



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.: AN 6/33.1 – 23/213

12 October 2023

**Subject: Fifth Meeting of the MID Region Flight Procedure Programme  
Steering Committee (MID FPP SC/5)  
(Doha, Qatar, 14 December 2023)**

**Action Required Reply no later than 20 November 2023**

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the Fifth meeting of the MID Region Flight Procedures Programme Steering Committee (MID FPP SC/5) that will be held in Doha, Qatar on **14 December 2023**.

The meeting is scheduled back-to-back with the PBN Airspace Design Workshop (10-11 December 2023) and the Eighth Meeting of the Performance Based Navigation Sub-Group (PBN SG/8), (12 - 13 December 2023) to be held at the same location.

The main objectives of the MID FPP SC/5 meeting are to discuss the future of the MID DFPP and its sustainability including the Work Plan for Y2024, which should be customized to the evolving needs of the member States in respect of projects and training related to PBN and PANS-OPS.

The Provisional Agenda for the MID FPP SC/5 meeting and the Terms of Reference (TORs) for the MID FPP SC are at **Attachments A and B**, respectively. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

The Bulletin that includes administrative arrangements for the events, and other useful information for participants, and the Hotel List is at **Attachment C**.

This letter, all its relevant attachments and Working/Information Papers and PowerPoint presentations (as they become available), will be posted in PDF format on the ICAO MID website at: [www.icao.int/mid](http://www.icao.int/mid).

../.

MW/RA

I would appreciate if you could, as soon as possible, preferably no later than **20 November 2023**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment D** to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([raissaoui@icao.int](mailto:raissaoui@icao.int) and [sonitiu@icao.int](mailto:sonitiu@icao.int)).

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



*for/* Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

**Attachments**



*International Civil Aviation Organization*

**MID Region Flight Procedure Programme Steering Committee  
Fifth Meeting (MID FPP SC/5)**

*(Doha, Qatar, 14 December 2023)*

---

**PROVISIONAL AGENDA**

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** MID FPP Achievements and Activity status report
- Agenda Item 3:** Programme sustainability
- Agenda Item 4:** MID FPP Work Plan for the Year 2024
- Agenda Item 5:** Future Work Programme
- Agenda Item 6:** Any other Business
-

**MID FPP STEERING COMMITTEE (MID FPP SC)**

**TERMS OF REFERENCE**

**A) Purpose of the MID FPP SC:**

The MID FPP Steering Committee shall meet at least once a year at a venue and time agreed upon by the SC Members.

In order to meet its Terms of Reference, the MID FPP SC shall:

1. elect a Chairperson for a cycle of three years unless re-elected;
2. review regional objectives, plans and users' requirements;
3. monitor and evaluate the Programme activities since the previous meeting;
4. formulate policies and assign priorities for the activities of the MID FPP taking into account the requirements of this Institutional Framework, the provisions of the MID FPP Project Document (ProDoc) and the availability of funds;
5. review and approve the annual work plan and budget of the MID FPP; taking into account the Host State's and Participating States' in kind-contributions for offsetting their annual financial contribution to the Programme.
6. review plans submitted by the MID FPP Manager;
7. ensure that the business plans are in line with the MID Air Navigation Strategy;
8. oversee the activities of the MID FPP in line with the plans and approved budgets;
9. monitor the financial performance at project level in line with the approved budget;
10. monitor and follow-up the implementation of the MIDANPIRG Conclusions and Decisions related to the MID FPP;
11. follow up with the implementation of the agreed projects and provide regular progress report to the relevant MIDANPIRG subsidiary bodies;
12. coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies; and
13. review and update its terms of reference, as deemed necessary.

**B) Composition:**

The MID FPP SC is composed of:

1. MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives;
2. ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Director Air Navigation Bureau Section (ANB) or their representatives;
3. The MID FPP Chairperson and the MID FPP Manager, who will act also as the Secretary of the Steering Committee meetings;
4. The PBN SG Chairpersons;
5. Participating Partners (refer to para. 6.d below), who actively participate in the implementation of the Programme work plan.

6. The following may participate in the Steering Committee meetings as Observers:
- a) MID FPP Users States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;
  - b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as “Partners” in the implementation of the Programme);
  - c) Representatives from observers States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and
  - d) Representatives from the following participating Partners:  
AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA IFAIMA, and IFATCA.

Other representatives from States and industry may be invited on ad-hoc basis, as required.

*Note 1: The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.*

**C) Working arrangements**

- 1. The Chairperson, in close co-operation with the MID FPP Manager and the ICAO MID Office, shall make all necessary arrangements for the most efficient working arrangements of the MID FPP Steering Committee. Permanent contact shall be maintained between the Chairperson, Secretary, ICAO MID Office and Members of the Steering Committee to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.

-----



*International Civil Aviation Organization*

**Fifth Meeting of the MID Region Flight Procedure  
Programme Steering Committee  
(MID FPP SC/5)  
(Doha, Qatar, 14 December 2023)**

---

**BULLETIN**

**1. LOCATION**

1.1 The Fifth Meeting of the MID Region Flight Procedure Programme Steering Committee (MID FPP SC/5) will be kindly hosted by Qatar Civil Aviation Authority (QCAA) in Doha, Qatar. The Meeting will be held on **14 December 2023**.

1.2 The exact venue will be at **Qatar Air Traffic Control Centre (QATCC)**  
<https://goo.gl/maps/WLzYo1ZeBps4vPA47>

**2. SCHEDULE OF THE MEETING**

2.1 The Opening Session of the Meeting will be held at 09:00 Doha local time.

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 language.

**3. REGISTRATION OF PARTICIPANTS**

3.1 Participants are requested to register to obtain a participant badge, at the Registration Desk located at the entrance of the designated conference between 08:30 and 09:00 hours on the opening days of the Meeting. Participants are requested to wear the Identification Badge during the Meeting sessions.

**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.

**5. HOTEL RESERVATIONS**

5.1 A list of hotels with Qatar CAA corporate rate is **attached** for your convenience with contact details and addresses. Participants will need to arrange their own hotel reservation.

**6. TRANSPORTATION**

6.1 Participants are required to arrange their own Airport transportation.

6.2 Airport Taxi Services operate private services from the airport to the city, and its neighborhoods at approximately QAR 35 per vehicle.

6.3 Car rental agencies are located at the airport terminal.

6.4 Participants are required to arrange the daily commute to/from the venue.

**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**

8.1 All foreign nationals entering Qatar must possess valid passports or other valid documents for travel. Documents with less than six months to run before expiry are not acceptable.

### **VISA**

8.2 Qatar CAA will provide necessary assistance for the issuance of entry Visas for the delegates, when needed.

8.3 With a view to assist in the process of issuance of entry visa to Qatar, copy of the passport of delegate should be sent, as soon as possible, not later than **15<sup>th</sup> November** to the attention of Air Navigation Admin Office (email: [ans.admin@caa.gov.qa](mailto:ans.admin@caa.gov.qa); contact: +974 44705111/5222/5777)

### **CUSTOMS**

8.4 The following items may be brought into Qatar duty free:

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

8.5 Additional quantities of the above items may also be purchased at Doha International Airport duty free arrival shops before clearing customs. Non-Muslims may purchase reasonable quantities of alcoholic drinks at this outlet.

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

9.1 The unit of currency in Qatar is the **Qatari Riyal (QAR)**. The unit is divided into notes of 500, 100, 50, 10, 5 and 1. The Riyal to USD exchange rate is approximately 1 QAR = 0.27 US\$

9.2 There are restrictions on import of foreign currency. Not more than 50,000 QAR allowed.

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

9.4 All commercial banks exchange major foreign currency is open from 0800 to 2000, Sundays through Thursdays. There are plenty of official exchange services. ATM machines are available all over Qatar.

## **10. OTHER USEFUL INFORMATION**

### **SHOPPING**

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

### **TAP WATER**

10.2 It is recommended that all visitors drink only bottled water/beverages, however, tap water is safe for drinking.

**TELEPHONE**

10.3 Mobile SIM Cards are available at the Service providers' outlets at the airport arrival terminal and all major commercial centers.

**11. WEATHER CONDITIONS**

11.1 The main daily maximum and minimum temperatures for the month of December, are between 25°C by day and drop down to 20°C during the nights. Please refer to Qatar Meteorology website for further updates.

**12. OTHER ASSISTANCE**

12.1 Qatar Civil Aviation Authority will be glad to assist the participants to the Meeting with any advice they may require.

12.2 In case of emergency in Qatar, please call the Focal Point from Qatar CAA Air Navigation Admin Office (email: [ans.admin@caa.gov.qa](mailto:ans.admin@caa.gov.qa); contact: +974 44705111/5222/5777)

-----



**List Of Hotels - QCAA Corporate Rates 2023**

	<b>Hotel Name</b>	<b>Address</b>	<b>Corporate Rate BB Single Occupancy</b>	<b>Contact details</b>	<b>Transport Airport pick up/ drop off</b>
<b>1</b>	The Plaza hotel	Umm Ghuwailina Area,C Ring road Doha, Qatar	Qr. 700	Mohamad Fakih Assistant Director of Sales D: +974 4040-2222 Email: <a href="mailto:mfakih@anantara.com">mfakih@anantara.com</a>	BMW Limo car at Qr.350 per way per car
<b>2</b>	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: <a href="mailto:mfakih@anantara.com">mfakih@anantara.com</a>	Audi A6 Limo car at Qr.220 per way per car
<b>3</b>	Steigenberger Hotel Doha	Airport Street #9 Doha, Qatar	Qr. 450	Mohamad Dimachk Director of Sales & Marketing D: +974 4020 1636 Email: <a href="mailto:mohamad.dimachk@steigenberger.com">mohamad.dimachk@steigenberger.com</a>	Included in the room rate
<b>4</b>	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: <a href="mailto:suleiman.alhelou@hyatt.com">suleiman.alhelou@hyatt.com</a>	Standard Limo car at Qr.110 per way per car
<b>5</b>	Movenpick Hotel Doha hotel	Corniche Road , Al Meena Street, Doha, Qatar	Qr. 285	Mousa Samaan Sales Manager D: +974 44291231 Email: <a href="mailto:Mousa.samaan@movenpick.com">Mousa.samaan@movenpick.com</a>	Included in the room rate

INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE

FIFTH MEETING OF THE MID REGION FLIGHT PROCEDURE PROGRAMME STEERING COMMITTEE

(MID FPP SC/5)

*(Doha, Qatar, 14 December 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:** \_\_\_\_\_

**Hotel:** \_\_\_\_\_

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

After completing, please send to: ICAO MID Office at the following e-mail address: ([icaomid@icao.int](mailto:icaomid@icao.int)) with copy to ([raissaoui@icao.int](mailto:raissaoui@icao.int) and [sonitiu@icao.int](mailto:sonitiu@icao.int)).