



International  
Civil Aviation  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: LN3/24.1 – SA6940

Lima, 02 March 2023

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

Subject: **RLA/06/901 – Workshop/Training on “Frequency Finder 2023” application**  
(Lima, Peru, May 29 to June 02, 2023)

Required  
action: **Submit documentation no later than May 05, 2023**

Dear Sir/Madam:

Within the framework of the program of activities of the Regional Project RLA/06/901 adopted at the Sixteenth Meeting of the Coordination Committee (RCC/16, Virtual, December 12, 2022), I am pleased to invite your Administration to participate in the Workshop/Training on “Frequency Finder 2023” application, which will be held at the SAM Regional Office in Lima, Peru, from May 29 to June 02, 2023.

It is important to emphasize that the participants of this event must be involved with the management of aeronautical frequencies in their States.

During the event, participants must bring a laptop to install the Frequency Finder application (Run-time version – FF2023.01.RT), available at the following link:

<https://www.icao.int/safety/FSMP/Pages/Documents.aspx?RootFolder=%2Fsafety%2FFSMP%2FDocuments%2FFrequencyFinder&FolderCTID=0x012000B1461A5DA8C64241AA4DE4F91CB1D9AF&View=%7BE11C4C29%2DDDD83%2D4B87%2DAAAE%2D2330E3DE14D8%7D>

Likewise, they must present the updated information of the aeronautical frequency assignments in their countries, which make up the COM1, COM2 and COM3 Lists.

In this regard, I am pleased to attach the Tentative Agenda (**Attachment A**), Mnemotecnica Paper (**Attachment B**) and Information Paper (**Attachment C**) containing general information of the event.

In accordance with the foregoing, I would appreciate notifying this Office of the list of its representatives, by submitting the registration form included as **Attachment D**, by email ([icaosam@icao.int](mailto:icaosam@icao.int)) no later than May 5, 2023.

If further information is required, please contact Mr. Francisco Almeida da Silva, CNS Regional Officer of the ICAO SAM Regional Office ([falmeida@icao.int](mailto:falmeida@icao.int) /+51 977 814 722).

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

Yours Sincerely,



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. Frederic Danlouox, Adjoint au Chef du SNA, Martinique, French Antilles-Guyane  
Mr. Damien Cazé, Director General of Civil Aviation, France  
Mrs. Estrea 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**

**RLA/06/901 REGIONAL PROJECT**

**TRAINING ON FREQUENCY FINDER 2023**

(Lima, Peru, 29 May to 02 June 2023)

**TENTATIVE SCHEDULE**

<b>HORA (Local)</b>	<b>Monday 29 May 2023</b>	<b>Tuesday 30 May 2023</b>	<b>Wednesday 31 May 2023</b>	<b>Thursday 01 June 2023</b>	<b>Friday 02 June 2023</b>
09:00 09:30	Opening	Handbook Volume II; Frequency assignment planning criteria (Handbook 2A)	Handbook Volume II; Frequency assignment planning criteria (Handbook 3A)	Using Frequency Finder: other functions (FF5A) <i>Exercise – export (submission)</i> <i>Drill – undo submission</i>	The 5G issue  Future Work - CNS and Spectrum  SSR module (FF SSR 1A)
09:30 10:35	Installation of the FF run-time version				
10:30 11:00	<b><i>Pause</i></b>	<b><i>Pause</i></b>	<b><i>Pause</i></b>	<b><i>Pause</i></b>	<b><i>Pause</i></b>
11:00 12:30	Handbook Volume II; General principles in planning the assignment of aeronautical frequencies (Handbook 1A)	Using Frequency Finder: Compatibility Test; Analyze detailed calculation results (FF3A. Cont.) <i>Exercise – results obtained</i>	Using Frequency Finder: Add, modify or delete (FF4A.Cont.) <i>Exercise – ER service area</i>	- Current CAR/SAM frequency assignment (RO) - Modification of the CAR/SAM frequency assignment	Discussions with the different States on issues related to the frequency assignment plan
12:30 13:30	<b><i>Lunch break</i></b>	<b><i>Lunch break</i></b>	<b><i>Lunch break</i></b>	<b><i>Lunch break</i></b>	<b><i>Lunch break</i></b>
13:30 14:15	Using Frequency Finder: Integrity Check, COM3 List Query and Navigation (FF2A)	Using Frequency Finder: Add, Modify, or Remove Frequency Assignments from the COM 3 List (FF4A)	- Presentation of the specific use of COM frequencies in the CAR/SAM regions - Coordination procedure in the CAR/SAM regions Interregional coordination	NAV module (FF NAV 1A) Update COM2 data	Closure and group photo
14:15 14:30	<b><i>Pause</i></b>	<b><i>Pause</i></b>	<b><i>Pause</i></b>	<b><i>Pause</i></b>	
14:30 15:15	Using Frequency Finder: COM3 List Navigation Frequency test (FF3A) <i>Exercise – Freq Test</i> <i>Exercise – Compatibility</i>	Using Frequency Finder: Add, Modify, or Remove Frequency Assignments from the COM 3 List (FF4A)	Update of information COM3 List	WRC Process WRC 23 Schedule	

**ATTACHMENT B**

**MNEMONIC NOTE PAPER**

<b>TRAINING ON FREQUENCY FINDER 2023</b> (Lima, Peru, 29 May to 02 June 2023)	
<b>Regional Project RLA/06/901</b>	<p>Project RLA/06/901 has the objective of developing and implementing initiatives of the global air navigation plan - GANP in the SAM Region, which lead to the transition of air traffic management and the air navigation system based on infrastructure and terrestrial systems, towards air navigation based on PBN performance, within an interoperable environment.</p> <p>After the GREPECAS/20-5 Conclusion, an Ad-hoc Group was established to prepare a GREPECAS Regional Project, in order to more effectively manage the aeronautical frequency spectrum in the CAR/SAM Regions.</p> <p>One of the identified activities to be carried out is the training of personnel involved in frequency management.</p>
<b>ICAO Strategic Objectives</b>	<p>A- Safety; and B- Air Navigation Capacity and Efficiency.</p> <p>ASBU COMI-B0/7</p>
<b>Current situation of the SAM Region</b>	<p>The CNS Officers of the NACC and SAM Offices were not trained in the modules and functions of the Frequency Finder application; Also, some States no longer have personnel trained in the application.</p>
<b>Nature of the Event</b>	<p>This is a training event for CAR/SAM Air Offices and representatives of the States, involved with the management of aeronautical frequencies.</p>
<b>Profile of participants</b>	<p>Responsible for the management and control of aeronautical frequencies in the States and users of the modules/functions of the Frequency Finder application .</p>
<b>ICAO SAM Contact person</b>	<p>Mr. Francisco Almeida da Silva, CNS Regional Officer (<a href="mailto:falmeida@icao.int">falmeida@icao.int</a>)</p>

**ATTACHMENT C**

**RLA/06/901 REGIONAL PROJECT**

**TRAINING ON FREQUENCY FINDER 2023**

(Lima, Peru, 29 May to 02 June 2023)

**INFORMATION PAPER**

**General Information**

(Presented by the Secretariat)

**1. Place and Date**

The Workshop/Training on Frequency Finder will be held in Lima, from May 29 to June 2, 2023, at the premises of the ICAO South American Regional Office.

**2. Coordinator**

Mr. Francisco Almeida da Silva,  
RO/CNS ICAO SAM Regional Office  
Tel: +511 977 814 722  
E-mail: [icaosam@icao.int](mailto:icaosam@icao.int); [falmeida@icao.int](mailto:falmeida@icao.int)

**3. Registration of participants**

Event participants must confirm registration on Monday, May 29, 2023, from 08:45 to 09:00 Lima time.

**4. General information**

Found in the “General Information”, “Weather” and “Hotels” sections in the ICAO SAM Regional Office website, [http://www.icao.int/SAM/Pages/ES/default\\_ES.aspx](http://www.icao.int/SAM/Pages/ES/default_ES.aspx), English, left column, under “About SAM”.

**5. Passport, visa and vaccination requirements**

To enter the country, an updated passport and visa are required; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please note that it is not possible to obtain entry visas upon arrival in Peru. Will appreciate you also verify whether yellow-fever or any other vaccination is required.

**6. Documentation**

The documentation will be posted on the ICAO SAM Regional Office website, [http://www.icao.int/SAM/Pages/ES/default\\_ES.aspx](http://www.icao.int/SAM/Pages/ES/default_ES.aspx), English, left panel, under South American (SAM) Office, Meetings, and participants should check our website frequently to download the documentation. Participants must have a portable computer (laptop) to install the Frequency Finder application.