INTERNATIONAL CIVIL AVIATION ORGANIZATION

MIDDLE EAST OFFICE

REPORT OF THE TENTH MEETING OF THE MID REGION FLIGHT PROCEDURE PROGRAMME STEERING COMMITTEE

(MID FPP SC/10)

(Virtually, 12 October 2026)

TABLE OF CONTENTS

Page

PART I - HISTORY OF THE MEETING

1. Place and Duration 1
2. Opening 1
3. Attendance 1
4. Officers and Secretariat 2
5. Language 2
6. Agenda 2
7. Conclusions and Decisions – Definition 2
8. List of Conclusions and Decisions 2

PART II - REPORT ON AGENDA ITEMS

Report on Agenda Item 1 1-1
Report on Agenda Item 2 ..... 2-1/2-2
Report on Agenda Item 3 ..... 3-1/3-3
Report on Agenda Item 4 4-1
Report on Agenda Item 5 ..... 5-1/5-2

APPENDICES

Appendix 3A – Draft Revised MID FPP Project Document 3A-1
Appendix 4A – Draft MID FPP Hosting Agreement 4A-1
Appendix 5A – Revised Terms of Reference of the MID FPP Steering Committee 5A-1

ATTACHMENT

List of Participants ..... Attachment A

PART I - HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1 The Tenth meeting of the MID Region Flight Procedure Programme Steering Committee (MID FPP SC/10) was held virtually, on 12 October 2026, using MS Teams platform.

2. OPENING

2.1 The meeting was opened by Mr. Mohamed Smaoui, Deputy Regional Director of the ICAO Middle East Office, who, on behalf of Mr. Mohamed Khalifa Rahma, Regional Director, welcomed all participants to the meeting, as well as Mr. Saqr Obaid Al Marashda, Chairman of the MID FPP Steering Committee.

2.2 Mr. Smaoui recalled that the Eighth meeting of the MID FPP Steering Committee (MID FPP SC/8), held in September 2025, unanimously endorsed the Host State model, subject to three conditions: a formal Hosting Agreement, a revised Project Document and a sustainable funding mechanism. The Ninth meeting (MID FPP SC/9), held in May 2026, reaffirmed the Host State model through Conclusion 9/1. Accordingly, the ICAO MID Office issued a State Letter on 15 June 2026 renewing the call for hosting, with a deadline of 1 September 2026, presented as the final opportunity to establish the Host State model before the Eighth Meeting of the Directors General of Civil Aviation – Middle East Region (DGCA-MID/8), to be held in Doha from 26 to 28 October 2026, which is to receive a progress report on the sustainability of the MID FPP.

2.3 Mr. Smaoui informed the meeting that the call had been answered positively, with expressions of interest in hosting the Programme received from Jordan and subsequently from Egypt, and thanked both States, on behalf of ICAO, for their commitment to the MID FPP and to the MID Region. He indicated that the meeting was expected to take a decision on the hosting of the Programme; to review the draft revised MID FPP Project Document and the draft Hosting Agreement; to identify the outstanding decisions and the information still required; and to agree on the future work programme and the next steps towards DGCA-MID/8. He added that the change of business model required the Steering Committee to initiate discussion on related institutional and financial matters, including membership categories, State contributions and the services to be charged, in preparation for the new business model of the MID FPP, which is expected to start in 2027.

2.4 Mr. Saqr Obaid Al Marashda, Senior Manager - Airspace Management at GCAA UAE and Chairman of the MID FPP Steering Committee, welcomed all participants. He emphasized that the meeting comes at a critical time for the MID FPP, welcomed the receipt of proposals for hosting the Programme, and highlighted the need for the Steering Committee to provide DGCA-MID/8 with an appropriate briefing.

3. ATTENDANCE

3.1 The meeting was attended by a total of **30 participants from** 11 States. The list of participants is at **Attachment A**.

4. OFFICERS AND SECRETARIAT

4.1 Mr. Radhouan Aissaoui, Regional Officer Information Management and Acting MID FPP Manager, was the Secretary of the meeting supported by Mr. Mohamed Smaoui, Deputy Regional Director.

5. LANGUAGE

5.1 Discussions were conducted in English and documentation was issued in English.

6. AGENDA

6.1 The following Agenda was adopted:

Agenda Item 1: Adoption of the Provisional Agenda

Agenda Item 2: MID FPP updates – Status of the hosting call

Agenda Item 3: MID FPP Revised Project Document

Agenda Item 4: Hosting Agreement

Agenda Item 5: Future Work Programme and Any other Business

6.2 The documentation and presentations delivered during the meeting are available on the ICAO MID Office website at: https://www.icao.int/MID/meetingdocs?fid=166184.

7. CONCLUSIONS AND DECISIONS – DEFINITION

7.1 The Tenth meeting of the MID Region Flight Procedure Programme Steering Committee (MID FPP SC/10) records its actions in the form of Conclusions and Decisions with the following significance:

a) Conclusions deal with matters that, according to the Group's terms of reference, merit directly the attention of States, or on which further action will be initiated by the Secretary in accordance with established procedures; and

b) Decisions relate solely to matters dealing with the internal working arrangements of the Group and its Sub-Groups.

8. LIST OF CONCLUSIONS AND DECISIONS

CONCLUSION 10/1: HOSTING OF THE MID FPP

CONCLUSION 10/2: MID FPP REVISED PROJECT DOCUMENT

PART II: REPORT ON AGENDA ITEMS

REPORT ON AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA

1.1 The subject was addressed in WP/1 presented by the Secretariat. The meeting reviewed and adopted the Provisional Agenda as at Para 6 of the History of the Meeting.

REPORT ON AGENDA ITEM 2: MID FPP UPDATES – STATUS OF THE HOSTING CALL

2.1 The subject was addressed in WP/2 presented by the Secretariat and WP/6 presented by Jordan, CARC.

Status of the hosting call

2.2 The meeting recalled that MID FPP SC/9, held virtually on 25 May 2026, reaffirmed through Conclusion 9/1 that the Host State Model remains the most viable and sustainable governance option for the MID FPP. In implementation of Conclusion 9/1, the ICAO MID Office issued State Letter Ref. AN 6/33–26/120 dated 15 June 2026 to all MID Member States, reiterating the call for a volunteer Host State, with a deadline of 1 September 2026 for expressions of interest.

2.1 2.3 The meeting was informed that Jordan, through its Civil Aviation Regulatory Commission (CARC), submitted an Expression of Interest on 22 July 2026, which provides a positive basis for progressing the hosting arrangements. Egypt also submitted an Expression of Interest on 26 August 2026. The meeting was further informed that it had subsequently been agreed that the hosting arrangements would be progressed with Jordan, with Egypt serving as alternative option, should the arrangement with Jordan not be finalized.

2.4 The meeting was informed that the ICAO MID Office would continue consultations with Jordan CARC to define a detailed hosting package, covering facilities and administrative support, personnel and programme management, the proposed financial and in-kind contributions, the respective responsibilities of the Host State, ICAO and the Programme, and an implementation schedule. The package would be assessed against the hosting requirements attached to the State Letter mentioned above, with progress reported to the Steering Committee at agreed milestones.

Proposal by Jordan to host the MID FPP

2.5 Jordan presented the formal proposal of CARC to host the MID FPP. The meeting was informed that CARC had reviewed all elements of the draft Hosting Agreement and the associated requirements for hosting the MID FPP and agreed with the ICAO MID Office on the respective obligations of the Host State and of ICAO. CARC expressed its readiness to start discussing the Hosting Agreement with the ICAO MID Office and its willingness to host the Programme, with a view to building national and regional capability and capacity in flight procedure design, notably through specialized flight procedure design training courses, in accordance with the Procedures for Air Navigation Services – Aircraft Operations (PANS-OPS, Doc 8168) and the Quality Assurance Manual for Flight Procedure Design (Doc 9906).

2.6 The meeting noted that, in accepting the Host State obligations, CARC would make available, as an in-kind contribution, a part-time MID FPP Manager with expertise in PANS-OPS, PBN and related ATM disciplines; administrative support for programme coordination, training administration and logistics; office accommodation with access to meeting facilities; secure IT and video-conferencing infrastructure; and access, as required, to facilities suitable for training events, workshops and meetings. CARC indicated that it meets the large majority of the hosting requirements, and that the outstanding logistical matters, which had been discussed with the ICAO MID Office, would be agreed upon prior to the signature of the Hosting Agreement.

2.7 The meeting expressed its appreciation to Jordan for its proposal to host the MID FPP, and to Egypt for its expression of interest and its readiness to serve as an alternative option. The meeting endorsed the proposed approach for advancing hosting arrangements with Jordan and agreed on the following Conclusion:

CONCLUSION 10/1: HOSTING OF THE MID FPP

That:

a) the proposal of Jordan, through its Civil Aviation Regulatory Commission (CARC), to host the MID FPP is endorsed; and

b) the ICAO MID Office and Jordan CARC review and finalize the Hosting Agreement.

REPORT ON AGENDA ITEM 3: MID FPP REVISED PROJECT DOCUMENT

3.1 The subject was addressed in WP/3 presented by the Secretariat.

3.2 The meeting was presented with the draft revised MID FPP Project Document **as at Appendix 3A**, prepared by the ICAO MID Office building on the Host State model endorsed by SC/8 and reaffirmed by SC/9. The draft proposes revised institutional, operational and financial arrangements intended to strengthen programme continuity, support the delivery of regional capacity-building and technical services, and clarify the respective responsibilities of ICAO, the Host State and participating States. It was emphasized that the document is a consultation draft, whose outstanding policy options, resource commitments and provisions requiring confirmation are to be resolved through review by States and the relevant ICAO Bureaus, and through the applicable approval process, before implementation.

3.3 The meeting noted the main elements of the draft, including:

a) the reflection of the agreed hosting arrangements with Jordan, and a hosting package defining facilities, personnel support, technical resources, the duration of commitments and an implementation timetable;

b) programme governance distinguishing the Steering Committee's strategic and oversight functions from ICAO's administrative and financial responsibilities, with any authority exercised by the Chairperson between meetings to be expressly defined;

c) a part-time Programme Manager supported by documented administrative arrangements and an appropriately qualified pool of experts, with an annual work programme proportionate to confirmed management capacity, expert availability and funding;

d) the clarification of the MID FPP's potential role in providing instrument flight procedure design services and related technical assistance, consistent with Annex 11 (section 2.34 and Appendix 7), and in supporting States' oversight of the instrument flight procedure process, with the approval of procedures and regulatory decisions remaining with the competent State authority, and each assignment to be specified in an approved written agreement;

e) the retention of the four membership categories (Active States, User States, Donors and Observers);

f) a scope of activities comprising PANS-OPS/PBN training, on-the-job training, instrument flight procedure design, PBN airspace design and implementation-planning assistance, ground and flight validation, technical review of design deliverables, regulatory-oversight support, specifically delegated safety oversight functions (including certification of instrument flight procedure design service providers), expert-pool support and Steering Committee secretariat support, with design, airspace design and validation services delivered under a Statement of Work with the requesting State; and

g) a funding structure combining annual Active State contributions, Host State in-kind support, service revenue and voluntary contributions. The annual contribution, service entitlements, fee schedule and treatment of Host State support remain to be determined by the Steering Committee.

3.4 The meeting was informed that services would be provided free of charge to Active States, the scope of which is to be determined by the Steering Committee when deciding on the charging basis for services (paragraph 3.7 d) refers). It was further highlighted that, before the start of operations, the Programme should have an approved and costed work plan, confirmed commitments of essential in-kind resources and sufficient cash to fund the agreed initial operating period, and that projected revenue and the value of in-kind contributions should be reported separately from available cash.

3.5 The meeting was informed that, as of 30 June 2026, the MID FPP account held USD 32,473, and that outstanding contributions from States amounted USD 46,253. The meeting urged concerned States to settle their pending payments/arrears through the appropriate channels with ICAO.

3.6 The meeting invited States to review the draft revised Project Document and to provide their feedback and comments to the ICAO MID Office. It was highlighted that the draft revised Project Document will also be reviewed by the relevant ICAO Bureaus, including the Air Navigation Bureau (ANB), the Capacity Development and Implementation (CDI) Bureau and the Legal Affairs and External Relations Bureau, before its formal endorsement. It was noted that no decision on the Project Document was required at the present meeting.

3.7 The meeting recognized the complexity of the subject and identified the following issues on which the Steering Committee will need to take decisions, in order to finalize the Project Document:

a) the status of the States and entities that signed the previous Project Document, which was time-bound, as:

- **Active States**: Iran, Iraq, Kuwait in addition to the Host State (UAE)
- **User States**: Egypt, Jordan, Lebanon, Oman, Syria and Yemen
- **Donor States**: Qatar, Saudi Arabia and UAE; Donor organization (industry): United ATS

b) whether the existing membership categories should be maintained;

c) the funding mechanism, including the annual contribution of Active States, to be based on the estimated running budget of the Programme, noting that the Host State is expected to provide the Programme Manager, facilities, equipment and training infrastructure, while a budget remains necessary for training courses, workshops and other activities;

d) the charging basis for services, including training; and

e) the pool of experts, recognizing that the Programme Manager alone, even with the support of the ICAO Secretariat, would not be sufficient to support the activities of the Programme.

3.8 It was considered that the pool of experts should be retained and continued, possibly following an update of nominations by States. States were invited to consider the above issues internally and to provide their feedback and comments on the draft revised Project Document.

3.9 The Secretariat underlined that States would need an indicative figure for the annual contribution before deciding to join the Programme, and proposed, should the existing funding mechanism be maintained, an annual contribution of USD 10,000 to USD 15,000 per Active State, as a fixed amount or as a range for further discussion. The meeting recalled that the annual contribution under the previous model was initially set at USD 30,000 and subsequently at USD 20,000. The meeting considered the

indicated range of USD 10,000 to USD 15,000 to be fair in relation to the training opportunities and capabilities that the MID FPP would bring to the Region.

3.10 The Secretariat indicated that, under an illustrative scenario of five Active States each contributing USD 10,000, the resulting annual budget of USD 50,000 would allow the delivery of at least three PANS-OPS training courses and expressed the expectation that at least five States would join as Active States (Project Document to be signed by States either as Active, User or Donor State). It was suggested that, following the meeting, the MID FPP focal points consult their decision makers and indicate their State's intention to join the Programme as an Active State.

3.11 The meeting recalled that Phase I of the Programme started only after six States had signed the Project Document at DGCA-MID/5, and considered whether a minimum number of signatories should be set as a condition for the new phase. The meeting considered the expectation of a minimum of five Active States is a good indicative baseline, with an annual contribution of USD 10,000 to USD 15,000, subject to further discussion. However, it was underlined that the MID FPP will continue running with Mr. Radhouan Aissaoui. Regional Officer Information Management, ICAO MID Office, until the start of the new MID FPP phase with the new business model and Jordan as a Host State. It was also highlighted that, despite the fact that there will be no recruitment of personnel for the MID FPP through the ICAO CDI Bureau, the CDI would still have a role as the Custodian of the MID FPP Funds, similar to the MIDRMA project (issuance of Invoices, Reminders, collection of Contributions/Funds, transfer of funds to the MIDFPP account in Jordan, etc). This would need the signature of an Agreement also with CDI.

3.12 Based on the above, the meeting agreed to the following Conclusion:

CONCLUSION 10/2: MID FPP REVISED PROJECT DOCUMENT

That:

a) States review the draft revised MID FPP Project Document at Appendix 3A and provide their comments to the ICAO MID Office before 25 November 2026; and

b) the ICAO MID Office consolidate the revised Project Document, taking into account the comments received from States and the reviews of the relevant ICAO Bureaus, for consideration by the MID FPP SC/11 meeting.

DRAFT REVISED MID FPP PROJECT DOCUMENT

INTERNATIONAL CIVIL AVIATION ORGANIZATION

ICAO Middle East (MID) Regional Office

MID Region Flight Procedure Programme*MID FPP — Phase II Project Document (Revised)*

DRAFT FOR SUBSTANTIVE CONSULTATION WITH ICAO AND PARTICIPATING STATES — NOT AN APPROVED ICAO DOCUMENT

Table of Contents

1. Project Identification and Executive Summary
2. Background and Justification for Renewal
3. Lessons Learned from the Previous Phase
4. Development Objective and Immediate Objectives
5. Programme Scope, Beneficiaries and Eligibility for Services
6. Expected Outcomes, Outputs and Activities
7. Governance and Institutional Arrangements
8. Implementation and Service Delivery Arrangements
9. Staffing, Technical Expertise and Capacity Development
10. Technical Quality Assurance and Risk Management
11. Funding Model, Budget and Financial Management
12. Work Plan and Implementation Schedule
13. Results Framework, Monitoring, Reporting and Evaluation
14. Sustainability
15. Assumptions, Prerequisites and Obligations of Participating Parties
16. Annexes

1. Project Identification and Executive Summary

Project Title	**MID Region Flight Procedure Programme (MID FPP) — Phase II**
Project Number	RAB18801 [retained pending confirmation by ICAO CDI Bureau]
Sector / Sub-sector	Air Navigation / Air Traffic Management / PANS-OPS and PBN
Executing Agency	International Civil Aviation Organization (ICAO)
Government Executing Agencies	Civil Aviation Authorities of Participating States
Proposed Host State	The Hashemite Kingdom of Jordan (Civil Aviation Regulatory Commission, CARC) — PROPOSED, pending a signed Hosting Agreement. See §7.5.
Programme Location	Jordan (proposed), subject to the Hosting Agreement; ICAO MID Regional Office retains programmatic oversight throughout
Duration	Phase II: 3 years from the date of signature ("T0") [exact calendar dates to be inserted at signature]
Estimated Programme Cost	Illustrative range USD 120,000–210,000 over 3 years (Baseline scenario ≈ USD 165,000), presented as labelled scenarios, NOT an approved budget — see Table 11.1 at §11.2
Sustainability Model	Host State model (Jordan-led), with Egypt recorded as an alternative Host State candidate, pursued only by decision of the Steering Committee if a Hosting Agreement with Jordan is not concluded — see §7.5

Table 1.1. Project identification summary.

1.1 Executive Summary

The MID Region Flight Procedure Programme (MID FPP) assists Middle East States in developing sustainable national capability in instrument flight procedure (IFP) design provision and oversight, consistent with ICAO Assembly Resolution A37-11. Operational since January 2022, the Programme built a solid service record, but its funding and staffing model could not sustain a single, centrally funded Programme Manager position. This Revised Project Document preserves what has worked and rebuilds what has not : funding, staffing, legal completeness and performance monitoring, by adopting the Host State model reaffirmed by MID FPP SC/9 Conclusion 9/1 as the most viable governance option.

Following SC/9, the ICAO MID Regional Office issued a renewed call for hosting. Jordan submitted an Expression of Interest on 22 July 2026 and is the primary Host State candidate, pending signature of the Hosting Agreement, the companion instrument to this Project Document. Egypt subsequently submitted a Letter of Interest on 26 August 2026 and is recorded as an alternative Host State candidate.

This Project Document also: (a) grounds MID FPP's design, technical-review and regulatory-oversight-support services explicitly in the applicable ICAO provisions (§5.4–§5.7); (b) provides that training and capacity-building within the approved Work Plan is free of charge to an Active State in good standing, while design, validation and technical-review work is delivered under a costed Statement of Work (§5.3); and (c) confirms that the Host State bears the Programme Manager's remuneration and employment costs in full, at no charge to MID FPP funds (§7.5).

2. Background and Justification for Renewal

The case for a dedicated Middle East flight procedure design mechanism was studied under DGCA-MID Conclusion 2/5 (2013) and taken forward at DGCA-MID/4 (2017). The founding Project Document (RAB18801) was signed at DGCA-MID/5 (Kuwait, November 2019) by Jordan, Kuwait, Lebanon, Syria, the UAE and Yemen, with Saudi Arabia and Qatar as Donors; the UAE became the Host State. The Programme became operational in January 2022, hosted by the UAE's General Civil Aviation Authority at the Sheikh Zayed Air Navigation Centre, Abu Dhabi, through 2022–2024. Since 2024, the ICAO MID Regional Office has managed the Programme on an interim basis, with the Regional Officer, Information Management, acting as Programme Manager. By May 2026, the Programme had delivered 33 training and technical-assistance activities to 165 participants from 14 States, as well as IFP design and regulatory-oversight consultancy for several States.

PBN implementation against ICAO Assembly Resolution A37-11 targets has nonetheless been uneven across the Region, constrained by limited funding for regulators and air navigation service providers, a shortage of trained procedure-design personnel, and insufficient regulatory-oversight expertise. Two facts justify renewing the Programme rather than discontinuing it: demand for its services has been sustained and growing, and DGCA-MID/7 (Riyadh, May 2024) found that it was the Programme's institutional and funding model, not its relevance, that had failed. This renewal corrects that design fault; it does not re-found the Programme's purpose.

3. Lessons Learned from the Previous Phase

A diagnostic review found a solid service record that was undermined by institutional design rather than by any loss of relevance. Its strengths included a training portfolio sustained every year since 2022 through partnerships with DGAC France/ENAC and APAC FPP; a working quality-assurance allocation in which MID FPP designs and validates while the State Authority retains final approval; and durable external partnerships that absorbed gaps in the Programme's own capacity. Its weakness was financial: the funding mechanism went substantially unpaid (arrears for 2022–2024 reached USD 100,000), and the single, centrally funded Programme Manager position could not survive the shortfall. The Revised Project Document keeps the service model and partnerships intact while rebuilding funding (§11), staffing (§7, §9) and results monitoring (§13).

4. Development Objective and Immediate Objectives

4.1 Development Objective

To assist Participating States in developing sustainable national capability in instrument flight procedure (IFP) design, PBN airspace design, IFP oversight and approval, including regulatory oversight, so as to meet their commitments under ICAO Assembly Resolution A37-11 and comply with ICAO provisions related to flight procedure design and PBN.

4.2 Immediate Objectives

1. Establish a sustainable institutional and funding footing for MID FPP through a Hosting Agreement with the proposed Host State, with Egypt recorded as an alternative candidate should that Agreement not be concluded.
2. Deliver a regionally coordinated programme of PANS-OPS and PBN training and capacity-building to Participating States, aligned with their national implementation priorities.
3. Provide instrument flight procedure design, validation and regulatory-oversight support services to Participating States on request, within the resources confirmed under the funding model at §11.
4. Operate a results framework that reports Programme performance against measurable indicators, baselines and targets, replacing the activity-count-only reporting of the previous phase.

5. Programme Scope, Beneficiaries and Eligibility for Services

5.1 Membership Categories

The Programme retains its existing four-category membership structure:

- Active State — a Participating State that funds the Programme through an annual financial contribution in line with the approved budget, except the Host State, whose contribution is made in kind under the Hosting Agreement.
- User State — a State that uses MID FPP services on a fee basis without an annual funding commitment.
- Donor — a State, organization or entity supporting the Programme through financial or in-kind contributions (experts, equipment, training capacity); Donors whose contribution is at least equivalent to the Active State annual contribution receive comparable service benefits.
- Observer — a State or organization with an interest in the Programme that is neither a Participating State nor a Donor.

5.2 Scope of Services

MID FPP's service catalogue continues to include: PANS-OPS and PBN training (initial, recurrent and advanced, delivered remotely, on site or at the Host State's premises); on-the-job training in procedure design, quality assurance and operational approval; instrument flight procedure design assistance; PBN airspace design and implementation-planning assistance; ground and flight validation support; and consultancy services for national regulatory-oversight projects under a Statement of Work. In accordance with applicable ICAO policy, training and services may be extended to air navigation service providers of Participating States. The delivery capability, coordinating and responsible entities, and charging basis for each activity are set out at §5.8 (Table 5.2).

5.3 Free-of-Charge Entitlement and Chargeable Services

(a) Training and capacity-building delivered within the approved annual Work Plan is provided free of charge to an Active State in good standing. This is the core service entitlement of Active State status and is subject to available Programme capacity (expert-pool availability, the Programme Manager's part-time capacity and the approved budget).

(b) Instrument flight procedure design, PBN airspace design, validation, technical review, regulatory-oversight support and any specifically delegated function (§5.6) are delivered under a dedicated Statement of Work and costed separately according to a formula approved by the Steering Committee, consistent with established practice. This applies to all beneficiaries, including an Active State in good standing. Flight validation requiring third-party aircraft or pilot resources, and travel, accommodation and subsistence costs for on-site missions, are charged on the same basis.

(c) User States and other non-Participating beneficiaries are charged for all services in accordance with the Fee Schedule at Annex D.

(d) An Active State that falls into arrears loses the entitlement at (a) and reverts to fee-for-service terms in accordance with §11.3 until its contribution is brought current.

5.4 Applicable ICAO Provisions

MID FPP's role as a regional mechanism for instrument flight procedure (IFP) design and related technical services rests on the ICAO provisions in Table 5.1.

Instrument	Provision	Amendment / Edition	Core Requirement
Annex 11 — Air Traffic Services	Chapter 2, §2.34	Amendment No. 52 (2020)	"States shall ensure that an instrument flight procedure design service is in place in accordance with Appendix 7."
Annex 11, Appendix 7	State responsibilities for an IFP design service	Dated 8 November 2018	A State may provide, jointly provide, or delegate the service, but remains responsible for approving all IFPs under its authority, designed to its own criteria, by a provider meeting its regulatory framework, using a quality management system, with periodic review at least every five years.
Doc 8168 (PANS-OPS), Vol. II	§4.5, Documentation for regulatory approval	Amendment No. 10 (2024)	The regulator's approval documentation shall include design, independent design-review, flight operational review, flight validation, and (if required) flight inspection documentation.
Doc 8168 (PANS-OPS), Vol. II	§4.6, Regulatory oversight of the IFP process	Amendment No. 10 (2024)	"States shall oversee the IFP process according to the State's regulatory framework."
Doc 9734 (Safety Oversight Manual), Part A	§3.3.2.6–§3.3.4.2, delegation of safety oversight functions	Third Edition, 2017	A State lacking sufficient resources may delegate specific oversight functions to other recognized entities while retaining ultimate responsibility, subject to functional separation and conflict-of-interest safeguards.

Table 5.1. Applicable ICAO provisions governing IFP design services and related oversight-support functions.

5.5 MID FPP as a Regional Mechanism for Instrument Flight Procedure Design Services

Subject to §5.7, MID FPP may act as the vehicle through which a requesting State exercises option (b) or option (c) of Annex 11, Appendix 7, paragraph 1: a joint design-service arrangement among States, or delegation of the service to MID FPP as an external agency. Options (b) and (c) concern the delegation of the instrument flight procedure design service (IFPDS) function, not the delegation of responsibility. In all cases, the State concerned approves and remains responsible for all instrument flight procedures for aerodromes and airspace under its authority, and all other obligations under Appendix 7 remain fully applicable.

5.6 Technical Review, Consultancy and Support to a State's Regulatory Oversight of the IFP Process

In addition to IFP design services, MID FPP may provide the following services, subject to the same conditions (§5.7): (a) IFP design project management and consultancy; (b) technical review and verification of design deliverables prepared by third-party instrument flight procedure design service providers; (c) support for a State's regulatory oversight of the IFP process, without exercising that oversight itself; and (d) specifically delegated safety oversight functions, limited to the "other recognized entities" category in Doc 9734, Part A, §3.3.3.1. In every case, MID FPP provides only a technical conclusion or recommendation, never a regulatory decision; the State alone decides whether to act on it.

5.7 State Responsibilities Retained; Conditions and Limits of Delegation

A State's use of any service at §5.5–§5.6 does not, by itself, transfer, diminish or otherwise affect that State's responsibilities under the Chicago Convention and applicable ICAO Standards, including its Annex 11, Appendix 7 responsibility to approve and remain responsible for its own instrument flight procedures, consistent with Doc 9734, Part A, §3.3.3.3. Nothing in this Project Document, and no Service Agreement or Statement of Work under it,

authorizes MID FPP to approve procedures, certify design-service providers, or otherwise exercise a State's regulatory powers.

5.8 Scope of Activities in MID FPP Phase II

No.	Activity	Internal	External	Coordinating Entity	Responsible Entity	Charging Basis
1	PANS-OPS / PBN training (initial, recurrent, advanced and refresher)	X	X	Programme Manager	N/A	Included (Active States); Fee (User/non-Participating States)
2	On-the-job training (procedure design, QA, operational approval, PANS-OPS inspectors)	X	X	Programme Manager	N/A	Included (Active States); Fee (User/non-Participating States)
3	Instrument flight procedure (IFP) design	–	X	Programme Manager	Requesting State	Fee — Statement of Work
4	PBN airspace design and implementation-planning assistance	X	–	Programme Manager	Requesting State	Fee — Statement of Work
5	Procedure validation — ground	X	–	Programme Manager	Requesting State	Fee — Statement of Work
6	Procedure validation — flight	–	X	Programme Manager	Requesting State	Fee (third-party aircraft/pilot resources)
7	Technical review and verification of design deliverables	X	–	Programme Manager	Requesting State	Fee — Statement of Work
8	Regulatory-oversight support (capacity-building, consultancy)	X	–	Programme Manager	Requesting State	Fee — Statement of Work
9	Support the certification of third party IFPDS	X	–	Programme Manager	Requesting State	Fee — Statement of Work
10	Expert-pool / partner-sourced technical support	–	X	Programme Manager	N/A	Included or Fee, per the underlying activity above
11	Steering Committee secretariat support	X	–	Programme Manager	N/A	N/A — governance function

Table 5.2. Scope of activities in MID FPP Phase II. "Included" means free of charge to an Active State in good standing under §5.3(a); "Fee" means costed under a Statement of Work per §5.3(b), or the Fee Schedule at Annex D for User/non-Participating States. Internal/External capability reflects the current documented service model and should be confirmed by the Steering Committee as the expert pool and partnerships evolve.

6. Expected Outcomes, Outputs and Activities

By the end of this Phase, Participating States are expected to demonstrate measurable improvements in their national capabilities for IFP design and regulatory oversight, evidenced by completed training and by procedures designed and validated with Programme support. The Programme is also expected to operate on a stable institutional and financial footing by that time.

Output	Description	Principal Activities
Output 1	Institutional relaunch completed	Hosting Agreement negotiated and signed; revised Project Document endorsed by the Steering Committee; Programme Manager in post; expert-pool nomination cycle refreshed

Output	Description	Principal Activities
Output 2	Annual training and capacity-building Work Plan delivered	PANS-OPS/PBN courses and workshops delivered per the annual Work Plan
Output 3	Consultancy and IFP design/validation projects delivered on request	Requests assessed and prioritized; Statements of Work issued and executed; deliverables submitted to the requesting State Authority for approval
Output 4	Results framework and financial management in operation	Results framework baseline confirmed and annual results reported (§13); annual financial statements issued and presented to the Steering Committee; risk register reviewed annually

Table 6.1. Outputs and principal activities.

7. Governance and Institutional Arrangements

7.1 Steering Committee

The MID FPP Steering Committee ("the Committee") is the Programme's governing body. It comprises the CAAs (or designated representatives) of Active States, including the Host State; ICAO representatives (ICAO MID Regional Office, CDI Bureau and Air Navigation Bureau); and the Programme Manager as Secretary. Donors, User States and industry partners may attend as non-voting observers. The Committee meets at least once a year and elects a Chairperson from the Host State on the basis of nominations received. Between meetings, the Chairperson acts as the Committee's point of contact under delegated authority. Decisions on the annual Work Plan and budget, results-framework targets and the contribution figure are reserved to the full Committee. Full Terms of Reference are at **Annex A**.

7.2 ICAO MID Regional Office

The ICAO MID Regional Office supports the Programme Manager, ensures alignment with regional priorities, and retains programmatic oversight of MID FPP irrespective of hosting location.

7.3 Capacity Development and Implementation Bureau

The Capacity Development and Implementation (CDI) Bureau administers the Programme's finances and procurement in accordance with ICAO's Financial Regulations, Rules and Procurement Code.

7.4 Air Navigation Bureau

The Air Navigation Bureau (ANB) provides technical and operational advice and facilitates coordination with the other regional Flight Procedure Programmes (AFI FPP and APAC FPP) and DGAC France.

7.5 Host State

Subject to a signed Hosting Agreement, the Host State provides the following minimum resources in kind: a part-time Programme Manager, administrative support, access to office and meeting facilities, IT infrastructure and, once available, facilitated access to a procedure design software platform. The Host State bears the Programme Manager's salary or remuneration and all associated employment costs in full, as an in-kind contribution, at no charge to MID FPP funds.

Details are set out in the standalone Hosting Agreement (**Annex B**).

7.6 Programme Manager (Part-Time)

The Programme Manager is a part-time post seconded in kind by the Host State, which bears the post's remuneration and employment costs in full at no charge to MID FPP funds. The Programme Manager acts as Secretary of the Steering Committee, develops and executes the annual Work Plan and budget under Committee oversight, coordinates the Pool of Experts and external training partners, and reports quarterly to the ICAO MID Regional Director and annually to the Committee. Because the post is part-time, the annual Work Plan should limit activity volume to what the Programme Manager and the Pool of Experts can reasonably deliver. Full functions, qualifications and secondment terms are at **Annex C**.

7.7 Decision-Making Process

Participating and User States submit requests to the Programme Manager, who assesses each against available capacity and funding and proposes a consolidated draft Work Plan for Committee approval. Out-of-cycle requests may be accepted at the Programme Manager's discretion, within budget, and reported to the Committee retrospectively. Each accepted request is formalized in a Statement of Work. Deliverables are accepted through formal sign-off by the requesting State Authority; final regulatory approval remains, in every case, the authority of that State. Performance against the Work Plan and results framework is reported to the Committee at least annually.

7.8 Conflicts of Interest

Programme personnel shall not participate in the technical review, validation or approval of a procedure or project in which they, or an entity by which they are seconded, have a direct interest beyond their Programme role. The decision to approve and publish any instrument flight procedure remains exclusively the requesting State's own regulatory responsibility.

8. Implementation and Service Delivery Arrangements

8.1 Service types. Services are delivered through scheduled training courses and workshops (remote, on site or hosted by a Participating State), on-the-job training during live design and validation work, and project-based consultancy under a Statement of Work.

8.2 Expert capacity. Where internal expert capacity is insufficient, the Programme Manager may draw on external experts or on standing partnerships with DGAC France/ENAC, APAC FPP and AFI FPP.

8.3 Request process. Requests must be submitted in writing to the Programme Manager, who logs, assesses and schedules them in the annual Work Plan. If demand exceeds capacity, requests are prioritized and unmet demand is reported to the Committee.

9. Staffing, Technical Expertise and Capacity Development

9.1 Programme Manager and Support Posts

The Programme is led by a part-time Programme Manager, seconded in kind by the Host State; indicative qualifications are at **Annex C**. Additional support posts (for example, a data specialist or administrative assistant) may be filled by in-kind secondment from the Host State as needed.

9.2 Pool of Experts and Capacity Development

The Programme maintains a regionally nominated Pool of Experts, available on call, including flight procedure designers, airspace planners, PANS-OPS instructors, quality-assurance specialists and PANS-OPS inspectors. Nominations are open annually and tied to the annual Work Plan approval cycle. The Programme continues its established training partnerships (DGAC France/ENAC, APAC FPP and AFI FPP) and its own progressive PANS-OPS/PBN curriculum. Capacity-building is given priority when the annual Work Plan is scheduled, while consultancy and design services are provided within available resources. The Programme Manager monitors participation and reports on it annually to the Committee.

10. Technical Quality Assurance and Risk Management

10.1 Technical Quality Assurance

All IFP design, validation and technical-review deliverables are produced under a documented quality-assurance process consistent with Annex 11, Appendix 7 and Doc 8168, Volume II (Table 5.1). Each design deliverable is reviewed independently by a qualified designer who was not involved in the original design before it is submitted to the requesting State Authority, which retains final approval (§5.7). Experts assigned to a task hold qualifications appropriate to it (§9.2), and the conflict-of-interest rules at §7.8 apply. The Programme Manager keeps the related records and reports on quality matters to the Committee annually. [*Detailed quality-management procedures to be developed during Phase II-B*.]

10.2 Risk Register

This register covers risks to the implementation of Phase II after this Project Document is signed. Conditions that must be met before signature or relaunch : a signed Hosting Agreement, completed ICAO legal review, the minimum number of Active States and at least one year's funding in the ICAO-administered account, are prerequisites under §15.2, not implementation risks.

The Programme Manager maintains the register and updates it at each mid-year delivery review. The Steering Committee reviews it at least once a year and may add, close or re-rate risks. Likelihood and impact are rated Low, Medium or High; risks are listed in order of priority.

No.	Risk and consequence	Likelihood	Impact	Mitigation and response	Owner
R1	Active State contributions are paid late, in part or not at all, leaving the approved Work Plan unfunded	Medium	High	At least one year's budget held in the ICAO-administered account before relaunch (§15.2); contributions payable in advance (§11.3); status of contributions reported to every SC meeting; activities committed only against cash received; fee and Donor income broaden the funding base.	SC; CDI; PM
R2	Programme Manager capacity or continuity: the part-time post cannot meet the workload, or falls vacant through reassignment or departure.	Medium	High	Annual Work Plan scoped to available capacity (§7.6) and workload checked at the mid-year review; delivery supported by the Pool of Experts and partners; support posts seconded by the Host State as needed (§9.1); Hosting Agreement to require timely nomination of a replacement;	Host State; RO; PM
R3	The Active State base shrinks below the viable minimum through withdrawal or non-renewal, weakening both funding and governance.	Medium	High	Programme value demonstrated through results reporting (§13); outreach to User States and Observers to join as Active States; Donor engagement; membership reviewed annually by the SC and reported to DGCA-MID.	SC; RO
R4	Host State in-kind support is reduced or withdrawn during the Phase (Programme Manager recalled to national duties, facilities withdrawn, or the Host State leaves the Hosting Agreement).	Low	High	Obligations, notice period and transition provisions in the Hosting Agreement (Annex B); in-kind contributions confirmed annually to the SC; ICAO MID Regional Office able to resume interim management; previously expressed hosting interest (Egypt) kept on record as an alternative for the SC.	Host State; RO; SC
R5	Nominated experts are not released by their administrations, or are concentrated in a few States or disciplines, limiting delivery capacity.	Medium	Medium	Nominations tied to the annual Work Plan cycle (§9.2); nominating authority confirms release time when nominating; Active State obligation to nominate experts (Table 15.1); recourse to partners and external experts (§8.2).	PM; Active States
R6	Mismatch between demand and capacity: uptake of chargeable services is below plan, reducing fee income, or demand exceeds capacity and requests go unmet.	Medium	Medium	Annual needs survey feeds the Work Plan; requests prioritized and unmet demand reported to the SC (§8.3); Fee Schedule reviewed annually (Annex D); budget scenarios allow activity to be scaled (Table 11.1).	PM; SC
R7	Regional political or security conditions, or travel restrictions, disrupt activities or a State's participation.	Medium	Medium	Remote delivery options (§8.1) and alternative venues; flexible Work Plan scheduling; reduced-fee or free support at SC discretion.	PM; SC

No.	Risk and consequence	Likelihood	Impact	Mitigation and response	Owner
R8	Training and technical partners (DGAC France/ENAC, APAC FPP, AFI FPP) reduce their support or raise their costs.	Low	Medium	Several partners rather than one; partner contributions confirmed with each annual Work Plan; regional instructor capacity developed from the Pool of Experts; partner costs budgeted under Training delivery (Table 11.1).	PM; ANB

11. Funding Model, Budget and Financial Management

11.1 Funding Sources

- Annual financial contributions from Active States at a figure to be fixed by the Steering Committee.
- The Host State's in-kind contribution, as set out in §7.5 and the Hosting Agreement, including the Programme Manager secondment. The Host State bears the Programme Manager's remuneration and all employment costs in full.
- Fee-for-service revenue from Statements of Work, User States, and other non-Participating beneficiaries, in accordance with the Fee Schedule at **Annex D**.
- Voluntary and Donor contributions (financial or in-kind), consistent with the support already provided by Qatar, Saudi Arabia and industry partners.

11.2 Illustrative Budget Structure and Scenarios

Budget Line	Conservative (USD/yr)	Baseline (USD/yr)	Enhanced (USD/yr)
Programme Manager (Host State in-kind, at no charge to MID FPP funds)	0 (in-kind)	0 (in-kind)	0 (in-kind)
Training delivery (materials, facilitator costs not covered by partners)	30,000	40,000	50,000
Administrative overhead and miscellaneous	10,000	15,000	20,000
Indicative Total (per year)	**40,000**	**55,000**	**70,000**

*Table 11.1. Illustrative budget structure and scenarios — **NOT approved figures.***

11.3 Contributions, Arrears and Non-Payment Measures

(a) Annual contributions from Active States are payable in advance, by the due date fixed by the Steering Committee, into the ICAO-administered MID FPP account.

(b) Before operations begin, the Programme should have an approved and costed Work Plan, confirmed commitments of essential in-kind resources, and enough cash to fund the agreed initial operating period (§15.2). Projected revenue and the value of in-kind contributions are reported separately from available cash.

(c) An Active State whose contribution remains unpaid after the due date is in arrears. It loses the free-of-charge entitlement at §5.3(a) and reverts to fee-for-service terms until its contribution is brought current. Any further measures are decided by the Steering Committee.

(d) The status of contributions and arrears is reported to every meeting of the Steering Committee.

11.4 Financial Reporting

ICAO provides annual financial statements to Participating States and a final statement at the conclusion of the Phase. The Programme Manager also provides the Committee with an annual results and financial report.

12. Work Plan and Implementation Schedule

Implementation proceeds in three phases, each with defined readiness conditions and a decision point:

Phase	Period	Readiness Conditions	Decision Point
II-A: Transition	T0 to Hosting Agreement signature	Legal review of the Hosting Agreement completed; advance-funding prerequisite confirmed available; expert-pool nomination cycle launched	Hosting Agreement with Jordan signed → proceed to Phase II-B; if not signed by the decision-point date
II-B: Stabilization	Signature to T0+18 months	Programme Manager in post; annual Work Plan approved; results framework baseline confirmed	Mid-Phase Committee review of delivery
II-C: Full Operations	T0+18 months to end of Phase (T0+36 months)	Training and consultancy at or above Baseline Scenario levels; Active State membership stable or growing	End-of-Phase review at least one year before any Phase III would begin

Table 12.1. Phased implementation schedule with readiness conditions and decision points.

Within Phases II-B and II-C, the Programme Manager develops an annual Work Plan for approval by the Steering Committee, following this cycle: Work Plan and budget approval (Q1); mid-year delivery review (Q3); annual results reporting (Q4).

13. Results Framework, Monitoring, Reporting and Evaluation

13.1 Results Framework

Programme performance is measured against the indicators below. Baselines are confirmed during Phase II-B (Table 12.1), and targets are set by the Steering Committee when it approves the annual Work Plan.

- Training delivery: training activities delivered and participants trained each year, against the approved Work Plan.
- Technical services: Statements of Work completed, and share of deliverables accepted by the requesting State Authority.
- Financial health: share of Active State contributions received by the due date, and arrears outstanding at year-end.
- Membership and expertise: number of Active States and User States, and number of available experts in the Pool, by discipline.

13.2 Monitoring and Reporting

The Programme Manager tracks these indicators and reports on them annually to the Steering Committee, together with the annual results and financial report (§11.4).

13.3 Evaluation

The Steering Committee conducts a mid-Phase review at T0+18 months and an end-of-Phase review at least one year before any Phase III would begin (Table 12.1). The end-of-Phase review assesses results against the indicators at §13.1 and informs the decision on continuation.

14. Sustainability

Long-term sustainability depends on broadening the Active State base, diversifying funding beyond a small number of contributors, and building durable national capability, tracked through the retention of trained personnel (§13.1). The Host State model (§7.5) removes the Programme Manager's cost, the main cost driver of the previous phase, from MID FPP funds, while partnerships (§9.2) and fee-for-service revenue (§11.1) reduce reliance on Active State contributions.

15. Assumptions, Prerequisites and Obligations of Participating Parties

15.1 Assumptions

This Project Document assumes that:

- the Hosting Agreement is signed and the Host State provides the in-kind resources set out in §7.5;
- Active States pay their contributions in full and on time;

- the Programme's training and technical partners (DGAC France/ENAC, APAC FPP and AFI FPP) continue their support;
- Participating States maintain demand for Programme services and release qualified personnel for training and for the Pool of Experts; and
- regional conditions allow activities to be delivered as planned.

15.2 Prerequisites

- Signature of this Project Document by the Host State (once confirmed) and a minimum of five (5) Active States.
- Confirmation that funds covering at least one year of the approved budget are available in the ICAO-administered account before relaunch.
- Completion of the expert-pool nomination refresh before the annual Work Plan for the first full Programme year is finalized.

15.3 Obligations of Participating Parties

Party	Principal Obligations
ICAO (CDI Bureau, Legal Affairs Bureau, ANB HQ)	Administer Programme funds and procurement; provide legal review of the Hosting Agreement and this Project Document; provide technical backstopping and coordination with AFI FPP, APAC FPP and DGAC France/ENAC.
ICAO MID Regional Office	Support the Programme Manager; ensure alignment with regional priorities; retain programmatic oversight throughout
Host State	Provide the in-kind contributions set out in §7.5 and the Hosting Agreement, including the Programme Manager's remuneration and employment costs in full at no charge to MID FPP funds.
Active States	Pay the annual contribution by the due date; nominate qualified experts to the Pool; participate in the Steering Committee.
User States	Pay applicable fees per Annex D; may nominate experts to the Pool; confirm national legal basis and execute the corresponding Service Agreement where obtaining a service
Donor States / Organizations	Provide financial or in-kind support; may participate as Steering Committee observers, or as voting members where their contribution is recognized as equivalent to an Active State's
Steering Committee	Approve the annual Work Plan, budget and results framework targets; review Programme and financial performance; take or escalate decisions
Programme Manager	Execute the approved Work Plan; manage the Pool of Experts and Statements of Work; report to the Committee and the ICAO MID Regional Office; maintain the risk register

Table 15.1. Obligations of participating parties.

16. Annexes

The following annexes form an integral part of this Project Document. Annexes marked [TO BE FINALIZED] will be completed before signature of this Project Document.

- Annex A — MID FPP Steering Committee Terms of Reference (a separately maintained document; see the revised Terms of Reference).
- Annex B — Hosting Agreement: the standalone companion instrument.
- Annex C — Job Description: Programme Manager (part-time).
- Annex D — Fee Schedule (illustrative, based on 2022 and 2025 figures) [TO BE FINALIZED].
- Annex E — Minimum Hosting Requirements: reproduced in full in the Hosting Agreement.

REPORT ON AGENDA ITEM 4: HOSTING AGREEMENT

4.1 The subject was addressed in WP/4 presented by the Secretariat.

4.2 The meeting noted that the draft Hosting Agreement at **Appendix 4A** between ICAO and the Host State, is to be read together with the revised Project Document. The draft sets out the Host State's obligations, including the hosting resources listed in Annex 1 and the provision of a part-time Programme Manager at its own expense. It also covers ICAO's responsibilities, the crediting of the in-kind contribution against the annual contribution, and arrangements for commencement, continuity and termination. It does not require the Host State to establish a permanent technical team or to finance programme deficits.

4.3 It was highlighted that, before signature, the draft Agreement should be reviewed by the relevant ICAO offices, including the Legal Affairs and External Relations Bureau, the CDI Bureau, the Air Navigation Bureau and the Office of the Secretary General, and that the Parties confirm their authority to sign, the resource inventory, the personnel arrangements, any contribution offset, the implementation dates and the final legal provisions.

4.4 The meeting recalled that, under Agenda Item 2, it had agreed that the ICAO MID Office and Jordan CARC review and finalize the Hosting Agreement (Conclusion 10/1 refers). States were invited to provide any comments on the draft Agreement to the ICAO MID Office.

APPENDIX 4A

DRAFT MID FPP HOSTING AGREEMENT

Draft MID FPP Hosting Agreement

Between the International Civil Aviation Organization and the Host State, companion instrument to the revised MID FPP Project Document (Version 2). ***NOT a concluded agreement****.*

1. Parties and Purpose

1.1 This Hosting Agreement ("the Agreement") is entered into between the International Civil Aviation Organization ("ICAO"), acting on behalf of the MID Region Flight Procedure Programme ("MID FPP" or "the Programme") and its Steering Committee, and the Government of [the Hashemite Kingdom of Jordan, through its Civil Aviation Regulatory Commission ("CARC")] ("the Host State") (together, "the Parties").

1.2 This Agreement governs the Host State's provision of the hosting resources at Annex 1, and the corresponding coordination responsibilities of ICAO.

1.3 The Agreement shall be read together with the approved Project Document. Programme-wide governance, membership, funding, service eligibility and technical responsibilities shall remain governed by that document and the applicable ICAO arrangements. This Agreement does not amend the rights or obligations of other participating States.

1.4 Hosting shall not confer preferential access to technical services or additional governance rights. Services requested by the Host State shall be arranged under the Programme's applicable procedures and, where required, a separate service agreement or Statement of Work.

2. Definitions

- "Programme Manager" means the part-time post, seconded in kind by the Host State.
- "Steering Committee" means the MID FPP Steering Committee of the Project Document.
- "Chairperson" means the elected Steering Committee Chairperson elected.
- "Mandatory Items" means the hosting resources listed as "Mandatory" in Annex 1; "Desirable Items" means those listed as "Desirable," which the Host State is encouraged, but not obligated, to provide.
- "Effective Date" means the date of signature of this Agreement by both Parties, or such later date as the Parties may agree in writing.

3. Duration and Renewal

3.1 This Agreement enters into force on the Effective Date and remains in force until the end of Phase II of the Project Document, three years after the Project Document's date of signature ("T0") [*exact calendar dates to be inserted at signature*], unless earlier terminated under Section 12. Not later than [six (6) months] before the end of that period, the Parties shall review this Agreement's continuation alongside the Steering Committee's own end-of-Phase review, and may agree in writing to renew it for a further Phase on the same or revised terms.

4. Host State Obligations

4.1 The Host State shall provide the Mandatory Items in Annex 1, namely: a part-time Programme Manager; administrative support; office accommodation and access to meeting facilities; standard information technology and communications; and access to suitable training facilities when required and scheduled by agreement. The Host State shall also facilitate access to a procedure design software platform, once available, and is encouraged to provide the Desirable Items in Annex 1.

4.2 Shared facilities and support may be used where they meet the agreed operational needs.

4.3 The Host State shall not be required under this Agreement to establish or fund a permanent team of procedure designers, instructors or other technical specialists, or to fill vacancies arising from the absence of contributions by other States. Technical expertise beyond the agreed Programme Manager and support arrangements shall be mobilized through the Programme's approved mechanisms and available resources.

4.4 The Host State shall coordinate with its competent authorities to facilitate the entry into, and stay in, its territory of: (a) ICAO staff and approved Programme experts supporting the Programme; and (b) delegates of States attending Programme activities held in the Host State. This includes the timely issuance of visas and any other necessary administrative formalities, in accordance with applicable national laws and arrangements. The persons covered, the duration of stay and any associated costs shall be confirmed for each activity or mission.

4.5 The Host State shall designate a focal point for hosting matters and notify ICAO promptly of any material change affecting the agreed resources.

4.6 In addition to the Mandatory Items above, the Host State shall facilitate the issuance of visas and any necessary accreditations for ICAO personnel undertaking official missions to Jordan in connection with the Programme, ensuring their timely entry for the duration of each mission; and facilitate the holding of Steering Committee meetings and Programme training events at its premises.

5. Programme Manager Secondment and Coordination

5.1 The Host State shall nominate a candidate for the part-time Programme Manager post, meeting the qualifications at Annex C to the Project Document. The nominee is subject to joint evaluation by ICAO and Steering-Committee-nominated representatives before appointment is confirmed. Upon confirmation, the Programme Manager acts as Secretary of the Steering Committee and reports as described at Sections 7.6 and 9.1 of the Project Document. The secondment does not place the Programme Manager under the Host State's direction for Programme business, notwithstanding that the post is hosted at and supported by the Host State.

5.2 The Host State shall bear the full cost of providing the part-time Programme Manager, including salary or remuneration, employment benefits, employer contributions, insurance and other employment or secondment costs, as an in-kind contribution. MID FPP funds shall not be used to pay, supplement or reimburse these costs. Before duties commence, the Parties shall confirm in writing the minimum time commitment, duties, programme reporting line, assignment duration, leave and substitute arrangements.

5.3 The Manager shall coordinate implementation of the approved MID FPP work plan, maintain liaison with participating States and partners, and provide progress reports in accordance with the Project Document. The Manager shall also coordinate with the Host State on activities requiring local facilities or administrative support.

5.4 Any change, prolonged absence or withdrawal of the Programme Manager shall be notified to ICAO promptly. The Host State shall nominate a replacement within [sixty (60)] days of the notification, for confirmation through the process at Section 5.1. Pending confirmation, the Parties shall agree interim arrangements, which may include interim management of the Programme by the ICAO MID Regional Office.

6. ICAO Obligations

6.1 ICAO, through its MID Regional Office and other competent offices as applicable, shall:

- Provide programmatic oversight of the Programme irrespective of its physical hosting location, support the Programme Manager and ensure alignment with regional priorities, through the ICAO MID Regional Office.
- Coordinate the Programme's regional activities and monitor implementation in accordance with the approved Project Document and available resources.
- Facilitate the joint evaluation of the Programme Manager nominee under Section 5.1 within a reasonable time of nomination.
- Administer Programme funds and procurement, through the Capacity Development and Implementation (CDI) Bureau, in accordance with ICAO's Financial Regulations, Rules and Procurement Code, and provide annual financial statements to Participating States.
- Provide technical and operational advice, through the Air Navigation Bureau, and facilitate coordination with the other regional Flight Procedure Programmes (AFI FPP and APAC FPP) and DGAC France.

7. Facilities, Tools and Operating Arrangements

7.1 Annex 1 shall identify the location, access conditions and operating-cost responsibilities for the agreed facilities and resources. No cost shall be presumed payable by programme funds unless expressly approved under the applicable arrangements.

7.2 Access to software shall be subject to the license holder's authorization for the intended programme use. Any restrictions affecting regional assignments, visiting experts or remote access shall be disclosed before activities are scheduled. Facilitated access does not imply purchase of a dedicated license or transfer of ownership.

7.3 Training facilities may be shared and shall be booked through an agreed process, with reasonable notice and confirmation of the equipment and services included. The annual work plan shall not assume unlimited or exclusive access.

7.4 Equipment and other resources shall remain the property of their identified owner unless otherwise agreed in writing. Access, maintenance, security and return arrangements shall be recorded in the resource inventory. Relocation of the Programme shall not automatically transfer assets or licences to another host.

8. Financial Arrangements and In-Kind Offset

8.1 In consideration of the in-kind contribution it provides under this Agreement (the Mandatory Items in Annex 1, including the Programme Manager), the Host State is exempt from paying the annual financial contribution payable by Active States under the Project Document. The value of that in-kind contribution is deemed equivalent to, and fully credited against, the Host State's annual contribution.

8.2 The Host State retains the status, rights and entitlements of an Active State in good standing, including membership of the Steering Committee and the free-of-charge entitlement at Section 5.3(a) of the Project Document, for as long as it provides the Mandatory Items in accordance with this Agreement.

9. Governance Interface

9.1 This Agreement does not alter the governance arrangements set out in the Project Document. The Host State shall participate in the MID FPP Steering Committee as an Active State, and the Chairperson shall be a representative of the Host State. This chairmanship arrangement shall confer no preferential access to Programme assistance. Requests for assistance from the Host State shall be assessed against the same criteria as requests from any other Participating State, consistent with Sections 7.7 and 7.8 of the Project Document, including requests for services under Sections 5.5–5.7.

10. Confidentiality, Intellectual Property and Names

10.1 Each Party shall retain its pre-existing intellectual property rights. Materials exchanged for implementation may be used only for the agreed purposes and subject to the owner's permissions and any third-party restrictions. Rights in newly developed technical outputs shall be governed by the relevant project or service arrangements.

10.2 The Parties shall protect confidential information exchanged under this Agreement and shall not disclose it outside authorized implementation arrangements without the originating Party's written consent, except as provided in the applicable governing instruments. Hosting does not confer access to another State's protected data or ownership of its deliverables.

10.3 The Parties shall establish appropriate arrangements for authorized access, secure storage, backup and transfer of programme records. Records shall be retained or disposed of under the applicable requirements and shall not be destroyed solely because hosting ends.

10.4 Neither Party shall use the other Party's name, emblem, logo or distinctive marks without prior written authorization, except as expressly permitted under agreed programme communications. Hosting shall not be represented as ICAO approval of a provider, commercial product or instrument flight procedure.

10.5 The obligations under this section shall continue after expiry or termination to the extent necessary to protect the relevant information, rights and records.

11. Commencement, Review and Amendment

11.1 Entry into force and duration are governed by Section 3; the calendar dates shall be recorded before signature.

11.2 Operational commencement is a separate milestone. The Parties shall confirm that the essential hosting resources are available, and the ICAO MID Regional Office, as Secretariat, shall confirm that the readiness conditions in the Project Document are met (Sections 11.3(b) and 15.2 and Table 12.1), including the Programme Manager in post, an approved initial annual Work Plan and at least one year's approved budget available in the ICAO-administered account. Signature alone shall not constitute confirmation of readiness.

11.3 The Parties shall review hosting arrangements at least annually and whenever a material change affects implementation. They may agree adjustments proportionate to programme needs and available resources. Substantive amendments shall be in writing and signed by authorized representatives after the required approvals. Routine focal-point coordination shall not create additional obligations.

11.4 If an inconsistency with the Project Document or another governing instrument arises, it shall be referred to the appropriate authorities for resolution before the affected new commitment is made. Existing obligations shall remain governed by their applicable instruments.

– **12. Continuity, Withdrawal and Termination**

12.1 A Party becoming aware of a material disruption shall promptly inform the other. The Parties shall seek practical corrective arrangements, taking account of the severity, likely duration and effect on scheduled activities. Temporary disruption shall not automatically terminate hosting.

12.2 Either Party may terminate this Agreement by giving the other Party not less than [six (6)] months' written notice. ICAO shall inform the Steering Committee promptly of any notice of termination, and the Committee shall decide on the continuity of the Programme in accordance with the Project Document.

12.3 Upon notice of termination or planned relocation, the Parties shall agree an orderly transition covering personnel, facilities, equipment, records, financial reconciliation and ongoing assignments. Each service assignment shall be completed, transferred, suspended or terminated in accordance with its own agreement and the necessary approvals. A funding shortfall does not itself extinguish contractual obligations.

12.4 Expiry or termination shall not automatically waive accrued obligations. Confidentiality, record protection, financial settlement and any other provisions expressly intended to continue shall survive as provided in the applicable instruments. Renewal requires written agreement; there shall be no automatic renewal.

13. Privileges, Legal Arrangements and Consultation

13.1 ICAO's Legal Affairs and External Relations Bureau, together with the CDI Bureau, shall confirm the final wording of this Agreement, and its relationship to any existing host-country arrangements, before signature.

13.2 The Parties shall first seek to resolve any dispute over interpretation or implementation through direct consultation between their authorized representatives. Any dispute-settlement mechanism beyond that shall be added only by agreement and after legal review; none is adopted by reference to an unrelated contract.

13.3 Liability and claims arising from hosting shall be addressed under provisions confirmed by the Parties' competent legal authorities before signature, having regard to the Project Document and any applicable underlying agreement. This Agreement creates no blanket Host State indemnity for the Programme's regional technical activities, beyond the general indemnification obligation described at 13.4.

13.4 ICAO's privileges and immunities, and the indemnification owed to ICAO by Participating States, including the Host State, for acts ICAO performs on their behalf, are governed by the Project Document and are not restated or varied by this Agreement. Hosting does not create, and this Agreement does not impose, any indemnity obligation on the Host State beyond that generally applicable provision.

14. Miscellaneous

- Entire Agreement: this Agreement, together with the Project Document to which it is a companion instrument, constitutes the entire agreement of the Parties on hosting arrangements for MID FPP and supersedes any prior understanding on the subject, including [Jordan's Expression of Interest of 22 July 2026].
- Language: this Agreement is executed in English; any translation is for convenience only and the English text prevails in case of divergence.

- Counterparts: this Agreement may be executed in counterparts, each of which is an original, and together constitute one instrument.

15. Notices and Signatures

15.1 Formal notices shall be in writing and delivered to the authorized representatives, using the agreed delivery and receipt arrangements. Implementation focal points may coordinate routine activities but may not amend this Agreement unless specifically authorized.

15.2 This Agreement and its completed annexe constitute the Parties' agreed hosting arrangements for their stated scope. They shall not supersede applicable privileges and immunities arrangements or modify other participating States' commitments. The approved Project Document shall be identified by version and date; later drafts are not incorporated automatically.

Signed by the duly authorized representatives:

Signed on Behalf of:	**Name / Title**	**Date**
International Civil Aviation Organization	[ICAO SG]	
[The Hashemite Kingdom of Jordan — Civil Aviation Regulatory Commission]	[Name / Title]	

A. Annex 1 — Minimum Hosting Requirements

Reproduced from Attachment A to the ICAO MID Office's June 2026 renewed call for hosting

Category	Level	Requirement
1. Human Resources	Mandatory	One part-time MID FPP Manager with expertise in PANS-OPS, PBN and related ATM disciplines; administrative support services (dedicated or shared) for programme coordination, training administration and logistics.
	Desirable	PANS-OPS Specialist(s); Airspace Design Specialist(s); IT support personnel; National Subject Matter Experts to support regional projects and training activities.
2. Office Accommodation	Mandatory	Office space for the MID FPP Manager; access to meeting facilities for coordination meetings; reliable internet and communication services.
	Desirable	Dedicated procedure design laboratory.
3. Information Technology Infrastructure	Mandatory	Secure internet connectivity; standard office workstation; video-conferencing capability; shared printing, scanning and document storage facilities.
	Desirable	Specialized GIS and aeronautical data management tools.
4. Procedure Design Capability	Desirable	Facilitated access to at least one procedure design software platform.
	Desirable	Procedure design software license; dedicated procedure design workstations.
5. Training Facilities	Mandatory	Access, as required, to facilities suitable for training events, workshops and meetings.
	Desirable	A facility capable of accommodating approximately 20 participants, including classroom seating, projector and display systems, whiteboards and training aids, and computer workstations.

Table 1 (Annex 1). Minimum Hosting Requirements, reproduced from Attachment A to the ICAO MID Office's June 2026 renewed call for hosting.

- END -

REPORT ON AGENDA ITEM 5: FUTURE WORK PROGRAMME AND ANY OTHER BUSINESS

5.1 The subject was addressed in WP/5 presented by the Secretariat.

5.2 The meeting was presented with an indicative Future Work Programme covering two horizons:

a) capacity-building activities, which will continue irrespective of the hosting outcome through the Programme's established partnerships with the ICAO Asia-Pacific Flight Procedure Programme (APAC FPP), the African Flight Procedure Programme (AFI FPP) and the French Civil Aviation Authority (DGAC France)/École Nationale de l'Aviation Civile (ENAC); and

b) the transition milestones of the revised Project Document, which depend on the conclusion of the Hosting Agreement and remain provisional until the Host State arrangement is confirmed.

5.3 Pending the start of MID FPP operations in Jordan, the meeting agreed that the Programme continue under the management of the ICAO MID Office, with Mr. Radhouan Aissaoui, Regional Officer Information Management (RO-IM), as Acting MID FPP Manager. During this interim period, the ICAO MID Office will ensure the continuity of capacity-building activities, coordinate the finalization of the Hosting Agreement and the revised Project Document, and prepare the handover of programme management to the Programme Manager designated by the Host State.

5.4 The meeting noted the proposed enhancements to the Terms of Reference of the MID FPP Steering Committee at **Appendix 5A**, intended to align the Committee's functions with the decisions it is called upon to take under the revised Project Document and the Hosting Agreement. States were invited to review the proposed Terms of Reference and to provide their comments to the ICAO MID Office, prior to the SC/11 meeting.

5.5 The meeting agreed that the Eleventh Meeting of the MID FPP Steering Committee (SC/11) should be convened virtually in December 2026, with the primary objective of reviewing the revised Project Document and the Hosting Agreement, taking into account the comments received from States and the outcome of DGCA-MID/8.

5.6 It was noted that the revised Project Document, the draft Hosting Agreement and the Terms of Reference would continue to be reviewed and improved after DGCA-MID/8, and that the Secretariat would follow up with each State to obtain feedback on these documents and on the annual contribution.

Any other business

5.8 Nothing has been discussed under this agenda item.

5.9 In closing, the Chairman thanked the Secretariat for its efforts and all States for their participation, renewed the Committee's appreciation to Jordan as Host State and to Egypt for its availability as an alternative option, and looked forward to the relaunch of the MID FPP activities from its premises in Jordan.

REVISED TERMS OF REFERENCE OF THE MID FPP STEERING COMMITTEE

(Presented under Agenda Item 5 – WP/5, Appendix B)

MID FPP Steering Committee (MID FPP SC)

Terms of Reference

Navy text marked [NEW] or [REVISED] identifies substantive additions or changes made in this review; unmarked black text is carried over unchanged from the SC/9 version.

A) Purpose of the MID FPP SC:

The MID FPP Steering Committee shall meet at least once a year at a venue and time agreed upon by the SC Members.

In order to meet its Terms of Reference, the MID FPP SC shall:

1. elect, from among the representatives of the hosting State, a Chairperson for a cycle of three years, renewable through re-election; **[REVISED]**

2. review regional objectives, plans and users' requirements;

3. monitor and evaluate the Programme activities since the previous meeting;

4. formulate policies and assign priorities for the activities of the MID FPP taking into account the requirements of this Institutional Framework, the provisions of the MID FPP Project Document (ProDoc) and the Hosting Agreement, and the availability of funds; **[REVISED]**

5. review and approve the annual work plan, budget and results framework (including performance indicators, baselines and targets) of the MID FPP, taking into account the Host State's and Participating States' in-kind contributions for offsetting their annual financial contribution to the Programme; **[REVISED]**

6. review plans submitted by the MID FPP Programme Manager;

7. ensure that the business plans are in line with the MID Air Navigation Strategy;

8. oversee the activities of the MID FPP in line with the plans and approved budgets;

9. monitor the financial performance at project level in line with the approved budget;

10. monitor and follow-up the implementation of the MIDANPIRG Conclusions and Decisions related to the MID FPP;

11. follow up with the implementation of the agreed projects and provide regular progress reports to the relevant MIDANPIRG subsidiary bodies;

12. coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies;

13. review and update its terms of reference, as deemed necessary;

14. endorse the Hosting Agreement with the Host State and monitor its implementation, including the Host State's provision of the resources described therein; **[NEW]**

15.

16. review the Programme's risk register at least annually, or immediately if a High-level risk materializes, and direct mitigation action as appropriate; **and [NEW]**

17. maintain oversight of the Programme's Decision and Information Gaps Register, assigning owners and target dates for outstanding items and confirming their resolution.**[NEW]**

B) Composition:

The MID FPP SC is composed of:

1. MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives;

2. ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Director Air Navigation Bureau Section (ANB) or their representatives; the ICAO Legal Affairs Bureau may be invited to participate as required, in particular for matters concerning the Hosting Agreement or the legal basis for MID FPP's design, technical-review and oversight-support services; **[REVISED]**

3. The MID FPP Chairperson and the part-time MID FPP Programme Manager, who also acts as Secretary of the Steering Committee meetings. Where the Programme Manager is seconded by the Host State under the Hosting Agreement, the Manager acts in this capacity on behalf of the Programme and reports to the Steering Committee, not to the Host State, for all Programme business; **[REVISED]**

4. The PBN SG Chairpersons;

5. Participating Partners (refer to para. 6.d below), who actively participate in the implementation of the Programme work plan;

6. The following may participate in the Steering Committee meetings as Observers:

a) MID FPP User States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;

b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as "Partners" in the implementation of the Programme);

c) Representatives from observer States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and

d) Representatives from the following participating Partners: AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA, IFAIMA, and IFATCA. Other representatives from States and industry may be invited on an ad hoc basis, as required.

Note : The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.

C) Working Arrangements

1. The Chairperson, in close co-operation with the MID FPP Programme Manager and the ICAO MID Office, shall make all necessary arrangements for the most efficient working arrangements of the MID FPP Steering Committee. Permanent contact shall be maintained between the Chairperson, Secretary, ICAO MID Office and Members of the Steering Committee to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (virtual meetings) and e-mails.

2. The Steering Committee shall reach its conclusions by consensus among its Members (paragraphs B.1–B.4) wherever possible. Where consensus cannot be reached on a matter requiring a decision, the matter, together with the differing views expressed, shall be referred to MIDANPIRG or DGCA-MID, as appropriate; **[NEW]**

3. A quorum for a decision under these Terms of Reference shall be [a simple majority of Active States, placeholder for Steering Committee confirmation]. **[NEW]**

- END -

MID FPP SC/10

(Virtual, 12 October 2026)

List of Participants

ID	State / Organization	Name	Title
1	Bahrain	Ali Abdulla Almutaie	Aeronautical Cartography Specialist
2	Bahrain	Fatime Ali Saleh	Senior AIM Specialist
3	Bahrain	Mohammed Ahmed Bu Zayed	Head of Airspace Planning
4	Bahrain	Abdulla aljawder	Airspace planining specialist
5	Bahrain	Mohamed isa Hazaa	SR.Airspace planning specialist
6	Bahrain	Mohammed Alabdulla	Aeronautical Cartography Specialist
7	Egypt	Abdelaziz mahmoud abouelmal	Airspace affairs and AIS GD ECAA
8	Iran	Mohsen Zare	ANS expert
9	Iraq	Ali Waleed Abdul-Ameer	AIS Manager
10	Iraq	Laith Jabbar Hassan	AIS inspector
11	Jordan	Raed Tahseen Ghazawi	ANS Inspector
12	Jordan	Mohamad Abusalah	ANS Inspector
13	Jordan	May Abuhasan	Chief of Aerodrome Control Tower
15	Jordan	Mohammad Yousef A. Bani Amireh	ATC
16	Jordan	Maisaa Al-Krimeen	Air traffic controller
17	Jordan	Hadeel Al-Shatnawi	Air traffic controller
18	Jordan	Omar Moh'd Salameh Hourani	Acting Chief of Amman TACC &RCC
19	Jordan	Shadi Mohammad Ahmad	Air Traffic Controller Supervisor
20	Jordan	Fadi Abunajiha	Air traffic controller Supervisor
21	Jordan	Omar Alomoush	
22	Jordan	Mohammad Al-Shatnawi	ATC
23	Libya	Alhasan Salem Hareweda	Head pf Libyan AIS Division
24	Oman	Saleh Abdullah Al Harthy	DG Air Navigation
25	Oman	Hilal Ali Almaqbali	ATM Director
26	Oman	Werner Kleynhans	PANS-OPS Inspector
27	Sudan	Yasir Mohammed Ahmed Ali Abdlalla	ASM DIRECTOR
29	Syria	Hesham Jamaledin	ANS Director GACA

ID	State / Organization	Name	Title
30	UAE	Saqr Almarashda	MID FPP SC Chairman
31	UAE	Aleksandr Estrov	Specialist-Airspace
32	Yemen	Dr. Younis Saeed Ahmed Alkhader	Director general of air navigation

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