



International Civil Aviation Organization

North American, Central American and Caribbean Office (NACC)

**First Meeting of the Steering Committee of the ICAO Cooperative Arrangement
for the Prevention of Spread of Communicable Disease through Air Travel
(CAPSCA) – Americas Project (RLA/08/901)**

(CAPSCA SCM/1)

Mexico City, Mexico, 25 – 26 June 2009

CAPSCA-SCM/1 – WP/04

21/05/09

PROJECT ORGANISATION, STEERING COMMITTEE AND WORK PLAN

(Presented by the Secretariat)

SUMMARY

The ICAO CAPSCA Americas Project Organisation, Steering Committee and Work Plan are presented in this working paper for the review, comment and approval by the meeting.

*Strategic
Objectives*

*This working paper is related to Strategic Objectives
D and E.*

1. Introduction

1.1 The ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) – Americas Project was launched during the ICAO Pandemic Preparedness Planning Seminar held in Lima, Peru, from 1 to 3 April 2009. The main objectives of the First Meeting of the Steering Committee of the ICAO CAPSCA Americas Project is to establish the Project Steering Committee and its Terms of Reference and develop the Project Work Plan.

2. Project Organisation

2.1 The ICAO CAPSCA Americas Project Organisation is presented in **Appendix A**.

3. Project Steering Committee

3.1 The ICAO CAPSCA Americas Project Steering Committee and its Terms of Reference are presented in **Appendix B**.

4. Project Work Plan

4.1 The ICAO CAPSCA Americas Project Work Plan is presented in **Appendix C**. This work plan depends on contributions in-kind from States, Territories and International Organisations which will include the following:

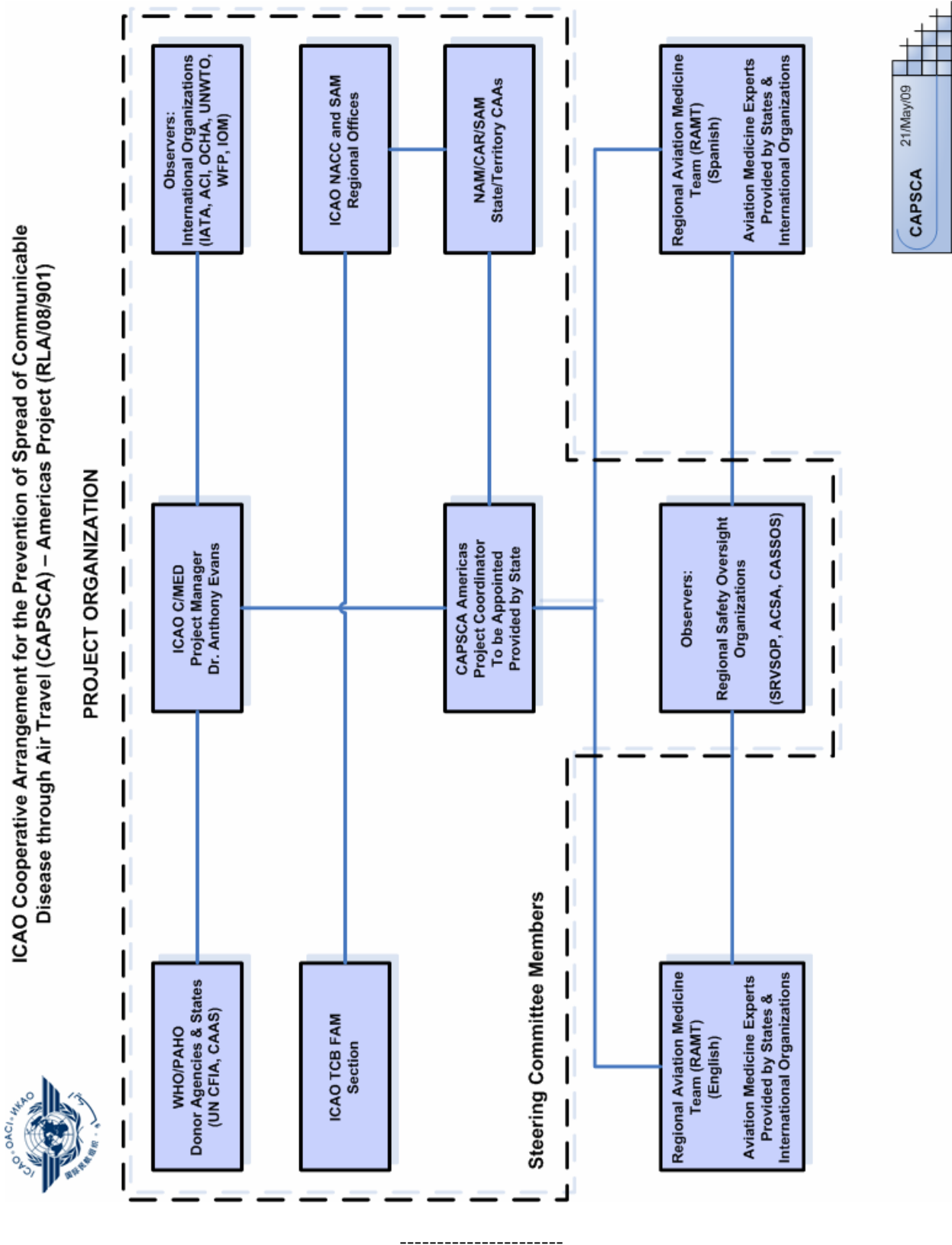
- Nomination of aviation medicine experts to be trained and undertake airport evaluations in States and Territories which are participating members of the project (Project to fund travel and per diems but experts' salary to continue to be paid by respective employers).
- Nomination of candidates to be considered for the role of Project Coordinator (preferably bilingual - project to fund travel and per diems but expert's salary to continue to be paid by respective employer).
- Offer to host Project training events (including provision of simultaneous interpretation).
- Volunteer airports to be evaluated by the Project.

5. Action suggested

5.1 The Meeting is invited to:

- a) Review the Project Organisation, Steering Committee Terms of Reference and Work Plan and provide any comments.
- b) Receive commitments from States, Territories and International Organisations to contribute to the project by nominating experts, proposing a candidate to be Project Coordinator, offering to host training events and volunteering airports for evaluation.

APPENDIX A



APPENDIX B

ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) - Americas Project (RLA/08/901)

Project Steering Committee

Terms of Reference

1. Membership

- ICAO contracting States of the NAM/CAR/SAM Regions that participate in the Project
- ICAO MED Section, TCB FAM Section, NACC and SAM Regional Offices
- Donor Agencies – UN CFIA and CAAS
- CAPSCA – Americas Project Coordinator
- WHO

2. Observers

- Related International Organizations – ACI, IATA, IOM, OCHA, UNWTO, WFP, and PAHO
- Regional Safety Oversight Organisations – ACSA, CASSOS, SRVSOP
- Airports and Airlines
- Other Region CAPSCA Representatives
- RAMT Representatives

3. Chairperson

Director of Civil Aviation of the State hosting the Steering Committee meeting, or his designated representative, for the period from the start of the meeting until the start of the following meeting

4. Responsibilities

- a) Main policy and decision-making body for the execution of the Project
- b) Promote State participation in the Project
 - CAAs, PHAs, Airports, Airlines, etc.
- c) Encourage State in-kind contributions to the Project
 - Project Coordinator, experts, hosting events, etc.
- d) Provide direction and guidance to the Project Coordinator
- e) Develop and manage the Project Work Plan and Schedule
 - plan priority and grouping for airport evaluations
 - schedule training events and develop programmes

- f) Identify, secure and manage Project Personnel Resources
 - Formation of RAMTs and their Terms of Reference
- g) Identify and secure Project Donor States and Agencies – Funding & In-kind contributions
- h) Monitor the project budget utilisation
- i) Hold meetings at least once annually, and preferably in conjunction with CAPSCA training events and/or DCA meetings
- j) Review the Project Annual Progress and Terminal Reports prepared by the Project Coordinator

APPENDIX C

ICAO Cooperative Arrangement for the Prevention of Spread of Communicable Disease through Air Travel (CAPSCA) - Americas Project (RLA/08/901)

PROJECT WORK PLAN

Initial Project Duration: 24 months (April 2009 – March 2011)

1. ICAO Pandemic Preparedness Planning Seminar (Lima, Peru, 1 – 3 April 2009).
2. States establish national aviation plans in preparation for an outbreak of a communicable disease posing a public health risk or public health emergency (ongoing).
3. ICAO Letter inviting States to participate in the CAPSCA Americas Project (April 2009).
4. States Confirm participation in CAPSCA project (ongoing).
5. 1st Steering Committee Meeting (Mexico City, 25 – 26 June 2009).
 - Project Organisation
 - Steering Committee Membership and Terms of Reference
 - Project Work Plan, Resources and Budget
 - Identify Potential Donors – Funding & In-kind contributors
6. ICAO Letter inviting States to (July 2009)
 - propose Project Coordinator
 - nominate experts to be trained and perform evaluations
 - offer airports for evaluation
 - offer to host training events
7. States nominate candidates for the Project Coordinator position (3rd Quarter 2009);
 - part-time in-kind loan based at home office plus missions for meetings, training and evaluations (project to finance travel and per diems).
8. States and International Organisations nominate aviation medicine experts (3rd Quarter 2009);
 - in-kind loan; project to finance travel and per diems.
9. Form Regional Aviation Medicine Teams (RAMT) - English and Spanish (3rd Quarter 2009).
10. States volunteer airports for evaluation (3rd Quarter 2009).
11. ICAO appoint the Project Coordinator (1 if bilingual; or 2 if not) – (September 2009).
12. RAMT Meeting and Training Workshop (4th Quarter 2009).

13. Airport evaluations and OJT for Coordinators and RAMTs (1 airport in each State / Territory – 2 days / airport) – (18 months 4th Quarter 2009 – 1st Quarter 2011).
14. Project Awareness Seminar, Exercise and Steering Committee meeting (1st Quarter 2010).
15. Project Results Seminar and Steering Committee meeting (1st Quarter 2011).
16. Project Coordinator completes the Project Terminal Report (1st Quarter 2011).