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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LN3/24.1-SA5253

Lima, 11 June 2018



To: Mr. Frédéric Guignier, Regional Director of Civil Aviation Authority (DSAC)  
for French Antilles and French Guiana  
Mr. Jerome Journet, Regional Director, West Indies and French Guiana  
Lt. Col. Egbert Field, Guyana Civil Aviation Authority  
Eng. Patrick Pengel MBA, Ministry of Public Works, Transport and Communications,  
Suriname

Subject: ***RLA/06/901 - Assistance for the implementation of a regional ATM system based on the ATM operational concept and the corresponding technological support for communications, navigation and surveillance (CNS)***

**Airport Planning Seminar in the SAM Region (18ADPLAN)**  
(Lima, Peru, 10 to 14 September 2018)

Action  
required: Take note and confirm participation by **24 August 2018**

Sir/Madam:

I have the honour to inform you that following the programme of activities of this Regional Office for 2018, the **Airport Planning Seminar in the SAM Region** is foreseen to be held in Lima, Peru, from 10 to 14 September 2018. This event will be carried out with the support of Regional Project RLA/06/901 - *Assistance for the implementation of a regional ATM system based on the ATM operational concept and the corresponding technological support for communications, navigation, and surveillance (CNS)*, under the framework of a Special Implementation Project (SIP) from ICAO Headquarters.

In line with ICAO Strategic Objectives on air navigation capacity and efficiency and safety, based on the aerial connectivity axis of the Strategic Plan for the Support of Air Transport in the Region (SAM Plan), this event is aimed to strengthen the competencies in the field of airport planning, to ensure an adequate airport infrastructure and encourage collaboration among the participants of this process in the South American Region.

In this regard, I am pleased to invite your Administration to appoint expert(s) to participate in this event, taking into consideration that it is addressed to officials in charge of airport planning in civil aviation authorities, in the organizations responsible for airport concessions and the aerodrome operators. Consequently, I would be grateful if you would extend this invitation to the organizations responsible for airport concessions, as well as to the aerodrome operators in your State, if deemed convenient.

In order to guarantee the achievement of the established goals, the profile of the participants to be considered for this event is aimed at aviation professionals, engineers and/or architects with experience in airport planning projects.

Please take into account that **the registration to this seminar will be done online**. In this sense, it would be appreciated that each participant will register directly, filling out the online application form available by entering the link corresponding to this event at this Regional Office's website, no later than **24 August 2018**. Enclosed you will find a quick guide to proceed to online registration.

It is important to mention that this event has been possible thanks to the contribution of your State to Regional Project RLA/06/901, taking into account that part of the annual quota that was sent to the International Civil Aviation Organization (ICAO) has an item established for this purpose.

Please take into consideration that States who wish to attend this event can make use of the following financing alternatives:

- a) Fellowships from a national ICAO Technical Cooperation Project approved by your State;
- b) Fellowships sponsored by Regional Project RLA/06/901, having **one (1) fellowship** for each State participating in this Project, that does not count on the previous alternative, and having the interested administration to provide the air tickets to and from the host country;  
or
- c) Own resources of your Administration, in the lack of any of the previous alternatives.

For participants who require a fellowship under RLA/06/901 Regional Project, the *ICAO Fellowship Nomination Form* is attached and must be completed and submitted to this Office as soon as possible, in any case, no later than **24 August 2018**. It should be understood that these fellowships are limited exclusively to representatives of civil aviation authorities of the States participating in the Project.

The general information on the venue of the seminar can be found on ICAO SAM Office website, <https://www.icao.int/SAM/Pages/default.aspx>. As well, other documentation related with the event will be published on this website, option *Meetings*, as soon as available. No documentation is foreseen for distribution during the development of the event, therefore, it is recommended that participants bring it printed or in an adequate electronic device (laptop, tablet, etc.).

The preliminar Agenda of subjects to be dealt with during this event and the corresponding work programme, will be sent opportunely.

Mr. Fabio Salvatierra De Luca, Aerodromes and Ground Aids Regional Officer of the ICAO South American Office ([fsalvatierra@icao.int](mailto:fsalvatierra@icao.int)), remains at your disposal should you require any further information regarding this event.

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



Fabio Faizi Rahnemay Rabbani  
Regional Director  
ICAO South American Office  
Lima



**Enclosure**  
*As indicated*

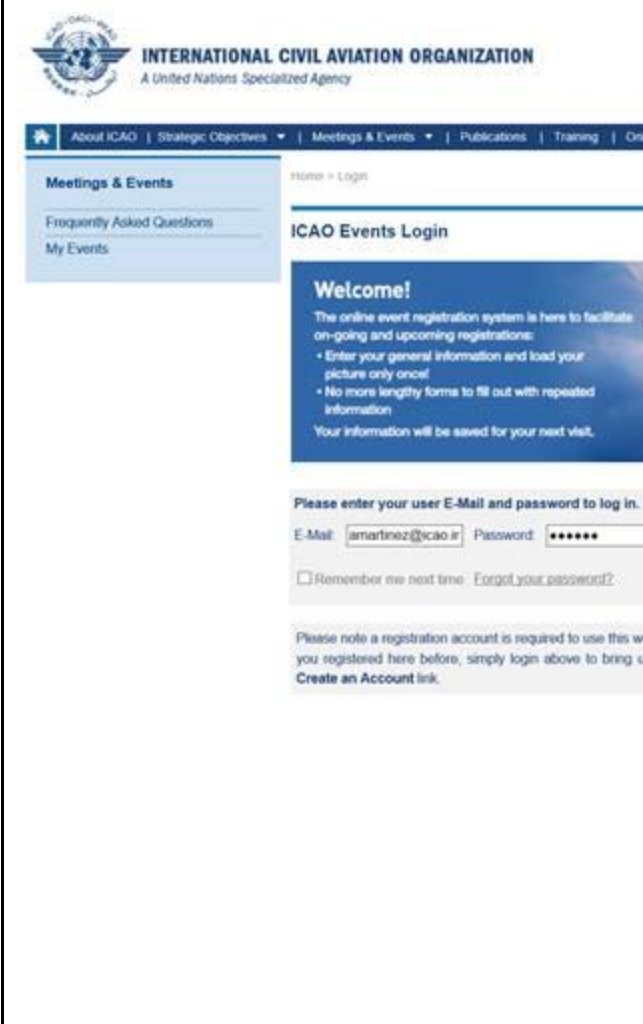
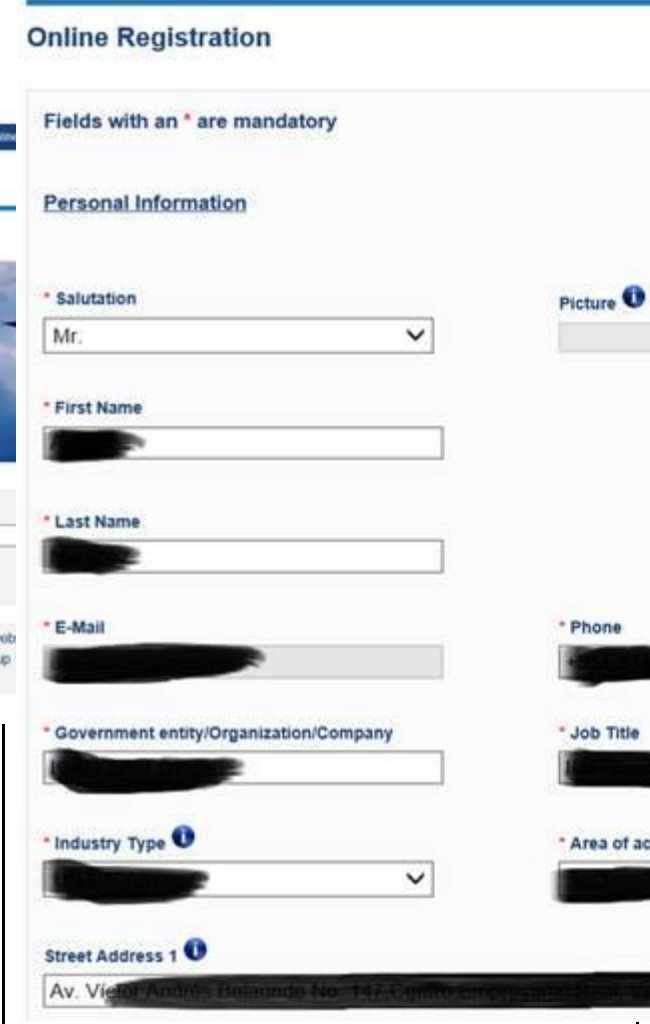
cc: Mr. Claude Miquel, Deputy Director, Antilles-Guyane, French Antilles  
Mr. Michel Arenó, Head of French Guiana Air Control Centre Cayenne-Félix Eboué Airport, Head of the Aircraft Search and Rescue RCC  
Mr. Jean-Jacques Deschamps, Directeur Adjoint, ANSP Martinique, French Antilles-Guyane  
Dr. Joyce Blokland-Wijnstein, Permanent Secretary, Directorate of Transport and Communication, Suriname  
Mr. Faizel Baarn, Head of Civil Aviation Department, Suriname  
Mr. Brian De Souza, Director, CASAS, Suriname  
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom  
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom

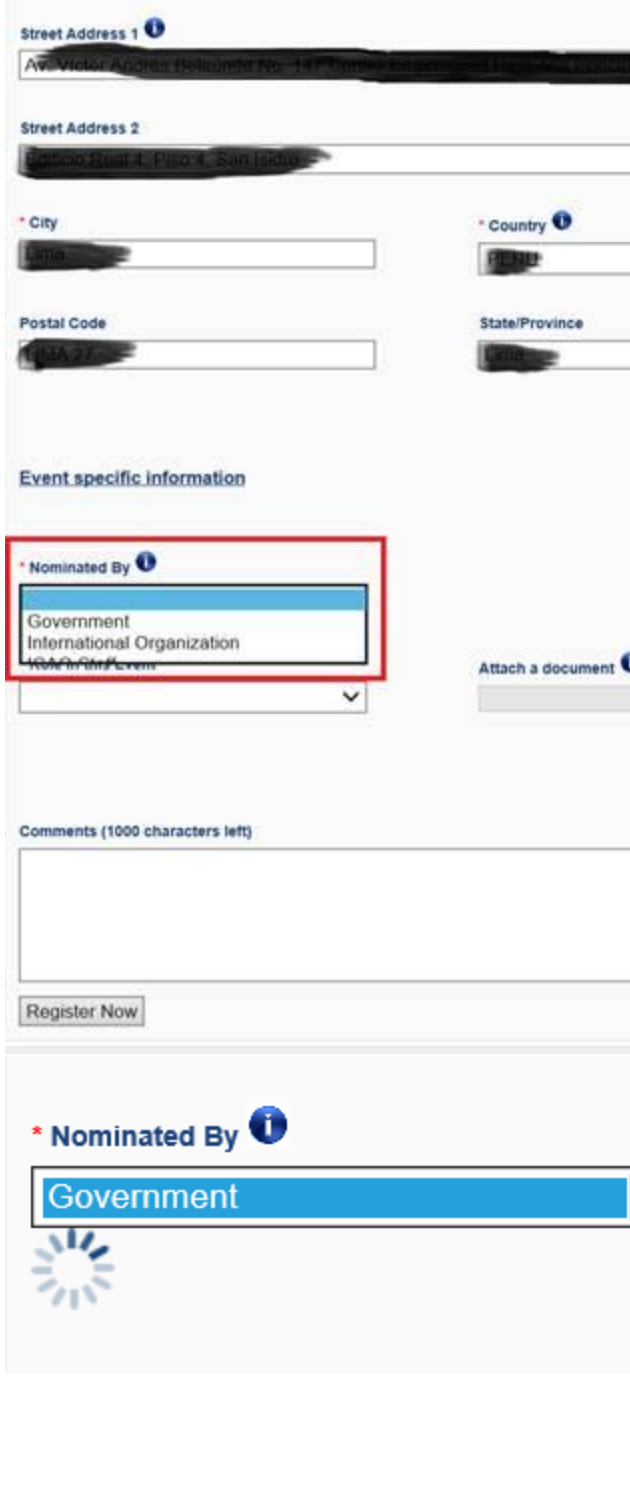






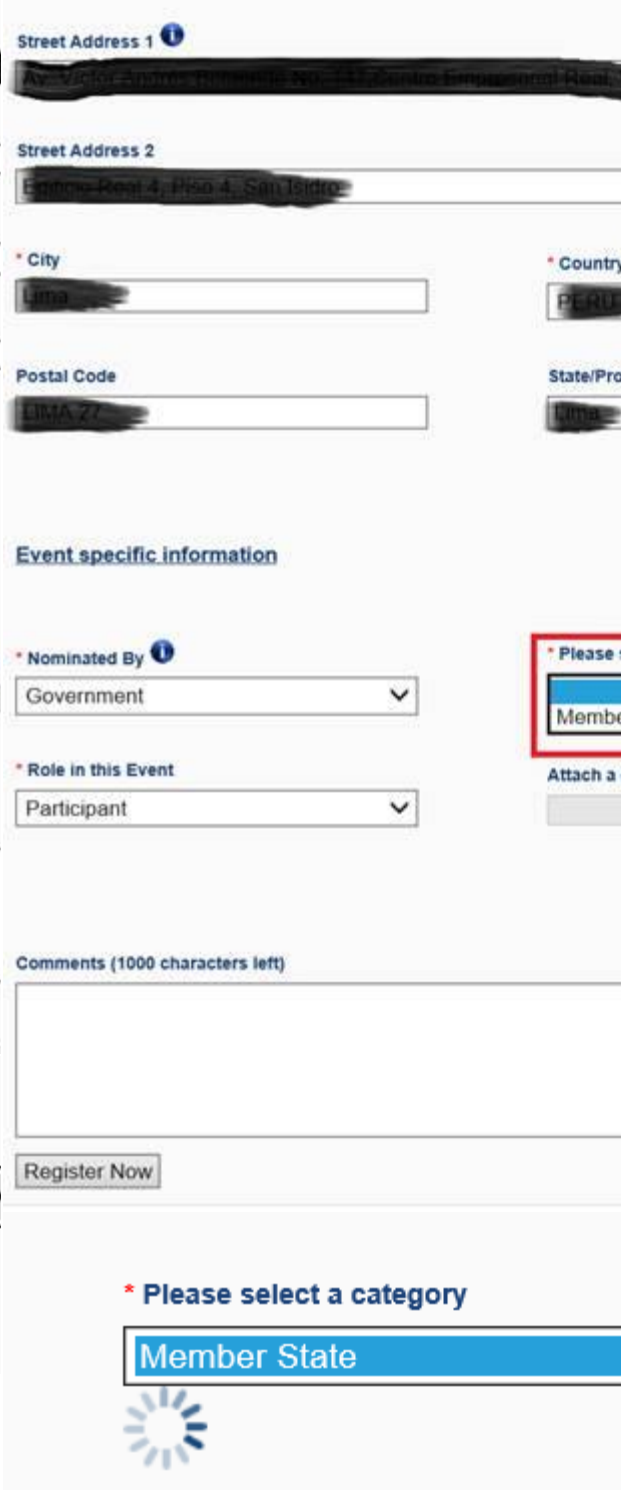





## QUICK GUIDE FOR ONLINE REGISTRATION

Enter the enabled link on the event page which can be accessed either from the banner of the main page of the ICAO SAM Office website, or from the list of events by choosing the "Meetings" option from the left panel:

<https://www.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2018-ADPLAN>

<p>1. Click on the word "OPEN".</p>	<p>2. A new window opens with the information of the meeting. Here click on "Register for this Event".</p>
	
<p>3. The window below is displayed. If participant has not used online registration before, he must create an account by using the option "Create an Account". This process is done only once for all future events. If the account exists and the password is forgotten, the option "Forgot your password" will be found. If the account exists, the participant must enter his e-mail and password and press the "Log In" button. To create a new account it is recommended to use the Organisation's or Administration's e-mail.</p>	<p>4. In the form shown below, all fields with a red asterisk are mandatory. Complete the fields.</p>

	
<p>5. From this part, follow this order for data entry. When reaching the "Nominated by" field, select the appropriate one, for the example, "Government" and wait for the system to display the list.</p>	<p>6. Go to the "Please select category" field and wait for the system to display the list as shown below. Select the desired option, in this case "Member State".</p>

 <p>Street Address 1 </p> <p>Street Address 2</p> <p>* City <input type="text" value="Lima"/></p> <p>* Country  <input type="text" value="PERU"/></p> <p>Postal Code <input type="text" value="LIMA 27"/></p> <p>State/Province <input type="text" value="Lima"/></p> <p>Event specific information</p> <p>* Nominated By </p> <p>Government International Organization Role in this Event</p> <p>Attach a document  <input type="text"/></p> <p>Comments (1000 characters left)</p> <p>Register Now</p> <p>* Nominated By </p> <p>Government</p> 	 <p>Street Address 1 </p> <p>Street Address 2</p> <p>* City <input type="text" value="Lima"/></p> <p>* Country  <input type="text" value="PERU"/></p> <p>Postal Code <input type="text" value="LIMA 27"/></p> <p>State/Province <input type="text" value="Lima"/></p> <p>Event specific information</p> <p>* Nominated By </p> <p>Government</p> <p>* Role in this Event <input type="text" value="Participant"/></p> <p>Attach a document  <input type="text"/></p> <p>Comments (1000 characters left)</p> <p>Register Now</p> <p>* Please select a category</p> <p>Member State</p> 
<p>7. The system shows a new field, in this case "Government".</p>	<p>8. When selected, it shows the list of States to choose the one that corresponds</p>

Edificio Real 4, Piso 4, San Isidro

\* City  \* Countr

Postal Code  State/Pr

Event specific information

\* Nominated By  \* Please

\* Government

\* Role in this Event  Attach a

Comments (1000 characters left)

Edificio Real 4, Piso 4, San Isidro

\* City  \* Cou

Postal Code  State/

Event specific information

\* Nominated By  \* Plea

ANTIGUA AND BARBUDA  
ARGENTINA  
BAHAMAS  
BARBADOS  
BELIZE  
BOLIVIA, P.S.  
BRAZIL  
CANADA  
CHILE  
COLOMBIA  
COSTA RICA  
CUBA  
DOMINICAN REPUBLIC  
ECUADOR  
EL SALVADOR  
FRANCE  
GRENADA  
GUATEMALA  
GUYANA  
HAITI  
HONDURAS  
JAMAICA  
MEXICO  
NETHERLANDS  
NICARAGUA  
PANAMA  
PARAGUAY  
PERU  
ST. KITTS & NEVIS

9. In the field "Government" choose the desired State; enter some comments and click on "Register now".

10. The system will show the window that appears below, informing that the participant will receive a confirmation message.

