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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AN 6/39 - 19/318

21 October 2019

**Subject:** **ACAO/ICAO Air Navigation Services (ANS) – Air Traffic Management and Search and Rescue (ATM/SAR) Inspector Workshop (Grand Mogador City Center Hotel Casablanca, Morocco, 16 - 20 December 2019)**

**Action required:** **Reply not later than 25 November 2019**

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the *ACAO/ICAO Air Navigation Services (ANS) - Air Traffic Management and Search and Rescue (ATM/SAR) Inspector Workshop* that will be gratefully hosted by the Arab Civil Aviation Organization (ACAO) in Grand Mogador City Center Hotel-Casablanca, Morocco from **16 to 20 December 2019**.

The main objectives of the Workshop are to provide participants with an overview of ICAO USOAP CMA, skills and knowledge to carry out audit/inspection for effective and efficient air safety oversight duties. Upon completion of this Course, participants will be able to accomplish the following:

- a) conduct audit/inspection;
- b) write audit/inspection reports;
- c) enhance the understanding of effective safety oversight system;
- d) prepare for USOAP CMA activities;
- e) explain the relevance of the rules and procedures for implementing ICAO SARPs for their own role and function in their organization;
- f) apply their knowledge and understanding to assist their national administration in improving implementation of ICAO SARPs;
- g) foster compliance with ICAO SARPs related to ATM/SAR and with State's Civil Aviation Regulation by their national ANSPs; and
- h) manage documentation.

The nominees should represent a mix of inspectors in the areas of ATM and SAR or who may be considered as potential future inspectors with the following criteria:

- 1- Air Traffic Controllers with a minimum of three ATC ratings.
- 2- Search and Rescue experts.
- 3- Read, write, speak, and understand the English language.

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The Workshop Daily Work Programme is at **Attachment A**. The Bulletin including useful information for participants is at **Attachment B**.

Considering the limited number of seats, I would appreciate if you could, as soon as possible, preferably not later than **25 November 2019**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** of three (3) candidates, who meet the above criteria, to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([ekhoury@icao.int](mailto:ekhoury@icao.int)) and ([mohamed.rejeb65@gmail.com](mailto:mohamed.rejeb65@gmail.com)).

I would like to draw your attention that nominations will be accepted on the basis of availability “first-come, first serve”. However, acceptance of additional trainees could be considered at later stage based on the remaining available seats.

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



Mohamed Khalifa Rahma  
Middle East Regional Director

**Attachments:**

- Att A: Provisional Agenda*
- Att B: Information Bulletin*
- Att C: Nomination Form*



**ATTACHMENT A**

**DAILY WORK PROGRAMME**

**ACAO/ICAO Air Navigation Services – ATM/SAR Inspector Workshop  
Casablanca, Morocco**

**16 TO 20 DECEMBER 2019**

*Registration on Monday, 16 December 2019 from 08:30 to 09:00*

DAY/DATE	09:00 09:30	09:30 10:30		11:00 11:45	11:45 12.30		13:30 15:00	15.15- 16.15
<b>DAY 1 Monday 16/12/2019</b>	Opening	Overview of ICAO USOAP	<b>COFFEE BREAK</b>	Protocol Questions	Exercise 1	<b>LUNCH BREAK</b>	Correction Action Plan	Exercise 2
<b>DAY 2 Tuesday 17/12/2019</b>	Review of day 1	ATM/SAR audit areas		Audit Techniques	Exercise 3		Report Writing	Exercise 4
<b>DAY 3 Wednesday 18/12/2019</b>	Study Case			Study Case			Study Case	
<b>DAY 4 Thursday 19/12/2019</b>	Study Case			Study Case			Study Case	
<b>DAY 5 Friday 20/12/2019</b>	Groups' Presentation			Wrap up and closing				

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**ACAO/ICAO ANS –ATM/SAR Inspector Workshop**  
**Grand Mogador City Center Hotel**  
*(Casablanca, Morocco, 16 - 20 December 2019)*

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**BULLETIN**

**1. LOCATION**

1.1 The ACAA/ICAO Air Navigation Services (ANS) – Air Traffic Management and Search and Rescue (ATM/SAR) Inspector Workshop will be held on 16-20 December 2019, in Grand Mogador City Center Casablanca Hotel (Address: Avenue Pasteur, 20000 Casablanca, Morocco). Map location is at page No. 3.

**2. SCHEDULE OF THE WORKSHOP**

2.1 The opening session of the Workshop will be held at 0900 hours on Monday 16 December 2019.

2.2 The Workshop will be conducted in English.

**3. REGISTRATION OF PARTICIPANTS**

3.1 Participants are requested to register, at the Registration Desk located at the entrance of the Workshop Hall, between 0830 and 0900 hours on the opening day of the Workshop.

**4. PERSONNEL CONCERNED WITH THE EVENT**

ACAO : Eng. Mohamed REJEB [mohamed.rejeb65@gmail.com](mailto:mohamed.rejeb65@gmail.com)

ICAO MID Office : Mr. Elie El Khoury [elkhoury@icao.int](mailto:elkhoury@icao.int)

**5. DOCUMENTS, PAPERS FOR DISTRIBUTION, ETC.**

5.1 No documentation in hard copy will be available. However, all presentations related to the Workshop will be available on the ACAA and ICAO MID Websites.

**6. HOTEL RESERVATIONS**

6.1 Participants are requested to arrange their own hotel reservation.

## **7. TRANSPORTATION**

7.1 Participants are requested to make their own transportation arrangements.

## **8. INSURANCE**

8.1 Participants are advised to have insurance coverage for any unexpected contingency and Medical Coverage.

## **9. SOME USEFUL TRAVEL INFORMATION**

### **PASSPORT**

9.1 All foreign nationals entering the Kingdom of Morocco must possess valid passports or other valid documents for travel.

### **VISA**

9.2 It is mandatory that all required participants obtain official visas from the Moroccan's Embassy or Consulate in their country prior to their departure for Casablanca.

## **10. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

10.1 The unit of currency in Morocco is Moroccan Dirham (MDH) with notes of 10, 20, 50, 100 and 200 and coins of 1, 2 & 5.

10.2 International Credit Cards, such as American Express, Visa, Master Charge, etc. are usually accepted at most hotels, department stores and restaurants.

10.3 All commercial banks exchange major foreign currencies and are open 0830-1200 hours and 1430-1600 hours Monday through Friday.

## **11. OTHER USEFUL INFORMATION**

### **SHOPPING**

11.1 Be prepared to bargain in small shops, sidewalk vendors etc. However, in large stores, the prices are fixed.

## **12. WEATHER CONDITIONS**

12.1 The main daily maximum and minimum temperatures for the month of December are between 10°C to 19°C.

## Venue Location MAP

### Grand Mogador CITY CENTER - Casablanca ★★★★★ Nightl

Avenue Pasteur, Casablanca, 1-866-599-6674

[Photos](#) · [Rooms](#) · [Amenities](#) · [Reviews](#) · [Policies](#)



### Grand Mogador CITY CENTER - Casablanca

★★★★★

Avenue Pasteur, Casablanca, 1-866-599-6674

[Close Map](#)

#### Points Of Interest

- Place Mohammed V - 0.9 miles
- La Sqala - 1 miles
- Marina Casablanca - 1.2 miles
- Port of Casablanca - 1.2 miles
- Casablanca Twin Center - 1.9 miles
- Hassan II Mosque - 2 miles
- Jewish Museum - 3.8 miles
- Art Deco Buildings - 3.8 miles
- Casablanca Technopark - 5.7 miles
- Morocco Mall - 7.3 miles

#### Location Highlights

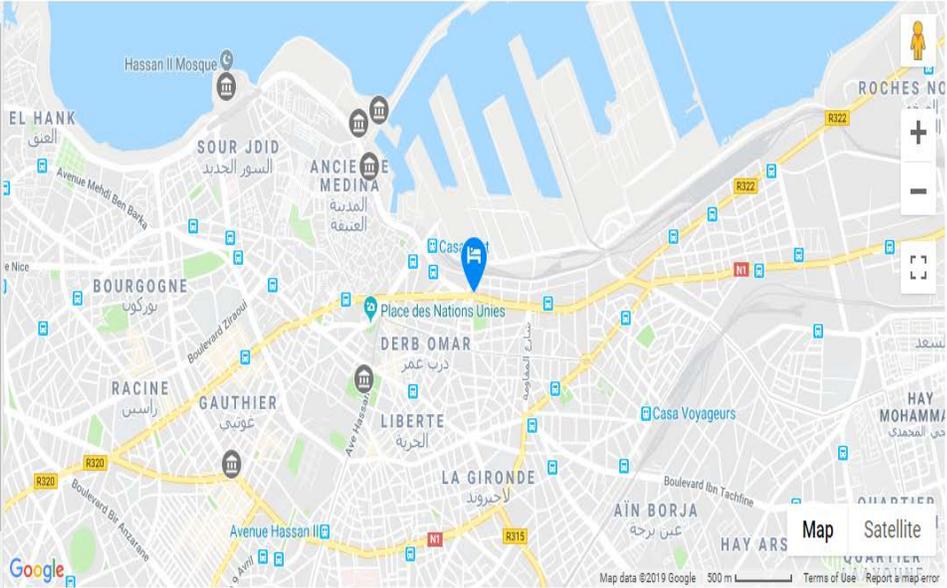
- In city center
- In business district
- Train station nearby

#### Nearest Major Airport:

Casablanca, Morocco (CMN-Mohammed V)

#### Area:

The preferred airport for Grand Mogador





ATTACHMENT C

**ACAO/ICAO ANS –ATM/SAR Inspector Workshop**  
**Grand Mogador City Center Hotel**  
*(Casablanca, Morocco, 16 - 20 December 2019)*

**NOMINATION FORM**

PLEASE PRINT OR TYPE CLEARLY

Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: \_\_\_\_\_

State/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Hotel \_\_\_\_\_

Date: ..... Signature: .....

After completing, please send to: ICAO MID Office at the following e-mail address: ([icaomid@icao.int](mailto:icaomid@icao.int)) with copy to ([ekhoury@icao.int](mailto:ekhoury@icao.int)) and ([mohamed.rejeb65@gmail.com](mailto:mohamed.rejeb65@gmail.com)) .

- Note 1: Participants are expected to make their own hotel/visa arrangement.**
- Note 2: Please download meeting 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 meeting**