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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 4/4-22/129

28 June 2022

Subject: **Second Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM) Committee (Jeddah, Saudi Arabia, 11-12 September 2022)**

Action required: **Reply not later than 29 July 2022**

Sir,

I have the honour to inform you that Second Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM) Committee is kindly hosted by the Accident Investigation Bureau (AIB) of Saudi Arabia at **Jeddah, Saudi Arabia from 11 to 12 September 2022.**

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

I wish also to inform you that the MENA ARCM MoU has been signed by Fourteen (14) States namely Djibouti, Iraq, Iran, Jordan, Kuwait, Libya, Mauritania, Morocco, Palestine, Oman, Saudi Arabia, Sudan, United Arab Emirates, and Yemen. In addition, the kick-off of the MENA ARCM operations has been officially announced during the Future Aviation Forum held in Riyadh, Saudi Arabia (9-11 May 2022).

For more effectiveness, I shall be grateful if you could ensure that your delegation includes your State's MENA ARCM focal point.

The Bulletin of the meeting that includes administrative arrangements for the meeting and other useful information for participants, including the exact venue and the Hotel List is at **Attachment B**.

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Therefore, I would appreciate if you could, as soon as possible, preferably not later than **29 July 2022** confirm the participation of your designated MENA ARCM delegation, by submitting the Nomination Form at **Attachment C** to the ICAO MID Office (icaomid@icao.int) with a copy (mchakib@icao.int) and ACAO Mr. Hicham Bennani, Safety & Air Navigation Expert at: (H.bennani@acao.org.ma)

Accept, Sir, the assurances of my highest consideration.



Mohamed Abu Baker Farea
Regional Director
ICAO Middle East Office

Attachments



International Civil Aviation Organization

**SECOND MEETING OF MENA ARCM
COMMITTEE**

(Jeddah, Saudi Arabia, 11-12 September 2022)



PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda and election of MENA ARCM Coordinator
- Agenda Item 2:** Follow-up on the RASG-MID/9 Conclusions and Decisions
- Agenda Item 3:** Questionnaire on Establishing a Platform for Sharing Safety Recommendations
- Agenda Item 4:** Development of the MENA ARCM database Platform
- Agenda Item 5:** Future Work Programme
- Agenda Item 6:** Any other Business



International Civil Aviation Organization

**Second Meeting of Middle East North Africa Aircraft
Accident and incident Investigation Regional Cooperation
Mechanism (MENA ARCM) Committee**



(Jeddah, Saudi Arabia, 11-12 September 2022)

BULLETIN

1. LOCATION

1.1 The Second Meeting of of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM) Committee will be held at AIB office in **Jeddah, Saudi Arabia from 11 to 12 September 2022.**

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Sunday, 11th September 2022.

2.2 The schedule and daily 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 Participants are requested to register, at the Registration Desk located at the entrance of the Meeting Hall, 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) at all times when inside the meeting room.

4. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

4.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Jeddah, through their respective hotel reception desk. Participants will need to arrange their own hotel reservation. hotels nearby, without special rates are: Jeddah Hilton, Sheraton Jeddah and Sofitel Jeddah Corniche.

5. TRANSPORTATION

5.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return.

5.2 Airport taxi services operate private limousine services from the airport to Jeddah City and vice versa, with a range of SR75-SR125.

5.3 Car rental agencies are located at the arrival hall of the airport terminal building.

6. INSURANCE

6.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars etc.) and Medical coverage.

7. SOME USEFUL TRAVEL INFORMATION

PASSPORT

7.1 All foreign nationals entering Saudi Arabia must possess valid passports or other valid travel documents. Passports should be valid for a minimum of six months when arriving to the Kingdom of Saudi Arabia.

VISA

7.2 It is mandatory for participants requiring entry visa to Saudi Arabia to apply/obtain official visas from the Saudi Arabia's Embassy or Consulate in their Country prior to their departure to Saudi Arabia.

7.3 In order to assist in the issuing process of the entry visa to Saudi Arabia, all participants requiring entry visa to Saudi Arabia are requested to provide the following information **not later than 01 / 08 / 2022:**

1. Scanned clear copy of a valid passport;
2. Name;
3. Employer/Organization;
4. Job Title;
5. Nationality;
6. Purpose of Visit;
7. Age;
8. State and City of Departure (in order to submit the visa to the appropriate Saudi Embassy/Consulate
9. Email Address and Mobile number.

Please submit the above required information to the Accident Investigation Bureau (AIB) Focal Point from Saudi Arabia , Mr. Faisal S. Alamri, e-mail fsalamri@aib.gov.sa, mobile: +966544494644

CUSTOMS

7.4 The following items may be brought in Saudi Arabia Duty free:

Personal effects, such as necessary clothing
200 cigarettes or 250 gr. of cigars or tobacco
Perfume for personal use

Additional quantities of the above items may also be purchased from Jeddah/King Abdulaziz International Airport duty free shops after clearing customs except alcoholic drinks.

8. CURRENCY, CREDIT CARDS AND BANKING SERVICES

8.1 The unit of currency Saudi Arabia is Saudi Riyals (SAR) with notes of 5, 10, 50, 100 and 500 and coins of 5, 25 and 50. The current rate of exchange for US \$1 = 3.75 SAR.

8.2 There are no restrictions on import of foreign currency.

8.3 All major international Credit Cards, such as Visa, American Express, Diners Club, Master Card, Carte Blanche, etc, are usually accepted at most hotels, department stores and restaurants.

8.4 All commercial Banks exchange major foreign currencies and are open from 09:30 to 16:30, during working days (Sunday through Thursday).

9. OTHER USEFUL INFORMATION

SHOPPING

9.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

TAP WATER

9.2 It is recommended that all visitors drink only bottled water/beverages.

TELEPHONE

9.3 Cards are available in the Saudi Market for international calls.

10. WEATHER CONDITIONS

10.1 The main daily minimum and maximum temperatures for the month of September are between 35 °C and 40 °C.

11. OTHER ASSISTANCE

11.1 In case of emergency in Saudi Arabia, please call AIB Focal Point from *Mr. Faisal S. Alamri*, e-mail fsalamri@aib.gov.sa, mobile: +966544494644

Useful contacts : <https://www.visitsaudi.com/en/understand/useful-contacts>

***** **VERY IMPORTANT*******

Download Tawakkalna app

Visitors register with the passport number and they can find the border number on [Tawakkalna](#).

PLEASE FOLLOW THE TRAVEL GUIDELINES AND REQUIREMENTS DUE TO COVID-19 IN THE BELOW LINK: https://www.saudia.com/before-flying/travel-information/travel-requirements-by-international-stations?sc_lang=en&sc_country=SA

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

**Second Meeting of Middle East North Africa Aircraft Accident and Incident Investigation
Regional Cooperation Mechanism (MENA ARCM) Committee**

(Jeddah, Saudi Arabia, 11-12 September 2022)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing)

Title/Official Position: _____

State/Organization: _____

Telephone Number: _____

Mobile: _____

E-mail: _____

Date: Signature:

After completing, please send to ICAO MID Office at the following e-mail address: icaomid@icao.int with copy to mchakib@icao.int and ACAO Mr. Hicham Bennani: H.bennani@acao.org.ma .

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