



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 5/1.1-14/030

27 January 2014

**Subject: Wildlife and Foreign Object Debris (FOD) Workshop
(Cairo, 24-26 March 2014)**

Action required: Reply not later than 3 March 2014

Sir,

I have the honour to refer to my Invitation Letters Ref. AN 5/1.1-13/305 dated 21 November 2013 and to my Fax File Ref. AN 5/1.1 dated 9 January 2014 on the above subject. Please note that the Wildlife and Foreign Object Debris (FOD) Workshop will be held in Cairo, Egypt, from **24 to 26 March 2014**. The workshop will be followed by a visit to Cairo International Airport on **26 March 2014**. Your Administration/Organization is invited to participate in this workshop.

The Wildlife and FOD Workshop is organized by the International Air Transport Association (IATA) in partnership with the International Civil Aviation Organization (ICAO). The workshop will be hosted by Egyptian Airports Company (EAC) and Cairo Airport Company (CAC) in coordination with the Egyptian Civil Aviation Authority (ECAA), and will be held at **Le Meridien Cairo Airport Hotel, Cairo, Egypt**.

Under the Regional Aviation Safety Group-Middle East (RASG-MID), the MID Regional Aviation Safety Team (MID-RAST) has developed Safety Enhancement Initiatives (SEIs) and Detailed Implementation Plans (DIPs) to address the top contributing factors to In Flight Damage (IFD) on a regional basis. Wildlife and FOD were identified as a priority contributing factor that needs to be addressed with safety activities with an attempt to promote practices and tools for mitigation of birdstrike and FOD hazards.

Based on the above, the Workshop will focus on how to improve aviation safety through mitigation of birdstrike and Wildlife/FOD hazards. It is strongly recommended that this workshop be attended by the concerned stakeholders such as aerodrome operators, air carriers, air navigation service providers, etc.

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

I would appreciate if you could confirm the participation of your Administration/Organization, preferably not later than **03 March 2014** 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 (aramlawi@icao.int) and (SFOMENA@iata.org).

Accept, Sir, the assurances of my highest consideration.



for/ Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments



Wildlife & FOD Workshop

24 – 26 March 2014
Cairo, Egypt



A STAR ALLIANCE MEMBER 

Day 1– 24 March 2014

Time	Agenda Item
08:00 -09:00	Registration
09:00– 10:00	Welcome & Opening <i>Keynote speakers and welcome remarks</i>
Coffee Break – 30 minutes	
10:30 – 11:30	The Current Situation <i>Wildlife and FOD accidents, incidents, and trends</i>
11:30– 12:30	Policy & Standards <i>Policies and regulations for wildlife hazard management</i>
Lunch Break – one hour	
13:30 – 14:30	Databases & Reporting Tools <i>How can incidents and accidents be reported?</i>
14:30 – 15:30	Regional Examples <i>Exchanging Experiences</i>
Coffee Break – 30 minutes	
16:00 – 16:30	Conclusions and preparation for Day -2

Day 2 – 25 March 2014

Time	Agenda Item
09:00 – 10:30	Interactive Discussion 1: Assessing Risk <ol style="list-style-type: none">1. <i>Hazard assessment</i>2. <i>Geographic distribution of wildlife incidents in the Middle East</i>3. <i>Wildlife and FOD survey</i>
Coffee Break – 30 minutes	
11:00 – 12:00	Interactive Discussion 2: Technology <ol style="list-style-type: none">1. <i>Available systems</i>2. <i>Costs</i>3. <i>Benefits</i>
Lunch Break – one hour	
13:00 – 14:30	Interactive Discussion 3: A MID Region Wildlife & FOD Risk Reduction Program <ol style="list-style-type: none">1. <i>Roles & responsibilities</i>2. <i>Risk Management Plan</i>3. <i>Pilot projects</i>4. <i>Monitoring of progress</i>
Coffee Break – 30 minutes	
15:00 – 15:30	Wrap-up Session: Conclusions & future steps (projects)

Dinner Hosted By



Day 3 – 26 March 2014

Time	Agenda Item
10:00 – 15:00	Tour of Cairo International Airport



International Civil Aviation Organization

Wildlife and Foreign Object Debris (FOD) Workshop

(Cairo, 24-26 March 2014)

BULLETIN

1. LOCATION

1.1 The Wildlife and FOD Workshop will be held at the Le Meridien Cairo Airport Hotel, in Cairo, Egypt, on 24-25 March 2014, followed by a visit to Cairo International Airport on 26 March 2014. Participants who wish to join the airport visit need to attach a passport copy to the Nomination Form (Attachment C to the invitation letter) three weeks before the event.

2. SCHEDULE OF THE WORKSHOP

- 2.1 The opening session of the Workshop will be held at 0900 hours on Monday 24 March 2014.
- 2.2 The event will close on 26 March 2014.
- 2.3 The daily schedule will be as per the agenda.
- 2.4 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. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, presentations related to the workshop along with the summary of discussions will be uploaded onto the ICAO MID Regional Office website after the conclusion of the workshop.

5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

5.1 Special rates were secured at the Le Meridien Cairo Airport for the workshop participants as follows;

Room Type	USD Rate per Night	Details
Single	125.00	- Rates are subject to 12% service charge & 11% sales and city taxes based on bed only. - Free WiFi is included in the rate. - Rates are net & non commissionable.
Double	125.00	

To make hotel booking at le Meridien Cairo Airport Hotel, participants should send an email to Mr./Amir using the following email address:

- Amir.farouk@strawoodhotels.com

5.2 In addition, special rates were secured at the Radisson Blu Hotel for the workshop participants as follows:

Room Type	USD Rate per Night	Details
Single	100.00	- Rates are subject to service charge and taxes - Rate includes Bed and Breakfast - Free WiFi is included in the rate
Double	110.00	

To make hotel booking at the Radisson Blu Hotel, participants should send an email to **Mr./ Ahmed Mandour** using the following email address:

- Ahmed.mandour@radissonblu.com
- Reservations.cairo@radissonblu.com

5.3 A list of hotels with ICAO corporate rates is also attached for your convenience with telephone/fax numbers and addresses, it is to be noted that the rates of the hotel list are subject to change for the year 2014.

5.4 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. Participants do have to arrange own hotel reservation.

6. TRANSPORTATION

6.1 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.

6.2 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.

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 Egypt must possess valid passports or other valid documents for travel.

VISA

8.2 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

8.3 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

8.4 The main daily maximum and minimum temperatures for the month of March 24°C (Max. daytime temperature) and 20°C (Min. night time temperature).

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 200, 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.

9.2 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.

9.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

10. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

10.2 It is recommended that all visitors drink only bottled water/beverages.

TELEPHONE CARDS

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

11. OTHER ASSISTANCE

11.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

11.2 You can also contact the IATA MENA Office for any help on the email address SFOMENA@iata.org.

LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

NAME	TITLE
MR. M.R. KHONJI	ICAO REGIONAL DIRECTOR (ICAORD)
MR. M. SMAOUI	DEPUTY REGIONAL DIRECTOR (DEPRD)
ADMINISTRATION	
MRS. T. QATAMI	ADMINISTRATIVE OFFICER (AO)
TECHNICAL OFFICERS	
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

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)

Amended list dated 23 January 2014

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Hotel Heliopolis (Fairmont)	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$170.00S-\$185.00D Delux Room \$210.00S-\$225.00D Above Rates include -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	hli.reservations@fairmont.com Cc hli.sales@fairmont.com	(202) 22677730/40	40
Meridien (Heliopolis)	Superior Room US\$105.00 US\$120.00 D Deluxe Room US\$125.00 S US\$140.00 D Royal Club US\$145.00 S US\$160.00D Above rates include: -Buffet Breakfast -Service Charges & Taxes */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	Reservations.heliopolis@lemeridien.com & Ahmed.maher@starwoodhotels.com	(202) 24168994/95 22905055	40
Radisson Hotel	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	reservations.cairo@radissonblu.com cc Sales.cairo@radissonblu.com www.radissonblu.com	(202) 26965655 26965656	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Le Meridien Cairo Airport	Deluxe Room US\$135.00 S US\$145.00 D	Terminal 3, Cairo Airport – Heliopolis		ahmed.maher@starwoodhotels.com or visit website http://www.lemeridiencairoairport.com	(202) 22685103	20
Novotel Cairo Airport	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	h0502-sl@accor.com cc h0502-sb@accor.com h0502-sl@accor.com	(202)22918520 22918573 22918577	20
Le Passage	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 & wsalah.sm@lepassage-hotels.com	(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)
Intercontinental Citystars	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	res.citystars@ihg.com cc noha.elbahrawy@ihg.com .	(202)24800100 Ext 38	60
Holiday Inn Cairo Citystars	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	res.citystars@ihg.com cc noha.elbahrawy@ihg.com	(202)24800100 Ext 38	60
Hotel Beirut	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	sales@beiruthotelseg.com 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)
Marriott Hotel	Delux Room US\$140.00 S & D Diplomatic Suite US\$315.00	Saray El Gezira St., Zamalek, Cairo	(202)27358240	caiomarriottreservation@marriott.com cc marwa.wanas@marriott.com	(202)27351090	70
Flamenco Hotel Reservation code: ICAO UN	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	rescairo@flamencohotels.com salescairo@flamencohotels.com 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 -