



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organizacion
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

Ref: AN 6/5.10.15A – 12/307

17 October 2012

Subject: Twelfth Meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/12) and MIDRMA Scrutiny Group Meeting (Kuwait, 16-19 December 2012)

Action required: Reply not later than 25 November 2012

I have the honour to inform you with the support of Kuwait Directorate General of Civil Aviation, the Twelfth Meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/12) will be held in **Kuwait, 17 - 19 December 2012**. The MID RVSM Scrutiny Group meeting will be held also back-to-back with the MIDRMA Board/12 meeting (**Kuwait, 16 December 2012**). Your Administration/Organization is kindly invited to participate in this meeting.

The Provisional Agenda and Explanatory Notes for the meeting 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. For easy reference, I have included the Terms of Reference (ToR) of the MIDRMA Board at **Attachment C**.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the Hotel List will be forwarded in due course and will be posted in PDF format on the ICAO MID Website at: www.icao.int/mid along with this State Letter and all its attachments.

I would appreciate if you could, as soon as possible, preferably not later than **25 November 2012** confirm the participation of your Administration to the meeting, providing the names, functions and other details of all participants from your State/Organization by submitting the Nomination Form at **Attachment D**. It would be desirable if the person nominated as your MIDRMA Board Member and/or his Alternate would be amongst your delegation. For your convenience, the list of MIDRMA Board Members/Focal Points and Alternates is at **Attachment E**.

Kindly, 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 website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring along their own hardcopies or their laptops to the meeting, as appropriate.

.../.

In view of the above, your 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 25 November 2012**, in order to allow time for processing and posting on the ICAO MID website.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

**TWELFTH MEETING OF THE MIDDLE EAST
REGIONAL MONITORING AGENCY BOARD
(MIDRMA Board/12)**

(Kuwait, 17 – 19 December 2012)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: Follow-up on MIDANPIRG/13 and MIDRMA Board Conclusions and Decisions
- Agenda Item 3: Progress report on the MIDRMA Project
- outstanding issues pertaining to the MIDRMA Project (payment of contributions/arrears, logistic and administrative issues, etc);
 - financial report on MIDRMA expenditures for 2011; and
 - status of expenditures of the MIDRMA for the year 2012 (current).
- Agenda Item 4: RVSM Monitoring and related technical issues
- Agenda Item 5: Draft MIDRMA Manual
- Agenda Item 6: Review and update of the MIDRMA Project Action Plan/Timelines
- Agenda Item 7: Future Work Programme
- Agenda Item 8: Any other business
- Update of the list of MIDRMA Board Members and Alternates

**TWELFTH MEETING OF THE MIDDLE EAST
REGIONAL MONITORING AGENCY BOARD
(MIDRMA Board/12)**

(Kuwait, 17 – 19 December 2012)

EXPLANATORY NOTES

AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

The meeting will review/adopt as appropriate the provisional agenda for the MIDRMA Board/12 meeting.

AGENDA ITEM 2: FOLLOW-UP ON MIDANPIRG/13 AND MIDRMA BOARD CONCLUSIONS AND DECISIONS

The meeting will review MIDANPIRG/13 Conclusions and Decisions related to the MIDRMA, RVSM operation and safety assessment activity, as well as the outcome of the previous MIDRMA Board meetings and note the follow-up actions taken by concerned parties.

AGENDA ITEM 3: PROGRESS REPORT ON THE MIDRMA PROJECT.

The meeting will be presented with a progress report on the MIDRMA project including the status of contributions by the MIDRMA Member States and the final financial report on the MIDRMA expenditures for the year 2011. The meeting will also review the status of expenditures of the MIDRMA for the year 2012.

AGENDA ITEM 4: RVSM MONITORING AND RELATED TECHNICAL ISSUES

The meeting will review the progress achieved for the development of the Safety Monitoring Report (SMR 2012-2013), especially the status of provision of required data by States and address other issues related to RVSM safety monitoring.

AGENDA ITEM 5: DRAFT MIDRMA MANUAL

The meeting will review and update/improve the Draft MIDRMA Manual.

AGENDA ITEM 6: REVIEW AND UPDATE OF THE MIDRMA PROJECT ACTION PLAN/TIMELINES

The meeting will review and update the MIDRMA Project Action Plan/Timelines.

AGENDA ITEM 7: FUTURE WORK PROGRAMME

The meeting is expected to agree on its future work programme including the dates and venues for its next meetings.

AGENDA ITEM 8: ANY OTHER BUSINESS.

The meeting will review and update the list of MIDRMA Board Members and Alternates. Any other matters not covered by the agenda, might be addressed under this agenda item.

MIDDLE EAST REGIONAL MONITORING AGENCY (MIDRMA) BOARD

TERMS OF REFERENCE

The Terms of Reference of the MID RMA Board are as follows:

1. The Board is responsible for overall supervision, direction, and management of the MID RMA project.
2. The Board shall elect a Chairperson.
3. The elected Chairperson acts as the contact point/coordinator on behalf of the MID RMA Board members to oversee the MID RMA project in coordination with ICAO.
4. The Board shall review and update the MID RMA work plan on a yearly basis and/or whenever required.
5. The Board shall meet at least once a year or when deemed necessary to review/update, consider, and approve:
 - i. the MID RMA safety reports;
 - ii. matters related to funding mechanism, costs, accounting, etc; and
 - iii. the duties, responsibilities and scope of the MID RMA.
6. The MID RMA Board meetings should be hosted by Participating States on rotation basis.
7. The Board reports its activity to MIDANPIRG through the ATM/SAR/AIS Sub Group.

Composition:

The MID RMA Board shall consist of focal points nominated by each Participating MID Region State as signatories on their behalf with ICAO Technical Cooperation Bureau (TCB) in relation with the MID RMA project.

The MID RMA Board meetings will be attended by:

- The Board members.
- ICAO Regional Office, as permanent observer.
- Other Organizations (EUROCONTROL, IATA, etc) as observes on ad-hoc basis and as required.



International Civil Aviation Organization

**Twelfth Meeting of Middle East Regional Monitoring Agency Board
(MIDRMA Board/12) and MIDRMA Scrutiny Group Meeting**

(Kuwait, 16-19 December 2012)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full: <i>(as should appear in the official listing and name tag)</i>	
Title or Official Position:	
State/Organization:	
Mailing Address:	
Fax Number:	
Telephone Number:	
Mobile Number:	
E-mail:	
Hotel	

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

Note 2: Please download meeting materials from the ICAO MID website at: (www.icao.int/mid) prior to the meeting.

Note 3: Please fill and send this form for each participant from your organization to the following address:

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

Date:

LIST OF MIDRMA BOARD MEMBERS/FOCAL PONTs AND ALTERNATES

STATE	MIDRMA BOARD MEMBER/FOCAL POINT	ALTERNATE
BAHRAIN	Mr. Ali Ahmed Mohammed Director Air Navigation Civil Aviation Affairs P.O. Box 586 - BAHRAIN Fax: (973) 17 321 992 Tel: (973) 17321116 Mobile: (973) 39969399 E-mail: aliahmed@caa.gov.bh	¹ Mr. Mohammed Zainal Head of Standards, Licensing and Development Civil Aviation Affairs P.O. Box 586 – BAHRAIN Fax: (973) 17 321 029 Tel: (973) 17 321 028 Mobile: (973) 3967 6707 E-mail: mzainal@caa.gov.bh
EGYPT	Mr. Mohamed Abbas Mohamed Safety General Manager Civil Aviation Authority Cairo International Airport Road Cairo – EGYPT Tel: (202) 2267 8529 Mobile: (010) 6790242 E-mail: md.soliman@gmail.com	Mr. Hassan Kamel Abdel Meguied ATS Safety Manager National Air Navigation Services Co. Cairo International Airport Road Cairo – EGYPT Fax: (202) 2268 0627 Tel: (202) 2265 7842 Mobile: (010) 1843 602 E-mail: hassan.kamel@nansceg.org
IRAN	Mr. Ali Reza Majzoubi Chief of Tehran ACC Iran Airports Company (IAC) Tehran – IRAN Fax: (98) 21 445 44114 Tel: (98) 21 445 4 4114 Mobile: +9891 2305 3095 Email: maj.alireza@yahoo.com Alireza.majzoubi@gmail.com	Mr. Saeed Kbari D.G. of Aeronautical Affairs Tehran Mehrabad International Airport (CAO) Tehran – IRAN Fax: (98) 21 660 36340 Tel: (98) 21 446 65576 Mobile: (98) 912 1404462 E-mail: S-akbari@cao.ir Mr. Majid Khademhosseini Airworthiness In charge (Avionic) Flight Standard Department (CAO) Tehran – IRAN Fax: (98) 21 660 25066 Tel: (98) 21 661 02123 Mobile: (98) 9122140530 E-mail: majid.khadem@gmail.com m-khademhossini@cao.ir

¹ Chairperson of MIDRMA Board

STATE	MIDRMA BOARD MEMBER/FOCAL POINT	ALTERNATE
JORDAN	Mr. Ahmad Ali Mohamed Al Jarrah Director Air Navigation Services Queen Alia Airport Amman - JORDAN Fax: 962-6 4451619 Tel: 962 4451666 Mobile: 962-7 99573290 E-mail: ahmadj1957@hotmail.com dans-qa@carc.gov.jo	Mr. Fawaz Abdalla Chief Training ATM Civil Aviation Regulatory Commission- Amman-Jordan P.O Box 7547/11110 Fax: 962-6 4451619 Tel: 962 6 4452522 Mobile: 962-7 77756136 E-mail: atc22us@yahoo.com c.twr-qa@carc.gov.jo
KUWAIT	Mr. Mansour F. Al Harbi, Radar duty Supervisor, Air Navigation Department, Directorate General of Civil Aviation, P.O. Box 17 – Safat, 13001 – Safat – KUWAIT. Tel: (965) 24760463 / 24342476. Fax: (965) 24315349. Mobile: (965) 99739088. E-mail: atc_controler@hotmail.com q8dgca_danoff@hotmail.com	Mr. Fawzi M. Al Marshood, Director of Air Navigation, Air Navigation Department, Directorate General of Civil Aviation, P.O. Box 17 – Safat, 13001 – Safat – KUWAIT. Tel: (965) 24346220 / 24710268. Fax: (965) 24346221. Mobile: (965) 99700663. E-mail: baracoda99@hotmail.com q8dgca_danoff@hotmail.com
LEBANON	Mr. Walid Al Hassanieh Chief Air Navigation Department Directorate General of Civil Aviation Beirut Airport Beirut – LEBANON Fax: (961-1) 629 023 Tel: (961-1) 628 178 Mobile: (961-70) 474 517 E-mail: hassaniehw@beirutairport.gov.lb	Mr. Elie Elkhoury Head AIS Section Directorate General of Civil Aviation Beirut Rafik Hariri Int'l Airport Beirut - LEBANON Fax: (961-1) 629 023 Tel: (961-1) 628 178 Mobile: (961) 3897943 Email: kelie@beirutairport.gov.lb
OMAN	Mr. Abdul Rahim Bin Salem Al-Harmi Director General for Meteorology and Air Navigation Directorate General of Meteorology and Air Navigation P.O. Box 21– Code 111 Muscat International Airport, Muscat, SULTANATE OF OMAN Fax: 968 24510712 Tel: 968 24519711 Mobile: 968 99159999 E-mail: al-harmi@caa.gov.om	Mr. Sabri Al Busaidy DMS Manager Directorate General of Meteorology & Air Navigation (DGMAN) Muscat International Airport P.O. Box 1 CPO Seeb Muscat - SULTANATE OF OMAN Fax: (968) 24519 939 Tel: (968) 24519 501 Mobile: (968) 99 359415 E-mail: sabri@caa.gov.om

STATE	MIDRMA BOARD MEMBER/FOCAL POINT	ALTERNATE
SAUDI ARABIA	Mr. Khalid Al Barakati Air Traffic Controller (ATC) General Authority of Civil Aviation (GACA) Operation and Planning P.O. Box 15441 Jeddah 21444 - SAUDI ARABIA Fax: 966 2 6717717 Ext. 1817 Tel: 966 2 6717717 Ext. 1814 Mobile: 966 50 337 3395 E-mail: khaled1111alsharif@yahoo.com	Mr. Ahmed Z. Garout Airworthiness Inspector Safety & Economic Regulation General Authority of Civil Aviation (GACA) P.O Box 887 Jeddah 21165 SAUDI ARABIA Fax: 966 2 685 5754 / 5142 Tel: 966 2 685 5842 Mobile: 966 50 554 4372 E-mail: agarout@gaca.gov.sa
		Mr. Ibrahim Mohammed Basheikh Software Engineer Automation Engineering Branch General Authority of Civil Aviation P.O. Box 15441 Jeddah 21444 KINGDOM OF SAUDI ARABIA Fax: (966) 02671 9041 Tel: (966) 02671 7717, Ext. 1119 Mobile: (966) 050567 1231 Email: i_basheikh@hotmail.com
SYRIA	Mr. Ousama SAFI Head of ATC Damascus Airport P.O. Box 5409 Damascus - SYRIA Fax: +963 11 5400312 Tel: +963 11 5400 312 Mobile: +963 94 46 72 817 E-mail: ousafi@mail.sy	Mr. Fissal Dayoub ATC SCAA Damascus International Airport Fax: 963115400540 Tel: 9635400312 Mobile: 933693807 E-mail: fdayoub@mail.sy
UAE	Mr. Ahmed Al Jallaf Executive Director ANS General Civil Aviation Authority P.O. Box 666 Abu Dhabi United Arab Emirates Fax: (971-2) 599 6883 Tel: (971-2) 599 6888 Mobile: (971-50) 614 9065 Email: aljallaf@szc.gcaa.ae	Mr. Abdulla Al Hashimi Director ATM General Civil Aviation Authority P.O. Box 666 Abu Dhabi UNITED ARAB EMIRATES Fax: (971-2) 599 6836 Tel: (971-2) 599 6841 Mobile: (971-50) 442 4086 E-mail: ahashimi@szc.gcaa.ae

STATE	MIDRMA BOARD MEMBER/FOCAL POINT	ALTERNATE
YEMEN	Mr. Ahmed Al Kobati Director Air Navigation Operations, Air Navigation Sector Civil Aviation & Meteorology Authority P.O. Box 1042 Sana'a - YEMEN Fax: (967-1) 344 047 Tel: (967-1) 345 402 Mobile: (967) 77 7241 375 E-mail: cama570@yahoo.com	Mr. Yahia Hussain Al Shami Director Quality Assurance Air Navigation Sector Civil Aviation & Meteorology Authority P.O. Box 1042 Sana'a - YEMEN Fax: (967-1) 344 047 Tel: (967-1) 345 402 Mobile: (967) 77 7710 297
MIDRMA	Middle East Regional Monitoring Agency P.O. Box 50468 – KINGDOM OF BAHRAIN Fax: (973) 17 32 9956 Tel: (973) 17 32 9054 Email: midrma@midrma.com	
