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## AGENDA, SCHEDULE AND WORKING METHODS

(Presented by the Secretariat)

### 1. **Agenda**

1.1 The Tentative Agenda and explanatory notes of the Ninth Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/9) is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the agenda might be considered under Agenda Item 8, Other business.

### 2. **Working methods**

2.1 For the development of this event, it is expected to work in plenary session.

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.

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**APPENDIX A****NINTH MULTILATERAL MEETING OF THE SAM REGION FOR THE  
TRANSITION FROM AIS TO AIM (SAM/AIM/9)**

Lima, Peru from 24 to 28 October 2016

**DRAFT AGENDA****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 a detailed **Corrective Action Plan** with regard to their e-TOD implementation plans as well as Area 2 terrain and obstacle survey, since this requirement should have been implemented by 12 November 2015.

**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. AIXM documentation and the action plan to carry out the implementation project will be analysed. The possible dates for information exchange trials through this protocol will be analysed.

**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 detailed action plan, establishing tasks carried out, pending tasks, the dates and resources assigned for its execution. In addition, States that have already completed QMS/AIM implementation processes should present a QMS/AIM Adjustment Plan to the new provisions of Standard ISO 9001 in its 2015 version.

**Agenda Item 4: NOTAM Contingency Plan, AIM deficiencies and ICARD system**

Under this agenda item, States that have not yet 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 and their actions to avoid duplication of 5LNC codes in the ICARD system.

**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: Analysis of objectives, metrics and dates for the implementation of elements regarding second phase of the plan for the transition of AIS to AIM: digital**

Under this item, basis of national plans for the implementation of digital phase within ASBU block B0-DATM will be established. Also, States will be requested to present a Training Plan for Phase 2 of the Roadmap for the Transition from AIS to AIM.

**Agenda Item 7: Amendment 39 to Annex 15 – Aeronautical Information Services**

Under this subject, the new requirements included by Amendment 39 to Annex 14 – Aeronautical Information Services will be analysed.

**Agenda Item 8: 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.

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## APPENDIX B

## TENTATIVE WORK PROGRAMME

Hour	Monday 24 October 2016	Hour	Tuesday 25 October 2016	Wednesday 26 October 2016	Thursday 27 October 2016	Hour	Friday 28 October 2016
0830 0900	Registration of participants	0830 1030	Review of Agenda Item 2	Review of Agenda Item 4	Review of Agenda Item 6	0900 1000	Report review
0900 0915	Opening of the event						
0915 0930	Election of President and Vice-President	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	1000 1030	<i>Coffee break</i>
0930 1030	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 4	Review of Agenda Item 7	1030 1200	Report approval
1030 1050	<i>Coffee break</i>	1215 1300	<i>Break for lunch</i>	<i>Break for lunch</i>	<i>Break for lunch</i>	1200 1230	Closing of the meeting
1050 1200	Review of Agenda Item 1	1300 1430	Review of Agenda Item 3	Review of Agenda Item 5	Review of Agenda Item 7		
1200 1300	<i>Break for lunch</i>	1430 1445	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
1300 1500	Review of Agenda Item 1	1445 1530	Review of Agenda Item 3	Review of Agenda Item 5	Review of Agenda Item 8		

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