



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

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

Ref: ES AN 1/6.4 – 0461

29 May 2015

**Subject: Eleventh Meeting of the Aerodrome Operations Planning Sub-Group
(AOP/SG/11) (Senegal, Dakar, 3 – 7 August 2015)**

Action Required: Reply at your earliest convenience, preferably not later than 30 June 2015

Dear Sir/Madam,


I wish to inform you that the Eleventh Meeting of the Aerodrome Operations Planning Sub-Group (AOP/SG/11) is scheduled to be held in Dakar, Senegal, from 3 to 7 August 2015. Your State/Organization is therefore invited to nominate participants to this meeting bearing in mind the decision that was made at AOP/SG/6 and endorsed by the fifteenth meeting of the Africa-Indian Ocean Planning and Implementation Regional Group (APIRG/15) that in order to ensure efficiency during these meetings, whenever possible, nominations should include individuals who have participated at previous AOP/SG meetings.

Participants are encouraged to prepare information and working papers on the Agenda Item of their choice. However, only working papers submitted on/or before **30 June 2015** shall be translated. Information papers and appendices to working papers will be distributed in the language they are submitted. Participants are further advised to bring along laptops as working papers will be distributed only in electronic format.

The meeting shall be conducted in English and French languages. Documentation will be distributed in both languages.

Attached please find the Agenda, Information Bulletin and Registration Form. In addition to returning a duly completed registration form (attached), all the duly nominated State officials are required to register online at <http://www.icao.int/ESAF/reg/Pages/default.aspx>

Yours Sincerely,


Barry Kashambo
Regional Director

Attachments:

- **Attachment A:** Provisional Agenda of the meeting
- **Attachment B:** Information bulletin and List of Hotels/Guest Houses
- **Attachment C:** Registration form.