



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

LT 2/3A.54-SA324

Lima, 03 June 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: **Eighth Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/8)**  
**Lima, Peru, 03 to 07 August 2015**

Action  
required: Take note and confirm participation no later than **13 July 2015**

Sir/Madame,

I have the honour to address you this letter to inform you that following the activities for the transition of AIS to AIM, the Eighth Multilateral Meeting of the SAM Region (SAM/AIM/8) has been foreseen to be held at the ICAO South American Regional Office premises in Lima, Peru, from 03 to 07 August 2015.

The meeting has the objective of continuing with the activities of the “ICAO roadmap for the transition from AIS to AIM” Phase 1, to follow-up GREPECAS AIM projects, as well as States’ action plans to achieve the transition to the AIM.

For this meeting, it is recommended that delegations be integrated by experts directly involved in the implementation of a Quality Management System in the AIS (QMS), in the management of Electronic Terrain and Obstacle Data (e-TOD), as well as in the aeronautical information/data exchange (AIXM).

The meeting will be conducted in Spanish, with English simultaneous interpretation service **only** if confirmation of English speaking participants is received in this Regional Office **no later than 13 July 2015**. The corresponding documentation will be published at the ICAO SAM Office website: <http://www.icao.int/SAM/Pages/meetings.aspx>. No documentation is foreseen for distribution during the development of the meeting.

Under **Attachment A** you will find information paper SAM/AIM/8-IP/01, containing general information on the event. The draft Agenda and corresponding explanatory notes to be discussed during the meeting, will be forwarded soon.

In such sense, I would like to recall on the importance of receiving from your Administration information on the progress achieved in order to comply with the goals established in the Bogota Declaration.

Considering the aforesaid, and taking into account the importance of the subjects to be discussed to continue with the development of an adequate transition from AIS to AIM, I am pleased to invite your Administration to nominate participants to attend this meeting, by submitting, if applicable, the attached registration form (**Attachment B**), duly filled out for each delegate, by e-mail ([icaosam@icao.int](mailto:icaosam@icao.int)), to be received at this Regional Office no later than **13 July 2015**.

Messrs. Roberto Arca Jaurena, SAM ANS & SFTY Regional Officer ([rarca@icao.int](mailto:rarca@icao.int)) and Jorge Armoa, SAM MET/AIM Regional Officer ([jarmoa@icao.int](mailto:jarmoa@icao.int)), or their assistants, Ursula Danuser ([udanuser@icao.int](mailto:udanuser@icao.int)) and Marisa Paez ([mpaez@icao.int](mailto:mpaez@icao.int)) respectively, are at your disposal should you require any additional information on this meeting.

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

## ATTACHMENT A



**International Civil Aviation Organization**  
**South American Office**  
**Eighth Multilateral Meeting of the SAM Region for**  
**the Transition of AIS to AIM (SAM/AIM/8)**  
Lima, Peru, 03 to 07 August 2015

SAM/AIM/8-IP/01  
01/06/15

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### GENERAL INFORMATION

(Presented by the Secretariat)

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

The Eighth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/8) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 03 to 07 August 2015.

#### 2. **Address of the ICAO South American Office**

Av. Víctor Andrés Belaúnde 147  
Vía Principal No. 102  
Centro Empresarial Real, Torre Cuatro, Piso 4  
San Isidro, Lima (See attached map)  
Telephone: +511 611-8686  
Fax: +511 611-8689  
E-mail: **icaosam@icao.int**

#### 3. **Opening session**

Will take place on Monday, 03 August 2015, at 09:00 hrs, in the ICAO South American Regional Office's conference room, 4<sup>th</sup>. floor.

#### 4. **Languages**

This event will be held in Spanish. English simultaneous interpretation services will be offered only if English speaking participants confirm participation by **13 July 2015**.

#### 5. **Link for the documents**

The documentation of the event will be published in the ICAO South American Regional Office Web page: (<http://www.icao.int/SAM/Pages/meetings.aspx>). Participants should review this website frequently to download the information and take it to the event in a printed or electronic version, in a laptop, since no copies will be distributed during the event.

## 6. **Registration of participants**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office by 13 July 2015 (please refer to **Attachment B** of the convening letter).

On Monday 03 August, the registration will be verified at the registration desk, from 08:30 to 09:00 hrs. Participants are requested to use the badges that will be supplied to them during registration.

## 7. **Transportation from/to the airport**

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 30.00. This rate can be confirmed in counters at the Airport's international arrivals area.

## 8. **Transportations to and from the site of the event**

Participants can take a taxi or walk to the SAM Regional Office, depending on the location of the selected hotel, and vice versa.

In the city, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide any safety or guarantee. In case of taking an informal taxi, please consider that you may be at a high risk.

## 9. **Temperature and hotels**

May be found in the sections "General Information", "Weather" and "Hotels" on the ICAO SAM Office's Website <http://www.icao.int/SAM>.

## 10. **Passport, visa and vaccination requirements**

To enter Peru, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please also verify if yellow-fever or any other vaccination is required.

## 11. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/). Present exchange rate is S/3.15 per US \$ 1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc., are usually welcomed in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

## 12. **Health attention**

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar Street, s/n, Miraflores, Tel: +51 1 616-8900.

13. **ICAO contact telephone numbers**

Mr. Roberto Arca, ANS & SFTY Regional Officer .....6118686 Ext. 106  
([rarca@icao.int](mailto:rarca@icao.int)) .....Cel: 987 617 888

14. **Electricity**

220 Volts/60Hz.

15. **Information on safety and protection**

Upon any emergency situation, kindly call the Regional Security Officer of the ICAO South American Office, Mr Roberto Arca Jaurena Cel 987 617 888, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757-1008 or 99757-1003.

16. **General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

**During an earthquake**

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

**After an earthquake**

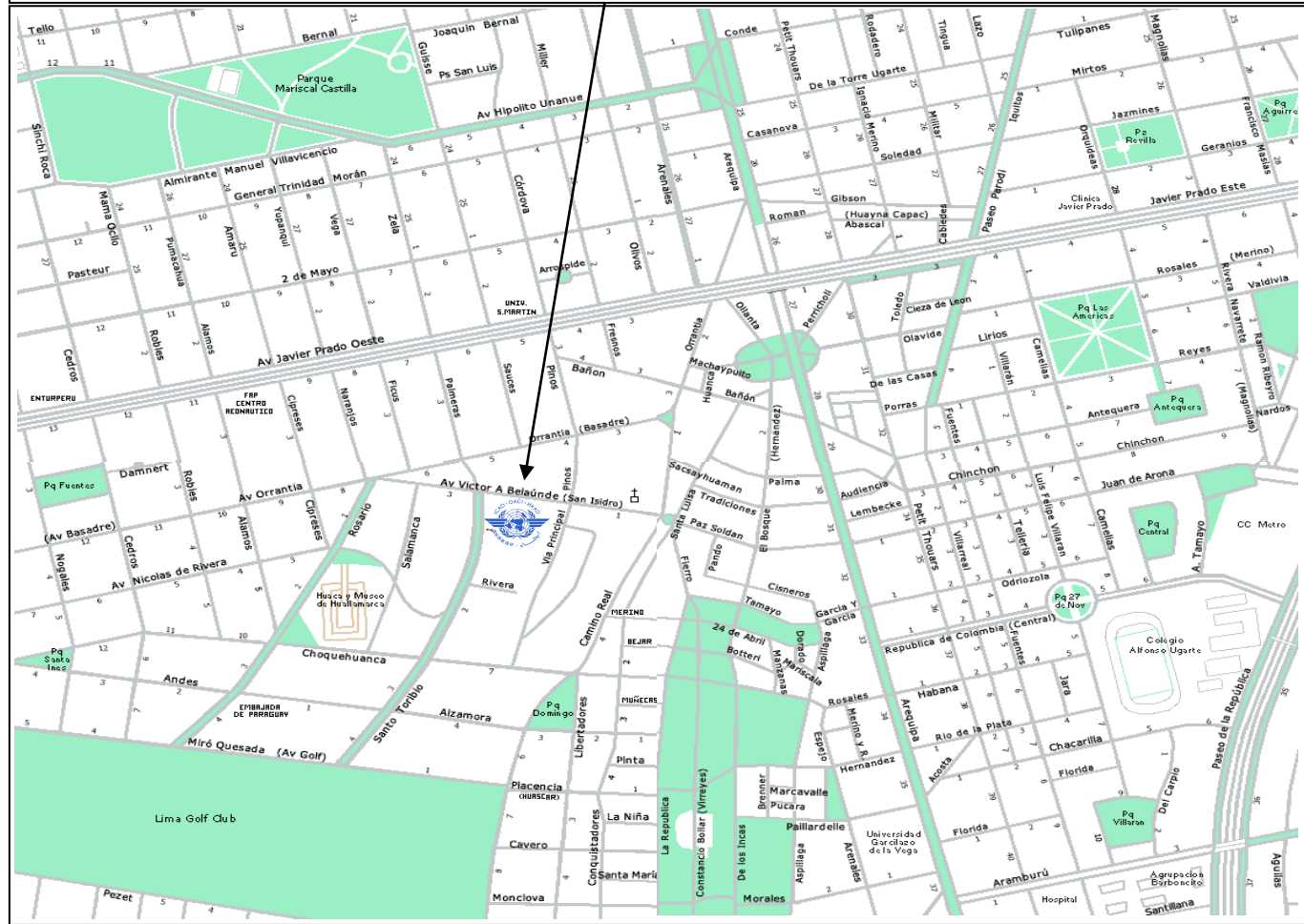
- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

**ICAO third and fourth floor emergency exits**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line, move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

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**ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**  
**Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro**



ADJUNTO B / ATTACHMENT B



ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
Oficina Regional Sudamericana

Octava Reunión Multilateral AIM de la Región SAM para la transición del AIS a la AIM  
Eighth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM  
(SAM/AIM/8)

Lima, Perú, 03 a 07 de agosto de 2015 – Lima, Peru, 03 to 07 August 2015

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.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

7. Hotel o dirección en la

ciudad/ *Hotel or local*

*address*:

\_\_\_\_\_

8. Información de vuelo/

*Flight information*:

Vuelo llegada/ fecha/ hora/  
*Arrival flight/ date/ hour*:

Vuelo salida/ fecha/ hora/

*Departure flight/ date/ hour*:

\_\_\_\_\_

\_\_\_\_\_

Firma/

*Signature*:

\_\_\_\_\_

Fecha/ *Date*:

\_\_\_\_\_