



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Tel.: +1 514-954-8219 ext. 6249

Ref.: A2/76.1.CONF-14/085

31 October 2014

**Subject:** Establishment of the voluntary Human Resources Development Fund (HRDF) for the civil aviation sector in African States

**Action required** States, organizations and public and private entities are encouraged to make voluntary contributions to the Fund

Sir/Madam,

I have the honour to inform you that on 19 September 2014 the Council of the International Civil Aviation Organization (ICAO) has approved the establishment of the voluntary Human Resources Development Fund (HRDF) in order to support capacity-building opportunities for the civil aviation sector in African States.


The Fund, which is financially independent of the Regular Programme Budget of the Organization, will operate under *The ICAO Financial Regulations* (Doc 7515) and regulations within the purview of the Council and Secretary General.

The Secretary General will be responsible for the management of the Fund. The African Civil Aviation Commission (AFCAC), on behalf of its Member States, will identify the priority areas within the African civil aviation sector where capacity-building development is required. AFCAC will also participate in an HRDF Management Committee which will, inter alia, make recommendations on the prioritization and selection of the activities and projects to be financed by the Fund. A list of capacity-building initiatives that could be financed by the Fund is provided in Attachment A.

Participation in the Fund is voluntary. Member States, international and regional organizations, as well as public and private entities associated with civil aviation, are encouraged to make a voluntary contribution to the Fund. Contributions may be made by cheque payable to ICAO or by electronic bank transfer (instructions for the transfers are provided in Attachment B).

For information about the Fund, you may contact the Office of the Director, Bureau of Administration and Services, by e-mail at [ADB@icao.int](mailto:ADB@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



Raymond Benjamin  
Secretary General

**Enclosures:**

**A** – List of capacity-building activities

**B** – Banking instructions

**LIST OF CAPACITY-BUILDING INITIATIVES**

Contributions made to the voluntary Human Resources Development Fund (HRDF) will be used to support the following capacity-building initiatives for the civil aviation sector in African States:

- a) Secondments to ICAO of serving African aviation professionals who will contribute to the work of ICAO and upgrade their knowledge, skills and expertise to meet States' requirements for continuous implementation of ICAO's SARPs and other programme activities;
- b) Internships for young and emerging African aviation professionals to foster the development of the next generation of professionals required to meet the new business needs for civil aviation; and
- c) Other areas that will be determined by ICAO and the African Civil Aviation Commission on the basis of needs for African aviation professionals.

-----

**ATTACHMENT B** to State letter A2/76.1.CONF-14/085

**BANKING INSTRUCTIONS**

1. Contributions to the voluntary Human Resources Development Fund (HRDF) should be made either by cheque payable to ICAO or by electronic transfer. For electronic transfer, contributors should provide the following instructions to their paying bank:

Pay to:	International Civil Aviation Organization
Bank:	Royal Bank of Canada Ste. Catherine and Stanley Branch 1140 St. Catherine Street West, Montréal, Quebec H3B 1H7 CANADA
Bank Code:	003
Transit Code:	05101
Swift Code:	ROYCCAT2
For Credit to:	137 6136 ICAO (Canadian dollars only)
For Credit to:	404 6843 ICAO (US dollars only)
Ordering Customer:	Specify customer code and name of State
Detail of Contributions:	Voluntary HRDF Fund – earmarked (Please specify the activity) or Voluntary HRDF Fund – un-earmarked

2. Intermediary Financial Institution for USD transfers (if required):

Bank:	JP Morgan Chase Bank New York, NY
ABA/Routing#:	021000021
SWIFT code:	CHASUS33

3. For all contributions by cheque, the documents accompanying the cheque should specify the customer code and indicate the details of the contributions as specified above. Please send your contribution to the following address:

International Civil Aviation Organization  
Post Office Box 11323  
Succursale Centre-Ville  
Montréal, Quebec H3C 5H7  
Canada