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Международная  
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авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Ref.: ES AN 6/7 - 0670

1 November 2010

**Subject: Regional Workshop on Frequency Management and Development of Training Aid (Nairobi, Kenya, 14-16 December 2010)**

Sir/Madam,

1. I have the honour to invite you to a three-day workshop on Frequency Management and Development of Training Aid (ICAO Special Implementation Project) which will be held at the ICAO Regional Office for Eastern and Southern Africa in Nairobi, Kenya, from 14 to 16 December 2010.

2. The main objective of the workshop is to introduce a new web-based frequency management software developed by ICAO, in order to manage aviation frequency spectrum. The workshop will address the following topics:

- Frequency assignments
- Frequency planning tool for radio navigation aids

3. The draft agenda for the workshop is attached hereto. The workshop will be conducted in English language and arrangements will be made by the Secretariat to provide French translation as required in order to facilitate discussions. An information bulletin for the workshop providing additional information and a list of recommended hotels will be sent to you separately.

4. Please be reminded that, in accordance with the ICAO current policy to reduce costs, hard copy documentation at the workshop will be kept to the minimum. In this regard, participants are advised to bring suitable computer equipment (such as laptops) and memory sticks (removable) to the meeting. Participants can also print documentation from the relevant ICAO websites (<http://www.icao.int/esaf> and <http://www.icao.int/wacaf>) and bring along hard copies.

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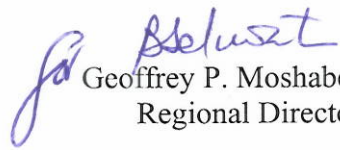
**Attachment: Draft Agenda for the Workshop**

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5. I would appreciate if you could, as soon as possible, but in any case not later than **20 November 2010**; confirm the participation of your Administration/Organization at the workshop.

Accept, Sir/Madam, the assurances of my highest consideration.

  
Geoffrey P. Moshabesha  
Regional Director



International Civil Aviation Organization

**Regional Workshop on Frequency Management and Development of Training Aid  
(Nairobi, Kenya, 14 to 16 December 2010)**

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**DRAFT AGENDA**

**Agenda Item**

1. Frequency assignments.
2. Presentation and discussion of the computer-based frequency assignment tool for communications systems
3. Frequency planning tool for navigation systems (COM List No2), including identification of DMEs within range along PBN routes.
4. Harmonization of COM Tables.
5. Updating of COM List No.3 .

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