



INTERNATIONAL CIVIL AVIATION ORGANIZATION

EASTERN AND SOUTHERN AFRICAN REGIONAL OFFICE

SEMINAR/WORKSHOP ON ICAO 5 LETTER NAME CODE (ICARD/5LNC)

(Nairobi, Kenya, 7-8 November 2011)

SUMMARY OF DISCUSSIONS

1. INTRODUCTION

1.1 Type of seminar/workshop, place, duration and attendance

1.1.1 The ICARD Seminar/Workshop was part of the ESAF Regional Office effort to support States in its area of accreditation on the use of the online 5 Letter Name Code (5LNC) system. Audio/visual presentations were made to provide knowledge on the system and its requirements. Hands-on training and exercises were also provided on the system.

1.1.2 The target audience were Civil Aviation Administrations (CAAs) and Air Navigation Service Providers (ANSPs) officials involved with air traffic services (ATS) route planning and instrument flight procedures design. Focus was on ESAF States; however, other AFI States were invited to participate.

1.1.3 The Seminar Workshop was held at the ICAO ESAF Regional Office at the United Nations compound in Nairobi, Kenya, and was attended by a total of seventeen (17) participants from ten (10) States. The list of participants is at **Appendix A** to this Summary.

1.2 Mr. Boitshoko Sekwati, Deputy Regional Director ESAF Regional Office, delivered the opening remarks on behalf of Mr. Meshesha Belayneh, Regional Director. Mr. Sekwati thanked the participants for their attendance, their States and organizations for making resources available, noting the benefits to be realized by the States and airspace users in this regard.

1.2.1 Mr. Seboeso Machobane, Regional Officer ATM, was the Secretary of the Seminar/Workshop, supported by Mr. David Labrosse, Regional Officer ATM. Mrs Nikki Goldschmid, Assistant ATM and ICARD Data Manager from the ICAO EUR/NAT Regional Office was the facilitator of the Seminar/Workshop.

1.3 **Objective of the Seminar/Workshop and Programme**

1.3.1 The objective of the Seminar/Workshop was to provide ESAF States with the ability to optimally utilize the ICARD system in their ongoing tasks of ATS route development, instrument flight procedures implementation, and the implementation of Performance Based Navigation (PBN) in general. The event was held over a two day period.

2. **PRESENTATIONS, DISCUSSIONS AND THE SEMINAR/WORKSHOP**

2.1 A presentation was delivered to provide knowledge on the system, its background and functions. Topics covered include the following:

- (a) Relevant ICAO provisions particularly from Annex 11 to the Chicago Convention;
- (b) The system of 5 Letter Name Code (5LNC) and geographical coordinates to be used;
- (c) Types of ICAO approved 5LNC;
- (d) Background on the current 5LNC allocations to ICAO Regional Offices and the blocks allocated to States;
- (e) Evolution of the 5LNC and ICARD systems, from hard copy system to web-based;
- (f) Types of users of the ICARD system;
- (g) Access to public sites of the online system and available functions;
- (h) Access for route planners;
- (i) Registration process;
- (j) Functions of the system; and
- (k) Roles of data managers and support.

2.2 Copies of detailed guidance were provided to participants for ongoing reference and to refresh the skills learned.

2.3 Nearly three quarters of the two day event was dedicated to practical, hands-on activities of the workshop. In this regard, participants went through the actual online processes, including the following:

- (a) Creating an ICARD account;
- (b) Navigating the ICARD 5LNC menu;
- (c) Selecting preferred 5LNCs from the reserve list and submitting them for approval by data managers;
- (d) Selecting unused 5LNCs from block allocations for the respective States and re-submitting them for use in the reserved list; and
- (e) Submitting proposed changes to resolve safety issues such as similar pronunciation of proximate 5LNC.

2.4 During the workshop, the following were achieved:

- (a) The participants were able to adequately use the ICARD system for various functions; and
- (b) More than 185 5LNCs were processed; newly assigned, replaced or deleted.

3. SEMINAR/WORKSHOP EVALUATION

3.1 Participants were provided with evaluation forms on which feedback on the Seminar/Workshop could be provided. The following is a summary of the feedback and comments:

- (a) The Seminar/Workshop was highly appreciated for its immediate practical applicability;
- (b) Most appreciated was the workshop part of the event, in which the participants used actual existing requirements and situations from their airspace for the exercises;
- (c) There was a general view that similar seminars/workshops, from which participants could directly apply the knowledge/skills should be convened by ICAO;
- (d) Disappointment was expressed on the relatively slow internet service which reduced the pace of exercises; and
- (e) Participants expressed satisfaction on the delivery of the Seminar/Workshop by the facilitators.

4. CONCLUSION

The Seminar/Workshop was characterized by high interest and interaction from participants who appreciated the material delivered. The event was successful in all intended respects, particularly in enabling the participants to comfortably use the ICARD system. By the end of the event the participants had registered and successfully used the system to address their requirements.

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SEMINAR/WORKSHOP ON ICAO 5 LETTER NAME CODE (ICARD/5LNC)
(NAIROBI, KENYA, 7 - 8 NOVEMBER 2011)

LIST OF PARTICIPANTS

NO.	STATES	NAMES	OFFICIAL TITLE/DESIGNATION, ADDRESS AND CONTACT INFORMATION
1.	Cape Verde	Ms. Solange Varela	Air Traffic Controller Head of Service of ATS OPS Airports & Air Navigation Services (ASA) Cape Verde svarela@asa.cv solvarelakj@hotmail.com
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