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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 3/2.6-16/276

4 October 2016

**Subject: Third Air Traffic Management Performance Measurement Task Force (APM TF/3) (Cairo, Egypt, 5 December 2016)**

**Action required: Reply not later than 15 November 2016**

Sir,

I have the honour to inform you that the Third Meeting of the Air Traffic Management Performance Measurement Task Force (APM TF/3) will be held in Cairo, Egypt, **5 December 2016**. Your Administration/Organization is kindly invited to participate in this meeting.

The Provisional Agenda and Terms of Reference (TORs) of the APM TF are at **Attachments A and B**, 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 C**.

It is to be highlighted that the implementation of operational improvements will generally have benefits in areas such as improved airport and airspace capacity, shorter cruise climb and descend times through the use of more optimized routes, and an increase of unimpeded taxi times. These improvements have the potential to reduce fuel burn and lower levels of pollutants.

You may wish to recall that the Fifteenth Meeting of the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG/15, Bahrain, 8-11 June 2015) reiterated the MIDANPIRG/14 Conclusion 14/29 and urged States to expedite the development/updating of their States' Action Plans for CO<sub>2</sub> emissions reduction and their submission to ICAO through the APER website. The meeting also urged States to collect necessary data for the estimation of the environmental benefits accrued from the identified operational improvements and send the IFSET reports/the accrued environmental benefits to the ICAO MID Regional Office.

Moreover, I shall be grateful if you could provide the meeting with an update related to the development/implementation of your State's Action Plan for CO<sub>2</sub> emissions.

Therefore, 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 Environment, ATM and Aerodromes. The attendance of your State Action Plan/Environment Focal Point to this meeting is vital.

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I would appreciate if you could, as soon as possible, preferably not later than **15 November 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).

Accept, Sir, the assurance of my highest consideration.



*for/* Mohamed Khalifa Rahma  
Regional Director  
Middle East Office

**Attachments**

**THIRD MEETING OF THE AIR TAFFIC MANAGEMENT PERFORMANCE  
MEASUREMENT TASK FORCE**

**(APM TF/3)**

*(Cairo, Egypt, 5 December 2016)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: Global and Regional developments related to Environment
- Agenda Item 3: Development of the Second MID Region Air Navigation Environmental Report
- Agenda Item 4: Future Work Programme
- Agenda Item 5: Any other Business

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**AIR TRAFFIC MANAGEMENT PERFORMANCE MEASUREMENT TASK FORCE  
(APM TF)**

**1. Terms of Reference**

**1.1 The Terms of Reference of the APM Task Force are:**

- a) develop the MID Regional Air Navigation environmental Reports based on the benefits accrued from operational improvements, using IFSET;
- b) provide regular progress reports to the ANSIG and MIDANPIRG concerning its work programme; and
- c) review periodically its Terms of Reference and propose amendments, as necessary.

**1.2 In order to meet the Terms of Reference, the APM Task Force shall:**

- a) follow-up the implementation of the ATM operational improvements required in the MID Air Navigation Strategy and Regional Air Navigation Plan (ANP) or in national plans and to place special emphasis on identifying and estimating the fuel savings accrued from the corresponding improvements;
- b) carry out permanent coordination with various MIDANPIRG contributory bodies in order to ensure appropriate integration of all tasks contributing to the estimation of environmental benefits related to the implementation of the ANP or national operational improvements;
- c) harmonize, at a regional level, the estimation of the environmental benefits from operational improvements in order to reach consistent results;
- d) collect and analyse the data related to the implemented operational improvements provided by States and users;
- e) use the IFSET to generate the MID Regional Air Navigation environmental Reports;
- f) develop proposals to keep and upgrade the ICAO Fuel Savings Estimation Tool (IFSET) as necessary; and
- g) keep under review the MID Region ATM performance objectives/priorities related to environmental benefits, and propose changes through the ANSIG, as appropriate.

**1. COMPOSITION**

**2.1 The Task Force is composed of:**

- a) MIDANPIRG Member States;
- b) concerned International and Regional Organizations as observers; and
- c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.

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*International Civil Aviation Organization*

**Third Air Traffic Management Performance Measurement  
Task Force (APM TF/3)**

*(Cairo, Egypt, 5 December 2016)*

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**BULLETIN**

**1. LOCATION**

1.1 The Third Air Traffic Management Performance Measurement Task Force (APM TF/3) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, **5 December 2016**.

**2. SCHEDULE OF THE MEETING**

2.1 The opening session of the Meeting will be held at 0900 hours on Monday 5 December 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 when inside the meeting room.

**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 e-mail address is: [icaomid@icao.int](mailto: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/RETURN AIRLINE BOOKINGS**

7.1 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. Kindly note that hotel rates are subject to change while booking.

## 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 Free 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  
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

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 23°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. 8.98 for October 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.

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**LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO**

<b>NAME</b>	<b>TITLE</b>
Mr. M. Khalifa Rahma	Regional Director (RD)
Mr. M. Smaoui	Deputy Regional Director (DEPRD)
<b>ADMINISTRATION</b>	
Mrs. T. Qatami	Administrative Officer (AO)
<b>TECHNICAL OFFICERS</b>	
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)
Mr. L. Ishaqat	Regional Officer, Aviation Security and Facilitation

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

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Novotel Cairo Airport</b>	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	<a href="mailto:H0502@ACCOR.Com">H0502@ACCOR.Com</a> Cc <a href="mailto:H0502-sb@accor.com">H0502-sb@accor.com</a>  Cellular 20 100 172 7171	(202) 22696714	30
<b>Iberotel Le Passage</b>	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
<b>Intercontinental Citystars</b>	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	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc <a href="mailto:noha.elbahrawy@interconticitystars.com">noha.elbahrawy@interconticitystars.com</a>  <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)
<b>Holiday Inn Cairo Citystars</b>	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	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  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.**

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