



International  
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Международная  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LN 3/24.1-SA5358

Lima, 29 April 2016

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/06/901 – SIGMET Workshop**  
(Lima, Peru, 16 to 18 August 2016)

Action  
required: Take note and designate participants before **30 May 2016**

Sir/Madam,

I have the honour to invite your administration to participate in the **SIGMET Workshop** to be held at this Regional Office, from 16 to 18 August 2016, as part of the programme of activities for 2016 approved by the Ninth Meeting of the Coordination Committee (RCC/9) of RLA/06/901 project, *Assistance in the implementation of an ATM regional system according to the ATM operational concept and the corresponding technological support for communications, navigation, and surveillance (CNS)*.

The purpose of this workshop is to assist States of the SAM Region in the development and improvement in the preparation of SIGMET messages, ensuring the correct format. The workshop will include presentations and interactive discussions to highlight this issue, taking into consideration the importance of the correct format since systems do not accept messages incorrectly formatted. Meteorological phenomena forecast techniques, using numerical weather prediction models, will also be included, thus, participants are requested to bring a laptop.

In this regard, it is important to inform that this event has been funded by the contribution of your State, taking into account that part of the annual quota that has been sent to the International Civil Aviation Organization (ICAO) has a portion for this purpose.

States who wish to attend this event could make use of the following financing alternatives:

- a) fellowships sponsored by RLA/06/901 regional project, with one (1) fellowship available for each member States of this project, having the interested administration to provide the air tickets to and from the host country; or

- b) fellowships from a national ICAO Technical Cooperation Project approved by your State;
- c) own resources of your administration, in the lack of any of the previous alternatives.

I will appreciate your designating your candidates by submitting the duly completed *Registration Form* and the *ICAO fellowship nomination form*, if applicable, enclosed to this letter and returning both documents to this office e-mail [icaosam@icao.int](mailto:icaosam@icao.int), before **30 May 2016**.

Please be aware that the event will be carried out in Spanish with simultaneous interpretation services in English only if confirmation of English speaking States participants is received in this Regional Office no later than **30 May 2016**.

The Draft Agenda for the workshop, general information and other related documentation will be published in the ICAO SAM Office website, <http://www.lima.icao.int/SAM>, option *Meetings*, as soon as available.

Should you require further information regarding the event, please contact Mr. Jorge Armoa ([jarmoa@icao.int](mailto:jarmoa@icao.int)), Aeronautical Information Services/Aeronautical Meteorology (AIM/MET) Regional Officer of the ICAO South American Office in Lima.

Accept, Madam, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

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. Max Reyal, DIRAG/Direction, Fort de France, Martinique  
Mrs. Joyce Blokland-Wijnstein, 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  
Sukarni Sallons-Mitro MSc, Acting Director, Meteorological Service Suriname  
Mr. Marcus Doller, Air Safety Support Intl., United Kingdom  
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom  
C/FOS