



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

File Ref.: AN 6/31.1-13/174

8 July 2013

**Subject: MID Region ATM Enhancement Programme–Special Coordination Meeting (MAEP-SCM)  
(Cairo, Egypt, 4 - 5 September 2013)**

**Action required: Reply not later than 15 August 2013**

Sir,

I have the honour to inform you that the MID Region ATM Enhancement Programme–Special Coordination Meeting (MAEP-SCM) will be held in Cairo from 4 to 5 September 2013. 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.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the Hotel List is at **Attachment C**.

You may wish to recall that the Second Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/2), through Conclusion 2/3 agreed that the ICAO MID Regional Office organise a Special Coordination Meeting in September 2013 in order to agree on the best mechanism to establish a MID Region ATM Enhancement Programme, taking into consideration all initiatives.

Kindly, note that as follow up to the above, the third meeting of the MIDANPIRG Steering Group (MSG/3) urged all stakeholders (States, Users and International/Regional Organizations) to actively support the MAEP-SCM by submitting proposals to the ICAO MID Regional Office by **15 August 2013**, related to the best mechanism to establish the MID Region ATM Enhancement Programme.

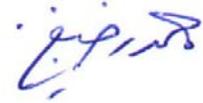
This letter and all its relevant attachments and working/information papers (as they become available), will be posted in PDF format on the ICAO MID website at: [www.icao.int/mid](http://www.icao.int/mid).

For an increased efficiency of the meeting, I shall be grateful if you could ensure that your delegation consists of experts familiar with the subject. The attendance of representative(s) of your States' Military Authority to this meeting is also strongly encouraged.

./.

I would appreciate if you could, as soon as possible, preferably not later than **15 August 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@cairo.icao.int) with a copy to (ekhoury@icao.int), giving the name(s) of your delegate(s), using the Nomination Form at **Attachment D**.

Accept, Sir, the assurance of my highest consideration.



Mohamed R.M. Khonji  
Regional Director, Cairo

**Attachments**

**MID REGION ATM ENHANCEMENT PROGRAMME (MAEP)  
(MAEP-SCM)**

*(Cairo, Egypt, 4- 5 September 2013)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and election of Rapporteur
- Agenda Item 2: Introduction
- Agenda Item 3: MID Region ATM Enhancement Programme (MAEP) Establishment
- MAEP objectives and scope
  - MAEP mechanism/working arrangements
  - MAEP legal, institutional and financial issues.
- Agenda Item 4: Any other Business

-----

**MID REGION ATM ENHANCEMENT PROGRAMME (MAEP)  
(MAEP-SCM)**

*(Cairo, Egypt, 4- 5 September 2013)*

**EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda and election of Rapporteur**

The meeting will review and adopt as appropriate the provisional agenda for the **MAEP-SCM** meeting. The meeting will also elect a Rapporteur.

**Agenda Item 2: Introduction**

The meeting will review the DGCA-MID/2 Conclusion related to **MAEP** as well as the follow-up actions taken by the MIDANPIRG Steering Group (MSG/3 meeting).

**Agenda Item 3: MID Region ATM Enhancement Programme (MAEP) Establishment**

The meeting will review the proposals presented by States and Stakeholders and agree on the objectives, scope and the best mechanism for the establishment of the MAEP, taking into consideration all initiatives. The meeting will also initiate discussions on the legal, institutional and financial issues associated with the establishment of MAEP.

**Agenda Item 4: Any other Business**

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

-----



*International Civil Aviation Organization*

**MID Region ATM Enhancement Programme  
Special Coordination Meeting**

**(MAEP-SCM)**

**(Cairo, Egypt, 4-5 September 2013)**

**BULLETIN**

**1. LOCATION**

1.1 The MID Region ATM Enhancement Programme – Special Coordination Meeting (MAEP-SCM) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 4-5 July 2013.

**2. SCHEDULE OF THE MEETING**

2.1 The opening session of the Meeting will be held at 0900 hours on Wednesday 4 July 2013.

2.2 The schedule and 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 0830 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. Elie Elkhoury, RO/ATM/SAR will act as secretary of the Meeting.

4.2 Mrs. 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. Manal Wissa will provide the secretarial/technical 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 Regional Office 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 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](mailto: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.

## **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 Meeting according to the following:

#### **Itinerary to the venue of the Meeting**

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 Meeting**

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 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. 7.00 for July 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.

-----

**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. J. FAQIR	DEPUTY REGIONAL DIRECTOR (DEPRD)
<b>ADMINISTRATION</b>	
MRS. T. QATAMI	ADMINISTRATIVE OFFICER (AO)
<b>TECHNICAL OFFICERS</b>	
MR. M. SMAOUI	REGIONAL OFFICER, AIR NAVIGATION SERVICE & AERONAUTICAL INFORMATION MANAGEMENT (ANS/AIM)
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. ELKHOURY	REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR)
MR. D. STERLAND	REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION

-----

## 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
<b>Novotel Cairo Airport</b>	US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 Attention: 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

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<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>  <a href="mailto:cc">cc</a>  <a href="mailto:noha.elbahrawy@ihg.com">noha.elbahrawy@ihg.com</a>	(202)24800100 Ext 38	50
<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

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<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>	US\$73.00 (S) US\$90.00 (D) Suite S or D US\$130.00 <i>Incl. Serv./Gov. Tax</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	40
<b>Sofitel Cairo El Gezira</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 <i>Attention</i> Reservation Dept. <i>Or</i> Mr. Ayman Helal Sales Manager	<a href="mailto:h5307-re3@sofitel.com">h5307-re3@sofitel.com</a> <i>Or</i> <a href="mailto:H5307-re4@sofitel.com">H5307-re4@sofitel.com</a>  <i>Cc</i> <a href="mailto:H5307-s16@sofitel.com">H5307-s16@sofitel.com</a>  <i>Website</i> <a href="http://www.sofitel-cairo-elgezira.com">www.sofitel-cairo-elgezira.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:caiomarriottreservation@marriott.com">caiomarriottreservation@marriott.com</a>	(202)27351090	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Flamenco Hotel</b>  <b>Reservation code:</b> <b>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> salescairo@flamencohotels.com Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	60
<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.**

-----