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منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 5/20-19/278

22 September 2019

**Subject: Ground Handling Seminar
(Cairo, Egypt, 17 – 18 November 2019)**

Action required: Reply not later than 20 October 2019

Sir,

I have the honour to inform you that the Ground Handling Seminar will be held at the ICAO MID Office in Cairo, Egypt, from **17 to 18 November 2019**. Your Administration/Organization is kindly invited to participate in this Seminar.

The Provisional Agenda/Programme Overview for the Seminar is at **Attachment A**. Administrative arrangements for the Seminar and other useful information for participants, including the MID Office Bulletin and the Hotel List are available on the ICAO MID Office website at: <https://www.icao.int/MID/Pages/MID-Office-Bulletin.aspx>.

The main objective of the Seminar is to provide guidance on the Ground Handling Safety Oversight, SMS Interfaces with Ground Handling Service Providers and the Relationship between GHSPs and Aerodrome Operators among other stakeholders.

For more effectiveness, it is strongly recommended that your delegation consists of your AGA Focal Point/Alternate(s) and other experts from relevant fields such as Airport Operators, ATCs, Aircraft Operators, Military, Ground Handlers, etc.

Please note that the Aerodrome Safety & Planning Implementation Group (ASPIG/1) will be held back-to-back with the Ground Handling Seminar from **19 to 21 November 2019**, for which a separate Invitation Letter is going to be issued.

I would appreciate if you could, as soon as possible, preferably not later than **20 October 2019**, confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment B** to ICAO MID Office (icaomid@icao.int) with a copy to (MHamdi@icao.int).

Accept, Sir, the assurance of my highest consideration.



for/ Mohamed Khalifa Rahma
Middle East Regional Director

Attachments

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ICAO MID Ground Handling Seminar

(Cairo, Egypt, from 17 to 18 November 2019)

Provisional Agenda/Programme Overview



PROVISIONAL AGENDA/PROGRAMME OVERVIEW

Day 1 – Sunday, 17 November 2019

Opening Ceremony: Workshop Introduction and set the scene

ICAO Global Provision on Ground Handling

States Guidance for Ground Handling Safety

- **Sates Oversight Model**
- **Sates Oversight Model for Ground Handling Safety**

SMS and ERP interfaces with GHSPs

- **Ground Handling Personnel Competency**
- **Human Factor in Ground Handling**
- **Apron Incident Accident Report and Airside Safety Investigation**
- **Ground Handling Quality Management System**

Relationship between Ground Handling Service Provider and Aerodrome Operator

Conclusion of Day 1 and preparation for Day 2

Day 2 – Monday, 18 November 2019

Operational Interfaces and Safety Processes

- **Airside Safety and Vehicle and Equipment Operation**
- **General Awareness of High Level Management**
- **Turnaround coordination**
- **Load/Unloading Planning**
- **GSE (Ground support equipment standards)**

Panel Discussion on Ground Handling Safety

Conclusion of Day 2

Closing Ceremony

-END-

GROUND HANDLING SEMINAR
(Cairo, Egypt, 17 – 18 November 2019)

NOMINATION FORM

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing and name tag)

Title or Official Position: _____

State/Organization: _____

Mailing Address: _____

Telephone Number: _____

Mobile Number: _____

E-mail: _____

Hotel _____

Date: Signature:

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

Note 1: Participants are expected to make their own hotel/visa arrangements
Note 3: No hardcopies will be provided: you are kindly requested to bring your laptop, iPad, tablet, etc..