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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LN3/24.1 - SA5031

Lima, 23 January 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
Mr. Jerry Miranda, Ministry of Public Works, Suriname
Mr. Javier Vanegas, Regional Director Latin America & Caribbean, CANSO
Mr. Peter Cerda, Regional Vice-president for The Americas, IATA
Cap. Osvaldo Neto, Executive Vice-President CAR/SAM, IFALPA

Subject: **RLA/06/901 - Workshop/Meeting on ATS for Contingency Plans and Letters Operational Agreement (ATS/CONT/PLAN)** Lima, Peru, 19 to 23 March 2018

Action
required:

- a) Take note and confirm participation by **5 March 2018**
- b) Submit ICAO fellowship nomination form no later than **26 February 2018**
- c) Prepare and send this Regional Office documentation for the meeting before **5 March 2018**

Sir/Madam,

I have the honour to address you this letter with reference to the activities of the Regional Project RLA/06/901 - *Assistance in the implementation of an ATM regional system according to the ATM operational concept and the corresponding technological CNS support.*

In this respect, the Workshop/Meeting on ATS for Contingency Plans and Letters Operational Agreement (ATS/CONT/PLAN) will be carry out at the facilities of this Regional Office, in Lima, Peru, from 19 to 23 March 2018.

This event is aimed to continue with the update and harmonization of contingency plans according to Annex 11 of ICAO and subscription of ATS letters of agreement. The objectives and requirements, as well as the participant's profile to be considered in order to ensure the achievement of the expected objectives, are detailed under **Attachment A**.

For a further analysis of the matters to be dealt with, I am pleased to attach the draft Agenda and corresponding explanatory notes, as well as the tentative work programme (**Attachment B**). I will highly

appreciate your comments or agreement with same.

In the **Attachment C** you may find general information regarding the working language and documentation, as well as the financing alternatives to participate in this event.

According to the aforesaid, I am pleased to invite your Administration to design representative(s) to participate in this event, by submitting, if applicable, the attached registration form (**Attachment D**) duly filled out for each participant, by e-mail (icaosam@icao.int), no later than **05 March 2017**.

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

Messrs. Fernando Hermoza Hübner, ATM/SAR Regional Officer (fhermoza@icao.int), and/or Roberto Sosa España (rsosa@icao.int), ANS & SFTY Regional Officer, remain at your disposal for any consultation or advice you may have.

Accept, Sir, the assurances of my highest consideration.



Oscar Quesada-Carboni
Acting 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
Mr. Carlos Cirilo, Regional Director, Safety and Flight Operations, The Americas, IATA
Mrs. Carole Couchman, Senior Technical Officer, IFALPA
RLA/06/901 Project Focal Points

ATTACHMENT A

REGIONAL PROJECT RLA/06/901 WORKSHOP/MEETING ON ATS FOR CONTINGENCY PLANS AND LETTERS OPERATIONAL AGREEMENT (ATS/CONT/PLAN)

(Lima, Peru, 19 to 23 March 2018)

OBJECTIVES AND REQUIREMENTS

This meeting aims to provide a forum for delegates of participating States / Territories to meet with their counterparts and jointly discuss the necessary arrangements to obtain plans ATS contingency properly harmonized contribute to the safety of operations and allow cope with the volume of air traffic in the event of total or partial interruption of air traffic services and / or corresponding support services.

In this regard, Annex 11 contains in its Attachment C the material related to the preparation and application of ATS Contingency Plans, which particularly requires the need to consult with other interested States in order to agree, if necessary, on the routing of transit, or the establishment of a network of simplified routes or other relevant actions.

PROFILE OF THE PARTICIPANTS

The profile of the participants is highly relevant and should correspond to the subject matter, and should be designated with the appropriate level of authority to develop, update and subscribe, during the Workshop / Meeting, the letters of agreement related to the implementation of the plans of contingency and ATS coordination, considering:

- a) Planning officers and / or specialists in Air Traffic Management, with domain of the ATS airspace organization; I
- b) Heads and / or Supervisors of air traffic services, who, in addition, are familiar with the situation of the communications, navigation and surveillance systems of the State / Territory.

In order to be able to achieve the expected results, it is important that the participants present to the Meeting, a Note in which the current situation of the State's Contingency Plan is analyzed, including the aspects on its dissemination and examined, if applicable, the recent background on degradation of the ATS service. It is also important to include the updated content of the contingency plan and simplified route network, identifying the coordination and harmonization needs to be addressed at the Meeting.

In this regard, please send this information to this Regional Office, no later than **March 5, 2018. Documents that cannot be sent until that date must be provided in both languages** (English and Spanish) by the Administration / Organization that presents them.

ATTACHMENT B

**REGIONAL PROJECT RLA/06/901
WORKSHOP/MEETING ON ATS FOR CONTINGENCY PLANS AND LETTERS
OPERATIONAL AGREEMENT
(ATS/CONT/PLAN)**

(Lima, Peru, 19 to 23 March 2018)

PROVISIONAL BUSINESS ORDER

- Agenda Item 1: Documentation available for the preparation of contingency plans
- Agenda Item 2: Presentation by the States of the available contingency plans
- Agenda Item 3: Harmonization of contingency plans between the States involved
- Agenda Item 4: Catalog of ATS Contingency Plans
- Agenda Item 5: Volcanic Ash Contingency Plan and Contingency Plan for Natural Disasters and / or Catastrophic Events
- Agenda Item 6: Other matters

EXPLANATORY NOTES

Agenda Item 1: Documentation available for the preparation of contingency plans

In this matter of the agenda, the meeting will be able to analyse the standards and the documentation available for the elaboration of the contingency plans..

Agenda Item 2: Presentation by the States of the available contingency plans

The States will present their respective contingency plans through Study Notes.

Agenda Item 3: Harmonization of contingency plans between the States involved

In this issue of the agenda and under the methodology of bilateral or multilateral working meetings, the participating States may jointly evaluate with their adjacent States the contingency plans in order to finalize the harmonization of the same.

Agenda Item 4: Catalog of ATS Contingency Plans

In this matter and based on the work done in the previous cases, the meeting may complete the catalog of ATS contingency plans.

Agenda Item 5: Volcanic Ash Contingency Plan and Contingency Plan for Natural Disasters and / or Catastrophic Events

In this issue, the States may analyze aspects of the dissemination and application of the Volcanic Ash Contingency Plan and plan the activities required for the preparation of the Contingency Plan for natural disasters and / or catastrophic events.

Agenda Item 6: Other matters

In this case, other issues related to the contingency plans that have not been reviewed in the matters of the agenda may be examined.

TENTATIVE WORK PROGRAMME

Week of 19 to 23 March 2018

HOUR	Monday 19	HOUR	Tuesday 20	Wednesday 21	Thursday 22	HOUR	Friday 23
0830 0900	Registration of participants	0830 0945	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Report by Ad Hoc Groups	0830 0900	Review of the Final Report
0900 0920	Opening Ceremony					0900 0915	
0920 0945	Overview of the Meeting/Workshop					0915 1000	
0945 1015	Coffee Break	0945 1015	Coffee Break	Coffee Break	Coffee Break	1000 1015	Coffee Break
1015 1215	Plenary Session Agenda Item 1	1015 1215	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Report by Ad Hoc Groups	1015 1100	Review of the Final Report
1215 1315	Lunch	1215 1315	Lunch	Lunch	Lunch	1200 1300	Closing ceremony
1300 1345	Plenary Session Agenda Item 2	1315 1415	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Agenda Item 4		
1345 1430	Plenary Session Agenda Item 2	1415 1515	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Agenda Item 3 by Ad Hoc Groups	Plenary Session Agenda Items 5 and 6		

ATTACHMENT C

REGIONAL PROJECT RLA/06/901 WORKSHOP/MEETING ON ATS FOR CONTINGENCY PLANS AND LETTERS OPERATIONAL AGREEMENT (ATS/CONT/PLAN)

(Lima, Peru, 19 to 23 March 2018)

GENERAL INFORMATION

Language and documentation:

Please note that event will be conducted in Spanish, with simultaneous English interpretation only if sufficient English speaking participants provide registration no later than **05 March 2018**.

Information papers will be presented only in their original language, unless their authors provide translated versions.

Documentation of the event, as working and information papers will be published as soon as available at the ICAO South American Regional Office's website: <http://www.icao.int/SAM>. There is no plan to distribute documentation during the event, so it is recommended that participants have it printed or on a laptop.

FINANCING ALTERNATIVES

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

- a) Two (2) fellowships sponsored by Regional Project RLA/06/901 for each State participating in this Project that does not count on the following alternative, having the interested Administration to assure that the nominee(s) meets the profile indicated in Attachment A and provide the air tickets to and from the host country; or
- b) Fellowships from a national ICAO Technical Cooperation Project approved for your State;
- c) Own resources of your Administration, in the lack of any of the previous alternatives.

For participants who require a fellowship, the *ICAO Fellowship Nomination Form* is attached, in order to be completed and submitted to this Regional Office no later than **26 February 2018**.