



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 2/6B.35-SA693

21 December 2012

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

Subject: **Regional Preparatory Workshop for International Telecommunications Union World Radiocommunication Conference (ITU WRC-15) (Lima, Peru, 11 to 12 March 2013) and Twenty-eighth Meeting of the Aeronautical Communication Panel Working Group-F (ACP WG-F/28) (Lima, Peru, 12 to 22 March 2013)**

*Action*

required: 1) Register in the events no later than **18 February 2013**  
2) Submit presentations for the regional workshop by **4 March 2013**

Sir/Madam,

I have the honour to inform you that ICAO will be conducting two important events on aeronautical frequency spectrum, the first will be the Regional Preparatory Workshop for International Telecommunications Union World Radiocommunication Conference (ITU WRC-15) (Lima, Peru, 11 to 12 March 2013) and the second, the Twenty-eighth Meeting of the Aeronautical Communication Panel Working Group-F – Spectrum Management (ACP WG-F/28) (Lima, Peru, 12 to 22 March 2013). Both events will be held in the ICAO South American Office in Lima, Peru.

The objective of these meetings is to support States in an appropriate management of the frequency spectrum and in preparing to support the ICAO position at ITU WRC-15. Therefore, they are tailored for staff in charge of radio frequency spectrum management and the focal points nominated by your Administration to coordinate the support to the ICAO position at World Radiocommunication Conferences (WRC).

It is important to recall that air traffic management requires having access to appropriate radiocommunication systems for the provision of air-ground communications, navigation and surveillance at pertinent availability and reliability levels. These telecommunications systems are based in the appropriate and sufficient provision of a spectrum, as well as in their effective/efficient protection.

The regional workshop will include information on WRC-14 (Geneva, Switzerland, 23 January to 17 February 2012), the recommendations formulated on radio frequency spectrum at the ICAO Twelfth Air Navigation Conference (AN-Conf/12) (Montreal, Canada, 19 to 30 November 2012), aviation-related aspects in the WRC-15 Agenda, and regional aspects with regard to frequency spectrum management. The regional workshop will be conducted by ICAO, by experts worldwide regarding radio frequency spectrum for aeronautical use, and by presentations from NAM/CAR/SAM States/territories representatives.

The ICAO ACP WG-F/28 meeting will mainly deal with the initial ICAO position at ITU WRC-15, and the final updating of Doc. 9718 – *Handbook on Radio Frequency Spectrum Requirements for Civil Aviation including statement of approved ICAO policies*, 6<sup>th</sup> Edition, for its publishing. This event will count with international experts on radio frequency spectrum, who during almost two weeks will have the main task of preparing for the initial ICAO position at ITU WRC-15. NAM/CAR/SAM States are cordially invited to participate in this meeting, taking into account the unique opportunity of directly acquiring updated information on the aeronautical frequency spectrum and sharing experiences with international experts.

The agendas for both events will be submitted as soon as available. The documentation on the regional workshop will be available at the ICAO SAM Regional Office Web page, [www.lima.icao.int](http://www.lima.icao.int), and the documentation pertaining to ACP WG-F/28 will be available at the web site [http://legacy.icao.int/anb/panels/acp/meeting\\_schedule.cfm](http://legacy.icao.int/anb/panels/acp/meeting_schedule.cfm).

The regional workshop will count with simultaneous interpretation services, but ACP WG-F/28 meeting will only be conducted in English.

Therefore, we invite your Administration to participate in the afore indicated events. In **Appendices A and B** herewith please find, respectively, an information paper containing general information on the events, and the registration sheet, which we will appreciate you submit no later than **18 February 2013**. Similarly, if your Administration wishes to participate with a presentation for the regional workshop, please submit it to this Regional Office by **4 March 2013**.

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



Franklin Hoyer  
ICAO Regional Director  
South American Office  
Lima

#### Enclosures

cc: Mr. Olivier Jouans, Regional Director of ATM services, French Guiana  
Mrs. Thelma Douglas Pinas, Permanent Secretary, MTCT, Suriname  
Mr. Robby Venlo, Director General (a.i.), Civil Aviation Department, Suriname  
Mr. Brian De Souza, Director (a.i.), CASAS, Suriname  
ICAORD, Mexico  
ACP Secretary

## APPENDIX A



*International Civil Aviation Organization*

ACP WG-F/28-IP/1

21/12/12

**Regional Preparatory Workshop for International  
Telecommunications Union World Radiocommunication Conference  
(ITU WRC-15) (Lima, Peru, 11 to 12 March 2013) and  
Twenty-eighth Meeting of the Aeronautical Communication Panel  
Working Group-F (ACP WG-F/28) (Lima, Peru, 12 to 22 March  
2013)**

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### GENERAL INFORMATION

(Presented by the Secretariat)

#### 1. Site and dates

The Regional Preparatory Workshop for International Telecommunications Union World Radiocommunication Conference (ITU WRC-15) (Lima, Peru, 11 to 12 March 2013) and Twenty-eighth Meeting of the Aeronautical Communications Panel Working Group-F (ACP WG-F/28) (Lima, Peru, 12 to 22 March 2013) will be conducted in the ICAO South American (SAM) Regional Offices premises in Lima, Peru. Since we count with two conference rooms, it will be appreciated that upon arriving in the Office, you verify where the event will take place – floor 3 or 4.

#### 2. Coordinator

Mr. Onofrio Smarrelli  
ICAO SAM Regional Office  
Tel: +511 611-8686  
Fax: +511 611-8689  
E-mail: mail@lima.icao.int  
osmarrelli@lima.icao.int

#### 3. Participants Registration

Participants should register on Monday, 11 March 2013, from 08:30 to 09:00 hours.

#### 4. General information

It can be found in the “*General Information*”, “*Weather*” and “*Hotels*” sections in the ICAO SAM Regional Office website, <http://www.lima.icao.int/>, Inglés (top, center).

#### 5. Documentation

The documentation will be posted on the ICAO SAM Regional Office website, <http://www.lima.icao.int/>; Inglés, *Upcoming Meetings*, 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.

- END -

**APPENDIX B / APENDICE B**  
**INTERNATIONAL CIVIL AVIATION ORGANIZATION**  
**ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL**

**Regional Preparatory Workshop for International Telecommunications Union World Radiocommunication Conference (ITU WRC-15) (Lima, Peru, 11 to 12 March 2013) and Twenty-eighth Meeting of the Aeronautical Communication Panel Working Group-F (ACP WG-F/28) (Lima, Peru, 12 to 22 March 2013)**

**Taller Regional en Preparación para la Decimoquinta Conferencia Mundial de Radio Navegación de la Unión Internacional de Telecomunicaciones (UIT CMR-15) (Lima, Perú, 11 al 12 de marzo de 2013) y**

**Vigésimo-octava Reunión del Grupo de Trabajo F del Grupo de Expertos sobre Comunicaciones Aeronáuticas (ACP WG-F/28) (Lima, Perú, 12-22 de marzo de 2013)**

**FORMULARIO DE REGISTRO / REGISTRATION FORM**

Participating in ITU WRC-15/  
Participando en UIT CMR-15

Participating in ACP WG-F/28  
Participando en ACP WG-F/28

1. Estado/*State*:  
Territorio/*Territory*:

\_\_\_\_\_

2. Nombre/  
*Name*:

\_\_\_\_\_

3. Cargo/*Position*:

\_\_\_\_\_

4. Participa como / *Participates as*:

Delegado/  
*Delegate*

Ponente/  
*Lecturer*

Alumno/  
*Student*

5. Dirección oficial /  
*Business address*:

\_\_\_\_\_

\_\_\_\_\_

6. Tel.: \_\_\_\_\_

E-mail: \_\_\_\_\_

7. Hotel o dirección en la ciudad/  
*Hotel or local address*:

\_\_\_\_\_

8. Información de vuelo/  
*Flight information*:

Vuelo de llegada/ fecha/ hora/  
*Arrival flight/ date/ hour*: \_\_\_\_\_

Vuelo de salida/ fecha/ hora/  
*Departure flight/ date/ hour*: \_\_\_\_\_

Firma / *Signature*:

\_\_\_\_\_

Fecha / *Date*:

\_\_\_\_\_

**Por favor envíe este formulario a: / *Please return this form to: icaosam@icao.int***