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Международная  
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منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AN 5/23 - 15/211

15 July 2015

**Subject: Seminar on Airport Collaborative Decision Making (A-CDM)  
(Bahrain, 11-13 October 2015)**

**Action required: Reply not later than 20 September 2015**

Sir,

I have the honour to invite your Administration/Organization to participate in the Seminar on the implementation of Airport Collaborative Decision Making (A-CDM) to be held in Mövenpick Hotel, Bahrain, from 11 to 13 October 2015. The Seminar will be gratefully hosted by Bahrain Airport Company (BAC) and I would take this opportunity to express my gratitude to the Kingdom of Bahrain for hosting this important event.

The purpose of this Seminar is to support planning and implementation of A-CDM in the MID Region international aerodromes. The Seminar will include presentations and interactive discussions to highlight the A-CDM benefits, and implementation phases taking into consideration systems and human resources requirements.

Improved Airport Operation through Airport-CDM is a requirement of ASBU module B0-ACDM which is a priority one of the MID Air Navigation Strategy. Implementation of A-CDM aims at enhancing surface operations and safety by making airspace users, ATC and airport operators better aware of their respective situation and actions on flight operation. Therefore, it is highly recommended that the Seminar be attended by officials involved in the A-CDM implementation and that this invitation be extended to representatives from airport operators, air carriers, ground handling agencies and air navigation service providers.

The Provisional Agenda of the Seminar is at **Attachment A**. The Bulletin describing administrative arrangements for the Seminar, including information related to the entry visa to Bahrain and the Hotel List is at **Attachment B**.

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I would appreciate if you could, preferably not later than **20 September 2015** confirm the participation of your Administration/Organization, by submitting the Nomination Form at **Attachment C** to the ICAO MID Regional Office at the following e-mail address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([aramlawi@icao.int](mailto:aramlawi@icao.int)).

Accept, Sir, the assurances of my highest consideration.



Mohamed R. M. Khonji  
Regional Director, Cairo

**Attachments**

**AIRPORT COLLABORATIVE DECISION MAKING SEMINAR**

**(A-CDM)**

*(Bahrain, 11-13 October 2015)*

**PROVISIONAL AGENDA**

- Agenda Item 1:** Welcome & Opening
- Agenda Item 2:** Introduction to A-CDM
- Agenda Item 3:** ICAO Provisions for Implementation of A- CDM
- Agenda Item 4:** Development and Implementation of A-CDM
- Agenda Item 5:** Global & Regional Progress in A-CDM Implementation
- Agenda Item 6:** Closing

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*International Civil Aviation Organization*

## **Airport Collaborative Decision Making Seminar**

**(A-CDM)**

**(Bahrain, 11-13 October 2015)**

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### **BULLETIN**

#### **1. LOCATION**

1.1 The Seminar on Airport Collaborative Decision Making (A-CDM) will be held in **Mövenpick Hotel, Bahrain**, from 11 to 13 October 2015. The Seminar will be gratefully hosted by Bahrain Airport Company (BAC) of Bahrain International Airport.

#### **2. SCHEDULE OF THE SEMINAR**

2.1 The opening session of the Seminar will be held at 0900 hours on Sunday 11 October 2015.

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

2.3 The Seminar 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 designated conference room, between 0800 and 0900 hours on the opening day of the Seminar. Participants are also requested to wear the identification badge which will be issued to them during registration.

#### **4. DOCUMENTATION**

4.1 Please note that no documentation will be available in hard copy format. Participants are requested to bring their laptops to the Seminar.

#### **5. HOTEL RESERVATIONS**

5.1 Participants are requested to make their own hotel reservations. A list of hotels with Civil Aviation Affairs (CAA) Bahrain corporate rates is attached for your convenience, **Mrs. Surbita D'Souza** - email: [sdsouza@caa.gov.bh](mailto:sdsouza@caa.gov.bh) - Tel: +973 17 329932 from CAA will be the focal point for any inquiry or issue with hotel reservations.

#### **6. TRANSPORTATION**

6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return; some hotels offer airport transfers.

6.2 Airport Taxi Services operate from the Airport to Bahrain downtown is approx. 6 BD per vehicle

## **7. INSURANCE**

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

## **8. SOME USEFUL TRAVEL INFORMATION**

### **PASSPORT/VISA**

8.1 All foreign nationals entering Bahrain must possess valid passports for six months.

8.2 Visa, when needed, should be obtained from the Bahraini's Embassy or Consulate in the Country of Origin/Residence prior to departure for Bahrain, e-visa can be applied through <https://www.evisa.gov.bh/VisaBhr3En.html>.

8.3 In case the delegate face any problem with issuing the Visa, copy of the Passports of delegates, should be sent, as soon as possible, to CAA Bahrain, to the attention of. **Mrs. Surbita D'Souza** - email: [sdsouza@caa.gov.bh](mailto:sdsouza@caa.gov.bh) - Tel: +973 17 329932.

### **CUSTOMS**

8.4 The following items are allowed to be brought into Bahrain:

- Personal effects, such as necessary clothing
- 200 cigarettes or 250 gr. of cigars or tobacco
- Perfume for personal use

Additional quantities of the above items may also be purchased from the Airport duty free shop after clearing customs.

## **9. CURRENCY, CREDIT CARDS AND BANKING SERVICES**

9.1 The unit of currency in Bahrain is the **Bahraini Dinar (BHD)**. Current rate of exchange for US \$ is US \$ 1 = 0.378 approximately.

9.2 There are no restrictions on import of foreign currency.

9.3 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.

9.4 All commercial banks exchange major foreign currencies and are open from 0800 to 1300 hours Sundays through Thursdays.

## **10. OTHER USEFUL INFORMATION**

### **SHOPPING**

10.1 Shopping areas are available in Bahrain. Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

### **TAP WATER**

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

## **11. WEATHER CONDITIONS**

11.1 The main daily minimum and maximum temperatures for the month of June in Bahrain are between 38° and 30°C.

## **12. OTHER ASSISTANCE**

12.1 The CAA Bahrain will be glad to assist the participants to the Seminar with any advice they may require.

12.2 The Seminar Focal Points from CAA Bahrain are as follows:

- **Mrs. Surbita D'Souza**  
Email: [sdsouza@caa.gov.bh](mailto:sdsouza@caa.gov.bh)  
Tel.: + 973 17329932
  
- **Mr. Salah M Al-Humood**  
Email: [Salah.AlHumood@mot.gov.bh](mailto:Salah.AlHumood@mot.gov.bh)  
Tel.: +973 17321153  
Mobile: 0097336400424

12.3 In case of emergency in Bahrain, please call the above Seminar Focal Points.

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<b>LIST OF HOTELS KINGDOM OF BAHRAIN</b>		
<b>Name</b>	<b>Type/Rate of Room</b>	<b>Contact Email</b>
<b>Mövenpick Hotel, Muharraq 5* (Meeting Venue)</b>	Superior Single BD 60 ++ Breakfast included <i>(Free Transport to and from the airport)</i>	Evangeline.Natagoc@moevenpick.com
<b>Intercon Regency Hotel 5*</b>	Single Room BD 70++ Breakfast included	<a href="mailto:reservation@icbahrain.com">reservation@icbahrain.com</a> <a href="mailto:Shamil.samsudeen@ihq.com">Shamil.samsudeen@ihq.com</a>
<b>Novotel AL Dana Resort &amp; Spa Muharraq 4*</b>	Superior Single BD 48 ++ Breakfast included <i>(Free Transport to and from the airport)</i>	Khalil GHANEM (H3600-SL4@accor.com)
<b>Crowne Plaza, Manama 5*</b>	Single Room BD 63 ++ Breakfast included	Ahmed.abdulla@ihg.com
<b>Best Western The Plus Olive, Juffair 4*</b>	Superior Single BD 35 ++ Breakfast included <i>(Free Transport to and from the airport)</i>	chandu.kiran@gamahotels.com
<b>Gulf Hotel, Juffair 5*</b>	Deluxe Single (New tower block) BD 70 ++ Breakfast included	dosmice@gulfhotelbahrain.com
<b>Art Rotana Hotel (Amwaj Islands) 5*</b>	Single BD 70 ++ Breakfast included	ebrahim.salahaldin@rotana.com
<b>K Hotel, Juffair 4*</b>	Deluxe Single BD 55 ++ Breakfast included	sm2@thekhotel.com
<b>Sheraton Hotel, Manama 5*</b>	Superior Single BD 70 ++ Breakfast not included	Nardine.Emil@sheraton.com
<b>Le Meridien (City Centre Mall) 4*</b>	Superior Single BD 65 ++ Breakfast included	estella.dias@starwoodhotels.com
<b>The Westin (City Centre Mall) 5*</b>	Superior Single BD 85++ Breakfast included	estella.dias@starwoodhotels.com
<b>The Domain Hotel &amp; Spa 5* Boutique</b>	Superior Single BD 60++ Breakfast included	Stephen@thedomainhotels.com

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