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منظمة الطيران  
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国际民用  
航空组织

Ref.: LN3/24.1 – SA7818

Lima, 30 January 2024

To: Mr. Yves Tatibouet, Regional Director of Civil Aviation Authority (DSAC)  
for French Antilles and French Guiana  
Mr. Francis Preux, Director, French West Indies and French Guiana, Air Navigation Services  
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 on Implementation of Digital Data Sets (DDS) and Phase 2 of the Roadmap for the transition from AIS to AIM (Rio de Janeiro, Brazil, 16 to 18 April, 2024)**

Required  
action: Complete the registration form no later than 22 March 2024.

Dear Sir/Madam,

Within the framework of the program of activities of the Regional Project RLA/06/901 adopted at the Seventeenth Meeting of the Coordination Committee (RCC/17) (Lima, Peru, October 26, 2023), I am pleased to invite your Administration to participate in the **Workshop on Implementation of Digital Data Sets (DDS) and Phase 2 of the Roadmap for the transition from AIS to AIM**, to be held from 16 to 18 April, 2024 in Rio de Janeiro, Brazil.

The objective of this workshop is to provide and share best practices in the implementation of the DDS and the transition to SWIM. The profile of the participants is of utmost relevance, so it is highly recommended the participation of personnel and inspectors that fits the profile detailed in the Mnemotecnica Paper of the event (**Attachment A**).

The agenda to be addressed during the Workshop is included in **Attachment B**. The event will be conducted in Spanish and simultaneous interpretation into English will be provided.

In accordance with the above, I am pleased to invite your Administration to designate and submit the list of the specialist(s) who will participate in this Workshop by e-mail to [icaosam@icao.int](mailto:icaosam@icao.int) and by completing the registration form no later than 22 March 2024, through the following link <https://forms.office.com/r/AvdK1qX2TA>.

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 assurances of our highest consideration.

The image shows a handwritten signature in black ink over a blue ICAO logo. The logo features a globe with wings and the text 'ICAO OACI ИКАО' at the top. 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. 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**

**ICAO SOUTH AMERICAN REGIONAL OFFICE**

**MNEMOTECNIC PAPER – AIS/AIM 06**

<b>RLA/06/901 – Digital Data Sets (DDS) Workshop and Phase 2 of the AIS to AIM Transition Roadmap</b> (Rio de Janeiro, 16 to 18 April 2024)	
<b>Regional strategy for implementation in the AIS/AIM area</b>	<ul style="list-style-type: none"> <li>✓ <b>Until December 2026:</b> <ul style="list-style-type: none"> <li>- Drive the implementation of Phase 2 of the AIS to AIM Transition Roadmap.</li> <li>- Drive implementation of AIS/AIM digital datasets and enablers for SWIM.</li> <li>- Drive capacity building for AIS/AIM staff performance in managing information in an electronic environment.</li> <li>- Disseminate the restructuring of AIS documents to provide a framework for AIM and SWIM.</li> <li>- Disseminate the requirements of the new AIS/AIM documents;</li> <li>- Drive the preparation and exchange of Digital NOTAMs (X-NOTAMs).</li> </ul> </li> <li>✓ <b>Ongoing tasks:</b> Follow up on:               <ul style="list-style-type: none"> <li>- Monitor the implementation of AIS/AIM documentation requirements in the States.</li> <li>- Work jointly with the SRVSOP to assess the regulatory impacts of new AIS/AIM documentation.</li> </ul> </li> </ul>
<b>ICAO Strategic Objectives</b>	<ul style="list-style-type: none"> <li>- Safety</li> <li>- Capacity and Efficiency</li> <li>- Environmental Protection</li> </ul>
<b>Meeting Objective</b>	<ul style="list-style-type: none"> <li>- Share best practices in the implementation of DDS and the transition to SWIM.</li> </ul>
<b>Activities carried out by the SAM Region on AIS/AIM with a focus on the restructuring of AIM documentation and the implementation of Digital Data Sets (DDS)</b>	<ul style="list-style-type: none"> <li>✓ 2018: Seminars on PANS-AIM and restructuring of AIS documentation to provide a framework for AIM.</li> <li>✓ Every year: SAM/AIM meeting to follow up on the implementations of the AIS to AIM Transition Roadmap, including DDS;</li> <li>✓ From 2020, GREPECAS promotes the completion of DDS implementation by the end of 2024;</li> <li>✓ As of 2021, the restructuring of Doc. 8126 - AIS Manual is included in the Agenda and the evaluation of personnel competency is promoted.</li> <li>✓ 2022: GREPECAS promotes the evaluation of personnel competence in accordance with the requirements of Doc. 8126 - Part I.</li> <li>✓ 2023: The proposal for the creation of Doc. XXXXX - PANS-IM is disseminated.</li> </ul>

<b>Current status of the SAM Region in terms of implementation of Digital Data Sets (DDS)</b>	<ul style="list-style-type: none"> <li>- Five States have advanced in the implementation of the SDGs.</li> <li>- Four States have initiated the process and have a DDS Implementation Plan.</li> <li>- Three States only have implementation plans for the Land and Obstacle DDS with minimal progress.</li> <li>- One State has not initiated DDS implementation planning.</li> </ul>
<b>Nature of the event</b>	<p>The event is a practical session on the planning and implementation of AIS/AIM Digital Data Sets, their use for aeronautical purposes, as well as for strategic planning of air traffic flow management.</p>
<b>Competencies to be generated by the event</b>	<p>The event will provide capabilities for:</p> <ul style="list-style-type: none"> <li>- Acquire best practices for the implementation of Digital Data Sets;</li> <li>- Strengthen capabilities for planning the implementation of Phase 2 of the AIS to AIM Transition Roadmap;</li> <li>- Strengthen capabilities for implementation planning of SWIM enablers.</li> <li>- Application of Digital Data Sets for strategic planning of air traffic flow management.</li> </ul>
<b>Participant profiles</b>	<ul style="list-style-type: none"> <li>✓ AIS/AIM technical decision makers.</li> <li>✓ AIS Inspector working at the Civil Aviation Authority.</li> <li>✓ AIS personnel working in the various units of the Aeronautical Information Service.</li> <li>✓ IT staff supporting AIS Phase 2 Roadmap implementations from AIS to AIM.</li> </ul>
<b>Next steps in strategy development</b>	<p>In accordance with the deadlines of the regional strategy:</p> <ul style="list-style-type: none"> <li>✓ Continue to encourage States to prepare competency assessment procedures for AIS/AIM personnel, both Authority and service provider.</li> <li>✓ Promote the development of courses and training for AIS/AIM personnel with a competency-based approach.</li> <li>✓ Continue to support capacity building for the implementation of Phase 2 of the AIS to AIM Transition Roadmap.</li> </ul>
<b>Contact personnel at the SAM Office</b>	<p>Mr. Jorge Armoa Cañete  Regional Aeronautical Information Management and Meteorology Officer (AIM/MET)  ICAO South American Regional Office  <a href="mailto:jarmoa@icao.int">jarmoa@icao.int</a></p>



## ATTACHMENT B

### RLA/06/901 – Workshop on Digital Datasets and Phase 2 of the AIS to AIM Transition Roadmap (Rio de Janeiro, 16 to 18 April 2024)

#### TENTATIVE WORK PROGRAM

Hour	Martes, 16 de April	Hour	Miércoles, 17 de April	Hour	Jueves, 18 de April
0800 0830	Registration				
0830 09:00	Opening ceremony	0830 0930	<b>Agenda Item 4.</b> Implementation of Digital Data Sets for the electronic AIP (e-AIP)	0830 0930	<b>Agenda Item 7.</b> Implementation of Digital Aerodrome Data Sets
09:00 0930	<b>Agenda Item 1.</b> Workshop Objectives / General Introduction				
0930 0950	<i>Coffee Break</i>	0930 0950	<i>Coffee Break</i>	0930 0950	<i>Coffee Break</i>
0950 1210	<b>Agenda Item 2.</b> a) Planning the Implementation of Digital Data Sets - The Brazilian experience: b) QMS/AIM Implementation.	0950 1210	<b>Agenda Item 5.</b> Digital Terrain Datasets Implementation and Implementation of Digital Obstacle Datasets	0950 1210	<b>Agenda Item 8.</b> Implementation of Digital Flight Procedure Datasets
1210 1310	<i>Lunch Break</i>	1210 1310	<i>Lunch Break</i>	1210 1310	<i>Lunch Break</i>
1310 1530	<b>Agenda Item 3.</b> Technical visit to CGNA	1310 1530	<b>Agenda Item 6.</b> Technical visit to ICA	1310 1530	<b>Agenda Item 9:</b> The importance of AIM for drone operation planning <b>Agenda Item 10.</b> Planning for SWIM enablers



## ATTACHMENT C

### RLA/06/901 – Workshop on Implementation of Digital Data Sets (DDS) and Phase 2 of the Roadmap for the transition from AIS to AIM (Rio de Janeiro, 16 to 18 April 2024)

#### INFORMATION PAPER

##### 1. Place and date of the event

The Workshop on Digital Datasets and Phase 2 of the AIS to AIM Transition Roadmap will be held in Rio de Janeiro, Brazil, April 16-18, 2024.

##### 2. Address of the event location:

#### INSTITUTO DE CARTOGRAFIA AERONÁUTICA (ICA)

Av. General Justo, 160, Centro  
Rio de Janeiro - RJ – CEP 20021-130  
Phone: +55 21 2101-6136



##### 3. Time Zone

UTC -3

#### 4. Weather and dress code information

It is estimated for the beginning of April a temperature of:  
Min 22°C (71°F) y Max 28°C (82°F)

Recommended attire: semi-formal, no tie.

#### 5. Tips

- Hotels: Hotels often include service charges on bills.
- Restaurants: Gratuities are optional, but are often found at the end of the bill as a "tip" ("tarifa de serviço" or "gorjeta"). In Rio, between 10% and 12% is usually paid.
- Cabs: Taxi drivers do not require a tip, although most passengers will round up the fare when they are satisfied with the service.
- Luggage carts at the airport: free of charge.

#### 6. No Smoking

Está prohibido fumar en espacios completamente cerrados y parcialmente cerrados a ambos lados por una pared, tabique, techo o toldo, en todo el país. La ley también se aplica a las áreas comunes de condominios y clubes. Smoking is prohibited in completely enclosed spaces and partially enclosed on both sides by a wall, partition, ceiling or awning, throughout the country. The law also applies to common areas of condominiums and clubs.

More information at: <https://www.gov.br/inca/pt-br/assuntos/gestor-e-profissional-de-saude/observatorio-da-politica-nacional-de-controle-do-tabaco/politica-nacional/ambientes-livres-de-tabaco>

#### 7. Recommended hotels



**HOTEL DEMOISELLE - CLUBE DE AERONÁUTICA (600m)**

Address: Praça Mal. Âncora, 15 - Centro, Rio de Janeiro - RJ, 20021-200.

Phone: (21) 3210-3212

Website: <https://www.caer.org.br/reservas-e-indenizacoes/hotel-demoiselle/>

**IBIS RIO DE JANEIRO SANTOS DUMONT (700m)**

Address: Av. Mal. Câmara, 280 - 1º andar - Centro, Rio de Janeiro - RJ, 20020-080.

Phone: (21) 3506-4500

Website: [https://all.accor.com/hotel/5691/index.pt-br.shtml?utm\\_campaign=seo+maps&utm\\_medium=seo+maps&utm\\_source=google+Maps](https://all.accor.com/hotel/5691/index.pt-br.shtml?utm_campaign=seo+maps&utm_medium=seo+maps&utm_source=google+Maps)

**PRODIGY SANTOS DUMONT (850m)**

Address: Av. Alm. Silvio de Noronha, 365 – Centro, Rio de Janeiro - RJ, 20021-901.

Phone: (21) 3478-4100

Website: <https://www.prodigyhotels.com.br/prodigy-hotel-santos-dumont-airport>

✓ **Distance from Hotel to ICA**

- Hotel Demoiselle – Clube da Aeronáutica (600 m)
- Ibis RJ Santos Dumont (700 m)
- Hotel Prodigy Santos Dumont (850 m)

## 8. Airports

The *International Airport of Rio de Janeiro - Tom Jobim* is located in the neighborhood called "Ilha do Governador", and is very accessible through modern highways that connect it to the Central, South and West regions of the city, where the main hotels of the city are located.

Aeroporto Internacional Tom Jobim– RIOgaleão:  
Teléfono – informaciones: +5521 3004 6050

*Santos Dumont Airport*, located in the city center, is only 10 minutes away from Zona Sul, the region where a large number of hotels and the main tourist attractions are located. Aeroporto Doméstico - Santos Dumont:

Teléfono – informaciones y vuelos: +5521 3814-7070

## 9. Transportation

- Taxi - Regular cabs, identified by the yellow color, circulate through the streets with a taximeter. Some also accept credit card payments.
- Metro - Rio de Janeiro's subway (Metrô Rio) is safe, efficient and easy to use. Tickets are sold at counters and self-service machines scattered throughout the 41 stations. Metrô Rio" operates

from Monday to Saturday, from 5 a.m. to midnight. On Sundays and holidays, it operates from 7 am to 11 pm.

More information at: [www.metrorio.com.br](http://www.metrorio.com.br)

- Uber - The urban mobility app Uber is a safe way to get around Rio de Janeiro. The app works in all neighborhoods of the city, accepts payment by cash or credit card, and can be downloaded from the Apple Store or Google Play.  
More information at: [www.uber.com](http://www.uber.com)
- VTL Carioca (Veículos Ligeros sobre Rieles) - With an innovative proposal in public transportation, the VLT Carioca is the main connection for people circulating in the central area of the city of Rio de Janeiro. Whether for business or pleasure, the VLT is also the best option for those seeking greater efficiency in their daily commute in the region.  
Modern, safe, accessible and sustainable transportation, transforming the experience of getting around downtown Rio for locals and tourists.  
More information at: [www.vltrio.com.br](http://www.vltrio.com.br)

## 10. Currency exchange and credit cards

The currency in Brazil is “Real”.

International credit cards (Visa, MasterCard, American Express and Diners Club) are widely accepted in Brazil. There are many currency exchange offices in Rio de Janeiro, including at the international airport, shopping malls and near recommended hotels.

However, it is important to note that the currencies most widely accepted by currency exchange offices in Rio de Janeiro are the US dollar and the Euro, but it is also possible to exchange other currencies, depending on the availability of the exchange office.

<b>AGÊNCIA NAVEGANTES CÂMBIO E TURISMO (2000m)</b>
Address: Av. Rio Branco, 45 - Loja B - Centro, Rio de Janeiro - RJ, 20090-003. CondomínioEdifício Comercial RB 45 Phone: (21) 2195-0300 Website: <a href="https://agencianavegantes.com.br/">https://agencianavegantes.com.br/</a>
<b>JW CÂMBIO TURISMO (1700m)</b>
Address: Av. Rio Branco, 120 - Centro, Rio de Janeiro - RJ, 20040-003. Galeria do Comércio Phone: (21) 3556-7777 Website: <a href="http://www.jwcambio.com.br/">http://www.jwcambio.com.br/</a>
<b>ZENITH CÂMBIO E TURISMO (2200m)</b>
Address: Avenida 25 - Av. Rio Branco, 25 - B - Centro, Rio de Janeiro - RJ, 20090-003Aberto · Fecha às 17:00 Phone: (21) 2233-7624 Website: <a href="https://www.zenithcambio.com.br/">https://www.zenithcambio.com.br/</a>

## 11. Health care

Travelers must have medical insurance during the trip, but it is good to know that public health services in Brazil are free for foreign tourists. Therefore, if you have an accident, need medical attention or have a health problem, you can call the insurance company or call the Servicio Móvil de Emergencias Médicas (SAMU) at the toll-free number below.

**SAMU (Servicio Móvil de Emergencias Médicas - Mobile Medical Emergency Service): 192**

Private medical services in Rio de Janeiro are of a high standard and most international prescription drugs are available through retail pharmacies, but most require a prescription from a local doctor.

If necessary, the nearest recommended health facilities are:

- **Hospital Municipal Miguel Couto** (Servicio de Salud Público) Rua Mário Ribeiro, 117 - Leblon  
Tel: +5521 3111-3711
- **Hospital Municipal Souza Aguiar** (Servicio de Salud Público) Praça da República, 111 – Centro  
Tel: +5521 3111-2600
- **Hospital Glória D’Or** (Servicio de Salud Privado) Rua Santo Amaro, 80 – Glória  
Tel: +5521 3262-2000
- **Hospital Copa D’Or** (Servicio de Salud Privado) Rua Figueiredo de Magalhães, 875 – Copacabana  
Tel: +5521 2545-3600

## 12. Electric Power

Residential voltage is 110 volts, 60 circuits. In most hotels and in some commercial establishments there are plugs with a voltage of 220 volts.

The plugs in Brazil are well-shaped, to make it difficult for the finger to come into contact with the electric current and avoid accidents. The three-prong plugs have a system that prevents overloading and overheating, in addition to providing a better coupling with their terminals. The plug adapter can be easily found in electrical equipment stores or airport stores.



### 13. Security and Police Surveillance

The Rio de Janeiro State Military Police has a battalion - BPTUR - specialized in ostensive patrolling in the city of Rio de Janeiro for the protection of tourists. Properly trained and equipped to deal with police incidents with tourists, the police officers of this corporation are in charge of patrolling tourist spots, beaches and areas near hotels.

- BPTUR – Batallón de Policía de Zonas Turísticas Dirección: Rua Figueiredo de Magalhães, 550 – Copacabana Tel: +5521 2332-7949  
The Tourist Assistance Police Station - DEAT - a specialized branch of the Civil Police, is composed of a deputy, detectives, investigators and clerks in charge of investigating and recording any incident. The DEAT has its own headquarters conveniently located in the Leblon neighborhood. The police station was created and agents were trained specifically to attend to foreign visitors.
- Comisaría de Atención al Turista (Delegacia de Atendimento ao Turista – DEAT) Dirección: Av. Afrânio de Mello Franco, 159 – Leblon  
Tel: +5521 2334-6802

### 14. Contact telephone numbers for Workshop organizers

- CRISTIANE DE BARROS PEREIRA  
☎ +55 21 98624-3102  
✉ [cristianeceb@decea.mil.br](mailto:cristianeceb@decea.mil.br)
- RICARDO ELIAS COSENDEY  
☎ +55 21 2101-6549  
✉ [cosendeyrec@decea.mil.br](mailto:cosendeyrec@decea.mil.br)

### 15. Places of interest to visit

<https://www.visitbrasil.com/es/>

<https://www.expedia.com/es/Rio-De-Janeiro.dx178301?langid=2058&>

<https://www.turismo.rj.gov.br/>