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Международная
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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 4/1.2.1-14/039

10 February 2014

**Subject: First Meeting of the Runway and Ground Safety Working Group
(RGS WG/1)
(Cairo, Egypt, 7 - 9 April 2014)**

Action required: Reply not later than 17 March 2014

Sir,

I have the honour to inform you that the First Meeting of the Runway and Ground Safety Working Group (RGS WG/1) will be held in Cairo, from 7 to 9 April 2014. Your Administration/Organization is kindly invited to participate in this meeting.

The Provisional Agenda, Explanatory Notes for the meeting and the Terms of Reference of the RGS WG, are at **Attachments A, B and C**, 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 D**.

You may wish to recall that the RASG-MID/3 meeting (Kuwait, 27-29 January 2014) supported MIDANPIRG/14 Decision 14/10 related to the transfer of the AOP SG and ADCI TF activities to the RASG-MID framework and through Decision 3/1 agreed to the establishment of a Runway and Ground Safety Working Group (RGS WG) to address all aerodromes safety issues.

The RGS WG/1 meeting will review the agreed Safety Enhancement Initiatives (SEIs) and Detailed Implementation Plans (DIPs) in the area of RGS and recommend implementation actions. In addition, the meeting will discuss the ways forward to launch a Go-Team to support the establishment of Runway Safety Teams (RST) in the MID Region international airports.

Based on the above, it is strongly recommended that aerodromes specialists who used to participate in the Aerodrome Operational Planning Sub-Group (AOP SG) and the Aerodrome Certification Implementation Task Force (ADCI TF) attend and support the RGS WG/1 meeting.

I would appreciate if you could, as soon as possible, preferably not later than **17 March 2014**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment E** to the ICAO MID Regional Office at the following email address (icaomid@icao.int) with a copy to (aramlawi@icao.int).

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This letter, all its relevant attachments and working/information papers, as they become available, will be posted in PDF format on the ICAO MID Website at: <http://www.icao.int/mid/>.

Accept, Sir, the assurance of my highest consideration.



Mohamed R.M. Khonji
Regional Director, Cairo

Attachments

**FIRST MEETING OF THE RUNWAY AND GROUND SAFETY
WORKING GROUP**

(RGS WG/1)

(Cairo, Egypt, 7 - 9 April 2014)

PROVISIONAL AGENDA

- Agenda Item 1: Adoption of the Provisional Agenda and election of Chairperson
- Agenda Item 2: Implementation of Aerodrome Safety priorities and objectives in the MID Region
- Agenda Item 3: Coordination between RASG-MID and MIDANPIRG in the area of Aerodrome Safety
- Agenda Item 4: Future Work Programme
- Agenda Item 5: Any other business.

FIRST MEETING OF RUNWAY AND GROUND SAFETY WORKING GROUP

(RGS WG/1)

(Cairo, Egypt, 7 – 9 April 2014)

EXPLANATORY NOTES

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

The working group will review and adopt the Provisional Agenda of the RGS WG/1. In addition, the working group will elect a Chairperson.

Agenda Item 2: Implementation of aerodrome safety priorities and objectives in the MID Region

The meeting will review the MID Region Aviation Safety Strategy priorities and objectives related to RGS and update the DIPs. The meeting will also agree on concrete actions to foster the implementation of the RGS SEIs and DIPs and the development of further DIPs as required. In addition, the meeting will review and update the status of Implementation of Certification of Aerodromes (including SMS and AEP) in the MID Region and take necessary follow-up actions.

Agenda Item 3: Coordination between RASG-MID and MIDANPIRG in the area of Aerodrome Safety

The meeting will review and update the list of aerodrome safety deficiencies which have been identified in the MID Region and those which have been reported to MIDANPIRG. In addition, the meeting will address any other issue related to aerodrome which needs coordination between RASG-MID and MIDANPIRG.

Agenda Item 4: Future Work Programme

The working group will review its Work Programme; and decide on date and venue of its next meeting. The meeting will also propose inputs to MID-RAST and RSC for the development of the RASG-MID work programme. In addition, the working group will review and update as deemed necessary its Terms of Reference (TOR).

Agenda Item 5: Any other business

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

**RUNWAY AND GROUND SAFETY WORKING GROUP
(RGS WG)**

TERMS OF REFERENCE

A) PURPOSE OF THE RGS WG:

The RGS WG is established to promote the runway and ground safety in the MID Region in line with the MID Aviation Safety Strategy. It will support the RASG-MID Steering Committee (RSC) and Regional Aviation Safety Team (MID-RAST) in the development, implementation, and monitoring of Safety Enhancement Initiatives (SEIs) related to the RGS Focus Area (FA).

In order to meet its Terms of Reference, the RGS WG shall:

- 1) develop SEIs and mitigation measures through Detailed Implementation Plans (DIPs) related to aerodrome and runway safety matters, such as:
 - a) Runway Excursions;
 - b) Runway Incursions;
 - c) Aerodrome Certification;
 - d) Safety Management Systems (SMS) implementation for aerodromes;
 - e) Aerodrome Emergency Planning;
 - f) Wildlife Control; and
 - g) FOD Prevention.
- 2) provide recommended actions through the development of DIPs for each SEI, in a prioritized manner;
- 3) monitor the implementation of DIPs and provide feedback to the MID-RAST and RSC;
- 4) propose input to the MID-RAST and RSC for the development of the RASG-MID yearly work programme;
- 5) address other subjects relevant to runway and ground safety and aerodrome operational planning as appropriate; and
- 6) identify and review aerodrome safety deficiencies and recommend necessary mitigation measures in coordination with MIDANPIRG.

B) COMPOSITION:

The Working group is composed of:

- a) RASG-MID Member States; and
- b) Partners-
 - i. IATA, ACI, and FAA; and
 - ii. other representatives from industry and user Organizations could participate as observers whenever required.

C) ROLES AND RESPONSIBILITIES:

- RGS WG Chairperson – Coordinate RGS activities and provide overall guidance and leadership;
- Member States – Provide technical expertise and collaborate in the development and implementation of SEIs and DIPs as requested by the RGS Chairperson;
- ICAO – Support; and
- Partners – Provide technical expertise and collaborate in the development of material as requested by the RGS Chairperson.



International Civil Aviation Organization

**First Meeting of the Runway and Ground Safety Working Group
(RGS WG/1)**

(Cairo, Egypt, 7 - 9 April 2014)

BULLETIN

1. LOCATION

1.1 The First Meeting of the Runway and Ground Safety Working Group (RGS WG/1) will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 7-9 April 2014.

2. SCHEDULE OF THE MEETING

- 2.1 The opening session of the Meeting will be held at 0900 hours on Monday 7 April 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. Adel Ramlawi, RO/AGA 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/RC) will handle the Information Communication Technology matters.
- 4.4 Mrs. Hoda Gabriel 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. 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 April 26°C and 20°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. 6.95 for February 2014.

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. 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. 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

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)

Amended list 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 Fedaa, 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.**

- END -