



International
Civil Aviation
Organization

Organisation
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 3/4-14/113

23 April 2014

Subject: The First Meeting of MID Region ATM Enhancement Programme Board (MAEP Board/1) (Cairo, Egypt, 23 - 25 June 2014)

Action required: Reply not later than 1 June 2014

Sir,

I have the honour to inform you that the First Meeting of the MID Region ATM Enhancement Programme Board (MAEP Board/1) will be held in Cairo from **23 to 25 June 2014**. Your Administration/Organization is kindly invited to participate in this meeting.

The provisional agenda and explanatory notes for the meeting are at **Attachments A and B**, respectively. Your comments on the attached provisional agenda, including any amendment(s) you may wish to suggest, would be appreciated.

The Bulletin describing administrative arrangements for the meeting and other useful information for participants, including the hotel list is at **Attachment C**.

This letter, all its relevant attachments and the Working/Information Papers (as they become available), will be posted in PDF format on the ICAO MID website at: www.icao.int/mid.

You may wish to recall that the Second Meeting of the Directors General of Civil Aviation-Middle East Region (DGCA-MID/2), through Conclusion 2/4 agreed that a MAEP Board composed of high level representatives from concerned States and Organizations, be established for overall supervision, direction, and management of the Programme.

It is to be noted that the ICAO MID Regional Office convened the MAEP Special Coordination Meeting (MAEP-SCM), Cairo, Egypt, 18-20 February 2014. The MAEP-SCM reviewed the proposals presented by States and Stakeholders related to the best mechanism for the establishment of the Programme. The meeting agreed on the draft Scope, Strategic Objective and Organizational Structure of the MAEP.

The MAEP Board/1 meeting is expected to review the outcome of the MAEP-SCM, agree on the Terms of Reference (TOR) of the MAEP Board and finalize the MAEP Memorandum of Agreement (MOA). Moreover, the MAEP Board is to agree on the legal, institutional and financial arrangements pertaining to MAEP.

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For an increased efficiency of the meeting, I shall be grateful if you could ensure that your delegation consists of high level representatives (Decision makers) accompanied by Advisor and Experts familiar with the subject. The attendance of representative(s) of your States' Military Authority to this meeting is also strongly encouraged.

Your Administration/Organization is encouraged to actively support the MAEP Board/1 meeting by submitting working papers containing your proposal(s) related to the different Agenda Items, in electronic format to the below mentioned email address prior to **1 June 2014** in order to allow time for processing and advance posting on the web.

I would appreciate if you could, as soon as possible, preferably not later than **1 June 2014**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment D** to the ICAO MID Regional Office at the following email address (icaomid@icao.int) with a copy to (ekhoury@icao.int).

Accept, Sir, the assurance of my highest consideration.



Mohamed R.M. Khonji
Regional Director, Cairo

Attachments

**FIRST MEETING OF THE MID REGION ATM ENHANCEMENT PROGRAMME BOARD
(MAEP Board/1)**

(Cairo, Egypt, 23- 25 June 2014)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda and election of Chairperson
- Agenda Item 2: MID Region ATM Enhancement Programme (MAEP) Establishment
- MAEP scope and strategic objective
 - MAEP mechanism/working arrangements
 - MAEP Board Terms of reference (TOR)
 - MAEP Memorandum of Agreement (MOA)
 - MAEP legal, institutional and financial issues
- Agenda Item 3: Future Work Programme
- Agenda Item 4: Any other Business

**FIRST MEETING OF THE MID REGION ATM ENHANCEMENT PROGRAMME BOARD
(MAEP Board/1)**

(Cairo, Egypt, 23- 25 June 2014)

EXPLANATORY NOTES

Agenda Item 1: Adoption of the Provisional Agenda and election of Chairperson

The meeting will review and adopt as appropriate the provisional agenda for the **MAEP Board/1** meeting. The meeting will also elect a Chairperson for the MAEP Board.

Agenda Item 2: MID Region ATM Enhancement Programme (MAEP) Establishment

The meeting will review the outcome of the MAEP Special Coordination Meeting, Cairo, Egypt, 18-20 February 2014 and the proposals presented by States and Stakeholders.

The meeting is expected to agree on the scope, strategic objective and on the best mechanism for the establishment of the MAEP. The meeting is also expected to agree on the Terms of Reference (TOR) of the MAEP Board and finalize the Memorandum of Agreement (MOA) of the MAEP. Moreover, the meeting is to agree on the legal, institutional and financial arrangements pertaining to MAEP.

Agenda Item 3: Future Work Programme

The meeting will agree on the dates and venue, of the MAEP Board/2 meeting.

Agenda Item 4: Any other Business

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



International Civil Aviation Organization

First Meeting of the MID Region ATM Enhancement Programme Board

(MAEP Board/1)
(Cairo, Egypt, 23-25 June 2014)

BULLETIN

1. LOCATION

1.1 The First Meeting of the MID Region ATM Enhancement Programme Board (MAEP Board/1) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, **23-25 June 2014**.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the Meeting will be held at 0900 hours on Monday 23 June 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. ICAO PERSONNEL CONCERNED WITH THE MEETING

4.1 Mr. Elie Elkhoury, RO/ATM/SAR will act as secretary of the Meeting.

4.2 Mrs. T. Qatami (Administrative Officer) and Mrs. N. Fayez (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/technical 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 bring along their own hard copies or their laptops to the meeting, as appropriate.

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://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. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

7.1 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.

8. TRANSPORTATION

8.1 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.

8.2 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.

8.3 Free Bus Transportation

8.3.1 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.

9. INSURANCE

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

10. SOME USEFUL TRAVEL INFORMATION

PASSPORT

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

VISA

10.2 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

10.3 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

10.4 The main daily maximum and minimum temperatures for the month of June 32°C and 20°C.

11. CURRENCY, CREDIT CARDS AND BANKING SERVICES

11.1 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 April 2014.

11.2 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.

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

12. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

TELEPHONE CARDS

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

13. OTHER ASSISTANCE

13.1 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 Houry	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)

LIST OF HOTELS WITH ICAO CORPORATE RATES

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)

dated 30 January 2014

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Hotel Heliopolis (Fairmont)	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$170.00S-\$185.00D Delux Room \$210.00S-\$225.00D Above Rates include -Breakfast basis -Service Charges & Taxes (Special rates for group more than 9 persons-deal directly with the hotel)	Orouba Street Heliopolis	(202) 22677600 Attention Reservation Department	hli.reservations@fairmont.com Cc hli.sales@fairmont.com	(202) 22677730/40	40
Meridien (Heliopolis)	Superior Room US\$105.00 US\$120.00 D Deluxe Room US\$125.00 S US\$140.00 D Royal Club US\$145.00 S US\$160.00D Above rates include: -Buffet Breakfast -Service Charges & Taxes */**/X	51, El Orouba Street Heliopolis	(202) 24172492 Attention: Reservation Depart	Reservations.heliopolis@lemeridien.com & Ahmed.maher@starwoodhotels.com	(202) 24168994/95 22905055	40
Radisson Hotel	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast Mention rate code(86950)	Abdel Hamid Badawi St. Sheraton Area Heliopolis	202) 26965657	reservations.cairo@radissonblu.com cc Sales.cairo@radissonblu.com www.radissonblu.com	(202) 26965655 26965656	40

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Le Meridien Cairo Airport	Deluxe Room US\$135.00 S US\$145.00 D	Terminal 3, Cairo Airport – Heliopolis		ahmed.maher@starwoodhotels.com or visit website http://www.lemeridiencairoairport.com	(202) 22685103	20
Novotel Cairo Airport	Standard US \$110.00S US \$120.00D Superior US\$125.00S US\$135.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	h0502-sl@accor.com cc h0502-sb@accor.com h0502-sl@accor.com	(202)22918520 22918573 22918577	20
Le Passage	Superior US\$100.00 S US\$110.00r D Delux Room US \$125.00 S US\$135.00 D Executive Club Room US\$150.00S or US\$160.00D(Bed & Breakfast) Inclusive of Service Charge & Taxes */**/***	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 22929635	20

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
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) 24800480	res.citystars@ihg.com cc noha.elbahrawy@ihg.com	(202)24800100 Ext 38	60
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	60

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
Fairmont Nile City	Fairmont Room US\$110.00S US\$130.00 D Delux US\$120.00S US\$140.00 Delux Nile Room US\$130.00S US\$150.00D Based on Bed & Breakfast & inclusive Service Charge & All Applicable taxes	Nile City Tower- 2005B Cornich El Nile, Ramlet Beaulac Cairo	(202) 24619595	Nilecity.reservations@fairmont.com Cc Shehab.elbermawy@fairmont.com www.fairmont.com	(202) 24619770	70
Hotel Beirut	US\$60.00 (S) US\$75.00 (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	sales@beiruthotelseg.com Website: beiruthotelseg.com	(202) 22911092 24145079 22916048	50
Marriott Hotel	Delux Room US\$140.00 S & D Diplomatic Suite US\$315.00	Saray El Gezira St., Zamalek, Cairo	(202)27358240	cairomarriottreservation@marriott.com cc marwa.wanas@marriott.com	(202)27351090	70
Flamenco Hotel Reservation code: ICAO UN	Standard Room US \$ 82.00(SB+B) & US \$ 92.00(DB+B) Superior Room US\$102.00 (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 Feda, Zamalek	(202) 27359312 <i>Attention:</i> Mr. Abdel Fattah El Rahman Senior Sales Manager	rescairo@flamencohotels.com salescairo@flamencohotels.com Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	70

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.**
