



RCC/12 RLA/03/901-IP/01
04/02/09

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
South American Regional Office**

**REGIONAL PROJECT RLA/03/901
REDDIG System Management and Satellite Segment Administration**

TWELFTH REDDIG COORDINATION COMMITTEE MEETING (RCC/12)

(Lima, Peru, 9-10 March 2009)

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The Twelfth REDDIG Coordination Committee Meeting (RCC/12) will be held at the ICAO SAM Regional Office, Lima, Peru, from 9 to 10 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

Monday, 9 March 2009
Registration of participants: 08:00 – 08:30 hrs.
Opening session: 08:45 – 09:00 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 March varies from 20°C to 24°C. The average humidity is of 70%.

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 sufficient time in advance**. 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	Simple US\$	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 Web: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. Rates are subject to 19% Sales Tax and 10% Service Tax. Foreigners are exempted of 19% Sales Tax presenting the 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 de la oficina, en taxi/ 10 minutes away from the office, by taxi) Jr. Independencia 141, Miraflores Tel: (511) 617-1000 Fax. (511) 444-2171 / 241-0039 Web Page: 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 de la Oficina en taxi)/ distance 5 mins. away from the office by taxi) Calle Los Eucaliptos 555, San Isidro Tel: (511) 215-7000 Fax: (511) 215-7073 Web Page: http://www-losdelfineshotel.com.pe E-mail: reservas@losdelfineshotel.com.pe Incluye desayuno buffet en Delphos Cafe /Buffet breakfast included at Delphos Cafe	Superior 165.00 Executive 200.00 +10%	Superior 185.00 Executive 220 +10%
Sonesta Hotel El Olivar *****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Pancho Fierro 194, San Isidro Tel (511) 7126060 Fax (511) 7126099 Web Page: http://www.sonesta.com E-mail: reservas@sonestaperu.com / mllaque@sonestaperu.com Incluye desayuno buffet / Buffet breakfast included Pasajeros extranjeros están exonerados del 19% de IGV previa presentación del pasaporte con el sello de ingreso al Perú al momento del check in en el hotel./ Foreigners are exempted of 19% Sales Tax presenting the passport during check-in.	178.00 + 10%	191.00 + 10%

Hotel	Dirección/Teléfono/Fax Página Web/Correo electrónico Address/Tel/Fax Website/E-mail	Simple US\$	Doble/ Double US\$
Hotel Suites del Bosque *****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Av. Paz Soldán 165, San Isidro Tel: (511) 616 1818 / 616 2121 Web Page: www.suitesdelbosque.com E-mail: reservas@suitesdelbosque.com Incluye desayuno buffet e impuestos por servicios/ Includes breakfast buffet and service taxes	Suite Ejecutiva Estándar (Simple) Executive Suite (single) 120.00 + 10%	Suite Ejecutiva Estándar (Doble) Standard Executive Suite (Double) 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) 616 1818 / 616 2121 Web Page: www.plazadelbosque.com E-mail: reservas@plazadelbosque.com Incluye desayuno buffet e impuestos por servicios/ Includes breakfast buffet and service taxes	Suite Ejecutiva Simple/ Executive Suite (single) 120.00 + 10%	Suite Ejecutiva Doble Executive Suite (double) 130.00 + 10%
Los Tallanes Hotel Suites*****	(distancia 5 minutos de la oficina en taxi/ 5 minutes away from the office, by taxi) Av. Jorge Basadre 325, San Isidro Tel: 0051-1- 221 0001 Fax: (511) 222-5030 Web Page: www.hoteltallanes.com E-mail: mdurand@hoteltallanes.com.pe Incluye desayuno americano. Tarifas sujetas al cargo de 19% de IGV y al 10% de servicios. Se puede exonerar del 19% si el pasajero es extranjero/Rates are subject to 19% Sales Tax and 10% Service Tax. Foreigners are exempted of 19% Sales Tax presenting the passport during check-in. American Breakfast	Suite Ejecutiva Estándar (Simple) 140.00 + 10%	Suite Ejecutiva Estándar (Doble) 150.00 + 10%
Hotel José Antonio***	(distancia 10 minutos de la Oficina en taxi/ 10 minutes away from the Office by taxi) Av. 28 de Julio 398, Miraflores Tel: (511) 445-7743, 445-6870 Fax: (511) 446-8295 Web Page: www.hotelesjoseantonio.com E-mail: ventas@hotelesjoseantonio.com Incluye desayuno buffet e impuestos por servicios/Includes buffet breakfast and service taxes	100.00 10% incluido/included	110.00 + 10%
Hotel El Doral***	(distancia 10 minutos en taxi/the distance from the office is 10 minutes in taxi) Av. José Pardo 486, Miraflores Tel. (511) 242-7799, Fax (511) 446-8344 Web Page: http://www.eldoral.com.pe E-mail: apartotel@eldoral.com.pe Incluye desayuno americano/ Includes American breakfast	55.00 + 10%	65.00 + 10%

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/ 3.15 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) 616 8900.

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
(cs@lima.icao.int).....435-2752
- Mr. Jorge Fernández, RO/ATM/SAR 2249007
- 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 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

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

MAPA DE LA OFICINA REGIONAL SUDAMERICANA DE OACI
ICAO SOUTH AMERICAN REGIONAL OFFICE MAP
Av. Víctor Andrés Belaúnde 147 - Edificio 4, Cuarto Piso, San Isidro



ADJUNTO / ATTACHMENT



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FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/*State:*

Organismo/*Organization:* _____

2. Nombre/

Name: _____

3. Cargo/*Position:* _____

4. Participa como / *Participates as:*

Miembro/
Member

Alternativo/
Deputy

Delegado/
Delegate

Observador/
Observer

Ponente/
Lecturer

5. Dirección oficial /
Business address: _____

6. Tel.: _____ Fax: _____ E-mail: _____

7. Hotel o dirección en la ciudad/
Hotel or local address: _____

8. Información de vuelo/
Flight information: _____

Vuelo llegada/ fecha/ hora/
Arrival flight/ date/ hour: _____

Vuelo salida/ fecha/ hora/
Departure flight/ date/ hour: _____

Firma/

Signature: _____

Fecha/

Date: _____