



International Civil Aviation Organization

ICAO Workshop on Aviation Statistics

(Bahrain, 17 to 20 November 2008)

BULLETIN

1. LOCATION

1.1 A Workshop on Aviation Statistics will be held in Bahrain from 17 – 20 November 2008. The workshop will take place at Hotel Movenpick, Manama, Bahrain P.O. Box: 24009, tel. +97317460000, fax +97317460001. www.moevenpick-bahrain.com.

2. SCHEDULE OF THE WORKSHOP

2.1 The opening session of the workshop will be held at 0930 hours on Monday 17 November 2008.

2.2 The daily schedule and the 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 workshop Hall, between 0830 and 0930 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them when inside the meeting room.

4. WORKSHOP OBJECTIVE

4.1 To emphasize the importance of reliable statistical and accounting data from both a qualitative and quantitative point of view and to demonstrate its role in improving competitiveness and efficiency of the related stakeholders namely airlines, airports, ANS providers and the regulators.

4.2 To familiarize the participants about the role of European Co-ordination Center for Aviation Reporting System (ECCAIRS) software used in ICAO Accident/Incident Data Reporting (ADREP) and its effectiveness in monitoring & analyzing accident.

4.3 To encourage States and reporting entities (air carriers, airports and air navigation service providers) in the region to participate in the ICAO Statistics Programme as well as to make use of the new Integrated Statistical Database (ISDB) now available on-line via the internet. Also to encourage States to fulfill their obligations under Articles 54, 55 and 67 of the *Convention on International Civil Aviation*.

5. ICAO PERSONNEL CONCERNED WITH THE MEETING

5.1 Mr. Jehad Faqir, Deputy Regional Director, ICAO MID Office will open the meeting at 0930 hrs on 17 November 2008. Mr. Oleg Nazarov from ICAO Headquarters Air Transport Bureau, Economic Analyses and Databases (EAD) Section will conduct the workshop. He will be assisted by Mr. Sainarayan a Statistical Officer.

5.2 The focal points of the workshop in Bahrain are: Mr. Yousif Mohammed Mahmoud, Head of Corporate & Public Affairs Civil Aviation Affairs, Bahrain, P.O. Box: 586; Off. Tel. (973) 17 321 103, Fax: (973) 17 321 139; E-mail: ymahmoud@caa.gov.bh ; and Mrs. Ebtesam Mohamed Al Shamlan, Head of Permission and Airline Schedule, Civil Aviation Affairs, Bahrain International Airport, P.O.Box 586, Bahrain; Tel.: (973) 17 321 169; Mobile: (973) 39 469 557; Fax: (973) 17 333 278; E-mail: ealshamalan@caa.gov.bh.

6. DOCUMENTS, PAPERS FOR DISTRIBUTION, ETC.

6.1 In addition to the working papers to be distributed for this workshop, participants are strongly encouraged to familiarize themselves with the ICAO on-line aviation statistics database (details on how to register are shown in the [Page 6](#) to this Attachment). Although only staff members of national civil aviation administrations are granted free access to the database, access will be made available, upon request, to all meeting participants for a period of 30 days prior to and 30 days after the meeting. Participants should also become acquainted with the current ICAO Air Transport Reporting Forms A to L used to submit data to ICAO. These forms can be obtained by visiting the ICAO website at <http://www.icao.int/icao/en/atb/sea/forms.htm>.

7. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

7.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Bahrain, through their respective hotel reception desk. You will need to arrange your own hotel reservation. A list of hotels with General Civil Aviation Authority (GCAA) corporate rates is available at [page 5](#). for your convenience with telephone/fax numbers and addresses. For booking at Movenpick Hotel use the reservation form on [page 6](#).

8. TRANSPORTATION

8.1 Although we would very much wish to welcome participants, it will not be possible to meet them on arrival and provide transportation. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city and return.

8.2 Metered public taxi service is available from the airport, and costs around **US\$ 15** from the airport to downtown Manama. Hotels also arrange for pick up and drop off if informed in advance (costs US\$ 16).

9. INSURANCE

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

10. SOME USEFUL TRAVEL INFORMATION

PASSPORT

10.1 All foreign nationals entering the Kingdom of Bahrain must possess valid passports or other valid documents for travel.

VISA

10.2 Visit visas can be applied through the website at www.evisa.gov.bh.index.html. Citizens of some countries can obtain visas on arrival. Please check the website for more details (www.immigration.gov.bh).

CUSTOMS

10.3 The following items may be brought into Bahrain duty free:

Personal effects, such as necessary clothing, laptop, mobile,
1 bottle of alcohol or 6 cans of beer perfume.

Additional quantities of the above items may also be purchased from the Airport duty free shop after clearing customs.

WEATHER CONDITIONS

10.4 The main daily maximum and minimum temperatures for the month of October are: 35 and 25 C.

SHOPPING

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

TAP WATER

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

TELEPHONE CARDS

10.7 Cards are available in Bahrain Market for international calls.

11. CURRENCY, CREDIT CARDS AND BANKING SERVICES

11.1 The unit of currency in Bahrain is the **Bahraini Dinar (BHD)**. Current rate of exchange for US \$ is US \$ 1 = 0.378 approximately.

11.2 There are no restrictions on import of foreign currency.

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

10.4 All commercial banks exchange major foreign currencies and are open from 0800 to 1300 hours. Sundays through Thursdays.

LIST OF HOTEL AND RATES – 2008

Hotel	Type of Room	Room Rate	Telephone	Fax	Note
Gulf Hotel 5*	Single	BD 70.000	+973 17713000	+973 17715373	
Diplomat 5*	Single	BD 68.000	+973 17531666	+973 17531633	
Regency 5*	Single	BD 68.000	+973 17227777	+973 17208367	
The Ritz Carlton 5*	Single	BD 90.000	+973 17580000	+973 17586712	
Movenpick 5*	Single	BD 68.000	+973 17460000	+973 17460001	
Al Safir Hotel & Tower 4*	Single	BD 40.000	+973 17827999	+973 17827888	
Novotel Al Dana Resort 4*	Single	BD 80.000	+973 17298008	+973 17298338	
Ramada 3*	Single	BD 35.000	+973 17742000	+973 17742809	

These rates are subject to change without notice.

DBB = Double, Bed & Breakfast; SBB = Single, Bed and Breakfast; SB,
DB= Single, Double Bed only.

Note: When making their reservations, Delegates should specify that they are attending a UN (ICAO) Meeting in order to be accorded special rates for UN.



شئون الطيران المدني
CIVIL AVIATION AFFAIRS

MÖVENPICK

Hotel Bahrain

HOTEL RESERVATION FORM

IATA GROUP

GUEST'S INFORMATION

Name of Guest : _____ Tel. No. : _____
Address : _____ Fax No. : _____
E-mail : _____ Mob. No. : _____

ROOM REQUIREMENTS

No. of Rooms Required Per Room Type:

___ Superior Room (Single) ___ Superior Room (Double)
___ De Luxe Room (Single) ___ De Luxe Room (Double)
___ Executive Suite ___ Diplomatic Suite ___ Ambassador Suite

Date of Arrival: _____ Date of Departure: _____ Airport Pick-up Required: YES NO

Note: If airport pick-up is required, please send the flight details to Fax No.: +973 17 460001

FOR GUARANTEED RESERVATION

In order to guarantee the room booking, please furnish credit card information:

Credit Card:

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	B'E'N'E'F'I'T plus

Card Number : _____ Signed: _____
Expiry Date : _____ Date: _____

NOTE:

1. Check-In time will be 1:00 p.m. while check-out time will be 2:00 p.m.
2. For delegates who made room reservations without their Credit Card details as guarantee, their room reservation will be cancelled if no show by 4:00 p.m.

VISA APPLICATION FORM

If you would like the hotel to apply for a visa on your behalf for you to collect at the visa desk on arrival at Bahrain International Airport, please complete and return this form by mail or send to Fax No. +973 17 460001.

Please fill-in details as written in the passport:

Last Name: _____ First Name: _____ Middle: _____
Place of Birth: _____ Date of Birth: _____ Nationality: _____
Company: _____ Address: _____
Tel. No.: _____ Fax No.: _____ E-mail: _____
Date of Last Visit to Bahrain (If any): _____ Arrival Date: _____
Religion: _____

Note: A copy of your passport showing your clear photo and personal details should accompany this form when applying for visa.

- END -

ACCESS GUIDE TO AVIATION STATISTICS ON THE ICAO SECURE SITE

To access aviation statistics through the Internet you will need to open your web browser and enter the ICAO secure site address:

[<http://icaosec.icao.int>](http://icaosec.icao.int)

The home page will show the ICAO logo along with two options: **New User** (on the upper left hand corner) and **Login** (on the lower right corner).

I am a new user.

Click on **New User** and a window will open asking you to identify the group you want to join; type **STA_WG** and press enter. After that a form will open requesting some personal information. Please complete the form and send by pressing the submit button at the bottom of the page. An e-mail will then be automatically sent to the manager of the group. Within one working day you should receive an e-mail with a temporary password to access the website. We recommend that you change your password once you login.

I already have username/password.

Log in and a window will open showing the groups to which you belong. If you do not belong to the group STA, then click on **Group Membership**; a form will open requesting some information. Please complete the form and send by pressing the submit button at the bottom of the page. An e-mail will then be automatically sent to the manager of the group. Within one working day you should receive an e-mail confirming that access to the STA group has been granted.

Should you experience any problems with the above-mentioned procedures, please contact the Economic Analyses and Databases Section of ICAO by e-mail: sta@icao.int; tel.: +1 (514) 954-8219 ext. 6284; or by facsimile: +1 (514) 954-6744.
