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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 7/4-23/149

31 July 2023

Subject: Workshop on Safety Management System (SMS) & Flight Data Analysis (FDA) for Airlines
(Rabat, Morocco, 20 – 24 November 2023)

Action required: Register Participants by 20 October 2023

Sir,

I have the honour to inform you that ACAO, Airbus and ICAO MID Regional Office are jointly organizing the Safety Management System (SMS) & Flight Data Analysis (FDA) for Airlines Workshop. The Workshop will be held in **Rabat, Morocco, from 20 to 24 November 2023**. Your Administration/Organization is kindly invited to participate in this Workshop. In addition, States are highly encouraged to nominate safety managers/safety directors from their respective airlines.

The Work Programme for the Workshop is at **Attachment A**.

The Workshop provides the fundamental concepts of State Safety Programme (SSP) & airlines SMS, FDA within SMS to States personnel and airlines safety managers involved in the planning, development, and implementation of SSP and SMS respectively.

The aim of the Workshop is to provide a platform where regulators and service providers from the region will meet to discuss the way to improve mutual coordination and increase the safety maturity level.

The Workshop topics and hands-on exercises are designed to provide airlines and States' regulatory personnel involved in the implementation of SSP and SMS with some of the necessary knowledge and skills required to perform their role effectively.

The Workshop will be conducted in English language and the registration is limited to **30 participants**. Due to capacity limitations, registrations will be **on a first-come first-served basis**. Accordingly, it would be appreciated if you could, as soon as possible, preferably not later than **20 October 2023** to complete the online registration at: <https://acao.org.ma/u/register/?SMS-FDA>

The Bulletin of the Workshop that includes administrative arrangements and other useful information for participants, including information related to the entry visa to Morocco is at **Attachment B**. The exact venue and the hotel address will be shared in a later stage.

For additional information or clarification, please contact Mr. Mohamed Chakib (mchakib@icao.int) and Mr. Hicham Bennani, ACAO Safety & Air Navigation Expert (H.bennani@acao.org.ma).

Accept, Sir, the assurances of my highest consideration.



Mohamed Abu Baker Farea
Regional Director
ICAO Middle East Office

Attachments

**ACAO/ ICAO/AIRBUS Workshop on
Safety Management System (SMS) & Flight Data Analysis (FDA) for Airlines**

(Rabat, Morocco, 20 – 24 November 2023)

WORK PROGRAMME

1. Introduction
2. SSP Fundamentals and requirement
3. Airline SMS fundamentals
4. Practical exercises/workshops,
5. Flight Data Analysis (FDA) within SMS
6. Conclusion



Safety Management System (SMS) & Flight Data Analysis (FDA) for Airlines - Workshop

(Rabat, Morocco, 20 – 24 November 2023)

BULLETIN

1. LOCATION

1.1 The ACAO/ICAO/AIRBUS workshop on “*Safety Management System (SMS) & Flight Data Analysis (FDA)*” for Airlines will be held in **Rabat, Morocco, on 20 – 24 November 2023**. The exact venue will be provided later on.

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the Workshop will be held at 0900 local time on Monday 20 November 2023.

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. HOTEL RESERVATIONS

4.1 Participants are requested to make their own hotel reservations.

6. TRANSPORTATION

6.1 Participants are requested to make their own transportation arrangements

7. INSURANCE

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

8. SOME USEFUL TRAVEL INFORMATION

PASSPORT

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

VISA

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

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 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. The Moroccan dirham to USD exchange rate is approximately around 1MAD= 0.1 US\$.

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

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

10. OTHER USEFUL INFORMATION

SHOPPING

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

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the month of July are between 14°C to 24°C.

12. OTHER ASSISTANCE

12.1 The ACAO will be glad to assist the participants to the Workshop with any advice they may require.

12.2 The Workshop Focal Point from the ACAO is as follow:

Mr. Hicham Bennani, Email: h.bennani@acao.org.ma