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国际民用
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

Ref: T 13/7.B - 0414

06 June 2012

Subject: Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5)
(Dakar, Senegal, 31 July to 3 August 2012)

Action required: In accordance with paragraph 5


Sir/Madam,

1. I have the honour to refer to the on-going preparatory regional activities for the harmonized implementation of the NEW ICAO flight plan provisions introduced by Amendment 1 to the Fifth Edition of Procedures for Air Navigation Services – Air Traffic Management (PANS-ATM) (Doc 4444), which will become applicable on 15 November 2012.
2. Your Administration/Organization is invited to participate in the Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5) which will be convened in Dakar, Senegal from 31 July to 3 August 2012. The meeting will focus on current implementation challenges and address issues of significant importance that can have an impact on the overall implementation process and roll-over date.
3. The provisional agenda and the terms of reference (TOR) of the FPLT Task Force are provided at **Attachment A** and **Attachment B** to this letter, respectively. The bulletin providing information for participants including the hotel list is at **Attachment C**, and a Registration Form has been provided at **Attachment D**. Kindly note that the registration form is to be completed and returned to ICAO in the same Microsoft "Word" format.
4. Delegations to the meeting are expected to contribute to the proceedings of the Task Force through working and information papers (WPs/IPs). It would therefore, be appreciated if your WPs/IPs could be forwarded to this office by **17 July 2012**. Hard copy (paper) documents will not be provided at the meeting. Accordingly, it is important for delegates to have access to computer equipment to enable them to participate effectively in the meeting.

.../..

5. In order to facilitate necessary planning and preparation for the meeting, I would appreciate if you could, at your earliest convenience, preferably not later than **29 June 2012**, confirm the participation of your Administration/Organization at this meeting by forwarding your response to the WACAF Regional Office at the following e-mail address (icaowacaf@dakar.icao.int), giving the name(s) and other details of your participant(s) on the registration form provided at **Attachment D** to this letter.

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


FOR Mam Sait Jallow
Regional Director

Attachment A: Provisional Agenda
Attachment B: FPLT Task Force Terms of Reference
Attachment C: Information Bulletin
Attachment D: Registration Form



**FIFTH MEETING OF THE AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF/5)
DAKAR, SENEGAL, 31 JULY TO 3 AUGUST 2012**

PROVISIONAL AGENDA

Agenda Item 1: Adoption of provisional agenda and Election of the Chairperson and Rapporteur

The meeting will review and adopt the agenda; and elect the Chairperson to facilitate the meeting. A Rapporteur to record and report on the outcome of the meeting will also be elected.

Agenda Item 2: Update on latest developments in the preparation for 2012 implementation

The meeting will be apprised on relevant developments at ICAO HQ, the AFI Region and other Regions and receive information pertinent to its revised terms of reference.

Agenda Item 3: Status of implementation of the regional strategy, plan and guidance to reflect the intended activity, i.e assessment of States readiness.

The meeting will, based on available information review details of States progress and assess the Regional status of readiness in terms of the Regional Strategy. The meeting will also address issues that are outstanding from previous meetings of the Task Force as well as refinement or update of Publication and testing guidance

Agenda Item 4: Missing flight plans

The meeting will review progress made by States/ANSPs in addressing the issue of missing flight plans and decide on specific actions as necessary. The review will include the following:

- Lack of appropriate operational actions regarding ATS messages in particular initiating/responding to RQS/RQP messages.
- Lack of formal (adopted by the organization) standard operational procedures for ATS messages handling staff and associated training.
- Untrained filers and flight crew.
- Unsynchronized clocks, implementation of GPS synchronization.
- Transit time delays.
- Internal systems delays. e.g. a FPL arrives but there is a delay in the system to generate ATC display and flight strip.
- Communication links – Unserviceable or poor availability of links.
- Any other issues.

Agenda Item 5: Implementation including Roll over monitoring

The meeting will discuss actions related to actual implementation of FPL 2012, from immediate countdown to launch a few days thereafter. This will include the following:

- Coordination and mechanisms to assure the quality of critical actions before roll over date and time.
- Mechanisms to receive periodic and critical updates from States/ANSPs.
- Monitoring by ANSP internal mechanisms, State Regulatory bodies and ICAO.
- Roll over priority time 12 to 18 November 2012: Operational (and engineering) Strategic contingencies/emergency persons and their contact details.

Agenda Item 6: Assistance that may be required

The meeting will discuss the establishment and function of the **Strategic Support Team**, as well as the **Tactical Support Team**.

Agenda Item 7: Contingency arrangements

The meeting will discuss the following aspects:

- Strategic fall-back position by States/ANSPs.
- Tactical contingency measures – in case of operational failures during roll over.
- For post implementation contingencies.

Agenda Item 8: Review of the Task Force terms of reference (TOR) and work programme

The meeting will review the TOR and work programme of the Task Force, and in view of experience and anticipated FPL 2012 implementation tasks, if necessary, update the Task Force work programme and propose changes to the TOR recognizing that the Task Force is to be desolved after implementation, unless specific post roll over tasks can be identified which warrant its continuation. The meeting will also agree on the tentative dates for the next meeting of the Task Force.

Agenda Item 9: Any other business

Any other matters not specifically provided for and covered under the above agenda items, might be addressed under this agenda item.

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AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF)

TERMS OF REFERENCE

Terms of reference:

- 1) Conduct a comprehensive review of Amendment 1 to the Fifteenth Edition of the PANS ATM (Doc 4444, effective 15 November 2012) in order to identify, study and address implementation complexities arising from the adoption of amended PANS ATM Chapter 4, Chapter 11, Appendix 2 and Appendix 3 provisions relating to the ICAO Flight Plan and associated ATS Message formats;
- 2) Collect and analyze information on the status of AFI ANSP flight plan processing systems including ongoing upgrades to such systems;
- 3) On the basis of the above, and in accordance with relevant additional ICAO provisions and the SP AFI/8 RAN Recommendation 6/5, develop a coordinated AFI transition strategy and plan with associated timelines to enable the streamlined coordinated implementation of the amended Flight Plan and ATS Message provisions contained in Amendment 1 to the Fifteenth Edition of the PANS ATM; and
- 4) Periodically review the status of preparedness and propose solutions.

Considerations:

In addressing these terms of reference, the Task Force should consider, inter alia, the following aspects:

- a) Likelihood that changes within the systems in the AFI Region could differ from systems in other ICAO Regions and accordingly provide recommendable Regional action with global goals;
- b) Inter and intra regional issues;
- c) Impact on inter-system co-ordination messaging;
- d) Impact on non-automated flight plan processing systems;
- e) Systems that transition early will need to be capable of handling both "NEW" and "PRESENT" instruction sets;
- f) Inter-system exchanges need to take account of differing automation capabilities in order to avoid excessive message rejection;
- g) Establishment of an Information Management system to track implementation timelines for various States/systems;
- h) Management of Repetitive Flight Plans;



- i) Implications for presentation formats, including paper & electronic flight progress strips;
- j) Impacts to users (flight planning systems etc);
- k) Appropriately timed withdrawal of existing State or Regional specific requirements to ensure consistency with new (global) instruction set; and
- l) Existing ICAO guidance material.

Membership

Core members:

- ATM specialist and systems engineering experts (CNS) from AFI States and ANSPs with existing and planned automated flight plan processing systems
- ASECNA, IATA, IFALPA, IFATCA,

Note:

Algeria, Kenya, Senegal, Seychelles, South Africa, Sudan and Tanzania have offered their expertise as core members.

Other members

AFI States and ANSPs other than the above
Expertise from States, ANSPs outside the AFI Region that may be invited by the Task Force based on beneficial inputs they may contribute

Note:

Industry participation including systems providers, if required, is to be included under responsibility of State delegations. The Task Force may however, invite specific expertise from international organizations and relevant aviation industry entities (including vendor organizations) in order to enhance information available for the Task Force to progress its work. Such invitations shall be managed to exclude promotion of commercial interests.

Reporting

The Task Force shall report progress to the AFI ATM/AIM/SAR Sub-Group in coordination with CNS Sub-Group. However, owing to the limited time available for planning and in some cases acquisition of systems, valuable planning information emanating from the Task Force may, after coordination with Secretary of APIRG be provided to States without waiting for forthcoming meetings of the AFI ATM/AIM/SAR Sub-Group.

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**FIFTH MEETING OF THE AFI FLIGHT PLAN TRANSITION TASK FORCE (FPLT TF/5)
(DAKAR, SENEGAL, 31 JULY TO 3 AUGUST 2012)**

GENERAL INFORMATION BULLETIN

1. Organization, Site and Dates

The Fifth Meeting of the AFI Flight Plan Transition Task Force (FPLT TF/5) will be held at the premises of the ICAO Western and Central African Office in Dakar, Senegal, from 31 July to 03 August 2012.

2. ICAO Western and Central African Office

The ICAO Western and Central African Regional Office is located at Yoff, near the Leopold Sédar International Airport.

Telephone number : (221) 33 869 24 24
Fax : (221) 33 820 32 59
E-mail : icaowacaf@dakar.icao.int

Meeting Coordinators

Sadou MARAFA
Tel: +221 338692413
Cell: + 221 775913608/766837843
E-mail: smarafa@dakar.icao.int

Rama Savage
Tel: +221 338692408
Cell: + 221 3270058
E-mail: rsavage@dakar.icao.int

3. Language

The meeting will be conducted in the English language only.

4. Opening session

The opening session of the meeting will take place on Monday, 31 July at 09h00 hours. The meeting work schedule will be from 08h30 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 from 0800 hours on the 31 July.

6. **Passport and VISA requirements**

A VISA is required for citizens from Non ECOWAS Member States. 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 Regional Office for assistance.

7. **Exchange Rate**

The currency used in Senegal is the Franc CFA (1US \$ = 528.048 CFA, subject to variation). The exchange of money should be made in banks or authorized places. Most of hotels and shop accept Visa credit cards.

8. **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 or night. The charge is 5,000 FCFA from the airport to downtown at daytime and may vary at night as posted at the Taxi Rank.

9. **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 Príncipe, 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.

10. **Climate**

The minimum temperature during the period is 25°C and the maximum temperature is 30°C, on the average.

11. **Lodging**

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



**FIFTH MEETING OF THE AFI FLIGHT PLAN TRANSITION
TASK FORCE (FPLT TF/5)
(Dakar, Senegal, 31 July-03 August 2012)**

ATTENDANCE NOTIFICATION FORM

- ✓ Please fill and forward the form in the same (MS Word) format. Do not fax, scan or change format to PDF.
- ✓ Insert information in the grey empty boxes
- ✓ Where appropriate, click to make the appropriate selection

FPLT TF5 Meeting

1. Surname	Click to select title
2. Given Name (s)	
3. Job Title	
4. State/Organization	
5. Mailing Address	
6. Telephone	
7. Fax	
8. E-mail address	
9. Hotel	

Please indicate below if you are a POC/Project Manager officially appointed/designated by your State:

APIRG Activity/Body	Focal Point	Status
ICAO 2012 FPL format	FPL POC	Click to select Yes or No
RVSM Implementation	RVSM PM	Click to select Yes or No
PBN Implementation	PBN NPM	Click to select Yes or No
TAG	TAG POC	Click to select Yes or No

Note: As indicated in the information bulletin, participants are expected to make their own hotel/visa arrangements. Hotel information is provided in the bulletin.

Please complete and return this form to:

The Regional Director
ICAO WACAF Regional Office,
Dakar, Senegal
Email : icaowacaf@dakar.icao.int
Fax: +221 33 820 3259

HOTEL LIST / LISTE DES HOTELS PRIX/PRICE: F. CFA

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
YOFF				
ONOMO HOTEL****	Route de l'Aéroport – BP 16794 – Dakar/Yoff Tél. +221 33 869 06 10	Fax : 33 820 33 01 DAKAR@HONOMOHOTEL.COM http://www.onomohotel.com	41 800	
VIRAGE***	Le Virage (Route de l'Aéroport LSS) Tél. +221 33 820 30 80	Fax : 33 820 95 94 viragehotel@gmail.com www.leviragehotel.com Petit-déjeuner (A la carte)	36 600	41 600 Suite : 61 600
OCEAN***	Route de l'Aéroport – Yoff :Tonghor Tel. +221 33 820 00 77	Fax : 33 820 27 37 hotelocean@orange.sn Petit-déjeuner : 3 000 F	28 000	35 000
SARGAL**	Entre Le Virage et l'Aéroport LSS Tél. +221 33 869 75 96	Fax : 33 820 31 20 infos@sargalhotel.com www.sargalhotel.com Petit-déjeuner : 3 500 F	26 100 36 550	32 100 42 500
CITE de l'ERNAM	BP 8001 Route de l'Aéroport Léopold Sédar SENGHOR-Dakar/Yoff TEL : +221 33867 51 13/ +221 33820 92 99/	FAX : +221 33 820 71 04 IDEMoussaBarkireMou@asecna.org	10 000 ventilées 15 000climatisées	
NGOR				
N'GOR DIARAMA***	Route de l'Aéropor – N'Gor Tél. +221 33 820 27 24	ngordiarاما@orange.sn www.ngordairama.com Petit-déjeuner inclus	55 000	60 000
ARCHOTEL**	Virage sur la route de N'Gor Tél. +221 820 41 63	Fax : +221 33 280 42 07 archotel@orange.sn Petit-déjeuner : 4 000 F	30 600 35 600 40 600	36 200 41 200 46 200
LA BRAZZERADE**	Plage de N'Gor Tél. + 221 820 03 64	Fax : +221 820 06 83 labrazzerade@orange.sn Petit-déjeuner : 3 500f www.brazzerade.com	25 000 30 000 40 000	
LA MADRAGUE**	Plage de N'Gor près de l'USAID Tél. +221 33 820 02 23	Hotel.sbs@ansa-group.com www.Hotel-madrague.com		
ALMADIES				
MERIDIEN*****	Pointe des Almadies – BP 8181/DAKAR-YOFF Tél. +221 33 869 69 49	Fax : 33 869 69 99 Petit-déjeuner compris Resa.dakar@lemeridien.com	86 000 102 000	100 000 116 000
FLEURS DE LYS **	Route des Almadies Tél. +221 330869 86 87	Fax: +221 33 820 74 20 Petit-déjeuner inclus contact@hotelfleursdelys.dakar.com www.hotelfleursdelys.com	Standard: 60 000	Suite : 120 000
LA RESIDENCE**	Route de la Pointe des Almadies Tél. +221 820 15 35	Fax : 33 868 25 57 info@laresidencedakar.com www.laresidencedakar.com Petit déjeuner compris	55 000	55 000
AIRPORT HOTEL**	Tél. + 221 33 869 78 78 CASINO DU CAP-VERT	Fax : 33 820 27 44 saccvhotel@orange.sn Petit-déjeuner : 4 500 F	49 600	57 200

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
SENEGANNE***	Route de N'Gor (Croisement Almadies) + 221 33 820 12 33	Fax: Non fonctionnel seneganne@orange.sn www.seneganne.com Petit-déjeuner : 5 000 F	45 000	50 000
AMBRE ***	Route de N'Gor (Croisement Almadies) Tél. +221 33 820 63 38	Fax : 33 820 63 38 info@ambre.sn www.ambre.sn Petit-déjeuner : 3 000 F	42 600	45 600
LA DETENTE BLEUE***	Route de la Pointe des Almadies Tél. +221 33 820 39 75	Fax : 33 820 38 49 ladetente@orange.sn ; Petit-déjeuner compris www.hotel-ladetente.com	39 500	47 000
AZUR**	Route de la Pointe des Almadies	Fax : 33 820 23 06 hotelazursenegal@yahoo.fr www.hotelazursenegal.com Petit-déjeuner inclus	36 000	45 000
RESIDENCE MADAMEL***	Route de la Pointe des Almadies Tél. +221 33 869 59 64	Fax. 33 869 42 45 contact@dalalhotels.com Petit-déjeuner www.residencemadamel.com compris	35 600	51 200
LE LODGE***	Route de la Pointe des Almadies Tél. +221 33 869 03 45	Fax : 33 869 03 50 hotellodge@orange.sn Petit-déjeuner : 4 500 F www.lodgedesalmadies.com	34 800 37 800 41 100	35 400 38 400 41 700
FANA***	Route de la Pointe des Almadies Tél. +221 33 820 06 06	Fax : 33 820 69 69 fanahotel@orange.sn Petit-déjeuner : 3 500 F www.sortiradakar.com/fiches/fana	33 600 38 600	39 200 44 200
OUEST FOIRE				
GALLE YANGUE ***	14-20, Ouest Foire Tél. +221 865 15 45	Fax: Non fonctionnel Dnfay2000@yahoo.fr Petit-déjeuner : 3 500 F 25 600	30 600	
CORNICHE/PLATEAU				
Radisson Blu ****	Route de la Corniche ouest BP 16868 Dakar Fann, ☎ +221 33 869 33 33	Fax : +221 33 869 33 66 info.dakar@radissonsas.com http://www.radissonblu.com/hotel-dakar	130.000	

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
TERROUBI****	Bd Martin Luther King Corniche-Ouest – Tél. 33 839 90 39	Fax: 33 839 90 45 reservation@terroubi.com	Vue jardin 95 000 Vue de mer 112 000	
Teranga*****	Place de l'Indépendance (Rue Carnot x Colbert) B.P. 3380 ☎ 33 889 22 00 - 33 823 10 44 - 33 823 55 02	33 823 50 01 teranga@ns.arc.sn	Vue/ville 76 500 Vue/mer 93.000	76.500 93.000
Lagon 2****	Route de la Corniche-Est ☎ 33 889 25 25 - 33 82360 31	33 823.77.27 <i>Petit-déjeuner inclus</i> lagon1@sentoo.sn	72.100	81.200
Savana****	Pointe Bernard Petite Corniche BP 6096 Dakar ☎ 33 849 42 42	33 849 42 43/ 33 823 85 86 hotel@savanna.sn <i>Petit-déjeuner: 8 000 CFA</i>	60.800	65.100
Café de Rome****	30, Bd de la République Tél. 33 849 02 00	Fax: 33 823 63 84 Hotel.resa@anfa-group.com <i>Petit déjeuner : à la carte</i>	54 200 59 800	68 200 74 200
La Croix du Sud***	20, Avenue du Roi Hassane II (Ex Avenue Albert Sarraut) ☎ 33 889 78 78	croixsud@orange.sn Petit-déjeuner inclus	50 600	61 200
Sohkamon****	Boulevard Roosevelt x Nelson Mandela Dakar ☎ 33 889 71 00	33 823 59 89 hotelsokhamon@sentoo.sn <i>Petit-déjeuner : 5 500 CFA</i>	43 200 63 000	47 700 67 500
Faidherbe***	Avenue Faidherbe x Raffenel B.P. 3197 Dakar ☎ 33 889 17 50 – 33 889 17 40	faidherbe@orange.sn Climatisé+TV☎ <i>PD: 4.400</i>	38 400	45.400
Farid***	51, Rue VINCENS B.P. 1514 ☎ 33 821 61 27	33 821 08 94 PD : 4 000	38.100	42.200
Al Afifa***	46 Rue Jules FERRY B.P. 3474 ☎ 33 89.90.90	33 823 88 39 gmbafifa@orange.sn Petit déjeuner 3 600	37 950	41 250

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
Ganale ***	38, Rue Amadou A. NDOYE ☎ 33 889 44 44 / 33 822 34 30	ganale@sentoo.sn <i>Petit-déjeuner: 4 200 FCA</i>	35.600	42.200
Nina***	Rue du Dr. Theze X Rue A.a. Ndoye ☎ 33 889 01 20 - 33 889 01 81	hotelnina@sentoo.sn <i>Petit déjeuner : 4000</i>	30.000	36.000
Miramar***	25-27, Rue Félix FAURE ☎ 33 823 20 97 (near/près UNESCO)	33 823 35 05 <i>Petit déjeuner: 2 500 CFA</i>	28 000	35.000
Plateau**	62, Rue Jules FERRY B.P. 2906 ☎ 33 823 44 20 33 823 15 26 33 823 47 80	33 822 50 24 <i>Petit-déjeuner: 3 000 CFA</i>	26.000	30.000
Al Baraka***	35, Rue El Hadj A. K. Bourgi, B.P. 578 ☎ 33 822 55 32	33 821 75 41 <i>Petit-déjeuner: 3 500 F</i>	25.600	31.200
Océanic**	Rue de Thann (Marché Kermel) ☎ 33 822 20 44 - 33 822 17 18	33 821 52 28 <i>Petit-déjeuner: 2 500 CFA</i>	21.600	25.800
Saint Louis Sun**	68, Rue Félix FAURE ☎ 33 822 25 70	33 822 46 51 <i>Petit-déjeuner: 2 500 CFA</i>	21 210	26.670

* 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 courriel 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 18 avril 2011