



International
Civil Aviation
Organization

Organisation
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 2/3A.30-SA407

30 June 2011

To: Mr. Pierre Dubois, Directeur Régional de l'Aviation Civile aux Antilles et en Guyane (France)
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Stanley Betterson, Acting Director of Civil Aviation, Suriname

Subject: **Second Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/2) – Lima, Peru, 26 to 30 September 2011**

Action required: Designate participants not later than 26 August 2011

Sir,

I have the honour to address you this letter to inform you that the Second Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/2) will be held at the SAM Regional Office, in Lima, Peru, from 26 to 30 September 2011.

This important meeting has the aim to continue with the activities as a follow-up of the “*ICAO roadmap for the transition from AIS to AIM*” and also to review and detect possible lack of compliance of SARPS by SAM States contained in ICAO Annexes 4 and 15 and establish a regional plan with the activities of a short and mid-term work programme to improve, reinforce and guarantee its regional implementation by eliminating deficiencies.

For this meeting, it is recommended that delegations be integrated by AIS and MAP experts, directly involved in the implementation of Geographical Information Systems (GIS); Integrated Aeronautical Information Documentation (IAIP); Electronic Terrain and Obstacle Data (e-TOD); electronic presentation of the aeronautical information publication (e-AIP) and/or implementation of a Quality Management System in the AIS/MAP.

Keeping in mind the importance of the matters to be dealt with, and the decisions to be taken, I will highly appreciate if you inform me if your Administration will present any documents on the agenda of your interest before **26 August 2011**, in order to have sufficient time for document translation. Otherwise your administration will have to present the documentation in Spanish and English.

Information papers will be presented in its original language only, unless their authors facilitate translated versions.

The documentation of the Workshop/Meeting as well as working and information papers will be published in the ICAO SAM Office website: <http://www.lima.icao.int>. No documentation is foreseen for distribution during the event; therefore, it is recommended that participants bring a lap-top, or print the related documentation. The event will be carried out in Spanish and English, with simultaneous interpretation services.

For a further analysis of the matters to be dealt with during this event, I am pleased to attach a Draft Agenda and Explanatory Notes (**Attachment A**). I will highly appreciate your comments or agreement with the same. I am also attaching information paper IP/01, (**Attachment B**), which contains general information on the event, and the participants registration form (**Attachment C**).

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

As indicated

cc: Mr. Daniel Madiot, Chef du SNA (ai) aux Antilles et en Guyane (France)
Mr. Falisie J. Pinas, B. Tech., Minister of Transport, Communication and Tourism, Suriname
Mr. Etienne L. Fernandes, Airworthiness Authority, Acting Director, Civil Aviation Safety Authority Suriname (CASAS), Suriname
Mr. Peter Cerdá, IATA Director Safety, Operations & Infrastructure, the Americas & Atlantic
Mr. Manuel Góngora, IATA Manager Safety, Operations and Infrastructure, LATAM/CAR
Mr. Raul Octaviano de Sant'Anna, CARSAMMA
Ms. Carole Couchman, Regional Officer, IFALPA HQ

ATTACHMENT A**Second Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/2)****Lima, Peru, 26 to 30 September 2011****AGENDA AND EXPLANATORY NOTES****Agenda Item 1: Actions adopted by the SAM/IG/13 Meeting**

- 1.1 Revision of the actions taken by the GREPECAS AIM/SG/13 Subgroup Meeting
- 1.2 SAM Action Plan with regard to the compliance of the actions adopted by the AIM/SG/13 Meeting.

Under this agenda item, the meeting will review the actions that were approved by the GREPECAS AIM/SG/13 Meeting, to further establish an action plan at a regional level, for the harmonized compliance of the same.

Agenda Item 2: Revision of the status of application of ICAO Annex 4 and Annex 15 SARPS

- 2.1 States action plans for the resolution of deficiencies identified with Annex 4 and Annex 15 SARPs

Under this agenda item, each State participating will present to the meeting, through working papers, the status of compliance of Annex 4 and Annex 15 SARPs, and the corresponding action plans for the elimination of identified deficiencies. In these action plans, the responsible persons will be identified, who at the same time will be the focal contact points and the contact means for exchange and follow-up of the information. Thus, the meeting will be able to monitor the degree of application at a regional level, identify short and mid-term working projects oriented towards achieving compliance of SARPs in each State.

Agenda Item 3: Transition Planning from AIS to AIM

- 3.1 Status of implementation of the WGS-84 geodetic global plan taking into consideration the new data products.
- 3.2 Status of implementation of a Quality Management System.
- 3.3 Status of effective compliance of the AIRAC System.
- 3.4 Status of provision of Electronic Terrain and Obstacle Data (e-TOD).
- 3.5 Implementation of Geographical Information Systems (GIS).
- 3.6 Progress in the Integrated Aeronautical Information Documentation (IAIP).
- 3.7 Electronic presentation of the aeronautical information publication (e-AIP).

Under this agenda item and using the information on national application which States will present to this respect through working papers, the meeting will have the task to review and detect eventual lack of compliance of the above-mentioned matters. States of the Region will present the progress of the respective action plans for each one of these projects, mainly those focused in the first and second phases of the roadmap for migration to AIM.

Agenda Item 4: NOTAM Contingency Plan

- 4.1 revision of the status of application of the letters of agreement for the utilisation of the NOTAM Contingency Plan

Under this agenda item, States that have already implemented the NOTAM Contingency Plan will present through working papers their experiences in the exercises carried out. Also, under the methodology of bilateral or multilateral meetings, participating States will be able to assess, jointly adjacent States the contingency plans, in order to finalise harmonisation of the same, which will enable the completion of the “Catalogue of NOTAM Contingency Plans of the SAM Region”

Agenda Item 5: Other business

- 5.1 The meeting will be able to review other aspects which have not been considered in the previous agenda items and that are related with the matters under analysis.

ATTACHMENT B



International Civil Aviation Organization
South American Office
Second Multilateral Meeting of the SAM Region for
the Transition of AIS to AIM (SAM/AIM/2)
Lima, Peru, 26 to 30 September 2011

SAM/AIM/2-IP/01
22/06/11

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The Second Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/2) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 26 to 30 September 2011.

2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147
Vía Principal No. 102
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro, Lima (See attached map)
Telephone: +511 611-8686
Fax: +511 611-8689
E-mail: mail@lima.icao.int

3. Opening session

Will take place on Monday, 26 September 2011, from 09:00 to 09:15 hrs, at the ICAO SAM Office's conference room.

4. Languages and documents

This event will be held in Spanish and English and will have simultaneous interpretation services.

5. Link for the documents

The documentation of the event will be published in the ICAO SAM Regional Office Web page: <http://www.lima.icao.int>, under *Meetings*. Participants should review this website frequently to download the information and take it to the event in a printed or electronic version, in a laptop, since no copies will be distributed during the event.

6. **Registration of participants**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to Attachment C of the convening letter).

On Monday 26 September, the registration will be verified at the registration desk, from 08:30 to 09:00 hrs. Participants are requested to use the badges that will be supplied to them during registration.

7. **Transportation from/to the airport**

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 20.00. This rate can be confirmed in counters at the Airport's international arrivals area. The following taxi companies are suggested:

Eurocar	Tel: +511 222-1010 E-mail: ventas@eurocarperu.com
CMV Servicio Ejecutivo	Tel: +511 422-4838 E-mail: cmv@exalmar.com.pe

8. **Transportations 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. In case of taking an informal taxi, please consider that you may be at a high risk.

Companies recommended for transfers within the city:

Alo Taxi	+51 1 225-4355
Taxi Satelital	+51 1 355 5555
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

9. **Temperature and hotels**

May be found in the sections "General Information", "Weather" and "Hotels" on the ICAO SAM Office's Website <http://www.lima.icao.int/>.

10. **Passport, visa and vaccination requirements**

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

11. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.75 per US \$ 1.00.

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

12. **Health attention**

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

13. **ICAO contact telephone numbers**

Mr. Roberto Arca, ATM/SAR/AIM Expert.....6118686 Ext. 106
 (rlarca@lima.icao.int)Cel: 987 617 888

14. **Electricity**

220 Volts/60Hz.

15. **Information on safety and protection**

Upon any emergency situation, kindly call the Security Officer of the ICAO South American Office, Ms. Lia Ricalde: Cell 99831*5523, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757 – 1008 or 99757 – 1003.

16. **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 leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in 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 end in 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 other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

**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



ADJUNTO C / ATTACHMENT C



ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
Oficina Regional Sudamericana

Second Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/2)

Lima, Peru, 26 to 30 September 2011

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/*State*:
Organismo/*Organization*: _____

2. Nombre/
Name: _____

3. Cargo/*Position*: _____

4. Participa como / *Participates as*:

Miembro / <i>Member</i>	<input type="checkbox"/>	Alternativo/ <i>Deputy</i>	<input type="checkbox"/>	Delegado/ <i>Delegate</i>	<input type="checkbox"/>	Observador/ <i>Observer</i>	<input type="checkbox"/>	Ponente/ <i>Lecturer</i>	<input type="checkbox"/>	Instructor/ <i>Instructor</i>	<input type="checkbox"/>	Alumno/ <i>Student</i>	<input type="checkbox"/>
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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: _____