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Международная  
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авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref: FS 4/4 & ME 4/1.9-24/102

4 July 2024

**Subject: Sixth Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/6) and Fourth Regional Accident and Incident Investigation Organizations Cooperative Platform (RAIO-CP/4) Meeting and Aviation Safety and Aircraft Accident and Incident Investigation Symposium (Abu Dhabi, UAE, 19-21 November 2024)**

**Action required: Reply not later than 30 August 2024**

Sir,

I have the honour to inform you that ICAO and GCAA-UAE (Air Accident Investigations Sector) are jointly organising an Aviation Safety and Aircraft Accident and Incident Investigation Symposium. The symposium will be held back-to-back with the Sixth Meeting of Middle East North Africa Aircraft Accident and incident Investigation Regional Cooperation Mechanism (MENA ARCM/6) and the Fourth Regional Accident and Incident Investigation Organizations Cooperative Platform (RAIO-CP/4) Meeting in **Abu Dhabi, UAE from 19 to 21 November 2024 at the WB Abu Dhabi Hotel**. Your Administration/Organization is kindly invited to participate in both meetings and symposium.

The Provisional Agenda of the MENA ARCM/6 meeting is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

For more effectiveness, it would be grateful if you could ensure that your delegation consists of experts from the Accident Investigation Authorities, Civil Aviation Authorities, MENA ARCM focal points, and service providers.

The Bulletin of the meetings and symposium that includes administrative arrangements and other useful information for participants, including the exact venue and information related to the entry visa to UAE is at **Attachment B**.

../.

To enable timely preparation and proper conduct of the meetings and symposium, I would appreciate if you could, as soon as possible, preferably not later than **30 August 2024** confirm the participation and registration of your designated delegates/Members as appropriate, through the following link: <https://www.icao.int/Meetings/RCP-MC1-4/Pages/default.aspx>.

Accept, Sir, the assurances of my highest consideration.



Mohamed Abu Baker Farea  
Regional Director  
ICAO Middle East Office

## Attachments

*MW/MC*

**SIXTH MEETING OF MENA ARCM COMMITTEE**

**(MENA ARCM/6)**

***(ABU DHABI, UAE, 19 NOVEMBER 2024)***

**PROVISTIONAL AGENDA**

**Agenda Item 1:** Adoption of the Provisional Agenda

**Agenda Item 2:** Regional Performance Framework

- Updated Progress on Areas of Cooperation
- Update on MENA ARCM Technical Assistance
- MENA ARCM Shared folders and online platform update
- Follow up on RASG-MID/11 Conclusion and Decisions
- MID Region Safety priorities

**Agenda Item 3:** Future Work Programme

**Agenda Item 4:** Any other Business

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*International Civil Aviation Organization*

**MENA ARCM/6 Meeting, RAIO CP/4 Meeting, and Aviation Safety and Aircraft Accident and Incident Investigation Symposium**

*(Abu Dhabi, United Arab Emirates, 19 – 21 November 2024)*

**BULLETIN**

**1. LOCATION**

- 1.1 The Aviation Safety and Aircraft Accident and Incident Investigation Symposium will be held in conjunction with the Sixth Meeting of Middle East and North Africa Aircraft Accident and Incident Investigation Regional Cooperation Mechanism (MENA ARCM/6) and the Fourth Regional Accident and Incident Investigation Organizations Cooperative Platform (RAIO CP) Annual Meeting in Abu Dhabi, the United Arab Emirates, from 19 to 21 November 2024.
- 1.2 The venue is **WB Abu Dhabi hotel**.

**2. SCHEDULE OF THE MEETINGS**

- 2.1 The opening of the MENA ARCM/6 Meeting will be on 19 November 2024, at 8:30 AM.
- 2.2 The opening of the RAIO CP/4 Meeting will be on 19 November, at 1:30 PM.
- 2.3 The opening of the Symposium will be on 20 November 2024, at 8:30 AM.
- 2.4 The daily schedule will be announced at the opening sessions.
- 2.5 The two Meetings and the Symposium will be conducted in English.

**3. REGISTRATION OF PARTICIPANTS**

- 3.1 Registration shall be done through the link <https://www.icao.int/Meetings/RCP-MC1-4/Pages/default.aspx>, which guides to ICAO website.
- 3.2 Participants are requested to show up on the day of the event at the reception desk located at the entrance of the meeting hall. Attendance will be recorded between 8:00 and 8:30 AM. Participants are also requested to wear the identification badge, which will be issued to them at the reception desk.

**4. HOTEL RESERVATIONS/RETURN AIRLINE BOOKINGS**

- 4.1 Hotels that offer corporate rates are listed in the aforementioned link.

**5. TRANSPORTATION**

- 5.1 Participants are requested to make their own arrangements for transportation from/to the airport and the event venue. However, taxis are available from the airports and hotels to all destinations.

## **ATTACHMENT B**

B-2

Please note that surcharges apply for vehicles leaving Abu Dhabi International Airport as AED 15 for small vehicles and AED 20 for larger vehicles. An extra AED 20 applies for journeys starting from an airport outside Abu Dhabi.

5.2 Car rental agencies are located at the arrival hall of the airports' terminals.

### **6. INSURANCE**

6.1 Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars, etc.), as well as medical coverage.

### **7. SOME USEFUL TRAVEL INFORMATION**

#### **VISA**

7.2 Participants who are required to obtain entry visa to the United Arab Emirates, please contact the UAE's Embassy or Consulate, or apply online at <https://www.moec.gov.ae/en/entry-requirements>.

7.3 For assistance, participants can contact Ms. Salama Al Hosani, Administration Officer - Air Accident Investigation Sector, phone: +971 2 405 4272, email: [snalhosani@gcaa.gov.ae](mailto:snalhosani@gcaa.gov.ae).

#### **CUSTOMS**

7.5 Each visitor is permitted to bring items allowed as per the customs requirement in the following link: <https://u.ae/en/information-and-services/finance-and-investment/clearing-the-customs-and-paying-customs-duty>

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

8.1 The unit of currency in UAE is Dirhams (AED) with notes of 5, 10, 20, 50, 100, 200, 500 and 1,000. Coins are 10, 25, 50 Fils, and AED 1. The current rates of exchange for the major currencies are available at [www.xe.com](http://www.xe.com).

8.2 Currency exchange centers and ATMs are available at the airports and major shopping destinations. Commercial banks and currency exchange centers typically operate from 8:00 AM to 4:00 PM, Monday to Saturday. On Fridays, their hours are from 8:00 AM to 12:00 PM to accommodate the Friday prayer.

8.3 Hotels, stores, and restaurants typically accept international credit cards like Visa, MasterCard, and others.

### **9. OTHER USEFUL INFORMATION**

#### **DRINKING WATER**

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

**TELEPHONE**

- 9.2 Mobile sim cards are available at the service providers outlets at the airport's arrival hall and all major commercial centers.

**10. WEATHER CONDITIONS**

- 10.1 The average temperature in November is 25°C, made up of daytime averages of 31°C and night averages of 18°C. Please refer to [www.accuweather.com](http://www.accuweather.com) for further updates.

**11. OTHER ASSISTANCE**

- 11.1 The General Civil Aviation Authority of the United Arab Emirates is happy to provide any necessary guidance to meeting participants.
- 11.2 For any queries, please contact Ms. Muna Al Dewani, Officer - Quality, Standards & Publications Air Accident Investigations, Air Accident Investigation Sector, phone: +971 2 405 4276, email: [mdewani@gcaa.gov.ae](mailto:mdewani@gcaa.gov.ae).

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