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Organization

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Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AN 6/33.1 – 15/236

24 August 2015

**Subject: MID Region Flight Procedures Programme Workshop  
(Cairo, Egypt, 18 - 19 October 2015)**

**Action required: Reply not later than 25 September 2015**

Sir,

I have the honour to invite your Administration/Organization to participate in the MID Region Flight Procedures Programme (MID FPP) Workshop to be held at the ICAO MID Regional Office, Cairo, Egypt, 18 - 19 October 2015.

The Provisional Agenda of the Workshop is at **Attachment A**. The Work Programme of the Workshop will be provided in due course. The Bulletin describing administrative arrangements for the event and other useful information for participants, including the Hotel List is at **Attachment B**.

You may recall that the MIDANPIRG/15 meeting (Bahrain, 8-11 June 2015) emphasized that the establishment of the MID FPP would foster the PBN implementation in the Region. It is to be highlighted that the MID FPP was endorsed as one of the MID Region ATM Enhancement Programme (MAEP) projects.

The MIDANPIRG/15 meeting noted with appreciation that ICAO is ready to provide necessary support for the establishment of the MID FPP, and to share the experience gained from the ASIA-Pacific and AFI FPPs' establishment. Accordingly, the meeting agreed, through MIDANPIRG Conclusion 15/13, that a Workshop on the establishment of the MID FPP be held back-to-back with the upcoming MAEP SC/2 meeting, in order to develop a framework for establishing an FPP for the MID Region along with the proposed organizational structure, governance procedures, scope of activities and services, work plan and deliverables, resources and financial structure to be presented in a Project Document.

For an increased efficiency, I shall be grateful if you could ensure that your delegation consists of Experts familiar with the subjects that will be addressed during the Workshop.

I would appreciate if you could, as soon as possible, preferably not later than **25 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 email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([ekhoury@icao.int](mailto:ekhoury@icao.int)).

Accept, Sir, the assurance of my highest consideration.

Mohamed R.M. Khonji  
Regional Director, Cairo

#### Attachments

**MID REGION FLIGHT PROCEDURE PROGRAMME (MID FPP) WORKSHOP**

*(Cairo, Egypt, 18- 19 October 2015)*

**PROVISIONAL AGENDA**

**Agenda Item 1:** Introduction

- Opening
- General requirements and associated implementation challenges related to Flight Procedures

**Agenda Item 2:** Performance Based Navigation (PBN)

- Introduction to PBN
- Global developments related to PBN
- Status of PBN implementation in the MID Region

**Agenda Item 3:** MID FPP establishment

- Overview of the Asia Pacific and AFI Flight Procedure Programmes
- Development of a framework for the establishment of the MID FPP

**Agenda Item 4:** Wrap-up and closing

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*International Civil Aviation Organization*

**MID Region Flight Procedure Programme**

**(MID FPP) Workshop**  
*(Cairo, Egypt, 18-19 October 2015)*

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**BULLETIN**

**1. LOCATION**

1.1 The MID Region Flight Procedure Programme Workshop will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 18-19 October 2015.

**2. SCHEDULE OF THE WORKSHOP**

2.1 The opening session of the Workshop will be held at 0900 hours on Sunday 18 October 2015.

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

2.3 The Workshop 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 Workshop. 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. 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.

**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](mailto: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**

6.1 Participants are requested to make their own hotel reservations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses.

## **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.

### **7.3 Bus Transportation**

7.3.1 Free bus services **will only be provided** from the venue of the Meeting back to the following hotels:

Intercontinental Citystars  
Le Meridien Heliopolis  
Fairmont Heliopolis (ex-Sheraton)  
Radisson Blu Hotel  
Iberotel Le Passage (ex Movenpick) Cairo Airport  
Novotel Cairo Airport  
Le Meridien Cairo Airport

Buses will be available after the close of the daily sessions. Departure is tentatively scheduled at 14:30.

## **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/VISA**

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

### **VISA**

9.2 Visa, when needed, should be obtained from the Egyptian's Embassy or Consulate in the Country of Origin/Residence prior to 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 October are 30°C and 25°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. 7.8 for August 2015.

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.

## **12. OTHER ASSISTANCE**

12.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

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**LIST OF OFFICERS IN THE ICAO MID REGIONAL OFFICE, CAIRO**

<b>NAME</b>	<b>TITLE</b>
Mr. M.R. Khonji	ICAO Regional Director (ICAORD)
Mr. M. Smaoui	Deputy Regional Director (DEPRD)
<b>ADMINISTRATION</b>	
Mrs. T. Qatami	Administrative Officer (AO)
<b>TECHNICAL OFFICERS</b>	
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. A. Niknejad	Regional Officer, Aeronautical Information Management/Air Traffic Management (AIM/ATM)

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## 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)

15 June 2015

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Hotel Heliopolis (Fairmont)</b>	Heliopolis Room \$115.00S-\$130.00D Fairmont Room \$150.00S-\$165.00D Fairmont View Room \$170.00S-\$185.00D <b>Above Rates include</b> -Breakfast basis -Service Charges & Taxes **	Orouba Street Heliopolis	(202) 22677600  Attention Reservation Department	<a href="mailto:hli.reservations@fairmont.com">hli.reservations@fairmont.com</a>  Cc  <a href="mailto:hli.sales@fairmont.com">hli.sales@fairmont.com</a>	(202) 22677730/40	40
<b>Radisson Blu Hotel</b>	Standard Room US\$90.00 S&D Business Room US\$140.00 S&D Including breakfast	Abdel Hamid Badawi St. Sheraton Area Heliopolis	(202) 26965657	<a href="mailto:reservations.cairo@radissonblu.com">reservations.cairo@radissonblu.com</a> cc <a href="mailto:Sales.cairo@radissonblu.com">Sales.cairo@radissonblu.com</a>  www.radissonblu.com	(202) 26965655 26965656	40
<b>Le Meridien Cairo Airport</b>	Deluxe Room US\$95.00 S US\$115.00 D #Club \$145.00S \$165D #Bed & Breakfast inclusive *	Terminal 3, Cairo Airport – Heliopolis	(202) 22659700	<a href="mailto:Hesham.amin@starwoodhotels.com">Hesham.amin@starwoodhotels.com</a>  Cellular: 2 0100 999 9326 Cc: <a href="mailto:reservations.03265@lemeridien.com">reservations.03265@lemeridien.com</a>  or visit website <a href="http://www.lemeridiencairoairport.com">http://www.lemeridiencairoairport.com</a>	(202) 22659600	30
<b>The Gabriel Hotel</b>	Deluxe Room \$120.00 S & 135.00 D Deluxe Suite \$243.00S & \$262 D  Inclusive continental breakfast	Suncity, Autostrad Road	(202) 26960701	<a href="mailto:reservations@thegabrielhotel.com">reservations@thegabrielhotel.com</a>  cc <a href="mailto:dino.bustani@thegabrielhotel.com">dino.bustani@thegabrielhotel.com</a>  <a href="http://www.Thegabrielhotel.com">www.Thegabrielhotel.com</a>	Direct (202) 26960700	30

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Novotel Cairo Airport</b>	Standard US \$70.00S US \$80.00D Superior US\$85.00S US\$95.00 (B&B) Incl. Service Charges & Taxes *	Cairo Airport	(202) 22914794/26373530 <i>Attention:</i> Reservation Dept	<a href="mailto:H0502@ACCOR.Com">H0502@ACCOR.Com</a> Cc <a href="mailto:H0502-sb@accor.com">H0502-sb@accor.com</a>  Cellular 20 100 172 7171	(202) 22696714	30
<b>Iberotel Le Passage</b>	Superior US\$100.00 S US\$110.00r D Deluxe Room US \$115.00 S US\$125.00 D Executive Club Room US\$140.00S or US\$150.00D Inclusive of Service Charge & Taxes  */**	Cairo Airport	(202) 24180761 <i>Attention:</i> Reservations Dept.	Reservations@lepassage-hotels.com  &  wsalah.sm@lepassage-hotels.com	(202) 22929626 direct reservation or Direct Operator 22919400 22670099 22929635	30
<b>Intercontinental Citystars</b>	Standard US\$110.00 Bed only US\$125.00 Bed & Breakfast Club Intercontinental Room & Business Suite US\$180.00 Bed only US\$195.00 Bed & Breakfast Club Int. Deluxe Room US\$200.00 Bed only US\$215.00 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	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc  <a href="mailto:noha.elbahrawy@interconticitystars.com">noha.elbahrawy@interconticitystars.com</a>  <u>Cellular:</u> (202) 01001633252	(202) 24800100 Ext 38	60



HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MID OFFICE (fare)
<b>Holiday Inn Cairo Citystars</b>	Standard US\$80.00 Bed only US\$90.00 Bed & Breakfast Superior US\$110.00 Bed only US\$120.00 Bed & Breakfast Executive Room US\$130.00 Bed only 140.00 Bed & Breakfast Superior Suite US\$155.00 Bed only US\$165.00 Bed and Breakfast Supplement of US\$20.00 for double occupancy& 50.00 for Executive Suites	PO Box 1026 Cairo, Egypt	(202) 24800480	<a href="mailto:res.citystars@ihg.com">res.citystars@ihg.com</a>  cc  tamer.alaa@ihg.com  Cellular (202) 012 22 270 106	(202) 24800100 Ext 38	60

**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 -