



International Civil Aviation Organization

**Fourth Meeting of CAPSCA Middle East
and Fifth Meeting of CAPSCA Global Coordination**

**CAPSCA-MID/4 and CAPSCA Global/5
(Cairo, Egypt, 17 – 20 November 2014)**

Bulletin

1. LOCATION

1.1 The Fourth Meeting of the Middle East Regional Project of the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA-MID/4) and the Fifth CAPSCA Global Coordination Meeting (CAPSCA GLOBAL/5) will be held at **Le Meridien Cairo Airport Hotel**, in Cairo, Egypt, 17 – 19 November 2014, followed by a visit to Cairo International Airport on 20 November 2014. **Participants who wish to join the airport visit need to attach a passport copy to the Nomination Form (Attachment B to the invitation letter) three weeks before the event.**

2. SCHEDULE OF THE MEETING

- 2.1 The opening session of the Meeting will be held at 0900 hours on Monday 17 November 2014.
- 2.2 The schedule and 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. DOCUMENTATION

4.1 Please note that no documentation will be available in hard copy format, other than the final programme. However, presentations related to the Meeting will be uploaded onto the ICAO MID Regional Office website after each day of the Meeting.

5. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

5.1 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://icao.int/mid>.

Working Hours

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

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

6. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

6.1 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.

7. TRANSPORTATION

7.1 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.

7.2 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.

8. INSURANCE

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

9. SOME USEFUL TRAVEL INFORMATION

PASSPORT

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

VISA

9.2 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

9.3 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

9.4 The main daily maximum and minimum temperatures for the month of November 25°C and 20°C.

10. CURRENCY, CREDIT CARDS AND BANKING SERVICES

10.1 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. 7.14 for September 2014.

10.2 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.

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

11. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

Telephone Cards

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

12. OTHER ASSISTANCE

12.1 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. M. Smaoui	Deputy Regional Director (DEPRD)
ADMINISTRATION	
Mrs. T. Qatami	Administrative Officer (AO)
TECHNICAL OFFICERS	
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. El Khoury	Regional Officer, Air Traffic Management/Search and Rescue (ATM/SAR)
Mr. D. Sterland	Regional Officer, Aviation Security and Facilitation
Mr. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)
