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国际民用
航空组织

T1/32 – 0945

11 October 2016

Subject: Invitation to the 3rd Meeting of the African Flight Procedure Programme (AFPP) Steering Committee (Livingstone, Zambia, 23-24 November 2016)

Action Required: Reply to confirm participation not later than 9 November 2016

Sir/Madam,

I have the honour to inform you that the third Meeting of the African Flight Procedure Programme (AFPP) Steering Committee (SC) will take place in Livingstone, Zambia, on **23-24 November 2016** at the kind invitation of the Zambia Civil Aviation Authority.

I would like to invite your Administration to attend the third AFPP SC Meeting as a member State. In addition, States who are not as yet members and potential Donor organizations are encouraged to attend this important meeting.

The objectives of the meeting are to review the activities conducted by the AFPP in 2016, to adopt of 2017 Work Programme, to approve 2017 budget, and to discuss the AFPP Phase II Task Force report for a potential renewal of the Programme for Phase II, after May 2017.

In this regard, it is highly recommended that the Directors General attend in person, and be accompanied by technical experts as necessary to take full advantage of the meeting's deliberations.

Working Papers (WPs) and Information Papers (IPs) to be considered by the Steering Committee, should be sent by Member States to the AFPP Secretary **not later than 9th November 2016** at the following e-mail address: AMane@icao.int and copy to FLegrand@icao.int. Information Papers (IP) would be forwarded on the same process.

The meeting will be conducted in English and French languages with simultaneous interpretation services and documentation prepared by the Secretariat will be issued in English. Documents will be made available prior to the meeting at <http://www.icao.int/WACAF/African-FPP/Pages/default.aspx>. Also attached to this letter is the provisional agenda (**Attachment A**).

You are kindly requested to confirm the participation of your Administration/Organization as soon as possible, **not later than 9 November 2016**. Please complete and return the registration form (**Attachment B**) using the following e-mail addresses icaoesaf@icao.int or icaowacaf@icao.int, with a copy to FLegrand@icao.int.

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The information bulletin for the meeting, including the list of hotels in Livingstone, will be provided separately in due course.

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

A handwritten signature in blue ink, appearing to read 'Mam Sait Jallow', with a horizontal line extending to the right.

Mam Sait Jallow
Regional Director

Attachment **A:** Draft Agenda
 B: Registration form