



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 3/2.1.1 & AN 6/3.2 & ME 3/3 - 19/376

9 December 2019

**Subject: Change of Venue**  
**Third Meeting of the Air Traffic Flow Management Task Force and Third Meeting of the FIFA World Cup 2022 Task Force (Amman, Jordan, 12 – 14 January 2020)**  
**Sixteenth Meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/16)**  
**(Amman, Jordan, 14 – 16 January 2020)**

**Action required: Reply not later than 25 December 2019**

Sir/Madam,

I have the honour to refer to my Letters Ref.: ME 3/2.1.1 & AN 6/3.2 - 19/363 and Ref.: ME 3/3 – 19/364 dated 25 November 2019 regarding the Invitations to the Third meeting of the Air Traffic Flow Management Task Force (ATFM TF/3), the Third meeting of the FIFA World Cup 2022 Task Force (FWC2022 TF/3) and the Sixteenth meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/16).

I am pleased to inform you that the above-mentioned meetings will be kindly hosted by the Civil Aviation Regulatory Commission (CARC) of Jordan. The ATFM TF/3 and FWC2022 TF/3 meetings will be held from 12 to 14 January 2020, back-to-back with the MIDRMA Board/16 meeting (14 – 16 January 2020) at **Le Royal Hotel & Resorts Amman, Jordan**.

The Bulletin of the meetings that includes administrative arrangements and other useful information for participants, including the Hotel's corporate rate is at **Attachment A** for your convenience

I would appreciate if you could, as soon as possible, preferably not later than **25 December 2019**, confirm the participation of your Administration/Organization by submitting the attached Nomination Forms giving the names and contact details of your delegate(s) 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

Ministry of Civil Aviation Complex  
Cairo Airport Road  
P.O. Box 85,  
Airport Post Office  
Cairo 11776 A.R.E

Tel: +2 (02) 2267 4840/1/5/6  
Fax: +2 (02) 2267 4843

E-mail: [icaomid@icao.int](mailto:icaomid@icao.int)  
<http://www.icao.int/mid>



*International Civil Aviation Organization*

**Third Meeting of the MIDANPIRG Air Traffic Flow Management Task Force and Third Meeting of the MIDANPIRG FIFA World Cup 2022 Task Force (ATFM TF/3 & FWC2022 TF/3)**

**Sixteenth Meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/16)**

*(Amman, Jordan, 12 – 14 and 14 – 16 January 2020)*

**BULLETIN**

**1. LOCATION**

1.1 The Third meeting of the Air Traffic Flow Management Task Force (ATFM TF/3) and the Third meeting of the FIFA World Cup 2022 Task Force (FWC2022 TF/3) as well as the the Sixteenth meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/16) will be kindly hosted by the Civil Aviation Regulatory Commission (CARC) - Jordan in Amman, **12 – 14 and 14 – 16 January 2020**. The Meetings will take place at **Le Royal Hotel & Resorts Amman, Jordan**.

**2. SCHEDULE OF THE MEETING**

2.1 The opening session of the ATFM TF/3 and the FWC2022 TF/3 meetings will be held at 0900 hours on Sunday, **12 January 2020** and the MIDRMA Board/16 meeting will start after the closing session of the previous meetings on Tuesday, **14 January 2020**.

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

2.3 The Meetings will be conducted in English.

**3. REGISTRATION OF PARTICIPANTS**

3.1 Participants are requested to register, at the Registration Desk located on the entrance of the meeting room between 0830 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. 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.

4.2 Accordingly, participants are requested to download the documentation from the web and bring along their own hard copies or their laptops to the meeting, as appropriate.

**5. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS**

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

5.2 Participants will need to arrange their own hotel and travel reservations. CARC has arranged a corporate rate 80 JOD at the meeting's venue (Le Royal Hotel & Resorts Amman).

5.3 Mr. Khaled Arabiyat, e-mail: [khaled.arabiyat@carc.gov.jo](mailto:khaled.arabiyat@carc.gov.jo); Mobile: +962 772333666 and Mr. Ahmad Natour, e-mail: [Ahmad.Natour@carc.gov.jo](mailto:Ahmad.Natour@carc.gov.jo); Mobile: +962 799 970098, from CARC will be the focal points for any inquiry or issue with hotel reservations.

## **6. TRANSPORTATION**

- 6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return.
- 6.2 Airport taxi services operate from the airport to Amman, at JD25 approx. per vehicle.
- 6.3 Most of the hotels are located nearby to the meeting venue.

## **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 Jordan must possess valid passports or other valid documents for travel.

### **VISA**

- 8.2 It is mandatory that all participants, who require entry visa to Jordan, obtain official visas from the Jordanian Embassy or Consulate in their country prior to their departure for Amman. Please check **Appendix A**.

- 8.3 CARC will provide necessary assistance for the issuance of entry Visas for the delegates, when needed. With a view to assist in the process of issuance of entry visa to Jordan, copy of the passport of delegate with a personal photo, should be sent, as soon as possible, to CARC Focal Point: Mr. Ahmad Natour Tel: +962 6 489 2282 Ext: 3829; Mobile +962 799 970098 E-mail : [Ahmad.Natour@carc.gov.jo](mailto:Ahmad.Natour@carc.gov.jo) ; cc: [khaled.arabiyat@carc.gov.jo](mailto:khaled.arabiyat@carc.gov.jo).

### **CUSTOMS**

- 8.4 The following items may be brought into Jordan:
- a) Personal gifts with a value not exceeding 200 JD.
  - b) Only one liter of alcoholic drinks for every person above 18 years of age.
  - c) Only 200 Cigarettes for every person above 18 years of age.
  - d) Camera or Video camera.
  - e) Effects for personal use. Such as perfume and clothing
  - f) Personal computer (lab top)
  - g) Equipment for professional use

Additional quantities of the above items may also be purchased from Amman International Airport duty free shops after clearing customs.

### **WEATHER CONDITIONS**

- 8.5 The main daily minimum and maximum temperatures for the month of January in Amman are between 5°C to 15°C.

## **9. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

10.1 The unit of currency in Jordan is the Jordanian Dinar with notes of 50, 20, 10, 5, 1 and coins of 50, 25, 10, 5, 1, 0.5 and 0.25. The current rate of exchange for US \$ is US \$ 1= 0.71 JD.

10.2 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.

10.3 All commercial Banks exchange major foreign currencies and are open from 0830 to 1400, Sundays through Thursdays.

## **10. OTHER USEFUL INFORMATION**

### **SHOPPING**

10.1 Shopping malls and shopping areas are available in Amman. 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 Civil Aviation Regulatory Commission in Jordan (CARC) will be glad to assist the participants to the meeting with any advice they may require.

11.2 In case of emergency in Jordan, please call the Focal Point from CARC: **Mr. Khaled Arabiyat**, e-mail: [khaled.arabiyat@carc.gov.jo](mailto:khaled.arabiyat@carc.gov.jo); Mobile: +962 772333666; and **Mr. Ahmad Natour**, e-mail: [Ahmad.Natour@carc.gov.jo](mailto:Ahmad.Natour@carc.gov.jo); Mobile: +962 799 970098.

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## VISA REQUIREMENTS

**A. Citizens holding Palestinian documents and citizens of the following countries are required to obtain prior approval from ministry of interior - Jordan through Jordanian embassies in their respective states:**

Iran, Angola, Ethiopia, Uganda, Albania, Pakistan, Botswana, Burkina Faso, Burundi, Chad, Togo, Tanzania, Djibouti, Gabon, Zambia, Srilanka, Sierra Leone, Senegal, Somalia, Republic Of China, Gambia, Ghana, Guinea, Vietnam, Liberia, Philippines, Kenya, Magnolia, Madagascar, Mali, Mozambique, Nepal Nigeria, India, Morocco, Ivory Coast, Sudan, Cuba, Afghanistan, Bosnia And Herzegovina, Cameroon, Belize, Mauritania, , Cambodia, Ethiopia, Bangladesh, Romania, Macedonia, Moldavia, Namibia, Niger, Colombia, Lagos, Arteries, Uzbekistan, middle Africa, Swaziland, Guinea, Bissau.

**B. Citizens of the following states can obtain visas either from Jordanian embassies in their states or upon entry to Jordan:**

Malawi, Maldives, Malta, Malaysia, Egypt, Mexico, Norway, Austria, Nicaragua, New Zealand, Haiti, Honduras, Hungary, Netherlands, Hong Kong, USA, Japan, Yemen, Yugoslavia, Greece, Vatican, France, Palestine, Venezuela, Finland, Fiji, Cyprus, Qatar, Croatia, Canada, North Korean, South Korean, Costa Rica, Kuwait, Lebanon, Luxemburg, Libya, Zimbabwe, KSA, Salvador, Slovakia, Singapore, Syria, Sweden, Switzerland, Iraq, Oman, Grenada, Guatemala, Slovenia, Burma, Poland, Panama, Bolivia, Peru, Thailand, Turkey, Trinidad and Tobago, Czech, Chile, Tunisia, Alger, Denmark, Dominican republic, Rwanda, sprain, Israel, Germany, Indonesia, Uruguay, Italy, Argentine, Australia, Ecuador, UAE, Ireland, Iceland, Bahrain, brazil, Brunei, UK, and Portugal. United of Micronesia , Andorra, Armenia, Bulgaria , Barbados , Ukraine, Paraguay, Bahamas, Bhutan, Tonga, Jamaica, Moons Islands, Solomon Islands, Marshals Islands, South Africa, Georgia, Dominican, San Marino, San Vainest and Grenadier, Saint Christopher, Slovakia, Surinam, Tajikistan , china, Kosovo, Latvia, Lithuania, Myanmar, Monaco, united nation , Turkmenistan, Tuvalu, Nauru, Saint Kitts and Nevis, Saint Lucia, Sao Tome and Principe, Samoa, Mauritius, Antigua and Barbuda, Azerbaijan, Lesotho, Liechtenstein, Belarus, Russia.

- END -

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE**

**SIXTEENTH MEETING OF THE MIDDLE EAST REGIONAL  
MONITORING AGENCY BOARD**

**(MIDRMA Board/16)**

*(Amman, Jordan, 14 – 16 January 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 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.*

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