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国际民用  
航空组织

Bureau Afrique occidentale et Centrale / Western and Central African Office

T1-32 - 0574

29 July 2024

**Subject:** Invitation to the following workshops:  
a. Quality assurance for instrument flight procedures workshop, Dakar, Senegal, 16 – 20 September 2024; and  
b. National PBN Implementation Plan workshop, Dakar, Senegal, 23- 28 September 2024

*Action Required: Confirm participation not later than 2 September 2024*

Sir/Madam,

I have the honour to invite your State/Organization to the Quality assurance for instrument flight procedures workshop and the National PBN Implementation Plan workshop which will be held back-to-back in the African Flight Procedure Programme (AFPP) premises in Dakar, Senegal, respectively from 16 to 20 September and from 23 to 28 September 2024.

The two important events aim at assisting States/Organizations to develop sustainable capability in the instrument flight procedure Design and the PANS-OPS oversight domains to meet their commitments under the ICAO relevant Resolutions on instrument flight procedures and prevent the PANS-OPS-related Safety Significant Concerns (SSCs).

Nominated candidates should include personnel in charge of PANS-OPS oversight, airspace design, airspace management and instrument flight procedure design. Candidates are expected to be senior experts with adequate communication skills in the English language. The workshops will be conducted in the English language. The agenda, the registration form, the information bulletin, and the list of suggested hotels are provided as attachments to the letter. Please note that the use of hard copy documentation will be kept to a minimum.

Participation in the two workshops is free of charge for the AFPP active members in good standing with their annual financial contributions. All other application can be considered, as much as possible, with a **5,000 USD** per week and per participant. Your Administration/Organization is expected to fund the travel, accommodation and living expenses for the selected candidates.

Enrolment for the workshops will be limited to 30 participants. You are therefore invited to nominate candidates at your earliest convenience but not later than **2 September 2024**. Resume of each candidate should be included as part of the registration to assist in the selection process. Registrations can be done online at <https://icao.zoom.us/meeting/register/tJYrdOutgjoigdWXsfm2QYQoQH9FpLWZPiRqG> ( for the Quality assurance workshop) and <https://icao.zoom.us/meeting/register/tJEocuiqT0uH9fO2pXI9F-MoDc81Secvb33> (for the National PBN workshop); or manually by using the attached registration form. The registration form should be filled and returned to [icaowacaf@icao.int](mailto:icaowacaf@icao.int) and [icaoesaf@icao.int](mailto:icaoesaf@icao.int) with a copy to [rcisse@icao.int](mailto:rcisse@icao.int) and [adamiba@icao.com](mailto:adamiba@icao.com).

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

  
Prosper Zo'o Minto'o  
Regional Director

**Attachment A** : Draft Agenda  
**Attachment B** : Registration Form  
**Attachment C** : Information Bulletin