

**ICAO REGIONAL TECHNICAL COOPERATION PROJECT FOR THE CARIBBEAN  
REGION – “IMPLEMENTATION OF THE PERFORMANCE BASED AIR NAVIGATION  
SYSTEMS FOR THE CAR REGION”  
(RLA/09/801)**

**STEERING COMMITTEE**

**TERMS OF REFERENCE**

**1. Membership**

The Steering Committee comprised a representative from each participating State/Territory/Organisation, ICAO NACC Regional Director as the Project Director, a representative of the Technical Cooperation Bureau as Project Administrator, and the ICAO NACC Regional Officer Technical Cooperation as the Project Coordinator. The ICAO NACC Regional Officers and ICAO Headquarters Technical Officers may be invited to participate in meetings when required. Project Consultants and representatives of other States/Territories/International Organizations and industry may be invited to participate in meetings as Observers when relevant to the agenda.

**2. Activities:**

- a) The Steering Committee will meet in person at least once every 12 months and hold virtual meetings in the interim as required.
- b) Approve the annual program of activities proposed to implement the action plan set out in the Project Document (PRODOC).
- c) To consider and approve the project’s annual budget utilization plan.
- d) To establish and approve the annual financial contribution per project participating State/Territory/Organisation on a cost recovery based mechanism.
- e) Review and approve the annual reports of the project activities.
- f) Review the status of implementation of the conclusions and resolutions adopted at their meetings.
- g) Acknowledge the project financial statements and review the status of contributions of States and invoices and expenses.
- h) Review the performance indicators and outcomes as well as monitoring and control of the project against the approved annual work plan, to verify compliance with the established goals.

- i) Take cognizance of the survey results to participating States on their annual evaluation of the project and take actions as may be necessary in connection with the conclusions and recommendations arising.
- j) To propose revisions to the project document as may be necessary.
- k) Consider the incorporation of new States to the project and the dissociation of the participating States that request it.
- l) Agree on the disposition or liquidation of the assets and funds remaining at the end of project operations.
- m) Consider any other matter related to the project to be presented to their attention.
- n) The following types of project document reviews will only require the approval of the steering committee, provided it has the assurance that the other signatories to the project document have no objections to the proposed changes:
  - 1. The review of any of the project document attachments or their addenda;
  - 2. Reviews that do not imply significant changes to the immediate objectives, results or activities of the project, but which respond to a redistribution of the inputs agreed upon or to expenditure increases due to inflation; and
  - 3. Mandatory annual reviews to reschedule the delivery of inputs agreed for the project, or to increase expenditures due to inflation, or to accommodate the flexibility margin of the executing body in terms of expenses.

**3. Secretariat**

The Secretariat will be provided by the ICAO NACC Regional Office coordinated by the Regional Officer Technical Cooperation.

**4. Documentation**

Documentation prepared for and by the Steering Committee shall be available in both English and Spanish. Meeting documentation will be translated by the Secretariat adopting the applicable procedures and timelines established for all regional meetings and specified in the meeting invitation letters. Documentation produced by the project contributors will be translated by the member States/Organizations/International Organisations of the project that has produced the documents for review by the Steering Committee. If the project members are unable to identify a resource to perform the translation, the member will inform the Secretariat in a timely manner in order to examine alternative options to complete the translation. The Secretariat will process documentation and make it available on the corresponding web site no later than one week prior to the commencement of the meeting. This requires States/Organizations to submit documentation requiring translation to the Secretariat no later than one month prior to the commencement of the meeting.