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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

T 4/25 – 0455

20 August 2019

Subject: ICAO/ACI Regional Seminar on the Implementation of the New Global Reporting Format for Runway Surface Condition, 17 to 18 October 2019, Accra, Ghana

Action required: To confirm participation not later than 30 September 2019

Sir/Madam,

I have the honour to inform you that, within the framework of its regional activities, the ICAO Western and Central African (WACAF) Office is organizing in collaboration with ACI Africa, the Ghana Civil Aviation Authority (GCAA) and the Ghana Airports Company Limited (GACL), a Regional Seminar on the **Implementation of the New Global Reporting Format for Runway Surface Condition**, to be held in Accra, Ghana, from 17 to 18 October 2019.

This Seminar aims at preparing States and the industry in advance of the November 2020 applicability date of the new ICAO methodology for assessing and reporting runway surface conditions. The new methodology, commonly known as the Global Reporting Format (GRF), ensures a harmonized assessment and reporting of runway surface conditions and a correspondingly improved flight crew assessment of take-off and landing performance.

The Seminar will be conducted in English and French with simultaneous interpretation. The draft work programme and a bulletin containing detailed information on the venue, transportation and accommodation are here with attached.

You are kindly requested to disseminate this invitation letter to all appropriate entities of your State, including, but not limited to, civil aviation authorities, aerodrome operators, aircraft operators, air navigation service providers, aeronautical information service providers and aerospace industry.

To facilitate necessary planning and preparations for the Seminar, you are kindly requested to confirm, at your earliest convenience, preferably not later than **30 September 2019**, the participation of your State/Organization to this event, by forwarding your response to the ICAO Regional Office at icaowacaf@icao.int with a copy to rcisse@icao.int. Participants are cordially invited to register online using the following link: http://aci-africa.net/Form_delegate.phpto for consideration and acceptance.

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

Mam Sait Jallow
Regional Director

Attachments: A - Draft Work Programme
B - Information Bulletin