



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 –SA5929

Lima, 10 December 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: **RLA/03/901 REDDIG – Eighteenth Meeting of the REDDIG Coordination Committee (RCC/18)** (Lima, Perú, 2-4 March 2015)

Action
required: **Submit papers by 2 February 2015; and
Confirm attendance by 16 February 2015**

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 Eighteenth Meeting of the REDDIG Coordination Committee (RCC/18), to be held in this Regional Office, from 2 to 4 March 2015, respectively.

At RCC/18 meeting, the activities undertaken by the project since the Seventeenth Meeting of the REDDIG Coordination Committee (RCC/17) (Lima, Peru, 24-26 March 2014), the activities to be carried out in 2015, the financial situation of the project, the approval of the 2015 budget and the annual project evaluation, will be presented.

Attached please find the provisional Agenda (**Appendix A**), of the matters to be discussed at RCC/18 meeting, as well as the provisional timetable (**Appendix B**), appreciating your comments in this regard, and the information paper containing general information (**Appendix C**). 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 **2 February 2015**.

I will appreciate receiving a confirmation on participation of your delegates at the RCC/18 meeting, by sending to this Office the attached Registration Form (**Appendix D**) duly completed for each delegate, no later than **16 February 2015**.

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

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
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**

**EIGHTEENTH MEETING OF THE COORDINATION COMMITTEE (RCC/18)
(Lima, Peru, 2 to 4 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 Seventeenth 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 2015
- 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 Eighteenth Meeting.

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

The Committee will review, for approval, the report of its Seventeenth Meeting (RCC/17) held in Lima from 24 to 26 March 2014. 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 of the year 2014;
- 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 2015:

- a) REDDIG II training programme;
- b) REDDIG II operation and analysis of new services implementation; and
- c) MEVA III / REDDIG installation and operation.

Under this agenda item, the Committee will analyze the implementation of the SITA data link service through the REDDIG II as a follow-up to the Conclusion SAM/IG/14-4 convenient at the SAM/IG/4 Meeting held in Lima, Peru, from 10 to 14 November, 2014.

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 2014, as well as the project budget for 2015 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 2014, 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**

**Eighteenth Meeting of the REDDIG Coordination Committee (RCC/18)
(Lima, Peru, 2 - 4 March 2015)**

PROVISIONAL TIMETABLE

HOUR	Monday 2 March 2015	HOUR	Tuesday 3 March 2015	HOUR	Wednesday 4 March 2015
08:30 09:00	Registration	09:00 10:30	Review of Agenda Item 4 (RCC/18)	09:00 10:30	Review of report (RCC/18)
09:00 09:15	Opening				
09:15 09:30	<i>Coffee break</i>	10:30 10:45	<i>Coffee break</i>	10:30 10:45	<i>Coffee break</i>
09:30 12:30	Review of Agenda Items 1 and 2 (RCC/18)	10:45 12:15	Review of Agenda Item 5 (RCC/18)	10:45 12:15	
12:30 13:30	<i>Lunch break</i>	12:15 13:00	<i>Lunch break</i>	12:15 13:00	
13:30 15:00	Review of Agenda Item 3 (RCC/18)	13:00 14:00	Review of Agenda Item 6 and Item 7 (RCC/18)	13:00 14:00	



International Civil Aviation Organization
South American Regional Office

REDDIG RCC/18 - IP/01
10/12/14

RLA/03/901 REDDIG – Eighteenth Meeting of the REDDIG Coordination Committee (RCC/18)
Lima, Peru, 2 to 4 March 2015

APPENDIX C

GENERAL INFORMATION

(Presented by the Secretariat)

1. Site and dates

The RLA/03/901 REDDIG – Eighteenth Meeting of the REDDIG Coordination Committee (RCC/18) will be conducted in the ICAO South American (SAM) Regional Offices premises in Lima, Peru, from 2 to 4 March 2015. 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, 2 March 2015, 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 D/APPENDIX D

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 Octava Reunión del Comité De Coordinación (RCC/18)
Eighteenth Meeting of the Coordination Committee (RCC/18)
Lima, Perú, 2 al 4 de marzo de 2015 / Lima, Peru, 2 to 4 March 2015

FORMULARIO DE REGISTRO / REGISTRATION FORM

**Participaré en RCC/18/
Will participate in RCC/18**

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:

Vuelo de llegada/ fecha/ hora/

Arrival flight/ date/ hour:

8. Información de vuelo/
Flight information:

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