



3 bis villa Emile Bergerat, 92522 Neuilly-sur-Seine Cedex, France

*When replying please quote*

Reference : EUR/NAT 23-0405.RD (RAN/CUP)

20 December 2023

Subject : **Invitation to EUR/NAT-DGCA/2024 (Toulouse, France, 23 April 2024)**

Action

required : Please refer to paragraphs 2, 4 and 5.

Dear Madam/Sir,

1. Further to my letter ref. EUR/NAT 23-0393.TEC of 7 December 2023, I am pleased to invite you to the 2024 Meeting of the Directors General of Civil Aviation of the ICAO EUR/NAT Regions (EUR/NAT-DGCA/2024) kindly hosted by the École Nationale de l'Aviation Civile (ENAC) in Toulouse, France, on **23 April 2024**. The meeting will start at **09:30 hours** and end at **17:00 hours** approximately. Registration will commence at 09:00 hours. I would like to inform you that, on 24 April 2024, a separate event will be organized for Directors General by the *Direction Générale de l'Aviation Civile* (DGAC) of France, by invitation only. Invitation letters for that event will be sent by the DGAC.

2. The Provisional Agenda is enclosed at **Attachment A**. Should you have any comments, I would appreciate receiving these at your earliest convenience, and latest by **1 February 2024**. Working documentation should reach the Secretariat by email ([icaournat@icao.int](mailto:icaournat@icao.int)) by **1 April 2024**. Please note that the meeting will be conducted in English with simultaneous interpretation in French and Russian languages. Working documentation may be submitted either in English, or if in an ICAO working language other than English, accompanied by a translated version of the documentation in English.

3. The meeting will take place in the Amphitheatre Bellonte. Please see **Attachment B** for further information on the meeting venue address, accommodation and other practical information.

4. As already informed, the elections of the Chairperson and two vice-Chairpersons will take place at this meeting. You are kindly invited to inform the EUR/NAT Office via an email to [icaournat@icao.int](mailto:icaournat@icao.int) about your nominations by **1 February 2024** so that this information can be promulgated in advance of the meeting.

5. Kindly register as soon as possible, and by **1 April 2024**, by writing to the specific email address [EURNATDGCA@icao.int](mailto:EURNATDGCA@icao.int), with copy to [cottieno@icao.int](mailto:cottieno@icao.int) and [pcuff@icao.int](mailto:pcuff@icao.int). Due to the capacity constraints of our meeting room and the large number of invited States and Organizations, I kindly request you to limit the number of persons in your delegation to no more than 3 persons.

Yours faithfully,

Nicolas Rallo  
Regional Director  
European and North Atlantic Office

Enclosures: Attachment A - Provisional Agenda; Attachment B – Practical Information

**Distribution:** ICAO EUR/NAT States of accreditation, Canada, United States, International and Regional Organisations

ATTACHMENT A

EUR/NAT-DGCA/2024 – WP/01

19/12/2023

v.0



European and North Atlantic Office



**DIRECTORS GENERAL OF CIVIL AVIATION - ICAO EUROPEAN AND NORTH  
ATLANTIC REGIONS**

**2024 MEETING (EUR/NAT-DGCA/2024)**

**“BUILDING BRIDGES”**

*(Toulouse, France, 23 April 2024)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Opening remarks**
  - Agenda Item 2: Approval of the agenda and elections of the Chair and Vice-Chair**
  - Agenda Item 3: ICAO updates**
  - Agenda Item 4: Aviation training: building bridges within and beyond aviation for enhanced training solutions**
  - Agenda Item 5: Sustainability: timely actions and cooperation to achieve the LTAG**
  - Agenda Item 6: Enhancing resilience**
  - Agenda Item 7: Collaboration for implementation support: enhancing coordination and cooperation**
  - Agenda Item 8: Gender equality**
  - Agenda Item 9: Ratification of international air law treaties**
  - Agenda Item 10: Next generation of aviation professionals**
  - Agenda Item 11: Any other business and next meeting**
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## ATTACHMENT B

**PRACTICAL INFORMATION**  
**ICAO EUR/NAT-DGCA/2024 MEETING**

*(Toulouse, France, 23 April 2024)*

**MEETING SECRETARIAT**

Please register your participation at this email: [EURNATDGCA@icao.int](mailto:EURNATDGCA@icao.int)

Contact persons: P. Cuff [pcuff@icao.int](mailto:pcuff@icao.int) | C. Ottieno [cottieno@icao.int](mailto:cottieno@icao.int) | I. Hofstetter [ihofstetter@icao.int](mailto:ihofstetter@icao.int)

**MEETING VENUE**

*Ecole Nationale de l'Aviation Civile (ENAC) Address: 7, avenue Edouard Belin, 31055 Toulouse*  
 Amphitheatre Bellonte in the Bréguet Building

**TRANSPORTATION**

Shuttle buses will be provided in the morning and evening to facilitate your travel between the city center and the meeting venue. Places and times will be provided in due course.

However, if you wish to make your own way to the ENAC, please refer to the information at this link: <https://www.enac.fr/en/access-enac-0>

**HOTEL ACCOMMODATION - SUGGESTED HOTELS**

# Stars	Name	Address in Toulouse
5*	CROWNE PLAZA	7 Place du Capitole
5*	HOTEL DU GRAND BALCON	8/10 Rue Romiguières
5*	LA COUR DES CONSULS HOTEL & SPA	46 Rue des Couteliers
5*	PULLMAN TOULOUSE CENTRE RAMBLAS	84 Allées Jean Jaurès
4*	BEST WESTERN HOTEL INNES BY HAPPYCULTURE	13 Bis Rue Matabiau
4*	BOUTIQUE HOTEL GARONNE BY OCCITANIA HOTELS (Ex-Hôtel Garonne)	22 Descente de la Halle aux Poissons
4*	CITIZ HOTEL	18 Allées Jean Jaurès
4*	COURTYARD BY MARRIOTT TOULOUSE AIRPORT	4 Bis Rue Alain Fournier
4*	GRAND HOTEL DE L'OPERA	1 Place du Capitole
4*	HOTEL DE BRIENNE	20 Boulevard Marechal Leclerc
4*	HOTEL DES BEAUX ARTS	1 Place du Pont Neuf
4*	LA VILLA DU TAUR (EX-JUNIOR HOTEL)	62 Rue du Taur
4*	L'INITIAL (EX- THIB' HOTEL)	1 Rue Boudeville
4*	MERCURE TOULOUSE COMPANS CAFFARELLI	8 Esplanade Compans-Caffarelli
4*	MERCURE TOULOUSE SAINT-GEORGES	Rue Saint Jérôme
4*	MERCURE TOULOUSE WILSON	7 Rue Labéda
4*	NOVOTEL TOULOUSE CENTRE COMPANS CAFFARELLI	5 Place Alfonse Jourdain
4*	NOVOTEL TOULOUSE CENTRE WILSON	15 Place Wilson
4*	OURS BLANC WILSON	2 Rue Victor Hugo
4*	PALLADIA	271 Avenue de Grande Bretagne
4*	PRIVILEGE HOTEL MERMOZ	50 Rue Matabiau
4*	PULLMAN TOULOUSE AIRPORT	2 Avenue Didier Daurat
3*	ALBERT 1ER	8 Rue Rivals
3*	HOTEL DE FRANCE	5 Rue d'Austerlitz
3*	IBIS STYLES TOULOUSE CENTRE CAPITOLE (Ex-Hôtel du Taur)	20 place du Capitole

# Stars	Name	Address in Toulouse
3*	LE CLOCHER DE RODEZ	14 Place Jeanne d'Arc
3*	LE PERE LEON	2 Place Esquirol
3*	LE SAINT CLAIRE (NT Hôtel Gallery)	29 Place Nicolas Bachelier
3*	LE SAINT SERVIN	2 Rue Saint Bernard
3*	MAMA SHELTER	54 boulevard Carnot

## VISA ASSISTANCE

Participants to meetings must possess the documentation required to enter and stay in France.

<https://www.diplomatie.gouv.fr/en/coming-to-france/>

Application for visa should be requested well in advance. Please note that the advised minimum delay for process is **21 days before date of departure**.

Applications for visa to enter France should be submitted to the Embassy or Consulate indicated by the website and should be accompanied by a copy of the convening letter issued by the EUR/NAT Office. It is recommended that holders of ordinary passports should address the visa request directly to the French Embassy with, in addition to the usual documents, a mission order or similar documentation indicating precisely the Administration or Organization which will bear all expenses (food, lodging, repatriation, insurance etc).

For holders of diplomatic or service passports, the responsible Ministry (usually the Ministry of Transport) receiving the invitation to attend a meeting shall request the Ministry of Foreign Affairs of the invited State to produce a “note verbale” note for the appropriate French Embassy stating the information listed below.

In case of difficulties in obtaining visas, the appropriate authority, administration or State in question should send a request for a visa support letter, on official letter headed paper, to the EUR/NAT Office, at least 6 weeks before the start of the meeting, and indicate the following information:

- Official list of designated delegates attending the meeting
- Title in the administration/organization being represented
- Full names as in the passport
- Individual Passport Number
- Passport Issuing Authority
- Passport Expiry date
- Date of Birth
- Place of Birth
- Nationality

The EUR/NAT Office will communicate the list of participants to the appropriate Embassy/Consulate and will send a copy of the visa support letter to the requesting State or Organization.

No personal invitations can be issued by ICAO.

— END —