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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

LN3/24.1 – SA207

Lima, 9 July, 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: **Fourteenth Multilateral Workshop/Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/14)**  
(Virtual, 6 to 10 September 2021 – 13:00 UTC)

Action  
required: Confirm participation, comments to the agenda and presentation of working and information  
papers no later than **9 August, 2021**

Dear Sir/Madam:

I am pleased to inform you that as part of the 2021 program of activities, the Fourteenth Multilateral Workshop/Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/14), has been scheduled to be held virtually, **from 6 to 10, September, 2021**.

This Workshop/Meeting aims is to continue supporting the States in the preparation of the implementation of Phase II of the “Roadmap for the transition from AIS to AIM - ICAO”, as well as to provide monitoring plans for the Implementation of Aeronautical Information Management in an electronic environment.

Likewise, the meeting will review 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 PANS-AIM, and an analysis of the draft Document 8126 - AIS Manual. Additionally, the corrective actions implemented by the States in the context of the Global NOTAM Improvement Campaign, will be reviewed.

Under **Attachment A** you will find the Draft Agenda and corresponding explanatory notes and tentative work program; as **Attachment B** the mnemonic sheet, and as **Attachments D and E**, working and information paper templates.

To register for this event, no later than **9 August, 2021**, delegates must enter the following link on the Zoom platform:

<https://icao.zoom.us/meeting/register/tJcqceyopzIvE9ck4iHbdLGKm5R9EYKiGggy>

After registration you will receive a message with the link to enter the Workshop/Meeting, which is personalized and should not be shared. For the day of the event, we ask you to enter at least ten (10) minutes before **13:00 UTC** to verify that there are no technical problems.

In your Administration may wish to present documents on the agenda items, I will appreciate submitting them to this Regional Office, **before 9 August, 2021**, in order to have sufficient time necessary 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 only in their original language, unless their authors provide translated versions.

In such sense, administrations are encouraged to present information or working papers on the progress in the implementation of e-TOD and AIXM, on their training plans for Phase II of the transition from AIS to AIM, as well as the adaptation of the QMS/AIM to the 2015 version of ISO 9001, cpf" vj g'RCP U/CKO "ko r ngo gpcvkqpu0

Considering the above, and in view of the importance of the issues to be discussed in order to continue with 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 to this Regional Office (icaosam@icao.int), until **9 August, 2021**, the attached registration form (s) included as **Attachment C**, duly completed for each delegate.

Should you require further information regarding the event please contact Mr. Jorge Armoa, Regional Officer, ANS Implementation (AIM/MET) of the ICAO South American Office: [jarmoa@icao.int](mailto:jarmoa@icao.int).

Accept, Sir, the assurances of my highest consideration.



Fabio Faizi Rahnemay Rabbani  
Regional Director  
ICAO South American Office  
Lima

**Enc:**

*As indicated*

cc: Mr. Patrick Pezzeta, Deputy Director, Antilles-Guyane, French Antilles  
Mr. Alain Kerhascoet, 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. Brian de Souza, Director a.i, Civil Aviation Safety Authority Suriname, 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  
ICAO EUR/NAT (*For retransmission to DGAC France*)

## **ATTACHMENT A**

### **FOURTEENTH MULTILATERAL MEETING OF THE SAM REGION FOR THE TRANSITION FROM AIS TO AIM (SAM/AIM/14)**

Lima, Peru, 6 to 10 September, 2021

#### **DRAFT AGENDA**

- Agenda Item 1: Follow-up on the implementation of Amendment to Annex 15 - Aeronautical Information Service, the PANS-AIM, and on Conclusions of Previous Meetings**
- Agenda Item 2: Review of the AIS/AIM Personnel Training Plan in the SAM Region**
- Agenda Item 3: Follow-up to the implementation of the Quality Management System in the AIM dependencies (QMS/AIM)**
- Agenda Item 4: Review of the process of Phase 2 of the Transition from AIS to AIM**
- Agenda Item 5: NOTAM Contingency Plans, AIM deficiencies and ICARD System**
- Agenda Item 6: Global NOTAM Campaign**
- Agenda Item 7: Other business**

## EXPLANATORY NOTES

**Agenda Item 1: Follow-up on the implementation of Amendment to Annex 15 - Aeronautical Information Service, the PANS-AIM, and on Conclusions of Previous Meetings**

Under this agenda item, follow-up will be given to the implementation of the new requirements included in the amendment to Annex 15 as well as in the PANS-AIM. Likewise, other amendments that have been carried out as a result of amendments to other ICAO Document Annexes, will be analyzed.

The topics and documents related to SNOWTAM will also be analyzed. Additionally, the conclusions and decisions of previous meetings will be followed up. Likewise, the draft of ICAO Doc. 8126, will be analyzed.

**Agenda Item 2: Review of the AIS/AIM Personnel Training Plan in the SAM Region**

At this point on the Agenda, the document on training requirements for AIS/AIM personnel in the SAM Region, will be analyzed. Additionally, a report will be made of the training activities planned for 2020 and those projected for 2021.

**Agenda Item 3: Follow-up to the implementation of the Quality Management System in the AIM dependencies (QMS/AIM)**

This item will address the situation of the States that have not yet managed to implement quality management in the AIM, for which an update of the Action Plans will be requested. In addition, the difficulties faced by States for the re-certification of the QMS AIM in the context of the COVID-19 pandemic, will be analyzed.

States that have completed the processes will be invited to share good practices in relation to Aeronautical Information Management in an environment associated with Quality Management.

**Agenda Item 4: Review of the process of Phase 2 of the Transition from AIS to AIM**

This item on the agenda will be dedicated to presentations by States on their implementation plans for e-AIP, AIXM, TOD, and all Digital Data Sets (DDS).

Additionally, the States will be requested to present the infrastructure implementation plan, as well as the standard information exchange models, in their different domains, which will make it possible to prepare the State for the implementation of the SWIM. The proposal of the GANP-Sixth Edition in relation to the AIM area will be analyzed, as well as a draft of Vol. III of the e-ANP CAR/SAM.

**Agenda Item 5: NOTAM Contingency Plans, AIM deficiencies and ICARD System**

Under this agenda item, the strategies to address the deficiencies of the AIM Area will be analyzed. The NOTAM contingency plans and the current status of the codes and designators of routes used in the SAM Region and found in the ICARD System, will also be reviewed. States are invited to present updates to their Action Plans to address deficiencies in the AIM area, as well as other actions that have been carried out or

implemented in relation to these three points.

In addition, the States are requested to present a report on their actions in the context of the NOTAM Contingency Plans.

**Agenda Item 6: Global NOTAM Campaign**

At this point on the agenda, the actions carried out by the SAM Region in relation to the Global NOTAM Improvement Campaign, will be analyzed. The statistics of the Region will be analyzed in relation to NOTAMs. States are invited to present their action plans to reduce the number of OLD NOTAM and Very OLD NOTAM.

**Agenda Item 7: Other business**

Under this 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.

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**FOURTEENTH MULTILATERAL MEETING OF THE SAM REGION FOR THE  
TRANSITION FROM AIS TO AIM (SAM/AIM/14)**

**TENTATIVE AGENDA**

<b>Time</b>	<b>Monday 6 September 2021</b>	<b>Time</b>	<b>Tuesday 7 September 2021</b>	<b>Wednesday 8 September 2021</b>	<b>Thursday 9 September 2021</b>	<b>Time</b>	<b>Friday 10 September 2021</b>
0830 0900	Registration	0830 1030	Agenda Item 2	Agenda Item 3	Agenda Item 5	0900 1000	Revision of the report
0900 0915	Opening ceremony						
0915 0930	Election of the President and Vice- President	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	1000 1030	<i>Coffee break</i>
0930 1030	Agenda Item 1	1045 1215	Agenda Item 3	Agenda Item 4	Agenda Item 6– Brazil Presentation	1030 1200	Approval of the report
1030 1050	<i>Coffee break</i>	1215 1300	<i>Lunch break</i>	<i>Lunch break</i>	<i>Lunch break</i>	1200 1230	Closing ceremony
1050 1200	Agenda Item 1	1300 1430	Agenda Item 3	Agenda Item 4	Agenda Item 6		
1200 1300	<i>Lunch break</i>	1430 1445	<i>Pausa para café</i>	<i>Pausa para café</i>	<i>Pausa para café</i>		
1300 1500	Agenda Item 2	1445 1530	Agenda Item 3	Presentation	Agenda Item 7		

- END -



**ATTACHMENT B**

**ICAO SOUTH AMERICAN REGIONAL OFFICE**

**MNEMONIC RECORD –AIM 01**

<p><b>Fourteenth Multilateral Workshop/Meeting of the SAM Region for the transition from AIS to AIM (SAM/AIM/14)</b> Virtual, 6 to 10 September, 2021</p>	
<p><b>Regional strategy for the implementation of AIM in the SAM Region</b></p>	<ul style="list-style-type: none"> <li>✓ Until December 2022, promote and drive the implementation of the 21 steps of the three phases of the Roadmap for the transition from AIS to AIM</li> <li>✓ Until December 2023, promote and drive the implementation of the necessary infrastructures for the management of all aviation information in the SWIM environment</li> <li>✓ Continuous tasks:               <ul style="list-style-type: none"> <li>a) Monitor the implementation of the Contingency Plans of the NOTAM Banks</li> <li>b) Monitor the lifting of deficiencies in the AIS/AIM area</li> </ul> </li> </ul>
<p><b>Objective of the Meeting</b></p>	<p>Continue supporting the States in the preparation of the implementation of Phase 2 of the “Roadmap for the transition from AIS to AIM - ICAO”, as well as follow up on the Aeronautical Information Management Implementation Plans in an electronic environment</p>
<p><b>Activities carried out by the SAM Region on the implementation of the transition roadmap from AIS to AIM</b></p>	<ul style="list-style-type: none"> <li>✓ Lima, Peru, 2015, Seminar on AIXM.</li> <li>✓ Lima, Peru, 2016, Seminar on Databases for electronic AIP (e-AIP)</li> <li>✓ Lima, Peru, 2017, Seminario on e-TOD</li> <li>✓ Lima, Peru, 2017, Seminar on SWIM and XML Messages</li> <li>✓ Lima, Peru, 2018, Seminar on PANS-AIM</li> </ul>
<p><b>Current situation of the SAM Region related to the implementation of the transition roadmap from AIS to AIM</b></p>	<p>Regarding the Roadmap, the first phase has been completed by almost all States, except for some steps. There are six States that have not completed some steps.</p> <p>Regarding phase 2, there are seven States that have advanced the digitization of their databases.</p> <p>Note: The biggest weakness at this point is the implementation of digital data sets (DDS), e-AIP and Data Catalogs. Only 3 States have made significant progress on this point.</p> <p>Regarding NOTAM Bank Contingency Plans, three States have not yet implemented them.</p>

<p><b>Nature of the event</b></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 Contingency 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><b>Competences that the event will generate</b></p>	<p>The Meeting provides the opportunity for attendees to take note of the opportunities for improvements in the implementations of the AIS/AIM area. Likewise, the staff that attends the meetings will take note of the updates to the Contingency Plans of the NOTAM Banks and of the new implementations required by the area Annexes.</p>
<p><b>Profile of the participants</b></p>	<ul style="list-style-type: none"> <li>✓ Personnel responsible for the preparation of regulations for the provision of AIS/AIM services</li> <li>✓ Personnel responsible for the provision of AIS/AIM services</li> <li>✓ ICT staff that provides support to the development of AIM through the digitization of AIS data and the management of AIS data in the digital environment</li> </ul>
<p><b>Next steps in the development of the strategy</b></p>	<p>In accordance with the terms of the regional strategy:</p> <ul style="list-style-type: none"> <li>✓ as ICAO adopts the SARPs related to digitization, support and promote the development of the same;</li> <li>✓ 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.</li> <li>✓ Continue to monitor the implementation of the NOTAM Bank contingency plans and the resolution of deficiencies in the AIS/AIM area.</li> </ul>
<p><b>Contact staff in the SAM Office</b></p>	<p>Mr. Jorge Armoa  Regional Officer AIM/MET  ICAO South American Regional Office  <a href="mailto:jarmoa@icao.int">jarmoa@icao.int</a></p>

**ADJUNTO/ATTACHMENT C**



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

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

**Décimo Cuarto Taller/Reunión Multilateral AIM de la Región SAM para la transición  
del AIS al AIM (SAM/AIM/14)**

**Fourteenth Multilateral Workshop/Meeting of the SAM Region for the Transition of AIS to AIM  
(SAM/AIM/14)**

**Lima, Perú, 6 – 10 setiembre / September 2021**

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

1. Estado/State: \_\_\_\_\_

2. Organización/Organization: \_\_\_\_\_

3. Nombre/Name: \_\_\_\_\_

4. Cargo/Position: \_\_\_\_\_

5. Dirección electrónica/  
Electronic mail: \_\_\_\_\_

6. Tel.: \_\_\_\_\_ 7. Fecha/Date: \_\_\_\_\_

8. Firma/Signature: \_\_\_\_\_



**Agenda Item X: Title of the agenda item**

**Title of the Working paper**  
 (Presented by XXXXXXX)

<b>SUMMARY</b>	
This working paper presents xxxxxx	
<b>REFERENCES</b>	
<ul style="list-style-type: none"> <li>• Annex xxxxx</li> <li>• SAM/AIM xxxx meeting</li> <li>• Report of the AIM xxx</li> </ul>	
<i>ICAO strategic objectives:</i>	A - xxx B - xxx E - xxx

1. **Background**

1.1 The Quality Management xxx

1.2 The AIM Implementation Strategy Group identified xxxxx

2. **Discussion**

2.1 Project G3 made significant progress xxx

2.2 The Project changed its approach xxx

2.3 By the end of 2018, xxx

a. Process-related factors: xxx

b. xxxxx

**3 Suggested action**

3.1 The Meeting is invited to:

- a) review and comment on the changes made to xxx;
- b) update the information on the status of xxx;
- c) consider any other action.

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**Agenda Item X: Title of the agenda item**

**Title of the Information paper**

(Presented by XXXXXX)

<b>SUMMARY</b>	
This working paper presents xxxxx	
<b>REFERENCES</b>	
<ul style="list-style-type: none"> <li>• Annex xxxxx</li> <li>• SAM/AIM xxxx meeting</li> <li>• Report of the AIM xxx</li> </ul>	
<i>ICAO strategic objectives:</i>	A - xxx B - xxx E - xxx

1. **Background**

1.1 The Quality Management xxx

1.2 The AIM Implementation Strategy Group identified xxxxx

2. **Discussion**

2.1 Project G3 made significant progress xxx

2.2 The Project changed its approach xxx

2.3 By the end of 2018, xxx

a. Process-related factors: xxx

b. xxxxx

**3 Suggested action**

3.1 The Meeting is invited to:

- a) review and comment on the changes made to xxx;
- b) update the information on the status of xxx;
- c) consider any other action.

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