



**PROVISIONAL AGENDA**

**THURSDAY, 19 MAY 2011**

HOUR	SUBJECT	EXPOSITOR
08:15-08:45	<b>Registration</b>	
08:45-09:00	<b>Opening of the Seminar/Workshop</b>	ICAO
<b>SESSION 1:</b>	<b>Detailed implementation plans of the new flight plan format</b>	
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
<b>SESSION 2:</b>	<b>Detailed transition plans for the new flight plan format</b>	
11:30-12:00	Transition entry criteria, transition planning and de-conflicting of transitions	Tom Brady, ICAO
<b>SESSION 3:</b>	<b>Testing for the implementation of the new flight plan format</b>	
12:00-12:30	Discussion on facility testing, adjacent FIR tests, adjacent regional test and Oceanic tests	ICAO, SAM States, airspace users and industry
<b>SESSION 4:</b>	<b>Industry and stakeholder</b>	
12:30-13:00	Industry activity on the implementation of the new flight plan format	ATECH, COMSOFT, INDRA and THALES

**THURSDAY, 19 MAY 2011**

<b>HOUR</b>	<b>SUBJECT</b>	<b>EXPOSITOR</b>
<b>13:00-13:30</b>	<i>Coffee break</i>	
13:30-14:30	Industry activity on the implementation of the new flight plan format	ATECH, COMSOFT, INDRA and THALES
	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
<b>SESSION 5:</b>	<b>Documentation to be updated</b>	
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**

<b>HOUR</b>	<b>SUBJECT</b>	<b>EXPOSITOR</b>
<b>SESSION 6:</b>	<b>Safety assurance</b>	
09:00-10:00	Safety assurance in the implementation of the new flight plan format in the SAM Region	Jorge Avila, Brazil
	Consideration for transition safety and transition hazard identification (HAZID)	Tom Brady, ICAO
<b>SESSION 7:</b>	<b>Training template</b>	
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>	
<b>SESSION 8:</b>	<b>Spreading the message</b>	
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	
<b>SESSION 9:</b>	<b>Finance</b>	
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>	
<b>SESSION 10:</b>	<b>Strategic support teams</b>	
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	<b>Distribution of certificates and closing ceremony</b>	