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When replying please quote

Reference : EUR/NAT 18-0357.MET (KEC/SAN)

2 July 2018

Subject : **First Meeting of the SWIM Project Team (SWIM/PT/1)**
(Brussels, Belgium, 27 September 2018)

Action
required : See paragraph 2

Dear Madam/Sir,

1. I wish to refer to the Fifty-Ninth Meeting of the European Air Navigation Planning Group (EANPG/59) combined with the Sixth Meeting of the European Regional Aviation Safety Group (RASG-EUR06) held in Paris from 30 October to 3 November 2017, and in particular, to EANPG59 RASG-EUR06 Conclusion/14:

EANPG59 RASG-EUR06 Conclusion/14 – EUR SWIM Project Team

That the ICAO Regional Director, Europe and North Atlantic, on behalf of the EANPG RASG-EUR:

- a) Establish the EUR SWIM Project Team;*
- b) Conduct a provisional meeting for the EUR SWIM Project Team in 2018 in order to develop its draft Terms of Reference (TORs), work programme and members, to be presented to COG/72 for approval;*
- c) Urge States and relevant International Organizations to nominate their SWIM Focal Point to attend the provisional SWIM Project Team and further follow-up on the SWIM implementation; and*
- d) Report progress on those tasks to COG/EANPG meetings, as appropriate.*

2. In order to fulfil this mandate, it is a pleasure to inform you that, the First Meeting of the SWIM Project Team (SWIM/PT/1) will be held on **27 September 2018** at EUROCONTROL Headquarters, Brussels, Belgium. Your Administration/Organization is kindly invited to nominate their SWIM Focal Point to attend SWIM PT/1 by notifying the EUR/NAT Office via email (icaoeurnat@paris.icao.int) or fax (+33 1 46 41 85 00) as soon as possible; and in any case no later than **15 August 2018**.

.../...

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3. The Meeting will start at 10:00 on Thursday 27 September 2018 with registration from 09:00 onwards. Further details on transportation, hotel information, and any other logistic issues are provided on the EUROCONTROL website at: <http://www.eurocontrol.int/articles/eurocontrol-headquarters-brussels>. For visa support, you may contact visa.requests@eurocontrol.int and cc Eva Sorensen (esorensen@eurocontrol.int).

4. The provisional agenda for the SWIM PT/1 is provided at **Attachment A**, which focuses on the development of the Terms of Reference (TORs), work programme and members. The SWIM/PT draft TORs, work programme and members will be presented to the COG/72 RCOG/09 meeting (22-26 October 2018, Paris) for approval.

Yours faithfully,

Luis Fonseca de Almeida
ICAO Regional Director
Europe and North Atlantic

Enclosure: Attachment A - Provisional Agenda SWIM/PT/1

ATTACHMENT A

FIRST MEETING OF SWIM PROJECT TEAM (SWIM/PT/1)

(EUROCONTROL, Brussels, 27 September 2018)

Provisional Agenda

Time	Item
09:00 – 10:00	<i>Registration</i>
10:00 – 10:30	Welcome and opening of the meeting: <ul style="list-style-type: none"> • Purpose and conduct of the Meeting • Adoption of the provisional agenda
10:30 – 11:15	Review of draft TORs: <ul style="list-style-type: none"> • Tasks • Membership
11:15 – 11:30	<i>Coffee break</i>
11:30 – 13:00	Review of draft TORs (Cont'd) Development of draft Work Programme considering TORs, including: <ul style="list-style-type: none"> • Tasks to be completed in 2019 • Optimum method to complete tasks
13:00 – 14:00	<i>Lunch break</i>
14:00 – 15:15	Development of draft Work Programme (Cont'd)
15:15 – 15:30	<i>Coffee break</i>
15:30 – 16:00	Wrap-up of SWIM/PT/1 Future Work Programme

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