



International  
Civil Aviation  
Organization

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de l'aviation civile  
internationale

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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 3/4.1 - 15/235

24 August 2015

**Subject: Second Meeting of the MID Region ATM Enhancement Programme Steering Committee (MAEP SC/2) (Cairo, Egypt, 20 - 22 October 2015)**

**Action required: Reply not later than 1 October 2015**

Sir,

I have the honour to invite your Administration/Organization to participate in the Second Meeting of the MID Region ATM Enhancement Programme Steering Committee (MAEP SC/2) to be held at the ICAO MID Regional Office, Cairo, Egypt, 20 - 22 October 2015.

The Provisional Agenda, Explanatory Notes of the meeting and the MAEP SC Terms of Reference 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, all its relevant attachments and the Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: [www.icao.int/mid](http://www.icao.int/mid).

You may wish to recall that the First Meeting of the MAEP Board (MAEP Board/1), Cairo, Egypt, 23-25 June 2014, agreed that a MAEP Steering Committee (MAEP SC) be established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner.

The MAEP SC/2 meeting is expected to review the draft documentation related to the establishment of the MAEP, recommend actions to the MAEP Board related to the projects, which will be implemented under the MAEP framework, including options for the funding of these projects.

For an increased efficiency, I shall be grateful if you could ensure that your delegation consists of high level representatives accompanied by Advisor and Experts familiar with the subjects that will be addressed during the meeting.

Your Administration/Organization is encouraged to actively support the MAEP SC/2 meeting by submitting working papers containing your proposal(s) related to the different Agenda Items, in electronic format to the below mentioned email address prior to **1 October 2015** 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 **1 October 2015**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment E** to the ICAO MID Regional Office at the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([ekhoury@icao.int](mailto:ekhoury@icao.int)).

Accept, Sir, the assurance of my highest consideration.



Mohamed R.M. Khonji  
Regional Director, Cairo

**Attachments**

**SECOND MEETING OF THE MID REGION ATM ENHANCEMENT PROGRAMME  
STEERING COMMITTEE**

**(MAEP SC/2)**

*(Cairo, Egypt, 20- 22 October 2015)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: MAEP Projects
- Agenda Item 3: Future Work Programme
- Agenda Item 4: Any other Business

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**SECOND MEETING OF THE MID REGION ATM ENHANCEMENT PROGRAMME  
STEERING COMMITTEE**

**(MAEP SC/2)**

*(Cairo, Egypt, 20- 22 October 2015)*

**EXPLANATORY NOTES**

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

The meeting will review and adopt as appropriate the provisional agenda for the MAEP SC/2 meeting.

**Agenda Item 2: MAEP Projects/Working Packages**

The meeting will be apprised of the latest developments related to the establishment of MAEP. The meeting will also review the different MAEP projects, and recommend actions to the MAEP Board regarding the funding and implementation plans of each project.

**Agenda Item 3: Future Work Programme**

The meeting will agree on the dates and venue, of the MAEP SC/3 meeting.

**Agenda Item 4: Any other Business**

Any other matters not covered by the agenda, might be addressed under this Agenda Item.

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**MAEP STEERING COMMITTEE (MAEP SC)****TERMS OF REFERENCE****A) Purpose of the MAEP SC:**

The MAEP SC is established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner.

In order to meet its Terms of Reference, the MAEP SC shall:

1. Review regional objectives, plans and users' requirements, and recommend priorities to the MAEP Board.
2. Review plans submitted by the PMO, and recommend priorities, projects/working packages and associated funding arrangements to the MAEP Board.
3. Ensure that the business plans are in line with the MID Air Navigation Strategy.
4. Oversee the activities of the PMO in line with the plans and budgets approved by the MAEP Board.
5. Monitor the financial performance at project level in line with the Board approved budget for each project/working package.
6. Monitor and follow-up the implementation of the MAEP Board Conclusions and Decisions related to the projects/working packages management.
7. Follow up with the PMO the implementation of the agreed projects/working packages and provide regular progress report to the Board.
8. Coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies;
9. Establish Task Forces and implementation bodies, as deemed necessary, provided that:
  - i. the MAEP SC ensure harmonization and avoidance of duplication of efforts;
  - ii. the MAEP SC assumes the role of maintaining accountability for the established task forces and implementation bodies ensuring that they meet their deliverables; and
  - iii. all ATM stakeholders, including Industry and International Organizations, have an active participation in the established task forces and implementation bodies.
10. Monitor the progress of work and provide guidance to the established Task Forces and implementation bodies.

**B) Composition:**

The MAEP SC is composed of:

- a) The MAEP SC Co-Chairpersons
- b) MAEP Board Chairperson
- c) Members/Alternates from the MAEP member States

d) MAEP Representatives/Alternates from the following Partners:

AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, FAA-USA, IATA, IFALPA

Other representatives from States and industry may be invited on ad-hoc basis, as required.

***Note 1:** The MAEP SC meetings are organised by the PMO. The PMO Manager will act as the Secretary of the MAEP SC meetings.*

***Note 2:** ICAO will attend the MAEP SC meetings as Observer and would provide support as appropriate.*

***Note 3:** The composition of the MAEP SC might be updated over time to include only Member States and Partners that could participate actively in the MAEP SC and contribute to its work.*

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*International Civil Aviation Organization*

**MAEP Steering Committee**

**Second Meeting (MAEP SC/2)**  
*(Cairo, Egypt, 20-22 October 2015)*

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## **BULLETIN**

### **1. LOCATION**

1.1 The Second Meeting of the MID Region ATM Enhancement Programme Steering Committee (MAEP SC/2) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 20-22 October 2015.

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

- 2.1 The opening session of the Meeting will be held at 0900 hours on Tuesday 20 October 2015.
- 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 during registration.

### **4. DOCUMENTATION**

4.1 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.

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

#### **MID OFFICE LOCATION**

5.1 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**

- 5.2 The working hours of the ICAO Regional Office are 0730-1430.
- 5.3 The list of Officers in the ICAO Regional Office is given in Page 4.

### **6. HOTEL RESERVATIONS**

6.1 Participants are requested to make their own hotel reservations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses.

## 7. TRANSPORTATION

7.1 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.

7.2 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.

### 7.3 Bus Transportation

7.3.1 Free bus services **will only be provided** from the venue of the Meeting back to the following hotels:

Intercontinental, City Stars  
Le Meridien Heliopolis  
Fairmont Hotel Heliopolis (ex-Sheraton)  
Radisson Blu Hotel  
Iberotel Le Passage (ex Movenpick) Airport  
Novotel Hotel Airport  
Le Meridien Airport

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

## 8. INSURANCE

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

## 9. SOME USEFUL TRAVEL INFORMATION

### PASSPORT/VISA

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

### VISA

9.2 Visa, when needed, should be obtained from the Egyptian's Embassy or Consulate in the Country of Origin/Residence prior to departure for Egypt.

### CUSTOMS

9.3 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

9.4 The main daily maximum and minimum temperatures for the month of October are 30°C and 25°C.



**10. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

10.1 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. 7.8 for August 2015.

10.2 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.

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

**11. OTHER USEFUL INFORMATION**

**SHOPPING**

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

**TAP WATER**

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

**12. OTHER ASSISTANCE**

12.1 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 Houry	Regional Officer, Air Traffic Management/Search and Rescue (ATM/SAR)
Mr. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)

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## LIST OF HOTELS WITH ICAO CORPORATE RATES

**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)**

15 June 2015

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 \$150.00S-\$165.00D Fairmont View Room \$170.00S-\$185.00D <b>Above Rates include</b> <b>-Breakfast basis</b> <b>-Service Charges &amp;</b> <b>Taxes</b> **	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>Radisson Blu Hotel</b>	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast	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
<b>Le Meridien Cairo Airport</b>	Deluxe Room US\$95.00 S US\$115.00 D #Club \$145.00S \$165D #Bed & Breakfast inclusive *	Terminal 3, Cairo Airport – Heliopolis	(202)22659700	<a href="mailto:Hesham.amin@starwoodhotels.com">Hesham.amin@starwoodhotels.com</a>  Cellular: 2 0100 999 9326 Cc: <a href="mailto:reservations.03265@lemeridien.com">reservations.03265@lemeridien.com</a>  or visit website <a href="http://www.lemeridiencairoairport.com">http://www.lemeridiencairoairport.com</a>	(202) 22659600	30
<b>The Gabriel Hotel</b>	Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D  Inclusive continental breakfast	Suncity, Autostrad Road	(202)26960701	<a href="mailto:reservations@thegabrielhotel.com">reservations@thegabrielhotel.com</a>  cc <a href="mailto:dino.bustani@thegabrielhotel.com">dino.bustani@thegabrielhotel.com</a>  <a href="http://www.Thegabrielhotel.com">www.Thegabrielhotel.com</a>	Direct (202)26960700	30

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Novotel Cairo Airport</b>	Standard US \$70.00S US \$80.00D Superior US\$85.00S US\$95.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	<a href="mailto:H0502@ACCOR.Com">H0502@ACCOR.Com</a> Cc <a href="mailto:H0502-sb@accor.com">H0502-sb@accor.com</a>  Cellular 20 100 172 7171	(202)22696714	30
<b>Iberotel Le Passage</b>	Superior US\$100.00 S US\$110.00r D Delux Room US \$115.00 S US\$125.00 D Executive Club Room US\$140.00S or US\$150.00D 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	30
<b>Intercontinental Citystars</b>	Standard US\$110.00 Bed only US\$125.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$180.00 Bed only US\$195.00 Bed & Breakfast Club Int.Deluxe Room US\$200.00 Bed only US\$215.00 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@interconticitystars.com">noha.elbahrawy@interconticitystars.com</a>  <u>Cellular :</u> (2)01001633252	(202)24800100 Ext 38	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Holiday Inn Cairo Citystars</b>	Standard US\$80.00 Bed only US\$90.00 Bed & Breakfast Superior US\$110.00 Bed only US\$120.00 Bed & Breakfast Executive Room US\$130.00 Bed only 140.00 Bed & Breakfast Superior Suite US\$155.00 Bed only US\$165.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy& 50.00 for Executive Suites	PO Box 1026 Cairo, Egypt	(202) 24800480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc  tamer.alaa@ihg.com  Cellular 20-12 22 270 106	(202)24800100 Ext 38	60

**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 -