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Bureau Afrique Occidentale et Centrale / Western and Central African Office

T1/32 – 0557

28 August 2023

**Subject: Ninth Meeting of the African Flight Procedure Programme (AFPP) Steering Committee, Lomé, Togo, from 23 to 25 October 2023**

*Action Required: Please confirm your participation preferably not later than 9 October 2023*

Sir\Madam,

I have the honour to invite your Administration/Organization to participate in the ninth meeting of the African Flight Procedure Programme (AFPP) Steering Committee (SC), scheduled from 23 to 25 October 2023 at the Hotel Sarakawa in Lomé, Republic of Togo.

The meeting aims at reviewing the activities conducted in 2022 and 2023, approving the 2024 work programme as well as the budget; and examine any other issues that may be submitted by the Steering Committee members. The attendance of Directors General in addition to technical Experts is therefore highly recommended.

The provisional agenda, templates for the Working Papers (WPs) and Information Papers (IPs), the list of hotels and the information bulletin for the meeting are provided as attachments to this letter. WPs and IPs to be considered by the Steering Committee should be forwarded to the Secretariat not later than 16 October 2023 at [icaowacaf@icao.int](mailto:icaowacaf@icao.int), with a copy to [AMane@icao.int](mailto:AMane@icao.int) and [Adamiba@icao.int](mailto:Adamiba@icao.int).

The meeting will be conducted in the English and French languages with simultaneous interpretation, and documentation from the Secretariat will be issued in English. The documentation will be made available prior to the meeting at: <https://www.icao.int/WACAF/African-FPP/Pages/AFPP-SC9.aspx>

Participants are kindly requested to register online not later than 9 October 2023 at the following link: [https://icao.zoom.us/meeting/register/tJlqf-uoqj8oGdTkQmOIiZqjyL\\_ybUp1egE0](https://icao.zoom.us/meeting/register/tJlqf-uoqj8oGdTkQmOIiZqjyL_ybUp1egE0)

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

Prosper Zo'o Minto'o  
Regional Director

**Attachments:**

- Attachment A** : Provisional Agenda
- Attachment B** : WP/IP Template
- Attachment C** : List of hotels
- Attachment D** : Information bulletin