



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LT 2/6B.4 – SA520

3 August 2010

To: Mr. Pierre Dubois, Directeur Regional de l'Aviation Civile aux Antilles et en Guyane  
Mr. Zulficar Mohamed, Director General a.i., Guyana Civil Aviation Authority  
Mr. M. Saboerali, Acting Director Civil Aviation, Suriname

Subject: **ICAO/WMO Seminar / Workshop on SIGMET Information for the  
NAM/CAR/SAM Regions**  
(Guatemala City, Guatemala, 11-15 October 2010) – In English and Spanish

Action

Required: **Register participants no later than 15 September 2010**

Sir/Madam:

I wish to refer to my communication SA477 dated 13 July 2010, concerning the convening of the ICAO/WMO Seminar/Workshop on SIGMET Information for the NAM/CAR/SAM Regions.

In this regard, I would appreciate receiving the registration of the delegate(s) representing your Administration as soon as possible and no later than **15 September 2010**, by sending the completed registration form, **Attachment A**, to this Regional Office. Also attached, please find general information on the venue of this event in **Attachment B**, and the Agenda as **Attachment C**.

Let me remind you that participants are kindly requested to make their own hotel, travel and visa arrangements. Attendance at this Seminar/Workshop is free of charge for participants of government administrations of ICAO contracting States and International Organizations.

Should you require more information on the Seminar, please contact Mrs. Nohora Arias, Regional Officer Aeronautical Meteorology of this Office ([narias@lima.icao.int](mailto:narias@lima.icao.int)) and/or her Assistant, Mrs. Marisa Pérez ([mpaez@lima.icao.int](mailto:mpaez@lima.icao.int)).

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



**Franklin Hoyer**  
**Regional Director**  
**South American Office**  
**Lima**

Encs:

*Attachment A – Tentative Programme*

*Attachment B – Registration Form*

*Attachment C – General Information*

cc:

Mr. Philippe Guivarc'h, Chef du Service de la Navigation Aérienne Antilles-Guyane

Mr. Philippe Livenais, Chef du Service Meteorologique de Guyane

Mrs. Bhaleka Seulall, Chief Hydrometeorological Officer (ag), Guyana

Mr. Cornelis R. Becker, Director, Meteorological Service



*Organización de Aviación Civil Internacional  
International Civil Aviation Organization*

**SEMINARIO/TALLER OACI/OMM SOBRE INFORMACIÓN SIGMET PARA LAS  
REGIONES NAM/CAR/SAM  
ICAO/WMO SEMINAR ON SIGMET INFORMATION FOR THE NAM/CAR/SAM  
REGIONS**

Ciudad de Guatemala, Guatemala, 11 - 15 de octubre / October 2010

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**ADJUNTO A / ATTACHMENT A  
FORMULARIO DE REGISTRO / REGISTER FORM**

1.	<b>NOMBRE / NAME</b>	
2.	<b>CARGO / POSITION</b>	
3.	<b>ORGANIZACIÓN / ORGANIZATION</b>	
4.	<b>PAÍS / COUNTRY</b>	
5.	<b>TELÉFONO / PHONE NO.</b>	
6.	<b>CORREO-E1/E-MAIL1 CORREO-E2/E-MAIL2</b>	

*Favor regresar esta forma a / Please return this sheet to:*

*Organización de Aviación Civil Internacional / International Civil Aviation Organization*

*E-mail: icao\_nacc@mexico.icao.int*

*Fax: +52 55 5203-2757*



International Civil Aviation Organization  
North American, Central American and Caribbean Office (NACC)  
**ICAO/WMO Seminar/Workshop on SIGMET Information for the  
NAM/CAR/SAM Regions  
(MET/NAM/CAR/SAM)**  
Guatemala City, Guatemala, 11 to 15 October 2010

MET/SEM/CAR/SAM - IP/01  
16/07/10

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## ATTACHMENT B

### GENERAL INFORMATION

#### 1. Event Venue and Dates

The ICAO/WMO Seminar/Workshop on SIGMET Information for the CAR/SAM Regions will take place at the Crown Plaza Hotel Guatemala City, from 11 to 15 October 2010.

#### 2. Name of the Seminar/Workshop Coordinator and Assistant, Address and Contact Numbers

**Lic. Lucrecia Chávez**  
Training Coordinator

Claudia Castillo  
DGAC Training  
General Direction of Civil Aviation  
Guatemala  
Fax: (502) 23 21 5316  
Telephone: (502) 232 15028 and 29  
Email: [lchavez@dgac.gob.gt](mailto:lchavez@dgac.gob.gt);  
[lconsulting.online@gmail.com](mailto:lconsulting.online@gmail.com)  
[clanoemi@hotmail.com](mailto:clanoemi@hotmail.com)

#### 3. Participant Registration

Delegate registration will take place in the *Salón Centroamérica* of the Crown Plaza Hotel located on Avenida Las Américas 09-08, zona 13/T, Tel.: (502) 2422-5020 / Fax: (502) 2422-5001); webpage: [www.crownplaza.com](http://www.crownplaza.com), on 11 October 2010, from 08:30 to 09:00 hours.

#### 4. Opening Ceremony

The opening ceremony will take place on Monday, 11 October 2010, at 09:00 hours.

#### 5. Temperature

October is a rainy month, the average temperature in Guatemala for October is 16° to 24° C. The average humidity is 52% to 60%.

**6. Currency and Credit Cards**

The unit of currency in Guatemala is the Quetzal, (\$1.00 = Q. 8.00).

**7. Credit Cards**

International credit cards such as American Express, Mastercard and Visa are usually accepted at major hotels, stores and restaurants.

**8. Hotels**

The hotels offering special rates to participants of the Seminar/Workshop are the following:

<b>HOTEL</b>	<b>SINGLE/DOUBLE ROOM</b>
<b>HOTEL (VENUE) CROWN PLAZA</b> Address: Av. Las Américas 9-06 zona 13 Tel.: (502) 2422-5024 Fax: (502) 2422-5021 E-mail: <a href="mailto:jzetina@cpguatemala.com.gt">jzetina@cpguatemala.com.gt</a> <a href="mailto:hlemus@cpguatemala.com.gt">hlemus@cpguatemala.com.gt</a> Web: <a href="http://www.crownplaza.com">www.crownplaza.com</a>	USD\$ \$65.00 Single/Double plus 22% taxes <i>Inclusive buffet breakfast, internet and swimming pool</i>
<b>HOTEL HOLIDAY INN</b> Address: 1ª. Avenida 13-22 zona 10 Tel.: (502) 24210000 Fax: (502) 24210025 E-mail: <a href="mailto:lilian_lam@hinn.com.gt">lilian_lam@hinn.com.gt</a> Web: <a href="http://www.hinn.com">www.hinn.com</a>	USD\$70.00 Single/Double Additional bed \$20.00 plus 22% taxes <i>Inclusive buffet breakfast, internet, swimming pool, gym and airport transportation</i>
<b>ECO HOTEL LOS PROCERES</b> Address: 18 calle 3-03 zona 10 Tel.: (502) 2337-3250 Fax: (502) 2337-3250 E-mail: <a href="mailto:ecoproceres@hotmail.com">ecoproceres@hotmail.com</a> Web: <a href="http://www.posadadelosproceres.com">www.posadadelosproceres.com</a>	USD \$40.00 Single USD \$50.00 Double USD \$60.00 Triple USD \$70.00 Quadruple <i>Breakfast not included</i> <i>Inclusive airport transportation</i>

**GUESTHOUSES**

<b>Guesthouses</b>	<b>Single/Double Room</b>
Hostal Los Volcanes Address: 16 calle 8-00 zona 13 Aurora I Tel.: (502) 2261-3584 E-mail: <a href="mailto:info@hostallosvolcanes.com">info@hostallosvolcanes.com</a> Web: <a href="http://www.hostallosvolcanes.com">www.hostallosvolcanes.com</a>	USD \$40.00 Double, plus 22% taxes Inclusive Breakfast
Hostal Villa Toscana Address: 16 calle 8-20 zona 13 Aurora I Tel.: (502) 2261-2854 – 22613044 E-mail: <a href="mailto:hostalvillatoscana@yahoo.com">hostalvillatoscana@yahoo.com</a> Web: <a href="http://www.hostalvillatoscana.com">www.hostalvillatoscana.com</a>	USD \$33.60 Single USD \$44.80 Double USD \$67.20 Triple <i>Inclusive taxes, breakfast and airport transportation</i>

Hostal Marianas Pettit Address: 20 Calle 10-17 zona 13 Colonia Aurora II Teléfonos: (502) 2261-4042 E-mail: reservaciones@marianaspettithotel.com Web: www.marianaspettithotel.com	USD \$31.00 Single USD \$43.00 Double USD \$61.00 Triple <i>Inclusive taxes, breakfast and airport transportation</i>
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Participants **should** make their own reservations directly with the hotel and **should** indicate that they are a participant in the ICAO/WMO Seminar Workshop on SIGMET Information for the NAM/CAR/SAM Regions in order to enjoy the special rate. Bookings are to be confirmed by **20 September 2010**. Bookings after this date are subject to availability due to high occupancy during the season.

**10. Local Transportation**

The recommended transportation is the green-yellow taxi express.

**11. Hospitals**

If required, emergency services are available; for more information please dial 123.

**12. Business Working Hours**

- Banks from Monday to Friday from 09:00 to 16:00
- Shopping malls from 10:00 to 20:00, approximately

**13. Electricity**

The electricity in Guatemala is 120 Volts. Please ask for more information at the front desk of the hotel when registering, if necessary.

**14. Visa**

Should be verified with the embassies and consulates of your respective state.

**15. Other**

Airport tax is \$30.00 US Dollars or Q.20.00



INTERNATIONAL CIVIL AVIATION ORGANIZATION  
WORLD METEOROLOGICAL ORGANIZATION

ICAO/WMO SEMINAR/WORKSHOP ON SIGMET INFORMATION FOR THE NAM/CAR/SAM  
REGIONS

ATTACHMENT C

*Guatemala City, Guatemala, 11 to 15 October 2010*

TENTATIVE PROGRAMME (UPDATED 13 JULY 2010)

*Monday 11 October 2010*

08:30 – 09:00	Registration
09:00 – 09:30	Opening Ceremony
	<b>Opening Remarks</b>
	<ul style="list-style-type: none"><li>• <i>International Civil Aviation Organization – ICAO</i></li><li>• <i>World Meteorological Organization – WMO</i></li><li>• <i>Civil Aviation Authority of Guatemala</i></li></ul>
09:30 – 09:45	<i>Group Photo</i>
09:45–11:30	Introductory lecture on weather phenomena hazardous to aviation
11:30 – 11:45	<i>Coffee Break</i>
11:45 – 13:00	Detection and forecasting of convective phenomena using ground-based and space based observations (surface data, weather radar, satellite detection techniques)
13:00 – 14:00	<i>Break</i>
14:00 – 15:00	Nowcasting and NWP of severe convection Atmospheric turbulence and wind shear - fundamentals
15:45 – 16:00	<i>Coffee Break</i>

***Tuesday 12 October 2010***

09:00 – 10:00	Low-level wind-shear, mountain waves and severe downslope storms
10:00 – 10:45	Practical exercise for participants: Working with case studies
10:45 – 11:00	<i>Coffee Break</i>
11:00 – 12:00	Overview lecture of atmospheric icing
12:00 - 13:00	Advanced Lecture: Use of NWP for icing forecasts and warning
13:00 – 14:00	<i>Break</i>
14:00 – 15:45	Tropical cyclone forecasting for aviation Advanced Lecture: Understanding and using TC Advisories
15:45 – 16:00	<i>Coffee Break</i>
16:00 – 17:00	Volcanic ash and aviation - the risk

***Wednesday 13 October 2010***

09:00 – 10:45	SIGMET Information ICAO Annex 3 SIGMET Standards and Recommended Practices (SARPs) SIGMET and Meteorological Watch Offices in the Air Navigation Plan for the CAR/SAM Regions ICAO Technical specifications on SIGMET and SIGMET template
10:45 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	SIGMET Guide for the preparation, dissemination and use of SIGMET information in the CAR/SAM Regions
12:30 – 14:00	<i>Break</i>
14:00 – 15:45	The role of the Volcanic Ash Advisory Center of Washington to detect, monitor and forecast volcanic ash clouds. Using VAAC Advisories. The role of the Volcanic Ash Advisory Center of Buenos Aires
15:45 – 16:00	<i>Coffee Break</i>
16:00 – 17:00	Volcanic ash cloud SIGMET Coordination between Air Navigation Services (MET, ATM, AIM,CNS,NOF), volcano observatories, pilots and the Volcanic Ash Advisory Center (VAAC) of Washington and Buenos Aires VONA format and VAAC advisories

**Thursday 14 October 2010**

09:00 – 10:45	Tropical cyclone SIGMET Coordination between Air Navigation services (MET, ATM, AIM, CNS, NOF) and the Tropical Cyclone Advisory Center (TCAC) for the NAM/CAR/SAM Regions (National Hurricane Center of Miami) Tropical Cyclone Advisory Center Advisories
10:45 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	SIGMET information on thunderstorm, turbulence and other phenomena Coordination between meteorological services, traffic control services and pilots to prepare and disseminate turbulence SIGMET information.
12:30 – 14:00	<i>Break</i>
14:00 – 15:45	Workshop 1: Participants, with the assistance of facilitators from ICAO and WMO, carry out a SIGMET exercise to prepare and disseminate a volcanic ash SIGMET
15:45 – 16:00	<i>Coffee break</i>
16:00 – 17:00	Workshop 2: Participants, with the assistance of facilitators from ICAO and WMO, carry out a SIGMET exercise to prepare and disseminate a tropical cyclone SIGMET

**Friday 15 October 2010**

09:00 – 10:45	Workshop 3: Participants, with the assistance of facilitators from ICAO and WMO, carry out an exercise to prepare and disseminate a thunderstorm SIGMET
10:45 – 11:00	<i>Coffee Break</i>
11:00 – 13:00	Workshop 4: Participants, with the assistance of facilitators from ICAO and WMO, carry out an exercise to prepare and disseminate a turbulence SIGMET
13:00 – 14:00	<i>Break</i>
14:00 – 15:45	Workshop: 5. Participants, with the assistance of facilitators from ICAO and WMO, carry out an exercise to prepare and disseminate an icing SIGMET

15:45 – 16:00	<i>Coffee Break</i>
16:00 – 16:30	Conclusions and agreement on action plan
16:30 – 17:00	Closing Ceremony

Instructors:

Nohora Arias Regional Officer, Aeronautical Meteorology International Civil Aviation Organization South American Office	Enrique Camarillo Regional Officer, Aeronautical Meteorology International Civil Aviation Organization North American, Central American and Caribbean Office
Herbert Puempel Ph.D. Chief, Aeronautical Meteorology Unit World Meteorological Organization	Washington VAAC (to be announced)
U.S. Scientist (to be announced)	

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