



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office

DISCUSSION PAPER

C/CAR/DCA/14 — DP/02
13/05/15

Fourteenth Directors of Civil Aviation of the Central Caribbean Meeting (C/CAR/DCA/14)
Kingston, Jamaica, 11 to 13 May 2015

Agenda Item 5 **Fourth Steering Committee Meeting of the RLA/09/801 Technical Cooperation Project (SCM/4) – Implementation of the Performance Based Air Navigation Systems for the CAR Region**

DRAFT CONCLUSIONS OF THE RLA/09/801 SCM/4 MEETING

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper presents the Draft Conclusions discussed during the meeting for the Directors approval.

Strategic Objectives:

- Safety
- Air Navigation Capacity and Efficiency
- Environmental Protection

5.1 Review of previous SCM Reports and Agreements

**DRAFT
CONCLUSION
RLA/09/801 SCM/4/1**

**IMPLEMENTATION OF PREVIOUS ACTIONS OF THE
PROJECT STEERING COMMITTEE MEETINGS**

That in order to complete and improve the management of the project making it a more efficient task:

- a) the Project Coordinator:
 - i. coordinate the update the Project Steering Committee Terms of Reference (ToRs);
 - ii. coordinate the review and update the Project Document (PRODOC);
 - iii. amend the corresponding Project documentation to reflect the term “Project RLA/09/801 Technical Assistance Missions” denoting it as “RLA/09/801 TEAM;”
 - iv. review and update the current fellowship procedure to include the agreement on “the flexibility to have each member using the assigned fellowships to selected events, based on the individual priorities of each member State without reducing the number of events included in the plan, nor increasing the budget;”

- b) Project Members send the ICAO NACC Regional Office their updated focal points-of-contact information by **30 June 2015**; and
- c) Project Coordinator report results of actions on items a) and b) by next SCM Meeting/Teleconference.

5.2 Project Progress Report – Achievement Assessment of the Project’s Objectives
5.4 Planning of Future Project Activities (2015-2016)

DRAFT

DECISION

RLA/09/801 SCM/4/2

APPROVAL OF PROJECT ACTIVITIES FOR REMAINING 2015

That in order to continue the execution of the CAR Project activities, the SCM approves the execution of activities for the remaining months of 2015, as presented in Appendix B of this report.

DRAFT

CONCLUSION

RLA/09/801 SCM/4/3

ASSISTANCE MISSIONS TEAM AND FELLOWSHIPS

That in order to enhance the project supporting activities, the Project Members request in a timely manner the technical assistance mission (RLA/09/801 TEAM) for the implementation of any of the technical issues related with the RPBANIP and the application of the Project fellowships to ensure the participation of their Administrations in the key air navigation implementation matters.

5.3 Project Financial Status

DRAFT

CONCLUSION

RLA/09/801 SCM/4/4

IN-KIND CONTRIBUTIONS FROM PROJECT MEMBERS

That in order to register the in-kind support provided by the Project Members:

- a) Project Coordinator propose a generic uniform cost to determine Subject Matter Expert (SME) salary contributions by the next SCM Meeting/Teleconference; and
- b) Project Members provide the estimated cost of their in-kind support to the ICAO NACC Regional Office for their register by next SCM Meeting.

**DRAFT
DECISION****RLA/09/801 SCM/4/5****PENDING CONTRIBUTIONS FROM PROJECT MEMBERS**

Based on the 2015 financial project status, Project Members who have pending contributions deposit their corresponding contributions by **September 2015**.

**DRAFT
DECISION****RLA/09/801 SCM/4/6****PROJECT CONTRIBUTION FOR 2016**

That in order to continue with the execution of the 2015-2016 Project Activities Plan, the Project members deposit the contribution of USD\$25,000 to the Project by **31 January 2016**.

5.6 Other Business Related to the Project**DRAFT
DECISION****RLA/09/801 SCM/4/7****IMPROVEMENTS ON THE APPROVAL PROCESS OF THE
PROJECT PLAN OF ACTIVITIES**

That, in order to improve the current approval procedure of the Project Plan of Activities, the Project Coordinator update the corresponding Project procedures to ensure that the Project teleconference minutes and agreements be circulated through an ICAO NACC Regional Office State Letter.

**DRAFT
DECISION****RLA/09/801 SCM/4/8****TRANSLATION AND INTERPRETATION COSTS**

That Project funds not be used to cover translation and simultaneous interpretation costs.

**DRAFT
DECISION****RLA/09/801 SCM/4/9****CAR RLA/09/801 PROJECT EXTENSION**

That in order to continue the implementation support and benefits of the CAR RLA/09/801 Project:

- a) Project Members extend the implementation period for four more years; and
- b) ICAO NACC Regional Office conduct the necessary actions for this extension.

**DRAFT
DECISION
RLA/09/801 SCM/4/10**

PROJECT EVALUATION COMMISSION AND SCM FOLLOW-UP TELECONFERENCE

That in order to conduct an evaluation of the Project, as well as to ensure greater accountability for the effective use of the resources and provide a more measurable result-oriented assistance, the Project Evaluation Commission of Project RLA/09/801 (composed by Cuba, Curaçao, Dominican Republic, United States, the ICAO NACC Regional Office and the ICAO Technical Cooperation Bureau):

- a) inform the ICAO NACC Regional Office of their designated representative who will be part of this Commission by **22 May 2015**;
- b) provide the following deliverables by **21 August 2015**:
 - i. update the CAR RLA/09/801 Project PRODOC;
 - ii. assess the proposed 2016 activities (Appendix C);
 - iii. evaluate the project management and activities to determine benefits and effective impact in streamlining States implementation;
 - iv. propose improvements and new activities to support implementation;
 - v. identify a monitoring method and continuous evaluation of the Project;
- c) use mainly electronic means led by the Project Coordinator and convene a final face-to-face meeting from **18 to 21 August 2015**; and
- d) conduct together with the Project Members a follow-up teleconference to make the necessary agreements and decisions regarding 2016 activities, the signature of new PRODOC, Project management improvements and carry out performance target measuring based on the Commission results no later than **15 September 2015**.