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Bureau Afrique Occidentale et Centrale / Western and Central African Office

Ref.: T 11/18 - 0494

5 July 2012

**Subject: ICAO Regional seminar/workshop for National Continuous Monitoring Coordinators (NCMC), Dakar, Senegal, 10 – 14 September 2012**

*Action required: Reply before 18 July 2012*

Sir/Madam,

I have the pleasure to inform you that during its 37<sup>th</sup> Session, the ICAO Assembly (Resolution A37-5) unanimously endorsed the transition of the ICAO Universal Safety Oversight Audit Programme (USOAP) to a continuous monitoring approach (CMA).

As part of the transition process, I am also pleased to inform you that the WACAF Regional Office, in coordination with ICAO Headquarters' Continuous Monitoring and Oversight (CMO) Section and State Aviation Safety Tools (SAST) Unit, will be conducting for the second time, a seminar/workshop on the implementation of the CMA and on SAST tools. This seminar/workshop will be held at the ICAO WACAF Regional Office in Dakar, Senegal from 10 to 14 September 2012.

This seminar/workshop has as its primary audience all designated National Continuous Monitoring Coordinators from the region. In addition, States are encouraged to send one or two additional participants to familiarize them with CMA procedures and their implementation.

The seminar/workshop will, inter alia, address the following items:

- a) USOAP aims and achievements;
- b) States' safety oversight obligations under the Convention on International Aviation;
- c) CMA processes and procedures;
- d) CMA tools and their use, including:
  - 1) The CMA online framework;
  - 2) State Aviation Activity Questionnaire (SAAQ);
  - 3) Compliance Checklists (CCs) and the Electronic Filing of Differences system (EFOD);
  - 4) CMA Protocol Questions (PQs); and

.../...

- e) Duties and responsibilities of the National Continuous Monitoring Coordinators, including:
- 1) Use of the CMA online framework;
  - 2) Online completion and submission of the SAAQ, PQs, and CCs;
  - 3) Development and updating of States' Corrective Action Plans (CAPs);
  - 4) Implementation of CAPs;
  - 5) Interaction between the National Continuous Monitoring Coordinator and other national entities;
  - 6) Interaction between the National Continuous Monitoring Coordinator and the CMO Section; and
  - 7) CMA onsite activities and how to prepare for them.

The CMA will be almost entirely administered through electronic and web-based applications. Consequently, it is essential that National Continuous Monitoring Coordinators be trained in these applications, enabling them to access and use the CMA online framework and other tools.

Please note that the seminar/workshop will be conducted only in the English language. However, the seminar/workshop material will be translated into French and at least one of the facilitators will speak French or an interpreter will be made available.

Once again, I encourage you to send at least the National Continuous Monitoring Coordinator identified by your Administration to this seminar/workshop, so that he/she can benefit from the discussions on the continuation and expansion of the USOAP and better understand his/her role as National Continuous Monitoring Coordinator. A bulletin containing the details on the venue of the meeting, useful travel information, including hotel accommodation in Dakar and other information of interest to participants and a registration Form are attached hereto in Appendices A and B. Participants are encouraged to bring their laptop computers to this event.

I invite you to inform ICAO of the participants from your State who will be attending this most important seminar/workshop by providing their names and positions to the ICAO Regional Office by email to: [icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int) with a copy to [evoudri@dakar.icao.int](mailto:evoudri@dakar.icao.int) or by fax to: +221-33 820 32 59.

Please accept, Sir/Madam, the assurances of my highest consideration.



Mam Sait Jallow  
Regional Director

**Attachments:**

- A - Information Bulletin
- B - Registration Form



INTERNATIONAL CIVIL AVIATION ORGANIZATION  
WESTERN AND CENTRAL AFRICAN OFFICE

**ICAO Regional seminar/workshop for National Continuous Monitoring Coordinators (NCMC)  
(Dakar, Senegal, 10 – 14 September 2012)**

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**GENERAL INFORMATION**

**1. Venue of the Seminar/Workshop**

The Seminar/Workshop will take place in the conference room of the **new premises of the ICAO WACAF Office, located at Yoff near the Leopold Sedar Senghor International Airport, Dakar, Senegal**. The contacts of the WACAF Office are:

Tel.: (+221) 33 8692424  
Fax : (+221) 33 8203259  
Email: [icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int)

Regional Office focal point for the seminar/workshop:  
Mr. Eugène Voudri  
Email: [evoudri@dakar.icao.int](mailto:evoudri@dakar.icao.int)

**2. Languages**

The Seminar/Workshop will be conducted in the English language.

**3. Opening Session**

The Opening Session of the Seminar/Workshop will take place on Monday 10 September 2012 at 09:00 hours in the ICAO WACAF conference room, where subsequent sessions will also be held.

**4. Registration**

The registration of participants will take place at the site of the Seminar/Workshop on Monday, 10 September 2012 from 0800 to 0830 hours.

**5. Instruction and Documentation**

The Seminar/Workshop will be serviced by an ICAO Safety Officer. The documentation for the Seminar/Workshop will be given to participants at the venue, after registration.

WSD

**6. Weather**

Average temperature in Dakar in September is approximately 25°C.

**7. Passport and visa requirements**

Entry visa for temporary visitors to Senegal may be obtained from Senegalese Embassy or Consulate in their country. Visas are not required for Nationals from ECOWAS States. Delegates who experience difficulties with the visa procedures should contact on time the ICAO Regional Office for assistance.

**8. Banks**

Banks are opened from 0740 to 1215 hours and from 1340 to 1545 hours from Monday to Friday.

**9. Health**

Presentation of yellow fever certificate is highly required for the African countries.

**10. Hotels**

A list of recommended hotels is attached hereto. Participants are requested to make their own reservation.

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## HOTEL LIST / LISTE DES HOTELS PRIX/PRICE: F. CFA

Name/Nom	Address/Adresse /	Fax / E-Mail	Single	Double
<b>YOFF</b>				
ONOMO HOTEL ****	Route de l'Aéroport - BP 16794 - Dakar/Yoff Tél. +221 33 869 06 10	Fax : 33 820 33 01 DAKAR@HONOMOHOTEL.COM <a href="http://www.onomohotel.com">http://www.onomohotel.com</a>	41 800	
VIRAGE***	Le Virage (Route de l'Aéroport LSS) Tél. +221 33 820 30 80	Fax : 33 820 95 94 <a href="mailto:viragehotel@gmail.com">viragehotel@gmail.com</a> <a href="http://www.leviragehotel.com">www.leviragehotel.com</a> <b>Petit-déjeuner (à la carte)</b>	36 600	41 600 Suite : 61 600
OCEAN***	Route de l'Aéroport - Yoff /Tonghor Tél. +221 33 820 00 77	Fax : 33 820 27 37 <a href="mailto:hotelocean@orange.sn">hotelocean@orange.sn</a> <b>Petit-déjeuner : 3 000 F</b>	28 000	35 000
SARGAL**	Entre Le Virage et l'Aéroport LSS Tél. +221 33 869 75 96	Fax : 33 820 31 20 <a href="mailto:infos@sargalhotel.com">infos@sargalhotel.com</a> <a href="http://www.sargalhotel.com">www.sargalhotel.com</a> <b>Petit-déjeuner : 3 500 F</b>	26 100 36 550	32 100 42 500
CITE de l'ERNAM	BP 8001 Route de l'Aéroport Léopold Sédar SENGHOR-Dakar/Yoff TEL : +221 33867 51 13/ +221 33820 92 99/	FAX : +221 33 820 71 04 <a href="mailto:IDEMoussaBarkreMou@anscna.org">IDEMoussaBarkreMou@anscna.org</a>	10 000 ventilées 15 000climatisées	
<b>NGOR</b>				
N'GOR DIARAMA***	Route de l'Aéroport - N'Gor Tél. +221 33 820 27 24	<a href="mailto:ngordiarama@orange.sn">ngordiarama@orange.sn</a> <a href="http://www.ngordiarama.com">www.ngordiarama.com</a> <b>Petit-déjeuner inclus</b>	55 000	60 000
ARCHOTEL**	Virage sur la route de N'Gor Tél. +221 820 41 63	Fax : +221 33 280 42 07 <a href="mailto:archhotel@orange.sn">archhotel@orange.sn</a> <b>Petit-déjeuner : 4 000 F</b>	30 600 35 600 40 600	36 200 41 200 46 200
LA BRAZZERADE**	Plage de N'Gor Tél. + 221 820 03 64	Fax : +221 820 06 83 <a href="mailto:labrazzerade@orange.sn">labrazzerade@orange.sn</a> <b>Petit-déjeuner : 3 500 F</b> <a href="http://www.brazzerade.com">www.brazzerade.com</a>	25 000 30 000 40 000	
LA MADRAGUE**	Plage de N'Gor près de l'USAID Tél. +221 33 820 02 23	<a href="mailto:Hotel.sbs@ansa-group.com">Hotel.sbs@ansa-group.com</a> <a href="http://www.Hotel-madrague.com">www.Hotel-madrague.com</a>		
<b>ALMADIES</b>				
MERIDIEN****	Pointe des Almadies - BP 8181/DAKAR-YOFF Tél. +221 33 869 69 49	Fax : 33 869 69 99 <b>Petit-déjeuner compris</b> <a href="mailto:Resa.dakar@lemeridien.com">Resa.dakar@lemeridien.com</a>	86 000 102 000	100 000 116 000
FLEURS DE LYS **	Route des Almadies Tél. +221 330869 86 87	Fax: +221 33 820 74 20 <b>Petit-déjeuner inclus</b> <a href="mailto:contact@hotelheursdelys.dakar.com">contact@hotelheursdelys.dakar.com</a> <a href="http://www.hotelheursdelys.com">www.hotelheursdelys.com</a>	Standard: 60 000	Suite : 120 000
LA RESIDENCE**	Route de la Pointe des Almadies Tél. +221 820 15 35	Fax : 33 868 25 57 <a href="mailto:info@laresidence dakar.com">info@laresidence dakar.com</a> <a href="http://www.laresidence dakar.com">www.laresidence dakar.com</a> <b>Petit déjeuner compris</b>	55 000	55 000
AIRPORT HOTEL**	Tél. + 221 33 869 78 78 CASINO DU CAP-VERT	Fax : 33 820 27 44 <a href="mailto:sacevhotel@orange.sn">sacevhotel@orange.sn</a> <b>Petit-déjeuner : 4 500 F</b>	49 600	57 200

Name/Nom	Address/Adresse / 📍	Fax / E-Mail	Single	Double
SENEGANNE ***	Route de N'Gor (Croisement Almadies) + 221 33 820 12 33	Fax: Non fonctionnel www.seneganne.com seneganne@orange.sn <b>Petit-déjeuner : 5 000 F</b>	45 000	50 000
AMBRE ***	Route de N'Gor (Croisement Almadies) Tél. +221 33 820 63 38	Fax : 33 820 63 38 info@ambre.sn www.ambre.sn Petit-déjeuner : 3 000 F	42 600	45 600
LA DETENTE BLEUE***	Route de la Pointe des Almadies Tél. +221 33 820 39 75	Fax : 33 820 38 49 ladetente@orange.sn: <b>Petit-déjeuner compris</b> www.hotel-ladetente.com	39 500	47 000
AZUR **	Route de la Pointe des Almadies	Fax : 33 820 23 06 hotelazursenegal@yahoo.fr www.hotelazursenegal.com <b>Petit-déjeuner inclus</b>	36 000	45 000
RESIDENCE MADAMEL ***	Route de la Pointe des Almadies Tél. +221 33 869 59 64	Fax. 33 869 42 45 contact@dalahotels.com www.residencemadamel.com <b>Petit-déjeuner compris</b>	35 600	51 200
LE LODGE***	Route de la Pointe des Almadies Tél. +221 33 869 03 45	Fax : 33 869 03 50 hotellelodge@orange.sn www.lodgelessalmadies.com <b>Petit-déjeuner : 4 500 F</b>	34 800 37 800 41 100	35 400 38 400 41 700
FANA***	Route de la Pointe des Almadies Tél. +221 33 820 06 06	Fax : 33 820 69 69 fanahotel@orange.sn www.sortiradakar.com/fiches/fana <b>Petit-déjeuner : 3 500 F</b>	33 600 38 600	39 200 44 200
<b>QUEST FOIRE</b>				
GALLE YANGUE ***	14-20, Ouest Foire Tél. +221 865 15 45	Fax: Non fonctionnel Dnflav2000@yahoo.fr 25 600 Petit-déjeuner : 3 500 F	30 600	
<b>CORNICHE/PLATEAU</b>				
Radisson Blu ****	Route de la Corniche ouest BP 16868 Dakar Fann, 📞 +221 33 869 33 33	Fax : +221 33 869 33 66 info.dakar@radissonssns.com http://www.radissonblu.com/hotel-dakar	130.000	

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
TERRROUBI****	Bd Martin Luther King Corniche-Ouest – Tél. 33 839 90 39	Fax: 33 839 90 45 <a href="mailto:reservation@terroubi.com">reservation@terroubi.com</a>	Vue jardin 95 000 Vue de mer 112 000	
Teranga*****	Place de l'Indépendance (Rue Carnot x Colbert) B.P. 3380 ☎ 33 889 22 00 - 33 823 10 44 - 33 823 55 02	33 823 50 01 <a href="mailto:teranga@ms.irc.sn">teranga@ms.irc.sn</a>	Vue/ville 76 500 Vue/mer 93.000	76.500 93.000
Lagon 2****	Route de la Corniche-Est ☎ 33 889 25 25 - 33 82360 31	33 823.77.27 <i>Petit-déjeuner inclus</i> <a href="mailto:lagon1@sentoo.sn">lagon1@sentoo.sn</a>		72.100      81.200
Savana****	Pointe Bernard Petite Corniche BP 6096 Dakar ☎ 33 849 42 42	33 849 42 43/ 33 823 85 86 <a href="mailto:hotel@savana.sn">hotel@savana.sn</a> <i>Petit-déjeuner: 8 000 CFA</i>		60.800      65.100
Café de Rome*****	30, Bd de la République Tél. 33 849 02 00	Fax: 33 823 63 84 <a href="mailto:Hotel.resa@amfa-group.com">Hotel.resa@amfa-group.com</a> <i>Petit déjeuner : à la carte</i>		54 200      68 200 59 800      74 200
La Croix du Sud***	20, Avenue du Roi Hassane II (Ex Avenue Albert Sarraut) ☎ 33 889 78 78	<a href="mailto:croixsud@orange.sn">croixsud@orange.sn</a> Petit-déjeuner inclus		50 600      61 200
Sohkamon****	Boulevard Roosevelt x Nelson Mandela Dakar ☎ 33 889 71 00	33 823 59 89 <a href="mailto:hotelsohkanon@sentoo.sn">hotelsohkanon@sentoo.sn</a> <i>Petit-déjeuner : 5 500 CFA</i>		43 200      47 700 63 000      67 500
Faidherbe***	Avenue Faidherbe x Raffenel B.P. 3197 Dakar ☎ 33 889 17 50 – 33 889 17 40	<a href="mailto:faidherbe@orange.sn">faidherbe@orange.sn</a> Climatisé+TV ☎ <i>PD: 4.400</i>		38 400      45.400
Farid***	51, Rue VINCENS B.P. 1514 ☎ 33 821 61 27	33 821 08 94 PD : 4 000		38.100      42.200
Al Aiffa****	46 Rue Jules FERRY B.P. 3474 ☎ 33 89.90.90	33 823 88 39 <a href="mailto:gmbaiffa@orange.sn">gmbaiffa@orange.sn</a> Petit déjeuner 3 600		37 950      41 250

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
Ganale ***	38, Rue Amadou A. NDOYE ☎ 33 889 44 44 / 33 822 34 30	<a href="mailto:ganale@sentoo.sn">ganale@sentoo.sn</a> <u>Petit-déjeuner: 4 200 CFA</u>	35.600	42.200
Nina***	Rue du Dr. Theze X Rue A.a. Ndoye ☎ 33 889 01 20 - 33 889 01 81	<a href="mailto:hotelnina@sentoo.sn">hotelnina@sentoo.sn</a> <u>Petit déjeuner : 4000</u>	30.000	36.000
Miramar***	25-27, Rue Félix FAURE ☎ 33 823 20 97 ( <i>near/près</i> UNESCO)	33 823 35 05 <u>Petit déjeuner: 2 500 CFA</u>	28 000	35.000
Plateau**	62, Rue Jules FERRY B.P. 2906 ☎ 33 823 44 20 33 823 15 26 ☎ 33 823 47 80	33 822 50 24 <u>Petit-déjeuner: 3 000 CFA</u>	26.000	30.000
Al Baraka***	35, Rue El Hadj A. K. Bourgi, B.P. 578 ☎ 33 822 55 32	33 821 75 41 <u>Petit-déjeuner: 3 500 F</u>	25.600	31.200
Océanic**	Rue de Thann (Marché Kernel) ☎ 33 822 20 44 - 33 822 17 18	33 821 52 28 <u>Petit-déjeuner: 2 500 CFA</u>	21.600	25.800
Saint Louis Sun**	68, Rue Félix FAURE ☎ 33 822 25 70	33 822 46 51 <u>Petit-déjeuner: 2 500 CFA</u>	21 210	26.670

\* Special rates for ICAO. (Delegates should specify that they are attending an ICAO meeting).  
*Tarifs spéciaux pour l'OACI. (Les délégués doivent préciser qu'ils participent à une réunion OACI).*

\*\* Reservation may be requested by fax or e-mail and may indicate ICAO rates  
Les réservations doivent être faites par fax ou par courriel en indiquant le tarif OACI

\*\*\* Hotel can provide transport from and to the airport at their own expense (Delegates should specify if they need transport)  
Hôtel pouvant transporter les délégués à partir de l'aéroport et à leur départ de l'hôtel à leur propre charge (Les délégués doivent le préciser en faisant leur réservation)





INTERNATIONAL CIVIL AVIATION ORGANIZATION  
WESTERN AND CENTRAL AFRICAN OFFICE

ICAO Regional seminar/workshop for National Continuous Monitoring Coordinators (NCMC)  
(Dakar, Senegal, 10 – 14 September 2012)

**REGISTRATION FORM**

Please provide all the requested information and return by E-mail to:  
[icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int) and [evoudri@dakar.icao.int](mailto:evoudri@dakar.icao.int)

**First Name**  
(in block letters) \_\_\_\_\_

**Family Name**  
(in block letters) \_\_\_\_\_

**State/Organization :** \_\_\_\_\_

**Official designation in  
Government/Organization :** \_\_\_\_\_

**address**  
\_\_\_\_\_  
\_\_\_\_\_

**Téléphone :** \_\_\_\_\_

**Fax :** \_\_\_\_\_

**e-mail :** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_