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When replying please quote:

Ref.: NT-NT4-4.47; NT-NS2-35 — **EMX0433**

23 April 2015

To: States, Territories and International Organizations

Subject: **Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions**  
(Panama City, Panama, 25 to 29 May 2015)

Action

Required: **1) Take note and confirm participation before 15 May 2015; and  
2) Fellowship Nomination Form should be received by 4 May 2015**

Sir/Madam:

Reference is made to my e-mail EMX356 dated 13 April 2015 (attached for ease of reference) on the aforementioned subject. In accordance with the 2015-2016 Activities Plan of the Regional Technical Cooperation Project for the Caribbean Region – *Implementation of Performance-Based Air Navigation Systems for the CAR Region (RLA/09/801)*, and, specifically, with the Sub-Project number 2 — *Implementation of Regional Air Traffic Flow Management (ATFM)*, I am pleased to inform you that one fellowship to each Project Member<sup>1</sup> is being offered for this event.

The fellowship includes daily subsistence allowance (DSA) to cover lodging and expenses; your Administration shall provide the candidate with the air ticket to/from Panama City, Panama, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office no later than **4 May 2015**. The steps to apply for a fellowship, the nomination form and other useful information are published on the Project RLA/09/801 website at: <http://www.icao.int/NACC/Pages/edocs-tc.aspx>

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<sup>1</sup> *RLA/09/801 Project Member States are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).*

Regarding fellowships offered to the Eastern Caribbean States through ECCAA, please note that the candidate appointment decision should be made between your Administration and ECCAA. Once coordination has been completed, the nomination form of the candidate representing the Eastern Caribbean States **should be sent to this Regional Office by ECCAA.**

I would appreciate to submit the attached registration form duly filled out, by e-mail no later than **15 May 2015.**

If you require further information regarding the event, please contact Mr. Carlos Gonzalez, ICAO NACC Regional Officer, Air Traffic Management ([cgonzalez@icao.int](mailto:cgonzalez@icao.int)); Mr. Victor Hernandez, Air Traffic Management ([vhernandez@icao.int](mailto:vhernandez@icao.int)) or Mrs. Leslie Gandara, Assistant, ([lgandara@icao.int](mailto:lgandara@icao.int)).

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

A digital signature in black ink, slanted upwards from left to right. The signature is overlaid on a circular blue stamp. The stamp contains the text 'ICAO - OACI - ICAO' at the top and 'for' at the bottom. The words 'Firma Digital' are written in blue on the left side of the stamp, and 'Digital Signature' is written in blue on the right side.

for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*As indicated*

N:\NT - Air Navigation (Worldwide)\NT 4-4.47 - ATFM Implementation Workshop\EMX0433ATM2-States-ATFMImplementationFellowships.docx



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国际民用  
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*When replying please quote:*

Ref.: NT-NT4-4.47 — **EMX356**

13 April 2015

To: States, Territories and International Organizations

Subject: **Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions**  
(Panama City, Panama, 25 to 29 May 2015)

Action

Required: **Take note and confirm participation before 15 May 2015**

Sir/Madam:

I have the honour to refer to the activities being developed at regional level with regard to Air Traffic Flow Management (ATFM) using collaborative decision-making processes, and the importance that such initiatives represent to the global aeronautical community, taking into consideration the benefit of an appropriate balancing of capacity and demand within airspace and airport environments, for an increasingly economic, efficient and safe air transport system.

With the aim to support training of specialists in such procedures, a Workshop on Air Traffic Flow Management Implementation for the CAR and SAM Regions will be held in Panama City, Panama, from 25 to 29 May 2015.

This workshop is addressed to air traffic controllers, supervisors and/or personnel carrying out ATFM tasks, trained in ATFM, Collaborative Decision Making (CDM), airport capacity and Air Traffic Control (ATC) sectors, and/or involved in the processes of ATFM implementation and development in their States

Under **Attachment A** you will find general information as well as suggested accommodation alternatives. The workshop venue, as well as the work programme and other related details will be confirmed in due course. Corresponding material will be published as soon as available at the ICAO North American, Central American and Caribbean (NACC) Regional Office website ([http://www.icao.int/NACC/Pages/ES/meetings\\_ES.aspx](http://www.icao.int/NACC/Pages/ES/meetings_ES.aspx) - Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions).

.../2

According to the aforesaid, I am pleased to invite your Administration to design experts to participate in this workshop, by submitting, if applicable, the attached registration form (**Attachment B**) duly filled out for each participant, by e-mail to be received at this Regional Office no later than **15 May 2015**.

Mr. Carlos Gonzalez, ICAO NACC Regional Officer, Air Traffic Management (cgonzalez@icao.int) and/or Mr. Victor Hernández, ICAO NACC Regional Officer, Air Traffic Management and Search and Rescue (vhernandez@icao.int), are at your disposal should you require any additional information on this workshop.

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

A digital signature in black ink, appearing as a stylized, sweeping line. The signature is overlaid on a circular cyan stamp. The stamp contains the ICAO logo and the text "ICAO - OACI - ICAO" at the top and "for" at the bottom. The words "Firma Digital" are written in cyan on the left side of the stamp, and "Digital Signature" is written in cyan on the right side.

for  
Melvin Cintron  
Regional Director  
North American, Central American and  
Caribbean (NACC) Regional Office

**Enclosure:**

*As indicated*

*Distribution List:*

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## ATTACHMENT A



*International Civil Aviation Organization*  
**Workshop on Air Traffic Flow Management (ATFM) Implementation for the  
CAR and SAM Regions**  
Panama City, Panama, 25 to 29 May 2015

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### GENERAL INFORMATION

#### 1. Event Venue and Dates

The Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions will be held in Panama City, Panama, from 25 to 29 May 2015.

#### 2. Coordinator of the Event

Mrs. Juana Cerrud, Administrative Director of the Civil Aviation Authority (CAA) of Panama, will be the event coordinator. She can be reached at: telephone +507- 5019042, cellular +507-69491778, Fax: +507-5019045 and/or electronic mail: [jcerrud@aeronautica.gob.pa](mailto:jcerrud@aeronautica.gob.pa). As alternative information, if required, you can contact: telephone +507-3159800 extension 9932, Fax +507-5019809, electronic mails: [killingbeck@aeronautica.gob.pa](mailto:killingbeck@aeronautica.gob.pa), [laraudz@aeronautica.gob.pa](mailto:laraudz@aeronautica.gob.pa); [eloo@aeronautica.gob.pa](mailto:eloo@aeronautica.gob.pa); [lmartinez@aeronautica.gob.pa](mailto:lmartinez@aeronautica.gob.pa).

#### 3. Registration of Participants

Registration of participants to the workshop will be held on Monday 25 May 2015, from 08:30 a.m. to 09:00 a.m., at the site of the event.

#### 4. Opening Session

The opening session of the workshop will take place on Monday, 25 May 2015, at 09:00 a.m.

#### 5. Temperature

During the month of May, the temperature in Panama City varies from 26° to 31°C.

#### 6. Money Exchange

The national currency is the Balboa (equivalent to US-Dollar). Current exchange rate is B/.1.00 = US\$1.00. It is suggested to change money at banks or authorized money exchange houses.

#### 7. Credit Cards

International cards as Visa, Diners, Master Card, American Express, are usually welcomed in hotels, shopping centres and restaurants.

#### 8. Accommodation

Participants are requested to make reservations directly with the selected hotel. Suggested hotels are the following:

HOTEL	ROOM
1. EL CONTINENTAL	B/.110.00 + ITBM, one or two persons, breakfast included
2. PLAZA PAITILLA INN	B/. 108.90 + ITBM
3. SOLOY	B/. 78.00 single room B/. 88.00 double room + ITBM
4. EL PARADOR	B/. 65.00 single room B/. 85.00 double room +ITBM
5. TOWER HOUSE	B/. 65.00 single room B/. 72.00 double room + ITBM
6. ALOFT PANAMA	B/. 190.00 + ITBM
7. EL EJECUTIVO	B/. 85.00 single room B/. 95.00 double room + 10% ITBM, breakfast included
8. SORTIS	B/. 179.00 single room B/. 199.00 double room + 10% ITBM, breakfast included
9. SHERATON	B/. 124.00 - B/. 130.00 + ITBM
10. TORRES DE ALBA SUITES AND HOTEL	B/. 92.00 + ITBM standard suite, 1 or 2 persons.
<ul style="list-style-type: none"><li>• <i>All these rates are subject to changes for season, promotions or events</i></li></ul>	

Contact at ACC Panama to assist with reservations is: Luris Martínez, Tel.: +507-5019229, e-mail: [lmartinez@aeronautica.gob.pa](mailto:lmartinez@aeronautica.gob.pa).

**NOTE:** ACC will provide transportation airport/site hotel/airport. Participants are therefore requested to submit flight itineraries (see 8.2) in order to coordinate their transfer.

**9. Hospitals**

If required, following hospitals are recommended: Hospital Nacional, Hospital Paitilla and/or Hospital San Fernando.

**10 Business Hours**

From 11:00 a.m. to 8:00 p.m. at shopping centres.

**11. Electricity**

110 Volts/60 Hz

**12. Airport Tax**

Departure airport tax is US\$40.00 (some Airlines include this tax in the air ticket).

**13. Taxes and tips**

Purchase tax is included in prices. Tips in restaurants are not included in the bill and usually, 10% of the value is considered as tip.

**14. Security Recommendations**

Security recommendations are the usual to any big city, such as not carrying more money than required and ask for taxi service from the hotel.

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**ATTACHMENT B / ADJUNTO B**



**ICAO**  
**OACI**

International Civil Aviation Organization  
Organización de Aviación Civil Internacional

North American, Central American and Caribbean Office  
Oficina para Norteamérica, Centroamérica y Caribe

**Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR and SAM Regions/  
Taller Sobre Implementación de la Gestión de Afluencia del Tránsito Aéreo (ATFM) para las Regiones CAR y SAM**

Panama City, Panama, 25 to 29 May 2015/ Ciudad de Panamá, Panamá, 25 al 29 de mayo de 2015

**REGISTRATION FORM / FORMULARIO DE REGISTRO**

1.	<b>Position in your Delegation:</b> <i>(Please select one option)</i>	<b>Chief Delegate / Jefe de la Delegación</b>		<b>Delegate / Delegado</b>	
	<b>Posición dentro de su Delegación:</b> <i>(Por favor seleccione una opción)</i>	<b>Adviser / Asesor</b>		<b>Observer / Observador</b>	
		<b>Speaker / Conferencista</b>		<b>Moderator / Moderador</b>	
2.	<b>Country / Organization</b> <b>País / Organización</b>				
3.	<b>Salutation / Encabezamiento</b>	<b>Mr. / Sr.</b>		<b>Mrs. / Sra.</b>	<b>Miss / Srta.</b>
4.	<b>Name / Nombre</b>				
5.	<b>Official Position or Title / Cargo o Título Oficial</b>				
6.	<b>Official Telephone / Teléfono oficial</b>				
7.	<b>Mobile (to contact you in case of an emergency) / Celular (para contactarle en caso de emergencia)</b>				
8.	<b>Official E-mail / Correo-e oficial</b>				
9.	<b>Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento</b>				
10.	<b>Please indicate if accompanied by your family / Por favor indique si lo acompaña su familia</b>	<b>Yes / Sí</b>	<b>Name / Nombre</b>		
11.	<b>Dates of total stay in the venue Country / Fechas de estancia total en el País del evento</b>				
12.	<b>Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias</b>				
13.	<b>Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen</b>		<b>Name / Nombre</b>		
			<b>Relationship / Relación</b>		
			<b>Telephone / Teléfono</b>		
14.	<b>Flight number / Número de vuelo</b>	<b>Arrival date and time / Fecha y hora de llegada</b>	<b>Departure date and time / Fecha y hora de salida</b>		

*Please send this form to: / Por favor envíe este formulario a: E-mail: [icaosam@icao.int](mailto:icaosam@icao.int); [icaonacc@icao.int](mailto:icaonacc@icao.int)*