



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

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Subject: Regional Workshop on Airport and Route
Facility Management (Dakar, 5 to 7 February 2003)

Action required: Reply concerning attendance
and submission of working papers not later than
15 January 2003

Sir/Madam,

I have the honour to formally invite your Administration to nominate participants for a regional Workshop on Airport and Route Facility Management to be held in Dakar, Senegal, from 5 to 7 February 2003. Details regarding the workshop, including the agenda, are attached.

I would be grateful if you would indicate and/or confirm to me at your earliest convenience, preferably before **15 January 2003**, whether your Administration wishes to nominate participants and, if so, their names, official positions and contact numbers. In this connexion, it seems to us important that your delegation should include representatives from your national airport or air navigation entities, bearing in mind their responsibilities.

Accept, Sir/Madam, the assurances of my highest consideration.

A. Cheiffou
Regional Director

Enclosures:

- A — Agenda
- B — Workshop details
- C — General information
- D — Reference documents

ATTACHMENT A

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Dakar, 5 to 7 February 2003)

Agenda

1. ICAO policy on airport and air navigation services charges
2. Organizational structures of airports, including commercialization
3. Airport financial management and airport charges on air traffic
4. Development and management of non-aeronautical activities
5. Infrastructure financing
6. Organizational structures of air navigation services, including international cooperation
7. Financial management of air navigation services and air navigation services charges

References to documentation and explanatory notes to the Agenda will be contained in Working Paper WARFM (Dakar) - WP/1.

ATTACHMENT B

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Dakar, 5 to 7 February 2003)

WORKSHOP DETAILS

Date	Dakar, 5 to 7 February 2003
Place	ICAO Regional Office, Dakar, Senegal
Registration	Wednesday, 5 February 2003, 0900 hours
Opening	Wednesday, 5 February 2003, 1000 hours
Objective	To provide the general knowledge needed to deal with economic, organizational and other managerial issues related with the management of airports and air navigation services. The participants should be able to find main principles and related guidance material in <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/6), the <i>Airport Economics Manual</i> (Doc 9562) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/3).
Invitations	<p>States: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone, and Togo</p> <p>Organizations: Airports Council International (ACI), African Civil Aviation Commission (AFCAC), African Airlines Association (AFRAA), Agency for Air Navigation Safety in Africa and Madagascar (ASECNA), Banjul Accord Group, Economic Community of Western African States (ECOWAS), Economic Commission for Africa (ECA), FIR Roberts, International Air Transport Association (IATA).</p>
Attendance	<p>The workshop is intended for those who are currently in positions responsible for the management and financial performance of airports and air navigation services, and for economists and other supporting staff in these areas. The workshop does not assume that participants possess previous knowledge or experience about ICAO policy on cost recovery.</p> <p>It should be emphasized that representatives of autonomous entities (public as well as private) for airports and air navigation services in your State are welcome to participate in these workshops. The participation of such entities is in the interest of States with respect to their obligations under the <i>Convention on International Civil Aviation</i> in Doc 7300 (the Chicago Convention), and will further increase the dissemination of ICAO policy and guidance. As invitations to ICAO workshops are addressed to States, you are encouraged to bring this invitation also to the attention of any autonomous entities established in your State and to include them in your participation where possible.</p> <p>There is no attendance fee.</p> <p>An ICAO certificate will be awarded to participants with a satisfactory level of attendance.</p>
Language	English and French
Secretary/	Mr. B. Peguillan, Economist, Airport and Route Facility Management Section,

adviser	ICAO Headquarters Tel.: +1 (514) 954-8219 ext. 8086; facsimile: +1 (514) 954-6744; e-mail: bpeguillan@icao.int
Assisted by	Mr. B. Djibo, Regional Officer, Air Transport, Western and Central African Office Tel.: + 221 839 93 93; facsimile: + 221 823 69 26 e-mail: bdjibo@netcourrier.com
Documentation	<p>A complete list of ICAO publications used as reference documents for the meeting is in Attachment D. The most essential meeting documentation will be provided by ICAO free of charge, that is the <i>Airport Economics Manual</i> (Doc 9562) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/3). Some of the ICAO publications that will be used during the workshop are available via the ICAO web site http://www.icao.int and the participants should therefore provide themselves with copies of these documents and bring them to the meeting. This is applicable to the following documents: <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/6), the <i>Report of the Conference on the Economics of Airports and Air Navigation Services</i> (Doc 9764, ANSConf 2000), and the <i>Report of the World-wide CNS/ATM Systems Implementation Conference</i> (Doc 9719). To access these publications see guidance in Attachment D. The distribution of other reference documents will be limited to one per delegation, but participants who may wish to purchase (well prior to the meeting) copies of the relevant publications will be accorded a 50 % discount by quoting the reference of the meeting, WARFM (Dakar) 2003, when ordering. Such publications may be ordered through the ICAO Website.</p> <p>Participants having points of interest or information relating to the agenda are encouraged to prepare informal working papers, not exceeding three pages. Papers should be forwarded to the workshop Secretary not later than 15 January 2003.</p>
Travel and daily subsistence	The travel and daily subsistence costs for participants are the responsibility of the nominating State/Organization.
Information on the Web	The invitation letter together with Working Paper WARFM (Dakar) -WP/1 are available via ICAO's Website, under the heading "Meetings".

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ATTACHMENT C

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Dakar, 5 to 7 February 2003)

INFORMATION BULLETIN

1. SITE OF THE WORKSHOP

1.1 The workshop will be held at the Conference Room of the ICAO Western and Central African Office (WACAF) Dakar. The opening of the workshop is planned at 1000 hours. The WACAF Office is located 15, boulevard de la République in the city centre of Dakar. The working hours of the Office are 0730-1500. The ICAO Regional Office contacts are:

Telephone: (221) 839 93 93
Fax: (221) 823 69 26
e-mail: icaodkr@icao.sn

1.2 Registration

Registration of participants will be at 0900 hours.

2. HOTELS

2.1 Participants are requested to make their own hotel reservations. A list of recommended hotels is attached. When reserving participants should state that they are attending an ICAO meeting.

3. VISA

3.1 Entry visa for temporary visitors to Senegal may be obtained from Senegalese Embassy or Consulate in their country or from a French Embassy where there is no Senegalese diplomatic representation. Visas are not required for Nationals from ECOWAS States.

3.2 Special arrangements can be made for issuance of visas on arrival for those participants not able to obtain necessary visas in their country. Prior notification of at least 15 days giving names, date of birth, passport number and expiry date should be sent to ICAO, Regional Office, Dakar.

4. TRANSPORT

4.1 Leopold S. Senghor International Airport is situated at Yoff, 17 kilometers (a 30-minute drive) from the city centre. Taxis are readily available. The taxi fare from the airport to the city centre is approximately CFA 3.500.

HOTEL LIST / LISTE DES HOTELS

			Rate/ Prix FCFA	
Name/Nom	Address/Adresse / ☎	Fax / E-Mail	Single	Double
* Al Afifa	46 Rue Jules FERRY B.P. 3474 ☎ 823 87 37 , 823 85 43	823 88 39 gmbafifa@telecomplus.sn	23.550	31.800
Al Baraka	35, Rue El Hadj A. K. Bourgi, BP 578 ☎ 822 55 32	821 75 41	19.600	23.200
Atlantic/Ocean	Yoff Route de l'Aéroport (à 1 km) ☎ 820 00 77 820 00 47	Climatisé +TV ☎ Climatisé ☎	15.000 12 000	18.000 25.000
Croix du Sud	20, Avenue Albert SARRAUT, BP 232 ☎ 823 29 47	823 26 55 croixdusud@sonatel.senet.net	25.600	30.200
Farid	51, Rue VINCENS B.P. 1514 ☎ 821 61 27	821 08 94	17.100	21.200
* Ganale	38, Rue Amadou A. NDOYE ☎ 821 55 70	822 34 30 ganale@telecomplus .sn	19.000	22.000
* Indépendance	Place de l'Indépendance X Av.Pompidou ☎ 823 10 19, 823 10 50	821 11 17 hotelhi@telecomplus.sn	26.600	30.200
Lagon 2	Route de la Corniche-Est ☎ 823 18 11 82360 31	823.77.27 lagon1@telecomplus.sn	35.600	39.700
Méridien Présidence	Pointe des Almadies, Ngor ☎ 869 69 39	869 69 79 resgroup.meridien@sentoo.sn	5.6000	56.000
* Miramar	25-27, Rue Félix FAURE ☎ 823 20 97 (near/près UNESCO)	823 35 05	17.610	22.170
Nina	Rue du Dr. Theze X Rue A.a. Ndoye ☎ 821 22 30	821 41 81	18.600	25.200
Novotel	Avenue Abdoulaye FADIGA BP 2073 ☎ 823 88 49, 823 78 72, 823 10 90	823 89 29 novotel@metissacana.sn	40.000	40.000
OCEANIC	Rue de Thann , (Marché Kermel)	☎ 822 20 44 822 17 18	21600	25800
* Plateau	62, Rue Jules FERRY B.P. 2906 ☎ 823 44 20 823 15 26 823 47 80	822 50 24	21000	25000
Saint Louis Sun	68, Rue Félix FAURE ☎ 822 25 70	822 46 51	16.500	20.500
* Teranga	Place de l'Indépendance (Rue Carnot x Colbert) B.P. 3380 ☎ 823 10 44 823 55 02	823 50 01 teranga@ns.arc.sn	52.000	52.000

REV. December 11, 2002

*** 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).**

ATTACHMENT D

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT (Dakar, 5 to 7 February 2003)

ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS IN THE WORKSHOP DISCUSSIONS (IN ADDITION TO WORKING PAPERS ISSUED FOR THE MEETING)

Doc 7300/8	Convention on International Civil Aviation
Doc 9082/6	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 9764, ANSConf 2000	Report of the Conference on the Economics of Airports and Air Navigation Services
Doc 9562	Airport Economics Manual
Doc 9161/3	Manual on Air Navigation Services Economics
Doc 7100 - 2001 Edition	Tariffs for Airports and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Circular 142-AT/47	Development of Non-Aeronautical Revenues at Airports
Doc 9719	Report of the World-wide CNS/ATM Systems Implementation Conference
Doc 9660	Report on Financial and Related Organizational and Managerial Aspects of Global Navigation Satellite Systems (GNSS) Provision and Operation

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's web site: <http://www.icao.int>.
2. On the left side of the page, navigate down to the heading "Publications" and select "Free publications" to find "Doc 9082 - ICAO's Policies on Charges for Airports and Air Navigation Services".
3. Back on the left side of the ICAO web page, navigate down to the heading "Meetings" and select "List of meetings". Scroll down on the right side and click on "ICAO Meetings and Conference Archives".
4. Go to "2000" to find the "Conference on the Economics of Airports and Air Navigation Services - ANSConf 2000". On the left side of the ANSConf 2000 web page select "Working Papers" and you will find draft report material starting with WP/101.
5. Go back to "ICAO Meetings and Conference Archives" then to "1998" to find the "World Wide CNS/ATM Systems Implementation Conference". Click on "Final Report".

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