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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 5/3-23/206

26 September 2023

Subject: Airports preparedness for the Airport Collaborative Decision Making (ACDM) Implementation (Doha, Qatar, from 21 to 23 November 2023)

Action required: Reply not later than 18 October 2023

Sir,

I have the honour to inform you that the Regional Seminar on the Airports preparedness for the Airport Collaborative Decision Making (ACDM) implementation will be gratefully hosted by Qatar Civil Aviation Authority (QCAA) at **Doha, Qatar, from 21 to 23 November 2023**. Your Administration/Organization is kindly invited to participate in this Seminar.

The main objective of the Seminar is to provide an in-depth understanding of the Airport Collaborative Decision Making (ACDM) and its roles in improving the Airport capacity and efficiency. The Seminar will introduce, not only the ACDM Concept Elements and the challenges related to its efficient implementation, but also the roadmap facilitating the effective implementation of the ACDM.

For more effectiveness, I would appreciate your assistance to share the invitation with all your concerned stakeholders mainly Airport Operators, Air Navigation Service Providers, Aircraft Operators and Ground Handling Service Providers etc.

The Provisional Agenda of the Seminar is at **Attachment A**. The Bulletin that includes administrative arrangements for the Seminar and other useful information for participants, including the exact venue and the Hotel List is at **Attachment B**.

I would appreciate if you could, as soon as possible, preferably not later than **18 October 2023**, confirm the participation of your Administration/Organization giving the names and contact details of your delegate(s), by submitting the Nomination Form at **Attachment C** to the following email address (icaomid@icao.int) with a copy to Mr. Mohamed Iheb Hamdi, ICAO MID Regional Officer for Aerodromes and Ground Aids (MHamdi@icao.int).

Accept, Sir, the assurance of my highest consideration.



Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office

hg/MH

Attachments

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ICAO

ATTACHMENT A

ICAO Regional Seminar on Airports preparedness for the Airport Collaborative Decision-Making (ACDM) Implementation

from 21 to 23 November 2023

Doha, Qatar

AGENDA

- ICAO Framework for ACDM Implementation:
 - Define the ACDM as it applies to the ICAO Global Air Navigation Plan (GANP) and its Aviation System Block Upgrades (ASBUs): Airports Collaborative Decision Making (ACDM) Thread.
 - Depth understanding of all ACDM ASBU Elements as included in the GANP.
- What is ACDM and Why we need ACDM?
- Airports responsibilities related to ACDM Implementation
- Airports Preparedness for ACDM Implementation
- ACDM Implementation's Challenges



SEMINAR BULLETIN



ICAO



الهيئة العامة للطيران المدني
CIVIL AVIATION AUTHORITY
قطر QATAR

ICAO Regional Seminar on Airports preparedness for the Airport Collaborative Decision Making (ACDM) Implementation (Doha, Qatar, from 21 to 23 November 2023)

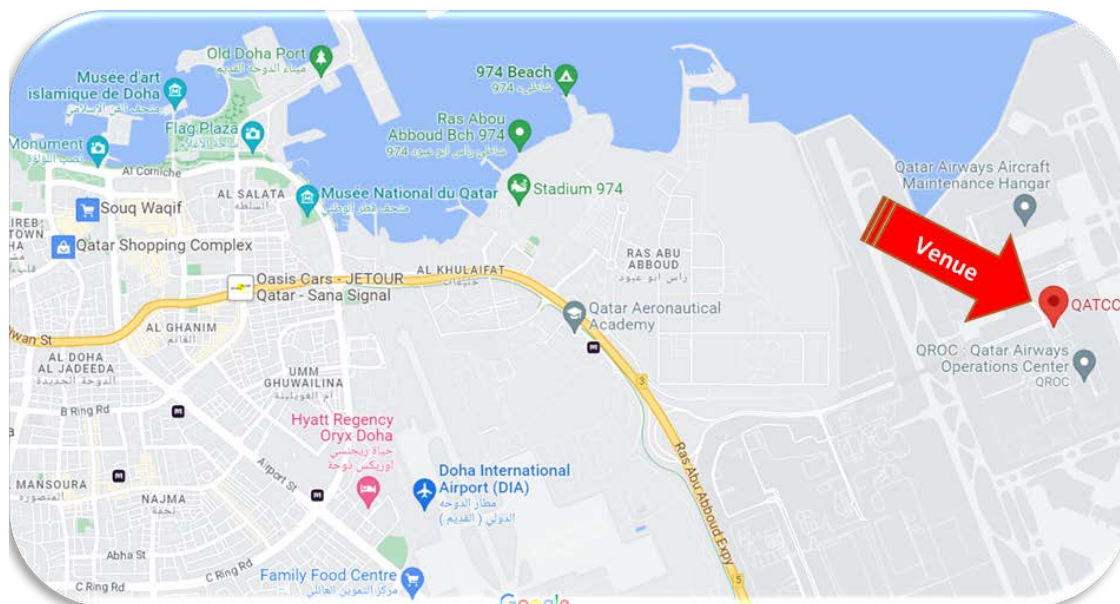
This Bulletin contains the main logistics information that may be useful for participants.

1. Schedule of the Regional Seminar

- 1.1 The ICAO Regional Seminar of the Airport Collaborative Decision Making (A-CDM) is going to be held in Doha from **21st to 23rd of November 2023**.
- 1.2 During that period, the working hours will be from **09:00 AM to 03:00 PM**.

2. General Information about Venue and Reservation

- 2.1 The Seminar will be held in BUATC building of **Qatar Civil Aviation Authority**. The Regional Seminar will be held at **Hamad International Airport Complex (QATCC – BUATC BUILDING)**: [Here](#)



2.2 Recommended Hotels with special corporate Rates

	Hotel Name	Address	Corporate Rate BB Single Occupancy	Contact details	Transport Airport pick up/ drop off
1	Rixos Gulf Hotel Doha	Ras Abu Abboud Street, Doha, P.O.Box 1911 Qatar	Qr. 650	Jafar Ibrahim Sales Manager D: +974 4040-2222 Email: mfakih@anantara.com	Audi A6 Limo car at Qr.220 per way per car
2	Steigenberger Hotel Doha	Airport Street #9 Doha, Qatar	Qr. 450	Mohamad Dimachk Director of Sales & Marketing D: +974 4020 1636 Email: mohamad.dimachk@steigenberger.com	Included in the room rate
3	Hyatt Regency Oryx Doha hotel	Airport Road, Doha, Qatar PO Box 29922	Qr. 400	Suleiman Alhelou Associate Director of Sales D: +974 4141 1234 Email: suleiman.alhelou@hyatt.com	Standard Limo car at Qr.110 per way per car
4	Movenpick Hotel Doha hotel	Corniche Road , Al Meena Street, Doha, Qatar	Qr. 285	Mousa Samaan Sales Manager D: +974 44291231 Email: Mousa.samaan@movenpick.com	Included in the room rate

3. Registration of activity:

3.1 Participants are requested to register at the Secretariat's Desk located at the Seminar venue from **08:30 a.m. to 09:00 a.m. on 21st November (the opening day).**

4. Focal Point of Contact for the Seminar

4.1 The focal points of contact for the Seminar are:

From ICAO: Middle East (MID) Office

Mrs. Hoda Gabriel
Technical assistant
Direct: +20 1001005520
E-mail : h.gabriel@icao.int

Mr. Mohamed Iheb Hamdi
Regional Officer, Aerodromes & Ground Aids
Direct: +20 1030988290
E-mail: mhamdi@icao.int

a) From Qatar CAA :

Executive Secretary - Air Safety Department
Mrs. F. Faariha M. Faiz
Email : faariha.faiz@caa.gov.qa
Direct : (+974) 44557304

Technical Assistant
Mrs. Sabrina Fernandes
Email: sabrina.fernandes@caa.gov.qa
Direct : (+974) 44571548

4.2 The daily secretarial and administrative support of the Seminar will be provided by the office of Air Safety Department (emails: faariha.faiz@caa.gov.qa and sabrina.fernandes@caa.gov.qa).

4.3 Complimentary lunch/coffee breaks per day will be provided to all participants during the Seminar on the courtesy of Qatar CAA.

5. Passport, VISA and customs formalities

5.1 Very Important: Normally upon having any delegations or participants arriving at Doha on an official visit to meet with the officials of QCAA or to participate at any event organized by QCAA so it is recommended **to have their visas issued by QCAA**, therefore we kindly request to provide us with a list of all the participants' details along with clear passports copies to **facilitate the Visa process as deemed necessary by 21st of October 2023.**

5.2 For entry into the Qatar, all visitors must hold a passport valid for at least 6 months or other valid travel documents. To check whether you are required to obtain a visa to enter Qatar as well as the customs formalities, please visit the website: <https://hukoomi.gov.qa/en/article/visas>

5.3 Airport Car Rental Service

- a) Airport car rental service is available near exit of the terminal.
- b) Car/taxis are also available on the side of the terminal building.
- c) Metro is also available.

6. Other Useful Information

6.1 Internet Broadband and wireless internet services are available in all major hotels. Free wireless internet is also available in some shopping centers and public buildings in the city.

6.2 Language

Arabic is the national mother tongue, is the national language in Qatar. However, the locals can also speak in English.

6.3 Money Exchange

There are money exchange companies and commercial banks both in arrival and departure at Hamad International Airport, where you can exchange your money. There are ATMs available in the malls, hotel, Metro.

The Qatar Riyal (**QAR**) is the local currency used. Current exchange rate is **1 USD** equivalent to **3.6 QAR**. Credit cards such as American Express, Visa, and Mastercard are acceptable by the hotels and all the stores in the shopping malls.

6.4 Sim Card

Sim Cards and sim card top-up or refills are available in the arrival passenger lounge and in all the malls.

Qatar country code is +974. The international dialing codes and dialing format to call landline in Qatar is: (Country Code) + Recipient's Number.

The international dialing codes and dialing format to call mobile number in Qatar is:
(Country Code) + Digits Cellular Number.

To make an international call to landline phone number from Qatar, the dialing format should be:
00 - Country Code - Area Code – Landline phone number without the 0 at the beginning of the number.

To make a call or send a text message internationally from Qatar, the dialing format should be:
00 - Country Code - Mobile Phone Number excluding the 0 at the beginning of the number

6.5 Time Difference:

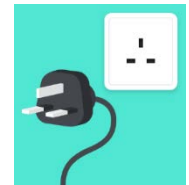
Qatar is 3 hours ahead of Coordinated Universal Time (UTC +3).

6.6 Weather

The weather in November usually sits at around 30- 32 Degrees °C in the daytime and 20-24 Degrees °C in the evening.

6.7 Electric Plug and Socket

Qatar operates power plug sockets of type G. The standard voltage is 240 V and the frequency is 50 Hz We suggest you bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



6.8 Tourist Information

Further tourist information can be found at <https://www.qatartourism.com/en>

PLACES TO VISIT IN QATAR



1 National Museum of Qatar

The National Museum of Qatar gives voice to Qatar’s unique history and its people from the earliest of times to the present day.

5 Villaggio Mall

Villaggio Mall is the biggest and the most famous shopping mall in Doha with all international brands and a huge food court with a variety of food options.

2 Souq Waqif

Souq Waqif is the oldest and the one of the few buildings constructed to show the old Qatari village style, it provides with shops, restaurants, and cafes in one place.

6 Place Vendome Mall

Located in Lusail City, Place Vendome is soon going to be the fashion capital in Qatar. The mall, with its mesmerizing beauty and marveling architecture, has amazed all.

3 The Pearl Qatar

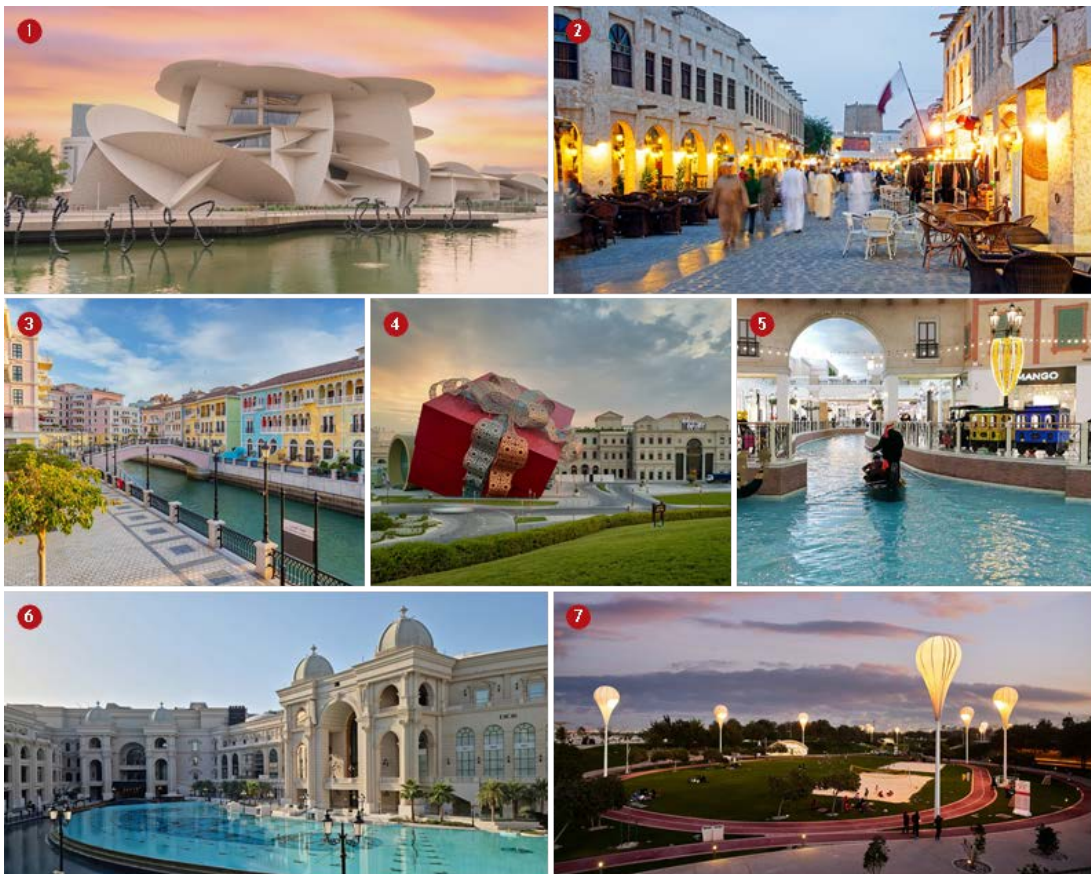
The Pearl-Qatar is a man-made island off the coast of Qatar featuring Mediterranean style marinas, residential towers and homes, internationally renowned hotels, private villas and premium shopping experience at top branded boutiques and showrooms.

7 Oxygen Park

Oxygen Park is a public park in Education City on the outskirts of Qatar’s capital, Doha, Located between the Qatar National Library and Education City Mosque, the park has two «zones» – the Western side for sports, and the Eastern for recreation.

4 Katara Cultural Village

Katara Cultural Village is a maze of cobblestone pathways and alleys reminiscent of a very traditional Souq.



INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE

ICAO Regional Seminar on

Airports preparedness for the Airport Collaborative Decision Making ACDM Implementation

(Doha, Qatar, from 21 to 23 November 2023)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full:

Mr. / Mrs. / Ms.

_____ (as should appear in the official listing)

Title/Official Position:

State/Organization:

Telephone Number:

Mobile:

E-mail:

Date: _ _ _ _ _

Signature: _ _ _ _ _

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

- END -