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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 11/24.1-SA169

9 March 2007

To: ICAORD, Mexico (kindly retransmit to CAR Region)
Mr. Jean-Marc Sansovini/DIRAC, French Guiana
Mr. Gerald Daniel/Chief Guyana Aeronautical District, French Guiana
Mr. Zulficar Mohamed/CAD Guyana (ai)
Ms. Isabelle Monnier, Chef du SNA Antilles, Guyane
Mr. John Veira/Director of Civil Aviation, Suriname

Subject: **Second Seminar ATFM and Third Meeting of the GREPECAS ATM/CNS Subgroup ATM Committee ATFM Task Force – (San Andrés, Colombia, 18 to 22 June 2007)**

Action required: Select and nominate participants not later than 30 April 2007

Sir/Madam,

I have the honour to communicate you that, according to the GREPECAS ATM/CNS Subgroup ATM Committee, and after the holding of the Second Seminar on Air Traffic Flow Management in the CAR/SAM Regions, the Third Meeting of the ATFM Task Force (ATFM/TF/3) will be held in San Andrés, Colombia, from 18 to 22 June 2007.

The States and International Organizations involved, who are members of the ATFM Task Force, are Argentina, Brazil, Chile, Colombia, Costa Rica, Mexico, Peru, United States, Uruguay, COCESNA and IATA. Notwithstanding, States and International Organizations that are not members of the ATFM/TF are cordially invited to participate in this meeting.

For ease of reference, I am attaching the tentative agenda and explanatory notes. Your administration is invited to select and nominate participants not later than **30 April 2007**.

In addition, I will highly appreciate your informing me whether your administration shall present working papers or information papers, and if so, I request you to send the documentation as soon as possible, and in any case, not later than **18 May 2007**.

Finally, I inform you that the information paper with general information on the meeting shall be submitted to you shortly.

Accept, Sir, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'J. M. Ceppi', with a stylized flourish at the end.

José Miguel Ceppi
ICAO Regional Director
South American Office
Lima

Enc.

PROPOSED AGENDA FOR THE ATFM/TF/3 MEETING

Agenda Item 1: Documentation on air traffic flow management and GREPECAS policies

It has been foreseen that under this agenda item, States/Territories/International Organizations present working papers including their ATFM national plans, if available, so that the Task Force may have information on the progress achieved so far and thus contribute to a harmonious implementation of ATFM in the CAR and SAM Regions.

Agenda Item 2: Necessary documentation on ATFM for the CAR/SAM Regions

Under this agenda item, the meeting shall analyze and define required documentation for ATFM implementation and review ICAO guidelines and an action plan to develop such documentation.

Agenda Item 3: Model Action Plan to improve Aerodrome Operations (AO) and the corresponding ATFM guidance material for FMU or FMP implementation

As per Doc 9854, Global ATM Concept, the meeting will be able to review and if such were the case, introduce necessary changes to the action plan model to improve Aerodrome Operations (AO). Also, it shall establish some guidance material for the initial implementation of FMU/FMP.

Agenda Item 4: ATFM data bank

Taking into account the action plan for airport strategic ATFM implementation in the CAR/SAM Regions, the meeting shall be able to define operational requirements of the data bank, related with aerodrome operations on:

- Air traffic visualizing,
- Airport capacity
- ATS capacity
- Demand/capacity forecasts
- Weather conditions visualizing.

Agenda Item 5: Review of ATFM/TF Terms of Reference and Work Programme

Under this agenda item, the ATFM Task Force terms of reference and work programme will be reviewed, and if such were the case, it shall proceed to update them.

Agenda Item 6: Other matters

The meeting shall examine other AFTM issues that have not been considered in the other agenda items.
