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国际民用
航空组织

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

Ref: ES AN 3/20 - 0634

24 September 2019

**Subject: ICAO Regional Workshop on the New Global Reporting Format for Runway Surface Condition:
(Johannesburg, South Africa, 28-29 November 2019)**

Action Required: Reply by 15 October 2019

Sir/Madam,

I wish to inform you that the ICAO Eastern and Southern African (ESAF) Regional Office is planning to conduct a Workshop on New Global Reporting Format (GRF) for Runway Surface Condition to be held at the **Southern Sun Hotel, O.R Tambo in Johannesburg, South Africa, from 28 to 29 November 2019.**

As you are aware, effective 5 November 2020, the new GRF for assessing and reporting of runway surface condition will ensure a harmonized assessment and reporting of runway surface conditions and improved flight crew assessment of take-off and landing performance.

Pursuant to the ICAO/ACI Symposium on Implementation of GRF held in Montreal in March 2019, the workshop is aimed at proactively increasing regional awareness the new GRF methodology and enhance understanding of prevailing challenges and opportunities to comply with ICAO Standards and Recommended Practices, guidance material requirements and best practices.

Please note that your nominees should be selected from both the civil aviation authorities and air navigation and airport entities such as aerodrome operators, aircraft operators, air navigation service providers, aeronautical information service providers and aerospace industry. The workshop will be conducted in the **English language only.**

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Attached please find the workshop registration form (**Attachment A**). The Schedule/Programme for the Workshop together with the Information Bulletin listing the hotels in Johannesburg (**Attachment B**) will be sent to you as soon as it they ready.

Considering the need to make the appropriate administrative arrangements for this workshop, we would greatly appreciate your informing this Office of your nomination(s), as well as the name of your delegates at earliest possible, but not later than **15 October 2019** at icaoesaf@icao.int; and copy: cnyaga@icao.int;

Yours sincerely,



Barry Kashambo
Regional Director

Attachment: Registration Form