



International
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/3A.33-SA002

02 January 2012

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: **Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3) Lima, Peru, 12-16 March 2012**

Action
required: Designate participants not later than 3 February 2012.

Dear Sir

I have the honour to address you this letter to inform you that the Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3) will be held at the SAM Regional Office, in Lima, Peru, from 12 to 16 March 2012.

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" Phase 1 and also to follow up the States action plans to achieve the transition to the AIM.

For this meeting, it is recommended that delegations be integrated by experts directly involved in the management of Electronic Terrain and Obstacle Data (e-TOD); implementation of a Quality Management System in the AIS, and aeronautical information/data exchange (AIXM).

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 **17 February 2012**, in order to have sufficient time for document translation.

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 laptop, 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**), the general information on the event (**Attachment B**), 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. 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
Dr. Antonio Nicoletti, Air Navigation Division, Area Manager, IDS
Ms. Blanca Lara, Jeppesen
Mr. Jack Hsu, Director, Business Development – Aviation Systems Integrated Information Systems, MDA
Mr. Mark Varellas, Senior Software Engineer – Aviation Systems, MDA

ATTACHMENT A

Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3)

REVISED AGENDA AND EXPLANATORY NOTES

Agenda Item 1: Transition Planning from AIS to AIM

- 1.1 Status of implementation of the WGS-84 geodetic global plan, taking into consideration the new data products.
- 1.2 Status of implementation of a Quality Management System.
- 1.3 Status of effective compliance of the AIRAC System.
- 1.4 Status of provision of Electronic Terrain and Obstacle Data (e-TOD).
- 1.5 Implementation of Geographical Information Systems (GIS).
- 1.6 Progress in the Integrated Aeronautical Information Documentation (IAIP).
- 1.7 Electronic presentation of the aeronautical information publication (e-AIP).

Under this agenda item and using the information on national application to be present by States 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 2: Revision of AIM Projects in the SAM Region

- 2.1 Tasks proposed for the execution of SAM Region AIM Projects G1, G2 and G3 will be updated.

Under this agenda item, each State participating will analyse presentation of AIM projects to the GREPECAS reviewing Committee, in the light of Project Management methodology.

Agenda Item 3: NOTAM Contingency Plan

- 3.1 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 may be able to present their experiences in the exercises carried out. Also, under the methodology of bilateral or multilateral meetings, participating States will be able to assess, jointly with 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 4: Other business

Under this item, 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
Third Multilateral Meeting of the SAM Region for
the Transition of AIS to AIM (SAM/AIM/3)
Lima, Peru, 12 to 16 March 2012

SAM/AIM/3-IP/01
3/01/12

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The Third Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/3) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 12 to 16 March 2012.

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, 12 March 2012, 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 12 March, 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\$ 35.00. 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/ 2.68 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 Regional Officer6118686 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, Mr Roberto Arca Jaurena Cel 987 617 888, 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.

ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU
Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro

