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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Eastern and Southern African Regional Office/Bureau régional Afrique orientale et australe

Ref: ES AN 6/10 – 0130

20 February 2017

**Subject: Invitation to the Workshop on the Use of the New ICAO Frequency Finder Tool
(Nairobi, Kenya, 12 – 16 June 2017)**

Action required: To confirm participation not later than 17 April 2017

Dear Sir/Madam,

I wish to invite your State/Administration/Organization to participate in the Workshop on the use of the new ICAO software tool for Frequency Selection (**Frequency Finder**) to be held at the ICAO Eastern and Southern African (ESAF) Regional Office, Nairobi, Kenya from 12 to 16 June 2017.

The Workshop will focus on frequency planning issues, efficient use of the aeronautical frequency spectrum and the review of the ESAF frequency allotment plan. It will also support the implementation of the Frequency Finder as the new ICAO aeronautical radio frequency management tool for very High Frequency (VHF) Communications (COM) frequency assignments (**COM List 3**).

The sessions will also cover the installation and the use of the Frequency Finder tool as well as the planning criteria which have been incorporated in the *Handbook on Radio Frequency Spectrum Requirements for Civil Aviation including statement of approved ICAO policies, Volume II (Doc 9718)*. Accordingly, participants are requested to carry their Microsoft Windows based Laptops which are capable of installing new software. Google Earth should be installed – and preferably also the latest version of the Frequency Finder software (runtime version), available at: <http://www.icao.int/safety/FSMP/Documents/FrequencyFinder>

Participants should also be armed with information of frequencies in the band 117.975 – 137 MHz which have been assigned and operated in their States as well as the coordinates in WGS 84 format of the location of Automatic Dependent Surveillance – Broadcast (ADS-B) and Secondary Surveillance Radar (SSR) Station installed or planned to be installed in their States.

The Workshop should be attended by officials involved in aeronautical frequency management, and the assignment of frequencies for different aeronautical navigational aids and services including the VHF frequency assignment for voice and data. The Workshop will be conducted in the English Language only and all documents will be provided in electronic format only.

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The Provisional Agenda for the Workshop is provided in **Attachment A**. The Information Bulletin describing administrative arrangements for the Workshop and other useful information for participants, including the Hotel List is at **Attachment B**.

I shall be grateful if you would ensure participation at the above unique workshop by your State/Administration/Organization by returning a duly filled Nomination Form provided in **Attachment C**, to the following email address at (icaoesaf@icao.int) with a copy to (Hlekamisy@icao.int).

Yours sincerely,



Barry Kashambo
Regional Director

Attachments:

- **Attachment A:** Agenda
- **Attachment B:** Information Bulletin
- **Attachment C:** Registration Form