



International Civil Aviation Organization

MID Region ATM Enhancement Programme Board

Third Meeting (MAEP Board/3)
(Cairo, Egypt, 16-18 January 2017)

Agenda Item 2: MAEP Establishment

**MID REGION ATM ENHANCEMENT PROGRAMME (MAEP)
WORKING ARRANGEMENTS**

(Presented by the Secretariat)

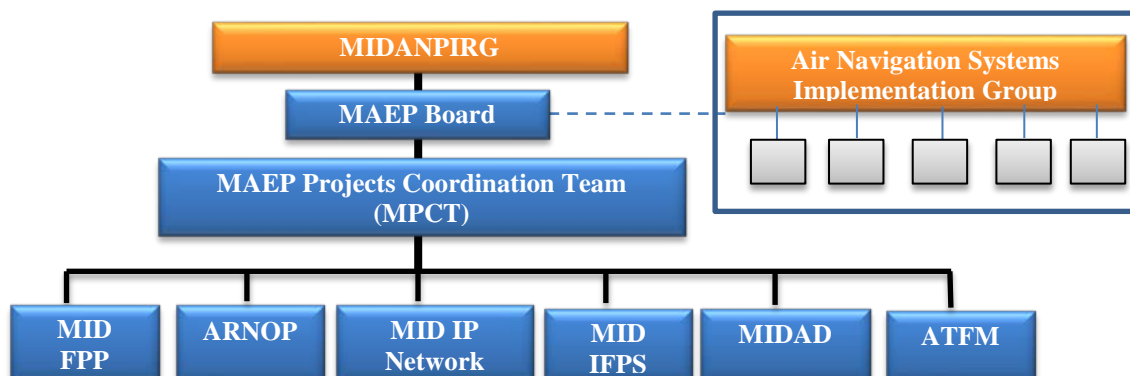
SUMMARY
This paper presents working arrangements of the MID Region ATM Enhancement Programme (MAEP).
Action by the meeting is at paragraph 3.
REFERENCES
– MAEP Board/2 Report

1. INTRODUCTION

1.1 The meeting may wish to recall that the main objective of MID Region ATM Enhancement Programme Board (MAEP) is to provide a regional platform for a collaborative approach towards planning and implementing of the air navigation projects in support of the MID Air Navigation Strategy.

2. DISCUSSION

2.1 The meeting may wish to recall that the MAEP Board/2 (Cairo, Egypt, 11-13 April 2016) through Decision 2/1 agreed to the following revised organizational structure of MAEP; taking into consideration the challenges delaying the launching of the Programme, which is mainly due to the lack of sufficient commitment from States to cover the running cost of the MAEP Project Management Office:



2.2 The MAEP Board/2 meeting agreed, through Conclusion 2/2, that the MAEP MOA should be changed to a Memorandum of Understanding (MOU), reflecting the commitment of States to work cooperatively towards the implementation of regional/sub-regional air navigation projects. The meeting noted that membership of the MAEP Board is no longer depending on any financial contribution, which would encourage all States to sign the new MAEP MOU.

2.3 Taking into consideration that the MAEP Board is a platform to ensure coordination and harmonization related to the implementation of the regional air navigation projects, it is proposed that the Board be composed by default of members from all the MID States without the need for the MOU, similar to other MIDANPIRG subsidiary bodies.

2.4 In connection with the above, the MAEP Board/2 meeting agreed that the MAEP Board Terms of Reference (ToRs) should be amended. The proposed revised MAEP Board ToRs are at **Appendix A**

2.5 The MAEP Board/2 meeting agreed to the establishment of the MAEP Projects Coordination Team (MPCT), with Terms of Reference as at **Appendix B**, to replace and supersede the MAEP PMO. It was noted with appreciation that AACO, CANSO, IATA and ICAO will support the MPCT. The meeting agreed that States should also be represented in the MPCT.

2.6 The MAEP Board/2 meeting agreed to the following Conclusion 2/3 related to the MAEP Funding Mechanism that replaces and supersedes the MSG/4 Conclusion 4/7.

MAEP BOARD CONCLUSION 2/3: MAEP PROJECTS FUNDING

That, the funding of the MAEP projects:

- a) be addressed by the MAEP Board, on case-by-case basis; and*
- b) be ensured through:*
 - i. contribution (cash or in-kind) by concerned States,*
 - ii. voluntary contribution by stakeholders, sponsors/donors and States.*

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) agree on the proposal in para. 2.3; and
- b) review and amend, as deemed necessary, the MAEP Board and MPCT terms of reference at **Appendices A** and **B**, respectively.

APPENDIX A

MID Region ATM Enhancement Programme Board (MAEP Board)

TERMS OF REFERENCE

The Terms of Reference of the MAEP Board are:

1. Take responsibility for overall leadership, supervision, direction, and management of the MID Region ATM Enhancement Programme (MAEP).
2. Agree on MAEP objectives and develop the policies and the strategic plans to achieve these objectives including those related to the legal, financial and institutional arrangements, in line with the MAEP Scope and Strategic Objective.
3. Work to build commitment of all the involved Stakeholders.
4. Review and approve the MAEP work plan on a yearly basis and/or whenever required.
5. Develop duties and the responsibilities of the MAEP key players.
6. Approve the projects implementation plans to achieve the agreed objectives, which include projects scope, milestones, deliverables, budgets and resources.
7. Review and amend as deemed necessary the TOR of the MAEP Board and the MAEP Projects Coordination Team (MPCT).
8. Monitor and review the activities and the work programme of the MPCT and ensure compliance with the project charter and take actions as appropriate.
9. Review, amend and approve the business plans submitted by the Projects Managers for the implementation of MAEP projects.
10. Maintain a close and permanent consultation and cooperation with Stakeholders/Entities that might contribute to the work of the Board and optimize the exploitation of available expertise and resources.
11. Provide high level support and guidance to States to ensure harmonization and interoperability in line with the projects deliverables and recommendations.
12. Provide regular progress reports to MIDANPIRG.

In order to effectively perform its tasks and responsibilities:

1. The MAEP Board shall elect a Chairperson for a cycle of five years unless otherwise re-elected. The Chairperson acts as the contact point and coordinator on behalf of the MAEP Board members to oversee the Programme in coordination with ICAO.
2. The MAEP Board shall meet at least once a year and/or when deemed necessary.

3. The MAEP Board meetings should be hosted by its members on rotation basis.

Composition:

The MAEP Board is composed of:

- a) High Level (Decision Makers) Members from the MID States listed in **Attachment I** to the MAEP MOU;
- b) The MAEP Board Chairperson;
- c) Managers of the MAEP Projects;
- d) MPCT Rapporteur; and
- e) Observers from AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, FAA-USA, IATA, IFALPA and IFATCA

Other representatives from States and industry may be invited on ad-hoc basis as Observers when required.

The ICAO MID Regional Office will act as the Secretary of the MAEP Board meetings.

APPENDIX B

MAEP Projects Coordination Team Terms of Reference

A) Duties and Responsibilities of the PMO:

The MAEP Projects Coordination Team (MPCT) is established to follow up on the implementation of different MAEP Projects, monitor their development, and ensure coordination between those Projects.

In order to achieve its objectives, MPCT shall:

1. Elect a rapporteur for a renewable cycle of two years.
2. Monitor and coordinate the implementation of MAEP Regional Projects in accordance with the approved plans by MAEP Board.
3. Carry out initial assessment of the new proposal for MAEP Projects.
4. Support the development and amendment of business plans (deliverables, timeline, budget and concerned entities) for each Project and recommends them to the MAEP Board.
5. Recommend to the MAEP Board Key Performance Indicators (KPIs) for tracking the implementation of the Projects in order to assess and measure the effectiveness of the Programme.
6. Identify and report risks of the Projects and the Programme in general to the MAEP Board.
7. Coordinate at all levels with States and stakeholders to foster the project implementation.
8. Submit progress reports on each Project to the MAEP Board, as appropriate and when required. Reports on MAEP Projects to include:
 - a. accomplishments (since last report);
 - b. objectives for the next reporting period;
 - c. recommendations, if any; and
 - d. new requirements, concerns, issues, etc.

B) Composition & Reporting:

The MPCT works under the direction of and reports directly to the MAEP Board.

The MPCT is composed of:

- a) assigned representatives from AACO, CANSO, IATA and ICAO; and
- b) representatives from States to contribute to the work programme of the MPCT.

Other representatives/experts from States and industry may be invited on ad-hoc basis, as required.