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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 3/2.1.1-16/265

28 September 2016

**Subject: ICAO Air Traffic Flow Management Seminar  
(Dubai, UAE, 13 - 15 December 2016)**

**Action required: Reply not later than 25 November 2016**

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the ICAO Air Traffic Flow Management (ATFM) Seminar from **13 to 15 December 2016** that will be gratefully hosted by United Arab Emirates General Civil Aviation Authority (GCAA) at the Address Hotel (Dubai Mall), Dubai, UAE.

The main objective of the Seminar is to provide an update on the ICAO Global and Regional developments related to ATFM, including the provisions of the latest version of the ICAO Doc 9971 (CDM, ATFM, ACDM), highlighting the importance of standardization and harmonization with regard to worldwide ATFM implementation. The Seminar will bring together Collaborative Decision Making/Air Traffic Flow Management (CDM/ATFM) stakeholders, (Regulators, Air Navigation Service Providers, Aerodrome Operators, Aircraft Operators, Organizations and Industry) to share expertise and lessons learned from ATFM implementation including presentation related to national (State, ANSP), sub-regional and regional solutions. It will also provide valuable panel sessions and opportunities for networking, collaboration and coordination.

The third day of the Seminar will be dedicated to the ICAO MID Region to address the challenges facing the MID States related to air traffic flows and agree on the way forward for Collaborative ATFM implementation in the MID Region, taking into consideration the lessons learned and best practices presented during the first two days of the Seminar. The outcome of the Seminar will be presented to the relevant MIDANPIRG subsidiary bodies for review and appropriate course of actions.

The Provisional Agenda of the Seminar is at **Attachment A**. The Bulletin describing administrative arrangements and other useful information for participants, including the Hotel List in Dubai (with special corporate rates and booking forms) is at **Attachment B**.

Taking into consideration the scope of the subjects to be addressed by the Seminar, it is strongly recommended that your delegation includes experts involved with CDM/ATFM implementation from both the regulator and service provider sides.

../.

I would appreciate if you could, as soon as possible, preferably not later than **25 November 2016**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([ekhoury@icao.int](mailto:ekhoury@icao.int)), and register online through the following link: <https://www.eventbrite.com/e/icao-air-traffic-flow-management-seminar-registration-25342175128>

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



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

**Attachments**



الهيئة العامة للطيران المدني  
GENERAL CIVIL AVIATION AUTHORITY



# ICAO

## ATFM SEMINAR

*(Dubai, UAE, 13-15 December 2016)*

### Provisional Agenda



**Day 1 – 13 December 2016**

<b>Time</b>	<b>Session Title/Presentation(s)</b>
<b>08:00 - 09:30</b>	<b>Registration</b>
<b>09:30 - 10:00</b>	<b>Session 1.1: Opening Ceremony</b>
<b>Coffee Break &amp; Group Photo – 30 minutes</b>	
<b>10:30 - 12:30</b>	<b>Session 1.2: ICAO Provisions related to ATFM:</b> Importance of standardization and harmonization with regard to worldwide ATFM implementation. ICAO Global and Regional development with an introduction to ATFM provisions and Doc 9971.
<b>Coffee Break – 30 minutes</b>	
<b>13:00 - 14:30</b>	<b>Session 1.3: The need for ATFM in the MID Region:</b> The regional needs and challenges. <ul style="list-style-type: none"> <li>• ATFM a project of the MID Region ATM Enhancement Programme (MAEP)</li> <li>• ATFM from ANSP perspective</li> <li>• ATFM from users perspective</li> </ul>
<b>End of Day 1</b>	
<b>Lunch</b>	

**Day 2 – 14 December 2016**

<b>Time</b>	<b>Topic/Title</b>
<b>09:00 - 10:30</b>	<b>Session 2.1: ATFM–Domestic Solutions:</b> National implementation of ATFM as a first step. Advantages and shortcomings. Interaction with centralized functions when they exist.
<b>Coffee Break – 30 minutes</b>	
<b>11:00 - 12:30</b>	<b>Session 2.2: ATFM–Sub-regional/Regional Solutions:</b> Specificities of multi-States solutions. Overcoming hurdles, collaboration within States and with neighboring ATFM units; towards global ATFM.
<b>Coffee Break – 30 minutes</b>	
<b>13:00 - 14:30</b>	<b>Session 2.3: Technology in Support of ATFM:</b> Technical existing solutions that support automation and enable more efficient ATFM, with a look on the enablers such as SWIM, AIXM, etc.
<b>14:30 - 14:45</b>	<b>Wrap up</b>
<b>14:45 - 15:00</b>	<b>Closing</b>
<b>End of Day 2</b>	
<b>Lunch</b>	

**Day 3 – 15 December 2016****One Day Workshop on ATFM Planning/Implementation in the MID Region**

The objective is to address the challenges related to traffic flows and agree on the way forward for ATFM implementation in the MID Region, taking into consideration the lessons learned and best practices presented during the ATFM Seminar.

*Note: The Workshop will be supported by ICAO (Moderator) and the experts who drafted the ATFM Manual in the presence of ACAC, CANSO, IATA and concerned organizations.*

<b>Time</b>	<b>Topic/Title</b>
<b>09:00 - 09:15</b>	<b>Welcoming</b>
<b>09:15 - 09:45</b>	<b>Session 3.1: Introduction</b>
<b>09:45 - 10:45</b>	<b>Session 3.2: States Perspectives</b> – National challenges and needs. Ongoing or planned ATFM related initiatives. What information do we have; which one do we need, what can we provide?
<b>Coffee Break – 30 minutes</b>	
<b>11:15 - 12:30</b>	<b>Session 3.2: States Perspectives – (Cont'd)</b>
<b>Coffee Break – 30 minutes</b>	
<b>13:00 - 14:30</b>	<b>Session 3.4: Panel Discussions on the Way Forward</b> Agree on a MID Region ATFM Implementation Roadmap
<b>14:30 - 15:00</b>	<b>Wrap up Closing</b>
<b>End of Day 3</b>	
<b>Lunch</b>	

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*International Civil Aviation Organization*

**ICAO Air Traffic Flow Management Seminar**

**(ATFM)**

*(Dubai, UAE, 13 – 15 December 2016)*

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**BULLETIN**

**1. LOCATION**

1.1 The ICAO Air Traffic Flow Management Seminar (ATFM) will be held in **The Address Dubai Mall Hotel, Dubai, UAE, from 13 to 15 December 2016**. The ATFM Seminar will be graciously hosted by the UAE General Civil Aviation Authority (GCAA).

*Important note: Caution there is another hotel in the close vicinity of the Dubai Mall called The Address Hotel Downtown Dubai. Please ensure you advise the taxi to take you to The Address Dubai Mall Hotel.*

**2. SCHEDULE OF THE MEETING**

2.1 The opening session of the Seminar will be held at 09:30 hours on Tuesday, 13 December 2016.

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

2.3 The Seminar 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 08:00 and 09:30 hours on the opening day of the Seminar. 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, documentation related to the Seminar will be available on the ICAO MID Regional Office website.

**5. HOTEL RESERVATIONS**

5.1 Participants will need to arrange their own hotel and travel reservations.

5.2 Participants are requested to ensure that their return airline booking is confirmed.

**6. TRANSPORTATION**

6.1 Participants are requested to make their own arrangements for transportation from/to the airport and from/to the Seminar venue.

6.2 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.

## **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 the United Arab Emirates must possess a passport which is valid for a minimum of 6 months from the date of entry into the United Arab Emirates.

8.2 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](http://www.uaeinteract.com/travel/visas.asp).

### **CUSTOMS**

8.3 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.
- d) For more information please visit: <http://www.dubaicustoms.gov.ae/en/eServices/ServicesForTravellers/Pages/default.aspx>

## **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 rates of exchange for the major currencies are as follows:

USD 1= 3.673 AED

EUR 1= 4.123 AED

GBP 1= 4.763 AED

More rates are available from [www.xe.com](http://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.

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 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 0800 to 1400 Sundays through Thursdays.

**10. OTHER USEFUL INFORMATION**

**DRINKING WATER**

10.1 Only bottled water.

**11. WEATHER CONDITIONS**

11.1 The mean daily minimum and maximum temperatures for the month of December are 26°C and 16°C. You may also wish to check the weather forecasting prior to travel.

**12. OTHER ASSISTANCE**

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

12.2 The Seminar Focal Point from the GCAA is as follow:

**Mr. Ahmed Yousif Al Obeidli**  
Senior Air Navigation Inspector  
Tel: +971 2 405 4410  
Mob: +971 566 113023  
E-mail: aobaidli@gcaa.gov.ae

**Ms. Michelle Helen Soliman**  
Aerodrome Ops Inspector  
Tel: + 971 2 405 4213  
Mob: + 971 50 486 1232  
E-mail: msoliman@gcaa.gov.ae

12.3 In case of emergency in Dubai, please contact the Seminar Focal Points referred to above.

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## List of Hotels

DUBAI, UAE

Name	Type of Room	Rate of Room	Booking Details
<b><i>The Address Dubai Mall Hotel 5*</i></b>  <b><i>Venue of the Seminar</i></b>	Studios Including taxes and buffet breakfast Subject to 20 AED Tourism Fee per night		Please use attached booking form. Please book early as availability during this period is limited. Deadline for booking is 1 <sup>st</sup> Nov 2016 Email completed booking form to: groups@theaddress.com
	Single Occupancy	1000 AED NET	
	Double Occupancy	1095 AED NET	
<b><i>Manzil – Downtown Dubai Hotel 4*</i></b>	Run of the House Rooms Including taxes and buffet breakfast Subject to 15 AED Tourism Fee per night		Please use attached booking form. Please book early as availability during this period is limited. Deadline for booking is 1 <sup>st</sup> Nov 2016 Email completed booking form to: groups@emaar.ae
	Single Occupancy	855 AED NET	
	Double Occupancy	930 AED NET	

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THE ADDRESS  
HOTELS + RESORTS

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**Booking Form**

**UAE General Civil Aviation Authority**

**Monday 12 December 2016 to Thursday 15 December 2016**

The Address Dubai Mall

Please use CAPITAL letters and email to [groups@theaddress.com](mailto:groups@theaddress.com)

**DEADLINE FOR HOTEL BOOKING: On or before 1<sup>st</sup> November 2016, there after all rooms will be released**

**Hotel Room Reservation Details**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company: \_\_\_\_\_

E-mail (block letters please): : \_\_\_\_\_

**Accompanying Person Details: (if sharing the same room only)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Room Rate**

Studios Single Occupancy AED 1000.00   
Studios Double Occupancy AED 1095.00

The above room rates are per room per night inclusive of breakfast and 10% Service Charge, 10% Municipality Fee and subject to Tourism Dirham Fee of AED 20 per bedroom per night.

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

No. Of Rooms: \_\_\_\_\_ Single: \_\_\_\_\_ Double: \_\_\_\_\_

Please note that check in at all hotels is 1500 hrs and check out is 1200 hrs. Should you want your room to be available upon arrival, please reserve the room from the previous night

For visa applications, the visa charge is at AED 550.00 net per person. Kindly advise our central reservations at [groups@theaddress.com](mailto:groups@theaddress.com) should you need this service.

Hotel: Please note that hotel bookings are processed only if credit card details are provided. Should you not have a credit card, your room will be on request basis, and will be confirmed by the hotel only upon receipt of full payment. **UAE General Civil Aviation Authority** will not be responsible if the hotel is unable to hold or cancels your room if credit card details are not received on or before **1<sup>st</sup> November 2016**. Once the form is received, the hotel will consider this as a confirmation of the booking and in case there is no show or a cancellation after this date, full length of stay will be charged.



THE ADDRESS  
HOTELS + RESORTS

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Credit Card Details

I agree that my credit card information will be forwarded to the hotel for guarantee purposes in case of cancellation or non-arrival.

Visa       Master       Amex

Card Number: \_\_\_\_\_.

Expiry Date: \_\_\_\_\_.

Name Of Cardholder: \_\_\_\_\_.

I have read and accepted the hotel room rates, hotel cancellation policy, and hotel booking process and visa information.

Date: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_.

Flight Details

Arriving Flight No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_.

Departure Flight No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_.

Airport Transfer:      YES:       NO:

Our Hotel limousine can be arranged at AED 300.00 car per way. These rates are only applicable to and from Dubai International Airport and for a maximum of three guests in a car. (As per Dubai Transportation regulation, a maximum of 3 people can be accommodated in one car, and only up to two medium suitcases. Any additional car or taxi booked at the airport, or the hotel, will be at an additional fee charged directly).

Comments/ Special preferences (If any):

# Manzil

DOWNTOWN DUBAI

MANAGED BY VIDA HOTELS AND RESORTS

**Booking Form**  
**UAE General Civil Aviation Authority**  
**Monday 12 December 2016 to Thursday 15 December 2016**  
Manzil Downtown Dubai  
Please use CAPITAL letters and email to [groups@emaar.ae](mailto:groups@emaar.ae)

DEADLINE FOR HOTEL BOOKING: **On or before 1<sup>st</sup> November 2016, there after all rooms will be released**

## Hotel Room Reservation Details

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company: \_\_\_\_\_

E-mail (block letters please): : \_\_\_\_\_

## Accompanying Person Details: (if sharing the same room only)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

## Room Rate

Run of House Single Occupancy                      AED 855.00                        
Run of House Double Occupancy                      AED 930.00                     

The above room rates are per room per night inclusive of breakfast served in Boulevard Kitchen Restaurant, inclusive of 10% Service Charge, 10% Municipality Fee and subject to Tourism Dirham Fee of AED 15 per bedroom per night.

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

No. Of Rooms: \_\_\_\_\_ Single: \_\_\_\_\_ Double: \_\_\_\_\_

Please note that check in at all hotels is 1500 hrs and check out is 1200 hrs. Should you want your room to be available upon arrival, please reserve the room from the previous night.

For visa applications, the visa charge is at AED 550.00 net per person. Kindly advise our central reservations at [groups@theaddress.com](mailto:groups@theaddress.com) should you need this service.

Hotel: Please note that hotel bookings are processed only if credit card details are provided. Should you not have a credit card, your room will be on request basis, and will be confirmed by the hotel only upon receipt of full payment. **UAE General Civil Aviation Authority** will not be responsible if the hotel is unable to hold or cancels your room if credit card details are not received on or before **1<sup>st</sup> November 2016**. Once the form is received, the hotel will consider this as a confirmation of the booking and in case there is no show or a cancellation after this date, full length of stay will be charged.

# Manzil

DOWNTOWN DUBAI

MANAGED BY VIDA HOTELS AND RESORTS

## Credit Card Details

I agree that my credit card information will be forwarded to the hotel for guarantee purposes in case of cancellation or non-arrival.

Visa

Master

Amex

Card Number: \_\_\_\_\_.

Expiry Date: \_\_\_\_\_.

Name Of Cardholder: \_\_\_\_\_.

I have read and accepted the hotel room rates, hotel cancellation policy, and hotel booking process and visa information.

Date: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_.

## Flight Details

Arriving Flight No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_.

Departure Flight No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_.

Airport Transfer: YES:  NO:

Our Hotel limousine can be arranged at AED 240.00 per car per way. These rates are only applicable to and from Dubai International Airport and for a maximum of three guests in a car. (As per Dubai Transportation regulation, a maximum of 3 people can be accommodated in one car, and only up to two medium suitcases. Any additional car or taxi booked at the airport, or the hotel, will be at an additional fee charged directly).

Comments/ Special preferences (If any):



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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE**

**ICAO AIR TRAFFIC FLOW MANAGEMENT SEMINAR  
(ATFM)**

*(Dubai, UAE, 13 – 15 December 2016)*

**NOMINATION FORM**

- 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. 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](mailto:icaomid@icao.int)) with cc to ([ekhoury@icao.int](mailto:ekhoury@icao.int)) and also register online through the following link: <https://www.eventbrite.com/e/icao-air-traffic-flow-management-seminar-registration-25342175128>

*Note 1: Participants are expected to make their own hotel/visa arrangement.*

*Note 2: Please download Seminar materials from ICAO MID Regional Office website <http://www.icao.int/mid>*