



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC96535**

7 March 2023

To: RLA09801 Project Evaluation Commission (PEC) Members

Subject: **Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) — Invitation to the Sixth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/6)**
ICAO NACC Regional Office, Mexico City, Mexico, 25 to 27 April 2023

Action

- Required:
- 1) Confirm the participation and send the documentation requested for the representative to the Evaluation Commission by **13 March 2023**
 - 2) Transmittal by States of any additional items to the Provisional Agenda by **24 March 2023**
 - 3) Register participation by **31 March 2023**

Dear Sir/Madam:

Further to the Final Report of the Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 MCAAP PSC/9), held in Fort-de-France, Martinique, France on 22 June 2022, I wish to invite your Administration to the Sixth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/6) that will be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 25 to 27 April 2023.

It is expected that the member representatives of the Commission attend this meeting (Bahamas, Canada, Cuba, Dominican Republic, Mexico, United States, COCESNA the ICAO NACC Regional Office and the ICAO Technical Cooperation Bureau). The working language of the meeting will be English. The Draft Agenda is included as **Appendix A**. Each PEC member is requested to fill out the Registration Form found at the following link by **31 March 2023**: <https://forms.office.com/r/ZsuPwKv2wx>

... / 2

As per paragraph 7.1.3 of the MCAAP Procedural Handbook, Project funds will cover the travel expenses and air ticket for the RLA09801 MCAAP PEC Members for the duration of the meeting. In order to process these missions, PEC Members must send the following documentation to nacc-tc@icao.int by **13 March 2023**:

- Full name of PEC member, position, full address, phone number and e-mail address (official and alternate) – to be provided in the Registration Form mentioned on the first page of this letter
- Scanned copy of the following documentation:
 - a. current/valid passport of the PEC member
 - b. Health Statement for Subject Matter Experts (SMEs) Form, included in the **Appendix B** to this letter

Once we receive the aforementioned documentation, the MCAAP Secretariat will be contacting each PEC Member to make travel arrangements, all travel expenses will be paid for through the UNDP Office in each State; in case there is no UNDP office, a duly filled banking instructions form will be required (**Appendix C**).

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All documentation necessary for the meeting will be sent by e-mail to the members of the Commission as soon as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

If you require any further information regarding the meeting, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance and Ms. Claudia López, Technical Cooperation Associate (nacc-tc@icao.int).

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

A digital signature of Julio César Siu, consisting of a stylized cursive script in black ink. The signature is overlaid on a circular blue stamp that contains the ICAO logo and the text "Firma Digital" and "Digital Signature".

Julio César Siu
Acting Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *As indicated*



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)

**Sixth Meeting of the RLA09801 Project Evaluation Commission
(MCAAP/PEC/6)**

ICAO NACC Regional Office, Mexico City, Mexico, 25 to 27 April 2023

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Election of the Rapporteur**
- Agenda Item 3: Review of Valid Decisions/Conclusions**
- Agenda Item 4: Improved effectiveness in Air Navigation**
- 4.1 Consolidation of actions between the Aviation System Block Upgrades (ASBU), the Global Air Navigation Plan (GANP), and the Global Aviation Safety Plan (GASP) for an improved effectiveness in the National Air Navigation Plans (NANP)
 - 4.2 Status update of the project Development of the National Air Navigation Plans (NANPs)
 - 4.3 Cybersecurity for air navigation operations
 - 4.4 Support actions for the Caribbean Air Navigation Services Network (CANSNET) Project – Regional Project RLA22801
- Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2023/2024**
- Agenda Item 6: Other Business**
-

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting will review the agenda and schedule, and will adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Election of the Rapporteur

Under this agenda item, the Meeting will elect the Rapporteur for the term 2023/2024.

Agenda Item 3: Review of Valid Decisions/Conclusions

Under this agenda item, the Meeting will review the valid Decisions and Conclusions of the Project Evaluation Commission (PEC) and the Project Steering Committee (PSC) meetings.

Agenda Item 4: Improved effectiveness in the Air Navigation

Under this agenda item, the Meeting will discuss the importance of having a robust air navigation planning system in place to achieve expected levels of safety.

Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2023/2024

Under this agenda item, the Meeting will review the new/pending proposals of projects for 2023/2024.

Agenda Item 6: Other Business

Under this agenda item, the Meeting will analyse any other matter than cannot be addressed under the previous agenda items.

ANNEX VIII



HEALTH STATEMENT FOR INDIVIDUAL CONSULTANTS/CONTRACTORS

First Name _____ Last Name _____

Duty Station(s) _____

Indicate travel destination

I hereby certify that:

- a) I am in good health. _____
- b) I am fit to carry out the duties of the assignment being offered. _____
- c) If applicable, I am fit for travel within the country of normal residence. _____
- d) If applicable, I am fit for travel outside the country of normal residence. _____
- e) I am free from any communicable disease. _____
- f) If applicable, I have been informed of the inoculations required for the country(ies) to which I have to travel on behalf of ICAO. _____
- g) I have valid medical/health insurance coverage. _____

I certify that these answers and statements are complete and true to the best of my knowledge and belief.

Signature of individual consultant/contractor

Date



INTERNATIONAL CIVIL AVIATION ORGANIZATION
HUMAN RESOURCES BRANCH

BANKING INSTRUCTIONS FORM

PAYMENTS CANNOT BE MADE UNTIL YOUR BANKING INSTRUCTIONS HAVE BEEN PROVIDED TO HUMAN RESOURCES BRANCH AT ICAO HEADQUARTERS.

Name: _____ Staff No. _____
Home address: _____
Home address 2: _____
E-mail address: _____
Home country: _____ Country of service (Duty station): _____

To: Chief, Human Resources Branch

I hereby request that payment of salary and entitlements due to me be made to the following financial institution:

Note: The below banking instructions will be used for all future payments unless we are notified otherwise.

Please provide **full bank address**.

PLEASE ATTACH VOID CHEQUE OR BANK STATEMENT.

*** ALL PAYMENTS IN CANADA AND THE USA ARE DONE BY DIRECT DEPOSIT *
** PAYMENTS OUTSIDE NORTH AMERICA ARE SENT BY ELECTRONIC FUNDS TRANSFER ****

Full name of bank: _____
Street address: _____
City: _____
State/Province: _____ Country: _____
Postal/Zip code: _____
Account number /
currency (in USA): _____ ABA or Swift routing number (**for
accounts in North America**): _____
Account number /
currency (in CAN): _____ Bank code: _____ Transfer code: _____
Swift Code or IBAN (**for accounts outside North America**): _____
Currency of bank
account if outside
North America : _____
Please Specify _____

(Signature of staff member)

Date

PARA TRANSFERENCIAS BANCARIAS A TRAVÉS DE BANCOS MEXICANOS:

Nombre del Banco: _____
Nombre del titular de la cuenta: _____
CLABE Bancaria (o número de cuenta si es Banorte) o copia de la
información de cuenta como viene en el estado de cuenta: _____
Correo electrónico: _____ Teléfono: _____
RFC: _____

FOR OFFICE USE ONLY

Type of Contract: Professional Staff HQ
Professional Staff RO
GS Staff HQ
SSA
Short-Term

Human Resources Officer

Date