



International Civil Aviation Organization

MID Region Flight Procedure Programme Steering Committee

Fifth Meeting (MID FPP SC/5)
(Doha, Qatar, 14 December 2023)

Agenda Item 3: Programme sustainability

PROJECT DOCUMENT (PRODOC) UPDATES

(Presented by the MID FPP Manager)

SUMMARY

The aim of this paper is to present a list of proposed updates/changes for a revised version of the MID FPP Project Document.

Action by the meeting is at paragraph 3.

REFERENCES

- Report of the Second Meeting of the MID region Flight Procedure Design Programme Steering Committee (MID FPP SC/2)
- MID FPP Project Document (ProDoc)

1. INTRODUCTION

1.1 The MID FPP Institutional framework is based on the signature of the Project Document (ProDoc) by any State wishing to participate in the Programme.

1.2 The MID FPP members are grouped in the following categories: (1) Active States, (2) User States, (3) Donors and (4) Observer States.

2. DISCUSSION

2.1 The Second meeting of the MID Region Flight Procedure Steering Committee (MID FPP SC/2), Abu Dhabi, 14-15 June 2022 recognized that some sections of the ProDoc may require updates/improvements, in particular, the followings:

- Start date of the Programme.
- Output and activities.
- Category of signatories
Note: It was agreed that a third category "Others" be added to the Front page to allow other categories of Participating members to sign the ProDoc (ANSPs, Donor States, Donor, Organizations/Industry, etc.).
- MID FPP SC Terms of References (ToRs).
- Responsibilities of the Chairperson.
- Job Description of Airspace Planners; and
- Exit policy.

2.2 The SC/2 meeting tasked the MID FPP Manager, in coordination with the ICAO MID Office, Capacity Development and Implementation (CDI) Bureau and ICAO Legal Bureau (LEB), to propose a revised version of the ProDoc for further review by the MID FPP SC.

2.3 The list of all updates is included in Appendix A to this WP. The list contains the reference page, the specific paragraph and existing text, the proposed update, and the rationale for the change.

2.4 The revised ProDoc might be used for the MID FPP (Phase 2).

3. ACTION BY THE MEETING

3.1 The meeting is invited to review and amend, as deemed necessary, the revised MID FPP ProDoc at **Appendix A**.

List of updates/improvements of the ProDoc (MID FPP Phase II)

Ref. page	Paragraph & Existing Text	Proposed Update	Rationale
Various Pages & Appendixes	Technical Cooperation Bureau (TCB)	Replaced by “Capacity Development and Implementation (CDI) Bureau	New name for ex TCB
Page 3 of 34	Estimated Starting Date: 01 January 2022	Estimated Starting Date: TBD	The objective is to prepare a revised ProDoc for the MID FPP (Phase 2); so, the starting date will be 2024 or 2025
Page 3 of 34	Category of signatories	Third category “Others” be added to the Front page as follows: <u>☐ Others/Specify (Donor State/Organization, ANSP, etc.):.....</u>	During MID FPP SC/2 (refer to REPORT ON AGENDA ITEM 4: FUTURE WORK PROGRAMME, paragraph 4.6), it was agreed that a 3 rd category “Others” be added to the Front page to allow other entities of Participating members to sign the PRODOC e.g., ANSPs, Donor States, Donor Organizations, Industry. It was recognized that these type of organizations listed above, might be even more interested in supporting MID FPP activities than the respective State CAA.
Page 6 of 34	2.2 Donors: States, organizations and entities that support the MID FPP by financial and/or in-kind contribution (experts, equipment, services, etc.). A specific agreement with the Donor might be required.	2.2 Donors: States, organizations and entities that support the MID FPP by financial and/or in-kind contribution (experts, equipment, services, etc.). A specific agreement with the Donor might be required.	Once agreed to add the 3 rd category – refer to above, the ProDoc should be still the document covering the “Donors” case, hence no need for a “specific agreement
Page 10 of 34	5.1: In order to support the goals of the Assembly Resolution A37-11, GANP and the MID regional requirements, Phase I of the Programme will commence on 1 January 2020 and it is expected to last at least until 31 December 2022 .	5.1: In order to support the goals of the Assembly Resolution A37-11, GANP and the MID regional requirements, Phase II of the Programme will commence on XXX and it is expected to last at least until YYY.	The update is triggered by the consistency with the Programme Starting Date as well as the ending date of Phase I which should last 3 years.
Page 12 of 34	<u>Output 1.1:</u> Convene the kickoff meeting of MID FPP from 22 to 24 January 2018 to officially launch the Programme	TBD – see rationale	All Outputs date should be changed in accordance with Phase II
Page 12 of 34	<u>Activity 1.1.1:</u> The ICAO MID Regional Office to issue the invitation for the meeting by 20 November 2017 to the 15 MID States and stakeholders.	TBD – see rationale	All Activities date should be changed in accordance with Phase II

Page 12 of 34	<u>Output 1.2:</u> Convene the First MID FPP Steering Committee meeting in in first half of 2020	<u>TBD – see rationale</u>	All Outputs date should be changed in accordance with Phase II
Page 12 of 34	<u>Activity 1.2.1:</u> The ICAO MID Regional Office to issue the invitation for the first MID FPP SC/1 meeting at least 2 months in advance, <u>Activity 1.2.2:</u> The MID FPP SC/1 meeting to agree on the MID FPP work plan for the first year and the funding mechanism.	<u>TBD – see rationale</u>	All Activities date should be changed in accordance with Phase II
Page 14 of 34	Objective 7: Execute -2020 MID FPP annual work plan, as at Appendix D .	<u>Objective 7: Execute -20xx MID FPP annual work plan, as at Appendix D.</u>	Objective 7 to be updated with the Starting Year of MID FPP Phase II.
Page 14 of 34	<u>Output 7.1:</u> Successful execution of MID FPP 2020 annual work plan	Output 7.1: Successful execution of MID FPP <u>20xx</u> annual work plan	Output 7.1 to be updated with the Starting Year of MID FPP II.
Page 14 of 34	8.2. By 1 January 2020, UAE as the Host Administration will provide the facilities and services as outlined in Appendix B .	8.2. <u>By xxx (TBD)</u> , UAE as the Host Administration will provide the facilities and services as outlined in Appendix B .	Consistency reason with the Starting Date of MID FPP Phase II.
Page 19 of 34	Appendix A: “MID FPP STEERING COMMITTEE (MID FPP SC) Terms of Reference, paragraph B) Composition: The MID FPP SC is composed of: a) MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives; b) ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Chief of Programmes Coordination and Implementation Section (ANB/PCI) or their representatives; and c) MID FPP Manager, who will act also as the Secretary of the Steering Committee meetings. The following may participate in the Steering Committee meetings as observers: a) MID FPP Users States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;	The MID FPP SC is composed of: <u>1.a) MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives;</u> <u>2.b) ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Chief of Programmes Coordination and Implementation Section (ANB/PCI) or their representatives; and</u> <u>3.e) The MID FPP SC Chairperson and the MID FPP Manager, who will act also as the Secretary of the Steering Committee meetings.</u> <u>4. The PBN SG Chairpersons;</u> <u>5. Participating Partners (refer to para. 6, item d) below, who actively participate in the implementation of the Programme work plan;</u> 6. The following may participate in the Steering Committee meetings as observers: a) MID FPP Users States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;	The proposed updates are based on the Decision 2/4: MID FPP SC Terms of Reference (ToR) to SC/2 Report stating “ <i>That, the MID FPP Steering Committee Terms of Reference to be updated as at Appendix 4A.</i> ” The rationale is that the assurance of the Programme financial sustainability is essential and this is guaranteed through the following stream of resources/revenues (1) Annual contribution paid by the Active States, (2) Cash/in-kind contribution provided by Donors and, (3) Fees paid by Participating States. Based on above, one of the financial flows is assured by the number of Participating States that commit to funding the Programme which is automatically reflected in the upgrade of the State category into an “Active” status within the MID FPP institutional framework. In order to

	<p>b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as “Partners” in the implementation of the Programme); c) Representatives from observers States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and d) Representatives from the following Partners: AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA IFAIMA, and IFATCA. Other representatives from States and industry may be invited on ad-hoc basis, as required. <i>Note 1: The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.</i></p>	<p>b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as “Partners” in the implementation of the Programme); c) Representatives from observers States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and d) Representatives from the following Partners AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA IFAIMA, and IFATCA. Other representatives from States and industry may be invited on ad-hoc basis, as required. <i>Note 1: The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.</i> <i>Note 2: The MID FPP SC might decide to upgrade the status of Donor States, ANSPs, Agencies, Donor Organizations/Industry from Observer to a full member with voting rights, on a case-by-case basis, depending on their contributions to the Programme”.</i></p>	<p>foster States, organizations, etc., to support the Programme i.e. becoming Active through the provision of financial and/or in-kind contributions, it was proposed that the MID FPP SC Terms of Reference, paragraph B) “Composition”) should be updated with a Note. As a result MID FPP will be achieving a larger base of its financial stability, but will also assure a win-win effect to the “upgraded” Donor member benefiting of all advantages in respect of the Programme services.</p> <p>In respect of the SC structure, the group agreed to include the Chairperson of PBN SG in its composition. However, the inclusion of MID FPP Chairperson into SC/2 has been considered as self-justified.</p>
<p>Page 20 of 34</p>	<p>Appendix A: “MID FPP STEERING COMMITTEE (MID FPP SC) Terms of Reference, new paragraph C)</p>	<p><u>C) Working arrangements</u> <u>The Chairperson, in close co-operation with the MID FPP Manager and the ICAO MID Office, shall make all necessary arrangements for the most efficient working arrangements of the MID FPP Steering Committee. Permanent contact shall be maintained between the Chairperson, Secretary, ICAO MID Office and Members of the Steering Committee to advance the work. Best advantage should be</u></p>	<p>The new paragraph C is proposed for the purpose of an effective function of the MID FPP SC. The text has been agreed by SC/2 and it is included in the Appendix 4A to the Report following Decision 2/4 of the meeting.</p>

		taken of modern communications facilities, particularly video-conferencing (virtual meetings) and e-mails.	
Page 22 of 34	Appendix C1: Manager position starting date: 01 January 2020	Appendix C1: Manager position starting date: <u>XXX</u>	Starting Date of Phase II
Page 24 of 34	Appendix C2: APPENDIX B – JOB DESCRIPTION	Appendix C2: APPENDIX <u>BC</u> – JOB DESCRIPTION	Editorial
Page 26 of 34	Appendix C3: APPENDIX B – JOB DESCRIPTION	Appendix C3: APPENDIX <u>BC</u> – JOB DESCRIPTION	Editorial
Page 28 of 34	Appendix C4: APPENDIX B – JOB DESCRIPTION	Appendix C4: APPENDIX <u>BC</u> – JOB DESCRIPTION	Editorial
Page 30 of 34	Appendix C5: APPENDIX B – JOB DESCRIPTION	Appendix C5: APPENDIX <u>BC</u> – JOB DESCRIPTION. New Job Description for “Airspace Planner (Generic Title), Airspace Planning and Design Expert (Specific Title)” shall be added.	The Job Description for Airspace Planners is missing in the existing PRODOC, although this position is included in the MID FPP organizational structure in the same document. It is just a technical inconsistency with the list of the pool of expert’s categories. The JD text has been coordinated with TCB.
New Page 31	Appendix C5: APPENDIX B – JOB DESCRIPTIONS	Appendix C5<u>6</u>: APPENDIX <u>BC</u> – JOB DESCRIPTIONS. The Job Description “Data Specialist (Generic & Specific Title)” shall be relocated as new Appendix C6.	In reference to the line above, the JD for “Airspace Planner” (pool of experts position) is inserted as Appendix C5 and the existing JD for “Data Specialist” shall be re-numbered sequentially to new Appendix C6.
Page 32 of 34	Appendix D: ICAO MID FPP PROVISIONAL WORK PLAN 2020	Appendix D: ICAO MID FPP PROVISIONAL WORK PLAN <u>XXX</u> (see also comments)	Work Plan for the first Year of Phase II
		Any Participating State may withdraw its membership from the Programme by giving a	During the MID FPP SC/2 meeting, the group recognized that some

<p>Page TBD</p>	<p>New text proposed to be inserted.</p>	<p><u>prior notice of six (6) months to other Participating States. The obligations assumed by the Participating States under this Project Document shall continue to exist after the withdrawal of the membership to the extent necessary to permit the orderly finalization of activities, the withdrawal of personnel, the distribution of funds and assets and the settlement of contractual obligations. Additional funds, if necessary, to cover the above mentioned expenditures shall be provided by the Participating States.</u></p>	<p>sections of the ProDoc may require updated/improvements. The list of topics has included the “Exit Policy” related to the procedure to be applied in case a Participating State who signed the Project Document would like to withdraw its membership from the Programme. The location of the suggested text is TBD be ICAO Legal Bureau. As proposal, it may be page 6 under “Institutional Framework” section or page 17, section 12 “<i>Legal Framework</i>”</p>
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