INTERNATIONAL CIVIL AVIATION ORGANIZATION
WESTERN AND CENTRAL AFRICAN OFFICE
TENTATIVE SCHEDULE OF WORK

ICAO 5 Letter Name Code (ICARD/5LNC) Workshop
(Dakar, Senegal, 22 - 23 October 2014)

(Presented by the Secretariat)

Working hours are proposed to be 0830- 1500 hours with one 30 minutes break in the morning and one 45 minutes break in the afternoon respectively.

WEDNESDAY 22 OCTOBER 2014

0800 – 0930 Registration of participants

0930-1000   Opening of the Meeting, Introduction of Participants and review of Agenda

1000 – 1030   Coffee Break

1030 – 1130   Agenda Items 1) **Introduction in ICARD System**

The workshop will be provided with background and history of the ICAO Five-Letter Name Code and Route Designator (ICARD); 5LNC system; ICARD system functions; and user registration process.
 (Presentation by ICAO Consultant)

1130 – 1230   Agenda Items 2) **Procedure for accessing and selecting 5LNCs**

Participants will be briefed on the procedure for managing request for 5LNC from the ICARD system when developing new ATS route s and terminal approaches to international airports.
 (Presentation by ICAO Consultant)

1230 – 1315   Major Coffee Break

1315 – 1400 Agenda Item 3: **On-line update of the ICARD Database**

Participants will be introduced to and familiarize with the on-line update of the ICARD database.

1400 – 1500 Agenda Item 4: **Duplicate 5LNC; safety issues**

A list of duplicated 5LNCs currently in use within the FIRs of WACAF States will be presented and the workshop will propose solutions to address the individual duplications. The workshop will also follow-up on outstanding duplicated 5LNCs identified, relating to affected FIRs.

THURSDAY 23 OCTOBER 2014

0830 – 1030 **Demonstration Exercises**

Participants will be introduced to series of interactive and participative demonstration exercises on how to access and select 5 letter name codes and mandatory action for request approval

1030 – 1100   Coffee Break

1100 – 1300   **Demonstration Exercises**

Participants will be introduced to series of interactive and participative demonstration exercises on how to access and select 5 letter name codes and mandatory action for request approval

1300 – 1345   Major Coffee Break

1345 – 1500   The workshop will discuss findings relating to ICARD/5LNC.