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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

File Ref.: ME 3/3 – 25/229

27 November 2025

**Subject: Twenty-first Meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/21)  
(Cairo, Egypt, 14 – 15 January 2026)**

**Action required: Reply not later than 30 December 2025**

Sir/Madam,

I have the honour invite your Administration/Organization to participate in the Twenty-first Meeting of the Middle East Regional Monitoring Agency Board (MIDRMA Board/21) which will be held at the ICAO MID Office in Cairo, Egypt, **on 14 and 15 January 2026**.

The Provisional Agenda of the meeting and the Terms of Reference (ToR) of the MIDRMA Board are at **Attachments A and B**, respectively. Your comments on the Provisional Agenda, including any amendment you may wish to suggest, would be considered. The Bulletin including administrative arrangements, the hotels list and other useful information for participants is provided on the ICAO MID website at: [MID Office Bulletin](#). This letter, all its relevant attachments and Working/Information Papers and Presentations, as they become available, will be posted at: [www.icao.int/mid](http://www.icao.int/mid)

It is to be highlighted that in accordance with the MIDANPIRG Conclusion 14/35 related to the submission of required data to the MIDRMA, in particular the Large Height Deviation (LHD) Reports of the different categories, your Administration is kindly requested to, if not yet done so, to submit the related LHD reports using the MIDRMA online platform, and to be prepared to effectively discuss the LHDs reported to the MIDRMA related to your State. States that fail to submit the data, as required will be unfortunately included in the MIDANPIRG list of Air Navigation Deficiencies.

I would appreciate it if you could, as soon as possible, preferably not later than **30 December 2025** confirm the participation of your designated MIDRMA Board Member/Alternate by completing [this online Nomination Form](#). In addition to the designated MIDRMA Board Members/Alternates, the attendance of Focal Points from ATC and RVSM approval authorities is strongly encouraged. For your convenience, the current list of MIDRMA Board Members/Alternates and Focal Points is at **Attachment C**.

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



Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

**Attachments**

AA/dk

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*International Civil Aviation Organization*

**Middle East Regional Monitoring Agency Board**

**Twenty-first Meeting (MIDRMA Board/21)**  
**(Cairo, Egypt, 14 – 15 January 2026)**

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**PROVISIONAL AGENDA**

- |                       |   |
|-----------------------|---|
| <b>Agenda Item 1:</b> | Adoption of the Provisional Agenda                                      |
| <b>Agenda Item 2:</b> | Follow-up on MIDANPIRG/22 and MIDRMA Board/20 Conclusions and Decisions |
| <b>Agenda Item 3:</b> | Progress Report on the MIDRMA Project                                   |
| <b>Agenda Item 4:</b> | RVSM Monitoring and related Technical Issues                            |
| <b>Agenda Item 5:</b> | Future Work Programme   |
| <b>Agenda Item 6:</b> | Any other Business  |

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**MIDDLE EAST REGIONAL MONITORING AGENCY (MIDRMA) BOARD**

**TERMS OF REFERENCE**

*The Terms of reference was developed in line with the composition of the MIDRMA Board members (para 2 refers) to assign the relevant tasks and responsibilities to the concerned parties.*

**I. Board responsibilities**

1. The Board is responsible for the overall supervision, direction, and management of the MIDRMA project, to ensure an efficient functioning of the MIDRMA and its sustainability.
2. Develop and continue monitoring the MIDRMA sustainability plan in periodic manner, not more than 3 years, or when deemed necessary.
3. The Board shall elect a Chairperson.
4. The Board shall review and update the MIDRMA work plan on a yearly basis and/or whenever required.
5. The Board shall meet at least once a year or when deemed necessary to review/update, consider, and approve:
  - i. the MIDRMA safety reports;
  - ii. matters related to the financial management of the MIDRMA project (funding mechanism, annual contributions, incomes, expenditures, etc.); and
  - iii. the duties, responsibilities, and scope of the MIDRMA.
6. The Board meetings should be hosted by the member States on rotation basis.
7. The outcomes of the Board meeting related to technical subjects should be reported to MIDANPIRG for final review and endorsement; whereas, the financial and managerial subject related to the MIDRMA are handled by the Board and do not necessitate MIDANPIRG endorsement.
8. The Board shall promote effective communication channels between the MIDRMA and the Member States.
9. The Board shall promote collaboration and cooperation among member states, encouraging the sharing of best practices, experiences, and lessons learned in RVSM operations and monitoring.
10. The Board shall facilitate capacity building initiatives, including training programs and workshops, to enhance the technical expertise of member States related to RVSM operations, risk analysis and monitoring.
11. The Board shall promote compliance with applicable international standards, recommended practices, and procedures related to RVSM, taking into account the evolving regulatory framework and technological advancements.

## ***II. Composition***

The MIDRMA Board consists of focal points nominated by each Participating MID Region State as signatories on their behalf with ICAO Technical Cooperation Bureau (TCB) in relation with the MIDRMA project.

The MIDRMA Board meetings will be attended by:

- The Board Members;
- ICAO Regional Office, as permanent observer; and
- Other Organizations (EUROCONTROL, IATA, etc.) as observes on ad-hoc basis and as required.

## ***III. Chairperson responsibilities***

The elected Chairperson should:

1. Act as the contact point/coordinator on behalf of the MIDRMA Board members to manage the MIDRMA operational and financial activities.
2. Call, organize and Chair Board meetings.
3. Ensure that the Agenda of the Board meetings meets the objectives to improve MIDRMA activities and keep focus on high priority items.
4. Ensure meeting Agendas, documentation and meeting Reports/Summaries are provided to Member States.
5. Ensure timely sharing of information related to the board documentation (financial, technical) two weeks before the meeting.
6. Promote consensus among the member States.
7. Coordinate MIDRMA activities closely with the Secretariat and follow-up meeting outcomes and Action items.
8. Present annual financial statement to the board meetings.
9. Coordinate relevant subjects with ICAO, Host State (Bahrain) and Board members, as deemed necessary.

## ***IV. Member States responsibilities***

Each MIDRMA member State should:

1. Designate a MIDRMA Board Member/ Alternate, an ATC and Airworthiness/Flight OPS Focal Points. The designated representatives should be familiar with the MIDRMA Objectives and able to support its activities.
2. Provide update to the MIDRMA and the ICAO MID Office regarding any changes in the appointed focal points for ATC and Airworthiness; and ensure that the newly appointed focal point(s) are provided with a comprehensive briefing by their predecessors, explaining the assigned tasks and responsibilities.
3. Regularly attend the MIDRMA events.

4. Ensure the payment of the financial annual contributions to the MIDRMA in a timely manner, and avoid pending arrears.
5. Provide the required data to the MIDRMA on regular basis and in a timely manner; the data include, but is not limited to:
  - a) approval of operators and aircraft for RVSM operations (on monthly basis or whenever there's a change);
  - b) Large Height Deviations (LHD) (on monthly basis);
  - c) traffic data (TDS and ADS-B...) as requested by the MIDRMA Board;
  - d) airway route structure (above FL 290) and list of waypoints.
6. Investigate and respond to relevant LHD reports filed related to its FIR, through the MIDRMA online reporting tool.
7. Withdraw the RVSM approvals for their airline operators who are not compliant with RVSM height monitoring, and notify the MIDRMA; accordingly.
8. Monitor the relevant Minimum Monitoring Requirements (MMR) through the MIDRMA online system available on the MIDRMA website (add link).

***V. MID Office Secretariat Responsibilities***

The Secretariat will support the Chairperson by providing administrative, coordination and technical support to the MIDRMA Board. In particular, the Secretariat will:

1. Coordinate meeting logistics with the relevant parties.
2. Develop meeting Agenda.
3. Ensure meeting Reports/Summaries and related documents are posted in a timely manner on the ICAO MID Regional Office website.
4. Monitor and follow-up on the implementation of the Board Conclusions and Decisions and provide status reports to the Board meetings.
5. In coordination with the MIDRMA, report the outcomes of the Board meetings to MIDANPIRG and/or its subsidiary bodies, as appropriate.
6. Maintain communication with the Chairperson, MIDRMA and Member States.
7. Coordinate with ICAO HQ/CDI for the issuance of payment requests and follow up on the arrears.

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## LIST OF MIDRMA BOARD MEMBERS/ALTERNATES AND FOCAL PONTS

**Chairman: Mr. Abdulla Al Qadhi (Bahrain)**

STATE	MIDRMA BOARD MEMBER	ALTERNATE	ATC FOCAL POINT	AIRWORTHINESS/FLIGHT OPERATIONS FOCAL POINT
BAHRAIN	<p><del>Mr. Ahmed Mohammed Bucheery</del>  Chief Air Traffic Management  Civil Aviation Affairs  P.O. Box 586 BAHRAIN</p> <p>Fax: +973 17 329977  Tel: +973 17 321117  Mobile: +973 39522696  E-mail: <a href="mailto:a.ali@mtt.gov.bh">a.ali@mtt.gov.bh</a></p>	<p><b>Mr. Isa Al-Khamiri</b>  Safety Manager  Civil Aviation Affairs  P.O. Box 586 – BAHRAIN</p> <p>Fax: +973 17 329977  Tel: +973 17 321118  Mobile: +973 3644768  E-mail: <a href="mailto:ialkhamiri@mtt.gov.bh">ialkhamiri@mtt.gov.bh</a></p>	<p>Same as MEMBER</p>	<p><b>Eng. Abdulrazzaq Abdulwahid</b>  Aircraft Registration Specialist  Civil Aviation Affairs  P.O. Box 586 BAHRAIN  Tel: +973 17 32 9031  E-mail: <a href="mailto:a.mohammed@mtt.gov.bh">a.mohammed@mtt.gov.bh</a></p>
EGYPT	<p><b>Mr. Tayseer Mohamed Abdelkareem</b>  General Manager of ATS  Egyptian Civil Aviation Authority  (ECAA) General Manager of ATS  Cairo - Egypt</p> <p>Fax: +202 2268 7849  Tel: +202 2267 8883  Mobile: +20100 522 8675  E-mail: <a href="mailto:tayseerkasem73@gmail.com">tayseerkasem73@gmail.com</a>  <a href="mailto:tayseer.mohamed@civilaviation.gov.eg">tayseer.mohamed@civilaviation.gov.eg</a></p>	<p><b>Mr. Ehab Raslan Mohamed</b>  General Manager R&amp;D  National Air Navigation Services  Company (NANSC)  Cairo Airport Road  Cairo - EGYPT</p> <p>Office: +20222680929 / ext: 6690  Mobile: +201011 2699 0000  Email: <a href="mailto:ehab.raslan@nansceg.net">ehab.raslan@nansceg.net</a></p>	<p><b>Mr. Ahmed Farouk Sayed Ali</b>  ATC  National Air Navigation Services  Company (NANSC)  Cairo Airport Road  Cairo - EGYPT</p> <p>Mobile: +20100 654 7752  Email: <a href="mailto:ahmedfarouk.atc@gmail.com">ahmedfarouk.atc@gmail.com</a></p> <p>-----</p> <p><b>ALTERNATE</b></p> <p><b>Mr. Mohamed Zakaria Elsayed</b>  ATC  National Air Navigation Services  Company (NANSC)  Cairo Airport Road  Cairo - EGYPT</p> <p>Mobile: +20100 3080555  Email: <a href="mailto:mohamedzakaria88@gmail.com">mohamedzakaria88@gmail.com</a></p>	<p><b>Eng. Ahmed Abdelaziz Mohamed</b>  .....  Egyptian Civil Aviation Authority  Cairo Airport Road  Cairo - EGYPT</p> <p>Mobile: +20100 272750  Email: <a href="mailto:ahmed.salama@civilaviation.gov.eg">ahmed.salama@civilaviation.gov.eg</a></p> <p>-----</p> <p><b>ALTERNATE</b></p> <p><b>Eng. Ahmed Mohamed Ead</b>  Airworthiness Senior Inspector  Egyptian Civil Aviation Authority  Cairo Airport Road  Cairo - EGYPT</p> <p>Mobile: +20100 3765057  Email: <a href="mailto:ahmed.ead@civilaviation.gov.eg">ahmed.ead@civilaviation.gov.eg</a></p>

STATE	MIDRMA BOARD MEMBER	ALTERNATE	ATC FOCAL POINT	AIRWORTHINESS/FLIGHT OPERATIONS FOCAL POINT
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STATE	MIDRMA BOARD MEMBER	ALTERNATE	ATC FOCAL POINT	AIRWORTHINESS/FLIGHT OPERATIONS FOCAL POINT
JORDAN	<b>Mr. Marwan Hani Ibrahim Al-Masri</b> Air Traffic Control Officer ATCO/QA&IA Civil Aviation Regulatory Commission Queen Alia Airport  Tel: +962-6 445 1672 Mobile: +962 795 990 890 Fax: +962-6 445 1667 Email: <a href="mailto:marwan.al-masri@carc.gov.jo">marwan.al-masri@carc.gov.jo</a>	Same as MEMBER	-	<b>Eng. Abdalah Alhajel</b> Airworthiness Inspector Civil Aviation Regulatory Commission P.O. Box 7547/11110 Amman - JORDAN  Fax: (962-6) 487 4710 Tel: (962-6) 489 2282 Ext 3735 Mobile: +962-796117729 E-mail: <a href="mailto:Abdalah.Alhajel@CARC.GOV.JO">Abdalah.Alhajel@CARC.GOV.JO</a>
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STATE	MIDRMA BOARD MEMBER	ALTERNATE	ATC FOCAL POINT	AIRWORTHINESS/FLIGHT OPERATIONS FOCAL POINT
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STATE	MIDRMA BOARD MEMBER	ALTERNATE	ATC FOCAL POINT	AIRWORTHINESS/FLIGHT OPERATIONS FOCAL POINT
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