



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

LT 11/43.4.6 SA349

Lima, 10 July 2013

To: Mr. Jean-Michel Boivin, Regional Director of Civil Aviation, West Indies and French Guiana
Mr. Zulficar Mohamed, Director General, Civil Aviation Authority, Guyana
Mr. Falisie Jozef Pinas, Minister of Transport, Communication and Tourism, Suriname

Subject: **Thirteenth GREPECAS Scrutiny Working Group Meeting (GTE/13)**
(Lima, Peru, 09 to 13 September 2013)

Action
required: Nominate participants by **12 August 2013**

Sir,

I have the honour to invite your Administration to the Thirteenth Scrutiny Working Group Meeting (GTE/13), which will be held in the ICAO South American Regional Office in Lima, Peru, from 09 to 13 September 2013.

The Scrutiny Working Group was established under the frame of GREPECAS, in support of the implementation of Reduced Vertical Separation Minimum (RVSM) in the CAR/SAM Regions. The main objective of this meeting is to continue with the assessment and analysis of Large-Height Deviations (LHD) of 300 feet or more, to apply GTE methodology to LHD events taking into account parameter values, to use vertical quantitative collision risk calculation methodology, to identify operational trends and to propose mitigating measures in order to reduce LHD events and to improve safety. The meeting will be held in Spanish and English and simultaneous interpretation will be provided.

For further analysis of the matters to be dealt with, I am pleased to include the draft Agenda, explanatory notes and proposed schedule (**Attachment A**), as well as general information of the meeting (**Attachment B**).

It would be appreciated if designated participants to this event are:

- a) Authorities, executives and specialists of the Caribbean and South American Monitoring Agency (CARSAMMA);
- b) Area Control Centres (ACC) chiefs and experts in charge of evaluating and analyzing Large Height Deviation (LHD) of 300 feet or more, applying GTE methodology to LHD events and proposing mitigating measures in order to reduce LHD events and improve safety; and
- c) Experts involved in gathering and filtering traffic data in order to be used in the vertical quantitative collision risk calculation (CRM).

I will highly appreciate to receive your comments on the content of the draft agenda and submit to this Regional Office no later than **12 August 2013**, those documents on the agenda items that may wish to present, in order to have sufficient time for their translation and edition. Documents received after this date should be prepared in both languages by the concerned administration. Information papers will be presented in its original language only, unless their authors facilitate translated versions.

Due to the significance of the discussions that will be held during this event, I urge you to take all possible efforts to nominate at least one delegate from your Administration, in order to contribute in ATS safety management improvement in the CAR/SAM Regions. In such sense, would appreciate your designating participants to this meeting by receiving the attached registration form(s) (**Appendix C**) no later than **12 August 2013**.

The documentation of the Workshop/Meeting as well as working and information papers will be published in the ICAO SAM Office website: **<http://www.lima.icao.int>**. No documentation is foreseen for distribution during the event; therefore, it is recommended that participants bring a lap-top, or print the related documentation.

Accept, Sir, the assurances of my highest consideration.



Franklin Hoyer
Regional Director
ICAO South American Office
Lima

Enclosure

As indicated

cc: Mr. Olivier Jouans, Regional Director of ATM services, West Indies and French Guiana
Mrs. Thelma Douglas Pinas, Permanent Secretary, Ministry of Transport, Communication and Tourism, Suriname
Mr. Robby Venlo, acting Director of Civil Aviation Department, Suriname
Mr. Brian De Souza, acting Director, CASAS, Suriname
Mr. André Luiz de Miranda Rebello, Chief of CARSAMMA
Mr. Peter Cerda, IATA Director Safety Operations & Infrastructure, The Americas & Atlantic
Mr. Carole Couchman, Regional Officer, IFALPA HQs
ICAORD, Mexico (for onward transmission to CAR/NAM States)

APPENDIX A
DRAFT AGENDA

Agenda Item 1: History, Regional Monitoring Agencies and Scrutiny Groups.

- a) Roles and responsibilities.
- b) Safety assessment in RVSM airspace.

Agenda Item 2: Review and standardization of LHD Categories Table.

- a) Proposal.
- b) Objectives.
- c) Presentation of new LHD Categories Table.
- d) Analysis.

Agenda Item 3: Presentation of Vertical Quantitative Collision Risk Calculation (CRM).

- a) Requirement of air movement data.
- b) Filtering of submitted data.
- c) Processing using the Model of Reich.
- d) Presentation of results obtained.

Agenda Item 4: Analysis of Large Height Deviation (LHD).

- a) Application of LHD safety evaluation methodology to notified LHD events.
- b) Identification of safety trends.
- c) GTE recommendations.

Agenda Item 5: Other business.

EXPLANATORY NOTES

Agenda Item 1: History, Regional Monitoring Agencies and Scrutiny Groups

The meeting will initiate activities carrying out a revision of the status of application of the GTE general overview, the Regional Monitoring Agencies and to ratify GTE objectives.

Agenda Item 2: Review and standardization of LHD Categories Table

The meeting will review the proposal for the standardization of LHD Categories Table, will analyze its objectives and evaluate the table of new Large Height Deviation (LHD) categories presented.

Agenda Item 3: Presentation of Vertical Quantitative Collision Risk Calculation (CRM)

Under this Agenda Item, the meeting will have the opportunity to evaluate the presentation of Vertical Quantitative Collision Risk Calculation methodology (CRM), analyzing and filtering the available air movement data for its due processing using the Model of Reich.

Agenda Item 4: Analysis of Large Height Deviation (LHD)

The meeting will review the GTE methodology taking into account particular LHD events, the results established as of the recent reports, keeping in mind identification of air navigation risks as a consequence of repetition of similar LHD reports.

Agenda Item 5: Other business

Under this Agenda Item, other matters that have not been dealt with under the above mentioned items, may be revised by the meeting.

TENTATIVE WORK PROGRAMME

HOUR	Monday 09 September 2013	HOUR	Tuesday 10 September 2013	Wednesday 11 September 2013	Thursday 12 September 2013	HOUR	Friday 13 September 2013
0830 0900	Registration of participants	0830 1030	Agenda Item 2	Agenda Item 3	Agenda Item 4 (cont.)	0900 0930	Report revision
0900 0915	Opening of the meeting						
0915 0930	<i>Coffee break</i>	1030 1045	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	0930 1000	<i>Coffee break</i>
0930 1230	Approval of Agenda and work programme Agenda Item 1	1045 1230	Agenda Item 2 (cont.)	Agenda Item 3 (cont.)	Agenda Item 4 (cont.)	1000 1130	Report approval
1230 1330	<i>Lunch</i>	1230 1330	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	1130 1200	Closing ceremony
1330 1530	Agenda Item 1 (cont.)	1330 1530	Agenda Item 2 (cont.)	Agenda Item 4	Agenda Item 5		

APPENDIX B



International Civil Aviation Organization
South American Office
Thirteenth Meeting of the GREPECAS Scrutiny Group (GTE/13)
(Lima, Peru, 09 to 13 September 2013)

GTE/13
IP/01
09/07/13

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

