

APPENDIX A TO THE FRL0901 PRODOC REV E



ICAO

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

**FRL0901**

**Multi-Regional Civil Aviation Assistance  
Programme**

**MCAAP**

**Procedural Handbook**

Amendment 4



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### Amendment Procedure

The FRL0901 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook is issued by the MCAAP Secretariat and maintained by the FRL0901 Project Evaluation Commission (PEC) under the supervision of the FRL0901 MCAAP Project Steering Committee (PSC).

New or revised instructions will be incorporated in the Handbook as an amendment, with brief details included in the Record of Amendments.

All changes to the FRL0901 MCAAP Procedural Handbook are to be coordinated with the FRL0901 PEC. Users are requested to submit to the FRL0901 MCAAP Secretariat any suggestions for changes action by the FRL0901 PEC as appropriate.

The FRL0901 MCAAP Procedural Handbook is to be made available and used as an electronic document, so any amendments will involve the provision of a replacement file for the amended Part or Appendix.

### Record of Amendments

| Amendments |                             |          |   |
|------------|-----------------------------|----------|---|
| No.        | Procedural Handbook Part(s) | Date     | Details   |
| 1          | 3.1                         | 20/09/17 | Inclusion of Canada as a new Project Member   |
| 2          |                             | 27/09/19 | Updates made by the PEC/3 Meeting   |
| 3          | 4.5.1                       | 4/11/22  | The function "approve any amendment to this Procedural Handbook".   |
|            | 3                           |          | Update the Project Organization Chart to reflect the current situation of not having AVSEC/FAL in the scope of the Project anymore  |
|            | 4.6                         |          | Item 4.6.4 included to detail the process.  |
|            | 4.6.1, 6                    |          | Included the function "approving any amendment to this Handbook", responsibility that is being transferred from the PSC to the PEC. Renumbering the remaining items of 4.6.1. |
|            | 4.6.2.1                     |          | New wording for clarification.  |
|            | 4.8.1                       |          | Included the expression "by the PSC for a new term" and replaced "of two years" by "corresponding to the term", to add more clarity.  |
|            | 5                           |          | New improved rules for the fast-track procedure, with more clarity and timelines.   |
|            | 6.1.1, i                    |          | Replaced "the second day" by "one of the days", to allow more flexibility to the Project.   |
|            | 6.1.2                       |          | Replaced "Coordinator" by "PEC Rapporteur and Project Director", to ensure a more appropriate level for requesting PSC teleconferences.                                       |

| <b>Amendments</b> |                                    |                  |  |
|-------------------|------------------------------------|------------------|--|
| <b>No.</b>        | <b>Procedural Handbook Part(s)</b> | <b>Date</b>      | <b>Details</b>   |
|                   | 6.1.4, <i>i</i>                    |                  | Replaced "shall" by "should", and added "preferably" to allow more flexibility to the Project.   |
|                   | 6.1.4, <i>ii</i>                   |                  | Replaced "shall" by "should", to allow more flexibility to the Project.  |
|                   | 6.3                                |                  | Item suppressed to become consistent with the PRODOC D scope.  |
|                   | 7.4.1                              |                  | Included "regular" to clarify that this is the formal process, to be complemented by extemporaneous proposals.   |
|                   | 7.4.6                              |                  | Replaced "must" by "will", to be consistent with the possibility of approval through <i>fast-track</i> .   |
|                   | 7.5                                |                  | Removed "extraordinarily", to allow more flexibility to the Project. Inserted "after the approval", for clarity.   |
|                   | 8.1                                |                  | Replaced "on 31 January" by "in the first quarter", to allow more flexibility to members.  |
|                   | 8.4.1                              |                  | Replaced "Projects, as necessary" by "needs of Project Members", to be more consistent with the particularities of the use of consultants.   |
|                   | 9.1                                |                  | Inserted a paragraph to detail the "Fellowships Programme". Renumbered the other items on section 9.   |
|                   | 9.2.1                              |                  | Inserted "(as per CDI regulations)" for clarity.   |
|                   | 9.2.2                              |                  | Inserted "(as per CDI regulations)" for clarity.   |
|                   | 9.4.2                              |                  | Inserted "(as per CDI regulations)" for clarity.   |
|                   | 9.4.3                              |                  | Inserted a paragraph to detail the internal administrative process for the nominations to fellowships.   |
|                   | 10.2.1                             |                  | Inserted "(as per CDI regulations)" for clarity.   |
|                   | 10.2.2                             |                  | Inserted a paragraph to detail the internal administrative process for the travel assistance.  |
|                   | 11.2.4                             |                  | Deleted "Membership", editorial correction.  |
|                   | 11.2.7                             |                  | Included the reference "(mentioned in paragraph 10.2.2)".  |
|                   | Appendix A                         |                  | New version of format.   |
|                   | Appendix F                         |                  | Update of travel process and formats   |
|                   | 4.8.1.1                            | <b>June 2023</b> | New election procedure of the Rapporteur   |
|                   | 10.2.7.1<br>10.2.7.2               |                  | Upon a cancelation of a mission by the beneficiary, to add the reimbursement of travel expenses, air tickets and cancellation of fellowship and mission rights until reimbursement by the Project Member has been completed. |
|                   | 12                                 | <b>July 2024</b> | New section called "Reassessment of the Validity of Non-Implemented Activities."   |
|                   | TCB Acronym                        |                  | All mentions of TCB throughout the document have been updated to reflect the change of the Technical Cooperation Bureau (TCB) to the new Capacity Development and Implementation (CDI) Bureau.                               |

| <b>Amendments</b> |  |                    |   |
|-------------------|--|--------------------|---|
| <b>No.</b>        | <b>Procedural Handbook Part(s)</b>                   | <b>Date</b>        | <b>Details</b>  |
| <b>4</b>          | Replacement of “fellowship” by “event subsidy”       | <b>August 2025</b> | Following a recommendation from the ICAO Legal Affairs and External Relations Bureau (LEB), the expression “fellowship” will be replaced by “event subsidy”   |
|                   | 4.6.1.1  |                    | Insertion of reference to the new section 13  |
|                   | 13   |                    | New section called “Procedure for Monitoring the Implementation of Activities Financed by FRL0901 MCAAP”  |
|                   | Appendix A   |                    | Update in the Appendix A with the MCAAP Activity Proposal Form revision FEB 2025  |
| <b>5</b>          | RLA09801 Project Organization                        | <b>April 2026</b>  | All mentions of TCB within the “RLA09801 Project Organization” have been updated to reflect the change of the Capacity Development and Implementation Bureau (TCB) to the new Capacity Development and Implementation (CDI) Bureau.                                       |
|                   | 2.1  |                    | Replacement of Curaçao by the Dutch Caribbean Air Navigation Service Provider (DC-ANSP)   |
|                   | 4.6.1  |                    | Included reference to the review of implementation reports under the responsibilities of the PEC.   |
|                   | 4.2.3 - #4<br>4.7.2 - #5<br>6.2.1.<br>9.2.1<br>9.2.2 |                    | Number of days to process event subsidies has been replaced from 45 to 60 days.   |
|                   | 8.3 Financial Resources                              |                    | Banking information was updated to reflect Quantum Charge of Accounts (COA)   |
|                   | 9.1  |                    | The expenses covered during an event subsidy were updated. Inserted new provision on standardized subsidy unit for planning and allocation, including indicative duration and cost.   |
|                   | 9.2.2  |                    | Revised provisions to allow the use of event subsidy units for participation in ICAO-endorsed events, update responsibilities of Project Members and Secretariat, and introduce reference to standardized subsidy unit and financial ceiling for planning and allocation. |
|                   | 9.2.3  |                    | Revised provisions to remove PSC approval via fast-track, assign decision on resource allocation to Project Members within their annual allocation, and introduce the use of event subsidy units based on equivalent monetary value.                                      |
|                   | 9.2.4  |                    | Revised reference to paragraph 9.2.3 and updated provisions to reflect annual allocation management based on equivalent monetary value, standardized subsidy unit, and annual financial ceiling.  |

| <b>Amendments</b> |  |             |   |
|-------------------|--|-------------|---|
| <b>No.</b>        | <b>Procedural Handbook Part(s)</b>   | <b>Date</b> | <b>Details</b>  |
|                   | 9.2.5  |             | Updated reference from “State” to “Project Member” and revised wording to reflect Secretariat support for effective and efficient use of event subsidies.   |
|                   | 9.2.6 to 9.2.8.1   |             | Inserted new provisions establishing annual financial ceiling, phased allocation and redistribution mechanism for event subsidies, and defining their role, monitoring, and transparency requirements.  |
|                   | 9.3.1  |             | Revised travel expense amount from a fixed USD 300 to USD 63 per terminal and inserted provision for calculation of subsidy value based on actual duration in comparison with the standardized subsidy unit.  |
|                   | 9.4.1  |             | Revised provisions to clarify COCESNA as the recognized Project Member, establish exclusive coordination through its Focal Point, and restrict direct engagement by the Secretariat with individual States.   |
|                   | 9.4.2  |             | Revised provisions to clarify ECCAA as the recognized Project Member, establish exclusive coordination through its Focal Point, and restrict direct engagement by the Secretariat with individual States.   |
|                   | 9.5.1  |             | Updated list of authorized signatories to include DC-ANSP and revised reference from Project Member State/Organization Focal Point to Project Member Focal Point.   |
|                   | 9.5.3  |             | Revised wording for clarity by inserting “the” before “established deadline” and added new item iv. “Travel itinerary” under payment methods.   |
|                   | 9.5.5  |             | Revised wording to clarify requirement for confirmation of participation by the event subsidy holder.   |
|                   | 9.5.6  |             | Previous requirements for Awards/Fellowships were removed   |
|                   | 10.1, 10.2.1, 10.2.2.1, 10.2.2.2, 10.2.3, 10.2.4, 10.2.5, 10.2.6, 10.2.7, 10.2.7.1, 10.2.7.2 |             | Revised wording for clarity, consistency, and alignment with event subsidy framework, including use of “Project Members”, editorial corrections, updates to travel entitlements, and incorporation of annual allocation and equivalent monetary value principles. The appendices to the handbook have been updated. |
|                   | 11   |             | MCAAP Technical Assistance Missions are no longer carried out, the reporting aspect in this section was maintained.   |
|                   | 13.3.2   |             | Replaced reporting schedule to establish fixed submission dates on the last working day of February and August.   |
|                   | 13.3.2.1   |             | Inserted provision for the development and use of standardized implementation report formats by the MCAAP.  |





## 1. Mission

1.1 To assist Project Members in the NAM/CAR Regions in the effective implementation of ICAO standards and recommended practices (SARPs) for improving the safety, efficiency and capacity of the regional civil aviation system, in harmonization with the Global Air Navigation Plan (GANP), Global Aviation Safety Plan (GASP), CAR/SAM Regional Air Navigation Plan, and in support of the ICAO No Country Left Behind (NCLB) initiative.

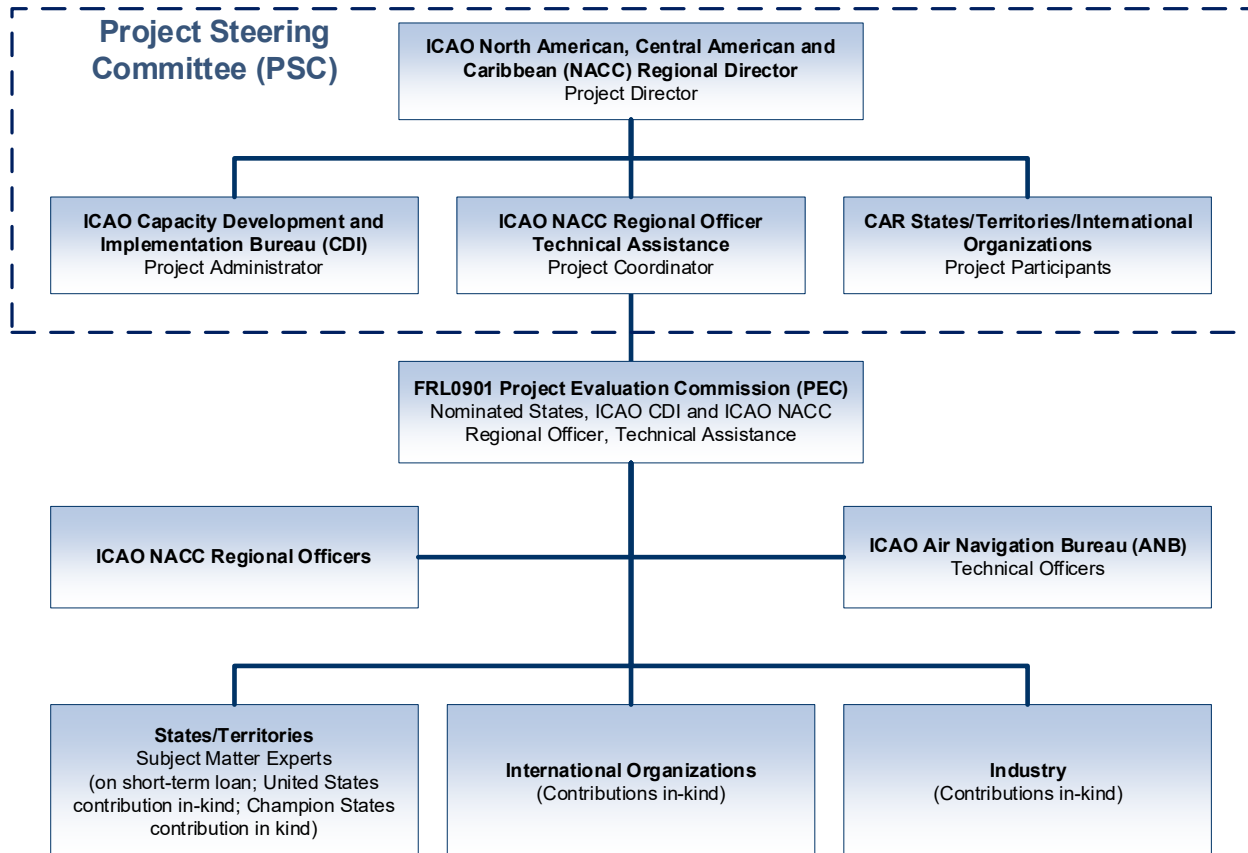
## 2. FRL0901 MCAAP Project Members

2.1 Bahamas, Barbados, Canada, Cuba, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, United States, Central American States (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) represented by COCESNA as one Member; Eastern Caribbean States (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines) represented by ECCAA as one Member; and the Dutch Caribbean Air Navigation Service Provider (DC-ANSP).

2.2 With the increased effectiveness and efficiency of this Project, regional aviation safety and aviation security issues will improve and participants will benefit as a result of the FRL0901 MCAAP Project expansion.

## 3. FRL0901 MCAAP Organizational Chart

### FRL0901 Project Organization



#### **4. FRL0901 MCAAP Project Roles and Responsibilities**

##### *4.1 FRL0901 MCAAP Project Director*

4.1.1 The ICAO NACC Regional Director serves as the Project Director of FRL0901 MCAAP. The FRL0901 MCAAP Project Director will ensure that all aspects of the Project are implemented in accordance with the mission statement mentioned in paragraph 1.1 above.

##### *4.2 FRL0901 MCAAP Secretariat*

4.2.1 The Coordinator (Secretariat) is the ICAO NACC Regional Officer, Technical Assistance (RO/TA) with the support of the CDI Assistant.

4.2.2 The FRL0901 MCAAP Secretariat supports the FRL0901 MCAAP by providing administrative, coordination and technical support to the FRL0901 MCAAP Members, as required.

4.2.3 The FRL0901 MCAAP Secretariat functions are the following:

1. manage the FRL0901 MCAAP work programme and associated activities;
2. administer budget execution/allocation for PSC approval;
3. administer event subsidy process;
4. the CDI Assistant will forward invitation letters to events already sent to the State/Organization Directors to all Project Focal Points, indicating the deadline to receive event subsidy nominations (as per Section 10 of this Handbook), which will be at least **60 calendar days** prior to the commencement of the event;
5. propose FRL0901 MCAAP TEAM missions and assignment of Subject Matter Experts (SMEs) in coordination with the ICAO NACC Regional Officers;
6. develop meeting agendas proposals in coordination with the Project Member/Regional Officer proponents;
7. the Project Coordinator will chair PSC meetings on behalf of the Project Director;
8. prepare PSC and PEC meeting agendas, documentation and summaries of discussion;
9. monitor action items and report annual status to the FRL0901 MCAAP PSC;
10. maintain communication with the FRL0901 MCAAP Members;
11. identify required administrative support; and
12. control and administer the FRL0901 MCAAP website.

4.2.4 In addition to the functions above, the FRL0901 MCAAP Project Coordinator will seek for the FRL0901 MCAAP Project Director's approval on the following:

1. for the use of consultants as described in paragraph 8.4;
2. of additional FRL0901 MCAAP work programme events prior to the approval by the PSC; and
3. for attendance of Regional Officers, SMEs and ICAO Secretariat staff at work programme events.

4.2.4.1 Once approved by the FRL0901 Project Director, the FRL0901 MCAAP Project Coordinator will request the approval by the PSC using the fast-track procedure (paragraph 5 refers).

#### 4.3 *FRL0901 MCAAP Administration*

4.3.1 The administration is handled by the ICAO Capacity Development and Implementation Bureau (CDI), Field Operations, Americas Office (FOS), in accordance with ICAO established procedures and practices.

4.3.2 The FRL0901 MCAAP Administrator (CDI) is tasked to oversee this Capacity Development and Implementation project and its implementation in the following manner:

1. review and approve changes and amendments to FRL0901 MCAAP PRODOC;
2. coordinate with the ICAO Legal Bureau on any matters associated with the implementation of the Project, as needed;
3. obtain the approval and signature of the ICAO Secretary General for any changes and amendments to the PRODOC;
4. provide the Regional Office with Project Financial Statements as appropriate;
5. coordinate with the Regional Office for the approval of Regional Officers and SMEs travel in support of Project activities;
6. budget check in UNall for Project event subsidies; and
7. consider any other issues regarding implementation of FRL0901 MCAAP (refer to Part 5 – *Technical Cooperation and Technical Assistance of the ICAO Regional Office Manual*).

#### 4.4 *FRL0901 MCAAP Members*

4.4.1 All parties mentioned in paragraph 2.1 are Project Members of the FRL0901 MCAAP Project Steering Committee (PSC).

4.4.1.1 Focal points designated by each Project Member to represent their interests will act on their behalf in all required activities of the Project.

4.4.2 With the exception of the United States (that only participates by providing in-kind support) all Project Members are potential beneficiaries of the activities undertaken by the Project.

4.4.3 The responsibilities of the FRL0901 MCAAP Project Members are the following:

- a) deposit the Project contributions established by the PSC within set deadlines;
- b) maintain a focal point designated to represent their interests in Project activities; and
- c) participate in Project activities, as required.

4.4.3.1 The United States is exempt from the annual contribution referred to in paragraph 8.1, since they are not a beneficiary of the Project.

4.5 *FRL0901 MCAAP Project Steering Committee (PSC)*

4.5.1 The responsibilities of the PSC are the following:

1. approve the Project Document (PRODOC) and any revisions proposed by the PEC prior to its official submission to the ICAO Capacity Development and Implementation Bureau (CDI);
2. approve the FRL0901 MCAAP work plan and associated activities;
3. nominate States to be part of the PEC; and
4. oversee the management of the project and budget.

4.6 *FRL0901 MCAAP Project Evaluation Commission (PEC)*

4.6.1 The FRL0901 MCAAP PEC will be responsible for:

1. , evaluate, on a continual basis, Project management and associated activities to determine benefits and effective impact in States Effective implementation (EI), through the Procedure detailed in section 13, including the review of implementation reports;
2. evaluate the draft Project annual work plan;
3. propose improvements and new activities to support implementation;
4. assess and propose on an annual basis, new activities for the Project;
5. propose updates and amendments to the FRL0901 MCAAP Project PRODOC;
6. approve any amendment to this Procedural Handbook;
7. identify and monitor methods for continuous improvement of the Project; and
8. seek and lobby for support to the Project.

4.6.2 The PEC will be composed by the Project Administration, the Project Coordinator and the Project Members who submit nominations in response to the invitation mentioned in 4.6.4.

4.6.2.1 PEC Membership will be reviewed every two years, or every two PSC regular meetings (whatever happens first), when the PEC will be officially assigned by the PSC.

4.6.2.2 Other Member States may participate in PEC activities, through their Focal Points, at their discretion.

4.6.3 States that are in arrears with the contributions cannot be considered to be assigned for the PEC.

4.6.4 With a minimum advance notice of 30 calendar days prior to every PSC Meeting, Project Members will be invited to apply for their inclusion in the PEC membership for the following two-year term.

#### 4.7 *MCAAP Focal Point*

4.7.1 The MCAAP Focal Point is a representative designated by the Director of Civil Aviation of a State or by the Director of an International Organization from Project FRL0901 MCAAP members.

4.7.2 The FRL0901 MCAAP Focal Points will be responsible for:

1. representing the interests of their State/Organization;
2. presenting the needs of their State/Organization to the FRL0901 MCAAP Secretariat;
3. acting as advisors to the ICAO NACC Regional Office for the preparation of the annual Project work plan;
4. making the necessary coordination within his/her own Administration on all FRL0901 MCAAP processes and activities, including processing the contributions for the Project;
5. deciding within their State/Organization on event subsidy holder application requests and sending them to the FRL0901 MCAAP Secretariat with at least **60 calendar days** prior to the commencement of the event;
6. approving changes made to the work plan through the fast-track procedure;
7. providing support to the Project activities including their attendance at Project Meetings, as necessary;
8. proposing improvements and new activities to support implementation; and
9. proposing updates and amendments to the FRL0901 MCAAP Project Procedural Handbook and PRODOC.

#### 4.8 *FRL0901 MCAAP PEC Rapporteur*

4.8.1 The FRL0901 MCAAP PEC Rapporteur is a representative of a member State/Organization of the PEC. The PEC members shall elect the Rapporteur in the first meeting of the PEC after the assignment of the Project Member by the PSC for a new term. The PEC Rapporteur will serve for a period corresponding to the term and may be re-elected.

4.8.1.1 If there is no candidate for the position, the Rapporteur will be chosen by drawing lots in which the Members of the PEC will participate, except for the Rapporteur who is completing his/her mandate, the Project Administrator, and the Project Coordinator. In case there is no consensus, the Rapporteur will be the representative of the next PEC Member following the alphabetical order of the Project Member in English.

4.8.2 The PEC Rapporteur, in coordination with the Project Secretariat, performs functions as follows:

1. call meetings of the PEC;
2. chair the FRL0901 MCAAP PEC meetings;
3. keep focus on high priority Project activities;
4. provide leadership on developing activities for implementation;
5. promote consensus among the FRL0901 MCAAP PEC members;
6. coordinate FRL0901 MCAAP activities closely with the FRL0901 MCAAP Secretariat; and
7. enact decisions made by the PEC by inviting external participation to support the Project.

#### 5. **FRL0901 MCAAP Fast-Track Procedure**

5.1 Fast-track is the administrative procedure through which the approval of MCAAP members, either individually or collectively (PEC and/or PSC), is sought for the acts necessary for the management of the programme.

5.2 This procedure presupposes approval by the members of the programme, either for the timely response to the query it conveys, or for the lack of timely manifestation (tacit approval).

5.3 Approval via *fast-track* of activities that have a financial impact on the membership contributions must be addressed to the PSC, being a minimum period of ten working days required for members to respond to respond.

5.4 For any other approval, the consultation will be addressed directly to the PEC, being the outcome determined by the majority of the Project Members (ICAO excluded). In case there is a draw in the position of the PEC members with equal voting for and against, the proposal will not be considered approved. The timelines for responding to those consultations will be determined in a case-by-case basis, in consideration of the urgency needed for the particular process but will never be less than five working days.

## **6. FRL0901 MCAAP Meetings and Channels of Communications**

6.1 FRL0901 MCAAP will ordinarily hold meetings with different scope and schedule, as follows:

### *6.1.1 Project Steering Committee (PSC) Meetings*

- i. Plenary meetings shall convene once every year, one of the days of the Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA).
- ii. FRL0901 MCAAP PSC Plenary meetings shall be bilingual (English and Spanish) with simultaneous interpretation services and documentation provided as needed, in both languages.
- iii. To enable membership participation, Project funds will cover the following expenses:
  - a. Event subsidy for the FRL0901 MCAAP Focal Points; and
  - b. Travel expenses for the FRL0901 MCAAP Secretariat.
- iv. The FRL0901 Secretariat shall notify all members of the time and place of PSC meetings with at least 90 days prior notice of such meeting.

### *6.1.2 PSC Teleconferences*

- i. PSC Teleconferences will be held whenever the FRL0901 MCAAP PEC Rapporteur or the Project Director deems it appropriate to inform members of additional activity, financial issues, or other significant matters that require the attention of the PSC.

### 6.1.3 *Project Evaluation Commission (PEC) Meetings*

- i. Plenary meetings shall convene once every year in the ICAO NACC Regional Office, except when the majority of the PEC membership decides otherwise.
- ii. The meetings will usually be of three days and shall be no longer than five days.
- iii. FRL0901 MCAAP PEC Plenary meetings and documentation shall be in English, with the Report in both languages (English and Spanish).
- iv. For the convening of this meeting, Project funds will cover the following expenses:
  - a. Travel expenses and air ticket for the FRL0901 MCAAP PEC Members for the duration of the meeting; to process these missions, PEC Members must send the following documentation **60 calendar days** before the event commences:
    - Copy of passport
    - Health Statement
    - Contact information
    - Copy of Bank Statement (no demonstration of financial standing)
    - Vendor Form (duly completed and signed)
  - b. Travel expenses for the FRL0901 MCAAP Secretariat (if outside the NACC Office) and for the FRL0901 MCAAP Administration.
- v. The FRL0901 Secretariat shall notify all members of the time and place of PEC meetings with at least 90 days prior notice of such meeting.

### 6.1.4 *Focal Point Meetings*

- i. Focal Point meetings may convene once every year, preferably in conjunction with the PEC Meeting.
- ii. The meetings will usually be of one day and may precede the PEC Meetings.
- iii. FRL0901 MCAAP Focal Point Plenary meetings and documentation shall be in English, with the Report in both languages (English and Spanish).
- iv. For the convening of this meeting, Project funds will cover the following expenses:
  - a. Event subsidy for the FRL0901 MCAAP Focal Points for the duration of the meeting; these event subsidies will not count towards the State/Organization's yearly event subsidy allocation (Part 9.1.1 refers); and
  - b. Travel expenses for the FRL0901 MCAAP Secretariat (if outside the NACC Office) and for the FRL0901 MCAAP Administration.
- v. The FRL0901 Secretariat shall notify all members of the time and place of Focal Point meetings with at least 90 days prior notice of such meeting.

6.1.5 *PEC Teleconferences*

- i. PEC Teleconferences will be held whenever the PEC Rapporteur or the FRL0901 MCAAP Coordinator deems it necessary.

6.2 *FRL0901 MCAAP Secretariat support of PSC and PEC Meetings*

6.2.1 Documentation should be sent to the FRL0901 MCAAP Secretariat electronically 60 days before the meeting to permit timely processing in both English and Spanish. All documentation should be submitted 21 days before the meeting, at the latest, for proper publishing and distribution. It should be noted that those papers received after this 21-day period may not be accepted by the Secretariat; however, they may be presented as information papers. All Meeting documentation will be available on the web at least 15 days prior to meetings.

6.2.2 The Report of the PSC meetings will be completed by the MCAAP Secretariat and approved by the Director for transmission within two weeks after the end of the meeting.

6.2.3 The Report of the PEC meetings will be completed by the MCAAP Secretariat and approved by the Rapporteur for transmission within two weeks after the end of the meeting.

**7. FRL0901 MCAAP Work Plan Development**

7.1 The MCAAP work plan is drawn from the needs of the Region or States, which are identified, in most cases, by the ICAO Regional Officers as a result of the action in their respective areas. To meet these needs, the Regional Officers prepare the proposals for activities to be developed within the scope of the Project, which, once the criteria established in this Handbook have been met, will be approved and incorporated into the schedule of the Project and published in the calendar of activities of the Regional Office.

7.2 It is important to note that Project Members themselves can identify needs and propose activities. Nevertheless, in order to establish these proposals, the proposing member should promote the necessary coordination with the Regional Officer(s) involved.

7.2.1 After coordinating with the Regional Officers, the Director of the proposing member State/Organization, shall send a letter to the MCAAP Project Director through the official channels of communication.

7.3 The activities to be developed by MCAAP shall be circumscribed to the project objectives, detailed in the latest signed Revision , and may address, among others, the following topics:

- increase the Effective Implementation (EI) rate of targeted States;
- ensure States compliance with ICAO SARPs;
- address deficiencies as noted through audits;
- target programmes that lead to increased Safety (such as Runway Safety, Airport Certification, etc.);
- identify training needs (Performance-Based Navigation [PBN] implementation, State Safety Programme [SSP], Safety Inspector, Accident Investigation, etc.);
- identify environmental programmes;
- identify NCLB Systemic Assistance Programme (SAP) Multidisciplinary Teams by the SAP Team Lead;
- identify partnership programmes with other Civil Aviation Authority (CAAs) or Regional Safety Oversight Organizations (RSOOs); and
- identify project management training for States.

7.3.1 In addition, to be considered for the evaluation process, the proposals for activities should also meet the following requirements:

- bring benefits to more than one State, preferably having regional scope (except when the activity is part of a set of actions to be implemented in stages);
- present the proposal in the appropriate form and with all the information necessary for the evaluation process in a timely manner;
- ensure the justification presented to propose the activity is clear and sufficient; and
- ensure State(s) benefited by the activity are not in arrears with payments to the Project (except in cases where the activity is part of a set of actions and, after deliberation, the PSC considers that its non-execution will negatively impact the whole set).

#### 7.4 *Process of Approval of the Work Plan*

7.4.1 The regular approval process for the proposed activities starts with an initial verification by the Project Coordinator regarding the fulfilment of the criteria established in paragraph 7.3 above.

7.4.1.1 The proposals must be submitted using the form presented in the **Appendix A** of this Handbook.

7.4.1.2 As soon as the PSC Meeting date for the following calendar year is defined, the Secretariat will inform Project Members of the work plan approval process deadlines for the year after the abovementioned PSC Meeting. The approval process will observe the following deadlines:

- Proposals due to the Project Coordinator – 150 days before the PSC Meeting
- Draft Work Plan sent by Project Coordinator to the MCAAP Project Director – 120 days before the PSC Meeting
- Draft Work Plan approved by MCAAP Project Director and sent to PEC– 90 days before the PSC Meeting
- Draft Work Plan approved by the PEC and sent to the ICAO Secretariat – 60 days before the PSC Meeting.

7.4.1.3 Proposals that present inconsistencies must be returned to the proposer for appropriate corrections.

7.4.2 After the initial verification, proposals that meet the minimum requirements will be consolidated into a draft Work Plan, which will be forwarded to the assessment of the Project Director, which will manifest on the approval, insertion, correction and/or rejection of activities.

7.4.2.1 When rejecting or recommending corrections in a proposal, the Project Director shall point out the problems identified and may suggest ways to correct them where appropriate.

7.4.2.1.1 Proposals receiving a recommendation for correction by the Project Director will be returned to the proposers so that the necessary adjustments can be made.

7.4.2.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the Project Director.

7.4.2.1.3 Proposals that are not corrected or that are not forwarded to the Project Coordinator within the established deadline will be disregarded.

7.4.2.2 New proposals inserted at this stage must be coordinated with the Regional Officer(s) involved.

7.4.3 After the evaluation of the Project Director, the draft Work Plan will be forwarded to the assessment of the PEC, which will manifest on the approval, insertion, correction and/or rejection of activities.

7.4.3.1 When rejecting or recommending corrections in a proposal, the PEC shall point out the problems identified and may suggest ways to correct them where appropriate.

7.4.3.1.1 Proposals receiving a recommendation for correction by the PEC will be returned to the proposers so that the necessary adjustments can be made.

7.4.3.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the PEC.

7.4.3.1.3 Proposals that are not corrected and/or forwarded to the Project Coordinator within the established deadline will be disregarded.

7.4.3.2 New proposals inserted at this stage must be coordinated with the Regional Officer(s) involved.

7.4.4 After the evaluation stage by the PEC, the draft Work Plan will be submitted to the approval of the PSC.

7.4.4.1 When rejecting or recommending corrections in a proposal, the PSC shall point out the problems identified and may suggest ways to correct them where appropriate.

7.4.4.1.1 Proposals receiving a recommendation for correction by the PSC will be returned to the proposers so that the necessary adjustments can be made.

7.4.4.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the PSC.

7.4.4.1.3 Proposals that are not corrected and/or forwarded to the Project Coordinator within the established deadline will be disregarded.

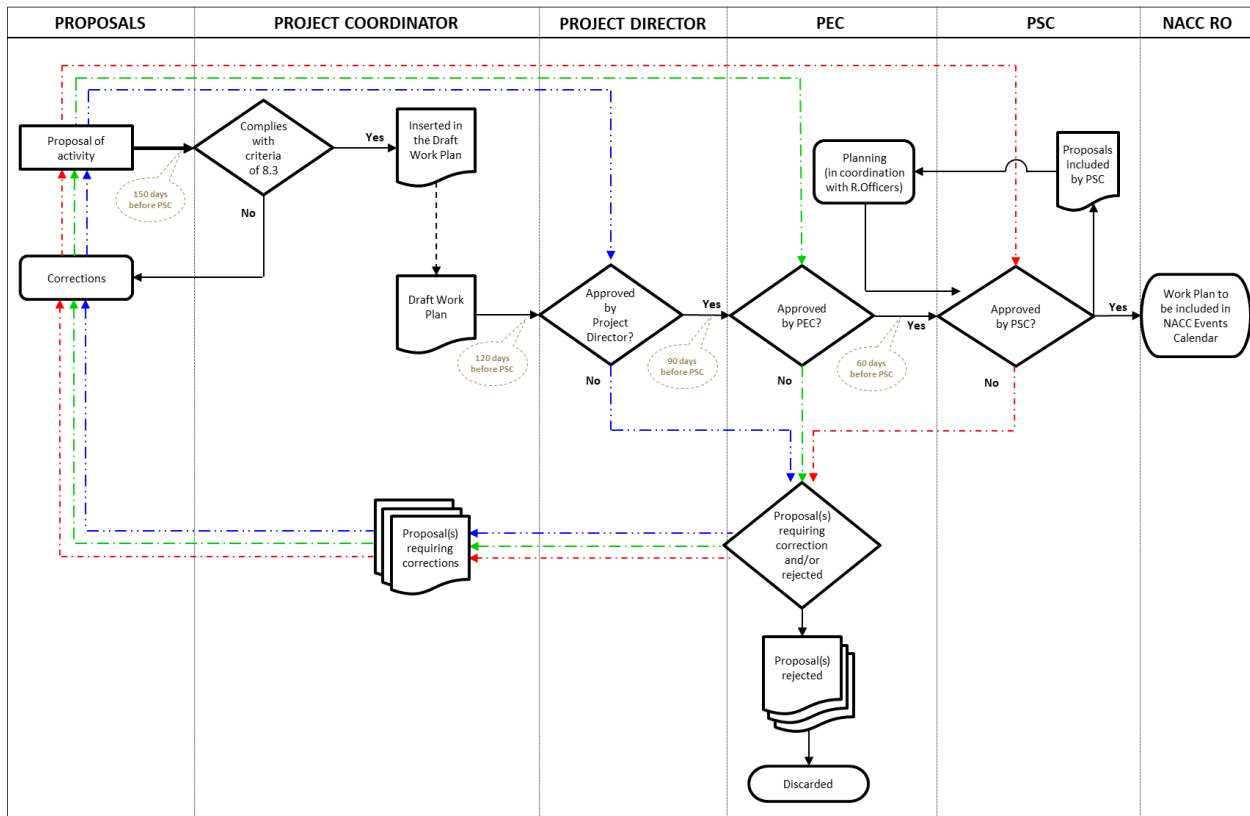
7.4.4.2 The PSC may, at its discretion, propose the inclusion of other activities not contemplated by the draft Work Plan, assigning to the PEC the planning of such activities for later evaluation of the PSC itself, under the terms determined by the PSC.

7.4.2.2.1 When planning these proposals, the PEC must coordinate with the Regional Officer(s) involved.

7.4.5 After approval of the Work Plan by the PSC, the activities listed therein will be included in the Calendar of Events of the ICAO NACC Regional Office.

7.4.6 The entire process will follow the flowchart (below), observing the deadlines established in paragraph 7.4.1.2.

**FLOWCHART OF THE PROJECT WORK PLAN APPROVAL**



7.5 In addition to activities regularly approved by the process described in item 8.3, other activities deemed necessary may be included in the Work Plan after approval through the Fast-Track Procedure (paragraph 5 of this Handbook).

7.6 All meetings, workshops, courses or seminars approved in the Work Plan are always subject to the confirmation of the following:

- a) registered participation of at least five States/Territories/International Organizations; and
- b) in order for an event to be considered for interpretation services, a minimum registration of at least three States of the same language at least one month prior to the beginning of the event is required.

## **8. Donors and Financial Sources**

8.1 The annual financial contribution of USD25,000 for all FRL0901 MCAAP Project Members (except the United States) is due in the first quarter of each calendar year. If a Project Member wishes to pay their financial contribution in advance, they shall request the invoice to the MCAAP Secretariat, who in turn will request it from the MCAAP Administration, and then send it to the requesting Project Member. The PSC Members, during their annual meeting, may define the amounts of the annual financial contribution per Project Member in subsequent years of the project, taking into account an equitable mechanism, based on the principle of cost recovery for the States, Territories, international organizations and other entities.

8.2 Other entities (such as non-governmental organizations, foreign assistance agencies, transportation industry stakeholders, international development banks and other related financial institutions, regional organizations, private parties, foundations and other donors with interests in aviation related development activities in the NAM/CAR Regions) may provide financial resources to FRL0901 MCAAP.

8.3 Financial resources in support of FRL0901 MCAAP Project activities should be made in U.S. dollars and deposited in ICAO's bank account as follows:

|                |  |
|----------------|--|
| Pay to:        | //CC000305101<br>Royal Bank of Canada<br>Ste. Catherine and Stanley Branch<br>1140 Ste. Catherine Street West<br>Montreal, Quebec<br>Canada H3B 1H7          |
| For credit to: | Account 05101 404 6 892<br>Swift code ROYCCAT2<br>Cost center 4041<br>Fund 5101<br>Award FRL0901<br>Project FRL0901<br>Project Work Order FRL0901-0000000001 |

8.3 Under the applicable terms of the Management Service Agreement (MSA) between ICAO and the FRL0901 MCAAP Project Members, the funds and activities under this MSA shall be administered according to applicable ICAO regulations, rules, directives, procedures and practices.

### *8.4 Use of Consultants*

8.4.1 The FRL0901 MCAAP Project envisions the use of outside (long-term) consultants from time to time to support specific needs of the Project and/or its members. The FRL0901 MCAAP Project Coordinator will work with the members involved, the Regional Officers and the Capacity Development and Implementation Bureau to provide international/national professionals as needed.

8.4.2 In these circumstances, additional funding may be required. The FRL0901 MCAAP Secretariat will prepare the necessary documentation for the approval of the FRL0901 MCAAP Project Director and submission to the ICAO Capacity Development and Implementation Bureau .

## 8.5 *In-Kind Contributions*

8.5.1 Understanding that in-kind support provides significant impact to the Project outcomes, the FRL0901 MCAAP utilizes the support of in-kind support by States and other entities. To ensure clarity on how to quantify the technical expertise provided by donors, the ICAO Capacity Development and Implementation Bureau established a standard cost of USD500 per day to calculate the contributions relating to SME and other personnel costs, unless otherwise provided by the donor.

## 9. **Event subsidies**

9.1 FRL0901 contains an Event Subsidy Programme, which will normally be linked to the activities carried out by the NACC Regional Office for Project Members. Event subsidies include Daily Subsistence Allowance (DSA)<sup>1</sup> rate for the city (Venue) of the event which covers the period for the nights of the duration of the event. The DSA is an allowance which is intended to account for lodging, meals, gratuities, and terminal expenses. Any additional expenses must be covered by the traveller during the mission. For the purpose of planning and allocation, event subsidies shall be managed based on a standardized subsidy unit reflecting the average duration and cost of typical activities. This unit shall be based on an average duration of approximately four days and an indicative average cost of USD 1,550 per event, including daily subsistence allowance and travel expense components.

## 9.2 *Types of Event Subsidies for FRL0901 MCAAP*

### 9.2.1

The allocation of event subsidies shall be managed based on an annual financial framework and a standardized subsidy unit. Each Project Member shall be initially allocated up to seven event subsidy units per year. This allocation is indicative and subject to adjustment based on actual utilization and overall Programme demand. The Secretariat shall monitor the utilization of event subsidies and ensure that the total annual expenditure does not exceed the ceiling established by the Project. The focal point shall contact the FRL0901 MCAAP Secretariat to coordinate the attendance of their delegate at least **60 calendar days** (as per CDI regulations) prior to the commencement of the event.

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<sup>1</sup> <https://icsc.un.org/Home/DailySubsistence>

9.2.2 Project Members may use their allocated event subsidy units to support participation in ICAO-endorsed events relevant to the objectives and focus areas of the Project. The management and allocation of event subsidies shall be the responsibility of each Project Member through its designated focal point, including the identification of suitable events and candidates. The Secretariat shall support coordination as required. The focal point shall contact the FRL0901 MCAAP Secretariat to coordinate the attendance of their delegate at least **60 calendar days** (as per CDI regulations) prior to the commencement of the event. The use of such subsidies shall be subject to the principle of equivalent monetary value and availability within the annual financial ceiling, taking into account the standardized subsidy unit as a reference for planning and resource consumption.

9.2.3 Project Members who wish to participate in additional ICAO-endorsed training events that require an additional cost of tuition should contact the FRL0901 MCAAP Secretariat at least **60 calendar days** prior to the commencement of the training events, to coordinate the participation of their delegate. The decision to allocate resources for such activities shall be made by the Project Member through its focal point, within the limits of its annual allocation. The use of event subsidy units for such activities shall be calculated based on their equivalent monetary value.

9.2.4 If a Project Member decides to apply for the type of event subsidy mentioned in 9.2.3, it may do so with the understanding that this decision will impact its annual allocation, and that the total utilization shall be accounted for based on its equivalent monetary value within the annual limits established for the Project, in line with the standardized subsidy unit and the annual financial ceiling.

9.2.5 The FRL0901 MCAAP Secretariat will monitor awarded event subsidies and will work with the Project Member to support the effective and efficient use of event subsidies.

9.2.6 Annual Financial Ceiling and Redistribution Mechanism

9.2.6.1 The total annual expenditure for event subsidies shall not exceed USD 120,000.

9.2.6.2 Event subsidy allocation shall follow a phased approach:

a) First semester (H1): An initial allocation of up to seven event subsidy units per Project Member shall be made, representing a controlled level of financial commitment within the annual ceiling.

b) Mid-year review: A mandatory assessment shall be conducted by the Secretariat, normally in July, to evaluate the utilization of event subsidy units and identify any unused capacity.

c) Second semester (H2): Additional event subsidy units may be allocated to Project Members with demonstrated demand, based on the availability of resources identified during the mid-year review, provided that the total annual ceiling is not exceeded.

9.2.6.3 Event subsidies shall remain available throughout the year, and this mechanism is intended to optimize the use of available resources without restricting participation to a specific period.

9.2.7 Role of Event Subsidies

9.2.7.1 Event subsidies are intended to support participation in Project activities and shall not constitute the primary mechanism of Project implementation. Priority shall be given to activities that deliver direct technical assistance and measurable regional benefits.

## 9.2.8 Monitoring and Transparency

9.2.8.1 The Secretariat shall maintain an updated overview of event subsidy utilization by Project Member, including the consumption of subsidy units and remaining allocation within the annual financial framework, and may share this information with Members to support planning and transparency.

## 9.3 *Funding*

9.3.1 The event subsidy includes daily subsistence allowance (DSA) to cover lodging and expenses for the duration of the event; plus the amount of USD63 per terminal, representing outward and return travel expenses, as per ICAO Regulations. The candidate sponsoring organization/administration shall provide him/her with the air ticket to/from the City of Origin to the City of the relevant event venue, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. For planning and accounting purposes, the value of each subsidy shall be calculated based on its actual duration and compared against the standardized subsidy unit.

9.3.2 In the event that an event subsidy holder is not able to attend or does not complete its participation in a sponsored event, it shall return the allocated funds by contacting the FRL0901 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int) to coordinate the necessary administrative arrangements for the applicable refund.

#### 9.4 *Event subsidy Allocation for International Organizations*

9.4.1 Regarding event subsidies offered through COCESNA, which is the recognized Project Member representing the corresponding States, the candidate appointment decision is made by COCESNA by assessing Event subsidy Nomination Forms sent by States to the COCESNA Focal Point. All coordination with such States shall be conducted exclusively by COCESNA through its Focal Point. Once COCESNA has selected a candidate and all internal coordination has been completed, the Event subsidy Nomination of the candidate should be sent to the ICAO NACC Regional Office by the COCESNA Focal Point. The MCAAP Secretariat shall not engage directly with individual States in this process.

9.4.2 Regarding event subsidies offered through ECCAA, which is the recognized Project Member representing the corresponding States, the candidate appointment decision is made by ECCAA by assessing Event subsidy Nomination Forms sent by States to the ECCAA Focal Point. All coordination with such States shall be conducted exclusively by ECCAA through its Focal Point. Once ECCAA has selected a candidate and all internal coordination has been completed, the Event subsidy Nomination of the candidate should be sent to the ICAO NACC Regional Office by the ECCAA Focal Point. The MCAAP Secretariat shall not engage directly with individual States in this process.

#### 9.5 *Administrative Procedure for Nominations*

9.5.1 With no exceptions, the Mission Travel Request Form (**Appendix B** refers) must be completed for each nominee. All pages must be filled out and must include the Civil Aviation Authority, COCESNA, DC-ANSP or ECCAA director's signature and seal (page 2 of the form), as well as the signature and seal of the doctor who performs the medical examination on the medical portion of the form (page 6). The medical examination will be valid for one year from the date signed by the doctor and may be used for future event subsidy nomination forms submitted for the same candidate. The completed (signed and stamped) event subsidy Nomination Form should be submitted to the MCAAP Secretariat by the Project Member Focal Point to the e-mail address provided below:

**FRL0901 MCAAP Secretariat**  
Regional Officer, Technical Assistance  
MCAAP Assistant  
nacc-tc@icao.int

9.5.2 The duly completed event subsidy Nomination Form must be received in the ICAO NACC Regional Office as soon as feasible but no later than **60 calendar days** (as per CDI regulations) prior to the beginning of the event. In order to ensure timely payment and to comply with the internal administrative processes of the ICAO NACC Regional Office, the ICAO Capacity Development and Implementation Bureau and the United Nations Development Programme (UNDP) Office who will process the event subsidy holder's payment (if applicable), **it is essential to comply with the established deadlines.**

9.5.3 The internal administrative process entails the following activities:

- a) the FRL0901 MCAAP Secretariat will request certification of funds to the Field Operations Section (FOS) for onward transmission to the Programme Budget Unit (PBU) – two days after the established deadline to receive the event subsidy nomination forms from focal points – process takes 1-2 working days;
- b) FOS sends the request to PBU – process takes 1-3 working days;
- c) PBU certifies and blocks funds for event subsidies, notifies FOS – process takes 5-7 working days;
- d) FOS sends the approval to the FRL0901 MCAAP Secretariat – immediately after receiving approval;
- e) the FRL0901 MCAAP Secretariat prepares the event subsidy for payment through either one of the following payment methods:
  - i. For States that have a UNDP Office in the Country of Origin payment will always be made sending an Agency Service Request (ASR) and the event subsidy holder will collect payment in that office – payment process takes approximately 10-15 working days, starting on the day the ASR is received from ICAO;
  - ii. For States that have no UNDP Office in the Country of Origin, payment will be made sending an ASR to the Administrative Officer of the ICAO NACC Regional Office and the Administrative Officer will make a bank transfer using the information provided in the Banking Instructions Form (which will have to be filled out by the event subsidy holder) – payment process takes approximately 10-15 working days, starting on the day the ASR is received from ICAO;
  - iii. For events held in the Regional Office, the Administrative Officer will prepare a cheque for the event subsidy holder to be cashed at the local bank in Mexico City in US currency.
  - iv. Travel itinerary.

9.5.4 The acceptance of event subsidy nomination letters received after the established deadlines will be subject to the discretion of the FRL0901 MCAAP Secretariat and will be the exception and not the norm. The FRL0901 MCAAP Secretariat, under no circumstances, will process Post-Facto event subsidies.

9.5.5 Each event subsidy holder is required to send his/her travel itinerary to the FRL0901 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int). Furthermore, each event subsidy holder is required to report to the event coordinator to confirm his/her participation once the subsidy has been allocated to the holder.

9.5.6 For any event subsidy request to be considered, the Project Member **shall not be in arrears** with payments to the FRL0901 MCAAP Project.

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

## **10. Travel Assistance using the FRL0901 MCAAP**

10.1 Per the discretion of the FRL0901 MCAAP Secretariat and on an as-needed basis, consideration will be given to those Project Members needing assistance with travel arrangements (air ticket, DSA and terminals allowance). For any travel assistance to be considered, the Member State **shall not be in arrears** with payments to the FRL0901 MCAAP Project.

10.2 The following procedure will be used:

10.2.1 Project Members wishing to participate in selected ICAO endorsed events that require assistance from ICAO for travel, must contact the FRL0901 MCAAP Secretariat no later than **60 calendar days** (as per CDI regulations) prior to the commencement of the event.

### *10.2.2 Administrative Procedure for Travel Assistance*

10.2.2.1 Travellers must send the following documentation and information to the FRL0901 MCAAP Secretariat:

- Health Statement for Subject Matter Experts (SMEs) Form
- Scanned copy of the following documentation:
  - Vendor Form, duly filled and signed. This form must be filled to complete Supplier Registration.
  - Copy of Bank Statement (no demonstration of financial standing is required)
  - Valid passport (minimum of six months validity upon return to the Duty Station) of the expert
  - Visa of the expert (if applicable)
- Expert contact information, including address, telephone and e-mail addresses (official and alternate)

10.2.2.2 The internal administrative process for travel entails the following activities upon the receipt of the traveller's documentation:

- a) the CDI Assistant requests mission number and proposed itinerary to the ICAO Travel Section – process takes 1-2 working days;
- b) the ICAO Travel Section sends itinerary – process takes 1-2 working days;
- c) the CDI Assistant prepares the Draft Mission Travel Authorization (dMTA) and sends to the NACC Administrative Associate – process takes 1-2 working days;
- d) the CDI Assistant coordinates with the corresponding assistant in the NACC Office to request the traveller for the hotel reservation information during the mission in order to proceed and request the corresponding United Nations Department of Safety and Security (UNDSS) Security Clearance for the mission – process takes 1-2 working days;
- e) NACC Administrative Associate finishes the MTA and sends to Field Operations Section (FOS) for approval – process takes 1-3 working days;
- f) FOS requests certification of funds to the Programme Budget Unit (PBU) – process takes 1-3 working days;
- g) PBU certifies and blocks funds for travel, notifies FOS – process takes 5-7 working days;
- h) FOS sends the approval to the ICAO Travel Section – immediately after receiving approval;
- i) the ICAO Travel Section sends the approved MTA to the Accounting Services Section – Travel Claims Unit (ASV/TCU) – process takes 1-3 working days;
- j) the ICAO Travel Section purchases the air ticket – process takes 1-2 working days;
- k) ASV/TCU issues Agency Service Request (ASR) and sends directly to the issuer of payment for payment to traveller – process takes from 10 to 15 working days;
- l) the travel advance payment is issued through either one of the following:
  - i. for States that have a UNDP Office in the Country-of-Origin payment will always be made sending an ASR and the traveller will collect payment in that office – payment process takes approximately 10-15 working days;
  - ii. for States that have no UNDP Office in the Country of Origin, payment will be made sending an ASR to the Administrative Officer of the ICAO NACC Regional Office – payment process takes approximately 10-15 working days.

10.2.3 The entitlements for a mission include the following:

- (1) Air ticket to/from the Duty Station and the City (venue) of the event;
- (2) Daily Subsistence Allowance (DSA)<sup>2</sup> rate for the City (venue) of the event, for the nights corresponding to the duration of the travel (using the air ticket as reference). The DSA shall comprise the total contribution of the United Nations towards such charges as meals, lodging and gratuities made for services rendered during official travel. Any additional expenses must be covered by the traveller during the mission. The travel advance is usually 80% of the Daily Subsistence Allowance (DSA) and the remaining 20% will be reimbursed to the traveller after the mission has been completed. For this purpose, the traveller will return the following documents to the CDI Assistant:
  - i. Scanned copy of the boarding passes
  - ii. Scanned copy of the baggage fee receipts (first bag will be reimbursed)
  - iii. Scanned copy of the Antigen/PCR invoice/receipt (if applicable)
- (3) Terminal Allowances (up to 4) destined for the taxis needed for the following transportation segments: home-airport, airport-hotel, hotel-airport and airport-home

10.2.4 If a Project Member decides to apply for assistance from ICAO for travel beyond the support provided under the event subsidy programme, they may do so with the understanding that this decision will impact its annual allocation, and that the total monetary value of such assistance shall be accounted for as part of the equivalent value of event subsidies available for the year. As such assistance is managed within the established annual financial framework and ceiling of the Project, it shall not require further approval.

10.2.5 Air travel shall be provided in accordance with ICAO travel guidelines and regulations.

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

10.2.7 Evidence of travel (scanned copy of boarding passes of the traveler) must be submitted to the FRL0901 MCAAP Secretariat within 10 working days after completion of travel.

10.2.7.1 Failure to comply with 10.2.7 shall result in recovery of DSA and of other advance payments made by the FRL0901 MCAAP Secretariat, including the expenses related to cancelled air tickets.

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<sup>2</sup> <https://icsc.un.org/Home/DailySubsistence>

10.2.7.2 The traveller shall not be entitled to receive any event subsidy or travel assistance until he/she has returned the amounts mentioned above.

## **11. Reporting**

11.1 All activities carried out under the Project require the submission of a report using the appropriate NACC template within 30 days from the last day of the activity.

## **12. Reassessment of the Validity of Non-Implemented Activities**

12.1 Approved activities whose implementation has not started within two years from the date of formal approval by the PSC will be subject to review by the Secretariat and, at its discretion, will again be submitted for re-evaluation by the PEC or the PSC (via fast-track procedure).

12.2 The reassessment by the PEC will be final, authorizing the implementation or cancellation of the activity, without the need for approval by the PSC.

12.3 The re-evaluation of activities must observe the criteria established in paragraph 7.3.

12.4 If the implementation of the activity does not begin within one year of the re-evaluation decision, the activity will be automatically cancelled, not preventing a new proposal on the same topic from being submitted by the interested party.

## **13. Procedure for Monitoring the Implementation of Activities/Projects Financed by FRL0901 MCAAP**

13.1 Objective

13.1.1 Describe the procedure for monitoring and evaluating the implementation by the PEC of activities funded by MCAAP, ratifying the role established for the Commission in the MCAAP Procedural Handbook.

13.2 Scope

13.2.1 This procedure applies to all activities financed in whole or in part by MCAAP.

*Note: in the case of partial financing, monitoring and evaluation will be limited to the financed part(s).*

13.3 Responsibility

13.3.1 The FRL0901 Project Coordinator (Secretariat) is responsible for providing the PEC with information regarding:

- a) Activity proposals approved by the FRL0901 PSC, including the corresponding form and implementation schedules.
- b) The budget execution of the activity.

13.3.2 Proponents of activities (typically Regional Officers from the NACC Regional Office) are responsible for providing the PEC Rapporteur with:

- a) A report every six months on the implementation status of the corresponding activity, detailing actions carried out, not carried out, compliance with the schedule, difficulties encountered, and any other aspects considered relevant by the proponent.

*Note: The reports shall be submitted on the last working day of February and August of each year. The reporting cycle shall start from the approval of the activity, either from the PSC meeting or from the response deadline for fast-track cases.*

- b) Any other additional information requested by the PEC.

13.3.2.1 The formats for the submission of implementation reports shall be developed and maintained by the Secretariat and used by all activity proponents.

13.3.3 PEC members are responsible for:

- a) Analyse and evaluate, qualitatively and quantitatively, the implementation of the activities to comply with the provisions of points 4.6.1 and 12 of the MCAAP Procedural Handbook.
- b) Provide guidance to the Officer responsible for the activity on the need for changes in implementation.
- c) Issue an annual evaluation report to be submitted to the PSC.

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