



International  
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منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Reference: T 3/9.16 – AP119/24 (ATM)

27 September 2024

**Subject:** Workshop on Oversight of Instrument  
Flight Procedures (IFPs) for CAAs (Nadi, Fiji, 29–30  
October 2024)

**Action required:** To complete the online registration by  
**11 October 2024 (Revised date)**

Sir/Madam,

In view of several Significant Safety Concerns (SSCs) raised during the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Audit of some States related to the regulatory oversight of Instrument Flight Procedures (IFP), a workshop is being organised to share valuable lessons on the various SSCs, strengthen the oversight function of IFPs and to pre-empt any potential SSCs in the APAC region on account of the PAN OPS field USOAP protocol questions.

Following the successful Workshop on Oversight of Instrument Flight Procedures (IFPs) for CAAs in April 2024 in Bangkok, Thailand, ICAO has decided to conduct another workshop. The content of the workshop will remain the same as in the first workshop. I am pleased to invite your Administration to participate in the *Workshop on Oversight of Instrument Flight Procedures (IFPs) for CAAs*, which will be held from 29 to 30 October 2024 at the Civil Aviation Authority of Fiji (CAAF) in Nadi, Fiji.

The content of the workshop includes:

- Important lessons learned from the various SSCs, common gaps and potential mitigations;
- Requirements of effective oversight of IFPs on design, validation, approval & maintenance;
- Tools and best practices for the development of a strong oversight of IFPs to ensure the quality assurance requirements are fully met; and
- Illustrate processes to evolve effective implementation framework in CAAs for oversight of IFPs.


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The target audience of the workshop is CAA regulatory personnel engaged in approval and oversight of IFPs as well as procedure design personnel of IFP service providers. Therefore, I strongly encourage States/Administrations to attend this workshop and enhance awareness of the best practices followed in the design validation, approval and oversight of IFPs.

Enclosed herewith is the *Revised* Program of the Workshop (**Attachment A**) and Workshop Bulletin (**Attachment B**). Kindly complete online registration(s) of the delegate(s) from your State/Administration who will attend the workshop by **11 October 2024** through the link provided at the meeting webpage on the following link: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>.

A visa support letter, if needed, may be obtained from the ICAO PSIDS Liaison Office, [APAC-PLO@icao.int](mailto:APAC-PLO@icao.int); and [APAC@icao.int](mailto:APAC@icao.int). Requests for visa supporting letters should be submitted **as soon as possible**, and in any event not later than **11 October 2024**. Requests should include a copy of the passport biodata page.

Yours sincerely,



*for* Tao Ma  
Regional Director

**Enclosure**

- A – Program of the Workshop
- B – Workshop Bulletin

## REVISED TENTATIVE PROGRAM

TIME	ACTIVITIES
<b>TUESDAY 29 OCTOBER 2024</b>	
0800–0900	Registration of Participants
0900–0915	Opening Remarks
0915–0945	<i>Group Photo and Tea/Coffee Break</i>
0945–1045	Oversight Requirements of IFPs
1045–1200	Regulatory Framework of IFP oversight and IFP approval process
1200–1300	<i>Lunch Break</i>
1300–1430	Lessons Learnd on Oversight of IFPs – States
1430–1500	<i>Tea/Coffee Break</i>
1500–1700	Lessons Learnd on Oversight of IFPs – States (Cont.)
<b>WEDNESDAY 30 OCTOBER 2024</b>	
0900–1000	USOAP perspective on IFPs
1000–1030	<i>Tea/Coffee Break</i>
1030–1130	Discussion on SSCs raised on IFPs & their CAPs
1130–1230	<i>Lunch Break</i>
1230–1330	Discussion on SSCs raised on IFPs & their CAPs (Cont.)
1330–1500	Interactive session on PQs related to IFPs or Development of CAPS exercise
1500–1530	<i>Tea/Coffee Break</i>
1530–1630	Interactive session on PQs related to IFPs or Development of CAPS Presentation
1630–1700	Summary of Workshop

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INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE

WORKSHOP ON OVERSIGHT OF INSTRUMENT FLIGHT PROCEDURES (IFPS) FOR  
CAAs

*(Nadi, Fiji, 29 – 30 October 2024)*

WORKSHOP BULLETIN

1. **Dates and Venue**

1.1. The ICAO Workshop on NASP Development will be held at the Civil Aviation Authority of Fiji (CAAF) Headquarters Training Room, from Tuesday 29 October to Wednesday 30 October 2024. The meeting will start at 09:00 hours each day.

The Civil Aviation Authority of Fiji (CAAF) Headquarters  
Ottawa Road  
Fiji Airports Compound  
Namaka, Nadi  
[Location \(Google Maps\)](#)

Workshop web-page:  
[icao.int/APAC/Meetings/Pages/2024-Oversight-of-IFPs-WS.aspx](https://www.icao.int/APAC/Meetings/Pages/2024-Oversight-of-IFPs-WS.aspx)

2. **Officers and Secretariat**

NAME	TITLE	CONTACT
Mr. Ying Weng Kit	Air Traffic Management Officer	<a href="mailto:wying@icao.int">wying@icao.int</a>
Ms. Prakayphet Chalayonnawin	Programme Analysis Associate, Air Traffic Management	<a href="mailto:pchalayonnawin@icao.int">pchalayonnawin@icao.int</a>
Mr. Shane Sumner	PSIDS Liaison Officer	<a href="mailto:ssumner@icao.int">ssumner@icao.int</a> +679 672 2537 +679 998 3604

2.1. Participants are required to carry either a valid government-issued identity card (citizens of the host State, Fiji) or passport for verification of their identity at registration. All participants are required to follow the CAAF visitor security screening procedure and must comply with security instructions when inside the CAAF premises.

2.2. Workshop participants are requested to register at the Registration Desk in the reception area of CAAF Headquarters between 08:30 and 09:00 hours on the opening day of the workshop and obtain a workshop identification badge. The identification badge must be always worn visibly while on the CAAF premises.

### **3. Workshop Documents, Papers for Distribution etc.**

3.1. Workshop documents will be available prior to the workshop at:

[www.icao.int/APAC/Meetings/Pages/default.aspx](http://www.icao.int/APAC/Meetings/Pages/default.aspx)

3.2. Paper documents in hardcopy will not be available.

### **4. Food and Catering Arrangements**

4.1. Lunch, and tea/coffee breaks, will be provided.

4.2. Several options for lunch are also available within a 5 – 10 minute walk from CAAF Headquarters.

4.3. Participants should note that the workshop programme will resume promptly at the programmed time following the lunch break (normally 1 hour).

### **5. Visa, Insurance and Customs**

5.1. Information on Fiji entry requirements is available from the [Fiji Immigration website](#).

5.2. Application for any required visa is the responsibility of the Administration/Organization or delegate concerned. A visa support letter, if needed, may be obtained from the ICAO PSIDS Liaison Office, [APAC-PLO@icao.int](mailto:APAC-PLO@icao.int); and [APAC@icao.int](mailto:APAC@icao.int). Requests for visa supporting letters should be submitted **as soon as possible**, and in any event not later than **11 October 2024**. Requests should include a copy of the passport biodata page. Other information may also be requested, if so determined by the Government of Fiji.

5.3. Participants are responsible for their own health, medical and/or travel insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO and CAAF will not be responsible for any expenses incurred by persons participating in these events. Information for travel requirement shall be obtained from the [Fiji Immigration website](#).

5.4. Please refer to the [Fiji Customs Website](#) for the restricted or prohibited items that cannot be brought into Fiji.

### **6. Hotel Reservations and Transportation**

6.1. Participants are required to make their own accommodation arrangements. The following hotels are located in proximity to the CAAF Headquarters and PSIDS Liaison Office.

Hotel Name		Road Distance and Travel Times	Website
1.	Tanoa International Hotel	3.3 km – 7 mins travel by car	<a href="https://www.tanoahotels.com/tanoa-international-hotel/">https://www.tanoahotels.com/tanoa-international-hotel/</a>
2.	Novotel Hotel, Nadi	3 km – 6 mins travel by car	<a href="https://all.accor.com/hotel/6287/index.en.shtml">https://all.accor.com/hotel/6287/index.en.shtml</a>
3.	Mercure Nadi	3.5 km – 8 – 10 mins travel by car	<a href="https://all.accor.com/a/en.html">https://all.accor.com/a/en.html</a>

Hotel Name	Road Distance and Travel Times	Website
4. Ratsun Nadi Airport Apartment Hotel	2.0 km – 5 mins travel by car	<a href="http://ratsunhotels.com">Ratsun Nadi Airport Apartment Hotel (ratsunhotels.com)</a>
5. Fiji Gateway Hotel	3.6 km – 7 mins travel by car	<a href="https://www.fijigateway.com/">https://www.fijigateway.com/</a>
6. Tanoa Skylodge	2.2 km – 5 mins travel by car	<a href="https://www.tanoahotels.com/tanoa-skylodge-hotel/">https://www.tanoahotels.com/tanoa-skylodge-hotel/</a>

6.2. ICAO and CAAF do not endorse any particular hotel, and do not bear responsibility for any incident arising from a stay of the participant in any of the listed hotels. Other options are available within reasonable travelling time from the workshop venue.

6.3. *Transportation from/to the Airport* - Participants must make their own arrangements for transport between the airport and their accommodation. Hotels may arrange transport to the airport when departing. Public taxis, which are less expensive than hotel transportation, are widely available. Most taxis use a fare meter, starting at FJD\$2.50 from 06:00 – 22:00, then increasing by FJD\$3.00 after 22:00 at night.

6.4. *Transportation from/to the Workshop Venue* - Public taxis are commonly used when travelling between hotels and the workshop venue.

6.5. The traffic in Nadi tends to get heavy during the morning rush hours from 07:00 – 09:00 and evening rush hours from 16:00 – 18:00. Please do allow some extra time to travel especially in the morning to be on-time before the workshop begins daily.

## **7. Private Vehicle Access and Parking**

7.1. Limited parking space is available at the CAAF Office in Nadi for the CAAF staff. Participants must provide their vehicle information to the Secretariat Office at least 72 hours before access if they wish to use the parking facilities. Parking at the CAAF facility is at the driver's own risk. ICAO and CAAF will not be responsible for any incident concerning parking a vehicle at the CAAF facilities.

## **8. Further Information**

8.1. Smoking is prohibited within ICAO and CAAF buildings. Participants wishing to smoke are requested to use the designated smoking areas.

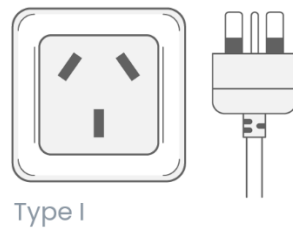
8.2. Information about weather conditions in Nadi may be found on the website of the Fiji Meteorological Service at [Fiji Meteorological Service](http://fiji.meteorological.gov.fj). Due to year-round warm temperatures most people in Fiji wear casual and light clothing, particularly cotton or bamboo fabrics.

8.3. Dress code for the workshop is business attire.

8.4. International credit cards such as Visa and MasterCard are widely accepted in Fiji.

8.5. All commercial banks exchange major foreign currencies, and several foreign exchange agencies are located in Nadi and surrounding suburbs, including the international airport.

8.6. The type of electrical plug and socket typically used in Fiji is Type I, which is the plug that has three flat pins in a triangular pattern. Fiji operates on a 240V supply voltage and 50Hz:



<https://world-power-plugs.com/fiji>

8.7. For further information, please contact the Secretariat at [APAC@icao.int](mailto:APAC@icao.int).

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