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Eastern and Southern African Regional Office/Bureau régional Afrique orientale et australe

Ref. ES AN 4/12 – 0156

11 April 2025

**Subject: ICAO Safety Intelligence and Safety Performance Management Workshop  
(Gaborone, Botswana, 9 -13 June 2025)**

**Action Required: Register participants, preferably not later than 19 May 2025**

Dear Sir/Madam,

I wish to invite your Administration/Organization to participate in the ICAO Safety Intelligence and Safety Performance Management Workshop, organized by the ICAO ESAF Regional Office, in collaboration with the SADC Aviation Safety Organization (SASO) and the Civil Aviation Authority of Botswana, which will take place in Gaborone, Botswana, from 9 to 13 June, 2025.

The workshop will provide participants with knowledge and practical skills related to understanding the importance and use of data for managing safety and making decisions; developing a safety intelligence strategy; and monitoring and managing safety performance.

This workshop is intended for administrators, experts and practitioners involved in planning, developing and implementing:

- The State Safety Programme (SSP), including regulators and administrators of State regulatory bodies/civil aviation authorities (CAAs), safety managers, safety specialists, etc.;
- Safety management systems (SMS), including safety managers and safety management practitioners of service providers;
- Any aspect of safety intelligence or safety performance management.

The workshop will cover an overview of proposed amendments to Annex 19 (related to safety intelligence and safety performance management), data governance and management, sharing and exchange of safety data and safety information, development of indicators, safety performance monitoring and management, safety data collection and processing system (SDCPS), data visualization, reporting and communication of analysis results, developing a safety intelligence strategy, and implementation strategies and ideas. The workshop will be conducted in the English language only.

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The workshop materials will be posted on the ICAO ESAF Regional Office website before the beginning of the workshop. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event. Participants will need to bring their own laptops or have access to a computer during the workshop. The information bulletin will be provided shortly on the ICAO ESAF website.

Considering the need to make the corresponding administrative arrangements for this workshop, we would greatly appreciate if the nominated participants registered by filling out the registration form on the following link: <https://www.icao.int/ESAF/Pages/safet-intelligence-workshop-2025.aspx> at the earliest convenience but not later than **19 May 2025**. As seats are limited, participation will be on a first-come first-served basis. If there are seats remaining, these will be for service providers of the State to register and participate.

Should you require further information regarding the workshop, please contact Mr. Zewdu Teklay Aregawi, Regional Officer, Safety Implementation at: [zaregawi@icao.int](mailto:zaregawi@icao.int) and Ms. Zimmerman Ruviana, Safety Performance Management Officer at: [rzimmerman@icao.int](mailto:rzimmerman@icao.int)

Yours sincerely,



**Lucy Mbugua**  
Regional Director

