



International
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LT2/3.3.1–SA311

Lima, 9 August, 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
H.E. Albert Egbert Jubithana BBA, Minister of Transport, Communication and Tourism,
Suriname

Subject: **Fifteenth Multilateral Workshop/Meeting of the SAM Region for the transition of AIS
to AIM (SAM/AIM/15)**
Lima, Peru, 28 November to 2 December 2022

Action
required: Confirm participation, comments to the agenda and presentation of working and information
papers no later than **14 October, 2022**

Dear Sir/Madam:

I am pleased to refer to the 2022 program of activities, and invite you to attend the Fifteenth Multilateral Workshop/Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/15), which will be held **from 28 November to 2 December, 2022** at the premises of this Regional Office, in Lima, Peru.

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 follow up on the 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 paper, as **Attachment C** the registration form, and as **Attachments D** and **E**, working and information paper templates.

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 Workshop/Meeting, by submitting the corresponding registration form (**Attachment D**) duly completed for each participant, by e-mail (icaosam@icao.int) **no later than 14 October, 2022.**

The opening session will be held on **28 November, 2022 at 09:00 Lima time (14:00 UTC)**. Would appreciate your check-in twenty (20) minutes before this time.

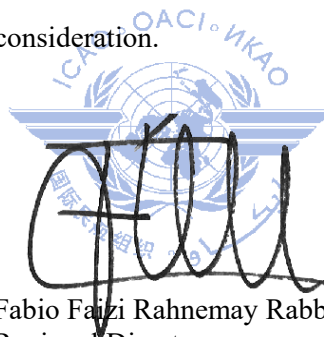
Please note that the event will be held in Spanish and will have simultaneous interpretation services into English, only if confirmations of participation are received from delegates from English-speaking States, **until 14 October, 2022.**

If your Administration may wish to present documents on the agenda items, I will appreciate submitting them to this Regional Office, **before 14 October, 2022**, 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, and PANS-AIM implementations.

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 and/or Ms. Dora Dueñas, Programme Assistant dduenas@icao.int.

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



Fabio Faizi Rahnemay Rabbani
Regional Director
ICAO South American Office
Lima

Enclosure:

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
Mrs. Cindy Toemin, Acting Head 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

FIFTEENTH MULTILATERAL WORKSHOP/MEETING OF THE SAM REGION FOR THE TRANSITION FROM AIS TO AIM (SAM/AIM/15)

Lima, Peru, 28 November to 2 December 2022

DRAFT AGENDA

- Agenda Item 1: Follow-up on the Conclusions of the 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 and preparation for SWIM**
- Agenda Item 5: NOTAM Contingency Plans, AIS Contingency Plan for Volcanic Ash, AIM Deficiencies and ICARD System**
- Agenda Item 6: Global NOTAM Campaign**
- Agenda Item 7: Review of ICAO Documents 8126 and 7383**
- Agenda Item 8: Other business**

EXPLANATORY NOTES

Agenda Item 1: Follow-up on the Conclusions of the Previous Meetings

Under this agenda item, follow-up will be given to the topics and documents related to SNOWTAM. Additionally, the conclusions and decisions of previous meetings will be followed up.

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

At this point on the Agenda, the training activities of the States in the area of AIS will be analyzed. The States are expected to report on the training activities planned for 2022 and those projected for 2023. Additionally, the States are expected to report the use of the new Training document for AIS personnel in the SAM Region for planning training activities.

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 are invited to share good practices in relation to Aeronautical Information Management in an environment associated with Quality Management, and those that are in process, to present their Action Plan to achieve the implementation of the QMS in the AIS.

Additionally, the proposal for the document *Manual on Quality Management System for Aeronautical Information Services (Doc 9839)* (only English available), will be analyzed.

Agenda Item 4: Review of the process of Phase 2 of the Transition from AIS to AIM and preparation for SWIM

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-Seventh Edition in relation to the AIM area will be analyzed, as well as the ICAO Cybersecurity Action Plan.

Agenda Item 5: NOTAM Contingency Plans, AIS Contingency Plan for Volcanic Ash, 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, follow up will be given to the actions carried out by the States of the SAM Region, in relation to the Global NOTAM Improvement Campaign. The statistics of the Region in relation to the NOTAM will be analyzed. States are invited to present their outcomes from the actions implemented with the aim of reducing the number of *OLD NOTAMs* and *Very OLD NOTAMs*.

Agenda Item 7 Review of ICAO Documents 8126 and 7383

Under this agenda item, Document 8126 -AIS Manual- will be analyzed. Additionally, Doc 7383 - Aeronautical Information Services, provided by the States will be reviewed. The States of the SAM Region are invited to review the information contained in the aforementioned document in relation to their AIS provider, and if necessary, update it.

Agenda Item 8: 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.

TENTATIVE AGENDA

Time	Monday 28 November 2022	Time	Tuesday 29 November 2022	Wednesday 30 November 2022	Thursday 1 December 2022	Time	Friday 2 December 2022
0830 0900	Registration	0830 1030	Agenda Item 2	Presentation	Presentation	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	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 5	Agenda Item 7		
1200 1300	<i>Lunch break</i>	1430 1445	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>		
1300 1530	Agenda Item 2	1445 1530	Agenda Item 4	Agenda Item 6 - Brazil Presentation	Agenda Item 8		

- END -



ATTACHMENT B

ICAO SOUTH AMERICAN REGIONAL OFFICE

MNEMONIC RECORD –AIM 01

Fifteenth Multilateral Workshop/Meeting of the SAM Region for the transition from AIS to AIM (SAM/AIM/15) Lima, Peru, 28 November to 2 December 2022	
Regional strategy for the implementation of AIM in the SAM Region	<ul style="list-style-type: none"> ✓ Until December 2023, promote and drive the implementation of the 21 steps of the three phases of the Roadmap for the transition from AIS to AIM. ✓ Until December 2024 promote and drive 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 NOTAM Bank Contingency Plans. b) Monitor the lifting of deficiencies in the AIS/AIM area. c) Monitor AIS/AIM Personnel Competency Assessment. d) Monitor the AIS/AIM Personnel Instruction and Training Plans. e) Monitor the actions promoted by the States within the NOTAM Global Campaign.
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 - ICAO”, as well as follow up on the Aeronautical Information Management Implementation Plans in an electronic environment.
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 Databases for electronic AIP (e-AIP). ✓ Lima, Peru, 2017, Seminario on e-TOD. ✓ Lima, Peru, 2017, Seminar on SWIM and XML Messages. ✓ Lima, Peru, 2018, Seminar on PANS-AIM. ✓ Preparation of the SNOWTAM Implementation Guide, in its new format. ✓ Preparation of the Instruction and Training Guide for AIS/AIM personnel in the SAM Region.
Current situation of the SAM Region related to the Implementation of the Transition Roadmap from AIS to AIM	<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>With regard to 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. Although there is progress, it is slow, and to date, only 5 States have made significant progress on this point.</p> <p>In relation to the Contingency Plans of the NOTAM Bank, there are three States that 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 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. Additionally, in line with the restructuring of Doc. 8126 – AIS Manual, work will be done on the follow-up of the Competence Assessments of AIS personnel. Likewise, the information contained in relation to the AIS Provider in ICAO Doc 7383 will be followed up.</p>
<p>Competences that the event will generate</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. They may also take note of the Implementation of the AIS Personnel Competency Assessment, both from the provider and from the regulator.</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 to the development of AIM through the digitization 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. ✓ Start the AIS/AIM Personnel Competency Assessment Process. Support the preparation of Instruction and Training Programs for AIS/AIM Personnel.
<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>



ADJUNTO/ATTACHMENT C

ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL
Oficina Regional Sudamericana

INTERNATIONAL CIVIL AVIATION ORGANIZATION
South American Regional Office

Décimo Quinto Taller/Reunión Multilateral AIM de la Región SAM para la transición
del AIS al AIM (SAM/AIM/15)

Fifteenth Multilateral Workshop/Meeting of the SAM Region for the Transition of AIS to AIM
(SAM/AIM/15)

Lima, Perú, 28 de noviembre al 2 de diciembre / 28 November to 2 December 2022

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. País/Country: _____
2. Organismo/Organization: _____
3. Cargo/Position: _____
4. Tel.: _____
5. Correo-e/E-mail: _____
6. Hotel o dirección en la ciudad/ *Hotel or local address:* _____

7. Información de vuelo/
Flight information: _____
8. Vuelo llegada/ fecha/ hora/
Arrival flight/ date/ hour: _____
9. Vuelo salida/ fecha/ hora/
Departure flight/ date/ hour: _____
10. Firma/Signature: _____
11. Fecha/Date: _____

Por favor envíe este formulario a: / Please return this form to:

icaosam@icao.int; dduenas@icao.int



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

Title of the Working paper
 (Presented by XXXXXXX)

SUMMARY	
This working paper presents xxxxxx	
REFERENCES	
<ul style="list-style-type: none"> • Annex xxxxx • SAM/AIM xxxx meeting • Report of the AIM xxx 	
<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.



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

Title of the Information paper
 (Presented by XXXXXXX)

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

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.
