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Civil Aviation
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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 4/22 - 0287

12 May 2016

Subject: Air Traffic Services (ATS) Incident Investigation and Report Writing Training (ESAF Regional Office, Nairobi, Kenya 18 to 22 July 2016)

Action Required: Confirm participation not later than 17 June 2016

Dear Sir/Madam,

I wish to refer to the discussions within the framework of the AFI Planning and Implementation Regional Group (APIRG) concerning the quality and effectiveness of ATS incident investigations and investigation report development.

The APIRG/20 Meeting held in Yamoussoukro, Cote d'Ivoire, from 30 November to 2 December 2015, noted that the quality of ATS investigation reports, recommendations and States' action thereon reflected lack of skills in ATS incident investigation and related report development. Consequently a need was identified in order to improve the quality and effectiveness of investigation reports in order to facilitate the improvement of safety.

In an effort to support ESAF Member States in meeting the requirement for the above-mentioned task, I am pleased to inform you that ICAO, in collaboration with the Federal Aviation Administration (FAA), is organizing an Air Traffic Services (ATS) Incident Investigation and Report Writing Training, which will be hosted by the ICAO ESAF Regional Office in Nairobi, Kenya, from 18 to 22 July 2016.

The training will consist of presentations by subject matter experts from the FAA and ICAO, as well as group exercises to provide practical application of some of the knowledge and skills. The envisaged candidates for this training are officers in air navigation service providers and regulatory organizations, charged with the responsibilities for follow up, investigation development of recommendations to improve safety. As such, in order to make effective use of this rare opportunity, in deciding on nominations for the training, your Administration/Organization is requested to adhere to this criterion. In addition, as space will be limited, States/Organizations that nominate more than two officials are requested to indicate the first two choices.

The provisional programme is provided in **Attachment A** to this letter. A bulletin containing useful information for participants, as well as the registration form are provided in **Attachment B** and **Attachment C** respectively.

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You are requested to kindly confirm the participation of your Administration/Organization at your earliest convenience, in any case not later than **17 June 2016** by forwarding registration forms, dully filled with particulars, to the following e-mail address icaoesaf@icao.int, copy to ckim@icao.int and rafael.quezada@faa.gov.

Yours sincerely,



Barry Kashambo
Regional Director

Attachments: A. Provisional programme
B. Information Bulletin
C. Registration form