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Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 11/21.1-13/101

15 April 2013

Subject: Safety Management Workshop
(Muscat, Oman, 11-12 June 2013)

Action required: Reply not later than 20 May 2013

Sir,

I have the honour to invite your Administration/Organization to participate in the Safety Management Workshop to be held in Oman, from **11 to 12 June 2013**.

The Safety Management Workshop is organized by the International Air Transport Association (IATA) in partnership with the International Civil Aviation Organization (ICAO).

The Safety Management Workshop will be hosted by Oman Air, and will be held at the **InterContinental Muscat Hotel**.

You may wish to recall that the Second Meeting of the Middle East Regional Aviation Safety Group (RASG-MID/2) held in Abu Dhabi, UAE, from 12 to 14 November 2012, agreed to the establishment of a Safety Support Team (SST) aimed at addressing safety concerns that are not directly linked to the Region's identified Safety Focus Areas (FAs), such as SMS/SSP, USOAP-CMA, and English Language Proficiency (ELP). Within that context, this Safety Management Workshop will focus on SSP/SMS and safety data sharing.

The Provisional Agenda/Programme of the Workshop is at **Attachment A**. The Bulletin describing administrative arrangements including the Hotel List in Oman is at **Attachment B**.

The workshop should be attended by officials involved in the implementation of the State Safety Programme and/or Safety Management Systems (SMS), in the areas of training organizations, aircraft operations, maintenance and airworthiness of aircraft, aircraft design and manufacture, air traffic services, aerodrome operations and Accident and Incident Investigation.

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I would appreciate if you could confirm the participation of your Administration/Organization, preferably before **20 May 2013** by submitting the Nomination Form at **Attachment C** to the ICAO MID Regional Office at the following e-mail address (icaomid@icao.int) with copy to (ammsoiroi@iata.org). It is highly recommended that the RASG-MID Steering Committee (RSC) Co-chairs and the Rapporteur of the Safety Support Team (SST) attend this Workshop.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments



Safety Management Workshop

11-12 June 2013
Muscat, Oman



Time	Agenda Item
08:00 - 09:00	Registration
09:00 – 10:00	Welcome & Opening <i>Introduction and Expectations</i>
Coffee Break – 30 minutes	
10:30 – 11:30	ICAO SMS/SSP Framework
11:30 – 12:30	SMS and IOSA
Lunch Break – one hour	
13:30 – 15:00	Regional Best Practices <i>Exchanging Experiences</i>
15:00 – 15:30	Conclusions and preparation for Day -2

Tour of Muscat hosted by
Oman Air

OMAN AIR  الطيران العماني

Dinner hosted by OAMC

OAMC 
الشركة العمانية لإدارة المطارات ش.م.ع.م.
OMAN AIRPORTS MANAGEMENT COMPANY S.A.O.C.

Day 2 – 12 June 2013

Time	Agenda Item
08:00 – 08:30	Welcome & Introduction
Coffee Break – 30 minutes	
09:00 – 12:00	Break Out Session 1: Safety Data Sharing <ol style="list-style-type: none">1. <i>Safety Data Tools</i>2. <i>Annual Safety Report</i>3. <i>How can we enhance safety data sharing on a regional level?</i>
Lunch Break – one hour	
13:00 – 15:30	Break Out Session 2: How can we accelerate SSP/SMS implementation? <ol style="list-style-type: none">1. <i>Implementation phases</i>2. <i>Coordination among stakeholders</i>3. <i>Transfer of knowledge and experience</i>4. <i>Role of safety data</i>5. <i>Safety indicators</i>
Coffee Break – 30 minutes	
16:00 – 16:30	Wrap-up Session: Conclusions & future steps (projects)



International Civil Aviation Organization

Safety Management Workshop

(Muscat, Oman, 11-12 June 2013)

BULLETIN

1. LOCATION

1.1 The Safety Management Workshop will be held at the **InterContinental Muscat Hotel**, Sultanate of Oman from 11 to 12 June 2013.

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the Workshop will be held at 0900 hours on Tuesday 11 June 2013.

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

2.3 The Workshop 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 0800 and 0900 hours on the opening day of the Workshop. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. DOCUMENTS, PAPERS FOR DISTRIBUTION, ETC.

4.1 No documentation in hard copy will be available. Participants are requested to bring along their laptops to the Workshop.

5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

5.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Muscat through their respective hotel reception desk. A list of hotels with PACA-Oman corporate rate is attached for your convenience with telephone/fax numbers and addresses. You will need to arrange your own hotel reservation.

6. TRANSPORTATION

6.1 Although we would very much wish to welcome participants, it will not be possible to meet them on arrival and provide transportation. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city and return.

6.2 Airport taxi services operate private limousine services from the airport to Muscat City, and its neighborhoods at OMR 10.000 Riyals Omani approximately per vehicle.

6.3 Car rental agencies are located at the arrival hall of the airport terminal building.

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 Sultanate of Oman must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

VISA

8.2 It is mandatory for all non GCC participants to obtain visas from the Sultanate of Oman Embassy or Consulate in their country prior to their departure for Muscat. Some non GCC citizens may obtain visas on arrival. These nationalities are listed in the following website: www.rop.gov.om and search for passport and residence services.

CUSTOMS

8.3 The following items may be brought into the Sultanate of Oman duty free:

Personal effects, such as necessary clothing
200 cigarettes or 250 gr. of cigars or tobacco
Perfume for personal use.

Additional quantities of the above items may also be purchased at Seeb International Airport duty free arrival shops before clearing customs. Non Muslims may purchase reasonable quantities of alcoholic drinks at this outlet.

WEATHER CONDITIONS

8.4 The main daily maximum and minimum temperatures for the month of June are between 40°C by day and drops down to 31°C during the nights. Please refer to <http://www.accuweather.com/en/om/muscat/258638/june-weather/258638> for further updates.

SHOPPING

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

TAP WATER

8.6 It is recommended that all visitors drink only bottled water/beverages, however, tap water is safe for drinking.

TELEPHONE CARDS

8.7 Cards are available in supermarkets for local and international calls.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Oman is the **Omani Riyal (OMR)**. The unit is divided into 1000 baizes with notes of 100, and 500 baizes and Riyal notes of 1, 5, 10, 20, and 50. The Riyal to USD exchange rate is 1 OMR = 2.6 US\$.

9.2 There are no restrictions on import of foreign currency.

9.3 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.

9.4 All commercial banks exchange major foreign currencies and are open 0800-1300 hours Saturdays through Thursdays. There are also plenty of foreign exchange houses who do accept foreign currency. There are plenty of ATM machines all over Oman which are strategically located.

LIST OF OMAN HOTELS

HOTEL	ADDRESS	ROOM RATES	E-MAIL	TEL. NO.	FAX. NO.
InterContinental Muscat Hotel <i>(Reservation Form attached)</i>	P.O. Box 398, Muttrah 114 Sultanate of Oman	<ul style="list-style-type: none"> ▪ Standard Room Bed only Single/Double at OR 80.000 subject to 17% sales tax inclusive of Internet. ▪ Standard Single Room on BB basis OR 85.000 subject to 17% sales inclusive of breakfast & Internet. ▪ Standard Double Room on BB basis OR 95.000 subject to 17% sales inclusive of breakfast & Internet 	Jennifer.capalad@ihg.com	+968 24 680 000	+968 24 600 012
Park Inn by Radisson Muscat	Sultan Qaboos Street Al Khuwair Muscat, Sultanate of Oman	Rate Standard room: 81++ Riyal	reservations.muscat@rezidorparkinn.com	+ 968 2450 7888	
Grand Hyatt Muscat	Shatti Al Qurm, P.O. Box 951, Muscat, Sultanate of Oman 133	Rate Standard room: 76++ Riyal	muscat.grand@hyatt.com	+968 24 64 1234	
The Chedi Muscat	North Ghubra 32, Way No. 3215 18th November Street Muscat, Sultanate of Oman	Rate Superior room: 115++ Riyal	reservation@chedimuscat.com	+968 24 52 44 00	
Ibis Muscat Hotel	PO Box 1512 PC 130 Al Azaiba Dohat Aladab Road Al Khuwair Muscat – Oman	Rate Standard room: 58++ Riyal	h6587@accor.com	+968 244/89890	

SAFETY MANAGEMENT WORKSHOP

(Muscat, Oman, 11-12 June 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 MID Regional Office Website prior to the meeting.

Date: Signature:
After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int)
