

REGIONAL WORKSHOP ON AIRPORT AND ROUTE FACILITY MANAGEMENT

(Cairo, 21 to 24 November 2005)

Agenda

1. ICAO policy on airport and air navigation services charges.
2. Organizational structures of airports, including commercialization.
3. Airport financial management and airport charges on air traffic.
4. Development and management of non-aeronautical activities.
5. Infrastructure financing.
6. Organizational structures of air navigation services, including international cooperation.
7. Financial management of air navigation services and air navigation services charges.

Explanatory notes to the Agenda and references to documentation will be contained in Working Paper WARFM (Cairo)-WP/1.

Note: special attention will be given to (1) the newly revised ICAO policy and guidance in the field of airport and air navigation services economics and management, and (2) new ideas related to the performance of the air navigation system

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WORKSHOP DETAILS

Date	Cairo, 21 to 24 November 2005
Place	ICAO Regional Office, Ministry of Civil Aviation Complex, Cairo Airport Road, Egypt
Registration	Monday, 21 November 2005, 0900 hours
Opening	Monday, 21 November 2005, 1000 hours
Objective	To provide the general knowledge needed to deal with economic, organizational and other managerial issues related to the management of airports and air navigation services. The participants should be able to find main principles and related guidance material in <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/7), the <i>Airport Economics Manual</i> (Doc 9562/2) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/4).
Invitations	<p>States: Afghanistan, Algeria, Angola, Bahrain, Botswana, Burundi, Comoros, Cyprus, Djibouti, Egypt, Eritrea, Ethiopia, France*, Iran, Islamic Republic of, Iraq, Jordan, Kazakhstan, Kenya, Kuwait, Kyrgyzstan, Lebanon, Lesotho, Libyan Arab Jamahiriya, Madagascar, Malawi, Mauritius, Morocco, Mozambique, Namibia, Oman, Pakistan, Qatar, Rwanda, Saudi Arabia, Seychelles, Somalia, South Africa, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tunisia, Turkmenistan, Uganda, United Arab Emirates, United Kingdom*, United Republic of Tanzania, Uzbekistan, Yemen, Zambia, Zimbabwe</p> <p>(*States with territories in the region)</p> <p>Organizations: African Civil Aviation Commission (AFCAC), Airports Council International (ACI), Arab Civil Aviation Commission (ACAC), International Air Transport Association (IATA), and the United Nations Economic Commission for Africa (ECA)</p>
Attendance	<p>The workshop is intended for those who are currently in responsible positions for the management and financial performance of airports and air navigation services, and for economists and other supporting staff in these areas. The workshop does not assume that participants possess previous knowledge or experience about ICAO policy on user charges.</p> <p>It should be emphasized that representatives of autonomous entities (public as well as private) for airports and air navigation services in your State are welcome to participate in these workshops. The participation of such entities is in the interest of States with respect to their obligations under the <i>Convention on International Civil Aviation</i> in Doc 7300 (the Chicago Convention), and will further increase the dissemination of ICAO policy and guidance. As invitations to ICAO workshops are addressed to States, you are encouraged to bring this invitation also to the attention of any autonomous entities established in your State and to include them in your participation where possible.</p> <p>There is no attendance fee.</p>

An ICAO certificate will be awarded to participants with a satisfactory level of attendance.

Language	Arabic and English
Secretary/ adviser	Mr. Ö. Magnusson, Chief, Airport and Route Facility Management Section, ICAO Headquarters Tel.: +1 (514) 954-6122; facsimile: +1 (514) 954-6744; e-mail: omagnusson@icao.int
Assisted by	Mr. A. Zarroug, Regional Officer, Air Transport, Middle East Office Tel.: +1 (202) 267 4841; facsimile: +1 (202) 267 4843 e-mail: MZarroug@cairo.icao.int
Documentation	<p>A complete list of ICAO publications used as reference documents for the meeting is in Attachment D. The most essential meeting documentation will be provided by ICAO free of charge, that is <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/7) and handouts of parts of the guidance material in the <i>Airport Economics Manual</i> (Doc 9562/2) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/4). Some of the ICAO publications that will be used during the workshop are available via the ICAO website http://www.icao.int. This is applicable to the following documents: <i>Convention on International Civil Aviation</i> (Doc 7300), <i>ICAO's Policies on Charges for Airports and Air Navigation Services</i> (Doc 9082/7), draft report material of Conference on the Economics of Airports and Air Navigation Services, <i>Report of the Eleventh Air Navigation Conference</i> (Doc 9828), and later the <i>Airport Economics Manual</i> (Doc 9562/2) and the <i>Manual on Air Navigation Services Economics</i> (Doc 9161/4). To access these publications see guidance in Attachment D. <i>Tariffs for Airports and Air Navigation Services</i> (Doc 7100) is available free of charge for Contracting States on the ICAO-NET. Participants who may wish to purchase (well prior to the meeting) copies of the relevant publications will be accorded a 50 % discount by quoting the reference of the meeting, WARFM (Cairo) 2005, when ordering. Such publications may be ordered through the ICAO website.</p> <p>Participants having points of interest or information relating to the agenda are encouraged to prepare informal working papers, not exceeding three pages. Papers should be forwarded to the workshop Secretary not later than 30 September 2005.</p>
Travel and daily subsistence	The travel and daily subsistence costs for participants are the responsibility of the nominating State/Administration.
Information on the Web	The invitation letter together with Working Paper WARFM (Cairo) -WP/1 are available via ICAO's website, under the heading "Meetings and Conferences".

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INFORMATION BULLETIN

1. LOCATION

1.1 The Regional Workshop on Airport and Route Facility Management will be held at the ICAO Middle East Regional Office in Cairo from 21 – 24 November 2005.

2. SCHEDULE OF THE MEETING

2.1 The opening session of the meeting will be held at 10:00 hours on Monday, 21 November 2005.

2.2 The daily schedule and the order of the day will be announced at the opening session.

2.3 The meeting will be conducted in English and Arabic.

3. REGISTRATION OF PARTICIPANTS

3.1 Participants are requested to register, at the Registration Desk located at the entrance of the Conference Hall, between 0900 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. ICAO PERSONNEL CONCERNED WITH THE MEETING

4.1 Mr. M.R. Khonji ICAO Regional Director will open the meeting at 1000 hrs. Mr. Ö. Magnusson, Chief, Airport and Route Facility Management Section, ICAO Headquarters will be the Secretary of the meeting assisted by Mr. A. Zarroug, Regional Officer, Air Transport, Middle East Office.

4.2 Mr. A. Trad (Administrative Officer) and Mrs. M. Hindi (Accounting/ Finance Assistant) from the ICAO Cairo Office will handle the administrative arrangements.

4.3 Ms. Hoda Gabriel will provide the secretarial assistance.

4.4 A list of Officers in the ICAO Regional Office is given in the Appendix.

5. DOCUMENTS, PAPERS FOR DISTRIBUTION, ETC.

5.1 Documentation will be distributed during the meeting.

6. ICAO MIDDLE EAST REGIONAL OFFICE

MID OFFICE LOCATION

6.1 The ICAO Middle East Regional Office is located at the Egyptian Ministry of Civil Aviation Complex, Airport Road, Cairo. The telephone numbers are: (202) 267 4841/5/6, the FAX number is: (202) 267 4843 and the E-mail address is: icao@idsc.net.eg or: icaomid@cairo.icao.int and a website is available www.icao.int/mid

Working Hours

6.2 The working hours of the ICAO Regional Office are 0730-1430.

7. ICAO SALEABLE PUBLICATIONS

7.1 Any ICAO publications required by participants may be purchased from the ICAO Regional Office Administrative Section located on the first floor of the building.

8. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS

8.1 Participants are requested to ensure that their return airline booking is confirmed, soon after their arrival in Cairo, through their respective hotel reception desk, as the MID Office is unable to provide this service due to staffing limitations. A list of hotels with ICAO corporate rates is attached for your convenience with telephone/fax numbers and addresses. You will need to arrange your own hotel reservation.

9. TRANSPORTATION

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

9.2 Airport taxi services (Misr Limousine) operate private limousine services from the airport to Cairo city, at L.E. 60.00 approx. per vehicle. Public taxi service is also available, at a cost of approximately L.E. 40.00 (negotiable), at the taxi stand at the airport.

9.3 Free Bus Transportation

9.3.1 Free bus services will only be provided to and from the venue of the Meeting according to the following:

Itinerary to the venue of the Meeting

Departure from Beirut Hotel at 08:30
Departure from Meridien Heliopolis at 08:40
Departure from Sheraton Heliopolis at 08:45
Departure from Novotel and Movenpick Hotels Heliopolis at 08:55

Itinerary from the venue of the Meeting

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 14:45.

*N.B. i Buses will be identified by the ICAO sign.
ii Punctuality will be much appreciated since departure times are fixed.*

10. INSURANCE

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

11. SOME USEFUL TRAVEL INFORMATION

PASSPORT

11.1 All foreign nationals entering Egypt must possess valid passports or other valid documents for travel.

VISA

11.2 It is mandatory that all participants obtain official visas from the Egyptian Embassy or Consulate in their country prior to their departure for Egypt.

CUSTOMS

11.3 The following items may be brought into Egypt duty free:

Personal effects, such as necessary clothing
200 cigarettes or 250 gr. of cigars or tobacco
1 litre alcoholic beverages
Perfume for personal use

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

WEATHER CONDITIONS

11.4 The main daily maximum and minimum temperatures for the month of November are 25°C and 18°C.

12. CURRENCY, CREDIT CARDS AND BANKING SERVICES

12.1 The unit of currency in Egypt is the Egyptian Pound (L.E.), which in denominations of 100, 50, 20, 10, 5 and 1 L.E, together with notes of 50 and 25 piasters and coins of 25, 10, 5, 1 piasters. Current rate of exchange for US \$ is US \$ 1 = L.E.5.77 approximately, as of first week of July 2005.

12.2 There are no restrictions on import of foreign currency.

12.3 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.

12.4 All commercial banks exchange major foreign currencies and are open 0830-1400 hours Sundays through Thursdays.

13. OTHER USEFUL INFORMATION

SHOPPING

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

TAP WATER

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

Telephone Cards

13.3 Cards are available in the Egyptian Market for international calls.

14. OTHER ASSISTANCE

14.1 The ICAO Regional Office will be glad to assist participants with any advice they may require.

14.2 In case of emergency in Cairo, please call the ICAO Regional Director mobile no. 012 321 4946.

**LIST OF HOTELS WITH ICAO CORPORATE RATES
Year 2005**

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE
Meridien (Heliopolis) Booking No. LPR No. (268)	US \$70.00* S or D**	51, El Orouba St., Heliopolis	(202) 417 2492 <i>Attention: Reservation Dept</i>	mer-hell@ie-eg.com	(202) 4168994 4168995	LE 15
Sheraton (Heliopolis)	US \$80.00* S or D***	Orouba St., Heliopolis	(202) 2678172/2678170 <i>Attention: Reservation Dept</i>	Sherhelo@rite.com	(202) 2677730 2677740	LE 15
Movenpick (Heliopolis) Booking No.MH149	US \$65.00* S or D	Cairo Airport	(202) 4180761 <i>Attention:</i> Mr. Ahmed Khorshid, Asst. Director of Sales	Sales.office@movenpickhel.com.eg	(202)2929626 direct reservation	LE 10
Novotel Cairo Airport	US \$60.00 US \$65.00 (B&B) <i>Incl. Service Charges & Taxes</i>	Cairo Airport	(202) 57694347/5769379 <i>Attention:</i> Mr. Ahmed Seleit Deputy Director of Corporate Sales (202) 2914794/6373530 <i>Attention: Reservation Dept</i>	rso_egypt@accor-hotels.com	(202) 2918520 2914729	LE 10
Concord El Salam	USD80.00S* USD85.00*****	Abdel Hamid Badawi St., Heliopolis	(202) 6226020 <i>Attention: Reservation Dept</i>	Sales.cairo@concorde-eg.com Website: www.concorde-hotels.com	(202) 2931055	LE 15
Baron	US \$50 S or D** <i>Incl. Service Charges & Taxes</i>	8, Maahad El Sahari St., Heliopolis	(202) 2907077 <i>Attention:</i> Mr. Osama Kassiem Senior Sales Executive	resvcai@baronhotels.com website: www.baronhotels.com	(202) 2915757	LE 15
Hotel Beirut	US\$40.00 (S)** US\$45.00 (D) <i>Incl. Serv./Gov. Tax (Rates valid until 30/9/2005)</i>	56, Beirut St., Heliopolis	(202) 2904065 or (202) 4159422 <i>Attention: Reservation Dept</i>		(202) 2911092 4145079 2916048	LE 15
Sonesta Hotel	US\$60.00* (S& D) **	4 El Tayaran St., Nasr City	((202) 4039980 <i>Attention: Reservation Dept</i>	sonesta@sonestacairo.com	(202) 4031259	LE 20

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE
Cairo Sheraton	US \$85* S&D**	1 Midan El Galaa, Dokki	(202) 3364601/602 <i>Attention:</i> Miss Omneya Wally, Account Sales Executive		(202) 3369700 3369800	LE 50
Marriott Hotels	US \$63.00 Garden room (1 st & 2 ⁿ floor) US \$80.00 Tower room # >	PO Box 33 - Zamalek, Cairo - Egypt	(202) 7351108 <i>Attention:</i> Mr. Yasser Refai Sales Manager	reservation@Cairo Marriott.com	(202) 7358888	LE 50
Flamenco Hotel Reservation code: ICAO UN	US \$ 52(SB+B) *** US \$ 62(DB+B) Standard room <i>Incl. Serv./Gov. Tax</i>	2, El Guezira El Wosta St., Abu El Feda, Zamalek	(202) 7359312 <i>Attention:</i> Mr. Nasser Salama	Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 7350815	LE 50
President	US \$42 (SB) US \$47 (DB) <i>Incl. Buffet Breakfast/Serv/ Gov.Tax</i>	22 Taha Hussein St., Zamalek	(202) 7361752 <i>Attention:</i> Mr. Essam Safwat		(202) 7350718 7350652	LE 50
Semiramis InterContinental	US \$80.00 (this rate until 23/12/2005)	PO Box 60 - Cornich El Nil Cairo	(202) 7971777 <i>Attention:</i> Reservation Dept <i>Or Mr. Ahmed Hegazi Asst. Sales Manager (202) 7963020</i>	Caiha_rsvn@interconti.com	(202) 7957171 OR Egypt Toll Free 0800 443 33 22	LE 50
Conrad	US\$95.00 S&D Standard	1191 Cornich El Nil Cairo, Egypt	(202) 580 8080 <i>Attention :</i> Reservation Dept <i>Or Miss/Maha Eraki Director of Sales</i>		(202) 580 8000	LE 50

- To benefit from ICAO corporate kindly make sure to mention in your reservation request that you are a Participant in an ICAO Meeting, Seminar or Workshop.
- All above rates are subject to 12% service charge, 10% sales tax and 2% municipality tax
- Method of payment should be stated in reservation request
- * Complimentary meet and assist at Cairo International Airport (upon request 48 hours prior notice)
- ** Free transportation from and to Cairo International Airport
- *** Transportation to ICAO from Hotel & Vice Versa for free
- # You can earn a choice of either miles at your preferred airline program or points towards 300 free exciting rewards options for every dollar you spend at Marriott. Plus you can redeem your points for stays with us or at eight other participating Marriott lodging brands
- > Airport Desk: situated in the arrival area for all meet and greet assistance.
 - In case of booking on guest account a credit card number as well as its expiry date should be submitted in order to guarantee the reservation

N.B. No ICAO corporate rates will be applicable upon arrival if no prior reservations have been made, following above procedure.

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**ICAO PUBLICATIONS THAT WILL BE USED AS REFERENCE DOCUMENTS
IN THE WORKSHOP DISCUSSIONS
(IN ADDITION TO WORKING PAPERS ISSUED FOR THE MEETING)**

Doc 7300/8	Convention on International Civil Aviation
Doc 9082/7	ICAO's Policies on Charges for Airports and Air Navigation Services
Doc 9764, ANSConf 2000	Report of the Conference on the Economics of Airports and Air Navigation Services
Doc 9562/2	Airport Economics Manual
Doc 9161/4	Manual on Air Navigation Services Economics
Doc 7100 – 2004 Edition	Tariffs for Airports and Air Navigation Services
Circular 284-AT/120	Study on Privatization in the Provision of Airports and Air Navigation Services
Doc 9828, AN-Conf/11	Report of the Eleventh Air Navigation Conference

GUIDANCE TO ACCESS ICAO DOCUMENTS THROUGH THE ICAO WEB SITE

1. Go to ICAO's web site: <http://www.icao.int>.
2. On the left side of the page, navigate down to the heading "Publications" and select "Free publications" to find "Doc 7300 – *Convention on International Civil Aviation* and Doc 9082 – *ICAO's Policies on Charges for Airports and Air Navigation Services*".
3. Back on the ICAO web page, navigate down to the heading "Meetings" and under the heading "MEETINGS AND CONFERENCES" select "Previous years".
4. Go to "2000" to find the "Conference on the Economics of Airports and Air Navigation Services - ANSConf 2000". On the left side of the ANSConf 2000 web page select "Working Papers" and you will find draft report material starting with WP/101.
5. Go to "2003" to find the "Eleventh Air Navigation Conference". On the left side of the AN-Conf/11 web page select "Reports of AN-Conf/11".

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