



## DIRECTORS GENERAL OF CIVIL AVIATION-MIDDLE EAST REGION

### Third Meeting (DGCA-MID/3) (Doha, Qatar, 27-29 April 2015)

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#### Agenda Item 3: Managerial Issues

#### GUIDANCE MATERIAL FOR THE CONVENING OF DGCA-MID MEETINGS

*(Presented by the Secretariat)*

#### SUMMARY

The aim of this paper is to review and update, as appropriate, the Guidance Material for the Convening of the Directors General of Civil Aviation (DGCA) Meetings in the Middle East Region, taking into consideration the outcome of the DGCA-MID/2 meeting.

Action by the meeting is at paragraph 3.

### 1. INTRODUCTION

1.1 The Guidance Material was developed in order to assist both the Host State and the ICAO MID Regional Office in the preparatory process for the convening of a DGCA Meetings in the Middle East Region. It covers mainly the following:

- Aims and Objectives;
- Hosting;
- Participation;
- Convening of Meetings;
- Administration of the Meetings;
- Language;
- Agenda;
- Schedule of the Meeting; and
- Preparation for the Meeting.

### 2. DISCUSSION

2.1 The DGCA-MID/2 meeting re-iterated that the Director General of Civil Aviation (DGCA) of the Host State (or his Representative), should always act as the Chairperson of the DGCA-MID meeting and agreed accordingly, that the Agenda on the Election of Chairperson and Vice-Chairperson would be deleted from future DGCA-MID meetings. Section 7 of the Guidance Material for the Convening of the DGCA-MID meetings was amended, accordingly.

2.2 The DGCA-MID/2 meeting agreed also that the guidelines should include a Section on the Documentation to be presented to the DGCA-MID meetings, describing the mechanism for the review and selection of the working papers to be presented to the future DGCA-MID meetings focusing mainly on regional strategies, projects, common deficiencies, challenges, bilateral and regional cooperation in areas of common interests. In this respect, it was highlighted that the deadline for submission of working papers for the DGCA-MID meetings should be one (1) month prior to the meeting and the length of the papers should not exceed three (3) pages.

2.3 In para. 8.7 of the Guidance, it's highlighted that the ICAO MID Regional Office should coordinate on a case-by-case basis with the Host State if the Appendices of the working papers need to be translated or no.

2.4 Additional proposed changes are highlighted in the revised version of the Guidance Material for the Convening of the DGCA-MID meetings at **Appendix A**.

### **3. ACTION BY THE MEETING**

3.1 The meeting is invited to review and update, as appropriate, the Guidance Material for the Convening of DGCA-MID meetings at **Appendix A**.

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**APPENDIX A**

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**GUIDANCE MATERIAL FOR THE CONVENING OF  
THE DIRECTORS GENERAL OF CIVIL AVIATION MEETINGS  
IN THE MIDDLE EAST REGION  
(DGCA-MID MEETINGS)****1. AIMS AND OBJECTIVES**

1.1 The Meeting of Directors General of Civil Aviation is unique owing to its informal nature. It allows the Directors General/Chief Executives of Civil Aviation to discuss any issue, pertaining to any aspect of civil aviation, openly and frankly and facilitates bilateral and regional cooperation in areas of common interest. The forum also provides an essential linkage for all the aeronautical authorities of the Region to establish a very close and personal rapport to facilitate co-ordination of civil aviation activities in the Region.

1.2 Broadly, the aims and objectives of the Directors General of Civil Aviation Meeting in the Middle East Region (DGCA-MID) are to:

- review and exchange information on matters of interest in civil aviation;
- enhance co-ordination of civil aviation activities in the Region;
- review of work of the MIDANPIRG and the RASG-MID;
- develop specific *Action Items* that are of common interest and importance to the Region;
- provide overall guidance, harmonization and co-ordination of implementation of standards and procedures in the Region; and
- follow up by the ICAO Secretariat to coordinate issues of importance in a timely and orderly manner.

**2. HOSTING**

2.1 The Meeting is to be hosted bi-annually (every two years) by States within the Middle East Region on a voluntary and rotational basis.

**3. PARTICIPATION**

3.1 The Meeting essentially comprises Directors General/Chief Executives and representatives from the 15 MID States to which the ICAO Middle East (MID) Regional Office is accredited (Bahrain, Egypt, Iran (Islamic Republic of), Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Qatar, Saudi Arabia, Sudan, Syria, United Arab Emirates (UAE) and Yemen). However, the ICAO Regional Office has an integral and a key role. ICAO serves the Meeting as the Secretary, besides remaining closely associated with planning and conduct of the Meeting and eventual follow up on Action Items, which are developed by each Meeting.

3.2 States from outside the MID Region may be invited to participate on ad-hoc basis, when this will be of assistance in the general conduct of the work of the meeting.

3.3 International/Regional Organizations such as AACO, ACAC, CANSO, IATA and IFALPA may be invited on regular basis to attend the DGCA-MID as observers. Other Organizations may also be invited by both the host State and the ICAO MID Regional Office, as deemed necessary.

3.4 The host State also decides on the participation of various agencies/organizations in the State – such as representatives from the Air Navigation Service Providers, Airport Authorities, National Airlines and others as considered appropriate.

**Note:** *The President of the ICAO Council or the Secretary General of ICAO is usually invited by the host State to attend as a Guest of Honour.*

#### **4. CONVENING OF MEETINGS**

4.1 A convening letter for a meeting shall be prepared by the ICAO MID Regional Office in coordination with the host State. The convening letter shall be sent to all participants, normally 90 days prior to the meeting.

4.2 The convening letter should include the provisional agenda of the meeting, together with explanatory notes in order to assist participants in preparing for the meeting.

4.3 The list of hotels and bulletin containing administrative and other useful information about the meeting should be prepared by the host State, in coordination with the ICAO Regional Office in order to be attached also to the convening letter.

**Note:** *Attractive rates for hotel accommodation for the delegates; if possible, the rate at the venue hotel should be attractive enough so that most of the delegates can afford to stay there. This will avoid logistics difficulties and will facilitate unhindered movements of delegates for meetings, functions, visits etc.*

#### **5. ADMINISTRATION OF THE MEETINGS**

5.1 The DGCA-MID shall be administered as follows:

- a) by a Chairperson elected from the Representatives designated by Member States. The Director General of Civil Aviation (DGCA) of the host State or his Representative, by tradition, will be elected as Chairperson; and the Director General of Civil Aviation (DGCA) of the State hosting the next DGCA-MID meeting, or his Representative should be elected as a Vice-Chairperson; and
- b) by the ICAO MID Regional Director, Cairo who serves as Secretary of the meeting.

#### **6. LANGUAGE**

6.1 Arabic and English languages are used for production of documentation and conduct of the meeting. The host State shall ensure that all meeting **working papers** are to be made available in both Arabic and English languages and to make necessary arrangements, in coordination with the ICAO MID Regional Office, to ensure the interpretation from English to Arabic and vice-versa during the conduct of the meeting (discussions).

#### **7. AGENDA**

7.1 The Secretary, in consultation with the Chairperson (Host State) shall establish a provisional agenda for the meeting.

7.2 The provisional agenda with explanatory notes shall be circulated with the convening letter for comments by expected participants.

7.3 At the opening of the meeting, any State or International/Regional Organization may propose the inclusion of additional items on the agenda, and this shall be accepted if the majority of States attending the meeting so agree.

7.4 For standardization purpose and subject to the approval by the meeting, the agenda would not be too different from the following:

- 1) Adoption of the Agenda
- 2) Review and Follow-up of Action Items arising from the previous Meeting
- 3) Managerial issues
- 4) Air Navigation
- 5) Aviation Safety
- 6) Aviation Security and Facilitation
- 7) Environmental protection
- 8) Technical Cooperation
- 9) Air Transport
- 10) Dates and venues of next meetings
- 11) Any other business

## **8. SUPPORTING DOCUMENTATION**

8.1 Documentation for the DGCA-MID meetings is prepared by the Secretariat, States and International/Regional Organizations invited on regular basis to attend the DGCA-MID meetings as observers.

8.2 Supporting documentation shall be presented in the form of:

- a) Information Papers: are intended solely to provide participants at a meeting with factual information on developments of technical or administrative matters of interest and normally are not presented during the meeting; and
- b) Working Papers: constitute the main basis of the discussions on the various items on the agenda.

8.3 Working Papers shall be presented in a standardized format. Each paper should be limited to one agenda item or sub-item and contain, as appropriate, introduction of the matter, brief discussion and conclusions with specific proposals for action(s) that can be completed.

8.4 To the extent possible States, International/Regional Organizations refrain from presenting working papers of technical nature. The working papers to be presented to the DGCA-MID meetings should focus mainly on regional strategies, projects, common deficiencies, challenges, bilateral and regional cooperation in areas of common interests.

8.5 To the extent possible, the length of the working papers to be presented to the DGCA-MID meetings should not exceed three (3) pages.

8.6 The working papers for the DGCA-MID meetings should be submitted to the ICAO MID Regional Office, at least one (1) month prior to the meeting for review, in close coordination with the Host State, in order to ensure that the papers are in line with the requirement in 8.3 above. The decision related to the acceptance of working papers is kept with the ICAO MID Regional Office and the Host State.

8.7 Only working papers will be made available in both Arabic and English languages (the host State is responsible for the translation); the information papers and power point presentations (PPTs) will be made available only in the original language. The ICAO MID Regional Office should coordinate on a case-by-case basis with the Host State if the Appendices of the working papers need to be translated or no.

8.8 As part of the mechanism used for the review and selection of the working papers to be presented to the DGCA-MID meetings, the ICAO MID Regional Office, in close coordination with the Host State, ensure that the working papers presented to the meeting do not duplicate the work carried out within the framework of the Arab Civil Aviation Commission (ACAC).

## 9. SCHEDULE OF THE MEETING

9.1 The daily schedule of the meeting or order of business should be prepared by the ICAO MID Regional Office in coordination with the host State. The daily schedule should be distributed to the participants during registration. It should provide a detailed list of the activities to be carried out for each session (opening ceremony, presentation/discussion of Working Papers, Information Papers and Presentations, etc). Social events, if any, such as, cultural programmes, visits, sightseeing, lunches, dinners, refreshments, etc, should also be reflected on the daily schedule of the meeting.

## 10. PREPARATION FOR THE MEETING

10.1 For efficient organization and administration of the Meeting, the host State designates a focal point and eventually establishes an Organizing Committee for coordinating various activities associated with the hosting of this important event, in close cooperation with the ICAO MID Regional Office, so that any unforeseen issue that comes up is resolved in a timely and efficient manner.

10.2 The minimum requirements for the hosting of the meeting are as follows:

- a) a meeting room, in a U-shape layout and head table (for 4 persons), with its facilities (including microphones) to serve generally 50-60 participants;  
*Note: number of participants could change depending on the host State attendees*
- b) podium and flag poles for the ICAO and host State flags;
- c) meeting notice board located in the venue main lobby as well as other signs throughout the meeting venue to guide participants to the meeting room;
- d) an adjacent Secretariat Room with one (1) heavy duty photocopying machine;
- e) one (1) PC and one (1) printer;
- f) the assistance of one (1) local Secretary fluent in both Arabic and English languages/typing;
- g) IT services provision: Wireless Internet connection access (Wi-Fi) in the meeting room to accommodate all participants working from their laptops. Availability of numerous electric power points to plug-in participant laptops and computers in the meeting room, including the head table;
- h) a counter for registration of participants;
- i) writing pads and pens/pencils;
- j) a video projector with screen and pointer pen; and
- k) arrangement for two daily coffee breaks.

**Note:** - Security: In accordance with the United Nations Department of Safety and Security (UNDSS) requirements, the security for the event, participants and ICAO Staff is the responsibility of the host State.

- *The host State provides necessary assistance for the issuance of entry visa to the participants requiring such assistance.*
- *The host State provides the meeting arrangements including Air Tickets and Hotel accommodations together with meet and assist services at Airport for the ICAO Secretariat (staff from the MID Regional Office in Cairo, Egypt), The President of the ICAO Council or the Secretary General of ICAO attending as Guest of Honour and any other ICAO Headquarter personnel.*

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