



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: LS 8/21.3 – SA064

18 February 2013

To: Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **ICAO/LACAC Workshop on the “Detection of Passengers with Suspicious Conduct Course”**

Action
required: Register participants no later than **8 March 2013**

Sir,

As you are aware, the Second Meeting of the AVSEC/FAL Regional Group (AVSEC/FAL/RG/2), held in St. John's, Antigua and Barbuda, from 16 to 18 May 2012, adopted Conclusion 2/1, which among other issues considered carrying out a workshop on the “Detection of Passengers with Suspicious Conduct Course”.

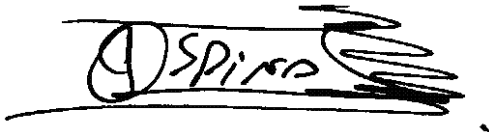
In consequence, the referred workshop has been programmed to be held in Lima, Perú, from 8 to 12 April 2013. Please find attached the tentative agenda (**Appendix A**) and the general information (**Appendix B**).

The workshop is addressed to aviation security specialists in charge of the training of instructors and/or instruction programmes preparation, who work within the administration of the competent authority. The languages of the workshop will be Spanish and English, with simultaneous interpretation services. We would much appreciate sending the attached nomination form (**Appendix C**) delegating the participant(s) of your State to this Regional Office and to LACAC Secretariat not later than **8 March 2013**.

Also, please note that OAS-CICTE will be contributing with fellowships for participants of States that may require funding. Requests for CICTE fellowships should be sent to the CICTE National Point of Contact of each State. In case you have any questions regarding fellowships, kindly contact Ms. Shevaun Culmer through email at sculmer@oas.org.

If you have any doubt or need additional information, please address Mr. Pablo Lampariello (plampariello@icao.int), Regional Officer AVSEC, South American ICAO Office, or his assistant, Ms. Deborah Coriat (dcoriat@icao.int), and, in the case of LACAC, Mr. Luis Miguel Núñez (lmnunez@icao.int), this Secretariat Assistant.

Accept, Sir, the assurances of my highest consideration.



Marco Ospina
Secretary
Latin American Civil Aviation
Commission (LACAC)



Franklin Hoyer
Regional Director
ICAO, South American Regional
Office, Lima

Enclosure

As indicated

cc: 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
Ms. Cindy Toemin, AVSEC PoC, Suriname
Mr. Cosmo Wong, AVSEC PoC, Suriname
Ms. Rachel Simson, AVSEC PoC, Suriname
Mr. Abraham Dorris, AVSEC PoC, Guyana
Ms. Shevaun Culmer, OAS-CICTE
CLACSEC
C/ISD – SEC
ICAORD, Mexico



INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL (OACI)

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL (CLAC)
LATIN AMERICAN CIVIL AVIATION COMMISSION (LACAC)



APPENDIX A

ICAO/LACAC WORKSHOP ON THE “DETECTION OF PASSENGERS WITH SUSPICIOUS CONDUCT COURSE”

Lima, Peru, from 8 to 12 April 2013

TENTATIVE PROGRAMME

	Monday, 8 April	Tuesday, 9 April	Wednesday, 10 April	Thursday, 11 April	Friday, 12 April
1 st Hour	Registration / Opening <i>Module 1</i> <i>Introduction to the Workshop</i>	<i>Module 3</i> <i>Observation and Description</i>	<i>Module 5</i> <i>Working Groups</i>	<i>Module 7</i> <i>Incident Investigation</i>	<i>Module 9</i> <i>Working Groups</i>
08:00					
09:00					
2 nd Hour	<i>Module 2</i> <i>Surveillance</i>	<i>Module 4</i> <i>Observation Techniques</i>	<i>Module 5</i> <i>Working Groups</i>	<i>Module 7</i> <i>Working Groups</i>	<i>Module 9</i> <i>Working Groups</i>
09:00					
09:45					
Coffee/Tea break – 09:45 to 10:00					
3 rd Hour	<i>Module 2</i> <i>Airport Surveillance</i>	<i>Module 4</i> <i>Observation Techniques</i>	<i>Module 5</i> <i>Work Discussion</i>	<i>Module 7</i> <i>Work Discussion</i>	<i>Module 9</i> <i>Work Discussion</i>
10:00					
10:45					
4 th Hour	<i>Module 2</i> <i>Airport Surveillance Techniques</i>	<i>Module 4</i> <i>Working Groups</i>	<i>Module 6</i> <i>Incident Scene Description</i>	<i>Module 8</i> <i>Passengers Suspicious Behaviour</i>	<i>Module 10</i> <i>Workshop Discussion</i>
10:45					
11:30					
5 th Hour	<i>Module 2</i> <i>Working Groups</i>	<i>Module 4</i> <i>Work Discussion</i>	<i>Module 6</i> <i>Incident Scene Description</i>	<i>Module 8</i> <i>Passengers Suspicious Behaviour</i>	<i>Workshop Conclusions and Certificates Distribution</i>
11:30					
12:15					
Coffee/Tea break – 12:15 to 12:30					
6 th Hour	<i>Module 2</i> <i>Working Groups</i>	<i>Module 5</i> <i>Persons Description</i>	<i>Module 6</i> <i>Working Groups</i>	<i>Module 8</i> <i>Passengers Suspicious Behaviour</i>	
12:30					
13:15					
7 th Hour	<i>Module 2</i> <i>Work Discussion</i>	<i>Module 5</i> <i>Persons Description</i>	<i>Module 6</i> <i>Work Discussion</i>	<i>Module 9</i> <i>Working Groups</i>	
13:15					
14:00					



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APPENDIX B

ICAO/CLAC AVSEC/FAL REGIONAL GROUP (AVSEC /FAL/RG)

ICAO/LACAC WORKSHOP ON THE DETECTION OF PASSENGERS WITH SUSPICIOUS CONDUCT COURSE

Lima, Peru, 8-12 April 2013

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date

The ICAO/LACAC Workshop on the Detection of Passengers with Suspicious Conduct Course will be held at the ICAO SAM Regional Office, Lima, Peru, from 8 to 12 April 2013.

2. Meeting site address

Av. Víctor Andrés Belaúnde 147
Principal No.102
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro, Lima
Telephone: +51 1 611-8686
Fax: +51 1 611-8689
E-mail: mail@lima.icao.int

3. Opening session

Monday, 8 April 2013
Registration of participants: 08:00 – 08:30 hrs.
Opening session: 08:30 – 08:40 hrs.

4. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:00 to 08:30 hrs, during the first day of the event, where the duly completed registration sheet should be handed in. Likewise, participants are requested to use the badges supplied to them during registration.

5. **Documentation link and languages**

The event will be carried out in Spanish and English, with simultaneous interpretation services. The documentation for the Meeting will be posted on the ICAO SAM Regional Office website; participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the Meeting venue; there will be no hard copies available for distribution.**

6. The instructions to log on the SAM website are:

<http://www.lima.icao.int>

Select **Inglés** (English) on the upper central bar of the welcome page

Click on “ Meeting Schedule 2013”

Look for and click on “ICAO/CLAC Course on detection of passengers with suspicious behavior” (events appear ordered by date)

7. **Temperature**

Temperature in Lima during the month of April varies from 24 to 26°C. The average humidity is of 74%.

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

There are authorized taxis services at the Jorge Chavez International Airport.

The rate to Miraflores or San Isidro (hotel area) is of approximately US\$ 20.00. This rate can be confirmed in counters at the Airport’s international arrivals area.

Taking into account the increase in assaults against persons who travel in the route to and from the airport, the following taxi companies are suggested:

Eurocar

Tel: +511 222-1010

E-mail: ventas@eurocarperu.com

CMV Servicio Ejecutivo

Tel: +511 422-4838

E-mail: cmv@exalmar.com.pe

9. **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.

Companies recommended for transfers within the city:

Alo Taxi	+51 1 225-4355
Lima Remisse	+51 1 224-5529 / 99965-6639
Taxi Planet	+51 1 794-4864 / 781-7988
Tata Taxi	+51 1 274-5151
Taxi Real	+51 1 470-6263 / 470-6203
Taxi Seguro	+51 1 241-9292

10. **Suggested hotels in Lima**

Suggested hotels below are located at walking distance from the event site, with the exception of the last two of the list. Reservations should be arranged directly with the hotel and **well in advance**. In view of the various events carried out in Lima, prices may vary. Kindly consult the hotel of your preference.

HOTELS	PRICES
NOVOTEL Av. Andrés Belaúnde 198, San Isidro (In front of the meeting site) Tel: (51 1) 315-9999 Fax: (51 1) 315-9900 www.novotel.com Reservation requests: h6339-re1@accor.com h6339-re2@accor.com	Standard Single Room 120.00 Standard Double Room 140.00 Simple Suite 170.00 Double Suite 180.00
PLAZA del BOSQUE Av. Paz Soldán 190, San Isidro (a 100Mm) Tel: (51 1) 616 – 1818 Fax: (51 1) 421 - 8582 www.plazadelbosque.com reservas@plazadelbosque.com Ms. Rossana Rojas Tel: (51 1) 616-1806 SUITES del BOSQUE Av. Paz Soldán 165, San Isidro Tel: (511) 616 – 2121 Fax: (511) 221 - 3010 www.suitesdelbosque.com reservas@suitesdelbosque.com Ms. Liliana Nakasato Tel: (511) 616 – 2107	Junior Suite (Single) 110.00 Junior Suite (Double) 120.00 Executive Suite (Simple) 150.00 Executive Suite (Double) 160.00 Master Suite (2 rooms) 250.00 Suite “El Bosque” / Suite “Anne” (Single or double) 250.00 Suite “Plaza” 600.00

LOS TALLANES Av. Jorge Basadre 325, San Isidro Tel: (51 1) 221-0001 Fax: (51 1) 222-5030 Reservation requests: reservas@hoteltallanes.com.pe Tel: (51 1) 221-0001 Anexo 187 – 168	Standard Single 115.00 Standard Double 135.00 King Executive Suite 166.00 Double Executive Suite 186.00
BASADRE SUITES Av. Jorge Basadre 1310, San Isidro Telefax: (511) 615 - 3939 www.hotelbasadre.com reservas@hotelbasadre.com	Single standard 98.00 Double standard 115.00 Junior or Senior Suite 150.00 Price includes 10% service tax.
BOULEVARD Av. Pardo N° 771, Miraflores Tel.: (511) 444 – 6562 / 63 / 64 Fax: (511) 444 - 6602 http://www.hotelboulevard.com.pe Reservation requests: hotelboulevard@speedy.com.pe	Single Junior Suite 86.00 Double Junior Suite 97.00 De Luxe Suite 165.00 Price includes 10% service tax.
APART HOTEL EL DORAL Av. José Pardo No. 486, Miraflores Tel.: (511) 242 7799 Fax: (511) 446 8344 http://www.eldoral.com.pe Reservation requests: aparthotel@eldoral.com.pe	Single standard 70.00 Double standard80.00 Price includes 10% service tax.

Nota/Note: Foreigners are exempted of 19% Sales Tax presenting the passport during check-in.

11. Passport, visa and vaccination requirements

To enter the country, 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.

12. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.50 per US \$ 1.00, approximately.

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

13. **Hospitals**

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

14. **Electricity**

220 Volts/60Hz.

15. **Airport tax**

Exit airport tax is US\$ 31.00 American Dollars.

16. **Airlines**

The following telephone numbers are provided, with the aim you can confirm your flights back to your country:

Aerolíneas Argentinas.....	513-6565
Aeroméxico.....	705-1111
Air Canada.....	0800 52073
Air Comet.....	0800 52222
Alitalia.....	241-1026 / 241-8303
American Airlines.....	0800 40350 / 211-7000
Avianca.....	0800 51936
Continental Airlines.....	0800 70030 / 712-9230
Copa Airlines.....	610-0808
Delta Airlines.....	0800 4 3210 / 211-9211
Gol.....	0800 52917
Iberia.....	411-7801
KLM.....	213-0200
Lan.....	0801-11234 / 213-8200
Lloyd Aéreo Boliviano.....	444-0510 / 241-5210
Lufthansa.....	442-4455 / 444-4440
Mexicana de Aviación.....	610-6065 / 610-6066
Taca.....	511-8222

17. **Information on safety and protection**

Upon any emergency situation, kindly call the Operations Centre of the United Nations Safety and Security Department (UNDSS):

Assistance 24 Hours - 365 days

213 – 3220 (direct)
213 – 3200, Extension 1600
997 571 008 (cell).

18. **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, and 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 floors 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 Víctor Andrés Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when there is no danger for your return to the facilities.

**ICAO SOUTH AMERICAN REGIONAL OFFICE AND LACAC SECRETARIAT
LOCATION MAP IN LIMA, PERU**

