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Международная
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авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/56.16-13/094

14 April 2013

Subject: Second Meeting of the ICAO Aerodrome Certification Implementation Task Force (ADCI TF/2) (Doha, Qatar, 12 – 14 May 2013)

Sir,

I have the honour to refer to my Invitation Letter File Ref.: ME 3/56.16 - 13/083 dated 01 April 2013 on the above mentioned subject (*copy attached for ease of reference*).

Please note that the Bulletin of the meeting showing the venue, visa procedures/requirements and all necessary information s at **Attachment A**.

I would appreciate it if you could confirm your participation to this important meeting as soon as possible, preferably **not later than 20 April 2013**, providing the names, functions and other details of all participants from your State/Organization by submitting the Nomination Form as soon as possible. For entry visa inquiries, please consult the attached bulletin or contact Ms. Dorothee Kapell on her email: dkapell@qatarairways.com.qa

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

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International Civil Aviation Organization

Second Meeting of the ICAO Aerodrome Certification Implementation Task Force (ADCI TF/2)

(Qatar, Doha, 12-14 May 2013)

BULLETIN

1. LOCATION

1.1 The Second Meeting of the Aerodrome Certification Implementation Task Force (ADCI TF/2) will be held at the **Oryx Rotana Hotel** in Doha, Qatar, 12 – 14 May 2013.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0930 hours on Sunday 12 May 2013.

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 0930 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

4.1 Mr. J. Faqir, Deputy Regional Director, ICAO Middle East Office will open the Meeting at 0930 hrs. Mr. Adel Ramlawi RO/AGA will be the Secretary of the Meeting.

4.2 Mrs. Hoda Gabriel will provide the secretarial 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 website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and may bring their own hard copies, however, in order to follow through the training and exercise session, it is preferred that they bring their own laptops to the meeting.

8. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

8.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Doha, through their respective hotel reception desk, as the MID Office is unable to provide this service due to staffing limitations. Participants do have to arrange own hotel reservation. Oryx Rotana Hotel has provided a special rate of QR 800 net per Single Classic Room per night including buffet breakfast and internet access.

9. TRANSPORTATION

9.1 Although we would very much wish to welcome you at Doha 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.

9.2 Public taxi services (Karwa Taxis and Limousines) operate from the airport to Doha city and are located outside the Arrivals terminal building at the taxi stand of the airport. Furthermore, many hotels in Doha offer transportation from the airport to the hotel. The hotel buses are parked besides the car park in front of the Arrivals terminal building. For more information, passengers can contact the airport representative at the respective hotel booth near the exit.

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 Qatar must possess valid passports or other valid documents for travel.

VISA

11.2 It is mandatory that participants obtain official visas prior entering the country (exception: GCC National visas are not required). A copy of the passport must be sent to Ms. Dorothee Kapell on her email: dkapell@qatarairways.com.qa no later than **close of business 25th April 2013**

CUSTOMS

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

- Personal effects, such as necessary clothing
- 400 cigarettes
- Perfume for personal use

The import of firearms, alcohol or pork in any form is strictly forbidden.

For further information, please visit the website of the Customs Department on <http://www.customs.gov.qa/traveller.php>.

WEATHER CONDITIONS

11.4 The main daily maximum and minimum temperatures for the month of May 37°C and 27°C.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

12.1 The unit of currency in Qatar is the Qatari Riyal in denominations of 500, 100, 50, 20, 10, 5 and 1 whereas 1 Qatari Riyal comprises 100 dirhams. Current UN rate of exchange for US \$ is approx. US \$ 1 = QAR 3.64 for March 2013.

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

12.3 Most commercial banks exchange major foreign currencies and are open 0700-1300 hours Sundays through Thursdays.

13. OTHER USEFUL INFORMATION

SHOPPING

13.1 Be prepared to bargain in small shops at the Souq Waqif 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 Prepaid cards are available at the Ooredoo outlet in the Arrivals terminal or else in any Ooredoo or Vodafone outlet in the city as well as in the major supermarkets.

14. OTHER ASSISTANCE

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