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المدني الدولي

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航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC111640**

30 April 2024

To: RLA09801 Project Steering Committee (PSC)

Subject: **Invitation – Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/11)**
Placencia, Stann Creek District, Belize, 10 July 2024

Action

Required: 1) Transmittal of additional items to the Provisional Agenda by **24 May 2024**;
2) submission of documentation by the deadlines provided in this letter;
3) register participation by **28 June 2024**.

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 Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/11) to be convened on the afternoon of 10 July 2024, in Placencia, Stann Creek District, Belize, in conjunction with the Twelfth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/12), also being held in the same venue from 9 to 11 July 2024, which will be kindly hosted by Belize.

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 representatives**¹ by **28 June 2024** by registering at the following link: <https://forms.office.com/r/54YhdcFQ4W>

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¹ **RLA09801 Project Member States** are: Bahamas, Barbados, Canada, Cuba, 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, Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) and the Dutch Caribbean Air Navigation Service Provider (DC-ANSP).

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 Twelfth North American, Central American and Caribbean Directors of Civil Aviation Meeting (NACC/DCA/12) (Ref. NT-NE57 — **E.OSG-NACC111404**).

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 representatives** whose membership to the Project is up-to-date.

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 Placencia, Stann Creek District, Belize, 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 **26 May 2024**.

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, Capacity Development and Implementation Associate (clopez@icao.int).

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



Christopher Barks
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)

**Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)
Project Steering Committee (RLA09801 PSC/11)
Placencia, Stann Creek District, Belize, 10 July 2024**

APPENDIX A

PROVISIONAL AGENDA

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|----------------------|--|
| Agenda Item 1 | Review of Previous PSC Reports and Agreements |
| Agenda Item 2 | 2023/2024 Project Progress Report and Financial Statement |
| Agenda Item 3 | Recommendations of the Sixth Meeting of the Project Evaluation Commission |
| Agenda Item 4 | 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 2023/2024 Project Progress Report and Financial Statement

Under this agenda item, the Meeting will be informed of the progress of activities and deliverables for 2023/2024, considering the implementation of the MCAAP project objectives and their impact in the compliance of the regional safety, capacity, efficiency and sustainability goals

This Agenda Item will review the project financial statement.

Agenda Item 3 Recommendations of the Sixth Meeting of the Project Evaluation Commission:

Under this agenda Item, the Meeting will review and decide upon the recommendations of the Project Evaluation Commission (PEC) to maximize the results and benefits to Project Members.

Agenda Item 4 Other Business Related to the Project

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

The members will be requested to complete the satisfaction survey on the Project performance.
