



International Civil Aviation Organization  
South American Office  
**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)

SAM FPL 2011-IP/01  
17/12/10

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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. Place and date of the event

The sessions of the Second seminar/workshop on the implementation of the new flight plan format – Amendment 1 to the 15th Edition of Doc 4444 PANS/ATM will be held at the ICAO SAM Regional Office in Lima, Peru, from 19 to 20 May 2011.

### 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

Thursday, 19 May 2011  
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 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 “*Reuniones*” (lower left corner)

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

Look for and select: “*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)*”

## 8. Temperature

Temperature in Lima during the month of May varies from 17°C to 27°C. The average humidity is of 85%.

## 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 Single 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: <a href="mailto:elsa.aguirre@swisslim.com.pe">elsa.aguirre@swisslim.com.pe</a> Web: <a href="http://www.swissotel.com">http://www.swissotel.com</a> Incluye desayuno buffet / Buffet breakfast included <b>Solicitar código OACI 6062 para reservas /</b> <b>Request ICAO code 6062 - corporate rate.</b>	Premier US\$ 190.00 Swiss Business Advantage US\$ 200.00 Swiss Executive US\$ 280.00 Todas las tarifas All rates + 10 %	Premier US\$ 200.00 Swiss Business Advantage US\$ 215.00 Swiss Executive US\$ 300.00 Todas las tarifas All rates + 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: <a href="mailto:reservas@sonestaperu.com">reservas@sonestaperu.com</a> / <a href="mailto:mllaque@sonestaperu.com">mllaque@sonestaperu.com</a> Incluye desayuno buffet / Buffet breakfast included	US\$ 178.00 + 10%	US\$ 191.00 + 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: +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: <a href="mailto:reservas@losdelfineshotel.com.pe">reservas@losdelfineshotel.com.pe</a> 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\$ 220.00 +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: <a href="mailto:pardohot@doubletreeelpardo.com.pe">pardohot@doubletreeelpardo.com.pe</a> Incluye desayuno buffet / Buffet breakfast included	US\$ 150.00 + 10%  (130.00 Cuando el evento es en el hotel)	US\$ 165.00 +10%  (145 cuando el evento es en el hotel)
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: <a href="http://www.hotelatallanes.com">www.hotelatallanes.com</a> E-mail: <a href="mailto:mdurand@hotelatallanes.com.pe">mdurand@hotelatallanes.com.pe</a> Incluye desayuno Americano/American breakfast incl.	Suite Ejecutiva Estándar (Simple) US\$ 140.00 + 10%	Suite Ejecutiva Estándar (Doble) US\$ 150.00 + 10%

<b>Hotel</b>	<b>Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail</b>	<b>Simple Single US\$</b>	<b>Doble Double US\$</b>
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 Incluye desayuno buffet/ Includes buffet breakfast and service taxes Check in 14 hrs - Check out 12 hrs.	US\$140.00 + 10%	US\$160.00 + 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: +51 1 616-1818 / 616-2121 Web Page: www.plazadelbosque.com E-mail: reservas@plazadelbosque.com Incluye desayuno buffet / Includes breakfast buffet	Suite Ejecutiva Estándar (Simple) Executive Suite (single) US\$ 120.00 + 10%	Suite Ejecutiva Estándar Doble Standard Exec. Suite (Double) US\$ 130.00 + 10%
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 / Includes breakfast buffet	Suite Ejecutiva Estándar (Simple) Executive Suite (single) US\$ 120.00 + 10%	Suite Ejecutiva Estándar Doble Standard Exec. Suite (Double) US\$ 130.00 + 10%
Hotel & Spa Golf Los Incas	(a 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: +51 1 437 4727 Fax: +511 4354727 E-mail: blancasimich@golfinahotel.com Website: www.golfinahotel.com Incluye desayuno buffet/Includes breakfast buffet	Junior Suite Standard US\$110.00 Junior Suite US\$120.00  Todas las tarifas/ All rates + 10%	Junior Suite Standard US\$130.00  Junior Suite US\$140.00  Todas las tarifas/ All rates + 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: +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\$ 90.00 Executive US\$ 100.00 10%	US\$ 100.00 Executive US\$ 120.00 + 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: <a href="http://www.eldoral.com.pe">http://www.eldoral.com.pe</a> E-mail: aparthotel@eldoral.com.pe Incluye desayuno americano/ Includes American breakfast	US\$ 58.00 + 10%	US\$ 68.00 + 10%

<b>Hotel</b>	<b>Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail</b>	<b>Simple Single US\$</b>	<b>Doble Double US\$</b>
Lima Airport Inn	(distancia 10 minutos en taxi/the distance from the office is 10 minutes in taxi) Miguel Grau 191, Miraflores Tel.: +51 (1) 4474943 Fax: +51 (1) 4460267 E-mail: airport_inn@terra.com.pe Incluye desayuno continental/ Includes Continental breakfast	US\$35.00 + 10%	US\$45.00 + 10% Triple US\$60.00 + 10%
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 Incluye desayuno continental e impuesto a los servicios/ Continental breakfast and service 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 approximately S/. 2.75 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, 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**





**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](mailto:mail@lima.icao.int)***