



International
Civil Aviation
Organization

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Международная
организация
гражданской
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/6B.53-SA281
LT 11/30.2

30 June 2014

To: Mr. Jean-Michel Boivin, Regional Director of Civil Aviation, West Indies and French Guiana
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **CAR/SAM Monitoring Agency (CARSAMMA) focal points meeting**
(Rio de Janeiro, Brazil, 11 to 13 August 2014)

Action
required: Note and confirm participation by **25 July 2014**

Sir,

I have the honour to address you this letter to refer to the CAR/SAM Monitoring Agency (CARSAMMA) focal points meeting, which thanks to the kind offer of the Brazilian authorities, will be held in Rio de Janeiro, from 11 to 13 August 2014.

It should be recalled that CARSAMMA is the monitoring agency responsible to compile and analyze the representative samples of regional air traffic flow used to verify the airspace safety according, among others, to the movements and height deviations notified by States. In this way, a continuous system monitoring and a constant assessment of the required safety levels can be assured.

In this regard, the work of collecting and analyzing data performed by CARSAMMA is of utmost importance for monitoring CAR/SAM regions safety systems performance. Therefore, it is essential that States timely submit the required information for its processing.

The purpose of this meeting is to instruct States' responsible focal points on the flight data and height deviations (LHD) collection process, as well as on the importance of a timely submission of the required information, considering that failure or lack of data for this collection will impair the work to be performed by CARSAMMA, preventing to obtain the results expected by the Regional Monitoring Agencies Manual (RMA), to the detriment of regional and inter-regional safety.

The meeting is intended to experts in administration, responsible for the management and collection of air traffic data in the RVSM airspace, as well as for the analysis and submission of LHD forms.

In order to update relevant focal points, would very much appreciate to receive from your Administration, due information on the experts involved in these tasks.

Please be aware that the meeting will be conducted in Spanish and pertinent documentation will be prepared in that language. The draft agenda to be discussed, explanatory notes and tentative work programme are enclosed as **Attachment A**. Under **Attachment B** you will find general information and accommodation alternatives. Relevant material will be published in due course at the ICAO South American Regional Office's website (http://www.icao.int/SAM/Pages/ES/meetings_ES.aspx) - *CARSAMMA focal points meeting*.

I am pleased to invite your Administration to design your respective focal point(s) to participate in this important meeting, by submitting to this Regional Office (icaosam@icao.int), the attached registration form (**Attachment C**), duly filled out, no later than **25 July 2014**.

Messrs. Julio de Souza Pereira, Regional Officer SAM ATM/SAR (jpereira@icao.int) and Roberto Arca, Regional Officer SAM ATM/SAR/AIM (rarca@icao.int) will be at your disposal should you require any additional information on this meeting.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

As indicated

cc: Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname
Mr. Robby Venlo, acting Director of Civil Aviation Department, Suriname
Mr. Brian De Souza, acting Director, CASAS, Suriname
CARSAMMA
ICAORD, Mexico (*for onward transmission to CAR States*)



AGENDA, SCHEDULE AND WORK PROGRAMME

(Presented by the Secretariat)

1. **Agenda**

1.1 The draft Agenda and explanatory notes of the CAR/SAM Monitoring Agency (CARSAMMA) Focal Points meeting is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the Agenda might be considered under Agenda Item 4 - Other business.

2. **Work schedule**

2.1 Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

0830 a 1020	Review of agenda items
1020 a 1040	Coffee break
1040 a 1200	Review of agenda items
1200 a 1310	Lunch
1310 a 1410	Review of agenda items
1410 a 1430	Coffee break
1430 a 1600	Review of agenda items

3. **Work programme**

3.1 **Appendix B** to this working paper includes the tentative work plan.

Suggested action

3.2 The approval of the mentioned tentative work plan is suggested, provided that in the light of the progress reached, the Meeting could adopt the modifications considered appropriate.

APPENDIX A

**CAR/SAM MONITORING AGENCY (CARSAMMA)
FOCAL POINTS MEETING**

(Río de Janeiro, Brazil, from 11 to 13 August 2014)

DRAFT AGENDA

- Agenda Item 1: History of Regional Monitoring Agencies and focal points.
a) Functions and responsibilities.
- Agenda Item 2: Introduction to Quantitative Vertical Collision Risk Calculation (CRM).
a) Requirement of Large Height Deviations (LHD) data;
b) Term of submission, depuration of data sent;
c) Analysis via teleconferences;
d) Requirement of flight movement data;
e) Term of submission, depuration of data sent;
f) Processing using the Model of Reich;
g) Presentation of results obtained (TLS).
- Agenda Item 3: Analysis of Large Height Deviations (LHD) using SGSO.
a) Application of LHD safety assessment methodology to LHD reported events;
b) Identification of safety tendencies;
c) Presentation of results obtained.
- Agenda Item 4: Other business.

EXPLANATORY NOTES**Agenda Item 1: History of Regional Monitoring Agencies and focal points**

The Meeting will begin its activities by carrying out a review of the RVSM focal points and an overview of the state of implementation in Regional Monitoring Agencies.

Agenda Item 2: Introduction to Quantitative Vertical Collision Risk Calculation (CRM)

Under this Agenda item, the Meeting will have the opportunity to assess the introduction to Quantitative Vertical Collision Risk Calculation (CRM), analyzing and deparating flight movement and LHD data available for its due processing by using the Model of Reich.

Agenda Item 3: Analysis of Large Height Deviations (LHD) using SGSO

The Meeting will review the GTE methodology taking into account individual LHD events, the established results from the analysis of recent reports, considering the identification of risks to air navigation as a result of the repetition of similar LHD reports.

Agenda Item 4: Other business

Under this Agenda item, the Meeting will review related subjects not discussed in the aforementioned items.



APPENDIX B

**CAR/SAM MONITORING AGENCY (CARSAMMA)
FOCAL POINTS MEETING**

TENTATIVE WORK PROGRAMME

HOUR	Monday 11 August 2014	HOUR	Tuesday 12 August 2014	Wednesday 13 August 2014
0830 0900	Registration of participants	0830 0930	Use of data (LHD and movements)	Exercises Movements
0900 0920	Opening session			
0920 1020	History of RVSM – CARSAMMA	0930 1020	LHD Filling guide; new codes; how to analyze; day of submission to CARSAMMA; preparation	Exercises Movements
1020 1040	<i>Coffee break</i>	1020 1040	<i>Coffee break</i>	<i>Coffee break</i>
1040 1200	What is CRM? (Doc 9574)	1040 1200	Continuation LHD. Teleconference	LHD exercise
1200 1310	<i>Break for lunch</i>	1200 1310	<i>Break for lunch</i>	<i>Break for lunch</i>
1310 1410	CRM TLS calculation	1310 1410	Flight movements. Filling guide; submission time; preparation; deputation of data	LHD exercise
1410 1430	<i>Coffee break</i>	1410 1430	<i>Coffee break</i>	<i>Coffee break</i>
1430 1600	Continuation of CRM. LHD + movements	1430 1600	SGSO (In RVSM)	Review of work. Upcoming activities
				Closing of the meeting



GENERAL INFORMATION

(Presented by the Secretariat)

1. **Site and dates of the Meeting**

The CAR/SAM Monitoring Agency (CARSAMMA) Focal Points meeting, will be held at the Instituto de Cartografia Aeronautica – ICA, located in the area of the Departamento de Controle do Espaço Aéreo (DECEA) – Santos Dumont Airport, Rio de Janeiro, Brazil, from 11 to 13 August 2014.

2. **Address and contact telephone**

The Instituto de Cartografía Aeronáutica – ICA is located in the área of the Departamento de Controle do Espaço Aéreo (DECEA) - Avenida General Justo, 160, Centro, Río de Janeiro.

Telephone: (00 55 21) 2101-6118
Fax: (00 55 21) 2101-6247
E-mail: scs-ica@decea.gov.br

3. **Participant registration**

Delegate registration will take place on 11 August 2014, from 08:30 to 09:00 hours.

4. **Opening ceremony**

The opening ceremony of the meeting will take place on 11 August, at 09:00 hours, at the Instituto de Cartografia Aeronautica's Auditorium.

5. **Temperature**

During the month of August, the temperature in Río de Janeiro ranges from 28°C to 19°C. The average humidity is 74%.

6. **Currency**

The currency unit is the Real. Current exchange rate is R\$2,20 per US\$. It is recommended that currencies be exchanged at money exchange offices (open from 09:00 to 22:00 hours) or at Banks (open from 10:00 to 16:00 hours).

7. **Credit Cards**

International credit cards such as Visa, Diners, MasterCard/Cirrus and American Express (AMEX), are usually accepted at major hotels, stores and restaurants.

8. Lodging

Suggested hotels are located near the meeting's site, for it is recommended to lodge at same. Informed rates are at Reais.

HOTEL	ADDRESS	ROOM		BREAKFAST R\$	TAX %
		Single	Double		
		R\$			
IBIS	Av. Marechal Câmara, 280, Centro Rio de Janeiro Tel.: (00 55 21) 3506-4500 Fax: (00 55 21) 3506-4501 www.ibis.com H5691-RE@ACCOR.COM.BR	249,00	549,00	No incluido 16,00	5% ISS
NOVOTEL	Av. Marechal Câmara, 300, Centro Rio de Janeiro Tel.: (00 55 21) 3506-8500 Fax: (00 55 21) 3506-8502 www.novotel.com H6522-RE@ACCOR.COM.BR	487,00	545,00	Incluido	5% ISS

NOTE: Credit card type (VISA, AMEX, etc.) and its validity is required to guarantee reservations.

9. Transportation

If participants prefer to use a normal taxi (yellow), the fare from the “Aeroporto do Galeão” to the referred hotels is \$55,00 (fifty-five Reais).

If special taxis are used, the fare from the “Aeroporto do Galeão” to the referred hotels is of approximately R\$90,00 (ninety Reais).

Alternatively, there is a commercial-special bus service which leaves from Aeroporto Galeão (Tom Jobim), Terminal 1, passing through Terminal 2. The first departure Schedule is 06:30 hrs. and one bus leaves from Terminal 1 every 30 (thirty) minutes. The bus passes through the Santos Dumont airport, which is close to the hotels. The fare is R\$12,50.

10. Hospitals

If required, following hospitals are suggested to use:

- **Hospital Copa D’Or**
Address: Rua Figueiredo de Magalhães, 875 – Copacabana – Rio de Janeiro
Telephone : (00 55 21) 2545-3600

- **Hospital Souza Aguiar**
Address: Praça da República, nº 11, Centro – Rio de Janeiro
Telephone: (00 55 21) 3111-2603

11. **Business working hours**

From 09:00 to 18:00 hrs. approximately.
At shopping centers, from 10:00 to 22:00 hrs.

12. **Electricity**

110 Volts.

13. **Airport tax**

The airport departure tax is R\$22,00 (domestic flights) and US\$37,00 (international flights).

14. **Visa and vaccines**

Verify at Brazilian Embassies and Missions in respective States.

15. **Others**

Tax on purchases is included in cost. Tips at restaurants and similar places amount to 10% of the total cost and are mostly included,

16. **Contacts**

Mr. Ricardo Dantas Rocha

Tel.: (00 55 21) 2101-6358

Cel.: (00 55 21) 988-149-767

E-mail: asgr-4@decea.gov.br

Mr. Reinaldo Brandão Taveira

Tel.: (00 55 21) 2101-6867

Cel.: (00 55 21) 982-733-340

E-mail: asgr-2@decea.gov.br

Ten Cel Julio Cezar Pereira Rocha (Jefe de CARSAMMA)

Tel.: (00 55 21) 2101-6358

Cel.: (00 55 21) 982-180-566

E-mail: cezar@cgna.gov.br



ADJUNTO C / ATTACHMENT C

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
INTERNATIONAL CIVIL AVIATION ORGANIZATION

REUNIÓN DE LOS PUNTOS FOCALES DE LA CARSAMMA
CARSAMMA FOCAL POINTS MEETING

Río de Janeiro, Brasil, 11 al 13 de agosto de 2014 / Rio de Janeiro, Brazil, 11 to 13 August 2014

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.: _____ E-mail: _____

7. Hotel o dirección en
la ciudad/ *Hotel or*
local address: _____

8. Información de vuelo/ *Vuelo llegada/ fecha/ hora/*
Flight information: Arrival flight/ date/ hour: _____

Vuelo salida/ fecha/ hora/
Departure flight/ date/ hour: _____

Firma/*Signature:* _____ Fecha/*Date:* _____