



**International Civil Aviation Organization**  
CAR/SAM Regional Planning Implementation Group (GREPECAS)  
**First Meeting of the CNS/ATM Subgroup**  
(Lima, Peru, 14 to 18 December 2009)

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## **GENERAL INFORMATION**

(Presented by the Secretariat)

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

The sessions of the First Meeting of the CNS/ATM Subgroup (CNS/ATM/SG/1) will be held at the the NOVOTEL Lima, Conference Rooms Machu Picchu and Choquequirao, located in Av. Víctor Andrés Belaúnde 198, San Isidro, Lima, Peru, from 14 to 18 December 2009.

### **2. Address and Contact Information – Meeting Venue**

NOVOTEL Lima  
Víctor Andrés Belaúnde 198 – San Isidro  
Lima – Perú  
Telephone: +511 315-9939  
Fax: +511 315-9900  
E-mail: h6339-sbl@accor.com  
www.novotel.com.pe

### **3. Address of the ICAO South American Office**

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. Opening session**

Monday, 14 December 2009  
Registration of participants: 08:30 – 09:00 hrs.  
Opening session: 09:00 – 09:15 hrs.

### **5. 4. Address and Contact Information – ICAO**

*Mr. Carlos Stehli*  
*Regional Deputy Director*  
*ICAO SAM Regional Office*  
Telephone: +51 1 611 8686  
Fax: +51 1 611 8689  
E-mail: mail@lima.icao.int

*Mr. Michiel Vreedenburgh*  
*Regional Deputy Director*  
*ICAO NACC Regional Office*  
*Presidente Masaryk 29, Third Floor, Polanco, Mexico City, Mexico*  
 Telephone: + 52 55 5250 3211  
 Fax: + 52 55 5203 2757  
 E-mail: [icao\\_nacc@mexico.icao.int](mailto:icao_nacc@mexico.icao.int)

## 6. Registration of participants

Participants are requested to complete the registration form attached to this information paper and submit it to the respective ICAO Regional Office, as soon as possible. Subsequent registration will take place at the registration desk, from 08:30 to 09:00 hrs, during the first day of the event where the completed registration form should be delivered. Likewise, participants are requested to use the badges supplied to them during registration.

## 7. Documentation Link and Languages

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the Meeting will be posted on the GREPECAS website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

8. The instructions to log on the GREPECAS website from the NACC and SAM sites are:

### NACC Office:

<http://www.mexico.icao.int/Objectives2009.html>  
 Click on “December / Diciembre”  
 Click on the “WPs/IPs” corresponding link located next to the *GREPECAS First CNS/ATM/SG Meeting*  
 Enter:  
 Username: ***carsamrpg***  
 Password: ***ccretkode***

### SAM Office:

<http://www.lima.icao.int>  
 Click on “GREPECAS”  
 Select **English** on the right upper corner of the welcome page  
 Enter:  
 Username: ***carsamrpg***  
 Password: ***ccretkode***  
 Click on *Meetings*  
 Click on CNS/ATM/SG/1

## 9. Temperature

Temperature in Lima during the month of December varies from 17°C to 25°C. The average humidity is of 70%.

## 10. Transportation from/to the airport

There are authorized taxi services at the Jorge Chavez International Airport.

The rate to Miraflores or San Isidro (hotel area) is approximately US\$ 20.00. This rate can be confirmed at counters at the airport in the international arrivals area.

Taking into account the increase of assaults against persons who travel to and from the airport, the following taxi companies are suggested:

Eurocar	Tel: +511 222-1010
	E-mail: ventas@eurocarperu.com
CMV Servicio Ejecutivo	Tel: +511 422-4838
	E-mail: cmv@exalmar.com.pe

### 11. Transportation to and from the site of the event

Participants can take a taxi or walk to NOVOTEL Lima, depending on the location of the selected hotel, and vice versa.

In the city, there are independent or informal taxi drivers. In view of the fact that they do not belong to a company, they do not provide any safety or guarantee. If taking an independent taxi, please consider that you may be at a high risk.

Companies recommended for transfers within the city:

Alo Taxi	+51 1 225-4355
Lima Remisse	+51 1 224-5529 / 99965-6639
Taxi Planet	+51 1 794-4864 / 781-7988
Tata Taxi	+51 1 274-5151
Taxi Real	+51 1 470-6263 / 470-6203
Taxi Seguro	+51 1 241-9292

### 12. Suggested hotels in Lima

Reservations should be arranged directly with the hotel and **well in advance**. In view of the various events carried out in Lima, prices may vary. Kindly consult the hotel of your preference.

Hotel	Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail	Simple US\$	Doble/ Double US\$
Swissôtel Lima*****	(A 50 mts de la Oficina/(50 mts away from the Office) Via Central 150, Centro Empresarial Real, San Isidro Tel: +51 1 611-4415 - Fax: +51 1 421-4360 E-Mail: reservations.lima@swissotel.com Web:http://www.swissotel.com Tarifas sujetas al cargo de 19% de IGV y al 10% de servicios. Se puede exonerar del 19% si el pasajero es extranjero./Rates are subject to 19% Sales Tax and 10% Service Tax. Foreigners are exempted of 19% Sales Tax presenting the passport during check-in. Incluye desayuno buffet / Buffet breakfast included <b>Solicitar tarifa corporativa para OACI - 6062/ Request corporate rate for ICAO - 6062</b>	Premier US\$ 170.00 Swiss Business Advantage US\$ 185.00 Swiss Executive US\$ 240.00  Todas las tarifas All rates + 10 %	Premier US\$ 180.00 Swiss Business Advantage US\$ 195.00 Swiss Executive US\$ 260.00  Todas las tarifas All rates + 10 %

<b>Hotel</b>	<b>Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail</b>	<b>Simple US\$</b>	<b>Doble/ Double US\$</b>
El Pardo Doubletree Hotel ***** Miraflores	(distancia 10 minutos de la oficina, en taxi/ 10 minutes away from the office, by taxi) Jr. Independencia 141, Miraflores Tel: +51 1 617-1000 Fax. +51 1 444-2171 / 241-0039 Web Page: <a href="http://www.elpardodoubletree.com.pe/">http://www.elpardodoubletree.com.pe/</a> E-mail: pardohot@doubletreeelpardo.com.pe Incluye desayuno buffet / Buffet breakfast included	US\$ 150.00 + 10%  <b>(130.00 Cuando el evento es en el hotel)</b>	US\$ 165.00 +10%  <b>(145 cuando el evento es en el hotel)</b>
Delfines Hotel & Casino ***** (Summit Hotels & Resorts)	(Distancia: 5 mins de la Oficina en taxi)/ distance 5 mins. away from the office by taxi) Calle Los Eucaliptos 555, San Isidro Tel: +51 1 215-7000 - Fax: +51 1 215-7073 Web Page: <a href="http://www.losdelfineshotel.com.pe">http://www.losdelfineshotel.com.pe</a> E-mail: reservas@losdelfineshotel.com.pe Incluye desayuno buffet en Delphos Cafe / Buffet breakfast included at Delphos Cafe	Superior US\$ 165.00 Executive US\$ 200.00 +10%	Superior US\$ 185.00 Executive US\$ 220 +10%
Sonesta Hotel El Olivar *****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Pancho Fierro 194, San Isidro Tel +51 1 712-6060 - Fax +51 1 7126099 Web Page: <a href="http://www.sonesta.com">http://www.sonesta.com</a> E-mail: reservas@sonestaperu.com / mllaque@sonestaperu.com Incluye desayuno buffet / Buffet breakfast included	US\$ 178.00 + 10%	US\$ 191.00 + 10%
NOVOTEL Lima ****  <b>Site of the Meeting</b>	Distancia al frente de la Oficina/across the street Av. Victor Andrés Belaunde 198 San isidro Tel: +511 315 9924 / 315 9925 E-mail: h6339-re1@accor.com Incluye desayuno buffet/ Includes buffet breakfast and service taxes Check-in 14 hrs – Check-out 12 hrs.	US\$140.00 + 10%	US\$160.00 + 10%
Hotel Suites del Bosque *****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Av. Paz Soldán 165, San Isidro Tel: +51 1 616 1818 / 616 2121 Web Page: <a href="http://www.suitesdelbosque.com">www.suitesdelbosque.com</a> E-mail: reservas@suitesdelbosque.com Incluye desayuno buffet e impuestos por servicios/ Includes breakfast buffet and service taxes	Suite Ejecutiva Estándar (Simple) Executive Suite (single) US\$ 110.00 + 10% Viernes y Sábado US\$90 + 10%	Suite Ejecutiva Estándar Doble Standard Exec. Suite (Double) US\$ 120.00 + 10% Viernes y Sábado US\$90 + 10%
Plaza del Bosque Apart Hotel*****	(a 3 cuadras de la Oficina/ 3 blocks away from the office) Av. Paz Soldán 190, San Isidro Tel: +51 1 616-1818 / 616-2121 Web Page: <a href="http://www.plazadelbosque.com">www.plazadelbosque.com</a> E-mail: reservas@plazadelbosque.com Incluye desayuno buffet e impuestos por servicios/ Includes breakfast buffet and service taxes	Suite Ejecutiva Estándar (Simple) Executive Suite (single) US\$ 110.00 + 10% Viernes y Sábado US\$90 + 10%	Suite Ejecutiva Estándar Doble Standard Exec. Suite (Double) US\$ 120.00 + 10% Viernes y Sábado US\$90 + 10%

<b>Hotel</b>	<b>Dirección Address - Tel/Fax Página Web/ Website - Correo electrónico//E-mail</b>	<b>Simple US\$</b>	<b>Doble/ Double US\$</b>
Los Tallanes Hotel Suites *****	(distancia 5 minutos de la oficina en taxi/ 5 minutes away from the office, by taxi) Av. Jorge Basadre 325, San Isidro Tel: +51 1 221-0001 - Fax: +51 1 222-5030 Web Page: www.hoteltallanes.com E-mail: mdurand@hoteltallanes.com.pe Incluye desayuno Americano/American breakfast incl.	Suite Ejecutiva Estándar (Simple) US\$ 140.00 + 10%	Suite Ejecutiva Estándar (Doble) US\$ 150.00 + 10%
Hotel & Spa Golf Los Incas	(distancia 30 minutos de la oficina en taxi/ 30 minutes away from the office, by taxi) Avenida Cerros de Camacho No. 500, Monterrico, Surco, Lima, Perú Tel: +511 437 4727 Fax: +511 4354727 E-mail: blancasimich@golfincahotel.com Website: www.golfincahotel.com Incluye desayuno buffet Includes breakfast buffet	Junior Suite Standard (simple/single) US\$110 Junior Suite (simple/single) US\$120	Junior Suite Standard (doble/double) US\$130 Junior Suite (doble/double) US\$140
Hotel José Antonio***	(distancia 10 minutos de la Oficina en taxi/ 10 minutes away from the Office by taxi) Av. 28 de Julio 398, Miraflores Tel: +51 1 445-7743 / 445-6870 Fax: +51 1 446-8295 Web Page: www.hotelesjoseantonio.com E-mail: ventas@hotelesjoseantonio.com Incluye desayuno buffet e impuestos por servicios/Includes buffet breakfast and service taxes	US\$ 100.00 10% incluido/included	US\$ 110.00 + 10%
Hotel El Doral***	(distancia 10 minutos en taxi/the distance from the office is 10 minutes in taxi) Av. José Pardo 486, Miraflores Tel. +51 1 242-7799 Fax +51 1 446-8344 Web Page: http://www.eldoral.com.pe E-mail: aparthotel@eldoral.com.pe Incluye desayuno americano/ Includes American breakfast	US\$ 55.00 + 10%	US\$ 65.00 + 10%
Lima Airport Inn ***	(distancia 10 minutos en taxi/the distance from the office is 10 minutes in taxi) Miguel Grau 191, Miraflores Tel.: +511 447-4943 – 4474882 4474604 Fax: +51 (1) 4460267 E-mail: airport_inn@terra.com.pe Incluye desayuno continental/incluidos impuestos Includes Continental breakfast/taxes included	US\$35.00	US\$45.00

**Note:** Foreigners are exempted of 19% Sales Tax by presenting the passport during check-in.

### 13. Passport, visa and vaccination requirements

To enter the country, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country to verify this requirement well before your departure. Verification if yellow-fever or any other vaccination is also recommended.

**14. Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). The current exchange rate is S/ 2.90 per US\$1.00.

Credit cards as American Express, Master Card, VISA, Diners Club, etc; are usually accepted in hotels, shopping centres and restaurants. Traveller's checks should be exchanged in banks.

**15. Hospitals**

In case of emergency, **Clínica Anglo Americana** is recommended, which is located on Alfredo Salazar s/n, Miraflores, Tel: +51 1 616-8900.

**16. ICAO contact telephone numbers**

Mr. Carlos Stehli, Deputy Director.....	435-2752
Mr. Jorge Fernandez Demarco, Regional Officer ATM.....	224-9007
Mr. Onofrio Smarrelli, Regional Officer CNS.....	372-7003

**17. Electricity**

220 Volts/60Hz.

**18. Airport tax**

Exit airport tax is US\$ 31.00. (May be included in airfare).

**19. Airlines**

The following telephone numbers are provided to confirm your return flights:

Aerolíneas Argentinas.....	513-6565
Aeroméxico.....	705-1111
Air Canada.....	0800 52073
Air Comet.....	0800 52222
Alitalia.....	241-1026 / 241-8303
American Airlines.....	0800 40350 / 211-7000
Avianca.....	0800 51936
Continental Airlines.....	0800 70030 / 712-9230
Copa Airlines.....	610-0808
Delta Airlines.....	0800 4 3210 / 211-9211
Gol.....	0800 52917
Iberia.....	411-7801
KLM.....	213-0200
Lan.....	0801-11234 / 213-8200
Lloyd Aéreo Boliviano.....	444-0510 / 241-5210
Lufthansa.....	442-4455 / 444-4440
Mexicana de Aviación.....	610-6065 / 610-6066
Taca.....	511-8222

## **20. Information on safety and protection**

Upon any emergency situation, kindly call the Security Officer of the ICAO South American Office, Mr. Alberto Orero: tel. 264-3651, Cells 99676-0320 or 99831\*5523, or the Operations Centre of the United Nations Safety and Security Department (UNDSS):

### **Assistance 24 Hours - 365 days**

213 – 3220 Direct  
213 – 3200 Ext. 1600  
99757 – 1008 Cellular

## **21. General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

### **During an earthquake**

- 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 the premises only if conditions permit it; otherwise, minimize your movements.

### **After an earthquake**

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

### **ICAO Third and Fourth floor emergency exits**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs lead to the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line; move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of evacuees exiting behind you.
- e) Once outside facing away from the building, turn left towards the evacuation site located across V. A. Belaúnde Avenue.
- f) Pay attention at all times to indications that the security team might make.
- g) You will be informed when it is safe to return to the premises.

**PLANO DE UBICACIÓN DE LA OFICINA REGIONAL SUDAMERICANA DE OACI EN LIMA, PERÚ/  
ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**

**Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro**





ATTACHMENT/ADJUNTO

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL

CAR/SAM Regional Planning Implementation Group
Grupo Regional de Planificación y Ejecución CAR/SAM
(GREPECAS)

First Meeting of the CNS/ATM Subgroup / Primera Reunión del Subgrupo CNS/ATM
(CNS/ATM/SG/1)

(Lima, Peru, 14 to 18 December 2009) / (Lima, Perú, 14 al 18 de diciembre de 2009)

FORMULARIO DE REGISTRO / REGISTRATION FORM

1. Estado/State:
Organismo/Organization:
2. Nombre/
Name:

3. Cargo/Position:

4. Participa como / Participates as:

Miembro / Member, Alterno/ Deputy, Delegado/ Delegate, Observador or Observer, Ponente/ Lecturer, Instructor/ Instructor, Alumno / Student

5. Dirección oficial / Business address:

6. Tel.: Fax: E-mail:

7. Hotel o dirección en la ciudad/ Hotel or local address:

8. Información de vuelo/ Flight information:
Vuelo llegada/ fecha/ hora/ Arrival flight/ date/ hour:
Vuelo salida/ fecha/ hora/ Departure flight/ date/ hour:

Firma/ Signature: Fecha/ Date:

Please return this form to: / Por favor envíe este formulario a:
E-mail: mail@lima.icao.int, icao\_nacc@mexico.icao.int