



EANAI/2
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**International Civil Aviation Organization
South American Regional Office**

**SECOND MEETING OF HIGH LEVEL EXPERTS ON INSTITUTIONAL
ASPECTS (EANAI/2)**

Lima, Peru, 4 to 6 March 2009

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The Second Meeting of High Level Experts on Institutional Aspects (EANAI/2) will be held at the ICAO SAM Regional Office, Lima, Peru, from 4 to 6 March 2009.

2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro
Telephone: +511 611-8686
Fax: +511 611-8689
E-mail: mail@lima.icao.int

3. Opening session

Wednesday, 4 March 2009
Registration of participants: 08:30 – 09:00 hrs.
Opening session: 09:00 – 09:15 hrs.

4. Language and documents

This event will have simultaneous interpretation. The documentation of the event will be published in the web Page of the ICAO SAM Regional Office: <http://www.lima.icao.int> as soon as it is available. No documentation will be distributed during the meeting.

5. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:30 to 09:00 hrs., during the first day of the event, where the registration sheet duly completed should be handed. Likewise, participants are requested to use the badges supplied to them during registration.

6. Temperature

Temperature in Lima during the month of November varies from 18°C to 26°C. The average humidity is of 80%.

7. Transportation from/to the airport

There are authorized taxis services at the Jorge Chavez International Airport.

The rate to Miraflores or San Isidro (hotel area) is of approximately US\$ 20.00. This rate can be confirmed in counters of the Airport at the international arrivals section.

Taking into account the increase in assaults against persons who travel in the route to and from the airport, the following taxi companies are suggested:

Eurocar	Tel: +511 222-1010
	E-mail: ventas@eurocarperu.com
CMV Servicio Ejecutivo	Tel: +511 422-4838
	E-mail: cmv@exalmar.com.pe

8. Transportations to and from the site of the event

Participants can take a taxi or walk to the SAM Regional Office, depending of the location of the selected hotel, from the hotel to the Regional Office, and vice versa.

In all cities, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide safety or guarantee. In case of taking an informal taxi, please consider that you may be at a high risk.

Companies recommended for transfers 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

9. Suggested hotels in Lima:

Reservations should be arranged directly with the hotel **with the necessary anticipation**. In view of the various events to be carried out in Lima, prices may vary, kindly consult the hotel of your preference.

Hotel	Dirección/Teléfono/Fax Página Web/Correo electrónico Address/Tel/Fax Website/E-mail	Precio aprox Approx Price Simple/Single US\$	Precio aprox Approx Price Doble/Double US\$
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 Website: http://www.swissotel.com Tarifas sujetas al cargo de 19% de IGV y al 10% de servicios. Se puede exonerar del 19% si el pasajero es extranjero y presenta pasaporte al chequearse. Rates are subject to 19% Sales Tax and 10% Service Tax. Foreigners are exempted of 19% Sales Tax presenting passport during check-in. Incluye desayuno buffet / Buffet breakfast included	Swiss Advantage 200.00 Swiss Deluxe 220.00 Swiss Exec. Club 240.00 Todas las tarifas All rates + 10 %	200.00 220.00 240.00 Todas las tarifas All rates + 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 Website: http://www.elpardodoubletree.com.pe/ E-mail: pardohot@doubletreeelpardo.com.pe Incluye desayuno buffet / Buffet breakfast included	135.00 + 10%	145.00 +10%
Delfines Hotel & Casino ***** (Summit Hotels & Resorts)	(Distancia: 5 mins en taxi)/ distance from the office is 5 mins in taxi) Calle Los Eucaliptos 555, San Isidro Tel: (511) 215-7000 Fax: (511) 215-7073 Website: http://www.losdelfineshotel.com.pe 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/ three blocks away from office) Pancho Fierro 194, San Isidro Tel (511) 7126060 Fax (511) 7126099 Website: http://www.sonesta.com E-mail: reservas@sonestaperu.com Incluye desayuno buffet / Buffet breakfast included	135.00 + 10%	145.00 + 10%

Hotel	Dirección/Teléfono/Fax Página Web/Correo electrónico Address/Tel/Fax Website/E-mail	Precio aprox Approx Price Simple/Single US\$	Precio aprox Approx Price Doble/Double US\$
Hotel Suites del Bosque *****	(a 3 cuadras de la Oficina/ three blocks away from the office) Av. Paz Soldán 165, San Isidro Tel: (511) 221-1108 Fax: (511) 221-1107 Website: www.suitesdelbosque.com E-mail: reservas@suitesdelbosque.com Incluye desayuno buffet e impuestos por servicios Buffet breakfast and service taxes included	Suite Ejecutiva Simple 120.00 + 10%	Suite Ejecutiva Doble 130.00 + 10%
Plaza del Bosque Apart Hotel*****	(a 3 cuadras de la Oficina/ three blocks away from the office) Av. Paz Soldán 190, San Isidro Tel: (511) 441-8818 Fax: (511) 421-8582 Website: www.plazadelbosque.com E-mail: reservas@plazadelbosque.com Incluye desayuno buffet e impuestos por servicios/ Buffet breakfast and service taxes included	Suite Ejecutiva Simple 120.00 + 10%	Suite Ejecutiva Doble 130.00 + 10%
Los Tallanes Hotel Suites*****	(distancia 5 minutos en taxi/ distance from the office is 5 minutes in taxi) Av. Jorge Basadre 325, San Isidro Tel: (511) 221-0001 Fax: (511) 222-5030 Website: www.hoteltallanes.com E-mail: mdurand@hoteltallanes.com.pe Incluye desayuno americano/ American breakfast included Tarifas sujetas al cargo de 19% de IGV y al 10% de servicios. Se puede exonerar del 19% si el pasajero es extranjero si el pasajero es extranjero y presenta pasaporte al chequearse./ Rates are subject to 19% Sales Tax and 10% Service Tax. Foreigners are exempted of 19% Sales Tax presenting passport during check-in.	Hab. Standard 110.00 + 10%	Suite Ejecutiva King 160.00 + 10%
Hotel José Antonio***	(distancia 10 minutos en taxi/ distance from the office is 10 minutes in taxi) Av. 28 de Julio 398, Miraflores Tel: (511) 445-7743, 445-6870 Fax: (511) 446-8295 Website: www.hotelesjoseantonio.com E-mail: ventas@hotelesjoseantonio.com Incluye desayuno buffet e impuestos por servicios/ includes breakfast buffet and services taxes	80.00 10% incluido/incluído	90.00 + 10%

Hotel	Dirección/Teléfono/Fax Página Web/Correo electrónico Address/Tel/Fax Website/E-mail	Precio aprox Approx Price Simple/Single US\$	Precio aprox Approx Price Doble/Double US\$
Hotel El Doral***	(distancia 10 minutos en taxi/ distance from the office is 10 minutes in taxi) Av. José Pardo 486, Miraflores Tel. (511) 242-7799, Fax (511) 446-8344 Website: http://www.eldoral.com.pe E-mail: aparthotel@eldoral.com.pe Incluye desayuno americano/ Includes American breakfast	65.00 + 10%	75.00 + 10%
Hotel Boulevard****	(distancia 10 minutos en taxi/ distance from the office is 10 minutes in taxi) Av. José Pardo 771, Miraflores Tel. (511) 444 6562 / (511) 444 6563 Fax (511) 444 6602 Website: http://www.hotelboulevard.com.pe/ E-mail: reservasboulevard@speedy.com.pe Incluye 10% de Servicios, desayuno buffet servido en "La Cafetería" (piso 7) de 07:00 a 10:00 horas, y conexión a internet en su habitación sin costo adicional. Si no se reconfirma reserva el mismo día de la fecha de ingreso hasta el medio día, el hotel no se responsabiliza por el espacio o confirmación de reserva./ Includes 10% services, buffet breakfast, served at "La Cafetería" (floor 7) from 07:00 to 10:00 hours, and Internet connection. If no confirmation of reservation is made on the same day, at noon, the hotel is not responsible for the space or reservation confirmation.	Pago efectivo 65.00 Junior Suite Simple/ Junior Single Suite 8% adicional si se paga con tarjeta de crédito/ 8% additional if payment is made with credit card	Pago efectivo 75.00 Junior Suite Doble/ Junior Double Room 8% adicional si se paga con tarjeta de crédito/ 8% additional if payment is made with credit card

10. Passport and visa requirements

To enter the country, an updated passport and visa are requested; however, it is recommended to contact Peru Embassy or Consulate to inquire on this requirement with anticipation to departure.

11. Money exchange and credit cards

Peru currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 3.18 per US \$ 1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc, are usually welcome in hotels, shopping centres and restaurants. Traveller's Checks should be exchanged in banks of money exchange formal centres.

12. Hospitals

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar s/n, Miraflores, Tel: (511) 712 3000.

13. ICAO Contact telephone numbers

Mr. José Miguel Ceppi, Director, SAM Regional Office 372-6417 / 9650-9267
Mr. Carlos Stehli, Deputy Director, SAM Regional Office.....435-2752
(cs@lima.icao.int) (cell) 99831*5513
Mr. Alberto Orero, Security Officer, SAM Regional Office (home) 264-3651
(ao@lima.icao.int) (cell) 99676-0320 or 99831*5523

14. Electricity

220 Volts/60Hz.

15. Airport tax

Exit airport tax is US\$ 30.25 American Dollars.

16. 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 Airlines0800 70030 / 712-9230
Copa Airlines 610-0808
Delta Airlines.....0800 4 3210 / 211-9211
Gol 0800 52917
Iberia411-7801
KLM213-0200
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

17. Information on safety and protection

Upon any emergency situation, kindly call the Security Officer of the ICAO South American Office, Mr. Alberto Orero: tel. 264-3651, Cells 99676-0320 or 99831*5523, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS):

Assistance 24 Hours - 365 days

213 – 3220 Direct
213 – 3200 Ext. 1600
9757 – 1008 Cellular

18. General recommendations in the event of an earthquake

Lima City is within an earthquake area.

During an earthquake

- 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 the premises only if conditions permit it; otherwise, minimize your movements.

After an earthquake

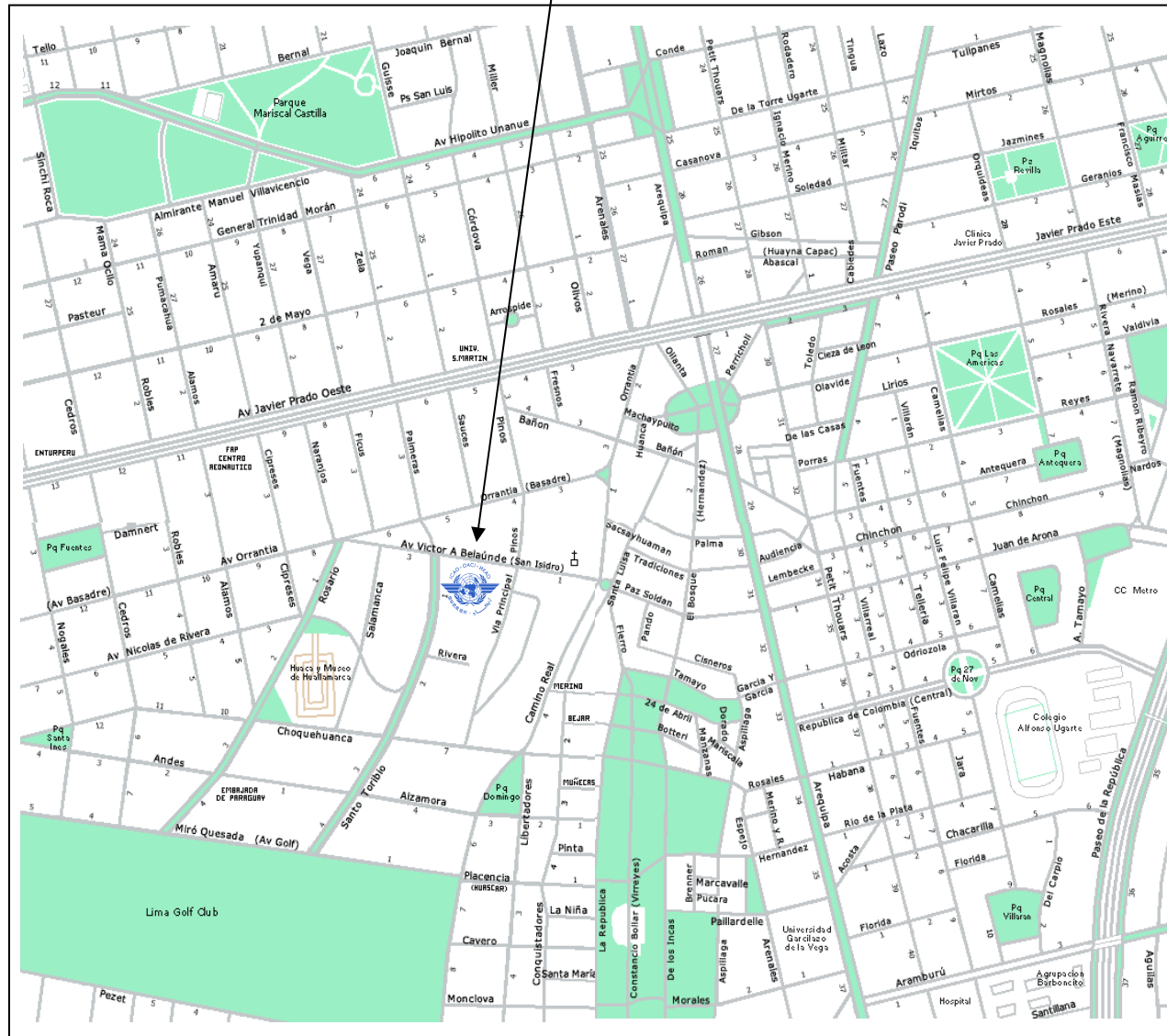
- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

ICAO Third and Fourth floor emergency exits

- 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.

Adjunto/Attachment

ICAO SOUTH AMERICAN REGIONAL OFFICE MAP
Av. Víctor Andrés Belaúnde 147 - Edificio 4, Cuarto Piso, San Isidro



ADJUNTO / ATTACHMENT



**ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**SEGUNDA REUNIÓN DEL GRUPO DE EXPERTOS DE ALTO NIVEL SOBRE
ASPECTOS INSTITUCIONALES (EANAI/2)**

SECOND MEETING OF HIGH LEVEL EXPERTS ON INSTITUTIONAL ASPECTS (EANAI/2)

Lima, Perú, 4 al 6 de marzo de 2009 / Lima, Peru, 4 to 6 March 2009

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. NOMBRE/NAME	
2. CARGO/CHARGE	
3. ORGANIZACIÓN/ ORGANIZATION	
4. ESTADO/STATE	
5. TELÉFONO/ TELEPHONE	
6. FAX	
7. E-MAIL	
8. DIRECCIÓN/ ADDRESS	
<p><i>Por favor devuelva el formulario completo a/Please return this form duly filled in to:</i> <i>OACI</i> <i>Oficina Sudamericana</i> <i>Fax: (511) 575-0974</i> <i>E-mail: mail@lima.icao.int</i></p>	