



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 5/25-15/283

8 October 2015

**Subject: ICAO Heliport Seminar (IHS)
(Dubai, UAE, 8-10 December 2015)**

Action required: Reply not later than 15 November 2015

Sir,

I have the honour to invite your Administration/Organization to participate in the ICAO Heliport Seminar (IHS) to be held at **Conrad Hotel, Dubai, United Arab Emirates, 8-10 December 2015** and will be hosted by the UAE General Civil Aviation Authority (GCAA). I would like to express my gratitude to UAE for hosting this important event and for the continuous support to the ICAO MID Office activities.

The objective of this Seminar is to provide an overview on ICAO Standards and Recommended Practices (SARPs) related to heliports with a focus on design and operation requirements. The Seminar will also highlight the need for heliport regulations and safety oversight, and explore ways to enhance heliport safety and efficiency in the MID Region.

The Work Programme of the Seminar is at **Attachment A**. The Bulletin describing administrative arrangements for the event, including the procedure related to the application for entry visa to UAE is at **Attachment B**.

This letter, all its relevant attachments, and updates will be posted in PDF format on the ICAO MID website at: www.icao.int/mid.

It is strongly recommended that regulators, heliport/aerodrome operators, helicopter operators, air navigation service providers and other related stakeholders from the aviation industry participate in this event.

I would appreciate if you could, as soon as possible, preferably not later than **15 November 2015**, confirm the participation of your Administration/Organization by completing the online registration on the following website: <https://www.research.net/s/MIDIHS>.

Accept, Sir, the assurances of my highest consideration.

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

Attachments

8-10 DECEMBER 2015
CONARD HOTEL, SHEIKH ZAYED ROAD, DUBAI, UAE



الهيئة العامة للطيران المدني
GENERAL CIVIL AVIATION AUTHORITY



ICAO HELIPORT SEMINAR

MID Region

DAY 1 – TUESDAY, 8 DECEMBER 2015

Registration from 0730 to 0900

- Session 1: *Opening Ceremony*
- Session 2: *The Big Picture*
- Session 3: *Heliport Regulation*
- Session 4: *Heliport Safety Oversight*
- Session 5: *Heliports: A Helicopter Operator's Perspective*

DAY 2 – WEDNESDAY, 9 DECEMBER 2015

- Session 6: *Heliport Design & Safeguarding*
- Session 7: *Heliport Operations*
- Session 8: *Off-Shore: Helidecks*
- Session 9: *Heliport Emergency Response*

Dinner from 1900

DAY 3 – THURSDAY, 10 DECEMBER 2015

- Session 10: *Heliport Certification Overview*
- Session 11: *Heliport Certification Interactive Workshop*
- Session 12: *Seminar Outcomes & Appreciation Ceremony*



8-10 DECEMBER 2015, DUBAI, UAE



International Civil Aviation Organization

**ICAO Heliport Seminar
(IHS)**

(Dubai, UAE, 8 - 10 December 2015)

BULLETIN

1. LOCATION

1.1 The ICAO Heliport Seminar (IHS) will be held at **Conrad Dubai, Sheikh Zayed Road, Dubai, United Arab Emirates (UAE)** from 8 to 10 December 2015.

<http://conraddubai.com/en/about-conrad/location>

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Seminar will be held at 0900 hours on Tuesday, 8 December 2015.

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

2.3 The Seminar will be conducted in English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are required to register on the following website no later than 20 November 2015:

<https://www.research.net/s/MIDIHS>

3.2 Registered participants are required to collect their identification badges from the Welcome Desk, which will be located at the entrance of the designated conference room. The Welcome Desk will be attended between 0730 and 0900 and during the breaks each day. Participants are requested to wear the identification badges inside the Seminar venue.

4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. Participants are requested to download the documentation from the: <http://www.icao.int/MID/Pages/meetings.aspx> and bring along their own hard copies or their laptops to the Seminar, as appropriate.

5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

5.1 Participants are requested to ensure that their return airline booking is confirmed. Details of the hotel, where the Seminar will be held, with special Seminar rates is attached for your convenience. Participants will need to arrange their own hotel and travel reservations.

6. TRANSPORTATION

6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return. Some hotels offer airport transfers.

6.2 Airport Taxi Services operate from Dubai International Airport. Dubai Taxi Corporation manages the official government run taxis at Dubai International Airport.

6.3 Dubai Airport taxis are available 24 hours a day and the taxi ranks can be found directly outside each of the terminal building arrival areas. The drivers all have a good knowledge of the tourist attractions, hotels and other major locations in Dubai. All Dubai airport taxi drivers also command more than one language. The taxis at Dubai Airport are all metered cabs and are calculated according to the distance recorded.

Minimum Taxi Fare	AED 12
Starting Meter Charge from Dubai International Airport (car/van)	AED 20/25
Running Meter Charges per km	AED 1.75
Additional charge for going to or passing Sharjah	AED 20

<http://www.dubaitaxi.ae>

7. INSURANCE

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

8. SOME USEFUL TRAVEL INFORMATION

PASSPORT

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

VISA

8.2 All person entering the United Arab Emirates with the exception of the following nationals require an entry visa that needs to be arranged prior to arrival: Australia, Austria, Andorra, Belgium, Brunei, Bulgaria, Canada, Cyprus, Croatia, the Czech Republic, Denmark, Estonia, France, Finland, Germany, Greece, Hong Kong, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Monaco, Netherlands, New Zealand, Norway, Poland, Portugal, Republic of Korea, Romania, San Marino, Singapore, Slovakia, Slovenia, Spain, Switzerland, Sweden, United States of America, United Kingdom with (Right of Abode in UK) and the Vatican. Citizens of the above countries (including all 28 EU member states from 22 March 2014) are eligible for a free-of-charge visit visa at all UAE airports or other points of entry.

8.3 The list of eligible countries may vary from time to time and it is therefore necessary to check with your local UAE embassy or the airline that you are using to fly to the UAE prior to departure.

8.4 Visas when needed should be obtained from the original country. The Seminar Focal Points identified in at the end of the letter may assist in arranging invitation letters if needed. Participants should obtain updated information on entry requirements by accessing the UAE Government web page:

<http://www.uaeinteract.com/travel/visas.asp>.

CUSTOMS

8.5 The following items are exempted from customs duties and shall be allowed entry:

- a) Gifts whose value does not exceed AED 3000.

- b) A total number of 400 cigarettes, or 50 cigars, or 500 grams of tobacco (minced or pressed for pipes) or minced/pressed tobacco for smoking, tumbâk (pure tobacco) or water pipe tobacco.
- c) The amount of alcoholic beverage shall not exceed 4 litres or 2 cartons of beer, each consisting of 24 cans not exceeding 355 ml for each can.

8.6 Entry of the following personal effects with the passengers shall be allowed and exempted from customs duty:

- a) Still and video capture devices with their appropriate tapes, films and accessories.
- b) Projectors for displaying slides and films including accessories and suitable quantities of slides and films.
- c) Telescopes.
- d) Portable music instruments.
- e) Radios, digital audio broadcasting apparatus, CD and DVD players, dictation machines and their accessories with appropriate quantities of tapes and CDs.
- f) Mobile/cellular phones
- g) Portable TV sets.
- h) Portable typing machines.
- i) PCs and laptops.
- j) Portable calculators.
- k) Baby prams.
- l) Special needs strollers and wheelchairs.
- m) Sports equipment.
- n) Clothes, toiletries and other baggage that are evidently of personal nature for non-residents in UAE.
- o) Cash, currencies and traveler's cheques totaling not more than AED 100,000 provided that the passenger's age is not less than 18 years.
- p) Personal jewelry for non-residents of the UAE.

[www.dubaicustoms.gov.ae/en/Publications/Publications/DC_Travellers%20Customs%20Guide_Op1\(E\).pdf](http://www.dubaicustoms.gov.ae/en/Publications/Publications/DC_Travellers%20Customs%20Guide_Op1(E).pdf)

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in UAE is Dirhams (AED) with notes of 5, 10, 20, 50, 100, 200, 500 and 1000 and coins of Fils 1, 5, 25, 50 and 1 Dirham. The current rate of exchange for USD is approximately USD 1= 3.673 AED.

www.xe.com

9.2 **Cash Amount Declaration:** All passengers arriving in the country are to declare the cash amounts in their possession, which exceed AED 40,000 (Forty Thousand Dirham) or any other equivalent amount of currencies and traveler's cheques by filling the declaration form; and any passenger whose age is less than 18 years old, should not be allowed to carry the amounts exceeding the aforementioned limit, and the amounts in his/her possession shall be added to the allowed limit of his/her legal guardian if he/she accompanies him/her.

www.dubaicustoms.gov.ae/en

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

9.4 Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

9.5 All commercial banks exchange major foreign currencies and are open from 0900 to 1500 Sundays through Thursdays.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 Shopping malls and shopping areas are available in Dubai.

TAP WATER

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

TELEPHONE AND INTERNET CARDS

10.3 Cards are readily available at the Dubai Airport or local shops for international calls, and internet connection.

11. WEATHER CONDITIONS

11.1 The mean daily minimum and maximum temperatures for the month of December are 16°C and 26°C with a 7% chance of rain.

12. OTHER ASSISTANCE

12.1 The General Civil Aviation Authority (GCAA) will be glad to assist the participants to the Seminar with any advice they may require.

12.2 The Seminar Focal Points from the GCAA are as follow:

- Mrs Michelle Soliman, UAE GCAA, on landline +971 2 405 4213, mobile +971 50 486 1232 or e-mail: msoliman@gcaa.gov.ae.
- Mr Ahmed Al Obeidli, UAE GCAA, on landline +971 2 405 4410, mobile +971 50 818 1295 or e-mail: aobaidli@gcaa.gov.ae.
- Mrs Khadija Al Naqbi, UAE GCAA, on landline +971 2 405 4459 or e-mail: kalnaqbi@gcaa.gov.ae.

12.3 In case of emergency in Dubai, please contact the above Seminar Focal Points.

HOTEL

HOTEL	RATE <i>from 4 to 17 December 2015</i>	RESERVATIONS
<p>CONRAD DUBAI</p> <p>P.O. Box 115143 Sheikh Zayed Road Dubai, United Arab Emirates</p> <p>http://conraddubai.com/en/about-conrad/location</p>	<p>AED 850.00*</p>	<p>http://conradhotels.hilton.com/en/ch/groups/personalized/D/DXBCDCI-GICCA-20151204/index.jhtml?WT.mc_id=POG</p> <p>Tel: +971 4 444 7444 Group Code: GICCA</p>
<p>*Notes:</p> <ul style="list-style-type: none">• The above rate is subject to 10% municipality fees and 10% service charge.• The Government of Dubai has implemented the Dubai Tourism Dirham Initiative and there is an additional charge AED 20 per room per night.• Maximum occupancy per room is 1 adult. For double occupancy add additional AED 100 per person per night subject to 10% Municipality Fees and 10% service charge.• Taxes are subject to change as per the instructions of Dubai Tourism and Commerce Marketing.• Buffet breakfast and wireless internet is included in the above mentioned rates. Room service is not included.• The offered rates will only be offered until 17 November 2015 and are applicable only over the above mentioned dates and subject to availability.• Use the following link: http://conradhotels.hilton.com/en/ch/groups/personalized/D/DXBCDCI-GICCA-20151204/index.jhtml?WT.mc_id=POG or call +971 4 444 7444 and quote Group Code: GICCA		

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