



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

T 11/22.4 - 0517

9 September 2019

**Subject: Safety Management Capacity Building Workshop
Dakar, Senegal, 9-13 December 2019**

Action required:

- i) **15 November 2019** to complete registration
- ii) **29 November 2019** for confirmed participants to complete and submit pre-work

Sir/Madam,

I have the honour to invite you to participate in the International Civil Aviation Organization (ICAO) Safety Management Capacity Building Workshop (SMCBW 2019) for the Eastern and Southern African (ESAF) and Western and Central African (WACAF) Regions. The workshop will be held at the ICAO WACAF Regional Office in Dakar from **9-13 December 2019**.

The workshop topics and hands-on exercises are designed to provide State personnel involved in the implementation of State safety programmes with some of the skills required to perform their role effectively. The Provisional Workshop Programme is available in the **Attachment**.

Please note that there is a registration fee of \$300 USD to attend the workshop. To register and submit your payment, please visit the Safety Management webpage on the ICAO public website: <https://www.icao.int/safety/SafetyManagement/Pages/SymposiaandWorkshops.aspx> where you will find a link to the ICAO store. I would be grateful if you complete your registration for the workshop preferably not later than **15 November 2019**.

Please take note that the workshop will be held in English and French and the registration is limited to 40 participants. The spaces will be filled on a first come first served basis. Confirmed participants will receive approximately 6 hours of pre-work which must be completed and submitted by **29 November 2019**.

.../...

It is highly recommended that participants complete the ICAO Safety Management (SM) Online Course in order to become familiar with the ICAO Safety Management-related provisions prior to attending the workshop. Information regarding registration for this course is available at: [https://www.icao.int/training/Pages/Safety-Management-Training-Programme-\(SMTP\).aspx](https://www.icao.int/training/Pages/Safety-Management-Training-Programme-(SMTP).aspx).

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

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

Prosper Zo'o Minto'o
Regional Director

Attachment: Provisional Workshop Programme