



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LN 3/20.3 – SA839

2 December 2009

To: Mr. Pierre Dubois, DIRAC French Guiana  
Mr. Mohamed Zulficar, CAD Guyana  
Mr. John Veira, CAD Suriname

cc.: Mr. Philippe Guivarc'h, CSNA French Guiana  
REDDIG Counterparts  
ICAORD Mexico (for transmission to Trinidad and Tobago)  
D/TCB for C/FAM

Subject: **RLA/03/901 REDDIG –Thirteenth Coordination Meeting (RCC/13)**  
(Lima, Perú, 9-10 March 2010)

**Required  
Action: Your reply by 12 February 2010**

Dear Sir,

I have the honor to invite your Administration to the Thirteenth Meeting of the REDDIG Coordination Committee (RCC/13), to be held in this Regional Office, from 9 to 10 March 2010.

Attached you will find the draft Agenda, as well as the information paper containing general information on RCC/13 meeting.

States are invited to submit working and information papers to this Office by e-mail. Working papers prepared in only one language (English or Spanish) must be received by **12 February 2010**. Working papers submitted after this date must be prepared in both languages and received by **26 February 2010**. Information papers do not require translation and may be submitted in only one language by **12 February 2010**. All documentation submitted for translation and distribution must be received in electronic format.

I will appreciate confirmation of the name(s) of the delegate(s) representing your Administration as soon as possible and no later than **12 February 2010**, by sending this Regional Office the attached Registration Form duly completed.

Note should be taken that all the documentation of this Meeting will be published in the ICAO SAM Regional Office web page, [www.lima.icao.int](http://www.lima.icao.int). I will appreciate your taking into consideration that the aforementioned documentation will not be printed nor distributed at the Meeting. The interested persons may obtain it directly on the website.

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



**Franklin Hoyer**  
**Director Regional**  
**Oficina Sudamericana**  
**Lima**

Atts.

**APPENDIX A**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**RLA/03/901 REGIONAL PROJECT**

**System for the Management of the REDDIG and the Administration of the Satellite Segment**

**THIRTEENTH MEETING OF THE COORDINATION COMMITTEE (RCC/13)**

(Lima, Peru, 9-10 March 2010)

**PROVISIONAL AGENDA**

- Agenda Item 1:** Review of the report of the Twelfth Meeting of the REDDIG Coordination Committee
- Agenda Item 2:** Report of the activities carried out to date since the last REDDIG Coordination Committee meeting
- Agenda Item 3:** Work plan for 2010
- Agenda Item 4:** Financial situation of project RLA/03/901 and approval of budget for 2010
- Agenda Item 5:** Annual project report
- Agenda Item 6:** Other matters

## **EXPLANATORY NOTES TO THE PROVISIONAL AGENDA OF REDDIG RCC/13 MEETING**

### **Agenda Item 1: Review of the report of the Twelfth Meeting of the REDDIG Coordination Committee**

The Meeting will review, for approval, the issues discussed during the Twelfth Meeting of the REDDIG Coordination Committee (RCC/12), which took place in Lima, Peru, on 9-10 March 2009. Likewise, the Meeting will analyze the status of implementation of conclusions formulated during RCC/12 meeting, as well as pending conclusions from previous REDDIG meetings.

### **Agenda Item 2: Report of the activities carried out to date since the last REDDIG Coordination Committee meeting**

Under this Agenda Item, the Meeting will analyze the activities carried out since the last REDDIG Coordination Meeting:

- a) Follow-up to MEVA II / REDDIG interconnection;
- b) 2009 training programme;
- c) Tirad technical-operational meeting;
- d) Migration to IS-14 satellite network;
- e) Operation alternation of REDDIG NCC and Management Centre;
- f) Implementation of new services;
- g) Plan for the total renewal of the REDDIG platform; and
- h) Study on the need to increase the bandwidth.

### **Agenda Item 3: Work plan for 2010**

Under this Agenda Item, the Meeting will analyze the work programme for 2010. Among the activities scheduled for 2010 is follow-up to MEVA II / REDDIG interconnection, the 2010 training programme and the implementation of new services.

### **Agenda Item 4: Financial situation of project RLA/03/901 and approval of budget for 2010**

The Meeting, under this Agenda Item, will review the cost-sharing contributions situation; will present a summary of obligations committed by project RLA/03/901 during 2009, and will analyze the 2010 budget, for its approval.

### **Agenda Item 5: Annual project report**

Under this Agenda item, the Meeting will proceed to review the monitoring annual report of the project (period March 2009 – March 2010) using the form containing basic information on the project (project number, date of initiation, date of termination, budget and period covered by the report); a numerical assessment of the project; a descriptive assessment of the project and a synoptical chart of the project.

### **Agenda Item 6: Other matters**

Under this Agenda item, the Meeting could analyze any other related issue considered convenient.



*International Civil Aviation Organization*  
REGIONAL PROJECT RLA/03/901  
REDDIG System Management and Satellite Segment Administration  
**THIRTEENTH REDDIG COORDINATION COMMITTEE MEETING (RCC/13)**  
(Lima, Peru, 9-10 March 2010)

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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Place and date of the event

The sessions of the Thirteenth REDDIG Coordination Committee Meeting (RCC/13) will be held at the ICAO SAM Regional Office in Lima, Peru, from 9 to 10 March 2010.

### 2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147  
Principal No. 102  
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

Tuesday, 9 March 2010  
Registration of participants: 08:30 – 09:00 hrs.  
Opening session: 09:00 – 09:15 hrs.

### 4. Address and Contact Information – ICAO

*Mr. Onofrio Smarrelli*  
*CNS Regional Officer*  
*ICAO SAM Regional Office*  
Telephone: +51 1 611 8686  
Fax: +51 1 611 8689  
E-mail: mail@lima.icao.int

### 5. Registration of participants

Participants are requested to complete the registration form attached to this information paper and submit it to the respective ICAO Regional Office, as soon as possible. Subsequent registration will take place at the registration desk, from 08:30 to 09:00 hrs, during the first day of the event where the completed registration form should be delivered. Likewise, participants are requested to use the badges supplied to them during registration.

## 6. Documentation link and languages

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the Meeting will be posted on the ICAO SAM Regional Office website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

7. The instructions to log on the SAM website are:

### **SAM Office:**

<http://www.lima.icao.int>

Click on "*Meetings, Seminars and Workshops*"

Select **English** on the upper right corner of the welcome page

Select date and click on "*submit*"

In *Group 2: Implementation and/or Coordination Informal Meetings*, click on "*Thirteenth REDDIG Coordination Committee Meeting (RCC/13)*"

## 8. Temperature

Temperature in Lima during the month of March varies from 21°C to 29°C. The average humidity is of 80%.

## 9. Transportation from/to the airport

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

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

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

Eurocar	Tel: +511 222-1010
	E-mail: <a href="mailto:ventas@eurocarperu.com">ventas@eurocarperu.com</a>
CMV Servicio Ejecutivo	Tel: +511 422-4838
	E-mail: <a href="mailto:cmv@exalmar.com.pe">cmv@exalmar.com.pe</a>

## 10. Transportation to and from the site of the event

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

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

Companies recommended for transfers within the city:

Alo Taxi	+51 1 225-4355
Lima Remisse	+51 1 224-5529 / 99965-6639
Taxi Planet	+51 1 794-4864 / 781-7988

Tata Taxi	+51 1 274-5151
Taxi Real	+51 1 470-6263 / 470-6203
Taxi Seguro	+51 1 241-9292

## 11. Suggested hotels in Lima

Reservations should be arranged directly with the hotel and **well in advance**. In view of the various events carried out in Lima, prices may vary. Kindly consult the hotel of your preference.

Hotel	Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico/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: +51 1 611-4415 - Fax: +51 1 421-4360 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 <b>Solicitar tarifa corporativa para OACI - 6062/ Request corporate rate for ICAO - 6062</b>	Premier US\$ 170.00 Swiss Business Advantage US\$ 185.00 Swiss Executive US\$ 240.00  Todas las tarifas All rates + 10 %	Premier US\$ 180.00 Swiss Business Advantage US\$ 195.00 Swiss Executive US\$ 260.00  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: +51 1 617-1000 Fax. +51 1 444-2171 / 241-0039 Web Page: <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	US\$ 150.00 + 10%  <b>(130.00 Cuando el evento es en el hotel)</b>	US\$ 165.00 +10%  <b>(145 cuando el evento es en el hotel)</b>
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: +51 1 215-7000 - Fax: +51 1 215-7073 Web Page: <a href="http://www.losdelfineshotel.com.pe">http://www.losdelfineshotel.com.pe</a> E-mail: reservas@losdelfineshotel.com.pe Incluye desayuno buffet en Delphos Cafe / Buffet breakfast included at Delphos Cafe	Superior US\$ 165.00 Executive US\$ 200.00 +10%	Superior US\$ 185.00 Executive US\$ 220 +10%
Sonesta Hotel El Olivar *****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Pancho Fierro 194, San Isidro Tel +51 1 712-6060 - Fax +51 1 7126099 Web Page: <a href="http://www.sonesta.com">http://www.sonesta.com</a> E-mail: reservas@sonestaperu.com / mllaque@sonestaperu.com Incluye desayuno buffet / Buffet breakfast included	US\$ 178.00 + 10%	US\$ 191.00 + 10%
NOVOTEL Lima ****	Distancia al frente de la Oficina/across the street Av. Victor Andrés Belaunde 198 San isidro Tel: +511 315 9924 / 315 9925 E-mail: h6339-re1@accor.com Incl.uye desayuno buffet/ Includes buffet breakfast and service taxes Check-in 14 hrs – Check-out 12 hrs.	US\$140.00 + 10%	US\$160.00 + 10%

<b>Hotel</b>	<b>Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico/E-mail</b>	<b>Simple US\$</b>	<b>Doble/ Double US\$</b>
Hotel Suites del Bosque *****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Av. Paz Soldán 165, San Isidro Tel: +51 1 616 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) US\$ 110.00 + 10% Viernes y Sábado US\$90 + 10%	Suite Ejecutiva Estándar Doble Standard Exec. Suite (Double) US\$ 120.00 + 10% Viernes y Sábado US\$90 + 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: +51 1 616-1818 / 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 Estándar (Simple) Executive Suite (single) US\$ 110.00 + 10% Viernes y Sábado US\$90 + 10%	Suite Ejecutiva Estándar Doble Standard Exec. Suite (Double) US\$ 120.00 + 10% Viernes y Sábado US\$90 + 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: +51 1 221-0001 - Fax: +51 1 222-5030 Web Page: www.hoteltallanes.com E-mail: mdurand@hoteltallanes.com.pe Incluye desayuno Americano/American breakfast incl.	Suite Ejecutiva Estándar (Simple) US\$ 140.00 + 10%	Suite Ejecutiva Estándar (Doble) US\$ 150.00 + 10%
Hotel & Spa Golf Los Incas	(distancia 30 minutos de la oficina en taxi/ 30 minutes away from the office, by taxi) Avenida Cerros de Camacho No. 500, Monterrico, Surco, Lima, Perú Tel: +511 437 4727 Fax: +511 4354727 E-mail: blancasimich@golfincahotel.com Website: www.golfincahotel.com Incluye desayuno buffet Includes breakfast buffet	Junior Suite Standard (simple/single) US\$110 Junior Suite (simple/single) US\$120	Junior Suite Standard (doble/double) US\$130 Junior Suite (doble/double) US\$140
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: +51 1 445-7743 / 445-6870 Fax: +51 1 446-8295 Web Page: www.hotelesjoseantonio.com E-mail: ventas@hotelesjoseantonio.com Incluye desayuno buffet e impuestos por servicios/Includes buffet breakfast and service taxes	US\$ 100.00 10% incluido/included	US\$ 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. +51 1 242-7799 Fax +51 1 446-8344 Web Page: http://www.eldoral.com.pe E-mail: aparthotel@eldoral.com.pe Incluye desayuno americano/ Includes American breakfast	US\$ 55.00 + 10%	US\$ 65.00 + 10%

Hotel	Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico/E-mail	Simple US\$	Doble/ Double US\$
Lima Airport Inn ***	(distancia 10 minutos en taxi/the distance from the office is 10 minutes in taxi) Miguel Grau 191, Miraflores Tel.: +511 447-4943 – 4474882 4474604 Fax: +51 (1) 4460267 E-mail: airport_inn@terra.com.pe Incluye desayuno continental/incluidos impuestos Includes Continental breakfast/taxes included	US\$35.00	US\$45.00
Hostal El Farolito	(a 10 minutos, en taxi/ 10 minutes away, in taxi) Av. Dos de Mayo 321 - Miraflores Telf.: +51 1 241-2942 E-mail: elfarolito.hotel@gmail.com Website: www.hostalelfarolito.com Desayuno continental/Continental breakfast Impuestos incluidos/taxes included	US\$30.00	US\$50.00

**Note:** Foreigners are exempted of 19% Sales Tax by presenting the passport during check-in.

## 12. Passport, visa and vaccination requirements

To enter the country, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country to verify this requirement well before your departure. Verification if yellow-fever or any other vaccination is also recommended.

## 13. Money exchange and credit cards

The Peruvian currency is the Nuevo Sol Peruano (S/.). The current exchange rate is S/ 2.80 per US\$1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc; are usually accepted in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

## 14. Hospitals

In case of emergency, **Clínica Anglo Americana** is recommended, which is located on Alfredo Salazar s/n, Miraflores, Tel: +51 1 616-8900.

## 15. ICAO contact telephone numbers

Mr. Onofrio Smarrelli, Regional Officer CNS .....372-7003

## 16. Electricity

220 Volts/60Hz.

## 17. Airport tax

Exit airport tax is US\$ 31.00. (May be included in airfare).

**18. Airlines**

The following telephone numbers are provided to confirm your return flights:

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

**19. 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 the Operations Centre of the United Nations Safety and Security Department (UNDSS):

**Assistance 24 Hours - 365 days**

213 – 3220     Direct  
 213 – 3200     Ext. 1600  
 99757 – 1008   Cellular

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

The city of Lima 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 exit the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay at 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 lead to the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line; move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of evacuees exiting behind you.
- e) Once outside facing away from the building, turn left towards the evacuation site located across V. A. Belaúnde Avenue.
- f) Pay attention at all times to indications that the security team might make.
- g) You will be informed when it is safe to return to the premises.

**PLANO DE UBICACIÓN DE LA OFICINA REGIONAL SUDAMERICANA DE OACI EN LIMA, PERÚ/  
ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**

**Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro**





ATTACHMENT/ADJUNTO

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL

REGIONAL PROJECT RLA/03/901
PROYECTO REGIONAL RLA/03/901

REDDIG System Management and Satellite Segment Administration
Sistema de Gestión de la REDDIG y Administración del Segmento Satelital

THIRTEENTH REDDIG COORDINATION COMMITTEE MEETING (RCC/13)
DECIMOTERCERA REUNIÓN DEL COMITÉ DE COORDINACIÓN (RCC/13)

(Lima, Peru, 9-10 March 2010) / (Lima, Perú, 9-10 de marzo de 2010)

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/State: Organismo/Organization:
2. Nombre/ Name:
3. Cargo/Position:

4. Participa como / Participates as:
Miembro / Member, Alterno/ Deputy, Delegado/ Delegate, Observador/ Observer, Ponente/ Lecturer, Instructor/ Instructor, Alumno/ Student

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:

Please return this form to: / Por favor envíe este formulario a:
E-mail: mail@lima.icao.int, icao\_nacc@mexico.icao.int