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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref. ES AN 6/8 - 0085

26 January 2012

**Subject: Second Joint Meeting of AFI Aeronautical VSAT Networks Managers
(Douala, Cameroon, 28 February – 1 March 2012)**

Action required: Kindly reply to Paragraph 4 hereunder by 15 February 2012

Sir/Madam,

I have the honour to refer to the First Joint Meeting of AFI Aeronautical VSAT Networks Managers, which was held in Kwa-Zulu Natal, South Africa, from 13 to 15 June 2011. The meeting particularly welcomed ASECNA's offer to host a second meeting intended to assess the progress made in the development of a regional project on an AFI integrated aeronautical telecommunication infrastructure, and accordingly develop proposals and recommendations for consideration at the next APIRG meeting.

2. I am pleased to inform you that ASECNA has confirmed their offer to host the Second Joint Meeting of AFI Aeronautical VSAT Networks Managers in Douala, Cameroon, from 29 February to 1 March 2012, and your Administration/Organization is hereby invited to participate.

3. The main objective of the meeting is to review and update the characteristics and operational performance of AFI VSAT networks, assess progress made in the development of a regional project on an AFI integrated aeronautical telecommunication infrastructure by the Task Force established by the First Joint Meeting, review the outcome of the ITU WRC-2012 with respect to international protection of C-Band, and prepare a report to be presented to APIRG/18 Meeting (Kampala, Uganda, 27-30 March 2012). The Provisional Agenda (WP/1) and Information Bulletin (IP/1) for the meeting are attached hereto as **Appendices A and B**, respectively. The terms of reference of the Task Force on VSAT Networks are also attached as **Appendix C**. The meeting will be conducted in English language only and documentation will be issued in this language.

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4. Your Administration/Organization is kindly requested to indicate at its earliest convenience whether it intends to participate in the Second Joint Meeting of the AFI Aeronautical VSAT Networks Managers to be held in Douala, Cameroon from 28 February to 1 March 2012, and if so, indicate the names of your delegates (preferably via electronic mail to: icaoesaf@icao.int and icaowacaf@dakar.icao.int). In doing so, please indicate whether your delegation will also include representatives from your system supplier and communicate their names.

Accept, Sir/Madam, the assurances of my highest consideration.



Meshesha Belayneh
ICAO Regional Director
Eastern and Southern African Office

Attachments:

- **Appendix A:** Provisional Agenda
- **Appendix B:** Information Bulletin
- **Appendix C:** Terms of reference of the Task Force Established by AFI VSAT Networks Managers

PROVISIONAL AGENDA

- Agenda Item 1: Follow up on the Conclusions and Decisions of the First Meeting of AFI VSAT Networks Managers and Fourth Meeting of APIRG Communications, Navigation and Surveillance Sub-group
- Agenda Item 2: Review of networks' characteristics and performance
- Agenda Item 3: Development of a regional project on an integrated aeronautical telecommunication infrastructure:
- 3.1 Technical issues
 - 3.2 Administrative issues
 - 3.3 Financial issues
- Agenda Item 4: International protection of C-Band for aeronautical VSAT networks
- Agenda Item 5: Preparation of APIRG/18 Meeting
- Agenda Item 6: Future work programme and composition of the Task Force on VSAT networks
- Agenda Item 7: Any other business

INFORMATION BULLETIN

1. VENUE

1.1 The Second Meeting of the AFI Aeronautical VSAT Networks Managers (AFI/VSAT/2) will be held at the **Hotel SAWA**, 488 rue du Verdum – Bonanjo, Cameroon, from 28 February to 1 March 2012.

2. REGISTRATION

2.1 The participants are requested to pre-register by filling the attached registration form and sending by fax or e-mail to icaowacaf@dakar.icao.int, KOMGUEMMAGNIApo@asecna.org

2.2 Based on the duly completed pre-registration form received by the secretariat, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk on **28 February 2012 (08:30-09:30 Hours)**, during the first day of the meeting.

3. OPENING SESSION

3.1 The official opening of the Second Meeting of the AFI Aeronautical VSAT Networks Managers (AFI/VSAT/2) will take place on 28 February 2012 at **09:30**. The formal meeting will be held daily from **08:30 a.m.**

4. WORKING LANGUAGE AND DOCUMENTS

4.1 The workshop will be conducted in English with translation into French.

4.2 In order to avoid paper waste and to save the environment, all the meeting documents will be available online and displayed by video projector.

4.3 Participants are kindly requested to bring laptops.

5. HOTEL INFORMATION

5.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached.

6. TRANSPORTATION

6.1 Douala International Airport is situated about 4 kilometers (about 8 minutes drive) from the city centre. Taxis are readily available; the taxi fare from the airport to the city centre is between **FCFA 3000-5000**.

6.2 Transport to and from the **Hotel SAWA** could be provided to all participants at their request. The practical organization for the transport will be precised after participants' arrival and accommodation.

7. VISA

7.1 While all travelers arriving in Cameroon should have a valid passport, Cameroon entry visas are required. Participants are therefore advised to ascertain whether or not they are exempt from visa requirements at the respective Cameroon embassies.

8. HEALTH

8.1 Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Cameroon.

8.2 Presentation of yellow fever certificate at the point of entry is highly required for all participants.

9. WEATHER AND LOCAL TIME INFORMATION

9.1 During February and March, the average temperature is 28.5°C; mean minimum temperature is 25°C and mean maximum is 32°C.

9.2 The local time in Cameroon territory is Universal Time +1 (UTC+1) or GMT+1 time.

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The national currency in Cameroon is the Francs CFA. There are coins of 5 FCFA, 10 FCFA, 25 FCFA, 50 FCFA, 100 FCFA, and 500 FCFA. Notes are issued in denominations of 1000, 2000, 5000 and 10000 FCFA.

10.2 The exchange rate EURO/CFA is constant **1Euro for 655,957 FCFA**.

10.3 Commercial banks provide exchange facilities. Most banks are open between 07:30 a.m to 15:30 p.m from Monday to Friday.

11. ELECTRICAL SUPPLY

11.1 Local voltage is **220/240V 50 Hz** with French plugs. Participants from countries using English plugs may bring suitable plugs for their laptops.

12. TELEPHONES

12.1 Worldwide direct connections are available, using the international code or telephone operator if necessary.

12.2 From abroad dial **+237** followed by required number. There are several mobile operators including MTN, ORANGE, and CAMTEL.

LIST OF HOTELS IN DOUALA, CAMEROUN

Hotel	Room Prices	ADRESS	FACS	PHONE	Mail or site web
SAWA	48.000	488 rue du Verdum – Bonanjo BP 2345	(+237)33423871	(237)33501400	www.hotelsawa.com
Hôtel Résidence la Falaise	45 500 y compris petit déjeuner	503 Boulevard de la Liberté BP 5300 Douala	(+237)33432831	(237)33426873	info@residencelafalaise.net www.residencelafalaise.net
SKY Hôtel	20000	Rue Paul Monthé Bonapriso BP1081 Douala	(+237)33426005	(237)99470200 (237)79403932	skybonapriso@yahoo.fr
AKWA Palace	130 000	Akwa Boulevard de la Liberté BP4007	(+237)33422601	(237)33427416	www.hotel-akwa-pacale.com

**TASK FORCE ON THE DEVELOPMENT OF REGIONAL PROJECT ON AN AFI
INTEGRATED AERONAUTICAL TELECOMMUNICATION
INFRASTRUCTURE TERMS OF REFERENCE**

1. Vision

- a) Continue to improve safety within the AFI region.
- b) Enhance AFI Aeronautical Infrastructure safety.
- c) Improve the contribution of infrastructure in AFI safety endeavours.
- d) To enhance contribution of aeronautical communications infrastructure in the AFI region.
- e) Enhancement of safety through elimination of deficiencies associated with AFI aeronautical infrastructure.

2. Objectives

- a) Develop a sustainable and integrated/interoperable VSAT networks to provide aeronautical telecommunications services in AFI region;
- b) Upgrade technical capabilities of the networks to comply with the ICAO SARPs and guidance material, user requirements and global best practices;
- c) Ensure financial sustainability of the networks through equitable and fair allocation of costs to states and users;
- d) Create harmonious and seamless administrative oversights for the networks;
- e) Enlist states' commitment to this initiative;
- f) Achieve the ATN concept for AFI; and
- g) Apply appropriate costs-effective technologies.

3. Deliverables

The deliverables expected from the Task Force include:

3.1. Technical:

- a) Detailed gap analysis based on ICAO SARPs and guidance material, user requirements and global best practices;
- b) Architectural requirements; Recommendations for a road-map, to be implemented by States; and
- c) Maintenance.

Composition of the Technical Team:

- Egypt, ATNS (South Africa, **Team Leader**), Tanzania, ASECNA, Roberts FIR, Botswana, Mozambique, Nigeria, IATA, Rwanda, France/Reunion, Swaziland, Uganda, SITA, CACAS

3.2. Financial:

- a) Cost estimates;
- b) Funding (project teams and integrated network model);
- c) Cost recovery methods (cost sharing amongst states, billing); and
- d) Maintenance

Composition of the Financial Team:

- ATNS (South Africa), ASECNA (**Team Leader**), IATA, France, Kenya, Uganda

3.3. Administrative:

- a) Oversight model;
- b) States' commitment;
- c) Legal issues; Governance; and
- d) Maintenance.

Composition of the Administrative Team:

- ATNS (South Africa), ASECNA, Egypt, IATA, Kenya (**Team Leader**), Tanzania

4. Working arrangements and milestones

- a) Electronic correspondence
- b) Teleconferencing
- c) AFI VSAT/2 Meeting
- d) APIRG/18 Meeting
