



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref: ES ME 3 – 0514

26 August 2010

**Subject: Fourth Meeting of Directors General of Civil Aviation of ESAF and WACAF States (Ezulwini Valley, Swaziland, 8 – 9 November 2010)**

**Action Required: To reply in line with Paragraph 5 and 6**

Sir/Madam,

1. I have the honour to inform you that the Fourth Meeting of Directors General of Civil Aviation of Eastern & Southern Africa (ESAF) and Western & Central Africa (WACAF) will be held in Ezulwini Valley, Swaziland, from 8 to 9 November 2010, at the kind invitation of the Civil Aviation Authority and Government of the Kingdom of Swaziland.
2. The Provisional Agenda and Explanatory Notes for the meeting are at **Attachment A** to this letter. The meeting will be conducted in English and French, and documentation prepared by the Secretariat will be issued in both languages.
3. The focus of the meeting will be on policy matters and implementation regarding aviation safety, efficiency, and security.
4. Your Administration is hereby invited to participate in the said meeting; and in this regard, it is highly recommended that Directors General attend in person accompanied by appropriate Technical Experts from their Organizations in order to derive optimum advantage and benefits from the meeting. The General Information Bulletin including the list of hotels in Manzini will be sent to you in due course.
5. Those intending to present papers should ensure that they reach the Secretariat by e-mail ([icao@icao.unon.org](mailto:icao@icao.unon.org)) not later than **1 October 2010** in order to ensure that they are translated. As a matter of procedure, papers received after this date will be distributed in the language in which they are received. The meeting will be conducted with minimal paper, and participants are encouraged to download the working papers from the website and bring laptops with them.

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6. Kindly advise this Office of your participation at this important meeting at your earliest convenience but in any case not later than **1 October 2010** providing the names and functions of all participants from your State by completing and returning the attached Registration Form.

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



G.P. Moshabesha  
ICAO Regional Director  
Eastern and Southern African Office

**Attachment A: Provisional Agenda & Explanatory Notes**