



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

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Date: 2 June 2008

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Info M. Philippe Guivarch, DSNA Guyane  
Mr. Zulficar Mahomed, DCAA, Georgetown, Guyana  
Mr. John Veira, DCA, Paramaribo, Suriname  
Info Heighes-Thiessen D/TCB for Martínez A/C/FAM

**Subject: RLA/97/903 Seminar on Airport Certification and Safety Management Systems for Airports** (Santa Cruz de la Sierra, Bolivia, from 16 - 20 June 2008)

**Action required: Reply no later than Friday, 6 June 2008**

Dear Sir/Madam,

It is my pleasure to inform you that the Technical Cooperation Bureau (TCB) of the International Civil Aviation Organization (ICAO) will be offering an International Conference on “Airport Certification and Safety Management Systems for Airports” under the scope of activities of the Regional Projects RLA/97/903, scheduled to be held in Santa Cruz de la Sierra, Bolivia, from 16 to 20 June 2008, in coordination with “Aeropuertos Españoles y Navegación Aérea” (AENA), “Agencia Española de Cooperación Internacional de Desarrollo” (AECID) and the “Dirección General de Aeronáutica Civil” of Bolivia, as indicated below (please refer to **Attachment A**):

**Activity:** Seminar on Airport Certification and Safety Management Systems for Airports.

**Objective:** To provide a general introduction to the international regulatory framework of airport certification and safety management systems as provided for by the International Civil Aviation Organization (ICAO).

**Place:** Santa Cruz de la Sierra, Bolivia (AECID Training Centre)

**Dates:** 16 - 20 June 2008

**Designed for:** This seminar is tailored to executive airport staff

Kindly consider this letter an official invitation for your Administration to participate in this important regional seminar. At this time it is my pleasure to offer your Administration two fellowships towards the participation in this Seminar. The fellowship includes accommodations and a daily allowance. All other expenses including travel is the responsibility of your administration. We recommend your prompt action, as these fellowships will be granted on a “first come – first served” basis.

We are enclosing Description of Seminar (**Attachment A**), Registration and Hotel Reservation Form (**Attachment B**), as well as General Information (**Attachment C**). The program's objective is to provide the executive level participants with training in projection, organization and administration of airport maintenance systems. Through the use of workshop sessions, group analysis and debate on Master Plans, Case Studies, Success Rates, Regulations and Administrative/Commercial issues in the airport management industry, we aim to create an interesting and highly informative experience for executives from airport management, aeronautical service providers and other executives responsible or related to the development of the Airport Industry.

The registration forms will be processed in strict order of arrival. The forms should be sent to our Regional Office in Lima. For this reason, I will appreciate it if you could inform us as soon as possible if your administration will be sending participants by duly completing the attached form (one per participant) no later than Friday, 6 June, 2008.

ICAO Regional SAM Office, Lima  
Technical Cooperation Bureau Regional Officer for the Americas  
Av. Víctor Andrés Belaúnde No. 147  
San Isidro  
Lima, Peru  
(Centro Empresarial Real, Vía Principal No. 102, Edificio Real 4, Floor 4)

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Accept, Sir/Madam, the assurances of my highest consideration.

Original signed by



**Jose Miguel Ceppi**  
**Regional Director**  
**South American Office**  
**Lima**

**Enclosure:** *As indicated*

## ATTACHEMENT A

### REGIONAL PROJECT RLA/97/903 CIVIL AVIATION PERSONNEL TRAINING CAR/SAM REGION

#### Description of Seminar on “Airport Certification and Safety Management Systems for Airports” (Santa Cruz de la Sierra, Bolivia, 16 - 20 June, 2008)

#### ICAO NOMENCLATURE:

##### 1. INTRODUCTION

Under the scope of activities of the Regional Project RLA/97/903 “AVIATION PERSONNEL TRAINING CAR/SAM REGION”, sponsored by “Aeropuertos Españoles y Navegación Aérea” (AENA) and the “Agencia Española de Cooperación Internacional para el Desarrollo” (AECID), of Spain, programmed for 2008, we have scheduled a Seminar on “**Airport Certification and Safety Management Systems for Airports**”, to be carried out in Santa Cruz de la Sierra, Bolivia, on 16 - 20 de June, 2008.

##### 2. OBJECTIVE

To train professional and technical personnel of the Member States on planning, organization and management of Airports. By creating an open forum for study, debate and analysis on master plans, case studies, success factors, regulations as well as administrative and commercial aspects related to the service and creation of infrastructure in the Airport Industry, we aim to provide participants with the opportunity to an exchange of experiences between management of Civil Aviation Administrations, Air Traffic Service Providers, Airport Management Companies and others responsible for the management and development of Airports.

##### 3. CONTENT

The material of the Seminar includes the following principal themes:

- (I): Basic Information, Physical Characteristics (Chapters 1, 2, 3 & 4 of ICAO’s Annex 14)
- (II): Obstruction Limitations, Paved Areas and Ditches
- (I): Emergency Planning, Fire Rescue
- Services, equipment and installations (II): SMGS Vehicle Operation on Tarmac, Operational Safety and USOAP
- Visual Markers and Electric Equipment (II): Emergency response groups and Electric Plants, Operations and Management
- ICAO norms on Certification
- Certification Document of Aerodromes (9774 AN/969)

- Certification on Regulations
- Airport Manual Preparation
- Legislation
- Airports Certification Process of the Bolivian State & Regulations
- Airports Certification Process
- Visit and Inspection of Viru-Viru International Airport(1st part)
  - Onsite inspection
  - Verification of Aerodrome Manuals, Maintenance Plans, Security Plans, etc.

**4. WHO SHOULD PARTICIPATE:**

The Seminar is designed for Airport Directors, Sub-Directors, General Managers, Operators, personnel of National Civil Aviation offices and Ministerial employees related to the management and development of Airport Infrastructure.

**5. LANGUAGE:**

The Seminar will be conducted in Spanish. Simultaneous translation to English can be offered upon request.

**6. DATE, TIME, LOCATION:**

The Seminar will take place from 16 - 20 June 2008 at the AECID Training Center:

Centro de Formación de la Cooperacion Española  
 (AECID Training Centre)  
 Calle Arenales 583  
 Santa Cruz de la Sierra, Bolivia  
 Telephone: (591-3) 335-1311  
 Fax: (591-3) 332-8820

**7. OFFICIAL HOTEL :**

Hotel Camino Real  
 Barrio Equipetrol Norte y 4° Anillo  
 San Cruz de la Sierra, Bolivia

Tel: (5913) 342-3535  
 Fax: (5913) 342-2323

## 8. DETAILS

Hotel reservations and placement in the Seminar should be reserved by using our **Attachment B** form. This should be forwarded without delay to the ICAO Regional Offices in Lima and Mexico with a copy to the Americas Section of TCB at the ICAO Headquarters in Montreal, Canada in order to assure proper handling and guarantee availability. Please use the following contact information to send the duly completed forms:

ICAO Regional Office, Lima: Fax: + (511) 611-8689  
E-mail: [mail@lima.icao.int](mailto:mail@lima.icao.int)

ICAO Regional Office, Mexico: Fax: + (52 55) 52 03 27 57,  
E-mail: [icao\\_nacc@mexico.icao.int](mailto:icao_nacc@mexico.icao.int)

Americas Section of TCB, Montreal: Fax: +1 (514) 954-6077  
Fax 2: +1 (514) 954-6287  
Fax 3: +1 (514) 954-8052  
E-mail: [fam@icao.int](mailto:fam@icao.int)

If you have any questions or concerns, you may contact us at:

- 8.1 Technical Cooperation Bureau  
Mrs. Connie Morales  
Operations Officer for the Americas  
International Civil Aviation Organization  
999 University Street  
Montreal, Quebec, Canada, H3C 5H7  
Telephone: + (514) 954-8219 (ext. 6006)  
Fax: + (514) 954-6077 ó 954-6287 o 954 8052  
Email: [fam@icao.int](mailto:fam@icao.int)
- 8.2 ICAO Regional NACC Office, Mexico  
Mr. Bernal Mesen  
Technical Cooperation Bureau's Regional Officer for the Americas  
Av. Presidente Masaryk No. 29  
3er Piso, Col. Chapultepec Morales  
C.P. 11570  
Mexico, D.F., Mexico  
Telephone: + (52 55) 5250-321  
Fax: + (52 55) 5203-2757  
Email : [icao\\_nac@cmexico.icao.int](mailto:icao_nac@cmexico.icao.int)
- 8.3 ICAO Regional NACC Office, Lima  
Mr. Oscar Quesada  
Technical Cooperation Bureau's Regional Officer for the Americas  
Apartado 4127  
Lima 100, Peru  
Telephone: + (511) 575-1646, 575-1477  
Fax: + (511) 575-1479, 575-0974  
Email [oq@icao.lima.int](mailto:oq@icao.lima.int), [mail@lima.icao.int](mailto:mail@lima.icao.int)

- 8.4 Regional Civil Aviation Bureau (Santa Cruz)  
Telephone: + (591-3) 385-2057 Viru-Viru International Airport Office
- 8.5 National Civil Aviation Bureau (La Paz)  
Telephone: + (591-2)-231-2493 ICAO Project Bureau  
Telephone: + (591-2)-211-4465 Air Transport Unit  
Telephone: + (591-2)-237-7136 Office of the Director General of Civil Aviation

## **ATTACHMENT C**

### **General Information**

#### **Date, Time, Location:**

The Seminar will take place from 16 - 20 June 2008 at the AECID Training Centre:

Centro de Formación de la Cooperación Española  
(AECID Training Centre)  
Calle Arenales 583  
Santa Cruz de la Sierra, Bolivia  
Telephone: (591-3) 335-1311  
Fax: (591-3) 332-8820

#### **Weather:**

Seasonal average temperature for the month of June in Santa Cruz de la Sierra is a high of 12°C, a minimum of -3°C, with a 70% humidity level.

#### **Vaccinations:**

Every traveler entering Bolivia must have been vaccinated against Yellow Fever. Please note you must have Certification of said vaccination with you when entering Bolivia.

#### **Currency and Credit:**

The currency in Bolivia is the "Boliviano". The current exchange rate is at 7.16 BS per US\$ 1.00. It is highly recommended that you exchange your foreign currency at banks or certified exchange centers. Visa & MasterCard International Credit Cards are usually accepted in the local market. Most restaurants and stores also accept payment in US Dollars.

#### **Transportation Service:**

The AECID Training Centre will provide transportation to and from the Hotel Camino Real (official hotel of the Seminar) and the Viru-Viru Airport in Santa Cruz de la Sierra. In case of any concerns or issues upon arrival, please contact the personnel at Airport Information booth.

The AECID Training Centre will also provide transportation between the Hotel Camino Real and the AECID Training Centre on a daily basis throughout the duration of the Seminar.

In the improbable case that you should experience an unforeseen problem with the transportation provided by AECID, participants should use Airport Authorized Taxis to arrive to the Hotel Camino Real. Their rate is of approximately 50 BS, or about US\$ 7.00.

#### **Official Hotel :**

Hotel Camino Real  
Barrio Equipetrol Norte y 4° Anillo  
San Cruz de la Sierra, Bolivia  
Tel: (5913) 342-3535  
Fax: (5913) 342-2323

**Electricity:**

220 Volts.

**Airport Tax:**

The Departure tax from the Viru-Viru Airport is US\$25.00.

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