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Международная  
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авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AS 22 – 13/306

21 November 2013

**Subject: ICAO Regional Facilitation (FAL) Seminar  
(Cairo, Egypt, 24 to 27 February 2014)**

**Action required: Reply not later than 03 February 2014**

Sir,

I have the honour to inform you that the ICAO Regional Facilitation (FAL) Seminar will be held at the ICAO MID Regional Office, Cairo, from 24 to 27 February 2014. Your Administration/Organization is kindly invited to participate in this meeting.

The main objective of the FAL Seminar, the first to be held in the Middle East Region for many years, would be to update Governments on developments in ICAO's FAL Programme, with a focus particularly on its work programme for the next triennium (2014-16) and issues of contemporary interest to States, such as compliance/implementation issues related to Annex 9 – *Facilitation* to the Chicago Convention, Advance Passenger Information (API) and Passenger Name Record (PNR) data exchange programmes, inadmissible persons and deportees, access to air transport by persons with disabilities, cargo facilitation, and so on.

Therefore, I would encourage your Administration to extend this invitation especially to all immigration, customs and other border control authorities, as well as airport and airline operators, in your State.

The Draft Agenda for the seminar is at **Attachment A**. Your comments on the attached Draft Agenda, including any amendment(s) you may wish to suggest, would be appreciated. The Bulletin describing administrative arrangements for the seminar and other useful information for participants, including the Hotel List is at **Attachment B**. The seminar will be held in English; there will be no registration fee.

This letter, all its relevant attachments including the Bulletin describing administrative arrangements for the seminar, the Hotel List, will be posted in PDF format on the ICAO MID website at: <http://www.icao.int/mid/>.

I would appreciate if you could, preferably **not later than 03 February 2014**, confirm the participation of your Administration/Organization in the seminar by exchange of correspondence with ICAO MID Regional Office at the following e-mail address: [icaomid@icao.int](mailto:icaomid@icao.int) with copy to: [dsterland@icao.int](mailto:dsterland@icao.int) or fax number + 2 02 2267 4843, giving the name(s) of your delegate(s) using the Registration Form which is at **Attachment C** to this letter.

Accept, Sir, the assurance of my highest consideration.



Mohamed R. M. Khonji  
ICAO Regional Director, Cairo

**Attachments**

## REGIONAL FACILITATION SEMINAR

Cairo, 24-27 February 2014

## DRAFT AGENDA

**DAY 1: Monday, 24 February 2014**

0800 – 0915	Registration of delegates
0915 – 0945	Opening of the seminar – (ICAO) and introductions
0945 – 1000	Introduction to event – J. Thaker & D. Sterland (ICAO)
1000 – 1030	Coffee Break
1030 – 1130	Introduction to the ICAO Facilitation Programme – J. Thaker (ICAO)
1130 – 1200	The Facilitation Panel – J. Thaker (ICAO)
1200 – 1230	Lunch Break
1230 – 1300	FAL Programme: 2014–2016 – J. Thaker (ICAO)
1300 – 1330	Annex 9: Compliance Issues – J. Thaker (ICAO)
1330 – 1400	Annex 9 & Aviation Security Audits – D. Sterland (ICAO)
1400 – 1430	Compliance with Standard 3.10.1 of Annex 9 – J. Thaker (ICAO)

**DAY 2: Tuesday, 25 February 2014****Special Focus: Passenger Data (API and PNR)**

0900 – 0930	Advance Passenger Information (API) – J. Thaker (ICAO)
0930 – 1000	API: The Industry Experience – IATA
1000 – 1030	Coffee Break
1030 – 1100	Passenger Name Record (PNR) Data – J. Thaker (ICAO)
1100 – 1130	PNR: The Industry Experience – IATA
1130 – 1200	API/PNR: Middle East States – MID States' experience

1200 – 1230 Lunch Break

1230 – 1430 Workshop on API and PNR  
– IATA

**DAY 3: Wednesday, 26 February 2014**

0900 – 0930 Inadmissible Persons and Deportees  
– J. Thaker (ICAO)

0930 – 1000 Inadmissible Persons and Deportees  
– IATA

1000 – 1030 Coffee Break

1030 – 1100 Inadmissible Persons and Deportees  
– MID States' experience

1100 – 1130 ICAO Traveller Identification Programme (TRIP)  
– C. Dermakar (ICAO)

1130 – 1200 ICAO Public Key Directory (PKD)  
– C. Dermakar (ICAO)

1200 – 1230 Lunch Break

1230 – 1300 National Air Transport Facilitation Programmes  
– C. Dermakar (ICAO)

1300 – 1430 National Air Transport Facilitation Programmes  
– MID States' experience

**DAY 4: Thursday, 27 February 2014**

0900 – 0930 Persons with Disabilities  
– J. Thaker & D. Sterland (ICAO)

0930 – 1000 Persons with Disabilities  
– MID States' experience

1000 – 1030 Coffee Break

1030 – 1115 Unaccompanied Minors: An Emerging Issue  
– J. Thaker (ICAO)

1115 – 1200 Developments in Air Cargo Facilitation  
– Regional Office

1200 – 1230 Lunch Break

1230 – 1400 FAL Programme: 2014–2016 and Implementation Issues  
– MID Office and MID States

1400 – 1430 Closing

*Note: The programme may be amended, as required.*



*International Civil Aviation Organization*

**ICAO Regional Facilitation (FAL) Seminar**

*(Cairo, Egypt, 24 to 27 February 2014)*

**BULLETIN**

**1. LOCATION**

1.1 The ICAO Regional Facilitation (FAL) Seminar will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 24 to 27 February 2014.

**2. SCHEDULE OF THE SEMINAR**

2.1 The opening session of the Seminar will be held at 0900 hours on Monday 24 February 2014.

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

2.3 The Seminar 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 0830 and 0900 hours on the opening day of the Seminar. 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 SEMINAR**

4 Mr. David Sterland, RO/AVSEC/FAL will act as secretary of the Seminar.

4.1 Mrs. T. Qatami (Administrative Officer) from the ICAO Cairo Office will handle the administrative arrangements.

4.2 Mrs. Sonia El Sakka, ICT Regional Coordinator will handle the Information Communication Technology matters.

4.3 Mrs. Hoda Gabriel will provide the secretarial assistance.

**5. DOCUMENTATION**

5.1 Please note that no documentation will be available in hard copy format, other than the final programme. However, presentations related to the seminar will be uploaded onto the ICAO MID Regional Office website after each day of the seminar/workshop. Accordingly, participants are requested to download the documentation from the web and bring along their own hard copies or their laptops to the meeting, as appropriate.

**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@icao.int and website is <http://icao.int/mid>.

**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 Page 4.

## **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 Regional 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. It is to be noted that rates of the hotel list are subject to change for the year 2014.

## **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. 90.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 60.00 (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 Seminar according to the following:

#### **Itinerary to the venue of the Seminar**

Departure from Intercontinental, City Stars at 07:30

Departure from Beirut Hotel at 08:00

Departure from Le Meridien Heliopolis at 08:15

Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 08:20

Departure from Radisson Hotel at 8:25

Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:30

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

#### **Itinerary from the venue of the Seminar**

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 14:30

*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 obtain official visas from the Egyptian Embassy or Consulate in their country prior to their departure for Egypt.

### **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 February 23°C (Max. daytime temperature) and 6°C (Min. night time temperature).

## **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. 6.91 for November 2013.

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.

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**LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO**

<b>NAME</b>	<b>TITLE</b>
MR. M.R. KHONJI	ICAO REGIONAL DIRECTOR (ICAORD)
MR. M. SMAOUI	DEPUTY REGIONAL DIRECTOR (DEPRD)
<b>ADMINISTRATION</b>	
MRS. T. QATAMI	ADMINISTRATIVE OFFICER (AO)
<b>TECHNICAL OFFICERS</b>	
MR. R. GULAM	REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)
MR. A. RAMLAWI	REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA)
MR. M. ALBLOWI	REGIONAL OFFICER, FLIGHT SAFETY (FLS)
MR. E. ELKHOORY	REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR)
MR. D. STERLAND	REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION

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LIST OF HOTELS WITH ICAO CORPORATE RATES

3 June 2013

PARTICIPANTS ARE REQUIRED TO MAKE THEIR OWN RESERVATION(S). (ICAO MID REGIONAL OFFICE DOES NOT TAKE ANY RESPONSIBILITY FOR HOTEL RESERVATION OR CONFLICT (S) BETWEEN PARTICIPANTS AND THE HOTEL)

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Hotel Heliopolis (Fairmont)</b>	Fairmont Room \$110.00S-\$125.00D Fairmont Pool View \$125.00S-\$140.00D Heliopolis Suite \$220.00S-\$235.00D <b>Above Rates include Breakfast basis</b>  (Special rates for group more than 9 persons-deal directly with the hotel)	Orouba Street Heliopolis	(202) 22678170  Attention Reservation Department	<a href="mailto:Hli.reservations@fairmont.com">Hli.reservations@fairmont.com</a>  Cc  <a href="mailto:Hli.sales@fairmont.com">Hli.sales@fairmont.com</a>	(202) 22677730/40	30
<b>Meridien (Heliopolis)</b>	Superior Room US\$100.00 S or D Deluxe Room US\$120.00 S or D Royal Club US\$145.00 S or D */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	<a href="mailto:Reservations.heliopolis@lemeridien.com">Reservations.heliopolis@lemeridien.com</a>  &  <a href="mailto:Ahmed.maher@lemeridien.com">Ahmed.maher@lemeridien.com</a>	(202) 24172492 22905055	30
<b>Radisson Hotel</b>	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast	Abdel Hamid Badawi St. Sheraton Area Heliopolis	202) 26965657	<a href="mailto:reservations.cairo@radissonblu.com">reservations.cairo@radissonblu.com</a> cc <a href="mailto:Ihab.Barsoum@radissonblu.com">Ihab.Barsoum@radissonblu.com</a> Cc <a href="mailto:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a>  www.radissonblu.com	(202) 26965656	30

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Novotel Cairo Airport</b>	US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes *	CAIRO AIRPORT	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	<a href="mailto:rso_egypt@accor-hotels.com">rso_egypt@accor-hotels.com</a> cc <a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a>	(202)22918520 22918573 22918577	20
<b>Le Passage</b>	Superior US\$95.00 S or D Delux Room US \$115.00 S or D Executive Club Room US\$135.00 */*/*/*/*	Cairo Airport	(202)2 4180761 <i>Attention:</i> Reservations Dept	Reservations@lepassage-hotels.com  & wsalah.sm@lepassage-hotels.com	(202) 22929626 direct reservation or Direct Operator 22919400 22670099	20
<b>Intercontinental Citystars</b>	Standard US\$103.00 Bed only US\$118.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$173.00 Bed only US\$188.00 Bed & Breakfast Eecutive Suite US\$223.00 Bed only US\$238.00 Bed & Breakfast Supplement of US\$30.00 for double occupancy per room & US\$70.00 for Club Intercontinental per night	PO Box 1026 Cairo, Egypt	(202) 248000480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc <a href="mailto:noha.elbahrawy@ihg.com">noha.elbahrawy@ihg.com</a>	(202)24800100 Ext 38	50

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Holiday Inn Cairo Citystars</b>	Standard US\$75.00 Bed only US\$86.00 Bed & Breakfast supplement US\$105.00 Bed only US\$116.00 Bed & Breakfast Executive Room US\$125.00 Bed only 136.00 Bed & Breakfast Superior Suite US\$150.00 Bed only US\$161.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy & 50.00 for Executive Suites Per night	PO Box 1026 Cairo, Egypt	(202) 24800480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc  noha.elbahrawy@ihg.com	(202)24800100 Ext 38	50
<b>Baron</b>	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)22907077 22915757	40
<b>Hotel Beirut</b>	<b>US\$73.00 (S)</b> US\$90.00 (D) Suite S or D US\$130.00 Incl. Serv./Gov. Tax */**	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	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Sofitel Cairo El Gezirah</b>	Superior US\$125.00 (S) US\$145.00(D) Luxury US\$145.00(S) US\$165(D) Including open buffet breakfast Club Millesime US\$175.00(S) USD195.00(D) Including buffet breakfast *	3 El Thawra Council St. Zamalik	(202) 27398298 Attention Reservation Dept. Or Mr. Ayman Helal Sales Manager	<a href="mailto:h5307-re3@sofitel.com">h5307-re3@sofitel.com</a> Or <a href="mailto:H5307-re4@sofitel.com">H5307-re4@sofitel.com</a>  Cc <a href="mailto:H5307-s16@sofitel.com">H5307-s16@sofitel.com</a>  Website <a href="http://www.sofitel-cairo-elgezirah.com">www.sofitel-cairo-elgezirah.com</a>	(20) 27373737	60
<b>Marriott Hotel</b>	Delux Room US\$135.00 S & D Diplomatic Suite US\$315.00 <b>Special rate for group more than 10 persons direct deal with Marriott</b>	Saray El Gezira St., Zamalek, Cairo	(202)27358240	<a href="mailto:cairomarriottreservation@marriott.com">cairomarriottreservation@marriott.com</a>	(202)27351090	60
<b>Flamenco Hotel</b>  <b>Reservation code: ICAO UN</b>	Standard Room US \$ 82.00(SB+B) & US \$ 92.00(DB+B) Superior Room US\$92.00 (SB+B) & US\$ 102.00 (DB+B) Tripple Superior Room US\$129.00 Incl. Serv./Gov. Tax	2, El Guezira El Wosta St., Abu El Fedaa, Zamalek	(202) 27359312 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager	<a href="mailto:rescairo@flamencohotels.com">rescairo@flamencohotels.com</a>  <a href="mailto:salescairo@flamencohotels.com">salescairo@flamencohotels.com</a>  om Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>President</b>	US \$55.00 (SB) US \$65.00 (DB) 75.00 (TPL) <i>Incl. Buffet</i>  Breakfast/Serv/Gov  .Tax	22 Taha Hussein St., Zamalek	(202) 27361752 <i>Attention:</i> Mr. Essam Safwat	Presidenthotel3@gmail.com	(202) 27350718  27350652	60

**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.