

Ref: ES AN 3/20 – 0292

31 May 2019

**Subject: ICAO Regional Workshop on the New Global Reporting Format for Runway Surface Condition (Nairobi, Kenya, 14-15 August 2019)**

***Action Required: Reply by 5 July 2019***

Sir/Madam,

I wish to inform you that the ICAO Eastern and Southern African (ESAF) Regional Office is planning to conduct a workshop on New Global Reporting Format (GRF) for Runway Surface Condition to be held in Nairobi, Kenya, **from 14 to 15 August 2019**.

As you are aware, effective 5 November 2020, the new GRF for assessing and reporting of runway surface condition will ensure a harmonized assessment and reporting of runway surface conditions and improved flight crew assessment of take-off and landing performance.

Pursuant to the ICAO/ACI Symposium on Implementation of GRF held in Montreal in March 2019, the workshop is aimed at proactively increasing regional awareness the new GRF methodology and enhance understanding of prevailing challenges and opportunities to comply with ICAO Standards and Recommended Practices, guidance material requirements and best practices.

The workshop will be conducted in the **English language only**. Attached please find the workshop registration form (Attachment A) and the information bulletin together with the list of hotels in Nairobi (Attachment B). The schedule/programme will be forwarded later.

Please note that your nominees should be selected from both the civil aviation authorities and air navigation and airport entities such as aerodrome operators, aircraft operators, air navigation service providers, aeronautical information service providers and aerospace industry. It is desirable for the nominees to have passed the online ICAO/ACI Reporting of Runway Surface conditions course which can be found on the ICAO TRAINAIR website <https://www.icao.int/training/Pages/Training-Catalogue.aspx>.

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Considering the need to make the appropriate administrative arrangements for this workshop, we would greatly appreciate your informing this Office of your nomination(s), as well as the name of your delegates at earliest possible, but not later than **5 July 2019** at [icaoesaf@icao.int](mailto:icaoesaf@icao.int).

Yours sincerely,



**Barry Kashambo**  
**Regional Director**

**Attachments:** A      Registration Forms  
                  B:      Information Bulletin