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المدنى الدولى

国际民用  
航空组织

File Ref.: ME 3/2.1.1 & AN 6/3.2 – 22/294

12 December 2022

**Subject:** **Seventh Meeting of the MIDANPIRG Air Traffic Flow Management Task Force (ATFM TF/7) and the Eighth Meeting of the FIFA World Cup 2022 Task Force (FWC 2022 TF/8) (Doha, Qatar, 8 – 9 February 2023)**

**Action required:** **Reply not later than 15 January 2023**

Sir,

I have the honour to inform you that the Seventh Meeting of the MIDANPIRG Air Traffic Flow Management Task Force (ATFM TF/7) and the Eighth Meeting of the FIFA World Cup 2022 Task Force (FWC 2022 TF/8) will be gratefully hosted by Qatar Civil Aviation Authority (QCAA) in Doha, Qatar, 8 – 9 February 2023. Your Administration/Organization is kindly invited to participate in these meetings.

It is to be highlighted that the ATFM TF/7 and FWC 2022 TF/8 meetings will be held back-to-back with the ATFM Implementation Workshop (Invitation Letter Ref.: ME 3/2.1.1 – 22/293 dated 12 December 2022, refers).

You may wish to recall that the MIDANPIRG/19 Meeting (Riyadh, Saudi Arabia, 14 – 17 February 2022) underlined that the FIFA World Cup (FWC) 2022 event would provide a good opportunity for collaborative decision-making and information sharing; that would be very beneficial for the future ATFM implementation in the Region after the FWC 2022 event.

The Provisional Agendas for the meetings are at **Attachments A** and **B**, the Terms of Reference of the ATFM and FWC2022 Task Forces are at **Attachments C** and **D**, respectively. Your comments on the attached Provisional Agendas, including any amendment you may wish to suggest, would be appreciated.

The Bulletin that includes administrative arrangements and other useful information for participants, including the exact venue and the Hotel List is at **Attachment E**.

I would appreciate it if you could, as soon as possible, preferably not later than **15 January 2023**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment F** to the following e-mail address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([AAmireh@icao.int](mailto:AAmireh@icao.int)).

This letter, all its relevant attachments and Working/Information Papers/Presentations (as they become available) will be posted on the ICAO MID Website at <http://www.icao.int/mid/>, as they become available.

../.

Your Administration/Organization is encouraged to participate actively in the work of the meetings by submitting working papers and/or presentations related to the subjects contained in the Provisional Agendas and the current status of implementation of ATFM at national level. I would be grateful to receive your presentations/papers, prior to **15 January 2023**, in order to allow time for processing and posting on the ICAO MID website.

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



*for/* Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

**Attachments:**

- **Att A:** FWC 2022 TF/8 Provisional Agenda
- **Att B:** ATFM TF/7 Provisional Agenda
- **Att C:** Terms of Reference of FWC Task Force
- **Att D:** Terms of Reference of ATFM Task Force
- **Att E:** Bulletin and Hotel list
- **Att F:** Nomination Form



*International Civil Aviation Organization*

**FIFA World Cup 2022 Task Force**

**Eighth Meeting (FWC2022 TF/8)**  
*(Doha, Qatar, 8 February 2023)*

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**PROVISIONAL AGENDA**

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

**Agenda Item 2:** FWC 2022 Post implementation Assessment:

- Actual figure, and traffic data
- Status of FWC 2022 Checklist and Action Plan
- Post event review and SWOT analysis
- Recommendations

**Agenda Item 3:** Future Work Programme

**Agenda Item 4:** Any other Business

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*International Civil Aviation Organization*

**MIDANPIRG Air Traffic Flow Management Task Force**

**Seventh Meeting (ATFM TF/7)**

*(Doha, Qatar, 8 – 9 February 2023)*

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**PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Global Developments related to the ATFM
- Agenda Item 3:** Regional Framework:
- Follow-up on the MIDANPIRG/19 meeting outcomes
  - Outcomes of the FWC 2022 related to ATFM Implementation
  - National ATFM Implementation Checklist
  - States' Experience and Challenges
  - Outcomes of the MID ATFM Workshop
  - Review and update MID ATFM Implementation Action Plan
- Agenda Item 4:** Future Work Programme
- Agenda Item 5:** Any other Business

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**TERMS OF REFERENCE (TOR) OF THE  
MIDANPIRG FIFA WORLD CUP 2022 TASK FORCE  
(FWC2022 TF)**

**1. OBJECTIVES AND SCOPE**

- 1.1 The Task Force will be expected to apply the performance-based approach through a collaborative manner to address the most strategic decisions to reach the following:
- a) A sufficient coordination between the Air Navigation Service Providers (ANSPs), airports, airspace users and regulators;
  - b) A sufficient coordination at local, regional and inter-regional levels to accommodate safely and efficiently the expected significant increase of traffic; and
  - c) A defragmented approach from an operational perspective to achieve (gate-to-gate, city pairs, and an oriented track system) which leads to more than optimum flight and airport operations efficiency.
- 1.2 The Task Force shall support the MID Region ATFM System once established.

**2. TERMS OF REFERENCE OF THE TASKFORCE**

- 2.1 Develop and follow-up the implementation of FWC2022 Action Plan to accommodate the expected high increase of traffic, in a safe and efficient manner, taking into consideration similar experiences from other regions.
- 2.2 Address other major events and develop action plan(s) to accommodate the changes in traffic flows as required.
- 2.3 Define explicit and implicit strategic objectives (e.g. improved safety, increased air traffic capacity, improved efficiency, and mitigation of airspace congestion impact).
- 2.4 Identify operational and technical requirements including proposals for airspace management changes and amendment to the MID ATS Route Network to accommodate the air traffic through the establishment of temporary routes as required.
- 2.5 Develop the concept of collaborative decision-making at the strategic, tactical and pre-tactical levels, which would be implemented before and during the World Cup event.
- 2.6 Suggest methods for increased interaction between airspace providers in order to make sure that the network effects of any trajectory selection are properly incorporated in the decisions.
- 2.7 Develop collaborative regional mechanism for the implementation of ATFM solutions/measures such as Ground Delay Program (GDP), which would be implemented for departures from airports in the region.
- 2.8 Assess the operational performance of the ATM network by its capability to accommodate demand through realistically modeled network nodes, i.e. airports and airspace volumes.
- 2.9 The Task Force shall work in close coordination with the ATFM TF to avoid duplication of efforts.

**3. COMPOSITION**

- 3.1 The World Cup 2022 Task Force is composed of experts from:
- a) MIDANPIRG Member States;
  - b) India, FAA, AACO, ACAO, AEROTHAI, CANSO, EUROCONTROL and IATA; and
  - c) other representatives from States, Organizations and Industry may be invited on ad-hoc basis, when required.
- 3.2 ICAO MID Office will act as the Secretary of the Task Force.

**4. WORKING PROCEDURES**

- 4.1 Qatar shall act as the Chairman of the Task Force.
- 4.2 In order to effectively perform its tasks and responsibilities, the Task Force will meet as required in order to achieve its objectives.
- 4.3 A Core Team might be established to follow-up with the concerned State(s) and air operators the conduct of safety and operational assessments and provide support as appropriate.
- 4.4 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Task Force. The Task Force shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairpeson, Secretary and Members of the Task Force to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
- 4.5 Face-to-face meetings will be conducted when it is necessary to do so.

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**TERMS OF REFERENCE (TOR) OF THE  
MIDANPIRG AIR TRAFFIC FLOW MANAGEMENT TASK FORCE  
(ATFM TF)**

**I. TERMS OF REFERENCE**

- 1.1 Perform a joint assessment and confirmation of the Pre-requisites for a regional ATFM solution, This shall include:
- a) Assessment of the performance objectives of the individual participating States and definition of common performance objectives for a regional ATFM service.
  - b) Perform a data collection and analysis to identify hot-spot areas and critical times in a regional ATFM service area where demand consistently exceeds capacity. The reasons and contributing factors for unbalanced demand and capacity are to be identified.
  - c) Analysis of air traffic flows within the designated area of the regional ATFM service that is causing unbalanced demand and capacity. The analysis shall identify the traffic fractions that due to their uniformity are candidates for effective ATFM measures to increase the efficiency without violating the equity principle.
- 1.2 Develop an ATFM Concept of Operations and a Framework which addresses ATFM minimum requirements for the implementation of ATFM in the ICAO MID Region.
- 1.3 Agree on a mechanism to support the phased implementation of ATFM measures in the MID Region, when and where required.
- 1.4 Identify, research and recommend appropriate guidance regarding:
- a) Aerodromes and Airspace capacity under the normal circumstances and adjustment factors affecting the capacity;
  - b) regular review for all aerodromes and ATC sectors where traffic demand is expected to reach capacity, or is resulting in traffic congestion;
  - c) regular review of the implemented ATFM measures and the related publications; to support implementation of the required measures and reflection by the data houses (such as: Flight Planning Systems) and compliance of the airspace users;
  - d) mechanisms for ATFM data gathering, and exchanging operational data related to airspaces/aerodromes availability and air operation data between States, ANSPs, Airspace users, Organizations and ICAO, which may include:
    - i. adjusted aerodromes and enroute capacity due to factors affecting capacity such as:
      - . Amid and after crisis management measures (mainly related to ANS Business Continuity Plans and recovery);
      - a. special use airspace status, runway closures; or
      - b. weather phenomena.
    - ii. traffic demand information which may include flight schedules, flight plan data, repetitive flight plan data as well as associated surveillance updates of flight status; and

- iii. ATFM Daily Plan.
  - e) measure compliance of airspace users with the applicable ATFM measures; and
  - f) any other guidance relevant to the Regional ATFM Framework.
- 1.5 Consider existing and planned ATFM initiative in the Region, and make specific recommendations to ensure their alignment.
  - 1.6 Ensure inter-regional ATFM harmonization with adjacent ICAO Regions.
  - 1.7 Recommend appropriate inputs related to the implementations of ASBU Elements / Threads relevant to ATFM such as NOPS, A-CDM, etc.
  - 1.8 Report to the ATM SG.
  - 1.9 Review periodically its Terms of Reference and propose amendments as necessary.

Coordinate as deemed necessary with the relevant MIDANPIRG Sub-Groups and the Regional initiatives, matters of mutual interest.

## II. COMPOSITION

- 2.1 The Task Force is composed of MID ATFM focal points and experts from:
  - a) MIDANPIRG Member States;
  - b) India, FAA, AACO, ACAO, AEROTHAI, CANSO, EUROCONTROL, IATA, and ICAO (Bangkok, Cairo, Paris Offices and HQ); and
  - c) other representatives from provider States and Industry may be invited on ad hoc basis, as observers, when required.
- 2.2 The Task Force shall elect a Chairperson to act as the point of contact on behalf the Task Force.
- 2.3 ICAO MID Office will act as the Secretary of the ATFM Task Force meetings.

## III. WORKING ARRANGMENTS

- 3.1 The Chairperson, in close co-operation with the Secretary, shall make all necessary arrangements for the most efficient working of the Task Force. The Task Force shall at all times conduct its activities in the most efficient manner possible with a minimum of formality and paper work (paperless meetings). Permanent contact shall be maintained between the Chairperson, Secretary and Members of the Task Force to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.
- 3.2 Face-to-face meetings will be conducted when it is necessary to do so.

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*International Civil Aviation Organization*

**Seventh Meeting of the Air Traffic Flow Management Task Force (ATFM TF/7) and Eighth Meeting of the FIFA World Cup 2022 Task Force (FWC2022 TF/8) (Doha, Qatar, 8 – 9 February 2023)**

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**BULLETIN**

**1. LOCATION**

1.1 The Seventh Meeting of the Air Traffic Flow Management Task Force (ATFM TF/7) and the Eighth Meeting of the FIFA World Cup 2022 Task Force (FWC2022 TF/8) will be kindly hosted by Qatar Civil Aviation Authority (QCAA) in Doha, Qatar. The meetings will be held during the period **8 – 9 February 2023**.

1.2 The exact venue will be **Qatar Air Traffic Control Centre (QATCC)**  
<https://goo.gl/maps/RhZt2o9xtTEXRJAP7>

**2. SCHEDULE OF THE MEETINGS**

2.1 The Opening Session of the Meetings will be held at 09:00 Doha local time.

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

2.3 The Meetings will be conducted in English language.

**3. REGISTRATION OF PARTICIPANTS**

3.1 Participants are requested to register to obtain a participant badge, at the Registration Desk located at the entrance of the designated conference between 08:30 and 09:00 hours on the opening days of the Meetings. Participants are requested to wear the Identification Badge during the Meetings sessions.

**4. DOCUMENTATION**

4.1 Please note that no documentation will be available in hard copy format. However, documentation related to the Meetings will be available on the ICAO MID Regional Office website. Accordingly, participants are invited to review the documentation prior the Meetings in preparation for the discussion during the sessions, as appropriate.

**5. HOTEL RESERVATIONS**

5.1 A list of hotels with Qatar CAA corporate rate is attached for your convenience with contact details and addresses. Participants will need to arrange their own hotel reservation.

**6. TRANSPORTATION**

6.1 Participants are required to arrange their own Airport transportation.

6.2 Airport Taxi Services operate private services from the airport to the City, and its neighborhoods at approximately QAR 35 per vehicle.

6.3 Car rental agencies are located at the airport terminal.

6.4 Participants are required to arrange the daily commute to/from the venue.

## 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

### *COVID-19 REQUIREMENTS*

8.1 Participants are requested to refer the latest travel policy of Qatar on the following website.  
<https://covid19.moph.gov.qa/EN/travel-and-return-policy/Pages/default.aspx>

### PASSPORT

8.2 All foreign nationals entering Qatar must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

### VISA

8.3 Qatar CAA will provide necessary assistance for the issuance of entry Visas for the delegates, when needed.

8.4 With a view to assist in the process of issuance of entry visa to Qatar, copy of the passport of delegate should be sent, as soon as possible, not later than 5<sup>th</sup> Jan 2023, to the attention of Mr. Sameh Al Mansour (email: sameh.almansour@caa.gov.qa; Mob: +974 55193074).

### CUSTOMS

8.5 The following items may be brought into Qatar duty free:

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

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

## 9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Qatar is the **Qatari Riyal (QAR)**. The unit is divided into notes of 500, 100, 50, 10, 5 and 1. The Riyal to USD exchange rate is approximately 1 QAR = 0.27 US\$

9.2 There are restrictions on import of foreign currency. Not more than 50,000. QAR allowed.

9.3 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.

9.4 All commercial banks exchange major foreign currencies are open from 0800 to 2000, Sundays through Thursdays. There are plenty of official exchange services. ATM machines are available all over Qatar.

**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, however, tap water is safe for drinking.

**TELEPHONE**

10.3 Mobile SIM Cards are available at the Service providers' outlets at the airport arrival terminal and all major commercial centers.

**11. WEATHER CONDITIONS**

11.1 The main daily maximum and minimum temperatures for the month of February are between 25°C by day and drops down to 20°C during the nights. Please refer to Qatar Meteorology website for further updates.

**12. OTHER ASSISTANCE**

12.1 Qatar Civil Aviation Authority will be glad to assist the participants to the Meetings with any advice they may require.

12.2 In case of emergency in Qatar, please call the Focal Point from Qatar CAA: Mrs. Etab Al Othman (email: [Etab.Alothman@caa.gov.qa](mailto:Etab.Alothman@caa.gov.qa); Mob: +974 55388293).

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### List Of Hotels With QCAA Corporate Rates In Doha

	<b>Hotel Name</b>	<b>Address</b>	<b>Corporate Rate BB Single Occupancy</b>	<b>Contact details</b>	<b>Transport Airport pick up/ drop off</b>
<b>1</b>	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
<b>2</b>	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
<b>3</b>	Double Tree By Hilton Old-Town	Al Meena Street Doha, Qatar PO Box 20993	Qr. 350	Khawla Chelbi Sales Executive D: +974 40 343 367 Email: <a href="mailto:khawla.chelbi@hilton.com">khawla.chelbi@hilton.com</a>	Pick-up Qr. 90.00 Drop-Off Qr. 70.00
<b>4</b>	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
<b>5</b>	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

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE**

**SEVENTH MEETING OF THE MIDANPIRG AIR TRAFFIC FLOW MANAGEMENT TASK FORCE (ATFM TF/7)  
AND THE EIGHTH MEETING OF THE FIFA WORLD CUP 2022 TASK FORCE (FWC2022 TF/8)**

*(Doha, Qatar, 8 – 9 February 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:** \_\_\_\_\_

**Hotel:** \_\_\_\_\_

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 ([AAmireh@icao.int](mailto:AAmireh@icao.int)).

*Note: Meetings material will be available at the ICAO MID Office.*