



ICAO

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

Second Meeting of the RLA/09/801 MCAAP Project Evaluation Commission (PEC) (RLA/09/801 PEC/2)

Summary of Discussions

Date	22 to 24 August 2016
Location	Washington D.C., United States
Opening Ceremony	<p>The Meeting was attended by the Rapporteur of the Project Evaluation Commission and the RLA/09/801 MCAAP Secretariat.</p> <p>Ms. Michelle Westover served as the Rapporteur of the Project Evaluation Commission; Mr. Romy Gallegos, Regional Officer, Technical Assistance served as Secretary of the Meeting assisted by Ms. Claudia López, Technical Cooperation Associate, both from the ICAO NACC Regional Office.</p>
Objectives	<ol style="list-style-type: none">formalize the 2017 Project Calendardevelop and draft the proposed amendment to RLA/09/801 to incorporate the Multi-Regional Civil Aviation Assistance Program (MCAAP); andwork on a MCAAP Procedural Handbook.
Discussion Items	
Agenda Item 1	<p>2017 Project Calendar</p> <p>1.1 The Secretariat reviewed the first draft of the 2017 Project Calendar with the Commission Rapporteur and incorporated changes and suggestions.</p> <p>1.2 The Rapporteur suggested that for 2017, events not normally included in the Project Calendar (meetings or conferences sponsored by other organizations and sanctioned by ICAO) should be considered for possible fellowships.</p> <p>1.3 The Secretariat felt that since some Project member States were not taking advantage of the scholarships offered, that they should be given the flexibility to look at other important events and use Project funds for that purpose.</p> <p>1.4 The Secretariat agreed to write the procedure for inclusion into the draft MCAAP Procedural Manual and request the full Project Evaluation Commission approval.</p>
Agenda Item 2	<p>Proposed Amendment to RLA/09/801 to Incorporate the Multi-Regional Civil Aviation Assistance Programme (MCAAP)</p> <p>2.1 The Secretariat discussed with the Commission Rapporteur the immediate need to amend the RLA/09/801 Project Document, signed by the Member States in May, 2016. The need for the amendment is to establish the policies and procedures needed to implement the MCAAP by 1 January 2017.</p>

Agenda Item 3**MCAAP Procedural Handbook**

3.1 Over the course of the meeting, the Secretariat and the Project Rapporteur collaborated to draft the MCAAP Procedural Handbook, which is attached to this Summary of Discussions as the **Appendix**. This would serve as the guide to amend the RLA/09/801 as well as incorporate new policy and procedure relevant to the MCAAP implementation.

3.2 The Procedural Handbook, and in turn, the amendment, shall contain the following criteria:

- a) Third Party donors and financial sources
- b) Hiring of Consultants
- c) Expansion of the project to incorporate all ICAO Annexes
- d) Define MCAAP Objectives, Outputs and Activities
- e) Travel Assistance to Project Member States
- f) Establishment of the MCAAP Procedural Handbook
- g) Amend the Project Budget

Agenda Item 4**Teleconference with the Project Evaluation Commission**

4.1 To close the meeting, the Secretariat called an extraordinary teleconference of the Project Evaluation Commission to discuss the meeting activity and to provide a comprehensive briefing to all PEC members on the status of the amendment, the draft Procedural Handbook, and the expected changes to incorporate the new MCAAP.

4.2 The Secretariat asked and the PEC approved to have the draft MCAAP Procedural Handbook sent to all members for review and submit changes by 30 September 2016. The version included in the Appendix already integrates the changes and suggestions sent by members.
