



International  
Civil Aviation  
Organization

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de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 3/2.5 – 15/164

3 June 2015

**Subject: Second Meeting of the MIDANPIRG AIM Sub-Group (AIM SG/2)**  
**(Kish Island, Iran, 31 August-2 September 2015)**

**Action required: Reply not later than 8 August 2015**

Sir,

I have the honour to inform you that the Second Meeting of the Aeronautical Information Management Sub-Group (AIM SG/2) will be gratefully hosted by Iran Civil Aviation Organization. The meeting will be held at **Kish International Convention Center, Kish Island, Iran, 31 August-2 September 2015.**

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

I would appreciate if you could, as soon as possible, preferably not later than **8 August 2015** confirm the participation of your Administration/Organization, by submitting the Nomination Form at **Attachment E** to the ICAO MID Regional Office at the following e-mail address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([aniknejad@icao.int](mailto:aniknejad@icao.int)).

For more effectiveness, I shall be grateful if you could ensure that your delegation consists of experts familiar with ICAO documentations and policies, having the required qualifications and experience in the field of AIM.

The Bulletin describing administrative arrangements for the meeting, including information related to the entry visa to Kish Island and the Hotel List is at **Attachment D**.

This letter, all its relevant attachments and working/information papers (as they become available), will be posted in PDF format on the ICAO MID Website at: <http://icao.int/mid/>.

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Your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working and/or information papers covering subjects contained in the provisional agenda. I would be grateful to receive your papers in an electronic format prior to **8 August 2015**, in order to allow time for processing and advance posting on the web.

I strongly encourage for correspondence the use of electronic mail as the most suitable means of communication. Your correspondence should be addressed to [icaomid@icao.int](mailto:icaomid@icao.int).

Accept, Sir, the assurance of my highest consideration.



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

**Attachments**

**SECOND MEETING OF THE MIDANPIRG AIM SUB-GROUP (AIM SG/2)**

*(Kish Island, Iran, 31 August-2 September 2015)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: Follow-up on MIDANPIRG/15 and MSG/4 Conclusions and Decisions relevant to AIM
- Agenda Item 3: Global/Regional developments related to AIM and SWIM
- Agenda Item 4: Performance Framework for AIM implementation in the MID Region
- Agenda Item 5: Review of air navigation deficiencies in the AIM Field
- Agenda Item 6: Future Work Programme
- Agenda Item 7: Any other business

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SECOND MEETING OF THE MIDANPIRG AIM SUB-GROUP (AIM SG/2)

*(Kish Island, Iran, 31 August - 2 September 2015)*

**EXPLANATORY NOTES**

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

The meeting will review and adopt as appropriate the provisional agenda for the AIM SG/2 meeting.

**Agenda Item 2: Follow-up on MIDANPIRG/15 and MSG/4 Conclusions and Decisions relevant to AIM**

The meeting will review the MIDANPIRG/15 and MSG/4 Conclusions and Decisions relevant to AIM and the follow-up actions taken by concerned parties.

**Agenda Item 3: Global/Regional developments related to AIM and SWIM**

The meeting will be apprised of the latest developments related to AIM and SWIM, especially the outcomes of the 1<sup>st</sup> meeting of the Information Management Panel, 10<sup>th</sup> and 11<sup>th</sup> meetings of the AIS-AIM SG and Global AIM Hanoi 2015.

**Agenda Item 4: Performance Framework for AIM implementation in the MID Region**

The meeting will review the MID States' national plans/roadmaps for the transition from AIS to AIM and the progress made towards the implementation of the different steps of the ICAO Roadmap for the transition to AIM in the MID Region.

The meeting will monitor the status of implementation of the B0-DATM Elements in the MID Region and ensure that the associated performance targets are met. The meeting will also identify the difficulties encountered by States in the implementation of the B0-DATM Elements and take action, as appropriate.

The meeting will also be apprised of the progress of the MIDAD project.

**Agenda Item 5: Review of Air Navigation Deficiencies in the AIM Field**

The meeting will review and update the list of deficiencies in the AIM field in the MID Region and propose necessary actions for the elimination of these deficiencies.

**Agenda Item 6: Future Work Programme**

The meeting will review and update, as deemed necessary, the Terms of Reference of the AIM Sub-Group and agree on the dates and venue of AIM SG/3 meeting.

**Agenda Item 7: Any other business**

Matters not covered by the agenda, might be addressed under this agenda item.

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**MIDANPIRG AERONAUTICAL INFORMATION MANAGEMENT  
SUB-GROUP (AIM SG)**

**1. TERMS OF REFERENCE**

1.1 The Terms of Reference of the AIM Sub-Group are:

- a) ensure that the implementation of AIM in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) methodology and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region AIM-related ASBU Modules included in the MID Region Air Navigation Strategy as well as other required AIM facilities and services, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region AIM performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region AIM plans/priorities, through the ANSIG;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the AIM developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the AIM domain;
- f) monitor and review the latest developments in the area of AIM and procedure design issues associated to AIM, provide expert inputs for AIM-related issues; and propose solutions for meeting ATM operational requirements;
- g) provide regular progress reports to the ANSIG and MIDANPIRG concerning its work programme; and
- h) review periodically its Terms of Reference and propose amendments, as necessary.

1.2 In order to meet the Terms of Reference, the AIM Sub-Group shall:

- a) monitor the status of implementation of the required AIM facilities and services in the MID Region;
- b) assess and provide progress reports on the transition from AIS to AIM in the MID Region;
- c) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU methodology;
- d) provide necessary inputs to the MID Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to AIM;

- e) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient AIM services, and recommend necessary remedial actions;
- f) keep under review the adequacy of ICAO SARPs requirements in the area of AIM, taking into account, inter alia, changes in user requirements, the evolution of operational requirements and technological developments;
- g) develop proposals for the updating of relevant ICAO documentation related to AIM, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- h) monitor and review technical and operating developments in the area of AIM and foster their implementation in the MID Region in a harmonized manner; and
- i) foster the integrated improvement of AIM services through proper training and qualification of the AIM personnel.

**2. COMPOSITION**

2.1 The Sub-Group will compose of:

- a) MIDANPIRG Member States;
- b) concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

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*International Civil Aviation Organization*

## **Second Meeting of the MIDANPIRG AIM Sub-Group**

**(AIM SG/2)**

**(Kish Island, Iran, 31 August-2 September 2015)**

### **BULLETIN**

#### **1. LOCATION**

1.1 The Second Meeting of the MIDANPIRG AIM Sub-Group will be held at the **Kish International Convention Center (Razi Meeting hall)**, Sahel Blvd., Kish Island, Iran, from 31 August to 2 September 2015. The meeting will be hosted by Civil Aviation Organization of the Islamic Republic of Iran (CAO.IRI).

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

- 2.1 The opening session of the Meeting will be held at 0900 hours on Monday 31 August 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 designated conference room, between 0800 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 during registration.

#### **4. DOCUMENTATION**

4.1 Kindly note that no documentation in hard copy will be available. Participants are requested to bring their laptops to the meeting.

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

5.1 Participants are requested to make their own hotel reservations. A list of hotels with Civil Aviation Organization (CAO.IRI) corporate rates are attached for your convenience.

#### **6. TRANSPORTATION**

##### **WELCOME SERVICE**

6.1 Welcome service and free transportation from the airport to hotel will be provided to the Participants upon arrival at the Kish International Airport. Participants are requested to inform CAO.IRI Focal Point of their itineraries before departure.

##### **FREE BUS TRANSPORTATION**

6.2 Free bus services will be provided to and from the venue of the Meeting according to the following:

##### **Itinerary to the venue of the Meeting**

- Departure from Marina Park Hotel at 08:35
- Departure from Darius Grand Hotel at 08:45
- Departure from Parmis Hotel at 08:50
- Departure from Maryam Hotel at 08:55

Departure from Sadaf Hotel at 08:50

### **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 CAO.IRI sign.*



## **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 the Islamic Republic of Iran must possess valid passports for a minimum of six months.

8.2 For direct entry into Kish Free Zone, you are not required to obtain visa. Official stamp entry on your valid travel document at Kish airport and port allows 14 days of stay. Participants should obtain updated information on entry requirements by accessing Kish Free Zone web page <http://www.kish.ir>

### **AIRLINE BOOKING**

8.3 Kish International Airport has 3-4 daily direct flights to/from Dubai (and Abu Dhabi) International Airports, operated by Kish Airlines. Participants are requested to book their airline tickets through Kish air agent by following contact details:

Tel: 0097142720006  
Fax:0097142720036  
Mob:0097155916332  
Email:anny9dxb@gmail.com

*Note: according to the coordination between CAO and Kish air agent, participants can send their ticket request to above email by subject Request ticket reservation for ICAO meeting at Kish island.*

8.4 Schedule of direct flights to/from Kish Airport operated by Kish Airlines is attached for your convenience.

### **CUSTOMS**

8.2 The following items may be brought into I. R. of Iran:

- a) Personal gifts of which the applicable import duty/tax does not exceed \$80.
- b) Only 200 cigarettes for every person above 18 years of age.
- c) Camera or Video camera.
- d) Effects for personal use, such as perfume and clothing.
- e) Personal computer (lab top).
- f) Equipment for professional use.

8.3 Importing following goods is prohibited:

- a) Alcoholic Beverages.
- b) Any kinds of plants or animals.

- d) Narcotics and toxic substances and their relevant applicants.
- e) Weapons, ammunition, explosive and radioactive substances.
- f) Antique and art objects including books and magazine.
- g) All kinds of precious metals/stones.

8.4 All ladies entering I.R. of Iran Borders should wear **scarf** and Islamic clothes.

## **9. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

9.1 The unit of currency in I.R. of Iran is Iranian RIALS. The current rate of exchange for US\$ is approx. US \$ 1~ 33,000 RLS.

9.2 There are no restrictions on import of foreign currency.

9.3 International credit cards are **NOT** accepted.

9.4 Except for Fridays, all commercial banks exchange and major foreign currencies are open from 0800 to 1500.

## **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. WEATHER CONDITIONS**

11.1 The main daily minimum and maximum temperatures for the month of August are between 30 °C and 38 °C.

## **12. OTHER ASSISTANCE**

12.1 The CAO.IRI will be glad to assist the participants to the meeting with any advice they may require.

12.2 The meeting Focal Points from CAO.IRI are as follows:

- **Mr. Meisam Shaker** (Main)  
Email: m-shaker@cao.ir  
Ska.meisam@gmail.com  
Mob: +989126454753  
Tel: +9866073534
- **Mr. Javad Danaee** (Alternate)  
Email: mj\_danaee@yahoo.com  
Mob: +989126952720

12.3 In case of emergency in Kish Island, please call the above meeting Focal Points.

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## LIST OF HOTELS

**PARTICIPANTS ARE REQUIRED TO MAKE THEIR OWN RESERVATION(S).**

dated 1 June 2015

Hotel	Rate US S\$	Telephone Number(s)	Email	Transportation to International Kish Convention center *
Marina park hotel	Double room, Park view 180 US \$ Double Room, Sea view 205 US \$ Standard room, 170US \$ Deluxe Single 207 US \$ Half Board	Tel: +98 764 4465040  Fax: +98 764 446501	kishmarinapark@yahoo.com marina_park_kish@yahoo.com  www.marinaparkhotel.ir	10 min
Dariush Grand Hotel	SGL room, Park view 155 US \$ Double Room, Park view 197 US \$ Double Room, Sea view 227 US \$  Deluxe Suite 272US \$ Breakfast included	Tel: 0098 764 4444900  Fax:0098 764 4441513	Ahmadian@ttgroup.ir  www.dariushgrandhotel.com	7 min
Kish Shayan pars hotel	Double room, Island view 155 US \$ Double Room, Sea view 170 US S\$ Breakfast included	Tel: 0098 764 ۴۴۲۲۷۷۱-5  Fax:0098 764 ۴۴۲۲۴۰۹	www.pars-hotels.com	Beside International Kish Convention center
Parmis Hotel	Double room, Island view 170 US \$ Double Room, Sea view 177 US S\$ Breakfast included	Tel: +98 764 4468633  Fax: +98 764 4468621	<a href="http://www.parmishotel.ir">http://www.parmishotel.ir</a>	5 min

Hotel	Rate US \$\$	Telephone Number(s)	Email	Transportation to International Kish Convention center *
Maryam Hotel	Standard Room, 310 US \$ Junior Suite 350 US \$ Luxury Suite 390 US \$  Breakfast included	Tel: +98 764 4421111-7  Fax: +98 764 4421110	maryamhotel.sorinet@gmail.com  <a href="http://www.sorinethotels.com/">http://www.sorinethotels.com/</a>	5 min
Shaygan Hotel	Double / Twin Room 142 US \$ Suite - One bed room with Jacuzzi 325 US \$	Tel: +98 764 4467444  Fax: +98 764 4467451	info@shayganhotel.com	5 min
Aryan Hotel	Double / Twin Room 75 US \$	Tel: +98 764 4467350-55  +98 764 4467356	Reception @hotelaryan.ir	5 min

**GENERAL CONDITIONS:**

- Kindly make sure to mention in your reservation request that you are a Participant in ICAO Meeting.
- Method of payment (in cash) should be stated in reservation request.
- in case of any question and/or assistance required, please contact the CAO.IRI Focal Point as mentioned in the Meeting Bulletin.
- Transportation from airport to hotel and from hotel to Meeting Venue from all listed hotel will be provided by prior arrangement with CAO.IRI Focal Point.

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## Schedule of Flights operated by Kish Airlines

(For more information on booking with Kish Airline see the Meeting Bulletin item 8.3)

Days & Date	Remark	FltNo	Route	Dep Time	Arr Time	A/C	p
<b>Saturday</b>		7134	KIH - DXB	16:15	16:30	MD/82	
		7135	DXB - KIH	17:30	18:45	MD/82	
		7138	KIH - DXB	20:45	21:00	MD/82	
		7139	DXB - KIH	22:00	23:15	MD/82	
		7130	KIH - DXB	12:45	13:00	MD/82	
		7131	DXB - KIH	14:00	15:15	MD/82	
		7142	KIH - DXB	9:20	9:35	MD/82	
		7143	DXB - KIH	10:35	11:50	MD/82	
Days & Date	Remark	FltNo	Route	Dep time	Arr time	A/C	B
<b>Sunday</b>		7130	KIH - DXB	12:45	13:00	MD/82	
		7131	DXB - KIH	14:00	15:15	MD/82	
		7134	KIH-DXB	16:15	16:30	MD/82	
		7135	DXB-KIH	17:30	18:45	MD/82	
		7142	KIH - DXB	9:45	10:00	MD/82	
		7143	DXB - KIH	11:00	12:15	MD/82	
		7138	KIH - DXB	20:45	21:00	MD/82	
		7139	DXB - KIH	22:00	23:15	MD/82	
Days & Date	Remark	FltNo	Route	Dep Time	Arr Time	A/C	c
<b>Monday</b>		7134	KIH-DXB	16:15	16:30	MD/82	
		7135	DXB-KIH	17:30	18:45	MD/82	
		7138	KIH-DXB	20:45	21:00	MD/82	
		7139	DXB-KIH	22:00	23:15	MD/82	
		7142	KIH - DXB	9:45	10:00	MD/82	
		7143	DXB - KIH	11:00	12:15	MD/82	
		7130	KIH-DXB	11:40	11:55	MD/82	
		7131	DXB-KIH	12:55	14:10	MD/82	
Days & Date	Remark	FltNo	Route	Dep Time	Arr Time	A/C	P
<b>Tuesday</b>		7142	KIH - DXB	9:45	10:00	MD/82	
		7143	DXB - KIH	11:00	12:15	MD/82	
		7138	KIH - DXB	20:45	21:00	MD/82	
		7139	DXB - KIH	22:00	23:15	MD/82	
		7130	KIH - DXB	12:45	13:00	MD/82	
		7131	DXB - KIH	14:00	15:15	MD/82	
		7134	KIH-DXB	16:15	16:30	MD/82	
		7135	DXB-KIH	17:30	18:45	MD/82	
Days & Date	Remark	FltNo	Route	Dep Time	Arr Time	A/C	Reg
<b>Wednesday</b>		7142	KIH - DXB	9:45	10:00	MD/82	
		7143	DXB - KIH	11:00	12:15	MD/82	
		7178	KIH-AUH	21:15	21:30	MD/82	
		7179	AUH-KIH	22:30	23:45	MD/82	
		7130	KIH - DXB	12:45	13:00	MD/82	
		7131	DXB - KIH	14:00	15:15	MD/82	
		7138	KIH -DXB	20:45	21:00	MD/82	
		7139	DXB - KIH	22:00	23:15	MD/82	
Days & Date	Remark	FltNo	Route	Dep Time	Arr Time	A/C	
<b>Thursday</b>		7142	KIH - DXB	9:45	10:00	MD/82	
		7143	DXB - KIH	11:00	12:15	MD/82	
		7138	KIH-DXB	20:45	21:00	MD/82	
		7139	DXB-KIH	22:00	23:15	MD/82	
		7134	KIH-DXB	15:55	16:10	MD/82	
		7135	DXB-KIH	17:10	18:25	MD/82	
Days & Date	Remark	FltNo	Route	Dep Time	Arr Time	A/C	
<b>Friday</b>		7134	KIH-DXB	16:15	16:30	MD/82	
		7135	DXB-KIH	17:30	18:45	MD/82	
		7138	KIH-DXB	20:45	21:00	MD/82	
		7139	DXB-KIH	22:00	23:15	MD/82	