



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.: AN 6/33.1 – 20/036

2 February 2020

**Subject: First Meeting of the MID Region Flight Procedure Programme Steering Committee (MID FPP SC/1) (Abu Dhabi, UAE, 7 – 9 June 2020)**

**Action Required: Reply not later than 10 May 2020**

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the First meeting of the MID Region Flight Procedures Programme Steering Committee (MID FPP SC/1) to be held at the Sheikh Zayed Air Navigation Centre (Abu Dhabi, UAE, **7 – 9 June 2020**).

As you recall, during the DGCA-MID/5 meeting, Jordan, Kuwait, Lebanon, Syria, UAE (Host) and Yemen signed the Project Document and became official members of the Programme. Saudi Arabia notified the MID Office that they will join the Programme as Donors initially and at a later stage they will sign the Project Document as Active State.

I would like to highlight that the ICAO MID Office managed to secure the required funds to support the launching of the Programme and cover the expenses at least for the first year.

The MID FPP SC/1 is expected to elect a Chairperson for the MID FPP SC and agree on the:

- a) Work Plan for year 2020
- b) working arrangements of the MID FPP Office; and
- c) funding mechanism of the Programme.

I would like to highlight that the DGCA-MID/5 meeting re-iterated that the MID FPP is a viable solution to support States in meeting their obligations related to PANS-OPS and in particular the implementation of Performance Based Navigation PBN (regulatory and service provision) through an effective resource sharing approach under an ICAO Framework. The services that will be provided by the MID FPP are listed in the Project Document. These services would support States to overcome the challenges related to the high cost of establishing and running a PANS-OPS Office, as well as ensuring that the competency and qualification of the required PANS-OPS specialists are always maintained. The DGCA-MID/5 meeting urged States to join the MID FPP through the signature of the Project Document.

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The MID FPP SC shall be composed of the members from the States that signed the MID FPP ProDoc. However, other States and Organizations that have interest in the Programme are invited to participate in the meeting. In this respect, I shall be grateful if you could designate your State's Member and Alternate for the MID FPP SC who should be empowered with decision-making authority.

I would like to highlight that the recruitment process of the MID FPP Manager will be initiated soon. I take this opportunity to refer to my Letter Ref.: AN 6/33 – 20/022 dated 23 January 2020, inviting States, Organizations and airlines to nominate candidates to be part of the MID FPP experts by 15 March 2020. In this respect, I would appreciate receiving your candidates' CVs before the deadline.

The Provisional Agenda for the meeting and the Term of Reference of the MID FPP SC, included in the MID FPP Project Document, are at **Attachments A** and **B**, respectively. The Bulletin describing administrative arrangements for the meeting and other useful information for participants is at **Attachment C**.

I would appreciate if you could, as soon as possible, preferably not later than **10 May 2020**; confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment D** to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([ekhoury@icao.int](mailto:ekhoury@icao.int)).

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



Mohamed Khalifa Rahma  
Middle East Regional Director

**Attachments**



*International Civil Aviation Organization*

**MID Region Flight Procedure Programme Steering Committee**

**First Meeting (MID FPP SC/1)**  
**(Abu Dhabi, UAE, 7 – 9 June 2020)**

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**PROVISIONAL AGENDA**

**Agenda Item 1:** Adoption of the Provisional Agenda and Election of Chairperson

**Agenda Item 2:** MID FPP Framework

**Agenda Item 3:** Work Plan of 2020

**Agenda Item 4:** Future Work Programme

**Agenda Item 5:** Any other Business

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**MID FPP STEERING COMMITTEE (MID FPP SC)**

**TERMS OF REFERENCE**

**A) Purpose of the MID FPP SC:**

The MID FPP Steering Committee shall meet at least once a year at a venue and time agreed upon by the SC Members.

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

1. elect a Chairperson for a cycle of three years unless re-elected;
2. review regional objectives, plans and users' requirements;
3. monitor and evaluate the Programme activities since the previous meeting;
4. formulate policies and assign priorities for the activities of the MID FPP taking into account the requirements of this Institutional Framework, the provisions of the MID FPP Project document and the availability of funds;
5. review and approve the annual work plan and budget of the MID FPP; taking into account the Host State's and Participating States' in kind-contributions for offsetting their annual financial contribution to the Programme.
6. review plans submitted by the MID FPP Manager;
7. ensure that the business plans are in line with the MID Air Navigation Strategy;
8. oversee the activities of the MID FPP in line with the plans and approved budgets;
9. monitor the financial performance at project level in line with the approved budget;
10. monitor and follow-up the implementation of the MIDANPIRG Conclusions and Decisions related to the MID FPP;
11. follow up with the implementation of the agreed projects and provide regular progress report to the relevant MIDANPIRG subsidiary bodies;
12. coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies; and
13. review and update its terms of reference as deemed necessary.

**B) Composition:**

The MID FPP SC is composed of:

- a) MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives;
- b) ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Chief of Programmes Coordination and Implementation Section (ANB/PCI) or their representatives; and
- c) MID FPP Manager, who will act also as the Secretary of the Steering Committee meetings.

The following may participate in the Steering Committee meetings as observers:

- a) MID FPP Users States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;

- b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as “Partners” in the implementation of the Programme);
- c) Representatives from observers States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and
- d) Representatives from the following Partners:
  - AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA IFAIMA, and IFATCA.

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

*Note 1: The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.*

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*International Civil Aviation Organization*

**MID Region Flight Procedure Programme Steering Committee**

**First Meeting (MID FPP SC/1)**  
*(Abu Dhabi, UAE, 7 – 9 June 2020)*

## BULLETIN

### 1. LOCATION

1.1 The First meeting of the ICAO MID Region Flight Procedure Programme Steering Committee (MID FPP SC/1) will be held at Sheikh Zayed Air Navigation Centre, **Abu Dhabi, UAE**, from **7 to 9 June 2020**. The meeting will be graciously hosted by the UAE General Civil Aviation Authority (GCAA).

### 2. SCHEDULE OF THE MEETING

- 2.1 The opening session of the meeting will be held at **09:00** hours on Sunday, 7 June 2020.
- 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 A Welcome Desk will be located at the entrance of the designated meeting room, between **08:00 and 09:30** hours on the opening day of the meeting. A Welcome Team will be available to answer questions and issue participants with a meeting Identification Badge, which you are requested to wear during the meeting.

### 4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, documentation related to the meeting 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.
- 5.3 Mr. Muhammad Shafaat Afzal email: [mafzal@szc.gcaa.ae](mailto:mafzal@szc.gcaa.ae) Mob: + 971 569072051 / Tel: +971 25996831 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 meeting 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 meeting 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 (1) 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/airportinformation/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](http://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 June are 28°C and 40°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 meeting with any advice they may require.

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

Mr. Muhammad Shafaat Afzal  
Title: Admin Assistant, Air Traffic Management  
Tel: +971 25996831  
Mob: +971 569072051  
E-mail: [mafzal@szc.gcaa.ae](mailto:mafzal@szc.gcaa.ae)

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

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INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE

FIRST MEETING OF THE MID REGION FLIGHT PROCEDURE PROGRAMME  
STEERING COMMITTEE

(MID FPP SC/1)

(Abu Dhabi, UAE, 7 – 9 June 2020)

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: \_\_\_\_\_

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 copy to ([ekhoury@icao.int](mailto:ekhoury@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.*