



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 11/21.1-13/144

30 June 2013

**Subject: Second Meeting of the RASG-MID Steering Committee (RSC/2)
(Cairo, Egypt, 27 – 29 August 2013)**

Action required: Reply not later than 06 August 2013

Sir,

I have the honour to invite your State Administration/Organization to participate in the Second Meeting of the RASG-MID Steering Committee (RSC/2) which will be convened at the ICAO MID Regional Office, Cairo, Egypt, from 27 to 29 August 2013.

You may wish to recall that the RSC was established to act as an advisory body to the RASG-MID, guide its work and ensure that safety initiatives are accomplished in a timely, effective and efficient manner.

The Provisional Agenda and Explanatory Notes for the meeting are at **Attachments A and B** to this letter. Your comments on the attached Agenda, including any amendment(s) you may wish to suggest, would be appreciated.

The Bulletin containing further details about the venue and other useful information for participants including the Hotel List is at **Attachment C**.

This letter and all its relevant attachments will be posted in PDF format on the ICAO MID Regional Office website at: <http://www.icao.int/mid/>.

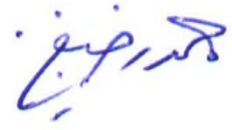
To enable timely preparation and proper conduct of the meeting, I would appreciate if you could, as soon as possible, preferably not later than **06 August 2013** confirm your participation to the meeting by providing the names, functions and other details of all participants from your State Administration/ Organization using the Nomination Form at **Attachment D**, which should be sent to the ICAO MID Regional Office (e-mail address: icaomid@icao.int).

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Kindly, note that no documentation in hard copy will be available. However, all working and information papers related to the meeting will be available on the office website, at least 15 days 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 meeting, as appropriate.

Finally, your State Administration/Organization is encouraged to participate actively in the work of the meeting by submitting working and/or information papers related to the subjects contained in the provisional agenda. I would be grateful to receive your papers in electronic format **prior to 06 August 2013**, in order to allow time for processing and posting on the website.

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji
ICAO Regional Director, Cairo

Attachments

SECOND MEETING OF THE RASG-MID STEERING COMMITTEE (RSC/2)

(Cairo, Egypt, 27 – 29 August 2013)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda
- Agenda Item 2: Global developments related to aviation safety
- Agenda Item 3: Regional Performance Framework for Safety
- Agenda Item 4: Coordination between RASG-MID and MIDANPIRG
- Agenda Item 5: Future Work Programme
- Agenda Item 6: Any other Business

SECOND MEETING OF THE RASG-MID STEERING COMMITTEE

(RSC/2)

(Cairo, Egypt, 27 – 29 August 2013)

EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda

The meeting will review and adopt as appropriate the provisional agenda for the RSC/2 Meeting.

Agenda Item 2: Global developments related to aviation safety

The meeting will be apprised of the global developments related to aviation safety.

Agenda Item 3: Regional Performance Framework for Safety

The meeting will be apprised of the outcome of the RASG-MID Teams and RSC-Limited Meeting (Amman, Jordan, 26-28 February 2013). The meeting will review the Draft of the Second Annual Safety Report. Using the GASP/GASR, and building on the work already done within the Region, in particular the Recommendations contained in the Annual Safety Report, the meeting will review, update and prioritize the Safety Enhancement Initiatives and Detailed Implementation Plans. The meeting will initiate discussion on the RASG-MID Programme for 2014. The meeting may also address any other issue related to safety activities/initiatives in the region.

Agenda Item 4: Coordination between RASG-MID and MIDANPIRG

The meeting will be apprised of the outcome of the MIDANPIRG/13 Meeting related to air navigation safety and take action, as appropriate for an enhanced coordination between MIDANPIRG and RASG-MID.

Agenda Item 5: Future Work Programme

The meeting will agree on the dates and venue of the RSC/3 Meeting. The meeting will agree also on the Provisional Agenda for the RASG-MID/3 Meeting.

Agenda Item 6: Any other Business

Any other matters not covered by the agenda, might be addressed under this agenda item.



International Civil Aviation Organization

Second Meeting of the RASG-MID Steering Committee (RSC/2)

(Cairo, Egypt, 27 – 29 August 2013)

BULLETIN

1. LOCATION

1.1 The Second Meeting of the RASG-MID Steering Committee (RSC/2) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 27 – 29 August 2013.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the meeting will be held at 0900 hours on Tuesday 27 August 2013.

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

2.3 The 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 0900 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. Mohamed. R. Khonji, ICAO Regional Director will open the meeting at 0900 hrs. Mr. Mashhor Alblowi, Regional Officer FLS will act as Secretary of the Meeting.

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. Hoda Gabriel 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 ICAO MID Regional Office website at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and may bring their own hard copies, however, in order to follow through the training and exercise session, it is preferred that they bring their own laptops to the meeting.

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@icao.int and website is <http://www.icao.int/mid>.

WORKING HOURS

6.2 The working hours of the ICAO Regional Office are 0730-1430.

6.3 The list of Officers in the ICAO Regional Office is given in Page 4.

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 Regional 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. 90.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 60.00 (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 Intercontinental, City Stars at 07:30

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 Radisson Hotel at 8:25

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 14:30

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 August 35°C and 30°C.

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. 7.00 for June 2013.

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	
MRS. T. QATAMI	ADMINISTRATIVE OFFICER (AO)
TECHNICAL OFFICERS	
MR. M. SMAOUI	REGIONAL OFFICER, AIR NAVIGATION SERVICE & AERONAUTICAL INFORMATION MANAGEMENT (ANS/AIM)
MR. R. GULAM	REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)
MR. A. RAMLAWI	REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA)
MR. M. ALBLOWI	REGIONAL OFFICER, FLIGHT SAFETY (FLS)
MR. E. ELKHOURY	REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT/SEARCH AND RESCUE (ATM/SAR)
MR. D. STERLAND	REGIONAL OFFICER, AVIATION SECURITY AND FACILITATION

LIST OF HOTELS WITH ICAO CORPORATE RATES

3 June 2013

PARTICIPANTS ARE REQUIRED TO MAKE THEIR OWN RESERVATION(S). (ICAO MID REGIONAL OFFICE DOES NOT TAKE ANY RESPONSIBILITY FOR HOTEL RESERVATION OR CONFLICT (S) BETWEEN PARTICIPANTS AND THE HOTEL)

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Hotel Heliopolis (Fairmont)	Fairmont Room \$110.00S-\$125.00D Fairmont Pool View \$125.00S-\$140.00D Heliopolis Suite \$220.00S-\$235.00D Above Rates include Breakfast basis (Special rates for group more than 9 persons-deal directly with the hotel)	Orouba Street Heliopolis	(202) 22678170 Attention Reservation Department	Hli.reservations@fairmont.com Cc Hli.sales@fairmont.com	(202) 22677730/40	30
Meridien (Heliopolis)	Superior Room US\$100.00 S or D Deluxe Room US\$120.00 S or D Royal Club US\$145.00 S or D */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	Reservations.heliopolis@lemeridien.com & Ahmed.maher@lemeridien.com	(202) 24172492 22905055	30
Radisson Hotel	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast	Abdel Hamid Badawi St. Sheraton Area Heliopolis	202) 26965657	reservations.cairo@radissonblu.com cc Ihab.Barsoum@radissonblu.com Cc Sales.cairo@radissonblu.com www.radissonblu.com	(202) 26965656	30

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Novotel Cairo Airport	US \$100.00S US \$110.00D (B&B) Incl. Service Charges & Taxes *	CAIRO AIRPORT	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	rso_egypt@accor-hotels.com cc h0502-sl@accor.com	(202)22918520 22918573 22918577	20
Le Passage	Superior US\$95.00 S or D Delux Room US \$115.00 S or D Executive Club Room US\$135.00 */*/*/*/*	Cairo Airport	(202)2 4180761 <i>Attention:</i> Reservations Dept	Reservations@lepassage-hotels.com & wsalah.sm@lepassage-hotels.com	(202) 22929626 direct reservation or Direct Operator 22919400 22670099	20
Intercontinental Citystars	Standard US\$103.00 Bed only US\$118.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$173.00 Bed only US\$188.00 Bed & Breakfast Eecutive Suite US\$223.00 Bed only US\$238.00 Bed & Breakfast Supplement of US\$30.00 for double occupancy per room & US\$70.00 for Club Intercontinental per night	PO Box 1026 Cairo, Egypt	(202) 248000480	res.citystars@ihg.com cc noha.elbahrawy@ihg.com	(202)24800100 Ext 38	50

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Holiday Inn Cairo Citystars	Standard US\$75.00 Bed only US\$86.00 Bed & Breakfast supplement US\$105.00 Bed only US\$116.00 Bed & Breakfast Executive Room US\$125.00 Bed only 136.00 Bed & Breakfast Superior Suite US\$150.00 Bed only US\$161.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy & 50.00 for Executive Suites Per night	PO Box 1026 Cairo, Egypt	(202) 24800480	res.citystars@ihg.com cc noha.elbahrawy@ihg.com	(202)24800100 Ext 38	50
Baron	US \$100.00S US\$110.00D Incl. open Buffet Breakfast, Service Charges & Taxes	8, Maahad El Sahari St., Heliopolis	(202) 22907077 <i>Attention:</i> Reservation Dept. <i>or</i> Mr.Osama Kassiem Asst. Sales Manager	resvcai@baronhotels. com or sales@baroncairo.com website: www.baron hotels.com	(202)22907077 22915757	40
Hotel Beirut	US\$73.00 (S) US\$90.00 (D) Suite S or D US\$130.00 Incl. Serv./Gov. Tax */**	56, Beirut Street Heliopolis	(202) 22904065 or (202) 24159422 <i>Attention:</i> Reservation Dept	res.ca@beiruthotelseg.com Website: beiruthotelseg.com	(202) 22911092 24145079 22916048	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
Sofitel Cairo El Gezirah	Superior US\$125.00 (S) US\$145.00(D) Luxury US\$145.00(S) US\$165(D) Including open buffet breakfast Club Millesime US\$175.00(S) USD195.00(D) Including buffet breakfast *	3 El Thawra Council St. Zamalik	(202) 27398298 Attention Reservation Dept. Or Mr. Ayman Helal Sales Manager	h5307-re3@sofitel.com Or H5307-re4@sofitel.com Cc H5307-s16@sofitel.com Website www.sofitel-cairo-elgezirah.com	(20) 27373737	60
Marriott Hotel	Delux Room US\$135.00 S & D Diplomatic Suite US\$315.00 Special rate for group more than 10 persons direct deal with Marriott	Saray El Gezira St., Zamalek, Cairo	(202)27358240	cairomarriottreservation@marriott.com	(202)27351090	60
Flamenco Hotel Reservation code: ICAO UN	Standard Room US \$ 82.00(SB+B) & US \$ 92.00(DB+B) Superior Room US\$92.00 (SB+B) & US\$ 102.00 (DB+B) Tripple Superior Room US\$129.00 Incl. Serv./Gov. Tax	2, El Guezira El Wosta St., Abu El Fedaa, Zamalek	(202) 27359312 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager	rescairo@flamencohotels.com salescairo@flamencohotels.com om Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)
President	US \$55.00 (SB) US \$65.00 (DB) 75.00 (TPL) <i>Incl. Buffet</i> Breakfast/Serv/Gov .Tax	22 Taha Hussein St., Zamalek	(202) 27361752 <i>Attention:</i> Mr. Essam Safwat	Presidenthotel3@gmail.com	(202) 27350718 27350652	60

GENERAL CONDITIONS:

- **To benefit from ICAO corporate kindly make sure to mention in your reservation request that you are a Participant in an ICAO Meeting, Seminar or Workshop.**
- All above rates are subject to 12% service charge, 10% sales tax and 2% municipality tax.
- Method of payment should be stated in reservation request.
- In case of booking on guest account a credit card number as well as its expiry date should be submitted in order to guarantee the reservation.
- Special corporate rates are not valid during conferences or events, in which special conference rates will be applied.

CONDITIONS APPLICABLE TO CERTAIN HOTELS ONLY:

- * Complimentary meet and assist at Cairo International Airport (upon request 48 hours prior notice and full flight details are clearly forwarded).
- ** Free transportation from and to Cairo International Airport (scheduled shuttle bus service), full flight details to be provided to ensure the maximum level of service.
- *** Complimentary down town shuttle bus transportation several times a day.
- X** One night cancellation fees will be charged in case of no show. Also, the hotel will reserve the right to release the booking 48 hours before the arrival date in case reservation was not guaranteed by either credit card or payment or a voucher.
- XX** Meet and assist or transportation Service to/from Cairo Intl Airport can be arranged against charge. Requests can be sent via fax to the Reservation Department with at least 24 hours prior to arrival and need to be guaranteed by credit card.
- N.B.** No ICAO corporate rates will be applicable upon arrival if no **PRIOR** reservations have been made, following above procedure. Also no reservation is made on the web (online) published rate as this will prevent from obtaining ICAO Corporate rates.

- END -