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المدني الدولي

国际民用
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

T2/10 - 0181

08 March 2011

Subject: QMS for AIS/MAP Service Implementation Workshop (Dakar, Senegal, 17 – 19 May 2011).

Action required: To reply and confirm participation by 15 April 2011.

Sir/Madam,

I have the honour to inform you that a Quality Management System (QMS) Implementation Workshop for AIS/MAP Services is to be conducted for the benefit of States in the AFI Region, at the ICAO Regional Office in Dakar, Senegal, from 17-19 May 2011, to which your administration is invited.

You will recall that Conclusion 15/41 of the APIRG/15 meeting held in Nairobi, Kenya from 26 -30 September 2005 stated inter-alia:

That:

a) in accordance with Annex 15 – Aeronautical Information Services provision: AFI States which have not done so are required to take the necessary measures to implement a Quality Management System within their AIS, in conformity with the ISO 9000 Series of Standards.

Additionally, Standard 3.2.1 of Annex 15 stipulates:

That:

Quality Management System shall be implemented and maintained encompassing all functions of an Aeronautical Information Services as outlined in Standard 3.1.7. The execution of such quality management systems shall be made demonstrable for each function stage, when required.

Amendments 30, 31, 32, 33, 34, 35 and 36 to Annex 15 Aeronautical Information Services included new provisions in the area of quality management of AIS and automated aeronautical information systems, and require that contracting States take all the necessary measures to introduce one properly organized quality system. New provisions have also been noted in amendments 50, 51, 52, 53, 54 and 55 to Annex 4 (Aeronautical charts) with emphasis on aeronautical data quality requirement related to the charting resolution and integrity.

..!..

In an effort to measure the level of awareness and commitment of AIS/MAP Service providers in the AFI Region, regarding the *need for application of Standards and Recommended Practices (SARPs)* and to foster the implementation of AIS/AIM QMS, the ICAO Regional Offices of Dakar and Nairobi agreed to assist States to implement this ICAO requirement by organizing the above-mentioned workshop in collaboration with Eurocontrol and Jeppesen.

This seminar/Workshop will be held at the conference room of the ICAO Regional Office at Dakar, Senegal. The opening session will take place on Tuesday, 17 May 2011 at 09.00 hours. The registration desk will be opened at 08.00 hours for the convenience of participants. The Workshop will be conducted in English and French and simultaneous interpretation will be provided.

The Objectives of the Seminar/Workshop would be to:

- a) increase the level of awareness of AIS/AIM Services providers regarding the need for, and application of the SARPs contained in Annexes 4 and 15;
- b) accelerate the implementation of quality management systems supporting AIS/AIM services across the AFI Region.
- c) provide briefing relating to international requirements and advances being made in the AIS/AIM fields pertaining to QMS implementation.
- d) provide a forum for open discussions relating to AIS/AIM matters of mutual interest between Service providers and users.
- e) provide a forum for AIS/AIM users to articulate their specific needs and requirements; and
- f) provide a forum where technological advancement and enhancements in the field of AIS/AIM can be displayed and demonstrated.

In view of the above, your Administration/Organization is encouraged to participate actively in the Seminar/Workshop by nominating participants and submitting discussion/information papers covering subjects contained in the provisional agenda. I would be grateful to receive any papers you wish to submit, in electronic format at your earliest convenience and in any case **not later than 15 April 2011**, in order to allow for processing and advance posting on the ICAO website.

I would appreciate it if you could, as soon as possible, preferably by the same date, confirm the participation of your Administration/Organization to this Seminar/Workshop by forwarding your response to the following e-mail address (icaowacaf@dakar.icao.int) with a copy to (gbaldeh@dakar.icao.int) or fax number +22133 8236926, giving the name(s) and official/job title of your participant(s).

May I remind you that, in accordance with current ICAO policy to reduce cost, hard copy (paper) documentation at the Seminar/Workshop will be kept to a minimum, in favor 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.

In light of the above, your Administration/Organization is urged to ensure that participants have necessary electronic equipment, to enable them to participate effectively at the Workshop. In this regard participants are advised to bring suitable computer equipment and accessories such as laptops and USB keys to the Workshop.

For the use of participants, please find attached to this letter the draft Agenda, information bulletin and a list of hotels with easy access to the location of the Seminar/Workshop. The hotel rates indicated require confirmation when reservations are made.

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

A handwritten signature in black ink, appearing to read 'M. S. Jallow', with a long, sweeping flourish extending to the right.

M. S. Jallow
Ag. Regional Director

Attachments:

- Attachment A: Draft Agenda.
- Attachment B: Information Bulletin.
- Attachment C: List of hotels List of hotels.

**AFI SIP Seminar/Workshop on Quality Management Systems Implementation for AIM Services
(17-19 May 2011, Dakar, Senegal)**

DRAFT AGENDA

Agenda Item 1. Status of Implementation of ICAO provisions

- a) Integrated Aeronautical Information Package
- b) Aeronautical Information Regulation and Control (AIRAC)
- c) Pre-flight and Post-flight information
- d) Aeronautical Charts
- e) Notification of differences from ICAO Annexes 4 & 15 SARPs
- f) AFI FASID AIS Tables.

Agenda Item 2. Measures to Implement QMS within AIS/MAP Services

- a) Eurocontrol initiatives for aeronautical information /data improvement
- b) AIS data process
- c) Agreements with the data originators
- d) Static and dynamic data procedures
- e) Collection and dissemination of information and coordination with related services
- f) Annex 15, Thirteenth Edition (latest amendments and associated guidance material)
- g) Annex 4, Eleventh Edition (latest amendments and associated guidance material).

Agenda Item 3. Quality Management System for AIS/MAP Services

- a) Importance of QMS for AIS/MAP products and services
- b) Annexes 4 & 15 quality related provisions
- c) Quality Management System for AIS/MAP, Manual (Doc 9839)
- d) Regional aspect of aeronautical information/data quality
- e) USOAP compliance checklists of Annexes 4 & 15.

Agenda Item 4. User requirements for Quality Aeronautical Information

- a) Quality management within flight procedure design and cartography production (Doc.9906)
- b) Pilots / Air Traffic Controllers
- c) Airline Flight Planning Services
- d) Charts / documents / navigation databases producing agencies.

Agenda Item 5. QMS Implementation and Planning for an Integrated National and Regional AIS Databases

- a) Basic QMS principles in common National AIS database
- b) Basic QMS principles in common Regional AIS database (AFI-CAD)
- c) QMS in an Integrated Regional AIS Database System configuration and functions (AFI-CAD Business Plan).

Agenda Item 6. AIS role within the Global ATM

- a) National/Regional AIM Performance Objectives for AIS-AIM Transition
- b) The Global AIS to AIM Transition Roadmap
- c) Global Air Navigation Plan for CNS/ATM systems

Agenda Item 7. Recommendations and Closing Session

INTERNATIONAL CIVIL AVIATION ORGANIZATION
QMS for AIS/MAP Service Implementation Workshop
(Dakar, Senegal, 17 – 19 May 2011)

GENERAL INFORMATION

1. Venue of the Meeting

The Seminar/Workshop will take place at **the ICAO Regional Office in Dakar, Senegal, from 17-19 May 2011.** The contacts of the WACAF Office are:

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

2. Languages

The Seminar will be conducted in the English and French languages and simultaneous interpretation will be provided.

3. Opening Session

The Opening Session of the Seminar/Workshop will take place at 0900 hours on Tuesday, 17 May 2011 in the ICAO conference room, where subsequent sessions will also be held.

4. Registration

The registration of participants will take place at the site of the Seminar/Workshop on Tuesday, 17 May 2011 from 0800 to 0900 hours.

5. Documentation of the meeting

The documentation of the Seminar/Workshop will be given to participants at the Seminar venue, after registration.

6. Weather and Clothing

Average temperature in Dakar in October is 25°C to 35°C. Normal light clothing is advisable during the meeting period.

7. Passport and visa requirements

Entry visa for temporary visitors to Senegal may be obtained from Senegalese Embassy or Consulate in their country or from a French Embassy where there is no Senegalese diplomatic representation. Visas are not required for Nationals from ECOWAS States.

Special arrangements can be made for issuance of visas on arrival for those participants not able to obtain necessary visas in their country. Prior notification of at least 15 days giving names, date of birth, passport number and expiry date should be sent to ICAO, Regional Office, Dakar, 15 Boulevard de la République Tel: 221- 839 9393; Fax: 221-823 69 26.

8. Banks

Banks located not far from the ICAO Regional Office are opened from 0740 to 1215 hours and from 1340 to 1545 hours from Monday to Friday. At the beginning of January 2011, the mean rate of the US dollar to the CFA franc was: 1US\$ = 470 CFA Francs. The rate of the Euro to the CFA Franc is 1€ = 655 CFA Francs.

9. Hotels

A list of recommended hotels is attached hereto.

HOTEL LIST / LISTE DES HOTELS

Rate in FCFA/Prix

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
* Al Afifa ***	46 Rue Jules FERRY B.P. 3474 ☎ 33 89.90.90	33 823 88 39 gmbafifa@orange.sn Petit déjeuner 3 600	35 700	39 000
Al Baraka ***	35, Rue El Hadj A. K. Bourgi, B.P. 578 ☎ 33 822 55 32	33 821 75 41	24.100	29.700
Atlantic/Ocean ***	Yoff Route de l'Aéroport (à 1 km) ☎ 33 820 00 77 ☎ 33 820 00 47	Climatisé +TV ^{or} Climatisé ^{or}	28.000 25.000 17.000 17.000 15.000	32.000 27.000 21.000 19.000 17.000
Faidherbe	Avenue Faidherbe x Raffenel B.P. 3197 Dakar ☎ 33 889 17 50 –	33 889 17 4 faidherbe@orange.sn	33.200	39.600
Farid ***	51, Rue VINCENS B.P. 1514 ☎ 33 821 61 27	PD : 2 500	25.100	28.200
* Ganale	38, Rue Amadou A. NDOYE ☎ 33 821 55 70	33 822 34 30 ganale@sentoo.sn	26.000	32.000
* Independence ***	Place de l'Indépendance X Av.Pompidou ☎ 33 823 10 19 ☎ 33 823 10 50	33 821 11 17 hotelhi@sentoo.sn	29.600	34.200
Lagon 2 ***	Route de la Cormiche-Est ☎ 33 889 25 25 - ☎ 33 82360 31	33 823.77.27 lagon1@sentoo.sn	51.000	57.200
Le Méridien Président** ***	Pointe des Almadies - BP8181 Dakar Yoff ☎ (221)33 869.69.49 - ☎ 33 869.69.29	(221)33 869.69.99 compris resa.meridien@sentoo.sn Vue/mer - PD compris	85600 HTVA	97500 HTVA
* Miramar	25-27, Rue Félix FAURE. ☎ 33 823 20 97 (near/près UNESCO)	33 823 35 05 déjeuner compris	28 000	35.000
Nina ***	Rue du Dr. Theze X Rue A.a. Ndoye ☎ 33 889 01 20	33 889 01 81 hotelnina@sentoo.sn	30.000	36.000
Novotel** ***	Avenue Abdoulaye FADIGA B.P. 2073 ☎ 33 849.61.61	33 23 89 29 novotel@orange.sn	50.000 54 000	50.000 54.000
Océanic	Rue de Thann (Marché Kermel) ☎ 33 822 20 44 - ☎ 33 822 17 18	33 821 52 28	21.600	25.800

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
* Plateau	62, Rue Jules FERRY B.P. 2906 ☎ 33 823 44 20 33 823 15 26 33 823 47 80	33 822 50 24	26.000	30.000
Saint Louis Sun ***	68, Rue Félix FAURE ☎ 33 822 25 70	33 822 46 51	23.500	29.500
Savanna**** ***	Pointe Bernard Petite Corniche BP 6096 Dakar ☎ 33 849 42 42	33 849 42 43/33 823 85 86 hotel@savanna.sn	57.200	61.100
Sohkamon	Boulevard Roosevelt x Nelson Mandela Dakar ☎ 33 889 71 00	33 823 59 89 hotelsokhamon@sentoos.sn PDJ	Vue sur Mer hors 56.700	
Airport hotel	route de l'Aéroport +221 33 869 78 78	sacevhotel@orange.sn	45600	
Teranga** ***	Place de l'Indépendance (Rue Carmot x Colbert) B.P. 3380 ☎ 33 889 22 00 - 33 823 10 44 - 33 823 55 02	33 823 50 01 teranga@ns.ars.sn	Vue/ville Vue/mer 76.500 93.000	76.500 93.000
La Croix du Sud ***	20, Avenue du Roi Hassane II (Ex Avenue Albert Sarraut) Tél. 33 889 78 78	33 823 26 55 croixsud@orange.sn	45 600	55 000

* Special rates for ICAO. (Delegates should specify that they are attending an ICAO meeting).
Tarifs spéciaux pour l'OACI. (Les délégués doivent préciser qu'ils participent à une réunion OACI).

** Reservation may be requested by fax or e-mail and may indicate ICAO rates
Les réservations doivent être faites par fax ou par e-mail en indiquant le tarif OACI

*** Hotel can provide transport from and to the airport at their own expense (Delegates should specify if they need transport)
Hôtel pouvant transporter les délégués à partir de l'aéroport et à leur départ de l'hôtel à leur propre charge (Les délégués doivent le préciser en faisant leur réservation)

MISE A JOUR LE 08 mai 2009