



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

File Ref.: ME 3/72-13/089

31 March 2013

Subject: *Second Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/2) (Jeddah, Saudi Arabia, 20 - 22 May 2013)*

Action Required: **Reply not later than 1 May 2013**

Sir,

I have the honour to refer to my Letters Ref.: ME 3/72-13/026 dated 20 January 2013 and Ref.: ME 3/72-13/053 dated 11 February 2013 on the above subject, please note that the Second Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/2) will be held at the **Intercontinental Hotel, Jeddah, Saudi Arabia from 20 to 22 May 2013.**

The Provisional Agenda and Explanatory Notes of the meeting are at **Attachments A and B**, respectively. The Bulletin describing administrative arrangements for the meeting and other useful information for participants, is at **Attachments C** 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. Additional information related to the meeting could also be found at: www.gaca.gov.sa/dgca-mid2.

Please note that, the meeting will be conducted in both Arabic and English languages, and documentation will also be issued in both languages.

In view of the above, your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working/information papers and/or power point presentations covering subjects contained in the provisional agenda. I would be grateful if you could send your papers in electronic format to the ICAO MID Regional Office (icaomid@cairo.icao.int), with copy to Mr. Ahmed Tawfiq, GACA Focal Point: (atawfiq@gaca.gov.sa), prior to **20 April 2013**, in order to allow time for processing and translation. As a matter of procedure, papers received after this date will be distributed in the language in which they are received. All working and information papers related to the meeting will be available on the ICAO MID Office website: www.icao.int/mid, at least 15 days prior to the meeting.

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I would appreciate it if you could confirm your participation to this important meeting as soon as possible, preferably **not later than 1 May 2013**, providing the names, functions and other details of all participants from your State/Organization by submitting the Nomination Form at **Attachment D**.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

**SECOND MEETING OF THE DIRECTORS GENERAL OF
CIVIL AVIATION-MIDDLE EAST REGION**

(DGCA-MID/2)

(Jeddah, Saudi Arabia, 20 - 22 May 2013)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Election of Chairperson and Vice-Chairperson
- Agenda Item 3:** Review and Follow-up of Action Items arising from the previous Meeting
- Agenda Item 4:** Managerial Issues
- Agenda Item 5:** Air Navigation
- Agenda Item 6:** Aviation Safety
- Agenda Item 7:** Aviation Security and Facilitation
- Agenda Item 8:** Environmental Protection
- Agenda Item 9:** Technical Cooperation
- Agenda Item 10:** Air Transport
- Agenda Item 11:** Dates and Venues of Next Meetings
- Agenda Item 12:** Any other Business

**SECOND MEETING OF THE DIRECTORS GENERAL OF
CIVIL AVIATION-MIDDLE EAST REGION**

(DGCA-MID/2)

(Jeddah, Saudi Arabia, 20 - 22 May 2013)

EXPLANATORY NOTES

AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

The meeting will review and adopt as appropriate the provisional agenda for the DGCA-MID/2 meeting.

AGENDA ITEM 2: ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

The meeting will elect a Chairperson and Vice-Chairperson for the DGCA-MID/2 meeting as per the DGCA-MID Guidelines paragraph 5 regarding Administration of Meetings.

AGENDA ITEM 3: REVIEW AND FOLLOW-UP OF ACTION ITEMS ARISING FROM THE PREVIOUS MEETING

The meeting will review the Conclusions of the DGCA-MID/1 meeting, note the follow-up actions taken by concerned parties and/or agree on further action, as appropriate.

AGENDA ITEM 4: MANAGERIAL ISSUES

The meeting will review and update, as necessary, the Guidance material for the convening of the DGCA-MID meetings and address other managerial issues, as appropriate, including the participation to the DGCA-MID meetings.

AGENDA ITEM 5: AIR NAVIGATION

The meeting will be presented with a summary of the outcome of the Thirteenth Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG/13). The meeting is expected to agree on actions to increase the efficiency of MIDANPIRG and its subsidiary bodies. The meeting will be apprised of the progress achieved in the development/implementation of a number of air navigation projects/initiatives in the MID Region (i.e.: MIDRAR, MIDAD, etc) and provide overall guidance and directives, as appropriate.

AGENDA ITEM 6: AVIATION SAFETY

The meeting will be presented with a summary of the outcome of the Second Meeting of the Regional Aviation Safety Group-Middle East Region (RASG-MID/2). The meeting will be apprised of the outcome of the Seminar/Workshop on Regional Safety Oversight Programmes and address other aviation safety issues, as appropriate.

AGENDA ITEM 7: AVIATION SECURITY AND FACILITATION

The meeting will be apprised of the outcome of the High-level Conference on Aviation Security. The meeting will be briefed on the progress achieved related to the establishment of the Civil Aviation Security Programme for the Middle East (CASP-MID) and address other aviation security and facilitation issues of relevance to the Region.

AGENDA ITEM 8: ENVIRONMENTAL PROTECTION

The meeting will be briefed on the Environmental Activities at global and regional level and address other environmental issues, as appropriate.

AGENDA ITEM 9: TECHNICAL COOPERATION

The meeting will be briefed of the ICAO Technical Cooperation activities/Projects in the MID Region and address other Technical Cooperation-related subjects, as appropriate.

AGENDA ITEM 10: AIR TRANSPORT

The meeting will be apprised of the outcome of the ICAO Air Services Negotiation Conference (ICAN) held in Jeddah, 7-12 December 2012 and the Sixth Worldwide Air Transport Conference (Montreal, 18-22 March 2013). The meeting will address other air transport issues of relevance to the Region, as appropriate.

AGENDA ITEM 11: DATES AND VENUES OF NEXT MEETINGS

The meeting will agree on the dates and venues of the DGCA-MID/3 and DGCA-MID/4 meetings.

AGENDA ITEM 12: ANY OTHER BUSINESS

Matters not covered by the above mentioned items, are to be addressed under this agenda item.



DIRECTORS GENERAL OF CIVIL AVIATION-MIDDLE EAST REGION

Second Meeting (DGCA-MID/2) (Jeddah, Saudi Arabia, 20-22 May 2013)

BULLETIN

1. LOCATION

1.1 The Second Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/2) will be held at the Inter-Continental Hotel, Jeddah, Kingdom of Saudi Arabia from 20 to 22 May 2013.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0930 hours on Monday 20 May 2013. H.H. Prince Fahad Bin Abdullah Al-Saud, President of General Authority of Civil Aviation (GACA) and Mr. Mohamed. R. Khonji, ICAO Middle East Regional Director will open the Meeting.

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 Arabic and 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 0930 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them during Registration.

4. ICAO PERSONNEL CONCERNED WITH THE MEETING

4.1 Mr. M. Khonji ICAO Middle East Regional Director will act as the Secretary of the meeting. Mr. Khonji will be supported by appropriate Experts from the ICAO MID Regional Office and ICAO HQ, as required.

4.2 Mrs. Soheir Kodsí will provide the secretarial assistance.

5. TRANSPORTATION

5.1 Participants are requested to notify GACA Focal Point, Mr. Ahmed Tawfik (Email: atawfiq@gaca.gov.sa, Mobile: +966 569393748) on their travel itineraries as GACA will arrange for transportation from the airport to the city and return for **heads of delegation**.

5.2 Participants are requested to make their own arrangements for transportation from the airport to the city and return. Public transportation is available at the airport.

6. HOTEL RESERVATIONS

6.2 The host Country will pay the expenses of the accommodation only for **heads of delegations**. A list of hotels with GACA corporate rates will be available in due course on the DGCA-MID/2 web page: www.gaca.gov.sa/dgca-mid2. Participants do have to arrange own hotel reservations.

7. INSURANCE

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

8. SOME USEFUL TRAVEL INFORMATION

PASSPORT

8.1 All foreign nationals entering the Kingdom of Saudi Arabia must possess valid passports or other valid documents for travel.

VISA

8.2 It is mandatory that participants obtain official visas from the Saudi Arabia's Embassy or Consulate in their Country prior to their departure for Jeddah.

8.3 With a view to assist in the process of issuance of entry visa to Saudi Arabia, a copy of the passports of delegates should be sent, as soon as possible, preferably not later than May 7th, 2013, to the attention of ICAO MID Office, e-mail: (icaomid@cairo.icao.int).

Note: the attached form should be filled out and sent with the copy of the passport.

CUSTOMS

8.4 The following items may be brought into Saudi Arabia duty free:

Personal effects, such as necessary clothing
Perfume for personal use

Additional quantities of the above items may also be purchased from Jeddah/King Abdulaziz International Airport duty free shops after clearing customs except alcoholic drinks.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Saudi Arabia is Saudi Riyals (SAR) with notes of 1, 5, 10, 50, 100 and 500 and coins of 10, 25 and 50 Halalas. The current rate of exchange for US \$1 = 3.75 SAR.

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

9.3 All commercial banks exchange major foreign currencies and are open 00:09-16:00 hours, during working days (Saturday to Wednesday).

10. OTHER USEFUL INFORMATION

10.1 A web page has been created for the DGCA-MID/2 Meeting (www.gaca.gov.sa/dgca-mid2), all delegates who would like to perform Omrah, or learn more about the meeting or the City of Jeddah, should consult the above web page.

SHOPPING

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

TELEPHONE CARDS

10.3 Cards are available in the Saudi Market for international calls.

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the month of May are between 30°C to 35°C.
