Fourth Meeting of CAPSCA-Africa
(Ouagadougou 04 – 06 December 2013)

Subject: Fourth Meeting of CAPSCA-Africa
(Ouagadougou 04 – 06 December 2013)

Action Required: To note the invitation to the meeting and nominate participants

Sir/Madam,

At the kind invitation of the Civil Aviation Authority of Burkina Faso, the 4th Meeting of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) - Africa will be held in Ouagadougou, Burkina Faso from 04 to 06 December 2013. The event is organized by ICAO in collaboration with the World Health Organization (WHO).

I have the honour to invite your Administration/Organization to nominate one or more participants to this event whose main objective is to facilitate the effective implementation of the ICAO/WHO directives on the prevention and management of public health events in civil aviation. Given the importance of this event, and considering the recurrent emergence in various parts of the world of different pathogens with pandemic potential e.g. the H7N9 influenza virus and the MERS Coronavirus, as well as the occurrence from time to time of other public health events of international concern, your participation will be of immense benefit to your State.

In nominating participants, you may consider giving priority to those who have participated in previous CAPSCA meetings for purposes of continuity. You may also wish to consider including in the delegation from your State, representatives of your national public health authorities as well as other aviation partners such as airport and airline operators, air navigation service providers and airport ground handling agents. Your kind cooperation in extending this invitation to such partners within your State is solicited.

.../...
The meeting provisionary agenda, the attendance notification form, as well as the information bulletin on hotels and entry requirements to Burkina Faso are enclosed. Participants are kindly requested to complete the attendance notification form and send to the addressees indicated on the form before 15 November 2013.

I look forward to the participation of your Administration/Organization at this important meeting.

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

(Mam Sait Jallow  
Regional Director)

Attachments:

1. Provisional Agenda
2. Attendance Form
3. Information Bulletin
DRAFT AGENDA

Opening Remarks

Point 1: Update on implementation of conclusions of 2012 CAPSCA –Africa (Nairobi) meeting

Point 2: Update on Global CAPSCA meeting, Santiago, October 2012

Point 3: Highlights of activities of the CAPSCA Project in the other ICAO Regions

Point 4: The Middle East Respiratory Coronavirus (MERS-CoV) Monitoring of the ICAO Emergency and Incident Response (EIR) Process

Point 5: WHO presentations on public health preparedness in aviation with reference to points of entry and conveyance operators

Point 6: Enlarged scope of CAPSCA - to include public health events that do not involve communicable disease

Point 7: “Biodiaspora”- changing the response to global health threats using computer modeling techniques

Point 8: Best practice arrival procedures for an affected aircraft

Point 9: Screening at airports – results of study in South Africa

Point 10: Glossary of public health and aviation terminology

Point 11: IATA presentation on current guidelines and best practices for airline staff in the event of public health emergencies

Point 12: ACI Presentation on the current Airport Preparedness Guidelines for Outbreaks of Communicable Disease

Point 13: Protocol Questions for the ICAO Audit Continuous Monitoring Approach (CMA) related to management of communicable disease in aviation

Point 14: Presentation from two State Public Health authorities on challenges in implementing IHR and post assessment corrective actions at Ports of Entry (English & French speaking)

Point 15: Presentation from two airports on public health emergency preparedness planning
DRAFT AGENDA

Point 16: Presentation from an Airline on policies and procedures in place for the management of a public health emergency

Point 17: Presentations on Assistance visits and lessons learnt from States that have been visited

Point 18: Panel Discussion on Training guidelines for stakeholders involved in (the Airport) Emergency Planning for Public Health Emergency

Point 19: Future Work Programme for CAPSCA - Africa

Point 20: Demonstration of assistance visit to Ouagadougou Airport

Point 21: Training of Technical Advisors
INTERNATIONAL CIVIL AVIATION ORGANIZATION
WESTERN AND CENTRAL AFRICA OFFICE

Fourth Meeting of CAPSCA Africa
(Ouagadougou, Burkina Faso 04-06 December 2013)

INFORMATION BULLETIN

1. VENUE

The Fourth Meeting of CAPSCA/Africa will be held in Ouagadougou, Burkina Faso from 04 to 06 December 2013.

2. REGISTRATION

The participants are requested to pre-register by filling the attached registration form and sending to icaowacal@dakar.icao.int, with copy to E.Gnang@icao.int. Based on the duly completed pre-registration form received by the secretariat, name badges will be issued on site. Participants will be required to reconfirm their registration at the registration desk on 04 December 2013 on the first day of the meeting.

3. OPENING SESSION

The official opening of the meeting will take place on 04 December 2013 at 10:00 A.M.; the meeting will start at 09:00 A.M. on the other days.

4. WORKING LANGUAGE AND DOCUMENTS

The meeting will be conducted in English and French. The meeting will be conducted with minimum use of paper; participants are therefore requested to bring laptops.

5. HOTEL INFORMATION

Participants are requested to make their own hotel reservations. A list of recommended hotels is attached.

6. TRANSPORTATION

Ouagadougou International Airport is situated 3 kilometres (about 5 minutes drive) from the city centre. Taxis are readily available; the taxi fare from the airport to downtown is between FCFA 2000 -3000

7. VISA

While all travellers arriving in Burkina Faso should have a valid passport and entry visas, entry visas are not required for nationals from ECOWAS States and from some other countries. Participants are therefore advised to check whether or not they are exempt from entry visa to Burkina Faso at the Burkina Faso embassy or consulate in their respective countries.
8. HEALTH

8.1 Participants must ensure they are covered by a health insurance for the duration of their stay in Burkina Faso.
8.2 Presentation of yellow fever certificate at the point of entry is required for all participants. It is advisable to be vaccinated against meningitis.

9. WEATHER AND LOCAL TIME INFORMATION

9.1 December is the beginning of the dry season with dry winds. Ouagadougou’s mean minimum temperature in December is 18°C and the mean maximum is 30°C.

9.2 The local time in the Burkina Faso territory is Universal Time (UTC) or GMT time.

10. LOCAL CURRENCY AND FOREIGN EXCHANGES RATES

10.1 The basic unit of currency is the CFA which is used in the Monetary Union of West Africa (UEMOA) States (Benin, Burkina Faso, Cote d'Ivoire, Guinea Bissau, Mali, Niger, Senegal and Togo). There are coins of 5 FCFA; 10 FCFA, 25FCFA, 50FCFA, 100FCFA, 200FCFA, 250FCFA, 500FCFA. Notes are issued in denominations of 500, 1000, 2000, 5000 and 10000 FCFA.

10.2 UEMOA CFA has a fixed parity with Euro and its exchange rate is 1 Euro for 655.957 FCFA.

10.3 There is no limit to the amount of cash or traveller’s cheques which visitors may bring into Burkina Faso. However, the export cash by visitors is strictly forbidden. Only maximum of 300000 FCFA may be permitted.

10.4 Commercial banks provide exchange facilities. Most banks are open between 7:30am to 12h30 pm and from 15h30 to 17h30 from Monday to Friday.

11. HOURS OF BUSINESS

The working days in Burkina Faso run from Monday to Friday (7:00-12:30 and from 15:30 to 17:30); Saturday and Sunday being a holiday.

12. ELECTRICAL SUPPLY

Local voltage is 220/240 V 50 Hz with French plug. Participants from countries using English plugs may bring suitable plug for their laptops.

13. TELEPHONES

Worldwide direct phone communications are available, using the international operator if necessary.

From abroad dial +226 followed by required number. There are 3 mobile operators: Telmoh/Orange, Telecel, and Airtel.
<table>
<thead>
<tr>
<th>HOTEL</th>
<th>Rooms Prices</th>
<th>ADDRESS</th>
<th>FACS</th>
<th>PHONE</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>LAICO</td>
<td>76 800/ standard Room</td>
<td>Avenue Pascal ZAGRE 01 BP 1603</td>
<td>(226) 50 49 98 01/02</td>
<td>(226) 50 49 98</td>
<td><a href="mailto:pacifichotel@fasonet.bf">pacifichotel@fasonet.bf</a></td>
</tr>
<tr>
<td></td>
<td>9500 F/ pers +breakfast</td>
<td>Ouagadougou 01</td>
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<tr>
<td>PACIFIC</td>
<td>35 000 + breakfast</td>
<td>01 BP 5818 Ouagadougou 01</td>
<td>(226) 50 31 30 39</td>
<td>(226) 50 31 30</td>
<td><a href="mailto:pacifichotel@fasonet.bf">pacifichotel@fasonet.bf</a></td>
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<tr>
<td>AZALAI</td>
<td>50 000</td>
<td>01 BP 127 Ouagadougou 01</td>
<td>(226) 50 30 67 67</td>
<td>(226) 50 30 60</td>
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<td>SPLENDIDE</td>
<td>45 000F / single room</td>
<td>1108, Avenue Kwame N’Kumah</td>
<td>(226) 50 31 72 91</td>
<td>(226) 50 31 72</td>
<td><a href="mailto:spn@fasonet.bf">spn@fasonet.bf</a></td>
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<td>I</td>
<td>50 000 F / Double room</td>
<td>01 BP 1715 Ouagadougou 01</td>
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<tr>
<td>SPLENDIDE</td>
<td>55 000F / single room</td>
<td>1108, Avenue Kwame N’Kumah</td>
<td>(226) 50 31 72 91</td>
<td>(226) 50 31 72</td>
<td><a href="mailto:spn@fasonet.bf">spn@fasonet.bf</a></td>
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<td>II</td>
<td>60 000 F / Double room</td>
<td>01 BP 1715 Ouagadougou 01</td>
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<tr>
<td>JOLY HOTEL</td>
<td>68 300 F / standard room</td>
<td>02 BP 6149 Ouagadougou 02</td>
<td>(226) 50 3762 59</td>
<td>(226) 50 3762 57</td>
<td>jolyhotel <a href="mailto:ouaga2000@fasonet.bf">ouaga2000@fasonet.bf</a></td>
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<td></td>
<td>78 300 F / Double room</td>
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<td>58/60/61</td>
<td><a href="http://www.jolyhotel.bf">www.jolyhotel.bf</a></td>
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<tr>
<td><strong>TANG ZUGU</strong></td>
<td>18,000 F/Night per room</td>
<td>01 BP 1014 OUAGADOUGOU U 01</td>
<td>(226) 50 39 88 07</td>
<td>(226) 50 39 86 02</td>
<td>50 30</td>
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<tr>
<td><strong>ANAEEL</strong></td>
<td>19,500 F/Night per room</td>
<td>01 BP 1014 OUAGADOUGOU U 01</td>
<td>(226) 50 30 13 71</td>
<td>(226) 50 30 13 72</td>
<td>50 30</td>
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<tr>
<td><strong>CONTINENTAL</strong></td>
<td>38,000 F/suite</td>
<td>01 BP 35 93 Ouagadougou 01</td>
<td>(226) 50 30 88 36</td>
<td>(226) 50 69 19</td>
<td>50 30 69</td>
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<tr>
<td><strong>IRIS</strong></td>
<td>19,580 F/room</td>
<td>01 BP 1808 Ouagadougou</td>
<td>(226) 50 30 00 53</td>
<td>(226) 50 30 00 56</td>
<td>50 30 00</td>
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<tr>
<td><strong>MERCURE SILMANDE</strong></td>
<td>68,100 F Single</td>
<td>01 BP 4733 Ouagadougou 01</td>
<td>(226) 50 35 60 54</td>
<td>(226) 50 35 60 05</td>
<td>50 35 60</td>
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Note: Participants are informed that the above mentioned hotel rates are subject to changes, and are therefore advised to check with the hotel concerned to confirm the applicable rates.
# International Civil Aviation Organization
Organisation de l'Aviation Civile Internationale

ICAO Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA)

Arrangement de coopération pour la prévention et la gestion des événements de santé publique en aviation civile (CAPSCA) de l'OACI

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**Fourth CAPSCA - Africa Meeting**  
(Ouagadougou, Burkina Faso, from 04 to 06 December 2013)

**Quatrième Réunion CAPSCA - Afrique**  
(Ouagadougou, Burkina Faso du 04 au 06 décembre 2013)

## REGISTRATION FORM / FORMULAIRE D'INSCRIPTION

| 1. NAME/NOM: |  
| 2. POSITION: |  
| 3. ORGANIZATION/ORGANISATION: |  
| 4. STATE/ETAT |  
| 5. TELEPHONE NO. NO DE TELEPHONE |  
| 6. E-MAIL: |  

*Please return completed form to one and/or both of the persons below:*

**Evalou GNANG**  
Regional Officer – TC/AT  
International Civil Aviation Organization  
Western & Central African Office  
E-mail: egnang@caco.int  
Phone: +221 33 869 24 24/20  
Fax: +221 33 820 32 39

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**Nancy ONYEDIM**  
Regional Officer – TC  
International Civil Aviation Organization  
Eastern & Southern African Office  
E-mail: nonyedim@caco.int  
Phone: +254 207622375  
Fax: +254 207621092 / 207623028

Leopold Sedar Senghor Airport - PO. Box : 38050, Dakar, Senegal

United Nations Office at Nairobi.  
United Nations Avenue, Gitahi  
Nairobi, KENYA