



International
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 2/6B.56 – SA388

11 August 2014

To: Mr. Jean-Michel Boivin, Regional Director of Civil Aviation, West Indies and French Guiana
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Seminar on the Implementation of the Quality Management System (QMS/MET) for the SAM Region**
(Lima, Peru, 20 to 24 October 2014)

Action
required: **Confirm participation no later than 19 September 2014**

Sir/Madam,

I have the honor to inform you that according to the Meeting Programme of the Regional Office, a **Seminar on the Implementation of the Quality Management System (QMS/MET) for the SAM Region** has been scheduled to be carried out from 20 to 24 October 2014, at the ICAO South American Regional Office, Lima, Peru.

The purpose of this Seminar is to review the documentary scheme of Standard ISO 9001:2008, which most SAM States have already completed, verify the certifications, their validity, and review its objectives. As an additional objective, it is foreseen to plan the Audit Trials for 2015, as well as the guidelines for the procedures in the States, in order to adjust them to the future version of ISO 9001.

For planning purposes of your administration, kindly note that following this Seminar, the OPMET Exchange Meeting will be held, from 27 to 29 October 2014.

Enclosed you will find as **Appendix A**, the Tentative Agenda for the Seminar. In addition, please note that it is of utmost importance for the Seminar that the delegates proposed by your administration be the QMS/MET contact point, or a person that can provide detailed information on the status of implementation of the quality plan in your State.

In accordance with the enclosed Agenda, it is expected that representatives of the administrations participating in the event deliver a presentation on the progress in the implementation of the Quality Management System in Aeronautical Meteorology, as well as on the problems and difficulties encountered during the process, lessons learned and the job developed.

In this respect, I will appreciate your informing me on the participation of your administration in this event not later than **19 September 2014**, completing the enclosed registry form and returning it to this Office as soon as possible.

The General Information and other documentation related with the Seminar will be published in the ICAO SAM Office website, <http://www.icao.int/SAM>, option *Meetings*, as soon as available. No documentation is foreseen for distribution during the event, therefore, it is recommended that participants bring a laptop, or print the related documentation.

To obtain additional information on this event, please do not hesitate to contact Mr. Jorge Armoa (jarmoa@icao.int), Aeronautical Information Management and Aeronautical Meteorology Regional Officer of the ICAO South American Office in Lima.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Attachment

As indicated

cc:

Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana
Mr. Philippe Livenais, Chef du Service Meteorologique de Guyane
Mrs. Bhaleka Seulall, Chief Hydrometeorological Officer (ag), Guyana
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname
Mr. Robby Venlo, acting Director of Civil Aviation Department, Suriname
Mr. Cornelis R. Becker, Director, Meteorological Service