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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FL 1/4-18/023

21 January 2018

**Subject: ICAO Regional Facilitation (FAL) Implementation Seminar
(Cairo, Egypt, 12 – 15 March 2018)**

Action required: Reply not later than 15 February 2018

Sir / Madam,

I have the honour to inform you that the ICAO Regional Facilitation (FAL) Implementation Seminar will be held at the ICAO Middle East Regional Office, Cairo, Egypt from 12 to 15 March 2018.

The main objective of the FAL Seminar would be to update States on developments in ICAO's FAL Programme, with a particular focus on compliance/implementation issues related to Annex 9 – Facilitation to the Chicago Convention, the Electronic Filing of Differences (EFOD) System, the development of a National Air Transport Facilitation Programme as well as the establishment of a National Air Transport Facilitation Committee and respective airport Facilitation committees. Considering the issues to be discussed, I would like to encourage your Administration to extend this invitation to immigration, customs and other authorities concerned with facilitation matters in your State.

Your Administration/Organization is kindly invited to participate in this Seminar. The Provisional Agenda is enclosed at **Attachment A** for your consideration. The Seminar will be held in English and Arabic languages. Administrative arrangements for the Seminar and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: (<https://www.icao.int/MID/Pages/MID-Office-Bulletin.aspx>).

For more effectiveness, it is strongly recommended that your delegation consists of experts from relevant fields such as Appropriate Authorities, Airports, Air Carriers, Security Agencies, etc.

I would appreciate if you could, as soon as possible, preferably not later than **15 February 2018**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment B** to the following email address (icaomid@icao.int) with a copy to (lishaqat@icao.int).

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



Mohamed Khalifa Rahma
Middle East Regional Director

ICAO REGIONAL FACILITATION (FAL) IMPLEMENTATION SEMINAR

(Cairo, Egypt, 12 - 15 March 2018)

AGENDA

DAY 1, Monday, 12 March 2018

08:30 – 09:30 Registration at seminar venue: ICAO Cairo Office

09:30 – 10:00 Opening ceremony

Annex 9: Mandate, Description & Latest Developments

10:00 – 11:00 Outline of the seminar
Chicago Convention, Annex 9: Overview – **ICAO**

11:00 – 11:30 Coffee Break and Photo Session

11:30 – 13:30 Latest developments & key current issues: Annex 9 – **ICAO**

Implementation of Annex 9: Electronic Filing of Differences (EFOD) & Compliance

States' responsibilities under Article 38 – **ICAO**
Responses to State letters – **ICAO**

13:30 – 15:00 Lunch

Implementation of Annex 9: Electronic Filing of Differences (EFOD) & Compliance

15:00 – 16:30 The Electronic Filing of Differences (EFOD) System – **ICAO**
— Introduction
— Compliance Issues with regard to Annex 9
— ICAO's Role in Maintaining the EFOD System
— States' Role in Completing the EFOD System

DAY 2, Tuesday, 13 March 2018

09:00 – 11:00 The Electronic Filing of Differences (EFOD) System – **ICAO**
— Understanding the EFOD System
— How to make entries into EFOD
— Report on entries into EFOD
— Potential EFOD Problems faced by States

11:00 – 11:30 Coffee Break

11:30 – 13:30 — EFOD Exercise

13:30 – 15:00 Lunch

15:00 – 16:30 **National Air Transport Facilitation Programmes**
Introduction & background - **ICAO**
Annex 9 Standards and Recommended Practices (SARPs) related to National Air Transport Facilitation Programmes (NATFPs) – **ICAO**

DAY 3, Wednesday, 14 March 2018

09:00 – 11:00 Doc 10042, Establishment of a NATFP, NATFC and Airport FAL Committees:
Overview – **ICAO**

The National Civil Aviation Security Programme (NCASP) - **ICAO**

11:00 – 11:30 Coffee Break

11:30 – 13:30 Examples of NATFP, NATFC and Airport Committees
(Open) **States’ experiences in developing a NATFP, establishing a NATFC and airport committees – presentations provided by: [STATES]**

13:30 – 15:00 Lunch

15:00 – 17:00 Continued presentations and/or start of writing exercise (in groups)
→ How to develop and implement a NATFP and NATFC

DAY 4, Thursday, 15 March 2018

09:00 – 11:00 Writing exercises (in groups) → How to develop and implement a NATFP and NATFC

11:00 – 11:30 Coffee Break

11:30 – 13:30 Presentation and discussion of the outcomes of the various groups’ works

Closing

[Note: The discussions of the outcomes of the various groups’ work could continue after lunch, if required]

INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE

ICAO REGIONAL FACILITATION (FAL) IMPLEMENTATION SEMINAR

(Cairo, Egypt, 12 – 15 March 2018)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
2. Title or Official Position: _____
3. State/Organization: _____
4. Mailing Address: _____

5. Telephone Number: _____
- Mobile: _____
- E-mail: _____
6. Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int).

Note 1: Participants are expected to make their own hotel/visa arrangements.

Note 2: Please download Seminar materials from ICAO MID Regional Office website.

Note 3: No hardcopies will be provided; you are kindly requested to bring your laptop, iPad, tablet, etc. to the Seminar.

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