



LACAC 2.4.3.11.1/xxx

25 May 2022

**To: Directors of Aviation and/or Civil Aeronautics of the member States of LACAC**

**Subject: LACAC-CAAS Course on Airport Management in the Recovery of COVID-19 (Bogota, Colombia, August 15-19, 2022)**

**Outcome: Apply before July 15, 2022**



Distinguished Sir/Madam,

In compliance with the corresponding Meeting Program 2022-2024 approved by the XXIII Ordinary Assembly of LACAC (Montevideo, Uruguay, March 2022), I am pleased to report the holding of the LACAC/CAAS Seminar on “Airport Management in COVID - 19 Recovery”, scheduled to take place between August 15 and 19, 2022, in Bogota, Colombia.

In the sense of the above, if your Administration is interested in participating in the aforementioned course, as **Attachment 1**, you will find the detailed information, likewise, you will find the links to make the respective registration, as **Attachment 2**, there is the tentative program of the sessions. It should be noted that the selection of participants will be made by the Aviation Authority of Singapore.

As **Attachment 3**, you will find the general information related to this activity, such as the place of the sessions, list of hotels, and other topics of interest.

The officials of your Administration are urged to apply before July 15, 2022. You can also apply through the following QR codes:

Spanish	English
	



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Thanking you for your attention, I take this opportunity to express the sentiments of my highest consideration and esteem.

Jaime Binder  
Secretary of LACAC

# CAAS - LACAC Airport Management in COVID Recovery

This course provides you with the knowledge and skills to examine the strategies adopted and challenges faced to develop a concerted response to COVID recovery in the aviation ecosystem. This course is organised by the Latin American Civil Aviation Commission (LACAC) and the Civil Aviation Authority of Singapore (CAAS) and hosted by Aeronáutica Civil de Colombia.

## WHAT YOU WILL LEARN

Upon completion of this course, you will be able to:

- Analyse COVID's impact on the aviation ecosystem and analyse international recovery strategies
- Understand the global cooperation on aviation restart/recovery, challenges, and opportunities
- Evaluate the challenges in airport management, and crisis management and planning to evolve/adapt to the new operating environment

## WHAT IS COVERED

- Regulatory and airport operators' framework, vis-à-vis Public-Private Partnership (PPP) models
- Evaluate Facilitation's impact on airlines and ground operations' *modus operandi*
- Managing international borders and health control
- Airport's challenges on terminal planning, rightsizing of handling capacity and changes in FAL matters

## WHO SHOULD ATTEND

This course is beneficial to professionals with at least 5-10 years' experience who are involved in airport COVID recovery efforts and/or crisis management and planning.

## LEARNING ACTIVITIES

- Interactive lectures
- Group discussions & presentations
- Dialogue
- Quizzes

## LANGUAGE

English, with Spanish simultaneous interpretation

Participants are required to have a good command of the English language to benefit fully from the course

## COURSE FEE

Not applicable

Participants are required to arrange their own accommodation and transportation. Please refer to the **INFORMACIÓN GENERAL** for more information.

## INSTRUCTORS

Mr Bala Palani is a Principal Instructor in the Singapore Aviation Academy (SAA), and was Head (Service Regulation Monitoring & Facilitation) in CAAS. He held various management roles in international business development, air cargo operations, passenger services, VIP complex operations, training, low-cost carriers' ground operations, and procurement of ground handling contracts. Mr Palani is an ICAO TRAINAIR PLUS certified, DG Cat 6. He has lectured several courses in Singapore, El Salvador, Oman, Honduras, etc.

Mr Jeyaraj is the Head of the Business Continuity Planning unit for Changi Airport Group (CAG). In that capacity, he works with relevant units within CAG to develop business continuity planning and contingency plans to respond to various crisis and incidents that affect airport operations. His past experiences include managing real-time crisis such as the QZ8501 air crash, Terminal 2 evacuation, Republic of Korea T-50 aircraft accident during Singapore Airshow 2018. Jeyaraj is also one part of the crisis team that is managing the ongoing COVID crisis at Changi Airport.

## DATES, DURATION & MODE OF DELIVERY

15 - 19 August 2022

0900-1600hrs

In-person

## VENUE

Hotel Movich Buró 26,  
Avda Eldorado # 102-20. Room: Guayacán  
Bogota, Colombia

## APPLICATION

- English: [Apply online here](#)
- Spanish: [Apply online here](#)

For enquiries, please email:

- LACAC secretariat at [clacsec@clac-lacac.org](mailto:clacsec@clac-lacac.org)
- SAA at [Priscilla.Wong@caas.gov.sg](mailto:Priscilla.Wong@caas.gov.sg)

For on-site training coordination, please email:

- Martha Cardenas [martha.cardenas@aerocivil.gov.co](mailto:martha.cardenas@aerocivil.gov.co)

Date / Time	Day 1 - Monday 15 Aug	Day 2 - Tuesday 16 Aug	Day 3 - Wednesday 17 Aug	Day 4 - Thursday 18 Aug	Day 5 - Friday 19 Aug
0900-1015	Course Opening, Welcome and Introduction	Topic 4 - Public-Private Partnership Airport Model	Topic 6 - Changi's Response to COVID	Topic 8 - Resource Management in Recovery Phase and Operational Challenges	Dialogue - Managing international borders and health control
1015-1045	<i>Tea Break</i>				
1045-1200	Topic 1 - The Aviation Ecosystem	Topic 4 - Public-Private Partnership Airport Model	Topic 6 - Changi's Response to COVID	Topic 8 - Resource Management in Recovery Phase and Operational Challenges	Dialogue - Managing international borders and health control
1200-1330	<i>Lunch Break</i>				
1330-1430	Topic 2 - The Changi Experience	Topic 5 - Changi Airport Crisis Management Framework	Topic 7 - Case Study of Changi Airport's COVID Cluster	Learning Journey to El Dorado International Airport	Quizzes and Kahoot
1430-1500	<i>Tea Break</i>				
1500-1600	Topic 3 - ICAO Annex 9, Facilitation, CART	Topic 5 - Changi Airport Crisis Management Framework	Topic 7 - Case Study of Changi Airport's COVID Cluster	Learning Journey to El Dorado International Airport	Course Evaluation & Course Closing

**Singapore Aviation Academy, 1 Aviation Drive, Singapore 499867**

TEL (65) 6543 0433 | FAX (65) 6542 9890 | EMAIL [saa@caas.gov.sg](mailto:saa@caas.gov.sg) | WEBSITE <https://caas.gov.sg/saa>

# **Seminar LACAC/CAAS on “Airport Management in COVID 19 Recovery”**

(Bogota, Colombia, 15 - 19 August 2022)

## **GENERAL INFORMATION**

### **1. Location and date**

The seminar will take place from August 15 to 19, 2022 in the **Rafael Valdez Tavera Auditorium of the Center for Aeronautical Studies**, located at Avda. El Dorado No. 103-23. Telephone: (57) 601 2964270

### **2. Sign up and registration for participants**

The registration of the participants will take place on Monday, August 15, from 08:00 to 09:00.

Participants must sign up at the following link: [Registration](#) before 15 July 2022.

### **3. Opening**

The Opening Session will take place on Monday, August 15 at 09:00.

### **4. Documentation**

The documentation of the Meeting will be available on the Commission's website: <http://clacsec.clac-lacac.org>

### **5. Recommended Attire**

It is recommended to wear formal clothing for the opening and for the rest of the work sessions. Taking into account the temperature conditions for the days of the event, it is recommended to wear warm clothing, since it is a season of strong winds, although the weather is expected to be pleasant.

### **6. Local time**

The time in Colombia is normally set to minus 5 hours with respect to Coordinated Universal Time (UTC-3). Business hours are from Monday to Sunday from 09:00 to 20:00, although some establishments operate until 22:00 and some pharmacies operate 24 hours a day.

ATMs are -mostly- available to users 24 hours a day. Some have established service hours only between 23 hours. It is recommended to make withdrawals in shopping centers, and there is an ATM located in the Center for Aeronautical Studies that is at your disposal.

## **7. Weather**

During the month of August, the temperature is expected between 12 and 22 centigrade, this is a season of strong winds, so the thermal sensation is lower and there may be some rain, so it is recommended to wear warm clothes. At night the temperature can drop to 8 degrees Celsius.

## **8. Electricity**

In the national territory, electricity is 110 V.

## **9. Currency and Credit cards**

The payment currency is the Peso, and the exchange rate in relation to the US dollar is 1 USD equal to approximately 4,000 Pesos.

All credit cards are accepted: AMERICAN EXPRESS, DINERS, MASTERCARD, VISA, etc.

## **10. Travel documents**

Under normal conditions, foreign visitors do not need to go through special immigration procedures; They enter the country with a valid passport. Minors traveling alone will be checked for compliance with the immigration regulations of the country of origin, which generally refer to the written permission of the parents. In any case, it is recommended to consult the respective diplomatic representations.

As of May 1, 2022, these are the conditions for COVID-19 for the entry of travelers to Colombia:

Report your health status through the Check-Mig form, 24 hours before the flight, online: <https://apps.migracioncolombia.gov.co/pre-registro/public/preregistro.jsf>

Comply with the vaccination requirements (applies to people over 18 years of age):

Colombian travelers, foreigners with a Resident R visa and diplomats accredited by AIRWAY:

- Vaccination card with complete doses
- If you have an incomplete vaccination card or if the last dose of the vaccine was applied less than 14 days ago: Submit a negative PCR test carried out a maximum of 72 hours before the flight.
- If you are not vaccinated, present a negative PCR test carried out a maximum of 72 hours before the flight.

Visiting foreigners who, due to their nationality, do not require a visa, foreigners with Visitor type visas (V) and foreigners with a Migrant visa (M), Colombian travelers, foreigners with a Resident R visa and diplomats accredited by AIRWAY:

- Vaccination card with completed doses

Those who have an incomplete vaccination card or if the last dose was applied less than 14 days ago: they must present a negative PCR test carried out a maximum of 72 hours before the flight.

Attention: Foreigners who have not started a vaccination process will not be able to enter Colombia.

Colombian and foreign travelers of any nationality and crews entering BY SEA OR CRUISE SHIPS:

Vaccination certificate or card with the complete doses or at least the start of the vaccination process\*

In addition to the previous point, they must provide a PCR test with a negative result, issued no more than 72 hours in advance, or an antigen test with a negative result, issued no more than 48 hours in advance, before the date and time of shipment initially, scheduled at the starting point.

*\*Vaccines must be those approved by the WHO. Check the list of accepted vaccines here:*  
<https://covid-19pharmacovigilance.paho.org/>

**\* The information provided is subject to change according to the evolution of the pandemic.** The current regulations are published at the following address:  
<https://www.cancilleria.gov.co/requisitos-sanitarios-relativos-covid-19-ingresar-colombia>

#### **11. Boarding fee**

The rate is included in the value of the air tickets.

#### **12. Taxes, fees, and taxi service**

The recommended tip is 10% of the expense incurred. Usually, the tip is suggested at the end of the bill, and it is optional for the establishment to include it or not. To move to any part of the city, it is recommended to use the taxi provided by the Hotel of choice.

#### **13. Safety recommendations**

The security recommendations are common to all cities, such as carrying only the necessary money, requesting safe taxi services to get around and not displaying jewelry or valuables unnecessarily.

#### **14. Accommodation and reservations**

*\* Prices are expressed in Colombian pesos, to date the exchange rate is 3,934.17 Colombian pesos = 1 US dollar*

No.	HOTEL	STARS	ADDRESS AND PHONE NUMBER	RATES PER NIGHT
1	Wyndham Bogotá	5	Calle 24 # 51-40 57 601 6083000	Estándar sencilla \$190.000 COP
				Ejecutiva sencilla o doble \$210.000 COP
				Suite sencilla o doble \$300.000 COP
2	Movich Buró 26	4	Av El dorado (calle 26) # 102-20 57 601 5215050	Estándar sencilla o doble \$250.000 COP
				Superior sencilla \$309.000 COP,
				Superior doble \$346.000 COP
				Junior suite sencilla \$368.000 COP,
3	Grand Bogotá Hyatt	4	Calle 24 A # 57-60 57 601 6541234	Tipo
				Estándar US\$259
				Suite US\$291
				Cost changes according to dates and availability.
4	Hyatt Place Bogotá	4	Calle 24 # 40-47	Superior sencilla \$260.000 COP
				High Floor sencilla \$300.000 COP
5	City Express Junior Bogotá	3	Diagonal 25 G # 95-66 57 601 7448358	Estándar \$232000 COP
				Sencilla \$220.000 COP, depends on days and availability.
6	Ecoferia Boutique	3	Calle 24 # 43 A 63 57 3002035060	Sencilla \$90.000 COP, doble \$120.000 COP Triple \$180.000 COP No breakfast
7	Luxury Suites & apartments	3	Calle 22 Bis # 43 A 26 57 3107696379	Sencilla \$90.000 COP. No breakfast

**15. Contact Details**

**Latin American Civil Aviation Commission – LACAC**

For any inquiries, please contact:



Martha Cárdenas  
[martha.cardenas@aerocivil.gov.co](mailto:martha.cardenas@aerocivil.gov.co)

Vivian Paucar  
[clacsec@clac-lacac.org](mailto:clacsec@clac-lacac.org)

Paola Bullon  
[clacsec@clac-lacac.org](mailto:clacsec@clac-lacac.org)