File Ref.: AN 6/31.1-13/327 12 December 2013

Subject: MID Region ATM Enhancement Programme–Special Coordination Meeting (MAEP-SCM) (Cairo, Egypt, 18 - 20 February 2014)

Action required: Reply not later than 25 January 2014

Sir,

I have the honour to inform you that the MID Region ATM Enhancement Programme–Special Coordination Meeting (MAEP-SCM) will be held in Cairo from 18 to 20 February 2014. Your Administration/Organization is kindly invited to participate in this meeting.

The provisional agenda and explanatory notes for the meeting are at Attachments A and B, 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 C.

You may wish to recall that the Second Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/2), through Conclusion 2/3 agreed that the ICAO MID Regional Office organise a Special Coordination Meeting in order to agree on the best mechanism to establish a MID Region ATM Enhancement Programme, taking into consideration all initiatives.

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

For an increased efficiency of the meeting, I shall be grateful if you could ensure that your delegation consists of experts familiar with the subject. The attendance of representative(s) of your States’ Military Authority to this meeting is also strongly encouraged.

Your Administration/Organization is encouraged to actively support the MAEP-SCM by submitting working papers containing your proposal(s) related to the subjects contained in the Provisional Agenda, in electronic format to the below mentioned email address prior to 25 January 2014 in order to allow time for processing and advance posting on the web.

I would appreciate if you could, as soon as possible, preferably not later than 25 January 2014, confirm the participation of your Administration/Organization by exchange of correspondence with the ICAO MID Regional Office at the following e-mail address (icaomid@icao.int) with a copy to (ekhoury@icao.int), giving the name(s) of your delegate(s), using the Nomination Form at Attachment D.

Accept, Sir, the assurance of my highest consideration.

Mohamed R.M. Khonji
Regional Director, Cairo

Attachments
MID REGION ATM ENHANCEMENT PROGRAMME (MAEP)  
(MAEP-SCM)  
(Cairo, Egypt, 18-20 February 2014)  
PROVISIONAL AGENDA

Agenda Item 1: Adoption of the Provisional Agenda and election of Rapporteur
Agenda Item 2: Introduction
Agenda Item 3: MID Region ATM Enhancement Programme (MAEP) Establishment
  • MAEP objectives and scope
  • MAEP mechanism/working arrangements
  • MAEP legal, institutional and financial issues.
Agenda Item 4: Any other Business

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EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda and election of Rapporteur

The meeting will review and adopt as appropriate the provisional agenda for the MAEP-SCM meeting. The meeting will also elect a Rapporteur.

Agenda Item 2: Introduction

The meeting will review the DGCA-MID/2 Conclusion related to MAEP as well as the follow-up actions taken by the MIDANPIRG Steering Group (MSG/3 meeting).

Agenda Item 3: MID Region ATM Enhancement Programme (MAEP) Establishment

The meeting will review the proposals presented by States and Stakeholders and agree on the objectives, scope and the best mechanism for the establishment of the MAEP, taking into consideration all initiatives. The meeting will also initiate discussions on the legal, institutional and financial issues associated with the establishment of MAEP.

Agenda Item 4: Any other Business

Any other matters not covered by the agenda, might be addressed under this agenda item.
BULLETIN

1. LOCATION

1.1 The MID Region ATM Enhancement Programme – Special Coordination Meeting (MAEP-SCM) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 18-20 February 2014.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Wednesday 18 February 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. Elie Elkhoury, RO/ATM/SAR will act as secretary of the Meeting.

4.2 Mrs. T. Qatami (Administrative Officer) and Mrs. M. Hindi (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 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. ICAO SALEABLE PUBLICATIONS

7.1 ICAO publications, if required by participants, may be purchased from the ICAO HQ.

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 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.

9. TRANSPORTATION

9.1 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.

9.2 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.

9.3 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 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 September 32°C and 20°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. 7.00 for July 2013.

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.
# LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>MR. M.R. KHONJI</td>
<td>ICAO REGIONAL DIRECTOR (ICAORD)</td>
</tr>
<tr>
<td>MR. M. SMAOUI</td>
<td>DEPUTY REGIONAL DIRECTOR (DEPRD)</td>
</tr>
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<td></td>
<td><strong>ADMINISTRATION</strong></td>
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<tr>
<td>MRS. T. QATAMI</td>
<td>ADMINISTRATIVE OFFICER (AO)</td>
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<td><strong>TECHNICAL OFFICERS</strong></td>
</tr>
<tr>
<td>MR. R. GULAM</td>
<td>REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)</td>
</tr>
<tr>
<td>MR. A. RAMLAWI</td>
<td>REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA)</td>
</tr>
<tr>
<td>MR. M. ALBLOWI</td>
<td>REGIONAL OFFICER, FLIGHT SAFETY (FLS)</td>
</tr>
<tr>
<td>MR. E. ELKHOURY</td>
<td>REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR)</td>
</tr>
<tr>
<td>MR. D. STERLAND</td>
<td>REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION</td>
</tr>
</tbody>
</table>
# LIST OF HOTELS WITH ICAO CORPORATE RATES

3 June 2013

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.)

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>RATE US $</th>
<th>ADDRESS</th>
<th>TELEFAX NO.</th>
<th>E-MAIL</th>
<th>TELEPHONE NUMBER(s)</th>
<th>TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)</th>
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<tbody>
<tr>
<td><strong>Hotel Heliopolis (Fairmont)</strong></td>
<td>Fairmont Room $110.00S-$125.00D Fairmont Pool View $125.00S-$140.00D Heliopolis Suite $220.00S-$235.00D Above Rates include Breakfast basis (Special rates for group more than 9 persons-deal directly with the hotel)</td>
<td>Orouba Street Heliopolis</td>
<td>(202) 22678170 Attention Reservation Department</td>
<td><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></td>
<td>(202) 22677730/40</td>
<td>30</td>
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<tr>
<td><strong>Meridien (Heliopolis)</strong></td>
<td>Superior Room US$100.00 S or D Deluxe Room US$120.00 S or D Royal Club US$145.00 S or D */**/X</td>
<td>51, El Orouba Street Heliopolis</td>
<td>(202) 24172492 Attention: Reservation Depart</td>
<td><a href="mailto:Reservations.heliopolis@lemeridien.com">Reservations.heliopolis@lemeridien.com</a> &amp; <a href="mailto:Ahmed.maher@lemeridien.com">Ahmed.maher@lemeridien.com</a></td>
<td>(202) 24172492 22905055</td>
<td>30</td>
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<tr>
<td><strong>Radisson Hotel</strong></td>
<td>Standard Room US$90.00 S&amp;D Business Room US$140.00 S&amp;D Including breakfast</td>
<td>Abdel Hamid Badawi St. Sheraton Area Heliopolis</td>
<td>202) 26965657</td>
<td><a href="mailto:reservations.cairo@radissonblu.com">reservations.cairo@radissonblu.com</a> Cc <a href="mailto:Ihab.Barsoum@radissonblu.com">Ihab.Barsoum@radissonblu.com</a> Cc <a href="mailto:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a> <a href="http://www.radissonblu.com">www.radissonblu.com</a></td>
<td>(202) 26965656</td>
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<tr>
<td><strong>Novotel Cairo Airport</strong></td>
<td>US $100.00S US $110.00D (B&amp;B) Incl. Service Charges &amp; Taxes *</td>
<td>Cairo Airport</td>
<td>(202)2 2914794/26373530 Attention: Reservation Dept</td>
<td><a href="mailto:reservaions.cairo@accor-hotels.com">reservaions.cairo@accor-hotels.com</a> Cc <a href="mailto:rso_egypt@accor-hotels.com">rso_egypt@accor-hotels.com</a> Cc <a href="mailto:h0502-sl@accor.com">h0502-sl@accor.com</a></td>
<td>(202)22918520 22918573 22918577</td>
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<td>Le Passage</td>
<td>Superior US$95.00 S or D Delux Room US$115.00 S or D Executive Club Room US$135.00</td>
<td>Cairo Airport</td>
<td>(202) 2 4180761 Attention: Reservations Dept</td>
<td><a href="mailto:Reservations@lepassage-hotels.com">Reservations@lepassage-hotels.com</a> &amp; <a href="mailto:wsalah.sm@lepassage-hotels.com">wsalah.sm@lepassage-hotels.com</a></td>
<td>(202) 22929626 direct reservation or Direct Operator 22919400 22670009</td>
<td>20</td>
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<tr>
<td>Intercontinental Citystars</td>
<td>Standard US$103.00 Bed only US$118.00 Bed &amp; Breakfast Club Intercontinental Room &amp; Business Suite US$173.00 Bed only US$188.00 Bed &amp; Breakfast Executive Suite US$223.00 Bed only US$238.00 Bed &amp; Breakfast Supplement of US$30.00 for double occupancy &amp; US$70.00 for Club Intercontinental per night</td>
<td>PO Box 1026 Cairo, Egypt</td>
<td>(202) 2 48000480</td>
<td><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></td>
<td>(202)24800100 Ext 38</td>
<td>50</td>
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<tr>
<td>Holiday Inn Cairo Citystars</td>
<td>Standard US$75.00 Bed only US$86.00 Bed &amp; Breakfast supplement US$105.00 Bed only US$116.00 Bed &amp; Breakfast Executive Room US$125.00 Bed only 136.00 Bed &amp; Breakfast Superior Suite US$150.00 Bed only US$161.00 Bed and Breakfast Supplement of US$20.00 for double occupancy &amp; 50.00 for Executive Suites Per night</td>
<td>PO Box 1026 Cairo, Egypt</td>
<td>(202) 2 4800480</td>
<td><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></td>
<td>(202)24800100 Ext 38</td>
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| Baron                    | US $100.00 S  
US$110.00 D  
Incl. open Buffet Breakfast, Service Charges & Taxes * | 8, Maahad El Sahari  
St., Heliopolis | (202) 22907077  
Attention: Reservation Dept.  
or  
Mr.Osama Kassiem Asst. Sales Manager | resvcai@baronhotels.com  
or  
sales@baroncairo.com  
website: www.baronhotels.com | (202)22907077  
22915757 | 40 |
| Hotel Beirut             | US$73.00 (S)  
US$90.00 (D)  
Suite S or D  
US$130.00  
Incl. Serv./Gov. Tax ** | 56, Beirut Street  
Heliopolis | (202) 22904065 or  
(202) 24159422  
Attention: Reservation Dept | res.ca@beiruthotelseg.com  
Website: beiruthotelseg.com | (202) 22911092  
24145079  
22916048 | 40 |
| Sofitel Cairo El Gezirah | Superior  
US$125.00 (S)  
US$145.00(D)  
Luxury  
US$145.00(S)  
US$165(D)  
Including open buffet  
breakfast  
Club Millesime  
US$175.00(S)  
USD195.00(D)  
Including buffet breakfast * | 3 El Thawra Council  
St. Zamalik | (202) 27398298  
Attention: Reservation Dept.  
or  
Mr. Ayman Helal Sales Manager | h5307-re3@sofitel.com  
Or  
H5307-re4@sofitel.com  
Cc  
H5307-s16@sofitel.com  
Website  
www.sofitel-cairo-elgezirah.com | (20) 27373737 | 60 |
| Marriott Hotel           | Delux Room  
US$135.00 S & D  
Diplomatic Suite  
US$315.00  
Special rate for group more than 10 persons  
direct deal with Marriott | Saray El Gezira St., Zamalek, Cairo | (202)27358240 | cairomariottreservation@marriott.com | (202)27351090 | 60 |
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<tbody>
<tr>
<td>Flamenco Hotel</td>
<td>Standard Room US $ 82.00 (SB+B) &amp; US $ 92.00 (DB+B)</td>
<td>2, El Guezira El Wosta St., Abu El Feda, Zamalek</td>
<td>(202) 27359312 Attention: Mr. Abdel Fattah El Rahman Senior Sales Manager</td>
<td><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</td>
<td>(202) 27350815</td>
<td>60</td>
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<tr>
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<td>Superior Room US$92.00 (SB+B) &amp; US$ 102.00 (DB+B)</td>
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<td>Tripple Superior Room US$129.00</td>
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<tr>
<td>President</td>
<td>US $55.00 (SB)</td>
<td>22 Taha Hussein St., Zamalek</td>
<td>(202) 27361752 Attention: Mr. Essam Safwat</td>
<td><a href="mailto:Presidenthotel3@gmail.com">Presidenthotel3@gmail.com</a></td>
<td>(202) 27350718</td>
<td>60</td>
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<td>75.00 (TPL) Incl. Buffet Breakfast/Serv/Gov.Tax</td>
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**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.

- END -