



3 bis villa Emile Bergerat, 92522 Neuilly-sur-Seine Cedex, France

When replying please quote

Reference : EUR/NAT 13-0521.TEC (HAS/LEJ)

1 August 2013

Subject : **ICAO Seminar/Workshop on Civil/Military Cooperation in the EUR Region
(Kyiv, Ukraine, 28 to 31 October 2013)**

Action required : **Please reply by 4 October 2013**

Dear Sir/Madam,

1. I wish to refer to the ICAO efforts in order to support States in the implementation of provisions relating to civil/military cooperation, and to invite your Administration/Organisation to the ICAO EUR Seminar/Workshop on Civil/Military Cooperation which will take place, at the kind invitation of Ukraine, in the ICAO Training Institute in Kyiv, Ukraine, from **28 to 31 October 2013**. The Seminar/Workshop is being convened by ICAO in partnership with the Civil Air Navigation Services Organisation (CANSO), the European Organisation for the Safety of Air Navigation (EUROCONTROL), the International Air Transport Association (IATA), the United States Federal Aviation Administration (FAA) and Department of Defence (DoD) and, the North Atlantic Treaty Organization (NATO) and the hosting State.

2. This Seminar/Workshop is part of a worldwide campaign to foster civil/military cooperation, as recommended by the Global Air Traffic Management Forum on Civil/Military Cooperation (Montreal, October 2009), and endorsed by the 37th Assembly (October 2010) which formulated Resolution A37-15, Appendix 0: Coordination and Cooperation of Civil/Military air traffic. The four day Seminar/Workshop will have the following objectives:

- a) Building on the Global Air Traffic Management Forum on Civil/Military Cooperation (2009) outcome;
- b) Roll-out of Circular 330 AN 189 Civil/Military Cooperation in Air Traffic Management;
- c) Optimizing use of the airspace;
- d) Improving Civil/Military Cooperation and Coordination;
- e) Information sharing between Civil/Military Authorities; and
- f) Impact in the modernization efforts of the States.

3. The Seminar/Workshop will be, with the kind support of the ICAO Training Institute, conducted in the English and Russian languages. The participants will be composed of many stakeholders including: civil and military authorities; air navigation services providers, air traffic management experts, civil/military airspace managers, military airspace users, airline operators, and general aviation. High level civil and military authorities are specifically encouraged to participate in this important event.

Distribution: All ICAO EUR/NAT accredited States and International Organisations

4. The event will consist of presentations on civil/military cooperation, including international standards and recommended practices, States' experiences, presentation of ICAO guidance material (Circular 330 on Civil/Military Cooperation in Air Traffic Management) and panel discussions. The workshop sessions will consist of interactive, theoretical and practical activities for the implementation of civil/military cooperation, practical exercises, optimization of the use of airspace with simulated scenarios, initiatives to improve civil/military cooperation and coordination, as well as interoperability.

5. The Seminar/Workshop will take place in the (ICAO Training Institute) National Aviation University in Kyiv:

ICAO Institute
National Aviation University
1, Kosmonavta Komarova ave.
Kyiv 03680
Ukraine

6. A draft agenda with a list of topics and activities for this event is attached as **Appendix A** to this letter and a detailed event programme will be forwarded in due course. The event will formally commence on the **28 October 2013 at 09:30** hours, with registration of delegates starting from **08:30** hours onwards. A list of recommended hotels together with additional administrative information are attached in **Appendix B**. Information on visa requirements for Ukraine can be found under the following link: <http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners> and arrangements for visa support will be managed by the ICAO EUR/NAT Office. The hotel reservation and the transfer to/from the Kyiv Boryspil airport have to be made individually by each Seminar/Workshop participant. The use of hard copy (paper) documentation at the Seminar/Workshop will be kept to a minimum as all relevant material will be uploaded to the ICAO EUR/NAT website. Accordingly, it is recommended for participants to bring their computers (e.g. notebooks) to this event.

7. I would appreciate if you could confirm the participation of your Administration/Organization in this Seminar/Workshop with the attached registration form (in English or Russian) in **Appendix C** at your earliest convenience, preferably before **04 October 2013**, to icaoeurnat@paris.icao.int, shalle@paris.icao.int and in copy also to eduicao@nau.edu.ua so that a timely preparation and proper conduct of this Seminar/Workshop can be assured. Attachment C to this letter is provided for this purpose. As communication between States and ICAO is through civil aviation authorities, the authorities are requested to inform their military counterparts and coordinate participation of the military officials as part of their (civil aviation) delegation.

Yours sincerely,

Luis Fonseca de Almeida
ICAO Regional Director
Europe and North Atlantic

Enclosures: Appendix A – Seminar Topics and Workshop Activities
Appendix B – Administrative Information and Hotel List
Appendix C – Registration Form

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SEMINAR/WORKSHOP ON CIVIL/MILITARY COOPERATION IN THE ICAO EUR REGION

(Kyiv, Ukraine, 28 - 31 October 2013)

SEMINAR TOPICS

Day 1 and 2

1. Registration of participants and formal Opening.
2. Outcome from ICAO Global Civil/Military Cooperation Forum and Circular 330.
3. Setting the Scene for Civil/Military Cooperation in the Region.
4. Civil/Military Cooperation Regional Developments.
5. Panel on Civil/Military Collaboration, Regulatory Aspects.
6. Panel on Optimizing the use of the Airspace and Operational Capabilities/Enablers.
7. Panel on Interoperability and Challenges.
8. Way forward/Recommendations and Wrap-up of the Seminar.

WORKSHOP ACTIVITIES

Day 3 and 4

1. Fundamentals of Good Communications.
2. Preparation of Static Airspace Plan.
3. Preparation Dynamic Airspace Plan.
4. Initiatives (including simulation) to improve Civil/Military Cooperation.
5. Wrap-up of the Workshop.
6. Recommendations of the Seminar/Workshop.
7. Closing Remarks.

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SEMINAR/WORKSHOP ON CIVIL/MILITARY COOPERATION

ICAO EUR Region

(Kyiv, Ukraine, 28 - 31 October 2013)

HOTEL LIST AND ADMINISTRATIVE ARRANGEMENTS

How to get from the Boryspil International airport to Kyiv?

There are several options:

- by bus
- by taxi

The bus service "POLIT" № 322 operates twenty-four-hours. The interval between buses is 20 minutes. Shuttle bus itinerary: "Boryspil" airport – Central Railway Station. The cost of the shuttle bus (from the International Boryspil Airport to the Railway Station) – 40 UAH (\$ 5-6).

When you get to the Central Railway Station we would advise you to take a taxi to your hotel. The cost of the taxi from the Railway Station to the Hotel Lybid - 30-40 UAH (\$ 4-5).

You can also use the taxi, which will take you straight to the hotel. You can take the taxi at the airport (which is usually more expensive – around 200 UAH (\$25)). It is also possible to call a taxi in advance, so it will pick you up and it will be cheaper. Here are the telephone numbers of taxi services:

(044) 467-5-467	(044) 362-01-01
(067) 665-54-64	(066) 088-25-08
(044) 227-71-11	(044) 535-71-54
(044) 501-5-501	(067) 463-54-54
(050) 340-54-54	

The address of the National Aviation University (ICAO Institute) is
Kiev 03680, 1 Kosmonavta Komarova ave., building 8, room 200.



Phone: (044) 406-72-19
 (044) 406-72-66
 (044) 457-69-12
 E-mail: eduicao@nau.edu.ua

ACCOMODATION

HOTEL LYBID

Address: 1, Peremohy Square, Kyiv-01135, Ukraine
<http://www.hotellybid.com.ua>

Reception

Phone: (044) 236 0063
 Fax: (044) 236 6336
 E-mail: reception@hotellybid.com.ua

Reservation

Phone:
 (044) 236 9572
 (044) 236 6023
 Fax: (044) 236 6336
 E-mail: reception@hotellybid.com.ua

Room service (24 hours) - Breakfast available (surcharge) - Dry cleaning/laundry service - Restaurant(s) in hotel - Parking (surcharge) - Parking limited (surcharge) - Bar/lounge - Safe-deposit box - front desk - Area shuttle (surcharge) - Airport transportation (surcharge) - Wireless (high-speed) Internet access -complimentary - 24-hour front desk

Room rates 2013

High season

September 2 - December 19

	1 pax	UAN	2 pax
SINGLE OR TWIN	930		1070
JUNIOR SUITE	1217		1357
SUITE (two rooms)	1627		1767

Prices are in UAH, include buffet breakfast and VAT. Prices can vary because of currency rates or the amendments in the Ukrainian legislation

Travel tax in amount of 1% from the cost of accommodation is not included and has to be paid extra (in accord to the resolution of Kyiv City Administration № 573/5385 from 30.12.2010).

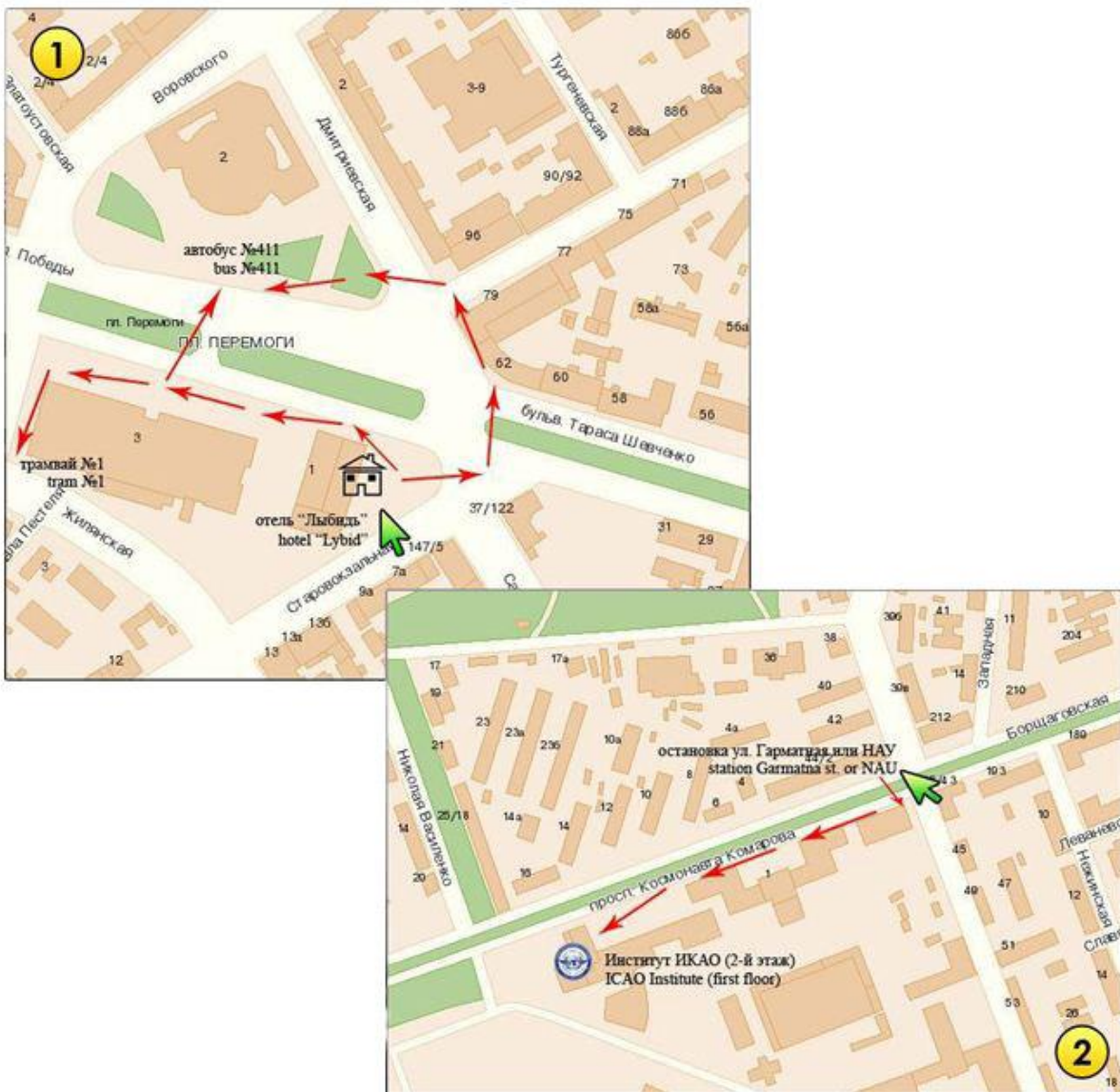
How to get from the hotel “Lybid” to the National Aviation University (ICAO Institute)?

There are several options:

- by taxi
- by tramway № 1, 3 (from the station “Peremogy square” (near Shopping Center “Ukraine” to National Aviation University station)
- by shuttle bus № 411 (from the bus stop “Circus” to “Natsionalniy aviatsionniy universitet” or “Garmatnaya”)

The trip will take you about 20-25 minutes. The fare for the shuttle bus is around 2-3 UAH (\$ 0.25 - \$ 0.40)

Карта проезда от гостиницы “Льбидь” к Национальному авиационному университету (институту ИКАО)
Route map from “Lybid” hotel to National Aviation University (ICAO Institute)



HOTEL «7 days »**Position**

“7 Days” is situated not far from the university.

Contact information:

4, Geroev Kosmosa Str., 5th floor of the FORUM SATELLITE Business Centre, Kiev, Ukraine

Reception and booking department:

Tel. +380 44 407 27 97

+380 44 407 24 43

<http://www.7dney.com>

Hotel description:

The hotel is situated on the 5th floor of the **FORUM SATELLITE Business Centre** “7 Days” is a new European hotel with comfortable apartments. A beautiful interior, pleasant unexpected colours, non-standard approach to the interior characterize the hotel as a new format one. Each apartment has: minibar, space television, telephone – Internet access, lux apartments have conditioners, beautiful comfortable furniture, wide and comfortable beds with orthopaedic mattresses “Veneto”.

Prices:

Single: 399.00 UAH

Double: 599.00 UAH

Semilux: 699.00 UAH

Lux: 899 UAH

Breakfast (tea, coffee, juice, yoghurt, croissants, sugar, honey), local calls and VAT (Tax) are included into price of the apartment.

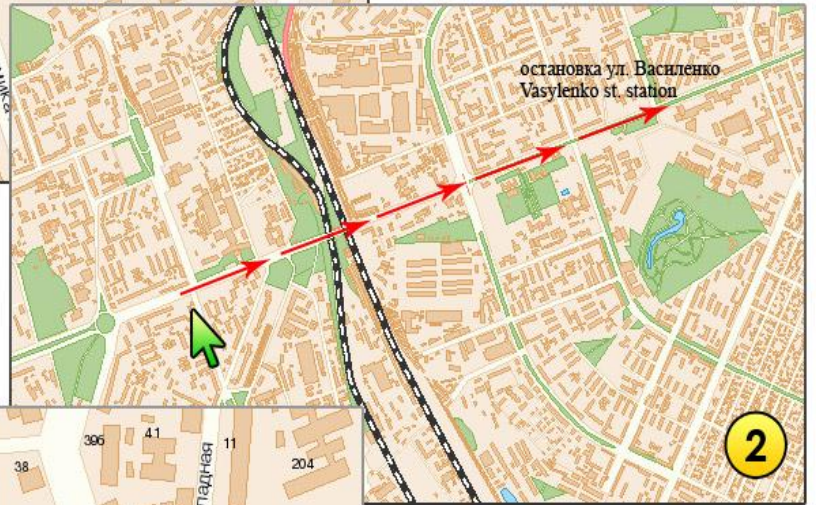
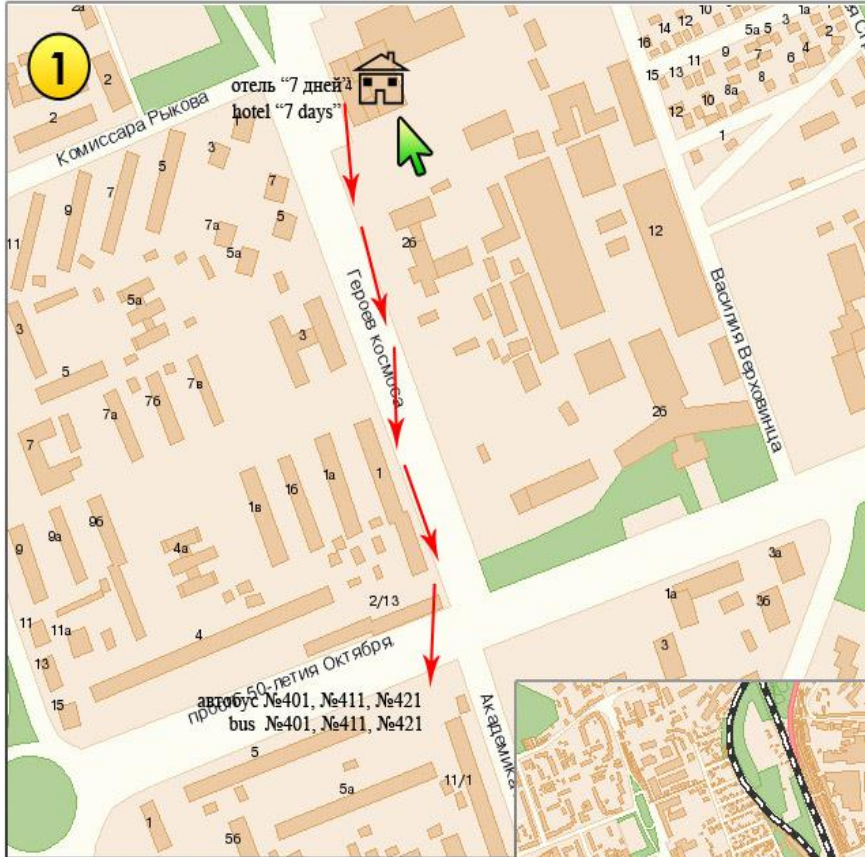
Tourist tax 1% from a sum is not included in accommodation rates and paid additionally.

How to get from “7 Days” to the National Aviation University (ICAO Training Institute)?**There are several options:**

- **by taxi**
- **by tramway** № 1, № 3 (from the station “Gnata Yury” to “**National Aviation University**” station)
- **by shuttle bus** № 69 (from the bus stop “Gnata Yury” to “Vasilenko Street” or “Natsionalniy aviatsionniy universitet”)
- **by shuttle bus** № 411, № 421, № 401 (from the bus stop “Gnata Yury” to “Vasilenko Street” or “Natsionalniy aviatsionniy universitet”)

The trip will take you about 15-20 min. The **shuttle bus fare is about 2-3 UAH (\$ 0.25 - \$ 0.40).**

Карта проезда от гостиницы "7 дней" к Национальному авиационному университету
Route map from "7 days" hotel to National Aviation University



Вся дорога займет 15-20 минут и будет стоить 1.25-1.5 грн. (около 0.3 \$). Стоимость такси - 15-20 грн. (3-4 \$)

The whole trip will take 15-20 minutes and will cost 1.25-1.5 UAH. (about 0.3 \$). The cost of taxi cab is 15-20 UAH (3-4 \$)

HOTEL “Kievpribor”

Position

“Kievpribor” is situated not far from the university.

Contact information:

1/6, Zapadnaya Str., Kiev, Ukraine

Reception and booking department:

Tel. +380 44 457 26 76

+380 44 457 71 31

Hotel description:

The hotel is of flat type.

The prices are indicated in Ukrainian hryvnas. Breakfast is not included into the price of a room.

Prices:

Semilux: 390.00 UAH

Lux: 440 UAH

How to get from “Kievpribor” to the National Aviation University (ICAO Training Institute)?

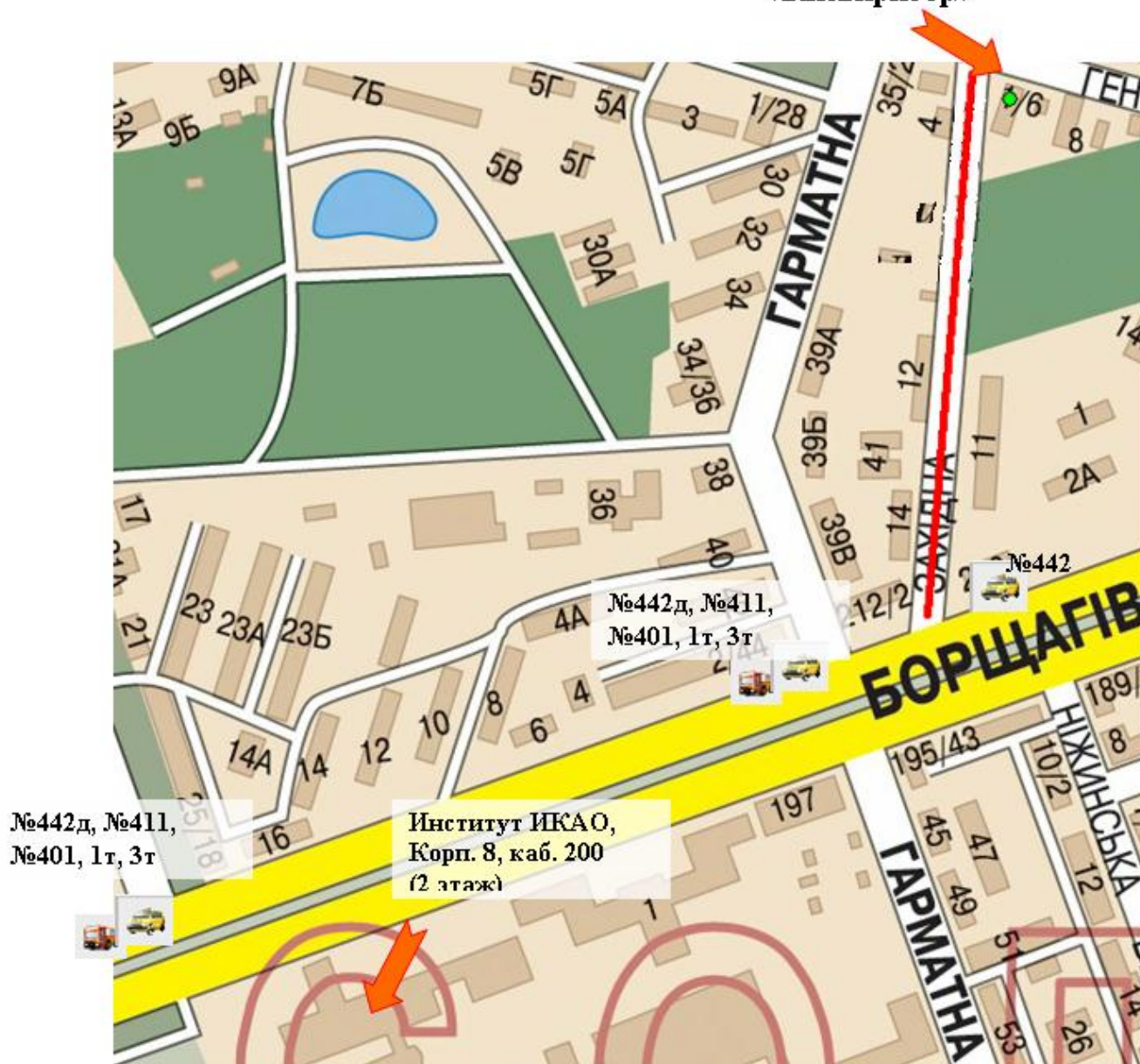
There are several options:

- **by shuttle bus** № №442 Д or any bus (from the bus stop “Garmatnaya” to “Vasilenko” or “Vasilenko Street”, building 8, National Aviation University, 2nd floor, room 200)
- **by feet.**

The trip will take you about 10-15 min. The **shuttle bus fare cost is about 2-3 UAH (\$ 0.25 - \$ 0.40).**

Route map from “Kievpribor” hotel to National Aviation University

«Киевприбор»

**Emergency service contact numbers:**

101 – emergency/fire prevention service

102 – police department

103 – first aid service

104 – emergency (KyivGas)

Medical centre at the University serves participants free of charge

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SEMINAR/WORKSHOP ON CIVIL/MILITARY COOPERATION

ICAO EUR Region

(Kyiv, Ukraine, 28 - 31 October 2013)

ATTENDANCE NOTIFICATION AND REGISTRATION FORM

- ✓ Please fill and forward the form in the same (MS Word) format. Do not fax, scan or change format to PDF.
- ✓ Insert information in the grey empty boxes
- ✓ Where appropriate, click to make the appropriate selection

1. Surname	Click to select title	
2. Given Name (s)		
3. Job Title		
4. State/Organization		
5. Mailing Address		
6. Telephone		
7. Fax		
8. E-mail address		
9. Hotel		

Note: As indicated in the invitation letter, participants are expected to make their own hotel reservations and arrangements to obtain their visas. Hotel information and other administrative arrangements are provided in Appendix B.

Please complete and return to the following address:

ICAO EUR/NAT Office, Paris, France
email: icaournat@paris.icao.int and
email: shalle@paris.icao.int
Fax: +33 1 46 41 85 00
ICAO Training Institute, Kiev Ukraine
email: eduicao@nau.edu.ua