



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 5-15/084

11 March 2015

Subject: Third Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/3)
(Doha, Qatar, 27-29 April 2015)

Action Required: Reply not later than 1 April 2015

Sir,

I have the honour to refer to my Invitation Letter ME 5-15/032 dated 28 January 2015 on the above mentioned subject. Kindly note that the DGCA-MID/3 meeting will now be held at, **Marriott Hotel, Doha, State of Qatar, from 27 to 29 April 2015.**

Please note that the Bulletin of the meeting showing the venue, visa procedures/requirements and all necessary information is at **Attachment A.**

I would appreciate it if you could confirm your participation to this important meeting as soon as possible, preferably **not later than 1 April 2015**, providing the names, functions and other details of all participants from your State/Organization by submitting the Nomination Form at **Attachment B.**

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments



DIRECTORS GENERAL OF CIVIL AVIATION – MIDDLE EAST REGION

Third Meeting (DGCA-MID/3)

(Doha, State of Qatar, 27-29 April 2015)

BULLETIN

1. LOCATION

1.1 The Third Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/3), will be held at, Marriott Hotel, Doha, State of Qatar, from 27 to 29 April 2015. The meeting will be gratefully hosted by Qatar Civil Aviation Authority (QCAA)

2. SCHEDULE OF THE MEETING

2.1 The Opening Session will be held at 0930 HRS on Monday, April, 27 2015. Mr. Abdul Aziz Al Noaimi, Chairman of Qatar Civil Aviation Authority and Mr. Raymond Benjamin, ICAO Secretary General, will open the Meeting.

2.2 The schedule and order of the day will be announced at the Opening Session.

2.3 The meeting will be conducted in both Arabic and 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 0800HRS and 0900HRS on the opening day of the meeting. Participants are also requested to wear the Identification Badges issued to them during registration.

4. HOTEL RESERVATIONS

4.1 The host Country will be covering the expenses of accommodation for the heads of delegations and two accompanying representatives. Any other representatives have to arrange their own hotel reservations. A list of hotels with QCAA corporate rates is attached to the bulletin.

5. TRANSPORTATION

5.1 Participants are requested to notify QCAA Focal Point, Mr. Abdulrahim Al-Haram (email: pr@caa.gov.qa; Mobile: +97466777325) on their travel itineraries and flight details as QCAA will arrange for transportation from the airport to the city and return for the participants.

6. INSURANCE

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

7. SOME USEFUL TRAVEL INFORMATION

PASSPORT/VISA

7.1 All foreign nationals entering the State of Qatar must possess valid passports or other valid travel documents.

7.2 QCAA will take care of issuing entry Visas, when needed, for the delegates.

7.3 Copy of passports of delegates who need entry visas, should be sent to QCAA, to the attention of Mr. Abdulrahim Al-Haram (Email: pr@caa.gov.qa), as soon as possible, not later than 25 March 2015.

CUSTOMS

7.4 The following items are exempted from customs duties and shall be allowed entry:

- Personal effects, such as necessary clothing
- 200 cigarettes or 250 gr. Of cigars or tobacco
- Perfume for personal use

7.5 Additional Quantities of the above items may also be purchased from Hamad International Airport free shops after clearing customs.

8. CURRENCY, CREDIT CARDS AND BANKING SERVICES

8.1 The unit of currency in Qatar is Qatari Riyal with notes of (1, 5, 10, 50, 100, 500 QR and coins of 25 and 50 Dirhams (1 QR = 100 Dirhams). The current rate of exchange for USD is approximately 1 USD = 3.64 QR.

8.2 There are no restrictions on import of foreign currency.

8.3 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.

8.4 All commercial banks exchange major foreign currencies and are open from 0730 HRS to 1300 HRS and from 1600 HRS to 1800 Sundays to Thursdays.

9. OTHER USEFUL INFORMATION

SHOPPING

9.1 A large variety of shopping choices are available in Grand Shopping Centers, Malls and Hypermarkets including all goods and demands that range from necessary stuff to luxurious ones.

10. WEATHER CONDITIONS

10.1 The main daily minimum and maximum temperatures for the month of April are 21° C and 32° C.

LIST OF HOTELS WITH QCAA CORPORATE RATES IN DOHA

HOTEL NAME	CORPORATE RATES	CONTACT PERSON
Oryx Rotana	675 QR/Single Room 775 QR/Double Room	Abdullah Al- Shenawi 00974-66320609 Email: Abdullah.elshenawy@rotana.com
Marriott Doha	600 QR/ Single Room 700QR/Double Room 800 QR/ Single Full Board	Wessam Hadraj 00974-66547186 Email: wessam.hadraj@marriott.com
Concorde	500 QR/ Single Room 550 QR/Double Room	Mohamed Hosni 00974-55310549 Email: mhosny@concordedoha.com
Sharq Village and Spa	850 QR/Single room (Bed-Breakfast-Internet)	Fatiha Chenouf 00974 55348741 Email: fatiha.chenouf@ritzcarlton.com
Millenium	QR - 550 Single Room QR 600 Double Room	Mohamed Dimachk 00974-55650216 Email: Mohamad.dimachk@milleniumhotels.com

N.B.: All the above listed hotels are within the same area of Marriott Hotel where the meeting will be held, whereas Sharq Village and Spa is on a walking distance from the meeting venue.

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