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منظمة الطيران
المدني الدولي

国际民用
航空组织

LN 3/20.1 – SA5782

Lima, 27 December 2017

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

Subject: **RLA/03/901 REDDIG – Twenty First Meeting of the REDDIG Coordination Committee (RCC/21)** (Lima, Peru, 26 - 28 March 2018)

Action
required: Submit papers by 26 February 2018

I have the honor to refer to RLA/03/901 Regional Project - *REDDIG Management System and Administration of the Satellite Segment*, to invite your Administration to the Twenty First Meeting of the REDDIG Coordination Committee (RCC/21), to be held in Lima, Peru, from 26 to 28 March 2018 in the ICAO South American Regional Office premises.

During the RCC/21 Meeting, the activities undertaken by the project since the Twentieth Meeting of the REDDIG Coordination Committee (RCC/20), held in Lima, Peru from 21 to 23 March 2017, the activities to be carried out in 2018, the financial situation of the project, the approval of the 2018 budget and the annual project evaluation, will be presented.

I am glad to attach to this letter, the provisional Agenda and Schedule (**Attachment A**) with the topics to be discussed during Meeting, appreciating your comments in this regard; the Information Paper IP/01 (**Attachment B**) containing general information; and, the Registration Form (**Attachment C**).

I would appreciate receiving a confirmation on the participation of your delegates, by sending to this Office the attached Registration Form duly completed for each delegate, no later than **26 February 2017**.

The documentation will be issued in due course on the website of this Office, www.icao.int/SAM and will not be printed nor distributed during the meeting, being desirable that the delegates take them physically or by electronic means.

Were you to require further information, please contact Mr. Onofrio Smarrelli, CNS Officer, ICAO SAM Regional Office (osmarrelli@icao.int / +51-1 6118686).

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



Oscar Quesada-Carboni
Acting Regional Director
ICAO South American Office
Lima

Enclosures

As indicated

cc: Mr. Claude Miquel, Deputy Director, Antilles-Guyane, French Antilles
Mr. Michel Areno, 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
ICAORD Mexico (for retransmission to Trinidad & Tobago)

ATTACHMENT A

**RLA/03/901 Regional Project
REDDIG Management System and Administration of the Satellite Segment**

**TWENTY FIRST MEETING OF THE COORDINATION COMMITTEE (RCC/21)
(Lima, Peru, 26 to 28 March 2018)**

PROVISIONAL AGENDA

- Agenda Item 1: Approval of the agenda and of the meeting schedule
- Agenda Item 2: Review of the report of the Twentieth Meeting of the Coordination Committee
- Agenda Item 3: Report of the activities carried out to date since the last meeting of the Coordination Committee
- Agenda Item 4: Work plan for 2018
- Agenda Item 5: Financial situation of the project and approval of the budget
- Agenda Item 6: Annual project evaluation
- Agenda Item 7: Other matters

EXPLANATORY NOTES TO THE PROVISIONAL AGENDA

Agenda Item 1: Approval of the agenda and of the meeting schedule

The Coordination Committee will consider and approve the provisional agenda and meeting schedule proposed by the Secretariat for its Twenty First Meeting.

Agenda Item 2: Review of the report of the Twentieth Meeting of the Coordination Committee

The Committee will review, for approval, the report of its Twentieth Meeting (RCC/20) held in Lima from 21 to 23 March 2017. Likewise, the Committee will analyze the status of implementation of conclusions formulated during said meeting, as well as of conclusions in force from previous meetings.

Agenda Item 3: Report of the activities carried out to date since the last meeting of the Coordination Committee

The Committee will analyze the activities carried out since its last meeting regarding:

- a) Follow-up to REDDIG II performance;
- b) REDDIG II training programme; and
- c) New REDDIG II services and activities.

Agenda Item 4: Work plan for 2018

The Committee will analyze the work programme for 2018:

- a) New REDDIG II activities and services;
- b) New MEVAIII / REDDIG II activities and interconnection services; and,
- c) Training programme for 2018

Agenda Item 5: Financial situation of the project and approval of the budget

The Committee will consider the status of the cost-sharing contributions to the project and a summary of the obligations assumed during 2017, as well as the project budget for 2018 for approval.

Agenda Item 6: Annual project evaluation

The Committee will take note of the project's situation at the end of the year, including the management and outputs indicators, as well as the monitoring and control of the project with regard to the approved work plan for 2017, shown in the corresponding forms, concluding with the review of the survey conducted among participant States concerning their annual project evaluation.

Agenda Item 7: Other matters

Under this agenda item, the Committee could analyze any other related issues deemed appropriate.

RLA/03/901 Regional Project
REDDIG Management System and Administration of the Satellite Segment

Twenty First Meeting of the REDDIG Coordination Committee (RCC/21)
(Lima, Peru, 26 - 28 March 2018)

PROVISIONAL TIMETABLE

HOUR	Monday 26 March 2018	HOUR	Tuesday 27 March 2018	HOUR	Wednesday 28 March 2018
08:30 09:00	Registration	09:00 10:30	Review of Agenda Item 4	09:00 10:30	Review of Report
09:00 09:15	Opening				
09:15 09:30	<i>Coffee break</i>	10:30 10:45	<i>Coffee break</i>	10:30 10:45	<i>Coffee break</i>
09:30 12:30	Review of Agenda Items 1 and 2	10:45 12:15	Review of Agenda Item 5	12:00	Closing
12:30 13:30	<i>Lunch break</i>	12:15 13:00	<i>Lunch break</i>		
13:30 15:00	Review of Agenda Item 3	13:00 14:00	Review of Agenda Items 6 and 7		

ATTACHMENT B

RLA/03/901 Regional Project REDDIG Management System and Administration of the Satellite Segment

Twenty First Meeting of the REDDIG Coordination Committee (RCC/21) (Lima, Peru, 26 - 28 March 2018)

INFORMATION PAPER General Information (Presented by the Secretariat)

1. Site and dates

The Twenty First Meeting of the REDDIG Coordination Committee (RCC/21) will be conducted in the ICAO South American (SAM) Regional Offices premises in Lima, Peru, from 26 to 28 March 2018. Since we count with two conference rooms, it will be appreciated that upon arriving in the Office, you verify where the event will take place – Floor 3 or 4.

2. Coordinator

Mr. Onofrio Smarrelli, RO/CNS
ICAO SAM Regional Office
Tel: +511 611-8686
E-mail: icaosam@icao.int; osmarrelli@icao.int

Mrs. Veronica Chavez, RO/TAO
ICAO SAM Regional Office
Tel: +511 611-8686
E-mail: sam_tc@icao.int; vchavez@icao.int

3. Participants Registration

Participants should register on Monday, 26 March 2018, from 08:30 to 09:00 hours.

4. General information

Found in the “General Information”, “Weather” and “Hotels” sections in the ICAO SAM Regional Office website, http://www.icao.int/SAM/Pages/ES/default_ES.aspx, English, left column, under “About SAM”.

5. Passport, visa and vaccination requirements

To enter the country, an updated passport and visa are required; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please note that it is not possible to obtain entry visas upon arrival in Peru. Will appreciate you also verify whether yellow-fever or any other vaccination is required.

6. Documentation

The documentation will be posted on the ICAO SAM Regional Office website, http://www.icao.int/SAM/Pages/ES/default_ES.aspx, English, left panel, *under South American (SAM) Office, Meetings*, and participants should check our website frequently to download the documentation. All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the meeting venue; there will be no hard copies available for distribution.

ADJUNTO C / ATTACHMENT D

**Proyecto Regional RLA/03/901- Sistema de Gestión de la REDDIG y Administración del Segmento Satelital /
Regional Project RLA/03/901 - REDDIG Management System and Administration of the Satellite Segment**

**Vigésima Primera Reunión del Comité De Coordinación (RCC/21)
Twenty First Meeting of the Coordination Committee (RCC/21)**

(Lima, Perú, 26 al 28 de marzo de 2018 / Lima, Peru, 26 to 28 March 2018)

FORMULARIO DE REGISTRO / REGISTRATION FORM

Participaré en RCC/21
Will participate in RCC/21

1. Estado/*State:*

Organismo/*Organization:*

2. Nombre/*Name:*

3. Cargo/*Position:*

4. Participa como / *Participates as:*

Delegado/
Delegate

Asesor/
Adviser

Observador/
Observer

5. Dirección oficial /
Business address:

6. Tel.: _____

E-mail: _____

7. Hotel o dirección en la
ciudad/
Hotel or local address:

8. Información de vuelo/
Flight information:

Vuelo de llegada/ fecha/ hora/
Arrival flight/ date/ hour:

Vuelo de salida/ fecha/ hora/
Departure flight/ date/ hour:

Firma /
Signature:

Fecha /
Date:

Por favor envíe este formulario a: / Please return this form to: icaosam@icao.int