



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/2.3-16/010

10 January 2016

**Subject: Sixth Meeting of the MET Sub-Group (MET SG/6)
(Cairo, Egypt 1-3 March 2016)**

Action required: Please reply not later than 10 February 2016

Sir,

I have the honour to invite your Administration/Organization to participate in the Sixth Meeting of the MIDANPIRG Meteorology Sub-Group (MET SG/6) to be held at the ICAO MID Regional Office, Cairo, Egypt, **1 - 3 March 2016**.

The Provisional Agenda, Explanatory Notes for the meeting and Terms of Reference of the MET Sub-Group 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 Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: www.icao.int/mid.

In accordance with the approved procedures, as specified in the MIDANPIRG Procedural Handbook, Sub-Groups of MIDANPIRG shall be composed of experts able to contribute to the work of the Sub-Group. For more effectiveness, 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 field of Meteorology.

I would like to highlight that the meeting will address issues related to the global developments in the field of Meteorology, status of implementation of Regional OPMET Centre (ROC) Jeddah and backup-ROC Bahrain, MET Performance Framework Forms, Status of Quality Management System (QMS) Implementation in the MID Region, review of the MID electronic Air Navigation Plan – MET Part and MET Deficiencies in the MID Region.

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Your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working and/or information papers covering subjects contained in the provisional agenda. I would be grateful to receive your papers in an electronic format prior to **10 February 2016**, 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 **10 February 2016**, 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 (ckeohan@paris.icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed Smaoui
A/Regional Director, Cairo

Attachments

**SIXTH MEETING OF THE MIDANPIRG METEOROLOGY SUB-GROUP
(MET SG/6)**

(Cairo, Egypt, 1-3 March 2016)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Follow-up on MIDANPIRG/15 Conclusions and Decisions relevant to MET
- Agenda Item 3:** Global/Regional developments related to MET
- Agenda Item 4:** Performance Framework for MET implementation in the MID Region:
- 4.1 Review of the implementation of WAFS and SADIS
 - 4.2 Review of the implementation of the Meteorological Advisories and Warnings:
 - a) International Airways Volcano Watch (IAVW);
 - b) Tropical Cyclone Warning System; and
 - c) SIGMET and AIRMET information and other warnings.
 - 4.3 Review of requirements for OPMET data and status of OPMET data exchange as well as the status of implementation of Regional OPMET Centre (ROC) Jeddah and back-up ROC Bahrain
 - 4.4 Review and update of the MID Air Navigation Strategy parts related to MET
 - 4.5 Quality Management System
 - 4.6 Review of the MET Provisions in the MID electronic Air Navigation Plan
- Agenda Item 5:** Review of air navigation deficiencies in the MET Field
- Agenda Item 6:** Future Work Programme
- Agenda Item 7:** Any other business

**SIXTH MEETING OF THE MIDANPIRG METEOROLOGY SUB-GROUP
(MET SG/6)**

(Cairo, Egypt, 1-3 March 2016)

EXPLANATORY NOTES

AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

The meeting will review and adopt, as appropriate, the agenda for the MET SG/6 meeting.

AGENDA ITEM 2: FOLLOW-UP ON MIDANPIRG/15 CONCLUSIONS AND DECISIONS RELEVANT TO MET

The meeting will review the status of follow-up actions on MIDANPIRG/15 Conclusions and Decisions relevant to MET. Based on the review, further actions may be proposed as necessary.

AGENDA ITEM 3: GLOBAL/REGIONAL DEVELOPMENTS RELATED TO MET

The meeting will be informed of important Global/Regional developments with relevance to the provision of meteorological service for international air navigation (METP/1 (April 2015); WG-MRI/1 (November 2015); WG-MISD/1 (November 2015); WG-MIE/1 (November 2015); WG-MOG/1 (September 2015)).

AGENDA ITEM 4: PERFORMANCE FRAMEWORK FOR MET IMPLEMENTATION IN THE MID REGION

4.1 Review of the implementation of the WAFS and SADIS

The meeting will be informed about the outcome of the WG-MOG/1 meeting (September 2015) and will review the implementation of the WAFS and SADIS in the MID Region.

4.2 Review of the implementation of the meteorological advisories and warnings:

- a) International Airways Volcano Watch (IAVW);
- b) Tropical Cyclone Warning System; and
- c) SIGMET and AIRMET information and other warnings.

The meeting will discuss proposals for furthering the implementation of the IAVW and Tropical Cyclone Warning system in the MID region including results of SIGMET tests for volcanic ash and tropical cyclones. Issues related to the SIGMET and AIRMET information, aerodrome and wind shear warnings can also be presented.

4.3 Review of requirements for OPMET data and status of OPMET data exchange as well as the status of implementation of Regional OPMET Centre (ROC) Jeddah and back-up ROC Bahrain

The meeting will review the issuance and exchange of OPMET data in the MID Region and the inter-regional exchange including progress on the implementation of a Regional OPMET Centre (ROC) Jeddah and back-up ROC Bahrain. Issues related to meteorological observations and reports (METAR/SPECI) and aerodrome forecasts (TAF) will be discussed under this Agenda Item.

4.4 Review and update of the MID Air Navigation Strategy parts related to MET

The meeting will review and monitor the implementation of the MID Air Navigation Strategy parts related to MET and take action, as appropriate.

4.5 Quality Management System

Issues related to the designation of the meteorological authorities by the States, quality assurance and cost-recovery will be considered under this Agenda Item.

4.6 Review of MET provisions in the MID electronic Air Navigation Plan

The meeting will review the MET parts of the MID electronic Air Navigation Plan and consider any further amendments necessary, taking into consideration any new requirements for the provision of meteorological products and services for endorsement by MIDANPIRG/16.

AGENDA ITEM 5: REVIEW OF AIR NAVIGATION DEFICIENCIES IN THE MET FIELD

The meeting will review the methodology for identification, assessment and reporting deficiencies in the MET field. Delegates from States and user organizations are invited to inform the meeting of any identified MET deficiencies for discussions and possible corrective actions.

AGENDA ITEM 6: FUTURE WORK PROGRAMME

The meeting will review and update, as deemed necessary, the Terms of Reference and Work Programme of the MET SG. It will also agree on tentative dates and venue of the MET SG/7 meeting.

AGENDA ITEM 7: ANY OTHER BUSINESS

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

METEOROLOGY SUB-GROUP (MET SG)**TERMS OF REFERENCE****The terms of reference of the MET Sub-Group are:**

- a) ensure that the implementation of MET in the MID Region is coherent and compatible with developments in adjacent regions, and is in line with the Global Air Navigation Plan (GANP), the Aviation System Block Upgrades (ASBU) methodology and the MID Region Air Navigation Strategy;
- b) monitor the status of implementation of the MID Region MET-related ASBU Modules included in the MID Region Air Navigation Strategy as well as other required MET facilities and services, identify the associated difficulties and deficiencies and provide progress reports, as required;
- c) keep under review the MID Region MET performance objectives/priorities, develop action plans to achieve the agreed performance targets and propose changes to the MID Region MET plans/priorities, through the ANSIG;
- d) seek to achieve common understanding and support from all stakeholders involved in or affected by the MET developments/activities in the MID Region;
- e) provide a platform for harmonization of developments and deployments in the MET domain;
- f) monitor and review the latest MET developments that support Air Navigation and provide expert inputs for the implementation of the Air Navigation Systems related to MET based on ATM operational requirements;
- g) provide regular progress reports to the ANSIG and MIDANPIRG concerning its work programme; and
- h) review periodically its Terms of Reference and propose amendments, as necessary.

In order to meet the Terms of Reference, the MET SG shall:

- a) monitor the status of implementation of the required MET facilities and services in the MID Region;
- b) provide necessary assistance and guidance to States to ensure harmonization and interoperability in line with the GANP, the MID ANP and ASBU methodology;
- c) provide necessary inputs to the MID Air Navigation Strategy through the monitoring of the agreed Key Performance Indicators related to MET;
- d) identify and review those specific deficiencies and problems that constitute major obstacles to the provision of efficient MET services, and recommend necessary remedial actions;

- e) keep under review the adequacy of ICAO SARPs requirements in the area of MET, taking into account, inter alia, changes in user requirements, the evolution of operational requirements and technological developments;
- f) develop proposals for the updating of relevant ICAO documentation related to MET, including the amendment of relevant parts of the MID ANP, as deemed necessary;
- g) monitor and review technical and operating developments in the area of MET and foster their implementation in the MID Region in a harmonized manner;
- h) foster the integrated improvement of MET services through proper training and qualification of the MET personnel; and
- i) liaise with other States providing services and/or serve as inter-regional exchange of meteorological information for international civil aviation (e.g. SADIS (U.K.), VAAC Toulouse (France), TCAC New Delhi (India), Regional OPMET Centre Vienna (Austria)).

Composition

The Sub-Group is composed of:

- a) MIDANPIRG Member States;
- b) World Meteorological Organization (WMO) and other 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.



International Civil Aviation Organization

Sixth Meeting of the MIDANPIRG MET Sub-Group

(MET SG/6)

(Cairo, Egypt, 1 – 3 March 2016)

BULLETIN

1. LOCATION

1.1 The Sixth Meeting of the MIDANPIRG MET Sub-Group will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 1 – 3 March 2016.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Tuesday 1 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. Kindly note that hotel rates are subject to change for the year 2016.

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 23°C and 18°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. 7.94 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 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)2 2914794/26373530 <i>Attention:</i> Reservation Dept	H0502@ACCOR.Com Cc H0502-sb@accor.com Cellular 20 100 172 7171	(202)22696714	30
Le Passage	Superior US\$100.00 S US\$110.00r D Delux 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)2 4180761 <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 Cellular : (2)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 20-12 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 -