



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

LT 2/3A.38 – SA0126

Lima, 07 March 2013

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: **Postdating of Fifth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/5) Lima, Peru, 22-26 July 2013**

Action required: Designate participants not later than 15 June 2013

Dear Sir,

I have the honour to address you this letter to inform you that, with reference to my letter LT 2/3A.38-SA042 dated 24 January 2013, due to administrative and human resources constraints reasons, the Fifth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/5), originally convened at the SAM Regional Office from 22 to 26 April 2013, has been postdated to be held in Lima, Peru from **22 to 26 July 2013**.

This meeting has the goal to continue with the activities as a follow-up of the “ICAO roadmap for the transition from AIS to AIM” Phase 1 and also to follow up the GREPECAS Projects and States’ action plans to achieve the transition to the AIM.

For this meeting, it is recommended that delegations be integrated by experts directly involved in the management of Electronic Terrain and Obstacle Data (e-TOD), implementation of a Quality Management System in the AIS (QMS), and aeronautical information/data exchange (AIXM).

Keeping in mind the importance of the matters to be dealt with and decisions to be taken, I would highly appreciate if you inform me before **15 June 2013**, whether your Administration will nominate experts or present any documents on the agenda, in order to have sufficient time for document translation.

Information papers will be presented in its original language only, unless their authors facilitate translated versions in view that they are of interest to the region.

The documentation of the Meeting as well as working and information papers will be published in the ICAO SAM Office website: <http://www.lima.icao.int>. No documentation is foreseen for distribution during the event; therefore, it is recommended that participants bring a laptop, or print the related documentation.

For a further analysis of the matters to be dealt with during this event, I am pleased to attach a Draft Agenda and Explanatory Notes (**Attachment A**), the general information on the event (**Attachment B**), and the participants' registration form (**Attachment C**).

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer  
Regional Director  
ICAO South American Office  
Lima

**Enclosure**  
*As indicated*

cc: Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana  
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname  
Mr. Robby Venlo, acting Director of Civil Aviation, Suriname  
Mr. Brian De Souza, acting Director, CASAS, Suriname  
Mr. Peter Cerdá, IATA Director Safety, Operations & Infrastructure, the Americas & Atlantic  
Mr. Raul Octaviano de Sant'Anna, CARSAMMA  
Ms. Carole Couchman, Regional Officer, IFALPA HQ  
Dr. Antonio Nicoletti, Air Navigation Division, Area Manager, IDS  
Mr. William D. Kellogg International Aviation Affairs, Jeppesen

## ATTACHMENT A

### Fifth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/5)

Lima, Peru, 22 to 26 July 2013

#### DRAFT AGENDA

**Agenda Item 1: Implementation of provision of Electronic Terrain and Obstacle Data (e-TOD)**

Under this part of the agenda, the progress on the compliance of regulations of ICAO Annex 15 by States will be analysed. Also, GREPECAS Project G1 deliverables will be revised by States.

**Agenda Item 2: Implementation of systems for aeronautical information data exchange and aeronautical data**

Under this matter, the current degree of the implementation of electronic data provision and aeronautical information will be analysed, as well as GREPECAS Project G2 on systems implementation for the exchange of information and data through protocols.

**Agenda Item 3: implementation of the Quality Management System in AIM units**

Under this agenda item, the meeting will deal with States that have not yet achieved implementation of quality management in the AIM and are delayed with regard to the roadmap for migration from AIS to AIM. States that have not implemented quality management must submit to the meeting a working paper containing a detailed action plan, establishing tasks carried out, pending tasks, the dates and resources assigned for its execution.

**Agenda Item 4: NOTAM Contingency Plan**

Under this agenda item, States that have not implemented the NOTAM Contingency Plan shall present their proposals to activate bilateral or multilateral coordination required, in order to ensure continuity of NOTAM issuance in contingency, which shall enable the completion of the catalogue of "NOTAM contingency plans of the SAM Region"

**Agenda Item 5: Other business**

Under this item, the meeting will be able to review other aspects which have not been considered in the previous agenda items and that are related with the matters under analysis.

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## ATTACHMENT B



**International Civil Aviation Organization**  
**South American Office**  
**Fifth Multilateral Meeting of the SAM Region for**  
**the Transition of AIS to AIM (SAM/AIM/5)**  
Lima, Peru, 22 to 26 July 2013

SAM/AIM/5-IP/01  
Rev  
07/03/13

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### GENERAL INFORMATION

(Presented by the Secretariat)

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

The Fifth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/4) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 22 to 26 July 2013.

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

Av. Víctor Andrés Belaúnde 147  
Vía Principal No. 102  
Centro Empresarial Real, Torre Cuatro, Piso 4  
San Isidro, Lima (See attached map)  
Telephone: +511 611-8686  
Fax: +511 611-8689  
E-mail: [icaosam@icao.int](mailto:icaosam@icao.int)

#### 3. **Opening session**

Will take place on Monday, 22 July 2013, from 08:30 to 09:00 hrs, at the ICAO SAM Office's conference room, 4<sup>th</sup> floor.

#### 4. **Languages and documents**

This event will be held in Spanish and English and will have simultaneous interpretation services.

#### 5. **Link for the documents**

The documentation of the event will be published in the ICAO SAM Regional Office Web page: <http://www.lima.icao.int>, under *Meetings*. Participants should review this website frequently to download the information and take it to the event in a printed or electronic version, in a laptop, since no copies will be distributed during the event.

6. **Registration of participants**

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to **Attachment C** of the convening letter).

On Monday 22 July, the registration will be verified at the registration desk, from 08:00 to 08:30 hrs. Participants are requested to use the badges that will be supplied to them during registration.

7. **Transportation from/to the airport**

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 45.00. This rate can be confirmed in counters at the Airport's international arrivals area.

8. **Transportations to and from the site of the event**

Participants can take a taxi or walk to the SAM Regional Office, 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. In case of taking an informal taxi, please consider that you may be at a high risk.

9. **Temperature and hotels**

May be found in the sections "General Information", "Weather" and "Hotels" on the ICAO SAM Office's Website <http://www.lima.icao.int/>.

10. **Passport, visa and vaccination requirements**

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

11. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.55 per US \$ 1.00.

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

12. **Health attention**

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

13. **ICAO contact telephone numbers**

Mr. Roberto Arca, ATM/SAR/AIM Regional Officer .....6118686 Ext. 106  
([rarca@icao.int](mailto:rarca@icao.int)) .....Cel: 987 617 888

14. **Electricity**

220 Volts/60Hz.

15. **Information on safety and protection**

Upon any emergency situation, kindly call the Regional Security Officer of the ICAO South American Office, Mr Roberto Arca Jaurena Cel 987 617 888, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757–1008 or 99757–1003.

16. **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**

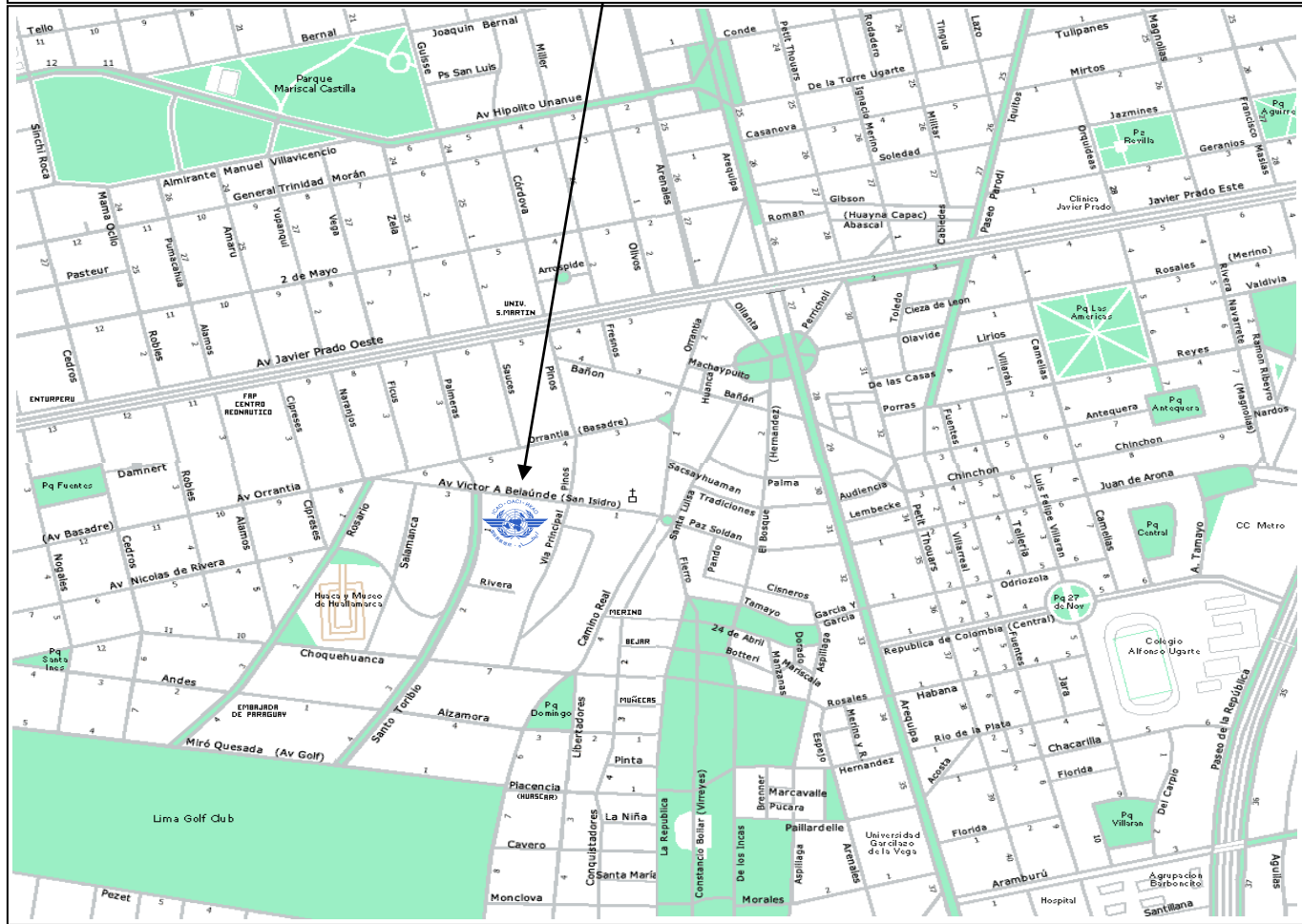
- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

**ICAO Third and Fourth floor emergency exits**

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in 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 other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

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**ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**  
**Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro**



**ADJUNTO C / ATTACHMENT C**

**ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
Oficina Regional Sudamericana**

**Quinta Reunión Multilateral AIM de la Región SAM para la transición del AIS a la AIM  
Fifth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM  
(SAM/AIM/5)**

**Lima, Perú, 22 a 26 de Julio de 2013 – Lima, Peru, 22 to 26 July 2013**

**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  *Observer /*    Ponente/  *Lecture r*    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:* \_\_\_\_\_