



International  
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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LT 2/3A.56 – SA388

Lima, 24 June 2015

To: Mr. Philippe Guivarch, Regional Director of Civil Aviation, West Indies and French Guiana  
Ms. Chaitrani Heeralall, Director General, Civil Aviation Authority (ag), Guyana  
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Seminar on MET Quality Management System (QMS/MET) and Personnel Competencies for the SAM Region**  
(Lima, Peru, 21 to 25 September 2015)

Action  
required: Register participants not later than **24 August 2015**

Sir,

I have the honor to inform you that as part of the meeting programme of this Regional Office for 2015, the Seminar on MET Quality Management System (QMS/MET) and Personnel Competencies for the SAM Region has been scheduled to be held at this ICAO Regional Office, from 21 to 25 September 2015.

The purpose of this seminar is to follow up on the implementation processes, by the States, of the MET Quality Management System, certification and constant improvement of the QMS, as well as to support States in the implementation process of the standards regarding personnel competencies required by WMO and specified in ICAO Annex 3.

In addition, a revision to the programme of GREPECAS Project H3-QMS/MET will be made, in order to update it with the changes to be introduced in ISO 9001, and also the reports on the audit trials carried out during the first semester of this year to four States of the SAM Region will be reviewed.

Please take into account that it is of utmost importance that the experts participating in this seminar perform their duties in the quality management areas of the aeronautical meteorological services of your administration.

In this regard, I will appreciate your informing us on the participation of your administration not later than **24 August 2015**, by completing the enclosed *Registry Form* and submitting it to this Regional Office at your earliest convenience.

The general information and other documentation of the seminar/workshop will be published in the ICAO SAM Office website <http://www.icao.int/SAM>, option *Meetings*, as soon as available. No documentation is foreseen for distribution during the event, therefore, it is recommended that participants bring a laptop, or print the related documentation.

Should you require additional information on this event, please do not hesitate to contact Mr. Jorge Armoa, Aeronautical Information Management and Aeronautical Meteorology Regional Officer ([jarmoa@icao.int](mailto:jarmoa@icao.int)) of the ICAO South American Office in Lima.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Enc.**

*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  
Mr. Garvin Cummings, Chief Hydrometeorological Officer (ag)  
Mr. Philippe Livenais, Chef du Service Meteorologique de Guyane  
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  
Sukarni Sallons-Mitro MSc, Acting Director, Meteorological Service Suriname