



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

LT1/4.38-SA211

Lima, 31 March 2015

To: Mr. Philippe Guivarch, 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: **Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions**  
(Panama City, Panama, 25 to 29 May 2015)

Action  
required: Take note and confirm participation before **15 May 2015**

Sir/Madame,

I have the honour to refer to the activities being developed at regional level with regard to air traffic flow management using collaborative decision-making processes, and the importance that such initiatives represent to the global aeronautical community, taking into consideration the benefit of an appropriate balancing of capacity and demand within different volumes of airspace and airport environments, for an increasingly economic, efficient and safe air transport system.

With the aim to support training of specialists of the Region in such procedures, the development of a **Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions** has been foreseen to be held in Panama City, Panama, from **25 to 29 May 2015**.

This workshop is addressed to air traffic controllers, supervisors and/or personnel carrying out ATFM tasks, trained in ATFM, CDM airport capacity and ATC sectors, and/or involved in the processes of implementation and development of ATFM in their States

Under **Attachment A** you will find general information as well as suggested accommodation alternatives. The site of the workshop, as well as the work programme and other related details will be confirmed in due course. Corresponding material will be published as soon as available at the ICAO North American, Central American and Caribbean (NACC) Regional Office's website ([http://www.icao.int/NACC/Pages/ES/meetings\\_ES.aspx](http://www.icao.int/NACC/Pages/ES/meetings_ES.aspx) - *Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions*).

According to the aforesaid, I am pleased to invite your Administration to design experts to participate in this workshop, by submitting, if applicable, the attached registration form (**Attachment B**) duly filled out for each participant, by e-mail ([icaosam@icao.int](mailto:icaosam@icao.int)) or by fax (+511 611 8689), to be received at this Regional Office no later than **15 May 2015**.

Messrs. Roberto Arca, ICAO SAM Regional Officer Air Traffic Management/Search and Rescue/Aeronautical Information Management ([arca@icao.int](mailto:arca@icao.int)) and/or Victor Hernández, ICAO NACC Regional Officer, Air Traffic Management and Search and Rescue ([vhernandez@icao.int](mailto:vhernandez@icao.int)), are at your disposal should you require any additional information on this workshop.

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



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Enclosure**

*As indicated*

cc: Mr. Claude Miquel, Deputy Director of Civil Aviation, West Indies and French Guiana  
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  
ICAORD, Mexico

## ATTACHEMNT A



*International Civil Aviation Organization*  
**Workshop on Air Traffic Flow Management (ATFM) Implementation for the  
CAR and SAM Regions**  
Panama City, Panama, 25 to 29 May 2015

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### GENERAL INFORMATION

(Presented by the Secretariat)

#### 1. Place and date of the event

1.1 **The Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions** will be held in Panama City, Panama, from 25 to 29 May 2015.

#### 2. Coordinator of the event

2.2 Mrs. **Juana Cerrud**, Administrative Director of the Autoridad Aeronautica Civil (AAC) of Panama, will be the event coordinator. She can be reached at: telephone +507- 5019042, cellular +507-69491778, Fax: +507-5019045 and/or electronic mail: [jcerrud@aeronautica.gob.pa](mailto:jcerrud@ aeronautica.gob.pa). As alternative information, if required, you can contact: telephone +507-3159800 extension 9932, Fax +507-5019809, electronic mails: [kkillingbeck@aeronautica.gob.pa](mailto:kkillingbeck@aeronautica.gob.pa), [larauz@aeronautica.gob.pa](mailto:larauz@aeronautica.gob.pa); [eloo@aeronautica.gob.pa](mailto:eloo@aeronautica.gob.pa); [lmartinez@aeronautica.gob.pa](mailto:lmartinez@aeronautica.gob.pa).

#### 3. Registration of participants

3.1 Registration of participants to the workshop will be held on Monday 25 May 2015, from 08:30 a.m. to 09:00 a.m., at the site of the event.

#### 4. Opening session

4.1 The opening session of the workshop will take place on Monday, 25 May 2015, at 09:00 a.m.

#### 5. Temperature

5.1 During the month of May, the temperature in Panama City varies from 26° to 31°C.

#### 6. Money exchange

6.1 The national currency is the Balboa (equivalent to US-Dollar). Current exchange rate is B/.1.00 = US\$1.00. It is suggested to change money at banks or authorized money exchange houses.

**7. Credit cards**

7.1 International cards as Visa, Diners, Master Card, American Express, are usually welcomed in hotels, shopping centres and restaurants.

**8. Accomodation**

8.1 Participants are requested to make reservations directly with the selected hotel. Suggested hotels are the following:

<b>HOTEL</b>	<b>ROOM</b>
1. EL CONTINENTAL	B/.110.00 + ITBM, one or two persons, breakfast included
2. PLAZA PAITILLA INN	B/. 108.90 + ITBM
3. SOLOY	B/. 78.00 single room B/. 88.00 double room + ITBM
4. EL PARADOR	B/. 65.00 single room B/. 85.00 double room +ITBM
5. TOWER HOUSE	B/. 65.00 single room B/. 72.00 double room + ITBM
6. ALOFT PANAMA	B/. 190.00 + ITBM
7. EL EJECUTIVO	B/. 85.00 single room B/. 95.00 double room + 10% ITBM, breakfast included
8. SORTIS	B/. 179.00 single room B/. 199.00 double room + 10% ITBM, breakfast included
9. SHERATON	B/. 124.00 - B/. 130.00 + ITBM
10. TORRES DE ALBA SUITES AND HOTEL	B/. 92.00 + ITBM standard suite, 1 or 2 persons.
<ul style="list-style-type: none"><li>• <i>All these rates are subject to changes for season, promotions or events</i></li></ul>	

8.2 Contact at ACC Panama to assist with reservations is: Luris Martínez, Tel.: +507-5019229, e-mail: [lmartinez@aeronautica.gob.pa](mailto:lmartinez@aeronautica.gob.pa).

**NOTE: ACC will provide transportation airport/site hotel/airport. Participants are therefore requested to submit flight itineraries (see 8.2) in order to coordinate their transfer.**

**9. Hospitals**

9.1 If required, following hospitals are recommended: Hospital Nacional, Hospital Paitilla and/or Hospital San Fernando.

**10. Business hours**

10.1 From 11:00 a.m. to 8:00 p.m. at shopping centres.

**11. Electricity**

11.1 110 Volts/60 Hz

**12. Airport tax**

12.1 Departure airport tax is US\$40.00 (some Airlines include this tax in the air ticket).

**13. Taxes and tips**

13.1 Purchase tax is included in prices. Tips in restaurants are not included in the bill and usually, 10% of the value is considered as tip.

**14. Security recommendations**

14.1 Security recommendations are the usual to any big city, such as not carrying more money than required and ask for taxi service from the hotel.



ADJUNTO B / ATTACHMENT B

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
INTERNATIONAL CIVIL AVIATION ORGANIZATION

TALLER SOBRE IMPLEMENTACIÓN DE LA GESTIÓN DE AFLUENCIA DE TRÁNSITO AÉREO  
(ATFM) PARA LAS REGIONES CAR Y SAM  
WORKSHOP ON AIR TRAFFIC FLOW MANAGEMENT (ATFM) IMPLEMENTATION  
FOR THE CAR AND SAM REGIONS

Ciudad de Panamá, Panamá, 25 al 29 de mayo de 2015 / Panama City, Panama, 25 to 29 May 2015

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

1. Estado/*State*:  
Organismo/*Organization*: \_\_\_\_\_

2. Nombre/*Name*: \_\_\_\_\_

3. Cargo/*Position*: \_\_\_\_\_

4. Participa como / *Participates as*:

Miembro/  Alternativo/  Delegado/  Observador  Ponente/  Instructor/  Alumno/   
*Member Deputy Delegate Observer / Lecturer Instructor 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*: \_\_\_\_\_