



International
Civil Aviation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AT 5/2 – 16/362

22 December 2016

**Subject: Aviation Data and Analysis Seminar
(Tehran, Iran I.R, 20 – 23 February 2017)**

Action required: Reply not later than 31 January 2017

Sir,

I have the honour to inform you that ICAO will be conducting a Seminar on Aviation Data and Analysis which will be held at the Olympic Hotel, Tehran, from 20 to 23 February 2017. The Seminar will be graciously hosted by the Civil Aviation Organization (CAO) of Iran.

The Provisional Programme for the Seminar is at **Attachment A**. The Bulletin describing administrative arrangements for the Seminar and other useful information for participants, including the Hotel List in Tehran is at **Attachment B**.

You may recall that the Fifteenth meeting of the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG/15), based on the outcome of the ICAO Aviation Data and Analysis Seminar held in Cairo, Egypt, 27 – 29 October 2014, agreed that States and ICAO should continue to cooperate closely to overcome the difficulties related to the low level of reporting statistics data to ICAO in order to improve the coverage and quality of reporting on ICAO Air Transport Reporting Forms. Through Conclusion 15/9, the meeting agreed that another Seminar should be organized by ICAO to further enhance the technical knowledge of States and address other subjects of relevance, which due to time constraints, have not been addressed in detail during the Seminar of 2014.

The objective of the Seminar is to bring together all stakeholders, (Regulators, Air Navigation Service Providers (ANSPs), Aerodrome Operators, Aircraft Operators, International Organizations and Industry) to review the current situation and trends of aviation in the MID Region, including the synergies between aviation, tourism and trade; and the understanding of the challenges and needs of the different stakeholders, considering the cost effectiveness. The use of civil aviation data analysis for planning and decision making in ICAO, national administrations, airlines, airports and ANSPs will be also addressed.

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The Seminar will include also a number of discussion panels addressing interesting subjects such as: information systems to improve airline efficiency, economics of airports and ANSPs.

Taking into consideration the scope of the subjects to be addressed by the Seminar, it is strongly recommended that your delegation includes Experts from both the regulator and service providers' side, involved in the economic planning and analyses, and policy making, including airport and air navigation services economics and management, forecasting, statistics, fleet planning and airline efficiency, etc.

I would appreciate if you could, as soon as possible, preferably not later than **31 January 2017**, 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), giving the name(s) of your delegate(s), using the Nomination Form at **Attachment C**.

Accept, Sir, the assurances of my highest consideration.



for/ Mohamed Khalifa Rahma
Regional Director, Cairo

Enclosures:

- A-Provisional Programme**
- B-Bulletin**
- C-Nomination Form**

Aviation Data and Analysis Seminar
(Tehran, Iran I.R, 20 - 23 February 2017)



PROVISIONAL PROGRAMME

Day 1 - Monday 20 February

0900–1000 Registration of delegates

1000–1030 **OPENING CEREMONY**

- Welcome address: Host State
- Opening remarks: ICAO
- Group Photo

1030–1100 **Tea/Coffee Break**

1100–1230 **SESSION 1: *SETTING THE SCENE***

- Current situation and trends of aviation in the region:
- The critical synergies between aviation, tourism and trade: emerging issues (e-freight, RPAS)
- Presentation of the State of Air Transport in the Region in 2015 and preliminary results for 2016.

1230–1300 **Tea/Coffee Break**

1300–1430 **SESSION 2: *PROVIDING KEY DECISION-MAKING TOOLS – ICAO AVIATION DATA ANALYSIS***

- General introduction – use of civil aviation data analysis for planning and decision making in ICAO, national administrations, airlines, airports and air navigation services providers (ANSPs)
- Current ICAO air carrier reporting system
- ICAO Forecasting tools and ICAO Decision Support System

Day 2 - Tuesday 21 February

0900–1030 SESSION 3: CONTROLLING AIRLINE COSTS

- Overview of airline costs - classification of airline costs into fixed and variable direct operating costs and indirect costs
- Escapable costs in the short, medium and long term and their relevance to cost control
- Questions & Answers

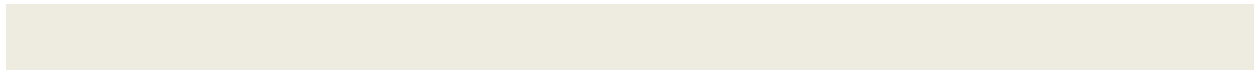
1030–1100 Tea/Coffee Break

1100–1230 SESSION 4: FLEET PLANNING AND AIRLINE ROUTE EVALUATION – ASSISTING CARRIERS IN STRATEGIC AND VITAL DECISIONS

- Economic, payload and range factors impacting the fleet planning decisions of the airline and methodological tools to determine the economic viability of the fleet planning exercise
- Practical example of a fleet planning methodology
- Analysis of the route evaluation process of airlines – major factors that affect the decision to deploy capacity across different routes
- Route profitability template – specific case study
- Questions & Answers

1230–1300 Tea/Coffee Break

1300–1430 DISCUSSION PANEL: INFORMATION SYSTEMS TO IMPROVE AIRLINE EFFICIENCY (Moderator and Speakers TBD)



Day 3 - Wednesday 22 February

0900–1030 SESSION 5: *ECONOMICS OF AIRPORTS AND AIR NAVIGATION SERVICES PROVIDERS*

- Charging principles for airports and air navigation services providers (ANSPs): ICAO Doc 9082
- ICAO Doc 7100 and available electronic tools for charges
- Airport profitability (ACI)
- Questions & Answers

1030–1100 Tea/Coffee Break

1100–1230 SESSION 6: *FINANCING AVIATION INFRASTRUCTURE*

- Topical issues: infrastructure funding and financing (IWAF 2016 outcome); long-term resource mobilization; elevating aviation's status in national strategies; airport networks; key features of successful Private Partnerships (PPPs)
- Developing best practices for infrastructure funding and financing (user charges, taxation policies, implementation challenges)
- Financing schemes for ASBU implementation
- Questions & Answers

1230–1300 Tea/Coffee Break

1300–1430 DISCUSSION PANEL: *ECONOMICS OF AIRPORTS AND ANSPs* (Moderator and Speakers TBD)

Day 4 - Thursday 23 February

0900–1030 SESSION 7: *COOPERATIVE EFFORTS TO SUPPORT AIR TRANSPORT DEVELOPMENT*

- ICAO's New Tool: State Air Transport Action Plan System (SATAPS)
- How to maximize responses to air transport surveys?
- Adhering to fundamental instruments: IASTA, Montréal Convention 1999, Cape Town Convention 2001, regional instruments
- Questions & Answers

1030–1100 Tea/Coffee Break

1100–1230 SESSION 8: *ENHANCING AIR CONNECTIVITY IN THE REGION – THE KEY ROLE OF REGULATORS*

- The key value of air connectivity: measuring and showcasing direct, indirect and other benefits of aviation
- Air Transport Connectivity and Competition
- Connectivity of cargo and e-commerce
- Questions & Answers

1230–1300 Tea/Coffee Break

1300–1400 CLOSING SESSION

- Seminar Outcome
- Closing remarks



International Civil Aviation Organization

Aviation Data and Analysis Seminar

(Tehran, Iran I.R, 20 - 23 February 2017)

BULLETIN

1. LOCATION

1.1 The Aviation Data and Analysis Seminar will be held from 20 to 23 February 2017 at Olympic Hotel, Tehran, I.R. of IRAN.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Seminar will be held at 1000 hours on Monday 20 February 2017.

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 requested to register, at the Registration Desk located at the entrance of the designated conference room, between 0900 and 1000 hours on the opening day of the seminar. Participants are also requested to wear the Identification Badge which will be issued to them during registration.

4. DOCUMENTATION

4.1 Kindly note that no documentation in hard copy will be available. Participants are requested to download the documentation from the ICAO Website <http://www.icao.int/mid> and bring along their own hard copies or their laptops to the Seminar, as appropriate.

5. HOTEL RESERVATIONS

5.1 A list of hotels with special rates with the telephone/fax numbers and addresses is at Attached. Participants will need to arrange their own hotel reservations.

6. Transportation

6.1 Participants are requested to make their own arrangements to move from the airport to the hotel on their own. Taxi service is available at Imam Khomeini Int'l Airport (IKIA).

6.2 Airport taxi services operate from IKIA to Tehran at Min. US\$25 to Max. US\$35 per vehicle.

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 I.R. of Iran must possess valid Passports for six months or other valid documents for travel.

VISA

8.2 All participants must forward a copy of their passports to the focal points prior to 20 January 2017 for visa arrangements. In case this deadline is not met, no responsibility for visa arrangements will be taken.

8.3 It is mandatory that British nationals forward their CVs as well.

8.4 It is recommended that participants forward such papers to the focal points as soon as possible.

8.5 The following items may be brought into I. R. of Iran:

- a) Personal gifts of which the applicable import duty/tax does not exceed \$80.
- b) Only 200 cigarettes for every person above 18 years of age.
- c) Camera or Video camera.
- d) Effects for personal use, such as perfume and clothing.
- e) Personal computer (laptop).
- f) Equipment for professional use.

8.6 Importing following goods is prohibited:

- a) Alcoholic Beverages.
- b) Any kinds of plants or animals.
- d) Narcotics and toxic substances and their relevant applicants.
- e) Weapons, ammunition, explosive and radioactive substances.
- f) Antique and art objects including books and magazine.
- g) All kinds of precious metals/stones.

8.7 All ladies entering I.R. of Iran Borders should wear **scarf** and Islamic clothes.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in I.R. of Iran is Iranian RIALS. The current rate of exchange for US\$ is approx. **US \$ 1~ 37,000 RLS**.

9.2 There are no restrictions on import of foreign currency.

9.3 International credit cards are **NOT** accepted.

9.4 Except for Fridays, all commercial banks exchange and major foreign currencies are open from 0800 to 1500.

10. OTHER USEFUL INFORMATION

SHOPPING

10.1 The stores usually work all week from 10:00 a.m. to 22:00 p.m. in most cases you can bargain.

TAP WATER

10.2 Guests can drink the hotels water. But mineral water is also available on request.

TELEPHONE AND INTERNET CARDS

10.3 Cards are available in the Iranian Market for international calls and internet connection. The wireless system and Internet café' are usually available in hotels. Roaming service is provided for most international mobile operators. Participants may buy debit cellphone sim cards by showing their passport in most supermarkets.

11. WEATHER CONDITIONS

11.1 The main daily minimum and maximum temperatures for the month of February in Tehran are between 7°C to 12°C.

12. OTHER ASSISTANCE

12.1 Civil Aviation Organization will be glad to assist the participants to the meeting with any advice they may require.

12.2 In case of any emergency, participants may contact **Mr. Zand**, email: cao.global@gmail.com.

LIST OF HOTELS

Hotel	Rate (approximate)	Website	Telephone / Fax Number	Transportation by taxi to venue of seminar
Olympic	US \$ 140	www.olympichotel.ir	Tel: (+98 21) 44739300 Fax: (+98 21) 44739191	-
Laleh	US \$ 185	www.lalehotels.com	Tel: (+98 21) 88965021 Fax: (+98 21) 8896559	30 Minutes
Espinas	US \$ 282	www.espinashotels.com	Tel: (+98 21) 83844 Fax: (+98 21) 88985093	45 Minutes

Olympic Hotel Address:

Azadi stadium's West Blvd, Tehran