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Международная
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гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LT 2/6B.31-SA603

Lima, 5 November 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: Convening – Third AIG Authorities Meeting of South America (AIG-SAM/3)
(Lima, Peru, from 7 to 9 March 2016)

Action

Required: Your answer not later than **15 January 2016**

Sir/Madam,

I have the pleasure to address to you to invite you to participate in the Third AIG Authorities Meeting of South America (AIG-SAM/3), to be held at the ICAO South American Regional Office, in Lima, Peru, from 7 to 9 March 2016, the same that will provide follow up to the agreements and conclusions of the Second AIG Authorities Meeting of South America (SAM/AIG/02), held in Buenos Aires, Argentina, from 9 to 11 June 2015.

In this regard, I am pleased to attach to this letter Working paper 01 (WP/01) providing the agenda and schedule for the referred meeting, as well as Information paper 01 (IP/01) providing general information with administrative indications necessary for the meeting.

The registration form is also being attached, which please fill in and send back to us as soon as possible, not later than **15 January 2016**.

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

Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Sa603 States Aig-Sam3 Convening-Eng

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Vía Principal No.102
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Lima 15073 – Perú

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Lima 100, Perú
Web page: www.icao.int/SAM
Fax.: +51 1 611-8689

Email: icaosam@icao.int
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ICAO OACI ICAO

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, MTCT, Suriname
Mr. Faizel Baarn, acting Head of Civil Aviation Department, Suriname
Mr. Brian de Souza, acting Director, CASAS, Suriname
Ms. Paula McAdam, AIG specialist, Guyana



TENTATIVE AGENDA, SCHEDULE AND PROPOSED WORKING METHODS

(Prepared by the Secretariat)

Summary

This working paper presents for consideration and approval of the Meeting, the Tentative Agenda, explanatory notes, the schedule and the proposed working methods of the AIG-SAM/3 Meeting.

1. **Approval of the agenda and its explanatory notes**
 - 1.1 The agenda and its explanatory notes proposed for consideration and approval by the Meeting are presented in **Appendix A**.
2. **Organization and working schedule**
 - 2.1 Taking into consideration this working paper, as well as administrative aspects, it is suggested that the Meeting carry out its work in plenary sessions and adopt the organization and working schedule indicated in **Appendix B**.
3. **Suggested action**
 - 3.1 The Meeting is invited to:
 - a) consider and approve the agenda and its explanatory notes presented in Appendix A;
 - b) consider and approve the organization and working schedule proposed in Appendix B.

- END -

**APPENDIX A
THIRD AIG AUTHORITIES MEETING OF SOUTH AMERICAN
(AIG-SAM/3)**

(Lima, Peru, 07 to 09 March 2016)

TENTATIVE AGENDA

Agenda Item 1: ARCM implementation progress

Agenda Item 2: Proposal review of the AIG Cooperation Agreement among the ARCM States

- a) AIG Cooperation Agreement proposal among the ARCM States

Agenda Item 3: AIG regulations review

- a) Proposals for the amendment of the AIG State regulation
- b) Proposals for the amendment of LAR 113

Agenda Item 4: ARCM AIG procedures manual review

- a) Proposals for the amendment of the accidents and incidents investigation procedures manual

Agenda Item 5: ARCM AIG training programme review

- a) Proposal for the amendment of the ARCM AIG training programme

Agenda Item 6: Safety data collection and processing system (SDCPS) procedures review

- a) Proposal on procedures for the implementation of the ARCM safety data collection and processing system (SDCPS)

Agenda Item 7: Investigation of incidents that are not serious

- a) Clarification on the organizations involved in the investigation of incidents that are not serious

Agenda Item 8: 2016 ARCM activities programme approval

- a) 2016 ARCM activities programme proposal

Agenda Item 9: South American ARCM multinational investigator certification

- a) South American ARCM multinational investigator certification manual proposal

Agenda Item 10: Other matters

- a) ARCM web page proposal review
- b) ARCM logo review
- c) Venue proposal for the AIG-SAM/4 Meeting

EXPLANATORY NOTES TO THE TENTATIVE AGENDA

Agenda Item 1: ARCM implementation progress

Regarding this agenda item, the Meeting will take note of the present AIG status in the SAM Region, and of the progress attained by the South American Regional in the ARCM implementation. These issues will be addressed through two presentations.

Agenda Item 2: ARCM States AIG Cooperation Agreement proposal review

Under this agenda item, the Meeting will analyse through a working paper the ARCM Cooperation Agreement among the ARCM States.

If pertinent, the AIG authorities present in the meeting will proceed to sign this agreement.

Agenda Item 3: AIG regulations review

Under this agenda item, the Meeting will analyse through working papers the proposals for the amendment of the following regulations:

- a) State AIG Regulation
- b) LAR 113 Regulation

Agenda Item 4: AIG ARCM procedures manual review

Regarding this agenda item, the Meeting will analyse through a working paper the proposals for the amendment of the accidents and incidents investigation procedures manual.

Agenda Item 5: ARCM AIG instruction programme review

Regarding this agenda item, the Meeting will analyse through a working paper the proposals for the amendment of the ARCM AIG training programme.

Agenda Item 6: Safety data collection and processing system (SDCPS) procedures review

Under this agenda item, the Meeting will analyse the procedures proposal for the implementation of the ARCM safety data collection and processing system (SDCPS). The proposal will be analysed through a working paper.

Agenda Item 7: Investigation of incidents that are not serious

With regard to this agenda item, the Meeting will analyse through a working paper on the organizations involved in the investigation of incidents that are not serious.

Agenda Item 8: 2016 ARCM activities programme approval

Under this agenda item, the Technical Committee will present for approval, through a working paper, the proposal of the activities to be developed in 2016 by the ARCM, in order to consolidate the implementation progress of this mechanism.

Agenda Item 9: South American ARCM multinational investigator certification

Under this agenda item, the Technical Committee will present through a working paper the manual proposal for the South American ARCM multinational investigator certification.

Agenda Item 10: Other matters

Under other matters, the Meeting will analyse through working papers the following proposals:

a) ARCM web page

The meeting will analyse the functionality and use of the web page under this subject.

b) ARCM logo

Regarding the logo, the Meeting will select the logo to be used in representation of the ARCM.

c) Venue for the AIG-SAM/4 Meeting

Under this item, the Meeting will propose a venue for the Fourth South American ARCM AIG Authorities Meeting (AIG-SAM/4).

Besides the above items, any other convenient subject to the Meeting will be discussed.

APPENDIX B
THIRD AIG AUTHORITIES MEETING OF SOUTH AMERICA, LIMA, PERU, FROM 07 TO 09 MARCH 2016
AGENDA SCHEDULE

Time	Monday, 7 March	Time	Tuesday, 8 March	Time	Wednesday, 9 March
08:30 09:00	Registration	08:30 09:30	Agenda Item 6: Safety data collection and processing system (SDCPS) procedures review (WP/07)	08:30 09:00	Time available for the Secretariat
09:00 09:30	Welcome and opening words Mrs. Ana Pamela Suarez, ARCM Chairperson Mr. ICAORD, SAM Office Mr. Marcus Costa, Chief AIG Section, ICAO				
09:30 10:00	Election of the meeting chairperson, Approval of the agenda, schedule and proposed working methods (WP/01)	09:30 10:00	Agenda Item 7: Investigation of incidents that are not serious (WP/08)	09:00 10:00	Report review by participants
10:00 10:30	Group Picture / Coffee Break	10:00 10:30	Coffee Break	10:00 10:30	Coffee Break
10:30 11:30	Agenda Item 1: ARCM implementation progress: Messrs. Marcelo Ureña and Marcio Abreu	10:30 11:30	Agenda Item 8: 2016 ARCM activities programme approval (WP/09)	10:30 11:30	Report review in plenary
11:30 12:15	Agenda Item 2: Proposal review of the AIG Cooperation Agreement among the ARCM States (WP/02)	11:30 12:15	Agenda Item 9: South American ARCM multinational investigator certification (WP/10)	11:45 12:15	Closing Mrs. Ana Pamela Suarez, ARCM Chairperson Mr. ICAORD, SAM Office Mr. Marcus Costa, Chief AIG Section, ICAO
12:15 14:00	Lunch	12:15 14:00	Lunch		
14:00 15:00	Agenda Item 3: AIG regulations review (WP/03, WP/04)	14:00 15:00	Agenda Item 10: Other matters (WP/11, WP/12, WP/13)		
15:00 16:00	Agenda Item 4: ARCM AIG procedures manual review (WP/05)				
16:00 16:30	Coffee Break				
16:30 17:30	Agenda Item 5: ARCM AIG training programme review (WP/06)				



GENERAL INFORMATION

(Presented by the Secretariat)

1. **Date and place**

The Third South American AIG Authorities Meeting (AIG-SAM/3) will be held at the ICAO South American Regional Office, in Lima, Peru, from 07 to 09 March 2016.

2. **Address of the meeting venue**

Víctor Andrés Belaunde 147
Centro Empresarial Real
Torre 4, Piso 4, San Isidro
Lima, Peru
Tel: +511 611-8686
Fax: +511 611-8689
E-mail: icaosam@icao.int

3. **Opening session**

Monday, 7 March 2016
Registration of participants: 08:30 – 09:00
Opening session: 09:00 – 09:15

4. **Registration of participants**

Participants are requested to register in advance with the SAM Regional Office submitting the registration form. A subsequent registration will take place at the corresponding registration desk, from 08:30 – 09:00 hrs, during the first day of the event. Likewise, participants are requested to use the badges supplied to them during registration.

5. **Documentation link and languages**

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the Meeting will be posted on the ICAO SAM Regional Office website; at <http://www.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2016-AIGSAM03> English, or in Spanish, http://www.icao.int/SAM/Pages/ES/MeetingsDocumentation_ES.aspx?m=2016-AIGSAM03.

6. **Temperature**

In March, temperature in Lima varies from 19 y 28 °C. The average humidity is 75%.

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

At the Jorge Chavez International Airport you will find authorized taxis services.

The rate to Miraflores or San Isidro (hotels area) is of approximately USD\$ 20.00.

We suggest Taxi Green company. A green sign at international passengers' arrival gate will indicate taxi fare to the different areas of the city. You will be able to contact personnel of this taxi service in this same place.

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

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

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 high risk.

The recommended company for transfers within the city is:

Taxi Satelital +355-5555
(you can call at any time from every place)

9. **Suggested hotels in Lima**

Reservations should be arranged directly with the hotel and in advance. In view of the various events carried out in Lima, prices may vary. Kindly consult the hotel of your preference.

Hotel	Dirección / Address - Tel/Fax Página Web / Website - Correo electrónico/E-mail	Single US\$ - S/.	Double US\$ - S/.
Swissôtel Lima *****	(a 50 mts de la Oficina / 50 mts from the Office) Via Principal 150, Centro Empresarial Real, San Isidro Tel: +51 1 611-4415 Fax: +51 1 421-4360 E-Mail: reservations.lima@swissotel.com Website: http://www.swissotel.com Incluye desayuno buffet / Includes buffet breakfast Solicitar tarifa corporativa para OACI - 6062/ Request corporate rate for ICAO - 6062	Premier US\$ 232.00 + 10 %	Premier US\$ 252.00 + 10 %
NOVOTEL Lima ****	(al frente de la Oficina / across the street) Av. Victor Andrés Belaunde 198, San Isidro Tel: +51 1 315-9974 / 315-9925 Website: http://www.novotel.com E-mail: h6339-re1@accor.com Incluye desayuno buffet e impuesto a los servicios/ Includes buffet breakfast and service taxes Check in 14 hrs - Check out 12 hrs.	US\$ 150.00	US\$ 160.00

Hotel	Dirección / Address - Tel/Fax Página Web / Website - Correo electrónico/E-mail	Single US\$ - S/.	Double US\$ - S/.
Sonesta Hotel El Olivar *****	(a 3 cuadras de la Oficina / 3 blocks from the Office) Pancho Fierro 194, San Isidro Tel: +51 1 712-6060 Fax: +51 1 712-6099 Website: http:// www.sonesta.com/lima/ E-mail: reservasolivar@sonestaperu.com Incluye desayuno buffet / Includes buffet break	S/. 400.00 + 10%	S/. 430.00 + 10%
Hoteles Suites del Bosque y Plaza del Bosque *****	(a 3 cuadras de la Oficina / 3 blocks from the Office) Av. Paz Soldán 165, San Isidro Tel: +51 1 616-1818 / 616-2121 Website: http://www.suitesdelbosque.com E-mail: reservas@suitesdelbosque.com Incluye desayuno buffet / Includes breakfast buffet	Suite Junior / Junior Suite US\$ 110.00 + 10%	Suite Junior / Junior Suite US\$ 120.00 + 10%
Radisson Hotel & Suites San Isidro *****	(a 4 cuadras de la Oficina / four blocks from the Office) Av. Las Palmeras 240, San Isidro Tel: +51 1 422-3887 E-mail: reservas@decapolisperu.com Website: http://www.radisson.com/sanisdrophe Incluye desayuno buffet, acceso internet, consumo diario US\$10 en los bares del Hotel, gimnasio, piscina, sauna, business center / Breakfast, internet, US\$10.00 daily consumption at the hotel bars, gym, swimming pool, sauna, business center included	LUN-JUE/ MON-THU US\$ 129.00 + 10%	LUN-JUE/ MON-THU US\$ 159.00 + 10%
Los Tallanes Hotel Suites *****	(a 5 minutos, en taxi / 5 minutes away, by taxi) Av. Jorge Basadre 325, San Isidro Tel: +51 1 221-0001 Fax: +51 1 222-6236 Website: http://www.hoteltallanes.com.pe E-mail: reservas@hoteltallanes.com.pe Incluye desayuno / Breakfast included	Suite Estándar US\$ 100.00 + 10%	Suite Estándar US\$ 130.00 + 10%
El Pardo Doubletree Hotel ***** Miraflores	(a 10 minutos, en taxi / 10 minutes away, by taxi) Jr. Independencia 141, Miraflores Tel: +51 1 617-1000 Fax. +51 1 444-2171 / 241-0039 Website: http://doubletree1.hilton.com/es/dt/hotel/LIMPUDT- Doubletree-El-Pardo-by-Hilton-Lima/index.do E-mail: reservas@doubletreeelpardo.com.pe Incluye desayuno buffet / Buffet breakfast included	US\$ 160.00 + 10%	US\$ 180.00 +10%
Apart Hotel El Doral***	(a 10 minutos, en taxi / 10 minutes away, by taxi) Av. José Pardo 486, Miraflores Tel. +51 1 242-7799 Fax +51 1 446-8344 Website: http://www.eldoral.com.pe E-mail: aparthotel@eldoral.com.pe Incluye desayuno americano/Includes American breakfast	US\$ 63.00 + 10%	US\$ 73.00 + 10%

Note: Foreigners are exempted of 18% Sales Tax presenting the passport during check-in.

10. Passport, visa and vaccination requirements

To enter the country, 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/ 3.16 per USD 1.00, approximately.

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

12. Hospitals

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

13. Electricity

220 Volts/60Hz.

14. Information on safety and protection

Upon any emergency situation, kindly call the Operations Centre of the United Nations Safety and Security Department (UNDSS):

Assistance 24 Hours - 365 days

625 - 9090

997571008 – 997571003

**ICAO SOUTH AMERICAN REGIONAL OFFICE
LOCATION MAP IN LIMA, PERU
Victor Andres Belaunde 147, Torre 4, Piso 4, Centro Empresarial Real, San Isidro**

