

T 17/6.11 – 0464

21 March 2003

**Subject: Fourteenth meeting of the AFI Planning and Implementation Regional Group (APIRG/14)
Yaoundé, Cameroon, 23 - 27 June 2003**

Action Required: Reply to paragraph 5 and 6 at your earliest convenience but not later than 10 May 2003

Sir,

I have the honour to inform you that the AFI Planning and Implementation Regional Group (APIRG) will hold its **Fourteenth** meeting from **23 to 27 June 2003** in **Yaoundé** at the kind invitation of the civil aviation authorities of Cameroon. The tentative agenda and explanatory notes for the meeting are at **Attachment A** to this letter. The meeting will be conducted in English and French and documentation by the Secretariat will be issued in these two languages. Your Administration is kindly invited to participate in this meeting.

2. As you will recall, at its Thirteenth meeting, APIRG took a number of decisions and adopted some conclusions. The report of that meeting was forwarded to you by the respective ICAO Regional Directors. Subsequently, various actions were taken by the Air Navigation Commission and Council as advised by our letter Ref. T 17/6.11- 0277 dated 1 March 2002. As an important part of the Agenda, the APIRG/14 will review and consider status of implementation of APIRG/13 Conclusions and Decisions as well as AFI/7 Regional Air Navigation (RAN) meeting outstanding recommendations.

3. The Council and Air Navigation Commission had in the past emphasized the need and importance of members to ICAO bodies to endeavour to meet their obligations by attending meetings of the respective bodies. Therefore they commended APIRG members and States of the Region for the efforts made at APIRG meetings. It is therefore expected that all members of APIRG will attend this particular meeting. **Attachment B** gives the list of members of APIRG as approved by the Council of ICAO and **Attachment C** the information bulletin and list of suggested hotels. However, non-members with specific interests in the subjects to be addressed by the meeting may also attend.

4. Documentation for the meeting is being prepared based on reports of the contributory bodies namely, the Sixth Meteorology Sub-Group (MET/SG/6), Seventh Air Traffic Services Sub-Group (ATS/SG/7), Sixth Communications Sub-Group (COM/SG/6), the Fourth Communications, Navigation, Surveillance/Air Traffic Management Sub-Group (CNS/ATM/SG/4), the fifth Meeting of the AOP Sub-Group (AOP/SG/5) and the Second Meeting of the AFI Traffic forecasting Group (ATFG/2). Some of the reports have already been distributed to States through the respective ICAO Regional Offices. **As only a limited number of these reports will be made available at the meeting, APIRG members and other participants are requested to bring their own copies to the meeting.** As soon as it is made available, the relevant documentation will be given at ICAO Web Site : <http://www.icao.int/wacaf>; <http://www.icao.int/esaf>.

5. Those intending to prepare papers should ensure that these reach the Secretariat not later than 10 May 2002 and where possible should be in English and French. Participants are requested to forward their papers, if any, by e-mail, if possible in order to expedite and facilitate the work. Papers received after that date will be distributed only in the languages in which they are received due to financial constraints of the Organization and directives of the Council to minimize such costs (APIRG Decision 11/23 also refers).

6. Kindly advise me of your participation in the APIRG/14 meeting as soon as possible but in any case not later than 10 May 2003, giving the names and functions of all participants from your State.

Accept, Sir, the assurances of my highest consideration.

A. Cheiffou
ICAO Regional Director
Western and Central African Office
Secretary of APIRG

Attachment A: Tentative Agenda and explanatory Notes

Attachment B: List of APIRG Members

Attachment C: Information bulletin and hotel list



INTERNATIONAL CIVIL AVIATION ORGANISATION

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
FOURTEENTH MEETING (APIRG/14)

(Yaoundé, Cameroon, 23 - 27 June 2003)

TENTATIVE AGENDA

(Presented by the Secretariat)

Agenda Item

1. Election of Chairperson and Vice Chairperson.
2. Action by Air Navigation Commission (ANC) and Council on APIRG/13 Meeting report.
3. Review and follow-up of APIRG/13 Conclusions and Decisions including AFI/7 RAN Meeting outstanding recommendations.
4. Air Navigation issues
 - 4.1 Aerodrome Operations
 - 4.2 Communications
 - 4.3 Air Traffic Management
 - 4.4 Aeronautical Meteorology
 - 4.5 CNS/ATM Planning/Implementation
 - 4.6 Traffic forecasting
 - 4.7 ANP/FASID
 - 4.8 Other related matters
 - 4.8.1 - Management of Air Navigation Services
 - 4.8.2 - Aviation Safety board
 - 4.8.3 - Preparation for the Eleventh Air Navigation Conference
5. Deficiencies in the Air Navigation field in the AFI Region
6. Human factors and manpower planning
7. Inter-regional co-ordination
8. Air Transport Conference (March 2003)
9. Technical co-operation.
10. Terms of reference and working arrangements of APIRG.
11. Any other business.



INTERNATIONAL CIVIL AVIATION ORGANISATION
AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
FOURTEENTH MEETING (APIRG/14)
(Yaoundé, Cameroon, 23 - 27 June 2003)

TENTATIVE AGENDA

(Presented by the Secretariat)

Notes on the Agenda

Agenda Item 1: Election of Chairperson and Vice Chairpersons

Under this agenda item the meeting will consider as appropriate election of Chairperson and Vice-Chairpersons in accordance with Part II, para. 3.1.1, Part III, paras. 6.1 and 6.2 of the APIRG Procedural Handbook.

Agenda Item 2: Action by Air Navigation Commission (ANC) and Council on APIRG/13 Meeting report.

The meeting under this agenda item will review actions taken by the Air Navigation Commission (ANC) and Council on APIRG/13 Meeting Report.

Agenda Item 3: Review and follow-up of APIRG/13 Conclusions and Decisions including AFI/7 RAN Meeting outstanding recommendations

Under this agenda item the meeting will review and consider status of implementation of all APIRG/13 Conclusions and Decisions including AFI/7 RAN Meeting recommendations. The meeting will reinstate those which are still valid.

Agenda Item 4: Air Navigation issues

The meeting will under this agenda item consider and take action on the reports of the meeting of its subsidiary bodies namely the AOP, ATS, COM, CNS/ATM and MET Sub-Groups and the Traffic Forecasting Group. Issues relating to these fields as well as the AFI ANP/FASID will also be discussed. Matters relating to management of Air Navigation Services, the establishment of an AFI Aviation Safety Board as well as preparation for the Air Navigation Conference will also be discussed.

Agenda Item 5: Deficiencies in the Air Navigation field in the AFI Region

The Group, under this agenda item, will review State by State the consolidated list of deficiencies that constitute the major obstacle to the provision of efficient Air Navigation services. It will consider necessary actions for the elimination of these deficiencies pursuant to the Council President's remarks and the Secretary General's letter to Ministers of Civil Aviation.

Agenda Item 6: Human factors and manpower planning

The importance given to human factors and manpower by the Region justifies discussion on this subject in order to draw appropriate strategies for AFI.

Agenda Item 7: Inter-regional co-ordination

Under this agenda item the meeting will discuss the need for further improvement in inter-regional coordination to ensure coherence of the AFI air navigation systems with the adjacent regions and avoid duplication of efforts. Issues relating to the Informal SAT coordination and AFI/EUR interface meetings will be discussed.

Agenda Item 8: Air Transport Conference - March 2003

The meeting will be presented with a summary highlighting the main issues discussed at the Air Transport Conference to be held in Montreal at the end of March 2003.

Agenda Item 9: Technical co-operation

The need for technical cooperation in favour of the AFI Region cannot be over-emphasized. The meeting will review solutions for technical and financial needs of the Region.

Agenda Item 10 : Terms of reference and working arrangements of APIRG

The meeting under this agenda item will review the terms of reference and working arrangements including its handbook and their relevance in view of current developments and other emerging issues in the air navigation planning process and taking into account the increasing efficiency and effectiveness of the APIRG.

Agenda Item 11: Any other business

Under this agenda item the Group will consider matters not dealt with under previous items.

MEMBERS OF APIRG

- 1. Algeria**
- 2. Angola**
- 3. Cameroon**
- 4. Cape Verde**
- 5. Congo**
- 6. Côte d'Ivoire**
- 7. Egypt**
- 8. Eritrea**
- 9. Ethiopia**
- 10. France**
- 11. Gabon**
- 12. Ghana**
- 13. Guinea**
- 14. Kenya**
- 15. Lesotho**
- 16. Malawi (also representing Zimbabwe)**
- 17. Mali**
- 18. Mauritania**
- 19. Morocco**
- 20. Niger**
- 21. Nigeria**
- 22. Senegal (also representing the Gambia)**
- 23. South Africa**
- 24. Spain**
- 25. Tanzania**
- 26. Togo**
- 27. Tunisia**
- 28. Uganda**
- 29. Zambia**

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INTERNATIONAL CIVIL AVIATION ORGANISATION

AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP
FOURTEENTH MEETING (APIRG/14)
(Yaoundé, Cameroon, 23 – 27 June 2003)

INFORMATION BULLETIN

GENERAL INFORMATION

Hosting Organisation: CAMEROON CIVIL AVIATION AUTHORITY (CCAA)

Address: P.O. Box 6998
Yaoundé
Cameroon

Telephone: +(237) 230 30 90 – 230 30 11
Fax: +(237) 230 33 62
E-mail: dgccaa@iccnet.cm

1. Location and venue

The APIRG/14 meeting will take place in Yaoundé, Capital city of Cameroon at the Hilton Hotel, Yaoundé:

HILTON HOTEL YAOUNDE

Telephone: (237) 223 36 46
Fax: (237) 222 32 10
E-mail: Info-Yaounde@hilton.com

2. Language

The meeting will be conducted in English and French and simultaneous interpretation services will be provided throughout the meeting.

3. Opening Session

The opening session of the meeting will take place at **10.00 Hours** on Monday 23 June 2003 at Hilton Hotel referred to above where all the subsequent sessions will also be held.

The provisional Agenda is attached to the letter of invitation.

4. **Registration**

The registration of participants will take place at the site of the meeting on Sunday 22 June 2003 from **1400 to 1700 hours** and on Monday 23 June 2003 from **0800 to 0945 hours**. Participants may wish to register early. They will be given a badge to be worn at all times during the sessions of the meeting.

5. **Officers and Secretariat**

The Secretary of the Meeting is **Mr. A. Cheiffou** ICAO Regional Director WACAF Office, Dakar. He will be assisted by **Mr. L. Mollel**, Regional Director ESAF and the Officers from Dakar and Nairobi Offices of ICAO. **Mr. V. Zubkov**, Chief Regional Affairs Office, ICAO Headquarters, Montreal, will also assist the meeting.

6. **Hotel reservations**

CCAA, the Hosting Organization, has negotiated accommodated rates for the following suggested Hotels, all located in Yaoundé. All prices include breakfast.

a) **HILTON HOTEL, (Site of the APIRG/14 Meeting)**

Rates: Single room: 89 400 FCFA HT
 Double room:
 (Prices include Breakfast)
 Accepted Credit Card: VISA
 Telephone: (237) 223 36 46
 Fax: (237) 222 32 10
 E-mail: info-yaounde@hiton.com
 Location on the map . **E5**

b) **MERCURE**

Rates: Single room: 41 000 FCFA HT
 Double room:
 (Prices include Breakfast)
 Accepted Credit Card: VISA/American Express
 Telephone: (237) 222 21 31
 Fax: (237) 222 21 61
 E-Mail: h3268@accor-hotels.com
 Location on the map . **E4**

c) **MANSEL Hotel**

Rates: Single room: 16 350 FCFA HT
 Double room: 18 350 FCFA HT
 (Prices include Breakfast)
 Accepted Credit Card: VISA
 Telephone: (237) 220 24 62 – 220 63 72 – 221 38 97
 Fax: (237) 220 63 73
 Location on the map . **C7**

d) **HOTEL JOUVENCE 2000**

Rates: Single room: 20 500 FCFA HT
 Double room: 24 500 FCFA HT
 (Prices include Breakfast)

Travellers cheques accepted

Telephone: (237) 223 02 59 / Cell: (237) 763 71 98

E-Mail: hoteljouvence 2000@yahoo.fr

Location on the map . **D6**

e) **Hotel TANGO**

Rates: Single room: 16500 FCFA HT
 Double room: 26 620 FCFA HT
 (Prices include Breakfast)

Accepted Credit Card: VISA International

Telephone: (237) 223 27 90 / 223 27 94 / 222 63 71

Fax: (237) 223 15 22

Location on the map . **D6**

f) **Hotel GRAND MOULIN**

Rates: Single room: 17 000 FCFA HT
 Double room: 18 000 FCFA HT
 (Prices include Breakfast)

No Credit Card

Telephone: (237) 220 68 19 / 220 68 21

Fax: (237) 220 68 20

Location on the map . **C6**

g) **PRESTIGE Hotel**

Rates: Single room: 20 700 FCFA HT
 (Prices include Breakfast)

Telephone: (237) 222 60 55 / 222 60 39 / 223 37 20 / 231 89 69

Fax: (237) 222 60 40

Location on the map . **F5**

h) **FELYDAC Hotel**

Rates: Single room: 24 800 FCFA HT
 Double room: 24 800 FCFA HT
 (Prices include Breakfast)

Telephone: (237) 221 07 28 / 974 28 11

Fax: (237) 221 07 29

Location on the map . **C8**

i) **MEUMI Palace**

Rates: Single room: 22 000 FCFA HT
 Double room:
 (Prices include Breakfast)
 Telephone: (237) 221 16 07
 Fax: (237) 221 16 22
 Location on the map . **B5**

j) **MEUMI Hotel**

Rates: Single room: 16 000 FCFA HT
 Double room: 20 000 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 220 28 37 / 220 02 21 / 221 16 06
 Credit Card: VISA
 Location on the map . **C5**

k) **AZUR Hotel**

Rates: Single room: 32 000 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 221 16 40
 Fax: (237) 21 16 39
 Location on the map . **B4**

l) **GIRAFE Hotel**

Rates: Single room: 20 500 FCFA HT
 Double room: 24 500 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 221 39 32
 Fax: (237) 221 16 23
 E-Mail: girafehotel@yahoo.fr
 Location on the map . **D6**

m) **MELI-MELO Hotel**

Rates: Single room: 17 500 FCFA HT
 (Prices include Breakfast)
 Telephone: (237) 221 98 51
 Fax: (237) 221 98 51 / Cell: (237) 981 94 57
 Location on the map . **D7**

CCAA is at delegate's disposal for their hotel reservation. For hotel requests delegates must contact, as soon as possible, the following address:

CCAA
 Air Navigation Directorate
 ATT: Mr. Manga Fouda
 FAX: (237) 230 33 62
 Tel.: (237) 230 30 90 – 230 30 11
 Mobile: (237) 797 87 46 – (237) 952 52 14
 E-mail : mangaff@yahoo.fr

Note: Booking up to 30 days before is strongly recommended. The Delegates who elect direct reservation must refer in their request that they are ICAO APIRG/14 Meeting participants.

7. **Transportation**

CCAA is honoured to provide transportation to the Meeting Delegates between Yaoundé Nsimalen and the selected Hotels and vice-versa for the departure. In this regard, Delegates are requested to inform arrival date as well as flight number to the above-referred address.

Note: Delegates transiting via Douala International Airport are requested to inform flight number and arrival date at that airport to the same address.

8. **Exchange rate**

The national currency is the CFA Franc. The exchange rates for the main currencies in March 2003 are:

•	US\$ 1.00 (US Dollar)	602.07 FCFA
•	1 EURO	655.957 FCFA
•	1 GBP	966.08 FCFA

9. **Hospital**

Central Hospital of Yaoundé
 General Hospital of Yaoundé
 University Hospital Center

10. **Electricity (at the Hotels)**

220V/50Hz

11. **Visa**

Visa is requested for citizens from certain countries. However they may be granted an entry visa valid for seven days at the airport, upon arrival, at the rate of 2.2 USD. In this regard, they are requested to send by fax, to the address referred to above, a photocopy of their passports (only pages with the photograph, name, validity and number) in addition to the details on the arrival date, airport of arrival and flight number.

12. Weather and clothing

Average maximum temperature in Yaoundé in June is 25°C/27°C. Normal light clothing are advisable during the meeting period. Formal attire or national dress are required for official social events.

13. Airport Tax

Normally all departing passengers are required to pay an Airport Tax of 10,000 FCFA or 500 FCFA respectively for international and domestic flights.

14. Bank Services

Banks located not far from the venue of the meeting are opened from 0800 to 1500 hours from Monday through Friday.

15. Documentation

The documents for the meeting (WPs, DPs, IPs etc) may be obtained from the Document Distribution desk.

Any participant wishing to circulate any papers or literature are requested to liaise with the Secretary of the meeting at the opening session.
