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航空组织

Ref.: LN3/24.1 – SA6288

Lima, 15 June 2022

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: **RLA/06/901 - Workshop on preparations and issuances of NOTAM messages**  
(Hybrid, 7 - 9 September 2022)

Required  
action: **Register participants and delegates no later than 5 August 2022.**

Dear Sir/Madam:

I am glad to refer to the program of activities of the Regional Project RLA/06/901 and invite your Administration to participate in the **Workshop on preparation and issuance of NOTAM messages**, which will be held from 7 to 9 September at the premises of this Regional Office, in Lima, Peru and with a platform for participation in virtual mode.

The objective of this workshop is to strengthen the States for the resolution of controversies on the issuance of NOTAM messages as well as the training of technical personnel for the management of NOTAM in the electronic environment.

As detailed in the mnemotecnica paper (**Attachment A**), please take into consideration the profile of the participants and propose the personnel responsible for the preparation of regulations for the issuance of NOTAM messages, authorities, supervisors and staff of the NOF Offices, in addition to extending the invitation to industry representatives and information originators for the preparation of NOTAM messages. The tentative agenda is included with this letter as **Attachment B**.

The event will be held in Spanish, and will have simultaneous interpretation services into English only if confirmations of participation are received from delegates from English-speaking States until August 5, 2022. The capacity of the assigned room is 30 people.

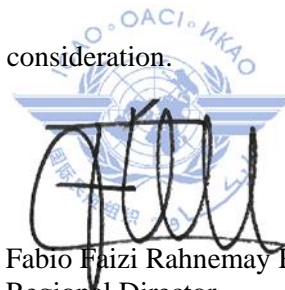
In accordance with the foregoing, I am pleased to invite your Administration to designate the specialist(s) who will participate in this Workshop by submitting, if the case is face-to-face, the corresponding registration form (**Attachment C**) duly completed for each participant, by email ([icaosam@icao.int](mailto:icaosam@icao.int)) no later than June 17, 2022 and if it is virtual, register your participation through the following link:

<https://icao.zoom.us/meeting/register/tJYpce-rpz8qHNbDGu4zhqCHwMmABfk2rOZ>

After the virtual registration, which is important to be done as soon as possible, you will receive a message with the link to enter the meeting. For the days of the event, I would appreciate entering 15 minutes before the time to verify that there are no technical problems.

Mr. Jorge Armoa, AIM/MET Regional Officer ([jarmoa@icao.int](mailto:jarmoa@icao.int)) of the ICAO South American Regional Office, is at your disposal should you require any additional information on this event.

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

The image shows a handwritten signature in black ink over a blue circular logo. The logo features a globe with wings and the text 'OACI - ICAO' at the top and 'ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE' around the bottom. The signature is written in a cursive style.

Fabio Faizi Rahnemay Rabbani  
Regional Director  
ICAO South American Office  
Lima

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 Karijodino, 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'Ancely, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom  
ICAO EUR/NAT (*For retransmission to DGAC France*)



**Attachment A**

**ICAO SOUTH AMERICAN REGIONAL OFFICE**

**MNEMOTECNIC PAPER – NOTAM 01**

<b>Workshop on NOTAM (Hybrid, 7-9 September 2022)</b>	
<b>Regional Strategy for the implementation of NOTAM improvements in the SAM Region</b>	<ul style="list-style-type: none"> <li>✓ Until December 2024, promote the observation of SARPs related to NOTAM messages at SAM/AIM Meetings</li> <li>✓ Until December 2024, promote the implementation of the Recommendations of the NOTAM Global Campaign</li> <li>✓ Until 2024, promote the implementation of SNOWTAM in its new format</li> <li>✓ From 2024, promote Digital NOTAM issuance tests</li> <li>✓ Continuous tasks:               <ul style="list-style-type: none"> <li>a) Monitor the implementation of NOTAM Bank Contingency Plans</li> <li>b) Monitor the management of NOTAMs appropriate to ICAO SARPs</li> </ul> </li> </ul>
<b>Workshop Objectives</b>	Support States for the resolution of controversies on the issuance of NOTAM messages as well as the training of technical personnel for the management of NOTAM in the electronic environment.
<b>Activities held by the SAM Region regarding NOTAM improvements</b>	<ul style="list-style-type: none"> <li>✓ Every year the following topics are included in the SMA/AIM Meetings:               <ul style="list-style-type: none"> <li>- Preparation of a NOTAM Bank Contingency Plan</li> <li>- Observation of the SARPs for the preparation and issuance of NOTAM.</li> </ul> </li> <li>✓ Since 2019, the SNOWTAM theme was included in its new format at the SAM/AIM Meetings</li> <li>✓ 2021: Preparation of a SNOWTAM Broadcast Guide</li> <li>✓ 2021: NOTAM Global Campaign: Participation of SAM States in the webinar on NOTAM Improvements and Elimination of OLD and Very OLD NOTAM</li> </ul>
<b>Status of the SAM Region regarding the implementation of improvements to the NOTAM message</b>	<p>In relation to the NOTAM Contingency Plans, until 2021, 12 States have a Contingency Plan.</p> <p>Regarding the implementation of SNOWTAM, in its new format, 4 States of the SAM Region have implemented it to date.</p> <p>In relation to the NOTAM Global Campaign, a significant percentage decrease in OLD and Very OLD NOTAM messages has been observed, but individual increases are observed in the States.</p>

<p><b>Nature of the event</b></p>	<p>The Workshop on NOTAM messages has been planned to be carried out to reinforce the capacity building of States in the management of NOTAM messages. It has been found necessary to work on the first phases of preparation of NOTAM messages, specifically in raising awareness among the originators of the information prior to the NOTAM.</p> <p>The need to strengthen capacities in relation to the SNOWTAM and ASHTAM messages has also been noted. Additionally, it is important to introduce the point of Digital NOTAMs in order to prepare States for the publication and management of NOTAMs in an electronic environment.</p>
<p><b>Competences to be generated by this event</b></p>	<p>The Meeting provides the opportunity for attendees to take note of opportunities for improvement in NOTAM message preparations. Additionally, it will be possible to delve into the Reference Framework that justifies the issuance or not of NOTAM messages.</p> <p>Likewise, it will be possible to observe the coordination that must be established between the originator of the information and the NOF Offices and generate awareness about the correct use of NOTAM messages.</p> <p>Finally, it will be possible to take note of the training opportunities offered by ICAO to strengthen the capacities of States in the management of NOTAM messages.</p>
<p><b>Participants profile</b></p>	<ul style="list-style-type: none"> <li>✓ Personnel responsible for the preparation of regulations for the issuance of NOTAM messages</li> <li>✓ NOF Office Staff</li> <li>✓ Industry representatives and information originators for the preparation of NOTAM messages</li> <li>✓ Air Navigation Authorities and Supervisors that manage the NOF Offices</li> </ul>
<p><b>Next steps for the development of the strategy</b></p>	<p>According to the deadlines of the regional strategy:</p> <ul style="list-style-type: none"> <li>✓ Continue monitoring the implementation of Banco NOTAM's contingency plans</li> <li>✓ Support States to implement procedures that monitor the elimination of NOTAM that exceed the time established by the SARPs</li> <li>✓ Support States for the implementation of procedures that allow the use of NOTAM for the cases provided for in the ICAO documentation. as ICAO adopts the SARPs related to digitization, support and promote the development of the implementation of the Digital NOTAM;</li> <li>✓ Direct the States interested in the NOTAM IPack to establish contact with the TCB</li> </ul>
<p><b>Contact person 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>



Organización de Aviación Civil Internacional

International Civil Aviation Organization

Proyecto Regional RLA/06/901 - Taller sobre preparación y emisión de mensajes NOTAM

RLA/06/901 Regional Project - Workshop on preparations and issuances of NOTAM

messages

(Hybrid, 7 - 9 de Septiembre / September 2022)

Adjunto B / Attachment B

AGENDA TENTATIVA / TENTATIVE AGENDA

Día/Day	Horario/Schedule	Actividad/Activity
<b>Miércoles 7 de septiembre /</b> <i>Wednesday, September, 7<sup>th</sup></i>	07:45 – 08:10	Registro de Participantes / <i>Registration of participants</i>
	08:10 – 08:30	Apertura del Taller / <i>Workshop Opening</i>
	08:30 – 10:00	<ul style="list-style-type: none"> <li>- Marco de Referencia de los mensajes NOTAMs (Anexo 15, Doc. 8126, Doc. 10066 de la OACI / <i>NOTAMs Framework (Annex 15, ICAO Doc. 8126, ICAO Doc. 10066)</i>)</li> </ul>
	<b>10:00 – 10:20</b>	<b>Pausa / <i>Coffee break</i></b>
	10:20 – 12:20	<ul style="list-style-type: none"> <li>- Campaña Global del NOTAM/ <i>NOTAM Global Campaign</i></li> <li>- Desarrollo del IPack de NOTAM / <i>Development of NOTAM IPack</i></li> </ul>
	12:20 – 13:30	<ul style="list-style-type: none"> <li>- Aplicación de los principios de actuación humana (HPP) en el Área de NOTAM / <i>Application of the principles of human performance (HPP) in the NOTAM Area</i></li> <li>- Procedimientos de Coordinación entre originadores de la información y la Oficina NOTAM Internacional (NOF) recomendados para la preparación y emisión de un mensaje NOTAM / <i>Coordination procedures between originators of the information and the International NOTAM Office (NOF) recommended for the preparation and issuance of a NOTAM message</i></li> </ul>
<b>Jueves 8 de Septiembre /</b> <i>Thursday, 8th September</i>	08:00 – 10:00	<ul style="list-style-type: none"> <li>- Establecimiento de un Acuerdo de Nivel de Servicio entre el AIS y Originadores de Datos e información: Aspectos que deben observarse para la preparación de los mensajes NOTAMs / <i>Establishment of a Service Level Agreement between the AIS and Data and Information Originators: Aspects to be observed for the preparation of NOTAM messages</i></li> <li>- Aplicación de un sistema de gestión de la calidad al proceso de preparación y emisión de NOTAMs / <i>Application of a quality management system to the NOTAM preparation and issuance process.</i></li> <li>- Presentación de los Estados en relación a la Campaña Global del NOTAM / <i>Presentation of the States in relation to the NOTAM Global Campaign</i></li> </ul>
		<b>10:00 - 10:20</b>

Día/Day	Horario/Schedule	Actividad/Activity
	10:20 - 12:15	<ul style="list-style-type: none"> <li>- Impacto del uso indiscriminado de los Mensajes NOTAM en la Planificación (FPL) y Desarrollo de un vuelo / <i>Impact of the indiscriminate use of NOTAM messages on the planning (FPL) and development of a flight</i></li> <li>- Avances en la Implementación del GRF / SNOTAM en la Región SAM / <i>Progress in the Implementation of GRF / SNOTAM in the SAM Region</i></li> </ul>
	12:15 – 13:00	<ul style="list-style-type: none"> <li>- Mensajes ASHTAM / <i>ASHTAM Messages</i></li> <li>- Planes de Contingencias en la NOF por Cenizas Volcánicas / <i>Contingency Plans for Volcanic Ash in the NOF</i></li> </ul>
	13:00 – 13:30	<ul style="list-style-type: none"> <li>- NOTAM para actividad de Drones (DROTAM) / <i>NOTAM for Drone activity (DROTAM)</i></li> </ul>
<b>Viernes 9 de septiembre /</b> <i>Friday, 9th September</i>	08:00 – 10:00	<ul style="list-style-type: none"> <li>- Presentación sobre la capacitación del personal AIS / <i>Presentation of AIS training</i></li> <li>- Digital NOTAM. Capacitación para el Digital NOTAM / <i>Digital NOTAM. Digital NOTAM Training</i></li> </ul>
	<b>10:00 - 10:20</b>	<b>Pausa / <i>Coffee break</i></b>
	10:20 - 12:15	<ul style="list-style-type: none"> <li>- Automatización (DB) y sus impactos en la preparación y Emisión de los NOTAMs y Ciberseguridad/ <i>Automation (DBs) and its impact on the preparation and issuance of NOTAMs and Cybersecurity</i></li> <li>- Otros desarrollos relacionadas a NOTAM / <i>Other developments related to NOTAM</i></li> </ul>
	12:15 – 13:00	<ul style="list-style-type: none"> <li>- Conclusiones y Recomendaciones del Taller / <i>Conclusions and Recommendations of the Workshop</i></li> </ul>
	13:00 – 13:30	Clausura del Taller / <i>Closing of the Workshop</i>