



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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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 6/4-16/319

13 November 2016

**Subject: Universal Safety Oversight Audit Programme (USOAP)
Continuous Monitoring Approach (CMA) Workshop
(Cairo, Egypt, 6 – 8 February 2017)**

Action Required: Reply not later than 20 January 2017

Sir,

I have the honour to inform you that the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Workshop will be held at the ICAO MID Regional Office, Cairo, Egypt, **6-8 February 2017**. Your Administration/Organization is kindly invited to participate in the Workshop.

The objectives of this Workshop are to provide updated information on the USOAP CMA and the CMA Online Framework (OLF). It is also a means to facilitate States to better prepare for USOAP CMA audits, ICVMs and other activities by understanding Corrective Action Plans (CAPs) development and update procedures and other modules of the OLF, including Protocol Questions (PQs) self-assessment, Compliance Checklist/Electronic Filing of Differences (CC/EFOD), E-Supplements as well as iSTARS 2.0 SPACE.

The Workshop is intended primarily for State National Continuous Monitoring Coordinators (NCCMs) and any other State officials assigned to work on the OLF as it focuses on practical exercises on the latest CMA tools and methodologies.

The Work Programme of the Workshop is at **Attachment A**. The Bulletin describing administrative arrangements for the Workshop and other useful information for participants, including the Hotel List is at **Attachment B**.

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<http://www.icao.int/mid>

I would appreciate if you could, as soon as possible, preferably not later than **20 January 2017**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the ICAO MID Regional Office at the following email address (icaomid@icao.int) with a copy to (MAIblowi@icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed Khalifa Rahma
Middle East Regional Director

Attachments

**WORKSHOP ON UNIVERSAL SAFETY OVERSIGHT AUDIT PROGRAMME (USOAP)
CONTINUOUS MONITORING APPROACH (CMA)**
Cairo, Egypt, 6 – 8 February 2017

SCHEDULE

Time	Monday, 6 February	Tuesday, 7 February	Wednesday, 8 February
08:30 – 09:00	Opening session	CMA Online Framework (OLF) and Electronic Filing of Differences (EFOD) Module 3	Demonstration and Group Exercises (Develop and manage CAPs)
09:00 – 10:30	Module 1 Introduction	PQ Self-Assessment and Submit/Update Corrective Action Plans (CAPs) Module 4	Demonstration (Manage CC/EFOD)
	Module 2 Overview and updates of the USOAP CMA		
10:30 - 11:00	Refreshment Break		
11:00 – 12:45	Module 2 Overview and updates of the USOAP CMA (cont'd)	Demonstration (Access Control/State Dashboard)	Demonstration (Manage CC/EFOD)
		Demonstration (Self-Assessment Module)	Demonstration (E-Supplements)
		Demonstration (Self-Assessment Module)	Module 5 Overview of iSTARS 2.0 SPACE
12:45 – 13:15	Refreshment Break		
13:15– 15:30	Module 2 (cont'd)	Demonstration and Group Exercises (Develop and manage CAPs)	Workshop debrief / Closing Session



International Civil Aviation Organization

**Universal Safety Oversight Audit Programme (USOAP)
Continuous Monitoring Approach (CMA) Workshop**

**USOAP-CMA Workshop
(Cairo, Egypt, 6-8 February 2017)**

BULLETIN

1. LOCATION

1.1 The Workshop on Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, **6-8 February 2017**.

2. SCHEDULE OF THE MEETING

- 2.1 The opening session of the Workshop will be held at 08:30 hours on Monday 6 February 2017.
- 2.2 The schedule and order of the day will be announced at the opening session.
- 2.3 The Workshop 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 Workshop. Participants are also requested to wear the identification badge, which will be issued to them during registration.

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 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 down town, 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 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.

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 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 February 20°C and 15°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.

LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

NAME	TITLE
Mr. M. Khalifa Rahma	Regional Director (RD)
Mr. M. Smaoui	Deputy Regional Director (DEPRD)
ADMINISTRATION	
Mrs. T. Qatami	Administrative Officer (AO)
TECHNICAL OFFICERS	
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)

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 -

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

**WORKSHOP ON UNIVERSAL SAFETY OVERSIGHT AUDIT PROGRAMME (USOAP)
CONTINUOUS MONITORING APPROACH (CMA)**

(Cairo, Egypt, 6 – 8 February 2017)

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).

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

- END -