



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

Ref.: AN 11/21.1 – 11/191

18 July 2011

Subject: First Meeting of the Middle East Regional Aviation Safety Group (RASG-MID/1)
(Cairo, Egypt, 18 - 19 September 2011)

Action required: Reply no later than 30 August 2011

Sir/Madam,

I have the honour to recall that the ICAO Council at the fourth meeting of its 190th Session held on 25 May 2010 approved the establishment of Regional Aviation Safety Groups (RASGs) in ICAO regions, which includes the Regional Aviation Safety Group for the Middle East (RASG-MID). The first meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/1) held in Abu Dhabi, UAE from 22 to 24 March 2011, also addressed and supported the RASG-MID.

Please note that, the RASGs have been established by the ICAO Council to develop an integrated, data-driven strategy and implement a work programme that supports a regional performance framework for the management of safety on the basis of the Global Aviation Safety Plan (GASP) and the Global Aviation Safety Roadmap (GASR). Accordingly, the RASG-MID will serve as a regional cooperative forum integrating global, national and industry efforts and will facilitate the implementation of the Global Aviation Safety Plan (GASP) and the associated Global Aviation Safety Roadmap (GASR).

In view of the above, I have the pleasure to announce that the First Meeting of the Middle East Regional Aviation Safety Group (RASG-MID/1) will be held for two days in Cairo, Egypt, from **18 to 19 September 2011**.

This first meeting would be the kick-off meeting of RASG-MID, it will set the scene for the future of the Group and, would mainly deal with appropriate topics related to informal consultation with its members and participants to efficiently streamline its future work and strategies including establishment of subsidiary bodies, as deemed necessary, inter-relation with the existing Top Level Safety Team (TLST), Cooperative Development of Operational Safety and Continuing Airworthiness Programme - Gulf States (COSCAP-GS), etc.

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I would like to kindly invite your State Administration/Organization to participate in this meeting. The meeting Provisional Agenda and Explanatory Notes are at Attachments **A** and **B**, respectively. Your comments on the attached Provisional Agenda, including any amendment(s) you may wish to suggest, would be appreciated. The Venue and the meeting Bulletin describing administrative arrangements and the hotel list in Cairo will be provided at a later stage.

This letter and all its relevant attachments will be posted in PDF format on the ICAO MID Regional Office website at: www.icao.int/mid.

To enable timely preparation and proper conduct of the meeting, I would appreciate if you could, as soon as possible, preferably not later than **30 August 2011** confirm your participation to the meeting by providing the names, functions and other details of all participants from your State Administration/Organization using the Nomination Form at **Attachment C**, which should be sent to the ICAO MID Regional Office (e-mail address: icaomid@cairo.icao.int).

Please note that no documentation in hard copy will be available. However, all working and information papers related to the meeting will be available on the ICAO MID Regional Office website, at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the website and bring with them their own hardcopies or their laptops to the meeting, as appropriate.

Finally, your State Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working and/or information papers related to the subjects contained in the provisional agenda. I would be grateful to receive your papers in electronic format **prior to 20 August 2011**, in order to allow time for processing and posting on the website.

Accept, Sir/Madam, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

**FIRST MEETING OF THE MIDDLE EAST
REGIONAL AVIATION SAFETY GROUP**

(RASG-MID/1)

(Cairo, Egypt, 18 - 19 September 2011)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: Election of Chairperson and Vice-Chairpersons
- Agenda Item 3: Establishment of RASGs
- Agenda Item 4: Global Aviation Safety Plan/Roadmap (GASP/GASR)
- Agenda Item 5: RASG-MID Terms of Reference and Working Arrangements
- Agenda Item 6: Coordination between RASG-MID and MIDANPIRG
- Agenda Item 7: Future Work Programme
- Agenda Item 8: Any other Business

**FIRST MEETING OF THE MIDDLE EAST
REGIONAL AVIATION SAFETY GROUP**

(RASG-MID/1)

(Cairo, Egypt, 18 - 19 September 2011)

EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda

The meeting will review and adopt as appropriate the provisional agenda for the RASG-MID/1 meeting.

Agenda Item 2: Election of Chairperson and Vice-Chairpersons

The meeting will elect a Chairperson, First and Second Vice-Chairpersons for the RASG-MID meetings.

Agenda Item 3: Establishment of RASGs

The meeting will be apprised of background information related to the Decision of the ICAO Council to establish the Regional Aviation Safety Groups (RASGs) as well as the experience of the different ICAO Regions in this respect.

Agenda Item 4: Global Aviation Safety Plan/Roadmap (GASP/GASR)

The meeting will review the twelve Focus Areas (FAs) and Global Safety Initiatives (GSIs) of the Global Aviation Safety Plan/Roadmap (GASP/GASR). The meeting will be also apprised of the ongoing work for the update of GASP/GASR. Using the GASP/GASR, and building on the work already done within the Region, the meeting will also explore ways and means to support the establishment and operation of a performance-based safety system for the Region.

Agenda Item 5: RASG-MID Terms of Reference and Working Arrangements

The meeting will review the Terms of Reference (TOR) of RASG-MID as approved by the ICAO Council and make necessary updates, as appropriate. The meeting is expected to agree on the working arrangements of RASG-MID, including its Organizational Structure (establishment of subsidiary bodies, as deemed necessary, inter-relation with the existing Top Level Safety Team (TLST), COSCAP-GS, etc).

Agenda Item 6: Coordination between RASG-MID and MIDANPIRG

The meeting will review the MIDANPIRG activities related to Air Navigation Safety (ATS safety, Aerodrome safety, English Language Proficiency, etc) and agree on a mechanism for appropriate coordination between MIDANPIRG and RASG-MID, to avoid duplication of efforts.

Agenda Item 7: Future Work Programme

The meeting will agree on the dates and venue of the RASG-MID/2 meeting, taking into consideration the work programmes and expected inputs of the different regional bodies/stakeholders involved in Aviation Safety.

Agenda Item 8: Any other Business

Any other matters not covered by the agenda, might be addressed under this agenda item.

**FIRST MEETING OF THE MIDDLE EAST
REGIONAL AVIATION SAFETY GROUP**

(RASG-MID/1)

(Cairo, Egypt, 18 - 19 September 2011)

REGISTRATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full:

_____ *(as should appear in the official listing and name tag)*

2. Title or Official Position: _____

3. State/Organization: _____

4. Mailing Address: _____

5. Fax Number: _____

Telephone Number: _____

Mobile Number: _____

E-mail: _____

6. Hotel _____

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from ICAO MID Regional Office Website prior to the meeting.

Date: Signature:

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



International Civil Aviation Organization

**First Meeting of the Middle East Regional Aviation Safety Group
(RASG-MID/1)**

(Cairo, Egypt, 18 – 19 September 2011)

BULLETIN

1. LOCATION

1.1 The First Meeting of the Middle East Regional Aviation Safety Group (RASG-MID/1) will be held at **LE PASSAGE CAIRO HOTEL HELIOPOLIS** at airport road in Cairo, Egypt, 18 – 19 September 2011.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the meeting will be held at 0900 hours on Sunday 18 September 2011.

2.2 The daily schedule and the order of the day will be announced at the opening session.

2.3 The meeting will be conducted in English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register, at the Registration Desk located at the entrance of the Meeting Hall, between 0800 and 0900 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. ICAO PERSONNEL CONCERNED WITH THE MEETING

4.1 Mr. Mohamed. R. Khonji, ICAO Regional Director will open the meeting at 0900 hrs. Mr. Mohamed Smaoui, Regional Officer ANS/AIM will act as Secretary of the Meeting.

4.2 Ms. T. Qatami (Administrative Officer) and Mrs. M. Hindi (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.

4.3 Mrs. Sonia El Sakka (ICT) will handle the Information Communication Technology matters.

4.4 Mrs. Hoda Gabriel will provide the secretarial assistance.

5. DOCUMENTATION

5.1 Please note that no documentation will be available in hard copy format. However, working and information papers related to the meeting will be available on the ICAO MID website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and may bring their own hard copies, however, in order to follow through the training and exercise session, it is preferred that they bring their own laptops to the meeting.

6. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

6.1 The ICAO Middle East Regional Office is located at the Egyptian Ministry of Civil Aviation Complex, Airport Road, Cairo. The telephone numbers are: (202) 2267 4841/5/6, the fax number is: (202) 2267 4843, the e-mail address is: icaomid@cairo.icao.int and website is <http://www.icao.int> and ICAO MID Forum is <http://212.71.33.150>.

WORKING HOURS

- 6.2 The working hours of the ICAO Regional Office are 0730-1430.
- 6.3 The list of Officers in the ICAO Regional Office is given in the Attachment.

7. ICAO SALEABLE PUBLICATIONS

- 7.1 ICAO publications, if required by participants, may be purchased from the ICAO HQ.

8. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

- 8.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Cairo, through their respective hotel reception desk, as the MID Office is unable to provide this service due to staffing limitations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses. Participants do have to arrange own hotel reservation.

9. TRANSPORTATION

- 9.1 Although we would very much wish to welcome you at Cairo Airport, it will not be possible to meet participants on arrival and provide transportation. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city and return.

- 9.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to Cairo city, at L.E. 60.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 40.00 (negotiable), at the taxi stand at the airport.

9.3 Free Bus Transportation

- 9.3.1 Free bus services will only be provided to and from the venue of the Meeting according to the following:

Itinerary to the venue of the Meeting

Departure from Beirut Hotel at 07:30
Departure from Le Meridien Heliopolis at 07:45
Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 07:50
Departure from Radisson Hotel at 07:55
Departure from Novotel Hotel Heliopolis at 08:00

Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.

Itinerary from the venue of the Meeting

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 14:45

- N.B. i Bus will be identified by the ICAO sign.
ii Due to security measures participants are requested to be available outside the main entrance of the premises in which the Regional office is located. Punctuality will be much appreciated since departure times are fixed.*

10. INSURANCE

- 10.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars etc.) and Medical Coverage.

11. SOME USEFUL TRAVEL INFORMATION

PASSPORT

11.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

VISA

11.2 It is mandatory that all participants requiring entry visa for Egypt to obtain official visas from the Egyptian Embassies or Consulates in their respective country. In order to facilitate issuing of visa, it is recommended to submit to the Egyptian Embassy/Consulate 30 days prior to the meeting the appropriate documentation attached with it:

- a) copy of the Invitation Letter from ICAO Middle Regional Office,
- b) letter from the State's Civil Aviation nominating the names of participants; and
- c) valid passport .

CUSTOMS

11.3 The following items may be brought into Egypt duty free:

Personal effects, such as necessary clothing
200 cigarettes or 250 gr. of cigars or tobacco
1 liter alcoholic beverages
Perfume for personal use

Additional quantities of the above items may also be purchased from Cairo Airport duty free shop after clearing customs.

WEATHER CONDITIONS

11.4 The main daily maximum and minimum temperatures for the month of September 32°C and 20°C.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

12.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 100, 50, 20, 10, 5 and 1 L.E. 1 pound comprises 100 piasters. Current UN rate of exchange for US \$ is approx. US \$ 1 = L.E 5.90 for August 2011.

12.2 International Credit Cards, such as American Express, Diners Club, Visa, Master Charge, Carte Blanche, etc. are usually accepted at most hotels, department stores and restaurants.

12.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

13. OTHER USEFUL INFORMATION

SHOPPING

13.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

TAP WATER

13.2 It is recommended that all visitors drink only bottled water/beverages.

TELEPHONE CARDS

13.3 Cards are available in the Egyptian Market for international calls.

14. OTHER ASSISTANCE

14.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

NAME	TITLE
MR. M.R. KHONJI	ICAO REGIONAL DIRECTOR (ICAORD)
MR. J. FAQIR	DEPUTY REGIONAL DIRECTOR (DEPRD)
ADMINISTRATION	
MS. T. QATAMI	REGIONAL OFFICER, ADMINISTRATION (ADM)
TECHNICAL OFFICERS	
MR. M. SMAOUI	REGIONAL OFFICER, AIR NAVIGATION SERVICE & AERONAUTICAL INFORMATION MANAGEMENT (ANS/AIM)
MR. R. GULAM	REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)
MR. S. AL-ADHOABI	REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT (ATM)
MR. A .RAMLAWI	REGIONAL OFFICER, AERODROMES, AND GROUND AIDS (AGA)

LIST OF HOTELS WITH ICAO CORPORATE RATES

24January 2011

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Hotel Heliopolis (Fairmont)	Fairmont Room US \$145.00 S or D Fairmont Pool View US\$160.00S or D Delux Room US\$170.00Sor D X	Orouba Street Heliopolis	(202)22678170 <i>Attention:</i> Reservation Dept	hli.reservations@fairmont.com	(202) 22677730/40	10
Concord El Salam	Superior Room US\$120.00S or D Superior Pool View US\$130.00S or Club D''legance US\$160.00S US\$170.00D X */**/***	Abdel Hamid Badawi Street Heliopolis	(202) 26226020 <i>Attention:</i> Reservation dept	Reservation.cairo@concorde-eg.com	(202) 22931055	10
Radisson Hotel	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D	Abdel Hamid Badawi St. Sheraton Area Heliopolis	(202) 26965657	Info.cairo@radissonblue.com Or www.radissonblu.com	(202) 26965656	10

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Meridien (Heliopolis)	Superior Room US\$100.00 S or D Deluxe Room US\$135.00 S or D Royal Club US\$150.00 S or D */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	Reservations.heliopolis@lemeridien.com & Ahmed.maher@lemeridien.com	(20) 24168994 24168995	10
Novotel Cairo Airport	US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes	Cairo Airport	(202)2 2914794/26373530 Attention: Reservation Dept	rso_egypt@accor-hotels.com	(202)22918520 22918573 22918577	5
Le Passage Cairo (Ex- Iberotel Heliopolis)	Superior US\$80.00 S or D Executive club Room US \$110.00 S or D Executive Club suite US\$130.00 */**/**	Cairo Airport	(202)2 4180761 Attention: Reservations Dept	Reservation@iberotelcairo.com & waleed.salah@iberotelcairo.com	(202) 22929626 direct reservation or Direct Operator 22919400	5

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Intercontinental Citystars	Standard US\$140.00 S Business Suite US\$210.00 Supplement \$30.00 will be added for double occupancy (include B&B) High Season from 18/09 to 17/11/2011	PO Box 1026 Cairo, Egypt	(202) 24800480	reservations@interconticitystars.com & noha.elbahrawy@interconticitystars.com	(0800-44-333-22) Or (202) 24800100	30
Holiday Inn Cairo Citystars	Standard US\$125.00 S Superior US\$155.00S Executive Room US\$175.00S Supplement \$20.00 will be added for double occupancy	PO Box 1026 Cairo, Egypt	(202) 24800480	reservations@interconticitystars.com & noha.elbahrawy@interconticitystars.com	(0800-44-333-22) Or (202) 24800100	30
Sonesta Hotel	Standard US\$80.00 S or D Executive*/** US\$150.00 S or D Tower Patio View*/** US\$120.00 S US\$130.00D	3 El Tayaran St. Nasr City	(202) 24039980 Attention: Reservation Depart	reservations@sonestacairo.com	(202) 24031259 After 5 P.M. (202) 22628111	25

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Baron	US \$100.00S US\$110.00D Incl. open Buffet Breakfast, Service Charges & Taxes	8, Maahad El Sahari St., Heliopolis	(202) 22907077 <i>Attention:</i> Reservation Dept. <i>or</i> Mr. Osama Kassiem Asst. Sales Manager	resvcai@baronhotels. com or sales@baroncairo.com website: www.baron hotels.com	(202) 22915757	15
Hotel Beirut	US\$73.00 (S) US\$90.00 (D) Suite S or D US\$130.00 <i>Incl. Serv./Gov. Tax</i> <i>***</i>	56, Beirut Street Heliopolis	(202) 22904065 or (202) 24159422 <i>Attention:</i> Reservation Dept	res.ca@beiruthotelseg.com Website: beiruthotelseg.com	(202) 22911092 24145079 22916048	15
Cairo Sheraton	Delux US\$140.00S&D Club Level US\$185.00 S US\$205D The above prices are not applicable during the month of July */ X / XX	1 Midan El Galaa, Dokki	(202) 33364467 <i>Attention:</i> Miss Omneia Wally, Deputy Director of Sales <i>Or</i> (202)33364601/02 Reservation Depart	www.sheraton.com/cairo	(202) 33369700 33369800	40
Marriott Hotel	Delux Room US\$135.00 S & D Executive Room US\$175.00 S & D Diplomatic Suite US\$315.00	Saray El Gezira St., Zamalek, Cairo	(202)27358240	cairomarriottreservation@marriott.com	(202)27351090	35

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Flamenco Hotel Reservation code: ICAO UN	Standard Room US \$ 79.00(SB+B) & US \$ 89.00(DB+B) Superior Room US\$89.00 (SB+B) & US\$ 99.00 (DB+B) Incl. Serv./Gov. Tax	2, El Guezira El Wosta St., Abu El Feda, Zamalek	(202) 27359312 273 50819 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager	rescairo@flamencohotels.com Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	35
President	US \$60 (SB) US \$70 (DB) <i>Incl. Buffet</i> Breakfast/Serv/Gov.Tax The above rates applicable until 01/05/2011	22 Taha Hussein St., Zamalek	(202) 27361752 <i>Attention:</i> Mr. Essam Safwat	Presidenthotel3@gmail.com	(202) 27350718 27350652	35

GENERAL CONDITIONS:

- **To benefit from ICAO corporate kindly make sure to mention in your reservation request that you are a Participant in an ICAO Meeting, Seminar or Workshop.**
- All above rates are subject to 12% service charge, 10% sales tax and 2% municipality tax.
- Method of payment should be stated in reservation request.
- In case of booking on guest account a credit card number as well as its expiry date should be submitted in order to guarantee the reservation.
- Special corporate rates are not valid during conferences or events, in which special conference rates will be applied.

CONDITIONS APPLICABLE TO CERTAIN HOTELS ONLY:

- * Complimentary meet and assist at Cairo International Airport (upon request 48 hours prior notice and full flight details are clearly forwarded).
- ** Free transportation from and to Cairo International Airport (scheduled shuttle bus service), full flight details to be provided to ensure the maximum level of service.
- *** Complimentary down town shuttle bus transportation several times a day.
- X** One night cancellation fees will be charged in case of no show. Also, the hotel will reserve the right to release the booking 48 hours before the arrival date in case reservation was not guaranteed by either credit card or payment or a voucher.
- XX** Meet and assist or transportation Service to/from Cairo Intl Airport can be arranged against charge. Requests can be sent via fax to the Reservation Department with at least 24 hours prior to arrival and need to be guaranteed by credit card.
- N.B.** **No ICAO corporate rates will be applicable upon arrival if no PRIOR reservations have been made, following above procedure. Also no reservation is made on the web (online) published rate as this will prevent from obtaining ICAO Corporate rates.**

- END -