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3 April 2014

Subject: **Workshop on the mitigation of loss of Operational messages  
(Flight Plans, NOTAMs & OPMETs), Dakar, Senegal, 12 – 14 May 2014**

*Action required: To reply not later than 2 May 2014*

Sir/Madam,

I have the honour to inform you that the ICAO Western and Central African Regional Office is organizing the first Workshop on the mitigation of loss of Operational messages (**Flight Plans, NOTAMs & OPMETs**) in Dakar, Senegal, from 12 to 14 May 2014. Your Administration/Organization is kindly invited to attend.

The main objective of the Workshop is to explore ways of reducing the pace of loss of Operational messages (**Flight Plans, NOTAMs & OPMETs**) being exchanged in the region in the framework of the implementation of the ICAO Aviation System Block Upgrades (ASBU) related Modules. The Workshop will be conducted in the English language only.


You will find herewith, a general Information Bulletin with the list of recommended hotels in Dakar. In the meantime be informed that the working papers prepared by the Secretariat will soon be available on the ICAO Regional Office website <http://legacy.icao.int/wacaf> and those sent by States/Organizations will be posted as and when received.

For this purpose, the attention of your Administration/Organization is drawn on the need to actively participate in the workshop by preparing Working and/or Information papers and producing necessary material in relation to the agenda items. Please be reminded that, in accordance with current policy to reduce costs and preserve the environment, hard copy documentation will be kept to the minimum during the workshop. In this regard, participants are advised to bring along suitable computer equipment (such as laptops) and memory sticks. Participants may also print documents in advance from the relevant website indicated above.

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Kindly advise at your earliest convenience but not **later than 2 May 2014** through E-mail addressed to [icaowacaf@icao.int](mailto:icaowacaf@icao.int) whether your Administration/Organization intends to participate in this workshop, and accordingly request your delegate(s) to complete and submit the attached registration Form to the above E-Mail address.

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

  
for Mam Sait Jallow  
Regional Director

**Attachments:**

- A: Draft Agenda for the Workshop on the mitigation of loss of Operational messages (Flight Plans, NOTAMs & OPMETs)
- B: Information Bulletin
- C: Registration Form