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|  |  | IAVWOPSG-Memo/46 |
|  |  | 18/11/11 |

**MEMORANDUM**

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| Ref: | AN 10/18.2 |  |
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| To: | Members, International Airways Volcano Watch Operations Group (IAVWOPSG) |
| From: | IAVWOPSG Secretary |
| Subject: | **VAAC Best Practices Seminar (Montréal, 13 to 14 February 2012)** |
| Action: | Members from the VAAC Provider States and the World Meteorological Organization to:   1. note the information; and 2. indicate participation by 1 February 2012 (or, in the case of the VAACs wishing to take up IATA’s sponsorship offer as described, by 7 December 2011). |

Further to IAVWOPSG Memo/45 concerning a proposed VAAC coordination meeting be held conjointly with the third meeting of the International Volcanic Ash Task Force (IVATF/3, Montréal, 15 to 17 February 2012), I am pleased to inform you that there were no objections expressed by any of you to this proposal.

Therefore, in order to support the ongoing VAAC best practices work called for by IAVWOPSG Conclusions 6/8 and 6/9, and recognizing that many, if not all, of the VAACs will attend IVATF/3, **I have reserved a conference room at ICAO Headquarters, Montréal, on 13 and 14 February 2012 for the first VAAC Best Practices Seminar**. This will be an ideal opportunity for the VAACs to discuss, face-to-face, the processes and methodologies employed by each VAAC based on the report available as follow-up to Conclusion 6/9.

In keeping with Conclusion 6/8, I have requested that Australia and the World Meteorological Organization develop an agenda for the VAAC Best Practices Seminar which will take into consideration all aspects of VAAC operations including, but not limited to, lead VAAC and coordination, eruption source parameters, satellite analysis, trajectory and dispersion modelling and output. The agenda will be issued by 7 December 2011 together with the necessary administrative formalities.

You will recall from the sixth meeting of the IAVWOPSG (Dakar, 19 to 23 September 2011) that IATA informed the group of their willingness to provide support to such an event. I am pleased to inform you that IATA is generously offering to sponsor attendance at the VAAC Best Practices Seminar by providing air travel and two nights hotel accommodation for one representative from each of the nine VAACs. As you will appreciate, it is considered desirable that the VAAC representative has a sound knowledge, and experience of the operational procedures employed at the VAAC.

The Members from the VAAC Provider States and WMO are requested to advise me whether they will attend the VAAC Best Practices Seminar and, if so, to provide the full contact details of the representative(s) who will attend. **Please respond no later than 1 February 2012, preferably by e‑mail** ([rromero@icao.int](mailto:rromero@icao.int) with copy to [vloch@icao.int](mailto:vloch@icao.int)). For those VAACs wishing to take up IATA’s kind offer of travel/accommodation sponsorship, you are requested to provide me with the full contact details of the VAAC representative (maximum one per VAAC) **no later than 7 December 2011**.

Upon request, invitation letters can be e-mailed to participants to assist in obtaining visas. Please contact me if you will require such a letter.

Please note that, it is to be expected that further similar seminars will be arranged later in 2012 or in 2013 in order to support the ongoing VAAC harmonization efforts. Where possible, such seminars will be convened to coincide with other relevant events in order to maximize attendance and minimize travel costs for all concerned. This will be discussed further during our seminar in February 2012.

For details concerning the arrangements for the IVATF/3 Meeting, you are kindly requested to refer to IVATF Memo/15, issued today, and available on the IVATF website [www.icao.int/anb/ivatf](http://www.icao.int/anb/ivatf).

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|  | Best regards,  (signed by)  R. Romero |