

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Port of Spain, 18 to 21 October 2005)

Agenda

1. ICAO policy on airport and air navigation services charges.
2. Organizational structures of airports, including commercialization.
3. Airport financial management and airport charges on air traffic.
4. Development and management of non-aeronautical activities.
5. Infrastructure financing.
6. Organizational structures of air navigation services, including international cooperation.
7. Financial management of air navigation services and air navigation services charges.

Explanatory notes to the Agenda and references to documentation will be contained in Working Paper WARFM (Port of Spain)-WP/1.

Note: special attention will be given to (1) the newly revised ICAO policy and guidance in the field of airport and air navigation services economics and management, and (2) new ideas related to the performance of the air navigation system

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WORKSHOP DETAILS

Date	Port of Spain, 18 to 21 October 2005
Place	[to be completed by ICAORD, Mexico]
Registration	Tuesday, 18 October 2005, 0900 hours
Opening	Tuesday, 18 October 2005, 1000 hours
Objective	To provide the general knowledge needed to deal with economic, organizational and other managerial issues related to the management of airports and air navigation services. The participants should be able to find main principles and related guidance material in <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/7), the <i>Airport Economics Manual</i> (Doc 9562/2) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/4).
Invitations	<p>States: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, France*, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Netherlands*, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States, United Kingdom*, Uruguay, Venezuela (* States with territories in the region)</p> <p>Organizations: Airports Council International (ACI), Central American Corporation for Air Navigation Services (COCESNA), International Air Transport Association (IATA), and the Latin American Civil Aviation Commission (LACAC)</p>
Attendance	<p>The workshop is intended for those who are currently in responsible positions for the management and financial performance of airports and air navigation services, and for economists and other supporting staff in these areas. The workshop does not assume that participants possess previous knowledge or experience about ICAO policy on user charges.</p> <p>It should be emphasized that representatives of autonomous entities (public as well as private) for airports and air navigation services in your State are welcome to participate in these workshops. The participation of such entities is in the interest of States with respect to their obligations under the <i>Convention on International Civil Aviation</i> in Doc 7300 (the Chicago Convention), and will further increase the dissemination of ICAO policy and guidance. As invitations to ICAO workshops are addressed to States, you are encouraged to bring this invitation also to the attention of any autonomous entities established in your State and to include them in your participation where possible.</p>

There is no attendance fee.

An ICAO certificate will be awarded to participants with a satisfactory level of attendance.

Language	English and Spanish
Secretary/ adviser	Mr. Ö. Magnusson, Chief, Airport and Route Facility Management Section, ICAO Headquarters Tel.: +1 (514) 954-6122; facsimile: +1 (514) 954-6744; e-mail: omagnusson@icao.int
Assisted by	Mr. L. Fonseca, Regional Officer, Air Transport, Americas Tel.: +1 (514) 954 8219 ext. 8074; facsimile: +1 (514) 954-6744 e-mail: lfonseca@icao.int
Documentation	<p>A complete list of ICAO publications used as reference documents for the workshop is in Attachment D. The most essential workshop documentation will be provided by ICAO free of charge, that is <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/7) and handouts of parts of the guidance material in the <i>Airport Economics Manual</i> (Doc 9562/2) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/4). Some of the ICAO publications that will be used during the workshop are available via the ICAO website http://www.icao.int. This is applicable to the following documents: <i>Convention on International Civil Aviation</i> (Doc 7300), <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/7), draft report material of Conference on the Economics of Airports and Air Navigation Services, <i>Report of the Eleventh Air Navigation Conference</i> (Doc 9828), and later the <i>Airport Economics Manual</i> (Doc 9562/2) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/4). To access these publications see guidance in Attachment D. <i>Tariffs for Airports and Air Navigation Services</i> (Doc 7100) is available free of charge for Contracting States on the ICAO-NET. Participants who may wish to purchase (well prior to the meeting) copies of the relevant publications will be accorded a 50 % discount by quoting the reference of the meeting, WARFM (Port of Spain) 2005, when ordering. Such publications may be ordered through the ICAO website.</p> <p>Participants having points of interest or information relating to the agenda are encouraged to prepare informal working papers, not exceeding three pages. Papers should be forwarded to the workshop Secretary not later than 15 September 2005.</p>
Travel and daily subsistence	The travel and daily subsistence costs for participants are the responsibility of the nominating State/Administration.
Information on the Web	The invitation letter together with Working Paper WARFM (Port of Spain)-WP/1 are available via ICAO's website, under the heading "Meetings and Conferences".

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Port of Spain, Trinidad and Tobago, 18 - 21 October 2005)

GENERAL INFORMATION

1. SITE OF THE WORKSHOP

1.1 The workshop will be held at the Kapok Hotel and Conference Centre, 16 – 18 Cotton Hill, St. Clair, Port of Spain, Trinidad. The opening of the workshop is planned at 1000 hours. Contact information for the local coordinator of the workshop is:

Name: Ms. Hema Dass
Telephone: (868) 669 4302
Fax: (868) 669 5397
e-mail: hdass@caa.gov.tt

1.2 Registration

Registration of participants will be at 0900 hours.

2. HOTELS

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. When reserving participants should state that they are attending an ICAO meeting.

3. VISA

3.1 All persons arriving in Trinidad and Tobago should have a valid passport and require visas to enter Trinidad and Tobago. However, because of historical ties and bilateral agreements, citizens of several countries are not required to have visas for entry. Participants are therefore advised to ascertain whether or not they are exempt from the Trinidadian entry visa requirement. The following website www.visittnt.com also provides detail information on passport and visa requirements into Trinidad and Tobago.

4. TRANSPORT

4.1 Although we would very much wish to welcome you at Piarco International Airport, Trinidad, it will not be possible to meet participants on arrival and provide transportation due to staffing limitations. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city.

4.2 Airport taxi services are available on arrival at the Piarco International Airport to the city of Port of Spain at US\$20.00 approximately per vehicle per person.

4.3 Participants are also responsible for transportation to and from the venue of the meeting.

5. **CAFETERIA SERVICES**

5.1 Coffee/Tea/Water and light snacks will be available after Registration and during breaks.

6. **SOME USEFUL TRAVEL INFORMATION**

Customs

6.1 The following items may be brought into Trinidad duty free:

- Personal effects, such as necessary clothing
- 200 cigarettes, or 250 gr. of cigars or tobacco
- 2 bottles of 750 ml alcoholic beverages
- Perfume for personal use

Additional quantities of the above items may also be purchased from the Piarco International Airport Duty Free Shops after clearing customs.

Airport Departure Tax

6.2 A Departure Tax of TT\$100.00 must be paid by everyone when leaving the country.

Clothing

6.3 Our islands have two main seasons – the Dry Season, from January to May and the Wet or Rainy Season, from June to December. Our islands share an average daytime temperature of 28° that is warm but not unpleasantly humid and nights that are pleasantly cool.

7. **CURRENCY, CREDIT CARDS AND BANKING SERVICES**

7.1 The unit of currency in Trinidad and Tobago is the TT Dollar (TTD), which is in denominations of 100, 20, 10, 5 and 1. Current rate of exchange for US\$ is US\$1 = TT\$6.30 approximately.

7.2 There are no restrictions on import of foreign currency.

7.3 Both travellers' cheques and international credit cards are readily accepted, in addition to US cash. Most Automatic Teller Machines (ATMs) will accept your cards as well.

7.4 All commercial banks exchange major foreign currencies and are open 8:00 a.m. – 2:00 p.m., Monday to Thursday. On Fridays, banks open from 8:00 a.m. until noon, then resume at 3:00 p.m. until 5:00 p.m.

7.5 Banks located in the malls and shopping plazas are the exception to this rule – they open from 10:00 a.m. until 6:00 p.m. with no closing time in between. 0830 -1330 hours Sundays through Thursdays.

8. OTHER USEFUL INFORMATION

Shopping

8.1 Be prepared to bargain in small shops, sidewalk vendors etc. Some prices are fixed to certain items.

Tap Water

8.2 Tap water is generally safe for consumption. However, it is recommended that all visitors drink bottled water/beverages.

Telephone Cards

8.3 Cards are available at the Hotel for international calls.

9. OTHER ASSISTANCE

9.1 The Trinidad and Tobago Civil Aviation Authority will be glad to assist participants with any advice they may require.

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LIST OF HOTELS IN TRINIDAD AND TOBAGO

**ICAO WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT
OCTOBER 18 – 21, 2005 – PORT OF SPAIN, TRINIDAD AND TOBAGO**

Name of Hotel	Address	Telephone	Website/Email	Rates (US Currency)
Ambassador Hotel	Long Circular Road, St. James, Port of Spain	(868) 628-9000 / 7607 / 4369	www.ambassadortt.com ambassador@wow.net	STD: \$110.00 (single) & \$145.00 (double) (inclusive of breakfast & taxes)
Trinidad Hilton	Lady Young Road, Morvant, Port of Spain	(868) 624-3111 / 3211	hiltonpos@wow.net	STD: \$140.00 (single) & \$150.00 (double) EXE: \$160.00 (single) & \$170.00 (double)
Crown Plaza	Wrightson Road, Port of Spain	(868) 625-3361-8	crowneplaza@tstt.net.tt	STD: \$140.00 (breakfast incl.)
Kapok Hotel	16-18 Cotton Hill, St. Clair, Port of Spain	(868) 622-5765	stay@kapok.co.tt	STD: \$133.00 (single) & \$149.00 (double) Studio: \$135.00 (single) & \$151.00 (double) (Breakfast incl.)
Cascadia Hotel	Ariapita Avenue, St. Anns, Port of Spain	(868) 623-4208-9 / 3511	www.cascadiahotel.com info@cascadiahotel.com	STD: \$114.00 (single) (inclusive of breakfast & taxes)
The Normandie	10 Nook Avenue, St. Anns, Port of Spain	(868) 624-1181	www.normandiett.com reservations@normandiett.com	STD: \$94.00 (single) & \$104.00 (double) (inclusive of taxes & breakfast)
Courtyard by Marriot	Invaders Bay, Audrey Jeffers Highway, Port of Spain	868-627-5555		STD: \$145.00 & \$155.00 (breakfast incl.) EXE: \$195.00 (breakfast incl.)

Notes:

1. *To confirm bookings, a valid credit card number with expiration date must be provided*
2. *Some rates are subject to US\$21.5% taxes and some are inclusive of breakfast & taxes*
3. *Please quote the "Trinidad and Tobago Civil Aviation Authority" when making reservations.*

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**ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS
IN THE WORKSHOP DISCUSSIONS
(IN ADDITION TO WORKING PAPERS ISSUED FOR THE WORKSHOP)**

Doc 7300/8	Convention on International Civil Aviation
Doc 9082/7	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 9764, ANSConf 2000	Report of the Conference on the Economics of Airports and Air Navigation Services
Doc 9562/2	Airport Economics Manual
Doc 9161/4	Manual on Air Navigation Services Economics
Doc 7100 – 2004 Edition	Tariffs for Airports and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Doc 9828, AN-Conf/11	Report of the Eleventh Air Navigation Conference

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's web site: <http://www.icao.int>.
2. On the left side of the page, navigate down to the heading "Publications" and select "Free publications" to find "Doc 7300 – *Convention on International Civil Aviation* and Doc 9082 – *ICAO's Policies on Charges for Airports and Air Navigation Services*".
3. Back on the ICAO web page, navigate down to the heading "Meetings and Conferences" and select "Previous years".
4. Go to "2000" to find the "Conference on the Economics of Airports and Air Navigation Services - ANSConf 2000". On the left side of the ANSConf 2000 web page select "Working Papers" and you will find draft report material starting with WP/101.
5. Go to "2003" to find the "Eleventh Air Navigation Conference". On the left side of the AN-Conf/11 web page select "Reports of AN-Conf/11".

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