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)[1] 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.

[1] 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 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), <u>**it is essential to comply with the established deadlines**</u>.

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. 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.