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*When replying please quote:*

Ref.: NT- N1-2.7 — **EMX0517**

16 July 2014

To: FIR States, Territories and International Organizations

Subject: **Invitation – CAR/SAM Monitoring Agency (CARSAMMA) Focal Points Meeting  
Río de Janeiro, Brazil, 11 to 13 August 2014**

Action

Required: Register participation by **25 July 2014**

Sir/Madam:

This letter refers to the CAR/SAM Monitoring Agency (CARSAMMA) Focal Points Meeting, kindly hosted by the Brazilian authorities, which will be held in Rio de Janeiro, Brazil, from 11 to 13 August 2014.

CARSAMMA is the regional monitoring agency responsible for compiling and analyzing regional air traffic flow data used to verify airspace safety according to the Large Height Deviations (LHDs) as notified by States, among others, which ensures continuous system monitoring and constant assessment of the required safety levels.

The work of collecting and analyzing data performed by CARSAMMA is of utmost importance for monitoring CAR/SAM airspace safety system performance. Therefore, it is essential that States and Air Navigation Services Providers (ANSPs) submit the required information for processing in a timely manner.

The meeting is aimed at experts responsible for the management and collection of air traffic data in the Reduced Vertical Separation Minimum (RVSM) airspace, as well as for the analysis and submission of LHD forms.

Please be aware that the meeting **will be conducted in Spanish only** and pertinent documentation will be prepared in that language.

The purpose of this meeting is to instruct the responsible focal points for States and ANSPs on the flight data and LHD collection process, as well as the importance of timely submission of the required information. Failure to provide or lack of data seriously impairs the work needed to be performed by CARSAMMA, preventing achievement of the results expected by the Regional Monitoring Agencies (RMA) Manual to the detriment of regional and inter-regional safety.

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In order to update telephone and e-mail focal point information, I would appreciate receiving respective information on the experts involved in these tasks from your Administration.

The meeting draft agenda, explanatory notes and tentative work programme are enclosed as **Attachment A**.

I invite your Administration to designate your respective focal point(s) to participate in this important meeting by submitting the attached registration form (**Attachment B**), duly completed, to this Regional Office ([icaonacc@icao.int](mailto:icaonacc@icao.int)) no later than **25 July 2014**.

Under **Attachment C** you will find the General Information. Participants are encouraged to make reservations directly with the hotel(s) in a timely manner. If you need local assistance, please contact the meeting coordinators from the Instituto de Cartografía Aeronáutica – ICA, Rio de Janeiro, Brazil: Messrs. Ricardo Dantas Rocha and Reinaldo Brandão Taveira (+0055 21 2101 6358; [asgr-4@decea.gov.br](mailto:asgr-4@decea.gov.br)) who can provide local information or assistance with making hotel reservations, if required.

Relevant material will be published in due course on the ICAO South American Regional Office website ([http://www.icao.int/SAM/Pages/ES/meetings\\_ES.aspx](http://www.icao.int/SAM/Pages/ES/meetings_ES.aspx)) - *CARSAMMA Focal Points Meeting*.

If you require any further information regarding the meeting, please contact Mr. Victor Hernández, Air Traffic Management/Search and Rescue (ATM/SAR) ([vhernandez@icao.int](mailto:vhernandez@icao.int)) and/or Ms. Ana Valencia, Assistant, ([avalencia@icao.int](mailto:avalencia@icao.int)).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in black ink, overlaid on a blue circular seal. The seal contains the text 'Firma Digital' on the left and 'Digital Signature' on the right. The signature is written in a cursive style.

Loretta Martin  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**  
*As indicated*



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## ATTACHMENT A

### AGENDA, SCHEDULE AND WORK PROGRAMME

(Presented by the Secretariat)

1. **Agenda**

1.1 The Draft Agenda and Explanatory Notes of the CAR/SAM Monitoring Agency (CARSAMMA) Focal Points Meeting is attached as **Appendix A** to this working paper.

1.2 Those matters not included in the agenda might be considered under Agenda Item 4 - Other business.

2. **Working Schedule**

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

08:30 a 10:20	Review of agenda items
10:20 a 10:40	Coffee break
10:40 a 12:00	Review of agenda items
12:00 a 13:10	Lunch
13:10 a 14:10	Review of agenda items
14:10 a 14:30	Coffee break
14:30 a 16:00	Review of agenda items

3. **Work Programme**

3.1 **Appendix B** to this working paper includes the tentative work programme.

**Suggested Action**

3.2 The approval of the mentioned tentative work programme is suggested, provided that in the light of the progress reached, the Meeting could adopt the modifications considered appropriate.

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**APPENDIX A**

**CAR/SAM MONITORING AGENCY (CARSAMMA)  
FOCAL POINTS MEETING**

(Río de Janeiro, Brazil, from 11 to 13 August 2014)

**DRAFT AGENDA**

- Agenda Item 1: History of Regional Monitoring Agencies and focal points.  
a) Functions and responsibilities.
- Agenda Item 2: Introduction to Quantitative Vertical Collision Risk Calculation (CRM)  
a) Requirement of Large Height Deviations (LHD) data  
b) Term of submission and depuration of data sent  
c) Analysis via teleconferences  
d) Requirement of flight movement data  
e) Processing using the Model of Reich  
f) Presentation of results obtained Target Level of Safety (TLS)
- Agenda Item 3: Analysis of Large Height Deviations (LHD) using Safety management system methodology (SGSO)  
a) Application of LHD safety assessment methodology to LHD reported events  
b) Identification of safety trends  
c) Presentation of results obtained
- Agenda Item 4: Other Business

**EXPLANATORY NOTES**

**Agenda Item 1: History of Regional Monitoring Agencies and focal points**

The Meeting will begin its activities by carrying out a review of the RVSM focal points and an overview of the status of implementation in Regional Monitoring Agencies.

**Agenda Item 2: Introduction to Quantitative Vertical Collision Risk Calculation (CRM)**

Under this Agenda item, the Meeting will have the opportunity to assess the introduction to Quantitative Vertical Collision Risk Calculation (CRM), analyzing and deparating flight movement and LHD data available for its due processing by using the Model of Reich.

**Agenda Item 3: Analysis of Large Height Deviations (LHD) using SGSO**

The Meeting will review the Scrutiny Group (GTE) methodology, taking into account individual LHD events, the established results from the analysis of recent reports, considering the identification of risks to air navigation as a result of the repetition of similar LHD reports.

**Agenda Item 4: Other business**

Under this Agenda item, the Meeting will review related subjects not discussed in the aforementioned items.

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## APPENDIX B

**CAR/SAM MONITORING AGENCY (CARSAMMA)  
FOCAL POINTS MEETING**

**TENTATIVE WORK PROGRAMME**

<b>HOUR</b>	<b>Monday</b> 11 August 2014	<b>HOUR</b>	<b>Tuesday</b> 12 August 2014	<b>Wednesday</b> 13 August 2014
0830 0900	Registration of participants	0830 0930	Use of data (LHD and movements)	Exercises Movements
0900 0920	Opening session			
0920 1020	History of RVSM – CARSAMMA	0930 1020	LHD Filling guide; new codes; how to analyze; day of submission to CARSAMMA; preparation	Exercises Movements
1020 1040	<i>Coffee break</i>	1020 1040	<i>Coffee break</i>	<i>Coffee break</i>
1040 1200	What is CRM? (Doc 9574)	1040 1200	Continuation LHD. Teleconference	LHD exercise
1200 1310	<i>Break for lunch</i>	1200 1310	<i>Break for lunch</i>	<i>Break for lunch</i>
1310 1410	CRM TLS calculation	1310 1410	Flight movements. Filling guide; submission time; preparation; depuration of data	LHD exercise
1410 1430	<i>Coffee break</i>	1410 1430	<i>Coffee break</i>	<i>Coffee break</i>
1430 1600	Continuation of CRM. LHD + movements	1430 1600	SGSO (In RVSM)	Review of work. Upcoming activities
				Closing of the meeting



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## ATTACHMENT C

### GENERAL INFORMATION

1. **Site and dates of the Meeting**

The CAR/SAM Monitoring Agency (CARSAMMA) Focal Points meeting, will be held at the Instituto de Cartografia Aeronautica – ICA, located in the area of the Departamento de Controle do Espaço Aéreo (DECEA) – Santos Dumont Airport, Rio de Janeiro, Brazil, from 11 to 13 August 2014.

2. **Address and contact telephone**

The Instituto de Cartografía Aeronáutica – ICA is located in the área of the Departamento de Controle do Espaço Aéreo (DECEA) - Avenida General Justo, 160, Centro, Río de Janeiro.

Telephone: +00 5521 2101-6118  
Fax: +00 5521 2101-6247  
E-mail: [scs-ica@decea.gov.br](mailto:scs-ica@decea.gov.br)

3. **Participant registration**

Delegate registration will take place on 11 August 2014, from 08:30 to 09:00 hours.

4. **Opening ceremony**

The opening ceremony of the meeting will take place on 11 August, at 09:00 hours, at the Instituto de Cartografia Aeronautica's Auditorium.

5. **Temperature**

During the month of August, the temperature in Río de Janeiro ranges from 28°C to 19°C. The average humidity is 74%.

6. **Currency**

The currency unit is the Real. Current exchange rate is R\$2,20 per US\$. It is recommended that currencies be exchanged at money exchange offices open from 09:00 to 22:00 hours or at Banks, from 10:00 to 16:00 hours.

7. **Credit Cards**

International credit cards such as Visa, Diners, MasterCard/Cirrus and American Express (AMEX), are usually accepted at major hotels, stores and restaurants.

8. **Lodging**

Suggested hotels are located near the meeting's site. Rates are expressed in Reais.

HOTEL	ADDRESS	ROOM		BREAKFAST R\$	TAX %
		Single	Double		
		R\$			
<b>IBIS</b>	Av. Marechal Câmara, 280, Centro Rio de Janeiro Tel.: (00 55 21) 3506-4500 Fax: (00 55 21) 3506-4501  <a href="http://www.ibis.com">www.ibis.com</a> H5691-RE@ACCOR.COM.BR	249,00	549,00	Not Included  16,00	5% ISS
<b>NOVOTEL</b>	Av. Marechal Câmara, 300, Centro Rio de Janeiro Tel.: (00 55 21) 3506-8500 Fax: (00 55 21) 3506-8502  <a href="http://www.novotel.com">www.novotel.com</a> H6522-RE@ACCOR.COM.BR	487,00	545,00	Included	5% ISS

**NOTE:** Credit card type (VISA, AMEX, etc.) and its validity is required to guarantee reservations.

9. **Transportation**

If participants prefer to use a normal taxi (yellow), the fare from the “Aeroporto do Galeão” to the referred hotels is R\$55.00 (fifty-five Reais).

If special taxis are used, the fare from the “Aeroporto do Galeão” to the referred hotels is of approximately R\$90.00 (ninety Reais).

Alternatively, there is a commercial-special bus service which leaves from Aeroporto Galeão (Tom Jobim), Terminal 1, passing through Terminal 2. The first departure schedule is 06:30 hrs. and one bus leaves from Terminal 1 every 30 (thirty) minutes. The bus passes through the Santos Dumont airport, which is close to the hotels. The fare is R\$12,50.

10. **Hospitals**

If required, following hospitals are suggested:

- **Hospital Copa D’Or**  
Address: Rua Figueiredo de Magalhães, 875 – Copacabana – Rio de Janeiro  
Telephone : (00 55 21) 2545-3600
- **Hospital Souza Aguiar**  
Address: Praça da República, nº 11, Centro – Rio de Janeiro  
Telephone: (00 55 21) 3111-2603

11. **Business Working Hours**

From 09:00 to 18:00 hrs. approximately.  
At shopping centers, from 10:00 to 22:00 hrs.

12. **Electricity**

110 Volts

13. **Airport tax**

The airport departure tax is R\$22.00 (domestic flights) and US\$37.00 (international flights).

14. **Visa and vaccines**

Verify at Brazilian Embassies and Missions in respective States.

15. **Others**

Tax on purchases is included in cost. Tips at restaurants and similar places amount to 10% of the total cost and are mostly included,

16. **Contacts**

**Mr. Ricardo Dantas Rocha**

**Tel.:** (00 55 21) 2101-6358

**Cel.:** (00 55 21) 988-149-767

**E-mail:** [asgr-4@decea.gov.br](mailto:asgr-4@decea.gov.br)

**Mr. Reinaldo Brandão Taveira**

**Tel.:** (00 55 21) 2101-6867

**Cel.:** (00 55 21) 982-733-340

**E-mail:** [asgr-2@decea.gov.br](mailto:asgr-2@decea.gov.br)

**Ten Cel Julio Cezar Pereira Rocha (Jefe de CARSAMMA)**

**Tel.:** (00 55 21) 2101-6358

**Cel.:** (00 55 21) 982-180-566

**E-mail:** [cezar@cgna.gov.br](mailto:cezar@cgna.gov.br)