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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref. ME 3/1-14/257

28 September 2014

**Subject: Fourth Meeting of the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) Steering Group (MSG/4), (Cairo, Egypt, 24 – 26 November 2014)**

**Action Required: Reply before 1 November 2014**

Sir,

I have the honour to inform you that the Fourth meeting of the MIDANPIRG Steering Group (MSG/4) will be held at the ICAO MID Regional Office, Cairo, Egypt, **24-26 November 2014**. Your Administration/Organization is kindly invited to participate in this meeting.

The Provisional Agenda, Explanatory Notes for the meeting and the Terms of Reference (ToR) for MSG are at **Attachments A, B and C**, respectively. Your comments on the attached Provisional Agenda, including any amendment(s) you may wish to suggest, would be appreciated.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the Hotel List is at **Attachment D**.

This letter and all its relevant attachments and the working/information papers (as they become available), will be posted in PDF format on the ICAO MID website: [www.icao.int/mid](http://www.icao.int/mid)

I would like to highlight that the MSG composition was amended to include all the fifteen (15) MID States as reflected in the latest version of the MIDANPIRG Procedural Handbook. In addition to its pivotal function as a coordinating and steering organ, MSG is responsible for the air navigation planning, including the endorsement of the regional plans and the establishment of regional performance objectives. MSG can also approve, on behalf of MIDANPIRG, those Draft Conclusions/Decisions emanating from MIDANPIRG subsidiary bodies, which necessitate urgent follow-up action(s).

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Therefore, you are kindly requested to ensure that your delegation be briefed on or possesses sufficient knowledge of the subjects that will be addressed during the meeting. It is strongly recommended that your designated MIDANPIRG Member, Alternate and/or Adviser, would be amongst your delegation. For your convenience, the list of the designated MIDANPIRG Members, Alternates and Advisers, as updated by MIDANPIRG/14, is at **Attachment E**.

I would appreciate if you could, as soon as possible, preferably not later than **1 November 2014**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment F** to the ICAO MID Regional Office at the following email address (icaomid@icao.int).

Accept, Sir, the assurances of my highest consideration.



*for/* Mohamed R. M. Khonji  
ICAO Regional Director, Cairo

**Attachments**

**FOURTH MEETING OF THE MIDDLE EAST AIR NAVIGATION PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (MIDANPIRG) STEERING GROUP  
(MSG/4)**

*(Cairo, Egypt, 24 – 26 November 2014)*

**PROVISIONAL AGENDA**

- |                       |  |
|-----------------------|--|
| <b>Agenda Item 1:</b> | Adoption of the Provisional Agenda                           |
| <b>Agenda Item 2:</b> | Follow-up on the outcome of the MIDANPIRG/14 meeting         |
| <b>Agenda Item 3:</b> | Global, Inter and Intra-Regional Activities                  |
| <b>Agenda Item 4:</b> | MID Region Air Navigation Planning                           |
| <b>Agenda Item 5:</b> | Air Navigation Safety Matters and Coordination with RASG-MID |
| <b>Agenda Item 6:</b> | Air Navigation Deficiencies                                  |
| <b>Agenda Item 7:</b> | MIDANPIRG Working Arrangements                               |
| <b>Agenda Item 8:</b> | Future Work Programme  |
| <b>Agenda Item 9:</b> | Any other Business   |

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**FOURTH MEETING OF THE MIDDLE EAST AIR NAVIGATION PLANNING AND  
IMPLEMENTATION REGIONAL GROUP (MIDANPIRG) STEERING GROUP  
(MSG/4)**

*(Cairo, Egypt, 24 – 26 November 2014)*

**EXPLANATORY NOTES**

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

The Steering Group will review and adopt as appropriate the MSG/4 meeting Agenda.

**Agenda Item 2: Follow-up on the outcome of the MIDANPIRG/14 meeting**

The Steering Group will review the status of MIDNPIRG/14 Follow-up Action Plan.

**Agenda Item 3: Global, Inter and Intra-Regional Activities**

The Steering Group will be apprised of the latest developments related to global, inter and intra-regional activities.

**Agenda Item 4: MID Region Air Navigation Planning**

The Steering Group will, inter-alia:

- be apprised of the MID Region traffic statistics and forecasts;
- review, update, as deemed necessary, and endorse the MID Region Air Navigation Strategy;
- review the population process of the MID eANP and take actions as appropriate;
- review and endorse the strategies, plan and roadmaps related to the different air navigation fields;
- review and approve, as appropriate, on behalf of MIDANPIRG, those Draft Conclusions/Decisions emanating from the MIDANPIRG subsidiary bodies; and
- be updated on the MID Region ATM Enhancement Programme (MAEP).

**Agenda Item 5: Air Navigation Safety Matters and Coordination with RASG-MID**

The Steering Group will address issues related to Air Navigation Safety, in accordance with the coordination mechanism between RASG-MID and MIDANPIRG, including RVSM safety monitoring, as deemed necessary.

**Agenda Item 6: Air Navigation Deficiencies**

The Steering Group will review and update the list of air navigation deficiencies and recommend actions for their elimination, as appropriate.

**Agenda Item 7: MIDANPIRG Working Arrangements**

The Steering Group will review the MIDANPIRG Organizational Structure and working arrangements; and direct the work of the MIDANPIRG subsidiary bodies for improved efficiency.

**Agenda Item 8: Future Work Programme**

The Steering Group will review the ICAO MID Regional Office 2015 Tentative Schedule of Meetings, Seminars and Workshops, and decide on the dates and venue of the MSG/5 meeting.

**Agenda Item 9: Any Other Business**

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

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## **MIDANPIRG STEERING GROUP (MSG)**

### **TERMS OF REFERENCE**

1. The Terms of Reference of the MIDANPIRG Steering Group (MSG) are:

- a) execute its pivotal function as a coordinating and steering organ with highest possible efficiency in accordance with the goals set by MIDANPIRG;
- b) define and keep under review the MID Region Air Navigation Strategy, including the air navigation priorities, targets and associated action plans;
- c) ensure that the planning and implementation of air navigation systems in the Region, is coherent and compatible with systems in adjacent Regions, and that it is carried out within the framework of the ATM Operational Concept (Doc 9854) and the Global Air Navigation Plan (GANP, Doc 9750);
- d) manage the MID Air Navigation Plan (Doc 9708) and ensure its alignment with the GANP (Doc 9750);
- e) direct the work of the MIDANPIRG subsidiary bodies in the best manner, commensurate with the overall MIDANPIRG work programme, with clearly defined tasks, deliverables and target dates;
- f) approve, on behalf of MIDANPIRG, those Draft Conclusions/Decisions emanating from MIDANPIRG subsidiary bodies, which necessitate urgent follow-up action(s);

2. In order to meet the Terms of Reference, the MSG shall:

- a) develop and continuously update the MID Region performance objectives in the light of new developments, taking into consideration the region priorities and MID States national plans;
- b) provide necessary high level assistance and guidance to the MIDANPIRG subsidiary bodies to ensure harmonization and interoperability in line with the GANP, the MID ANP and Aviation System Block Upgrade (ASBU) methodology;
- c) ensure that the work programmes of the different MIDANPIRG subsidiary bodies are in line with the agreed air navigation priorities;
- d) follow-up the on-going work undertaken within the MIDANPIRG framework and make recommendations for further evolution of the framework;
- e) manage the MID Air Navigation Plan (Doc 9708) and related documentation and facilitate the implementation of the international operational requirements contained therein;
- f) identify the issues related to funding, training and resource requirements necessary to support a safety framework that would lay the foundation for successful implementation of the ASBUs;

- g) develop action plans to address the identified impediments to air traffic management modernization as part of ASBU planning and implementation activities;
- h) develop a mechanism for sharing of best practices for the ASBU implementation;
- i) carry out specific tasks assigned to it by MIDANPIRG to advance its work at the required speed; and
- j) address special issues of strategic and/or financial nature for which no agreement has been reached by the appropriate MIDANPIRG subsidiary body, with a view to facilitate their presentation to MIDANPIRG.

### 3. Composition

The MSG is composed of:

- a) the Chairperson and in his/her absence the First Vice-Chairperson of MIDANPIRG;
- b) MIDANPIRG Member States;
- c) concerned International and Regional Organizations as observers; and
- d) other representatives from provider States and Industry may be invited on an ad hoc basis, as observers, when required.

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*International Civil Aviation Organization*

## **Fourth Meeting of MIDANPIRG Steering Group (MSG/4)**

*(Cairo, Egypt, 24 – 26 November 2014)*

### **BULLETIN**

#### **1. LOCATION**

1.1 The Fourth Meeting of the MIDANPIRG Steering Group (MSG/4) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, **24 – 26 November 2014**.

#### **2. SCHEDULE OF THE MEETING**

- 2.1 The opening session of the Meeting will be held at 0900 hours on Monday 24 November 2014.
- 2.2 The schedule and order of the day will be announced at the opening session.
- 2.3 The Meeting 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 Meeting Hall, between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

#### **4. ICAO PERSONNEL CONCERNED WITH THE MEETING**

- 4.1 Mr. Mohamed Smaoui, Deputy Regional Director, will act as the secretary of the Meeting.
- 4.2 Mrs. T. Qatami (Administrative Officer) and Mrs. N. Fayez (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.
- 4.3 Mrs. Sonia El Sakka (ICT) will handle the Information Communication Technology matters.
- 4.4 Mrs. Manal Wissa will provide the secretarial/technical assistance.

#### **5. DOCUMENTATION**

5.1 Please note that no documentation will be available in hard copy format. However, working and information papers related to the meeting will be available on the ICAO MID Regional Office website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring along their own hard copies or their laptops to the meeting, as appropriate.

#### **6. ICAO MIDDLE EAST REGIONAL OFFICE**

##### **MID OFFICE LOCATION**

6.1 The ICAO Middle East Regional Office is located at the Egyptian Ministry of Civil Aviation Complex, Airport Road, Cairo. The telephone numbers are: (202) 2267 4841/5/6, the fax number is: (202) 2267 4843, the e-mail address is: [icaomid@icao.int](mailto:icaomid@icao.int) and website is <http://icao.int/mid>.



## **WORKING HOURS**

6.2 The working hours of the ICAO Regional Office are 0730-1430.

6.3 The list of Officers in the ICAO Regional Office is given in Page 4.

## **7. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS**

7.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Cairo, through their respective hotel reception desk, as the MID Regional Office is unable to provide this service due to staffing limitations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses. Participants do have to arrange own hotel reservation.

## **8. TRANSPORTATION**

8.1 Although we would very much wish to welcome you at Cairo Airport, it will not be possible to meet participants on arrival and provide transportation. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city and return.

8.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to Cairo city, at L.E. 90.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 60.00 (negotiable), at the taxi stand at the airport.

### **8.3 Free Bus Transportation**

9.3.1 Free bus services will only be provided to and from the venue of the Meeting according to the following:

#### **Itinerary to the venue of the Meeting**

Departure from Intercontinental, City Stars at 07:30

Departure from Beirut Hotel at 08:00

Departure from Le Meridien Heliopolis at 08:15

Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 08:20

Departure from Radisson Blu Hotel at 8:25

Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:30

*Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.*

#### **Itinerary from the venue of the Meeting**

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 14:30

*N.B. i Bus will be identified by the ICAO sign.*

*ii Due to security measures participants are requested to be available outside the main entrance of the premises in which the Regional office is located. Punctuality will be much appreciated since departure times are fixed.*

## **10. INSURANCE**

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

## **11. SOME USEFUL TRAVEL INFORMATION**

### **PASSPORT**

11.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

### **VISA**

11.2 It is mandatory that all participants obtain official visas from the Egyptian Embassy or Consulate in their country prior to their departure for Egypt.

### **CUSTOMS**

11.3 The following items may be brought into Egypt duty free:

Personal effects, such as necessary clothing  
200 cigarettes or 250 gr. of cigars or tobacco  
1 liter alcoholic beverages  
Perfume for personal use

Additional quantities of the above items may also be purchased from Cairo Airport duty free shop after clearing customs.

### **WEATHER CONDITIONS**

11.4 The main daily maximum and minimum temperatures for the month of November 27°C and 21°C.

## **12. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

12.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 100, 50, 20, 10, 5 and 1 L.E. 1 pound comprises 100 piasters. Current UN rate of exchange for US \$ is approx. US \$ 1 = L.E. 7.16 for September 2014.

12.2 International Credit Cards, such as American Express, Diners Club, Visa, Master Charge, Carte Blanche, etc. are usually accepted at most hotels, department stores and restaurants.

12.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

## **13. OTHER USEFUL INFORMATION**

### **SHOPPING**

13.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

### **TAP WATER**

13.2 It is recommended that all visitors drink only bottled water/beverages.

### **TELEPHONE CARDS**

13.3 Cards are available in the Egyptian Market for international calls.

## **14. OTHER ASSISTANCE**

14.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

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**LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO**

<b>NAME</b>	<b>TITLE</b>
Mr. M.R. Khonji	ICAO Regional Director (ICAORD)
Mr. M. Smaoui	Deputy Regional Director (DEPRD)
<b>ADMINISTRATION</b>	
Mrs. T. Qatami	Administrative Officer (AO)
<b>TECHNICAL OFFICERS</b>	
Mr. R. Gulam	Regional Officer, Communications, Navigation and Surveillance (CNS)
Mr. A. Ramlawi	Regional Officer, Aerodromes and Ground Aids (AGA)
Mr. M. Alblowi	Regional Officer, Flight Safety (FLS)
Mr. E. El Khoury	Regional Officer, Air Traffic Management/Search and Rescue (ATM/SAR)
Mr. D. Sterland	Regional Officer, Aviation Security and Facilitation
Mr. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)

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## LIST OF HOTELS WITH ICAO CORPORATE RATES

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PARTICIPANTS ARE REQUIRED TO MAKE THEIR OWN RESERVATION(S). (ICAO MID REGIONAL OFFICE DOES NOT TAKE ANY RESPONSIBILITY FOR HOTEL RESERVATION OR CONFLICT (S) BETWEEN PARTICIPANTS AND THE HOTEL)

Amended list dated 13 May 2014

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Hotel Heliopolis (Fairmont)</b>	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$170.00S-\$185.00D Delux Room \$210.00S-\$225.00D <b>Above Rates include</b> <b>-Breakfast basis</b> <b>-Service Charges &amp; Taxes</b>  (Special rates for group more than 9 persons-deal directly with the hotel)	Orouba Street Heliopolis	(202) 22677600  Attention Reservation Department	<a href="mailto:hli.reservations@fairmont.com">hli.reservations@fairmont.com</a>  Cc  <a href="mailto:hli.sales@fairmont.com">hli.sales@fairmont.com</a>	(202) 22677730/40	40
<b>Meridien (Heliopolis)</b>	<b>Superior Room</b> US\$105.00 US\$120.00 D <b>Deluxe Room</b> US\$125.00 S US\$140.00 D Royal Club US\$145.00 S US\$160.00D <b>Above rates include:</b> <b>-Buffet Breakfast</b> <b>-Service Charges &amp; Taxes</b> */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	<a href="mailto:Reservations.heliopolis@lemeridien.com">Reservations.heliopolis@lemeridien.com</a>  &  <a href="mailto:Ahmed.maher@starwoodhotels.com">Ahmed.maher@starwoodhotels.com</a>	(202) 24168994/95 22905055	40
<b>Radisson Hotel</b>	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast Mention rate code(86950)	Abdel Hamid Badawi St. Sheraton Area Heliopolis	202) 26965657	<a href="mailto:reservations.cairo@radissonblu.com">reservations.cairo@radissonblu.com</a> cc <a href="mailto:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a>  www.radissonblu.com	(202) 26965655 26965656	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Le Meridien Cairo Airport</b>	Deluxe Room US\$135.00 S US\$145.00 D	Terminal 3, Cairo Airport – Heliopolis		<a href="mailto:ahmed.maher@starwoodhotels.com">ahmed.maher@starwoodhotels.com</a>  or visit website <a href="http://www.lemeridiencairoairport.com">http://www.lemeridiencairoairport.com</a>	(202) 22685103	20
<b>The Gabriel Hotel</b>	Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D  Inclusive of Service Charges & Taxes	Suncity, Autostrad Road	(202)26960701	<a href="mailto:reservations@thegabrielhotel.com">reservations@thegabrielhotel.com</a>  <a href="http://www.Thegabrielhotel.com">www.Thegabrielhotel.com</a>	Direct (202)26920700	20
<b>Novotel Cairo Airport</b>	Standard US \$110.00S US \$120.00D Superior US\$125.00S US\$135.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	<a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a>  cc  <a href="mailto:h0502-sb@accor.com">h0502-sb@accor.com</a> <a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a>	(202)22918520 22918573 22918577	20
<b>Le Passage</b>	Superior US\$100.00 S US\$110.00r D Delux Room US \$125.00 S US\$135.00 D Executive Club Room US\$150.00S or US\$160.00D(Bed & Breakfast) Inclusive of Service Charge & Taxes  */**/***	Cairo Airport	(202)2 4180761 <i>Attention:</i> Reservations Dept	Reservations@lepassage-hotels.com  &  wsalah.sm@lepassage-hotels.com	(202) 22929626 direct reservation or Direct Operator 22919400 22670099 22929635	20

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Intercontinental Citystars</b>	Standard US\$103.00 Bed only US\$118.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$173.00 Bed only US\$188.00 Bed & Breakfast Executive Suite US\$223.00 Bed only US\$238.00 Bed & Breakfast Supplement of US\$30.00 for double occupancy per room & US\$70.00 for Club Intercontinental per night	PO Box 1026 Cairo, Egypt	(202) 24800480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc <a href="mailto:noha.elbahrawy@ihg.com">noha.elbahrawy@ihg.com</a>	(202)24800100 Ext 38	60
<b>Holiday Inn Cairo Citystars</b>	Standard US\$75.00 Bed only US\$86.00 Bed & Breakfast supplement US\$105.00 Bed only US\$116.00 Bed & Breakfast Executive Room US\$125.00 Bed only 136.00 Bed & Breakfast Superior Suite US\$150.00 Bed only US\$161.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy & 50.00 for Executive Suites Per night	PO Box 1026 Cairo, Egypt	(202) 24800480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc  noha.elbahrawy@ihg.com	(202)24800100 Ext 38	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Fairmont Nile City</b>	Fairmont Room US\$110.00S US\$130.00 D Delux US\$120.00S US\$140.00 Delux Nile Room US\$130.00S US\$150.00D Based on Bed & Breakfast & inclusive Service Charge & All Applicable taxes	Nile City Tower- 2005B Cornich El Nile, Ramlet Beaulac Cairo	(202) 24619595	<a href="mailto:Nilecity.reservations@fairmont.com">Nilecity.reservations@fairmont.com</a>  Cc  <a href="mailto:Shehab.elbermawy@fairmont.com">Shehab.elbermawy@fairmont.com</a>  <a href="http://www.fairmont.com">www.fairmont.com</a>	(202) 24619770	70
<b>Hotel Beirut</b>	US\$60.00 (S) US\$75.00 (D) Suite S or D US\$130.00 Incl. Serv./Gov. Tax */**	56, Beirut Street Heliopolis	(202) 22904065 or (202) 24159422 <i>Attention:</i> Reservation Dept	<a href="mailto:sales@beiruthotelseg.com">sales@beiruthotelseg.com</a> Website: beiruthotelseg.com	(202) 22911092 24145079 22916048	50
<b>Marriott Hotel</b>	Delux Room US\$140.00 S & D Diplomatic Suite US\$315.00	Saray El Gezira St., Zamalek, Cairo	(202)27358240	<a href="mailto:cairomarriottreservation@marriott.com">cairomarriottreservation@marriott.com</a>  cc <a href="mailto:marwa.wanas@marriott.com">marwa.wanas@marriott.com</a>	(202)27351090	70
<b>Flamenco Hotel</b>  <b>Reservation code:</b> <b>ICAO UN</b>	Standard Room US \$ 82.00(SB+B) & US \$ 92.00(DB+B) Superior Room US\$102.00 (SB+B) & US\$ 102.00 (DB+B) Tripple Superior Room US\$129.00 Incl. Serv./Gov. Tax	2, El Guezira El Wosta St., Abu El Fedaa, Zamalek	(202) 27359312 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager	<a href="mailto:rescairo@flamencohotels.com">rescairo@flamencohotels.com</a> <a href="mailto:salescairo@flamencohotels.com">salescairo@flamencohotels.com</a> <a href="mailto:Sales@flamencohotels.com">Sales@flamencohotels.com</a> Website:www.flamencohotels.com	(202) 27350815	70

#### **GENERAL CONDITIONS:**

- **To benefit from ICAO corporate kindly make sure to mention in your reservation request that you are a Participant in an ICAO Meeting, Seminar or Workshop.**
- All above rates are subject to 12% service charge, 10% sales tax and 2% municipality tax.
- Method of payment should be stated in reservation request.
- In case of booking on guest account a credit card number as well as its expiry date should be submitted in order to guarantee the reservation.
- Special corporate rates are not valid during conferences or events, in which special conference rates will be applied.

#### **CONDITIONS APPLICABLE TO CERTAIN HOTELS ONLY:**

- \* Complimentary meet and assist at Cairo International Airport (upon request 48 hours prior notice and full flight details are clearly forwarded).
- \*\* Free transportation from and to Cairo International Airport (scheduled shuttle bus service), full flight details to be provided to ensure the maximum level of service.

\*\*\* Complimentary down town shuttle bus transportation several times a day.

**X** One night cancellation fees will be charged in case of no show. Also, the hotel will reserve the right to release the booking 48 hours before the arrival date in case reservation was not guaranteed by either credit card or payment or a voucher.

**XX** Meet and assist or transportation Service to/from Cairo Intl Airport can be arranged against charge. Requests can be sent via fax to the Reservation Department with at least 24 hours prior to arrival and need to be guaranteed by credit card.

**N.B.** **No ICAO corporate rates will be applicable upon arrival if no PRIOR reservations have been made, following above procedure. Also no reservation is made on the web (online) published rate as this will prevent from obtaining ICAO Corporate rates.**

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**MIDDLE EAST AIR NAVIGATION PLANNING  
AND IMPLEMENTATION REGIONAL GROUP (MIDANPIRG)**

**LIST OF MEMBERS/ALTERNATES/ADVISERS**

<b>NO</b>	<b>STATE</b>	<b>MEMBER</b>	<b>ALTERNATE</b>	<b>ADVISER</b>
1	<b>BAHRAIN</b>	Mr. Ali Ahmed Mohammed Director Air Navigation Civil Aviation Affairs P.O. Box 586 Kingdom of Bahrain Fax: (973) 17 329 977 Tel: (973) 17 321 116 Mobile: (973) 399 69 399 E-mail : aliahmed@caa.gov.bh	Mr. Saleem Mohamed Hassan Chief Air Traffic Management Civil Aviation Affairs P.O. Box 586 Kingdom of Bahrain Fax: (973) 17 321 992 Tel: (973) 17 321 117 Mobile: (973) 39 60 88 60 E-mail : saleemmh@caa.gov.bh	
2	<b>EGYPT</b>	Mr. Mohamed M. Abdel Wahab Head of Department of Navigation Ministry of Civil Aviation Egyptian Civil Aviation Authority Cairo Airport Road Cairo – Egypt Fax : (202) 2267 8537 Tel : (202) 2267 8537 Mobile : (2012) 6340 3444 Email: mohamedabdelwahab@gmail.com	Mr. Mahmoud Mohamed Abdel Aziz Senior Air Traffic Controller National Air Navigation Services Company Cairo Air Navigation Center (CANC) Cairo Airport Road Cairo – Egypt Fax: (202) 226 5796 Tel: (202) 226 5796 Mobile: (2016) 351 0769 Email: mahmoud5531@hotmail.com	
3	<b>IRAN</b>	Mr. Mohammad khodakarami Director General of Aeronautical Affairs Civil Aviation Organization Islamic Republic of Iran Fax : (9821) 66036340 Tel : (9821) 44665576 Mobile: (98912) 3908196 Email: mokhodakarami@gmail.com	Mr. Ebrahim Shoushtari Director General of Iran ATS (Iran Airports Company) Islamic Republic of Iran Fax: (9821) 445 44102 Tel: (9821) 445 44101 Email: e.shoushtari@airport.ir Email: e_shoushtari@yahoo.com	Mr. Hamid Hosseini Director General of Communication & Navigation (Iran Airport Company) Islamic Republic of Iran Fax: (9821) 445 44001 Tel: (9821) 445 44000 Email: hosseini@airport.ir hamid_y110@yahoo.com
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