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Международная  
организация  
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авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AN 11/21.1-14/026

23 January 2014

**Subject: First Meeting of the MID Safety Support Team  
(Cairo, Egypt, 18 - 20 March 2014)**

**Action required: Reply not later than 2 March 2014**

I have the honour to inform you that the First Meeting of the MID Safety Support Team (MID-SST/1) will be held in the ICAO MID Regional Office, Cairo, Egypt, 18-20 March 2014.

The MID-SST was established to support the RASG-MID Steering Committee (RSC) in the development, implementation and monitoring of Safety Enhancement Initiatives (SEIs) related to identified safety issues not directly linked to the agreed Focus Areas. The Terms of Reference of the MID-SST is at **Attachment A**.

Your Administration/Organization is kindly invited to participate in this meeting. The Provisional Agenda and Explanatory Notes for the meeting are at **Attachments B** and **C**, respectively. Your comments on the attached Provisional Agenda, including any amendment(s) you may wish to suggest, would be appreciated.

It is important that the Rapporteur and Focal Points of the MID-SST attend this meeting, in order to derive optimum advantage and benefits from the meeting.

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

This letter and all its relevant attachments will be posted in PDF format on the ICAO MID Regional Office website at: <http://www.icao.int/mid/>.

I would appreciate if you could, as soon as possible, preferably not later than **2 March 2014**, 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](mailto:icaomid@icao.int)) with a copy to ([malblowi@icao.int](mailto:malblowi@icao.int)), giving the name(s) of your delegate(s), using the Nomination Form at **Attachment E**.

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji  
ICAO Regional Director, Cairo

## Attachments

**FIRST MEETING OF THE MID SAFETY SUPPORT TEAM  
(MID-SST)**

**TERMS OF REFERENCE**

**A) PURPOSE OF THE MID-SST**

The MID-SST is established to support the RASG-MID Steering Committee (RSC) in the development, implementation and monitoring of Safety Enhancement Initiatives (SEIs) related to identified safety issues not directly linked to the agreed Focus Areas.

In order to meet its Terms of Reference, the MID-SST shall:

- 1) develop SEIs and mitigation measures through Detailed Implementation Plans (DIPs) related to safety matters, such as:
  - a) State Safety Programs (SSP) and Safety Management Systems (SMS) implementation;
  - b) Safety Oversight;
  - c) English Language Proficiency (ELP); and
  - d) Accident and Incident Investigation (AIG).
- 2) provide recommended actions through the development of DIPs for each SEI, in a prioritized manner;
- 3) monitor the implementation of DIPs and provide feedback to the RSC; and
- 4) propose input to the RSC for the development of the RASG-M ID yearly work programme.

**B) COMPOSITION**

The MID-SST is composed of Members designated by the following States and Partners:

**States:** Bahrain, Iran, Qatar, Lebanon and UAE

**Partners:** AACO, Boeing, COSCAP-GS, IATA and WFP.

**C) ROLES AND RESPONSIBILITIES**

- MID-SST Rapporteur – Coordinate MID-SST activities and provide overall guidance and leadership;
- ICAO– Support; and
- Partners – Provide technical expertise and collaborate in the development of material as requested by the MID-SST Rapporteur.

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**FIRST MEETING OF THE MID SAFETY SUPPORT TEAM**

**(MID-SST/1)**

*(Cairo, Egypt, 18 - 20 March 2014)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: MID-SST Work Programme
- Agenda Item 3: Any other Business

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**FIRST MEETING OF THE MID SAFETY SUPPORT TEAM**

**(MID-SST/1)**

*(Cairo, Egypt, 18 - 20 March 2014)*

**EXPLANATORY NOTES**

**Agenda Item 1: Adoption of the Provisional Agenda**

The meeting will review and adopt as appropriate the provisional agenda.

**Agenda Item 2: MID-SST Work Programme**

The meeting will review and update the MID-SST SEIs and DIPs and develop a draft action plan for the main DIP, which is the establishment of an RSOO to support States in the implementation of SSP. The meeting will address other assigned tasks to the MID-SST and agree on the next course of actions. The meeting will also agree on the MID-SST future work programme including dates and venue of the MID-SST/2 Meeting.

**Agenda Item 3: Any other Business**

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

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*International Civil Aviation Organization*

**First Meeting of the MID Safety Support Team  
(MID-SST/1)**

*(Cairo, Egypt, 18-20 March 2014)*

**BULLETIN**

**1. LOCATION**

1.1 The First Meeting of the MID Safety Support Team (MID-SST/1) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 18-20 March 2014.

**2. SCHEDULE OF THE MEETING**

2.1 The opening session of the Meeting will be held at 0900 hours on Tuesday 18 March 2014.

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. Alblowi, Mashhor, RO/FLS will act as secretary of the Meeting.

4.2 Mrs. T. Qatami (Administrative Officer) and Mrs. N. Fayez (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.

4.3 Mrs. Sonia El Sakka (ICT/RC) will handle the Information Communication Technology matters.

4.4 Mrs. Hoda Gabriel 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://www.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 March 25°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 January 2014.

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. ELKHOURY	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

**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)**

23 January 2014

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Hotel Heliopolis (Fairmont)</b>	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$170.00S-\$185.00D Delux Room \$210.00S-\$225.00D <b>Above Rates include</b> -Breakfast basis -Service Charges & Taxes  (Special rates for group more than 9 persons-deal directly with the hotel)	Orouba Street Heliopolis	(202) 22677600  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	40
<b>Meridien (Heliopolis)</b>	<b>Superior Room</b> US\$105.00 US\$120.00 D <b>Deluxe Room</b> US\$125.00 S US\$140.00 D Royal Club US\$145.00 S US\$160.00D <b>Above rates include:</b> -Buffet Breakfast -Service Charges & Taxes */**/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@starwoodhotels.com">Ahmed.maher@starwoodhotels.com</a>	(202) 24168994/95 22905055	40
<b>Radisson Hotel</b>	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast Mention rate code(86950)	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:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a>  <a href="http://www.radissonblu.com">www.radissonblu.com</a>	(202) 26965655 26965656	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Le Meridien Cairo Airport</b>	Deluxe Room US\$135.00 S US\$145.00 D	Terminal 3, Cairo Airport – Heliopolis		<a href="mailto:ahmed.maher@starwoodhotels.com">ahmed.maher@starwoodhotels.com</a>  or visit website <a href="http://www.lemeridiencairoairport.com">http://www.lemeridiencairoairport.com</a>	(202) 22685103	20
<b>Novotel Cairo Airport</b>	Standard US \$110.00S US \$120.00D Superior US\$125.00S US\$135.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	<a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a>  cc  <a href="mailto:h0502-sb@accor.com">h0502-sb@accor.com</a> <a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a>	(202)22918520 22918573 22918577	20
<b>Le Passage</b>	Superior US\$100.00 S US\$110.00r D Delux Room US \$125.00 S US\$135.00 D Executive Club Room US\$150.00S or US\$160.00D(Bed & Breakfast) Inclusive of Service Charge & Taxes  **/**/****	Cairo Airport	(202)2 4180761 <i>Attention:</i> Reservations Dept	Reservations@lepassage-hotels.com  &  <a href="mailto:wsalah.sm@lepassage-hotels.com">wsalah.sm@lepassage-hotels.com</a>	(202) 22929626 direct reservation or Direct Operator 22919400 22670099 22929635	20

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<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 Executive 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) 24800480	<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	60
<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 <a href="mailto:noha.elbahrawy@ihg.com">noha.elbahrawy@ihg.com</a>	(202)24800100 Ext 38	60
<b>Hotel Beirut</b>	US\$60.00 (S) US\$75.00 (D) Suite S or D US\$130.00 Incl. Serv./Gov. Tax */**	56, Beirut Street Heliopolis	(202) 22904065 or (202) 24159422 Attention: Reservation Dept	<a href="mailto:sales@beiruthotelseg.com">sales@beiruthotelseg.com</a> Website: beiruthotelseg.com	(202) 22911092 24145079 22916048	50

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
<b>Marriott Hotel</b>	Delux Room US\$140.00 S & D Diplomatic Suite US\$315.00	Saray El Gezira St., Zamalek, Cairo	(202)27358240	<a href="mailto:caiomarriottreservation@marriott.com">caiomarriottreservation@marriott.com</a>  cc <a href="mailto:marwa.wanas@marriott.com">marwa.wanas@marriott.com</a>	(202)27351090	70
<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\$102.00 (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 Feda, 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> Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	70

**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.**

- END -