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Международная
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авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AT 5/2 – 24/135

22 August 2024

**Subject: ICAO Aviation Statistics Workshop
(Doha, Qatar, 30-31 October 2024)**

Action required: Reply no later than 10 October 2024

Sir,

I have the honour to inform you that the ICAO MID Office with the support of ICAO HQ is organizing an Aviation Statistics Workshop. The Workshop is gratefully hosted by Qatar in Doha, 30–31 October 2024, back-to-back with the Airports and Air Navigation Charges Workshop to be held in Doha, Qatar, 28 – 29 October 2024. Your Administration/Organization is kindly invited to participate in this Workshop.

The Workshop will be conducted in the English language only. The Provisional Programme for the Workshop is at **Attachment A**. Administrative arrangements for the event and other useful information for participants, including the Hotel List will be provided in due course.

The objective of the Workshop is to provide the participants with an overview of the ICAO Statistics Programme and to sensitize the participants about the importance of reporting of statistical data using the standard ICAO Forms.

I would appreciate if you could, as soon as possible, preferably not later than **10 October 2024**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment B** to the following email address: (icaomid@icao.int).

For an improved effectiveness, I shall be grateful if you could ensure that your delegation consists of experts either responsible for, or actively involved in some of the following aspects: aviation statistics, accounting, forecasting, and economic and/or financial planning.

Accept, Sir, the assurances of my highest consideration.



Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office

MW/MS

Attachments

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ICAO Aviation Statistics Workshop
Tentative Programme
(Doha, Qatar 30-31 October 2024)



Day 1 – 30 October 2024		Presenter
0800-0830	– Registration	All
0830-0900	– Opening remarks and welcome	Host State/ICAO
0900-0930	Session 1 – Introduction to ICAO Statistics Programme Introduction to ICAO Statistics Programme	Ms. Jessica Diaz de Leon (HQ ICAO)
0930-1000	Session 2 – ICAO Statistics Programme Commercial Air Carrier Statistics- Form B – Form B – Definitions – Validation exercise of Form B	Ms. Jessica Diaz de Leon (HQ ICAO)
1000-1100	Session 3 – ICAO Statistics Programme Commercial Air Carrier Statistics- Form C – Form C – KPIs definition and calculation – Validation exercise of Form C	Ms. Jessica Diaz de Leon (HQ ICAO)
1100-1115	Coffee Break and group photo	
1115-1200	Session 4 – ICAO Statistics Programme Commercial Air Carrier Statistics- Form C – Form C – KPIs definition – Validation exercise of Form C	Ms. Jessica Diaz de Leon (HQ ICAO)
1200-1245	Lunch	
1245-1315	Session 5 – ICAO Statistics Programme Commercial Air Carrier Statistics- Form C – Continuation of the validation exercise of Form C – Relationship between form B and Form C – Exercise: Transformation from Form B to Form C	Ms. Jessica Diaz de Leon (HQ ICAO)
1315-1500	Session 6 – ICAO Statistics Programme Commercial Air Carrier Statistics- Form A – Form A and AS – Definitions – Validation for Form A and AS – Exercise: Validation of form A and AS	Ms. Jessica Diaz de Leon (HQ ICAO)
End of day 1		

Day 2 – 31 October 2024		Presenter
0900-1000	<p>Session 7 – ICAO Statistics Programme</p> <p>Commercial Air Carrier Statistics- Form A</p> <ul style="list-style-type: none"> - Relationship between Form C and Form A - Transformation from Form C to Form A - Exercise: Validation from Form C to Form A 	Ms. Jessica Diaz de Leon (HQ ICAO)
1000-1130	<p>Session 8 – ICAO Statistics Programme</p> <p>Commercial Air Carrier Statistics- Form A</p> <ul style="list-style-type: none"> - What to do when there is missing data in Form A? - Exercise: Estimation for missing data 	Ms. Jessica Diaz de Leon (HQ ICAO)
1130-1145	Coffee Break	
1145-1245	<p>Session 9 – ICAO Statistics Programme</p> <p>Commercial Air Carrier Statistics- Form D</p> <ul style="list-style-type: none"> - Form D - Definitions - Validation of Form D - Exercises: Validation of Form D 	Ms. Jessica Diaz de Leon (HQ ICAO)
1245-1345	Lunch	
1345-1430	<p>Session 10 – ICAO Statistics Programme</p> <p>Commercial Air Carrier Statistics- Form EF</p> <ul style="list-style-type: none"> - Form EF - Definitions - Validation of Form EF - How to calculate yield - How to calculate unit cost - Exercise: how to calculate yields and unit cost 	Ms. Jessica Diaz de Leon (HQ ICAO)
1430-1500	<p>Session 11 – ICAO Statistics Programme</p> <p>Questionnaire on costs and revenues incurred by International Scheduled Air Passenger Carriers - How to complete these questionnaires?</p>	Ms. Jessica Diaz de Leon (HQ ICAO)
End of day 2		

INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE

ICAO AVIATION STATISTICS WORKSHOP

(Doha, Qatar, 30-31 October 2024)

NOMINATION FORM

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: _____

State/Organization: _____

Telephone Number: _____

Mobile Number: _____

E-mail: _____

Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int)