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منظمة الطيران
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国际民用
航空组织

Bureau Afrique Occidentale et Centrale / Western and Central African Office

Ref. : T 17/6.11.(M.1) - 0301

11 April 2011

Subject : **AFI OPMET Management of Task Force Third Meeting (AFI OPMET MTF/3), Dakar, Senegal, 27 to 28 June 2011**

Follow up Action: **Confirm your participation before 30 April 2011 and provide your contribution (WPs) before 20 May 2011.**

Sir/Madam,

I have the honor to inform you that the third meeting of the AFI OPMET Management Task Force (AFI OPMET MTF/3) of the AFI Planning and Implementation Regional Group (APIRG) will be held in **Dakar, Senegal from 27 to 28 June 2011** at the premises of the ICAO Western and Central African Office. The provisional agenda and the information bulletin which includes the list of hotels and their rates, are given at attachments A and B to this letter.

You will note that the Task Force will discuss various subjects in the field of meteorology, contained in its Terms of References (TOR). In accordance with the rules and procedures for the conduct of meetings of subsidiary bodies of the APIRG, the Secretariat will prepare documentation for the meeting, and your contribution, in terms of working papers (WP) and information papers (IP) should reach ICAO as soon as possible, preferably **before 20 May 2011**. Past this deadline, any working paper will be considered as an IP and processed accordingly.

As stated in its TORs, the Task Force is composed of experts from States and organizations of Algeria, Cameroon, Congo, Ethiopia, Egypt, Kenya, France, Liberia, Madagascar, Morocco, Niger, Nigeria, Senegal (Rapporteur), South Africa, the United Kingdom (UK) and ASECNA. The representatives of IATA, EUR/BMG, IROG/France, ASIA/PAC/M TSF, United Kingdom and the WMO are invited to participate in this Task Force.

.../...

Furthermore, I wish recall once again that to improve the participation of the Members to MTF meetings, the Task Force has adopted the recommendation below, during its second meeting (MTF OPMET/2):

" Recommendation 2/1: Composition of the AFI OPMET MTF

That,

- a) a Member of the Task Force who is unable to attend the MTF's meeting should notify the Chairman and the Secretary accordingly;**
- b) two successive absences without a written apology to the Chairman by a member will automatically cause them to cease to be member."**

In this regard, you are kindly invited to arrange for the member of the Task Force designed by your Administration and his alternates if any, to attend this important meeting to be held in English only. I would be grateful if you could confirm that your nominee(s) will be attending this third meeting of the AFI OPMET Management Task Force and please fill out and return the list of focal points attached (Attachment C), at the following address details, preferably by e-mail or fax **before 30 April 2011:**

ICAO Western and Central African Office (WACAF)
15, boulevard de la République
BP 2356, Dakar Sénégal
E-mail: icaowacaf@dakar.icao.int or
icao@icao.union.org or aokossi@dakar.icao.int
Site Web: www.icao.int/WACAF
Tél: 221 33 839 93 93
Fax: 221 33 823 69 26

Please accept, Sir/Madam, the assurances of my highest consideration.


Fol M.S. Jallow
ICAO Regional Director

Attachments : A : Provisional Agenda - AFI OPMET MTF/3 WP/1
B: Information Bulletin - AFI OPMET MTF/3 IP/1
C: Update of the list of Focal Points (to be filled out and returned to ICAO and ESAF Offices, by e-mail).



INTERNATIONAL CIVIL AVIATION ORGANISATION
AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)
AFI OPMET MANAGEMENT TASK FORCE (AFI OPMET MTF)
THIRD MEETING (AFI OPMET MTF/3)
(Dakar, Senegal, 27 - 28 June 2011)

A- PROVISIONAL AGENDA

- Agenda Item 1:** **Election of Chairperson and Vice-Chairperson of the Task Force**
- Agenda Item 2:** **Review of MTF/2 Recommendations, MET/SG/9 and APIRG/17 Conclusions and Decisions related to OPMET**
- Agenda Item 3:** **Review of regional guidance material on OPMET exchange**
- a) AFI Regional SIGMET Guide
 - b) AMBEX Handbook
 - c) AFI ICD
 - d) OPMET related FASID Tables
- Agenda Item 4:** **Future Developments with regards to OPMET information**
- Agenda Item 5:** **Terms of reference, work programme and composition of the AFI OPMET MTF**
- Agenda Item 6:** **Any other business**

EXPLANATORY NOTES ON THE PROVISIONAL AGENDA

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- Agenda Item 1: Election of Chairperson and Vice-Chairperson of the Sub-Group**
The Sub-Group will elect its Chairperson and Vice-Chairperson.
- Agenda Item 2: Review of MTF/2 Recommendations, MET/SG/9 and APIRG/17 Conclusions and Decisions related to OPMET**
A review will be carried out on actions taken and progress made on the recommendations of AFI OPMET MTF/2 meeting and related conclusions and decisions of the MET/SG and APIRG.
- Agenda Item 3: Review of regional guidance material on OPMET exchange**
The following regional guidance material on OPMET exchange will be reviewed and updated:
- a) AFI Regional SIGMET Guide
 - b) AMBEX Handbook including AMBEX Implementation Status Report by AFI RODBs
 - c) AFI ICD
 - d) OPMET related FASID Tables
- Agenda Item 4: Future Developments with regards to OPMET information**
The meeting will be briefed on the need for a regional plan for the transition to XML coded OPMET information in coordination with the relevant APIRG contributing bodies.
- Agenda Item 5: Terms of reference, work programme and composition of the AFI OPMET MTF**
The meeting will update the OPMET MTF work programme taking in consideration new developments at ICAO vis a vis the business planning and the composition of the MTF.
- Agenda Item 6: Any other business**
The meeting will discuss on any technical matter not contained in the above agenda items and being of an urgent nature.



INTERNATIONAL CIVIL AVIATION ORGANISATION

**AFI PLANNING AND IMPLEMENTATION REGIONAL GROUP (APIRG)
AFI OPMET MANAGEMENT TASK FORCE (AFI OPMET MTF)
THIRD MEETING (AFI OPMET MTF/3)
(Dakar, Senegal, 27 – 28 June 2011)**

B- INFORMATION BULLETIN

1. Site of the meeting

1.1 The Third Meeting of AFI OPMET Management Task Force (AFI OPMET MTF/3) will be held in the Conference Room of the ICAO Western and Central African (WACAF) Regional Office premises, Dakar, Senegal. The working hours of the office are from 0730 to 1500 hours.

1.2 The ICAO Regional Office contact points are:
Telephone: +221 33 839 93 93
Fax: +221 33 823 69 26
E-mail: icaowacaf@dakar.icao.int

2. Working Language

2.1 The meeting will be conducted in the **English language only**.

3. Opening Session

3.1 The opening session of the meeting will be held at 0800 hours 27 June 2011 at WACAF Regional Office Conference Room.

4. Working Hours

4.1 The expected daily working hours are as follows:
a) on 27 June 2011: from 0830 to 1700 UTC;
b) on 28 June 2011: from 0800 to 1230 UTC; and
c) Visit to Dakar RODB from 1500 UTC to ascertain the follow up action described in the RODB annual report.

4.2 There will be a one-hour lunch break on 27 and 28 June 2011 from 1200 to 1300 UTC and one 15 minutes coffee break at 1000 UTC.

5. Registration

5.1 The participants are requested to register at registration desk in the conference on Monday, 27 June 2011 between 0800 to 0830 UTC. Participants are requested to wear an identification badge, which will be issued to them, at the registration desk.

5. Office and Secretariat

5.1 The Secretary of the meeting is Mr Okossi Akoa Benoit, ICAO Regional Officer MET for the West and Central African Office, Dakar, assisted by Mr. Vitalis Ahago, Regional Officer for Eastern and Southern African Office (ESAF) in Nairobi. Mr. Okossi's contact points are as follows:

Telephone: +221 33 839 93 72
Fax: +221 33 823 69 26
E-mail: aokossi@dakar.icao.int

6. Climate

6.1 The mean minimum temperature during the month of June is 23.2°C and the mean maximum temperature is 28.5°C. The mean total rainfall for June 10.3 mm and mean number of rain days is 2. Light clothing is advisable during the meeting period.

7. Passports and visas

7.1 All travellers arriving in Senegal should have a valid passport. Senegal entry visas are not required for nationals of ECOWAS States. Participants are advised to ascertain whether or not they are exempted from the Senegal entry visa requirement. Those who are not exempted should apply for visas well in advance from Senegal Embassies or Consulates, which will issue them upon presentation of documentation showing that the applicants are designated representatives to a particular UN meeting to be held in Dakar. In countries where there is no Senegal Embassy or Consulate, special arrangements can be made for issuance of visas on arrival. Prior notification of at least 30 days, giving name, date of birth, passport number and expiry date should be sent to ICAO, Regional Office, Dakar, 15 Boulevard de la République; Dakar. Tel.: +221 33 839 9393; fax: +221 33 823 6926; e-mail: icaowacaf@dakar.icao.int

8. Banking Service

8.1 The basic unit of currency is FCFA. There are coins of 5, 10, 25, 50, 100, 200, 250 and 500 FCFA. Notes are issued in denominations of 1000, 2000, 5000 and 10 000 FCFA. The FCFA exchange rate is 1 Euro (€) (European currency) for 655.957 FCFA (~656 FCFA).

8.2 Banks located near the airport are open for 24hrs and those located in Almady neighborhood are open from 0745 to 1545 UTC from Monday to Friday inclusive.

9. Hotels

9.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is at Attachment A, and a map to the WACAF office is at Attachment B. When reserving, participants should state that they are attending an UN/ICAO meeting.

10. Health

10.1 International certificate of vaccination against yellow fever is mandatory for travellers over one year of age coming from infested areas. Participants may wish to obtain information on entry requirements by accessing the web page <http://www.who.int/ith> for information on Senegal.

11. Security

The security at the airport is provided for 24hrs.

HOTEL LIST / LISTE DES HOTELS

Rate in FCFA/Prix

Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
* Al Afifa ***	46 Rue Jules FERRY B.P. 3474 ☎ 33 89.90.90	33 823 88 39 gmhafifa@orange.sn Petit déjeuner 3 600	37 950	41 250
Al Baraka ***	35, Rue El Hadj A. K. Bourgi, B.P. 578 ☎ 33 822 55 32	33 821 75 41 <u>Petit-déjeuner: 3 500 F</u>	25.600	31.200
Atlantic/Ocean ***	Yoff Route de l'Aéroport (à 1 km) ☎ 33 820 00 77 33 820 00 47	Climatisé +TV ☎ <u>Petit-déjeuner: 3 000 CFA</u> Climatisé ☎	28.000 25.000	35.000 30.000
Faidherbe	Avenue Faidherbe x Raffenel B.P. 3197 Dakar ☎ 33 889 17 50 -	33 889 17 4 Climatisé+TV ☎ faidherbe@orange.sn <u>Petit-déjeuner: 4.400</u>	38 400	45.400
Farid ***	51, Rue VINCENS B.P. 1514 ☎ 33 821 61 27	33 821 08 94 <u>Petit-déjeuner : 4 000</u>	38.100	42.200
* Ganale	38, Rue Amadou A. NDOYE ☎ 33 889 44 44	33 822 34 30 ganale@sentoo .sn <u>Petit-déjeuner: 4 200 FCA</u>	35.600	42.200
* Indépendance ***	Place de l'Indépendance X Av.Pompidou ☎ 33 823 10 19 33 823 10 50	33 821 11 17 hotelhi@sentoo.sn	29.600	34.200
Lagon 2 ***	Route de la Corniche-Est ☎ 33 889 25 25 - 33 82360 31	33 823.77.27 <u>Petit-déjeuner inclus</u>	72.100	81.200

Name/Nom	Address/Adresse /	Fax / E-Mail	Single	Double
Le Méridien Président** ***	Pointe des Almadies - BP8181 Dakar Yoff ☎ (221) 33 869.69.49 – 33 869.69.29	(221) 33 869.69.99 <u>Petit-déjeuner compris</u> resa.meridien@sentoo.sn	86 000 102 000	100 000 116 000
* Miramar	25-27, Rue Félix FAURE ☎ 33 823 20 97 (near/près UNESCO)	33 823 35 05 <u>Petit-déjeuner: 2 500 CFA</u>	28 000	35.000
Nina ***	Rue du Dr. Theze X Rue A.a. Ndoye ☎ 33 889 01 20	33 889 01 81 <u>Petit-déjeuner: 4000</u> hotelnina@sentoo.sn	30.000	36.000
ONOMO HOTEL	Route de l'Aéroport BP 38 233-Dakar Yoff – Tél. 221 33 869 06 10	33 820 33 01 <u>Petit-déjeuner: 4 500 CFA</u> SALES.DAKAR@HONOMOHOTEL.COM	42 400	
Océanic	Rue de Thann (Marché Kermel) ☎ 33 822 20 44 - 33 822 17 18	33 821 52 28 <u>Petit-déjeuner: 2 500 CFA</u>	21.600	25.800
* Plateau	62, Rue Jules FERRY B.P. 2906 ☎ 33 823 44 20 33 823 15 26 33 823 47 80	33 822 50 24 <u>Petit-déjeuner: 3 000 CFA</u>	26.000	30.000
Saint Louis Sun ***	68, Rue Félix FAURE ☎ 33 822 25 70	33 822 46 51 <u>Petit-déjeuner: 2 500 CFA</u>	21 210	26.670
Savanna**** ***	Pointe Bernard Petite Corniche BP 6096 Dakar ☎ 33 849 42 42	33 849 42 43 / 33 823 85 86 hotel@savanna.sn <u>Petit-déjeuner: 8 000 CFA</u>	60.800	65.100
Sokhamon	Boulevard Roosevelt x Nelson Mandela Dakar ☎ 33 889 71 00	33 823 59 89 hotelsookhamon@sentoo.sn <u>Petit-déjeuner: 5 500 CFA</u>	43 200 63 000	47 700 67 500

Name/Nom	Address/Adresse / 	Fax / E-Mail	Single	Double
Airport hotel	route de l'Aéroport +221 33 869 78 78	sacevhotel@orange.sn Petit-déjeuner : 4 500 CFA	49 600	57 200
Pullman/Teranga** ***	Place de l'Indépendance (Rue Carnot x Colbert) B.P. 3380  33 889 22 00 - 33 823 10 44 - 33 823 55 02	33 823 50 01 Vue/ville teranga@ns.arc.sn Vue/mer	76 500 93.000	76.500 93.000
La Croix du Sud ****	20, Avenue du Roi Hassane II (Ex Avenue Albert Sarraut) Tél. 33 889 78 78	33 823 26 55 croixsud@orange.sn Petit-déjeuner inclus	50 600	61 200
TERROUBI****	Bd Martin Luther King Corniche-Ouest – Tél. 33 839 90 39	Fax: 33 839 90 45 reservation@terroubi.com	Vue jardin Vue de mer	95 000 112 000

* Special rates for ICAO. (Delegates should specify that they are attending an ICAO meeting).
Tarifs spéciaux pour l'OACI. (Les délégués doivent préciser qu'ils participent à une réunion OACI).

** Reservation may be requested by fax or e-mail and may indicate ICAO rates

Les réservations doivent être faites par fax ou par e-mail en indiquant le tarif OACI

*** Hotel can provide transport from and to the airport at their own expense (Delegates should specify if they need transport)

Hôtel pouvant transporter les délégués à partir de l'aéroport et à leur départ de l'hôtel à leur propre charge (Les délégués doivent le préciser en faisant leur réservation)

MISE A JOUR LE 30 mars 2011



C- FOCAL POINT - AFI OPMET MANAGEMENT TASK FORCE (AFI OPMET MTF) (TO BE UPDATED)
POINT FOCAL - ÉQUIPE DE TRAVAIL AFI DE LA GESTION DES DONNÉES OPMET (AFI OPMET/M TSF)

	State/Etat/ Organisation	Name/Nom et Prénom	Address/Adresse	E-mail	Fax	Telephone
1	Algeria					
2	Cameroon	ABONDO Cyrille	Chef de Service de la Météorologie Aéronautique	abondocyrille@yahoo.com	+237 22 30 33 62	+ 237 22 30 30 90
3	Congo					
4	Egypt					
5	Ethiopia					
6	Kenya					
7	France					
8	Liberia					
9	Madagascar	RAKOTONDRIANA Jérôme	Direction Générale de la Météo, BP 1254 Antananarivo	madagascarmto@asecna.org; jerome@asecna.mg	+261 202 258 115	+ 261 33 12 108 05
10	Morocco					
11	Niger					
12	Nigeria	IKEKHUA O. Felix Mrs. M. O. Iso	NIMET	felix_ikekhua@yahoo.com maryottuiso@yahoo.com	+234 9 4130710 +234 9 4130711	+234 1 477 16 62 +234 9 4130709 + 234 9 4130710
13	Senegal (Rapporteur)	DIEME Saïdou	ASECNA Sénégal	saidoudieme@yahoo.fr	+221 33 820 06 00	+221 33 869 22 03
14	South Africa					
15	United Kingdom (RU)					
16	ASECNA	NGOUAKA Dieudonné	ASECNA DG BP 3144 Dakar, Sénégal	ngouakadie@asecna.org	+221 33 8234654	+221 33 8695714
17	IATA	ZOO-MINTO'O Prosper	Adjoint au Directeur régional de l'IATA	ZooMintooP@iata.org	+2711 523 2702	+2711 523 27 00
18	Dakar RODB					
19	Pretoria RODB					
20	WMO/OMM					
21	EUR BMG					
22	IROG Toulouse					
23	ASIA/PAC/M TSF					