



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

LN 3/20.3 –SA025

16 January 2014

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

Subject: **RLA/03/901 REDDIG – Seventeenth Meeting of the REDDIG Coordination Committee (RCC/17)** (Lima, Perú, 24-26 March 2014) and **Second Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/2)** (Lima, Peru, 26-28 March 2014)

**Action
required: Submit papers by 24 February 2014; and
Confirm attendance by 7 March 2014**

I have the honor to refer to RLA/03/901 Regional Project - *REDDIG Management System and Administration of the Satellite Segment*, to invite your Administration to the Seventeenth Meeting of the REDDIG Coordination Committee (RCC/17) and to the Second Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/2), to be held in this Regional Office, from 24 to 26 March and 26 to 28 March 2014, respectively.

At RCC/17 meeting, the activities undertaken by the project since the sixteenth meeting of the REDDIG Coordination Committee (RCC/16) (Lima, Peru, 18-20 March 2013), the activities to be carried out in 2014, the financial situation of the project, the approval of the 2014 budget and the annual project evaluation, will be presented.

With regard to RTO/2 meeting, the results of the review to the documentation for REDDIG II implementation (Phase 1) and the activities pertaining to the implementation of Phase 2, to be carried out at each of the member States, such as the equipment reception, training, installation, acceptance trials and start-up, will be submitted to the meeting.

Attached please find the provisional Agendas (**Appendices A and B**), of the matters to be discussed at RCC/17 and RTO/2 meetings, as well as the provisional timetable (**Appendix C**), appreciating your comments in this regard, and the information paper containing general information (**Appendix D**). Likewise, in case your Administration would wish to submit working and information papers for consideration of the Committee, they should be sent no later than **24 February 2014**.

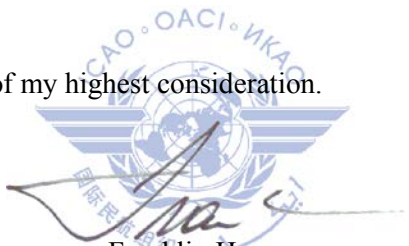
It is important to recall that all focal points nominated by the States actively participate in both of these events, as deemed convenient at REDDIG RCC/16 meeting through Conclusion RCC/16-1 - *Support of the civil aviation authorities to the focal points nominated for the implementation of REDDIG II*, and at the Thirteenth Meeting of Civil Aviation Authorities of the SAM Region (RAAC/13) (Bogota, Colombia, 4-6 December 2013) through Conclusion RAAC/13-7 - *Facilitating active participation in all REDDIG II implementation activities*.

I will appreciate receiving a confirmation on participation of your delegates at the RCC/17 and RTO/2 meetings, by sending to this Office the attached Registration Form (**Appendix E**) duly completed for each delegate, no later than 7 **March 2014**.

The documentation will be issued in due course on the website of this Office, www.icao.int/sam and will not be printed nor be distributed during the meeting, being desirable that the delegates take them physically or by electronic means.

Were you to require further information, please contact Mr. Onofrio Smarrelli, CNS Officer, ICAO SAM Regional Office.

Accept, Sir/Madam, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosures

- cc: Mr. Olivier Jouans, Regional Director of ATM services, French Guiana
Mrs. Thelma Douglas Pinas, Permanent Secretary, MTCT, Suriname
Mr. Robby Venlo, Director General (a.i.), Civil Aviation Department, Suriname
Mr. Brian De Souza, Director (a.i.), CASAS, Suriname
REDDIG counterparties
ICAORD Mexico (for transmission to Trinidad & Tobago)
C/FOS/PIU, ICAO, Montreal

APPENDIX A

RLA/03/901 Regional Project REDDIG Management System and Administration of the Satellite Segment

SEVENTEENTH MEETING OF THE COORDINATION COMMITTEE (RCC/17)

(Lima, Peru, 24 to 26 March 2014)

PROVISIONAL AGENDA

- Agenda Item 1:** Approval of the agenda and of the meeting schedule
- Agenda Item 2:** Review of the report of the Sixteenth Meeting of the Coordination Committee
- Agenda Item 3:** Report of the activities carried out to date since the last meeting of the Coordination Committee
- Agenda Item 4:** Work plan for 2014
- Agenda Item 5:** Financial situation of the project and approval of the budget
- Agenda Item 6:** Annual project evaluation
- Agenda Item 7:** Other matters

EXPLANATORY NOTES TO THE PROVISIONAL AGENDA

Agenda Item 1: Approval of the agenda and of the meeting schedule

The Coordination Committee will consider and approve the provisional agenda and meeting schedule proposed by the Secretariat for its seventeenth meeting.

Agenda Item 2: Review of the report of the Sixteenth Meeting of the Coordination Committee

The Committee will review, for approval, the report of its sixteenth meeting held in Lima from 18 to 20 March 2013. Likewise, the Committee will analyze the status of implementation of conclusions formulated during said meeting, as well as of conclusions in force from previous meetings.

Agenda Item 3: Report of the activities carried out to date since the last meeting of the Coordination Committee

The Committee will analyze the activities carried out since its last meeting regarding:

- a) Training programme for year 2013;
- b) Implementation of new services;
- c) REDDIG logistics aspects; and
- d) Follow-up to REDDIG II implementation.

Agenda Item 4: Work plan for 2014

The Committee will analyze the work programme for 2014:

- a) REDDIG II training programme;
- b) REDDIG II installation and operation; and
- c) MEVA III / REDDIG installation and operation.

Agenda Item 5: Financial situation of the project and approval of the budget

The Committee will consider the status of the cost-sharing contributions to the project and a summary of the obligations assumed during 2013, as well as the project budget for 2014 for approval. In addition, it will analyze for approval the costs involved for MEVA / REDDIG interconnection, as consequence of the implementation of the new MEVA network (MEVA III).

Agenda Item 6: Annual project evaluation

The Committee will take note of the project's situation at the end of the year, including the management and outputs indicators, as well as the monitoring and control of the project with regard to the approved work plan for 2013, shown in the corresponding forms, concluding with the review of the survey conducted among participant States concerning their annual project evaluation.

Agenda Item 7: Other matters

Under this agenda item, the Committee could analyze any other related issue deemed appropriate.

APPENDIX B

RLA/03/901 Regional Project REDDIG Management System and Administration of the Satellite Segment

SECOND MEETING ON THE TECHNICAL-OPERATIONAL IMPLEMENTATION OF THE NEW REDDIG II DIGITAL NETWORK (Lima, Peru, 26 to 28 March 2014)

PROVISIONAL AGENDA

- Agenda Item 1: Design documents approved for the implementation of REDDIG II (Contract 22501200 - Phase 1)
- Agenda Item 2: Action plan for REDDIG II implementation (Contract 225012000 - Phase 2)
- Agenda Item 3: Activities required to be undertaken by REDDIG member States for REDDIG II implementation
- Agenda Item 4: Other business

EXPLANATORY NOTES

Agenda Item 1: Design documents approved for the implementation of REDDIG II (Contract 22501200 - Phase 1)

The Meeting will take note of the final REDDIG II design documents examined and approved by all REDDIG II focal points. The final design documents include installation procedures, training manuals, the factory, site, network acceptance documents and network management system (NMS).

Agenda Item 2: Action plan for REDDIG II implementation (Contract 225012000 - Phase 2)

Under this Agenda Item, the Meeting will be presented with the final action plan for the implementation of the activities corresponding to the implementation of Contract 22501200 – Phase 2.

Agenda Item 3: Activities required to be undertaken by REDDIG member States for REDDIG II implementation

The activities required to be undertaken by REDDIG member States for the implementation of the activities pertaining to REDDIG II, Phase 2, will be presented.

Agenda Item 4: Other business

Under this Item, the Meeting might analyze any other topics it may deem convenient.

APPENDIX C

**RLA/03/901 Regional Project
REDDIG Management System and Administration of the Satellite Segment**

Seventeenth Meeting of the REDDIG Coordination Committee (RCC/17)

And

Second Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/2)

(Lima, Peru, 24-28 March 2014)

PROVISIONAL TIMETABLE

HOUR	Monday 24 March 2014	HOUR	Tuesday 25 March 2014	Wednesday 26 March 2014	Thursday 27 March 2014	Friday 28 March 2014
08:30 09:00	Registration	09:00 1030	Review of Agenda Item 4 (RCC/17)	Review of report (RCC/17)	Review of Agenda Item 2 (RTO/2)	Review of Agenda Item 3 Cont. (RTO/2)
09:00 09:15	Opening					
09:15 09:30	<i>Coffee break</i>	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
0930 1230	Review of Agenda Items 1 and 2 (RCC/17)	1045 1215	Review of Agenda Item 5 (RCC/17)	Review of Agenda Item 1 (RTO/2)	Review of Agenda Item 3 (RTO/2)	Review of Agenda Item 4 (RTO/2)
1230 13:30	<i>Lunch break</i>	1215 1300	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>
13:30 15:00	Review of Agenda Item 3 (RCC/17)	1300 1400	Examen Cuestiones 6 y 7 del Orden del Día (RCC/17)	Review of Agenda Item 1 Cont. (RTO/2)	Review of Agenda Item 3 Cont. (RTO/2)	Refiew of report (RTO/2)

APPENDIX D



Organización de Aviación Civil Internacional
South American Regional Office

REDDIG RCC/17 & RTO/2-IP/01
16/1/13

RLA/03/901 REDDIG – Seventeenth Meeting of the REDDIG Coordination Committee (RCC/17) and Second Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/2)
Lima, Peru, 24 to 28 March 2014

GENERAL INFORMATION

(Presented by the Secretariat)

1. **Site and dates**

The RLA/03/901 REDDIG – Seventeenth Meeting of the REDDIG Coordination Committee (RCC/17) and Second Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/2) will be conducted in the ICAO South American (SAM) Regional Offices premises in Lima, Peru, from 24 to 28 March 2014. Since we count with two conference rooms, it will be appreciated that upon arriving in the Office, you verify where the event will take place – Floor 3 or 4.

2. **Coordinator**

Mr. Onofrio Smarrelli, RO/CNS
ICAO SAM Regional Office
Tel: +511 611-8686
Fax: +511 611-8689
E-mail: icaosam@icao.int; osmarrelli@icao.int

3. **Participants Registration**

Participants should register on Monday, 24 March 2014, from 08:30 to 09:00 hours.

4. **General information**

Found in the “*General Information*”, “*Weather*” and “*Hotels*” sections in the ICAO SAM Regional Office website, http://www.icao.int/SAM/Pages/ES/default_ES.aspx, English, left column, under “About SAM”.

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

To enter the country, an updated passport and visa are required; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please note that it is not possible to obtain entry visas upon arrival in Peru. Will appreciate you also verify whether yellow-fever or any other vaccination is required.

6. **Documentation**

The documentation will be posted on the ICAO SAM Regional Office website, http://www.icao.int/SAM/Pages/ES/default_ES.aspx, English, left panel, *under South American (SAM) Office, Meetings*, and 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.



APÉNDICE E/APPENDIX E

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL INTERNATIONAL CIVIL AVIATION ORGANIZATION

Proyecto Regional RLA/03/901 - Sistema de Gestión de la REDDIG y Administración del Segmento Satelital
Regional Project RLA/03/901 - REDDIG Management System and Administration of the Satellite Segment

Décimo Séptima Reunión del Comité De Coordinación (RCC/17)
Seventeenth Meeting of the Coordination Committee (RCC/17)

Segunda Reunión Técnico/Operacional sobre la Implantación de la Nueva Red Digital REDDIG II (RTO/2)
Second Meeting on the Technical-Operational Implementation of the New REDDIG II Digital Network (RTO/2)

Lima, Perú, 24 al 28 de marzo de 2014 / Lima, Peru, 24 to 28 March 2014

FORMULARIO DE REGISTRO / REGISTRATION FORM

Participaré en RCC/17/
Will participate in RCC/17

Participaré en RTO/2
Will participate in RTO/2

1. Estado/*State:*

Organismo/*Organization:*

2. Nombre/
Name:

3. Cargo/*Position:*

4. Participa como / *Participates as:*

Delegado/
Delegate

Asesor/
Adviser

Observador/
Observer

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 de llegada/ fecha/ hora/
Arrival flight/ date/ hour:

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

Firma /
Signature:

Fecha /
Date:

Por favor envíe este formulario a: / Please return this form to: icaosam@icao.int