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航空组织

Ref. ES AT 5/2 - 0294

26 June 2009

Subject: Regional Workshop on Traffic Forecasting
and Economic Planning, Nairobi, 26 to 30 October 2009


Action required: Reply concerning attendance and submission
of working papers not later than **12 August 2009**

Sir/Madam,

I have the honour to invite your Administration to nominate participants for a Regional Workshop on Traffic Forecasting and Economic Planning to be held in Nairobi, Kenya, from 26 to 30 October 2009. Details regarding the workshop, including the agenda, are **attached**.

I should be grateful if you would indicate to me at your earliest convenience, preferably before **12 August 2009**, whether your Administration wishes to nominate participants and, if so, their names, official positions and contact numbers.

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


Geoffrey P. Moshabesha
Regional Director

Enclosures:

- A - **Agenda**
- B - **Workshop Details**
- C - **General Information**

Eastern and Southern African Office
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00100 Nairobi, Kenya

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ATTACHMENT A

REGIONAL WORKSHOP ON TRAFFIC FORECASTING AND ECONOMIC PLANNING

(Nairobi, 26 to 30 October 2009)

AGENDA

Item 1: ICAO Activities in the Field of Traffic Forecasting and Economic Planning

General introduction to the work of ICAO in the air transport field. Description of ICAO's recent air traffic forecasts at the global and regional levels. Forecasting manual. Guidance material on cost-benefit analyses and business cases for the implementation of CNS/ATM systems. Programme of forecasting and planning workshops.

Item 2: State of the air transport industry

Item 3: Forecasting Methodology and Applications

a) Methodology

Various forecasting methods, including time series, econometric modelling and market studies. Considerations affecting the choice of methods. Use of summary statistic to assess the significance and accuracy of models. Participants are invited to discuss their experiences and the problems they have encountered in practical application of traffic forecasting methods.

b) Forecasting for Airline Planning

Discussion of airline traffic forecasts and the manner in which they are applied for the planning of routes, services and aircraft fleets. Assessment of the effect of tariffs, schedules and other factors on total demand, market shares and hence on the accuracy of planning. Fleet planning methods.

c) Forecasting for Airport Planning

Development of airport forecasts and identification of airport planning parameters (e.g. numbers of passengers and aircraft movements during peak periods, numbers of visitors to airport, etc.). Techniques and assumptions for deriving planning parameters from traffic forecasts. Constrained airport forecasts.

d) Forecasting for Air Navigation Systems Planning

Development of key forecasts and identification of primary planning parameters.

References for Item 3:

ICAO Airport Planning Manual - Part 1: Master Planning (Doc 9184), particularly Chapter 3.

Manual on Air Traffic Forecasting (Doc 8991).

Outlook for Air Transport to the Year 2025 (Circular 313).

Item 4: Economic Aspects of CNS/ATM systems

Cost/benefit analysis of the implementation of the new satellite-based communications, navigation and surveillance/air traffic management (CNS/ATM) systems, including the development of business cases.

Reference: Economics of Satellite-Based Air Navigation Services (Circular 257).

Item 5: Economic Aspects of Aviation Environmental Protection

Highlights of ICAO's work on Aviation Environmental Protection including technical, operational and market based measures. Economic assessment of environmental measures. Discussion of the economic impact of such measures on the industry.

Item 6: Air Transport Potential and Outlook for the Region

Discussion of historical traffic trends and airline market shares. Discussion of major factors affecting the traffic growth for the region, including economic overview, market structure, cost and financial trends, effects of deregulation and other stimulants and constraints. Exchange of views on future traffic growth in the region. Traffic forecasts for the region.

Item 7: Current Economic Planning Issues in the Region including Airline, Airport and Air Navigation Systems Planning

Exchange of views of current economic and other planning activities in the States of the region, and discussion of issues and problems faced in such activities.

ATTACHMENT B

REGIONAL WORKSHOP ON TRAFFIC FORECASTING AND ECONOMIC PLANNING

(Nairobi, 26 to 30 October 2009)

WORKSHOP DETAILS

Date	26 to 30 October 2009
Place	ICAO Regional Office, United Nations Office, Nairobi, Gigiri, Kenya
Registration	Monday, 26 October 2009, 0900 hours
Opening	Monday, 26 October 2009, 1000 hours
Objective	The intent of the Workshop is to provide States with an opportunity to receive and freely exchange information, views and experiences on traffic forecasting methods, aviation planning issues and outlook for air traffic growth in the region. The workshop will include practical examples and exercises and opportunities for participants to share their experiences in the field of forecasting and planning.
Invitations	<p>States: Angola, Botswana, Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, Swaziland, Uganda, United Republic of Tanzania, Zambia, Zimbabwe</p> <p>Organizations: Airports Council International (ACI) African Civil Aviation Commission (AFCAC) African Airlines Association (AFRAA) Agency for Air Navigation Safety in Africa and Madagascar (ASECNA) Economic Commission for Africa (ECA) International Air Transport Association (IATA)</p>
Attendance	<p>Participants should either be responsible for, or actively involved in, some aspects of aviation statistics, forecasting, economic planning or financial planning. In order to have a broader representation of all sectors of the aviation community at the workshop, participation of appropriate experts from national government agencies, airlines, airports and research institutions is encouraged.</p> <p>There is no attendance fee.</p> <p>An ICAO certificate will be awarded to participants with a satisfactory level of attendance.</p>
Languages	English

- Secretary/
adviser** Mr. C. Mustapha, Economist, Forecasting and Economic Planning Section,
ICAO Headquarters
Tel.: +1 (514) 954-8219, ext. 8398; facsimile: +1 (514) 954-6744;
e-mail: cmustapha@icao.int
- Assisted by** Mr. Zubair Anwar, Economics Assistant, Economic Analyses and Databases
Section, ICAO Headquarters
Tel.: +1 (514) 954-8219, ext. 6294; facsimile: +1 (514) 954-6744;
e-mail: ZAnwar@icao.int
- Documentation** A CD-Rom, including workshop working papers and the reference
documentation for the meeting, will be provided to the participants.
- Participants having points of interest or information relating to the agenda are
encouraged to prepare informal working papers, not exceeding three pages.
Papers should be forwarded to the workshop Secretary **not later than 12
August 2009**.
- Travel and daily
subsistence** The travel and daily subsistence costs for participants are the responsibility of
the nominating State/Organization.
- Visa requirements** The Government of Kenya has confirmed that entry visas will be issued to all
participants from other countries. Although entry visas will be issued at the
ports of entry into Kenya, it is advisable that the required visas be obtained in
advance in the participants' own countries wherever possible.
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ATTACHMENT C
INFORMATION BULLETIN

1. VENUE

The Regional Workshop on Traffic Forecasting and Economic Planning will be held at the ICAO Eastern and Southern Regional Office, United Nations Office, Nairobi, Gigiri, Kenya, from 26 to 30 October 2009.

2. REGISTRATION

The participants are requested to pre-register by filling the attached registration form and sending by fax or email to us. Based on the duly completed pre-registration forms received by us, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk of the United Nations on 26 October 2009 (09:00 – 10:00), during the first day of the workshop.

3. OPENING SESSION

The official opening of the Regional Workshop on Traffic Forecasting and Economic Planning will take place on 26 October at 10:30 a.m.

4. WORKING LANGUAGE

The workshop will be carried out in English.

5. HOTEL INFORMATION

Participants are requested to make their own hotel reservations. A list of recommended hotels is **attached**.

6. TRANSPORTATION

6.1 Jomo Kenyatta International Airport is situated 16 kilometers (about 20 minutes drive) from the city centre. The fare from the airport to the city centre by special buses (namely City Hoppa and Double M) is Ksh 60. Taxis are readily available; the taxi fare from the airport to the city centre is between Kshs 1000 -1500. The list of recommended taxis is listed below.

BUZZ A CAB : Tel: +254 (0) 721 34 95 90 /(0)734 82 85 85
Land line +254 20 828585 or 828774
(From airport to Panari Hotel Ksh.600 and for airport to city centre is between ksh.1000 - 1500)

KENATCO : Tel: +254 20 824248/+254 20 225123/+254 20 230771/+254 20 230772
(From airport to Panari Hotel Ksh. 900, and from airport to city centre between Ksh 1200 - 1500)

C-2

JATCO TAXIS: Tel: +254 20 4448162/0722648383/0722725131/ 0733 701494
Fax: 4442114 (from airport to Panari Hotel Ksh.800 and airport to City Centre between Ksh.1200 -1500)

6.1 Transport to and from ICAO Regional Office will be provided to all participants. The bus will depart from 680 Hotel at 07:00 hours. All participants residing in other hotels will be expected to proceed to 680 Hotel before this time. The bus will then proceed to ICAO REGIONAL OFFICE, UNITED NATIONS OFFICE, GIGIRI, NAIROBI, KENYA.

7. VISA

7.1 While all travellers arriving in Kenya should have a valid passport, Kenya entry visas are not required for nationals from some countries. Participants are therefore advised to ascertain whether or not they are exempt from the Kenyan visa requirements at our respective embassies.

7.2 Those who are not exempt should apply for visas well in advance from Kenya High Commissions or Embassies, which will issue them upon the presentation of documentation showing that the applicants are designated representatives to a particular UN meeting to be held in Nairobi. For countries with no Kenya High Commission or Embassy, the British Embassy or High Commission will generally represent Kenya and be in a position to issue visas.

8. HEALTH

8.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Nairobi.

8.2 Presentation of yellow fever certificate at the point of entry is highly required for the following African countries – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé e Príncipe, Senegal, Sierra Leone, Tanzania, Togo, Uganda. If the certificate cannot be made available, vaccination will take place on point of entry against payment of 15\$.

9. WEATHER AND LOCAL TIME INFORMATION

Cool dry season – mid June to early October

As the southeast monsoon sets in the rains give way to the driest season. Low-level moisture however ensures there is a lot of cloud and often, in Nairobi, the sun may not be seen for days. In contrast the nights are clear. Nairobi's mean maximum temperature is reduced to 21°C and minimum to 10°C.

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The basic unit of currency is the Kenyan shilling (Ksh), which is divided into 100 cents. There are silver and bronze coins of 1 shilling; bronze 5 shillings, 10 shillings, 20 shillings and 40 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

10.2 Kenya shilling exchange rates are determined by the inter bank trade which varies daily. The dollar rates fluctuate from Ksh.70 to 80.

10.3 There is no limit to the amount of foreign bank notes or traveller's cheques, which visitors may bring into Kenya. However, the export of Kenya currency by visitors is strictly forbidden. A maximum of 400 shillings may be taken out.

10.4 Commercial banks and Forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 3.00 pm from Monday to Friday and between 9.00 am to 11.00 am on the first and last Saturday of the month. Hotels also offer exchange facilities but at a small extra fee. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta international airport are open daily from 7.00 am to midnight and will change foreign currency into Kenya shillings. Please keep a receipt after changing your foreign currency to enable you to change back the remaining shillings into foreign currency when you are leaving the country.

11. HOURS OF BUSINESS

The working week in Kenya runs from Monday to Friday (0800-1700hrs) and Saturday (0800-1300 hrs) and Sunday being a holiday.

12. ELECTRICAL SUPPLY

Local voltage is 220/240 V 50 Hz

13. TELEPHONES

World wide direct connections are available, using the international code or telephone operator if necessary.

From abroad dial 254 followed by required number. There are 3 mobile operators: Orange, Safaricom and Zain.

List of Hotels/Rates, 2009

HOTEL	RATES TARIFF US \$	ADDRESS	TELEFAX NO.	TELEPHONE	Email
Intercontinental Hotel	185.00 (SBB) 205.00 (DBB)	Cr. City Hall Way, Uhuru Highway	254-20-32000030	254-20- 32000000	reservations@interconti.co.ke/ Josephine.wakhu@icnairobi.com
Holiday Inn	199.00 (SBB) 224.00 (DBB)	Cr. Parklands Road and Mpaka Lane	254-20-3748823	254-20-3740920/1 3740906	admin@holidayinn.co.ke khaveres@holidayinn.co.ke
SixEighty Hotel	Ksh.4,105.00(SBB) Ksh.5,775.00(DBB)	Cr. Muindi Mbingu Street/Kenyatta Avenue	254-20-332908	254-20-315680	info@680-hotel.co.ke
The Stanley Hotel	Ksh.10,850.00(SBB) Ksh.13,650.00(DBB)	Cr. Kenyatta Avenue/Kimathi Street	254-20-249757	254-20-316377	reservations@sarova.co.ke
			Reserv. 254-20-2715566	Reserv. 254-20-2713333	
Hilton Hotel	US\$113 (SBB) US\$138 (DBB)	Mama Ngina Street	254-20-250099	254-20-2790000	Reservations.nairobi@hilton.com Benard.itebete@hotmail.com
Nairobi Safari Club	US\$160.00 (SBB)* US\$180.00 (DBB)*	University Way/Koinange Street	254-20-224625 or 215137	254-20-251333	sales@nairobisafariclub.com
Meridian Court Hotel	Kshs. 4,000.00 (SBB) Kshs. 4,800.00 (DBB)	Murang'a Road, off Moi Avenue	254-20-333658	254-20-313991	Meridian@bidii.com
Jacaranda Hotel	US\$188.00 (SBB) US\$234.00 (DBB)	Chiromo Road, Westlands		254-20-4448713/4/ 5/6/7	Sales-jngroup@africanonline.co.ke
Grand Regency	US\$185.00 (SBO) US\$210.00 (DBO)	Loita Street	254-20-217120	254-20- 228820 254-20 - 211199	jsian@laicoregencyhotel.co.ke
Ambassador Hotel	US\$45.00(SBB) US\$55.00(DBB)	Moi Avenue	254-20-336860	254-20-242933 226733	hotellambassador@nbi.ispkenya.com
Windsor Hotel	183.00 (SBB) 245.00 (SBB)	Off Kiambu Rd	254 20 8560160/1	254 20 8562300	admin@windsor.co.ke
The Panari Hotel	US\$150.00 (SBB) US\$180.00 (DBB)	Mombasa Road	254 20 828985	254 20 828990/3 254 20 6946000	info@panarihotel.com sherri.a@panarihotels.com

A dollar is changing at 78 – 80 Kenya shillings.

These rates are subject to change without notice.

DBB = Double, Bed & Breakfast; SBB = Single, Bed and Breakfast

Note: When making their reservations, Delegates should specify that they are attending an ICAO meeting in order to be accorded special rates for UN.

INTERNATIONAL CIVIL AVIATION ORGANISATION

NOMINATION FORM

First Name (in full) _____

Family Name (in full) _____

Title _____

State _____

Organization _____

Address _____

Telephone/Fax _____

E-mail _____