



International
Civil Aviation
Organization

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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.12-SA256

19 April 2011

To: Mr. Pierre du Bois/DIRAC, French Guiana
Mr. Zulficar Mahomed /CAD a.i., Guyana
Mr. S. Saboerali/CAD a.i., Suriname
Ms. Carole Couchman/IFALPA

Subject: **Second seminar/workshop on the implementation of the new flight plan format – Amendment 1 to the 15th Edition of Doc 4444 PANS/ATM (Lima, Peru, 19 to 20 May 2011)**

Action required: Confirm participation and send presentations no later than 9 May 2011

Sir,

I have the honour to refer to my letter LT /6B.12-SA141 of 3 March 2011, inviting you to participate at second seminar/workshop on the implementation of the new flight plan format, as per Amendment 1 to the 15th Edition of Doc 4444 PANS/ATM, to be held in Lima, Peru, from 19 to 20 May 2011.

In this regard, herewith please find copy of the provisional Agenda for the seminar/workshop.

I take the opportunity to remind you that, if you have not yet done so, you propose the operational and technical personnel in charge of planning the implementation of the new flight plan format as participants, by sending this Office the attached registration form duly completed with regard to each candidate, so it is received no later than **9 May 2011**.

In addition, it should be recalled that States wishing to make a presentation referring to activities and experiences in the implementation of the new flight plan format, are invited to send a copy of same to this Regional Office until **9 May 2011**. Each State will have 15 minutes available to make its presentation.

Accept, Sir, the assurances of my highest consideration.

Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosures: *As indicated*

cc.: Mr. Philippe Guivarch/DSNA, French Guiana

ATTACHMENT A



International Civil Aviation Organization

17/04/11

South American Regional Office (SAM)

**ICAO Second Seminar/Workshop on the Implementation of New Flight Plan Format
Amendment 1 to the 15th Edition of Doc 4444 PANS/ATM in the SAM Region**

Lima, Peru 19 -20 May 2011

PROVISIONAL AGENDA

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|------------------------------|
| THURSDAY, 19 MAY 2011 |
|------------------------------|

| HOUR | SUBJECT | EXPOSITOR |
|-------------------|--|---|
| 08:15-08:45 | Registration | |
| 08:45-09:00 | Opening of the Seminar/Workshop | Peruvian Civil Aviation Authority and ICAO |
| SESSION 1: | Detailed implementation plans of the new flight plan format | |
| 09:00-09:30 | Follow up on the SAM Regional Plan | Onofrio Smarrelli, ICAO |
| 09:30-10:30 | Follow up of activities developed by SAM States based on their national action plans | Delegates from SAM States |
| 10:30-11:00 | <i>Coffee break</i> | |
| 11:00-11:30 | Follow up of activities developed by SAM States based on their national action plans | Delegates from SAM States |
| | Produce a "change" model for States that have a Flight Plan Manual | Tom Brady, ICAO |
| SESSION 2: | Detailed transition plans for the new flight plan format | |
| 11:30-12:00 | Transition entry criteria, transition planning and de-conflicting of transitions | Tom Brady, ICAO |
| SESSION 3: | Testing for the implementation of the new flight plan format | |
| 12:00-12:30 | Discussion on facility testing, adjacent FIR tests, adjacent regional test and Oceanic tests | ICAO, SAM States, airspace users and industry |
| SESSION 4: | Industry and stakeholder | |
| 12:30-13:00 | Industry activity on the implementation of the new flight plan format | Thales, COMSOFT, Radiocom and Indra |

THURSDAY, 19 MAY 2011

| HOUR | SUBJECT | EXPOSITOR |
|--------------------|---|-------------------------------------|
| 13:00-13:30 | <i>Coffee break</i> | |
| 13:30-14:30 | Industry activity on the implementation of the new flight plan format | Thales, COMSOFT, Radiocom e Indra |
| | Discussion about activities that States have made with stakeholders (general aviation, security, military, airline, airport and flight plan filing agencies) | ICAO, SAM States and airspace users |
| SESSION 5: | Documentation to be updated | |
| 14:30-15:00 | Analysis of the documentation to be updated in reference to the new flight plan format | Tom Brady, ICAO |
| | Discussion on the documentation to be updated: AIP, SUPPs, controller manual of operations, flight data handling (ANSP), operator manual, dispatcher manual, airport documentation and training manual | ICAO, SAM States and airspace users |

FRIDAY, 20 MAY 2011

| HOUR | SUBJECT | EXPOSITOR |
|--------------------|---|-------------------------------------|
| SESSION 6: | Safety assurance | |
| 09:00-10:00 | Safety assurance in the implementation of the new flight plan format in the SAM Region | Jorge Fernandez, ICAO |
| | Consideration for transition safety and transition hazard identification (HAZID) | Tom Brady, ICAO |
| SESSION 7: | Training template | |
| 10:00-10:30 | Discussion on training template for ATC, FPL handling staff, aircrew and dispatchers | ICAO, SAM States and airspace users |
| 10:30-11:00 | <i>Coffee break</i> | |
| SESSION 8: | Spreading the message | |
| 11:00-12:00 | How to use the FITS | Tom Brady, ICAO |
| | ICAO in conjunction with the SAM States will proceed to update the FITS | ICAO and SAM States |
| | Distribution of leaflets/handouts and posters related to the new flight plan format implementation | |
| SESSION 9: | Finance | |
| 12:00-12:30 | Discussion about the internal and external financial funds for the implementation of the new flight plan format | ICAO, SAM States and industry |
| 12:30-13:00 | <i>Coffee break</i> | |
| SESSION 10: | Strategic support teams | |
| 13:00-13:30 | Discussion on ANSP micro management, regional membership, tool kit and contingencies | ICAO, SAM States and industry |
| 13:30-14:00 | Summary of the recommended actions | ICAO |
| 14:00-14:30 | Distribution of certificates and closing ceremony | |



ATTACHMENT B / ADJUNTO B

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL

SECOND SEMINAR/WORKSHOP ON THE IMPLEMENTATION OF THE NEW FLIGHT
PLAN FORMAT – AMENDMENT 1 TO THE 15TH EDITION OF DOC 4444 PANS/ATM
SEGUNDO SEMINARIO/TALLER SOBRE LA IMPLANTACIÓN DEL NUEVO FORMATO DE
PLAN DE VUELO - ENMIENDA 1 DE LA 15A EDICIÓN DEL DOC 4444 PANS/ATM

(Lima, Peru, 19-20 May 2011) / (Lima, Perú, 19-20 de mayo de 2011)

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

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