



International
Civil Aviation
Organization

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de l'aviation civile
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Organizacion
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 6/13.2 – 19/272

10 September 2019

**Subject: ICAO Trans-Regional Civil-Military Cooperation Workshop
(Abu Dhabi, UAE, 9 – 12 December 2019)**

Action Required: Reply not later than 01 November 2019

Sir/Madam,

I have the honour to invite your State/Administration to participate in the ICAO Trans-Regional Civil-Military Cooperation Workshop to be held in Abu Dhabi, United Arab Emirates, from **09 to 12 December 2019**. The Workshop is gratefully hosted by the United Arab Emirates and organized jointly by ICAO Asia Pacific, Europe and North Atlantic and Middle East Regional Offices and supported by ICAO Headquarters.

The main objective of this Workshop is to assist States in their development of civil-military cooperation and coordination functions, in order to support both civil and military (and other State aircraft) missions. During the Workshop, participants will be provided with an overview of ICAO provisions and guidance. Experience and best practices will be shared using scenario discussions. This is expected to enable States to strengthen their capacity to manage security, safety, economic and environmental aspects of civil and military airspace operations.

The Provisional Work Programme of the Workshop is at **Attachment A**. The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the hotel corporate rate form is at **Attachment B**. This letter, all its relevant attachments and documentation (as they become available), will be posted on the ICAO MID website at: www.icao.int/mid.

I shall be grateful if you could ensure that some members of your delegation are experts familiar with air traffic and airspace management and who may be involved in civil-military cooperation and coordination. The attendance of your States' military aviation authorities and operators, air defense (including ballistic launch), coast guard, etc. to this meeting will ensure a balanced discussion and a greater understanding of everyone's needs. I therefore ask you to kindly extend this invitation to your State military aviation authorities to ensure adequate participation.

../.

Please note that the number of seats is limited, therefore, I would appreciate if you could, as soon as possible, preferably not later than **01 November 2019**, 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 (ekhoury@icao.int), (shalle@paris.icao.int), (lwick@icao.int) and (tbombaert@icao.int). Participants are also requested to pre-register for the workshop using the following registration link (<https://icaomidcmcw.eventbrite.com>)

Accept, Sir/Madam, the assurances of my highest consideration.



Mohamed Khalifa Rahma
Middle East Regional Director

Attachments:

- Attachment A: Provisional Agenda
- Attachment B: Information Bulletin
- Attachment C: Nomination Form



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ICAO Trans-Regional Civil-Military Cooperation Workshop

(Abu Dhabi, UAE, 9 -12 December 2019)

Provisional Agenda



Day 1 – 9 December 2019

Time	Session Title/Presentation(s)
08:00 - 09:30	Registration
09:30 - 10:00	Session 1.1: Opening Ceremony
Coffee Break & Group Photo – 30 minutes	
10:30 - 11:30	Session 1.2: Introduction
Coffee Break – 30 minutes	
11:30 - 12:30	Session 1.3: ICAO framework regarding civil/military cooperation, including recent activities
Lunch – 1 hour	
13:30 - 14:45	Session 1.4: Civil-Military Cooperation in support of Contingency Planning and Search and Rescue and as enabler for the improvement of ATS route network and implementation of Air Traffic Flow Management (ATFM)
Coffee Break – 30 minutes	
15:15 – 16:30	Session 1.5: Interoperability in the civil-military cooperation context and cooperation support tools
End of Day 1	

Day 2 – 10 December 2019

Time	Topic/Title		
09:00 - 10:30	Session 2.1: Regional plans and best practices		
Coffee Break – 30 minutes			
11:00 - 12:30	Session 2.2: Session by Regions		
	APAC Session Impact of airspace restriction on civil aviation	EUR Session Exercises notification	MID Session ASBU FRTO update
Lunch – 1 hour			
13:30 - 14:30	Session 2.3: Session by Regions (Cont'd)		
	APAC Session Civil-military cooperation and coordination applied during crisis	EUR Session Degraded operational environment notification and reduction	MID Session Intercepts: Annex 2 and flight safety
Coffee Break – 30 minutes			
15:00-16:15	Session 2.4: Session by Regions (Cont'd)		
	APAC Session Increasing reciprocal understanding	EUR Session cross-border flight details sharing	MID Session How civil/military cooperation and coordination can help reducing the need for civil aircraft interception
End of Day 2			

Day 3 – 11 December 2019

Time	Topic/Title
09:00 - 10:00	Session 3.1: Session by Regions (Cont'd)
	APAC Session EUR Session MID Session
	Presentations of Day 2
10:00 - 10:30	Session 3.2: Workshop Scenarios - setting the scene and objectives
Coffee Break – 30 minutes	
11:00 - 12:30	Session 3.3: Workshop Scenario 1 (Level 1 cooperation)
Lunch – 1 hour	
13:30 - 14:45	Session 3.4: Workshop Scenario 2 (Level 1 cooperation)
Coffee Break – 30 minutes	
15:15-16:30	Session 3.5: Workshop Scenario 3 (Level 2 cooperation)
End of Day 3	

Day 4 – 12 December 2019

Time	Topic/Title
09:00 - 10:30	Session 4.1: Workshop Scenario 4 (Level 2 cooperation)
Coffee Break – 30 minutes	
11:00 - 12:30	Session 4.2: Workshop Scenario 5 (Level 3 coordination)
Lunch – 1 hour	
13:30 - 14:30	Session 4.3: Group break-out
Coffee Break – 30 minutes	
15:00-16:00	Wrap up Closing
End of Day 4	



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ICAO Trans-Regional Civil Military Cooperation Workshop
(Abu Dhabi, UAE, 9 – 12 December 2019)

BULLETIN

1. LOCATION

1.1 The ICAO MID Region Civil-Military Coordination Workshop will be held in **Centro Yas Island by Rotana Hotel, Abu Dhabi, UAE**, from **9 to 12 December 2019**. The Workshop will be graciously hosted by the UAE General Civil Aviation Authority (GCAA).

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Workshop will be held at **09:00** hours on Monday, 9 December 2019.

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

2.3 The Workshop will be conducted in English.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to pre-register for the workshop, using the workshop registration link <https://icaomidcmcw.eventbrite.com>

3.2 A Welcome Desk will be located at the entrance of the designated hotel meeting room, between **08:00 and 09:30** hours on the opening day of the Workshop. A Welcome Team will be available to answer questions and issue participants with a Workshop Identification Badge, which you are requested to wear during the workshop.

4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, documentation related to the Workshop will be available on the ICAO MID Regional Office website.

5. HOTEL RESERVATIONS

5.1 Participants will need to arrange their own hotel and travel reservations.

5.2 Corporate rates are available with Yas Island Rotana Hotel, which is part of the Hotel Complex Yas Island Rotana and Centro. The offer is valid for reservations prior to 8 November 2019. To benefit from the corporate rates, the Form at **Appendix A** should be filled and sent to the hotel.

5.3 Mr. Michael Hayes email: mhayes@gcaa.gov.ae Tel: + 971 508181295 from GCAA will be the focal point for any inquiry or issue with hotel reservations.

5.4 Participants are requested to ensure that their return airline booking is confirmed.

6. TRANSPORTATION

6.1 Participants are requested to make their own arrangements for transportation from/to the airport and from/to the Workshop venue.

6.2 Abu Dhabi 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 Abu Dhabi. All Abu Dhabi airport taxi drivers also command more than one language. The taxis at Abu Dhabi Airport are all metered cabs and are calculated according to the distance recorded.

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 the United Arab Emirates must possess a passport which is valid for a minimum of 6 months from the date of entry into the United Arab Emirates.

8.2 Visas when needed should be obtained from the original country. The GCAA Workshop Focal Points identified in paragraph 12 may assist in arranging invitation letters if needed. Participants should obtain updated information on entry requirements by accessing the UAE Government web page <https://government.ae/en/information-and-services/visa-and-emirates-id>

CUSTOMS

8.3 Each traveler is permitted to bring the following with them into the United Arab Emirates (UAE):

- 4 liters of alcohol or one carton / 24 cans of beer
- AED 2,000 worth of cigarettes or 400 sticks of cigarettes
- AED 3,000 worth of cigars
- 2 kilograms of tobacco
- AED 3,000 worth of gifts, including perfume

8.4 For more information please visit: <http://www.abudhabiairport.ae/english/airport-information/check-in-and-passport-control/customs.aspx>

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 rates of exchange for the major currencies are as follows:

USD 1= 3.673 AED

EUR 1= 4.123 AED

GBP 1= 4.763 AED

More rates are available from www.xe.com

9.2 All passengers travelling through Abu Dhabi Airport carrying AED100,000 or more or a sum of foreign currency of the same value are required to inform the customs personnel about the cash they have and they should also inform them about the precious items, such as gold and jewelry, they may have through their exit from the designated gates of such cases.

9.3 International Credit Cards, such as American Express, Visa, Master Card...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 Commercial banks exchange major foreign currencies and are generally open from 1000 to 1400 Sundays through Thursdays.

10. OTHER USEFUL INFORMATION

DRINKING WATER

10.1 Only bottled water.

11. WEATHER CONDITIONS

11.1 The mean daily minimum and maximum temperatures for the month of December are 16°C and 26°C. You may also wish to check the weather forecasting prior to travel.

12. OTHER ASSISTANCE

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

12.2 The Workshop Focal Point from the GCAA is as follow:

Mr. Michael Hayes
Manager Air Navigation Regulations
Tel: +971 2 4054 392
Mob: +971 50 8181295
E-mail: mhayes@gcaa.gov.ae

Mrs. Michelle Soliman
Aerodrome Inspector
Tel: + 971 2 4054 213
Mob: + 971 504861232
E-mail: msoliman@gcaa.gov.ae

12.3 In case of emergency in Abu Dhabi, please contact the Workshop Focal Points referred to above.

1. PLEASE COMPLETE THIS FORM (USING A BLACK PEN - FOR MULTIPLE BOOKINGS, PLEASE COPY THIS FORM).

Mr./Mrs./Ms.: Family Name:

Given Name: Nationality:

Company: Position:

Address: P.O. Box:

City: Country:

Telephone: Fax / E-Mail:

2. PLEASE RESERVE THE FOLLOWING: (PLEASE TICK BOX FOR YOUR PREFERRED OPTIONS).

Yas Rotana Hotel
Check in: 8.12.2019 Check Out: 13.12.2019

Classic room: Single AED 375 Double AED 415

Note 1: Above rates are per room per night and inclusive of 10% Service Charge, 3.5% Tourism Tax, 2% Municipality Fees and 5% VAT
Note 2: Inclusive of AED 10 Rooms Municipality Fees per room per night
Note 3: The rate are inclusive of buffet breakfast.
Note 4: The hotel's check-in time is 15.00hrs and check-out time is 12.00 Noon. Early check in and late check out are on request and subject to supplement
Note 6: All guests are required to present a valid ID upon check-in, accepted ID's are original passport or UAE National ID.

3. FLIGHT INFORMATION (THIS INFORMATION CAN BE SENT TO THE HOTEL AT A LATER DATE)

Arrival Date: Flight Number: Arrival Time:

Departure Date: Flight Number: Departure Time:

4. CREDIT CARD DETAILS (NO RESERVATION WILL BE PROCESSED UNLESS GUARANTEED BY CREDIT CARD DETAILS).

I GUARANTEE MY ROOM RESERVATION WITH THE BELOW CREDIT CARD AND PAYMENT WILL BE DONE DIRECTLY:

Card Number: VISA DINERS
 AMEX MASTER
Please identify card type

Name of Card Holder: Card Expiry:

Cancellation Policy: Booking is non-refundable. 100% of the total estimated amount will be charged to above mentioned credit card if cancelled after booking confirmation.

Date: Card Holders Signature:

5. OTHER DETAILS

Airport transfers required?: Yes No Non-Smoking Room?: Yes No

*Airport transfer to and from Dubai International Airport (terminal 1 & 3) is Dhs 475 per car per way
 *Airport transfer to and from Abu Dhabi Airport is Dhs 111. per car per way
 * Transportation rates are subject to change by the provider without notice.
 Any other requests?:

Above special room rates are valid until **8 November 2019**. Any booking form received after the stated date will be subject to availability and rate change.

Yas Island Rotana P.O. Box 131755 Tel: +97126564839
 Abu Dhabi Fax: +97125651414
 UAE E-Mail: groups.yasisland@rotana.com

PLEASE FORWARD THIS FORM DIRECTLY TO THE GROUP COORDINATORS



الهيئة العامة للطيران المدني
GENERAL CIVIL AVIATION AUTHORITY



ICAO TRANS-REGIONAL CIVIL-MILITARY COOPERATION WORKSHOP

(Abu Dhabi, UAE, 9 – 12 December 2019)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

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: _____

email: _____

Hotel _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int) with copy to (ekhoury@icao.int), (shalle@paris.icao.int); (lwicks@icao.int) and (tbombaert@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.

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