



International  
Civil Aviation  
Organization

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de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 4/1.8-23/088

14 April 2023

**Subject: Fifth Meeting of the Aerodrome Safety, Planning, and Implementation Group (ASPIG/5) (Doha, Qatar, 13-15 June 2023)**

**Action required: Reply not later than 4 May 2023**

Sir,

I have the honour to inform you that the Fifth Meeting of the Aerodrome Safety, Planning and Implementation Group (ASPIG/5) will be gratefully hosted by Qatar Civil Aviation Authority (QCAA) at **Doha, Qatar, from 13 to 15 June 2023**. Your Administration/Organization is kindly invited to participate in this meeting.

The Terms of Reference (TORs) of ASPIG and the Provisional Agenda for the meeting are respectively at **Attachments A and B**. Administrative arrangements for the meeting and other useful information for participants are reflected on the Bulletin as at the **Attachment C** (also available [here](#)) which includes relevant data about, but not limited to, **Visa Requirements** and recommended Hotels with special corporate Rates as gracefully coordinated by QCAA.

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: [ASPIG/5](#).

Your Administration/Organization is encouraged to participate actively in the work of the meeting by submitting presentations and/or working papers related to the subjects contained in the Provisional Agenda. I would be grateful to receive your presentations/papers, prior to **04 May 2023**, in order to allow time for processing and posting them on the ICAO MID website.

I would appreciate if you could, as soon as possible, preferably not later than **4 May 2023**, confirm the participation of your Administration/Organization by giving the names and contact details of your delegate(s), as per the Nomination Form at **Attachment D** to be submitted to ICAO MID Office email address [icaomid@icao.int](mailto:icaomid@icao.int) with a copy to [Mhamdi@icao.int](mailto:Mhamdi@icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

## Attachments

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

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**AERODROME SAFETY, PLANNING AND IMPLEMENTATION GROUP  
(ASPIG)**

**TERMS OF REFERENCE**

**A) PURPOSE OF THE ASPIG:**

- 1) As a Subsidiary body of the Regional Aviation Safety Group-Middle East (RASG-MID), the ASPIG is established to develop and implement Safety, Capacity and Efficiency Enhancement Initiatives related mainly to AGA issues including:
  - Aerodrome Planning and Design;
  - Heliports;
  - Aerodrome System Capacity Enhancement;
  - Aerodrome Certification;
  - Aerodrome Safety Management System;
  - Runway Safety;
  - Aerodrome Visual Aids for Navigation;
  - Aerodrome Operations and Services;
  - Ground Handling Operations
  - Aerodrome Emergency Response Planning;
  - Coordination between AGA and ANS: ATM/AIM/CNS;
  - AN Deficiencies in the field of Aerodrome Operations; and
  - MID Region priorities and implementation of Safety and Air Navigation objectives set on the MID Region Safety and Air Navigation Strategies, in line with the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP).
- 2) In addition, the ASPIG should coordinate with other entities managing an extended scope including:
  - Air traffic management;
  - Aircraft operations; and
  - Aeronautical Information Management.

In order to meet its Terms of Reference, the ASPIG shall:

- 1) Monitor developments and continuously update the MID Region Implementation Plans in the field of Aerodrome Planning and Operations, including the implementation of ICAO provisions.
- 2) Follow-up and analyse achievements and progress in the implementation of certification of all aerodromes open for international aircraft operations, according to the Table AOP I-1 included in the Middle East Regional Air Navigation Plan (MID ANP), and promote safety management of aerodrome operations in the Region.
- 3) Ensure that the planning and implementation of Aerodrome design and operational requirements in the MID Region is consistent with ICAO SARPs and Global Air Navigation Plan and reflecting global requirements for adequate aerodromes and safety of aircraft operations with particular attention paid to the anticipated increase of traffic alleviating aerodrome congestion.

- 4) Ensure the continuous and coherent development of the Aerodrome Design and Operations parts of the MID ANP in a manner that is consistent with ICAO SARPs, the Global Air Navigation Plan (GANP) and the Global Aviation Safety Plan (GASP).
- 5) Facilitate the implementation of Aerodrome Design and Operations Services identified in the MID ANP Basic Building Block (BBB) and the Aviation System Block Upgrade (ASBU) Frameworks.
- 6) Monitor the MID Region operational safety and efficiency of Aerodromes Operations and identify the associated Air Navigation Deficiencies that impede the implementation or provision of efficient Aerodrome Design and Operation services, analyse, review and monitor steps and corrective action plans made by concerned States for resolution of such deficiencies.

ASPIG Deliverables:

- 1) Aerodrome Operations (AOP) parts of the MID ANP reviewed and, as necessary, amendment proposals prepared to update the MID ANP to reflect changes in the operational and global requirements.
- 2) Level of implementation of Aerodrome Design and Operations services monitored and, as necessary, facilitated to support the effective implementation of the BBB and ASBU priority modules
- 3) Air navigation deficiencies in the field of AOP (as listed in the MANDD database) reviewed and, as necessary, updated to reflect the current situation.
- 4) Draft Conclusions and Decisions formulated relating to matters in the field of Aerodrome design and Operations that come within the scope of the RASG/MIDANPIRG work programmes.
- 5) Progress report submitted to RASG and MIDANPIRG addressing the ASPIG deliverables respectively in coordination with the RSC and MSG.

**B) COMPOSITION:**

The ASPIG is composed of:

**Permanent Members**

The AGA focal points of the MID States (i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen), officially assigned and communicated to the ICAO Middle East Regional Office by MID States, are the permanent members of the ASPIG.

## **Observers**

The following Partners are the permanent Observers to the ASPIG:

- AACO Arab Air Carrier Organization
- ACAO Arab Civil Aviation Organization
- ACI Airports Council International
- AIRBUS Airbus Aircraft Manufacturer
- BOEING Boeing Commercial Airplane Company
- CANSO Civil Air Navigation Services Organization
- EUROCONTROL European Organisation for the Safety of Air Navigation
- COSCAP-GS Cooperative Development of Operational Safety and Continuing Airworthiness Programme-Gulf States
- EASA European Aviation Safety Agency
- Embraer Embraer Aviation International
- FAA United States Federal Aviation Administration
- FSF Flight Safety Foundation
- IACA International Air Carrier Association
- IATA International Air Transport Association
- IBAC/MEBAA International Business Aviation Council/ Middle East Business Aviation Association
- IAOPA International Council of Aircraft Owner and Pilot Associations
- ICCAIA International Coordinating Council of Aerospace Industries Associations
- IFALPA International Federation of Airline Pilots Association
- IFATCA International Federation of Air Traffic Controllers Association
- MEASR-TLST Middle East Aviation Safety Roadmap - Top Level Safety Team
- WFP (UN) World Food Programme (United Nations)

International Organizations, Airport Operators, Aircraft Operators, Maintenance and Repair Organizations, Regional Organizations, Training organizations, Aircraft manufactures, and Air Navigation Service Providers and any other allied organizations/representatives can be invited by ICAO/States to attend the ASPIG meetings in the capacity of observers.

### **C) WORKING ARRANGEMENTS:**

#### **Roles and Responsibilities:**

- **Member States:** provide technical expertise and collaborate in the development and implementation of the ASPIG deliverables.
- **Partners:** provide technical expertise and collaborate in the development and implementation of the ASPIG deliverables.
- **ICAO:** acts as Secretariat and provides necessary support to the ASPIG.

**Chairmanship:**

The Chairperson will:

- 1) call for ASPIG meetings;
- 2) chair the ASPIG meetings;
- 3) keep focus on high priority items;
- 4) ensure agendas meet objectives to improve safety;
- 5) provide leadership for ongoing projects and accomplishments;
- 6) promote consensus among the group members;
- 7) coordinate ASPIG activities closely with the Secretariat; and
- 8) promote ASPIG and lobby for contributors.

In order to ensure the necessary continuity in the work of the ASPIG the Chairperson, the Vice-Chairperson are held by each Member State (i.e.: Bahrain, Egypt, Iran, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, UAE and Yemen) for a period of three (03) years. The Chairperson chairs the ASPIG meeting in collaboration with the Secretariat.

**Convening of meetings:**

The ASPIG Meeting will be convened every 12 to 18 months. At each of its meetings the Group should endeavour to agree on the dates and venue of its next meeting.

If a State offers to host a meeting, it shall coordinate with the Secretary of the Group as early as possible, but in any case at least six (06) months in advance and, shall be responsible for providing a venue, services and all costs of travel, accommodation and subsistence allowance for Secretariat attendees.

A convening letter for a meeting shall be issued by the Secretary of the Group, normally 90 days prior to the meeting. The convening letter should include the agenda, together with explanatory notes prepared by the Secretary in order to assist participants in preparing for the meeting.

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**FIFTH MEETING OF THE AERODROME SAFETY,  
PLANNING AND IMPLEMENTATION GROUP**

**(ASPIG/5)**

*(Doha, Qatar, 13-15 June 2023)*

**AGENDA**

**Agenda Item 1:** Adoption of the Provisional Agenda

**Agenda Item 2:** Regional Performance **Framework for Aerodrome Safety**

- Follow-up on the endorsed Conclusions related to Aerodrome Safety
- Follow-up on Regional Implementation Plans/Dashboards related to:
  - Aerodrome Certification,
  - Local Runway Safety Team and
  - Global reporting Format.
- Follow-up of the Aerodromes Safety Enhancement Initiatives (SEIs) included in the MID Regional Aviation Safety Plan (MID RASP) 2023-2025 Edition.

**Agenda Item 4:** Regional Performance Framework for **Aerodrome Capacity and Efficiency**

- Follow-up on the endorsed Conclusions related to Aerodrome Capacity and Efficiency
- MID Air Navigation Plan: Volumes I, II and III.
- Aerodromes Capacity and Efficiency Dashboards' Updates
- Review the Air Navigation (AN) Deficiencies – AOP Area

**Agenda Item 5:** Future Work Programme

**Agenda Item 6:** Any other business

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## MEETING BULLETIN



ICAO



الهيئة العامة للطيران المدني  
CIVIL AVIATION AUTHORITY  
قطر QATAR

**Fifth Meeting of the Aerodrome Safety,  
Planning, and Implementation Group (ASPIG/5)  
(Doha, Qatar, 13-15 June 2023)**

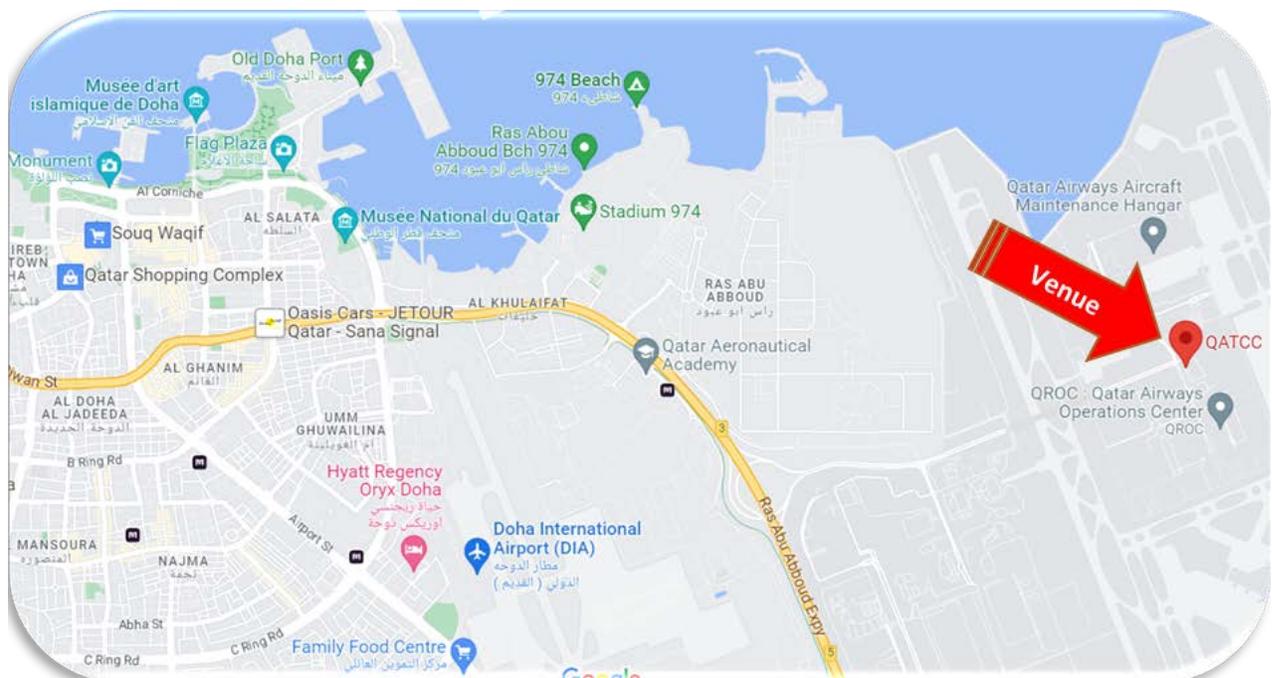
*Venue Information/Location & pertinent Contact Details*

**1. Schedule of Meeting**

- 1.1 The Fifth Meeting of the Aerodrome Safety, Planning, and Implementation Group will take place in Doha from 13 to 15 June 2023.
- 1.2 During that period, the working hours will be from 08:30 AM to 03:00 PM.

**2. General Information about Venue and Reservation**

- 2.1 The meeting will be held at Hamad International Airport complex (QATCC – BUATC BUILDING) : <https://maps.app.goo.gl/ZcoJgehKLMbc3nVA>



## 2.2 Recommended Hotels with special corporate Rates

### List Of Hotels - QCAA Corporate Rates 2023

	Hotel Name	Address	Corporate Rate BB Single Occupancy	Contact details	Transport Airport pick up/ drop off
1	Sharq Village & Spa, A Ritz-Carlton, hotel	Ras Abu Abboud Street, Doha, P.O.Box 26662 Qatar	Qr. 800	Mohammed Saad Assistant Director of Sales D: +974 4425-6674 Email: <a href="mailto:Mohammed.saad@ritzcarlton.com">Mohammed.saad@ritzcarlton.com</a>	Standard Limo car at Qr.165 per way per car
2	The Plaza hotel	Umm Ghuwailina Area,C Ring road Doha, Qatar	Qr. 700	Mohamad Fakih Assistant Director of Sales D: +974 4040-2222 Email: <a href="mailto:mfakih@anantara.com">mfakih@anantara.com</a>	BMW Limo car at Qr.350 per way per car
3	Hyatt Regency Oryx Doha hotel	Airport Road, Doha, Qatar PO Box 29922	Qr. 400	Suleiman Alhelou Associate Director of Sales D: +974 4141 1234 Email: <a href="mailto:suleiman.alhelou@hyatt.com">suleiman.alhelou@hyatt.com</a>	Standard Limo car at Qr.110 per way per car
4	Movenpick Hotel Doha hotel	Corniche Road , Al Meena Street, Doha, Qatar	Qr. 285	Mousa Samaan Sales Manager D: +974 44291231 Email: <a href="mailto:Mousa.samaan@movenpick.com">Mousa.samaan@movenpick.com</a>	Included in the room rate
5	Century Hotel Doha	Old Salata, 820 Malik Bin Anas Street, Doha, Qatar	Qr. 250	Afsal Abdul Gafoor Sales Manager D: +974 444 55120 Email: <a href="mailto:afsal@centuryhoteldoha.com">afsal@centuryhoteldoha.com</a>	Included in the room rate

### 3. Registration of activity:

3.1 Participants are requested to register at the Secretariat's Desk located at the meeting venue from **08:30 a.m. to 09:00 a.m. on 13<sup>th</sup> June (the opening day).**

### 4. Focal Point of Contact for the Meeting

4.1 The focal points of contact for the meeting are:

*From ICAO: Middle East (MID) Office*

Mrs. Hoda Gabriel  
Technical assistant  
Tel: +20 1001005520  
E-mail : [h.gabriel@icao.int](mailto:h.gabriel@icao.int)

Mr. Mohamed Iheb Hamdi  
Regional Officer, Aerodromes & Ground Aids  
Tel : +20 1030988290  
E-mail: [mhamdi@icao.int](mailto:mhamdi@icao.int)

*a) From Qatar CAA :*

**Executive Secretary - Air Safety Department**

Mrs. F. Faariha M. Faiz  
Direct: (+974) 44557304  
Email: [faariha.faiz@caa.gov.qa](mailto:faariha.faiz@caa.gov.qa)

**Aerodrome Standards and Safety Section Office**

Mr. Jean Paul de Villeneuve  
Head of section  
Tel: +974 4457 1547  
E-mail : [jeanpaul.villeneuve@caa.gov.qa](mailto:jeanpaul.villeneuve@caa.gov.qa)

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Mrs. Jihan Galeon  
Technical assistant  
Tel: +974 44571378  
E-mail : [jihan.galeon@caa.gov.qa](mailto:jihan.galeon@caa.gov.qa)

4.2 The daily secretarial and administrative support of the meeting will be provided by the office of Air Safety Department (emails: [faariha.faiz@caa.gov.qa](mailto:faariha.faiz@caa.gov.qa), [jihan.galeon@caa.gov.qa](mailto:jihan.galeon@caa.gov.qa)).

4.3 Complimentary lunch/coffee breaks per day will be provided to all participants during the Meeting on the courtesy of Qatar CAA.

**5. Passport, VISA and customs formalities**

**5.1 Very Important:** Normally upon having any delegations or participants arriving at Doha on an official visit to meet with the officials of QCAA or to participate at any event organized by QCAA so it is recommended **to have their visas issued by QCAA**, therefore we kindly request to provide us with a list of all the participants' details along with clear passports copies to **facilitate the Visa process as deemed necessary**.

5.2 For entry into the Qatar, all visitors must hold a passport valid for at least 6 months or other valid travel documents. To check whether you are required to obtain a visa to enter Qatar as well as the customs formalities, please visit the website: <https://hukoomi.gov.qa/en/article/visas>

5.3 Please check the Qatar government website/Department at <https://covid19.moph.gov.qa/EN/travel-and-return-policy/Pages/default.aspx> for the latest and most applicable rules related to COVID-19 requirements currently applied to travelers entering from outside of the country for each participant. The rules are being revised as the situation changes.

**5.4 Airport Car Rental Service**

- a) Airport car rental service is available near exit of the terminal.
- b) Car/taxis are also available on the side of the terminal building.
- c) Metro is also available.

**6. Other Useful Information**

6.1 Internet Broadband and wireless internet services are available in all major hotels. Free wireless

internet is also available in some shopping centers and public buildings in the city.

## 6.2 Language

Arabic is the national mother tongue, is the national language in Qatar. However, the locals can also speak in English.

## 6.3 Money Exchange

There are money exchange companies and commercial banks both in arrival and departure at Hamad International Airport, where you can exchange your money. There are ATMs available in the malls, hotel, Metro.

The Qatar Riyal (**QAR**) is the local currency used. Current exchange rate is **1 USD** equivalent to **3.6 QAR**. Credit cards such as American Express, Visa, and Mastercard are acceptable by the hotels and all the stores in the shopping malls.

## 6.4 Sim Card

Sim Cards and sim card top-up or refills are available in the arrival passenger lounge and in all the malls.

Qatar country code is +974. The international dialing codes and dialing format to call landline in Qatar is: (Country Code) + Recipient's Number.

The international dialing codes and dialing format to call mobile number in Qatar is: (Country Code) + Digits Cellular Number.

To make an international call to landline phone number from Qatar, the dialing format should be: 00 - Country Code - Area Code – Landline phone number without the 0 at the beginning of the number.

To make a call or send a text message internationally from Qatar, the dialing format should be: 00 - Country Code - Mobile Phone Number excluding the 0 at the beginning of the number

## 6.5 Time Difference:

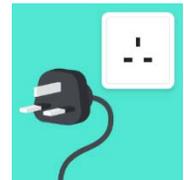
Qatar is 3 hours ahead of Coordinated Universal Time (UTC +3).

## 6.6 Weather-

The first month of the summer, June, is a scorching month in Doha, Qatar, with an average temperature ranging between min 27.7°C (81.9°F) and max 41.2°C (106.2°F).

## 6.7 Electric Plug and Socket

Qatar operates power plug sockets of type G. The standard voltage is 240 V and the frequency is 50 Hz We suggest you bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



## 6.8 Tourist Information

Further tourist information can be found at <https://www.qatartourism.com/en>

# PLACES TO VISIT IN QATAR



## 1 National Museum of Qatar

The National Museum of Qatar gives voice to Qatar's unique history and its people from the earliest of times to the present day.

## 2 Souq Waqif

Souq Waqif is the oldest and the one of the few buildings constructed to show the old Qatari village style, it provides with shops, restaurants, and cafes in one place.

## 3 The Pearl Qatar

The Pearl - Qatar is a man-made island off the coast of Qatar featuring Mediterranean style marinas, residential towers and homes, internationally renowned hotels, private villas and premium shopping experience at top branded boutiques and showrooms.

## 4 Katara Cultural Village

Katara Cultural Village is a maze of cobblestone pathways and alleys reminiscent of a very traditional Souq.

## 5 Villaggio Mall

Villaggio Mall is the biggest and the most famous shopping mall in Doha with all international brands and a huge food court with a variety of food options.

## 6 Place Vendome Mall

Located in Lusail City, Place Vendome is soon going to be the fashion capital in Qatar. The mall, with its mesmerizing beauty and marveling architecture, has amazed all.

## 7 Oxygen Park

Oxygen Park is a public park in Education City on the outskirts of Qatar's capital, Doha, Located between the Qatar National Library and Education City Mosque, the park has two «zones» - the Western side for sports, and the Eastern for recreation.



INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE

FIFTH MEETING OF THE AERODROME SAFETY,  
PLANNING AND IMPLEMENTATION GROUP

(ASPIG/5)

*(Doha, Qatar, 13-15 June 2023)*

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

**Name in full:** \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing)

**Title/Official Position:** \_\_\_\_\_

**State/Organization:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Date: \_ \_ \_ \_ \_ Signature: \_ \_ \_ \_ \_

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

- END -