



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organizacion  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: ME 4-16/074

15 March 2016

**Subject: Fifth Meeting of the Regional Aviation Safety Group - Middle East (RASG-MID/5) (Doha, Qatar, 22-24 May 2016)**

**Action required: Reply not later than 26 April 2016**

Sir/Madam,

I have the honour to inform you that the Fifth Meeting of the Regional Aviation Safety Group - Middle East (RASG-MID/5) will be gratefully hosted by Qatar Civil Aviation Authority. The meeting will be held **in Sharq Village and Spa, Doha, Qatar, 22-24 May 2016**.

Your Administration/Organization is kindly invited to participate in this meeting. The Provisional Agenda for the meeting is at **Attachment A**. 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 B**.

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://icao.int/mid/>.

Please be advised that the Second MIDANPIRG/RASG-MID Coordination Meeting (MRC/2) will be held in Doha, Qatar on **24 May 2016** as a side meeting.

To enable timely preparation and proper conduct of the meeting, I would appreciate if you could, as soon as possible, preferably not later than **26 April 2016** confirm the participation of your designated RASG-MID Member, Alternate and/or Adviser, as appropriate, 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)).

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For more effectiveness, I shall be grateful if you could ensure that your delegation consists of experts from both the regulatory and service provider side having the required qualifications and experience in the fields of safety (flight operations, aerodrome, air navigation services, accident and incident investigation, etc).

Accept, Sir/Madam, the assurance of my highest consideration.



Mohamed Smaoui  
A/Regional Director, Cairo

## **Attachments**

**FIFTH MEETING OF THE  
REGIONAL AVIATION SAFETY GROUP - MIDDLE EAST**

**(RASG-MID/5)**

*(Doha, Qatar, 22-24 May 2016)*

**PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda**
- Agenda Item 2: Global developments related to Aviation Safety**
- Update of the Global Aviation Safety Plan (GASP).
- Agenda Item 3: Regional Performance Framework for Safety**
- Review and endorsement of the Fourth MID Annual Safety Report.
  - Progress report on the RASG-MID Safety Enhancement Initiatives (SEIs) and Detailed Implementation Plans (DIPs).
  - Establishment, progress and status against MID Region safety priorities and targets:
    - Progress report on the achievement of the safety targets endorsed as part of the MID Region Safety Strategy.
    - Review and update, as deemed necessary, of the MID Region Safety Strategy.
  - Other Regional safety activities/initiatives:
    - MENA RSOO.
  - RASG-MID Work Programme for 2016.
- Agenda Item 4: RASG-MID Working Arrangements**
- Review and update, as appropriate, of the RASG-MID Procedural Handbook.
  - List of RASG-MID Members, Alternates, Advisers and Partners' Representatives, and designated Focal Points for the Safety Teams.
- Agenda Item 5: Update from and Coordination with MIDANPIRG**
- MIDANPIRG activities related to safety.
  - Coordination between MIDANPIRG and RASG-MID.
- Agenda Item 6: Future Work Programme**
- Date and venue of the RASG-MID/6 meeting.
- Agenda Item 7: Any other Business**
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## **Fifth Meeting of the Regional Aviation Safety Group - Middle East (RASG-MID/5)**

*(Doha, Qatar, 22-24 May 2016)*

### **BULLETIN**

#### **1. LOCATION**

1.1 The Fifth Meeting of the Regional Aviation Safety Group – Middle East (RASG-MID/5) will be held at the **Sharq Village and Spa, Doha, Qatar, 22 - 24 May 2016.**

#### **2. SCHEDULE OF THE MEETING**

- 2.1 The opening session of the Meeting will be held at 0900 hours on Sunday 22 May 2016.
- 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 0800 and 0900 hours on the opening day. 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. 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.

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

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

#### **6. TRANSPORTATION**

6.1 Participants are requested to make their own arrangements for transportation from the airport to the city and return.

6.2 Airport taxi services operate private limousine services from the airport to Doha City, at 50 Qatari Riyals approximately per vehicle. Public taxi service is also available, at a cost of approximately 50 Qatari Riyals, at the taxi stand at the airport.

6.3 Car rental agencies are located at the arrival hall of the airport terminal building.

## **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 Qatar must possess valid passports for six months or other valid documents for travel.

8.2 QCAA will take care of issuing entry Visas, when needed, for the delegates.

8.3 Copy of passports of delegates who need entry visas, should be sent to QCAA, to the attention of Mr. Jamal Mahmaj (Email: [Mahmaj.Jamal@caa.gov.qa](mailto:Mahmaj.Jamal@caa.gov.qa)) and Mr. Salem Abualqassem (Email: [Salem.Abualqassim@caa.gov.qa](mailto:Salem.Abualqassim@caa.gov.qa)) not later than April, 20, 2016.

8.4 It is mandatory for all non GCC participants to obtain visas from the Qatar Embassy or Consulate in their country prior to their departure for Doha.

### **CUSTOMS**

8.5 The following items are exempted from customs duties and shall be allowed entry:

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

8.6 Additional Quantities of the above items may also be purchased from Hamad International Airport free shops after clearing customs.

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

9.1 The unit of currency in Qatar is Qatari Riyal with notes of (1, 5, 10, 50, 100, 500 QR and coins of 25 and 50 Dirhams (1 QR = 100 Dirhams). The current rate of exchange for USD is approximately 1 USD = 3.65 QR.

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 0730 hours to 1300 hours and from 1600 hours to 1800 hours Sundays to Thursdays.

**10. OTHER USEFUL INFORMATION**

**SHOPPING**

10.1 A large variety of shopping choices are available in Grand Shopping Centers, Malls and Hypermarkets including all goods and demands that range from necessary stuff to luxurious ones.

**WEATHER CONDITIONS**

10.2 The main daily minimum and maximum temperatures for the month of May are 38°C and 45°C.

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**SHORT LIST OF HOTELS IN DOHA**

<b>Hotel Name</b>	<b>Corporate Rates</b>	<b>Contact Person</b>
Oryx Rotana	675 QR/Single Room 775 QR/Double Room	Mohamad Abdelfattah 00974-33650883 Email: Mohamed.abdelfattah@rotana.com
Doha Marriott	600 QR/ Single Room 700 QR/Double Room	Wessam Hadraj 00974-66547186 Email: wessam.hadraj@marriott.com
Concorde	475 QR/ Single Room 525 QR/ Double Room	Mohamed Hosni 00974-55310549 Email: mhosny@concordedoha.com
Sharq Village and Spa	700 QR/ Single Room 800 QR/ Double Room	Mohammed Saad 00974 55151878 Email: mohammed.saad@ritzcarlton.com
Millenium	500 QR/ Single Room 550 QR/ Double Room	Mohamed Dimachki 00974-55650216 Mohamad.dimachk@milleniumhotels.com

- N.B. : All the above listed hotels are within the same area of Sharq Village and Spa where the meeting will be held, whereas Doha Marriott within a walking distance from the meeting venue.

-END-

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE**

**REGIONAL AVIATION SAFETY GROUP - MIDDLE EAST**

**(RASG-MID/5)**

*(Doha, Qatar, 22-24 May 2016)*

**NOMINATION FORM**

1. Name in full: \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)
2. Title or Official Position: \_\_\_\_\_
3. State/Organization: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Number: \_\_\_\_\_
- Mobile Number: \_\_\_\_\_
- E-mail: \_\_\_\_\_
6. Hotel \_\_\_\_\_

Date: ..... Signature: .....

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int).

- END -