



International
Civil Aviation
Organization

Organisation
de l'aviation civile
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Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: ME 4/1.7 – 24/109

28 July 2024

Subject: Sixth Meeting of the Safety Enhancement Implementation Group (SEIG/6) and National Continuous Monitoring Coordinator (NCMC) meetings (Kuwait, 13-14 October 2024) and

Regional National Aviation Safety Plan (NASP) Workshop (Kuwait, 15-17 October 2024)

Action required: Reply not later than 15th September 2024

Sir,

I have the honour to inform you that the Sixth meeting of the Safety Enhancement Implementation Group (SEIG/6) and National Continuous Monitoring Coordinator (NCMC) meetings from **13 to 14 October 2024** and the Regional National Aviation Safety Plan (NASP) and State Safety Programme Workshops from **15 to 17 October 2024** will be held back-to-back at Kuwait. Your Administration/Organization is kindly invited to participate in these meetings and workshops.

The Provisional Agenda for the SEIG/6 and NCMC meetings is at **Attachment A**. Your comments on the attached Provisional Agenda, including any amendment you may wish to suggest, would be appreciated.

The Work Programme for the NASP and SSP Workshops is at **Attachment B**.

The Bulletin of the meeting that includes administrative arrangements for the meetings, workshop and other useful information for participants, and the Hotel List is at **Attachment C**. The venue for both of the meetings and workshops will be held at the Main Hall of Directorate of General Civil Aviation (Sabhan Area).

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

Your Administration/Organization is encouraged to participate actively in the work of the meeting and workshop by submitting presentations and/or working papers and/or PowerPoint presentations related to the subjects contained in the Provisional Agenda. I would be grateful to receive your presentations/papers, prior to **15th September 2024**, to allow time for processing and posting on the ICAO MID website.

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To enable timely preparation and proper conduct of the meetings and workshops, I would appreciate if you could, as soon as possible, preferably not later than **15th September 2024** confirm the participation and registration of your designated delegates/Members as appropriate, through the following link: [Meeting Registration - Zoom](#) For additional information or clarification, please contact Mr. Mohamed Chakib (mchakib@icao.int) and Mashhor Alblowi (MAblowi@icao.int).

Accept, Sir, the assurances of my highest consideration.



Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office

AS/MC

Attachments

**SIXTH MEETING OF THE
SAFETY ENHANCEMENT IMPLEMENTATION GROUP (SEIG/6) &
NATIONAL CONTINUOUS MONITORING COORDINATOR (NCMC) MEETINGS
(Kuwait, 13-14 October 2024)**

PROVISIONAL AGENDA

Agenda Item 1: Adoption of the Provisional Agenda

Agenda Item 2: Regional Performance Framework for Safety

- Outcome of RASG-MID/11 meeting
- Follow-up on the RASG-MID/11 Conclusions and Decisions
- Update on the implementation Progress of the Safety Enhancement Initiatives (SEIs)
- MID Region safety priorities and Status of safety target
- Progress report on the development and implementation of States SSP
- 2026-2028 GASP Edition update
- NASP update
- NASP and SSP Workshops

Agenda Item 3: NCMC

- Update on the ICAO USOAP-CMA
- Regional Status
- Presentations by the States' NCMCs related to the USOAP-CMA sharing of experiences, challenges, and best practices.
- Challenges and Way Forward
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Agenda Item 4: Future Work Programme

Agenda Item 5: Any other Business

ATTACHMENT B

REGIONAL NATIONAL AVIATION SAFETY PLAN (NASP) & STATE SAFETY PROGRAMME (SSP) WORKSHOPS

(Kuwait, 15-17 October 2024)

WORK PROGRAMME

1. Progress report on the development and implementation of SSP

- Each State to provide 10 minutes' presentation on SSP development and implementation including best practices and challenges.

2. SSP Development & Implementation

- Develop a system description including the identification of interfaces.
- Assess existing organizational structure and existing resources.
- Identify the SSP coordination group.
- Establish a State Safety policy and associated safety objectives.
- Develop the SSP Training Plan
- Develop an SSP Implementation Plan

3. State Safety Risk Management Framework

Assess the service provider SMS acceptance.

- Establish Safety Risk Management Governance
- Establish a mechanism for Safety data and information integration.
- Apply safety risk management processes and tools.
- Develop safety risk mitigation strategies.
- Develop State Safety Risk Register

4. State Safety Assurance

- Assess the State's safety data collection.
- Build a Safety Data Collection and Processing System (SDCPS) to enable safety data analysis.
- Develop safety analysis capabilities.
- Develop State safety performance management including the monitoring of service provider ongoing compliance and safety performance.
- Establish Safety Risk-Based Surveillance
- Develop the management change at the state level.

5. State Safety Promotion

- Safety culture

- Establish an Internal and external communication and dissemination of safety information.

6. Progress report on the development and implementation of NASP

- Each State to provide 10 minutes' presentation on NASP development and implementation including the best practices and challenges.

7. NASP workshop

- Global Aviation Safety Plan (GASP)
- Global Aviation Safety Roadmap (GASR)
- National Aviation Safety plan (NASP)
- NASP development process



International Civil Aviation Organization

Sixth Meeting of the Safety Enhancement Implementation Group (SEIG/6) and National Continuous Monitoring Coordinator (NCMC) meetings (Kuwait, 13-14 October 2024) and

Regional NASP & SSP Workshops (Kuwait, 15-17 October 2024)

BULLETIN

1. LOCATION

1.1 The Sixth meeting of the Safety Enhancement Implementation Group (SEIG/6) and National Continuous Monitoring Coordinator (NCMC) meetings from **13 to 14 October 2024** and the Regional National Aviation Safety Plan (NASP) and SSP Workshops from **15 to 17 October 2024** will be kindly hosted by Kuwait Civil Aviation Authority in Kuwait. The meetings and workshops will be held back-to-back.

2. SCHEDULE OF THE MEETING

2.1 The Opening Sessions of the meetings will be held at 09:00 Kuwait local time.

2.2 The schedules and order of the day will be announced at the Opening Sessions.

2.3 The Events 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 Meetings will be available on the ICAO MID Regional Office website. Accordingly, participants are invited to review the documentation prior the meeting in preparation for the discussion during the sessions, as appropriate.

5. HOTEL RESERVATIONS / RETURN AIRLINE BOOKINGS:

5.1 Attached to this bulletin list of hotels with discounted rates.

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.
- 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. Venue:
 - The Main Hall of Directorate of General Civil Aviation (Sabhan Area).

8. INSURANCE

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

9. SOME USEFUL TRAVEL INFORMATION

*** PASSPORT**

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

*** VISA**

- Participants are requested to apply for their own VISAs.
- For any enquiries or assistance, please don't hesitate to contact with:

Ms. ASHA PHILIP ABRAHAM

Email:

- af.abraham@dgca.gov.kw

- safety@dgca.gov.kw

Mobile: 0096550277750

*** CUSTOMS**

- 1. The following items may be brought into Kuwait duty free:
 - a. Personal effects, such as necessary clothing
 - b. 200 cigarettes or 250 gr. of cigars or tobacco
 - c. Perfume for personal use.

- 9.1 Additional quantities of the above items may also be purchased at Kuwait International Airport duty free arrival shops before clearing customs.

10. CURRENCY, CREDIT CARDS AND BANKING SERVICES

- 10.1 The unit of currency in Kuwait is the **Kuwaiti dinar**.

10.2 There are restrictions on import of foreign currency. Not more than 10000 dollars

10.3 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.

10.4 All commercial banks exchange major foreign currencies are open from 0800 to 2000, Sundays through Thursdays + Kuwait International Airport Terminal 1 is open 24 hours daily. There are plenty of official exchange services. ATM machines are available all over KUWAIT.

11. OTHER USEFUL INFORMATION

*** SHOPPING**

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

***TAP WATER**

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

***TELEPHONE**

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

12. WEATHER CONDITIONS

The main daily maximum and minimum temperatures for the month of October are between 35°C by day and drops down to 25°C during the nights. Please refer to Kuwait Meteorology website for further updates.

13. OTHER ASSISTANCE

Kuwait Civil Aviation Authority will be glad to assist the participants to the meeting with any advice they may require.

In case of emergency in Kuwait, please call the Focal Point from Kuwait ASD:

Eng. Hussam Al-Rasheed
email: ha.alrasheed@dgca.gov.kw
mobile: 0096599062246

14. HOTELS PROVIDED BY KUWAIT CAA

14.1 THE PALMS BEACH HOTEL & SPA – KUWAIT, HOTEL RATE FROM (KD 50 – KD 70)

CHECK WITH THE HOTEL FOR MORE INFORMATION.

P.O. BOX 24079 SAFAT, 13101 KUWAIT

E: MOHAMED.ALAWADI@THEPALMS-KUWAIT.COM

TEL: +965 97933625

14.2 JUMEIRAH MESSILAH BEACH KUWAIT, HOTEL RATE AROUND (KD65)

CHECK WITH THE HOTEL FOR MORE INFORMATION.

P.O. BOX 3522 SAFAT, 13036, KUWAIT

E: JMBRESERVATIONS@JUMEIRAH.COM

TEL: +965 22269600

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