Ref.: TC 1/3.11 -0452

31 Mai 2011

Subject: Second Global Coordination Meeting and Second Regional Steering Committee Meeting of the Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA), Abuja, Nigeria, 10 - 13 October, 2011

Action required: Confirm participation not later than 20 September 2011.

Sir/Madam,

I have the honor to invite your Administration/Organization to participate in the second CAPSCA Global Coordination Meeting and the second Regional Steering Committee Meeting of CAPSCA Africa to be held from 10 to 13 October 2011 at the Transcorp Hilton Hotel, 1 Aguiyi Ironsi Street, Maitama in Abuja, Nigeria. This meeting will be open to participants representing CAPSCA member States and partner Organizations from all regions and shall offer an opportunity for an assistance visit to Abuja Airport as a follow-up to the visit made by our experts in February 2009. The Nigerian experience will provide a template for other States in the Africa region. To ensure a successful meeting, the public health sector, as well as aircraft and airport operators, air navigation service providers, tourism authorities and disaster/emergency response agencies are strongly encouraged to attend and I therefore kindly request you to please forward this invitation to relevant contacts and members of these organizations and agencies.

Previous experiences have highlighted the need for further action to improve pandemic preparedness planning in the aviation sector. In 2009, the Influenza A (H1N1) pandemic highlighted the need for coordinated action by the global community to help prevent and manage the risk of spread, through air travel, of a communicable disease of serious public health concern. In this regard, strengthened communications and collaboration between public health authorities and the aviation sector is crucial not only intra- but also inter-regionally.

The objective of the CAPSCA Global Coordination meeting is to coordinate and harmonize the work of active CAPSCA-Projects of ICAO in Africa, the Americas and Asia-Pacific. The project will also soon be expanding to incorporate Europe and the Middle East. Attached herewith is the Provisional Agenda of the second Global Coordination Meeting and second Regional Steering Committee Meeting (Attachment A). The meetings will be conducted in English and French languages with simultaneous interpretation.

15, boulvared de la République
13200 Dakar, Senegal
Tel.: +221 33 830 03 93
Fax: +221 33 830 09 26
E-mail: icowacaf@dakar.icao.int
Information relating to meeting arrangements, registration and other essentials may be found in the meeting bulletin in Attachment B.

The first two days of the event, 10-11 October, are open to all those interested and full participation is encouraged. The second two days are restricted to representatives of CAPSCA-Africa member States and International Organizations – others are welcome to attend, but as observers.

The Regional Office would be grateful to receive your registration using the Attendance Notification Form (Attachment C) as well as any presentations and papers no later than 20 September 2011. All participants are strongly encouraged to make accommodation arrangements early and a list of the recommended hotels is attached (Attachment D).

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

M.S. Jallow
Regional Director

Attachments:

A - Provisional Agenda
B - Meeting Bulletin
C - Attendance Notification Form
D - List of recommended Hotels
INTERNATIONAL CIVIL AVIATION ORGANIZATION WESTERN AND CENTRAL AFRICAN OFFICE

ICAO CAPSCA GLOBAL COORDINATION MEETING AND SECOND CASFSCA-AFRICA STEERING COMMITTEE MEETING
10-13 OCTOBER 2011, ABUJA, NIGERIA

PROVISIONAL AGENDA

DAY ONE    Monday 10 October - 2011 Global Coordination Meeting

- Registration of participants at meeting venue
- Opening remarks; self-introduction of participants, Group photo
- Review of 1st CAPSCA Global Coordination Meeting conclusions - Dr Jamail Singh

Break
- International Health Regulations (2005): Implementation in Africa – WHO
- Reports from CAPSCA regions: Africa; Asia Pacific; Americas; Europe – Regional Coordinators
- Website update and review of content – Mr Michiel Vreedenburgh

Lunch
- Lessons learned from States that have undergone a CAPSCA Assistance visit during 2011
  (Africa, Americas and Asia) – State representatives
- Review of ICAO State Guidelines – Dr Anthony Evans

Break
- Update from UN World Tourism Organization
- Update from CDC
- Review of airport operator guidelines – ACI
- Review of aircraft operator guidelines – IATA

DAY TWO    Tuesday 11 October 2011 - Global RAMPHT Meeting

- Business Continuity Planning update - ACI
- ICAO Audit Protocols for communicable diseases - Dr Anthony Evans
- Japanese radiation crisis and its relevance to CAPSCA – Dr Anthony Evans

Break
- Table top exercise – Dr Jamail Singh
- To address:
  - Management of a local public health emergency
  - Management of an on-board case of communicable disease
  - Management of arrival of affected aircraft

Lunch
- Table Top Exercise (cont’d)
- Presentations/simulated press conference from groups

Break
- Table Top Exercise (cont’d)
- Global RAMPHT Coordination Meeting Conclusions
DAY THREE  Wednesday 12 October 2011 - Training of Advisors/Abuja airport presentations

- WHO core capacity checklist: aspects relevant to emergency response in the aviation sector – WHO
- Singapore Case Study – Dr Jarail Singh
- Review of Assistance Visit Programme in the Americas

Break
- ICAO airport checklist – Dr Anthony Evans
- Passenger Locator Card and Health Declaration Form – Dr Anthony Evans

Lunch
- Presentations from local stakeholders
- Civil Aviation Authority
- Airport operator
- Airlines and Handling Companies
- Port health authority
- National health authority
- Other presentations

DAY FOUR  Thursday 13 October 2011 – CAPSCA –Africa Steering Committee Meeting and Airport Visit

- Common Terms of Reference for regional CAPSCA Steering Committees – Dr Anthony Evans
- Election of Steering Committee Chairperson – Dr Anthony Evans
- Review of Conclusions of first CAPSCA-Africa Steering Committee – Dr Anthony Evans

Break
- Second Regional Steering Committee Meeting Conclusions

Lunch
- Visit to Abuja Airport
B. APPENDIX

INTERNATIONAL CIVIL AVIATION ORGANIZATION WESTERN AND CENTRAL AFRICAN OFFICE

ICAO CAPSCA GLOBAL COORDINATION MEETING and SECOND CAPSCA-AFRICA STEERING COMMITTEE MEETING
10-13 OCTOBER 2011, ABUJA, NIGERIA

INFORMATION BULLETIN

1. HOST
Nigerian Civil Aviation Authority (NCAA) Aviation House,
Murtala Mohammed International Airport, Domestic Wing Ikeja Lagos, Nigeria
Tel: 234-12790436
Fax: 234-1-2790421

2. CONTACTS

(i) **Dr T.O. Bassey**
Head, Aeromedical Standards
Nigerian Civil Aviation Authority
Tel: 234-1-7610042 Land Line
234-8055093309 Cell
Fax: 234-1-2790421
E-mail: tessobass@hotmail.com

(ii) **Ms Nancy Onyedim**
Regional Officer, Technical Cooperation
ICAO Eastern and Southern African Office
Nairobi, Kenya
Tel: +254 20 762 2376
Fax: +254 20 762 1092
E-mail: Nancy.Onyedim@icao.un.org

(iii) **Mr. Evalou Gnang**
Regional Officer, Technical Cooperation
ICAO Western and Central African Office
15, Republic Blvd, Dakar Senegal
Tel. +221 33 839 93 71
Fax: +221 33 832 69 26
E-mail: egnang@dakar.icao.int

3. LANGUAGE
The meeting will be conducted in both English and French with simultaneous interpretation.

4. VENUE
The meetings will be held at the Transcorp Hilton Hotel, 1 Aguiyi Ironsi Street, Maitama, Abuja, Nigeria

5. REGISTRATION
Registration of participants will commence at the venue of the meeting as identified on the programme. Participants are expected to register early and collect their name tags.

7. TRANSPORTATION
Transport will be provided from the airport to the hotel (at arrival and departure) and from hotels to the meeting venue.

8. ENTRY VISA
Participants should ascertain the entry requirement for Nigeria as it applies to respective member States and where necessary, obtain a visa from the nearest Embassy or High Commission maintained by the Government of Nigeria.
No visa will be issued on entry to Nigeria. Visa is not required for citizens from the Economic Community of Western African States.

9. LOCAL CURRENCY AND FOREIGN EXCHANGE RATES
Naira is the currency in use in Nigeria. The exchange rates for the main currencies as at April 2011 are as follows:
- 1 USD = ₦148.61
- 1 GBP = ₦210.00
- 1 EURO = ₦187.00
Please note that these are official rates only.

10. BANK SERVICES
Travelers' cheques and currencies of some countries can be cashed at the commercial banks. International credit cards (Visa, Diners Club, MasterCard, and American Express) are accepted at most of the selected hotels.

11. HEALTH SERVICES
Medical services are of high standards and most international prescription drugs are readily available through retail pharmacies. It is suggested that participants take out personal medical insurance for the duration of the trip. Malaria prophylactics are especially advised.

12. WEATHER
Abuja weather is year round warm and the average maximum temperature in the month of October is between 28 to 33 degrees Celsius. Light and comfortable clothing is advised.

13. ELECTRICITY
240 Volts using the rectangular three-pin plug.

14. AIRPORT DEPARTURE TAX
Airport taxes are normally included in the cost of air tickets.

15. HOTEL RESERVATIONS
Below is a list of hotels and rates. Participants are advised to make their reservations directly with the hotels. Confirmed hotel reservations and travel itineraries should be forwarded to the contact persons at least two weeks prior to the meeting so that delegates can be met on arrival and conveyed to the hotels of their choice.
REGISTRATION FORM

Name (in block letters):

State/Organization:

Official designation in Government/Organization:

Permanent address to which mail should be sent after departure:

Telephone:

Fax:

e-mail:

Local Hotel and Room Number:

Signature: ______________________ Date: ______________________
Please complete and return this form to:

**Dr T. O. BASSEY**  
Head, Aeromedical Standards  
Nigerian Civil Aviation Authority  
Tel: 234-1-7610042 *Land Line*  
234-8055093309 *Cell.*  
Fax: 234-1-2790421  
E-mail: tessobass@hotmail.com

**Ms Nancy ONYEDIM**  
Regional Officer, Technical Cooperation  
ICAO Eastern and Southern African Office  
Nairobi, Kenya  
Tel: +254 20 762 2376  
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E-mail: nancy.onyedim@icao.unon.org

**M. Evalou GNANG**  
Regional Officer, Technical Cooperation  
ICAO Western and Central African Office  
Dakar, Senegal  
Tel: +221 33 839 93 71  
Fax: +221 33 823 69 26  
E-mail: egnang@dakar.icao.int
# D. Appendix

## Second Caspsca-Africa Steering Committee Meeting
10-13 October 2011, Abuja, Nigeria

### List of Hotels

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Types of Rooms</th>
<th>Rates (Naira)</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcorp Hilton Hotel, 1 Aguiyi Ironsi Street, Maitama, Abuja</td>
<td>Regular Room Type</td>
<td>Inclusive</td>
<td>Tel: +234-9-4613006</td>
</tr>
<tr>
<td></td>
<td>Twin Hilton Guest room</td>
<td>₦40,100.00</td>
<td>Fax: +234-9-4613110</td>
</tr>
<tr>
<td></td>
<td>King Hilton room</td>
<td>₦42,200.00</td>
<td>E-mail: <a href="mailto:hilton_abuja@hilton.com">hilton_abuja@hilton.com</a>, website: www1.hilton.com/en_US/hi/hotel/ABUHITW-Transcorp-Hilton-Abuja/index.do</td>
</tr>
<tr>
<td></td>
<td>Twin Hilton room plus</td>
<td>₦53,000.00</td>
<td>Reservation hotline +2348039013333 (cell)</td>
</tr>
<tr>
<td></td>
<td>UN Rate (Based on Availability)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bolingo Hotel and Towers Independent Avenue, Central Business District</td>
<td>Superior standard room</td>
<td>₦29,900.00</td>
<td>Tel: +234-9-4615000-9</td>
</tr>
<tr>
<td></td>
<td>Executive studio</td>
<td>₦49,450.00</td>
<td>Fax: +234-9-2344701</td>
</tr>
<tr>
<td></td>
<td>Executive suite</td>
<td>₦64,100.00</td>
<td>E-mail: <a href="mailto:info@bolingohotel-towers.com">info@bolingohotel-towers.com</a>, Website: <a href="http://www.bolingohotel-towers.com">www.bolingohotel-towers.com</a></td>
</tr>
<tr>
<td></td>
<td>Diplomatic suite</td>
<td>₦74,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presidential suite</td>
<td>₦195,500.00</td>
<td>Tel: +234-9-2344914-7</td>
</tr>
<tr>
<td></td>
<td>UN Rate (50% of Inclusive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royalton Hotel, Plot 1907 Gongola Str Area 2, Section 1, Garki Abuja</td>
<td>Executive room</td>
<td>₦13,043.00</td>
<td>Tel: +234-9-2344913</td>
</tr>
<tr>
<td></td>
<td>Alcove room</td>
<td>₦17,391.00</td>
<td>Fax: +234-9-2344913</td>
</tr>
<tr>
<td></td>
<td>Royal suite</td>
<td>₦22,609.00</td>
<td>Email: <a href="mailto:royalton09@yahoo.com">royalton09@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Presidential suite</td>
<td>₦30,435.00</td>
<td></td>
</tr>
<tr>
<td>NICON Luxury (Le' Meridien), 903 Tafawa Balewa Way Area 11 Garki Abuja</td>
<td>Classic room</td>
<td>₦40,130.00</td>
<td>Tel: +234-9-4619000</td>
</tr>
<tr>
<td></td>
<td>Superior room</td>
<td>₦54,556.00</td>
<td>+234-9-2342002</td>
</tr>
<tr>
<td></td>
<td>Business suite</td>
<td>₦67,693.00</td>
<td>+234-9-2342818</td>
</tr>
<tr>
<td></td>
<td>Executive suite</td>
<td>₦74,711.00</td>
<td>+234-9-2342971</td>
</tr>
<tr>
<td></td>
<td>Ambassador suite</td>
<td>₦202,160.00</td>
<td>Fax: +234-9-4619099</td>
</tr>
<tr>
<td></td>
<td>Presidential suite</td>
<td>₦327,742.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inclusive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top View Hotel, 6 Algiers Str, near PDP Secretariat Zone 5 Wuse Abuja</td>
<td>Standard</td>
<td>₦15,096.00</td>
<td>Tel: +234-9-461661-3</td>
</tr>
<tr>
<td></td>
<td>Deluxe</td>
<td>₦17,664.00</td>
<td>+234-8037567765(cell)</td>
</tr>
<tr>
<td></td>
<td>Executive suite</td>
<td>₦27,600.00</td>
<td>+234-8051839868(cell)</td>
</tr>
<tr>
<td>Hotel &amp; Address</td>
<td>Room Type</td>
<td>Rate</td>
<td>Contact Details</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------</td>
<td>-------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Reiz Continental Plot 779 Cadastral Central Business District Abuja | Standard        | ₦ 25,070.00 | Tel: +234-9-4619110-9  
Fax: +234-9-6270744, +234-9-6277440  
www.reizcontinentalhotel.com         |
|                                                     | Deluxe          | ₦ 31,970.00 |                                                |
|                                                     | Executive       | ₦ 34,270.00 |                                                |
|                                                     | Penthouse       | ₦ 50,600.00 |                                                |
|                                                     | Continental Suite | ₦ 60,720.00 | UN Rate (20% discount)  
Tel: +234-9-4612000  
Fax: +234-9-4601510  
E-mail: reservations.abuja@sheraton.com. |
| Sheraton Hotel and Towers Ladi Kwali Way Abuja     | Classic Room    | ₦46,000.00 | Tel: +234-9-4612000  
Fax: +234-9-4601510  
E-mail: reservations.abuja@sheraton.com. |
|                                                     | Superior Room   | ₦56,000.00 |                                                |
|                                                     |                | ₦36,600.00 |                                                |
|                                                     | Junior Suite    | ₦81,000.00 |                                                |
|                                                     |                | ₦74,500.00 |                                                |
|                                                     | Sheraton Towers | ₦63,700.00 |                                                |
|                                                     | Towers King     | ₦63,700.00 |                                                |
|                                                     |                | ₦54,400.00 |                                                |

All quoted rates are exclusive of 10% service charge and 5% VAT.