



International
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 3/3-14/278

16 October 2014

**Subject: Regional Workshop for the Air Operator Certificate (AOC) Register
(Dubai, UAE, 23 - 24 November 2014)**

Action required: Reply not later than 5 November 2014

Sir,

I have the honour to invite your Administration/Organization to participate in the Regional Workshop for the Air Operator Certificate (AOC) Register, organized by ICAO with the collaboration of IATA, to be held at **JW Marriott Marquis Hotel Dubai, UAE, 23 - 24 November 2014**.

The objective of this Workshop is to provide the States with training on how to use the ICAO AOC Registry tool online, inform about the background and benefits of this tool, as well as provide the opportunity to exercise in practice its use.

This training is addressed to decision making officers, ideally managers in the areas of operations and airworthiness, or their equivalent in the areas that are responsible for issuing and managing AOCs, within Civil Aviation Authorities as well as Air Services Operators. In this regard, I would appreciate if you could extend this invitation to your State Air Operators.

The Provisional Agenda of the Workshop is at **Attachment A**. The Bulletin describing administrative arrangements for the Workshop along with other useful information for participants, including the Hotel List will be provided to the confirmed participants.

I would appreciate if you could, as soon as possible, preferably not later than **5 November 2014**, confirm the participation of your Administration/Organization by exchange of correspondence with the ICAO MID Regional Office at the following e-mail address (icaomid@icao.int) with a copy to: (malblowi@icao.int), (tmistos@icao.int), (iaoc@iata.org) and (ulloar@iata.org), giving the name(s) of your delegate(s), using the Nomination Form at **Attachment B**.

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

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<http://www.icao.int/mid>

ATTACHMENT A

AOC Register Workshop and Data Entry
Dubai, UAE 23rd – 24th November 2014,

AGENDA

SCHEDULE	Sunday 23rd Nov (Workshop - Day 1)	Monday 24th Nov (Workshop - Day 2)
9:00- 9:30	Participants registration	Hands-on practice information data entry (guided tour & Input of real data)
9:30-10:30	Opening (ICAO/IATA Local officers)	
		AOC Registry Introduction & ICAO Perspective
10:30-10:45	COFFEE BREAK	COFFEE BREAK
10:45 - 12:00	<ul style="list-style-type: none"> • Presentation on main issues, Benefits and Improvements of the on line registry • Group Discussion: challenges and value of the AOC registry database 	Hands-on practice information data entry (guided tour & Input of real data)
	Group Presentation of Results	Q&A and Revision
12:00-13:00	LUNCH BREAK	LUNCH BREAK
13:00-14:30	<ul style="list-style-type: none"> • Introduction to AOC and OPS Spec System – User application • Testing of user access 	Hands-on practice information data entry (guided tour & Input of real data)
14:30 - 14:45	COFFEE BREAK	COFFEE BREAK
14:45 - 17:00	Introduction to AOC and OPS Spec System – User application	Hands-on practice information data entry (guided tour & Input of real data)
		Closing Remarks. Certificate Distribution



International Civil Aviation Organization
Air operator certificate (AOC) register workshop
Dubai, United Arab Emirates 23-24 November 2014

ATTACHMENT B
NOMINATION FORM

1.	FULL NAME	
2.	STATE	
3.	ORGANIZATION	
4.	POSITION	
5.	MAIN RESPONSIBILITY	
6.	TELEPHONE	
7.	E-MAIL	
8.	OFFICIAL ADDRESS	

Please return this form (one per nominee) to icaomid@icao.int with copy to malblowi@icao.int ;
tmistos@icao.int ; iaoc@iata.org and ulloar@iata.org