



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 4/1.5-16/038

3 February 2016

**Subject: First Meeting of the Accident and Incident Analysis Working Group
(AIA WG/1)
(Cairo, Egypt, 29 – 31 March 2016)**

Action required: Reply not later than 10 March 2016

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the First Meeting of the Accident and Incident Analysis Working Group (AIA WG/1) to be held at the ICAO MID Regional Office, Cairo, Egypt, 29 – 31 March 2016.

The AIA WG was established by the RASG-MID/4 meeting, Jeddah, Saudi Arabia, 30 March-1 April 2015, through Decision 4/5, with a main objective to review, analyze and categorize on annual basis the accidents and incidents at the regional level and provide an agreed and harmonized regional dataset of accidents and incidents. The Group would also, to the extent possible, identify the main root causes and contributing factors of the reviewed accidents and incidents. The AIA WG Terms of Reference are at **Attachment A**.

For more effectiveness, it is strongly recommended to nominate safety experts, from relevant fields such as flight safety, Aerodromes and ANS, with good knowledge and experience in Accident and Incident Investigation (AIG), including the ADREP Taxonomy and ECCAIRS to actively support the AIA WG activities.

The Provisional Agenda of the meeting is at **Attachment B**. Your comments on the attached Provisional Agenda, including any amendment(s) you may wish to suggest, would be appreciated.

Your Administration/Organization is encouraged to actively support the AIA WG/1 meeting by sharing data related to incidents (unidentified) in order to be analyzed by the Group. It would be also appreciated receiving your working papers containing your proposal(s) related to the different Agenda Items, in electronic format to the below mentioned email address prior to **10 March 2016** in order to allow time for processing and advance posting on the web.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the hotel list is at **Attachment C**.

../.

This letter, all its relevant attachments and the Working/Information Papers (as they become available), will be posted in PDF format on the ICAO ID website at: www.icao.int/mid.

I would appreciate if you could, as soon as possible, preferably not later than **10 March 2016**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment D** to the ICAO MID Regional Office at the following email address (icaomid@icao.int) with a copy to (malblowi@icao.int).

Accept, Sir/Madam, the assurance of my highest consideration.



Mohamed Smaoui
A/Regional Director, Cairo

Attachments

**FIRST MEETING OF THE
ACCIDENTS AND INCIDENTS ANALYSIS WORKING GROUP
(AIA WG/1)**

(Cairo, Egypt, 29 – 31 March 2016)

TERMS OF REFERENCE

A) PURPOSE OF THE AIA WG:

The AIA WG is established to review, analyse and categorize on an annual basis the accidents and incidents that occurred in the MID Region or which involved an aircraft registered in the MID Region or owned and/or operated by an Air Operator from the MID Region, for all types of operations, including but not limited to commercial/non-commercial, scheduled/non-scheduled and general aviation.

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

- 1) gather information from different available sources on the accidents and incidents that:
 - a) occurred in the MID Region (State of Occurrence);
 - b) involved aircraft registered in the MID Region (State of Registry); or
 - c) involved aircraft owned and/or operated by an Air Operator from the MID Region (State of the Operator).
- 2) review, analyse and categorize the accidents and incidents using the definitions and descriptions provided in ICAO Annex 13 and ADREP/ECCAIRS Taxonomy;
- 3) develop an agreed and harmonized MID Regional dataset of accidents and incidents and provide feedback to the ICAO Safety Indicators Study Group (SISG);
- 4) identify, to the extent possible, the root causes and contributing factors, in order to support the MID-RAST in the development of mitigation measures;
- 5) provide necessary information on accidents and incidents to the MID-ASRT for the development of the MID Annual Safety Report; and
- 6) share the outcome of its meetings with the concerned MIDANPIRG subsidiary bodies, as appropriate.

B) COMPOSITION:

The Working Group is composed of Safety experts from relevant fields such as Flight Safety, Aerodromes and ANS, with grounded knowledge and experience in Accident and Incident Investigation (AIG), including the ADREP Taxonomy and ECCAIRS, nominated by RASG-MID Member States and Partners.

C) ROLES AND RESPONSIBILITIES:

- AIA WG Chairperson – Coordinate AIA WG activities and provide overall guidance and leadership;
- AIA WG Focal Points- Specialists in the AIG related subjects, particularly the analysis of accidents and incidents data in order to actively participate in and contribute to the work of the AIA WG; and ICAO – Support.

**FIRST MEETING OF THE
ACCIDENT AND INCIDENT ANALYSIS WORKING GROUP**

(AIA WG/1)

(Cairo, Egypt, 29 – 31 March 2016)

PROVISIONAL AGENDA

Agenda Item 1: Adoption of the Provisional Agenda and Election of Chairperson

- The meeting will review and adopt as appropriate the Provisional Agenda.
- A Chairperson will be elected for the AIA WG.

Agenda Item 2: AIA WG Work Programme

- Review and analysis of available data.
- Methodology of data collection.
- Development of a MID Regional dataset.

Agenda Item 3: Future Work Programme

- Review of the Terms of Reference.
- Date and venue of the AIA WG/2 meeting.

Agenda Item 4: Any other Business

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



International Civil Aviation Organization

**Accident and Incident Analysis Working Group
(AIA WG)**

First Meeting (AIA WG/1)
(Cairo, Egypt, 29-31 March 2016)

BULLETIN

1. LOCATION

1.1 The First Meeting of the Accident and Incident Analysis Working Group (AIA WG/1) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 29 – 31 March 2016.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Tuesday 29 March 2016.

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 March are 25°C and 20°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. 7.8 for January 2016.

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. Smaoui	Acting/Regional Director (A/RD)
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 Blu 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) 22914794/26373530 <i>Attention:</i> Reservation Dept	H0502@ACCOR.Com Cc H0502-sb@accor.com Cellular 20 100 172 7171	(202) 22696714	30
Iberotel Le Passage	Superior US\$100.00 S US\$110.00r D Deluxe 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) 24180761 <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> (202) 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 (202) 012 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 -

FIRST MEETING OF THE
ACCIDENT AND INCIDENT ANALYSIS WORKING GROUP

(AIA WG/1)

(Cairo, Egypt, 29 – 31 March 2016)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
2. Title or Official Position: _____
3. State/Organization: _____
4. Mailing Address: _____

5. Fax Number: _____
- Telephone Number: _____
- Mobile Number: _____
- E-mail: _____
6. Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int).

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from ICAO MID Regional Office website.