



INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ORGANISATION DE L'AVIATION CIVILE INTERNATIONALE  
ORGANIZACIÓN DE AVIACIÓN CIVIL INTERNACIONAL  
МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ГРАЖДАНСКОЙ АВИАЦИИ  
منظمة الطيران المدني الدولي  
国际民用航空组织

BUREAU AFRIQUE OCCIDENTALE ET CENTRALE / WESTERN AND CENTRAL AFRICAN OFFICE

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SR 3/82 – 0690

17 September 2009

**Subject: Third Meeting of Directors General of Civil Aviation of WACAF and ESAF States  
(Lomé, Togo, 3 – 5 November 2009)**

**Action Required: To reply in line with Paragraphs 4, 5 & 6 not later than 30 September 2009**

Sir/Madam,

I have the honour to inform you that the Third Meeting of the Directors General of Civil Aviation of Western & Central Africa (WACAF) and Eastern & Southern Africa (ESAF) will be held in Lomé, from 3 to 5 November 2009, at the kind invitation of the Civil Aviation Authority and Government of the Republic of Togo.

The Provisional Agenda and Explanatory Notes for the meeting, which is being jointly organized by the ICAO Regional Offices in Dakar and Nairobi for the two regions of WACAF and ESAF, are at **Attachment A** to this letter. The meeting will be conducted in English and French, and documentation prepared by the Secretariat will be issued in both languages.

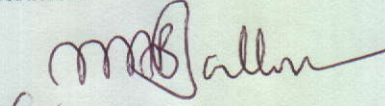
The focus of the meeting will be on Aviation Safety Oversight and Security; two areas which are largely treated in tandem in terms of global civil aviation priorities and given their particular relevance to the challenges confronting the AFI Region vis-à-vis effective implementation.

Your Administration is hereby invited to participate in the said meeting, and in this regard it is highly desirable that Directors General attend in person accompanied by the appropriate Technical Experts from their institutions in order to derive optimum advantage and benefits from the meeting. The General Information Bulletin including the list of hotels in Lomé will be sent to you in due course.

Those intending to present papers should ensure that these reach the Secretariat by e-mail ([icaowacaf@dakar.icao.int](mailto:icaowacaf@dakar.icao.int)) not later than **15 October 2009** in order to expedite and facilitate efficiency. As a matter of procedure, papers received after this date will be distributed in the language in which they are received.

Kindly advise this Office of your participation at this important meeting at your earliest convenience but in any case not later than **30 September 2009**, providing the names and functions of all participants from your State.

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

  
A. O. Guitteye  
ICAO Regional Director  
Western and Central African Office

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
WESTERN AND CENTRAL AFRICAN OFFICE**

**Third Meeting of AFI Region Directors General Of Civil Aviation  
(Lomé, Togo, 3 – 5 November 2009)**

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**PROVISIONAL AGENDA**

- Agenda Item 1. ICAO USOAP: Regional Results Overview and corrective actions by States**
- Agenda Item 2. ICAO USAP: Regional Results Overview and corrective actions by States**
- Agenda Item 3. Regional Cooperation & Implementation initiatives for Aviation Safety / Security (COSCAPs / CASPs)**
- Agenda Item 4. Creation of Regional Organizations for effective and sustainable Aviation Safety Oversight and Accident Investigation (RSOOs and RAIAs)**
- Agenda Item 5. Machine Readable Travel Documents (MRTD)**
- Agenda Item 6. Aviation Safety / Security Training Needs and Capacities**
- Agenda Item 7. Any Other Business**



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**PROVISIONAL AGENDA  
(Presented by the Secretariat)**

**Notes on the Agenda**

**Agenda Item 1. ICAO USOAP: Regional Results Overview and corrective actions by States**

Following presentation of the status of the ICAO USOAP and regional overviews of Audit Results, difficulties States are encountering in the realistic development and implementation of Corrective Action Plans will be examined and guidance provided.

**Agenda Item 2. ICAO USAP: Regional Results Overview and corrective actions by States**

Following presentation of the status of the ICAO USAP and regional overviews of Audit Results, difficulties States are encountering in the realistic development and implementation of Corrective Action Plans will be examined and guidance provided.

**Agenda Item 3. Regional Cooperation initiatives for aviation Safety/Security**

The meeting will discuss various on-going regional cooperation and implementation initiatives in the fields of Aviation Safety and Security (COSCAP / CASPs etc), examine their impact and propose actions for increased effectiveness.

**Agenda Item 4. Creation of Regional Aviation Safety Oversight and Accident Investigation Organizations (RSOOs and RAIAs)**

The creation of Regional Safety Oversight Organizations and Regional Accident Investigation Agencies as viable means for sustainable enhancement of safety in the AFI region will be considered by the meeting. Various existing examples of such organizations and on-going projects will be presented and issues concerning their establishment, operation and delegation of functions discussed.

**Agenda Item 5. Machine Readable Travel Documents (MRTD)**

ICAO requirements for MRTDs will be discussed and the level of implementation in the region examined. Implementation difficulties States may be encountering will be assessed for appropriate guidance.

**Agenda Item 6. Aviation Safety / Security Training Needs and Capacities**

An overview of training needs and capacities in the areas of safety / security for and within the region will be presented. The effectiveness of training will be discussed to help States cultivate reliance on regional and national capabilities.

**Agenda Item 7. Any Other Business**

Under this agenda item the meeting will consider matters proposed for discussion and not addressed in the above items.