



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organizacion  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 5-17/198

11 July 2017

**Subject: Fourth Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/4) (Muscat, Oman, 17 - 19 October 2017)**

**Action required: Reply not later than 1 September 2017**

Sir,

I have the honour to refer to my Letter Ref.: ME 5-17/145 dated 15 May 2017 on the above subject; I would like to confirm that the Fourth Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/4) will be held in Muscat from 17 to 19 October 2017 and gratefully hosted by the Public Authority of Civil Aviation (PACA)-Oman. The Opening Ceremony will take place on Tuesday, 17 October at 17:00 **at the Auditorium of PACA.**

You are kindly invited to participate in this meeting. It is highly recommended that Directors General/Chief Executives attend in person accompanied by appropriate Technical Experts from their Administrations/Organizations, in order to derive optimum advantage and benefits from the meeting.

The focus of the meeting will be on policy matters and implementation issues regarding aviation safety, security, air navigation, environmental protection, air transport and any other civil aviation subject of common interest.

The Provisional Agenda of the meeting is at **Attachment A**. The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the Hotel List in Muscat is at **Attachment B**.

Please note that, the meeting will be conducted in both Arabic and English languages, and documentation will also be issued in both languages.

Your Administration/Organization is encouraged to participate in the work of the meeting by submitting working/information papers and/or power point presentations covering subjects contained in the provisional agenda. I would be grateful if you could send your papers in electronic format to the ICAO MID Regional Office ([icaomid@icao.int](mailto:icaomid@icao.int)), prior to **1 September 2017**, in order to allow time for processing and translation. As a matter of procedure, working papers received after this date would be distributed in the language in which they are received.

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All 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.

I would appreciate it if you could confirm your participation to this important meeting as soon as possible, preferably **not later than 1 September 2017**, providing the names, and contact details of all participants from your State/Organization by submitting the Nomination Form at **Attachment C**.

Accept, Sir, the assurances of my highest consideration.



Mohamed Khalifa Rahma  
Middle East Regional Director

**Attachments**

**FOURTH MEETING OF THE DIRECTORS GENERAL OF  
CIVIL AVIATION-MIDDLE EAST REGION**

**(DGCA-MID/4)**

*(Muscat, Oman, 17 - 19 October 2017)*

**PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Review and Follow-up of Action Items arising from the previous Meetings
- Agenda Item 3:** Managerial Issues
- Agenda Item 4:** Air Navigation
- Agenda Item 5:** Aviation Safety
- Agenda Item 6:** Aviation Security and Facilitation
- Agenda Item 7:** Environmental Protection
- Agenda Item 8:** Technical Cooperation
- Agenda Item 9:** Air Transport
- Agenda Item 10:** Dates and Venues of Next Meetings
- Agenda Item 11:** Any other Business

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## DIRECTORS GENERAL OF CIVIL AVIATION – MIDDLE EAST REGION

### Fourth Meeting (DGCA-MID/4)

*(Muscat, Oman, 17-19 October 2017)*

## BULLETIN

### 1. LOCATION

1.1 The Fourth Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/4) will be gratefully hosted by the Public Authority for Civil Aviation-Oman (PACA), in its premises in Muscat, from **17 to 19 October 2017**.

### 2. SCHEDULE OF THE MEETING

2.1 The Opening Ceremony will be held at **17:00 HRS on Tuesday, 17 October 2017** at the **Auditorium of PACA**.

2.2 The schedule and order of the day will be announced at the Opening Session.

2.3 The meeting will be conducted in both Arabic and English.

### 3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register at the Registration Desk located in front of the meeting room between **1530 HRS and 1700 HRS** on the opening day of the meeting. Participants are also requested to wear the Identification Badges issued to them during registration.

### 4. HOTEL RESERVATIONS

4.1 The host Country will be covering the expenses of accommodation for the **heads of delegations and one (1) accompanying representative**. Any other representatives have to arrange their own hotel reservations. A list of hotels with PACA Oman corporate rate is attached to the bulletin for your convenience with telephone/fax numbers, emails and addresses.

### 5. TRANSPORTATION

5.1 Participants are requested to notify PACA Focal Point, Mr. Salim Al-Shabibi (email: [alshabibi@paca.gov.om](mailto:alshabibi@paca.gov.om); Mobile: +968 99344334) on their travel itineraries and flight details as PACA will arrange for transportation from the airport to the city and return for the participants.

5.2 Airport Taxi Services operate private limousine services from the airport to Muscat City, and its neighborhoods at OMR 10.000 Riyals Omani approximately per vehicle.

5.3 Car rental agencies are located at the arrival hall of the airport terminal building.

5.4 Transportation between the venue of the meeting and the following Hotels: Holiday Inn (Seeb), Golden Tulip and Hormouz Grand, will be provided by PACA.

## **6. INSURANCE**

6.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars, etc.) and Medical insurance.

## **7. SOME USEFUL TRAVEL INFORMATION**

### **PASSPORT/VISA**

7.1 All foreign nationals entering the Sultanate of Oman must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

7.2 It is mandatory for all non GCC participants to obtain visas from the Sultanate of Oman Embassy or Consulate in their country prior to their departure for Muscat. Some non GCC citizens may obtain visas upon arrival. These nationalities are listed in the following website: [www.rop.gov.om](http://www.rop.gov.om).

7.3 PACA will provide necessary assistance for the issuance of entry Visas for the delegates, when needed.

7.4 With a view to assist in the process of issuance of entry visa to the Sultanate of Oman, copy of the passport of delegate with a personal photo, should be sent, as soon as possible, preferably not later than **15 September 2017**, to PACA, to the attention of Mr. Salim Al-Shabibi (Email: [alshabibi@paca.gov.om](mailto:alshabibi@paca.gov.om)).

### **CUSTOMS**

7.5 The following items may be brought into the Sultanate of Oman duty free:

Personal effects, such as necessary clothing  
200 cigarettes or 250 gr. of cigars or tobacco  
Perfume for personal use.

7.6 Additional quantities of the above items may also be purchased at Muscat International Airport duty free arrival shops before clearing customs. Non-Muslims may purchase reasonable quantities of alcoholic drinks at this outlet.

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

8.1 The unit of currency in Oman is the Omani Riyal (OMR). The unit is divided into 1000 baizes with notes of 100, and 500 baizes and Riyal notes of 1, 5, 10, 20, and 50. The Riyal to USD exchange rate is 1 OMR = 2.6 US\$

8.2 There are restrictions on import of foreign currency. Not more than 6000 OMR allowed.

8.3 International Credit Cards, such as American Express, Diners Club, Visa, Master Card, Carte Blanche, etc. are usually accepted at most hotels, department stores and restaurants.

8.4 All commercial banks exchange major foreign currencies are open from 0800 to 1400, Sundays through Thursdays. There are also plenty of foreign exchange houses who do accept foreign currency. There are plenty of ATM machines all over Oman which are strategically located.

## **9. OTHER USEFUL INFORMATION**

### **SHOPPING**

9.1 A large variety of shopping choices are available in Grand Shopping Centers, Malls and Hypermarkets including all goods and demands that range from necessary stuff to luxurious ones.

## **10. WEATHER CONDITIONS**

10.1 The main daily minimum and maximum temperatures for the month of October are 26 and 36.

## **11. OTHER ASSISTANCE**

11.1 The Public Authority for Civil Aviation in Oman (PACA) will be glad to assist the participants to the meeting with any advice they may require.

11.2 In case of emergency in Oman please call the Focal Point from PACA, Mr. Salim AL-Shabibi Mobile: +968 99344334/24354477, e-mail: [alshabibi@paca.gov.om](mailto:alshabibi@paca.gov.om)

## **12. ALTERNATIONS**

12.1 Further updates, if any, will be notified in due course, accordingly.

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## LIST OF HOTELS IN MUSCAT WITH PACA CORPORATE RATE

| HOTEL                   | ADDRESS  | ROOM RATES   | EMAIL                            | TEL.NO.      | FOX.NO       |
|-------------------------|--|--|----------------------------------|--------------|--------------|
| Intercontinental Muscat | P.O. Box 398. Pc 114 Muttrah. Sultanate Of Oman                              | * Standard Single Room 140 Omr<br>* Deluxe Single Room 175 Omr   | Jennifer.Capalad@Ihg.Com         | +96824680000 | +96824600012 |
| MYSK Hotels             | Muscat   | * Deluxe Single Room Community View 50 Omr. – Double 55 Omr<br>* Deluxe Single Room Marina View 55 Omr - Double 60 Omr<br>* Grand Deluxe Single Room Community View 60 Omr.- Double 65 Omr<br>* Grand Deluxe Single Room Marina View 65 Omr. - Double 70 Omr<br>* Junior Suite Single and Double 80 Omr<br>* One Bedroom Suite 100 Omr | Info.Almoujmuscat@Myskhotels.Com | +96824274401 |              |
| Ibis Hotel              | P.O. Box 1512. Pc 130. Alazaiba. Dohat Aladab.Al Khuwair . Sultanate of Oman | * Standard Room 66.700 Omr   | H6587@ACCOR.Com                  | +96824489890 |              |
| Grand Hyatt Muscat      | P.O. Box 951. Shatti Al Qurm Muscat. Sultanate Of Oman                       | * Grand Room Single 80 Omr<br>* Grand Suite Single 140 Omr   | Youssef.Jebbari@Hyatt.Com        | +96894288210 | +96824605268 |

| <b>HOTEL</b>                        | <b>ADDRESS</b>   | <b>ROOM RATES</b>  | <b>EMAIL</b>                                    | <b>TEL.NO.</b>      | <b>FOX.NO</b>       |
|-------------------------------------|--|--|---|---------------------|---------------------|
| <b>Hormuz Grand Hotel</b>           | <b>P.O. Box 128. Pc 111<br/>Seeb Sultanate Of Oman</b>             | <b>*Deluxe Room 1- Single 50 Omr<br/>* Double 55 Omr<br/>*Terrace Suite 1-- Single 70 Omr<br/>*Double 80 Omr<br/>*Executive Suite. 1-Single 90 Omr<br/>*Double 100 Omr<br/>*Presidential Suite 1- Single<br/>*Double 130 Omr</b> | <b>Ionela.Oncrscu@Hormuzgrandho<br/>tel.Com</b> | <b>+96893673183</b> | <b>+96824350599</b> |
| <b>Holiday Inn<br/>Muscat- Seeb</b> | <b>P.O. Box 1916. Pc 130<br/>Al Mawalah. Sultanate Of<br/>Oman</b> | <b>*Standard Room Single 50 Omr<br/>*Standard Room Double 55 Omr<br/>*Suite 65 Omr</b>   | <b>Sales2.Himuscatalseeb@Ihg.Com</b>            | <b>+9682280555</b>  | <b>+96822080566</b> |