International Civil Aviation Organization | Organisation de l'aviation civile internationale | Organizacion de Aviación Civil Internacional | Международная организация гражданской авиации | منظمة الطيران المدنى الدولـــى | 国际民用航空组织

Ref.: AN 7/30.15.1-10/275 21 July 2010

Subject: **MID Regional Planning Seminar for ITU World Radiocommunication Conference 2012 (WRC-2012)** ***(Cairo, Egypt 19-20 September 2010)*** **and the Twenty Third Meeting of ACP Working Group F (ACP WG-F/23)** ***(Cairo, Egypt 21-27 September 2010)***

Action Required: Reply no later than **01 September 2010**

Sir,

I have the honour to invite your Administration to the ICAO MID Regional Planning Seminar for ITU World Radiocommunication Conference 2012 (ITU WRC-2012), from 19-20 September 2010, and the Twenty Third Meeting of the Aeronautical Communication Panel Working Group F (ACP WG-F/23) from 21-27 September 2010, both to be held at the ICAO MID Regional Office in Cairo.

These events are intended to assist States with their understanding and practice of aeronautical radio frequency spectrum management, and their activities to support the ICAO position for the ITU WRC- 2012.

I have the pleasure of informing your Administration to arrange the attendance at the above Seminar and ACP WG-F/23 meeting by the focal contact person designated by your Administration responsible for preparation for WRC-2012. The designated contact person may be accompanied by adviser(s) and other personnel involved with these issues, including personnel from your National Telecommunication Regulatory Authorities as appropriate.

The objective of the Seminar is to provide necessary support to aviation experts in the MID Region for their preparation of all aviation related agenda items of WRC-2012 and in particular to develop materials required to be used for co-ordination with respective telecommunication regulators.

Provisional Agenda of the Seminar is provided at **Attachment A** and Draft Agenda for the Twenty Third Meeting of ACP Working Group F is at **Attachment B**. The Bulletin containing information about the arrangements for the seminar and meeting and hotel lists are provided at **Attachment C.**

I shall be grateful if you would ensure participation at the above events by your Administration by returning the completed Nomination Form provided at **Attachment D** to this Office at your earliest convenience, preferably, before **01 September 2010.**

../.

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Kindly, note that no documentation in hard copy will be available. However, all working and information papers related to the ACP WG-F/23 meeting will be available on the ACP website: http://www.icao.int/anb/panels/acp prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring with them their own hardcopies or their laptops to the seminar and meeting, as appropriate.

This letter, its relevant attachments will be posted in PDF format on the ICAO MID FORUM website at: **www.bahraintradanet.com/icao_workspace or http://212.71.33.150/.**

Accept, Sir, the assurances of my highest consideration.

Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Enclosures:

Attachment A: Seminar Provisional Agenda
Attachment B: ACP WG-F/23 Meeting Agenda
Attachment C: Seminar and Meeting Bulletin
Attachment D: Nomination Form

ATTACHMENT A

REGIONAL PLANNING SEMINAR FOR ITU WORLD RADIOCOMMUNICATION CONFERENCE WRC-12

(Cairo, Egypt, 19-20 September 2010)

PROVISIONAL AGENDA AND EXPLANTORY NOTES ON AGENDA ITEMS

1. Introduction to ITU and the WRC Process

1.1 Under this agenda item, the role of the ITU in the management of the radio frequency spectrum and regulation of radio services will be reviewed, particularly with respect to the World Radiocommunication Conferences (WRCs).

1.2 The role of Arab Spectrum Management Group (ASMG) in preparation for WRC will be reviewed;

1.3 Review outcome of MIDANPIRG/11 and MID Communication Navigation and Surveillance Sub Group SG/3 meeting on preparatory activities for ITU World Radiocommunication Conference 2012 (WRC-2012) and spectrum management.

2. Aviation issues at WRC-2012

2.1 Under this agenda items, main issues of concern to aviation at the forthcoming WRC-2012 will be discussed.

2.2 The ICAO position for WRC-2012 will be reviewed. A number of specific issues of particular interest to aviation on the WRC-2012 agenda will be presented and discussed in details.

3. Role of aviation sector in the preparations for WRC-2012

3.1 Under this agenda item, activities and actions by the aviation community in preparation for WRC-2012 will be discussed. This includes information exchanged on actions at the international level through ICAO and regional and national preparatory activities.

3.2 The focus will be on the development of an effective action plan to be implemented at the national and regional levels. Develop draft materials and strategies to be provided to MID participants to be used during discussions with respective Regulators and at Regional Preparatory Group Meetings.

4. Any other business

ATTACHMENT B

23RD MEETING OF THE
AERONAUTICAL COMMUNICATIONS PANEL WORKING GROUP F
(ACP WG-F/23)

(Cairo, Egypt, 21 – 27 September 2010)

DRAFT AGENDA

1. Opening and working arrangements

2. Review, update and development of the ICAO Frequency Spectrum Handbook

3. Development of material for ITU-R meetings

4. Development of material for regional telecommunication organization meetings

5. Interference from non-aeronautical sources

6. Any Other Business

International Civil Aviation Organization

MID Regional Planning Seminar for ITU World Radiocommunication Conference 2012 (WRC-2012) ***(Cairo, Egypt, 19-20 September 2010)***

Twenty Third Meeting of ACP Working Group F
(Cairo, Egypt, 21-27 September 2010)

BULLETIN

1. LOCATION

1.1 The MID Regional Planning Seminar for WRC-2012, (Cairo Egypt 19-20 September 2010) and Twenty Third Meeting of Aeronautical Communication Panel Working Group (ACP WG-F # 23) (Cairo, Egypt, 21-27 September 2010) will both be held at the Meeting Room of the ICAO Middle East Regional Office.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the seminar will be held at 0930 hours on Sunday 19 September 2010.

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

2.3 The seminar and 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 0930 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. ICAO PERSONNEL CONCERNED WITH THE MEETING

4.1 Mr. Jehad Faqir, ICAO Deputy Regional Director, will open the Seminar at 0930 hrs. Mr. Loftur Jonasson, Technical Officer CNS, Air Navigation Bureau ICAO Headquarters, will act as Secretary of the Seminar and Meeting. He will be assisted by Mr. R. Gulam Regional Officer CNS, ICAO MID Office.

4.2 Ms. T. Qatami (Administrative Officer) and Mrs. M. Hindi (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.

4.3 Mrs. Sonia El Sakka (ICT) will handle the Information Communication Technology matters.

4.4 Mrs. Manal Wissa will provide the secretarial assistance.

5. DOCUMENTATION

5.1 Please note that no documentation will be available in hard copy format. However, working and information papers related to the meeting will be available on the ACP website http://www.icao.int/anb/panels/acp prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring with them their own hard copies or their laptops to the meeting, as appropriate. As for the Seminar CD will be distributed during the event.

6. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

6.1 The ICAO Middle East Regional Office is located at the Egyptian Ministry of Civil Aviation Complex, Airport Road, Cairo. The telephone numbers are: (202) 2267 4841/5/6, the fax number is: (202) 2267 4843, the e-mail address is: icaomid@cairo.icao.int and website is http://www.icao.int and ICAO MID Forum is http://212.71.33.150

WORKING HOURS

6.2 The working days and hours of the ICAO Regional Office are Sunday – Thursday 0730-1430 while Fridays and Saturdays are week end holiday.

6.3 The list of Officers in the ICAO Regional Office is given in the Attachment.

7. ICAO SALEABLE PUBLICATIONS

7.1 ICAO publications, if required by participants, may be purchased from the ICAO HQ.

8. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

8.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Cairo, through their respective hotel reception desk, as the MID Office is unable to provide this service due to staffing limitations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses. Participants do have to arrange own hotel reservation.

9. TRANSPORTATION

9.1 Although we would very much wish to welcome you at Cairo Airport, it will not be possible to meet participants on arrival and provide transportation. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city and return.

9.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to Cairo city, at L.E. 60.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 40.00 (negotiable), at the taxi stand at the airport.

9.3 **Free Bus Transportation**

9.3.1 Free bus services will only be provided to and from the venue of the Meeting according to the following:

Itinerary to the venue of the Meeting

Departure from Beirut Hotel at 08:00
Departure from Le Meridien Heliopolis at 08:15
Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 08:20
Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:30

Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.

Itinerary from the venue of the Meeting

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 14:45

N.B. *i Bus will be identified by the ICAO sign.*
ii Due to security measures participants are requested to be available outside the main entrance of the premises in which the Regional office is located. Punctuality will be much appreciated since departure times are fixed.

10. INSURANCE

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

11. SOME USEFUL TRAVEL INFORMATION

PASSPORT

11.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

VISA

11.2 It is mandatory that all participants obtain official visas from the Egyptian Embassy or Consulate in their country prior to their departure for Egypt.

CUSTOMS

11.3 The following items may be brought into Egypt duty free:

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

Additional quantities of the above items may also be purchased from Cairo Airport duty free shop after clearing customs.

WEATHER CONDITIONS

11.4 The main daily maximum and minimum temperatures for the month of September 38ºC and 24ºC.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

12.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 100, 50, 20, 10, 5 and 1 L.E. 1 pound comprises 100 piasters. Current UN rate of exchange for US $ is approx. US $ 1 = L.E. 5.45 for May 2010.

12.2 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.

12.3 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

13. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

TELEPHONE CARDS

13.3 Cards are available in the Egyptian Market for international calls.

14. OTHER ASSISTANCE

14.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO

NAME	TITLE
MR. M.R. KHONJI	ICAO REGIONAL DIRECTOR (ICAORD)
MR. J. FAQIR	DEPUTY REGIONAL DIRECTOR (DEPRD)
ADMINISTRATION	
MS. T. QATAMI	REGIONAL OFFICER, ADMINISTRATION (ADM)
TECHNICAL OFFICERS	
MRS. N. A. HADY	REGIONAL OFFICER, AERODROMES, AIR ROUTES AND GROUND AIDS (AGA)
MR. M. SMAOUI	REGIONAL OFFICER, AERONAUTICAL INFORMATION SERVICE & CHARTS/METEOROLOGY (AIS/MET)
MR. R. GULAM	REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)
MR. S. AL-ADHOOBI	REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT (ATM)
MR. P. BUDD	REGIONAL OFFICER, FLIGHT SAFETY (FLS)