



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/3A.78– SA094

Lima, 18 March 2019

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)

Twelfth Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/12)

Lima, Peru, 3 to 7 June 2019

Action

required: Take note and confirm participation no later than **2 May 2019**

Dear Sir,

I have the honour to inform you that following the activities for the transition of AIS to AIM, the Twelfth Multilateral Meeting of the SAM Region (SAM/AIM/12) will be held at the ICAO South American Regional Office premises, in Lima, Peru, from 3 to 7 June 2019.

The objective of this meeting is to continue supporting States in preparing the implementation of Phase 2 of the “ICAO Roadmap for the transition from AIS to AIM”, as well as to follow-up GREPECAS AIM projects and States’ action plans to achieve this transition. The meeting is also held annually to review the progress of the implementations in relation to the Roadmap for the transition from AIS to AIM. Additionally, the status of the implementation of Contingency Plans of NOTAM Data Banks, the resolution of deficiencies in the AIM area, the implementation processes of the new requirements introduced by the successive amendments to Annex 4 and Annex 15 of the ICAO, the new PANS-AIM, and an analysis of the AIM in the context of the GANP in its proposal for the sixth edition.

It is recommended that the delegates assigned to participate in this meeting be experts directly involved in the implementation of a Quality Management System in the AIS (QMS), in the management of Electronic Terrain and Obstacle Data (e-TOD), as well as in the aeronautical information/data exchange (AIXM), and ICARD management.

The meeting will be conducted in Spanish, with English simultaneous interpretation service **only** if confirmation of English speaking participants is received at this Regional Office **no later than 2 May 2019**.

Under **Attachment A** you will find the Draft Agenda and corresponding explanatory notes to be discussed during the meeting. The general information on the venue of the meeting can be found in ICAO SAM Office website, <http://www2010.icao.int/SAM/>. As well, other documentation related with the event will be published in the 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 a laptop, or print the related documentation. For more detailed information, a mnemonic record of the Meeting is included as **Attachment C**.

If your Administration may wish to present documents on the agenda items, I will appreciate submitting them to this Regional Office before **2 May 2019**, in order to have sufficient time for their translation and edition. The documentation received after this date, should be prepared in both languages by the Administration that presents it. Information papers will be presented in its original language only, unless their authors facilitate translated versions. The templates of working and information papers will be published in the ICAO SAM Office website: <http://www2010.icao.int/SAM/>, option *Meetings*.

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

- a) One Fellowship (01) sponsored by Regional Project RLA/06/901, having one fellowship for each member State of this project, having the interested Administration to provide the air tickets to and from the host country to participant.
- b) Fellowships from a national ICAO Technical Cooperation Project approved by your State;
or
- c) Own resources of your Administration, in the lack of any of the previous alternatives.

For participants who require a fellowship from Project RLA/06/901, the ICAO fellowship nomination form is also attached (**Attachment D**), and must be completed and submitted to this Office no later than **2 May 2019**.

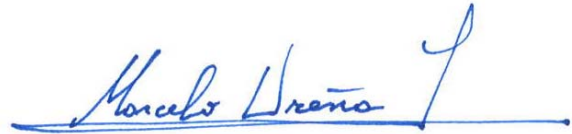
It is worth mentioning that this event has been possible thanks to the contribution of your State to Regional Project RLA/06/901, taking into account that part of the annual quota that was sent to the International Civil Aviation Organization (ICAO), has an item established for this purpose.

In such sense, administrations are encouraged to present information or working papers on the progress in the implementation of e-TOD and AIXM, on the training plans for Phase II of the transition from AIS to AIM, as well as on the adjustment of QMS/AIM to version 2015 of ISO 9001, and implementation of the PANS-AIM.

Considering the above, and in view of the importance of the issues to be discussed to continue the development of an adequate transition from AIS to AIM, I am pleased to invite your Administration to nominate participants to attend this meeting, by submitting the attached registration form (**Attachment B**), duly filled out for each delegate, by e-mail to icaosam@icao.int), until **2 May, 2019**.

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

Accept, Sir, the assurances of my highest consideration.



pp Fabio Faizi Rahnemay Rabbani
Regional Director
ICAO South American Office
Lima

Enc: *As indicated*

cc: Mr. Claude Miquel, Deputy Director, Antilles-Guyane, French Antilles
Mr. Frédéric Danloux, 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, Director of Civil Aviation Department, Suriname
Mr. Anjulio R. Wolf, 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

Attachment A

TWELFTH MULTILATERAL MEETING OF THE SAM REGION FOR THE TRANSITION FROM AIS TO AIM (SAM/AIM/12)

Lima, Peru, 3 to 7 June 2019

DRAFT AGENDA

- Agenda Item 1: AIM Global Strategy**
- Agenda Item 2: Implementation of the Quality Management System in AIM units (QMS/AIM)**
- Agenda Item 3: NOTAM Contingency Plans, AIM deficiencies and ICARD system**
- Agenda Item 4: Analysis of objectives, metrics and dates for the implementation of elements of the BO-DAIM, B1-DAIM and B1-SWIM**
- Agenda Item 5: Follow-up to the implementation of Amendment to Annex 15 – Aeronautical Information Services and PANS-AIM**
- Agenda Item 6: Follow-up to the Conclusions of GREPECAS/18 and Recommendations of the AN/Conf-13 related to AIM.**
- Agenda Item 7: Implementation of systems for the exchange of Aeronautical Information and Aeronautical Data**
- Agenda Item 8: Other business**

EXPLANATORY NOTES

Agenda Item 1: AIM Global Strategy

In this part of the agenda, we will analyze the Implementation Strategy of the AIM prepared by the ICAO Headquarters, the new structures of the AIS Documentation, and the items at which the SAM Region could support this initiative.

Agenda Item 2: Implementation of the Quality Management System in AIM units (QMS/AIM)

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. Methods of assessment and management of risk and opportunities will be analyzed in the context of the 2015 Version of the AIS Standard in addition to the Action Plans of the States that have not yet completed the implementation of the QMS/AIM. The States will be invited to present the experiences related to the implementations of the QMS/AIM, specifically in relation to continuous improvement.

Agenda Item 3: NOTAM Contingency Plans, AIM deficiencies and ICARD system

Under this agenda item, the current status of AIM deficiencies, the NOTAM contingency plans and the current status of the codes and route designators used in the SAM Region and found in the ICARD System will be analyzed. The actions taken to correct the deficiencies shall be analyzed, as well as the measures implemented to avoid the duplication of the 5LNC codes of the ICARD System. Additionally, workshops will be held for the correct use of the new ICARD platform. The actions will be analyzed to correct the problems of code duplication, as well as the route designators. Likewise, emphasis will be placed on the steps to follow for the codes requests. Additionally, NOTAM Contingency Plans will be analyzed, as well as their updates. States are invited to submit Working or Information Papers on the actions carried out in the context of the three issues.

Agenda Item 4: Analysis of objectives, metrics and dates for the implementation of elements of the B0-DAIM, B1-DAIM and B1-SWIM

Under this agenda item, the bases of the national plans for the implementation of the digital phase within the Block B0-DAIM, B1-DAIM, B1-SWIM of the ASBU will be established. The proposal of the GANP-Sixth Edition in relation to the AIM, will be analyzed, as well as a draft of the Vol. III of the CAR/SAM e-ANP related to the AIM. Also, the training plans for Phase 2 of the Transition Roadmap from AIS to AIM, will be analyzed. States are invited to submit Working or Information Papers on their implementation plans for modules B0-DAIM, B1-DAIM and B1-SWIM.

Agenda Item 5: Follow-up to the implementation of Amendment to Annex 15 – Aeronautical Information Services and PANS-AIM

Under this agenda item, the implementation of new requirements included in the amendment to Annex 15, will be followed up, as a consequence of the new PANS-AIM and due to the amendment of other related Annexes.

Agenda Item 6: Follow-up to the Conclusions of GREPECAS/18 and Recommendations of the AN/Conf-13 related to AIM.

Under this agenda item, the implementation of the conclusions of GREPECAS/18 and recommendations issued by the Thirteenth Air Navigation Conference related to the AIM, will be followed up.

Agenda Item 7: Implementation of systems for the exchange of Aeronautical Information and Aeronautical Data

In this agenda item, the status of the GREPECAS G2 Project will be reviewed on the implementation of systems for the exchange of information and data through protocols. The AIXM documentation and the Action Plan to carry out the Implementation Project will be analyzed. The results of the message exchange tests will be evaluated through this protocol. Additionally, an analysis will be carried out on the importance of AIXM for interoperability.

Agenda Item 8: Other business

Under this agenda item, the Meeting may examine other aspects that have not been considered in the previous items and that are related to the topics under analysis.



**ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
Oficina Regional Sudamericana**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
South American Regional Office**

Duodécima Reunión Multilateral AIM de la Región SAM para la transición del AIS a la AIM

Twelfth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM

(SAM/AIM/12)

Lima, Perú, 3 – 7 junio / June 2019

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/State: _____

2. Nombre/Name: _____

3. Cargo/Position: _____

4. Dirección oficial/
Official Address: _____

6. Tel.: _____ Fax: _____ E-mail: _____

7. Hotel o dirección en la
ciudad/Hotel or address
in the city: _____

8. Información de vuelo/
Flight information: Vuelo llegada/ fecha/ hora
Arrival flight/date/time: _____

Vuelo salida/ fecha/ hora
Departure flight/date/time: _____

Firma: _____ Fecha: _____



Attachment C

ICAO SOUTH AMERICAN REGIONAL OFFICE

MNEMONIC RECORD –AIM 01

Twelfth Multilateral Meeting of the SAM Region for the transition from AIS to AIM 3-7 June 2019	
Regional strategy for the implementation of AIM in the SAM Region	<ul style="list-style-type: none"> ✓ Up to December 2022, promote and thrust the implementation of the 21 steps of the three phases of the Transition Roadmap from AIS to AIM ✓ Up to December 2023, promote and thrust the implementation of the necessary infrastructures for the management of all aviation information in the SWIM environment. ✓ Continuous tasks: <ul style="list-style-type: none"> a) Monitor the implementation of the Contingency Plans of the NOTAM Banks. b) Monitor the rectification of deficiencies in the AIS/AIM area.
Objective of the Meeting	Continue supporting the States in the preparation of the implementation of Phase 2 of the "Roadmap for the transition from AIS to AIM of ICAO", as well as follow up on the GREPECAS AIM projects and on the action plans of the States to carry out this transition.
Activities carried out by the SAM Region on the implementation of the transition roadmap from AIS to AIM	<ul style="list-style-type: none"> ✓ Lima, Peru, 2015, Seminar on AIXM. ✓ Lima, Peru, 2016, Seminar on Data Bases for electronic AIP (e-AIP) ✓ Lima, Peru, 2017, Seminar on e-TOD. ✓ Lima, Peru, 2017, Seminar on SWIM and XML Messages. ✓ Lima, Peru, 2018, Seminar on PANS-AIM
Current situation of the SAM Region related to the implementation of the transition roadmap from AIS to AIM	<p>With regard to the Roadmap, the first phase has been completed by almost all States, except for a few steps. There are six States that have not completed such steps.</p> <p>With regard to phase 2, there are seven States that have advanced digitization of their databases.</p> <p>Note: The greatest weakness at this point is the implementation of e-TOD. Only three States have made important progress on this point. In relation to the Contingency Plans of NOTAM Bank, three States have not yet implemented them.</p>

<p>Nature of the event</p>	<p>The Multilateral SAM/AIM Meeting is carried out annually to review the progress of the implementations related to the transition roadmap of the AIS to AIM. Additionally, the status of the implementation of Continuity Plans of NOTAM Data Banks, the resolution of deficiencies in the AIM area, and the implementation processes of the new requirements introduced by the successive amendments to Annex 4 and Annex 15 of the ICAO, are analyzed.</p>
<p>Competences that the event will generate</p>	<p>The Meeting provides the opportunity for attendees to take note of opportunities for improvements in the implementation of the AIS/AIM. Likewise, the staff that attends the meetings will take note of the updates of the Contingency Plans of the NOTAM Banks and of the new implementations required by the area Annexes.</p>
<p>Profile of the participants</p>	<ul style="list-style-type: none"> ✓ Personnel responsible for the preparation of regulations for the provision of AIS/AIM services. ✓ Personnel responsible for the provision of AIS/AIM services. ✓ ICT staff that provides support for the development of AIM through the digitalization of AIS data and the management of AIS data in the digital environment
<p>Next steps in the development of the strategy</p>	<p>In accordance with the terms of the regional strategy:</p> <ul style="list-style-type: none"> ✓ as ICAO adopts the SARPs related to digitization, support and promote the development of the same; ✓ once ICAO has finalized the PANS and SARPs related to the SWIM, support and promote the implementation of the necessary infrastructure, as well as the implementation of the standard information exchange models for the different domains. ✓ Continue to monitor the implementation of the NOTAM Bank contingency plans and the resolution of deficiencies in the AIS/AIM area.
<p>Contact staff in the SAM Office</p>	<p>Mr. Jorge Armoa Regional Officer AIM/MET ICAO South American Regional Office jarmoa@icao.int</p>



**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

NOTE: This form should be completed and signed by all parties concerned and forwarded to the appropriate ICAO office under cover of an official Government request at least three months prior to the starting date of the proposed training programme.

PART I – NOMINATION BY GOVERNMENT

The Government of *Enter name of Government* hereby:

1. Nominates: *Enter full name as it appears on nominee's passport* for an ICAO fellowship in the field of *Enter field* (please identify main Field of Training in accordance with the ICAO Course Numbers).
2. Requests the following programme of training under this fellowship:

(List in chronological sequence the various stages of training or study envisaged and, if necessary, identify the level as *ab initio*, advanced, refresher, further specialization, familiarization tour, on-the-job training (OJT), etc.

Host Country(ies)	Training Institute(s) (firms/organizations)	Specific Courses	Period		Duration (weeks)
			from	to	

Total duration

3. Requests that this fellowship be financed under the technical co-operation programme:

Project No.: *Enter Project No.*

Post No.: *Enter Post No.*

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

4. Declares that the objectives of this fellowship are:

List objectives of fellowship

5. Agrees that it will assume responsibility for the nominee’s transportation costs (airfare) to and from host country(ies).
 Requests that the nominee’s transportation costs (airfare) to and from host country(ies) be provided by the Project.

6. Certifies that:

- a) the nominee is obligated to return to his/her country, on completion of the fellowship programme, for duty assignment in civil aviation for a minimum period of *Select period of time*.
- b) the nominee’s employment status, rights, salary and seniority will not be adversely affected, during the period of his/her absence, under the fellowship.
- c) all sections of this Nomination Form have been duly completed and the Nominee is suitable for the proposed Training Programme.
- d) nominee is/will be in possession of a valid passport and necessary visas which do not expire before the termination date of the Fellowship.

Date: Enter Date

Signature of Civil Aviation Authority

Name: _____

Title: _____

OBSERVATIONS BY ICAO PROJECT MANAGER/MISSION CHIEF

I certify that all sections of this Nomination Form have been duly completed and the Nominee is suitable for the proposed Training Programme.

Date: Enter Date

Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

PART II – NOMINEE’S PERSONAL HISTORY					
1. Name:			2. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
3. Date of Birth: (Day/Month/Year)					
4. Private address/city of residence:					
5. Electronic mail:					
6. Nationality:					
7. Language Ability:					
a) Mother tongue: Enter language of mother tongue					
b) Language(s) used in Primary and Secondary School: Enter language of education					
c) Other language(s) of which nominee has a working knowledge: Enter other language					
d) Language(s) to be used in proposed fellowship programme: Enter language of programme					
8. School Education Record:					
Name/Town/Country of School(s)		Period		Grade completed and certificate acquired	
		from	to		
9. College/University Education Record:					
(If you have graduated with a diploma or degree, indicate under “subject(s) studied” only the major subject(s) studied. Otherwise, indicated all the subjects studied.)					
Name of College/University	Subject(s) Studied	Period		Degree/Diploma Acquired	
		from	to		
10. Technical and/or Specialized Training Record:					
(Same as for 9. above. List and identify any previous ICAO fellowship training.)					
Name and Place of Training Institute	Subject(s) Studied	Period		Duration (weeks)	Diploma/Cert. Acquired
		from	to		

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

11. Employment Record
(indicate last five years and/or last two positions)

Employer (name of firm/org.)	Position Last Held	Period		Duties and Responsibilities
		From	to	

12. Nominee’s statement:

- (i) I understand that the ICAO fellowship will not become effective and no travel can be undertaken until I receive written notification and instructions of the award from ICAO.
- (ii) Should I be awarded this fellowship, I hereby undertake to:
 - a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO fellowship;
 - b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by ICAO and by the designated institution in the country of study;
 - c) Refrain from engaging in political, commercial, or any activities detrimental to the host country;
 - d) Submit reports as required by ICAO and comply with all ICAO instructions; and,
 - e) Return to my country, on termination of my fellowship programme, and apply my newly acquired knowledge to further the development of civil aviation in my country.

I certify to the best of my knowledge that all the information given above is true in all respects.

Date: Enter Date

Nominee’s Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

PART III – LANGUAGE TEST RESULTS

NOTE:

This test is only required if the language to be used during the proposed training is not the mother tongue of the nominee or is not the language used in primary, secondary or college level schools where the nominee acquired his/her education (see PART II – items 7, 8 and 9). The test should be conducted at a language school, university or local Embassy/Council.

Name of institution conducting the examination:

Nominee's name:

Language for which test was set:

1. Understanding (check as appropriate):

- a) Understands without difficulty when addressed at normal speed.
- b) Understands nearly everything at normal speed although occasional repetition may be necessary.
- c) Understands almost everything if addressed slowly and carefully.
- d) Requires frequent repetition and/or translation of words and phrases.
- e) Does not understand even the simplest conversation.

2. Speaking (check as appropriate):

- a) Speaks fluently, accurately and is easily intelligible.
- b) Occasionally makes errors which do not, however, obscure meaning.
- c) Makes frequent errors which occasionally obscure meaning.
- d) Speaks with so much difficulty that comprehension is difficult.
- e) Errors in speech so severe as to make comprehension virtually impossible

3. Reading (check as appropriate):

- a) Reads fluently with full comprehension.
- b) Reads slowly but understands almost everything he/she reads.
- c) Reads with difficulty; often consults the dictionary.
- d) Cannot understand what he/she reads.

4. Writing (check as appropriate):

- a) Writes with ease and accuracy.
- b) Writes with few mistakes; can be understood.
- c) Writes with difficulty and makes frequent mistakes.
- d) Cannot write.

CONCLUDING REMARKS

Would this person be able to follow a technical course in this language? Yes No

Date: Enter Date Signature of examiner:

Name (type or print):

AFFIX OFFICIAL SEAL OR STAMP

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
FELLOWSHIP NOMINATION FORM**

PART IV – MEDICAL REPORT													
<p>NOTES:</p> <ol style="list-style-type: none"> 1) It is essential that the nominee be healthy and free of any sickness which may require further examination and/or treatment during the tenure of the Fellowship. The Fellow and/or his/her Government will be responsible to pay for any medical expenses incurred by the Fellow for sickness existing prior to the starting date of Fellowship. 2) The nominee must undergo a medical examination conducted by a registered medical practitioner. Medical papers (examination, laboratory or x-ray results, etc.) should not be forwarded unless requested. 3) Flight crew members and Air Traffic Controllers who are to undergo training to obtain or renew a license must provide a copy of their medical certification in lieu of this medical report. 													
<p>The undersigned, Dr. <i>Enter name of Dr. having completed the medical examination of nominee</i> <i>Enter name of Dr. whose photograph appears above</i>, certifies the following:</p>													
<p>The Nominee:</p> <ol style="list-style-type: none"> 1) is physically able to travel abroad: 2) is mentally and physically able to carry out intensive studies: 3) is free from infectious diseases: 4) has good hearing: 5) has good eyesight: 6) is free from ailments that require treatment or periodic medical examination during the proposed duration of the fellowship programme: 	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Yes</th> <th style="width: 50%; padding: 5px;">No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Additional comments by Medical Practitioner:</p>													
<p>Date: <i>Enter Date</i></p>	<hr style="border: 0.5px solid black; margin-bottom: 5px;"/> <p>Signature of Medical Practitioner</p> <p>AFFIX OFFICIAL SEAL OR STAMP (to be affixed across photograph also)</p>												