



International
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/6A.98-SA054

3 February 2010

To: Mr. Pierre Dubois, DIRAC French Guiana
Mr. Zulficar Mohamed/CAD Guyana (ai)
Mr. John Veira/Director of Civil Aviation, Suriname

cc.: Mr. Philippe Guivarch, Chef du SNA Antilles-Guyane
D/TCB

From: ICAORD, Lima

Subject: **Regional Project RLA/06/901 - First Workshop on Collaborative Decision Making Process (CDM) – Rio de Janeiro, 29 - 30 March 2010**

Sir/Madam:

I have the honour to address you this letter in order to invite your Administration to attend the First Workshop on Collaborative Decision Making Process (CDM/1) to be held at the premises of the Air Navigation Management Centre of Brazil, Rio de Janeiro, Brazil, on 29 and 30 March 2010, immediately after ATFM Course, under the sponsor of Regional Project RLA/06/901 "Assistance in the implementation of a ATM regional system according to the ATM operational concept and the corresponding technological support for communications, navigation, and surveillance (CNS)".

This decision has been adopted, since both activities, ATFM Course and CDM Workshop are addressed to managers and/or civil aviation administration officials who have operational experience in air traffic, especially in area control centres and who are (or will be) directly involved in the ATFM. It has been seen the convenience of sequencing both activities to reduce costs on the participation of the delegates of States.

As it is of your knowledge, CDM has evolved into a philosophy or a collaborative approach of how to conduct business. It brings together operators, government, private industry, military, and academia, for the purpose of improving ATFM decision making through enhanced information exchange, data sharing, and improved automated decision support tools.

While the aviation community continues to evolve, States and/or service providers will be required to keep pace with increasing demand levels, expanding capacities, and technological advances. As a result of these challenges, a new sense of partnership will be required by all stakeholders who either directly or indirectly contributes to the overall well being and success of the aviation industry.

This new partnership will combine the talents and experiences of all individuals which will facilitate the harmonization and globalization of the world's airspace system.

Collaborative decision making (CDM) is a methodology that brings service providers and system stakeholders together for the purpose of improving air traffic flow management decisions.

The Workshop will be dictated by an expert of the Federal Aviation Administration (FAA) of United States of America and will be carried out in English. Objectives, scope, expectations, student profile and programmatic content of the Workshop are included as **Appendix A**, Registration Sheet is enclosed as **Appendix B** and IP/01 with general information is attached as **Appendix C** to this letter.

Mr. Jorge Fernandez Demarco, ATM Officer of this Regional Office will be the focal point, being his e-mail address jfernandez@lima.icao.int and his telephone number 511 611 8686, extension 104.

In accordance with the above, I am pleased to invite your Administration to propose participants, taking into consideration that the vacancies will be reserved according to the receipt of requests, until the completion of vacancies available. For this reason, I will very much appreciate if you could inform me as soon as possible if your Administration will send participants; submitting, if such is the case, their enclosed ICAO fellowship nomination form duly completed, in order to receive them at this Office, not later than **15 February 2010**.

In view of the above, your Administration should consider the following financing alternatives:

- a) Fellowships from an ICAO Project approved for your State.
- b) Fellowships chargeable to a Trust Fund Agreement established with your administration.
- c) Two fellowships sponsored by IRegional Project RLA/06/901, for each State/organization participating in this project that does not count on any of the previous alternatives, on a first-come first-serve basis, having the interested administration to provide the air tickets to and from the host country.

- d) Own resources of your administration, in the lack of any of the previous alternatives.

Accept, Sir, Madame, the assurances of my highest consideration



Franklin Hoyer
Regional Director
South American Office
Lima

Attachments

APPENDIX A



First Workshop on Collaborative Decision Making Process (CDM) Regional Project RLA/06/901

Rio de Janeiro, 29 - 30 March 2010

OBJECTIVES, SCOPE, EXPECTATIONS, EDGING OF THE STUDENT AND PROGRAMMATIC CONTENT OF THE WORKSHOP

Objectives and expectations of the Course

Provide knowledge about the process of decision-making in collaboration (CDM). The workshop will be issued in English only.

Scope

Experts or specialists in air traffic control with higher or intermediate level.

Student profile

The student should possess basic knowledge on air traffic control/management and to be (or will be) directly involved in the ATFM.

Maximum amount of students allowed

A total of 21 participants.

Content of the CDM workshop

It will be explain and put into practice the following topics:

- a) responsibilities
- b) resources
- c) accountability accounts
- d) goals
- e) mutual trust
- f) more effective communications
- g) exchange of information
- h) more effective decision making
- i) better solutions to the problems of the ATFM
- j) cultural change
- k) approach teamwork

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APPENDIX B



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
South American Office**

**First Workshop on Collaborative Decision Making Process (CDM)
Regional Project RLA/06/901**

Rio de Janeiro, 29 - 30 March 2010

REGISTRATION FORM

1. State / Organization: _____

2. Name: _____

3. Position: _____

4. Participates as:

Member

Deputy

Delegate

Observer

Speaker

5. Business Address: _____

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

7. Hotel or local address: _____

8. Flight information: Arrival flight/date/ hour: _____

Departure flight/date/ hour: _____

Signature: _____ Date: _____

APPENDIX C



CDM SAM
IP/01
28/01/10

INTERNATIONAL CIVIL AVIATION ORGANIZATION South American Office

First Workshop on Collaborative Decision Making Process (CDM) Regional Project RLA/06/901

Rio de Janeiro, 29 - 30 March 2010

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The First Workshop on Collaborative Decision Making Process (CDM) will be held in Rio de Janeiro, Brazil from 29 to 30 March 2010, at the premises of the Air Navigation General Centre, immediately after ATFM Course.

2. Address of the place of the Course

The Air Navigation General Center is located in Avenida General Justo, 166 – Centro, Rio de Janeiro.

Telephone: (00 55 21) 2101 - 6370 / 2101-6380

Fax: (00 55 21) 2101 - 6490

E-mail: gustavo@cgna.gov.br

3. Opening session

Monday, 29 March 2010

Registration of participants: 08:30 – 09:00 hrs.

Opening session: 09:00 – 09:15 hrs.

4. Language and documents

The Workshop will be carried out in English

5. **Opening ceremony**

The opening ceremony of the event will take place on 29 March 2010, at 09:00 hours, at the Auditorium of the Air Navigation General Centre.

The Workshop hours will be from 08:00 to 16:30.

6. **Registration of participants**

Participants are to register on Monday 29 March 2010, at 08:00 hours. The registration desk will be located at the entrance of the Auditorium.

7. **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 in any Brazilian embassy before departure. (Check requirement for State citizens).

8. **Temperature**

Temperature in Rio de Janeiro during the month of March varies from a minimum of 27°C to a maximum of 37°C. The average humidity is of 74%.

9. **Money Exchange and credit cards**

Currently the exchange rate is R\$ 2,30 per US\$1.00. It is advisable to exchange money at banks or exchange agencies avoiding street changes (the difference is minimum). The following international credit cards are accepted in most stores and restaurants: Visa, Diners, Master Card and American Express. Most stores and restaurants accept payments in American Dollars.

10. **Lodging**

The following hotel is placed near the Air Navigation General Centre:

Hotel	Address/Phone/Fax Website/e-mail	Simple R\$	Doble R\$
Ibis Rio de Janeiro Santos Dumont	Avenida Marechal Câmara, 280 - Centro Tel.: (00 55 21) 3506-4500 Fax.: (00 55 21) 3506-4501 Website: www.accorhotels.com.br E-mail: h5691.reservas@accorhotels.com.br	149,00 Breakfast not included	149,00 Breakfast not included

11. **Hotel reservations**

Participants should make hotel reservations directly with mentioned hotel or another of their preference.

12. **Transportations**

The International Airport do Galeão – Tom Jobim is located approximately 20 minutes from the hotel recommended for accommodation.

The airport possess an excelent authorized taxis service. The rate from the airport to the suggested hotel is approximately R\$ 60,00 (Sixty Reales).

As an alternative, there is a commercial bus service departing from Terminals 1 and 2 every 20 minutes at fare R\$6,00 (Six Reales). This bus stops at Santos Dumont Airport, located near the Hotel Ibis. It is a safe and reliable transportation.

13. **Hospitals**

The 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

14. **Electricity**

110 Volts/60 Hz.

15. **Airport Tax**

The airport departure tax from International Airport do Galeão – Tom Jobim is US\$ 36.00 (international flights).

16. **Contacts**

Mr. GILMAR BENTO MACHADO (Coordinador del Curso)
Telephone: (00 55 21) 2101-6398
E-mail: gilmar@cgna.gov.br

Mr. ALEXANDER CÁCERES MARQUES
Telephone: (00 55 21) 2101-6401
E-mail: caceres@cgna.gov.br

Mr. PAULO KLEITON BATISTA
Telephone: (00 55 21) 2101-6398
E-mail: kleiton@cgna.gov.br