



International
Civil Aviation
Organization

Organisation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/4.1 - 14/310

23 November 2014

**Subject: First Meeting of the MID Region ATM Enhancement Programme Steering Committee (MSC/1)
(Dubai, UAE, 20 - 22 January 2015)**

Action required: Reply not later than 1 January 2015

Sir,

I have the honour to invite your Administration/Organization to participate in the First Meeting of the MID Region ATM Enhancement Programme Steering Committee (MSC/1) to be held at the Conrad Hotel, Sheikh Zayed Road, Dubai, UAE, from **20 to 22 January 2015**. The MSC/1 is gratefully hosted by the UAE General Civil Aviation Authority (GCAA).

The provisional agenda, explanatory notes for the meeting and the MSC Terms of Reference 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 the Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: www.icao.int/mid.

You may wish to recall that the First Meeting of the MAEP Board (MAEP Board/1), Cairo, Egypt, 23-25 June 2014, agreed that a MAEP Steering Committee (MSC) be established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner.

The MSC/1 meeting is expected to review the draft documentation related to the establishment of the MAEP and agree on some projects/working packages to be implemented under the framework of MAEP.

For an increased efficiency of the meeting, I shall be grateful if you could ensure that your delegation consists of high level representatives accompanied by Advisor and Experts familiar with the subjects that will be addressed during the meeting.

.../.

Your Administration/Organization is encouraged to actively support the MSC/1 meeting by submitting working papers containing your proposal(s) related to the different Agenda Items, in electronic format to the below mentioned email address prior to **1 January 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 **1 January 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).

Finally, I would like to highlight that the GCAA will be organizing a Gala Dinner Reception on **19 January 2015**, at the Conrad Hotel, Dubai (the venue of the meeting). You are kindly requested to confirm your delegation attendance, directly to GCAA, through the following email address ans@szc.gcaa.ae. Moreover, GCAA has informed us that it has secured two free seats per State, interested in attending the Future Air Transportation Systems Summit (FATSS), Conrad Hotel, Dubai, 18-19 January 2015, which will be held back-to-back with the MSC/1 meeting.

Accept, Sir, the assurance of my highest consideration.



Mohamed R.M. Khonji
Regional Director, Cairo

Attachments

**FIRST MEETING OF THE MID REGION ATM ENHANCEMENT PROGRAMME
STEERING COMMITTEE**

(MSC/1)

(Dubai, UAE, 20- 22 January 2015)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: MID Region ATM Enhancement Programme (MAEP) Establishment
- Agenda Item 3: MAEP Projects/Working Packages
- Agenda Item 4: Future Work Programme
- Agenda Item 5: Any other Business

**FIRST MEETING OF THE MID REGION ATM ENHANCEMENT PROGRAMME
STEERING COMMITTEE**

(MSC/1)

(Dubai, UAE, 20- 22 January 2015)

EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda

The meeting will review and adopt as appropriate the provisional agenda for the MSC/1 meeting.

Agenda Item 2: MID Region ATM Enhancement Programme (MAEP) Establishment

The meeting will be apprised of the latest developments related to the establishment of the MAEP as an ICAO Technical Cooperation Bureau (TCB) Project.

Agenda Item 3: MAEP Projects/Working Packages

The meeting will be presented with proposals related to the MAEP candidate projects/working packages, for consideration by the meeting. The MSC/1 meeting is expected to recommend priorities, projects/working packages and associated funding arrangements to the MAEP Board/2 meeting, tentatively scheduled in the last quarter of 2015.

Agenda Item 4: Future Work Programme

The meeting will agree on the dates and venue, of the MSC/2 meeting.

Agenda Item 5: Any other Business

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

MAEP STEERING COMMITTEE (MSC)**TERMS OF REFERENCE****A) Purpose of the MSC:**

The MSC is established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner.

In order to meet its Terms of Reference, the MSC shall:

1. Review regional objectives, plans and users' requirements, and recommend priorities to the MAEP Board.
2. Review plans submitted by the PMO, and recommend priorities, projects/working packages and associated funding arrangements to the MAEP Board.
3. Ensure that the business plans are in line with the MID Air Navigation Strategy.
4. Oversee the activities of the PMO in line with the plans and budgets approved by the MAEP Board.
5. Monitor the financial performance at project level in line with the Board approved budget for each project/working package.
6. Monitor and follow-up the implementation of the MAEP Board Conclusions and Decisions related to the projects/working packages management.
7. Follow up with the PMO the implementation of the agreed projects/working packages and provide regular progress report to the Board.
8. Coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies;
9. Establish Task Forces and implementation bodies, as deemed necessary, provided that:
 - i. the MSC ensure harmonization and avoidance of duplication of efforts;
 - ii. the MSC assumes the role of maintaining accountability for the established task forces and implementation bodies ensuring that they meet their deliverables; and
 - iii. all ATM stakeholders, including Industry and International Organizations, have an active participation in the established task forces and implementation bodies.
10. Monitor the progress of work and provide guidance to the established Task Forces and implementation bodies.

B) Composition:

- a) The MSC Co-Chairpersons
- b) MAEP Board Chairperson
- c) Members/Alternates from the MAEP member States
- d) MAEP Representatives/Alternates from the following Partners:
AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, FAA-USA, IATA, IFALPA.

Other representatives from States and industry may be invited on ad-hoc basis, as required.

Note 1: *The MSC meetings are organised by the PMO. The PMO Manager will act as the Secretary of the MSC meetings.*

Note 2: *ICAO will attend the MSC meetings as Observer and would provide support as appropriate.*

Note 3: *The composition of the MSC might be updated over time to include only Member States and Partners that could participate actively in the MSC and contribute to its work.*



International Civil Aviation Organization

**First Meeting of the MID Region ATM Enhancement Programme
Steering Committee**

(MSC/1)
(Dubai, UAE, 20 - 22 January 2015)

BULLETIN

1. LOCATION

1.1 The First Meeting of the MID Region ATM Enhancement Programme Steering Committee (MSC/1) will be held at Conrad Hotel, Sheikh Zayed Road, Dubai, UAE, **20 - 22 January 2015**. The MSC/1 meeting is hosted by the UAE General Civil Aviation Authority (GCAA).

2. SCHEDULE OF THE MEETING

2.1 The opening session of the meeting will be held at 0900 hours on Tuesday, 20 January 2015. HE Saif Mohammed Al Suwaidi, Director General, General Civil Aviation Authority, UAE will open the Seminar.

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.

3.2 **Gala Dinner Invitation:** The GCAA has the pleasure to invite the MSC/1 Meeting participants to a Gala dinner reception on **19 January 2015**, at the Conrad Hotel in Dubai. Kindly confirm your attendance by emailing ans@szc.gcaa.ae

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 meeting, as appropriate.

5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

5.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Dubai, through their respective hotel reception desk. A list of hotels with special rates with the telephone/fax numbers and addresses is at the **Attachment**. Participants will need to arrange their own hotel reservations.

6. TRANSPORTATION

6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return; some hotels offer airport transfers.

6.2 Airport Taxi Services operate from Dubai International Airport. Dubai Taxi Corporation manages the official government run taxis at Dubai International Airport.

6.3 Dubai Airport taxis are available 24 hours a day and the taxi ranks can be found directly outside each of the terminal building arrival areas. The drivers all have a good knowledge of the tourist attractions, hotels and other major locations in Dubai. All Dubai airport taxi drivers also command more than one language. The taxis at Dubai Airport are all metered cabs and are calculated according to the distance recorded.

Minimum Taxi Fare	AED 10.00
Starting Meter Charge From Dubai International Airport	AED 25.00
Running Meter Charges Per KM	AED 1.75
Additional charge for going to or passing Sharjah	AED 20.00

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

8.1 All foreign nationals entering the United Arab Emirates must possess valid passports for six months with visa for travel.

VISA

8.2 All person entering the United Arab Emirates with the exception of the following nationals require an entry visa that needs to be arranged prior to arrival: Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, GCC Countries, Germany, Great Britain, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, The Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, USA, Vatican City. Entry permits for the above mentioned nationals would be issued upon arrival in the UAE.

8.3 Visas when needed should be obtained from the original country. The GCAA Seminar Focal Points identified in paragraph 12 may assist in arranging invitation letters if needed. Participants should obtain updated information on entry requirements by accessing the UAE Government web page www.uaeinteract.com/travel/visas.asp.

CUSTOMS

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

- a) Gifts whose value does not exceed AED 3000.
- b) A total number of 400 cigarettes, or 50 cigars, or 500 grams of tobacco (minced or pressed for pipes) or minced/pressed tobacco for smoking, tumbâk (pure tobacco) or water pipe tobacco.

- c) The amount of alcoholic beverage shall not exceed 4 litres or 2 cartons of beer, each consisting of 24 cans not exceeding 355 ml for each can.

8.5 Additional personal effects with the passengers shall be allowed and exempted from customs duty are available at:

[www.dubaicustoms.gov.ae/en/Publications/Publications/DC_Travellers%20Customs%20Guide_Op1\(E\).pdf](http://www.dubaicustoms.gov.ae/en/Publications/Publications/DC_Travellers%20Customs%20Guide_Op1(E).pdf)

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in UAE is Dirhams (AED) with notes of 5, 10, 20, 50, 100, 200, 500 and 1000 and coins of Fils 1, 5, 25, 50 and 1 Dirham. The current rate of exchange for USD is approximately USD 1= 3.673 AED.

www.xe.com

9.2 All passengers travelling through Dubai Airport carrying AED100,000 or more or a sum of foreign currency of the same value are required to inform the customs personnel about the cash they have and they should also inform them about the precious items, such as gold and jewelry, they may have through their exit from the designated gates of such cases.

www.dubaicustoms.gov.ae/en

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

9.4 Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

9.5 Commercial banks exchange major foreign currencies and are generally open from 0900 to 1500 Sundays through Thursdays.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 Shopping malls and shopping areas are available in Dubai.

TAP WATER

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

TELEPHONE AND INTERNET CARDS

10.3 Cards are readily available at the Dubai Airport or local shops for international calls, and internet connection.

11. WEATHER CONDITIONS

11.1 The mean daily minimum and maximum temperatures for the month of January are 15°C and 23°C.

12. OTHER ASSISTANCE

12.1 The General Civil Aviation Authority (GCAA) will be glad to assist the participants to the meeting with any advice they may require.

12.2 The meeting Focal Points from the GCAA are as follow:

- Mr Ali Al Shehhi, UAE GCAA, on landline +971 2 599 6873
mobile +971 50 611 5892 or e-mail: ali.alshehi@gcaa.gov.ae
- Mr Angelo Fernandes, UAE GCAA, on landline +971 2 599 6885,
mobile +971 50 813 5338 or e-mail: afernandes@szc.gcaa.ae

12.3 In case of emergency in Dubai, please contact the above meeting Focal Points.

Hotels Corporate Rate / UAE (Guest)

No	Hotel Name	Tel. No	Website &/or E-mail	GCAA Corporate rate (Single Room)
1	Millennium Airport Hotel 5*	04-702 8899	res@mill-airportdubai.com	525 +20% Deluxe room single
2	Lemeridian Dubai Airport 5*	04 702 2500	reservations.lmdubai@lemeridian.com	700 +20% Superir single
3	Al Bustan Rotana 5*	04-2800000	res.albustan.com	610+ 20% Classic room single
4	City Seasons Hotel 4*	04 - 294 2777	reserve@cityseasonshotel.com	450 +20% Deluxe room single
5	City Seasons Suites 4*	04 - 2955583	reserve@cityseasonshotel.com	475 +20% Executive one bedroom suite
6	InterContinental Dubai Festival City 5*	04-7011111	reservations@ichdfc.ae	925 +20 % Deluxe city view
7	Crowne Plaza Dubai Festival City 5*	04-7012222	reservations@ichdfc.ae	800 +20% Superior city view

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