



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.: AN 5/24-20/014

13 January 2020

**Subject: Regional Global Reporting Format Seminar (GRF)
(Cairo, Egypt, from 22 to 23 March 2020)**

Action required: Reply not later than 15 February 2020

Sir,

I have the honour to inform you that the Regional Global Reporting Format (GRF) Seminar for Runway Surface Conditions Assessment will be held at the ICAO MID Office, Cairo, Egypt, **from 22 to 23 March 2020**. Your Administration/Organization (notably your AGA focal points) is kindly invited to participate in this Seminar.

This Seminar aims at increasing international awareness of related personnel of all stakeholders (airports, ANSPs, airlines) in advance of the November 2020 applicability date of the new ICAO methodology for assessing and reporting runway surface conditions. This new methodology, commonly known as the Global Reporting Format (GRF), ensures a harmonized assessment and reporting of runway surface conditions and a correspondingly improved flight crew assessment of take-off and landing performance.

You are kindly requested to disseminate this Invitation Letter to the Operators of the International Airports in your States. The expected audience for this Seminar include State Authorities, Aerodrome Operators, Aircraft Operators and ANSPs.

The Provisional Agenda/Programme Overview for the Seminar is at **Attachment A**. Administrative arrangements for the Seminar and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: <https://www.icao.int/MID/Pages/MID-Office-Bulletin.aspx>.

I would appreciate if you could, as soon as possible, preferably not later than **15 February 2020**, confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment B** to ICAO MID Office (icaomid@icao.int) with a copy to (MHamdi@icao.int).

Accept, Sir, the assurance of my highest consideration.



Mohamed Khalifa Rahma
Middle East Regional Director

Attachments

Ministry of Civil Aviation Complex
Cairo Airport Road
P.O. Box 85,
Airport Post Office
Cairo 11776 A.R.E

Tel: +2 (02) 2267 4840/1/5/6
Fax: +2 (02) 2267 4843

E-mail: icaomid@icao.int
<http://www.icao.int/mid>



Regional Seminar on Implementation of the New Global Reporting Format (GRF) for Runway Surface Conditions Assessment

(Cairo, Egypt, from 22 to 23 March 2020).

Provisional Agenda/Programme Overview





Day 1 – Sunday, 22 March 2020

Opening Ceremony: Seminar Introduction and set the scene

Overview of GRF Methodology

ICAO Provisions on GRF

GRF Implementation: Airports Perspective

Conclusion of Day 1 and preparation for Day 2

Day 2 – Monday, 23 March 2020

GRF Implementation: Airlines Perspective

GRF Implementation: ANSPs Perspective

GRF Implementation: States Perspective

Case Studies

Closing Ceremony

-END-

REGIONAL GLOBAL REPORTING FORMAT(GRF)

SEMINAR

(Cairo, Egypt, from 22 to 23 March 2020)

NOMINATION FORM

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: _____

State/Organization: _____

Mailing Address: _____

Telephone Number: _____

Mobile Number: _____

E-mail: _____

Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int) with a copy to (MHamdi@icao.int) .

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

Note 3: No hardcopies will be provided: you are kindly requested to bring your laptop, iPad, tablet, etc..