



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: FS 5/4-16/325

20 November 2016

**Subject: ICAO Safety Management for Practitioners (SMxP) Course  
(Cairo, Egypt, 5 – 9 March 2017)**

**Action required: Register Participants by 28 February 2017**

Sir/Madam,

I have the honour to refer to the ICAO MID Office Letters Ref.: FS 5/4-16/226 dated 16 August 2016 and Ref.: FS 5/4-16/308 dated 26 October 2016, on the above-mentioned subject.

I am pleased to invite your State to nominate officers to enroll in the International Civil Aviation Organization's (ICAO) Safety Management Training Programme (SMTP). This blended online and classroom training provides the necessary knowledge and skills to Member States' regulatory personnel and aviation service providers' staff involved in the planning, development, and implementation of a State Safety Programme (SSP) and Safety Management Systems (SMS).

Part 1 of the SMTP, entitled *Online Safety Management Training*, consists of an e-Learning course of approximately 30 hours, which provides the theoretical principles related to the implementation of ICAO Standards and Recommended Practices (SARPs) and fundamental concepts of SMS and SSP. Upon completion of this training, participants will understand the fundamental concepts and principles of aviation safety management and contribute to the development of SSP/SMS implementation plans, based on the frameworks provided in ICAO safety management SARPs and guidance material. The online course may be taken as stand-alone training or along with Part 2 of the SMTP for those directly involved in the implementation or oversight of an SMS.

Part 2 of the SMTP, for which successful completion of Part 1 is a pre-requisite, entitled *Safety Management for Practitioners*, is a five-day classroom course, which provides SMS and SSP staff with a comprehensive review of operational safety management processes. IT tools are used in practical exercises to demonstrate how the efficiency and effectiveness of safety management activities can be enhanced. In order to benefit from this course, operational experience in one of the following service providers is highly recommended: air operators, approved maintenance organizations, aerodrome operators, and air traffic service providers. Upon completion of this course, participants will be able to:

- a) identify hazards following a systematic and consistent approach;
- b) mitigate safety risk following a systematic and consistent approach;
- c) manage change in a safe manner;
- d) assess safety reports through a safety screening and an internal investigation;
- e) prepare a safety audit/survey for assessing performance of the process; and
- f) design a safety performance monitoring scheme.

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The Part 2 classroom phase of the SMTP will be held at the ICAO Middle East (MID) Regional Office in Cairo, Egypt, **from 5 to 9 March 2017**.

The cost of the Programme is US\$1 500 (i.e. US\$500 for the online portion and US\$1 000 for the classroom portion). To encourage greater participation, every third nominee from each State will benefit from complimentary registration.

Nominated officers must complete the online registration form at: <https://www4.icao.int/tpems/ParticipantApplication/Index/982> no later than **28 February 2017**. Due to capacity limitations, registrations will be on a first-come first-served basis. Please provide the information of nominated officers to Ms. Sara Soliman, Technical and Training Assistant, at the ICAO Global Aviation Training (GAT) Office at [ssoliman@icao.int](mailto:ssoliman@icao.int) with copy to [icaomid@icao.int](mailto:icaomid@icao.int).

Please note that participants are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Egypt is valid. Participants who require an entry visa to Egypt must obtain it from their nearest consulate or embassy prior to departure. The visa application process may take several weeks; therefore, it is highly recommended that participants apply as early as possible. The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the Hotel List is at **Attachment A**.

For additional information or clarification, please contact Ms. Soliman, the focal point in the GAT Office.

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



Mohamed Khalifa Rahma  
Middle East Regional Director

Attachment



*International Civil Aviation Organization*

## **ICAO Safety Management for Practitioners (SMxP) Course**

**SMxP Course**  
*(Cairo, Egypt, 5 – 9 March 2017)*

### **BULLETIN**

#### **1. LOCATION**

1.1 The ICAO Safety Management for Practitioners (SMxP) Course will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, **5 – 9 March 2017**.

#### **2. SCHEDULE OF THE COURSE**

- 2.1 The opening session of the course will be held at 0830 hours on Sunday 5 March 2017.
- 2.2 The schedule and order of the day will be announced at the opening session.
- 2.3 The Course 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 0800 and 0830 hours on the opening day of the Course. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

#### **4. ICAO MIDDLE EAST REGIONAL OFFICE**

##### **MID OFFICE LOCATION**

4.1 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**

- 4.2 The working hours of the ICAO Regional Office are 0730-1430.
- 4.3 The list of Officers in the ICAO Regional Office is given in Page 4.

#### **5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS**

5.1 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.

#### **6. TRANSPORTATION**

6.1 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.

6.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to downtown, at L.E. 150.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 100.00 (negotiable), at the taxi stand at the airport.

### **6.3 Free Bus Transportation**

6.3.1 Free bus services **will only be provided** from the venue of the Course 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

## **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 Egypt must possess valid passports or other valid documents for travel.

### **VISA**

8.2 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**

8.3 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**

8.4 The main daily maximum and minimum temperatures for the month of March 25°C and 18°C.

## **9. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

9.1 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. Average exchange rate for US \$ 1 = L.E. 15.00 for November 2016.

9.2 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.

9.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

**10. OTHER USEFUL INFORMATION**

**SHOPPING**

10.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

**TAP WATER**

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

**11. OTHER ASSISTANCE**

11.1 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. 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 (AVSEC/FAL)

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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> -Breakfast basis -Service Charges & Taxes **	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.**

- END -