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国际民用  
航空组织

T1/32 – 0163

07 March 2017

**Subject: Invitation to the 4<sup>th</sup> Meeting of the African Flight Procedure Programme (AFPP) Steering Committee Abidjan, Cote d'Ivoire, 20-21 April 2017**

**Action Required:** Reply to confirm participation not later than 7 April 2017

Sir/Madam,

I have the honour to inform you that the **fourth Meeting of the African Flight Procedure Programme (AFPP) Steering Committee (SC)** will take place in Abidjan, Cote d'Ivoire, from **20 to 21 April 2017** under the kind invitation of the Cote d'Ivoire Civil Aviation Authority (ANAC, Cote d'Ivoire).

I would like to invite your Administration/Organization to attend the fourth AFPP SC Meeting as a SC Member. In addition, States who are not members yet and potential Donor organizations are encouraged to attend this essential meeting for the continuation of the AFPP activities during Phase II.

After having received acceptance by SC Members to launch the AFPP Phase II during the third SC meeting held in November 2016 in Livingstone, Zambia, the main objective of the meeting is to review and approve proposals for operating the AFPP Phase II from June 2017 to May 2020 as studied and validated by the AFPP Phase II Task Force (TF) in accordance with Terms of Reference developed by the AFPP SC. Proposals concerning the status of the Programme Manager, seconded experts and the office, and associated financial issues will be submitted for AFPP Phase II operations. Accordingly, Phase II Work Programme and associated budget will be submitted for review and approval.

One of the proposed options for the status of the AFPP Manager during Phase II is based on expert secondment by a Member or Donor State/Organization, whereby the costs for the Manager's salary should be borne by the concerned State/Organization.

Following Phase I, the AFPP team will be composed of experts seconded by States/Organizations to conduct the AFPP activities during Phase II. Experts seconded to the Programme will have to be flight procedures designers with experience in the design of PBN procedures.

Member or Donor States/Organizations are urgently requested to send to the AFPP Manager ([FLegrand@icao.int](mailto:FLegrand@icao.int), copy to [Amane@icao.int](mailto:Amane@icao.int)) and Directors of ICAO Regional Offices at Dakar and Nairobi ([icaoesaf@icao.int](mailto:icaoesaf@icao.int) and [icaowacaf@icao.int](mailto:icaowacaf@icao.int)) application for Manager's post and/or seconded experts to the AFPP for Phase II. The Manager's Job Description is provided in **Attachment C**.

.../...

States are kindly invited to reply to these requests as soon as possible, and **not later than 7 April 2017**.

In this regard, it is highly recommended that the Directors General attend in person, and be accompanied by technical experts as necessary to take full advantage of the meeting's deliberations.


As documentation to be discussed during the Steering Committee, Working Papers (WP) should be sent by SC Members and non-member States to the SC Secretary **not later than 7 April 2017** at the following e-mail address: [AMane@icao.int](mailto:AMane@icao.int) and copy to [FLegrand@icao.int](mailto:FLegrand@icao.int). Information Papers (IP) would be forwarded on the same process.

The meeting will be conducted in English and French languages with simultaneous interpretation services to the extent feasible and documentation prepared by the Secretariat will be issued in English. Documents will be made available prior to the meeting at <http://www.icao.int/WACAF/African-FPP/Pages/default.aspx>. Also attached to this letter is the draft agenda (**Attachment A**).

You are kindly requested to confirm the participation of your Administration/Organization as soon as possible, **not later than 7 April 2017**. Please complete and return the registration form (**Attachment B**) at the following e-mail addresses [icaoesaf@icao.int](mailto:icaoesaf@icao.int) or [icaowacaf@icao.int](mailto:icaowacaf@icao.int), with a copy to [AMane@icao.int](mailto:AMane@icao.int) and [FLegrand@icao.int](mailto:FLegrand@icao.int).

The information bulletin for the meeting, including the list of hotels in Abidjan, will be provided separately in due course.

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

  
for  
Mam Sait Jallow  
Regional Director

**Attachment A:** Draft Agenda  
**Attachment B:** Registration form  
**Attachment C:** Manager Job Description