



AGENDA, SCHEDULE AND WORKING METHODS

(Presented by the Secretariat)

1. **Agenda**

1.1 The Tentative Agenda and explanatory notes of the Seventh Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/7) is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the agenda might be considered under Agenda Item 6, Other matters.

2. **Working methods**

2.1 For the development of this event, it is expected to work in plenary session, and in Ad-hoc groups, in order to analyse specific issues.

2.2 During the course of the event, a Summary of Conclusions will be prepared for its distribution to States and International Organizations interested.

2.3 Administrative aspects and documentation processing of the meeting will be in charge of ICAO Secretariat and the Working Groups Rapporteurs.

3. **Work Schedule**

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

0830 – 1030	Review of Agenda items
1030 – 1045	Coffee break
1045 – 1215	Review of Agenda items
1215 – 1300	Lunch
1300 – 1430	Review of Agenda items
1430 – 1445	Coffee break
1445 – 1530	Review of Agenda items

4. **Work Plan**

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

5. **Suggested action:**

5.1 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

Seventh Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/7)

(Lima, Peru 23 to 27 March 2015)

TENTATIVE AGENDA

- Agenda Item 1:** Implementation of provision of Electronic Terrain and Obstacle Data (e-TOD)
- Agenda Item 2:** Implementation of systems for Aeronautical Information Data Exchange and Aeronautical Data
- Agenda Item 3:** Implementation of the Quality Management System in AIM units
- Agenda Item 4:** NOTAM Contingency Plan and AIM deficiencies
- Agenda Item 5:** Update on information concerning progress in the implementation of automated systems and other requirements according to Annex 15
- Agenda Item 6:** Other business

EXPLANATORY NOTES

Agenda Item 1: Implementation of provision of Electronic Terrain and Obstacle Data (e-TOD)

Under this part of the Agenda, the progress on the compliance of regulations of ICAO Annex 15 by States concerning the required areas of survey will be analysed. States shall present their implementation plans.

Agenda Item 2: Implementation of systems for Aeronautical Information Data Exchange and Aeronautical Data

Under this subject, the current status of GREPECAS Project G2 on implementation of systems for the exchange of information and data through protocols will be analysed. A coordinator for this Project shall be designed.

Agenda Item 3: Implementation of the Quality Management System in AIM units

Under this Agenda item, the meeting will deal with States that have not yet achieved implementation of quality management in the AIM and are delayed with regard to the roadmap for migration from AIS to AIM. States that have not implemented quality management must submit to the meeting a working paper containing a detailed action plan, establishing tasks carried out, pending tasks, the dates and resources assigned for its execution.

Agenda Item 4: NOTAM Contingency Plan and AIM deficiencies

Under this Agenda item, States that have not implemented the NOTAM Contingency Plan shall present their proposals to activate bilateral or multilateral coordination required, in order to ensure continuity of NOTAM issuance in contingency. Likewise, States shall present an action plan for AIM deficiencies.

Agenda Item 5: Update on information concerning progress in the implementation of automated systems and other requirements according to Annex 15

Under this subject, a follow-up on the implementation of automated systems and tools such as GIS, its use and training performed, will be conducted.

Agenda Item 6: Other business

Under this subject, 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.

APPENDIX B

TENTATIVE WORK PROGRAMME

Hour	Monday 23 March 2015	Hour	Tuesday 24 March 2015	Wednesday 25 March 2015	Thursday 26 March 2014	Hour	Friday 27 March 2015
0830 0900	Registration of participants	0830 1030	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 4	0900 1000	Report review
0900 0915	Opening of the event						
0915 0930	<i>Coffee break</i>	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	1000 1030	<i>Coffee break</i>
0930 1215	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 4	1030 1200	Report approval
1215 1300	<i>Break for lunch</i>	1215 1300	<i>Break for lunch</i>	<i>Break for lunch</i>	<i>Break for lunch</i>	1200 1230	Closing of the Meeting
1300 1430	Review of Agenda Item 1	1300 1430	Review of Agenda Item 2	Review of Agenda Item 4	Review of Agenda Item 5		
1430 1445	<i>Coffee break</i>	1430 1445	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
1445 1530	Review of Agenda Item 1	1445 1530	Review of Agenda Item 3	Review of Agenda Item 4	Review of Agenda Item 6		