

10. Fellowships

10.1 Types of Fellowships for RLA/09/801 MCAAP

10.1.1 The PSC and the RLA/09/801 MCAAP Secretariat will coordinate and decide on the number of fellowships or eligible events offering fellowships. All RLA/09/801 MCAAP Project Members are entitled to one fellowship per event included in the annual work programme approved by the PSC. If a Project member decides to apply for more than one fellowship for the same event, it may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for.

10.1.2 Project members who will not apply for the fellowships that are offered on the RLA/09/801 MCAAP annual work programme (paragraph 10.1 refers), may decide to participate in other selected ICAO endorsed events. To process a fellowship for an event that is not included in the RLA/09/801 MCAAP annual work programme, the focal point should contact the RLA/09/801 MCAAP Secretariat to coordinate the attendance of their delegate with at least 35 calendar days prior to the commencement of the training event. The number of fellowships available under these criteria will be the same as the offering contained in the annual work programme and the monetary cost must be of similar value.

10.1.3 Project members who wish to participate in additional ICAO-endorsed training events that require an additional cost of tuition should contact the RLA/09/801 MCAAP Secretariat at least 60 calendar days prior to the commencement of the training events, to allow the coordination and approval by the PSC using the fast-track procedure. After the approval by the PSC, RLA/09/801 MCAAP Secretariat will give all Project members the same opportunity to apply for these training events.

10.1.4 If a Project member decides to apply for the type of fellowship mentioned in 10.1.3, it may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for, and that the total monetary value should be the equivalent of the amount of allocated funds for fellowships for the year.

10.1.5 The RLA/09/801 MCAAP Secretariat will monitor awarded fellowships and will work with the State to decide its best interests in fellowship participation.

10.2 Funding

10.2.1 The fellowship includes daily subsistence allowance (DSA) to cover lodging and expenses for the duration of the event; plus the amount of USD300 representing outward and return travel expenses, as per ICAO Regulations. The candidate sponsoring organization/administration shall provide him/her with the air ticket to/from the City of Origin to the City of the relevant event venue, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure.

10.2.2 In the event that a fellowship holder is not able to attend or does not complete its participation in a sponsored event, it needs to return the allocated funds by contacting the RLA/09/801 MCAAP Secretariat at nacc-tc@icao.int to coordinate the necessary administrative arrangements for the applicable refund.

10.3 *Fellowship Allocation for International Organizations*

10.3.1 Regarding fellowships offered to the Central American¹ States through COCESNA, the candidate appointment decision is made by COCESNA by assessing Fellowship Nomination Forms sent by States to the COCESNA Focal Point. Once COCESNA has selected a candidate and all internal coordination has been completed, the Fellowship Nomination of the candidate who will represent Central American States should be sent to the ICAO NACC Regional Office by the COCESNA Focal Point.

10.3.2 Regarding fellowships offered to the Eastern Caribbean² States through ECCAA, the candidate appointment decision is made by ECCAA by assessing Fellowship Nomination Forms sent by States to the ECCAA Focal Point. Once ECCAA has selected a candidate and all internal coordination has been completed, the Fellowship Nomination of the candidate who will represent Eastern Caribbean States should be sent to the ICAO NACC Regional Office by the ECCAA Focal Point.

10.4 *Administrative Procedure for Nominations*

10.4.1 With no exceptions, the Fellowship Nomination Form must be completed for each nominee. All pages must be filled-out and must include the Civil Aviation Authority, COCESNA or ECCAA director's signature and seal (page 2 of the form), as well as the signature and seal of the doctor who performs the medical examination on the medical portion of the form (page 6). The medical examination will be valid for one year from the date signed by the doctor and may be used for future fellowship nomination forms submitted for the same candidate. The Fellowship Nomination Form should be submitted to the e-mail address provided below:

RLA/09/801 MCAAP Secretariat
Regional Officer, Technical Assistance
Technical Cooperation Associate
nacc-tc@icao.int

10.4.2 The duly completed Fellowship Nomination Form must be received in the ICAO NACC Regional Office as soon as feasible but no later than **30 calendar days prior** to the beginning of event, the deadline should usually be on a Monday. In order to ensure timely payment and to comply with the internal administrative processes of the ICAO NACC Regional Office, the ICAO Technical Cooperation Bureau and the United Nations Development Programme (UNDP) Office who will process the fellowship holder's payment (if applicable), **it is essential to comply with the established deadlines**. The acceptance of fellowship nomination forms received after the established deadlines will be subject to the discretion of the RLA/09/801 MCAAP Secretariat and will be the exception and not the norm. The RLA/09/801 MCAAP Secretariat will not process Post-Facto fellowships under no circumstances.

10.4.3 Each fellowship holder is required to send his/her travel itinerary to the RLA/09/801 MCAAP Secretariat at nacc-tc@icao.int. Furthermore, each fellowship holder is required to report to the event coordinator as mentioned in the Notice of Fellowship Award and Special Instructions No. 1 that is sent by the ICAO NACC Regional Director when the fellowship has been allocated to the fellowship holder.

¹ Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua

² Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines

10.4.4 It is the responsibility of each fellow to read and follow the guidelines contained on the Guide for ICAO fellowship-holders. With no exceptions, each fellowship holder should fill-out the Fellowship Termination Form and send it back to the ICAO NACC Regional Office to the e-mail address provided below:

RLA/09/801 MCAAP Secretariat

Regional Officer, Technical Assistance

Technical Cooperation Associate

nacc-tc@icao.int

10.4.5 For any fellowship request to be considered, the member State should not be in arrears with payments to the RLA/09/801 MCAAP Project.

10.4.6 Fellowship holders are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all fellowship holders must ensure that their travel documentation to and from the host State is valid. Fellowship holders who require an entry visa to the host State must obtain it from their nearest consulate or embassy prior to departure.