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Международная
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гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/2.1.1 – 22/293

12 December 2022

**Subject: Air Traffic Flow Management Implementation Workshop
(Doha, Qatar, 6 – 7 February 2023)**

Action required: Reply not later than 15 January 2023

Sir/Madam,

I have the honour to inform you that the Air Traffic Flow Management (ATFM) Implementation Workshop will be gratefully hosted by Qatar Civil Aviation Authority (QCAA) in Doha, Qatar on 6 – 7 February 2023. Your Administration/Organization is kindly invited to participate in this Workshop.

It is to be highlighted that this ATFM Workshop will be held back-to-back with the ATFM TF/7 and FWC 2022 TF/8 meetings (Invitation Letter Ref.: ME 3/2.1.1 & AN 6/3.2 – 22/293 dated 12 December 2022, refers).

You may wish to recall the outcomes of the MIDANPIRG/19 Meeting (Riyadh, Saudi Arabia, 14 – 17 February 2022), in particular its Conclusion 19/16:

MIDANPIRG CONCLUSION 19/16: ATFM IMPLEMENTATION

that,

- a) States be urged to take necessary measures to establish ATFM service in accordance with the MID Region ATFM Plan taking into consideration the available relevant guidance materials, and the willingness of ICAO and International organization to provide support as appropriate; and*
- b) ATFM TF be tasked to*
 - i. assess the available opportunities for the exchange of information and propose a way forward to the ATM SG; and*
 - ii. develop a checklist for ATFM service implementation assessment and monitoring (regulation, declared capacity, organizational ATFM structure, procedure for information sharing, etc).*

In compliance with the above Conclusion, and in line with ICAO MID Doc 014, ATFM Implementation Plan phase I-A, this Workshop is aiming to support MID States to measure/calculate one of the most fundamental and critical prerequisite of ATFM, which is determination of airspace and airport capacity at strategic level.

.../.

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

I would appreciate it if you could, as soon as possible, preferably not later than **15 January 2023**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following e-mail address (icaomid@icao.int) with a copy to (AAmireh@icao.int).

This letter, all its relevant attachments and the Workshop material will be posted on the ICAO MID Website at <http://www.icao.int/mid/>, as they become available.

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



for/ Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office

Attachments:

- **Att A:** Provisional Agenda
- **Att B:** Bulletin and Hotel list
- **Att C:** Nomination Form



Air Traffic Flow Management Workshop
(Doha, Qatar, 6 – 7 February 2023)

AGENDA AND DISCUSSION TOPICS

1. ICAO ATFM provisions
2. Regional ATFM plan
3. ATFM National requirements and structure
4. Airspace management in correlation with the ATFM
5. Capacity calculation and declaration methodologies
6. Capacity vs ATFM measure implementation
7. Automation and supporting tools
8. Hands-on exercises:
 - a) Build a national ATFM structure, including Job Description cards.
 - b) For ATS units planning, provide a prediction of the Airspace and aerodrome (movement areas) demand for next year.
 - c) Provide scenarios for enhanced capacity for the airspace.
 - d) Calculate the capacity of the airspace and aerodrome (movement areas).
 - e) Use of ATFM initiative to balance demand vs capacity.



International Civil Aviation Organization

Air Traffic Flow Management Implementation Workshop

(Doha, Qatar, 6 – 7 February 2023)

BULLETIN

1. LOCATION

1.1 The Air Traffic Flow Management Implementation Workshop will be kindly hosted by Qatar Civil Aviation Authority (QCAA) in Doha, Qatar. The Workshop will be held during the period **6 – 7 February 2023**.

1.2 The exact venue will be **Qatar Air Traffic Control Centre (QATCC)**
<https://goo.gl/maps/RhZt2o9xtTEsRJAP7>

2. SCHEDULE OF THE WORKSHOP

2.1 The Opening Session of the Workshop will be held at 09:00 Doha local time.

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 language.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register to obtain a participant badge, at the Registration Desk located at the entrance of the designated conference between 08:30 and 09:00 hours on the opening days of the Workshop. Participants are requested to wear the Identification Badge during the Workshop sessions.

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 A list of hotels with Qatar CAA corporate rate is attached for your convenience with contact details and addresses. Participants will need to arrange their own hotel reservation.

6. TRANSPORTATION

6.1 Participants are required to arrange their own Airport transportation.

6.2 Airport Taxi Services operate private services from the airport to the City, and its neighborhoods at approximately QAR 35 per vehicle.

6.3 Car rental agencies are located at the airport terminal.

6.4 Participants are required to arrange the daily commute to/from the 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

COVID-19 REQUIREMENTS

8.1 Participants are requested to refer the latest travel policy of Qatar on the following website.
<https://covid19.moph.gov.qa/EN/travel-and-return-policy/Pages/default.aspx>

PASSPORT

8.2 All foreign nationals entering Qatar must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

VISA

8.3 Qatar CAA will provide necessary assistance for the issuance of entry Visas for the delegates, when needed.

8.4 With a view to assist in the process of issuance of entry visa to Qatar, copy of the passport of delegate should be sent, as soon as possible, not later than 5th Jan 2023, to the attention of Mr. Sameh Al Mansour (email: sameh.almansour@caa.gov.qa; Mob: +974 55193074).

CUSTOMS

8.5 The following items may be brought into Qatar duty free:

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

8.6 Additional quantities of the above items may also be purchased at Doha International Airport duty free arrival shops before clearing customs. Non-Muslims may purchase reasonable quantities of alcoholic drinks at this outlet.

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in Qatar is the **Qatari Riyal (QAR)**. The unit is divided into notes of 500, 100, 50, 10, 5 and 1. The Riyal to USD exchange rate is approximately 1 QAR = 0.27 US\$

9.2 There are restrictions on import of foreign currency. Not more than 50,000. QAR allowed.

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

9.4 All commercial banks exchange major foreign currencies are open from 0800 to 2000, Sundays through Thursdays. There are plenty of official exchange services. ATM machines are available all over Qatar.

10. OTHER USEFUL INFORMATION**SHOPPING**

10.1 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, however, tap water is safe for drinking.

TELEPHONE

10.3 Mobile SIM Cards are available at the Service providers' outlets at the airport arrival terminal and all major commercial centers.

11. WEATHER CONDITIONS

11.1 The main daily maximum and minimum temperatures for the month of February are between 25°C by day and drops down to 20°C during the nights. Please refer to Qatar Meteorology website for further updates.

12. OTHER ASSISTANCE

12.1 Qatar Civil Aviation Authority will be glad to assist the participants to the Workshop with any advice they may require.

12.2 In case of emergency in Qatar, please call the Focal Point from Qatar CAA Mrs. Etab Al Othman (email: Etab.Alothman@caa.gov.qa; Mob: +974 55388293).

List Of Hotels With QCAA Corporate Rates In Doha

	Hotel Name	Address	Corporate Rate BB Single Occupancy	Contact details	Transport Airport pick up/ drop off
1	Sharq Village & Spa, A Ritz-Carlton, hotel	Ras Abu Abboud Street, Doha, P.O.Box 26662 Qatar	Qr. 800	Mohammed Saad Assistant Director of Sales D: +974 4425-6674 Email: Mohammed.saad@ritzcarlton.com	Standard Limo car at Qr.165 per way per car
2	Hyatt Regency Oryx Doha hotel	Airport Road, Doha, Qatar PO Box 29922	Qr. 400	Suleiman Alhelou Associate Director of Sales D: +974 4141 1234 Email: suleiman.alhelou@hyatt.com	Standard Limo car at Qr.110 per way per car
3	Double Tree By Hilton Old-Town	Al Meena Street Doha, Qatar PO Box 20993	Qr. 350	Khawla Chelbi Sales Executive D: +974 40 343 367 Email: khawla.chelbi@hilton.com	Pick-up Qr. 90.00 Drop-Off Qr. 70.00
4	Movenpick Hotel Doha hotel	Corniche Road , Al Meena Street, Doha, Qatar	Qr. 285	Mousa Samaan Sales Manager D: +974 44291231 Email: Mousa.samaan@movenpick.com	Included in the room rate
5	Century Hotel Doha	Old Salata, 820 Malik Bin Anas Street, Doha, Qatar	Qr. 250	Afsal Abdul Gafoor Sales Manager D: +974 444 55120 Email: afsal@centuryhoteldoha.com	Included in the room rate

INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE

AIR TRAFFIC FLOW MANAGEMENT IMPLEMENTATION WORKSHOP
(Doha, Qatar, 6 – 7 February 2023)

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: _____

Hotel: _____

Date: Signature:

After completing, please send to ICAO MID Office at the following e-mail address: (icaomid@icao.int) with copy to (A.Amireh@icao.int).

- END -