



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

Bureau Afrique occidentale et centrale / Western and Central African Office

T 13/21 – 0252

29 April 2024

**Subject:** Workshop on the methodology for the determination of airport and air traffic control sector capacity, Abuja, Nigeria, from 8 to 12 July 2024.

**Action required:** Confirm participation by **31 May 2024**

Sir/Madam,

I wish to invite your Administration/Organization to participate in the workshop on the methodology and best practices for the determination of ATC capacity, scheduled from 8 to 12 July 2024 in Abuja, Nigeria.

You may recall that to ensure the effective implementation of Air Traffic Flow Management (ATFM) in the AFI region, the twenty sixth Meeting of the AFI Planning and Implementation Regional Group (APIRG/26), under Conclusion 26/23 thereof, requested ICAO in coordination with CANSO, IATA and ANSPs and airport operators, to conduct at least two workshops on the methodology and best practices for the determination of ATC capacity.

The workshop organized in coordination with the Nigeria Airspace Management Agency (NAMA), aims to address deficiencies in respect of the provisions of Standard 3.7.5.1 of Annex 11 to the Convention on International Civil Aviation. The workshop will provide to participants knowledge and best practices on:

- the regulatory framework related to airport and ATC capacity calculation and assessment;
- methods of calculation and the declaration of airport and ATC sector capacity and their operational impact;
- the implementation of ATFM in the airspace and airports; and
- the management of contingency events requiring demand/capacity balancing.

Your Administration/Organization is kindly invited to ensure the participation of airport operations and air traffic management experts conversant with operational issues relating to capacity management in their respective areas. Participants should complete the online registration not later than **31 May 2024**, via <https://icao.zoom.us/meeting/register/TJl0cuySRD8jGd3P2zapD7HC-pfD9R4RhP3t>

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

For Prosper Zo'o Minto'o  
Regional Director

**Attachments:** Provisional work programme  
Information Bulletin