



AGENDA, SCHEDULE AND WORK MODALITY

(Presented by the Secretariat)

1. Agenda

1.1 The draft Agenda and the explanatory notes of the Fifteenth Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/15), to be held in Lima, Peru, from 28 November to 2 December 2022 are shown in **Attachment A** to this working paper.

1.2 Items not included in the Agenda may be addressed under Item 8 - *Other business*.

2. Work modality

2.1 The Meeting is expected to work in plenary session.

2.2 A summary of discussions and conclusions will be prepared during the event for distribution to States and interested organisations.

2.3 The ICAO Secretariat and the rapporteurs will be in charge of administrative aspects and the documentation of the Meeting.

3. Schedule

3.1 Subject to changes required by the circumstances, it is suggested that the following schedule be adopted:

0830 to 1030	Discussion of items
1030 to 1045	Break
1045 to 1215	Discussion of items
1215 to 1300	Break
1300 to 1430	Discussion of items
1430 to 1445	Break
1445 to 1530	Discussion of items

4. Work programme

4.1 **Attachment B** to this working paper contains the draft work programme.

5. **Suggested action**

5.1 The Meeting is invited to adopt the agenda and the draft work programme, on the understanding that, in light of progress made, the Meeting can make changes as appropriate.

ATTACHMENT A

**FIFTEEN 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

DRAFT AGENDA

- Agenda Item 1: Follow-up on the conclusions of previous meetings**
- Agenda Item 2: Review of the SAM AIS/AIM personnel training plan**
- Agenda Item 3: Follow-up on the implementation of the quality management system in AIM units (AIM/QMS)**
- Agenda Item 4: Review of Phase 2 of AIS-to-AIM transition and preparation for SWIM**
- Agenda Item 5: NOTAM contingency plans, AIS contingency plan for volcanic ash, AIM deficiencies, and the ICARD system**
- Agenda Item 6: NOTAM global 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 previous meetings

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

Agenda Item 2: Review of the SAM AIS/AIM personnel training plan

Under this agenda item, AIS training activities of States will be reviewed. States are expected to report on their training activities scheduled for 2022 and those projected for 2023. Furthermore, States are expected to report on the use of the new SAM AIS personnel training document for the purpose of planning training activities.

Agenda Item 3: Follow-up on the implementation of the quality management system in AIM units (QMS/AIM)

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

States that have completed the processes are invited to share good practices related to aeronautical information management in an environment associated to quality management, and those that are in process are invited to present their AIS QMS implementation action plan.

Furthermore, the draft document *Manual on Quality Management System for Aeronautical Information Services (Doc 9839)* (available only in English) will be reviewed.

Agenda Item 4: Review of Phase 2 of the AIS-to-AIM transition and preparation for SWIM

This agenda item will be dedicated to presentations by States on their implementation plans for e-AIP, AIXM, TOD, and all digital data sets (DDS).

States will also 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 SWIM implementation. The draft GANP, Seventh edition, in relation to AIM, as well as the ICAO Cybersecurity Action Plan will be analysed.

Agenda Item 5: NOTAM contingency plans, AIS contingency plan for volcanic ash, AIM deficiencies, and the ICARD system

Under this item, the strategies to address AIM deficiencies will be analysed, together with NOTAM contingency plans, the status of codes and route designators used in the SAM Region and that are found in the ICARD system. States are invited to present updates to their action plans to address AIM deficiencies, as well as other actions that have been carried out or implemented in relation to these three points.

Likewise, States are requested to report on their actions in the context of NOTAM contingency plans.

Agenda Item 6: NOTAM global campaign

Under this agenda item, the Meeting will follow up on the action taken by SAM States regarding the Global Campaign on NOTAM Improvement. The statistics of the Region in relation to NOTAMs will be reviewed. States are invited to present the results of action taken to reduce the number of *OLD NOTAMs* and *Very OLD NOTAMs*.

Agenda Item 7: Review of ICAO Documents 8126 and 7383

Under this agenda item, Doc 8126 - *AIS Manual* and Doc 7383 - *Aeronautical information services provided by States* will be reviewed. The States of the SAM Region are invited to review and update as appropriate the information contained in the aforementioned documents in relation to their AIS provider.

Agenda Item 8: Other business

Under this agenda item, the Meeting may discuss other issues not considered in the previous items and that are related to the topics under analysis.

DRAFT WORK PROGRAMME

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 of participants	0830 1030	Presentation EAD Group	Review of Agenda Item 4	Review of Agenda Item 5	0900 1000	Review of the report
0900 0915	Opening of the Meeting						
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	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 4	Review of 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 of the Meeting
1050 1200	Review of Agenda Item 1	1300 1430	Review of Agenda Item 3	Presentation – Brazil (Agenda Items 3 & 4)	Review of 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	Review of Agenda Item 2	1445 1530	Review of Agenda Item 3	Presentation - SWIM	Review of Agenda Item 8		

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