International Civil Aviation Organization

MID Region Flight Procedure Programme Steering Committee
Tenth Meeting (MID FPP SC/10)

(*Virtual, 12 October 2026)*

Agenda Item 4: Hosting Agreement

DRAFT MID FPP HOSTING AGREEMENT

(Presented by the Secretariat)

SUMMARY

This paper presents the draft Hosting Agreement between ICAO and the proposed Host State (Jordan). It sets out the proposed obligations of ICAO and the Host State, the Programme Manager secondment arrangement, and the illustrative in-kind valuation.

Action by the meeting is at paragraph 3.

REFERENCES

- Reports of MID FPP SC/8 and SC/9.
- State Letter Ref. AN 6/33–26/120 dated 15 June 2026 and Attachment A.
- Jordan's Expression of Interest dated 22 July 2026.
- Egypt's Expression of interest dated .26 August 2026

1. INTRODUCTION

1.1 The meeting may wish to recall that SC/8 endorsed the Host State Model as the preferred way forward for MID FPP and that SC/9 reaffirmed this direction. Implementation requires a hosting instrument defining agreed resources, responsibilities and practical arrangements in conjunction with the renewed Project Document.

1.2 Jordan and Egypt expressed interest to host the MIDFPP. It was agreed to progress hosting with Jordan, with Egypt serving as the contingency option should the arrangement with Jordan not become operational.

1.3 The renewed Project Document adopts a Host State model in which the volunteer Host State provides, in kind part-time Programme Manager, premises/offices, IT and training-facility resources, as specified in Attachment A to the ICAO MID Office's June 2026 renewed call for hosting. This arrangement is governed by a standalone Hosting Agreement, distinct from but read together with the Project Document.

2. DISCUSSION

2.1 The draft Hosting Agreement at **Appendix A** sets out: the Host State's obligations (the Mandatory and Desirable hosting package at Annex 1, reproduced from Attachment A to the June 2026

renewed call); the Programme Manager secondment arrangement, including joint ICAO/Steering-Committee vetting of the Host State's nominee; ICAO's coordination responsibilities. Programme-wide governance, membership, financing and technical-service arrangements remain in the project document.

2.2 The proposed package comprises a part-time Programme Manager, administrative support, suitable offices and meeting facilities, standard IT and communications, facilitated access to a procedure design software platform, and access to training facilities by agreement. Shared resources may be used where suitable. The specific commitments, availability and costs are to be confirmed with Jordan against the renewed hosting call.

2.3 The draft does not require Jordan to establish a permanent technical team, replace experts not provided by other States, finance programme deficits or guarantee consultancy revenue. Additional technical capacity is to be mobilized through approved programme mechanisms and available resources. The annual work programme must remain proportionate to confirmed capacity and financing.

2.4 The Programme Manager shall be provided at the Host State's expense as an in-kind contribution. The Host State shall bear the Manager's salary or remuneration, employment benefits, employer contributions, insurance and other employment or secondment costs. These costs shall not be charged to MID FPP funds, and no programme-funded salary supplement, incentive or reimbursement is envisaged. Nomination remains distinct from appointment or assignment; the applicable process, minimum availability, reporting and continuity arrangements shall be confirmed before duties commence.

2.5 The comparison at **Appendix B** identifies provisions retained or developed from the UAE MoU, including facilitation, facilities, coordination, confidentiality, intellectual property, use of names and logos, and preservation of privileges and immunities. It also identifies substantive additions concerning defined resources, personnel, financial treatment, operational readiness and continuity.

2.6 Before signature, the relevant ICAO legal, administrative, financial and technical offices should review the instrument within their respective responsibilities. The Parties should confirm authority to sign, the resource inventory, personnel arrangements, any contribution offset, implementation dates and final legal provisions.

2.7 Consistent with SC/8 Conclusion 8/1 and standard ICAO practices for instruments of this kind, the draft Agreement should be reviewed by the ICAO Legal Affairs Bureau and the Capacity Development and Implementation (CDI) Bureau before signature.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

a) note and discuss the content of this working paper and the draft Hosting Agreement at **Appendix A**;

b) endorse the draft Agreement as the basis for negotiation with Jordan as the working-assumption primary Host State; and

c) request review by the relevant ICAO offices (including LEG, CDI, ANB and OSG) before signature and confirmation by the Parties of the necessary approvals and signing authority.

APPENDIX A

Draft MID FPP Hosting Agreement

Between the International Civil Aviation Organization and the Government of the Proposed Host State — companion instrument to the renewed MID FPP Project Document (Version 2). Draft dated 15 September 2026 — for substantive consultation; 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 established under Section 7.1 of the Project Document.
- "Chairperson" means the Steering Committee Chairperson elected under Section 7.1 of the Project Document, including the delegated authority described there.
- "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, Renewal and Relationship to the Project Document

3.1 This Agreement enters into force on the Effective Date and remains in force for the duration of Phase II of the Project Document, three years from the Project Document's own date of signature [exact calendar dates to be inserted at signature], unless earlier terminated under Section 10. 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 resources expressly agreed in the Annex 1. The proposed package comprises a part-time Programme Manager, administrative support, suitable premises/offices and meeting facilities, standard information technology and communications, facilitated access to a procedure design software platform, and access to suitable training facilities when required and scheduled by agreement.

4.2 Shared facilities and support may be used where they meet the agreed operational needs. Additional specialists, a dedicated design laboratory, multiple software licences or other enhanced resources shall be voluntary unless separately agreed in writing.

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 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, and other administrative formalities necessary for approved programme personnel and official activities, in accordance with applicable arrangements. Persons covered, duration and any costs shall be clarified for each assignment. This provision does not itself determine an individual's employment status, privileges or immunities.

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 proposed part-time Programme Manager role, 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 Changes, prolonged absence or withdrawal of the nominee shall be notified promptly. The Parties shall agree on appropriate temporary replacement through the applicable assessment and appointment process.

6. ICAO Obligations

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

- Provide programmatic oversight and technical backstopping to the Programme irrespective of its physical hosting location, 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-vetting process for the Programme Manager nominee, within a reasonable time of nomination.

- Administer Programme funds and procurement in accordance with ICAO's Financial Regulations and Rules and Procurement Code,

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 licence 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 licence 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/programme 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 The Host State remains an Active State for funding purposes and pays its annual contribution on the same basis as every other Active State under the Project Document. The value of the Host State's in-kind

contribution under this Agreement (the Mandatory Items at Annex 1) is credited against that annual contribution.

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 7.8 and 7.9 of the Project Document, including requests for services under Sections 5.6–5.9..

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 Article 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 This Agreement shall enter into force upon signature by duly authorized representatives. Its proposed duration shall cover the agreed transition period and Phase II operating period; the dates shall be recorded before signature.

11.2 Operational commencement shall be a separate milestone. The Parties shall confirm availability of the essential hosting resources, and the Secretariat shall confirm the required programme readiness decisions, including personnel, technical arrangements, the initial work programme and financing, under the Project Document. 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 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.

12.3 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 The competent ICAO legal office 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,

superseding any prior understanding on the subject, including Jordan's 22 July 2026 Expression of Interest, which is superseded upon signature of this Agreement.

- Notices: any notice under this Agreement shall be in writing and delivered to the addresses the Parties notify to each other at signature.
- 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.

15.3 This Agreement shall be signed in English.

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 -