



International  
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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LT 2/8.10 – SA0606

12 August 2008

To: Mr. Pierre Dubois, DRAC - **French Guiana**  
Mr. Zulficar Mohamed, GCAA (a.i.) - **Guyana**  
Mr. John Veira, DCA - **Suriname**

cc: Mr. Philippe Guivarc'h, Chef du SNA, Antilles-Guyane  
D/ATB  
A/C/PCI  
ICAORD, NACC (for distribution in CAR Region)

From: ICAORD, Lima

Subject: **CAR/SAM Regional Workshop on Traffic Forecasting and Economic Planning**  
(Rio de Janeiro, Brazil, 3 to 5 November 2008)

Action  
required: **Reply concerning attendance and submission of working papers not later than 03  
October 2008**

Sir/Madam:

I have the honour to invite your Administration to nominate participants for a CAR/SAM Regional Workshop on Traffic Forecasting and Economic Planning to be held in Rio de Janeiro, Brazil, from 3 to 5 November 2008. Proposed Agenda (**Attachment A**), as well as workshop details (**Attachment B**), are included herewith. Administrative information, including lodging possibilities to enable making the required hotel reservations, is detailed under **Attachment C**.

I should be grateful if you would indicate to me at your earliest convenience, preferably before **3 October 2008**, whether your Administration wishes to nominate participants and, if so, their names, official positions and contact numbers. Furthermore, participants interested in submitting working papers or

presentations related to the agenda may do so by advising the Secretary of the Workshop well in advance (Mr. Chaouki Mustapha, Economic Analyses and Databases Section, ICAO Headquarters, Montreal: [CMustapha@icao.int](mailto:CMustapha@icao.int)).

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



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

**Enclosure:**

- Attachment A - Draft Agenda
- Attachment B – Information regarding workshop
- Attachment C – Administrative information
- Attachment D – Registration form

## ATTACHMENT A

### REGIONAL WORKSHOP ON TRAFFIC FORECASTING AND ECONOMIC PLANNING (FEPW)

(Rio de Janeiro, Brazil, 3 to 5 November 2008)

#### AGENDA

**Item 1: ICAO activities in the field of traffic forecasting and economic planning**

**Item 2: Relationship between statistics, forecasting and the planning process**

**Item 3: Forecasting methodologies and applications**

a) **Methodologies**

Various forecasting methods, including trend projection, econometric modelling and market studies. Considerations affecting the choice of methods. Participants are invited to discuss their experiences and the problems they have encountered in practical application of traffic forecasting methods.

b) **Forecasting for airport planning**

Development of airport forecasts and identification of airport planning parameters (e.g. numbers of passengers and aircraft movements during peak periods, numbers of visitors to airport, etc.). Techniques and assumptions for deriving planning parameters from traffic forecasts.

c) **Forecasting for air navigation systems planning**

Development of key forecasts and identification of primary planning parameters.

**References for Item 3:**

Manual on Air Traffic Forecasting (Doc 8991).

Outlook for Air Transport to the Year 2025 (Circular 313).

Economics of Satellite-Based Air Navigation Services (Circular 257).

**Item 4: Air transport potential and outlook for the Region**

Discussion of historical traffic trends, the factors affecting the traffic growth for the region, including economic overview, market structure, cost and financial trends, effects of deregulation and other stimulants and constraints. Exchange of views on future traffic growth in the region. Traffic forecasts for the region.

**Item 5: Current economic planning issues in the Region including airline, airport and air navigation systems planning**

Exchange of views on current economic and other planning activities in the States of the region, and discussion of issues and problems faced in such activities.

**REGIONAL WORKSHOP ON TRAFFIC FORECASTING  
AND ECONOMIC PLANNING**

(Rio de Janeiro, 3 to 5 November 2008)

**WORKSHOP PROPOSED WORKING HOURS**

<b>Time</b>	<b>Monday</b> 3 November 2008	<b>Tuesday</b> 4 November 2008	<b>Wednesday</b> 5 November 2008
0900h – 0930h	Opening	Agenda Items 3 b) and 3 c)/ Practice	Practice
0930h – 1100h	Agenda Items 1 and 2		
1100h – 1130h	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
1130h – 1330h	Agenda Item 3 a)	Practice	Agenda Items 4 and 5
1330h – 1400h	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
1400h – 1600h	Agenda Item 3 a)/ Practice	Practice	Closing

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## ATTACHMENT B

### REGIONAL WORKSHOP ON TRAFFIC FORECASTING AND ECONOMIC PLANNING (FEPW)

(Rio de Janeiro, Brazil, 3 to 5 November 2008)

#### WORKSHOP DETAILS

- Date:** 3 to 5 November 2008.
- Place:** Plaza Excelsior Room, Hotel Excelsior, Av. Atlantica, 1800, Rio de Janeiro, Brazil.
- Registration:** Monday, 3 November 2008, 0830 hours.
- Opening:** Monday, 3 November 2008, 0900 hours.
- Objective:** The intent of the workshop is to provide States with an opportunity to receive and exchange information, views and experiences on traffic forecasting methods, aviation planning issues and outlook for air traffic growth in the region. The workshop will include practical examples and exercises and opportunities for participants to share their experiences in the field of forecasting and planning.
- Invitations:**
- States:**  
Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, France\*, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Netherlands\*, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United Kingdom\*, United States, Uruguay, Venezuela.  
(\*States with territories in the region)
- Organizations:**  
Airports Council International (ACI).  
Central American Corporation for Air Navigation Services (COCESNA).  
Economic Commission for Latin America and the Caribbean (ECLAC).  
International Air Transport Association (IATA).  
Latin American Civil Aviation Commission (LACAC).
- Attendance:** Participants should either be responsible for, or actively involved in, some aspects of aviation statistics, forecasting, economic planning or financial planning. In order to have a broader representation of all sectors of the aviation community at the workshop, participation of appropriate experts from national government agencies, airlines, airports and research institutions is encouraged.
- There is no attendance fee.

An ICAO certificate will be awarded to participants with a satisfactory level of attendance.

- Languages:** English (interpretation in Spanish).
- Secretary:** Mr. Chaouki Mustapha, Economist, Economic Analyses and Databases Section, ICAO Headquarters.  
Tel.: +1 (514) 954-8219, ext. 8398; facsimile: +1 (514) 954-6744;  
E-mail: CMustapha@icao.int
- Assisted by:** Mr. Zubair Anwar, Economics Assistant, Economic Analyses and Databases Section, ICAO Headquarters.  
Tel.: +1 (514) 954-8219, ext. 6294; facsimile: +1 (514) 954-6744;  
E-mail: ZAnwar@icao.int
- Documentation:** A CD-Rom, including workshop working papers and the reference documentation for the meeting, will be provided to the participants.
- Travel and daily subsistence:** The travel and daily subsistence costs for participants are the responsibility of the nominating State/Organization.
- Visa:** Delegates are kindly requested to complete the required formalities well in advance.

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**International Civil Aviation Organization**  
**REGIONAL WORKSHOP ON TRAFFIC FORECASTING AND ECONOMIC**  
**PLANNING (FEPW)**

(Rio de Janeiro, Brazil, 3 to 5 November, 2008)

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**GENERAL INFORMATION**

(Presented by the Secretariat)

**1. Sites and dates for the meeting**

The working sessions of the Regional Workshop on Traffic Forecasting and Economic Planning (FEPW) will take place at the Excelsior Hotel, Rio de Janeiro, Brazil, from 3 to 5 November 2008.

**2. Address and contact information**

The Excelsior Hotel is located in Av. Atlântica 1800 – Copacabana, Rio de Janeiro.

Telephone: (00 55 21) 2195 5800

Fax: (00 55 21) 2549 8183

E-Mail: [reservas.excelsior@windsorhoteis.com.br](mailto:reservas.excelsior@windsorhoteis.com.br)

Web Page: [www.windsorhoteis.com](http://www.windsorhoteis.com)

**3. Language**

The Regional Workshop on Traffic Forecasting and Economic Planning (FEPW) will be carried out in Spanish and English.

**4. Registration of participants**

The registration of participants will take place on Monday 03 November, beginning at 08:30 hours. Registration desk will be placed at the entrance of the Conference Room.

**5. Opening of the meeting**

The opening session of the FEPW will take place on 03 November 2008, at 09:00 hours, at the Excelsior Plaza Room.

The schedule of the workshop will be from 09:00 to 16:00 hours.

**6. Passport and visa requirements**

A valid passport and visa are required for citizens from certain countries. To this effect, delegates are kindly requested to complete the required formalities well in advance.

7. **Temperature**

During the month of November, the temperature in Rio de Janeiro varies from an average minimum of 23°C and an average maximum of 34 °C. The average humidity is 74%.

8. **Exchange rate and credit cards**

The current exchange rate is R\$ 1.60 per US\$ 1.00. It is recommended to exchange currency at the Banks or Money Exchange Offices. International credit cards as Visa, Master Card and American Express are usually accepted. Most stores and restaurants accept payment in US dollars.

9. **Lodging**

The hotels suggested are the following:

<b>Hotel</b>	<b>Address/Telephone/Fax Website/E-mail</b>	<b>Single Room R\$</b>	<b>Double Room R\$</b>
Hotel Excelsior Rio de Janeiro	Av. Atlântica, 1800 – Copacabana Tel.: 55 21 2195 5800 Fax: 55 21 2549 8183 Web: <a href="http://www.windorhoteis.com">www.windorhoteis.com</a> E-mail: <a href="mailto:reservasexcelsior@windorhoteis.com.br">reservasexcelsior@windorhoteis.com.br</a>	<b>357.00</b>  +10% service tax + 5% tax + US\$1,50 room tax Breakfast included	<b>392.00</b>  +10% service tax + 5% tax + US\$1.50 room tax Breakfast included
Hotel Plaza	Av. Princesa Isabel, 263 – Copacabana Tel.: 55 21 2195 5500 Fax: 55 21 2549 9373 Web: <a href="http://www.windorhoteis.com">www.windorhoteis.com</a> E-mail: <a href="mailto:reservasexcelsior@windorhoteis.com.br">reservasexcelsior@windorhoteis.com.br</a>	<b>252.00</b>  +10% service tax + 5% tax + US\$1,50 room tax Breakfast included	<b>279.00</b>  +10% service tax + 5% tax + US\$1.50 room tax Breakfast included
Hotel Windsor Palace	Rua Domingos Ferreira, 6 – Copacabana Tel.: 55 21 2195 6600 Fax: 55 21 2549 9373 Web: <a href="http://www.windorhoteis.com">www.windorhoteis.com</a> E-mail: <a href="mailto:reservasexcelsior@windorhoteis.com.br">reservasexcelsior@windorhoteis.com.br</a>	<b>213.00</b>  +10% service tax + 5% tax + US\$1,50 room tax Breakfast included	<b>235.00</b>  +10% service tax + 5% tax + US\$1.50 room tax Breakfast included

10. **Hotel reservations**

Delegates are requested to make their reservations directly with the hotel of their preference. When making reservations please mention your participation at the Regional Workshop on Traffic Forecasting and Economic Planning.

11. **Transportation**

Galeão International Airport – Tom Jobim, is approximately 30 minutes from Copacabana, where most of the suggested hotels for lodging are located.

The airport has an excellent service of authorized taxis. The rate from the airport to the area of suggested hotels is approximately R\$ 52.00 (fifty two Reais).

As an alternative, there is a service of special commercial autobus, leaving Terminal 1, following to Terminal 2, every 20 minutes, which rate is R\$ 6.00 (six Reais). This autobus passes in front of the Hotel Excelsior in Copacabana and near from Hotels Plaza and Windsor. It is considered a safe and reliable transportation service.

12. **Hospitals**

If required, following hospitals are recommended:

➤ **Copa D’Or**

Address: Rua Figueiredo Magalhães, 875 – Copacabana  
Telephone: 00 55 21 2545 3600

➤ **Hospital Municipal Miguel Couto**

Address: Rua Mário Ribeiro, 117 – Leblon  
Telephone: 00 55 21 3111 3799

13. **Electricity**

110 Volts/60 Hz.

14. **Airport tax**

The airport tax at Galeão International Airport is R\$ 9.15 (domestic flights) and US\$ 36.00 (international flights).

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