

**Fifth Steering Committee Meeting of the Regional Technical Cooperation Project for the
 Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801 SCM/5)**
 Nassau, Bahamas, 11 to 12 May 2016

Summary of Discussions

Date	11 to 12 May 2016
Location	Nassau, Bahamas
Opening Ceremony	<p>The Meeting was attended by all Project Members. The list of participants is attached at Appendix A.</p> <p>Mr. Romulo Gallegos, Regional Officer, Technical Assistance and Project RLA/09/801 Coordinator, ICAO Regional North American, Central American and Caribbean (NACC) Office welcomed the participants. Due to the length of the NACC/DCA/6 meeting, Member States were asked to postpone the majority of the agenda (WP/01) and agreed to reconvene the meeting on 12 May 2016 at 08:30 hrs. The meeting also approved moving the signing of the RLA/09/801 Project Document from Agenda Item 5, to Agenda Item 2.</p>
Discussion Items	
Agenda Item 1	<p>Review of previous SCM Reports and Agreements</p> <p>1.1 Under WP/04, the Secretariat reviewed all action items, decisions and conclusions from previous meetings, and with approval of the Meeting, they were considered completed. The Meeting also agreed to the development of a Project Manual of Operation. To this end, the Meeting agreed on the following Decision:</p>
Decision RLA/09/801 SCM/5/1:	<p>RLA/09/801 PROJECT MANUAL OF OPERATIONS</p> <p>That the Project Evaluation Commission develop and establish a Project Manual of Operations. This activity will begin in June, 2016 and conclude by 31 December 2016.</p>

1.2 As for WP/02, submitted by Cuba, the Secretariat recalled Conclusion 4/4, regarding In-Kind Contributions from Project Members. The Secretariat wanted to ensure clarity on the issue with respect to support by Project Members outside of their financial contribution. Cuba clarified that the support and preparation by Subject Matter Experts (SME) from different Project Member States varies and should be considered the same, across all States, using similar criteria. The conclusion cited the need to standardize, using a specific baseline, such as the United Nations salary system, to evaluate in-kind support, as there is a wide variance of the costs for personnel in each Member State.

1.3 After considerable discussion, the Meeting agreed to reference the Cost tables used by the ICAO Technical Cooperation Bureau to calculate the contributions relating to SME and other personnel costs, and will be reflected in the Project Manual of Operations.

1.4 Member States supported Cuba's request that the ICAO NACC Regional Office publish the Project Calendar of Events as early as possible, as States need planning time and ensuring that the internal coordination processes in States are completed in a timely manner. Also, a request was made to consider avoiding last minute project additions that may cause States problems completing their internal processes.

1.5 The Secretariat informed the Meeting that the 2017 NACC Regional Office Event Calendar will be made available for review by the end of June, so the Project can then, through the Project Evaluation Commission (PEC), work to refine the Project Event Calendar for 2017. The PEC will start with the Preparation of the 2017 Project Event Calendar once the ICAO NACC Regional Office 2017 Event Calendar is available.

1.6 The Meeting noted that all meetings under the project, in so far as possible, be conducted in both Spanish and English, with ICAO responsible for the cost of interpretation services. The Project Document, in paragraph 4.2.6, addresses this issue.

Agenda Item 2

Project Progress Report – Achievement Assessment of the Project's Objectives

2.1 Under WP/03, the Secretariat presented the completed activities supported by the Project (Appendix A of WP/03). The Meeting recognized the work of the PEC, and commended its members: Cuba, Curacao, Dominican Republic, United States, and Mexico for all of their excellent support to ensure the completion of the 2016-2020 Project Document.

2.2 The Secretariat, with the assistance of the PEC, noted that while the project deliverables met the needs of the project as written, the first phase activity fell short of the intended deliverables such as airspace concept formulation, national action plans, conducting gap analysis, and completion of safety assessments.

**Conclusion
RLA/09/801
SCM/5/2:**

2.3 The Secretariat noted that per the approval of the Fifth SCM Teleconference, the PEC was made a permanent part of the project. As such, the PEC work on the 2017 project calendar will begin in June 2016, and intends to complete this activity by 31 August 2016. Project members were requested to work through the PEC members to submit proposals (Technical Assistance Mission [RLA/09/801 TEAM] request and other assistance matters) for the 2017 event calendar as soon as possible, but not later than 1 July 2016. Therefore, the Meeting agreed on the following Conclusion:

EVENT PROPOSALS FOR 2017 CALENDAR

That, Project members work through the Project Evaluation Commission (PEC) members to submit proposals (RLA/09/801 TEAM requests and other assistance matters) for the 2017 event calendar as soon as possible, but not later than **1 July 2016**.

2.4 The Meeting approved the following additional events to the 2016 Calendar:

- a) Fellowships:
 - ICAO/FAA Workshop for Aerodrome Certification Inspector (ACI), Kingston, Jamaica
 - ICAO/FAA Workshop for Aerodrome Certification Inspectors, Dominican Republic
 - NAM/CAR Regions National Continuous Monitoring Coordinators (NCMCs) Meeting/Workshop, ICAO NACC Regional Office
 - Second Meeting of PBN Harmonization and Route Modernization, venue to be defined

- b) Subject Matter Experts (SMEs)
 - Regional Accident and Incident Investigation Organization (RAIO) Development
 - NAM/CAR Regions National Continuous Monitoring Coordinators (NCMCs) Meeting/Workshop, ICAO NACC Regional Office
 - Air Navigation Services (ANS) Inspector Manual Development
 - Airworthiness, Aircraft Operations and Personnel Licensing (AIR/OPS/PEL) Evaluation and Guidance

2.5 All Project Members signed the RLA/09/801 Project Document for 2016-2020, which included the Management Service Agreement (MSA) and the Project Document (PRODOC).

Agenda Item 3

Project Evaluation Commission Results

3.1 This issue was discussed as part of Agenda Item 2.

Agenda Item 4

Project Financial Status

4.1 The Secretariat noted in WP/05 that it is essential for Project Member States to continue their support for RLA/09/801 as this will be the vehicle used to support Members given the limited funding that may hamper future technical assistance missions and other projects. With the implementation of the 2016-2020 PRODOC, the focus will be to support and assist States with the *ICAO NACC Regional No Country Left Behind (NCLB) Strategy* and its supporting activities.

4.2 The Secretariat requested that States make their financial contributions as soon as possible in order to support the 2016 Calendar projects as approved.

4.3 The Secretariat also noted that under the Multi Regional Civil Aviation Assistance Programme (MCAAP), funding in 2017 will remain capped at \$25,000.00 USD. There is an expectation that under the MCAAP, third party funding may become available to avoid having to increase Project Member costs.

4.4 The SCM was reminded that Project Members who have not done so, should deposit their corresponding contributions by **31 August 2016** as per the list contained in the Financial Status Report included in **Appendix B** (page B3 refers). Therefore, the Meeting agreed on the following Conclusion:

**Conclusion
RLA/09/801
SCM/5/3:**

PROJECT RLA/09/801 CONTRIBUTION FOR 2016

That, Project Members who have not done so, deposit their corresponding contributions as soon as possible, but no later than **31 August 2016**.

Agenda Item 5

Phase II: Signing of the PRODOC

5.1 The 2016-2020 Project Document was signed as part of Agenda Item 2.

5.2 The Secretariat presented P/01, discussing the future of Project RLA/09/801. The Secretariat noted that, moving forward, the project will concentrate on providing the States all manner of technical assistance, maintaining a high level of ICAO Standards and Recommended Practices (SARPs) implementation.

5.3 Under the proposed MCAAP, not only will the project continue its activities as currently structured, future activities to be proposed to the SCM will focus on sustainability consistent with global plans, and maintaining and increasing the Effective Implementation (EI) for all Member States.

5.4 Under the MCAAP expansion, third party support will be critical. With this support, the region can consider expanding the scope of projects and other assistance incorporating all the ICAO Annexes. The MCAAP is also envisioned to allow for the incorporation of procurement and consulting capability, with the assistance of the ICAO Technical Cooperation Bureau. This should provide considerable cost savings to the project.

5.5 The Meeting, without dissent, noted the MCAAP expansion and authorized the PEC to begin work on expansion of MCAAP concept and consider amending the PRODOC by December 31, 2016. Therefore, the Meeting agreed on the following Decision:

**Decision
RLA/09/801
SCM/5/4:**

EXPANSION TO THE MULTI REGIONAL CIVIL AVIATION ASSISTANCE PROGRAMME (MCAAP)

That, the Project Evaluation Commission begin work on the expansion of MCAAP concept and consider amending the PRODOC by **31 December 2016**.

Agenda Item 6

Other Business Related to the Project

6.1 No other business related to the Project was addressed.

6.2 The meeting concluded with a follow-up teleconference scheduled for no later than **30 September 2016**.

APPENDIX A / APÉNDICE A

Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
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RLA/09/801 SCM/5
Appendix A to the Summary of Discussions

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Name / Position Nombre / Puesto	Administration / Organization Administración / Organización	Telephone / E-mail Teléfono / Correo-e
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APPENDIX B /APÉNDICE B

**CONTRIBUTIONS RECEIVED FROM STATES, TERRITORIES AND INTERNATIONAL ORGANIZATIONS FOR
PROJECT RLA/09/801 SINCE 2011**

As at 30 April 2016
(in United States dollars)

Contributions	Member State/Territory/International Organizations	USD Amount	
18-Apr-2011	Office National de l'Aviation Civile du Haiti	\$ 25,000	HAITI RLA/09/801
18-Apr-2011	Trinidad and Tobago Civil Aviation Authority	\$ 24,980	TRINIDAD AND TOBAGO RLA/09/801
30-Sep-2011	Jamaica Civil Aviation Authority	\$ 24,980	JAMAICA RLA/09/801
3-Oct-2011	Dirección General de Aeronáutica Civil de México	\$ 25,000	MEXICO RLA/09/801
10-Nov-2011	Barbados Civil Aviation Department	\$ 25,000	BARBADOS RLA/09/801
15-Mar-2012	Eastern Caribbean Civil Aviation Authority (ECCAA)	\$ 7,500	ANTIGUA RLA/09/801
24-May-2012	Netherlands Antilles Air Traffic Control of Curacao	\$ 25,000	CURAÇAO RLA/09/801
19-Jul-2012	Instituto Dominicano de Aviación Civil	\$ 24,985	DOMINICAN REPUBLIC RLA/09/801
3-Oct-2012	Bahamas Civil Aviation Authority	\$ 25,000	BAHAMAS RLA09801
5-Oct-2012	Instituto de Aeronáutica Civil de Cuba (IACC)	\$ 24,910	CUBA RLA09801
1-Nov-2012	Eastern Caribbean Civil Aviation Authority (ECCAA)	\$ 7,500	ANTIGUA RLA/09/801
14-Jan-2013	Eastern Caribbean Civil Aviation Authority (ECCAA)	\$ 5,000	ANTIGUA RLA/09/801
13-Mar-2013	COCESNA	\$ 24,985	COCESNA RLA09801
23-Dec-2013	Instituto de Aeronáutica Civil de Cuba (IACC)	\$ 24,962	CUBA RLA09801
30-Jan-2014	Jamaica Civil Aviation Authority	\$ 25,000	JAMAICA RLA/09/801
19-Mar-2014	Office National de l'Aviation Civile du Haiti	\$ 24,980	HAITI RLA/09/801
3-Apr-2014	Curaçao Civil Aviation Authority	\$ 25,000	CURAÇAO RLA/09/801
7-Apr-2014	COCESNA	\$ 24,985	COCESNA RLA/09/801
29-May-2014	Dirección General de Aeronáutica Civil de México	\$ 25,000	MEXICO RLA/09/801
18-Jun-2014	Trinidad and Tobago Civil Aviation Authority	\$ 24,985	TRINIDAD AND TOBAGO RLA/09/801
21-Jul-2014	Aruba	\$ 13,472	ARUBA RLA/09/801
12-Aug-2014	Eastern Caribbean Civil Aviation Authority (ECCAA)	\$ 10,000	ANTIGUA RLA/09/801
22-Oct-2014	Instituto Dominicano de Aviación Civil	\$ 24,975	DOMINICAN REPUBLIC RLA/09/801
7-Jan-2015	Eastern Caribbean Civil Aviation Authority (ECCAA)	\$ 10,000	ANTIGUA RLA/09/801
18-Feb-2015	Eastern Caribbean Civil Aviation Authority (ECCAA)	\$ 10,000	ANTIGUA RLA/09/801
28-Aug-2015	Instituto de Aeronáutica Civil de Cuba (IACC)	\$ 25,000	CUBA RLA09801
7-Oct-2015	Office National de l'Aviation Civile du Haiti	\$ 24,980	HAITI RLA/09/801
21-Oct-2015	Dirección General de Aeronáutica Civil de México	\$ 25,000	MEXICO RLA/09/801
1-Apr-2016	Dirección General de Aeronáutica Civil de México	\$ 25,000	MEXICO RLA/09/801
13-Apr-2016	Transfer from RLA/09/801 to RLA/06/801 Ref. Aruba Contribution of USD\$ 13,472	-\$ 13,472	ARUBA RLA/09/801 for RLA/06/801
Total Project		\$ 599,707	

**Implementation of Performance based Air Navigation Systems
Management Service Agreement
RLA09801**

As at 31 March 2016
(in United States dollars)

Financial Status from accounts:			
Balance of Surplus (Deficit) as at 1 January 2016		215,634	
Adjustment		-	
Adjusted Balance of Surplus (Deficit) as at 1 January 2016		<u> </u>	215,634
Add/(Deduct):			
	Contributions Received (Schedule I)	-	
	Transfer of Funds to/from Other Funds (Schedule I)	-	
	Interest Earned and Accrued	149	
	Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	(1)	
	Refund of Contributions	-	
	Interest Expenses	-	
	Refund of Interest Earned	-	
		<u> </u>	149
			<u>215,783</u>
Deduct Expenses (Note 1):			
	Experts (Schedule II)	-	
	Administrative Support Personnel (Schedule III)	-	
	United Nations Volunteers (Schedule IV)	-	
	Travel on Official Business (Schedule V)	-	
	Mission Costs (Schedule VI)	13,392	
	National Professionals (Schedule VII)	-	
	Subcontracts (Schedule VIII)	-	
	Fellowships (Schedule IX)	4,640	
	Equipment (Schedule X)	-	
	Sundry (Schedule XI)	50	
	Administrative Overhead (Schedule XII) (Note 2)	1,808	
		<u> </u>	19,890
Fund Balance/(Deficit Balance) as at 31 March 2016			<u>195,893</u>
Deduct outstanding commitments known up to 31 December 2016 (Note 3):			
	Experts (Schedule II)	-	
	Administrative Support Personnel (Schedule III)	-	
	United Nations Volunteers (Schedule IV)	-	
	Travel on Official Business (Schedule V)	-	
	Mission Costs (Schedule VI)	(54)	
	National Professionals (Schedule VII)	-	
	Subcontracts (Schedule VIII)	-	
	Fellowships (Schedule IX)	-	
	Equipment (Schedule X)	-	
	Sundry (Schedule XI)	-	
	Administrative Overhead (Schedule XII)	(5)	
		<u> </u>	(59)
Estimated funds available/(required) (Note 4)			<u>195,952</u>
Future Commitments: beyond 31 December 2016 (Note 3):			-
			<u> </u>
Estimated funds available/ (required) including future commitments beyond 2016 (Note 4)			<u>195,952</u>

RLA/09/801 SCM/5
Appendix B to the Summary of Discussions
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	Bahamas	Barbados	Cuba	Curacao	Dominican Republic	Haiti	Jamaica	México	Trinidad and Tobago	COCESNA	ECCAA	Total
2011-2013 Contributions	\$ 25,000.00	\$ 25,000.00	\$ 24,909.51	\$ 25,000.00	\$ 24,985.00	\$ 25,000.00	\$ 24,980.00	\$ 25,000.00	\$ 24,980.00	\$ 24,985.00	\$ 20,000.00	
2014-2015 Contributions	PENDING PENDIENTE	PENDING PENDIENTE	\$ 24,962.29	\$ 25,000.00	\$ 24,975.00	\$ 24,980.00	\$ 25,000.00	\$ 25,000.00	\$ 24,985.00	\$ 24,985.00	\$ 30,000.00	
2016 Contributions	PENDING PENDIENTE	PENDING PENDIENTE	\$ 25,000.00	PENDING PENDIENTE	PENDING PENDIENTE	\$ 24,980.00	PENDING PENDIENTE	\$ 25,000.00	PENDING PENDIENTE	PENDING PENDIENTE	PENDING PENDIENTE	
2017 Contributions								\$ 25,000.00				
Total Contributions	\$ 25,000.00	\$ 25,000.00	\$ 74,871.80	\$ 50,000.00	\$ 49,960.00	\$ 74,960.00	\$ 49,980.00	\$ 100,000.00	\$ 49,965.00	\$ 49,970.00	\$ 50,000.00	\$ 599,706.80

United States contributes to Project RLA/09/801 with in-kind support. / Estados Unidos contribuye al Proyecto RLA/09/801 con apoyo en especie.

	Total Fellowships per Member Total de becas por miembro
3	Bahamas
11	Barbados
26	Cuba
2	Curacao
18	Dominican Republic / República Dominicana
12	Haiti / Haití
7	Jamaica
4	Mexico / México
13	Trinidad and Tobago / Trinidad y Tabago
16	COCESNA
6	ECCAA
118	

— END/FIN —