



GCAA
دولة الإمارات العربية المتحدة
الهيئة العامة للطيران المدني
UAE General Civil Aviation Authority

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Date: 19 December 2010

Office of the Director General

مكتب المدير العام

**Subject: First Meeting of the Directors General of Civil Aviation-Middle East Region
(DGCA-MID/1) (Park Rotana Hotel Abu Dhabi, UAE, 22 - 24 March 2011)**

After compliments,

I have the honour to invite you personally to participate in the First Meeting of the Directors General of Civil Aviation Middle East Region (DGCA-MID/1), which will be held at Park Rotana Hotel Abu-Dhabi from 22 to 24 March 2011.

ICAO is considered an integral and a key partner of this event. The ICAO MID Regional Office serves the meeting as the Secretary and is involved in its planning, conduct and follow-up.

The meeting of Directors' General of Civil Aviation is unique as it offers the opportunity for Directors of civil aviation to discuss issues in an informal atmosphere and discuss any subject pertaining to any aspect of civil aviation. We hope also that this meeting will open frank discussions, facilitate and foster bilateral and regional cooperation in areas of common interest.

The Provisional Agenda and Explanatory Notes of the meeting are at **Attachments A** and **B**, respectively. The Bulletin describing administrative arrangements for the meeting including the hotel list in Abu Dhabi is at **Attachment C**.

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

In view of the above, your Organization is encouraged to participate actively 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: nantypas@gcaa.ae with copies to: icaomid@cairo.icao.int, prior to **20 February 2011**, in order to allow time for processing and translation.

As a matter of procedure, papers received after this date will be distributed in the language in which they are received. All working and information papers related to the meeting will be available on the ICAO MID website: www.icao.int/mid, 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 March 2011**, providing the names, functions and other details of all participants from your Organization by submitting the Nomination Form at **Attachment D**.

Accept, Sir, the assurances of my highest consideration.



Saif Mohammed Al Suwaidi
Director General

Attachments:

- A. Provisional Agenda
- B. Explanatory Notes
- C. Information Bulletin and list of Hotels
- D. Nomination Form





Attachment A

FIRST MEETING OF THE DIRECTORS GENERAL OF CIVIL AVIATION-MIDDLE EAST REGION

(DGCA-MID/1)

Park Rotana Hotel (Abu Dhabi, UAE, 22 - 24 March 2011)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Election of Chairperson and Vice-Chairperson
- Agenda Item 3:** Managerial Issues
- Agenda Item 4:** Air Navigation Issues
- Agenda Item 5:** Aviation Safety Issues
- Agenda Item 6:** Aviation Security Issues
- Agenda Item 7:** Environmental Issues
- Agenda Item 8:** Other Civil Aviation Issues (Air Transport, Technical and Regional Cooperation, etc)
- Agenda Item 9:** Next Meeting: dates, venue and provisional agenda
- Agenda Item 10:** Any other Business



Attachment B

FIRST MEETING OF THE DIRECTORS GENERAL OF CIVIL AVIATION-MIDDLE EAST REGION

(DGCA-MID/1)

Park Rotana Hotel (Abu Dhabi, UAE, 22 - 24 March 2011)

EXPLANATORY NOTES

AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

The meeting will review and adopt as appropriate the provisional agenda for the DGCA-MID/1 meeting.

AGENDA ITEM 2: ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

The meeting will proceed to elect a Chairperson and Vice-Chairperson for the DGCA-MID/1 meeting.

AGENDA ITEM 3: MANAGERIAL ISSUES

The meeting will review and update the Draft Guidance material for the convening of the DGCA-MID meetings and address other managerial issues, as appropriate.

AGENDA ITEM 4: AIR NAVIGATION ISSUES

The meeting will be presented with a summary of the outcome of the Twelfth Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG/12). The meeting is expected to agree on actions to increase the efficiency of MIDANPIRG and improve air navigation safety and efficiency in the MID Region.



AGENDA ITEM 5: AVIATION SAFETY ISSUES

The meeting will be provided with information on the results of the USOAP Programme, the transition to the Continuous Monitoring Approach (CMA), State Safety Programme (SSP) and Safety Management System (SMS), etc. The meeting will also address other aviation safety issues, as appropriate.

AGENDA ITEM 6: AVIATION SECURITY ISSUES

The meeting will be guided through the seven strategic focus areas under the new aviation security strategy known as the ICAO Comprehensive Aviation Security Strategy (ICASS) and will address other aviation security issues, as appropriate.

AGENDA ITEM 7: ENVIRONMENTAL ISSUES

The meeting will be briefed on the ICAO Environmental Activities and the outcome of the 37th ICAO General Assembly related to Environmental protection. The meeting may also address other environmental issues, as appropriate.

AGENDA ITEM 8: OTHER CIVIL AVIATION ISSUES (AIR TRANSPORT, TECHNICAL AND REGIONAL COOPERATION, ETC)

The meeting will address other Civil Aviation subjects of interest, which are not specifically covered by the agenda, such as, air transport, technical and regional cooperation, etc.

AGENDA ITEM 9: NEXT MEETING: DATES, VENUE AND PROVISIONAL AGENDA

The meeting will agree on the dates, venue and provisional agenda of the DGCA-MID/2 meeting.

AGENDA ITEM 10: ANY OTHER BUSINESS

Matters not covered by the agenda, are to be addressed under this agenda item.



Attachment C

International Civil Aviation Organization / General Civil Aviation Authority

First Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/1)

Park Rotana Hotel (Abu Dhabi, UAE, 22-24 March 2011)

BULLETIN

1. LOCATION

The First Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/1) will be held at Park Rotana Hotel in Abu Dhabi, the United Arab Emirates (UAE) from 22 to 24 March 2011.

(to include the web link of the hotel)

2. SCHEDULE OF THE MEETING

2.1 The opening session of the meeting will be held at 10:00 hours on Tuesday 22 March 2011. H. E. Sultan Bin Saeed Al Mansoori Minister of Economy, Chairman of UAE GCAA and Mr. Raymond Benjamin ICAO Secretary General. will open the meeting.

2.2 The daily schedule and the order of the day will be announced at the opening session.

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

3. REGISTRATION OF PARTICIPANTS

Participants are requested to register, at the Registration Desk located at the entrance of the Meeting Hall, between 09:00 and 10:00 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them during registration.

4. ICAO PERSONNEL CONCERNED WITH THE MEETING

Mr. M. Khonji ICAO Middle East Regional Director will act as the Secretary of the meeting. Mr. Khonji will be assisted by Mr. Jehad Faqir, Deputy Regional Director and Mr. Mohamed Smaoui, RO/ANS/AIM.

5. GCAA PERSONNEL CONCERNED WITH THE MEETING

Capt. Nikolaos Antypas UAE GCAA Advisor will act as coordinator for the meeting assisted by Mrs. Joumana Abusaid.

6. DOCUMENTS, PAPERS FOR DISTRIBUTION, ETC.

The documentation for the meeting (WPs, IPs and Presentations) should be submitted to Capt. Nikolaos Antypas (nantypas@gcaa.ae) before the 1st of March 2011, once translated they will be available on the GCAA Web site at least 15 days prior to the meeting.

7. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Abu Dhabi, through their respective hotel reception desk. A list of hotels with General Civil Aviation Authority (GCAA) corporate rates is attached for your convenience with telephone/fax numbers and addresses.

8. TRANSPORTATION

Participants are requested to notify GCAA Administration (Admin.support@gcaa.ae) on their travel itinerary as GCAA will arrange for transportation from the airport to the city and return.

9. INSURANCE

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

10. SOME USEFUL TRAVEL INFORMATION

PASSPORT

10.1 All foreign nationals entering the United Arab Emirates must possess valid passports with visa for travel.

VISA

10.2 Visas when needed should be obtained from the original country. GCAA Administration could provide invitation letters if needed.

11. WEATHER CONDITIONS

The main daily Average low and high temperatures for the month of March: 19°C, 29°C



List of Hotels

**FIRST MEETING OF THE DIRECTORS GENERAL OF
CIVIL AVIATION-MIDDLE EAST REGION
(DGCA-MID/1)**

Park Rotana Hotel (Abu Dhabi, UAE, 22 - 24 March 2011)

Hotel Name	Fax	Tel.	Double/Single Room Rate	e-mail
Park Rotana Hotel	+971 2 6573259	+971 2 6573333	799++	res2park@rotana.com
Holiday Inn	+971 2 6574999	+971 2 6574888	550++	reservations@hiauh.com
Traders Hotel	+971 2 5108999	+971 2 510 8888	450++	reservations.thad@shangri-la.com
Shangri-la Hotel	+971 2 5098650	+971 2 5098888	990++	reservations.slad@shangri-la.com

All above rates are in UAE Dhs. U\$ = Dhs.3.67

Please call the hotel two months before the meeting date to guarantee availability of rooms.



Attachment D

FIRST MEETING OF THE DIRECTORS GENERAL OF
CIVIL AVIATION-MIDDLE EAST REGION

(DGCA-MID/1)

(Abu Dhabi, UAE, 22 - 24 March 2011)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full: (as should appear in the official listing and name tag)	
Title or Official Position:	
State/Organization:	
Mailing Address:	
Fax Number:	
Telephone Number:	
Mobile Number:	
E-mail:	
Hotel	

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

Note 2: Please download meeting materials from the ICAO MID website at: (www.icao.int/mid) prior to the meeting.

Note 3: Please fill and send this form for each participant from your organization to the following address:

e-mail (nantypas@gcaa.ae) with copy to (icaomid@cairo.icao.int) or Fax number +971 2 4054485 & +202 2267 4843

Date: