

COMISSÃO LATINO-AMERICANA
DE AVIAÇÃO CIVIL



LATIN AMERICAN CIVIL
AVIATION COMMISSION

COMISIÓN LATINOAMERICANA DE AVIACIÓN CIVIL
SECRETARIA
Apartado Postal 27032,
Lima, Perú

CLAC 1.5.4.40/126

June 12th, 2014

To: AVIATION AUTHORITIES, AIRPORT OPERATORS, AIRLINES AND REGULATORY ORGANIZATIONS

**Subject: Seminar LACAC/UAE on “Project Management”
(Lima, Peru, 21 to 24 July, 2014)**

Action required: Reply concerning attendance before 11 July, 2014

Dear Sir/Madam,

According to the LACAC Meeting Programme 2013/2014, it was agreed to carry out an *on-site training Seminar on “Project Management”*, within the framework of the Memorandum of Understanding to be subscribed between the Latin American Civil Aviation Commission (LACAC) and the United Arab Emirates (UAE), specifically on the offer of contribute with training of officials from LACAC Member States.

In this sense, I would like to confirm the above mentioned Seminar, in Lima, Peru, from 21 to 24 July, 2014. Enclosed you will find Seminar objectives, instructors and details of the issues to be addressed (**Attachment 1**).

This Seminar will be conducted in English with simultaneous interpretation to Spanish and would be useful to senior executives, managers and operational personnel from civil aviation authorities, airport operators, air traffic services providers and airlines, so I will be grateful to you to diffuse this invitation between the directors and official members of organizations of the appointed institutions.

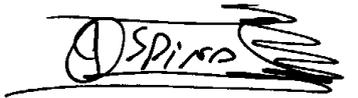
Finally, I would like to inform you that the participation in this Seminar will have a US\$ 250 registration fee per attendee that will be useful to cover part of the administrative expenses of the event **and can be paid before the event with organizations' own resources or through the training budget of ICAO technical cooperation project**. The payment of the indicated amount must be paid in United States Dollars, in cash or by electronic transfer to the banks detailed below:

Royal Bank of Canada
“//CC000305101
Número de cuenta: 05101 404 6 892
ICAO Pool Account
Ste. Catherine and Stanley Branch
Montreal, Quebec, Canadá
Reference: RLA/06/801

The paying bank should clearly indicate that the payment is for the “**Project Management Seminar**” and this information should be transmitted to the receiving bank. After payment, please send a copy to this Secretariat, indicating the data for the participant.

Finally, because of the wide host of issues to be discussed at the Programme, and the limited number of places, your Administration is urged to **indicate as soon as possible** about participation in this event and inform the names and titles of staff members of your delegation and the details of their arrival in Asunción for pertinent coordination with host State Authorities. For this purpose, as **Attachment 2** you will find the pertaining confirmation form, which I would be grateful to return it to this Secretariat duly completed, via email. General information is included as **Attachment 3**.

I look forward to your prompt participation confirmation. Accept, Sir, the assurance of my highest consideration.

A handwritten signature in black ink, appearing to read 'OSPINA', with a stylized flourish extending to the right.

Marco Ospina
Secretary of LACAC

Enc.