



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/8.3.13-SA343

3 June 2011

To: Mr. Pierre Dubois, West Indies and French Guyana Civil Aviation Director
Mr. Zulficar Mohamed, Interim General Director, Guyana
Mr. Falisie J. Pinas, B. Tech., Minister of Transport, Communication and Tourism, Suriname

Subject: **Thirteenth Meeting of the GREPECAS Aeronautical Information Management Subgroup (AIM/SG/13) - Mexico City, Mexico, 19 to 21 July 2011**

Action

Required: 1) **Submission of documentation by the deadlines provided in this letter**
2) **Register participation by 1 July**

Sir,

I have the honour to invite you to participate in the Thirteenth Meeting of the GREPECAS Aeronautical Information Management Subgroup (AIM/SG/13) to be held in the ICAO North American, Central American and Caribbean Regional Office in Mexico City, Mexico, from 19 to 21 July 2011. The working languages of the meeting will be Spanish and English, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

Aeronautical Information Management (AIM [AIS]) specialists of States and Territories of the ICAO CAR/SAM Regions and representatives of invited international organizations are expected to attend.

States and international organizations who are members of the Subgroup are listed herewith: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, France, Paraguay, Peru, Spain, Trinidad and Tobago, Venezuela, United States, COCESNA, IATA, and PAIGH. The Chairperson of the Subgroup is Mrs. Noemí Carta (Cuba) and the Vice-chairperson is Mr. Rafael Torres (Venezuela).

The Draft Agenda of the meeting is at **Appendix A**. The meeting will focus on the action required by Decision 16/47 of the GREPECAS/16 Meeting transcribed as follows:

DECISION 16/47 TRANSFORMATION OF GREPECAS SUBGROUPS

That the work currently in progress by the GREPECAS AERMET, AGA/AOP, AIM and CNS/ATM Subgroups, and their respective task forces, where applicable, as presented in the Appendices B – E of WP/17 be transformed into programmes and projects.

You are kindly requested to submit a duly completed registration form for each participant by 1 July 2011. The Registration Form of the meeting is found in **Appendix B**.

All meeting documentation will be placed on the following webpage:

Address: <http://www.lima.icao.int/>
Click on: **GREPECAS**
Username: **carsamrpg**
Password: **ccretkode**
Click on: **“Reuniones”**; **“Por Grupo”**; **“AIM/SG/13”**

Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration may wish to submit at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word using the attached templates. Working papers should be brief, action-oriented and focused, with a four-page limit excluding any appendices.

Only working papers received by this office by **15 June**, submitted by States/Territories, will be translated to ensure the timely translation. Working papers and information papers received in this office after that date and no later than **1 July** will only be issued in the language of submission. Papers received from international organizations must reach this office by **1 July**; they will not be translated and will be issued only in the language submitted.

The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

A coordination meeting with the Chairpersons of the Subgroup, the Task Force Rapporteurs and the Secretariat is planned for 18 July prior to the start of the meeting. This meeting will not be provided with simultaneous interpretation.

If you require any further information regarding the meeting, please contact Mr. Roberto Arca, Regional Officer, Aeronautical Information Management, SAM Office, Lima (rlarca@lima.icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

A – Draft Agenda

B – Registration Form

C – Templates for Papers

cc: ICAORD, Mexico (for information)
Mr. Daniel Madiot, Chef du SNA Antilles, Guyane (ai)
Mr. Stanley Betterson, (NCAA), Acting Director of Civil Aviation, Department of Civil Aviation,
Suriname
Mr. Etienne L. Fernandes, Airworthiness Authority, Acting Director, Civil Aviation Safety Authority
Suriname (CASAS), Suriname