



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/2.1-15/284

12 October 2015

**Subject: Second Meeting of the MIDANPIRG ATM Sub-Group (ATM SG/2)
(Cairo, Egypt, 30 November - 03 December 2015)**

Action Required: Reply not later than 10 November 2015

Sir,

I have the honour to invite your Administration/Organization to participate in the Second Meeting of the MIDANPIRG Air Traffic Management Sub-Group (ATM SG/2) to be held at the ICAO MID Regional Office, Cairo, Egypt, **30 November - 03 December 2015**

The Provisional Agenda, Explanatory Notes for the meeting and Terms of Reference of the ATM 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.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including 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: www.icao.int/mid.

In accordance with the approved procedures, as specified in the MIDANPIRG Procedural Handbook, Sub-Groups of MIDANPIRG shall be composed of experts able to contribute to the work of the Sub-Group. 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 fields of ATM and SAR. The attendance of your States' Military Authority to this meeting is also highly encouraged.

I would like to highlight that the meeting will address issues related to regional and inter-regional contingency planning. Accordingly, the meeting is expected to agree on contingency routes/arrangements to enhance the ATM operations and increase the capacity of the concerned airspaces.

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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 **10 November 2015**, in order to allow time for processing and advance posting on the web.

I would appreciate if you could, as soon as possible, preferably not later than **10 November 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 email address (icaomid@icao.int) with a copy to (ekhoury@icao.int).

Accept, Sir, the assurances of my highest consideration.



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

Attachments

**SECOND MEETING OF THE MIDANPIRG AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM SG/2)**

(Cairo, Egypt, 30 November - 03 December 2015)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the provisional agenda
- Agenda Item 2:** Follow-up on MIDANPIRG/15 Conclusions and Decisions relevant to ATM and SAR
- Agenda Item 3:** Global and Regional Developments related to ATM
- Agenda Item 4:** MID Region ATS Route Network
- Agenda Item 5:** Airspace Management Issues
- Agenda Item 6:** RVSM operations and Monitoring activities in the MID Region
- Agenda Item 7:** SAR Issues
- Agenda Item 8:** Review of Air Navigation deficiencies in the ATM and SAR fields
- Agenda Item 9:** Future Work Programme
- Agenda Item 10:** Any other business

**SECOND MEETING OF THE MIDANPIRG AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM SG/2)**

(Cairo, Egypt, 30 November – 03 December 2015)

EXPLANATORY NOTES

Agenda Item 1: Adoption of the provisional agenda

The meeting will review and adopt, as appropriate, the agenda for the ATM SG/2 meeting.

Agenda Item 2: Follow-up on MIDANPIRG/15 Conclusions and Decisions relevant to ATM and SAR

The meeting will review the MIDANPIRG/15 Conclusions and Decisions relevant to the ATM and SAR fields and note the follow-up actions taken by concerned parties.

Agenda Item 3: Global and Regional Developments related to ATM

The meeting will be apprised of the global and regional activities related to ATM

Agenda Item 4: MID Region ATS Route Network

The meeting will review and update the implementation status of the MID Regional ATS routes.

The meeting will review and update as deemed necessary the MID Region ATM Contingency Plan.

A session will be dedicated to discuss the issues at the interfaces and agree on contingency measures/routes to increase capacity and enhance safety.

Agenda Item 5: Airspace Management Issues

The meeting will address the following subjects:

- Review and update as deemed necessary the MID Region PBN implementation Plan Parts related to enroute;
- Civil/Military Cooperation and Flexible Use of Airspace.
- Air Traffic Flow Management;
- AIDC/OLDI
- Review and update as deemed necessary the MID Region's High Level Airspace Concept
- The meeting will review and update the MID Region Air Navigation Strategy Parts related to ATM

Agenda Item 6: RVSM operations and Monitoring activities in the MID Region

The meeting will be apprised of the RVSM safety monitoring activities in the MID Region.

Agenda Item 7: SAR Issues

The meeting will review and update the status of SAR in the MID Region. The meeting will address the challenges related to SAR and explore means to foster the implementation of Annex 12 provisions related to SAR.

Agenda Item 8: Review of Air Navigation deficiencies in the ATM and SAR fields

The meeting will review and update the list of air navigation deficiencies in the ATM and SAR fields, which have been identified in the MID Region, and propose actions, as appropriate.

Agenda Item 9: Future Work Programme

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

Agenda Item 10: Any Other Business

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

**TERMS OF REFERENCE (TOR) OF
AIR TRAFFIC MANAGEMENT SUB-GROUP
(ATM SG)**

1. TERMS OF REFERENCE

1.1 The terms of reference of the ATM Sub-Group are:

- a) ensure that the planning and implementation of ATM 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 ATM-related ASBU Modules included in the MID Region Air Navigation Strategy as well as other required ATM facilities and services, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region ATM performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region ATM plans/priorities, through the ANSIG;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the ATM developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the ATM domain;
- f) based on the airspace user needs and in coordination with stakeholders (States, International Organizations, user representative organizations and other ICAO Regions), identify requirements and improvements for achieving and maintaining an efficient route network in the MID Region;
- g) foster and initiate actions aimed at improving civil/military cooperation and Flexible Use of Airspace (FUA) implementation;
- h) keep under review the adequacy of requirements in Search and Rescue field, taking into account, *inter alia*, changes to aircraft operations and new operational requirements or technological developments;
- i) ensure the effectiveness of the SSR code allocation system in the MID Region;
- j) identify, State by State, those specific deficiencies that constitute major obstacles to the provision of efficient air traffic management and recommend specific measures to eliminate them;
- k) develop the MID Region ATM Contingency Plan and ensure that its maintained up to date;

- l) monitor the implementation of the MID Region ASBU Modules included in the MID Region Air Navigation Strategy related to the ATM, provide expert inputs for ATM related issues; and propose solutions for meeting ATM operational requirements;
- m) monitor and review the latest developments in the area of ATM;
- n) provide regular progress reports to the ANSIG Group and MIDANPIRG concerning its work programme; and
- o) review periodically its Terms of Reference and propose amendments as necessary.

1.2

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

- a) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU methodology;
- b) provide necessary inputs to the MID Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to ATM;
- c) review the MID ATS Routes Network in order to assess its capacity and constraints;
- d) identify requirements and improvements for achieving and maintaining an efficient ATS route network in the MID Region;
- e) propose a strategy and prioritized plan for development of improvements to the route network, highlighting:
 - areas that require immediate attention
 - interface issues with adjacent ICAO Regions
- f) develop a working depository for route proposals that will be used as a dynamic reference document for ongoing discussions on routes under development/ modification. In this respect, the Task Force should explore the utility that can be realized from the route catalogue concept/ATS routes database;
- g) engage the necessary parties regarding routes under consideration, especially the Military Authorities;
- h) promote civil/military cooperation and the implementation of the concepts of Flexible Use of Airspace (FUA), free flight, flexible tracks;
- i) facilitate effective civil/military cooperation and joint use of airspace in the MID Region;
- j) in coordination with the MIDRMA, carry out safety assessment of the proposed changes to the ATS Routes Network;
- k) submit completed route proposals for amendment of the Basic ANP Table ATS-1, to the ICAO MID Regional Office for processing;
- l) monitor the RVSM operations and support the continued safe use of RVSM in the MID Region;

- m) review and maintain the MID Region SSR Code Allocation Plan and monitor the implementation of the SSR codes allocation procedures in the Region;
- n) assist States in the development and co-ordination of contingency plans and ensure that the Regional contingency plan is maintained up-to-date;
- o) assess the effectiveness of the agreed Contingency measures/procedures and propose mitigation measures, as appropriate;
- p) address ATM and SAR interface issues with other regions and make specific recommendations to achieve seamlessness and harmonization;
- q) review the requirements and monitor the status of implementation of ATM and SAR services;
- r) analyse, review and monitor deficiencies in the ATM and SAR fields;
- s) develop proposals for the updating of relevant ICAO documentation, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- t) establish and monitor ATM performance objectives for the MID Region; and
- u) taking into account human factors studies and available guidance material, make operational recommendations related to ATM personnel in the changing technological environment.

2. COMPOSITION

2.1 The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) experts nominated by Middle East Provider States from both Civil Aviation Authority and Military Authority;
- c) concerned International and Regional Organizations as observers; and
- d) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.



International Civil Aviation Organization

Second Meeting of the MIDANPIRG ATM Sub-Group

(ATM SG/2)

(Cairo, Egypt, 30 November – 3 December 2015)

BULLETIN

1. LOCATION

1.1 The Second Meeting of the MIDANPIRG ATM Sub-Group will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 30 November – 3 December 2015.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Monday 30 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 Meeting. Participants are also requested to wear the identification badge, which will be issued to them during registration.

4. DOCUMENTATION

4.1 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.

5. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

5.1 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 and website is <http://icao.int/mid>.

WORKING HOURS

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

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

6. HOTEL RESERVATIONS

6.1 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.

7. TRANSPORTATION

7.1 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.

7.2 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.

7.3 Bus Transportation

7.3.1 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
Le Meridien Airport

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

8. INSURANCE

8.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars etc.) and Medical Coverage.

9. SOME USEFUL TRAVEL INFORMATION

PASSPORT/VISA

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

VISA

9.2 Visa, when needed, should be obtained from the Egyptian's Embassy or Consulate in the Country of Origin/Residence prior to departure for Egypt.

CUSTOMS

9.3 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

9.4 The main daily maximum and minimum temperatures for the month of December are 20°C and 15°C.

10. CURRENCY, CREDIT CARDS AND BANKING SERVICES

10.1 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. 8.15 for October 2015.

10.2 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.

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

11. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

12. OTHER ASSISTANCE

12.1 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

| 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. 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) |

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) |
|--|---|--|--|--|----------------------------|--|
| Hotel Heliopolis (Fairmont) | Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$150.00S-\$165.00D Fairmont View Room \$170.00S-\$185.00D Above Rates include -Breakfast basis -Service Charges & Taxes ** | Orouba Street Heliopolis | (202) 22677600 Attention Reservation Department | hli.reservations@fairmont.com Cc hli.sales@fairmont.com | (202) 22677730/40 | 40 |
| Radisson Hotel | 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 | reservations.cairo@radissonblu.com cc Sales.cairo@radissonblu.com www.radissonblu.com | (202) 26965655 26965656 | 40 |
| Le Meridien Cairo Airport | Deluxe Room US\$95.00 S US\$115.00 D #Club \$145.00S \$165D #Bed & Breakfast inclusive * | Terminal 3, Cairo Airport – Heliopolis | (202)22659700 | Hesham.amin@starwoodhotels.com Cellular: 2 0100 999 9326 Cc: reservations.03265@lemeridien.com or visit website http://www.lemeridiencairoairport.com | (202) 22659600 | 30 |
| The Gabriel Hotel | Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D Inclusive continental breakfast | Suncity, Autostrad Road | (202)26960701 | reservations@thegabrielhotel.com cc dino.bustani@thegabrielhotel.com www.Thegabrielhotel.com | Direct (202)26960700 | 30 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (fare) |
|---------------------------------------|---|-----------------------------|--|--|--|--|
| Novotel Cairo Airport | Standard US \$70.00S US \$80.00D Superior US\$85.00S US\$95.00 (B&B) Incl. Service Charges & Taxes * | Cairo Airport | (202)2 2914794/26373530 <i>Attention:</i> Reservation Dept | H0502@ACCOR.Com Cc H0502-sb@accor.com Cellular 20 100 172 7171 | (202)22696714 | 30 |
| Le Passage | Superior US\$100.00 S US\$110.00r D Delux 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)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 | 30 |
| Intercontinental Citystars | 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 | res.citystars@ihg.com cc noha.elbahrawy@interconticitystars.com <u>Cellular :</u> (2)01001633252 | (202)24800100 Ext 38 | 60 |

| HOTEL | RATE US \$ | ADDRESS | TELEFAX NO. | E-MAIL | TELEPHONE NUMBER(s) | TRANSPORTATION BY TAXI TO MID OFFICE (fare) |
|--|--|-----------------------------|----------------|---|-------------------------|--|
| Holiday Inn Cairo Citystars | 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 | res.citystars@ihg.com cc tamer.alaa@ihg.com Cellular 20-12 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 -