International Civil Aviation Organization   SAM/AIM/5-WP/01
South American Regional Office   25/03/13
**Fifth Multilateral Meeting of the SAM Region for the
Transition of AIS to AIM (SAM/AIM/5)**
Lima, Peru, from 22 to 26 July 2013

AGENDA, SCHEDULE AND WORKING METHODS

(Presented by the Secretariat)

1.   Agenda

1.1   The Tentative Agenda of the Fifth Multilateral Meeting of the SAM Region for the Transition of AIS to AIM (SAM/AIM/5) is attached as **Appendix A** to this Working Paper.

1.2   Those matters not included in the agenda might be considered under Agenda Item 5, Other Matters.

2.   Working methods

2.1   For the development of this event, it is expected to work in plenary session, and in Ad-hoc groups, in order to analyse specific issues.

2.2   During the course of the event, a Summary of Conclusions will be prepared for its distribution to States and International Organizations interested.

2.3   Administrative aspects and documentation processing of the meeting will be in charge of ICAO Secretariat and the Working Groups Rapporteurs.

3.   Work Schedule

3.1   Subject to the circumstances that would affect the adoption of the work, the following work schedule is suggested:

0830 – 1030	Review of agenda items
1030 – 1045	Coffee Break
1045 – 1215	Review of agenda items
1215 – 1300	Lunch
1300 – 1530	Review of agenda items

4.   Work Plan

4.1   **Appendix B** to this working paper includes the tentative work plan.

5.   **Suggested action**

5.1   The approval of the mentioned tentative work plan is suggested, provided that in the light of the progress reached, the Workshop/Meeting could adopt the modifications considered appropriate.

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APPENDIX 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)

TENTATIVE AGENDA

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

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

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

Agenda Item 4:   NOTAM Contingency Plan

Agenda Item 5:   Other business

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EXPLANATORY NOTES

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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APPENDIX B

TENTATIVE WORK PROGRAMME

Hour	Monday 22 July 2013	Hour	Tuesday 23 July 2013	Wednesday 24 July 2013	Thursday 25 July 2013	Hour	Friday 26 July 2013
0830 0900	Registration of participants	0830 1030	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 4	0900 1000	Report Review
0900 0915	Opening of the Event						
0915 0930	*Coffee break*	1030 1045	*Coffee break*	*Coffee break*	*Coffee break*	1000 1030	*Coffee break*
0930 1215	Review of Agenda Item 1	1045 1215	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 4	1030 1200	Report Approval
1215 1300	*Break for lunch*	1215 1300	*Break for lunch*	*Break for lunch*	*Break for lunch*	1200 1230	Closing of the Meeting
1300 1400	Review of Agenda Item 1	1300 1400	Review of Agenda Item 2	Review of Agenda Item 3	Review of Agenda Item 5		
1400 1415	*Coffee break*	1400 1415	*Coffee break*	*Coffee break*	*Coffee break*		
1415 1530	Review of Agenda Item 1	1415 1530	Review of Agenda Item 2	Review of Agenda Item 4	Report Consolidation		

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