



ICAO

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WORKING PAPER

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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**
5.1 **Review of previous SCM Reports and Agreements**

FOLLOW-UP ON ACTIONS AND AGREEMENTS OF THE STEERING COMMITTEE

(Presented by the Secretariat)

| EXECUTIVE SUMMARY | |
|--|---|
| This working paper presents the follow-up on the actions and agreements adopted by the Project Steering Committee, proposing actions to complete the mentioned agreements. | |
| Action: | The action is presented in paragraph 4. |
| <i>Strategic Objectives:</i> | <ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Environmental Protection |
| <i>References:</i> | <ul style="list-style-type: none">• First Project Steering Committee Meeting (SCM/1) Report , Punta Cana, Dominican Republic, 11 July 2012• Second Project Steering Committee Meeting (SCM/2) Report, Havana, Cuba, 29 May 2013• Third Project Steering Committee Meeting (SCM/3) Report, Port-of Spain, Trinidad and Tobago, 30 April 2014• Third Teleconference – Regional Technical Cooperation Project for the Caribbean Region – “Implementation of Performance Based Air Navigation Systems in the CAR Region” (RLA/09/801), 15 January 2015 |

1. Introduction

1.1 Since the beginning of the Project during its first Steering Committee Meeting (SCM) in 2012 up to the last SCM/4 meeting (2014), all the activities and planning of the project has been followed-up on, as well as the approval of the Project budget implementation and other management actions. Likewise, three teleconferences have been held between SCM meetings in order to accelerate follow-up actions and to facilitate a timely decision-making relevant to the management of the Project.

2. Discussion

2.1 The **Appendix** to this paper presents the follow-up on the actions and agreements of the Project Steering Committee.

2.2 Likewise, after evaluating the agreements reached in the project, the following actions have been identified to be considered and update them, thus making the management of the project a more efficient task:

- a) The SCM/1 adopted the current Terms of Reference (ToRs) of the Project Steering Committee; however, some changes and updates to these ToRs are required to be reviewed, for instance, its responsibilities and the inclusion of the work methodology through teleconferences.
- b) During the SCM/1, the Committee defined the Project member States/Territories/International Organizations focal points (this list is available on the Project website); however, the contact information and even the focal points in many cases is either not complete or not updated, hence, there is a need to update the information.
- c) The Project Document (PRODOC) was drafted at the beginning of the Project in 2009, since then, several references, actions and clauses have not been updated, therefore, it is essential to consider updating the document.
- d) During the SCM/2, the Committee agreed 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: this agreement must be reflected in the current fellowship procedure.
- e) During the SCM/3, the Committee adopted the concept of technical assistance mission (*Go-Team*); however, it has been identified that this concept may generate ambiguity and confusion with similar designations that are currently being used by other air navigation implementation entities, as it is the case of PBN. In this sense, it is suggested to change the term “Project *Go-Team*” for the term “Project RLA/09/801 Technical Assistance Missions” using as its acronym the following term “RLA/09/801 TEAM”. This will require updating the terms of reference related with these type of missions.

3. Suggested Action

3.1 The Meeting is invited to:

- a) review the follow-up of each action or agreement of the Steering Committee (Appendix);
 - b) adopt the necessary measures to the actions detailed on paragraph 2.2; and
 - c) adopt any other action that the meeting deems appropriate.
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APPENDIX
FOLLOW-UP ON ACTIONS AND AGREEMENTS OF THE STEERING COMMITTEE

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|-------------------------|--|---|-----------|
| Third Teleconference | <p><u>ACT 3/1</u></p> <p>ICAO to send Barbados the current financial status and reminder of the pending 2014 contribution by 28 January 2015.</p> | The requested information was sent | Completed |
| | <p><u>ACT 3/2</u></p> <p>All Project members to review the 2015 activities shown in Attachment A and send comments/observations by 30 January 2015.</p> | A review of the new 2015-2016 updated activities will be carried out during the SCM/4 | Completed |
| | <p><u>ACT 3/3</u></p> <p>That all Project members review the 2015 <i>Go-Team</i> activities shown in Attachment B and send comments/observations by 30 January 2015, ensuring that an official letter requesting the <i>Go-Team</i> is sent to ICAO.</p> | A review of the new 2015-2016 updated activities will be carried out during the SCM/4 | Completed |
| | <p><u>ACT 3/4</u></p> <p>The proposed <i>Go-Teams</i> listed in item 9 are considered approved for its implementation for 2015 and ICAO is to start the coordination with the involved States for its execution.</p> | Assistance missions are being coordinated and implemented | Completed |
| | <p><u>ACT 3/5</u></p> <p>The Secretariat will draft the draft agenda for this meeting by next teleconference.</p> | This discussion will be covered during the SCM/4 | Completed |