

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

**CNS/ATM Systems Human Resources and Training Seminar**

(Cartagena de Indias, Colombia, 14-18 July 2003)

**ICAO NOMENCLATURE: N° 139 MGT OTH**

**1. OBJECTIVE**

- 1.1 The main objective of the Seminar is to guide CAR/SAM States in the planning of human resources and on training needs for the operation and maintenance of the new CNS/ATM systems. For this purpose, the development of the event will be mainly based on the planning manual on human resources elaborated by ICAO. The seminar will be conducted as a workshop, so that participants will actively participate and have the opportunity to obtain the most recent information on the subject.

**2. CONTENTS**

- 2.1 The seminar will deal with the following subjects:

- Overview of the new CNS/ATM systems on the basis of the Global Air Navigation Plan for CNS/ATM Systems and the CAR/SAM Regional Air Navigation Plan.
- Analysis of the current human resources and training situation with regard to the transition to the new CNS/ATM systems in the CAR/SAM Regions.
- ICAO policies and guidelines on global and regional planning of human resources and training needs.
- State-by-State identification of training needs on the basis of regional planning, basic training, initial training, transition training, conversion training and refresher training.
- Determination of regional training required and of specialized training centres.
- Economical considerations with regard to implementation of resources and training needs.
- Human resources and training planning experience for the transition to the new CNS/ATM systems in other Regions or States.
- Discussion and task elaboration periods.

3. **PLACE, DATES AND SCHEDULE**

- 3.1 The CNS/ATM Systems Human Resources and Training Seminar in the CAR/SAM Regions will be carried out in the city of Cartagena de Indias (Colombia) at the facilities of Hotel Caribe, located in Bocagrande, Cra. 1a. No. 2-87, from 14 to 18 July 2003, from 09:00 to 15:00 hours. Transportation from other hotels to the site of the event will not be provided.

4. **TEMPERATURE**

- 4.1 Temperature in Cartagena during the month of July usually varies between 25° and 30° C.

5. **LANGUAGES**

- 5.1 The seminar will be carried out in Spanish and English, with simultaneous interpretation service.

6. **WHO SHOULD ATTEND**

- 6.1 It is required that participants be:

- a) Personnel in charge of the human resources planning in the different fields of air navigation.
- b) Civil aviation training centres Directors.

7. **REGISTRATION, LOCAL TRANSPORTATION AND ACCOMODATIONS**

- 7.1 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 20 May 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 CNS/ATM Systems Human Resources and Training Seminar organized by ICAO.
- 7.2 Upon arriving at the Rafael Nuñez International Airport, participants, on their own, should use the airport official taxis service for transportation to their place of accommodation.

7.3 Suggested hotels and rates are as follows:

<b>Hotel</b>	<b>Address/Telephone/Fax</b>	<b>Simple Room</b>	<b>Double Room</b>
Hotel Caribe*****	E-mail: reservas@hotelcaribe.com Tels: (575) 6650155-6650131 Fax: (575) 6654970	US\$ 48 \$121.000 Breakfast included	US\$ 54 \$135.000 Breakfast included
Hotel Las Américas *****	E-mail: lasamericas@ctgred.net.co Tel: (575) 6567222	US\$ 103 \$258.060	US\$ 103 \$258.060
Hotel Santa Clara *****	E-mail: Tel: (575) 6646070	US\$ 128 \$ 319.000	US\$ 128 \$ 319.000
Hotel Hilton *****	E-mail: sales_cartagena@hilton.com Tel: (575)6650660 (575)6653731	US\$ 99 \$ 247.177	US\$ 99 \$ 247.177

8. **REFERENCE**

8.1 ICAO South American Regional Office

P.O. Box 4127  
Lima 100, PERÚ  
Telephones: (511) 575-1646, 575-1477  
Fax: (511) 575-1479, 575-0974  
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Centro de Estudios Aeronáuticos CEA (Civil Aviation Training Centre)  
Bogota - Colombia  
Tels: (571) 2663285 – 2662612  
Fax : (571) 4138503  
Coordinator : Sonia Pérez Méndez  
Email: [soperez@aerocivil.gov.co](mailto:soperez@aerocivil.gov.co)

El Dorado Airport  
Bogota - Colombia  
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UAEAC General Directorate  
Juan Carlos Vélez Uribe: Director General of Civil Aviation  
Project coordinador adviser: Sergio Paris Mendosa  
Email: [sparis@aerocivil.gov.co](mailto:sparis@aerocivil.gov.co)  
Tel : (571) 2662973

9. **PASSPORT AND VISA REQUIREMENTS**

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

10. **MONEY EXCHANGE AND CREDIT CARDS**

The Colombia currency is the Peso. The current exchange rate is 2.600 Pesos per US\$ 1.00 estimating that for July will be the same. Preferably, the exchange of money should be made in banks or authorized places (the difference is minimum). The following **international** credit cards are accepted: Visa, Master Card and American Express. Likewise, most stores and restaurants accept payment in US dollars.

11. **HOSPITALS**

In case of any emergency, please contact:

**Hospital de Bocagrande**

12. **ELECTRICITY**

110 Volts.

13. **AIRPORT TAX**

The airport tax is US\$43.00 US dollars.

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