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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AS 22/1-17/075

9 March 2017

**Subject: Second Meeting of the SECFAL Plan Development Group
(Abu Dhabi, UAE, 3 – 4 May 2017)**

Action required: Reply not later than 15 April 2017

Sir/Madam,

I have the honour to inform you that the Second meeting of the Aviation Security and Facilitation Plan Development Group (SECFAL PDG/2) will be gratefully hosted by the UAE General Civil Aviation Authority (GCAA). The meeting will be held at **The Hilton Capital Grand Hotel, Abu Dhabi, UAE, from 3 to 4 May 2017.**

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 with corporate rates is at **Attachment B**.

You may wish to recall that the SECFAL Plan Development Group was established to provide a forum for all members to communicate and exchange views about the necessary actions for the implementation of the Riyadh Declaration on Aviation Security and Facilitation in the ACAC and ICAO MID Regions, and develop the following deliverables:

- Draft ACAC/MID SECFAL Plan, including the establishment of regional ACAC/MID SEC/FAL targets; and
- Draft Procedural Handbook for the Middle East Regional Aviation Security and Facilitation Group (MID-RASFG).

I would appreciate if you could, as soon as possible, preferably not later than **15 April 2017**, confirm the participation of your Administration by submitting the Nomination Form at **Attachment C** to the following e-mail address (icaomid@icao.int) with copy to (lishaqat@icao.int). For continuity and efficiency purpose, the attendance of the experts who participated in the SECFAL PDG/1 meeting is strongly encouraged.

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



Mohamed Khalifa Rahma
Middle East Regional Director

Attachments

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**SECOND MEETING OF THE SECFAL PLAN DEVELOPMENT GROUP
(SECFAL PDG/2)**

(Abu Dhabi, UAE, 3 – 4 May 2017)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** Draft ACAC/MID SECFAL Plan
- Agenda Item 3:** Draft MID-RASFG Procedural Handbook
- Agenda Item 4:** Future Work Programme
- Agenda Item 5:** Any other Business



International Civil Aviation Organization

SECFAL Plan Development Group

Second Meeting (SECFAL PDG/2)

(Abu Dhabi, UAE, 3 – 4 May 2017)

BULLETIN

1. LOCATION

1.1 The Second meeting of the Aviation Security and Facilitation Plan Development Group (SECFAL PDG/2) will be held in **The Hilton Capital Grand Hotel, Abu Dhabi, UAE, from 3 to 4 May 2017**. The meeting will be graciously hosted by the UAE General Civil Aviation Authority (GCAA).

2. SCHEDULE OF THE MEETING

- 2.1 The opening session of the Meeting will be held at 09:30 hours on Wednesday, 3 May 2017.
- 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 designated conference (Grand Ball room), between 08:30 and 09:30 hours on the opening day of the Meeting. 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, documentation related to the Meeting will be available on the ICAO MID Regional Office website. 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 will need to arrange their own hotel and travel reservations. A list of hotels with GCAA corporate rates is attached for your convenience.
- 5.2 Participants are requested to ensure that their return airline booking is confirmed.

6. TRANSPORTATION

- 6.1 Participants are requested to make their own arrangements for transportation from/to the airport and from/to the Meeting venue.
- 6.2 Abu Dhabi Airport taxis are available 24 hours a day and the taxi ranks can be found directly outside each of the terminal building arrival areas. The drivers all have a good knowledge of the tourist attractions, hotels and other major locations in Abu Dhabi. All Abu Dhabi airport taxi drivers also command more than one language. The taxis at Abu Dhabi Airport are all metered cabs and are calculated according to the distance recorded.

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 the United Arab Emirates must possess a passport which is valid for a minimum of 6 months from the date of entry into the United Arab Emirates.

8.2 Visas when needed should be obtained from the original country. The GCAA SECFAL PDG/2 Meeting Focal Points identified in paragraph 12 may assist in arranging invitation letters if needed. Participants should obtain updated information on entry requirements by accessing the UAE Government web page www.uaeinteract.com/travel/visas.asp.

CUSTOMS

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

- a) Gifts whose value does not exceed AED 3000.
- b) A total number of 400 cigarettes, or 50 cigars, or 500 grams of tobacco (minced or pressed for pipes) or minced/pressed tobacco for smoking, tumbâk (pure tobacco) or water pipe tobacco.
- c) The amount of alcoholic beverage shall not exceed 4 litres or 2 cartons of beer, each consisting of 24 cans not exceeding 355 ml for each can.
- d) For more information please visit: <http://www.dubaicustoms.gov.ae/en/eServices/ServicesForTravellers/Pages/default.aspx>

9. CURRENCY, CREDIT CARDS AND BANKING SERVICES

9.1 The unit of currency in UAE is Dirhams (AED) with notes of 5, 10, 20, 50, 100, 200, 500 and 1000 and coins of Fils 1, 5, 25, 50 and 1 Dirham. The current rates of exchange for the major currencies are as follows:

USD 1= 3.673 AED
EUR 1= 4.123 AED
GBP 1= 4.763 AED

More rates are available from www.xe.com

9.2 All passengers travelling through Abu Dhabi Airport carrying AED100,000 or more or a sum of foreign currency of the same value are required to inform the customs personnel about the cash they have and they should also inform them about the precious items, such as gold and jewelry, they may have through their exit from the designated gates of such cases.

9.3 International Credit Cards, such as American Express, Visa, Master Card...etc., are usually accepted at most hotels, department stores and restaurants.

9.4 Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

9.5 Commercial banks exchange major foreign currencies and are generally open from 0800 to 1400 Sundays through Thursdays.

10. OTHER USEFUL INFORMATION

DRINKING WATER

10.1 Only bottled water.

11. WEATHER CONDITIONS

11.1 The mean daily minimum and maximum temperatures for the month of May are 32°C and 23°C. Participants may also wish to check the weather forecasting prior to travel.

12. OTHER ASSISTANCE

12.1 The General Civil Aviation Authority (GCAA) will be glad to assist the participants to the Meeting with any advice they may require.

12.2 The SECFAL PDG/2 Meeting Focal Point from the GCAA is as follow:

Mr. Ahmed Al Kaabi
Tel: +971 2 4054226
Mob: +971 50 4477876
E-mail: aalkaabi@gcaa.gov.ae

Mr. Khaled Al Blooshi
Tel: + 971 2 4054217
Mob: + 971 50 6246462
E-mail: kbelooshi@gcaa.gov.ae

12.3 In case of emergency in Abu Dhabi, please contact the meeting Focal Points referred to above.

List of Hotels

ABU DHABI, UAE

Name	Type of Room	Rate of Room	Booking Details
Hilton Capital Grand Abu Dhabi 5* <i>Venue of the Meeting</i>	Single Occupancy	350 AED NET + 50 AED with breakfast	: https://secure3.hilton.com/en_US/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=AUHAMHI&spec_plan=GGCAB&arrival=20170429&departure=20170504&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT
	Double Occupancy	350 AED NET + 50 AED with breakfast	
Holiday Inn Abu Dhabi 4*	Single Occupancy	354 AED NET Without breakfast	https://www.ihg.com/holidayinn/hotels/us/en/abu-dhabi/auhar/hoteldetail?qRef=rr&qDest=31st+Street%2C+between+Muroor%26Airport+P.O.+Box+46668+Abu+Dhabi++United+Arab+Emirates&qRpn=1&qChld=0&qSrt=sBR&qSHp=1&qSmP=3&qIta=99618783&qGRM=0&qSIH=AUHAR&qRms=1&srb_u=1&qAdlt=2&qPSt=0&qFRA=1&qRtP=6CBARC&qCiMy=022017&qHtlC=AUHAR&qrtPt=285.18&qCoD=06&qCiD=05&qCoMy=022017&qRmP=K.O.T.X.C&qRRSrt=rt&qRpp=20&qBrs=6c.hi.ex.rs.ic.cp.in.sb.cw.cv.ul.vn.ki.sp.nd.ct&qWch=0#
	Double Occupancy	380 AED NET Without breakfast	
Novotel Abu Dhabi Al Bustan 4*	Single Occupancy	411 AED NET with breakfast	http://www.hotelsone.com/abu-dhabi-hotels-ae/novotel-abu-dhabi-al-bustan.html?as=g&aid=69383017238&dsti=379864&dstt=8&label=bh379864&akw=novotel%20bustan%20abu%20dhabi&asrc=Search&ast=&gclid=CIqMyqOco9ICFUgW0wod_FUDiA
	Double Occupancy	411 AED NET with breakfast	
Centro Capital Centre 3*	Single Occupancy	222 AED NET + 48 AED with breakfast	https://www.rotana.com/centrohotels/unitedarabemirates/abudhabi/centrocapitalcentre?awsa_c=BPBALLON&awsa_k=brandterm&ckibe=PPCRO&pk_campaign=BPBALLON&gclid=CNyMIYSco9ICFfEy0wodflcH1w
	Double Occupancy	222 AED NET + 48 AED with breakfast	
Hotel ibis Abu Dhabi Gate 3*	Single Occupancy	219 AED NET without breakfast	http://www.ibis.com/gb/hotel-6949-ibis-abu-dhabi-gate/index.shtml
	Double Occupancy	232 AED NET without breakfast	

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

SECOND MEETING OF THE SECFAL PLAN DEVELOPMENT GROUP

(SECFAL PDG/2)

(Abu Dhabi, UAE, 3 – 4 May 2017)

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: _____
- E-mail: _____
6. Hotel _____

Date: Signature:

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