



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

Eastern and Southern African Regional Office/Bureau régional Afrique orientale et australe

Ref: ES AN 10/2 – 0480

6 August 2014

**Subject: Workshop on the Register of the Air Operator Certificate (AOC)
(Johannesburg, South Africa, 15 – 17 October 2014)**

**Action Required: Reply at your earliest convenience, preferably not later than 15
September 2014**

Sir/Madam,

I have the honour to invite your Administration to participate in the AOC Register Workshop, organized by the International Civil Aviation Organization (ICAO) with the collaboration of the International Air Transport Association (IATA), to be held in Johannesburg, South Africa, from 15 to 17 October 2014.

The objective of this workshop is to provide States with training on how to use the ICAO AOC Registry tool online, explain the background and benefits of this tool, as well as to provide an opportunity for participants to exercise and practice its use. This training is addressed to decision making officers, ideally managers in the areas of operations and airworthiness, or their equivalent in the areas that are responsible for issuing and managing AOCs, within Civil Aviation Authorities as well as air services operators. In this regard, it would be much appreciated that you extend this invitation to air operator companies under the jurisdiction of your State.

The work programme/schedule is attached to this letter. Please note that the seminar/workshop will be conducted in the English language only. Participants are asked to bring their laptop computers during this event.

You are requested to send your nominations (with full participants' designations/titles and contact details) via email to icaoesaf@icao.int not later than **15 September 2014**.

Information on location of the venue, visa arrangements, hotel accommodation and other administrative details will be provided on an on-going basis at the ESAF website:
<http://www.icao.int/ESAF/Pages/meetings.aspx>

Accept, Sir/Madam, the assurances of my highest consideration.

Meshesha Belayneh
ICAO Regional Director
Eastern and Southern African Office

Attachment:
-Work Schedule

**WORKSHOP ON THE REGISTER OF THE AIR OPERATOR CERTIFICATE (AOC)
(JOHANNESBURG, SOUTH AFRICA, 15 – 17 OCTOBER 2014)**

WORK SCHEDULE

| TIME \ DAY | Wednesday 15 October 2014 | Thursday 16 October 2014 | Friday 17 October 2014 |
|--------------------|---|--|---|
| 09.30-10.30 | 09.00-09.30 Delegates' registration Opening Introducing the AOC Register (Background and Benefits) | Tour of the on line application | Assisted live data entry Cont'd |
| 10.30-10.45 | COFFEE BREAK | | |
| 10.45-12.30 | Introducing the AOC Register (Background and Benefits) Cont'd | Practical exercises | Assisted live data entry Cont'd |
| 12.30-14.00 | LUNCH BREAK | | |
| 14.00-15.30 | Introducing the AOC Register (Background and Benefits) Cont'd | Assisted live data entry | Questions, Discussion & Closing 15.30: END OF WORKSHOP |
| 15.30-15.45 | COFFEE BREAK | | |
| 15.45-16.30 | Introducing the AOC Register (Background and Benefits) Cont'd | Assisted live data entry Cont'd | |