



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LT 2/8.12.8 – SA339

Lima, 2 June 2011

To: Mr. Pierre Dubois, West Indies and French Guyana Civil Aviation Director
Mr. Zulficar Mohamed, Interim General Director, Guyana
Mr. Stanley Betterson, Acting Director of Civil Aviation, Suriname

Subject: **Eighth Meeting of the GREPECAS Aerodrome and Ground Aids/Aerodrome
Operational Planning Subgroup (AGA/AOP/SG/8)**
(Mexico City, México, 19 to 21 July 2011)

Action

Required: 1) Submission of documentation by the deadlines provided in this letter; and
2) register participation by **1 July 2011**

Sir,

I have the honour to invite you to participate in the Eighth Meeting of the GREPECAS Aerodrome and Ground Aids/Aerodrome Operational Planning Subgroup (AGA/AOP/SG/8) 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 English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages register in a timely manner.

Aerodromes (AGA) specialists from States and Territories of the ICAO CAR/SAM Regions and representatives of invited international organizations are expected to attend. The list of the Subgroup members is presented in **Attachment A**.

The Provisional Agenda of the meeting is presented in **Attachment B**. The meeting will focus on the action required by Decision 16/47 of the GREPECAS/16 Meeting transcribed as follows:

I:\GREPECAS\AGAAOPSG\AGAAOPSG08\SA339-AGA-Statesagaopsg8inv.Doc

Av. Víctor Andrés Belaúnde 147
mail@lima.icao.int
Centro Empresarial Camino Real
www.lima.icao.int
Torre Cuatro, Piso 4, San Isidro

Tel.: +511 611-8686
Fax: +511 611-8689

email:
web page:

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 duly completed the Registration Form for each participant by **1 July 2011**. The Registration Form of the meeting is found in **Attachment C**.

A list of hotels recommended for meeting participants is available at (www.icao.int/NACC_Hotel_List.pdf). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All meeting documentation will be placed on the following web page:

Address: <http://www.mexico.icao.int/RegionalGroups.html>
Click on: **GREPECAS Username: carsamrpg**
Password: **ccretkode**
Click on: **“Reuniones”**
“Por Grupo” AGA/AOP/8

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

Documentation that your Administration/Organization may wish to submit to 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 Chairmen 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 Ms. Lía Ricalde, Regional Officer Aerodromes and Ground Aids (lricalde@lima.icao.int).

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

- A – Subgroup Composition*
- B - Draft Agenda*
- C – Registration Form*
- Templates for Papers*

cc: Mr. Daniel Madiot, Chef du SNA Antilles, Guyane (a.i.)