

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 16.3 – 0429

Subject: Virtual workshop on effective Aviation Safety Occurrence Reporting Systems - Implementation and use in SSP/SMS, from 15 to 18 July 2025.

Action requested: Register online by 6 July 2025.

Sir/Madam,

I have the honour to inform you that ICAO and EASA, in coordination with the Regional Safety Oversight Organisations (AAMAC, ASSA-AC and URSAC) in Africa, under the framework of EU-ASA project, are organizing a virtual workshop on Effective Aviation Safety Reporting Systems - Implementation and use in SSP/SMS, to be held from 15 to 18 July 2025.

The workshop aims to strengthen the capacity of States personnel involved in the implementation of the State Safety Programme (SSP) and Safety Management Systems (SMS), by providing practical knowledge, real-world examples and tools for establishing and managing effective aviation safety occurrence reporting systems. The workshop will be conducted in English and aims to achieve the following learning outcomes:

- understand the legal, institutional, and organisations frameworks for occurrence reporting, including national and international obligations (e.g. Annex 19 to the Chicago Convention, Regulation (EU) 376/2014);
- implement and manage effective occurrence reporting systems while promoting just culture, ensuring the protection of safety data and sources, and fostering internal coordination between authorities and service providers;
- collect, classify, and assess occurrence data using standard taxonomies and risk assessment models to support safety risk management in SSP/SMS; and
- use occurrence data to develop safety performance indicators, conduct analysis, generate data visualisations, and support risk-based oversight, targeted safety promotion, and effective information exchange at national, regional, and international levels.

The workshop is intended for the SSP Coordinators and experts involved in the SSP and SMS implementation from civil aviation authorities and other aviation stakeholders concerned.

Participants are kindly invited to register online, preferably not later than 6 July 2025 at https://icao.zoom.us/meeting/register/BPGZgZ0NRtiD55Xe7WUTGA. The draft work programme is provided as an attachment to this letter.

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

For: Romain Ekoto Regional Director