



GENERAL INFORMATION

(Presented by the Secretariat)

1. Venue and dates

The Thirteenth Meeting of the GREPECAS Scrutiny Group (GTE/13) will be held at the premises of the ICAO South American (SAM) Regional Office in Lima, Peru, from 09 to 13 September 2013.

2. ICAO South American Regional Office address

Av. Victor Andrés Belaúnde No. 147
Via Principal No. 102
Centro Empresarial Real, Edificio Real 4, Piso 4
San Isidro, Lima (see attached map)
Tel.: +511 611-8686
Fax: +511 611-8689
E-mail: icaosam@icao.int

3. Opening session

Will take place on Monday, 09 September 2013, from 09:00 to 09:15 hrs, at the ICAO SAM Office's conference room located in the 4th floor.

4. Participants Registration

Participants are requested to first fill-in the registration form and submit it to the ICAO SAM Regional Office as soon as possible (please refer to **Attachment C** of the convening letter).

On Monday 09 September, the registration will be verified at the registration desk, from 08:30 to 09:00 hrs. Participants are requested to use the badges that will be supplied to them during registration.

5. Languages and documentation

This event will be held in Spanish and English and will have simultaneous interpretation services.

6. **Documentation Link**

The documentation will be posted in the ICAO SAM Regional Office Website, <http://www.lima.icao.int/>, *Meetings*; participants should check this website frequently to download the documentation. All participants must bring their own set of documentation to the Meeting venue (hard copy or electronically), since there will be no hard copies available for distribution.

7. **General information**

It can be found in the “*General Information*”, “*Weather*” and “*Hotels*” sections of the ICAO SAM Regional Office Website home page, located at <http://www.lima.icao.int/>, “*inglés*” (upper right-hand corner).

8. **Coordinator**

Mr. Roberto Arca, ATM/SAR/AIM Regional Officer
ICAO SAM Regional Office
Tel: +511 611-8686, Ext. 106
Fax: +511 611-8689
E-mail: rarca@icao.int

9. **Information on safety and protection**

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

Round the clock assistance during 365 days a year

625-9090
625-9091
99757-1008 / 99831-8813 / 99757-1003.

10. **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, 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 floor 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 V. A. Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when is it safe to return to the facilities.

**PLANO DE UBICACIÓN DE LA OFICINA REGIONAL SUDAMERICANA DE OACI EN LIMA, PERÚ/
ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU**

Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro

