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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 4/4-23/111

9 May 2023

Subject: Fourth Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/4) Committee and Workshop (Rabat, Morocco, 10-12 July 2023)

Action required: Reply not later than 12 June 2023

Sir,

I have the honour to invite your Administration/Organization to participate in the Fourth Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/4) Committee and Workshop that will be gratefully hosted by Morocco from 10-12 July 2023. The workshop theme: *"The Prevention of Aircraft Accidents and Incidents through the Collection & Analysis of Safety Data & Information"*.

The Provisional Agenda of the MENA ARCM/4 meeting is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

For more effectiveness, I shall be grateful if you could ensure that your delegation includes your State's MENA ARCM focal point.

The Bulletin of the Meeting that includes administrative arrangements and other useful information for participants, including the exact venue, the hotel address, and information related to the entry visa to Morocco is at **Attachment B (the venue will be shared in a later stage)**.

Therefore, I would appreciate if you could, as soon as possible, preferably not later than **12 June 2023** confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment C** to the ICAO MID Office (icaomid@icao.int) with a copy to (mchakib@icao.int) and ACAO Mr. Hicham Bennani, Safety & Air Navigation Expert at: (H.bennani@acao.org.ma) .

Accept, Sir, the assurances of my highest consideration.



Mohamed Abu Baker Farea
Regional Director
ICAO Middle East Office

Attachments

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FOURTH MEETING OF MENA ARCM COMMITTEE

(MENA ARCM/4)

(RABAT, MOROCCO, 10-12 JULY 2023)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Regional Performance Framework
- Updated Progress on Areas of Cooperation
 - Update on MENA ARCM Technical Assistance Process
 - Shared folders and online platform update
- Agenda Item 3:** Workshop: “The Prevention of Aircraft Accidents and Incidents through the Collection & Analysis of Safety Data & Information”.
- Agenda Item 4:** Future Work Programme
- Agenda Item 5:** Any other Business



MENA ARCM/4 and Workshop

(Rabat, Morocco, 10-12 July 2023)

BULLETIN

1. LOCATION

1.1 Fourth Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/4) Committee and Workshop will be held on **10-12 July 2023, in Rabat, Morocco. The exact venue will be shared in a later stage.**

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the Workshop will be held at 0900 hours on Monday 10 July 2023.

2.2 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 Workshop Hall, between 0830 and 0900 hours on the opening day of the Workshop.

4. HOTEL RESERVATIONS

4.1 Participants are requested to make their own hotel reservations.

6. TRANSPORTATION

6.1 Participants are requested to make their own transportation arrangements

7. INSURANCE

7.1 Participants are advised to have insurance coverage for any unexpected contingency and Medical Coverage.

8. SOME USEFUL TRAVEL INFORMATION

PASSPORT

8.1 All foreign nationals entering the Kingdom of Morocco must possess valid passports or other valid documents for travel.

VISA

8.2 It is mandatory that all required participants obtain official visas from the Moroccan's Embassy or Consulate in their country prior to their departure for Casablanca.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Morocco is Moroccan Dirham (MDH) with notes of 10, 20, 50, 100 and 200 and coins of 1, 2 & 5. The Moroccan dirham to USD exchange rate is approximately around 1MAD= 0.1 US\$.

9.2 International Credit Cards, such as American Express, Visa, Master Charge, etc. are usually accepted at most hotels, department stores and restaurants.

9.3 All commercial banks exchange major foreign currencies and are open 0830-1200 hours and 1430-1600 hours Monday through Friday.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 Be prepared to bargain in small shops, sidewalk vendors etc. However, in large stores, the prices are fixed.

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the month of July are between 18°C to 27°C.

12. OTHER ASSISTANCE

12.1 The ACAO will be glad to assist the participants to the Workshop with any advice they may require.

12.2 The Workshop Focal Point from the Moroccan AIB (BEA) is as follow:

Mr. Attayebi Samir, Email: s.attayebi@aviationcivile.gov.ma

**FOURTH MEETING OF MIDDLE EAST NORTH AFRICA AIRCRAFT ACCIDENT AND INCIDENT
INVESTIGATION REGIONAL COOPERATION MECHANISM COMMITTEE**

(MENA ARCM/4)

And Workshop

(Rabat, Morocco, 10-12 July 2023)

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)
with copy to (mchakib@icao.int).