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المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC92930**

22 April 2022



To: States, Territories and International Organizations

Subject: **Invitation – Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/9)**
Fort-de-France, Martinique, France, 22 June 2022

Action

Required: 1) Transmittal by States of any additional items to the Provisional Agenda by **11 April 2022**;
2) Submission of documentation by the deadlines provided in this letter
3) Submit fellowship nomination form by **8 May 2022**
4) Register participation by **31 May 2022**

Sir/Madam,

Further to paragraph 7.1 of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook, I wish to invite your Administration/Organization to participate in the Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/9) to be convened on the afternoon of 22 June 2022, in Fort-de-France, Martinique, in conjunction with the Tenth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/10), also being held in the same venue from 21 to 23 June 2022, which will be kindly hosted by France.

The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided. The provisional agenda for the Meeting is provided in **Appendix A**. I would appreciate confirmation of the participation of the **RLA09801 MCAAP PSC Focal Points¹** by **31 May 2022** by registering at the following link: <https://forms.gle/ijxoMnmMKULNJoTi9>

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¹ **RLA09801 Project Member States** are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).

Documentation that your Administration may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadlines for submission of documentation, as well as the hotel and general information are the same as the ones established in the invitation to the Tenth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/10) (Ref. NT-NE57 — **E.OSG - NACC92490**).

In addition, as established in paragraph 7.1 of the RLA09801 MCAAP Procedural Handbook I am pleased to inform that the Project is offering a one-day fellowship for the **RLA09801 MCAAP PSC Focal Points**.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Fort-de-France, Martinique, France, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office at the nacc-tc@icao.int e-mail address by **8 May 2022**.

If you require further information on this event, you may contact Mr. Fernando Camargo, Regional Officer, Technical Assistance (fcamargo@icao.int), or Ms. Claudia Lopez, Technical Cooperation Associate (clopez@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.



for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

*A – Provisional Agenda; B – Working Paper template; C – Information Paper template;
D – Appendix template*



ICAO

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

Regional Technical Cooperation Project for the
Multi-Regional Civil Aviation Assistance Programme
(MCAAP) (RLA/09/801)

**Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)
Project Steering Committee (RLA09801 PSC/9)
Fort-de-France, Martinique, France, 22 June 2022**

APPENDIX A

PROVISIONAL AGENDA

- | | |
|----------------------|---|
| Agenda Item 1 | Review of Previous PSC Reports and Agreements |
| Agenda Item 2 | 2020/2021 Project Progress Report and Financial Statement |
| Agenda Item 3 | 2022 Project Progress and Financial Statement |
| Agenda Item 4 | Recommendations of the Fifth Meeting of the Project Evaluation Commission:
4.1 Review and Update of the MCAAP Procedural Handbook |
| Agenda Item 5 | RLA09801 Project Evaluation Commission (PEC) Composition for the Term 2022-2024 |
| Agenda Item 6 | Other Business Related to the Project |

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1 Review of previous PSC Reports and Agreements

Under this agenda item, the Meeting will review and discuss action items and agreements from previous meetings.

Agenda Item 2 2020/2021 Project Progress Report and Financial Statement

Under this agenda item, the Meeting will discuss the implementation of the MCAAP project objectives and review the project financial statement.

Agenda Item 3 2022 Project Progress and Financial Status

Under this agenda item, the Meeting will discuss the implementation of the MCAAP project objectives and make decisions on its future goals. In addition, the Meeting will review the project financial statement and discuss future expenditures and commitments.

Agenda Item 4 Recommendations of the Fifth Meeting of the Project Evaluation Commission:

Under this agenda Item, the Meeting will decide upon the recommendation of the Project Evaluation Commission (PEC) regarding the changes proposed by the PEC to the MCAAP Procedural Handbook and approve the revision of this document.

Agenda Item 5 RLA09801 Project Evaluation Commission (PEC) Composition for the Term 2022-2024

Under this agenda Item, the Meeting will decide on the composition of the PEC for the term 2022-2024.

Agenda Item 6 Other Business Related to the Project

Under this agenda Item, the Meeting will discuss other items related to the project not previously discussed.
