COOPERATIVE ARRANGEMENT FOR THE PREVENTION OF SPREAD OF COMMUNICABLE DISEASE THROUGH AIR TRAVEL (CAPSCA)

DRAFT PROGRAMME FOR CAIRO WORKSHOP/MEETING

**Day 1 (Sunday 11 December 2011)**

0800-0900: Registration of delegates (Secretariat)
0900-0945: Opening of the meeting ICAO & WHO (ICAO – Mr. Mohamed Khonji; WHO - TBC)
0945-1000: Introduction to event: ICAO – Dr Anthony Evans. Group Photo
1000-1030: Coffee break
1030-1045: Participants self-introduction
1045-1130: ICAO health related Standards and Recommended Practices (SARPs) (Dr. Anthony Evans)
1130-1215: An introduction to the International Health Regulations (2005) (WHO)
1215-1230: Development of the ICAO guidelines – a scenario based approach (Dr. Jarnail Singh)
1230-1300: Coffee break
1300-1330: ICAO State Guidelines (Dr. Anthony Evans)
1330-1415: Airport Guidelines – ACI (ACI Rep.)
1415-1500: Airline Guidelines – IATA (Dr Claude Thibeault)

**Day 2 (Monday 12 December 2011)**

0900-0930: Screening – necessary or not? (Dr Peter Houck, US)
0930-1015: IHRs - Application to Points of Entry and current status of implementation in the Middle East Region (WHO)
1015-1045: Coffee break
1045-1145: Response to Influenza A (H1N1) 2009: Experience of States/International Organizations in the Middle East Region (WHO; State Reps; Int. Org. Reps)
1145-1230: Introduction to CAPSCA, including global organizational structure; roles & responsibilities; CAPSCA website (Mr. Michiel Vreedenburgh)
1230-1300: Coffee break
1300-1330: CAPSCA activities in other regions (Dr. Jarnail Singh)
1330-1400: Fukushima nuclear powerplant accident – lessons learned (Dr Anthony Evans)
1400-1500: Safe Transport of Dangerous Goods by Air, including radioactive materials/biological specimens (Dr. Katherine Rooney)
Day 3 (Tuesday 13 December 2011)

0900-0930: WHO core capacity checklist (WHO)
0930-1000: Template for an Aviation Plan for a Public Health Emergency of International Concern (Dr. Jarnail Singh)
1000-1030: Introduction to Table Top Exercise (Dr. Jarnail Singh)
1030-1100: Coffee break
1100-1300: Table Top Exercise Part 1 (Led by Dr. Jarnail Singh)
1300-1330: Coffee break
1330-1430: Table Top Exercise Part 2 (Led by Dr. Jarnail Singh)
1430-1500: Debrief of Table top exercise (Led by Dr. Jarnail Singh)

Day 4 (Wednesday 14 December 2011)

0900-0930: CAPSCA MID Organisation, Steering Committee & Regional Aviation Medicine and Public Health Team - Change in Terminology and Terms of Reference (Dr. Anthony Evans)
0930-1000: Election of Steering Committee Chairperson
1000-1030: RAMPHT Technical Advisors and Appointment of Leader (Dr. Anthony Evans / Dr. Jarnail Singh)
1030-1100: Coffee break
1100-1145: State/Airport Assistance Visit Methodology (Mr. Michiel Vreedenburgh)
1145-1200: Remarks by WHO
1200-1230: Work Plan and Next Steps; Close of CAPSCA workshop/meeting (Dr. Anthony Evans/Mr. Jehad Faqir)
1230-1330: Coffee break

End of CAPSCA workshop/meeting
Assistance Visit/Advisor Training

**Draft programme for Assistance visit and advisor training** (participants are welcome to attend but the remainder of the programme does not form part of the CAPSCA workshop/meeting)

**Day 1 (14 December 2011) Advisor Training**

1330-1500: Training of advisors (Dr. Jarnail Singh / Dr. Anthony Evans)
1500-1545: Debrief

**Day 2 (15 December 2011) --- Assistance visit for Cairo Airport and OJT training for trainee Advisors** (will be activated only if the assistance visit can be arranged) Day 5 is for assistance visit advisors and trainees only. It does not form part of the CAPSCA workshop/meeting. Those requested to attend will be contacted individually

0900-0945: Pre-evaluation briefing by ICAO CAPSCA Assistance Visit Team Leader and review of questionnaire submitted by State
0945-1045: Presentation by State Public Health Agency: Overview of State level planning for Public Health Emergency Preparedness and incorporation of Aviation Public Health Emergency Plan into State plan
1045-1115: Coffee break
1115-1230: Presentation/s by Port Health Authority and Airport Authority (and other relevant stakeholders, if required)
1230-1300: Coffee break
1300-1500: Walk through visit to Cairo International Airport: (This should incorporate a scenario of an arriving or departing passenger suspected to have an infectious disease of public health concern)
1500-1600: Debrief and Gap Analysis.

**End of Assistance Visit/Advisor Training**
International Civil Aviation Organization

Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) Workshop/Meeting

(Cairo, Egypt, 11 – 15 December 2011)

BULLETIN

1. LOCATION

1.1 The First Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) Workshop/Meeting will be held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, 11-15 December 2011.

2. SCHEDULE OF THE WORKSHOP/MEETING

2.1 The opening session of the Workshop/Meeting will be held at 0900 hours on Sunday 11 December 2011.

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

2.3 The Workshop/Meeting 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 Meeting Hall, between 0800 and 0900 hours on the opening day of the Working Group 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 WORKSHOP/MEETING

4.1 Dr. Anthony Evans, ICAO Chief Aviation Medicine Section with Dr. Jaouad Mahjour, WHO Director, and Division of Communicable Disease, will open the Workshop/Meeting at 0900 hrs. Mr. Jehad Faqir, ICAO Deputy regional Director with Dr. John Jabbour, WHO Epidemiologist, DCD/IHR will act as secretaries of the Workshop/Meeting.

4.2 Ms. T. Qatami (Administrative Officer) and Mrs. M. Hindi (Finance and Administrative Assistant) from the ICAO Cairo Office will handle the administrative arrangements.

4.3 Mrs. Sonia El Sakka (ICT) will handle the Information Communication Technology matters.

4.4 Mrs. Hoda Gabriel will provide the secretarial assistance.

5. DOCUMENTATION

5.1 Please note that no documentation will be available in hard copy format. However, working and information papers related to the meeting will be available on the ICAO MID Forum at least 15 days prior to the meeting. Accordingly, participants are requested to download the documentation from the web and bring along their own hard copies or their laptops to the meeting, as appropriate.

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.

6.3 The list of Officers in the ICAO Regional Office is given in the Attachment.

**7. ICAO SALEABLE PUBLICATIONS**

7.1 ICAO publications, if required by participants, may be purchased from the 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. Participants do have to arrange 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 07:30
- Departure from Le Meridien Heliopolis at 07:45
- Departure from Fairmont Hotel Heliopolis (ex-Sheraton) at 07:50
- Departure from Radisson Hotel at 07:55
- Departure from Iberotel Le Passage (ex Movenpick) and Novotel Hotel at Heliopolis at 08:00

*Note: Due to hotel rules, participants have to wait for the bus outside the premises of the hotel.*

**Itinerary from the venue of the Meeting**

Buses will be available after the close of the daily sessions. Departures are tentatively scheduled at 16:00

*N.B. i Bus will be identified by the ICAO sign.*

*ii Due to security measures participants are requested to be available outside the main entrance of the premises in which the Regional office is located. 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 liter 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 December 20°C and 15°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 UN rate of exchange for US $ is approx. US $ 1 = L.E 5.90 for August 2011.

12.2 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.

12.3 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.
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<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>MR. M.R. KHONJI</td>
<td>ICAO REGIONAL DIRECTOR (ICAORD)</td>
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<tr>
<td>MR. J. FAQIR</td>
<td>DEPUTY REGIONAL DIRECTOR (DEPRD)</td>
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<tr>
<td><strong>ADMINISTRATION</strong></td>
<td><strong>REGIONAL OFFICER, ADMINISTRATION (ADM)</strong></td>
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<tr>
<td>MS. T. QATAMI</td>
<td>REGIONAL OFFICER, ADMINISTRATION (ADM)</td>
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<td><strong>TECHNICAL OFFICERS</strong></td>
<td><strong>REGIONAL OFFICER, AIR NAVIGATION SERVICE &amp;</strong></td>
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<tr>
<td>MR. M. SMAOUI</td>
<td>AERONAUTICAL INFORMATION MANAGEMENT (ANS/AIM)</td>
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<tr>
<td>MR. R. GULAM</td>
<td>REGIONAL OFFICER, COMMUNICATIONS, NAVIGATION AND SURVEILLANCE (CNS)</td>
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<tr>
<td>MR. S. AL-ADHOOBI</td>
<td>REGIONAL OFFICER, AIR TRAFFIC MANAGEMENT (ATM)</td>
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<tr>
<td>MR. A. RAMLAWI</td>
<td>REGIONAL OFFICER, AERODROMES AND GROUND AIDS (AGA)</td>
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<td>HOTEL</td>
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| **Novotel Cairo Airport** | US $100.00S  
US $110.00D  
(B&B)  
Incl. Service Charges & Taxes | CAIRO AIRPORT | (202)2 2914794/26373530  
*Attention:*  
Reservation Dept | rso_egypt@accor-hotels.com | (202)22918520  
22918573  
22918577 | 5 |
| **Iberotel (Ex-Movenpick Heliopolis)** | Superior  
US$80.00 S or D  
Executive club Room  
US $110.00 S or D  
Executive Club suite  
US$130.00  
*/**/*** | Cairo Airport | (202)2 4180761  
*Attention:*  
Reservations Dept | Reservation@iberotelcairo.com  
&  
waleed.salah@iberotelcairo.com | (202) 22929626  
direct reservation  
or Direct Operator  
22919400 | 5 |
| **Intercontinental Citystars** | Standard  
US$140.00 S  
Business Suite  
US$210.00  
Supplement $30.00 will be added for double occupancy (include B&B)  
High Season from 18/09 to 17/11/2011 | PO Box 1026  
Cairo, Egypt | (202) 24800480 | reservations@intercontinentallgypt.com  
&  
noha.elbahrawy@intercontinentallgypt.com | (0800-44-333-22  
or (202) 24800100 | 30 |
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<th>TRANSPORTATION BY TAXI TO MID OFFICE (Minutes)</th>
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<td>Holiday Inn Cairo Citystars</td>
<td>Standard US$125.00 S Superior US$155.00S Executive Room US$175.00S Supplement $20.00 will be added for double occupancy (include B&amp;B)</td>
<td>PO Box 1026 Cairo, Egypt</td>
<td>(202) 24800480</td>
<td><a href="mailto:reservations@interconticitystars.com">reservations@interconticitystars.com</a> &amp; <a href="mailto:noha.elbahrawy@interconticitystars.com">noha.elbahrawy@interconticitystars.com</a></td>
<td>(0800-44-333-22) Or (202) 24800100</td>
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<tr>
<td>Sonesta Hotel</td>
<td>Standard US$80.00 S or D Executive*/// US$150.00 S or D Tower Patio View*/// US$120.00 S US$130.00D</td>
<td>3 El Tayaran St. Nasr City</td>
<td>(202) 24039980</td>
<td><a href="mailto:reservations@sonestacairo.com">reservations@sonestacairo.com</a></td>
<td>(202) 24031259 After 5 P.M. (202) 22628111</td>
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<td>Baron</td>
<td>US $100.00S US$110.00D Incl. open Buffet Breakfast, Service Charges &amp; Taxes</td>
<td>8, Maahad El Sahari St., Heliopolis</td>
<td>(202) 22907077 Attention: Reservation Dept. or Mr. Osama Kassiem Asst. Sales Manager</td>
<td>resvcai@baronhotels. com or <a href="mailto:sales@baroncairo.com">sales@baroncairo.com</a> website: <a href="http://www.baronhotels.com">www.baronhotels.com</a></td>
<td>(202) 22915757</td>
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<td>Hotel Beirut</td>
<td>US$73.00 (S) US$90.00 (D) Suite S or D US$130.00 Incl. Serv./Gov. Tax *///</td>
<td>56, Beirut Street Heliopolis</td>
<td>(202) 22904065 or (202) 24159422 Attention: Reservation Dept</td>
<td><a href="mailto:res.ca@beiruthotelseg.com">res.ca@beiruthotelseg.com</a> Website: beiruthotelseg.com</td>
<td>(202) 22911092 24145079 22916048</td>
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<td>Cairo Sheraton</td>
<td>Delux US$140.00 S&amp;D Club Level US$185.00 S US$205D Club</td>
<td>1 Midan El Galaa, Dokki</td>
<td>(202) 33364467 Miss Omneia Wally, Deputy Director of Sales Or (202)33364601/02 Reservation Depart</td>
<td><a href="http://www.sheraton.com/cairo">www.sheraton.com/cairo</a></td>
<td>(202) 33369700 33369800</td>
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<td>Marriott Hotel</td>
<td>Delux Room US$135.00 S &amp; D Executive Room US$175.00 S &amp; D Diplomatic Suite US$315.00</td>
<td>Saray El Gezira St., Zamalek, Cairo</td>
<td>(202)27358240 <a href="mailto:cairomarriottreservation@marriott.com">cairomarriottreservation@marriott.com</a></td>
<td>(202)27351090</td>
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<tr>
<td>Flamenco Hotel</td>
<td>Standard Room US $ 79.00(SB+B) &amp; US $ 89.00(DB+B) Superior Room US$89.00 (SB+B) &amp; US$99.00 (DB+B) Incl. Serv./Gov. Tax</td>
<td>2, El Guezira El Wosta St., Abu El Feda, Zamalek</td>
<td>(202) 27359312 273 50819 Mr. Abdel Fattah El Rahman Senior Sales Manager</td>
<td><a href="mailto:rescairo@flamencohotels.com">rescairo@flamencohotels.com</a> <a href="mailto:Sales@flamencohotels.com">Sales@flamencohotels.com</a></td>
<td>(202) 27350815</td>
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<tr>
<td>President</td>
<td>US $60 (SB)</td>
<td>22 Taha Hussein St., Zamalek</td>
<td>(202) 27361752</td>
<td><a href="mailto:Presidenthotel3@gmail.com">Presidenthotel3@gmail.com</a></td>
<td>(202) 27350718</td>
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**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 several times a day.
X One night cancellation fees will be charged in case of no show. Also, the hotel will reserve the right to release the booking 48 hours before the arrival date in case reservation was not guaranteed by either credit card or payment or a voucher.
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 reservation is made on the web (online) published rate as this will prevent from obtaining ICAO Corporate rates.

- END -