Pre-Operational Trials in parallel routes UL 780 and UL 302 in the Santiago de Chile-Lima segment**

The meeting will analyze the actions carried out by the Administrations of Chile and Peru for RNP-10 Implementation in the segment Santiago-Lima and, if it is the case, will make the necessary corrections to the Action Plan.

**Agenda Item 3: Review of the matters related to RVSM Implementation in the CAR/SAM Regions**

**a) Analysis of the conclusions on RVSM adopted during GREPECAS 11 Meeting**

The meeting will analyze the conclusions adopted by GREPECAS 11 Meeting and, if it is the case, will make the necessary corrections to the Action Plan for RVSM Implementation in the CAR/SAM Regions.

**b) Working Group on ATC Operations (ATC/WP)**

**c) Safety and Airspace Monitoring Working Group (SAM/WG)**

**d) Working Group on Aircraft Operation and Airworthiness (OPS/AIR/WG)**

The meeting will review the results obtained by the above indicated Working Groups, according to the tasks assigned by the Third Meeting of the RVSM Task Force.

**e) Review of the Action Plan for RVSM Implementation in the CAR/SAM Regions**

The meeting will review the Action Plan, as well as the Task List of the RVSM Task Group and, if it is the case, will make the necessary corrections to the Plan and Task List.

**Agenda Item 4: Other matters**

The meeting could review other aspects that have not been considered in previous items and related to the matters under analysis.

**4. DOCUMENTATION**

4.1 In addition to the Working and Information Papers to be presented, the documents required for the meeting/workshop are the following:

- a) Doc 8733 Air Navigation Plan – Caribbean and South American Regions.

- b) Doc 9613 Manual on required navigation performance (RNP).
- c) Doc 9574 Manual on the implementation of a minimum vertical separation of 300 m (1 000 ft) between FL 290 y FL 410 inclusive.
- d) Doc 9689 Manual on airspace planning methodology for the determination of separation minima.
- e) Doc 7030 Regional Supplementary Procedures.
- f) Bilateral operational letters of agreement.
- g) Report of GREPECAS 10 and GREPECAS 11 Meetings.
- h) Report of the ATM/CNS/SG/2 Meeting.
- i) Report of the AP/ATM/3 Meeting.
- j) Reports of the RVSM/TF/1; RVSM/TF/2 and RVSM/TF/3.
- k) Guidance Material on the Implementation of A 300 M (1 000 ft) vertical separation minimum (VSM) between FL 290 and FL 410 inclusive for application in the airspace of the Caribbean and South American Regions.

## 5. PLACE, DATES AND SCHEDULE

- 5.1 The fourth meeting/workshop will be held at El Conquistador Conventions Center, Los Tajibos, Av. San Martin No. 455, Santa Cruz, Bolivia, from 27 to 31 January 2003, from 08:00 to 14:00 hours.

## 6. TEMPERATURE

- 6.1 Temperature in Santa Cruz during the month of January usually varies between 25° and 31° C. The average humidity is 65%.

## 7. LANGUAGES

- 7.1 The event will be developed in Spanish and English, with simultaneous interpretation service.

## 8. WHO SHOULD ATTEND

- 8.1 Participants should be air traffic management (ATM) authorities and planners of the civil aviation administrations and ATS services suppliers of the CAR and SAM regions involved in the management of the routes under study UT 417 (Buenos Aires-Miami), UT 655 (Sao Paulo-Los Angeles), UT 776 (Sao Paulo/New York), UL 670 (Bogotá/Kingston/New York), UL 793 (Buenos Aires/New York), UL 674 (Caracas/Houston), UL 337 (Port-of-Spain/Miami), UL 423 (Bogotá/San José/México); UL 471 (San Salvador/Miami); as well as in RNP 10 (routes RNAV UL 780 and UL 302), RVSM implementation and users operating in both regions.
- 8.2 Participants of administrations involved should count with experience in ATM planning (airspace structure planning) and if possible have participated in, at least, one of the previous meetings, as well as with sufficient authority to carry out the necessary coordinations and to sign, if necessary, the pertinent operational agreements with

adjacent States/territories/ATS services suppliers for the implementation of RNAV routes.

- 8.3 It is desirable that ATM authorities and planners of the other CAR/SAM States/territories/ATS services suppliers not involved in the management of the routes under study also participate in this meeting/workshop, in order to be familiarized with the process and interchange experiences in this respect.

9. **REGISTRATION, LOCAL TRANSPORTATION AND ACCOMMODATION**

- 9.1 Registration should be made by the ICAO Regional Office concerned to the area of accreditation of the requesting State or organism upon receiving their request through the submission, as soon as possible and in any event not later than 3 January 2003, of the personal data of each participant or, if it is the case, their duly completed ICAO fellowship nomination forms. Hotel reservations should be requested directly to the hotel of your election, mentioning your participation at the Fourth Meeting/workshop of air traffic management authorities and planners organized by ICAO. In case of communications problems with the hotels, kindly phone:

Dirección Regional de Aeronáutica Civil in Santa Cruz Viru Viru International Airport	(591-3) 3112097 and 3852057
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Dirección Sub-Regional de Aeronáutica Civil in Santa Cruz El Trompillo Airport	(591-3) 3523884 and 3523826
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Dirección General de Aeronáutica Civil-La Paz	(591-2) 2114465 and 2377136
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- 9.2 Upon arriving at the Viru Viru International Airport, participants should use the airport official taxis service for transportation to their place of accommodation. Transportation will not be provided to and from accommodation places during the event.
- 9.3 Suggested hotels and rates, including taxes and breakfast, are the following:

Hotel	Address/Telephone/Fax	Includes	Rates
Hotel Camino Real *****	Equipetrol Norte y cuarto anillo calle k. Tel: 591-3 3423535 Fax: 591-3 3431515  E-mail: <a href="mailto:Caminor.ventas@scbbs.bo.com">Caminor.ventas@scbbs.bo.com</a>  <a href="http://www.caminoreal.com.bo">www.caminoreal.com.bo</a>	American bouffet breakfast Free Internet Spa Transfer in-out.	Single Room US\$ 74.00  Double Room US\$ 89.00  Junior Suite US\$110.00  Royal Suite US\$140.00  Additional bed US\$30.00
Hotel Los Tajibos *****	Av. San Martín N°455 Tel: 591-3 3421000 Fax: 591-3 3426994 Reservas toll free: 800102211  E-mail: <a href="mailto:Santacruz@lostajiboshotel.com">Santacruz@lostajiboshotel.com</a>  <a href="http://www.lostajiboshotel.com">www.lostajiboshotel.com</a>	American bouffet breakfast aplicable during the meeting.	Single Room US\$ 82.00  Double Room US\$ 97.00
Hotel Cortez ****	Av. Cristóbal de Mendoza N° 280 Tel: 591-3 3331234 Fax: 591-3 3351186 Reservas toll free: 800104940.  E-mail: <a href="mailto:hcortez@entelnet.bo">hcortez@entelnet.bo</a>  <a href="http://www.hotelcortez.com">www.hotelcortez.com</a>	American bouffet breakfast Cable TV Air Cond. Music Safety box Business center.	Single Room US\$40.00  Double Room US\$50.00  Triple Room US\$60.00  Quadruple Room US\$70.00  Single Suite US\$60.00  Double Suite US\$70.00

Hotel	Address/Telephone/Fax	Includes	Rates
Royal Lodge Hotel ****	Av. San Martín 200, Equipetrol Norte Tel: 59133438000 Fax: 59133438619  E-mail: <a href="mailto:royalhotel@unete.com">royalhotel@unete.com</a>  <a href="http://www.royalodgehotel.com">www.royalodgehotel.com</a>	American buffet breakfast Transportation airport/ hotel Gym, pool, Business center.	Single Room US\$40.00  Double Room US\$50.00
La Siesta Hotel ***	Calle Vallegrande No. 17 Tel: 5913325635 Fax: 5913330146 E-mail: <a href="mailto:info@hotel-lasiesta.com">info@hotel-lasiesta.com</a> <a href="mailto:reservas@hotel-lasiesta.com">reservas@hotel-lasiesta.com</a>  <a href="http://www.hotel-siesta.com">www.hotel-siesta.com</a>	American breakfast.	Single Room US\$19.00  Double Room US\$12. 00 p/person
La Sierra Hotel ***	Monseñor Salvatierra 474. Tel: 59133342566 Fax: 59133338205  E-mail: <a href="mailto:La-sierrahotel@yahoo.com">La-sierrahotel@yahoo.com</a>	Air cond. or fan, private bathroom, cable TV, telephone, frigobar.	Single Room US\$20.00  Double Room US\$25. 00  Triple Room US\$35. 00

10. **REFERENCE**

10.1 ICAO South American Regional Office

P.O. Box 4127  
 Lima 100, PERÚ

Telephones: (511) 575-1646, 575-1477

Fax: (511) 575-1479, 575-0974

E-mail: [mail@lima.icao.int](mailto:mail@lima.icao.int)

Dirección Regional de Aeronáutica Civil (Santa Cruz)

591-3 3852057 Viru Viru Int. Airport Office

591-3 3523826 El Trompillo Airport Office

C-7

Dirección General de Aeronáutica Civil (La Paz)  
591-2 377136 Civil Aviation Directorate  
591-2 2114465 Air Navigation Unit

11. **PASSPORT AND VISA REQUIREMENTS**

To enter the country, a passport is normally required, however, we suggest verifying at the Embassy or Consulate of Bolivia on this requirement.

12. **MONEY EXCHANGE AND CREDIT CARDS**

The Bolivian currency is the Boliviano. The current exchange is 7.45 Bolivianos per US \$ 1.00 and it is estimated that by January, it will be 7.55. Preferably, the exchange of money should be made in banks or authorized places. The following **international** credit cards are accepted: Visa, Diners Club, Master Card and American Express. Likewise, most stores and restaurants accept US dollars.

13. **HOSPITALS**

In case of any emergency, please contact:

UDEM (Private Medical Centre)	Located at Equipetrol Street 8 West #2 Tel.: (591-3) 3367980
Clínica Foianini	Located between Irala and René Moreno avenues Tel.: (591-3) 3362211

14. **ELECTRICITY**

220 Volts.

15. **AIRPORT TAX**

The airport tax is US\$ 25.00.

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**Organización de Aviación Civil Internacional/International Civil Aviation Organization**  
**Proyecto Regional PNUD/OACI RLA/98/003/UNDP/ICAO Regional Project RLA/98/003**  
**Transición a los Sistemas CNS/ATM en las Regiones CAR y SAM/**  
**Transition to the CNS/ATM Systems in the CAR and SAM Regions**

**Cuarta Reunión/Taller de Trabajo de Autoridades y Planificadores ATM**  
**Fourth Meeting/workshop of Air Traffic Management (ATM) Authorities and Planners**  
(Santa Cruz, Bolivia, 27 al 31 de enero de 2003 / Santa Cruz, Bolivia, 27 to 31 January 2003)

**REGISTRATION SHEET / HOJA DE REGISTRO**

Nombre/Name: \_\_\_\_\_

País u Organismo/State or Organization: \_\_\_\_\_

Actuando como / Acting as:

(D) Delegado/Delegate \_\_\_\_\_ (ADV) Asesor/Adviser: \_\_\_\_\_  
(ALT) Suplente/Alternate \_\_\_\_\_ (OBS) Observador/Observer: \_\_\_\_\_

Función en su país u Organización/ Position in your State or Organization: \_\_\_\_\_

Dirección durante la Reunión(NE Habitación/Hotel) / Address during Meeting (N° Room/Hotel):

Fecha y NE Vuelo previsto para su regreso/Date and Number of returning flight:

Dirección postal Oficina en su país/Postal Address of your Office:

Teléfono Oficial/Official telephone number: \_\_\_\_\_

Fax: \_\_\_\_\_  
Sitatex: \_\_\_\_\_

AFTN: : \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Página Web/Web page: \_\_\_\_\_

\_\_\_\_\_  
Firma/Signature