



International
Civil Aviation
Organization

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Organización
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: FS 4/4-17/053

28 February 2017

Subject: ACAC/ICAO AIG Workshop
(Jeddah, Saudi Arabia, 25-27 April 2017)

Action required: Reply no later than 30 March 2017

Sir,

I have the honour to inform you that ACAC and ICAO MID Regional Office are jointly organizing an AIG Workshop in Jeddah, Saudi Arabia, 25-27 April 2017. The Workshop is gratefully hosted by the Aviation Investigation Bureau (AIB), Saudi Arabia. Your Administration/Organization is kindly invited to participate in this Workshop.

The Workshop will be conducted in the English language only. The Provisional Agenda for the Workshop is at **Attachment A**. The Bulletin describing administrative arrangements for the Workshop, including the information related to the entry visa to Saudi Arabia is at **Attachment B**.

You may wish to recall that the RASG-MID/5 Meeting (Doha, Qatar, 22-24 May 2016), agreed through Conclusion 5/13, that a joint ACAC/ICAO AIG Workshop be organized in 2017 in order to finalize the Strategy for the establishment of a Middle East RAIO, for final endorsement by the RASG-MID and ACAC Executive Council.

I would appreciate if you could, as soon as possible, preferably **not later than 30 March 2017**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following email addresses: (icaomid@icao.int) and (acac@acac.org.ma).

Accept, Sir, the assurances of my highest consideration.



For/ Mohamed Khalifa Rahma
Middle East Regional Director

Attachments

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<http://www.icao.int/mid>



ACAC/ICAO AIG WORKSHOP

(Jeddah, Saudi Arabia, 25-27 April 2017)

PROVISIONAL AGENDA/WORK PROGRAMME

1. Introduction

- Welcome and opening remarks by Saudi Arabia
- Opening remarks by ACAC and ICAO
- Introduction of participants
- Overview of the work programme/daily order of business

2. Global and Regional Developments related to AIG

- ICAO latest global developments
- Analysis of the MID Region USOAP-CMA results related to AIG
- RASG-MID and AIG
- Accident and Incident Analysis Working Group (AIA WG)
- ACAC activities related to AIG

3. Regional Cooperation in AIG

- Scope and areas of cooperation and collaboration
- Benefits of Regional cooperation
- Examples of actual AIG cooperation between States in the Region / lessons learned
- Mechanisms established in other Regions (examples from established RAIOS)
- Step-by-step approach (enhancement of regional cooperation mechanism)
- Review and update of the Strategy for the establishment of a Middle East RAIO

4. Conclusions and Closing Session

- Recommendations and Conclusions
- Closing session



International Civil Aviation Organization

ACAC/ICAO AIG Workshop

(Jeddah, Saudi Arabia, 25-27 April 2017)

BULLETIN

1. LOCATION

1.1 The ACAC/ICAO AIG Workshop will be held at **Elaf Jeddah Hotel – Red Sea Mall, Jeddah, Saudi Arabia, 25 – 27 April 2017.**

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the Workshop will be held at 0900 hours on Tuesday 25 April 2017.

2.2 The schedule and daily 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) at all times when inside the meeting room.

4. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

4.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Jeddah, through their respective hotel reception desk. Participants will need to arrange their own hotel reservation. A special list of rates at Elaf Jeddah Hotel, which will the event will take place, is attached. Other hotels nearby, without special rates are: Jeddah Hilton, Sheraton Jeddah and Sofitel Jeddah Corniche.

5. TRANSPORTATION

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

5.2 Airport taxi services operate private limousine services from the airport to Jeddah City and vice versa, with a range of SR75-SR125.

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

6. INSURANCE

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

7. SOME USEFUL TRAVEL INFORMATION

PASSPORT

7.1 All foreign nationals entering Saudi Arabia must possess valid passports or other valid travel documents. Passports should be valid for a minimum of six months when arriving to the Kingdom of Saudi Arabia.

VISA

7.2 It is mandatory for participants requiring entry visa to Saudi Arabia to apply/obtain official visas from the Saudi Arabia's Embassy or Consulate in their Country prior to their departure to Saudi Arabia.

7.3 In order to assist in the issuing process of the entry visa to Saudi Arabia, all participants requiring entry visa to Saudi Arabia are requested to provide the following information **not later than 15 March, 2017:**

1. Scanned clear copy of a valid passport;
2. Name;
3. Employer/Organization;
4. Job Title;
5. Nationality;
6. Purpose of Visit;
7. Age;
8. State and City of Departure (in order to submit the visa to the appropriate Saudi Embassy/Consulate
9. Email Address and Mobile number.

Please submit the above required information to the Focal Point from Saudi Arabia , *Mr. Mohammed Ashmouni*, e-mail mashmouni@aib.gov.sa, mobile: +966 561555519.

CUSTOMS

7.4 The following items may be brought in Saudi Arabia Duty free:

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 Jeddah/King Abdulaziz International Airport duty free shops after clearing customs except alcoholic drinks.

8. CURRENCY, CREDIT CARDS AND BANKING SERVICES

8.1 The unit of currency Saudi Arabia is Saudi Riyals (SAR) with notes of 5, 10, 50, 100 and 500 and coins of 5, 25 and 50. The current rate of exchange for US \$1 = 3.75 SAR.

8.2 There are no restrictions on import of foreign currency.

8.3 All major international Credit Cards, such as Visa, American Express, Diners Club, Master Card, Carte Blanche, etc, are usually accepted at most hotels, department stores and restaurants.

8.4 All commercial Banks exchange major foreign currencies and are open from 09:30 to 16:30, during working days (Sunday through Thursday).

9. OTHER USEFUL INFORMATION

SHOPPING

9.1 Be prepared to bargain in small shops, sidewalk vendors etc. In large stores, however, the prices are fixed.

TAP WATER

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

TELEPHONE

9.3 Cards are available in the Saudi Market for international calls.

10. WEATHER CONDITIONS

10.1 The main daily minimum and maximum temperatures for the month of April are between 25 °C and 30 °C.

11. OTHER ASSISTANCE

11.1 The Aviation Investigation Bureau (AIB) will be glad to assist the participants to the Workshop with any advice they may require.

11.2 In case of emergency in Saudi Arabia, please call Focal Point from the AIB *Mr. Mohammed Ashmouni*, e-mail mashmouni@aib.gov.sa, mobile: +966 561555519



ELAF

فندق إيلاف جدة
رد سي مول

ELAF JEDDAH HOTEL
RED SEA MALL

"CORPORATE RATE AGREEMENT"

This agreement is made between Elaf Jeddah Hotel - Red Sea Mall, hereinafter refers to as (the Hotel) and Aviation Investigation Bureau hereinafter refers to as (the Client). Whereas, the Hotel is willing to accommodate the Client's employees, associates and guests over an agreeable period of time. However, this agreement is subject to the following terms & conditions, all of which are expressly accepted by both parties.

ACCOMODATION

The Hotel will provide accommodation arrangement to the Client as follows:

ROOM TYPE		(SR)			(SR)		
		RACK RATE			ROOM RATE		
		Single	Double	Triple	Single	Double	Triple
Deluxe Room	Mall view	1,800	1,900	2,200	800	800	1,000
Business Room	Mall view	2,000	2,100	2,400	850	850	1,063
Superior Room	Sea view	2,200	2,300	2,600	990	1,035	1,210
Junlor Sulte	Sea view	3,500		3,800	1,225		1,530
Executive Suite	Sea view	5,500		5,800	1,450		1,780
Princely Suite	Sea view	9,000		10,000	5,200		6,500
Royal Suite	Sea view	13,000		14,000	6,500		8,125

- Above-mentioned rates are net per room per night and non commissionable.

BENEFITS:

- Complimentary internet access (Wi-Fi & IPTV via wireless keyboard)
- Complimentary health club & outdoor swimming pool access
- Complimentary in-room hospitality tray (tea, coffee & water)
- Complimentary daily newspaper (upon request)
- One complimentary stock of beverages placed in the mini-fridge.
- Complimentary breakfast is included for all types of Rooms.

Sales & Marketing Department | Elaf Jeddah Hotel – Red Sea Mall

ACAC/ICAO AIG WORKSHOP
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NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

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).

Note 1: Participants are expected to make their own hotel/visa arrangements
Note 2: Please download meeting materials from ICAO MID Regional Office website.