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Международная
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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 1/3–20/025

20 January 2020

Subject: **ACAO/ICAO SSP Implementation Workshop**
(Sheraton Casablanca Hotel & Towers, Morocco, 22-25 March 2020)

Action required: **Reply not later than 1 March 2020**

Sir,

I have the honour to inform you that ACAO and ICAO MID Regional Office are jointly organizing an ACAO/ICAO SSP Implementation Workshop in **Sheraton Casablanca Hotel & Towers, Morocco, 22-25 March 2020**. Your Administration/Organization is kindly invited to participate in this Workshop.

The objectives of the Workshop are to provide participants with information and means to assist the development and implementation of an SSP in compliance with the relevant ICAO SARPs. The Workshop will also provide a forum to understand safety risk management methodologies including identification of hazards following a systematic approach, identify Safety Performance Indicators (SPIs) and design safety performance monitoring scheme.

The Workshop is aimed at officials with responsibilities regarding the development and implementation of SSP, including the implementation and/or oversight of Safety Management Systems (SMS). Accordingly, the Workshop should be attended by officials involved in the development and implementation of SSP and SMS in the areas of training organizations, aircraft operations, maintenance and airworthiness of aircraft, aircraft design and manufacture, air traffic services, aerodrome operations and Accident and Incident Investigation.

The Provisional Agenda and Work Programme for the Workshop will be provided to the confirmed participants in the due course. The Bulletin describing administrative arrangements for the Workshop and other useful information for participants, including the information related to the entry visa to Morocco is at **Attachment A**.

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I would appreciate if you could, as soon as possible, preferably not later than **1 March 2020**, confirm the participation of your Administration/Organization, giving the names and contact details of your delegate(s) by submitting the Nomination Form at **Attachment B** to the following email addresses: (icaomid@icao.int) and (mrejob65@gmail.com).

Accept, Sir, the assurances of my highest consideration.



Mohamed Khalifa Rahma
Middle East Regional Director

Attachments



ACAO/ICAO SSP Implementation Workshop

(Sheraton Casablanca Hotel & Towers, Morocco, 22-25 March 2020)

BULLETIN

1. LOCATION

1.1 The ACAO/ICAO SSP Implementation Workshop will be held on 22-25 March 2020, in **Sheraton Casablanca Hotel & Towers** (Address: 100 Avenue des FAR, Casablanca 20000 Morocco). Map location is at page n°3

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the Workshop will be held at 0900 hours on Sunday 22 March 2020.

2.2 The Workshop will be conducted in English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register, at the Registration Desk located at the entrance of the Workshop Hall, between 0830 and 0900 hours on the opening day of the Workshop.

4. DOCUMENTATION

4.1 No documentation in hard copy will be available. However, all presentations related to the Workshop will be available on the ACAO and ICAO MID Websites.

5. HOTEL RESERVATIONS

5.1 Participants are requested to make their own hotel reservations.

6. TRANSPORTATION

6.1 Participants are requested to make their own transportation arrangements

7. INSURANCE

7.1 Participants are advised to have insurance coverage for any unexpected contingency and Medical Coverage.

8. SOME USEFUL TRAVEL INFORMATION

PASSPORT

8.1 All foreign nationals entering the Kingdom of Morocco must possess valid passports or other valid documents for travel.

VISA

8.2 It is mandatory that all required participants obtain official visas from the Moroccan's Embassy or Consulate in their country prior to their departure for Casablanca.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Morocco is Moroccan Dirham (MDH) with notes of 10, 20, 50, 100 and 200 and coins of 1, 2 & 5.

9.2 International Credit Cards, such as American Express, Visa, Master Charge, etc. are usually accepted at most hotels, department stores and restaurants.

9.3 All commercial banks exchange major foreign currencies and are open 0830-1200 hours and 1430-1600 hours Monday through Friday.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 Be prepared to bargain in small shops, sidewalk vendors etc. However, in large stores, the prices are fixed.

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the month of March are between 14°C to 19°C.

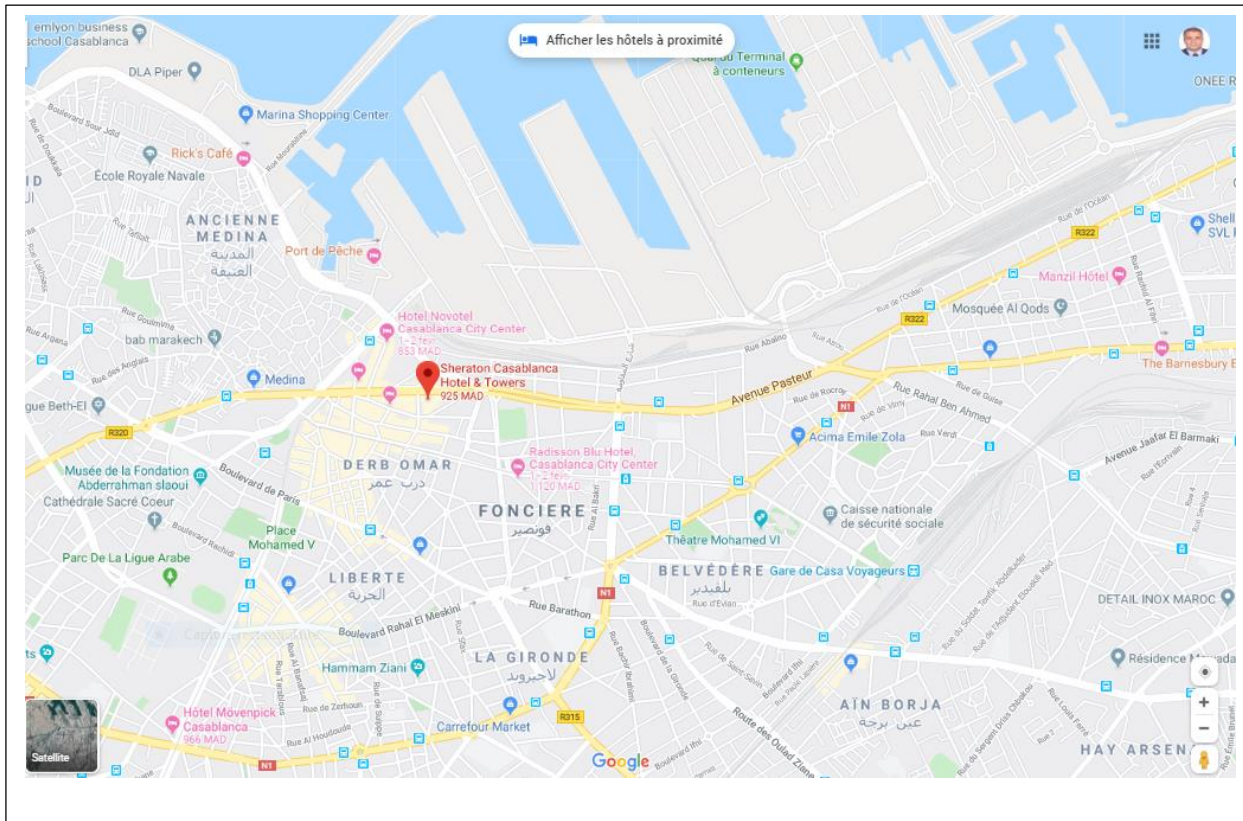
12. OTHER ASSISTANCE

12.1 The ACAO will be glad to assist the participants to the Workshop with any advice they may require.

12.2 The Workshop Focal Point from ACAO is as follow:

Eng. Mohamed REJEB
Email: mrejeb65@gmail.com

Venue Location MAP





ACAO/ICAO SSP Implementation Workshop

(Sheraton Casablanca Hotel & Towers, Morocco, 22-25 March 2020)

NOMINATION FORM

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: _____

State/Organization: _____

Mailing Address: _____

Telephone Number: _____

Mobile Number: _____

E-mail: _____

Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail addresses: (icaomid@icao.int) and (mrejeb65@gmail.com).

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 3: No hardcopies will be provided; you are kindly requested to bring your laptop, iPad, tablet, etc..