



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organizacion
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 4/4-23/052

19 February 2023

Subject: Third Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/3) Committee (Dubai, UAE, 2 May 2023)

Action required: Reply not later than 20 March 2023

Sir,

I have the honour to invite your Administration/Organization to participate in the Third Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/3) Committee that will be gratefully hosted by UAE General Civil Aviation Authority (GCAA). The meeting will be held on **2 May 2023** back-to-back with the Future of Aviation Safety and Aircraft Accident Investigation Symposium (3-4 May 2023) at **Le Méridien Dubai Hotel & Conference Centre in Dubai**.

The Provisional Agenda of the MENA ARCM/3 meeting is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

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 and other useful information for participants, including the exact venue, the hotel address, and information related to the entry visa to UAE is at **Attachment B**.

Therefore, I would appreciate if you could, as soon as possible, preferably not later than **20 March 2023** confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment C** to the ICAO MID Office (icaomid@icao.int) with a copy to (mchakib@icao.int) .

Accept, Sir, the assurances of my highest consideration.



for/ Mohamed Abu Baker Farea
Regional Director
ICAO Middle East Office

Attachments

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THIRD MEETING OF MENA ARCM COMMITTEE

(MENA ARCM/3)

(DUBAI, UAE, 2 MAY 2023)

PROVISIONAL AGENDA

1. Adoption of the Provisional Agenda
2. Updated Progress on Areas of Cooperation and Parameters
3. Update on the Collected Data
4. MENA ARCM Technical Assistance Process
5. Upcoming Events/Activities
6. Any other Business



**THIRD MEETING OF MIDDLE EAST NORTH AFRICA
AIRCRAFT ACCIDENT AND INCIDENT
INVESTIGATION REGIONAL COOPERATION
MECHANISM (MENA ARCM) COMMITTEE**



(Dubai, UAE, 2 May 2023)

BULLETIN

1. LOCATION

1.1 Third Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM) Committee that will be gratefully hosted by UAE General Civil Aviation Authority (GCAA). The meeting will be held at **Le Méridien Dubai Hotel & Conference Centre in Dubai, on 2 May 2023.**

2. SCHEDULE OF THE EVENTS

- 2.1 The opening session of the Meeting will be held at **09:00** hours on Tuesday 2 May 2023.
- 2.2 The schedule and order of the day will be announced at the opening session.
- 2.3 The events 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 events.

4. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format. However, documentation related to the event 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 Mr. Ibrahim Addasi, email: ialaddasi@gcaa.gov.ae, Tel.: +971 2 405 4476, Mob.: +971 50 443 1052, from GCAA will be the Focal Point for any query or issues relevant to the hotel reservations or entry visa arrangements.
- 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 event's venue.

6.2 Dubai International Airport taxi is available 24 hours a day and the taxi ranks can be found directly outside each of the terminal building arrival areas. You will find the drivers have good knowledge of the tourist attractions, hotels, and other major locations in Dubai. All airport's taxi drivers also command more than one language. The taxi at Dubai International Airport is metered and the charge is 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. HEALTH REQUIREMENTS

8.1 Vaccinated travelers to the UAE are not required to present a negative result of RT-PCR test for COVID-19 at the airport of departure. However, those who are not vaccinated must either present a valid, negative result of an RT-PCR test conducted within 48 hours before arrival or a recovery certificate (containing a QR code) from COVID-19 issued within 30 days before departure, if they were infected with the virus.

9. SOME USEFUL TRAVEL INFORMATION PASSPORT/VISA

9.1 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.

9.2 Visas, if required, should be obtained from the original country. The GCAA event's Focal Point identified in paragraph 13 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>.

9.3 Common documents requirement for visa application: Clear passport copy, white background clear photo, letter from employer/sponsor company in Arabic, home country ID for Pakistan, Iraq, Iran and Afghanistan. Please send all documents in JPEG format.

CUSTOMS

9.4 Each traveler is permitted to bring the following with them into the 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

10. CURRENCY, CREDIT CARDS AND BANKING SERVICES

10.1 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 10, 25, 50 and 1 Dirham. The current rates of exchange for the major currencies are as follows:

USD 1= 3.673 AED

EUR 1= 3.895 AED

GBP 1= 4.617 AED

More rates are available from www.xe.com

10.2 All passengers travelling through Dubai International 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.

10.3 International credit cards, such as American Express, Visa, Master Card, etc., are usually accepted at most hotels, department stores and restaurants.

10.4 Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

10.5 Commercial banks, currency exchanges and major foreign currencies and branch networks stay open from 08:00 am to 04:00 pm for customers, six days a week, from Monday to Saturday, with Sunday being the day of closure, with a few exceptions. On Fridays, the aforementioned financial institutions stay open from 08:00 am and close at 12:00 pm to observe the Friday prayer.

11. OTHER USEFUL INFORMATION DRINKING WATER

11.1 Only bottled water.

12. WEATHER CONDITIONS

12.1 The mean daily minimum and maximum temperatures for the month of May in the internal regions of the country are expected to be between 32°C and 37°C with 11 hours of sunshine a day. You may also wish to check the weather forecasting prior to travel.

13. OTHER ASSISTANCE

13.1 The GCAA will be glad to assist the participants with any advice they may require.

13.2 The event's Focal Point from the GCAA is as follows:

Mr. Ibrahim Addasi

Title: Senior Specialist – Quality, Standards, and Publications

Tel: +971 2 405 4476

Mob: +971 50 443 1052

E-mail: ialaddasi@gcaa.gov.ae

13.3 In case of emergency in Dubai, please contact the event's Focal Point referred to above.

**Third Meeting of Middle East North Africa Aircraft Accident
and Incident Investigation Regional Cooperation Mechanism Committee**

(MENA ARCM/3)

(Dubai, UAE, 2 May 2023)

NOMINATION FORM

- 1. Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
- 2. Title or Official Position: _____
- 3. State/Organization: _____
- 4. Mailing Address: _____

- 5. Telephone Number: _____
Mobile Number: _____
E-mail: _____
- 6. Hotel _____

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).