



*International Civil Aviation Organization*  
REDDIG System Management and Satellite Segment Administration  
**Eleventh REDDIG Coordination Meeting (RCC/11)**  
Lima, 5 and 6 May 2008  
**Sixth MEVA II/REDDIG Coordination Meeting (MR/6)**  
Lima, 7 and 8 May 2008

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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Site and dates of the meeting

The working sessions of the Eleventh REDDIG Coordination Meeting will take place in the Conference Room of ICAO South American Regional Office, in Lima, Peru, from 5 to 6 May 2008.

The working sessions of the Sixth MEVA II/REDDIG Coordination Meeting will take place in the Conference Room of ICAO South American Regional Office, in Lima, Peru, from 7 to 8 May 2008.

### 2. Address and contact information

ICAO South American Regional Office is located in Av. Víctor Andrés Belaúnde No. 147, Vía Principal No.102 - Edificio Real 4, Piso 4, Centro Empresarial - San Isidro, Lima, Perú.

Telephone: (511) 611-8686  
Fax: (511) 611-8689  
E-mail: [mail@lima.icao.int](mailto:mail@lima.icao.int)  
Website: [www.lima.icao.int](http://www.lima.icao.int)

### 3. Registration of Participants

Participants are requested to fill in the respective registration form and submit it to the SAM Regional Office as soon as possible. A subsequent registration will take place during the first day of each meeting, between 08:00 and 09:00 hours, in the Registration Desk next to the Conference Room of ICAO Regional Office. For identification purposes participants are required to use the identification badge, which will be provided during their registration.

### 4. Opening of the meeting

The opening session of the Eleventh REDDIG Coordination Meeting (RCC/11) will take place on Monday 5 May 2008, at 09:00 hours at the Conference Room of ICAO South American Regional Office.

The opening session of the Sixth MEVA II/REDDIG Coordination Meeting (MR/6) will take place on Wednesday 7 May 2008, at 09:00 hours at the Conference Room of ICAO South American Regional Office.

## **5. Language and documents**

The meeting will be carried out in Spanish and English, with simultaneous interpretation services. The pertinent documentation will be published at the ICAO SAM Regional Office website: <http://www.lima.icao.int>. No printed documentation will be distributed during the event.

## **6. Temperature**

During the month of May, the temperature in Lima varies from an average minimum of 16° C and an average maximum of 20° C. The average humidity is 85%.

## **7. Exchange rate and Credit cards**

The national currency in Peru in the Nuevo Sol (S/.), and the current exchange rate (February 2008) is approximately 2.92 Nuevos Soles per US\$ 1.00 (subject to variation). It is recommended to exchange currency at the Banks or Money Exchange Offices.

International credit cards as American Express, Visa, Master Card, etc., are usually accepted in the most important hotels, shopping centers and restaurants. Most stores accept payment in US dollars.

## **8. 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 formalities **well in advance** in order to obtain entry visa from the respective embassy or consulate.

## **9. Lodging**

**Participants should make their reservations directly with the hotel of their preference, which we suggest to do at earliest possible, due to high demand of hotels during this year in Peru that is the host of different international events, SPECIALLY DURING MAY, month in which APEC (Asia Pacific Economic Cooperation) meetings will be initiated that will demand 100% occupation of hotel infrastructure in Lima.**

Suggested hotels and their current rates, subject to variation, are as follows: (Also, please take note that tariffs being presented herein are special tariffs granted under special agreements, which will possibly NOT be taken into account during this time of the year. It is suggested to ask for the confirmed tariff before making the reservation.)

*Note: when making your reservation please mention your participation at the ICAO meeting.*

<b>Hotel</b>	<b>Dirección/Address Tel/Fax – Página Web/Website Correo electrónico/E-mail</b>	<b>Simple/Single US\$</b>	<b>Doble/ Double US\$</b>
Swissôtel Lima***** (A 50 mts de la Oficina/50 mts away from the Office)	Via Central 150, Centro Empresarial Real, San Isidro Tel: (511) 611 4415 Fax: (511) 421 4360 E-Mail: reservations.lima@swissotel.com Web Page: <a href="http://www.swissotel.com">http://www.swissotel.com</a> Incluye desayuno buffet / Buffet breakfast included	Swiss Advantage 200.00 Swiss Deluxe 220.00 Swiss Exec. Club 240.00 + 10 %	200.00  220.00  240.00 + 10%
El Pardo Doubletree Hotel***** Miraflores (distancia 10 minutos en taxi/ distance from the office is 10 minutes in taxi)	Jr. Independencia 141, Miraflores Tel: (511) 617-1000 Fax: (511) 444-2171 / 241-0039 Pag. Web: <a href="http://www.elpardodoubletree.com.pe/">http://www.elpardodoubletree.com.pe/</a> E-mail: pardohot@doubletreeelpardo.com.pe Incluye desayuno buffet / Buffet breakfast included	135.00 + 10%	145.00 +10%
Delfines Hotel & Casino ***** (Summit Hotels & Resorts) (a 5 mins de la oficina en taxi / 5 mins from the office in taxi)	Calle Los Eucaliptos 555, San Isidro Tel: (511) 215-7000 Fax: (511) 215-7073 Pag. Web: <a href="http://www-losdelfineshotel.com.pe">http://www-losdelfineshotel.com.pe</a> E-mail: reservas@losdelfineshotel.com.pe Incluye desayuno buffet / Buffet breakfast included	175.00 +10%	195.00 +10%
Sonesta Posada del Inca ***** (a 3 cuadras de la Oficina /3 blocks away from the office)	Pancho Fierro 194, San Isidro Tel (511) 712-6060 Fax (511) 712-6099 Pag. Web: <a href="http://www.sonestaperu.com">http://www.sonestaperu.com</a> E-mail: reservas@sonestaperu.com Incluye desayuno buffet / Buffet breakfast included	135.00 + 10%	145.00 + 10%
Hotel Suites del Bosque ***** (a 3 cuadras de la Oficina /3 blocks away from the office)	Av. Paz Soldán 165, San Isidro Tel: (511) 221-1108 Fax: (511) 221-1107 Pag. Web: <a href="http://www.suitesdelbosque.com">www.suitesdelbosque.com</a> E-mail: reservas@suitesdelbosque.com Incluye desayuno buffet / Buffet breakfast included	Suite Ejecutiva Simple 120.00 + 10%	Suite Ejecutiva Doble 130.00 + 10%
Plaza del Bosque Apart Hotel ***** (a 3 cuadras de la Oficina /3 blocks away from the office)	Av. Paz Soldán 190, San Isidro Tel: (511) 441-8818 Fax: (511) 421-8582 Pag. Web: <a href="http://www.plazadelbosque.com">www.plazadelbosque.com</a> E-mail: reservas@plazadelbosque.com Incluye desayuno buffet / Buffet breakfast included	Suite Ejecutiva Simple 120.00 + 10%	Suite Ejecutiva Doble 130.00 + 10%

<b>Hotel</b>	<b>Dirección/Address Tel/Fax – Página Web/Website Correo electrónico/E-mail</b>	<b>Simple/Single US\$</b>	<b>Doble/ Double US\$</b>
Los Tallanes Hotel Suites***** (a 5 mins de la oficina en taxi / 5 minutes from the office in taxi)	Av. Jorge Basadre 325, San Isidro Tel: (511) 221-0001 Fax: (511) 222-5030 Pag. Web: <a href="http://www.hotelaltallanes.com.pe">www.hotelaltallanes.com.pe</a> E-mail: <a href="mailto:mdurand@hotelaltallanes.com.pe">mdurand@hotelaltallanes.com.pe</a> Incluye desayuno Americano / American breakfast included	Hab. Standard 110.00 + 10%	Suite Ejecutiva King 160.00 + 10%
Hotel José Antonio*** (a 10 minutos de la oficina en taxi/ 10 minutes from the office in taxi)	Av. 28 de Julio 398, Miraflores Tel: (511) 445-7743, 445-6870 Fax: (511) 446-8295 Pag. Web: <a href="http://www.hotelesjoseantonio.com">www.hotelesjoseantonio.com</a> E-mail: <a href="mailto:ventas@hotelesjoseantonio.com">ventas@hotelesjoseantonio.com</a> Incluye desayuno buffet / Buffet breakfast included	80.00 10% incluido/included	90.00 + 10%
Hotel El Doral*** (10 minutos de la oficina en taxi/ 10 minutes from the office in taxi)	Av. José Pardo 486, Miraflores Tel. (511) 242-7799, Fax (511) 446-8344 Pag. Web: <a href="http://www.eldoral.com.pe">http://www.eldoral.com.pe</a> E-mail: <a href="mailto:aparthotel@eldoral.com.pe">aparthotel@eldoral.com.pe</a> Incluye desayuno americano / American breakfast included	50.00 + 10%	60.00 + 10%

## 10. Transportation from/to airport

There are several authorized taxi services at the Jorge Chávez Intl. Airport.

The rate to Miraflores/San Isidro (hotels area) is approximately US\$ 20.00. You may confirm this rate at the counters located outside the Airport international exit.

As a safety measure for travelers in the route to/from the airport, the following taxi companies are recommended:

National Car Rental	Telephone: +511 575-1111 o 222-1010 E-mail: <a href="mailto:national@terra.com.pe">national@terra.com.pe</a>
Mitsoo S. A.	Telephone: +511 349-7722 E-mail: <a href="mailto:remisse@mituiautomotriz.com">remisse@mituiautomotriz.com</a>
CMV Taxi Remisse Ejecutivo	Telephone: +511 422-4838 E-mail: <a href="mailto:cmv@exalmar.com.pe">cmv@exalmar.com.pe</a>

## 11. Transportation from/to site of the event

Participants should directly coordinate their transportation from/to the site of the event, either taking a taxi or walking, depending on the location of the selected hotel.

There are independent or informal taxis all over the city, which, upon not belonging to any particular company, are not safe nor guaranteed. In the event of taking an informal taxi, please consider you will be exposing yourself to a very high risk.

Taxi companies recommended to be taken within the city:

Alo Taxi	+511 217-7777
Tata Taxi	+511 274-5151
Taxi Real	+511 470-6263 / 470-6204
Taxi Móvil S.A	+511 422-3322 / 422-6890
Taxi Go S.A.C.	+511 481-1995 / 9927-8750

## 12. Hospitals

The **Clínica Anglo Americana**, located in Alfredo Salazar s/n, Miraflores, Tel: (511) 7123000, is the recommended hospital.

## 13. Useful telephones

### ICAO

Mr. José Miguel Ceppi, Regional Director SAM Office .....	372-6417 / 9650-9267
Mr. Carlos Stehli, Deputy Director SAM Office .....	435-2752 / 9762-3539
Mrs. Nohora Arias, RO/MET SAM Office .....	421-6762 / 9942-4951
Mr. Alberto Orero, Security Officer SAM Office .....	446-1147/ 9831-5523

## 14. Airlines

The following telephone numbers are provided, with the aim you can confirm your flights back to your country:

Aerolíneas Argentinas.....	513-6565
Aeroméxico.....	705-1111
Air Canada .....	0800 52073
Air Comet .....	0800 52222
Alitalia .....	241-1026 / 241-8303
American Airlines.....	0800 40350 / 211-7000
Avianca .....	0800 51936
Continental Airlines.....	0800 70030 / 712-9230
Copa Airlines .....	610-0808
Delta Airlines.....	0800 4 3210 / 211-9211
Gol .....	0800 52917
Iberia .....	411-7801
KLM .....	213-0200
Lan .....	0801-11234 / 213-8200
Lloyd Aéreo Boliviano .....	444-0510 / 241-5210
Lufthansa .....	442-4455 / 444-4440
Mexicana de Aviación .....	610-6065 / 610-6066
Taca.....	511-8222

## 15. Electricity

220 Volts/60Hz.

**16. General recommendations in the event of an earthquake**

**During**

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate only if conditions permit it; otherwise, minimize your movements.

**After**

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the established routes.
- c) Stay in the evacuation site until the designated security team has verified whether the installations are at risk.

**ICAO/4th floor emergency exit**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- d) Pay attention at all moment to the indications that the security team might make.

**17. Airport tax**

Airport tax is US\$ 30.25.