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国际民用  
航空组织

T 13/7.D - 0573

15 September 2014

**Subject:** ICAO 5 Letter Name Code (ICARD/5LNC) Workshop,  
22 - 23 October 2014 and  
Third 5 Letter Name Code Coordination Meeting (5LNC/3), 24 October  
2014, Dakar, Senegal.

**Action required:** To confirm participation not later than 15 October 2014.

Sir/Madam,

Further to my State letter ref. T13/7.D-0471 dated 23 July 2014 on the above subject, please be informed that in light of regional activities relating to optimization of airspace and improvement of safety in the AFI Region, I have the honour to invite your Administration/Organization to participate in the above-mentioned events.

The objective of the ICARD/5LNC Workshop which will now take place in Dakar, Senegal from 22 to 23 October 2014 is to provide guidance to AFI States in order to make optimal use of the ICARD System. It will also identify recommended actions for addressing various challenges in the application of five letter name codes (5LNC), including conflicts in the usage of same codes, similar pronunciation of proximate name codes and disparities in geographical coordinates occurring at common Flight Information Region (FIR) boundaries of adjacent airspaces. The program for the Workshop is provided at **Attachment A** to this letter.

The Workshop will be followed by the Third 5LNC Coordination meeting (5LNC/3) whose objective is to review and agree on proposed solutions to address 5LNC issues and make recommendations to the Air Traffic Management /Aeronautical Information Management /Search and Rescue Sub-Group (ATM/AIM/SAR SG) of APIRG for endorsement. The Provisional Agenda for the Third 5LNC Coordination meeting is provided at **Attachment B**.

Your attention is drawn to the arrangement of the two events and the expected participation thereto, as follows:

- **ICAO 5 Letter Name Code (ICARD/5LNC) Workshop** –Only States are invited to this event. Participants should be officials from regulatory authorities and Air Navigation Service Providers (ANSPs) whose duties involve ATS route development and instrument flight procedure design.

- **Third 5LNC Coordination Meeting (5LNC/3)** – States and Organizations that participate in APIRG meetings are invited to this event. Participants should be officials whose duties involve ATS route development and instrument flight procedure design as well as representatives of airspace users.

The bulletin providing information for participation and a hotel list is provided at **Attachment C**. A registration form for participants is provided at **Attachment D**. Kindly note that the form is to be completed and forwarded to ICAO in the same Microsoft “Word” format.

There will be no paper documentation at these events and your Administration/Organization is therefore requested to ensure that participants have necessary electronic equipment (such as laptops), to enable them to participate effectively.

To facilitate necessary planning and preparations for the workshop and meeting, it would be appreciated if you could, at your earliest convenience, preferably not later than 15 July 2014, confirm the participation of your Administration/Organization to these events by forwarding your response to the WACAF Regional Office at the following e-mail address ([icaowacaf@icao.int](mailto:icaowacaf@icao.int)) with a copy to [gbaldeh@icao.int](mailto:gbaldeh@icao.int), giving the name(s) and other details of your participant(s) on the registration form provided.

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



Mam Sait Jallow  
Regional Director

**Attachments:** A: ICARD/5LNC Workshop Programme  
B: Provisional Agenda for 5LNC/3 Coordination meeting  
C: Information Bulletin  
D: Registration form