



International  
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Международная  
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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 4/1.8-19/282

22 September 2019

**Subject: First Meeting of the Aerodrome Safety, Planning and Implementation Group (ASPIG/1) (Cairo, Egypt, 19 – 21 November 2019)**

**Action required: Reply not later than 20 October 2019**

Sir,

I would like to refer to the outcome of the Seventh meeting of the Regional Aviation Safety Group-Middle East (RASG-MID/7) held in Cairo, Egypt, 15 - 18 April 2019, and in particular to the Report on Agenda Item 5.2 where the meeting supported the establishment of the ASPIG and endorsed the revised RASG-MID Organizational Structure; I have the honour to inform you that the ASPIG/1 meeting will be held at the ICAO MID Regional Office, Cairo, Egypt, from **19 to 21 November 2019**. Your Administration/Organization is kindly invited to participate in this meeting. The participation of your AGA Focal Point/Alternate(s) supported, as appropriate, by personnel dealing with Aerodromes Safety and Planning issues is strongly recommended.

The Provisional Agenda for the meeting is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment(s) you may wish to suggest, would be appreciated.

Administrative arrangements for the meeting and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: <https://www.icao.int/MID/Pages/MID-Office-Bulletin.aspx>.

The Terms of Reference and the Work Programme of the ASPIG will include mainly the following:

- Aerodrome Planning and Design;
- Aerodrome System Capacity Enhancement;
- Aerodrome Certification;
- Runway Safety;
- Aerodrome Visual Aids for Navigation;
- Aerodrome Operations and Services;
- Aerodrome Emergency Response Planning;
- Heliports;
- Coordination between AGA and ATM/AIM/CNS;

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- AGA Deficiencies Status; and
- Identification/Implementation of the MID Region priorities and implementation of Safety and Air Navigation objectives in line with the MID Region Safety and Air Navigation Strategies, the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP).

This letter, 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](http://www.icao.int/mid).

Your Administration/Organization is encouraged to participate actively in the work of the meeting, by submitting working and/or information papers covering subjects contained in the draft provisional agenda. I would be grateful to receive your papers in an electronic format prior to **5 November 2019**, in order to allow time for processing and advance posting on the web.

It is to be highlighted that a Ground Handling Seminar will be held back-to-back with the meeting (Cairo, Egypt, **17 -18 November 2019**) (separate Invitation Letter has been issued).

I would appreciate if you could, as soon as possible, preferably not later than **20 October 2019**, confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment B** to ICAO MID Office ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([MHamdi@icao.int](mailto:MHamdi@icao.int)).

Accept, Sir, the assurance of my highest consideration.



*for/* Mohamed Khalifa Rahma  
Middle East Regional Director

**Attachments**

**FIRST MEETING OF THE AERODROME SAFETY,  
PLANNING AND IMPLEMENTATION GROUP**

**(ASPIG/1)**

*(Cairo, Egypt, 19 – 21 November 2019)*

**PROVISIONAL AGENDA**

- Agenda Item 1:** Election of Chairperson and Vice-Chairperson
- Agenda Item 2:** Adoption of the Provisional Agenda
- Agenda Item 3:** ASPIG Terms of Reference
- Agenda Item 4:** AGA Global and Regional Developments
- Global Reporting Format (GRF) for runway surface condition assessment and reporting
  - Ground Handling
- Agenda Item 5:** Implementation of Aerodrome Safety priorities and objectives
- Agenda Item 6:** Coordination between RASG-MID and MIDANPIRG in the area of Aerodromes
- 6.1 Airport Planning Challenges (State/Airports)
  - 6.2 AGA/ANS Coordination matters
  - 6.3 AN Deficiencies in the AGA Field
  - 6.4 Aerodrome Operation Priorities and Objectives
- Agenda Item 7:** Future Work Programme
- Agenda Item 8:** Any other business

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FIRST MEETING OF THE AERODROME SAFETY, PLANNING AND IMPLEMENTATION GROUP

(ASPIG/1)

(Cairo, Egypt, 19 – 21 November 2019)

NOMINATION FORM

Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: \_\_\_\_\_

State/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Hotel \_\_\_\_\_

Date: ..... Signature: .....

After completing, please send to: ICAO MID Office at the following e-mail address: ([icaomid@icao.int](mailto:icaomid@icao.int))  
with a copy to ([MHamdi@icao.int](mailto:MHamdi@icao.int))

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

*Note 3: No hardcopies will be provided; you are kindly requested to bring your laptop, iPad, tablet, etc..*