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Международная
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авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LN 3/20.3 –SA5997

Lima, 10 December 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. Andojo Rusland, Minister of Transport, Communication and Tourism, Suriname

Subject: **RLA/03/901 REDDIG – Nineteenth Meeting of the REDDIG Coordination Committee (RCC/19)** (Lima, Perú, 7-9 March 2016)

Action
required: **Submit papers by 5 February 2016; and
Confirm attendance by 16 February 2016**

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 Nineteenth Meeting of the REDDIG Coordination Committee (RCC/19), to be held in this Regional Office, from 7 to 9 March 2016, respectively.

At RCC/19 meeting, the activities undertaken by the project since the Eighteenth Meeting of the REDDIG Coordination Committee (RCC/18) (Lima, Peru, 2-4 March 2015), the activities to be carried out in 2016, the financial situation of the project, the approval of the 2016 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/19 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 **5 February 2016**.

I will appreciate receiving a confirmation on participation of your delegates at the RCC/19 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 (osmarrelli@icao.int / +51-1 6118686).

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



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosures

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. Faizel Baarn, acting Head of Civil Aviation Department, Suriname
Mr. Brian De Souza, acting Director, CASAS, Suriname REDDIG counterparties
ICAORD Mexico (for retransmission to Trinidad & Tobago)
C/FOS/PIU, ICAO, Montreal

APPENDIX A

**RLA/03/901 Regional Project
REDDIG Management System and Administration of the Satellite Segment**

**NINETEENTH MEETING OF THE COORDINATION COMMITTEE (RCC/19)
(Lima, Peru, 7 to 9 March 2016)**

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the agenda and of the meeting schedule
- Agenda Item 2: Review of the report of the Eighteenth 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 2016
- 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 Nineteenth Meeting.

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

The Committee will review, for approval, the report of its Eighteenth Meeting (RCC/18) held in Lima from 2 to 4 March 2015. 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) Follow-up to REDDIG II performance;
- b) Follow up to MEVAIII / REDDGI II interconnection;
- c) REDDIG II training programme; and
- d) New REDDIG II services and activities.

Agenda Item 4: Work plan for 2016

The Committee will analyze the work programme for 2016:

- a) New REDDIG II activities and services (final acceptance tests of the satellite network (FNAT), installation of the REDDIG II Brasilia Node, transfer of the Bogota's Node and implementation of new services);
- b) New MEVAIII / REDDGI II activities and interconnection services; and,
- c) Training programme for 2016

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 2015, as well as the project budget for 2016 for approval.

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 2015, 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**

Nineteenth Meeting of the REDDIG Coordination Committee (RCC/19)
(Lima, Peru, 7 - 9 March 2016)

PROVISIONAL TIMETABLE

HOUR	Monday 7 March 2016	HOUR	Tuesday 8 March 2016	HOUR	Wednesday 9 March 2016
08:30 09:00	Registration	09:00 10:30	Review of Agenda Item 4	09:00 10:30	Review of Report
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	10:45 12:15	Review of Agenda Item 5	12:00	Closing
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	13:00 14:00	Review of Agenda Items 6 and 7	13:00 14:00	

APPENDIX C

RLA/03/901 Regional Project REDDIG Management System and Administration of the Satellite Segment

Nineteenth Meeting of the REDDIG Coordination Committee (RCC/19)
(Lima, Peru, 7 - 9 March 2016)

INFORMATION PAPER General Information (Presented by the Secretariat)

1. **Site and dates**

The RLA/03/901 REDDIG – Nineteenth Meeting of the REDDIG Coordination Committee (RCC/19) will be conducted in the ICAO South American (SAM) Regional Offices premises in Lima, Peru, from 7 to 9 March 2016. 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, 7 March 2016, 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

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 Novena Reunión del Comité De Coordinación (RCC/19) / Nineteenth Meeting of the
Coordination Committee (RCC/19)

Lima, Perú, 7 al 9 de marzo de 2016 / Lima, Peru, 7 to 9 March 2016

FORMULARIO DE REGISTRO / REGISTRATION FORM

**Participaré en RCC/19/
Will participate in RCC/19**

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