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Международная
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авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/56.16 - 13/083

01 April 2013

Subject: Second Meeting of the ICAO Aerodrome Certification Implementation Task Force (ADCI TF/2)
(Doha, Qatar, 12 – 14 May 2013)

Action required: Reply not later than 23 April 2012

Sir,

I have the honour to invite your Administration/Organization to participate in the Second Meeting of the Aerodrome Certification Implementation Task Force (ADCI TF/2) which will be convened at Doha, Qatar, on 12-14 May 2013.

The Provisional Agenda and Explanatory Notes of the meeting are provided at **Attachments A and B**. Your comments on the attached Provisional Agenda, including any amendment(s) or additions you may wish to suggest, would be appreciated. The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the exact venue of the meeting and the Hotel List will be forwarded in due course and will be posted in PDF format on the ICAO MID Website at: <http://www.icao.int/mid/> along with this State Letter and all its attachments.

In accordance with the approved procedures, as specified in the MIDANPIRG Procedural Handbook, Sub Groups and Task Forces of MIDANPIRG shall be composed of experts able to contribute to the work of these technical Groups. For more effectiveness, I shall be grateful if you could ensure that your delegation to the ADCI TF/2 Meeting consists of experts familiar with ICAO documentations and policies, having the required qualifications and experience in the field of Aerodrome Operation and Certification.

I would appreciate if you could, as soon as possible, preferably not later than **23 April 2013**, confirm the participation of your Administration/Organization by exchange of correspondence with the ICAO MID Regional Office at the following e-mail address (icaomid@icao.int) with a copy to (aramlawi@icao.int) or Fax number +20 2 22674843, giving the name(s) of your delegate(s), using the Nomination Form is at **Attachment C** to this letter.

Your Administration/Organization is encouraged to participate actively in the work of the Task Force by submitting working and/or information papers containing either specific proposals or your experience and views relative to specific items of the agenda. I would be grateful to receive your papers in an electronic format prior to **23 April 2013**, in order to allow time for processing and advance posting on the website.

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This letter and all its relevant attachments and working/information papers (as they become available), will be posted in PDF format on the ICAO MID Regional Office Website at: <http://www.icao.int/mid/>.

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 with them their own hardcopies or their laptops to the meeting, as appropriate.

Accept, Sir, the assurance of my highest consideration.



Mohamed R.M. Khonji
ICAO Regional Director, Cairo

Attachments

**FIRST MEETING OF THE AERODROME CERTIFICATION IMPLEMENTATION
TASK FORCE (ADCI TF/2)**

(Doha, Qatar, 12 – 14 May 2013)

PROVISIONAL AGENDA

- | | |
|-----------------------|--|
| Agenda Item 1: | Adoption of provisional agenda |
| Agenda Item 2: | Follow-up on Conclusions and Decisions relevant to aerodrome certification |
| Agenda Item 3: | Certification Requirement |
| Agenda Item 4: | Certification Process and Implementation Issues |
| Agenda Item 5: | Future Work Programme |
| Agenda Item 6: | Any other business |

**SECOND MEETING OF AERODROME CERTIFICATION IMPLEMENTATION TASK
FORCE**

(ADCI TF/2)

(Doha, Qatar, 12 – 14 May 2013)

EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda

The Task Force will adopt the Provisional Agenda of the ADCI TF/2

Agenda Item 2: Follow-up on Conclusions and Decisions relevant to aerodrome certification

The Task Force will review and follow up on Conclusions and Decisions relevant to aerodrome certification in MIDANPIRG meetings.

Agenda Item 3: Certification Requirement

The Task Force will review Annex 14 requirements and MIDANPIRG Conclusions and Decisions relevant to aerodrome certification.

Agenda Item 4: Certification Process and Implementation Issues

The task Force will review the certification process based on ICAO guidance material and MID States experience. Status of aerodrome certification, including SMS and AEP, in MID States will be reviewed with a view to harmonize and facilitate the certification implementation.

Agenda Item 5: Future Work Programme

The Task Force will review its Work Programme; and decide on provisional agenda, date and venue of its next meeting.

Agenda Item 6: Any other business

Matters relating to the Aerodromes Certification not covered during the course of the meeting, could be addressed under this agenda item.

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

**Second Meeting of the ICAO Aerodrome Certification Implementation Task Force
(ADCI TF/2)**

(Doha, Qatar, 12 – 14 May 2013)

NOMINATION 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 Website: <http://www.icao.int/mid> prior to the meeting.

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int)
or Fax number +20 2 22674843

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