



International Civil Aviation Organization

CAR/SAM Regional Planning Implementation Group (GREPECAS)

**Seventh Meeting of the Administration Coordination Group (ACG/7)**

Lima, Perú, 3-4 March 2008

**Eighth Meeting of the Aviation Safety Board (ASB/8)**

Lima, Peru, 5-6 March 2008

ACG/7 & ASB/8-IP/01

10/11/07

**Revised**

6/12/07

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## GENERAL INFORMATION

(Presented by the Secretariat)

### 1. **Site, date and schedule**

The meetings of reference will be held in the premises of the ICAO South American Office from 09:00 to 15:00 hours.

### 2. **Opening session**

First day of the event

Registration of participants: 08:30 – 09:00

Opening session: 09:00 – 09:15

### 3. **ICAO SAM Office address, telephone numbers, etc.**

Av. Víctor Andrés Belaúnde 147

Centro Empresarial Real, Torre Cuatro, Piso 4

San Isidro

Telephone: +511 611-8686

Fax: +511 611-8689

E-mail: mail@lima.icao.int

### 4. **Language and documents**

The events will be carried out in English. The pertinent documentation will be published at the ICAO SAM Regional Office: <http://www.lima.icao.int>. No printed documentation will be distributed during the event.

### 5. **Registration of participants**

Participants are requested to fill in the respective registration form and submit it to the SAM Regional Office as soon as possible. A subsequent registration will take place during the first day of the event, when the duly completed registration sheet should be handed in, had it not been previously sent. Likewise, participants are requested to use the badges supplied to them during registration.

### 6. **Temperature**

In Lima, the temperature ranges from 21°C to 29°C during the month of March. Humidity average: 84%.

7. **Hotels**

Hotel reservations should be made directly to the hotel, with enough time in advance.  
The following hotels are suggested:

<b>Hotel</b>	<b>Address/Telephone/Fax Página Web/E-mail</b>	<b>Single US\$</b>	<b>Double US\$</b>
Swissôtel Lima***** (50 m. from the Office)	Via Central 150, Centro Empresarial Real, <b>San Isidro</b> Tel: (511) 611 4415 Fax: (511) 421 4360 E-Mail: reservations.lima@swissotel.com Web: <a href="http://www.swissotel.com">http://www.swissotel.com</a> Rates are subject to 19% Sales Tax and 10% Service Tax. Foreigners are exempted of 19% Sales Tax presenting the passport during check-in.	Swiss Advantage 150 Swiss Deluxe 170 Swiss Exec. Club 195 Junior Suite 220 Exec. Suite 290	160 180 210 240 310
Delfines Hotel & Casino (Summit Hotels & Resorts)***** (5 minutes away in taxi)	Calle Los Eucaliptos 555, San Isidro Tel: (511) 215-7000 Fax: (511) 215-7073 Web Page: <a href="http://www-&lt;br/&gt;losdelfineshotel.com.pe">http://www- losdelfineshotel.com.pe</a> E-mail: reservas@losdelfineshotel.com.pe Includes buffet breakfast Shuttle Bus Service to Centro Empresarial (location of ICAO SAM Office) & Larco Mar	120.00 +10%	120.00 +10%
Hotel Suites del Bosque (3 blocks from the office)	Av. Paz Soldán 165, San Isidro Tel: (511) 221-1108 Fax: (511) 221-1107 Web Page: <a href="http://www.suitesdelbosque.com">www.suitesdelbosque.com</a> E-mail: reservas@suitesdelbosque.com Includes buffet breakfast and Service Tax	Single Executive Suite 100.00 + 10%	Double Exec. Suite 110.00 + 10%
Plaza del Bosque Apartotel (3 blocks from the office)	Av. Paz Soldán 190, San Isidro Tel: (511) 441-8818 Fax: (511) 421-8582 Web Page: <a href="http://www.plazadelbosque.com">www.plazadelbosque.com</a> E-mail: reservas@plazadelbosque.com Includes buffet breakfast and Service Tax	Single Executive Suite 100.00 + 10%	Double Exec. Suite 110.00 + 10%
Los Tallanes Hotel Suites (5 mins. away in taxi)	Av. Jorge Basadre 325, San Isidro Tel: (511) 221-0001 Fax: (511) 222-5030 Web Page: <a href="http://www.hoteltallanes.com">www.hoteltallanes.com</a> E-mail: mdurand@hoteltallanes.com.pe Includes American breakfast.	Standard 75.00 +10%	King Exec. Suite 105.00 +10%
El Pardo Doubletree Hotel***** Miraflores (10 mins. away in taxi)	Jr. Independencia 141, Miraflores Tel: (511) 617-1000 Fax. (511) 444-2171 / 241-0039 Web Page: <a href="http://www.elpardodoubletree.com.pe/">http://www.elpardodoubletree.com.pe/</a> E-mail: pardohot@doubletreeelpardo.com.pe Includes buffet breakfast	105.00 + 10%	115.00 +10%

<b>Hotel</b>	<b>Address/Telephone/Fax Página Web/E-mail</b>	<b>Single US\$</b>	<b>Double US\$</b>
Hotel El Doral (10 mins. away in taxi)	Av. José Pardo 486, Miraflores Tel. (511) 242-7799, Fax (511) 446-8344 Web Page: <a href="http://www.eldoral.com.pe">http://www.eldoral.com.pe</a> E-mail: <a href="mailto:aparthotel@eldoral.com.pe">aparthotel@eldoral.com.pe</a> Includes American breakfast.	50.00 + 10%	60.00 + 10%

\* Prices are subject to change without prior notice.

**8. Transportation from/to airport**

There are several authorized taxi services at the Jorge Chávez Intl. Airport. The rate to Miraflores/San Isidro (area where the hotels are located) is approximately US\$ 20.00. You may confirm the rate at the counters located outside the Airport area.

Taking into consideration the robbery increase against travelers in the route to/from the airport, the following taxi companies are recommended:

National Car Rental	Telephone: +511 575-1111 o 222-1010 E-mail: <a href="mailto:national@terra.com.pe">national@terra.com.pe</a>
Mitsu Taxi Remisse	Telephone: +511 349-7722 E-mail: <a href="mailto:remisse@mituiautomotriz.com">remisse@mituiautomotriz.com</a>
CMV Taxi Remisse Ejecutivo	Telephone: +511 422-4838 E-mail: <a href="mailto:cmv@exalmar.com.pe">cmv@exalmar.com.pe</a>

**9. Transportation from/to site of the event**

Participants should directly coordinate their transportation from/to the site of the event, either taking a taxi or walking, depending on the location of the hotel selected.

There are independent or informal taxis all over the city, which, upon not belonging to any particular company, do not provide the necessary safety or guarantee. In the event of taking an informal taxi, please consider you will be exposing yourself to a very high risk.

Taxi companies recommended taking within the city:

Alo Taxi	+511 225-4355
Tata Taxi	+511 274-5151
Taxi Real	+511 470-6263 / 470-6204
Taxi Móvil S.A	+511 422-3322 / 422-6890
Taxi Go S.A.C.	+511 481-1995 / 9927-8750

**10. Passport and visa requirements**

A valid passport and visa are required for citizens from certain countries. To this effect, delegates are kindly requested to complete the formalities **well in advance** in order to obtain entry visa from the respective embassy or consulate.

11. **Exchange rate and Credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). The current exchange rate is Soles S/. 3.00 per US\$1.00.

The following international credit cards are accepted in most stores and restaurants: American Express, Master Card, Visa, Diners Club, etc. Traveller's cheques should be exchanged in banks or money exchange stores.

12. **Hospitals**

The **Clínica Anglo Americana**, located in Alfredo Salazar s/n, Miraflores, Tel: (511) 7123000, is the recommended hospital.

13. **Useful telephones**

**ICAO**

Mr. José Miguel Ceppi, Regional Director SAM Office .....372-6417 / 9650-9267  
 Mr. Carlos Stehli, Deputy Director SAM Office .....435-2752 / 9762-3539  
 Mr. Alberto Orero, Security Officer SAM Off.ice .....446-1147/ 9831-5523

14. **Airlines**

The following telephone numbers are provided, with the aim you can confirm your flights back to your country:

Aerolíneas Argentinas.....	513-6565
Aeroméxico.....	705-1111
Air Canada.....	0800 52073
Air Plus Comet.....	716-9797
Alitalia.....	444-9295 / 444-9285
American Airlines.....	0800 4 0350 / 211-7000
Avianca.....	0800 51936
Continental Airlines.....	0800 70030 / 712-9230
Copa.....	610-0808
Delta Airlines.....	0800 4 3210 / 211-9211
Gol.....	0800 52917
Iberia.....	411-7801
KLM.....	242-1240 / 242-1241
Lan.....	213-8200
Lloyd Aéreo Boliviano.....	444-0510 / 241-5210
Lufthansa.....	442-4455 / 444-4440
Mexicana de Aviación.....	610-6065 / 610-6060
Taca.....	511-8222

15. **Electricity**

220 Volts/60Hz.

16. **General recommendations in the event of an earthquake**

**During**

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate only if conditions permit it; otherwise, minimize your movements.

**After**

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the established routes.
- c) Stay in the evacuation site until the designated security team has verified whether the installations are at risk.

**ICAO/4th floor emergency exit**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaunde Avenue.
- d) Pay attention at all moment to the indications that the security team might make.

17. **Airport tax**

Airport tax is US\$ 30.26.