



GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date of the event

The Eleventh Workshop/Meeting of the SAM Implementation Group (SAM/IG/10) will be held at the ICAO SAM Regional Office premises, in Lima, Peru, from 13 to 17 May 2013.

2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147
Vía Principal No. 102
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro, Lima (see attached map)
Telephone: +511 611-8686
Fax: +511 611-8689
E-mail: **icaosam@icao.int**

3. Opening session

Will take place on Monday, 13 May 2013, from 09:00 to 09:15 hrs, at the ICAO SAM Office's conference room located in the 3rd floor.

4. Languages and documents

This event will be held in Spanish and English and will have simultaneous interpretation services. The documentation of the event will be published in the ICAO SAM Regional Office Web page: **<http://www.lima.icao.int>** as soon as it is available. No documentation will be distributed during the event.

5. Link to the documentation

The documentation of the Workshop/Meeting will be published in the ICAO SAM Office website: <http://www.lima.icao.int>, under Meetings. Participants should frequently check this website to have the documentation available in a lap-top or printed, in view that no documentation is foreseen to be distributed during the event;

6. Registration of participants

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 13 May, 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.

7. **General information**

It can be found in “General Information”, “Weather” and “Hotels” in the main website of the ICAO South American Regional Office, available in <http://www.lima.icao.int/>.

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

There are authorized taxi services at the Jorge Chavez International Airport. The rate to Miraflores or San Isidro (hotel areas) is of approximately US\$ 30.00. This rate can be confirmed in counters at the Airport’s international arrivals area.

9. **Transportation 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
Taxi Satelital	+51 1 355 5555
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. **Temperature and hotels**

This information is found in the sections “General Information2”, “Weather” and “Hotels” of the website of ICAO South American Regional Office, available in <http://www.lima.icao.int/>.

11. **Passport, visa and vaccination requirements**

To enter Peru, an updated passport and visa are requested; Depending on the traveller’s origin, it could also be required an international vaccination certificate, usually against yellow fever. We suggest your checking with anticipation these requirements at the embassy or nearest consulate of Peru.

12. **Money exchange and credit cards**

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.55 per US \$ 1.00.

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. Health attention

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

14. ICAO contact telephone numbers

Mr. Onofrio Smarrelli RO/CNS.....	611-8686, Ext. 107
(osmarrelli@icao.int)	Cell.: 997 969 321
Mr. Roberto L. Arca, RO/ATM/SAR/AIM	611-8686, Ext. 106
(rarca@icao.int)	Cell.: 987 617 888

15. Electricity

220 Volts/60Hz.

16. Information on safety and protection

Upon any emergency situation, kindly call the Regional Officer ATM/SAR/AIM of the ICAO South American Office, Mr. Roberto Arca: Cell 987 617 888, or to the Operations Centre of the United Nations Safety and Security Department (UNDSS), with round the clock assistance during 365 days a year, calling the following cell phones: 99757 – 1008 or 99757 – 1003.

17. 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

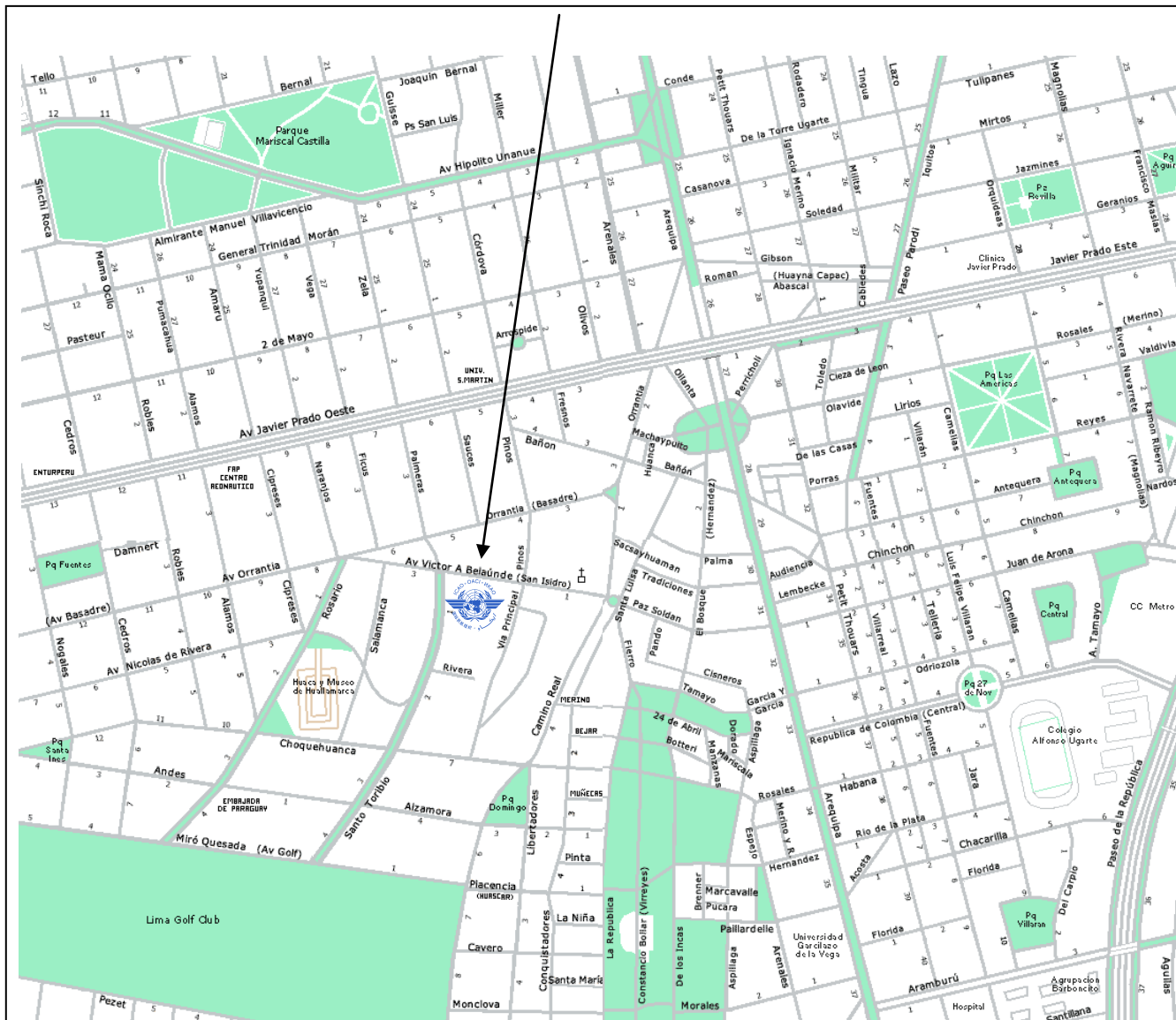
- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

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



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