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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LN3/24.1 – SA5073

Lima, 18 March 2021

To: Mr. M. Thierry Buttin, Regional Director of Civil Aviation Authority (DSAC)  
for French Antilles and French Guiana  
Mr. Philippe Versi, Regional Director, West Indies and French Guiana  
Lt. Col. Egbert Field, Guyana Civil Aviation Authority  
Mr. Albert E. Jubithana BBA, Minister of Transport Communication and Tourism, Suriname

Subject: **Project RLA/06/901 - Virtual Seminar on "Ground Handling" at Airfields**  
(Virtual platform, April 21, 2021)

Required  
action: Confirm participation no later than April 10

Dear Sir/Madam:

I wish to refer to the 2021 programme of activities adopted at the Fourteenth Meeting of the Coordination Committee of the RLA/06/901 Regional Project (RCC/14, Virtual, 1 December 2020), which included the implementation of activities as part of the action plan for improvements in the design and management of aerodromes developed.

In this regard, I am pleased to invite your Administration to participate in the Virtual Seminar on "Ground Handling" at Aerodromes" to be held on April 21, 2021, which aims to inform participants about regional challenges and opportunities regarding ground handler management processes or ground assistance teams, their incorporation into airport processes and their impact on safety. This event is being coordinated with the support of ICAO headquarters and international organizations participating in the drafting of ICAO's new Ground Handling Manual: IATA, ACI LAC and the Airports Services Association (ASA).

To ensure the fulfillment of the objectives of the event, the participation of AGA specialists who are responsible for the certification and monitoring of aerodromes, in addition to those specialists in their organization in charge of monitoring the processes of providing aircraft ground assistance, is essential.

It is recommended that the Authority coordinate the participation in the seminar of its airport operators, ground assistance companies and airlines of its State in order to promote the complete implementation of these management processes.

The Seminar will be delivered in Spanish and English languages and will have simultaneous interpretation services. The tentative agenda is included as **Attachment A**; updated versions of this agenda as well as supplementary discussion material will be posted on the event's website at

<https://www.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2021-RLA06901-GHANDLING>

The opening session will be held on April 21, 2021 from 14:00 UTC (09:00 Lima time). To register for this event, nominees can access the following link:

[https://icao.zoom.us/webinar/register/WN\\_Se0iYN6NSTKWk1DHkR2Q-g](https://icao.zoom.us/webinar/register/WN_Se0iYN6NSTKWk1DHkR2Q-g)

It is important that they register as soon as possible. After registration, you will receive an email with the link to enter the meeting. For the first day of the Seminar, I will appreciate entering 20 minutes before the time to verify that no technical problems arise. It should be noted that the ICAO Zoom account requires the user to have a Zoom account for participation.

Mr. Fabio Salvatierra, Regional Officer of Aerodromes and Ground Aids (AGA) ([fsalvatierra@icao.int](mailto:fsalvatierra@icao.int)), is at your disposal if you require any additional information about this event.

Accept, Sir/Madam, the assurance of my highest consideration

Yours Sincerely,

The image shows a handwritten signature in black ink over a blue circular logo. The logo features a globe with the text 'ICAO OACI ICAO' at the top and 'INTERNATIONAL CIVIL AVIATION ORGANIZATION' around the bottom. The signature is written in a cursive style.

Fabio Faizi Rahnemay Rabbani  
Regional Director  
ICAO South American Office  
Lima

**Attachments:**

-Agenda Attempt

cc: Mr. Patrick Pezzeta, 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  
Mr. Damien Cazé, Director General of Civil Aviation, France  
Mrs. Estrella Noordzee, Permanent Secretary, Directorate of Transport, Suriname  
Ms. Constance Karijodinomo, 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  
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