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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LT2/3.3.1-SA049-2024

Lima, 15 February, 2024

To: Mr. Yves Tatibouet, Regional Director of Civil Aviation Authority (DSAC)
for French Antilles and French Guiana
Mr. Francis Preux, Director, French West Indies and French Guiana, Air Navigation
Services
Lt. Col. Egbert Field, Director General, Guyana Civil Aviation Authority
H.E. Uraiqit H. Ramsaran, Minister of Transport, Communication and Tourism,
Suriname

Subject: **Seventeenth AIM Multilateral Meeting of the SAM Region for the transition from AIS
to AIM (SAM/AIM/17)**
(Lima, Peru, 27 to 31 May 2024)

Action
required: Confirm participation, comments to the agenda and presentation of working and information
papers no later than **26 April, 2024**

Dear Sir/Madam:

I am pleased to refer to the 2024 program of activities, and invite you to attend the Seventeenth AIM Multilateral Meeting of the SAM Region for the transition of AIS to AIM (SAM/AIM/17), which will be held **from 27 to 31 May, 2024** at the premises of this Regional Office, in Lima, Peru.

The purpose of this Meeting is to continue supporting States in preparing the implementation of Phase 2 of the "Roadmap for the transition from AIS to ICAO AIM", as well as to follow up on the Implementation Plans for Aeronautical Information Management in an electronic environment and the implementation of SWIM enablers in the AIM area.

Under **Attachment A** you will find the Draft Agenda and corresponding explanatory notes and tentative work program; as **Attachment B** the mnemotecnic paper, as **Attachments C and D** the working and information paper templates. In order to designate the specialists who will participate in this event, please complete their registration using the form found at the following link: <https://forms.office.com/r/20yvAwxApd>. **The deadline for registration is 26 April, 2024.**

The opening session will be held on **27 May 2024 at 09:00 Lima time (14:00 UTC)**. Please check in at least fifteen (15) minutes before this time.

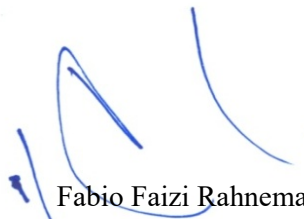
Please note that the event will be held in Spanish and will have simultaneous interpretation services into English, only if confirmations of participation are received from delegates from English-speaking States, until 26 April 2024.

If your Administration may wish to present documents on the agenda items, I will appreciate submitting them to this Regional Office, **no later than 26 April 2024**, in order to have sufficient time necessary for their translation and edition. The documentation received after this date, should be prepared in both languages by the Administration that presents it. Information papers will be presented only in their original language, unless their authors provide translated versions.

In this regard, administrations are encouraged to submit information or working papers on the progress in the implementation of digital data sets (DDS), e-AIP, and AIXM, on their training plans for Phase II of the transition from AIS to AIM, as well as the adaptation of QMS/AIM to the 2015 version of ISO 9001, and the PANS-AIM implementations.

Should you require further information regarding the event please contact Mr. Jorge Armoa, Regional Officer, ANS Implementation (AIM/MET) of the ICAO South American Office: jarmoa@icao.int and/or Mr. Roberto Sosa, Regional Officer, Air Traffic Management and Search and Rescue: rsosa@icao.int.

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



Fabio Faizi Rahnemay Rabbani
Regional Director
ICAO South American Office
Lima

Enclosure:

As indicated

cc: Mr. Patrick Pezzeta, Deputy Director, Antilles-Guyane, French Antilles
Mr. Alain Kerhascoet, Head of French Guiana Air Control Centre Cayenne-Félix Eboué Airport, Head of the Aircraft Search and Rescue RCC
Mr. Frederic Danlouox, Deputy Director, French West Indies and French Guiana ANS
Mr. Damien Cazé, Director General of Civil Aviation, France
Mrs. Estrea Noordzee, Permanent Secretary, Directorate of Transport, Suriname
Mrs. Cindy Toemin, Acting Head of Civil Aviation Department, Suriname
Mr. Brian de Souza, Director a.i, Civil Aviation Safety Authority Suriname, CASAS, Suriname
Mr. Marcus Doller, Air Safety Support Intl. (ASSI), United Kingdom
Mr. Bruce D'Ancey, Policy Specialist, Flight Ops, Air Safety Support International (ASSI), United Kingdom
ICAO EUR/NAT (*For retransmission to DGAC France*)



ATTACHMENT A

SEVENTEENTH AIM MULTILATERAL MEETING OF THE SAM REGION FOR THE TRANSITION FROM AIS TO AIM (SAM/AIM/17)

Lima, Peru, 27 to 31 May 2024

DRAFT AGENDA

- Agenda Item 1:** Follow-up on:
(a) Conclusions of Previous Meetings;
(b) Global NOTAM Campaign; and
(c) SNOWTAM implementation.
- Agenda Item 2:** Follow-up on deficiencies in the AIS/AIM area.
- Agenda Item 3:** Follow-up of the implementation of the Quality Management System in the AIM units (QMS/AIM).
- Agenda Item 4:** Follow-up on the implementation of Digital Data Sets (e-AIP, TOD, etc), and preparation for SWIM.
- Agenda Item 5:** Review of:
a) NOTAM Contingency Plans;
b) AIS Contingency Plan for Volcanic Ash; and
c) ICARD System.
- Agenda Item 6:** Review of the implementation of Doc. 8126 - AIS/AIM Staff Competency Evaluation and AIS/AIM Staff Training.
- Agenda Item 7** Review of amendments to ICAO AIS documentation and approval of the new PANS-IM.
- Agenda Item 8:** Other business

EXPLANATORY NOTES

Agenda Item 1: Follow-up on:
a) Conclusions of Previous Meetings;
b) Global NOTAM Campaign; and
c) SNOWTAM implementation.

Under this agenda item, the current status of the Conclusions and Recommendations from previous SAM/AIM meetings will be reviewed.

In addition, we will follow up on the issues and documents related to the Global NOTAM Campaign, as well as SNOWTAM. Statistics from the Region regarding old and very old NOTAMs that remain active in the system will be analyzed. States are invited to present the results of the actions implemented to reduce the number of these types of NOTAMs.

Agenda Item 2: Follow-up on deficiencies in the AIS/AIM area.

Under this agenda item, the strategies to address the deficiencies of the AIM Area will be analyzed, as well as the progress of their resolution. States will receive information on the status of their deficiencies with sufficient time prior to the meeting for analysis and feedback.

Agenda Item 3: Follow-up of the implementation of the Quality Management System in the AIM units (QMS/AIM).

This topic will address the situation of the States that have not yet succeeded in implementing quality management in AIM, for which an update of the Action Plans will be requested. States that have completed the QMS/AIM implementation and certification processes are invited to share best practices in relation to Aeronautical Information Management in an environment associated with Quality Management, and those that are in the process, to present their Action Plan to achieve the implementation of QMS in the AIS.

Agenda Item 4: Follow-up on the implementation of Digital Data Sets (e-AIP, TOD, etc), and preparation for SWIM.

This agenda item will be dedicated to presentations by States on their implementation plans for e-AIP, AIXM, TOD, and all Digital Data Sets (DDS). At this point, the results and recommendations of the Digital Data Set Workshop will also be discussed.

In addition, the States will be asked to present the implementation plan of the infrastructures, as well as the standard information exchange models, in their different domains, which will make it possible to prepare the State for the implementation of SWIM. The proposal of the GANP-Seventh Edition in relation to the AIM area and the ICAO Cybersecurity Action Plan will be analyzed.

Agenda Item 5: **Review of:**
 a) NOTAM Contingency Plans;
 b) AIS Contingency Plan for Volcanic Ash; and
 c) ICARD System.

Under this agenda item, strategies will be analyzed. In addition, NOTAM contingency plans and the current status of codes and route designators used in the SAM Region and found in the ICARD System will be reviewed. States are invited to submit updates to their Action Plans to address deficiencies in the AIM area, as well as other actions that have been taken or implemented in relation to these three items.

In addition, States are requested to report on their actions in the context of the NOTAM Contingency Plans.

Additionally, the preparation of the VOLCEX exercise will be followed up.

Agenda Item 6: **Review of the implementation of Doc. 8126 - AIS/AIM Staff Competency Evaluation and AIS/AIM Staff Training.**

Under this agenda item, the actions for the evaluation of AIS/AIM personnel competencies aligned to Part I of Doc. 8126 - AIS Manual will be followed up.

In addition, this agenda item will discuss the training activities of the States in the area of AIS. States are expected to report on training activities planned for 2024 and those projected for 2025. In addition, States are expected to indicate the strategy for the implementation of Competency Based Training.

Agenda Item 7 **Review of amendments to ICAO AIS documentation and approval of the new PANS-IM.**

Under this agenda item, the approved amendments to various ICAO Annexes and their impact on the AIS/AIM documentation will be analyzed.

Also, the implementation strategy of the PANS-IM Document will be reviewed, in which the results and recommendations of the PANS-IM Workshop will be analyzed.

Agenda Item 8: **Other business**

Under this item, the Meeting may examine other aspects that have not been considered in the previous items and that are related to the topics under discussion.

TENTATIVE AGENDA

Time	Monday 27 May	Time	Tuesday 28 May	Wednesday 29 May	Thursday 30 May	Time	Friday 31 May
0830 0900	Registration	0830 1030	Agenda Item 2	Presentation	Presentation	0900 1000	Review of the Report
0900 0915	Opening ceremony						
0915 0930	Election of the President and Vice- President	1030 1045	Coffee break	Coffee break	Coffee break	1000 1030	Coffee break
0930 1030	Agenda Item 1	1045 1215	Agenda Item 3	Agenda Item 4	Agenda Item 6	1030 1200	Approval of the Report
1030 1050	Coffee break	1215 1300	Lunch break	Lunch break	Lunch break	1200 1230	Closing ceremony
1050 1200	Agenda Item 1	1300 1430	Agenda Item 3	Agenda Item 5	Agenda Item 7		
1200 1300	Lunch break	1430 1445	Coffee break	Coffee break	Coffee break		
1300 1530	Agenda Item 2	1445 1530	Agenda Item 4	Agenda Item 6	Agenda Item 8		

- END -



ATTACHMENT B

ICAO SOUTH AMERICAN REGIONAL OFFICE

MNEMOTECNIC RECORD –AIM 01

Seventeenth AIM Multilateral Meeting of the SAM Region for the transition from AIS to AIM (SAM/AIM/17) Lima, Peru, 27 to 31 May 2024	
Regional strategy for the implementation of AIM in the SAM Region	<ul style="list-style-type: none"> ✓ Until December 2023, promote and drive the implementation of the 21 steps of the three phases of the Roadmap for the transition from AIS to AIM. ✓ Until December 2024 promote and drive the necessary infrastructures for the management of all aviation information in the SWIM environment. ✓ Continuous tasks: <ul style="list-style-type: none"> a) Monitor the implementation of NOTAM Bank Contingency Plans. b) Monitor the lifting of deficiencies in the AIS/AIM area. c) Monitor AIS/AIM Personnel Competency Assessment. d) Monitor the AIS/AIM Personnel Instruction and Training Plans. e) Monitor the actions promoted by the States within the NOTAM Global Campaign.
Objective of the Meeting	Continue supporting the States in the preparation of the implementation of Phase 2 of the “Roadmap for the transition from AIS to AIM - ICAO”, as well as follow up on the Aeronautical Information Management Implementation Plans in an electronic environment and the implementation of SWIM enablers in the AIM area.
Activities carried out by the SAM Region on the implementation of the transition roadmap from AIS to AIM	<ul style="list-style-type: none"> ✓ Lima, Peru, 2015, Seminar on AIXM. ✓ Lima, Peru, 2016, Seminar on Databases for electronic AIP (e-AIP). ✓ Lima, Peru, 2017, Seminario on e-TOD. ✓ Lima, Peru, 2017, Seminar on SWIM and XML Messages. ✓ Lima, Peru, 2018, Seminar on PANS-AIM. ✓ Preparation of the SNOTAM Implementation Guide, in its new format. ✓ Preparation of the Instruction and Training Guide for AIS/AIM personnel in the SAM Region. ✓ Course delivery on Standard Aeronautical Information Exchange Models (2022 and 2023) ✓ Delivery of e-AIP course (2023) ✓ Delivery of ISO 9001:2015 Lead Auditor, IRCA certification, ISO 9001:2015 courses (2022 and 2023)
Current situation of the SAM Region related to the Implementation of the Transition Roadmap from AIS to AIM	<p>Regarding the Roadmap, the first phase has been completed by almost all States, except for some steps. There are six States that have not completed some steps.</p> <p>With regard to phase 2, there are seven States that have advanced the digitization of their databases.</p> <p>Note: The biggest weakness at this point is the implementation of digital data sets (DDS), e-AIP and Data Catalogs. Although there is progress, it is slow, and to date, only 5 States have made significant progress on this point.</p> <p>In relation to the Contingency Plans of the NOTAM Bank, there are three States that have not yet implemented them.</p>

	<p>Some States have joined the TOD implementation progress but have not yet published it.</p> <p>With regard to the NOTAM Bank Contingency Plans, three States have not yet implemented them.</p>
Nature of the event	<p>The Multilateral SAM/AIM Meeting is carried out annually to review the progress of the implementations related to the transition roadmap of the AIS to AIM. Additionally, the status of the implementation of Contingency Plans of NOTAM Data Banks, the resolution of deficiencies in the AIM area, and the implementation processes of the new requirements introduced by the successive amendments to Annex 4 and Annex 15 of the ICAO, are analyzed; as well as amendments to other Annexes that impact the AIS/AIM documentation.</p> <p>Additionally, in line with the restructuring of Doc. 8126 – AIS Manual, work will be done on the follow-up of the Competence Assessments of AIS personnel. Likewise, the information contained in relation to the AIS Provider in ICAO Doc 7383 will be followed up.</p> <p>In 2023, the creation of the PANS-IM and PANS-MET documents have been proposed, with a direct impact on the AIS/AIM documentation, which were also subject to amendment. The approval of the creation of these new documents and the corresponding amendments is expected, so the implementation plans and impacts on national regulations should be analyzed.</p>
Competences that the event will generate	<p>The Meeting provides the opportunity for attendees to take note of the opportunities for improvements in the implementations of the AIS/AIM area. Likewise, the staff that attends the meetings will take note of the updates to the Contingency Plans of the NOTAM Banks and of the new implementations required by the area Annexes. They may also take note of the Implementation of the AIS Personnel Competency Assessment, both from the provider and from the regulator.</p>
Profile of the participants	<ul style="list-style-type: none"> ✓ Personnel responsible for the preparation of regulations for the provision of AIS/AIM services. ✓ Personnel responsible for the provision of AIS/AIM services. ✓ ICT staff that provides support to the development of AIM through the digitization of AIS data and the management of AIS data in the digital environment.
Next steps in the development of the strategy	<p>In accordance with the terms of the regional strategy:</p> <ul style="list-style-type: none"> ✓ as ICAO adopts the SARPs related to digitization, support and promote the development of the same. ✓ once ICAO has finalized the PANS and SARPs related to the SWIM, support and promote the implementation of the necessary infrastructure, as well as the implementation of the standard information exchange models for the different domains. ✓ Continue to monitor the implementation of the NOTAM Bank contingency plans and the resolution of deficiencies in the AIS/AIM area. ✓ Monitor the training of AIS/AIM personnel. ✓ Start the AIS/AIM Personnel Competency Assessment Process. Support the preparation of Instruction and Training Programs for AIS/AIM Personnel. ✓ Initiate the process of dissemination and socialization of the proposed new PANS-IM document.

Contact staff in the SAM Office	<p>Mr. Jorge Armoa Regional Officer AIM/MET ICAO South American Regional Office jarmoa@icao.int</p> <p>Mr. Roberto Sosa Regional Officer, Air Traffic Management and Search and Rescue ICAO South American Regional Office rsosa@icao.int</p>
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Agenda Item X: Title of the agenda item

Title of the Working paper
(Presented by XXXXXX)

SUMMARY	
This working paper presents xxxxx	
REFERENCES	
<ul style="list-style-type: none">Annex xxxxxSAM/AIM xxxx meetingReport of the AIM xxx	
ICAO strategic objectives:	A - xxx B - xxx E - xxx

1. Background
- 1.1 The Quality Management xxx
- 1.2 The AIM Implementation Strategy Group identified xxx
- 2 Discussion
- 2.1 Project G3 made significant progress xxx
- 2.2 The Project changed its approach xxx
- 2.3 By the end of 20XX, xxx
- a. Process-related factors: xxx
- b. xxx

3 Suggested action

3.1 The Meeting is invited to:

- a) review and comment on the changes made to xxx;
- b) update the information on the status of xxx;
- c) consider any other action.



Agenda Item X: Title of the agenda item

Title of the Information paper
(Presented by XXXXXX)

SUMMARY	
This working paper presents xxxxx	
REFERENCES	
<ul style="list-style-type: none">Annex xxxxxSAM/AIM xxxx meetingReport of the AIM xxx	
ICAO strategic objectives:	A - xxx B - xxx E - xxx

1. Background
- 1.1 The Quality Management xxx
- 1.2 The AIM Implementation Strategy Group identified xxxx
- 2 Discussion
- 2.1 Project G3 made significant progress xxx
- 2.2 The Project changed its approach xxx
- 2.3 By the end of 20XX, xxx
- a. Process-related factors: xxx
- b. xxxx

3 Suggested action

3.1 The Meeting is invited to:

- a) review and comment on the changes made to xxx;
- b) update the information on the status of xxx;
- c) consider any other action.
