



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 1/7.1-15/ 247

9 September 2015

**Subject: ICAO AFI/MID ASBU Implementation Workshop  
(Cairo, Egypt, 23 - 26 November 2015)**

**Action required: Reply no later than 1 November 2015**

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the ICAO AFI/MID ASBU Implementation Workshop to be held in Cairo, Egypt, **23 - 26 November 2015**.

The objective of the Workshop is to bring together all air navigation stakeholders, (Regulators, Air Navigation Service Providers, Aerodrome Operators, Aircraft Operators, International Organizations and Industry) from both the Africa-Indian Ocean (AFI) and Middle East (MID) Regions, to review the regional Air Navigation priorities and targets and get a clear understanding of the needs of airspace users and develop associated action plans and regional technology/infrastructure baseline, based on the ASBU methodology, users' requirements, major traffic flows, cost effectiveness considerations, and global/regional objectives/priorities.

The Workshop will offer a unique opportunity whereby all air navigation stakeholders work together towards a harmonized ASBU implementation across States and Regions, highlighting the need for interregional coordination and systems' interoperability.

The Workshop will be conducted in the English language only. The Workshop Programme Overview/Provisional Agenda is at **Attachment A** and the Bulletin providing information on administrative arrangements and other useful information for participants, including the Hotel List in Cairo is at **Attachment B**.

Taking into consideration the scope of the subjects to be addressed by the Workshop which covers the AIM, AGA, ATM, CNS and MET fields, it is strongly recommended that your delegation includes Experts in these respective fields from both the regulator and service provider sides.

../.

I would appreciate if you could, as soon as possible, preferably not later than **1 November 2015**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the ICAO MID Regional Office at the following email address: [icaomid@icao.int](mailto:icaomid@icao.int), with a copy to [icaoesaf@icao.int](mailto:icaoesaf@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



Mohamed R.M. Khonji  
ICAO Regional Director, Cairo

**Attachments**

# ICAO AFI/MID ASBU IMPLEMENTATION WORKSHOP

*(Cairo, Egypt, 23-26 November 2015)*

## PROGRAMME OVERVIEW/AGENDA

### **DAY 1 – MONDAY, 23 NOVEMBER 2015**

- Session 1.1:** Opening Ceremony
- Session 1.2:** Global Air Navigation Performance Framework – ASBU methodology
- Session 1.3:** Regional ASBU Implementation Strategies
- Session 1.4:** Users' views on the Regional ASBU Implementation Strategies
- Session 1.5:** Panel discussion: National ASBU Implementation Plan (best practice)

### **DAY 2 – TUESDAY, 24 NOVEMBER 2015**

- Session 2.1:** Performance Improvement Area: Airport Operations (B0-APTA)
- Session 2.2:** Performance Improvement Area: Airport Operations (B0-SURF and B0-ACDM)
- Session 2.3:** Panel discussion: Performance Improvement Area: Airport Operations

### **DAY 3 – WEDNESDAY, 25 NOVEMBER 2015**

- Session 3.1:** Performance Improvement Area: Globally Interoperable Systems and Data – Through Globally Interoperable SWIM
- Session 3.2:** Performance Improvement Area: Optimum Capacity and Flexible Flights – Through Global Collaborative ATM
- Session 3.3:** Performance Improvement Area: Efficient Flight Paths – Through Trajectory-based Operations
- Session 3.4:** Panel discussion on Day3

### **DAY 4 – THURSDAY, 26 NOVEMBER 2015**

- Session 4.1:** Harmonization of implementation activities based on Regional Strategies and interregional coordination and interoperability
- Session 4.2:** Towards ASBU Block 1 Implementation
- Session 4.3:** Wrap-up and closing ceremony



*International Civil Aviation Organization*

## **ICAO AFI/MID ASBU Implementation Workshop**

*(Cairo, Egypt, 23 – 26 November 2015)*

### **BULLETIN**

#### **1. LOCATION**

1.1 The ICAO AFI/MID ASBU Implementation Workshop will be held at Le Meridien Airport Hotel in Cairo, Egypt, 23-26 November 2015.

#### **2. SCHEDULE OF THE MEETING**

2.1 The opening session of the Workshop will be held at 0900 hours on Monday 23 November 2015.

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 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 during registration.

#### **4. ICAO MIDDLE EAST REGIONAL OFFICE**

##### **MID OFFICE LOCATION**

4.1 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**

4.2 The working hours of the ICAO Regional Office are 0730-1430.

4.3 The list of Officers in the ICAO Regional Office is given in Page 4.

#### **5. HOTEL RESERVATIONS**

5.1 Participants are requested to make their own hotel reservations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses.

Special rates were also secured at the event venue hotel - Le Meridien Cairo Airport for participants as follows:

Room Type	USD Rate per Night	Details
Deluxe Room Single	95.00	- 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.
Deluxe Room Double	115.00	
Club Room Single	145.00	
Club Room Double	165.00	

For those participants who are interested to stay at Le Meridien Cairo Airport, you are kindly requested to contact:

Mr. Hesham Amin  
Mobile: 20100 9999 326  
Email: [hesham.amin@starwoodhotelds.com](mailto:hesham.amin@starwoodhotelds.com)

## 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.

### 6.3 Bus Transportation

6.3.1 Free bus services **will only be provided** from the venue of the Meeting back to the following hotels:

Intercontinental, City Stars  
Le Meridien Heliopolis  
Fairmont Hotel Heliopolis (ex-Sheraton)  
Radisson Blu Hotel  
Iberotel Le Passage (ex Movenpick) Airport  
Novotel Hotel Airport

Buses will be available after the close of the daily sessions. Departure is tentatively scheduled at 14:30

## 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/VISA

8.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

### VISA

8.2 Visa, when needed, should be obtained from the Egyptian's Embassy or Consulate in the Country of Origin/Residence prior to departure to 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 November are 28°C and 23°C.

## **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 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. 7.8 for August 2015.

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.

## **11. OTHER ASSISTANCE**

11.1 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. 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. El Houry	Regional Officer, Air Traffic Management/Search and Rescue (ATM/SAR)
Mr. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)

-----

## 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)

15 June 2015

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Hotel Heliopolis (Fairmont)</b>	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$150.00S-\$165.00D Fairmont View Room \$170.00S-\$185.00D <b>Above Rates include</b> -Breakfast basis -Service Charges & Taxes **	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>Radisson Blu 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:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a>  www.radissonblu.com	(202) 26965655 26965656	40
<b>Le Meridien Cairo Airport</b>	Deluxe Room US\$95.00 S US\$115.00 D #Club \$145.00S \$165D #Bed & Breakfast inclusive *	Terminal 3, Cairo Airport – Heliopolis	(202) 22659700	<a href="mailto:Hesham.amin@starwoodhotels.com">Hesham.amin@starwoodhotels.com</a>  Cellular: 2 0100 999 9326 Cc: <a href="mailto:reservations.03265@lemeridien.com">reservations.03265@lemeridien.com</a>  or visit website <a href="http://www.lemeridiencairoairport.com">http://www.lemeridiencairoairport.com</a>	(202) 22659600	30
<b>The Gabriel Hotel</b>	Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D  Inclusive continental breakfast	Suncity, Autostrad Road	(202) 26960701	<a href="mailto:reservations@thegabrielhotel.com">reservations@thegabrielhotel.com</a>  cc <a href="mailto:dino.bustani@thegabrielhotel.com">dino.bustani@thegabrielhotel.com</a>  <a href="http://www.Thegabrielhotel.com">www.Thegabrielhotel.com</a>	Direct (202) 26960700	30

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Novotel Cairo Airport</b>	Standard US \$70.00S US \$80.00D Superior US\$85.00S US\$95.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202) 22914794/26373530 <i>Attention:</i> Reservation Dept	<a href="mailto:H0502@ACCOR.Com">H0502@ACCOR.Com</a> Cc <a href="mailto:H0502-sb@accor.com">H0502-sb@accor.com</a>  Cellular 20 100 172 7171	(202) 22696714	30
<b>Iberotel Le Passage</b>	Superior US\$100.00 S US\$110.00r D Deluxe Room US \$115.00 S US\$125.00 D Executive Club Room US\$140.00S or US\$150.00D Inclusive of Service Charge & Taxes  */**	Cairo Airport	(202) 24180761 <i>Attention:</i> Reservations Dept.	Reservations@lepassage-hotels.com  &  wsalah.sm@lepassage-hotels.com	(202) 22929626 direct reservation or Direct Operator 22919400 22670099 22929635	30
<b>Intercontinental Citystars</b>	Standard US\$110.00 Bed only US\$125.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$180.00 Bed only US\$195.00 Bed & Breakfast Club Int. Deluxe Room US\$200.00 Bed only US\$215.00 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@interconticitystars.com">noha.elbahrawy@interconticitystars.com</a>  <u>Cellular:</u> (202) 01001633252	(202) 24800100 Ext 38	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Holiday Inn Cairo Citystars</b>	Standard US\$80.00 Bed only US\$90.00 Bed & Breakfast Superior US\$110.00 Bed only US\$120.00 Bed & Breakfast Executive Room US\$130.00 Bed only 140.00 Bed & Breakfast Superior Suite US\$155.00 Bed only US\$165.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy& 50.00 for Executive Suites	PO Box 1026 Cairo, Egypt	(202) 24800480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc  tamer.alaa@ihg.com  Cellular (202) 012 22 270 106	(202) 24800100 Ext 38	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.**

- END -