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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

File Ref: ES AN 1/6 – 0571

11 September 2007

Subject: **Sixteenth Meeting of the AFI Planning and Implementation Regional Group (APIRG/16) (Kigali, Rwanda, 19-23 November 2007)**

Action Required: Reply to paragraph 5 and 6 at your earliest convenience but not later than **15 October 2007**

Dear Sir/Madam,

1. The AFI Planning and Implementation Regional Group (APIRG) will hold its Sixteenth meeting from 19 to 23 November 2007, in Kigali, Rwanda at the kind invitation of the Civil Aviation authorities of Rwanda. The tentative agenda and explanatory notes for the meeting are at **Attachment A** to this letter. The meeting will be conducted in English and French and documentation will be issued in these two languages. Your Administration is kindly invited to participate in this meeting.

2. As you will recall, at its Fifteenth Meeting, APIRG took a number of decisions and adopted some conclusions. The report of that meeting was forwarded to you by the respective ICAO Regional Directors. Subsequently, various actions were taken by the Air Navigation Commission and Council. As an important part of the Agenda, the APIRG/16 will review and consider the status of implementation of APIRG/15 Conclusions and Decisions as well as outstanding conclusions and decisions of APIRG.

3. The Council and Air Navigation Commission had in the past emphasized the need and importance of members of ICAO bodies to endeavour to meet their obligations by attending meetings of the respective bodies. Therefore, they commended APIRG members and States of the Region for the efforts made at APIRG meetings. It is therefore expected that all members of APIRG will attend this particular meeting. **Attachment B** gives the list of members of APIRG as approved by the Council of ICAO and **Attachment C** the information bulletin and list of suggested hotels in Kigali. However, non-members with specific interests in the subjects to be addressed by the meeting may also attend.

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4. Documentation for the meeting is being prepared based on reports of contributory bodies namely, the Eighth Meteorology Sub-Group (MET/SG/8), Ninth Air Traffic Management Sub-Group (ATM/SG/9), the Second Communications, Navigation and Surveillance Sub-Group (CNS/SG/2), the Seventh Meeting of the AOP Sub-Group (AOP/SG/7) and the Fourth Meeting of the AFI Traffic Forecasting Group (AFI/ATFG/4). Some of the reports have already been distributed to States through the respective ICAO Regional Offices and are also posted at the ICAO website (<http://www.icao.int/esaf> and <http://www.icao.int/wacaf>). The relevant APIRG/16 documentation will be posted at ICAO Website <http://www.icao.int/esaf>, and <http://www.icao.int/wacaf>, as soon as are available,

5. Those intending to prepare papers should ensure that these reach the Secretariat not later than **15 October 2007** and where possible should be in English and French. Participants are requested to forward their papers, by e-mail, in order to expedite and facilitate the work. Working Papers received after that date will be distributed only in the language which they are received due to financial constraints of the Organization and directives of Council to minimize such costs (APIRG Decision 11/23 also refers).

6. Kindly advise me of your participation at the APIRG/16 Meeting as soon possible but in any case not later than **15 October 2007**, giving the names and functions of all participants from your State.

Yours faithfully,



Geoffrey P. Moshabesha
Regional Director and Secretary of APIRG

- Attachment A:** Tentative Agenda and explanatory notes
- Attachment B:** List of APIRG Members
- Attachment C:** Information Bulletin and hotel list



**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)
SIXTEENTH MEETING (APIRG/16)
(Kigali, Rwanda 19-23 November 2007)**

TENTATIVE AGENDA
(Presented by the Secretariat)

STRATEGIC OBJECTIVES(s)	AGENDA ITEM #	SUBJECTS
	1	Election of Chairperson and Vice-Chairpersons.
A, C, D and E	2	Follow-up on the outcome of APIRG/15 2.1 Review of action taken by Air Navigation Commission (ANC) and the Council on APIRG/15 meeting report. 2.2 Review status of implementation of APIRG/15 Conclusions and Decisions 2.3 Review status of implementation of other outstanding Conclusions and Decisions from previous meetings
A, C, ,D and E	3	Global and Inter-regional activities 3.1 ICAO Business Plan 3.2 Global Aviation Safety Plan 3.3 Global Air Navigation Plan 3.4 The report of the actions being taken on the recommendations of the Director's General of Civil Aviation Conference on a Global Strategy for aviation safety (DGCA/06) 3.5 Outcome of the 36 th session of the ICAO Assembly on air navigation issues 3.6 Outcome of the Thirteenth Informal Meeting on the Improvement of Air Traffic Services over the South Atlantic (SAT/13) and related follow up activities.
A, C, D and E	4	AFI Regional Air Navigation Planning and Implementation Issues 4.1 Aerodrome Operational Planning (AOP) 4.2 Communications, Navigation and Surveillance (CNS) 4.3 Air Traffic Management (ATS, AIS and SAR) including RVSM implementation 4.4 Aeronautical Meteorology (MET) 4.5 Comprehensive AFI Regional Implementation Plan 4.6 Outcome of the Fourth Meeting of the AFI Traffic Forecasting Group (AFI/TFG/4)
A and D	5	Air Navigation safety and Deficiencies 5.1 Review and update the list of deficiencies in the air navigation fields 5.2 National and Regional efforts to remove identified

		deficiencies 5.3 Progress report on Implementation of ICAO Universal Safety Oversight Audit Programme
A, C, D, E	6	Special AFI Regional Air Navigation (SRAN) Meeting
A,C,D,E	7	Technical Cooperation
D	8	Terms of reference (TOR) and future work programme
	9	Any other business



International Civil Aviation Organization

**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)
SIXTEENTH MEETING (APIRG/16)**

(Kigali, Rwanda 19-23 November 2007)

EXPLANATORY NOTES ON THE TENTATIVE AGENDA
(Presented by the Secretariat)

Notes on the Agenda

Agenda Item 1 Election of Chairperson and Vice-Chairpersons.

Under this agenda item the meeting will elect its Chairperson and Vice-Chairpersons in accordance with Part II, para. 3.1.1, Part III, paras. 6.1 and 6.2 of the APIRG Procedural Handbook.

Agenda Item 2 Follow-up on the outcome of APIRG/15

2.1 Review of the actions taken by the Air Navigation Commission (ANC) and Council

The Group will review actions taken by the ANC and Council on the APIRG/15 Conclusions

2.2 Review status of implementation of APIRG/15 Conclusions and Decisions

The Group will review progress made in the follow-up actions by the States, International Organizations and the ICAO Secretariat on the APIRG/15 Conclusions and Decisions.

2.3 Review status of implementation of other outstanding Conclusions and Decisions from previous meetings

The Group will review the progress made on the outstanding Conclusions and Decisions of previous meetings and update the list of outstanding Conclusions which require further follow-up.

Agenda Item 3 **Global and Inter-regional activities**

3.1 ICAO Business Plan

The Group will consider the ICAO Business and adjust its work programme taking into account the structure and contents of the Plan.

3.2 Global Aviation Safety Plan

The Group will review progress made in the follow-up actions by the States, International Organizations and ICAO Secretariat on the relevant APIRG/15 Conclusions and Decisions.

3.3 Global Air Navigation Plan

The Group will be provided with progress in the development and implementation of the Global Air Navigation Plan and their effect on the regional planning and implementation process.

3.4 The Report of the actions being taken on the recommendations of the Directors General of Civil Aviation Conference on a Global Strategy for aviation safety DGCA/06)

The Group will review progress made in the implementation of DGCA/06 Recommendations.

3.5 Outcome of the 36th session of the ICAO Assembly on air navigation issues

The Group will review air navigation issues concluded during the 36th Session of the ICAO Assembly.

3.6 Outcome of the Thirteenth Informal Meeting on the Improvement of Air Traffic Services over the South Atlantic (SAT/13) and related follow-up activities.

The Group will review the report of SAT/13 Meeting and take appropriate action on specific issues to enhance coordination and orderly conduct of air traffic between AFI and SAM Regions

Agenda Item 4: **AFI Regional Air Navigation Planning and**

Implementation Issues

4.1 Aerodrome Operational Planning (AOP)

The Group will review the report of the ninth meeting of the Aerodrome Operational Planning Sub-Group (AOP/SG/9) and take appropriate actions.

4.2 Communications, Navigation and Surveillance (CNS)

The Group will review and take action on the report of the second meeting of the CNS Sub-Group (CNS/SG/2).

4.3 Air Traffic Management (ATS, AIS and SAR) including RVSM implementation

The Group will review the report of the ATS/AIS/SAR/SG/9 meeting and take action on the proposed draft Conclusions and Decisions and assess progress made towards the implementation of RVSM in the AFI Region.

4.4 Aeronautical Meteorology (MET)

The Group will review the report of the MET/SG/8 Meeting and take action on the proposed draft Conclusions and Decisions or other regional initiatives.

4.5 Comprehensive AFI Regional Implementation Plan

The Group will review the Comprehensive AFI Regional Implementation Plan as approved by the Assembly and agree on how the Group will contribute to successful implementation of the Plan.

4.6 Outcome of the Fourth Meeting of the AFI Traffic Forecasting Group (AFI/TFG/4)

The Group will review the report of the AFI/TFG/4 Meeting and take action as appropriate.

Agenda Item 5: Air Navigation Safety and Deficiencies

5.1 Review and update the list of deficiencies in the air navigation fields

The Group will review, State by State, the consolidated list of deficiencies that constitute the major obstacle to the provision of efficient air navigation services. It will also consider necessary actions for elimination of these deficiencies.

5.2 National and Regional efforts to remove the identified deficiencies

The Group will review available reports presented on national and regional initiatives to solve identified deficiencies that create obstacles to air navigation safety.

5.3 Progress report on Implementation of ICAO Universal Safety Oversight Audit Programme

The Group will review progress on the implementation of the ICAO Universal Safety Oversight Audit Programme (USOAP) and take action as appropriate on issues that would further enhance the success of the programme in the region.

Agenda Item 6: Special AFI Regional Air Navigation (SRAN) Meeting

The Group will discuss inputs to the Agenda for the planned Special AFI Regional Air Navigation (SRAN) Meeting to be held in 2008.

Agenda Item 7: Technical Cooperation

The Group will discuss ICAO Technical Cooperation Programme and review initiatives to improve the delivery of air navigation services. The meeting will also be apprised of progress in the Implementation of the various sub-regional cooperative projects for improvement of aviation safety oversight in the region and on-going efforts to create Regional Safety Oversight Organizations (RSOOs).

Agenda Item 8: Terms and reference and future programme of APIRG

The meeting under this agenda item will review the terms of reference and working arrangements of the Group, including its Procedural Handbook and their relevance in view of the current developments (introduction of the ICAO Business Plan) and other emerging issues in the air navigation

planning and implementation process.

Agenda Item 9: Any other business

Under this Agenda Item, the Group will consider matters not dealt with under previous agenda items.

ATTACHMENT B

MEMBERS OF THE AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG) (Established: 11 September 2007)

Role of Designated Members

Representatives of States designated as Members of the Group shall assume the duties and responsibilities of ensuring the normal conduct of business of the Group. Members should attend regularly all the meetings of the Group and maintain the continuity of the Group's work in the interval between meetings. This may take the form of assignment of specific tasks to selected individual Members and/or participation in task forces. Total members: 31

ALGERIA	Houchala Mohamed
ANGOLA	Helder Preza
BENIN	De Souza, A
CAMEROON	Sama Juna, I.
CAPE VERDE	Rodriguez, J.
CHAD	Guelpina Ceubah
CONGO	Symphorien, M.
CÔTE D'IVOIRE	Boa Angaman
EGYPT, ARAB REPUBLIC OF,	Milhail, S.B
ERITREA	Paulos Kahsay Taklu
ETHIOPIA	Girma Yami Hunde
FRANCE	Demichel, J.-C.
GABON	Minsa Mi Owono, E.
GHANA	Adoo, E.
GUINEA	Diallo Thierno Ousmane
KENYA	Eng. R.J. Lubanga
LESOTHO	Mongali Tlali
MALAWI (ALSO REPRESENTING ZIMBABWE)	Makandawire, J.R.
MALI	Koné, A.
MAURITANIA	Mohamed Mahmoud O. Taleb Ahmed
MOROCCO	Abdenbi, M.
NIGER	Amadou, A.
NIGERIA	Iyayi Roland
SENEGAL (also REPRESENTING THE GAMBIA)	Bessane, M.
SOUTH AFRICA	Levers Mabaso
SPAIN	Juan de Mata Morales Lopez
SUDAN	Ibrahim Musa Mohamed
TANZANIA, UNITED REPUBLIC OF,	Alloo, M.R.
TOGO	Latta Dokissime Gnama
TUNISIA	Mohamed Cherif (Chairman of APIRG)
UGANDA	John Kagoro Tsubira
ZAMBIA	Alex Mutaka Sinyangwe
International Organizations	
ASECNA	N'Diaye, M.
IATA	Gaoussou Konate
IFALPA	Carole Couchman MBE



**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
SIXTEENTH MEETING (APIRG/16)**

(Kigali, Rwanda 19-23 November 2007)

INFORMATION BULLETIN

1. SITE OF THE MEETING

1.1 The meeting will be held at the Hotel Des Mille Collines next to Central Bank of Rwanda

1.2 REGISTRATION

Registration of participants will be on Sunday, 18 November, 2007 from 1400 to 1900 hours.

2. HOTELS

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. When making hotel reservation, participants should state that they are attending APIRG/16, an ICAO meeting.

3. VISA

3.1 All travellers arriving in Rwanda should have a valid passport. Participants are advised to provide the following details to the Rwanda Civil Aviation Authority caa@rwanara1.com, Fax +250 582609 with a copy to the ICAO Regional Office, Nairobi, Kenya (ICAO@icao.unon.org Fax +254-20-7621092):

- ❖ Name
- ❖ Nationality
- ❖ Passport number
- ❖ Date and place of birth
- ❖ Proposed date of arrival
- ❖ Proposed point of entry (Kigali International Airport)

Participants from Mauritius, South Africa, East African Community (EAC) Member States and Democratic Republic of Congo(DRC) do not require entry visa to Rwanda.

Participants from other countries are required to pay US\$50 or US\$60 for the VISA.

Those participants who have Rwandese Embassies in their countries should apply for visas well in advance which will be issued to them upon presentation of documentation showing that the applicants are designated representatives to APIRG/16 meeting to be held in Kigali.

4. TRANSPORT

4.1 The Government of Rwanda will provide transport between Kigali International Airport, the Principal hotels and the Conference venue for all participants.

5. CLIMATE

5.1 The average temperatures during the month of November is 20°C, average minimum is 15°C and average maximum is 26 °C. The short rains occur from October to November. The average rainfall for November is 123mm.

6. SECURITY

6.1 The general security is good however, participants are expected to be vigilante at all times. More information will be provided during the meeting.

7. HEALTH

Malaria Risk

7.1 **Malaria** risk is predominantly due to *P. Falciparaum and* exists throughout the year in the whole country. Resistance to **Chloroquine and Sulfadoxine** has been reported. Recommended prevention: Prevention of mosquito bite plus use of mefloquine, doxycycline or atovaquone + proguanil chemophrophylaxis.

8. CURRENCY

8.1 The average rate of exchange for the Rwanda Franc is
1 US\$ = 546 RWF
1 Euro (€) = 742.4 RWF.

Participants are advised to exchange currencies at the Official Banks or Bureaux de Change.

NB: Participants are encouraged to consult the Information Notice Board each morning for updated information on activities related to the conference and other events.

List of the Hotels/Rates in Kigali, Rwanda is attached.

N°	Name	Category	Room types	Nr. of rooms available	CAA rate(\$)/night	Rate (\$)/night	Facilities	Observations
1	KIGALI SERENA HOTEL	Upper range	Deluxe rooms(60) Superior rooms(19) Studio suite(18) Executive suite(6) Presidential suite(1) Location: Nyarugenge Dist:2' drive to Hotel des Mille Collines kigalireservation@serenahotel.co.rw www.kigaliserenahotel.co.rw	98	166 186 236 336 2000	195 215 265 365 2000	Swimming Pool Fitness Center International Cable TV Direct Dial Phone Wireless internet connect	Road ok Generator ok Rooms ok water ok Security ok
2	NOVOTEL UMUBANO	Upper range	Standard room(87) Twin room Junior suites Presidential/executive Location:Kacyiru Dist:13' to Hotel des Mille Collines h3410@accor.com www.novotel.com	87		155 170 195 230	Restaurant with terrace Swimming Pool Tennis and Volleyball courts Mini Golf	Road ok Generator ok Rooms ok water ok Security ok
3	HOTEL DES MILLE COLLINES	Upper range	Senior Suite(3) Junior Suites(4) Standards Pool View(48) StandardsCity View(50) Location:Next to Central Bank of Rwanda info@millecollines.net www.millecollines.net	105	CAA rate(\$)/night 257 150 95 99	288 182 126 121	Swimming pool Fitness Center Tennis court	Road ok Generator ok Rooms ok water ok Security ok
4	STIPP HOTEL	Upper range	Standard rooms Location: Kiyovu Dist: 3' drive to Hotel des Mille Collines	50		100	Swimming pool	Road is ok Generator ok Rooms ok Hot water OK Security ok
	TOTAL			340				
N°	Name	Category	Room types	Nr. of rooms available	Rate (\$)/night			
1	AUBERGE SAINT JEAN LEOPOLD	Middle range	apartment with 1 room(5 beds) apartment with 2 rooms(3beds) Dist: 13' drive to Hotel des Mille Collines Location:Kanombe	9	60 70		International cable TV Restaurant&bar ,internet,	Road ok Generator ok Rooms ok water ok Security ok
2	GORILLA HOTEL	Middle range	Single with one	31	67	65	International Cable TV	Road Ok

	Tel:25008504858		double-5			30	International phone line TV Center breakfast included	Have generator Rooms are ok water ok
	Location:Kicukiro							
	Dist:13' drive to Hotel des Mille Collines							
25	VACINA MOTEL	lower range	De luxe-1 single-2 double-12	15		50 24 30	International cable TV, International phone line	Have generator Road ok Rooms are ok water ok Security ok
	Tel:25008626347							
	E-mail:vacinamotelk12006@yahoo,fr							
	Location:Kibagabaga							
	Dist:28' drive to Hotel des Mille Collines							
26	ESPERANZA MOTEL	Lower range	single self contained-5 single shaired -2	7		20 20	Restaurant&bar, TV room breakfast inclusive	Road is good Have generator Rooms are ok water ok Security ok
	Tel:25008880000							
	E-mail:jackha80@yahoo,fr							
	Location:Gikondo/Nyenyeri							
	Dist:18' drive to Hotel des Mille Collines							
27	EDEN LODGE	lower range	single			18	Bar&restaurant, Telephone center	Road is good Have generator Rooms are ok water ok
	Tel:250588184							
	Location:Kacyiru							
	Dist:18' drive to Hotel des Mille Collines							
28	LIGHT HOUSE	lower range	single-4 double-2	6		30 38	TV room,bar&restaurant	Road is good water ok Rooms are not good water ok
	Tel:25008500837							
	Location:Kimironko							
	Dist:17' drive to Hotel des Mille Collines							
29	Jambo Inn	Lower lange	Single-4 Double-4	8		20 30	Bar & Restaurant International cable TV Telephone center	Road is not good Generator ok rooms ok water ok
	Tel:250 08323888							
	Location: Kimironko							
	Dist:25' drive to Hotel des Mille Collines							
30	EXOTICA GUEST HOUSE	Lower range	Single	3		36	Breakfast inclusive self contained	Have generator Road is good water ok Rooms are ok
	Tel:250 580077/08532829							
	Location: KIMIHURURU							
	Dist:13' drive to Hotel des Mille Collines							
31	BLOOM HOTEL	Lower range	Single	26		45	Restaurant, Wireless internet Chattle& Tax	Have generator Road is good water ok Rooms are ok security ok
	Tel:250 0882092/108423814							
	Location:Kimironko							
	Dist:26' drive to Hotel des Mille Collines							
32	East In Motel	Lower range	Big Double rooms(2) Single Double rooms(3)	5		20 10	Rooms are ok Transport from motel to the venue available	Have generator Road is good Hot water OK
	Tel:25008836485							
	Location:Kicukiro							

