Ref. ES AN 6/8 - 0775

6 September 2011

Subject: **Review Meeting of AFI Aeronautical VSAT Networks Managers (Dakar, Senegal, 3-5 October 2011)**

Action required: Kindly reply to Paragraphs 6 hereunder

Sir/Madam,

I have the honour to refer to the 28 July 2011 Side Meeting of the Task Force on the Development of a Regional Project on an AFI Integrated Aeronautical Telecommunication Infrastructure, which was held during the Fourth Meeting of the APIRG Communications, Navigation and Surveillance Sub-group (CNS/SG/4, Dakar, Senegal, 25-29 July 2011). The Task Force members particularly agreed to hold a review meeting to be hosted by ASECNA in Dakar from 3 to 5 October 2011.

2.   I am pleased to inform you that ASECNA has confirmed their offer to host the planned review meeting at their Headquarters situated at 32-38, avenue Jean Jaures, Dakar, and your Administration/Organization is hereby invited to participate.

3.   The objectives of the meeting are to review progress made by the Task Force Teams (Administrative, Financial, and Technical), clearly identify the interrelations, mutual expectations, areas of coordination and information/data to be exchanged between the various teams to enable each them to carry out its assigned tasks in an efficient manner. It is particularly expected that Kenya, Leader of the Administrative Team and ASECNA, Leader of the Financial Team will present an outline of the work being carried out, using the framework developed by the Technical Team as agreed by the side meeting. The meeting will also review and complete the questionnaire prepared by the Task Force Technical Team.

4.   Furthermore, the meeting will discuss the results of the regional survey on missing flight plans and AFTN, which was conducted in the AFI Region in August 2011 as a follow up to the Joint Session of CNS/SG/4 and ATM/AIM/SAR/SG/12 meetings (Dakar, 28 July 2011).

5.   The terms of reference of the Task Force are contained in **Appendix A** to this invitation letter. Your attention is drawn to the revised working arrangements. The tentative Agenda (WP/1), Information Bulletin (IP/1) and Registration Form for the meeting are also attached hereto as **Appendices B, C** and **D,** respectively. The meeting will be conducted in English language only and documentation will be issued in the same language only.

…/2

6.   Your Administration/Organization is kindly requested to confirm at its earliest convenience whether it intends to participate in the Review Meeting of the Task Force to be help in Dakar, Senegal from 3 to 5 October 2011, and if so, indicate the names of your delegates (preferably via electronic mail to: icao@icao.unon.org and icaowacaf@dakar.icao.int). Kindly reply not later than **20 September 2011.**

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

Meshesha Belayneh
ICAO Regional Director
Eastern and Southern African Office

Attachments: Appendix A: Terms of Reference
Appendix B: Tentative Agenda
Appendix C: Information Bulletin
Appendix D: Registration Form

TASK FORCE ON THE DEVELOPMENT OF REGIONAL PROJECT ON AN AFI INTEGRATED AERONAUTICAL TELECOMMUNICATION INFRASTRUCTURE

TERMS OF REFERENCE

1. Vision

a) Continue to improve safety within the AFI region.
b) Enhance AFI Aeronautical Infrastructure safety.
c) Improve the contribution of infrastructure in AFI safety endeavours.
d) To enhance contribution of aeronautical communications infrastructure in the AFI region.
e) Enhancement of safety through elimination of deficiencies associated with AFI aeronautical infrastructure.

2. Objectives

a) Develop a sustainable and integrated/interoperable VSAT networks to provide aeronautical telecommunications services in AFI region;
b) Upgrade technical capabilities of the networks to comply with the ICAO SARPs and guidance material, user requirements and global best practices;
c) Ensure financial sustainability of the networks through equitable and fair allocation of costs to states and users;
d) Create harmonious and seamless administrative oversights for the networks;
e) Enlist states' commitment to this initiative;
f) Achieve the ATN concept for AFI; and
g) Apply appropriate costs-effective technologies.

3. Deliverables

The deliverables expected from the Task Force include:

3.1.   Technical:

a) Detailed gap analysis based on ICAO SARPs and guidance material, user requirements and global best practices;
b) Architectural requirements; Recommendations for a road-map, to be implemented by States; and
c) Maintenance.

Composition of the Technical Team:

- Egypt, ATNS (South Africa, **Team Leader**), Tanzania, ASECNA, Roberts FIR, Botswana, Mozambique, Nigeria, IATA, Rwanda, France/Reunion, Swaziland, Uganda, SITA, CACAS

3.2. Financial:

a) Cost estimates;
b) Funding (project teams and integrated network model);
c) Cost recovery methods (cost sharing amongst states, billing); and
d) Maintenance

Composition of the Financial Team:

- ATNS (South Africa), ASECNA (**Team Leader**), IATA, France, Kenya, Uganda

3.3. Administrative:

a) Oversight model;
b) States' commitment;
c) Legal issues; Governance; and
d) Maintenance.

Composition of the Administrative Team:

- ATNS (South Africa), ASECNA, Egypt, IATA, Kenya (**Team Leader**), Tanzania

4. Working arrangements and milestones

a) Electronic correspondence
b) Teleconferencing
c) Side meeting during CNS/SG/4 Meeting (25-29 July 2011, Dakar, Senegal)
d) Task Force Review Meeting (Dakar, Senegal, 3-5 October 2011)
e) AFI VSAT/2 Meeting (February 2012, Nairobi, Kenya, Tentatively)
f) CNS/SG/5 (February 2012, Nairobi, Kenya, Tentatively)
g) APIRG/18 Meeting (19-24 March 2012, Kampala, Uganda, tentatively)

Appendix B

Review Meeting of the
Task Force on the Development of a Regional Project on an AFI Integrated
Aeronautical Telecommunication Infrastructure
(Dakar, Senegal, 3-5 October 2011)

DRAFT AGENDA

Agenda Item 1:   Election of Chairman and Vice-Chairman of the meeting

Agenda Item 2:   Terms of reference of the Task Force

Agenda Item 3:   Review of progress made by the Task Force Teams

        a.   Progress made by the Technical Team

- Review of the Technical Team Questionnaire

- Review of the results of the AFI Regional Survey on missing flight plans and AFTN

        b.   Progress made by the Administrative Team

        c.   Progress made by the Administrative Team

Agenda Item 4:   Future work programme and timelines

Agenda Item 5:   Coordination between Task Force Teams

Agenda Item 6:   Developments in other ICAO Regions

Agenda Item 7:   Any other business

International Civil Aviation Organization

Review Meeting of AFI Aeronautical VSAT Networks Managers
(Dakar, Senegal, 3-5 October 2011)

INFORMATION BULLETIN

1.   Organization, Site and Dates

The review meeting of AFI Aeronautical VSAT Networks Managers will be held at the ASECNA Conference Hall, located at 32 Avenue Jean-Jaurès, Dakar, Senegal, from 3 to 5 October 2011.

2.   The contacts of the WACAF Office are:

    Tel.:   (+221) 33 839 9393
    Fax :   (+221) 33 823 6926
    Email: icaowacaf@dakar.icao.int

3.   Languages

The workshop and meeting will be conducted in the English language only.

4.   Opening session

The opening session of the meeting will take place on Monday, 3 October 2011 at 0900 hours. The meeting work schedule will be from 0900 to 1500 hours daily, subject to confirmation by the Meeting.

5.   Registration

The registration of delegates/participants will take place at the meeting registration desk by the conference room on 12 September 2011 from 0800 hours.

6.   Instruction and Documentation

The Meeting will be serviced by Mr. Francois-Xavier Salambanga, Regional Officer CNS of the ICAO Dakar Office, assisted by Mr. Prosper Zo'o-Minto'o, Regional Officer CNS of the ICAO Nairobi Office. The documentation for the meeting will be on line and participants are informed to bring laptops for access.

7.   Passport and VISA requirements

A VISA is required for citizens from Non ECOWAS countries. To this effect, the concerned delegates are kindly requested to complete the formalities in advance in order to obtain entry visas from the Senegalese Embassy in their Country, prior to departure.

Delegates who anticipate difficulties with the immigration procedures should contact the ICAO Western and Central African Office for assistance.

8. **Exchange Rate**

The currency used in Senegal is the Franc CFA (1US $ = 458,514 FCFA). The exchange of money should be made in banks or authorized places.

9. **Transportation**

The International airport of Léopold Sédar Senghor of Dakar is situated at about 15 km from downtown. Taxis are available at any time of the day. The charge is 5,000 FCFA from the airport to downtown at daytime and is posted at the arrival hall.

10. **Health**

Participants must ensure that they take out travel insurance (including health) from their home country for the duration of their stay in Dakar. Participants should particularly ensure that their insurance is applicable in Dakar. Furthermore, participants must carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also strongly encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.

Presentation of yellow fever certificate at the point of entry is highly required for the following African countries – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Ivory Coast, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Kenya, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé e Principe, Sierra Leone, Tanzania, Togo, Uganda. You may wish to visit World Health Organization (WHO) website http://www.who.int/ith/ for information on Senegal. Visitors to Senegal arriving from cholera infected areas should have valid vaccination certificates.

11. **Climate**

The minimum temperature during the period is 29°C and the maximum temperature is 32°C.

12. **Lodging**

A list of selected hotels in Dakar is enclosed. The hotel rates quoted are subject to confirmation when making reservations.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

**Review Meeting of AFI Aeronautical VSAT Networks Managers
(Dakar, Senegal, 3-5 October 2011)**

REGISTRATION FORM

(Please return to icao@icao.unon.org copy icaowacaf@dakar.icao.int

Date of Registration : _____

Country/Organization you represent : _____

Name (in full block letters): _____

Hotel Address: _____

Official designation in
Government/Organization: _____

Permanent address to which mail
should be sent after your departure: _____

_____

Telephone: _____Fax No: _____

E-Mail: (typed) _____

SIGNATURE: _____DATE: _____