



*International Civil Aviation Organization*

**ICAO AFI/MID ASBU Implementation Workshop**

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

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**BULLETIN**

**1. LOCATION**

1.1 The ICAO AFI/MID ASBU Implementation Workshop will be held at the Meeting Room of the ICAO Middle East Regional Office 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 0830 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.

**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 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 07:15

Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 08:00

Departure from Radisson Blu Hotel at 8:15

Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:20

Departure from Le Meridien Airport at 08:20

*Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.*

### **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.

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

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