



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.: ME 6 – 15/339

22 December 2015

Subject: **Invitation to the Fifth Meeting of the CASPCA-Middle East Project (CAPSCA-MID/5); CAPSCA Workshop, and Training for Technical Advisors**
(Cairo, Egypt, 29 February to 3 March 2016)

Action Required: **Reply not later than 8 February 2016**

Sir,

I have the honour to inform you that the Fifth meeting of the Middle East Regional Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA-MID/5) and CAPSCA Workshop followed by Training for Technical Advisors will be held in Cairo, Egypt, from from 29 February to 3 March 2016.

This event will be organized in collaboration with the World Health Organization (WHO) Regional Office for the Eastern Mediterranean and graciously hosted by the Ministry of Civil Aviation of Egypt.

Your Administration/Organization is kindly invited to participate in this event. It is strongly recommended that your delegation to the meeting includes Experts from the Civil Aviation Regulatory Authorities and Public Health Authorities, Airport and Airline representatives and other Stakeholders who have an interest in preparedness planning in the aviation sector in the Middle East Region. To facilitate the multi-sector approach that is the key to successful preparedness and response, participation by representatives of both Public Health and Aviation Sectors is highly encouraged. To this end, you are kindly requested to forward this invitation to your counterparts in the Ministry of Health and other concerned stakeholders.

The Programme will commence with the CAPSCA-MID/5 meeting (one day) followed by a Training Workshop (two and a half days) and Technical Advisors Training (half a day). The Programme outline is at **Attachment A**. The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the meeting venue and hotel list is at **Attachment B**.

../.

I would appreciate if you could, as soon as possible, preferably not later than **8 February 2016**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following email address (icaomid@icao.int) with a copy to (aramlawi@icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
Regional Director, Cairo

Attachments

**COLLABORATIVE ARRANGEMENT FOR THE PREVENTION AND
MANAGEMENT OF PUBLIC HEALTH EVENTS IN CIVIL AVIATION
(CAPSCA)**

**CAPSCA Middle East Project (CAPSCA-MID/5)
CAPSCA Workshop and CAPSCA Training for Technical Advisors**

(Cairo, Egypt, 29 February – 3 March 2016)

PROGRAMME OUTLINE

Day 1 – CAPSCA Management Meeting

- Follow-up of previous CAPSCA Global and MID meeting Conclusions and Global Symposium
- CAPSCA- MID Project Update
- IHR EMRO implementation update
- IHR Regional Assessment Commission
- MERS CoV – outbreak information
- Ebola Virus – outbreak information
- Presentations from States on challenges of IHR (2005) in the aviation sector with reference to MERS and Ebola
- Presentations from International Organizations
- CAPSCA finance/ future plans
- Any other business.

Day 2 – ICAO-WHO CAPSCA Training Workshop

- Roles of public health and aviation agencies in public health events
- ICAO and WHO/IHR certification of airports – similarities and differences
- Ebola Virus Disease: screening at airports
- Case Study: group work on exit screening
- WHO Emergency Committee: WHO Review Committee on Role of IHR in Ebola outbreak

Day 3 - ICAO-WHO CAPSCA Training Workshop *(continued)*

- E-learning: event management; Exit and Entry Screening
- Air ambulance operations in cases of communicable disease
- Communication procedures for on-board public health event
- Case study: group work on management of on-board case, flight diversion, death inflight

Day 4, morning - ICAO-WHO CAPSCA Training Workshop *(continued)*

- WHO Emergency Planning Workshops Follow-up
- ICAO national aviation plan for a public health emergency
- Aerodrome emergency plan including public health component of aerodrome emergency plan
- States feedback on aviation/public health partnership challenges, lessons learned

Day 4, afternoon – CAPSCA Technical Advisor Training *

- CAPSCA in context
- ICAO Public Health related Standards and Recommended Practices, CAPSCA references and website
- IHR (2005) items related to airports and airlines
- CAPSCA Assistance Visit methodology
- Lessons learned from Assistance Visits

* Intended for those who are (or who wish to become) appointed as CAPSCA Technical Advisors and participate in CAPSCA Assistance Visits.



International Civil Aviation Organization

**CAPSCA Middle East Project (CAPSCA-MID/5)
CAPSCA Workshop and CAPSCA Training for Technical Advisors**

**Fifth Meeting of CAPSCA-MID/5
(Cairo, Egypt, 29 February – 3 March 2016)**

BULLETIN

1. LOCATION

1.1 The Fifth meeting of the Middle East Regional Project of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA-MID/5), CAPSCA Training Workshop, and CAPSCA Technical advisor Training will be held at the Conference Hall of the Egyptian Ministry of Civil Aviation in Cairo, Egypt, from 29 February to 3 March 2016.

2. SCHEDULE OF THE MEETING

- 2.1 The opening session of the CAPSCA-MID/5 meeting will be held at 0900 hours on Monday 29 February 2016.
- 2.2 The CAPSCA Training Workshop will start at 0900 hours on Tuesday 1 March 2016
- 2.3 The CAPSCA Technical Advisor Training (for nominated candidates) will start afternoon on Thursday 3 March 2016
- 2.4 The schedule and order of the day will be announced at the opening session.
- 2.5 The Meeting/Workshop/Training 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 Conference Hall, between 0800 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. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

4.1 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

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

5. HOTEL RESERVATIONS

5.1 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.

6. TRANSPORTATION

6.1 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.

6.2 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.

6.3 Bus Transportation

6.3.1 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

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/VISA

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

VISA

8.2 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

8.3 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

8.4 The main daily maximum and minimum temperatures for the month of February are 20°C and 15°C.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 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 December 2015.

9.2 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.

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

10. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

11. OTHER ASSISTANCE

11.1 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

NAME	TITLE
Mr. M. Smaoui	Acting/Regional Director (A/RD)
ADMINISTRATION	
Mrs. T. Qatami	Administrative Officer (AO)
TECHNICAL OFFICERS	
Mr. R. Gulam	Regional Officer, Communications, Navigation and Surveillance (CNS)
Mr. A. Ramlawi	Regional Officer, Aerodromes and Ground Aids, (AGA) and CAPSCA Regional Coordinator
Mr. M. Alblowi	Regional Officer, Flight Safety (FLS)
Mr. E. El Khoury	Regional Officer, Air Traffic Management/Search and Rescue (ATM/SAR)
Mr. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)

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)
Hotel Heliopolis (Fairmont)	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$150.00S-\$165.00D Fairmont View Room \$170.00S-\$185.00D Above Rates include -Breakfast basis -Service Charges & Taxes **	Orouba Street Heliopolis	(202) 22677600 Attention Reservation Department	hli.reservations@fairmont.com Cc hli.sales@fairmont.com	(202) 22677730/40	40
Radisson Blu Hotel	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	reservations.cairo@radissonblu.com cc Sales.cairo@radissonblu.com www.radissonblu.com	(202) 26965655 26965656	40
Le Meridien Cairo Airport	Deluxe Room US\$95.00 S US\$115.00 D #Club \$145.00S \$165D #Bed & Breakfast inclusive *	Terminal 3, Cairo Airport – Heliopolis	(202) 22659700	Hesham.amin@starwoodhotels.com Cellular: 2 0100 999 9326 Cc: reservations.03265@lemeridien.com or visit website http://www.lemeridiencairoairport.com	(202) 22659600	30
The Gabriel Hotel	Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D Inclusive continental breakfast	Suncity, Autostrad Road	(202) 26960701	reservations@thegabrielhotel.com cc dino.bustani@thegabrielhotel.com www.Thegabrielhotel.com	Direct (202) 26960700	30

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Novotel Cairo Airport	Standard US \$70.00S US \$80.00D Superior US\$85.00S US\$95.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202) 22914794/26373530 <i>Attention:</i> Reservation Dept	H0502@ACCOR.Com Cc H0502-sb@accor.com Cellular 20 100 172 7171	(202) 22696714	30
Iberotel Le Passage	Superior US\$100.00 S US\$110.00r D Deluxe 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) 24180761 <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
Intercontinental Citystars	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	res.citystars@ihg.com cc noha.elbahrawy@interconticitystars.com <u>Cellular:</u> (202) 01001633252	(202) 24800100 Ext 38	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Holiday Inn Cairo Citystars	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	res.citystars@ihg.com cc tamer.alaa@ihg.com Cellular (202) 012 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 -

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(Cairo, Egypt, 29 February – 3 March 2016)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

1. Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
2. Title or Official Position: _____
3. State/Organization: _____
4. Mailing Address: _____

5. Fax Number: _____
- Telephone Number: _____
- Mobile Number: _____
- E-mail: _____
6. Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int).

Note 1: Participants are expected to make their own hotel/visa arrangements

Note 2: Please download meeting materials from ICAO MID Regional Office website.

- END -