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T 1/32 - 0733

16 September 2015

Subject: Invitation to the ICAO Quality Assurance for Instrument Flight Procedure Implementation Workshop (African Flight Procedure Programme / AFPP)
(Nairobi, Kenya, 3-6 November 2015)

Action Required: Reply to confirm participation not later than 23 October 2015.

Sir/Madam,

I have the honour to inform you that a workshop on the Quality Assurance for Instrument Flight Procedure Implementation will be conducted for the benefit of African States, at the East African School of Aviation (EASA), located next to the Jomo Kenyatta International Airport in Nairobi, Kenya, from 3 to 6 November 2015 to which your Administration/Organization/Company is kindly invited.

The purpose of this workshop, which is being organised in the framework of African Flight Procedure Programme (AFPP) activities, is to assist African States in developing their capability for the implementation of flight procedure design, including Performance Based Navigation Procedures, according to the quality assurance process stipulated in ICAO Documentation 9906, "Quality Assurance Manual for Flight Procedure Design".

The 4-day workshop will assist States in improving their knowledge related to the full instrument flight procedure implementation process as described in ICAO Doc 9906. Participants will therefore be given the appropriate tools and knowledge for the use of the quality assurance process.

The workshop is open to personnel from air navigation services providers in charge (presently or in the future) of airspace and instrument flight procedures design, air traffic control and airspace management; national regulatory authorities in charge of instrument flight procedures implementation approval and oversight; and air operators involved in flight operations.

The number of participants to be admitted to the workshop will be strictly limited to 30 in order to ensure a better quality of workshop activities. Consequently, States are requested to nominate and send completed registration forms only for candidates with the profiles indicated in the above paragraph.

The ICAO Quality Assurance for Instrument Flight Procedure Implementation Workshop (see Agenda in **Annex A**) will be supported by facilitators from the African FPP and external Quality Assurance experts, as well as representatives from African States with adequate expertise in flight procedure design, implementation, approval and oversight.

The workshop will be conducted in English and the documentation which will be issued in English, is being prepared based on the attached agenda and will be posted on the AFPP website (<http://www.icao.int/WACAF/African-FPP/Pages/default.aspx>) and the ICAO websites (<http://www.icao.int/wacaf>, <http://www.icao.int/esaf>) as soon as it is available.

Please note that the use of hard copy (paper) documentation at the workshop will be kept to a minimum, in favour of the use of multimedia projectors and electronic copies of documents. Other than in exceptional cases, documentation will not be provided in hard copy format. Participants are encouraged to bring along suitable computer equipment and accessories such as laptops and USB keys to the workshop to enable them to participate effectively.

You are requested to confirm the participation of your Administration/Organization as soon as possible but in any case not later than **23 October 2015**, giving the names and functions of your nominated participant(s). Please complete and return the registration form (**Annex B**) to the following e-mail addresses icaowacaf@icao.int or icaoesaf@icao.int with a copy to FLegrand@icao.int, or fax the form to: +221338203259.

The information bulletin (Annex C) and a list of suggested hotels (Annex D) in Nairobi is also attached to this letter.

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



Mam Sait Jallow
Regional Director

- Annex A:** Draft agenda
- Annex B:** Registration form
- Annex C:** Information Bulletin
- Annex D:** List of Hotels