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Международная  
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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: FS 5/6.1-15/255

10 September 2015

**Subject: Interregional English Language Proficiency Workshop  
(Kuwait, 9-11 November 2015)**

**Action required: Reply not later than 15 October 2015**

Sir,

I have the honour to refer to my State Letter Ref.: FS 5/6.1-15/207 dated 7 July 2015 on the above subject (attached for easy reference). I would like to confirm that the Interregional English Language Proficiency Workshop will be organized jointly by the APAC, EUR/NAT and MID Regional Offices in Kuwait **from 9 to 11 November 2015**. The Workshop will be graciously hosted by the Directorate General of Civil Aviation (DGCA), Kuwait and will take place at the JW Marriott Kuwait Hotel.

The Provisional Agenda/Programme Overview of the Workshop is at **Attachment A**. The Bulletin providing the administrative arrangements for the Workshop, along with other useful information for the participants, including information related to the entry visa to Kuwait and the Hotel List is at **Attachment B**.

As this Workshop will address subjects of interest to aviation language experts involved in licensing, testing and training, I should be grateful if you would disseminate this information to all stakeholders in your State that may be interested in participating. Also, you may wish to note that the Workshop will be conducted in English only.

It is strongly recommended that licensing authorities, airlines, air navigation service providers, and language testing and training providers participate in this event.

I would appreciate if you could, preferably not later than **15 October 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 e-mail address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([icaournat@paris.icao.int](mailto:icaournat@paris.icao.int)) and ([apac@icao.int](mailto:apac@icao.int)).

Accept, Sir, the assurances of my highest consideration.

Mohamed R.M. Khonji  
Regional Director, Cairo

## Attachments

**INTERREGIONAL ENGLISH LANGUAGE PROFICIENCY WORKSHOP**

*(Kuwait, 9 - 11 November 2015)*

**PROGRAMME OVERVIEW/AGENDA**

**DAY 1 – MONDAY, 9 NOVEMBER 2015**

- Session 1.1:**        **Opening Ceremony**
- Session 1.2:**        **The case for Safety:** The development of ICAO Language Proficiency Requirements (LPRs)
- Session 1.3:**        **The case for Efficiency:** The benefits of global implementation of LPRs
- Session 1.4:**        **The case for Mobility:** Recruiting globally, Harmonization and mutual recognition of language proficiency
- Session 1.5:**        **Regulator view on ICAO Language Proficiency**
- Session 1.6:**        **Panel session – Questions and Answers**
- Session 1.7:**        **Supporting the regulator:** Identifying best practice in LPR testing models’.
- Session 1.8:**        **Questions and Answers**  
**Conclusions and preparation for Day 2**

**DAY 2 – TUESDAY, 10 NOVEMBER 2015**

- Session 2.1:**        **Users’ Views**
- Session 2.2:**        **Training and testing, different expectations in different regions**
- Session 2.3:**        **Sustaining language proficiency:** Effective and efficient language training and testing.
- Session 2.4:**        **Panel session – Questions and Answers**
- Session 2.5:**        **Workshop – Assessing controller/pilot communication**
- Session 2.6:**        **Questions and Answers**  
**Conclusions and preparation for Day 3**

**DAY 3 – WEDNESDAY, 11 NOVEMBER 2015**

- Session 3.1:**        **Support to harmonization across the world**
- Session 3.2:**        **Workshop 1 – selecting/assessing LPRI tests**
- Session 3.3:**        **Workshop 2 – LPR test recognition by ICAO**
- Session 3.4:**        **Discussion Panel**
- Session 3.5:**        **Conclusions and closing Ceremony**

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*International Civil Aviation Organization*

**Interregional English Language Proficiency Workshop**

*(Kuwait, 9-11 November 2015)*

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**BULLETIN**

**1. LOCATION**

1.1 The Interregional English Language Proficiency Workshop will be held in Kuwait, from 9-11 November 2015. The Workshop will take place at **JW Marriott Kuwait Hotel.**

**2. SCHEDULE OF THE WORKSHOP**

2.1 The opening session of the Workshop will be held at 09:00 hours on Monday 9 November 2015.

2.2 The daily schedule and the order of the day will be announced at the opening session.

2.3 The Workshop 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 Workshop. Participants are also requested to wear the Identification 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 download the documentation from the ICAO Website <http://www.icao.int/mid> and bring along their own hard copies or their laptops to the Workshop, as appropriate.

**5. HOTEL RESERVATIONS**

5.1 Participants are requested to make their own hotel reservations. A list of hotels with the DGCA Kuwait corporate rates is attached for your convenience. Or you can refer to the Kuwait DGCA website which is designed especially for this event for additional information (Please visit: <http://www.dgca.gov.kw/en/safety-systems/aviation-dept-and-systems/aviation-safety-department/asdevents> ) or <http://www.dgca.gov.kw>

**6. TRANSPORTATION**

6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return.

6.2 Airport Taxi Services operate from the Airport to Kuwait downtown is approx. 15-30 Minutes per vehicle.

## **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 Kuwait must possess valid passports for six months.

8.2 It is mandatory that all participants obtain official visas from the Kuwait Embassy or Consulate in their country prior to their departure for Kuwait. The hotel can provide visa assessment with a fee of 30\$ (Please visit: <http://www.dgca.gov.kw> for additional information including visa requirements).

### **CUSTOMS**

8.3 The following items are allowed to be brought into Kuwait:

- a) Personal gifts with a value not exceeding (NO LIMIT).
- b) Additional quantities of the above items may also be purchased from the Airport duty free shop after clearing customs (NO LIMIT).

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

9.1 The unit of currency in Kuwait is Kuwaiti Dinar. The current rate of exchange for US \$ is US \$ 1= 0.301995 Kuwaiti Dinar.

9.2 There are no restrictions on import of foreign currency.

9.3 International Credit Cards, such as American Express, Visa, Master Card, etc, are usually accepted at most hotels, department stores and restaurants.

9.4 All commercial banks exchange major foreign currencies and are open from 8:30 AM to 3:00 PM Sundays through Thursdays.

## **10. OTHER USEFUL INFORMATION**

### **SHOPPING**

10.1 Shopping areas are available in Kuwait. 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 November in Kuwait are between Min 20°C to Max 35°C. (Varies).

**12. OTHER ASSISTANCE**

12.1 The DGCA Kuwait will be glad to assist the participants to the Workshop with any advice they may require.

12.2 In case of emergency in Kuwait, please contact Focal Point from the DGCA Kuwait:

**Mr. Hussam Al Rasheed**

Mobile: +96599062246

E-mail: ha.alrasheed@dgca.gov.kw

**Mr. Fahad Alanzi**

Mobile: 0096599069955

E-mail: fh.alenezi@dgca.gov.kw

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**LIST OF HOTELS WITH KUWAIT CORPORATE RATES**

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO THE MEETING VENUE (Minutes)
<b>Ssafir international hotel kuwait</b>	<p><b>-Standard Room –</b>                      Single = <b>144 \$</b> /                      Double = <b>183 \$</b>  <b>rates include full buffet breakfast</b></p> <p><b>-Executive Room -</b>                      Single = <b>199.16 \$</b> /                      Double = <b>232.35 \$</b></p> <p><b>-Business Suite –</b>                      Single = <b>265.54\$</b>                      Double = <b>265.54\$</b></p> <p><b>- Executive Suite –</b>                      Single = <b>298.74\$</b>                      Double = <b>298.74\$</b></p>	<p>Bnaid Al Gar Safat,                      Kuwait City 13060</p> <p>Kuwait Int'l Airport                      is 20 minutes' drive                      away.</p>	+965-22583700	<p><a href="mailto:reservations@safirintl.com">reservations@safirintl.com</a></p> <p>luai.kattan@safirintl.com</p>	+965-2545555	30 minutes' drive
<b>Millennium Hotel and Resort</b>	<p><b>-Executive Room</b></p> <p>Single Room = <b>199.16\$</b>                      Double Room = <b>232.35\$</b></p>	<p>4<sup>th</sup> ring road,                      Salmiya, Abou Thar                      Al Ghafari st. P.O                      Box 29370 Safat                      13154 Kuwait</p>	+965-22050506	<p><a href="mailto:Hussien.gaber@millenniumhotels.com">Hussien.gaber@millenniumhotels.com</a></p>	+965-2205050	30 minutes' drive
<b>Jumeirah Messilah Beach Hotel &amp; Spa</b>	<p>- Single Rooms = <b>293.92 \$</b>  <b>rates include full buffet breakfast</b></p> <p>Double Rooms = <b>343.55\$</b></p>	<p>Messilah beach district,                      Al Ta'awn Street,                      Kuwait, 13036, P.O                      Box 3522 Safat</p>	+965-22269700	<p><a href="mailto:jmbinfo@jumeirah.com">jmbinfo@jumeirah.com</a></p> <p><a href="http://www.jumeirah.com">www.jumeirah.com</a></p>	+965-2226960	meeting will take place at Jumeirah

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO THE MEETING VENUE (Minutes)
<b>Radisson BLU</b>	Single Rooms = 300.34\$ <b>rates include full buffet breakfast</b>	Al Bida Road, Al Ta'awn Street, Salwa 13122	+965 25673000	<a href="mailto:reservations.kuwait@radissonblu.com">reservations.kuwait@radissonblu.com</a>		
<b>SYMPHONY STYLE</b>	Single Rooms = 198.41\$	Arabian Gulf Street P.O.Box. 1113 Salmiya 20112	+965 25770000	<a href="mailto:amira.belghali@symphomystylehotel.com">amira.belghali@symphomystylehotel.com</a>		
<b>JW Marriott Kuwait</b>	Single Rooms = 198.41\$	Al Shuhada Street Box 26302, Kuwait City 13124	+965 2245 5550	<a href="mailto:info.kuwait@marriotthotels.com">info.kuwait@marriotthotels.com</a>		

**\*Note: rates are per room per night and are subject to 15% service charge.**

