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Bureau Afrique Occidentale et Centrale / Western and Central African Office

T2/4-0254

2 June 2021

Subject: **AFI virtual Workshop on the improvement of NOTAMs and the implementation of the new SNOTAM format, 22 – 24 June 2021.**

*Action required: Confirm your participation by 18 June 2021.*

Sir/Madam,

I wish to invite your Administration/Organization to participate in the AFI Virtual Workshop on the improvement of NOTAMs and the implementation of the new SNOTAM format, to be held from 22 to 24 June 2021.

It may be recalled that the Twenty-third Meeting of the AFI Planning and Implementation Regional Group (APIRG/23) and Sixth Meeting of the AFI Regional Aviation Safety Group (RASG-AFI/6) expressed concerns on the impact of NOTAMs quality on aviation safety. The Global Campaign on NOTAM Improvement (NOTAM2021) was successfully launched with a webinar on 8 April 2021, and the web-based NOTAMeter tool has been rolled out, providing statistics of the numbers of current, old, and very old NOTAMs globally. This NOTAMeter web tool is available for free access at the following link: <https://www.icao.int/airnavigation/information-management/Pages/NOTAMeter.aspx>.

You may also recall the November 2021 applicability date of the ICAO methodology for assessing and reporting runway surface conditions. Commonly known as the Global Reporting Format for Runway Surface Conditions (GRF), it ensures a harmonized assessment and reporting of runway surface conditions and a correspondingly improved flight crew assessment of take-off and landing performance. The new SNOTAM format should be used for the dissemination of the runway condition report to users.

The objectives of the Workshop is to raise awareness on the quality of NOTAMs, coordinate regional actions for eliminating old NOTAMs and provide guidance for an effective implementation of the new SNOTAM format in support of the GRF implementation.

The workshop is intended for AIM Experts from Civil Aviation Authorities, ANSPs, Airspace Users and Data encoding Experts from Data Houses. The workshop will be conducted in English and French with simultaneous interpretation and documentation will be issued in the two languages. The provisional work programme is attached for reference. Participants are kindly requested to register online not later than **18 June 2021** at [https://icao.zoom.us/meeting/register/tJAocemspjkrGNfCWVBmiNzyhNr6eNeu1H\\_k](https://icao.zoom.us/meeting/register/tJAocemspjkrGNfCWVBmiNzyhNr6eNeu1H_k)

Your Administration/Organization is also invited to provide details of your Focal Point, for the purpose of coordination of the monitoring activities at [icaowacaf@icao.int](mailto:icaowacaf@icao.int) with copy to [fbamba@icao.int](mailto:fbamba@icao.int).

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

Regional Director

Prosper Zo'o Minto'o

**Attachment:** Provisional work programme