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2 March 2004

Subject: Second CAR/SAM Seminar on Institutional Aspects and First Meeting of the GREPECAS Task Force on Institutional Aspects.
(Rio de Janeiro, Brazil, 10 to 14 May 2004)

Action: Your reply not later than 26 March 2004

Dear Sir:

I have the honor to make reference to the GREPECAS meeting programme and the activities of the Regional Technical Cooperation Project RLA/98/003.

In this regard, during the last meeting of the Coordination Committee of the RLA/98/003 project carried out in Mexico from 24 to 25 November 2003, it was agreed that in benefit of the CAR/SAM Regions for the planning of institutional arrangements, aimed at implementing CNS/ATM systems, the Second Seminar on Institutional Aspects should be planned to be held together with the First Meeting of the GREPECAS Task Force on Institutional Aspects and before GREPECAS/12 Meeting, which was also approved during the last GREPECAS ACG/4 Meeting (Mexico, 16 to 17 February 2004). In relation with this matter, it was considered to hold the Seminar from 10 to 11 May and the Task Force Meeting from 12 to 14 May 2004 and both events will be celebrated in Rio de Janeiro, Brazil.

Please be informed that the Second Seminar on Institutional Aspects is being organized and sponsored by the RLA/98/003 Regional Project and the Task Force Meeting by the GREPECAS mechanism. At the latter event the participation is limited to the Task Force Members (Argentina, Brazil, Peru, Cuba, Chile, United States and COCESNA); however, other States are kindly invited to participate as observers during the meeting.

Considering the aforementioned, this letter has the purpose of inviting you to participate at the Second Seminar on Institutional Aspects and also at the First Meeting of the GREPECAS Task Force on Institutional Aspects, subject to the conditions indicated in the previous paragraph. In **Appendix A** to this Letter you will find draft agendas for both events.

As it was organized for the First Seminar on Institutional Aspects held in Tegucigalpa (September 2002), I am pleased to inform you that the following financing alternatives are available to participate in this Second Seminar:

- a) Fellowships of a UNDP/ICAO project approved for your country.
- b) Fellowships chargeable to a trust fund project established with your administration.
- c) Two fellowships under the UNDP/ICAO Regional Project RLA/98/003, which will be granted to participating States in this project that do not count on any of the previous alternatives, on a first come first serve basis, having the interested administrations to provide the air tickets to and from the host country.
- d) Own resources of your administration, in the lack of the previous alternatives.

In this sense, the reservation of places will be made upon the reception of requests by this Office up to the completion of vacancies available. For this reason, if your administration plans to use any of the above mentioned alternatives, I will appreciate submitting the duly completed ICAO fellowship nomination forms, through the UNDP Resident Representative accredited to your country.

The Seminar will have English/Spanish simultaneous interpretation, whereas Spanish will be the Task Force Meeting language.

Since it is desirable to finalize, with a minimum of delay, actions to organize the administrative arrangements for both indicated events, I shall be grateful receiving your comments and your plans to participate by the earliest practicable date and, in any event, not later than **26 March 2004**

Accept, Sir, the assurances of my highest consideration.

Original signed by

José Miguel Ceppi
Director Regional
Oficina Sudamericana
Lima

Enc.

FIRST MEETING OF THE GREPECAS TASK FORCE ON INSTITUTIONAL ASPECTS

(Rio de Janeiro, Brazil, from 12 to 14 May 2004)

Tentative Agenda

- Agenda Item 1** Analysis of the actions adopted by various planning/implementation mechanisms (RAAC, CAR/SAM/3 RAN, GREPECAS Meetings, etc.) on institutional aspects, in the CAR/SAM Regions.
- Agenda Item 2** Examine the current status of institutional arrangements developed in the CAR/SAM Regions (REDDIG, CARSAMMA, COCESNA, SRVSOP).
- Agenda Item 3** Economic aspects of the transition and implementation of the CNS/ATM Systems in the CAR/SAM Regions-Project Evaluation Tool (PET).
- Agenda Item 4** Definition of systems capable of being implemented by institutional agreements and election of the most suitable arrangement.
- Agenda Item 5** Development of institutional arrangements' proposals for consideration by the GREPECAS/12.
- Agenda Item 6** Other matters.

Explanatory Notes on the Agenda of the First Meeting of the GREPECAS Task Force on Institutional Aspects

It is expected that the Meeting might use the experience achieved at the Second Seminar on Institutional Aspects to discuss the matters presented in the Tentative Agenda. As an orientation for these discussions, following is a brief description of the expected objectives of the meeting, regarding each agenda item.

- Agenda Item 1** Under this Agenda Item, the Meeting will be informed on the most relevant background regarding planning of institutional matters that have been discussed and agreed in the CAR/SAM Regions. In this way, the Meeting will use this information in dealing with the other agenda items.
- Agenda Item 2** The Meeting will be able to examine under this Agenda Item the most outstanding issues of the various institutional agreements carried out in the CAR/SAM Regions, on specific technical/operational aspects, as well as gather information on benefits and difficulties experienced in the execution of these arrangements. In this sense, *interalia*, documents concerning the REDDIG, CARSAMMA, COCESNA, SRVSOP, will be examined.

- Agenda Item 3** The Meeting shall examine the economic aspects related to the transition and implementation of the CNS/ATM Systems, considering the ICAO guidelines on these matters, as well as the use of the Project Evaluation Tool (PET), developed by the RLA/98/003 Project.
- Agenda Item 4** The Meeting shall review studies carried out under the RLA/98/003 Project, on the various systems/services that might be implemented through institutional arrangements and will try to determine these systems/services, as well as the most suitable institutional arrangements for the CAR/SAM Regions, related to the identified systems/services.
- Agenda Item 5** It is expected that the Meeting in concluding its work formulate specific proposals to be examined by the GREPECAS/12 Meeting, aimed at fostering the development of institutional arrangements most suitable for the ICAO CAR/SAM Regions.
- Agenda Item 6** Under this Agenda Item, the Meeting shall be invited to discuss any other matter related to the aforementioned matters, but not included in the Agenda.

International Civil Aviation Organization
UNDP/ICAO Regional Project RLA/98/003
Transition to the CNS/ATM Systems in the CAR and SAM Regions

**Description of the Second CAR/SAM Seminar on Institutional Aspects for
CNS/ATM Systems Implementation**

(Rio de Janeiro, Brazil, 10 and 11 May 2004)

APPENDIX A

ICAO NOMENCLATURE: N° 139 (MGT OTH)

1. Introduction

1.1 Within the framework of activities of RLA/98/003 Regional Project for 2004 the Second CAR/SAM Seminar on Institutional Aspects for CNS/ATM Systems Implementation has been programmed, to be held in Rio de Janeiro, Brazil, on 10 and 11 May 2004.

2. Objective

The objective of this Second Seminar is to continue with the presentation of the guidance and reference material on institutional, juridical and financial aspects, applied to the establishment of multinational organizations, as the most feasible solution that will enable the development of an integrated and global ATM in the CAR/SAM Regions through the evolutionary implementation of CNS/ATM technologies. The results of the Seminar will serve as background for discussions at the Meeting of the GREPECAS Task Force on Institutional Aspects, to be held subsequently to this event, at which specific proposals could be prepared on multinational arrangements, to be examined at the GREPECAS/12 Meeting.

3. List of matters to be discussed

Item 1 Information on the work carried out by the RLA/98/003 Project in the area of “Institutional Aspects of the CNS/ATM Implementation in the CAR/SAM Regions”

Item 2 Analysis of institutional aspects for the establishment of a multinational organization(s) for the management of the CNS/ATM Systems in the CAR/SAM Regions.

- a) Benefits
- b) Difficulties

Item 3 Analysis of the juridical aspects related to the implementation and operation of a Multinational Organization(s) for the management of the CNS/ATM Systems in the CAR/SAM Regions.

- a) Benefits
- c) Difficulties.

Item 4 Analysis of the financial and economic aspects related to the implementation and operation of a multinational Organization(s) for the management of the CNS/ATM Systems in the CAR/SAM Regions.

- a) Benefits
- b) Difficulties.

Item 5 Conclusions and Proposals.