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Reference : MTG/MTS/IRAI - 08-0221.SLG

21 May 2008

Subject : **The Combined Twelfth Meeting of the Asia/Pacific Air Traffic Flow Management Task Force (ATFM/TF/12) and Inter Regional Afghanistan Interface (IRAI) meeting**
(Cairo, Egypt, Sunday 13th – Thursday 17th July 2008)

Action

Required : To reply by **20 June 2008**

Sir/Madam,

1. I have the honour to invite your Administration to participate in the combined Twelfth meeting of the Asia/Pacific Air Traffic Flow Management Task Force (ATFM/TF/12) and the Inter Regional Afghanistan Interface meeting (IRAI), to be held consecutively over five days from Sunday 13th July to Thursday 17th July, 2008 at the ICAO Middle East Regional Office, Cairo, Egypt.

2. The ATFM/TF/12 meeting will conduct a review of all aspects of the ATFM arrangements implemented across the Bay of Bengal and South Asia in July 2007 to sequence the Europe bound night time peak traffic from South-East Asia into the Kabul FIR (Afghanistan). The meeting will address any identified operational problems and will consider future arrangements including the establishment of an ATFM oversight group to conduct long term oversight of the ATFM arrangements.

3. In relation to the IRAI meeting, from the ICAO perspective the Afghanistan area represents the interface between three of the ICAO regions (Asia, Middle East and European), which lie under the jurisdiction of the ICAO Regional Offices in Bangkok (Thailand), Cairo (Egypt) and Paris (France), respectively. This complex interface means that necessary coordination processes are cumbersome and slow and the circumstances of the individual States in this area are not well understood simultaneously by all of the Regional Offices. This acts to limit the effectiveness of the respective Regional Offices in providing harmonized support to affected States.

4. Accordingly, the primary objective of the IRAI meeting is to bring as many of the affected parties as possible - from States, ICAO Regional Offices and international organizations - to a face-to-face meeting forum at which topics of mutual interest can be discussed and progressed. Accordingly, staff from the ICAO Regional Offices in Bangkok and Paris will be assisted by ICAO colleagues at Cairo Office for the conduct of this meeting. It is anticipated that topics would include enhancements to ATS routes in this area, progress with implementation of RVSM, air traffic flow management matters, coordination arrangements between ACCs including updating of ATS operational letters of agreements and so forth. A proposed agenda has been included, however the meeting will remain open to all topics of relevance to civil aviation operations in this area and the agenda adjusted accordingly.

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5. I wish to invite your Administration to arrange for attendance of suitable experts at these meetings. As it is anticipated that the IRAI meeting will discuss a combination of policy matters and technical/operational matters, participants may like to consider sending delegates that are authorised to make decisions in these respective areas. In particular, I am hopeful that the IRAI meeting will provide a valuable opportunity for the review and updating of ATC operational Letters of Agreement between States and having the capacity to endorse final signatures to these documents during the meeting would be beneficial.

6. It would also be highly appreciated if any working/information papers for consideration by the meetings be received no later than two weeks prior to the meeting commencement date, preferably as an 'MS Word' attachment via email to the Bangkok and Paris Regional Offices at icao_apac@bangkok.icao.int and icaeurnat@paris.icao.int.

7. Enclosed herewith are the Provisional Agendas for the ATFM/TF/12 meeting (Attachment A), IRAI meeting (Attachment B), Meeting Bulletin (Attachment C), list of Cairo Hotels (Attachment D) and Nomination/Registration Form (Attachment E). Participants are advised that the ICAO Regional Offices are moving towards a 'paperless' meeting environment by the increasing use of electronic mediums for the distribution of meeting papers and reports. Accordingly, participants are urged to bring laptop (or other comparably portable) computers and USB flash drives/CDs to the meeting. In this context, all meeting papers will be made available in soft copy to the meeting and delegates requiring hard copy materials should make personal arrangements in this respect.

8. I am requesting that you kindly return the Registration Form, at your earliest convenience but not later than **20 June 2008**, providing the details of the delegates from your State that will be attending the meetings.

Please accept the assurances of my highest consideration.

Karsten Theil
ICAO Regional Director
Europe and North Atlantic

Attachments:

- A — Provisional Agenda ATFM/TF/12
- B — Provisional Agenda IRAI
- C — Meeting Bulletin
- D — List of Cairo Hotels
- E — Registration Form



International Civil Aviation Organization

The combined Twelfth meeting of the Asia/Pacific Air Traffic Flow Management Task Force (ATFM/TF/12) and Inter Regional Afghanistan Interface meeting (IRAI)

Cairo, Egypt, Sunday 13th – Thursday 17th July, 2008

ATFM/TF/12 - PROVISIONAL AGENDA

(Presented by Secretariat)

- | | |
|----------------|---------------------------------------|
| Agenda Item 1: | Adoption of Agenda |
| Agenda Item 2: | Data Analysis |
| Agenda Item 3: | Operational issues |
| Agenda Item 4: | Safety and Airspace Monitoring issues |
| Agenda Item 5: | Establishment of ATFM Oversight Group |
| Agenda Item 6: | Future Directions and Arrangements |
| Agenda Item 7: | Any other business |
| Agenda Item 8: | Date and venue for the next meeting |

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IRAI - PROVISIONAL AGENDA

(Presented by Secretariat)

- Agenda Item 1: Adoption of Agenda
- Agenda Item 2: ATS route matters
- Agenda Item 3: RVSM implementation including transition areas
- Agenda Item 4: Air Traffic Flow Management
- Agenda Item 5: Operational issues including contingency management
- Agenda Item 6: Review and update ATS operational LOAs
- Agenda Item 7: Future Directions and Arrangements
- Agenda Item 8: Any other business

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Combined Twelfth meeting of the Asia/Pacific Air Traffic Flow Management Task Force (ATFM/TF/12) and Inter Regional Afghanistan Interface meeting (IRAI)

(Cairo, Egypt, Sunday 13th – Thursday 17th July, 2008)

MEETING BULLETIN

1. LOCATION

1.1 The 12th meeting of the Asia/Pacific Air Traffic Flow Management Task Force (ATFM/TF/12) will be held jointly with the Inter Regional Afghanistan Interface meeting (IRAI) at the premises of the ICAO Middle East Regional Office in Cairo, Egypt, during the period Sunday 13th to Thursday 17th of July, 2008. The meetings will be held consecutively, commencing with the ATFM/TF/12 meeting for the first half of the period and followed immediately by the IRAI for the remainder of the time allocated.

2. SCHEDULE OF MEETINGS

2.1 Following registration of delegates, the opening session of the ATFM/TF/12 meeting will commence at 0900 hours on Sunday 13th July, with subsequent days commencing at 0830 hours. The transition to the IRAI meeting is expected to occur on Tuesday 15th at about mid-morning. Daily work sessions are expected to be completed by about 1430 hours.

2.2 The final daily schedule and order of business will be provided to delegates during registration on Sunday 13th July and will reflect the commencement and end times of each meeting.

2.3 The meetings will be conducted in English language. Efforts will be made to provide Russian language support during the meetings.

3. REGISTRATION OF PARTICIPANTS

3.1 Representatives from the following States and international organisations invited to the ATFM/TF/12 meeting:

Australia, Afghanistan, Bangladesh, Cambodia, China, Hong Kong, China, India, Indonesia, Lao PDR, Malaysia, Maldives, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, United States, Viet Nam, IATA, IFALPA, IFATCA

3.2 Representatives from the following States and international organisations invited to the IRAI meeting:

Afghanistan, India, Iran, Pakistan, Tajikistan, Turkmenistan, Uzbekistan, Aerothai, IACA, IATA and NATO

3.3 Participants are requested to register, at the Registration Desk located at the entrance to the meeting room, between 0830 and 0900 hours on the opening day of the meetings. Participants are also requested to wear the identification badge, which will be issued to them, at all times whilst on ICAO premises.

4. ICAO PERSONNEL CONCERNED WITH THE MEETINGS

4.1 The meetings will be jointly supported by staff from the ICAO Asia/Pacific Office (Bangkok), ICAO Middle East Office (Cairo) and the ICAO European/North Atlantic Office (Paris).

5. DOCUMENTATION

5.1 Please note that the use of hard copy (paper) documentation at the meetings will be kept to a minimum, in favour of the use of multimedia projectors and electronic copies of documents. Accordingly, participants may wish to bring laptop (or other comparably portable) computers and USB flash drives/CDs to the meetings. Furthermore, delegates are invited to print materials from the relevant websites and bring along personal hard copies of the meeting documentation, should they find the need for such hard copies.

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) 2267 4841/5/6, the fax number is: (202) 2267 4843, the e-mail address is: icaomid@cairo.icao.int and website is <http://www.icao.int> and ICAO MID Forum is <http://212.71.33.150>

WORKING HOURS

6.2 The working hours of the ICAO Regional Office are 0730-1430, Sunday to Thursday.

7. ICAO SALEABLE PUBLICATIONS

7.1 ICAO publications, if required by participants, may be purchased from ICAO HQ.

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.

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 average Cairo daily maximum and minimum temperatures for the month of July are 36°C and 21°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. 1 pound comprises 100 piasters. Current rate of exchange for US \$ is US \$ 1 = L.E. 5.45 approximately, as of 27 March 2008.

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 Middle East Regional Office will be glad to assist participants with any advice they may require.

LIST OF HOTELS WITH ICAO CORPORATE RATES

YEAR 2008

Revised 19 February 2008

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE (Minutes)
Meridien (Heliopolis)	US \$85.00 Superior Room S or D US\$100.00S US\$110.00D Delux Room US\$120 Royal Club S or D * ** X	51, El Orouba St., Heliopolis	(202) 2417 2492 <i>Attention:</i> Reservation Dept	reservation@lemeridien-heliopolis.com	(202) 24168994 24168995	10
Hotel Heliopolis (Fairmont)	Classic Room US \$100.00 S or D Preferred Room US\$115.00S &US\$120.00D Tower US\$130.00 \$\$ or D Junior Suite US\$190.00 S or D (rates are valid until 30/9/2008) X	Orouba Street Heliopolis	(202)22678170 <i>Attention:</i> Reservation Dept	hli.reservations@fairmont.com	(202) 22677730/40	10
Le Passage (Ex-Movenpick Heliopolis)	Superior US\$75.00 S or D Executive club Room US \$105.00 S or D Executive Club suite US\$125.00 * ** ***	Cairo Airport	(202)2 4180761 <i>Attention:</i> Reservations Dept.	Reservation@lepassage-heliopolis.com or Sales.office@lepassage-heliopolis.com	(202)22929609 22929628 direct reservation or Direct Operator 22919400	5
Novotel Cairo Airport	US \$75.00S US \$85.00D (B&B) <i>Incl. Service Charges & Taxes</i>	Cairo Airport	(202)2 2914794/26373530 <i>Attention:</i> Reservation Dept	rso_egypt@accor-hotels.com	(202)22918520 22918573 22918577	5

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE (Minutes)
Concord El Salam	Superior Room US\$100.00 S & D Club D'elegance US\$130.00S US\$135.00D * ** ***	Abdel Hamid Badawi Street Heliopolis	(202) 26226020 <i>Attention:</i> Reservation dept	Reservation.cairo@concorde-eg.com	(202) 22931055	10
Baron	US \$85.00S US\$95.00D . incl. open Buffet Breakfast, Service Charges & Taxes Prices are applicable until	8, Maahad El Sahari St., Heliopolis	(202) 22907077 <i>Attention:</i> Reservation Dept. <i>or</i> Mr.Osama Kassiem Asst. Sales Manager	resvcai@baronhotels. com website: www.baron hotels.com	(202) 22915757	15
Hotel Beirut	US\$50.00 (S) US\$60.00 (D) <i>Incl. Serv./Gov. Tax</i> * **	56, Beirut Street Heliopolis	(202) 22904065 or (202) 24159422 <i>Attention:</i> Reservation Dept	Sales.ca@beiruthotels-eg.com Website: beiruthotels-eg.com	(202) 22911092 24145079 22916048	15
Sonesta Hotel	Standard US\$75.00S&D Royal Club US\$120.00S US\$130.00D * ** ***	4 El Tayaran Street Nasr City	((202) 24039980 <i>Attention:</i> Reservation Dept	reservations@sonestacairo.com	(202) 24031259 (Direct Reservation) After 17.30 hrs (202) 22628111	15
Cairo Sheraton	Standard US \$100.00 Delux US\$125.00 Club or Towers Level US\$175.00 S&D The above prices are not applicable during the month of July & August * X X X	1 Midan El Galaa, Dokki	(202) 33364485/3364601/02 <i>Attention:</i> Miss Omneya Wally, Sales Manager		(202) 33369700 33369800	35

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE (Minutes)
Marriott Hotels	Standard US\$110.00 S & D (above price will be increased by extra US\$30 during the month of July & August) Delux US\$150.00 (valid until June) X X X	Saray El Gezira Street. , PO Box 33 - Zamalek, Cairo -11211, Egypt	Direct reservation (202)27358240 or (202) 27351108 <i>Attention:</i> Miss Marwa Wanass Sales Executive	cairo.marriott.reservation@marriott. Com	<i>Reservation direct phone</i> ↓ (202) 27351090 Or (202) 27394651	35
Flamenco Hotel Reservation code: ICAO UN	Standard Room US \$ 62.00(SB+B) & US \$ 72.00(DB+B) <i>Superior Room</i> US\$72.00 (SB+B) & US\$ 82.00 (DB+B) <i>Executive Room</i> US\$82.00 (SB+B) & US\$92.00 (DB+B) Incl. Serv./Gov. Tax	2, El Guezira El Wosta St., Abu El Feda, Zamalek	(202) 27359312 <i>Attention:</i> Mr. Abdel Fattah El Rahman	Sales@flamencohotels.com Website:www.flamencohotels.com	(202) 27350815	35
Semiramis Intercontinental	Superior City View Room US\$110.00S & US\$130.00D Superior Nile View Room US\$130.00S & US\$150.00D Club Rooms US\$160.00S US\$180.00D Business Room US\$170.00S US\$190.00D Extra supplement of US\$50.00 will be applicable during the period from 1 July to 31 August and from 27 December till 2 January 2009 XX	Cornich El Nil Street Garden City	(202)27971778 <i>Attention:</i> Reservation Dept.	Reservations@semiramisinterconti.com	(202) 27971777	35

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE (Minutes)
Intercontinental Cairo Citystars	Standard Room US\$110.00 S US\$140.00D Club Room US\$160.00S US\$190.00D (B&B) Business Suite US\$240.00 Supplement of US\$50.00 per room for the period from 1/7 to 31/8 , Xmas and new year period X XX	Omar Ibn El Khattab St, Heliopolis, Cairo	Direct Reservation (202) 24800 048	Reservations@interconticitystars.com	(202) 4800 100 Ext. 38	25
Conrad	Classic Room US\$115.00 S US\$125.00D Delux Room US\$135.00 S US\$145.00D Executive Room US\$165.00 S US\$175.00 D US\$50.00 on all room rates for the period 1 July to 3 September During 17-26 October the above rates will not be applied XX	1191 Cornich El Nil Cairo, Egypt	(202) 25946922/3/4 <i>Or</i> (202) 25804729	Cairo.res@hilton.com	(202) 25946900 <i>Or</i> 16009	35
Nile Hilton	Guest Room US\$115.00S US\$130.00D Delux Room US\$130.00S US\$145.00D XX	Tahrir Square Cairo	(202) 25946922/3/4 <i>Or</i> (202) 25804729	Cairo.res@hilton.com	(202) 26946900 <i>Or</i> 16009 <i>Or</i> Hilton Reservation Worldwide 19009	35

HOTEL	RATE US \$	ADDRESS	TELEFAX NO.	E-MAIL	TELEPHONE NUMBER(s)	TRANSPORTATION BY TAXI TO MIDDLE EAST REGIONAL OFFICE (Minutes)
Ramses Hilton	Guest Room US\$115.00S US\$130.00D Delux Room US\$130.00S US\$145D (B&B) XX	Cornich El Nil Cairo	(202) 25946922/3/4 <i>Or</i> (202) 25804729	Cairo.res@hilton.com	(202) 26946900 <i>Or</i> 16009 <i>Or</i> Hilton Reservation Worldwide 19009	35
Hilton world Trade Center	Regent Suite US\$115.00 Royal Cairo Suite US\$120.00 Royal Nile Suite US\$155.00 Imperial Suite US\$205.00 High Season dates (06- 20/2),(1/7-24/8)(26/9- 10/10), (3-19/12/2008) XX	1191 Corniche El Nil Street World Trade Center, Boulac, Cairo	(202) 25946922/3/4 <i>Or</i> (202) 25804729	Cairo.res@hilton.com	(202) 26946900 <i>Or</i> 16009 <i>Or</i> Hilton Reservation Worldwide 1900	35
President	US \$55 (SB) US \$65 (DB) <i>Incl. Buffet Breakfast/Serv/ Gov.Tax</i>	22 Taha Hussein St., Zamalek	(202) 27361752 <i>Attention:</i> Mr. Essam Safwat		(202) 27350718 27350652	35

GENERAL CONDITIONS:

- 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.
- 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.
- Special corporate rates are not valid during conferences or events, in which special conference rates will be applied.

CONDITIONS APPLICABLE TO CERTAIN HOTELS ONLY:

- * Complimentary meet and assist at Cairo International Airport (upon request 48 hours prior notice and full flight details are clearly forwarded).
- ** Free transportation from and to Cairo International Airport (scheduled shuttle bus service), full flight details to be provided to ensure the maximum level of service.
- *** Complimentary down town shuttle bus transportation three times daily.
- X** One night cancellation fees will be charged in case of no show.
- XX** Meet and assist or transportation Service to/from Cairo Intl Airport can be arranged against charge . Requests can be sent via fax to the Reservation Department with at least 24 hours prior to arrival and need to be guaranteed by credit card.

N.B. No ICAO corporate rates will be applicable upon arrival if no **PRIOR** reservations have been made, following above procedure. Also no reservations is made on the web (online) published rate as this will prevent from obtaining ICAO Corporate rates.