The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Thirteenth Meeting of the FRL0901 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (FRL0901 PSC/13)
Coolidge, Antigua and Barbuda, 3 June 2026

SUMMARY OF DISCUSSIONS

ii.1 Place and Date of the Meeting

The Thirteenth Meeting of the FRL0901 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (FRL0901 PSC/13) was held at Coolidge, Antigua and Barbuda, on 3 June 2026.

ii.2 Opening Ceremony

Mr. Christopher Barks, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO), provided opening remarks welcomed the members of the Project, highlighting the benefits and importance of the Project in expediting States compliance with and implementation of ICAO Standard and Recommended Practices (SARPs), explaining the activities for further promotion of the Project's results and positive impact as presented in the NACC/DCA/14 meeting, inviting them to use the MCAAP more effectively and efficiently concerning implementation, informing the implementation of the Round Table session on the second hour of the meeting, and officially opened the meeting.

ii.3 Officers of the Meeting

The FRL0901 PSC/13 Meeting was led by the Director of the MCAAP Project, Mr. Christopher Barks, Regional Director, assisted by Messrs. Julio Siu, Deputy Regional Director and. Fernando Camargo, Regional Officer, Technical Assistance, serving as Secretariat, all of them from the ICAO NACC Regional Office.

ii.4 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and presentations of the meeting were available to participants in both languages.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 08:30 to 10:30 hours daily. The round table session was welcomed by the Project Members.

ii.6 Agenda

Agenda Item 1: Adoption of the Draft Agenda and Schedule

Agenda Item 2: Review of Outstanding Decisions and Conclusions from Previous Meetings

Agenda Item 3: Annual Report of the Project Evaluation Commission (PEC)

Agenda Item 4: Recommendations of the Ninth Meeting of the Project Evaluation Commission

Agenda Item 5: Other Business Related to the Project

ii.7 Attendance

The FRL0901 MCAAP PSC/13 Meeting was held with the participation of the vast majority of the FRL0901 MCAAP Project Members[1], totalling 15 delegates representing 11 Project Members, as indicated in the list of participants of **Appendix A**.

ii.8 Draft Conclusions and Decisions

The Project Steering Committee Meeting records its activities as Conclusions and Decisions as follows:

CONCLUSIONS: Activities approved by FRL0901 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Members.

DECISIONS: Internal activities of the FRL0901 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee.

[1] ***FRL0901 Project Member States*** *are: Bahamas, Barbados, Canada, Cuba, Curaçao's DC-ANSP, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua). United States participates in the Project as an in-kind support donor.*

ii.9 List of Conclusions and Decisions

Number	Title	Page
13/1	***Feedback on the Pilot Annual Report of the Project Evaluation Commission***	7
13/2	***Feedback on the Implementation of the MCAAP Strategic Guidelines***	8
13/3	***Approval of the MCAAP/PEC/9 Meeting Report Including All its Conclusions***	11
13/4	***Development of an MCAAP Project Prospectus***	12
13/5	***Reintegration of AVSEC and FAL Activities into the MCAAP Framework***	13

ii.10 List of Working and Information Papers and Presentations

Refer to the Meeting web page:
https://www.icao.int/nacc/meetingdocs?fid=94841#block-icao-page-title

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Adoption of the Draft Agenda and Schedule	07/05/26	Secretariat
WP/02	2	Review of Outstanding Decisions and Conclusions from Previous Meetings	25/05/26	Secretariat
WP/03	4	Recommendations of the Ninth Meeting of the Project Evaluation Commission	15/05/26	Secretariat
WP/04	3	Annual report of the Project Evaluation Commission (PEC)	25/05/26	Secretariat
WP/05	3	Annual report of the Project Evaluation Commission (PEC)	25/05/26	Secretariat
WP/06	4	Recommendations of the Ninth Meeting of the Project Evaluation Commission	25/05/26	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01		LIST OF WORKING, INFORMATION PAPERS AND PRESENTATIONS	30/05/26	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	5	MCAAP Round Table Session	Secretariat
2	4	Strategic Guidelines for the Implementation of the MCAAP Project	Secretariat
3	3	Pilot Annual Report of the Project Evaluation Commission (PEC)	Secretariat

Agenda Item 1: Adoption of the Draft Agenda and Schedule

1.1 Under WP/01, the Secretariat presented the Draft Agenda, which had been circulated to Project Members for review and comments, and included the draft agenda and schedule for the meeting.

1.2 The Meeting approved the Draft Agenda and schedule as presented, highlighting the round table session prepared for the Project members to openly discuss the Project results and seek improvements and other areas of enhancement for the Project.

Agenda Item 2: Review of Outstanding Decisions and Conclusions from Previous Meetings.

2.1 Under WP/02, the Secretariat presented a review of the valid Decisions and Conclusions from previous Project Steering Committee (PSC) meetings, including their implementation status. The Secretariat informed that, following PSC/12, one Conclusion and one Decision had been adopted. Conclusion RLA09801 PSC/12/01 concerned the approval of the MCAAP/PEC/8 meeting report and its associated Conclusions, including the approval of the new strategic approach directive, project enhancement proposals, activity proposals and amendments to the MCAAP Procedural Handbook. Decision RLA09801 PSC/12/01 concerned the designation of the members of the Project Evaluation Commission (PEC) for the 2025–2027 term.

2.2 The Secretariat highlighted that, during 2025, a total of seventeen activities were approved, including those submitted under the fast-track procedure, as follows:

- MCAAP Act Prop 01-2025 - Workshop on ACR-PCR method;
- MCAAP Act Prop 02-2025 - GANP KPIs for CAR-SAM eANP Vol. III;
- MCAAP Act Prop 03-2025 - ANS Safety Oversight Workshop;
- MCAAP Act Prop 04-2025 - Support implementation of ANS Contingency Planning;
- MCAAP Act Prop 05-2025 - Foreign Operators surveillance enhancement;
- MCAAP Act Prop 06-2025 - Enhancing Safety Data Validation and Regional Accident
- Investigation Cooperation in the NAM/CAR Regions through Global Best Practices;
- MCAAP Act Prop 07-2025 - ATC Fatigue Risk Management Workshop
- MCAAP Act Prop 08-2025 - Building Capacity for the assessment of SMS Implementation in ATS;
- MCAAP Act Prop 09-2025 - Evaluation of SAR Basic Building Blocks (BBB) in the CAR Region;
- MCAAP Act Prop 10-2025 - Analysis use of ADS_B data RVSM monitoring processes. Participation in the GTE_25 Meeting;

- MCAAP Act Prop 11-2025 - NAM/CAR Regional Airspace Optimization and Air Traffic Flow Management (ATFM) Integration – Phase 3 (2025-2030);

- MCAAP Act Prop 12-2025 - Harmonized and Integrated Safety Oversight (SO) and Quality Management (QM) Framework, with verification of BBB for ICAO Annex 3 Meteorological Services in the NAM/CAR Regions;

- MCAAP Act Prop 13-2025 - Model training programme for Operations of Aircraft (OPS) and Airworthiness (AIR);

- MCAAP Act Prop 14-2025 - Development of a Model Training Programme for Aviation Accident Investigators;

- MCAAP Act Prop 15-2025 - Supporting CANSNET implementation;

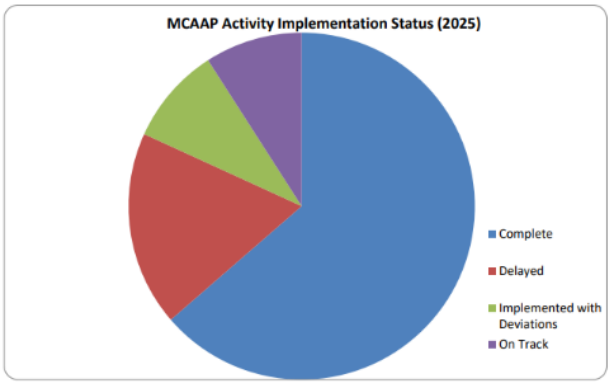
- MCAAP Act Prop 16-2025 - Administrative support for the management of RLA09801 MCAAP; and

- MCAAP Act Prop 17-2025 - Support ATFM Workshop for data management and KPI Calculation.

2.3 The Secretariat informed that Conclusion RLA09801 PSC/12/01 and Decision RLA09801 PSC/12/01 were considered completed.

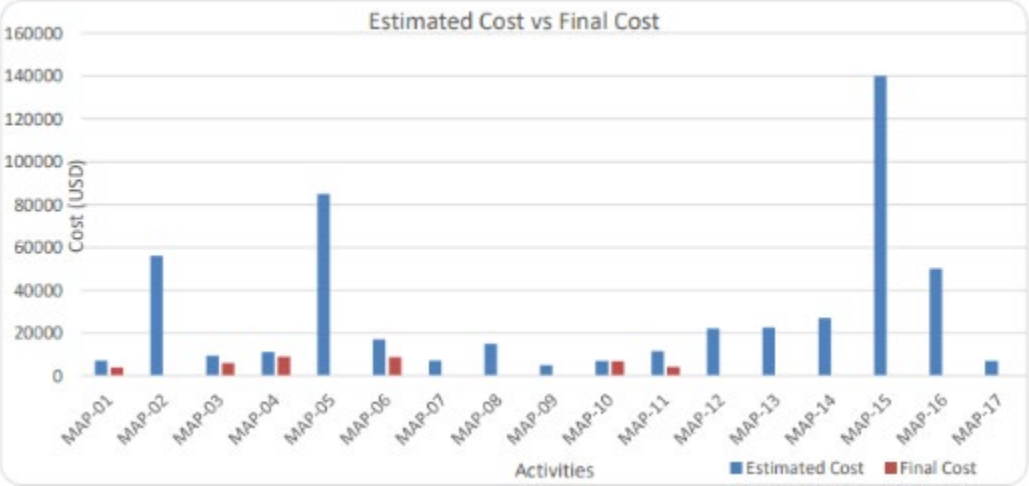
Agenda Item 3: Annual report of the Project Evaluation Commission (PEC).

3.1 Under WP/05, the PEC, through its Rapporteur, presented the pilot Annual Report of the PEC, prepared in accordance with the new MCAAP Strategic Guidelines. The report was intended to support the PSC in its oversight role and to obtain feedback on the proposed reporting approach and content. The report covered four areas: an overview of project activities, MCAAP implementation and regional benefits, the financial status of the project, and concluding observations.



3.2 The Meeting was informed that, from the seventeen 2025 activities, seven had been completed, one had been completed with deviations, three were progressing as long-term activities, and six were delayed or had not yet commenced, mainly due to challenges in engaging subject matters experts. The PEC Rapporteur highlighted the benefits achieved through activities in the areas of air navigation services, aircraft accident and incident investigations and aerodromes, including strengthened regional coordination, enhanced operational consistency, support for safety oversight and contingency planning, validation and analysis of occurrence data, and the promotion of ICAO standards related to aircraft classification and pavement rating. The detailed implementation status of the 2025 MCAAP activities is shown in **Appendix B** of this report.

3.3 The Meeting was further informed that the financial status of the project remained sound and aligned with the approved work programme, noting that unspent funds remained committed to approved activities and that the utilization of event subsidies had increased during 2025:



3.4 The Secretariat invited Members to review the pilot Annual Report in detail and provide feedback through the PEC and their designated focal points. Such feedback would support the refinement of future annual reports, including their focus areas, performance indicators, and communication elements. The Meeting reviewed the pilot Annual Report and acknowledged it as presented.

3.5 As a result of the discussions, the Meeting formulated the following Decision:

DECISION **FRL0901 PSC/13/D01**	**FEEDBACK ON THE PILOT ANNUAL REPORT OF THE PROJECT EVALUATION COMMISSION**	
What: That Project Members review the pilot Annual Report of the Project Evaluation Commission in detail and provide feedback to the Secretariat through their designated focal points by 31 October 2026, on its focus areas, performance indicators and communication elements, for subsequent consideration by the PEC.		**Expected impact:** ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To support the refinement of future annual reports and strengthen the PSC oversight function by ensuring that reporting remains focused, useful and aligned with the information needs of Project Members.		
When: By 31 October 2026	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed	
Who: ☒ States ☐ ICAO ☒ Other:	Project Members, PEC and designated focal points	

Agenda Item 4 Recommendations of the Ninth Meeting of the Project Evaluation Commission.

4.1 Under WP/03, supported by P/02, the PEC presented the refined Strategic Guidelines for Implementation of the FRL09M1 MCAAP Project. The proposed Guidelines consolidated the strategic planning approach endorsed by PSC/12 and further refined by PEC/9, with the objective of supporting a more structured, results-based and long-term implementation of the MCAAP Programme. The Meeting was informed that the Guidelines addressed governance arrangements, core principles, activity prioritization criteria, performance monitoring mechanisms and a Communications Plan aimed at increasing awareness, participation and effective use of the Programme by Project Members.

4.2 The PEC Rapporteur explained that the development of the Guidelines was prompted by the need to address the limited participation of Members in the planning and proposal of activities, as well as the underutilization of available MCAAP resources and benefits. The proposed approach sought to strengthen Member ownership of the Programme through greater alignment with ICAO global and regional priorities, increased focus on regional benefits, and the adoption of a more strategic and programmatic approach to activity implementation. The Meeting was informed that the Guidelines were based on three core principles: alignment with global and regional strategies, alignment with the needs and interests of Project Members and partner organizations, and the maximization of activity impact and cost-effectiveness.

4.3 The Meeting was further informed that the refined Guidelines clarified the respective roles of the PSC and the PEC, introduced additional prioritization criteria to support the evaluation of competing proposals, established performance monitoring indicators, and incorporated a Communications Plan to promote greater awareness and engagement among Members. The Rapporteur also highlighted that the Guidelines provided for the preparation of annual reports to support the PSC in its oversight responsibilities and to facilitate continuous improvement of Programme implementation.

4.4 During the discussion, Members exchanged views on the balance of project activities among aviation disciplines and discussed the importance of encouraging additional proposals in areas such as safety oversight, environment and air transport. The Meeting noted that the Guidelines were intended to improve the quality, relevance and strategic alignment of future activities while maintaining flexibility to address evolving regional priorities.

4.5 The Meeting took note of the refinements introduced in the Strategic Guidelines for Implementation of the FRL09M1 MCAAP Project and encouraged Project Members to provide feedback, through the PEC and their designated focal points, on the application of the Guidelines, including focus areas, prioritization criteria, communications actions and performance indicators, to support their continued improvement during implementation.

4.6 As a result of the discussions, the Meeting agreed with the following Decision:

DECISION **FRL0901 PSC/13/D02**	**FEEDBACK ON THE IMPLEMENTATION OF THE MCAAP STRATEGIC GUIDELINES**
What: That, Project Members review the application of the Strategic Guidelines for Implementation of the FRL0901 MCAAP Project and provide feedback to the Secretariat, through their designated focal points, by 31 October 2026, on their focus areas, prioritization criteria, communications actions and performance indicators, for subsequent consideration by the PEC.	**Expected impact:** ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To support the continued improvement of the Strategic Guidelines during implementation and ensure that they remain practical, relevant and aligned with the needs of Project Members, while strengthening the strategic planning, prioritization and monitoring of MCAAP activities.	
When: By 31 October 2026	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☐ ICAO ☒ Other:	Project Members, Secretariat, PEC and designated focal points

4.7 Under WP/06, the Secretariat presented the report of the NPEC/9, held in Mexico City, Mexico, in March 2026. The paper summarized the main matters discussed by the Commission, including the status of previous Conclusions and Decisions, Project implementation matters, communication and monitoring improvements, the technical evaluation of new activity proposals, matters related to the

reintegration of Members in arrears, and updates to Project procedures. The Report of the PEC/9 is in **Appendix C**.

4.8 The Meeting was informed that the Project had reached a high level of implementation, with proposed activities exceeding the available budget for the first time. The Commission had therefore conducted a prioritization exercise to align proposals with regional safety, capacity, and efficiency objectives. As a result, nine activity proposals were validated and recommended for approval, covering areas such as obstacle limitation surfaces, regional air navigation capabilities, space operations, aeronautical data validation, frequency management, contingency planning, Global Navigation Satellite System (GNSS) resilience, Air Traffic Services Interfacility Data Communications (AIDC) implementation and controller-pilot data link communications (CPDLC).

4.9 In addition to the nine proposals validated by the PEC, the Meeting noted that two additional proposals had already been approved through the fast-track procedure, bringing the total number of activities approved in 2026 to eleven, as follows:

- MAP 01-2026 - Safety Culture in ATM - Workshop;
- MAP 02-2026 - Air Transport Assessment in the CAR Region;
- MAP 03-2026 - New Obstacle Limitation Surfaces Seminar (25CAROLS);
- MAP 04-2026 - CAR ANS Capabilities Database for Airspace Optimization and ATFM Implementation;
- MAP 05-2026 - Space Operations 101 - Operational Impacts on ATM in the NAM-CAR Region;
- MAP 06-2026 - Enhancing ADREP Data Validation and Taxonomy Application in the CAR Region;
- MAP 07-2026 - CAR Region Frequency Management Validation Project;
- MAP 09-2026 - Development of Regional Contingency Plans for the CAR Region;
- MAP 10-2026 - Development of a MON Proposal for GNSS Resilience in the CAR Region;
- MAP 11-2026 - Implementation of AIDC between Kingston FIR and Bogotá FIR; and
- MAP 15-2026 - Regional Implementation of Controller–Pilot Data Link Communications (CPDLC).

4.10 The Meeting also reviewed the Commission's recommendation concerning the reintegration of Members with long-term outstanding contributions. The Secretariat presented an exceptional one-time debt settlement incentive for Haiti and the Eastern Caribbean Civil Aviation Authority (ECCAA), consisting of a ninety per cent reduction of debts accumulated up to 2025, subject to payment of the remaining ten per cent and the full annual contribution for 2026. The Meeting noted that the proposal would support regional inclusivity and the ICAO goal of leaving no country behind.

4.11 The Meeting further reviewed proposed amendments to the MCAAP Procedural Handbook concerning event subsidies and administrative processes. The Secretariat explained that the amendments were intended to promote financial sustainability, equitable distribution of resources and transparency in the use of event subsidies, while also reflecting administrative adjustments required by the implementation of ICAO's Enterprise Resource Planning (ERP) system, including revised procedures and longer lead times for travel arrangements.

4.12 As a result of the discussions, the Meeting agreed with the following Decision:}

DECISION **FRL0901 PSC/13/C03**	**APPROVAL OF THE MCAAP/PEC/9 MEETING REPORT INCLUDING ALL ITS CONCLUSIONS**
What: That, the MCAAP Project Steering Committee approves the MCAAP/PEC/9 meeting report, including its Conclusions and Decision: a) DECISION MCAAP/PEC/9/D01, on the appointment of the representative of Canada as Rapporteur of the PEC for the 2026-2027 period; b) CONCLUSION MCAAP/PEC/9/C02, on the refinement of MCAAP Strategic Guidelines; c) CONCLUSION MCAAP/PEC/9/C03, approving the following proposals: i. MAP 03-2026 New Obstacle Limitation Surfaces Seminar (25CAROLS); ii. MAP 04-2026 CAR ANS Capabilities Database for Airspace Optimization and ATFM Implementation; iii. MAP 05-2026 Space Operations 101 Operational Impacts on ATM in the NAM-CAR Region; iv. MAP 06-2026 Enhancing ADREP Data Validation and Taxonomy Application in the CAR Region; v. MAP 07-2026 CAR Region Frequency Management Validation Project; vi. MAP 09-2026 Development of Regional Contingency Plans for the CAR Region; vii. MAP 10-2026 Development of a MON Proposal for GNSS Resilience in the CAR Region;	**Expected impact:** ☐ Political / Global ☒ Inter-regional ☐ Economics ☐ Environmental ☒ Operational/Technical

viii. MAP 11-2026 Implementation of AIDC between Kingston FIR (Jamaica) and Bogotá FIR (Colombia); and ix. MAP 15-2026 Regional Implementation of Controller–Pilot Data Link Communications (CPDLC). d) CONCLUSION MCAAP/PEC/9/C04, on the reintegration of members in arrears.	
Why: To endorse the outcomes of the MCAAP/PEC/9 Meeting and provide the necessary PSC approval for the implementation of the actions, strategic directions and activity proposals recommended by the Project Evaluation Commission.	
When: Immediately	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☐ ICAO ☒ Other:	PSC

4.13 During the discussion, Members emphasized the need to strengthen communication on the value, benefits, achievements and outcomes of the Project, particularly to support Project Members in briefing government authorities, Directors General, boards and senior management within their administrations. In this regard, the Meeting requested the Secretariat to develop a concise one-page summary, or similar internal communication tool, presenting the main benefits, achievements, outcomes and strategic value of the Project in a clear and accessible manner, to facilitate institutional support, sustained engagement and participation in MCAAP activities.

4.14 As a result of the discussions, the Meeting agreed with the following Decision:

DECISION **FRL0901 PSC/13/D04**	**DEVELOPMENT OF AN MCAAP PROJECT PROSPECTUS**
What: That the Secretariat develop a proposal for an MCAAP Project prospectus based on the concise one-page summary or similar internal communication tool requested by the Meeting, highlighting the main benefits, achievements, outcomes and strategic value of the Project in a clear, accessible and results-oriented manner, and submit it to the Project Evaluation Commission (PEC) for review and evaluation **by 31 October 2026**.	**Expected impact:** ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To provide Project Members with a practical communication tool to support briefings to government authorities, Directors General, boards and senior management within Member administrations, facilitating institutional support, sustained engagement and participation in MCAAP activities.	
When: By 31 October 2026	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☒ ICAO ☒ Other:	Secretariat and PEC

Agenda Item 5 Other Business Related to the Project.

5.1 Under WP/04, the PEC and the Secretariat presented the arrangements for a round table session on the MCAAP Project to be held during PSC/13. The Meeting was informed that the session had been designed to provide an open forum for Project Members to exchange views on the implementation, progress, impact and future direction of the Project, with the objective of obtaining direct feedback to support its continuous improvement as an implementation support mechanism.

5.2 The round table was moderated by the Director of the MCAAP Project, who emphasized the importance of creating an open environment for Members to exchange experiences, lessons learned and perspectives on the Project. In this context, the discussion highlighted the contribution of MCAAP to the achievement of ICAO Strategic Objectives for 2026–2050, including safety and security, environmental sustainability, seamless mobility and the No Country Left Behind initiative.

5.3 During the discussion, Members exchanged views on the benefits and challenges associated with Project implementation. The Meeting highlighted the value of MCAAP as a mechanism for technical cooperation, regional harmonization and capacity building, and noted the significant level of activity achieved under the Project. Members also encouraged the submission of additional proposals in the areas of safety oversight and environmental protection. The Secretariat noted that, unlike other regions that rely on separate projects for different technical disciplines, MCAAP serves as a single regional implementation mechanism supporting multiple aviation domains, thereby facilitating long-term planning and the implementation of regional priorities.

5.4 The Meeting also discussed the exclusion of Aviation Security (AVSEC) and Facilitation (FAL) activities from the current scope of the Project. Members noted that these areas had previously formed part of the Project but were excluded during the preparation of Revision E of the Project Document, following discussion at a meeting of the PEC. Interest was expressed in reintegrating AVSEC and FAL activities into the MCAAP framework, particularly in view of their relevance to ICAO Strategic Objectives and emerging issues such as cybersecurity threats affecting aviation infrastructure. The Secretariat clarified that any such expansion would require a formal amendment to the Project Document.

5.5 As a result of the discussions, the Meeting agreed with the following Decision:

DECISION **FRL0901 PSC/13/D05**	**REINTEGRATION OF AVSEC AND FAL ACTIVITIES INTO THE MCAAP FRAMEWORK**	
What: That, the Secretariat take the required actions to initiate the process for the reintegration of Aviation Security (AVSEC) and Facilitation (FAL) activities into the scope of the MCAAP Project, including the preparation of the necessary procedural and documentary arrangements and any required amendment to the Project Document, and inform the Project Evaluation Commission (PEC) on progress made by the next PEC meeting.		Expected impact: ☐ Political / Global ☒ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To enable the Project to formally begin the process of restoring AVSEC and FAL activities within the MCAAP framework, taking into account their relevance to ICAO Strategic Objectives and emerging aviation priorities.		
When: By the next PEC meeting	Status: ☒ Valid / ☐ Superseded / ☐ Completed	
Who: ☐ States ☒ ICAO ☒ Other:	Secretariat	

5.6 The Secretariat provided additional information regarding the use of event subsidies and other support mechanisms available under the Project. It was clarified that event subsidies are intended to support participation in approved activities through the provision of daily subsistence allowances and related expenses. The Secretariat further explained that, as a matter of policy, the Project generally does not purchase airline tickets for participants due to the associated administrative burden and financial risks.

5.7 The Meeting acknowledged recent improvements implemented under the Project, including the recruitment of a Project Assistant to provide enhanced support to Members, improvements to communication tools and the Project website, and updates to the MCAAP Procedural Handbook. Appreciation was also expressed for the support provided by Canada through the designation of a dedicated Rapporteur for the Project Evaluation Commission.

5.8 Members noted the high level of participation achieved in Project activities and discussed opportunities to further improve the visibility of MCAAP among senior civil aviation management and government authorities. In this regard, the Secretariat recognized the need to strengthen communication regarding the benefits and outcomes of the Project in order to reinforce institutional support and encourage continued participation by Members.

5.9 In this context, Members suggested that the Project website and related communication tools be further used to present Project information in a more accessible, concise and results-oriented manner, with particular emphasis on achievements, approved activities, benefits for Members and

upcoming opportunities for participation. Members also emphasized that future PSC sessions should be structured and communicated in a way that better demonstrates the strategic value of the Project to Directors General and encourages their sustained engagement throughout the discussions.

5.10 The Meeting took note of the feedback and suggestions provided during the round table session and agreed that they should be taken into account by the Secretariat and the PEC in the follow-up to the specific matters discussed above, including the reintegration of AVSEC and FAL activities, the enhancement of communication tools and the continued strengthening of Project planning and Member engagement. Members were encouraged to remain actively involved in Project activities and to continue submitting proposals aligned with regional priorities and the balanced development of the Programme across aviation sectors.

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APPENDIX A

LIST OF PARTICIPANTS

Bahamas

1. Delvin Major

Cuba

2. Orlando Nevot

Canada

3. Felix Meunier

Dominican Republic

4. Augusto Pérez Cuevas

United States

5. Norma Campos

Mexico

6. Víctor Islas Díaz
7. Rafael Osegura

Trinidad & Tobago

8. Rohan Garib

COCESNA

9. Roger Perez

Haiti

10.-Hanz Celestin

Jamaica

11.- Rohan Campbell

ECCAA

12.- Anthony Whittier

ICAO / OACI

8. Christopher Barks
9. Julio Siu
9. Fernando Camargo
10. Fabio Salvatierra
11. Andrew Regnerus
12. Erik Philipp

APPENDIX B
ANNUAL REPORT OF THE PROJECT EVALUATION COMMISSION (PEC)

1. Overview

In 2025, the Project Steering Committee meeting (PSC/12) approved 11 activities. As of May 2025, seven activities were completed, two activities were delayed, one activity was completed with deviations due to additional funding from an external source, and one activity is on track and will be implemented over the course of the next several years.

Over the past year the PEC also developed a more strategic approach to promote the effectiveness of the MCAAP and broaden engagement from MCAAP members. This strategic approach will be implemented going forward and consistently refined and approved in line with the MCAAP objectives.

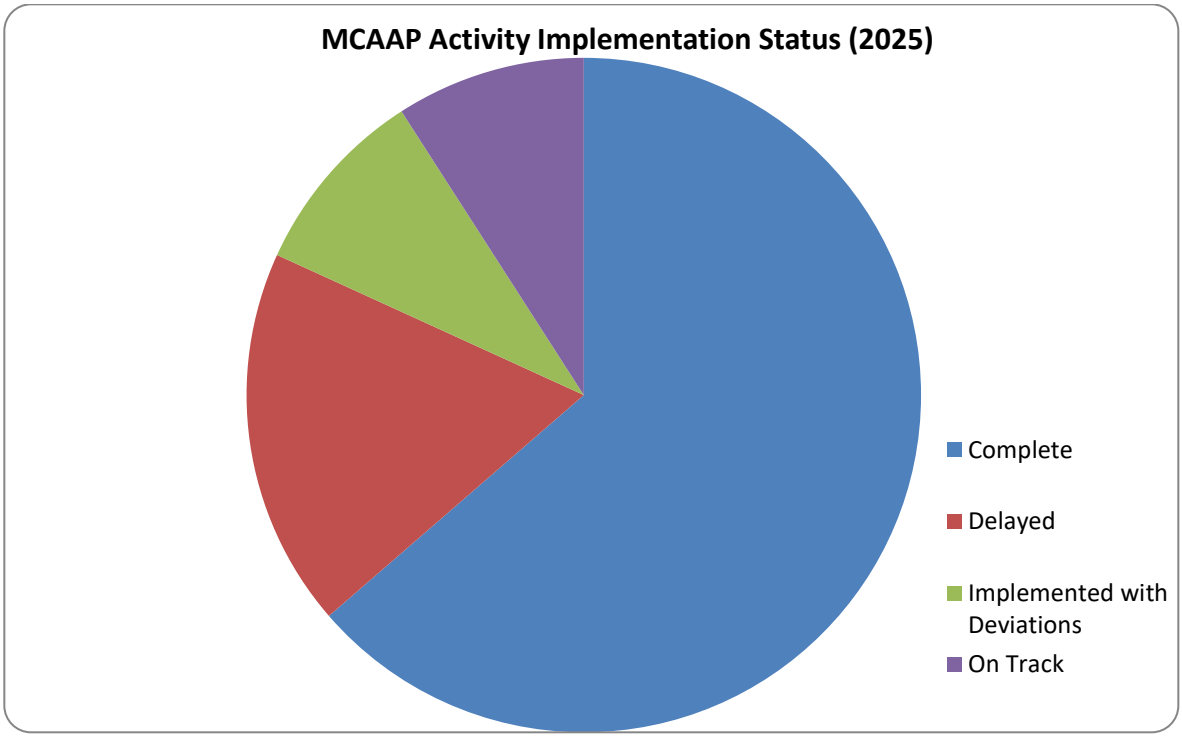

Figure 1 – Activity implementation status

The financial position of the FRL0901 MCAAP Project remained stable during the reporting period. Expenditures were concentrated in activities that advanced to implementation, while several planned activities retained their allocations for execution in subsequent phases. Overall, the Project continued to demonstrate sufficient financial capacity to support approved activities, while maintaining flexibility to accommodate delayed, ongoing, and multi-year initiatives.

2. MCAAP Implementation and Regional Benefits

The Attachment A presents the details of the implementation status and deliverables of each 2025 approved activity.

Reflecting the MCAAP's promotion of simultaneous regional benefits, most completed activities related to air navigation services (ANS), a crucial thematic area for collaboration. These activities helped to, among other things, strengthen the effectiveness of ANS safety oversight across the NACC region by advancing a common understanding of ICAO SARPs and USOAP-CMA requirements. This regional alignment can help to reduce regulatory divergence, improve interoperability of ANS/ATM systems, and support safer, more efficient cross-border operations.

Activities also contributed to improved ANS Contingency Planning to enhance the region's resilience against disruptions like natural disasters, system failures, or security threats. A workshop also strengthened a shared understanding of fatigue as an operational safety risk in air traffic services to promote safer operations in the region.

The MCAAP also supported work in the field of aircraft accident and incident investigations. Support for participation in the Occurrence Validation Study Group (OVSG) facilitated the development of draft taxonomy guidance (currently under refinement) and helped to validate the list of 2025 accidents/serious incidents. This data validation ensures accurate, transparent accident analyses and enables evidence-based interventions that can help to curb aviation risks region-wide.

Finally, a workshop on Aircraft Classification Rating – Pavement Classification Rating (ACR-PCR) promoted the consistent adoption of ICAO ACR-PCR which helps to align the region with global civil aviation. In practice, it also supports an accurate, modern, and flexible approach to airport pavement strength management. This can help allow for increased allowable aircraft weights, optimized maintenance, enhanced safety, and better alignment with modern pavement design methods.

3. Financial Status of the Project

Figure 2 presents a comparison between the estimated budget allocated to each 2025 MCAAP activity and the actual expenditures incurred to date. The blue bars represent the total budget initially allocated for each activity, while the red bars indicate the amount effectively spent during implementation. This comparison should be read together with Attachment B, which provides the detailed financial information of the Project, including estimated costs, effective costs, CDI overhead, and remaining balances for each activity.

Figure 2 presents a comparison between the estimated budget allocated to each 2025 MCAAP activity and the actual expenditures incurred to date. The blue bars represent the total budget initially allocated for each activity, while the red bars indicate the amount effectively spent during implementation. This comparison should be read together with Attachment B, which provides the detailed financial information of the Project, including estimated costs, effective costs, CDI overhead, and remaining balances for each activity.

At the same time, several activities show no effective expenditure to date. This does not necessarily indicate lack of implementation progress. In some cases, the activities have not yet started or have experienced delays related to the hiring of subject matter experts, procurement, or the sequencing of implementation. In other cases, preparatory work, coordination, planning, or technical alignment may have advanced without generating direct project costs during the reporting period. The absence of expenditure is therefore better understood as an indication of timing, implementation modality, or pending execution, rather than as a standalone measure of inactivity.

The financial data also show that a significant share of the approved 2025 resources remains unspent at this stage. However, these balances should not be interpreted as freely available funds for new initiatives, as they are already associated with approved activities that are ongoing, delayed, or scheduled for implementation in subsequent phases. This is particularly relevant for larger or multi-year activities, such as the NAM/CAR Regional Airspace Optimization and Air Traffic Flow Management (ATFM) Integration – Phase 3, as well as activities related to CANSNET, administrative support, safety oversight, training programme development, and other approved regional capacity-building initiatives. Accordingly, the remaining balances reflect financial commitments required to complete the approved MCAAP work programme, rather than surplus resources beyond the current scope of implementation.

The Project also continued to provide direct support to Project Members through subsidies. As reflected in Attachment B, the number of subsidies granted in 2025 increased in comparison with 2024, with six additional subsidies awarded during the reporting period. This increase reflects greater use of the subsidy mechanism to support participation by Project Members in approved regional meetings, workshops, and technical cooperation activities, within the scope of the MCAAP work programme.

Overall, the financial status of the Project remains sound and aligned with the approved MCAAP work programme. The current execution profile reflects a combination of completed activities with controlled expenditures, ongoing activities with partial execution, delayed activities with allocations still pending use, and multi-year initiatives that will require continued financial execution in subsequent phases. In this context, the remaining balances represent resources committed to the completion of approved activities, ensuring that the Project can continue implementing its planned priorities within the current scope of authorization.

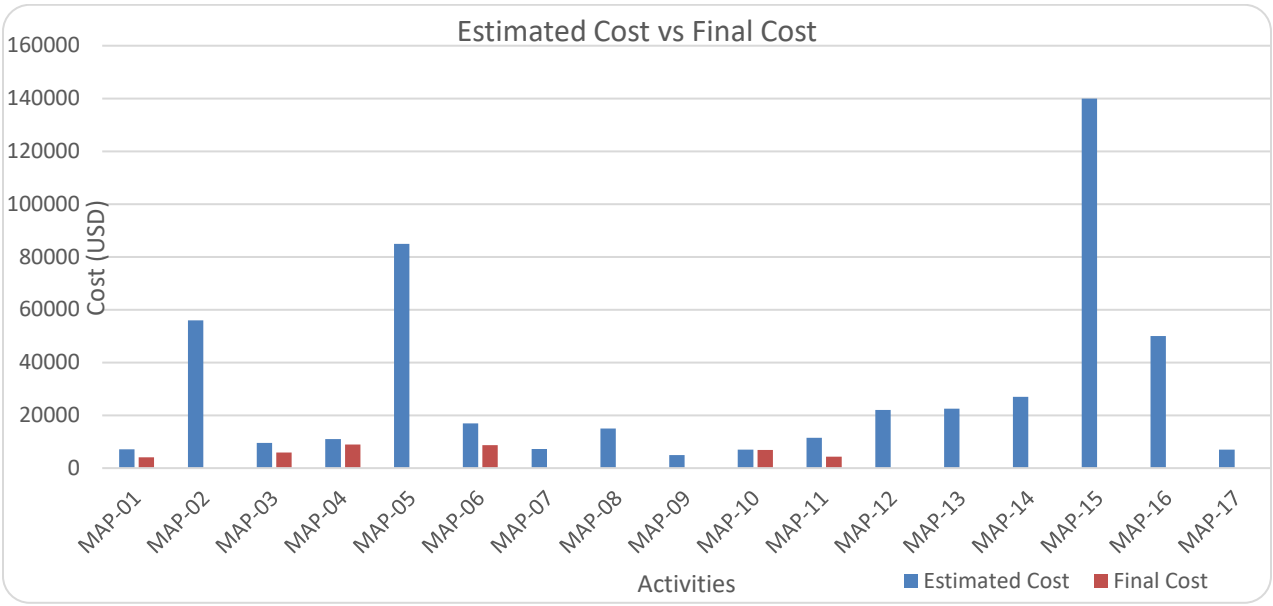

Figure 2 – Activity Budget Cost

4. Conclusion

The implementation of the MCAAP during 2025 demonstrates continued progress toward the achievement of the Project's strategic objectives and generated tangible regional benefits through enhanced technical cooperation, harmonization of practices, and strengthened alignment with ICAO Standards and Recommended Practices (SARPs). The activities carried out throughout the year contributed to improving regional coordination, operational consistency, and institutional capacity among participating States, particularly in key areas related to safety oversight and air navigation services. From a financial perspective, expenditures remained generally aligned with approved allocations, while the remaining balances continue to be linked to the completion of approved activities that are ongoing, delayed, or scheduled for subsequent phases. This confirms that the Project remains positioned to implement its approved work programme within the current scope of authorization.

In 2025, MCAAP supported activities mainly focused on air navigation services with two additional activities related to aircraft accident investigations and aerodromes. These activities promoted consistency throughout the region and alignment with ICAO standards and recommended practices. In doing so, the MCCAP ultimately laid the groundwork for safer and more efficient operations throughout the region. Going forward, the Project Evaluation Commission will continue work to adopt and refine its strategic approach to the implementation of the MCAAP.

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Attachment A – Implementation status and deliverables

Title	Status	Activities Implemented & Deliverables
Act Prop 03-2025 – ANS Safety Oversight Workshop – RO/ATM/SAR	Complete	3-day workshop on ANS Safety Oversight, using as a reference the regional guidance material.
Act Prop 04-2025 – Support Implementation of ANS Contingency Planning – RO/ATM/SAR	Complete	2-day workshop on guidelines for the establishment of ANS contingency plans and support 2-day contingency meeting.
Act Prop 07-2025 – ATC Fatigue Risk Management Workshop – RO/ATM	Complete	Hire a subject matter expert to provide a 3-day Air Traffic Control Fatigue Management Workshop.
Act Prop -10-2025 – ADS-B Data Analysis for RVSM Monitoring / GTE/25 – RO/ATM	Complete	5-day meeting between the ICAO NACC RO representative, NAARMO and CARSAMMA in Salvador, Bahia, Brazil to analyze the alternatives to use the ADS-B data available to ICAO, to comply with the requirements for the RVSM airspace monitoring process.
Act Prop 01-2025 – Workshop on Aircraft Classification Rating – Pavement Classification Rating (ACR-PCR) method – RO/AGA	Complete	The activities implemented focused on supporting the transition from the ACN-PCN system to the ICAO ACR-PCR methodology. This included an overview of the regulatory framework introduced by Amendment 15 to ICAO Annex 14, explanation of the technical principles underlying ACR-PCR, and clarification of roles and responsibilities of aircraft manufacturers, airport operators, and States. Practical training was conducted using the FAARFIELD software to calculate PCR values through mechanistic-empirical analysis. Two complete case studies—one for flexible pavements and one for rigid pavements—were developed to demonstrate full ACR-PCR computations. Finally, an operational assessment of a sample airport was carried out to identify non-compliance with ICAO overload traffic limits and to discuss potential mitigation measures, such as operational restrictions and pavement rehabilitation. The Workshop resulted in several key deliverables that support the effective implementation of the ICAO ACR-PCR methodology across the NAM/CAR Regions. A major deliverable was the establishment of a strengthened regional network, with participation of 81 participants from 16 States/Territories and international organizations in the NAM/CAR Regions, fostering a common understanding and coordinated approach to ACR-PCR adoption. Technical capacity-building was delivered through two fully developed, hands-on case studies covering both flexible and rigid pavements. These exercises enabled participants to apply FAARFIELD software in realistic scenarios, interpret ACR-PCR outputs, and understand the determination and publication of PCR values based on technical evaluation.

Act Prop 17-2025 – Support ATFM Workshop for Data Management and KPI Calculation – RO/ATM/SAR	Complete	Provide interpretation services for a 5 days workshop to be provided in the SAM Regional Office.
Act Prop 06-2025 – Enhancing Safety Data Validation and Regional Accident Investigation Cooperation – RO/Safety	Complete	Participation in the OVSG 2026 (10 to 13 FEB 2026). Development of draft taxonomy guidance (currently under refinement). Validated list of 2025 accidents/serious incidents
Act Prop 09-2025 – Evaluation of SAR Basic Building Blocks in the CAR Region – RO/SAR	Delayed	Delayed due to delays in process of hiring a subject matter expert
Act Prop 08-2025 – Building Capacity for the Assessment of SMS Implementation in ATS – RO/ATM	Delayed	Delayed due to delays in process of hiring a subject matter expert
Act Prop 02-2025 – Support the development of ANP States CAR/SAM, KPI development – RO/AGA / RO/ATM	Implemented with deviations or delays	Several activities and deliverables were completed with in-kind support from EASA, and no project funds were expended. To continue progressing toward the project objectives and ensure effective use of the approved budget, a revised project proposal will be submitted.
Act Prop 11-2025 – NAM/CAR Regional Airspace Optimization and ATFM Integration – Phase 3 (2025–2030) – RO/ATM	On Track	During the reporting period, preparatory and coordination activities for Phase 3 were implemented as planned. This included regional technical coordination through existing ICAO mechanisms (AMCB Task Force and related groups), engagement with NAM/CAR States and FIRs, alignment of Phase 3 objectives with GANP and GREPECAS priorities, and initial planning for meetings, capacity-building activities, and ATFM/FRA integration work scheduled for 2026. This work provided the following deliverables: 1. Defined scope and implementation roadmap for Phase 3 (2025–2030). 2. Consolidated regional approach for FRA and ATFM integration under the AMCB framework. 3. Identified planned activities, coordination mechanisms, and stakeholder engagement strategy for the 2026 implementation phase.

Table 1 – MCAAP Activity Summary

Attachment B – Detailed financial information of the Project

The following table provides a detailed financial overview of the activities approved under the FRL0901 MCAAP Project from 2022 to 2025. It includes information on each activity's objective, scope of work, beneficiary State(s), implementation status, estimated cost, effective cost, CDI overhead, and remaining balance. The table presents the financial execution status of each approved activity, including resources already expended and balances still linked to completed, ongoing, delayed, not started, or subsequently scheduled activities. Together, these activities reflect the continued use of MCAAP resources to support regional cooperation, capacity-building, safety oversight, air navigation modernization, and the harmonized implementation of ICAO Standards and Recommended Practices throughout the NAM/CAR Regions.

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 2-2022	Support to the AIG Turnkey Project Phase 1	Assist States in the area of AIG by building/enhancing national capacity in accident and incident investigation	Mission expenses for 8 participants for 4 training sessions of 5w/d, 5 w/d, 5 w/d and 3 w/d	CAR States	Completed	USD 90,000.00	USD 90,534.43	USD 9,053.44	-USD 9,587.87
No. 3-2022	Support to the NACC SOS Project	Train the future team members to allow the audit activities of the project	Mission expenses for 15 experts for 3 training courses of 5 w/d each	CAR States	Completed	USD 183,000.00	USD 103,776.66	USD 10,377.67	USD 68,845.67
No. 4-2022	Regulatory Comparison	Enhance the knowledge of States regarding the most applied regulations in our region, provide tools to facilitate mutual acceptance of certificates and establishment of bilateral/multilateral agreements	Salary Expenses for 2 SMEs for SME OPS 50 w/d and SME AIR 40w/d	CAR region	Completed	USD 36,000.00	USD 0.00	USD 0.00	USD 36,000.00
No. 5-2022	Guidance for the establishment of ATS incident report and analysis system	Foster the establishment and implementation of a consistent ATS incident report and analysis system, contributing to the State safety management	Mission expenses for 5 w/d at NACC for one ATS SME	CAR States	Not Started	USD 19,200.00	USD 0.00	USD 0.00	USD 19,200.00
No. 6-2022	Guidance to support ANS safety oversight	Draft a regional template to support the development of an ANS inspector manual and training programme	Salary and Mission expenses for 5 w/d at NACC for two ANS safety oversight SMEs	CAR States	Completed	USD 29,000.00	USD 8,082.00	USD 808.20	USD 20,109.80
No. 7-2022	CAR Airspace development	Move the NAM/CAR region towards the FRA concept as outlined in the Global Air Navigation Plan (GANP) and	Interpretation Expenses Mission expenses for ATM/2 to States involved in the Project	NAM/CAR region	Completed	USD 76,500.00	USD 16,188.56	USD 1,618.86	USD 58,692.59

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
		the CAR/SAM Air Navigation Plan (ANP) thereby enhancing efficiency of air navigation in the region.							
No. 8-2022	Development of National Air Navigation Plan	Foster the development and implementation of the National Air Navigation Plans among the States in the region through the provision of assistance	Hiring of 1 SME per MCAAP Project Member for 10 w/d 2024: Mission expenses for two experts from each of the Spanish speaking MCAAP Members and two members of the Secretariat for a 5-day mission to San Salvador. 2024: Mission expenses for RO/CNS and one SME from Costa Rica for a 5-day mission to Palmerola International Airport in Honduras. 2025: Mission expenses for two experts from each of the English speaking MCAAP Members and two members of the ICAO Secretariat for a 5-day mission to Jamaica.	CAR States	Superseded by Activity No. 15/2023	USD 0.00	USD 0.00	USD 0.00	USD 0.00
No. 10-2022	AIM Tracking Website	Present the progress of the transition from AIS to AIM indicating the implementation of each of the transition steps in the CAR States.	Procurement for a Website Development	CAR States	Completed	USD 19,000.00	USD 0.00	USD 0.00	USD 19,000.00
No. 11-2022	NASP implementation Project	Ensure, through the provision of adequate training and guidance, that all States of the CAR region develop and approve their NASP by the end of 2022	Mission expenses for one Workshop and technical assistance	CAR States	Completed	USD 49,530.00	USD 36,872.33	USD 3,687.23	USD 8,970.43
No. 01-2023	SOS Cross reference working sessions	Produce an evaluation tool for the States, combining all elements of the different assessment programmes (ICAO-USOAP, FAA-IASA, EASA-SAFA and IATA-IOSA)	Mission expenses for 3 SMEs to participate in 2 Working Sessions at NACC	CAR States	Completed	USD 25,000.00	USD 18,091.00	USD 1,809.10	USD 5,099.90

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 02-2023	RST Workshop	Promote the identification and mitigation of risks related to runway safety at selected international CAR airports, in response to the RASG-PA goals.	Mission expenses for a representative of each MCAAP member and for 1 RST specialist	CAR States	Completed	USD 50,000.00	USD 26,426.00	USD 2,642.60	USD 20,931.40
No. 03-2023	Project to foster regional cooperation for accident and incident investigation (AIG) in the CAR region.	Assist the States in the implementation of certain requirements in AIG, making use of the synergy to be achieved with the use of regional assets, laying the foundations for the formation of regional cooperation for accident and incident investigation (AIG).	Mission expenses for RO/TA to attend a 5-day mission (OSVG); 5-day mission for ECCAIRS training and a 3-day mission to the RAIO Cooperative Platform Meeting	CAR States	Completed	USD 12,000.00	USD 3,464.00	USD 346.40	USD 8,189.60
No. 04-2023	Implementation of the ADS-B Monitoring System	Install a software tool that allows the indicated States to debug, monitor and verify the correct performance of ADS-B data.	Mission expenses for RO/CNS and one SME for a 5-day mission to Dominican Republic and Trinidad and Tobago	Dominican Republic (Completed), Trinidad and Tobago (Pending)	Ongoing (Delayed)	USD 15,000.00	USD 5,571.00	USD 557.10	USD 8,871.90
No. 05-2023	Use of Frequency Finder App	Provide training to regional staff in the use of Frequency Finder Tool and frequency management according to Annex 10 and ICAO criteria.	Mission expenses for Mr. Loftur Jonasson to attend event at the ICAO SAM Regional Office	NAM and CAR States	Completed	USD 4,500.00	USD 4,032.00	USD 403.20	USD 64.80
No. 2020-6.1	Enhance ATS situational awareness	Action plan for the operational implementation of MLAT and ADS-B facilities and to assist in their final implementation	A one-week mission is proposed through which Barbados can develop an action plan to develop the operational implementation of the ADS-B and the MLAT. A second mission (one week) to provide a training about ADS-B and MLAT safety implementation and follow up on the first mission.	Barbados	Ongoing	USD 19,000.00	USD 0.00	USD 0.00	USD 19,000.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 2019-4.1	SIGMET Workshop Part 1	Improve the availability and quality of SIGMET messages in the NAM/CAR Regions by training Meteorological Watch Offices (MWO) technical personnel	Mission expenses for a NOAA representative	CAR region	Completed	USD 7,586.73	USD 4,049.00	USD 404.90	USD 3,132.83
No. 06-2023	Development of a system for statistics and evaluation of surveillance data	Evaluate the data, which allows the data to be certified and integrated into air traffic control systems, as well as allowing the development of data statistics for decision making	Salary Expenses for 3 SMEs to work for specific timelines within a 6-month timeframe maximum	CAR States	Ongoing (Delayed)	USD 31,072.00	USD 0.00	USD 0.00	USD 31,072.00
No. 07-2023	Analysis of the implementation of cybersecurity in ANS for two MCAAP Members States	Carry out an evaluation of these two states that would serve as a pilot programme and at the same time serve as a training process to train regional specialists in this field	Mission expenses for RO/CNS and one SME for a 5-day mission to two selected MCAAP member States	CAR region	Completed	USD 13,000.00	USD 9,530.12	USD 953.01	USD 2,516.87
No. 08-2023	NAM/ICD (AIDC) implementation between Cuba and Jamaica	Improve Safety Operation in the FIR´s coordination between the States	2 SME Mission expenses to Jamaica	Cuba and Jamaica	Not Started	USD 7,500.00	USD 0.00	USD 0.00	USD 7,500.00
No. 09-2023	Assistance for the Development of Regional Tasks of the CAR Navigation Systems through an AD-Hoc Group	Provide assistance to CAR States in the development of the requirements, determine the needs and operational benefit to implement of the different navigation system (VOR, VOR/DME, GBAS, SBAS, etc)	4 SMEs Mission expenses traveling to NACC	CAR region	Completed	USD 18,700.00	USD 18,703.85	USD 1,870.39	-USD 1,874.24
No. 10-2023	Project to development a CAR Region Guidance for Gender Equality	Create a regional Ad hoc Group to develop a Project proposal to develop opportunities for the career of women in civil aviation and the aviation industry, in response to Conclusion GREPECAS/20/09	Mission expenses for 4 SMEs for a 5-day mission to NACC	CAR region	Ongoing	USD 20,000.00	USD 0.00	USD 0.00	USD 20,000.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 11-2023	Support regional assistance for the development of the CANSNET communications network	Provide resources to cover simultaneous translation at CANSNET Group meetings to support the understanding of information to all Member States, whether Spanish or English speaking.	Interpretation Expenses	CAR region	Completed	USD 4,000.00	USD 3,860.35	USD 386.04	-USD 246.39
No. 13-2023	Support for the development of National Air Navigation Plans	Foster the development and implementation of the National Air Navigation Plans among the States in the region through the provision of assistance.	Mission expenses for one representative of each Central American State and two COCESNA Representatives in San Salvador, El Salvador	Central American States	Ongoing (on schedule)	USD 13,500.00	USD 6,608.07	USD 660.81	USD 6,231.13
No. 14-2023	Workshop Development of the Global Air Navigation Plan Key Performance Indicators Evaluation for ATM	Develop the knowledge of regional specialists for the establishment of data, development of the process of measuring key performance indicators for air traffic management operations.	DSA expenses for 4 experts traveling to NACC Interpretation Expenses	CAR Region	Completed	USD 0.00	USD 0.00	USD 0.00	USD 0.00
No. 15-2023	Development of National Air Navigation Plan -	Foster the development and implementation of the National Air Navigation Plans among the States in the region through the provision of assistance	Hiring of 1 SME per MCAAP Project Member for 10 w/d 2024: Mission expenses for two experts from each of the Spanish speaking MCAAP Members and two members of the Secretariat for a 5-day mission to San Salvador. 2024: Mission expenses for RO/CNS and one SME from Costa Rica for a 5-day mission to Palmerola International Airport in Honduras. 2025: Mission expenses for two experts from each of the English speaking MCAAP Members and two members of the ICAO Secretariat for a 5-day mission to Jamaica.	CAR States	Completed	USD 60,000.00	USD 4,336.00	USD 433.60	USD 55,230.40

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 01-2024	Support to the certification of aerodromes in the CAR Region	To foster the compliance of States in the regions regarding the certification of aerodromes.	TA and AGA Mission Expenses to OKC	CAR Region	Completed	USD 10,000.00	USD 7,347.66	USD 734.77	USD 1,917.57
No. 02-2024	Validation of Safety Data	1- Assist the States in implementing specific requirements in AIG and other areas of safety, making use of the synergy to be achieved by using regional assets and having timely access to relevant and validated safety data. 2- To have an RLA09801 MCAAP PRODOC Revision "E" timely prepared and ready to be submitted to the Project Evaluation Committee (PEC)	TA Mission to ICAO HQs	CAR Region	Completed	USD 6,000.00	USD 4,400.00	USD 440.00	USD 1,160.00
No. 03-2024	NAM CAR Regional Airspace Optimization Project – Phase 2	Move the CAR region towards the FRA concept as outlined in the Global Air Navigation Plan (GANP) and the CAR/SAM Air Navigation Plan (ANP) thereby enhancing efficiency of air navigation in the region. This phase 2 will be the transition of the region to a more open route structure, Strategic Direct Routing (SDR) and inclusion of other ANS taskforces. This phase 2 will be the transition of the region to a more open route structure, Strategic Direct Routing (SDR) and inclusion of other ANS taskforces.	Carry out a series of meetings with 11 SMEs from the States and FIRs. The team will meet twice virtually and 2 other times in person, in Cuba and Orlando (each meeting with 5 days) in 2024. An additional adhoc 5-day meeting with 5 CAR SMEs is planned to take place in México (NACC RO), to coordinate and work with CNS Taskforces as their required assistance will be needed for the advancement of optimization. All meetings (virtual and face-to-face) will require interpretation.	CAR Region	Ongoing (on schedule)	USD 85,000.00	USD 11,597.40	USD 1,159.74	USD 72,242.86

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 04-2024	Workshop on the development of the Global Air Navigation Plan Key Performance Indicators Evaluation	Support the implementation of the CAR/SAM ANP Volume III with its KPIdevelopment.	Mission expenses for 4 Subject Matter Experts (SME) to convene a 4-day workshop to support States in the CAR Region in developing and calculating GANP KPIs. This proposal replaces the MCAAP Activity Proposal 14/2023 - Key Performance Indicators Evaluation for ATM. Interpretation expenses	CAR Region	Completed	USD 18,500.00	USD 19,708.66	USD 1,970.87	-USD 3,179.52
No. 05-2024	Development of regional guidance material for States to align local Master Plans with National and Regional Plans.	Achieve sustainable growth of the regional civil aviation system, through integrated strategic planning at the national and regional level of the airports in the CAR region.	Hire 2 Subject Matter Expert (SME) to develop regional guidance material for States to align Local Master Plans with National and Regional Plans, and in observance of Doc 9184 Part 1 - Airport Planning Manual and Doc 9750 GANP. Each SME will be working virtually along 25 business days (for a total of 50 workload days funded by MCAAP). Translation expenses for documents produced	CAR Region	Not Started	USD 20,000.00	USD 0.00	USD 0.00	USD 20,000.00
No. 06-2024	Development of guidance material with best practices for States and airports to prepare for natural disasters	Promote the mitigation of operational impacts at airports; Encourage safety oversight and compliance with the Standards and Recommendations of the International Civil Aviation Organization (ICAO).	Hire one Subject Matter Expert (SME) to develop regional guidance material with best practices for States and airports on how to prepare for natural disasters (such as hurricanes and earthquakes). The SME will be working virtually along 20 business days. This expert will work jointly with the two CARRG experts in the development and achievement of this proposal.	CAR Region	Not Started	USD 9,500.00	USD 0.00	USD 0.00	USD 9,500.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
			Translation expenses for documents produced						
No. 07-2024	Development of guidance material to support the establishment and implementation of regulation for operations of drones in CAR Region.	Improve the capacity of CAR States to develop and update appropriate regulations for the operation of drones	Mission expenses for 3 SMEs to participate in the following events: a) 5-day meeting at the NACC Regional Office for the group of experts, under the coordination of ICAO, to finalize the production of a standardized guidance document to guide authorities in the CAR region; b) 4-day workshop to disseminate the guidance material produced and train States. Interpretation expenses	CAR Region	Completed	USD 28,500.00	USD 9,376.74	USD 937.67	USD 18,185.59
No. 11-2024	Guidance material for VOL III of the Regional Air Navigation Plan.	Achieve sustainable growth of the regional civil aviation system, through strategic planning of air navigation based on cost-benefit analyses.	Hire 2 Subject Matter Expert (SME) to develop regional guidance material to support States in the cost-benefit analysis in air navigation planning. Each SME will be working virtually along 20 business days (for a total of 40 workload days funded by MCAAP). In addition, a 5-day Workshop with a 3rd expert guest will support the capacity building within States in the CAR Region.	CAR Region	Ongoing (Delayed)	USD 22,500.00	USD 10,668.86	USD 1,066.89	USD 10,764.25

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 1-2025	Workshop on Aircraft Classification Rating-Pavement Classification Rating (ACR-PCR) method	Support States/Territories and airports operators in the CAR Region that comply with the application of the new ACR-PCR method.	Hire 1 SME for a 3-day workshop (SME+ interpretation) + 2-day NACC/WG/AGA/TF/3 Meeting (interpretation)	CAR Region	Completed	USD 7,100.00	USD 3,669.34	USD 366.93	USD 3,063.73
No. 2-2025	Support the development of a Global Air Navigation Plan (GANP) Key Performance Idicators (KPIs) for Caribbean and South American Region (CAR/SAM) electronic Air Navigation Plan (eANP), Vol. III	Achieve progress in developing KPI for CAR/SAM eANP, VOL III, mainly in the States of the CAR Region in a coordinated matter with SAM Office	Hire 2 SMEs: 80 working days within a period of 12 months (SME1), 50 working days within a period of 12 months (SME2)	CAR Region	Ongoing (Delayed)	USD 56,000.00	USD 0.00	USD 0.00	USD 56,000.00
No. 3-2025	Air Navigation Services (ANS) Safety Oversight Workshop	Support States/Territories and International Safety Oversight Organizations in the CAR Region to establish and implement ANS Safety Oversight System.	Hire 2 SMEs for a 3 day workshop (tickets + DSA) + Interpretation for workshop	CAR Region	Completed	USD 9,500.00	USD 5,342.05	USD 534.21	USD 3,623.75
No. 4-2025	Support Implementation of ANS Contingency Planning	Support States/Territories and International Organizations that provide air navigation services in the CAR Region to develop and implement ANS contingency plans.	2-day workshop (Hire SME+ interpretation) + 2-day NAM/CAR/CONT/5 Meeting (Hire SME + interpretation)	CAR Region	Ongoing	USD 11,000.00	USD 8,164.06	USD 816.41	USD 2,019.53
No. 5-2025	Foreign Operators surveillance enhancement	Provide to the States of the region with the necessaty training and tools to conduct adequate sureveilance on Foreign air operators in accordance with ICAO doc 8335	Hire 2 SMEs for 20 days virtually and 20 days on site	CAR Region	Ongoing	USD 85,000.00	USD 0.00	USD 0.00	USD 85,000.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 6-2025	Enhancing Safety Data Validation and Regional Accident Investigation Cooperation in the NACC Region through Global Best Practices	The initiative focuses on boosting the accuracy and consistency of safety data reporting across the NACC region. It does this by applying CICTT and OVSG best practices, improving collaboration on accident investigations through RAIO CP, and strengthening frameworks with support from GRIAA/COCESNA. Better-validated data will enhance RASG-PA/PA-RAST risk assessments and trend analysis. By aligning with Annexes 13 and 19 and addressing AIG-related USOAP gaps, the effort promotes a more standardized, data-driven safety management approach. The lessons gained will feed directly into MCAAP's technical assistance and capacity-building programs to ensure lasting regional improvements.	Mission costs of one ICAO Staff Member and one State Staff Member (tickets/ diem CICTT/OVSG Meeting) (tickets/per diem RAIO CP Meeting) Webinar interpretation Guidance translation	CAR region	Ongoing	USD 17,000.00	USD 7,938.41	USD 793.84	USD 8,267.75
No. 7-2025	Air Traffic Control Fatigue Risk Management Workshop	Foster the adoption of a performance-based approach for ATC personnel fatigue risk management in the CAR region	Hire 1 SME for a 3-day workshop (SME salary + tickets +DSA) + Interpretation	CAR Region	Not Started	USD 7,200.00	USD 0.00	USD 0.00	USD 7,200.00
No. 8-2025	Building Capacity for the assessment of SMS Implementation in ATS	1-Establish an objective assessment process that States can use to evaluate the SMS implementation progress in ATS. 2-Prepare civil aviation inspectors and internal SMS auditors to determine the level of SMS implementation in ATS,	Hire 2 SMEs (5 working days for each SME) 3 working days for workshop Workshop interpretation Guidance translation 2,600 for each SME tickets and DSA	CAR Region and ATS Providers	Not Started	USD 15,000.00	USD 0.00	USD 0.00	USD 15,000.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
		according to the expectations of ICAO SARPs and regional criteria, to ensure SMS effective contribution to safety. 3- Support the SMS implementation in ATS.							
No. 9-2025	Evaluation of SAR Basic Building Blocks in the CAR Region	1. Establish a clear and consistent methodology for the evaluation of SAR BBBs in the CAR Region. 2. Conduct an objective evaluation of SAR services in the CAR Region.	Hire 1 SME for 15 working days SME´s salary and guidance translation	CAR Region	Not Started	USD 5,000.00	USD 0.00	USD 0.00	USD 5,000.00
No. 10-2025	Analysis of the use of ADS-B Data in the RVSM airspace monitoring process	Analyze the possible mechanism to use ADS-B data available to ICAO to comply with the requirements for the RVSM airspace monitoring process.	1 mission ICAO Staff for 5 working days (air ticket + DSA)	CAR Region	Completed	USD 7,040.00	USD 6,282.00	USD 628.20	USD 129.80
No. 11-2025	NAM/CAR Regional Airspace Optimization and ATFM Integration – Phase 3 (2025-2030)	The project aims to strengthen regional coordination on Free Route Airspace and ATFM, aligning operations with ICAO's ASBU framework. It seeks to cut inefficiencies and improve cross-border cooperation among NAM/CAR ANSPs, introduce a unified ATFM reporting system to track delays and efficiency gains, and lay the groundwork for fully implementing FRA in the region, with future expansion into the SAM Region to further optimize airspace management.	Up to 11 Subject Matter Experts (SMEs) from NAM/CAR States and FIRs - 1 ICAO Regional Officer (NACC/ATM2) for missions and technical coordination - Funding covers participation in two in-person meetings, interpretation, and translation tasks directly related to the execution of Phase 3 activities. Total Duration: 5-Year Plan (2025-2030), with milestone reviews each year	All NAM/CAR FIRs (Mexico, Cuba, Jamaica, Trinidad & Tobago, COSESNA, etc	Ongoing (on schedule)	USD 115,000.00	USD 3,888.85	USD 388.89	USD 110,722.27

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 12-2025	Harmonized and Integrated Safety Oversight (SO) and Quality Management (QM) Framework, with verification of Basic Building Blocks (BBB) for ICAO Annex 3 Meteorological Services in the NAM CAR Region	1) To develop and implement a harmonized framework that integrates safety oversight and quality management activities for ICAO Annex 3 meteorological services in the NAM CAR region, including the periodic verification of Basic Building Blocks (BBBs). 2) To train civil aviation inspectors and quality management auditors to conduct effective integrated safety oversight and quality activities, to improve compliance with ICAO Annex 3, and strengthen the BBBs cyclic review process.	Hire 2 SMEs 15 working days (2 SMEs virtual work each) 3 working days (workshop)	NAM/CAR region	Not Started	USD 22,000.00	USD 0.00	USD 0.00	USD 22,000.00
No. 13-2025	Model training programme for OPS and AIR	Provide the States in the region with ICAO compliant models of training programme for OPS and AIR to be used as a reference	Hire 1 SME (60 working days (SME) + 15 working days (document translation)	All MCAAP Member States	Not Started	USD 22,500.00	USD 0.00	USD 0.00	USD 22,500.00
No. 14-2025	Development of a Model Training Programme for Aviation Accident Investigators	To develop a comprehensive, ICAO-compliant model training programme for aviation accident investigators that enhances their skills, ensures compliance with international standards, and improves the overall effectiveness of aviation accident investigations.	Hire 1 SME 54 virtual working days (SME) and 4 working days workshop (SME+ICAO staff). Includes SME salary, airfares and DSA for 1 SME and 1 ICAO Staff Member. Interpretation services and document translation.	NAM/CAR region	Ongoing (on schedule)	USD 27,000.00	USD 0.00	USD 0.00	USD 27,000.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
No. 15-2025	Complement to the training on the implementation of the Caribbean telecommunications network "CANSNET".	The proposed activities are expected to strengthen the regional knowledge of the technical personnel who will be responsible for the commissioning of the systems that make up CANSNET in each of the Member States, enhance the regional knowledge of the States by reinforcing the training phases, and thereby develop the technical expertise necessary for the personnel responsible for operating CANSNET to properly carry out the preventive and corrective maintenance of the communications network that will support voice and data communication services in the region.	10 missions of 5 days each + 4 meetings of 5 days each	CAR Region	Ongoing (Delayed)	USD 140,000.00	USD 0.00	USD 0.00	USD 140,000.00
No. 16-2025	Administrative support for the management of RLA09801 MCAAP	Strengthen the operational capacity of the NACC Regional Office by ensuring that all administrative tasks related to the project are carried out in an efficient, timely, and organized manner. This dedicated support will allow technical staff to focus more effectively on programme implementation and strategic oversight, while improving the processing of fellowships, planning and follow-up of missions, contracting of experts, and communication activities such as the publication of reports and website updates. Ultimately,	Hire 1 ICAO Staff for 2 years	CAR Region	Ongoing (Delayed)	USD 50,000.00	USD 0.00	USD 0.00	USD 50,000.00

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Estimated Cost	Effective Cost	CDI Overhead	Balance
		this will enhance the overall performance, responsiveness, and impact of the MCAAP in delivering assistance to Member States/Organizations.							
No. 17-2025	Support ATFM Workshop for data management and KPI Calculation	Provide guidance and enhance support for GANP KPIs calculation and management to be included in the CAR/SAM Regional Air Navigation Plan Volume III	5 days of interpretation services	CAR/SAM Regions	Completed	USD 7,040.00	USD 0.00	USD 0.00	USD 7,040.00

FRL0901 STATUS OF PROJECT CONTRIBUTIONS PER MEMBER AND PRODOC SIGNATURE AS OF 03 JUNE 2026

The following figure summarizes the status of Project Member contributions and PRODOC signatures for the FRL0901 MCAAP Project. The status of contributions reflects information available as of 25 May 2026, while the status of PRODOC signatures indicates, for each Member, the signature status of PRODOC Revisions A through E. It should also be noted that the PSC recently approved a measure aimed at encouraging ECCAA and Haiti to return to active participation in the Project, including a discount on their outstanding debt.

	Status of PRODOC Signatures					Status of Contributions			
Member	**PRODOC A**	**PRODOC B**	**PRODOC C**	**PRODOC D**	**PRODOC E**	**2023**	**2024**	**2025**	**2026**
Bahamas	Signed	Signed	Signed	Signed	Signed	Paid 15/03/2023	Paid 2/5/2025	Paid 3/19/2020	Paid 5/5/2026
Barbados	Signed	Signed	Signed	Signed	Signed	Paid 1/3/2023	Paid 3/31/2025	Paid 9/5/2025	
Canada	Not a member	Not a member	Signed	Signed	Signed	Paid 14/08/2023	Paid 3/20/2024	Paid 18/03/2025	Paid 2/4/2026
Cuba	Signed	Signed	Signed	Signed	Signed	Paid 16/03/2023	N/A	Paid 4/3/2025	
Curaçao DC-ANSP	Not a member	Not a member	Not a member	Signed			Paid 6/5/2024	Paid 5/23/2025	
Dominican Republic	Signed	Signed	Signed	Signed		Paid 7/3/2023	Paid 4/1/2024	Paid 3/31/2025	Paid 1/4/2026
Haiti	Signed	Signed	Signed	Signed		Not paid	Not paid	Not paid	
Jamaica	Signed	Signed	Signed	Signed		Paid 17/01/2024	Paid 4/2/2024	Paid 15/04/2026	Paid 15/04/2026
Mexico	Signed	Signed	Signed	Signed	Signed	Paid 23/09/2024	Paid 30/10/2024	Paid 8/22/2025	Paid 28/04/2026
Trinidad and Tobago	Signed	Signed	Signed	Signed 6/21/2022		Paid 3/5/2023	Paid 12/4/2024	Paid 10/30/2025	
United States	Signed	Signed	Signed	Signed		In-kind support	In-kind support	In-kind support	In-kind support
COCESNA	Signed	Signed	Signed	Signed	Signed	Paid 15/02/23	Paid 22/03/2024	Paid 3/3/2025	Paid 30/03/2026
ECCAA	Signed	Signed	Signed	Signed 6/21/2022	Not paid	Not paid	Not paid	Not paid	

Figure 1 - Status of Project contributions per member and PRODOC signature

FRL0901 - PROJECT FELLOWSHIP COUNT AND EXPENSES PER PROJECT MEMBER

The following table provides detailed information on the fellowships granted to Project Members under the FRL0901 MCAAP Project from 2021 to 2024. It includes, for each fellowship, information on the month and year of award, candidate, Project Member, supported event, venue, dates, currency, approved amount, and final cost in United States dollars.

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
AUG 2021	**3I461**	Rivera Peña, Dayne	RLA/09/801	CUB	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I461**	USD	$928.57	$928.57
AUG 2021	**3I462**	Torres Perdomo, José E.	RLA/09/801	CUB	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I462**	USD	$928.57	$928.57
AUG 2021	**3I463**	Martínez Rodas, Carlos	RLA/09/801	SLV	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I463**	USD	$928.57	$928.57
AUG 2021	**3I464**	Torres de Alvarado, Norma Alexandra	RLA/09/801	SLV	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I464**	USD	$928.57	$928.57
AUG 2021	**3I465**	Rodas Mejía, Lilian Idalma	RLA/09/801	GTM	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I465**	USD	$928.57	$928.57
AUG 2021	**3I466**	Aguilera Terán, Héctor Ernesto	RLA/09/801	MEX	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I466**	USD	$928.57	$928.57
AUG 2021	**3I467**	Huerta Fernández, Viktor Hugo	RLA/09/801	MEX	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I467**	USD	$928.57	$928.57
AUG 2021	**3I468**	Dyer, Acheabea	RLA/09/801	ATG	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I468**	USD	$0.00	$0.00
AUG 2021	**3I469**	McIntyre, Irving	RLA/09/801	DMA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I469**	USD	$0.00	$0.00

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
AUG 2021	**3I470**	Esprit, Laura	RLA/09/801	DMA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I470**	USD	$928.57	$928.57
AUG 2021	**3I471**	Ahmed, Shalauddin	RLA/09/801	DMA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I471**	USD	$0.00	$0.00
AUG 2021	**3I472**	Keita, Abdoul Karim	RLA/09/801	GRD	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I472**	USD	$0.00	$0.00
AUG 2021	**3I473**	Morton, Jenson	RLA/09/801	KNA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I473**	USD	$928.57	$928.57
AUG 2021	**3I474**	Rawlins, Cardell	RLA/09/801	KNA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I474**	USD	$0.00	$0.00
AUG 2021	**3I475**	Stanley, Rozella	RLA/09/801	KNA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I475**	USD	$928.57	$928.57
AUG 2021	**3I476**	Aimable, Rashirlyn	RLA/09/801	LCA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I476**	USD	$928.57	$928.57
AUG 2021	**3I477**	Ferninand-Walcott, Dianne	RLA/09/801	LCA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I477**	USD	$928.57	$928.57
AUG 2021	**3I478**	Tobias, Segun	RLA/09/801	LCA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I478**	USD	$928.57	$928.57
AUG 2021	**3I479**	Destang-Beaubrun, Tanya	RLA/09/801	LCA	Virtual Medical Examiner Training Course	Online - ICCAE Course	23-Aug-21	31-Aug-21	**3I479**	USD	$928.57	$928.57
JUN 2022	**3I480**	Nevot González, Orlando	RLA/09/801	CUB	Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/9)	Fort-de-France, Martinique, France	22-Jun-22	22-Jun-22	**3I480**	USD	$594.00	$627.77
JUN 2022	**3I481**	Pérez Serrano, Roger Alberto	RLA/09/801	HND	Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)	Fort-de-France, Martinique, France	22-Jun-22	22-Jun-22	**3I481**	USD	$594.00	$638.09

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
					Project Steering Committee (RLA09801 PSC/9)							
JUL 2022	**3I482**	Lockhart, Twana Gia Nicole	RLA/09/801	BHS	Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7)	Mexico City, Mexico	29-Aug-22	01-Sep-22	**3I482**	USD	$1,708.00	$1,708.00
JUL 2022	**3I483**	Nevot González, Orlando	RLA/09/801	CUB	Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7)	Mexico City, Mexico	29-Aug-22	01-Sep-22	**3I483**	USD	$1,708.00	$1,741.77
JUL 2022	**3I484**	Casso Rodríguez, Fernando Alipio	RLA/09/801	DOM	Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7)	Mexico City, Mexico	29-Aug-22	01-Sep-22	**3I484**	USD	$1,708.00	$1,752.09
JUL 2022	**3I485**	Ramgoolam, Steve Ramesh	RLA/09/801	TTO	Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7)	Mexico City, Mexico	29-Aug-22	01-Sep-22	**3I485**	USD	$1,708.00	$1,768.25
JUL 2022	**3I486**	Henríquez, Marco Antonio	RLA/09/801	SLV	Seventh North American, Central American and Caribbean Working Group Meeting (NACC/WG/7)	Mexico City, Mexico	29-Aug-22	01-Sep-22	**3I486**	USD	$1,708.00	$1,752.09
SEP 2022	**3I487**	Centella Artola, Jorge Fermín	RLA/09/801	CUB	RLA/06/901 - Reunión de Coordinación ATS/AIS/MET	Lima, Perú	18-Oct-22	20-Oct-22	**3I487**	USD	$1,167.00	$1,200.77
SEP 2022	**3I488**	Maciñeira Padrón, Maytte	RLA/09/801	CUB	RLA/06/901 - Reunión de Coordinación ATS/AIS/MET	Lima, Perú	18-Oct-22	20-Oct-22	**3I488**	USD	$1,167.00	$1,200.77
SEP 2022	**3I489**	Milian Díaz, Uvaldo René	RLA/09/801	CUB	RLA/06/901 - Reunión de Coordinación ATS/AIS/MET	Lima, Perú	18-Oct-22	20-Oct-22	**3I489**	USD	$1,167.00	$1,200.77

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
JAN 2023	**3I490**	Rooplal, Robert Ricardo	RLA/09/801	TTO	Second Meeting of the (NACC/WG) Airspace Optimization Task Force (AO/TF/2), Fourth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team (AO/TF/2/ATFM/TF/4/CIIFRA/6)	Miami, United States	13-Feb-23	17-Feb-23	**3I490**	USD	$1,930.00	$1,987.02
JAN 2023	**3I491**	Padilla Bulnes, Carlos Roberto	RLA/09/801	HND	Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/2), Fourth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/4) and Sixth Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/6) Team (AO/TF/2/ATFM/TF/4/CIIFRA/6)	Miami, United States	13-Feb-23	17-Feb-23	**3I491**	USD	$1,930.00	$1,973.08
APRIL 2023	**3I492**	Toirac González, Lizet	RLA/09/801	CUB	Workshop on Regional Frequency Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder application	Lima, Perú	29-May-23	02-Jun-23	**3I492**	USD	$1,745.00	$1,778.77
APRIL 2023	**3I493**	Amaro Sellén, Vania	RLA/09/801	CUB	Training Event: Understanding LAR AGA - Recurring (GSI AGA Recurring)	Lima, Perú	22-May-23	26-May-23	**3I493**	USD	$1,745.00	$1,778.77
APRIL 2023	**3I494**	Allen Alfonso, Clara	RLA/09/801	CUB	Training Event: Understanding LAR AGA - Recurring (GSI AGA Recurring)	Lima, Perú	22-May-23	26-May-23	**3I494**	USD	$1,745.00	$1,778.77
APRIL 2023	**3I495**	Quirós Badilla, Evelyn	RLA/09/801	CRI	Workshop on Improving Significant Meteorological Information (SIGMET), Part 1 -	Mexico City, Mexico	29-May-23	02-Jun-23	**3I495**	USD	$2,135.00	$2,135.00

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
					Analysis and Forecasting Techniques							
APRIL 2023	**3I496**	Milian Díaz, Uvaldo René	RLA/09/801	CUB	Workshop on Improving Significant Meteorological Information (SIGMET), Part 1 - Analysis and Forecasting Techniques	Mexico City, Mexico	29-May-23	02-Jun-23	**3I496**	USD	$2,135.00	$2,168.77
APRIL 2023	**3I497**	Murillo Silva, Raúl Adalberto	RLA/09/801	SLV	Workshop on Improving Significant Meteorological Information (SIGMET), Part 1 - Analysis and Forecasting Techniques	Mexico City, Mexico	29-May-23	02-Jun-23	**3I497**	USD	$2,135.00	$2,135.00
MAY 2023	**3I498**	Peralta Díaz, Felix José	RLA/09/801	DOM	Workshop on Regional Frequency Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder application	Lima, Perú	29-May-23	02-Jun-23	**3I498**	USD	$1,745.00	$1,745.00
MAY 2023	**3I499**	Páramo Molina, Lino Eduardo	RLA/09/801	MEX	Workshop on Regional Frequency Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder application	Lima, Perú	29-May-23	02-Jun-23	**3I499**	USD	$1,745.00	$1,745.00
MAY 2023	**3I500**	Zuñiga López, Alberto Josué	RLA/09/801	HND	Workshop on Regional Frequency Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder application	Lima, Perú	29-May-23	02-Jun-23	**3I500**	USD	$1,745.00	$1,745.00
MAY 2023	**3I501**	Quirós, Warren	RLA/09/801	CRI	Workshop on Regional Frequency Management for the 2023 World Radiocommunication Conference (WRC-23) and the Frequency Finder application	Lima, Perú	29-May-23	02-Jun-23	**3I501**	USD	$1,745.00	$1,805.25

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
MAY 2023	**3I502**	González Valdés, Iván	RLA/09/801	CUB	NAM/CAR/SAM Workshop on the Progress of the Preparation of Volume III of the Regional Air Navigation Plan (ANP)	Lima, Perú	12-Jun-23	15-Jun-23	**3I502**	USD	$1,456.00	$1,489.77
JUNE 2023	**3I504**	Carranza Plata, Pablo	RLA/09/801	MEX	Décima reunión del Comité Directivo del proyecto del Programa Multirregional de Asistencia a la Aviación Civil (MCAAP) RLA09801 (RLA09801 PSC/10)	Varadero, Cuba	29-Jun-23	29-Jun-23	**3I504**	USD	$522.00	$522.00
JUNE 2023	**3I505**	Pérez Serrano, Roger Alberto	RLA/09/801	COCESNA	Décima reunión del Comité Directivo del proyecto del Programa Multirregional de Asistencia a la Aviación Civil (MCAAP) RLA09801 (RLA09801 PSC/10)	Varadero, Cuba	29-Jun-23	29-Jun-23	**3I505**	USD	$522.00	$522.00
JUNE 2023	**3I506**	Milhet López, Jonás	RLA/09/801	CUB	Primera reunión del Grupo de Trabajo sobre Aeródromos y Ayudas en Tierra (AGA) del Grupo de Trabajo de América del Norte, América Central y el Caribe (NACC/WG) (NACC/WG/AGA/TF/1)	Mexico City, Mexico	03-Jul-23	07-Jul-23	**3I506**	USD	$2,135.00	$2,168.77
JUNE 2023	**3I507**	Marín Álvarez, Edey	RLA/09/801	CUB	NAM/CAR/SAM Workshop on the Development of the regulation for the implementation of Automatic Dependent Surveillance – Broadcast (ADS-B) (ADS-B-Imp)	Mexico City, Mexico	17-Jul-23	21-Jul-23	**3I507**	USD	$0.00	$33.77
JULY 2023	**3I508**	Greenidge Bernal, Rex Miguel	RLA/09/801	CUB	Fourth Meeting of the Search and Rescue (SAR) Implementation Task Force of the North America, Central America, and Caribbean Working Group (NACC/WG/SAR/TF/4)	Mexico City, Mexico	07-Aug-23	11-Aug-23	**3I508**	USD	$2,135.00	$2,135.00

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
AUGUST 2023	**3I509**	Maciñeira Padrón, Maytte	RLA/09/801	CUB	Sixth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/6)	Mexico City, Mexico	21-Aug-23	24-Aug-23	**3I509**	USD	$1,768.00	$1,801.77
AUGUST 2023	**3I510**	Nevot González, Orlando	RLA/09/801	CUB	Eighth North American, Central American and Caribbean Working Group Meeting (NACC/WG/8)	Mexico City, Mexico	29-Aug-23	01-Sep-23	**3I510**	USD	$1,768.00	$1,768.00
AUGUST 2023	**3I511**	Centella Artola, Jorge Fermín	RLA/09/801	CUB	Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/3), Fifth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/5) and Seventh Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/7) Team (AO/TF/3/ATFM/TF/5/CIIFRA/7)	Mexico City, Mexico	25-Sep-23	29-Sep-23	**3I511**	USD	$2,135.00	$2,135.00
SEPT 2023	**3I512**	Villegas Porras, Fernando Alonso	RLA/09/801	CRI	Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/3), Fifth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/5) and Seventh Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/7) Team (AO/TF/3/ATFM/TF/5/CIIFRA/7)	Mexico City, Mexico	25-Sep-23	29-Sep-23	**3I512**	USD	$2,135.00	$2,135.00

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
SEPT 2023	**3I513**	Cruz Hernández, Rolando	RLA/09/801	SLV	Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/3), Fifth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/5) and Seventh Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/7) Team (AO/TF/3/ATFM/TF/5/CIIFRA/7)	Mexico City, Mexico	25-Sep-23	29-Sep-23	**3I513**	USD	$2,135.00	$2,135.00
SEPT 2023	**3I514**	Padilla Bulnes, Carlos Roberto	RLA/09/801	HND	Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/3), Fifth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/5) and Seventh Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/7) Team (AO/TF/3/ATFM/TF/5/CIIFRA/7)	Mexico City, Mexico	25-Sep-23	29-Sep-23	**3I514**	USD	$2,135.00	$2,135.00
SEPT 2023	**3I515**	Rooplal, Robert Ricardo	RLA/09/801	TTO	Third Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force (AO/TF/3), Fifth Meeting of the NACC/WG Air Traffic Flow Management Implementation Task Force (ATFM/TF/5) and Seventh Meeting of the CANSO IATA ICAO Free Route Airspace (CIIFRA/7) Team (AO/TF/3/ATFM/TF/5/CIIFRA/7)	Mexico City, Mexico	25-Sep-23	29-Sep-23	**3I515**	USD	$2,135.00	$2,195.25

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
FEB 2024	**3I518**	Bartolomé Reynoso, Alejandro	RLA/09/801	DOM	Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Implementation of Aeronautical Meteorology (MET) Task Force (MET/TF/2)	Mexico City, Mexico	27-Feb-24	01-Mar-24	**3I518**	USD	$1,768.00	$1,824.38
FEB 2024	**3I519**	Tejada Echavarría, Eduardo Manuel	RLA/09/801	DOM	Second Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Implementation of Aeronautical Meteorology (MET) Task Force (MET/TF/2)	Mexico City, Mexico	27-Feb-24	01-Mar-24	**3I519**	USD	$1,768.00	$1,824.38
APR 2024	**3I520**	Milhet López, Jonás	RLA/09/801	CUB	Second North American, Central American and Caribbean Working Group (NACC/WG) Aerodromes and Ground Aids (AGA) Implementation Task Force Meeting (NACC/WG/AGA/TF/2)	Mexico City, Mexico	15-May-24	17-May-24	**3I520**	USD	$1,401.00	$1,401.00
APR 2024	**3I521**	Centella Artola, Jorge Fermín	RLA/09/801	CUB	Meeting/Workshop on the Certification of Air Navigation Service Providers	Lima, Perú	17-Jun-24	21-Jun-24	**3I521**	USD	$1,495.00	$1,526.55
JUNE 2024	**3I522**	Nevot González, Orlando	RLA/09/801	CUB	Eleventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/11)	Placencia, Belize	10-Jul-24	10-Jul-24	**3I522**	USD	$640.00	$696.38
JUNE 2024	**3I523**	Trabanino Aguirre, Juan Carlos	RLA/09/801	HND	Eleventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/11)	Placencia, Belize	10-Jul-24	10-Jul-24	**3I523**	USD	$640.00	$671.55
JUNE 2024	**3I524**	Maciñeira Padrón, Maytte	RLA/09/801	CUB	Seventh North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/7)	Willemstad, Curaçao	30-Jul-24	02-Aug-24	**3I524**	USD	$1,476.00	$1,507.55

Month	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Fellowship Number	Currency	Amount	Fellowship Cost in USD
JULY 2024	**3I525**	Toirac Gonzalez, Lizet	RLA/09/801	CUB	Technical Meeting on the Work Plan for Automatic Dependent Surveillance – Broadcast (ADS-B)	Mexico City, Mexico	30-Jul-24	01-Aug-24	**3I525**	USD	$1,401.00	$1,432.55
AUGUST 2024	**3I526**	Watson Rodríguez, Wendy	RLA/09/801	CUB	Workshop on strategic planning focused on air navigation and airports.	Mexico City, Mexico	17-Sep-24	20-Sep-24	**3I526**	USD	$1,768.00	$1,799.55
AUGUST 2024	**3I527**	Milian Díaz, Uvaldo René	RLA/09/801	CUB	Workshop on strategic planning focused on air navigation and airports, including guidance for decision-making based on cost-benefit analysis.	Mexico City, Mexico	17-Sep-24	20-Sep-24	**3I527**	USD	$1,768.00	$1,799.55
AUGUST 2024	**3I528**	Cruz Acosta, Juan José	RLA/09/801	CUB	Fifth North American, Central American and Caribbean Working Group (NACC/WG) Search and Rescue (SAR) Implementation Task Force Meeting (NACC/SAR/TF/5)	Mexico City, Mexico	23-Sep-24	27-Sep-24	**3I528**	USD	$2,135.00	$2,166.55
AUGUST 2024	**3I529**	Nevot González, Orlando	RLA/09/801	CUB	Ninth North American, Central American and Caribbean Working Group Meeting (NACC/WG/9)	Mexico City, Mexico	30-Sep-24	04-Oct-24	**3I529**	USD	$2,135.00	$2,166.55
AUGUST 2024	**3I530**	González Valdés, Iván	RLA/09/801	CUB	Twelfth meeting of the International Civil Aviation Organization (ICAO) Meteorology (MET) Panel Working Group on MET Information Exchange (WG-MIE/12) (WG-MCRGG/12)	Washington, USA	07-Oct-24	11-Oct-24	**3I530**	USD	$2,415.00	$2,446.55
SEPTEMBER 2024	**3I531**	González Valdés, Iván	RLA/09/801	CUB	Workshop on Global Air Navigation Plan Key Performance Indicators (KPIs)	Mexico City, Mexico	28-Oct-24	31-Oct-24	**3I531**	USD	$1,768.00	$1,799.55
OCTOBER 2024	**3I532**	Nevot González, Orlando	RLA/09/801	CUB	(RASG-PA/14), Fourth GREPECAS–RASG-PA Joint Meeting and (GREPECAS/22)	Lima, Perú	19-Nov-24	22-Nov-24	**3I532**	USD	$1,184.00	$1,215.55

FRL0901 - PROJECT SUBSIDIES COUNT AND EXPENSES PER PROJECT MEMBER

The following table provides detailed information on the event subsidies granted to Project Members under the FRL0901 MCAAP Project during 2025. The use of the term "event subsidy" reflects the terminology introduced in Amendment 4 to the MCAAP Procedural Handbook, replacing the former term "fellowship" following a recommendation from the ICAO Legal Affairs and External Relations Bureau (LEB). The table includes, for each subsidy, information on the month and year of award, candidate, Project Member, supported event, venue, dates, currency, approved amount, and final cost in United States dollars.

Month/Year	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Subsidy Number	Currency	Amount	Fellowship Cost in USD
JANUARY 2025	**3I533**	Centella Artola, Jorge Fermín	FRL0901	CUB	Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and Ninth Meeting of the CANSO IATA ICAO Free Route Airspace Team (AO/TF/5/ATFM/TF/7/CIIFRA/9)	Orlando, United States	03-Mar-25	07-Mar-25	**3I533**	USD	$2,000.00	$2,000.00
JANUARY 2025	**3I534**	Ledford Deano, Paul Anthony	FRL0901	JAM	Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and Ninth Meeting of the CANSO IATA ICAO Free Route Airspace Team (AO/TF/5/ATFM/TF/7/CIIFRA/9)	Orlando, United States	03-Mar-25	07-Mar-25	**3I534**	USD	$0.00	$0.00

Month/Year	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Subsidy Number	Currency	Amount	Fellowship Cost in USD
JANUARY 2025	**3I535**	Ayton, Khori Linval	FRL0901	JAM	Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and (AO/TF/5/ATFM/TF/7/CIIFRA/9)	Orlando, United States	03-Mar-25	07-Mar-25	**3I535**	USD	$0.00	$0.00
JANUARY 2025	**3I536**	Williams, Tameka Violetta	FRL0901	JAM	Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and Ninth Meeting of the CANSO IATA ICAO Free Route Airspace Team (AO/TF/5/ATFM/TF/7/CIIFRA/9)	Orlando, United States	03-Mar-25	07-Mar-25	**3I536**	USD	$2,000.00	$2,034.74
JANUARY 2025	**3I537**	Blackwood, Troy Terrence	FRL0901	JAM	Fifth Meeting of the North American, Central American and Caribbean Working Group (NACC/WG) Airspace Optimization Task Force, Seventh Meeting of the Air Traffic Flow Management Implementation Task Force and Ninth Meeting of the CANSO IATA ICAO Free Route Airspace Team (AO/TF/5/ATFM/TF/7/CIIFRA/9)	Orlando, United States	03-Mar-25	07-Mar-25	**3I537**	USD	$2,000.00	$2,034.74
MARCH 2025	**3I538**	Watson Rodríguez, Wendy	FRL0901	CUB	Air Navigation Services (ANS) Safety Oversight Inspector Workshop	Mexico City, Mexico	06-May-25	08-May-25	**3I538**	USD	$1,401.00	$1,435.74
APRIL 2025	**3I539**	Román Araujo, Andrés	FRL0901	MEX	Fortieth Regional Aviation Safety Group - Pan America Executive Steering Committee Meeting (RASG-PA-ESC/40)	Lima, Peru	28-May-25	29-May-25	**3I539**	USD	$1,184.00	$1,184.00

Month/Year	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Subsidy Number	Currency	Amount	Fellowship Cost in USD
APRIL 2025	**3I540**	Vega Dour, Javier Alonso	FRL0901	MEX	Fortieth Regional Aviation Safety Group - Pan America Executive Steering Committee Meeting (RASG-PA-ESC/40)	Lima, Peru	28-May-25	29-May-25	**3I540**	USD	$1,184.00	$1,184.00
MAY 2025	**3I541**	González Valdés, Iván	FRL0901	CUB	RLA/06/901 - Workshop on Severe Weather Events and Aviation - GREPECAS/22/9 Conclusion	Lima, Peru	23-Jun-25	27-Jun-25	**3I541**	USD	$1,405.00	$1,439.74
MAY 2025	**3I542**	Milian Díaz, Uvaldo René	FRL0901	CUB	RLA/06/901 - Workshop on Severe Weather Events and Aviation - GREPECAS/22/9 Conclusion	Lima, Peru	23-Jun-25	27-Jun-25	**3I542**	USD	$1,405.00	$1,439.74
MAY 2025	**3I543**	Milhet López, Jonás	FRL0901	CUB	Workshop on Aircraft Classification Rating – Pavement Classification Rating (ACR-PCR) Method	Quintana Roo, Mexico	16-Jun-25	20-Jun-25	**3I543**	USD	$1,005.00	$1,039.74
JUNE 2025	**3I544**	Maciñeira Padrón, Maytte	FRL0901	CUB	Eighth North American, Central American and Caribbean Working Group (NACC/WG) Aeronautical Information Management Implementation Task Force Meeting (AIM/TF/8).	Mexico City, Mexico	08-Jul-25	11-Jul-25	**31544**	USD	$1,768.00	$1,768.00
JUNE 2025	**3I545**	Villegas Porras, Fernando Alonso	FRL0901	COCESNA	Fourth Air Traffic Flow Management (ATFM) Workshop/Meeting on Data Management and Indicator Calculation	Lima, Peru	21-Jul-25	25-Jul-25	**31545**	USD	$1,405.00	$1,405.00
JULY 2025	**3I546**	Nevot González, Orlando	FRL0901	CUB	Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/12)	Santo Domingo, Dominican Republic	07-Aug-25	07-Aug-25	**3I546**	USD	$543.00	$577.74
JULY 2025	**3I547**	Toirac Gonzalez, Lizet	FRL0901	CUB	Radio Navigation Workshop for NAM and SAM Regions	Mexico City, Mexico	02-Sep-25	04-Sep-25	**3I547**	USD	$1,401.00	$1,435.74
JULY 2025	**3I548**	Nevot González, Orlando	FRL0901	CUB	Tenth North American, Central American and Caribbean Working Group Meeting (NACC/WG/10)	Tulum, Mexico	08-Sep-2025	12-Sep-25	**3I548**	USD	$1,005.00	$1,039.74

Month/Year	Award No.	Name of Candidate	Project No.	Country	Event	Venue	From	To	Subsidy Number	Currency	Amount	Fellowship Cost in USD
JULY 2025	**3I549**	Rubio Castro, Francisco	FRL0901	MEX	Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/12)	Santo Domingo, Dominican Republic	07-Aug-2025	07-Aug-2025	**3I549**	USD	$543.00	$543.00
JULY 2025	**3I550**	Pérez Serrano, Roger Alberto	FRL0901	COCESNA	Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/12)	Santo Domingo, Dominican Republic	07-Aug-2025	07-Aug-2025	**3I550**	USD	$543.00	$543.00
AUG 2025	**3I551**	Zúñiga Coello, Calvin Paulino	FRL0901	COCESNA	Tenth North American, Central American and Caribbean Working Group Meeting (NACC/WG/10)	Tulum, Mexico	08-Sep-2025	12-Sep-2025	**3I551**	USD	$1,005.00	$1,005.00
AUG 2025	**3I552**	Mohammed, Riaaz	FRL0901	TTO	Tenth North American, Central American and Caribbean Working Group Meeting (NACC/WG/10)	Tulum, Mexico	08-Sep-2025	12-Sep-2025	**3I552**	USD	$1,005.00	$1,005.00
SEP 2025	**3I553**	Layla Rodriguez Vidal	FRL0901	CUB	Tenth North American, Central American and Caribbean Working Group (NACC/WG/10)	Tulum, Mexico	07-Sep-2025	13-Sep-2025	**3I553**	USD	$1,472.00	$1,472.00

The subsidy information presented in the table shows that the number of event subsidies granted to Project Members in 2025 increased in comparison with 2024, with **six additional subsidies awarded** during the reporting period.

The figure below presents the distribution of those subsidies by Project Member, with Cuba receiving ten subsidies, Jamaica four, Mexico three, COCESNA three, and Trinidad and Tobago one. At the same time, the data indicate that the event subsidy mechanism was not used by all eligible Project Members during the reporting period.

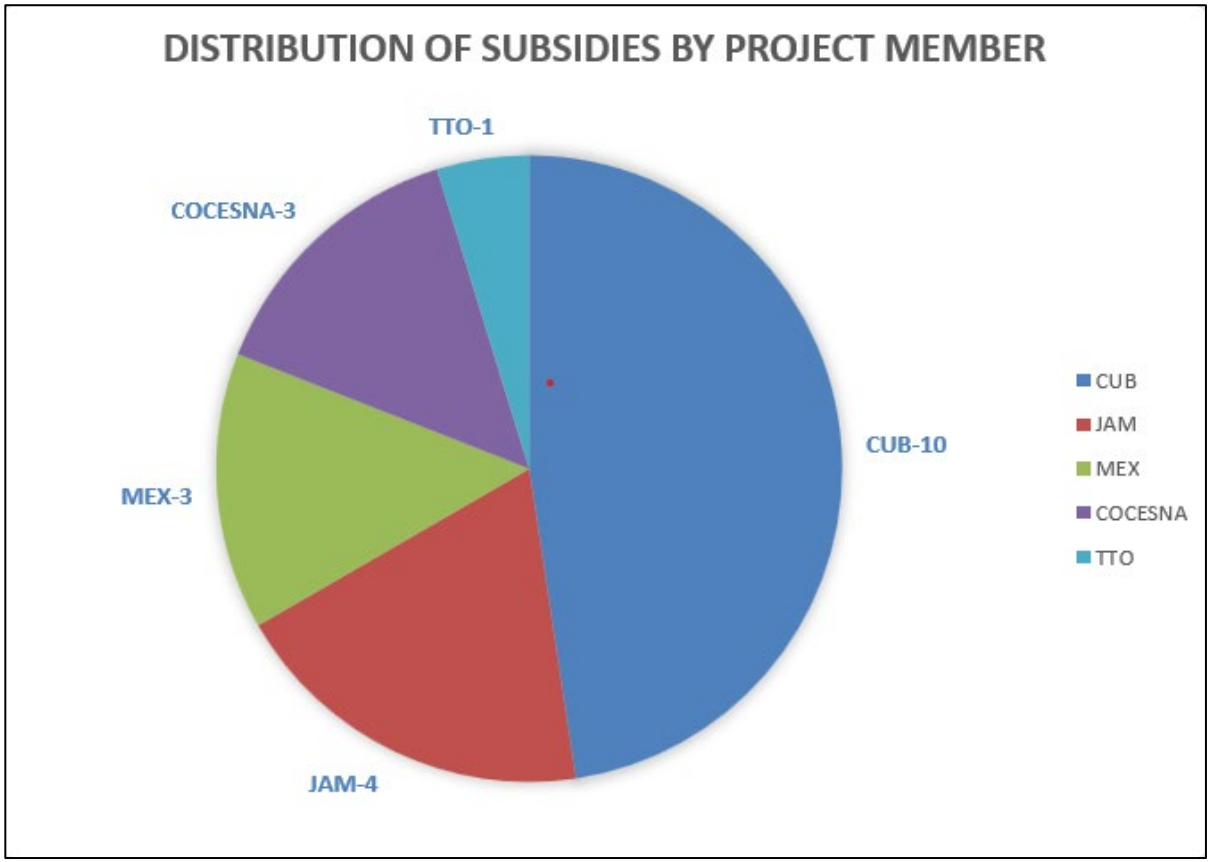

Figure 2 – Distribution of subsidies by Project Member.

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

Ninth Meeting of the FRL0901 Project Evaluation Commission (MCAAP/PEC/9)
ICAO NACC Regional Office, Mexico City, Mexico, 25 to 26 March 2026

SUMMARY OF DISCUSSIONS

ii.1 Place and Date of the Meeting

The Ninth Meeting of the FRL0901 Project Evaluation Commission (MCAAP/PEC/9) was held at the ICAO NACC Regional Office in Mexico City, Mexico, from 25 to 26 March 2026.

ii.2 Opening Ceremony

Mr. Fernando Camargo, Regional Officer, Technical Assistance from the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks. Mr. Julio Siu, Deputy Regional Director, welcomed the participants to the ICAO NACC Regional Office, highlighting the important role and the future activities of the MCAAP PEC and officially opened the meeting.

ii.3 Officers of the Meeting

The MCAAP/PEC/9 Meeting was held with the participation of the following member representatives of the PEC: Canada, Cuba, Dominican Republic, Mexico, United States, and COCESNA, as well as the participation of Bahamas. Mr. Fernando Camargo, Regional Officer, Technical Assistance, served as Secretary of the Meeting and Mr. Andrew Regnerus, Canada, acted as Rapporteur.

ii.4 Working Languages

The working language of the Meeting was English, and documentation was available to participants in said language. The Summary of Discussions was available in English and Spanish.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 15:30 hours daily with adequate breaks.

ii.6 Agenda

Agenda Item 1: Adoption of the Draft Agenda and Schedule

Agenda Item 2: Review of Valid Decisions/Conclusions

Agenda Item 3: Development of a New Strategic Approach Directive for the MCAAP

Agenda Item 4: Definition of Strategic Parameters for the MCAAP Communication Plan

Agenda Item 5: Technical Evaluation of New MCAAP Activity Proposals

Agenda Item 6: Definition of Parameters for the Application of the MCAAP Implementation Monitoring Procedure

Agenda Item 7: Other Business

ii.7 Attendance

The Meeting was attended by 6 States from the NAM/CAR Regions, 1 International Organizations, totalling 11 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The Meeting recorded its activities as Draft Conclusions and Decisions as follows:

DRAFT CONCLUSIONS: Activities requiring endorsement by the FRL0901 MCAAP Project Steering Committee (PSC).

DECISIONS: Internal activities of the FRL0901 Project Evaluation Commission (PEC).

ii.9 List of Conclusions and Decisions

Number	Title	Page
C/2	REFINEMENT OF MCAAP STRATEGIC GUIDELINES	9
C/3	APPROVAL OF MCAAP PROPOSAL ACTIVITIES	11
C/4	REINTEGRATION OF MEMBERS IN ARREARS	13
C/5	APPROVAL OF AMENDMENTS TO THE MCAAP PROCEDURAL HANDBOOK	16

Number	Title	Page
D/1	APPOINTMENT OF PEC RAPPORTEUR	18

ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:
https://www.icao.int/nacc/meetingdocs?fid=59775

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda and Schedule	16/03/26	Secretariat
WP/02	2	Status of Outstanding Conclusions and Decisions	18/03/26	Secretariat
WP/03	4	Enhanced Version of MCAAP Communication Plan	18/03/26	Secretariat
WP/04	6	Refinement of the MCAAP Implementation Monitoring Process based on the Application of a Prototype Monitoring Report	19/03/26	Secretariat
WP/05	3	MCAAP Strategic Guidelines	19/03/26	Canada
WP/06	7	Proposal for the Reintegration of Members in arrears through a One-Time Debt Settlement Incentive	22/03/26	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	Technical Evaluation of New MCAAP Activity Proposals	23/03/26	Secretariat

PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	5	Technical Evaluation of New MCAAP Activity Proposals	Secretariat
2	5	Amendments to the Procedural Handbook — Review of Event Subsidy Criteria and Allocation	Secretariat

LIST OF PARTICIPANTS

BAHAMAS

1. Delvin Major

CUBA

2. Orlando Nevot

CANADA / CANADÁ

3. Andrew Regnerus

DOMINICAN REPUBLIC / REPÚBLICA DOMINICANA

4. Augusto Pérez Cuevas

UNITED STATES / ESTADOS UNIDOS

5. Norma Campos

Mexico

6. Rafael Osegura

COCESNA

7.Gabriel Quiros Pereira

ICAO / OACI

8. Julio Siu
9. Fernando Camargo
10. Javier Sánchez
11. Allison Abrigo

Agenda Item 1 Adoption of the Draft Agenda and Schedule

1.1 The Secretariat presented WP/01 and invited the Meeting to approve the Draft Agenda and Schedule. The Meeting approved the agenda, and the Schedule as presented.

Agenda Item 2 Review of Valid Decisions/Conclusions

2.1 Under WP/02, the Meeting reviewed the valid Conclusions/Decisions from the Project Steering Committee (PSC) and other PEC Meetings. From this review, the Conclusions/Decisions were updated as presented below:

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Follow-up actions	Status (Valid, Completed, Superseded)
PSC C9/2	**MCAAP PROJECT FRL0901 IMPLEMENTATION REPORT**				
	That, considering the presentation and reporting of the MCAAP Project FRL0901 activities, the MCAAP Project Members:				
	c) follow-up on increasing the Project execution percentage through the PEC	MCAAP Project Members	Immediately	The Procedure for Monitoring the Implementation of Activities/Projects Financed by FRL0901 MCAAP was approved by PSC and incorporated as Section 13 of the Procedural Handbook. The PEC will continue on improving this process by establishing the desirable tools to support this monitoring	Completed
PEC/8 C01	**DEVELOPMENT OF A NEW STRATEGIC APPROACH DIRECTIVE FOR THE MCAAP**				

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Follow-up actions	Status (Valid, Completed, Superseded)
	That, the Project Steering Committee (PSC) task the PEC with developing a new implementation approach for the MCAAP allowing a more strategic plan to be established, targeting long-term objectives by the PEC/09 meeting, thus providing MCAAP members a more forward-looking vision.	PEC	PEC/09 meeting	Strategic directives have been discussed in the PEC/9 and a final proposal for this document will be presented at PSC/13	Valid
PEC/8 C02	**APPROVAL/COMMENTS ON ENHANCEMENTS TO MCAAP PROJECT**				
	That, following the recommendations of the PEC Meeting regarding the establishment of a Communication Plan (Appendix A), Recommendations for the activities for the next Project Steering Committee (PSC) (Appendix B), and Proposed MCAAP Programmes toward GANP implementation (Appendix C), the MCAAP Members of the PSC provide comments or approval of these three inputs for its further discussion and application in the next PSC Meeting 2025	PSC	20 June 2025	Regarding the three inputs: a) An enhanced version of the MCAAP Communication Plan was proposed by the Secretariat in WP/03. The PEC reviewed and proposed improvements. A final version of this enhanced plan will be presented at PSC/13 B) Recommendations for the next PSC Meeting were discussed and have been prepared for the PSC/13 c) comments received and included for the PSC/13	Valid
PEC/8 C03	**APPROVAL OF MCAAP PROPOSAL ACTIVITIES**				
	That, to foster the continuous increase in the level of implementation of members:				
	a) the Secretariat submit to the PSC Members, within the PSC/12 documentation, the revised proposals for their discussion during the PSC/12 meeting; and	Secretariat	PSC/12	N/A	Completed

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Follow-up actions	Status (Valid, Completed, Superseded)
	b) the PSC review/approve the following MCAAP Proposal Activities in the PSC/12 meeting: i. MCAAP Act Prop 05-2025 - Foreign Operators surveillance enhancement; ii. MCAAP Act Prop 06-2025 - Enhancing Safety Data Validation and Regional Accident Investigation Cooperation in the NACC Region through Global Best Practices; iii. MCAAP Act Prop 08-2025 - Building Capacity for the assessment of SMS Implementation in ATS; iv. MCAAP Act Prop 09-2025 - Evaluation of SAR Basic Building Blocks in the CAR Region; v. MCAAP Act Prop 11-2025 - NAM/CAR Regional Airspace Optimization and ATFM Integration – Phase 3 (2025- 2030); vi. MCAAP Act Prop 12-2025 - Harmonized and Integrated Safety Oversight (SO) and Quality Management (QM) Framework, with verification of Basic Building Blocks (BBB) for ICAO Annex 3 Meteorological Services in the NAM CAR Region; vii. MCAAP Act Prop 13-2025 - Model training programme for OPS and AIR; and viii. MCAAP Act Prop 14-2025 - Development of a Model Training Programme for Aviation Accident Investigators.	MCAAP Members	PSC/12 Meeting	N/A	Completed

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Follow-up actions	Status (Valid, Completed, Superseded)
PEC/8 C04	**APPROVAL OF THE AMENDMENTS TO THE MCAAP PROCEDURAL HANDBOOK**				
	That, the PSC approve the Sixth Edition of the MCAAP Procedural Handbook to improve the efficiency in the management of administrative tasks and the organization of the Project; to ensure equity between all Project member States/Organizations to clarify responsibilities and standardize procedures	PSC	Immediately	N/A	Completed
PSC/12 C01	**APPROVAL OF THE MCAAP/PEC/8 MEETING REPORT INCLUDING ALL ITS CONCLUSIONS**				
	That, the MCAAP Project Members approve the MCAAP/PEC/8 meeting report, including its Conclusions:				
	a) MCAAP/PEC/8/1 - Development of a new strategic approach directive for the MCAAP	MCAAP Members	Immediately	See PEC/08/C01	Completed
	b) MCAAP/PEC/8/2 - Approval/comments on enhancements to MCAAP Project			See PEC/08/C02	Completed

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Follow-up actions	Status (Valid, Completed, Superseded)
	c) MCAAP/PEC/8/3 - Approval of the following MCAAP activity proposals: • MCAAP Act Prop 05-2025 - Foreign Operators surveillance enhancement; • MCAAP Act Prop 06-2025 - Enhancing Safety Data Validation and Regional Accident Investigation Cooperation in the NAM/CAR Regions through Global Best Practices; • MCAAP Act Prop 08-2025 - Building Capacity for the assessment of SMS Implementation in ATS; • MCAAP Act Prop 09-2025 - Evaluation of SAR Basic Building Blocks (BBB) in the CAR Region; • MCAAP Act Prop 11-2025 - NAM/CAR Regional Airspace Optimization and Air Traffic Flow Management (ATFM) Integration – Phase 3 (2025-2030); • MCAAP Act Prop 12-2025 - Harmonized and Integrated Safety Oversight (SO) and Quality Management (QM) Framework, with verification of BBB for ICAO Annex 3 Meteorological Services in the NAM/CAR Regions; • MCAAP Act Prop 13-2025 - Model training programme for Operations of Aircraft (OPS) and Airworthiness (AIR); and • MCAAP Act Prop 14-2025 - Development of a Model Training Programme for Aviation Accident Investigators.			PEC to monitor implementation	Completed
	d) MCAAP/PEC/8/4 - Approval of amendments to the MCAAP Procedural Handbook			N/A	Completed
PSC/12 D02	**NEW COMPOSITION OF THE MCAAP PROJECT EVALUATION COMMISSION (PEC)**				

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Follow-up actions	Status (Valid, Completed, Superseded)
	That, in accordance with the Procedural Handbook, and to allow the continuous assessment of the management and activities of the FRL0901 MCAAP Project, the PSC designate the following Members to, along with the Project Director, Project Coordinator and Project Administrator, integrate the Project Evaluation Commission for the next two-year term (2025 to 2027): Canada, Cuba, Dominican Republic, Mexico, United States, and COCESNA	PSC	Immediately	Election of PEC Rapporteur in the PEC/9	Completed

2.2 As a result, the Commission agreed on the following Decision:

DECISION **MCAAP/PEC/9/D01** **APPOINTMENT OF PEC RAPPORTEUR**	
What: That, in accordance with DECISION/PSC/12/D02 establishing the composition of the Project Evaluation Commission for the period 2025–2027, and in line with the provisions of the MCAAP Procedural Handbook, the PEC appoints the representative of Canada as Rapporteur of the Project Evaluation Commission for the 2026-2027 period.	**Expected impact:** ☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To ensure the proper functioning of the PEC in accordance with its established governance structure and procedural requirements.	
When: Immediately	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☒ ICAO ☒ Other:	PEC

Agenda Item 3 Development of a New Strategic Approach Directive for the MCAAP

3.1 Under WP05, following Conclusion 1 of PEC/08, the Rapporteur presented the development of MCAAP Strategic Guidelines to support a more structured and results-based approach to the implementation of the Programme. The proposal outlined a strategic framework aligned with ICAO global plans and the Long-Term Strategic Plan, emphasizing the transition from isolated activities to multi-year programmes, the application of prioritization criteria, and the establishment of performance monitoring mechanisms. It also highlighted the need to enhance member engagement, strengthen communication, and ensure that MCAAP activities effectively respond to regional needs.

3.2 During the discussions, the Meeting acknowledged the challenges in the current implementation of the Programme, particularly the low level of participation and ownership by Members, as well as the limited use of available resources. The Meeting agreed on the importance of adopting a more strategic and programmatic approach, centred on clearly defined objectives, measurable results, and stronger alignment with global and regional priorities.

3.3 The Meeting examined the proposed prioritization criteria and stressed the need to distinguish between mandatory conditions for the acceptance of activities and additional factors for their prioritization. The importance of ensuring a clear regional impact and multi-member benefit was emphasized, taking into account that the Programme includes both States and regional organizations as members.

3.4 Governance aspects were also addressed, reaffirming that the Project Steering Committee should provide strategic direction, while the Project Evaluation Commission should continue to support the technical evaluation, monitoring, and continuous improvement of the Programme. The Meeting highlighted the need for increased engagement of Members, including through improved communication and the promotion of results to senior-level authorities.

3.5 The Meeting further discussed the enhancement of performance monitoring, including the development of indicators to assess both the impact of individual activities and the overall achievement of MCAAP objectives, in line with a results-based management approach.

3.6 The Meeting agreed that the draft Strategic Guidelines require further refinement. It was agreed that interested Members would continue the coordination of inputs, including through virtual exchanges, to consolidate comments and develop a revised proposal to be submitted by the Rapporteur to the Secretariat by 10 May 2026, for presentation to the thirteenth Project Steering Committee meeting (PSC/13).

3.7 As a result of the discussions, the Meeting agreed on the following Draft Conclusion:

DRAFT CONCLUSION MCAAP/PEC/9/C02	**REFINEMENT OF MCAAP STRATEGIC GUIDELINES**	
What:	That, considering the need to further develop a coherent and results-based strategic direction for the MCAAP and following the PEC/08/C01, the Project Evaluation Commission: a) encourages interested Members to continue coordinating inputs, including through virtual exchanges, to consolidate comments and improve the proposal; b) requests the Rapporteur to submit the revised Strategic Guidelines to the Secretariat by 10 May 2026; and c) present the revised Strategic Guidelines to the thirteenth Project Steering Committee meeting (PSC/13).	**Expected impact:** ☐ Political / Global ☐ Inter-regional ☒ Economic ☐ Environmental ☒ Operational/Technical
Why:	To ensure that the MCAAP Strategic Guidelines are comprehensive, aligned with Programme objectives, and capable of supporting a structured, programmatic, and results-based implementation approach.	
When:	a) Immediately b) By 10 May 2026 c) By PSC/13	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who:	☐ States ☐ ICAO ☒ Other:	PEC

Agenda Item 4 Communication Plan for the MCAAP

4.1 Under WP/03, the Secretariat presented an enhanced version of the MCAAP Communication Plan aimed at improving awareness, participation, and effective use of the Programme, while maintaining alignment with the scope approved by the Project Steering Committee and ensuring implementation within existing resources. The proposal introduced a more structured and practical approach to communication, focusing on clearer priorities, improved usability, and targeted actions such as the dissemination of activity summaries, sharing of success stories, and maintenance of updated information through existing channels.

4.2 The Meeting discussed Draft Conclusion PEC/9/C1, as proposed in WP/03, regarding the adoption and implementation of the enhanced Communication Plan. The MCAAP Coordinator introduced the proposal as a practical enhancement to address the Programme's low level of awareness and participation, to be implemented using existing resources, including support from the newly hired assistant.

4.3 During the discussions, the Meeting acknowledged that limited awareness of the Programme, combined with frequent turnover of focal points and senior officials, continues to be a key factor affecting participation. The Meeting agreed on the need to transform the Communication Plan into a practical and operational tool, capable of supporting continuous engagement and improving understanding of MCAAP benefits and processes.

4.4 Mexico questioned the proposed implementation date in Draft Conclusion PEC/9/C1, noting that a version of the plan had already been approved previously. The MCAAP Coordinator clarified that while the strategic framework could be implemented immediately, the effectiveness of communication activities would depend on the availability of structured information resulting from ongoing work on monitoring processes and reporting templates. The Meeting agreed to proceed with refining the content of the plan and to revisit the implementation timeline at a later stage, with the objective of presenting tangible progress to the PSC rather than an additional planning document.

4.5 The Meeting emphasized the importance of strengthening internal coordination within member administrations, particularly through the role of designated focal points. It was reiterated that focal points should serve as the central channel for communication, including the coordination of event subsidy requests and the dissemination of information within their respective administrations.

4.6 The Meeting also discussed the effectiveness of communication channels and agreed that a dedicated section on the ICAO NACC Regional Office website, complemented by direct email notifications to focal points, should be the primary means of dissemination. It was noted that formal State letters, while necessary, are often not effective in reaching the relevant technical personnel. In this context, the proposal for quarterly email updates was reviewed and considered impractical given existing workloads; it was therefore agreed to remove this element from the plan and focus on maintaining updated and accessible information through the website.

4.7 The Meeting took note of the provision for annual reporting to the Project Steering Committee and agreed to align communication outputs accordingly.

4.8 Participants stressed the importance of actively promoting results and demonstrating the value of the Programme to senior management, including Civil Aviation Agencies (CAA) Directors General, in order to increase ownership and engagement. The role of Members in supporting communication efforts within their own administrations was recognized as essential for the effective implementation of the Plan.

4.9 The Meeting agreed that the enhanced Communication Plan requires further refinement, prioritizing the use of digital tools and active engagement of focal points, and aligning communication outputs with the Programme's reporting cycle. It was agreed that Members would meet virtually to refine the proposal, with the Rapporteur consolidating inputs and submitting the revised document to the Secretariat by 10 May 2026, for presentation to the Project Steering Committee at its thirteenth meeting.

Agenda Item 5 Review and Evaluation of New MCAAP Activity Proposals

5.1 Under P/01, the Secretariat presented twelve activity proposals submitted by Regional Officers and one proposal submitted by COCESNA for evaluation by the PEC.

5.2 The MCAAP Coordinator explained that the Commission would review each proposal individually to assess its technical merit, focusing initially on its technical soundness and relevance, without consideration of budgetary constraints. It was further indicated that budget considerations and implementation priorities would be addressed only after the full set of proposals had been reviewed. The Meeting agreed with this approach and noted the importance of having the respective proponents present their proposals to ensure technical clarity.

5.3 Following the technical assessment, the Meeting reviewed the financial situation of the Project and noted that, with approximately USD 205,000 available for new activities against proposals totalling approximately USD 382,000, a prioritization exercise was required. The Meeting applied prioritization criteria based on safety, capacity and efficiency, and sustainability, with a view to identifying activities with the highest regional impact.

5.4 During this process, the Meeting agreed to exclude the cybersecurity proposal, noting that such activities fall under aviation security and are outside the current scope of the Project. The proposal related to gender equality was also removed from the current funding cycle, with the understanding that alternative sources of funding could be explored.

5.5 The Meeting further reviewed the proposal on Controller–Pilot Data Link Communications and agreed to condition its approval on the reduction of its estimated cost to USD 30,000. The proponent was invited to adjust the scope, accordingly, including reducing the number of missions or participants, with the possibility of deferring remaining elements to a future cycle.

5.6 Based on the above, the Meeting agreed on a list of recommended activity proposals (**Appendix A**) aligned with the available budget, as well as on the following Draft Conclusion:

DRAFT CONCLUSION MCAAP/PEC/9/C03	**APPROVAL OF MCAAP PROPOSAL ACTIVITIES**
What: That, to foster the continuous increase in the level of implementation of members, the PEC recommends the PSC to review and approve the following proposals by the PSC/13: a) MAP 03-2026 New Obstacle Limitation Surfaces Seminar (25CAROLS); b) MAP 04-2026 CAR ANS Capabilities Database for Airspace Optimization and ATFM Implementation; c) MAP 05-2026 Space Operations 101 Operational Impacts on ATM in the NAM-CAR Region; d) MAP 06-2026 Enhancing ADREP Data Validation and Taxonomy Application in the CAR Region; e) MAP 07-2026 CAR Region Frequency Management Validation Project; f) MAP 09-2026 Development of Regional Contingency Plans for the CAR Region; g) MAP 10-2026 Development of a MON Proposal for GNSS Resilience in the CAR Region; h) MAP 11-2026 Implementation of AIDC between Kingston FIR (Jamaica) and Bogotá FIR (Colombia); and i) MAP 15-2026 Regional Implementation of Controller–Pilot Data Link Communications (CPDLC).	**Expected impact:** ☐ Political / Global ☒ Inter-regional ☒ Economic ☒ Environmental ☒ Operational/Technical
Why: To support implementation of Safety and Air Navigation requirements in the CAR region within Project Members	
When: PSC/13 Meeting	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☐ States ☒ ICAO ☐ Other:	PSC

Agenda Item 6 Structuring the MCAAP Implementation Monitoring Process

6.1 Under WP/04, the Secretariat presented the results of the application of a prototype implementation monitoring report to selected MCAAP activities approved in 2025, with the objective of refining both the reporting format and the monitoring process established in Section 13 of the Procedural Handbook. The proposal identified limitations in the current approach, including the absence of standardized status categories, limited linkage between implementation progress and original plans, insufficient focus on results and regional benefits, and weak alignment between financial execution and implementation performance. To address these issues, the working paper proposed a revised monitoring report template, introducing standardized implementation statuses, structured reporting on deliverables, delays, and issues, as well as clearer linkage between financial data, implementation progress, and results achieved.

6.2 During the discussions, the Meeting supported the proposed improvements and emphasized the importance of ensuring that the monitoring framework clearly demonstrates the value and impact of MCAAP activities, including qualitative results and regional benefits. It was agreed to further enhance the reporting template by incorporating elements such as lessons learned and follow-up actions to support continuous improvement and informed decision-making.

6.3 The Meeting also discussed the reporting timeline and noted that the current approach, based on activity-specific cycles, results in fragmented information. In this regard, the Meeting agreed on the need to establish fixed reporting periods to allow a consolidated overview of Programme implementation, recognizing that this would require an amendment to the relevant provisions of the Procedural Handbook. It was agreed that the dates for submission of implementation monitoring reports to the PEC should be established as the last working day of February and August (see Draft Conclusion MCAAP/PEC/9/C05).

6.4 The Meeting considered proposals to enhance monitoring through digital tools, including the use of dashboards to visually track implementation status and performance. While recognizing their potential value, the Meeting emphasized that monitoring mechanisms should remain proportionate and aligned with institutional information technology policies. It was agreed to first consolidate standardized reporting content before exploring technological solutions, with the Secretariat coordinating with headquarters to identify suitable tools and Members providing inputs to support a potential pilot for presentation to the PSC.

6.5 The Meeting concluded that the proposed refinements do not modify the existing monitoring procedure but enhance its consistency, analytical value, and usefulness for the Project Evaluation Commission. The Secretariat was invited to consolidate the proposed improvements into a revised monitoring report template, taking into account the comments received. It was agreed that the refined monitoring approach would be further developed and submitted by 10 May 2026, for presentation to the PSC/13.

Agenda Item 7 Other Business

Special consideration for integration of members in long-term arrears

7.1 Under WP/06, the Secretariat presented a proposal for the reintegration of members in long-term arrears through a one-time debt settlement incentive. The working paper addressed the situation of Haiti and the Eastern Caribbean Civil Aviation Authority, whose accumulated debts have reached levels that effectively prevent their participation in the Programme. To resolve this, the Secretariat proposed an exceptional measure consisting of a 90 per cent discount on debts accumulated up to 2025, conditional upon the payment of the remaining balance together with the full contribution for 2026. The proposal aims to restore participation, improve financial recovery, and support the principle of regional inclusivity, while maintaining its exceptional nature and avoiding incentives for future non-compliance.

7.2 Under the proposed settlement, Haiti would be required to pay a total of USD 32,500, consisting of USD 7,500 corresponding to 10 per cent of its outstanding debt, together with the full annual contribution of USD 25,000 for 2026. The Eastern Caribbean Civil Aviation Authority would be required to pay a total of USD 35,000, comprising USD 10,000 corresponding to 10 per cent of its outstanding debt, in addition to the full annual contribution of USD 25,000 for 2026. In both cases, the discounted portion of the outstanding debt would be payable together with the 2026 annual contribution as a single payment to restore their status in good standing.

7.3 During the discussions, the Meeting recognized that members in arrears are often those most in need of technical assistance and that their exclusion limits the regional impact of the Programme. It was noted that the Eastern Caribbean Civil Aviation Authority represents several States that are currently unable to benefit from MCAAP activities. The Meeting discussed the level of the proposed discount and agreed that maintaining a portion of the debt serves as a symbolic commitment while avoiding the perception of a full waiver.

7.4 The Meeting agreed that the proposed arrangement strikes a balance between facilitating reintegration and preserving the principle of financial responsibility, without creating a precedent that could encourage future arrears.

7.5 The Meeting discussed whether such a mechanism should be formalized in the Procedural Handbook and agreed that, given its exceptional nature, it should not be incorporated as a standing provision. It was noted that similar situations could be assessed on a case-by-case basis in the future.

7.6 With regard to implementation, the Meeting noted the need to expedite the process in order to allow the concerned members to resume participation in activities as soon as possible. In this context, the Meeting agreed to recommend the proposal to the Project Steering Committee through a fast-track procedure.

7.7 The Meeting expressed its support for the proposal, recognizing that the proposed settlement amounts are both feasible for the concerned members and sufficient to preserve the integrity of the Programme. The Meeting agreed to forward the proposal to the PSC for consideration, with a view to restoring full participation of the affected members and strengthening regional cooperation.

7.8 The Meeting agreed on the following Draft Conclusion:

DRAFT CONCLUSION MCAAP/PEC/9/C04	**REINTEGRATION OF MEMBERS IN ARREARS**	
What: That, considering the need to restore participation of members in long-term arrears and to strengthen regional inclusivity of the MCAAP, the Project Evaluation Commission: a) recommends that the Project Steering Committee approve an exceptional one-time debt settlement incentive for Haiti and the Eastern Caribbean Civil Aviation Authority, consisting of a 90 per cent discount on debts accumulated up to 2025, conditional upon the payment of the remaining 10 per cent of the debt together with the full annual contribution for 2026; and b) requests the Secretariat to submit this proposal to the Project Steering Committee through a fast-track procedure to expedite its consideration and implementation as soon as practicable.		**Expected impact:** ☐ Political / Global ☐ Inter-regional ☐ Economic ☐ Environmental ☒ Operational/Technical
Why: To enable the reintegration of members currently in arrears, restore their participation in MCAAP activities, and support the principle of regional cooperation and "No Country Left Behind," while ensuring financial responsibility and avoiding incentives for future non-compliance.		
When:	As soon as practicable	**Status:** ☒ Valid / ☐ Superseded / ☐ Completed
Who:	☒ States ☒ ICAO ☒ Other:	PEC

Amendments to MCAPP Procedural Handbook

7.9 Under P/02, the Secretariat presented proposed amendments to the Procedural Handbook concerning the criteria and allocation of event subsidies. The proposal addressed identified limitations in the current system, particularly the lack of proportionality between the duration of events and the use of subsidy quotas, as well as the financial risk associated with the existing entitlement of up to ten subsidies per member per year. The Secretariat highlighted that the current approach may lead to an inequitable distribution of resources and a potential overcommitment of funds, reducing the availability of resources for substantive technical activities. To address these issues, the proposal introduced a more balanced approach based on a standardized subsidy unit linked to average event duration, the establishment of an annual financial ceiling of USD 120,000 for total subsidy expenditure, and the implementation of a phased allocation mechanism, with an initial allocation of seven subsidies per member.

7.10 During the discussions, the Meeting reviewed the proposal in the context of a request to increase the number of subsidies available to members and agreed that the current system presents equity and financial sustainability challenges. The Meeting supported the introduction of the annual financial ceiling, recognizing the need to safeguard sufficient resources for core technical activities of the Programme.

7.11 The Meeting also agreed on the implementation of the phased allocation mechanism, whereby an initial allocation of seven subsidies would be granted to each member, followed by a mid-year assessment to redistribute unused capacity, provided that the total annual ceiling of USD 120,000 is not exceeded. It was clarified that subsidies would remain available throughout the year and that the mid-year review would serve as a mechanism to optimize resource utilization.

7.12 The Meeting emphasized that event subsidies should remain a supporting tool and not become the primary activity of the Programme, reaffirming the importance of prioritizing direct technical assistance and implementation support. It was also noted that the system retains flexibility, allowing members to use their allocations to support participation from other members in order to enhance regional cooperation, and to accommodate different types of missions under a standardized costing approach.

7.13 The Meeting agreed that the proposed amendments represent an improvement in terms of equity, transparency, and financial sustainability, by shifting the focus from the number of subsidies to their monetary value and duration. It was agreed that these amendments would be consolidated together with other proposed changes to the Procedural Handbook under this agenda item and reflected in the Draft Conclusion PEC/9/C05.

7.14 Under P/03, the Secretariat presented the implications of the implementation of the new enterprise resource planning system, Quantum, on MCAAP administrative and financial processes. The presentation highlighted that the transition to the new system introduces significant changes in areas such as financial management, recruitment, and the processing of event subsidies, including the replacement of the previous project code with a new administrative structure. It was explained that these changes require updates to existing procedures and documentation, including the Procedural Handbook, to reflect new requirements and timelines.

7.15 During the discussions, the Meeting noted that the new system introduces more stringent administrative requirements, particularly the mandatory creation of supplier profiles for all participants receiving financial support. It was highlighted that this process requires detailed documentation, including identification and banking information, and that errors or inconsistencies may result in delays or rejections. The Meeting also noted that system constraints require specific formatting and configurations, which may present additional challenges for users.

7.16 The Meeting was informed that the new financial workflows include stricter controls and longer processing times, with a recommended minimum lead time of sixty days for travel arrangements. It was also noted that a mandatory waiting period applies between the approval of a supplier profile and the submission of travel requests. Changes to the disbursement of daily subsistence allowances were also highlighted, including the adjustment of the payment structure and the requirement to submit supporting documentation for final settlement.

7.17 The Meeting discussed operational implications, including the introduction of a new mission travel request form to standardize and improve the collection of travel information, as well as updated procedures for the calculation and payment of allowances. Clarifications were provided regarding travel policies, including the use of economy class as a standard practice to optimize available resources.

7.18 The Meeting emphasized the importance of ensuring that focal points and participants are adequately informed of the new requirements and procedures. In this regard, it was recommended that the Secretariat provide comprehensive guidance, including a detailed list of required documentation and supporting training materials, to facilitate the effective implementation of the new system and minimize delays in the processing of activities.

7.19 As a result of the discussions, the Meeting agreed on the following Draft Conclusion regarding the amendments to the Procedural Handbook to be presented at the Thirteenth Meeting of the FRL09M1 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (FRL09M1 PSC/13) (**Appendix** B):

DRAFT CONCLUSION MCAAP/PEC/9/C05	**APPROVAL OF AMENDMENTS TO THE MCAAP PROCEDURAL HANDBOOK**		
What: That, considering the need to update the MCAAP Procedural Handbook to reflect improved practices in communication, monitoring, event subsidy management, and administrative processes derived from the implementation of new ICAO systems, the Project Evaluation Commission recommends that the Project Steering Committee review and approve the amended Procedural Handbook as in the Appendix B of this report immediately.		**Expected impact:** ☐ Political / Global ☒ Inter-regional ☒ Economic ☒ Environmental ☒ Operational/Technical	
Why: To ensure that the MCAAP Procedural Handbook remains aligned with current operational practices, enhances efficiency, transparency, and accountability, and supports the effective implementation of Programme activities within the evolving administrative and financial framework of ICAO.			
When:	Immediately	**Status:**	☒ Valid / ☐ Superseded / ☐ Completed
Who:	☐ States ☐ ICAO ☒ Other:	PSC	

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MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	01 - 2026	Focus Area:	2 - Improve Regional Capacity and Efficiency	Proponent:	Josue Gonzalez (RO/ATM2)	*Specify "Other"*

Project/Activity title:	Space Operations 101: Operational Impacts on ATM in the NAM/CAR Region	**Main ICAO Strategic Goal:**	Choose an item.
Problem statement or opportunity:	Space launch and reentry activities are increasing and creating operational impacts on ATM, ATFM, sector capacity, and routing across the NAM/CAR Region. Many States lack: • Operational awareness • Standard coordination practices • Space-ATM knowledge • Contingency readiness		
Proposed project/activity: *(to solve the problem or take advantage of the opportunity)*	Three-day Space Operations 101 workshop: • 2-day technical workshop • Tabletop exercises • Case studies • 1-day operational site visit	**Language of the event**	Bilingual *
		Requires interpretation	☒
		Requires document translation	☒
Expected support from MCAAP: *(detail the activities/tasks to be funded by the project)*	• Travel support for limited State SMEs • Interpretation services • Translation of materials • Workshop logistics support		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	To build regional readiness and operational awareness on space launch and reentry impacts on ATM and ATFM.		
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	Launch operations increasingly affect multiple FIRs beyond launch sites. Proactive capacity-building supports safety, coordination, and resilience. This aligns with ICAO priorities on operational risk management and emerging aviation domains.		
Deliverables/expected outcomes:	• Regional baseline knowledge framework • Case study compendium • Exercise outcome report • Recommendations for future guidance	**Follow-up actions:**	• Briefing to GREPECAS/NACC WG • Development of regional guidance material • Continued coordination among impacted FIRs
Impacted States/subregion:	NAM/CAR FIRs (directly and indirectly affected)		

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation		Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**6 months**	**Virtual only**	☐	**USD 35,000**
SME	2 SMEs	Click or tap here to enter text.	**Details**	**In-person or hybrid**	☐	**Details**
State/Organiz	2 staff	Click or tap here to enter text.	Click or tap here to enter text.	Specify the City/State of implementation Click or tap here to enter text..		The Space Operations 101 Workshop provides CAR Region States with foundational knowledge on space operations and their interaction with
ICAO	1 staff	Click or tap here to enter text.				
Other	Choose an item.	Click or tap here to enter text.				

					ATM systems. It raises awareness of coordination requirements, operational impacts, and emerging risks related to commercial space launches and re-entries. The workshop supports proactive planning, regional preparedness, and alignment with evolving ICAO guidance on Space-ATM coordination.

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	03 - 2026	Focus Area:	2 - Improve Regional Capacity and Efficiency	Proponent:	Fabio Salvatierra (RO/AGA)	*Specify "Other"*

Project/Activity title:	New Obstacle Limitation Surfaces Seminar (25CAROLS)	**Main ICAO Strategic Goal:**	NCLB / D1.1 / D1.1.7
Problem statement or opportunity:	Amendment 18 to ICAO Annex 14 Vol. I includes big changes concerning the traditional obstacle limitation surfaces (OLS) that most States adopted. This amendment includes a set (or sets) of surfaces with clear purposes and characteristics ensuring that only the surfaces required are adopted, and that they are performance-based and are adaptable to the type of operations conducted at the aerodrome. Depending on the State and their existing practices, there may be a need to invest in additional resources (human and technological) to help States transition to this new methodology of airspace safeguarding.		
Proposed project/activity: *(to solve the problem or take advantage of the opportunity)*	The proposed activity is a 2-day seminar on this new OLS for the NACC Region, which will give States and Airports additional resources to help transition to this new methodology. This will be part of a series of activities the NACC RO will be engaging. This first activity, is focused on rising awareness.	**Language of the event**	Bilingual *
		Requires interpretation	☒
		Requires document translation	☐
Expected support from MCAAP: *(detail the activities/tasks to be funded by the project)*	The expected support from MCAAP is to fund the simultaneous interpretation (English-Spanish) needed for this activity and the mission of two (2) experts to support the delivery of the 2-day Seminar (in Mexico City). One expert from ICAO HQ and one from a Member State (part of OLS Task Force).		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	The objective is to prepare States on adoption of the new SARPs and creation and promulgation of new surfaces.		
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	This is the first step of a larger action. The action being a project to support States on the implementation of these provisions (to be determined by upcoming NACC WG/AGA TF Meeting) by: 1. Evaluating changes (impact analysis) on the regulatory framework; 2. Training; 3. Actions to calculate the new surfaces and create new OLS databases per international aerodrome.		
Deliverables/expected outcomes:	Report of the Seminar List of follow-up actions with State participants	**Follow-up actions:**	ICAO NACC AGA RO to follow up by monthly calls with States participants on the drafting of new provisions and/or the impact analysis. NACC RO will assist States via this calls and other activities.
Impacted States/subregion:	MCAAP Membership		

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation		Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**2 days**	**Virtual only**	☐	**USD 8,000**
SME	Choose an item.	Click or tap here to enter text.	**Details**	**In-person or hybrid**	☒	**Details**
State/Organiz	1 staff	USD 3,300	8 hrs per day	Specify the City/State of implementation Mexico City		Travel (2 staff): USD 6,600 Interpretation: USD 1,400
ICAO	1 staff	USD 3,300				
Other	Choose an item.	Click or tap here to enter text.				

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	04 - 2026	Focus Area:	2 - Improve Regional Capacity and Efficiency	Proponent:	Josue Gonzalez (RO/ATM2)	*Specify "Other"*

Project/Activity title:	CAR ANS Capabilities Database for Airspace Optimization and ATFM Implementation	**Main ICAO Strategic Goal:**	GEN5 / All SG / GEN5
Problem statement or opportunity:	The CAR Region currently lacks a consolidated and regularly updated database capturing ANS operational capabilities, ATFM maturity, airspace structures, surveillance coverage, and coordination mechanisms across FIRs. This limits: Data-driven decision making, Regional ATFM integration, Airspace optimization planning, Identification of implementation gaps, Prioritization of assistance.		
Proposed project/activity: *(to solve the problem or take advantage of the opportunity)*	Development and phased implementation of a CAR ANS Capabilities Database to: • Collect standardized ANS and ATFM capability data from CAR States and Territories • Capture airspace structures, surveillance coverage, ATFM maturity, coordination mechanisms, and infrastructure status • Support Airspace Optimization (AO), ATFM implementation, and related GREPECAS regional planning initiatives • Enable performance monitoring aligned with GANP, ASBU Blocks, and regional KPIs • Inform GREPECAS and NACC/WG decision-making The NACC Office will organize and facilitate three (3) virtual coordination meetings to validate structure, methodology, and data inputs. A technical expert currently supporting the initiative in a non-official capacity will lead the technical development of the database architecture and framework. In addition, the expert will conduct a one-week in-person working session at the ICAO NACC Office (Mexico City) to finalize the database structure, ensure knowledge transfer, and conduct hands-on coordination with the regional team. The activity will also integrate relevant data from ICAO Secretariat sources, including Working Groups and USOAP findings, to ensure consistency with global monitoring frameworks. Additionally, the database will support ongoing GREPECAS initiatives, including the ANS Infrastructure Gap Analysis, and will serve as a regional reference tool to harmonize planning efforts across NAM/CAR and SAM interfaces.	**Language of the event**	Bilingual *
		Requires interpretation	☒
		Requires document translation	☒
Expected support from MCAAP: *(detail the activities/tasks to be funded by the project)*	Mission (air tickets and DSA) for one (1) SME to attend a five (5) working-day in-person technical session at the ICAO NACC Office in Mexico City. Interpretation services will be provided for the virtual coordination meetings with CAR States and Territories. MCAAP will fund translation of guidance materials and reporting templates, not exceeding fifty (50) pages total (English–Spanish bilingual).		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	• Airspace optimization • ATFM maturity assessment • Data-driven regional planning • Targeted implementation support • Support GREPECAS decision-making and regional prioritization through harmonized and validated operational data		

Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	This project is a foundational step for NEOSPACE and regional ATM modernization. Without reliable data, prioritization and harmonization efforts are constrained. The database enables objective performance tracking and aligns with ICAO GANP and ASBU frameworks. The initiative also addresses the need identified by GREPECAS and regional bodies to improve visibility of ANS infrastructure gaps and ATFM implementation levels, enabling more efficient allocation of resources and targeted assistance under MCAAP and other mechanisms.
Deliverables/expected outcomes:	• CAR ANS Capabilities Database aligned with ICAO IT policies and designed for interoperability with existing ICAO platforms (e.g., iSTARS, regional dashboards) • Standardized reporting templates • Regional capability snapshot report • Gap analysis summary
Impacted States/subregion:	All CAR States and Territories
Follow-up actions:	• Annual updates via NACC Dashboard • Integration into GREPECAS reporting • Use for planning future MCAAP activities • Expansion and integration with future regional initiatives (e.g., NEOSPACE, CIIFRA, Space/ATM coordination)

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation	Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**12 months**	**Virtual only** ☐	**9,000**
SME	1 SME	USD 4,500	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	Choose an item.	Click or tap here to enter text.	Start: June 2026 End: May 2027 12-month duration includes preparatory coordination with States, development of the database framework, data collection, and validation, the 5-day mission, and post mission follow-up Technical expert supporting database development, architecture design, and knowledge transfer to ICAO NACC team. Execution aligned with MCAAP financial cycle and coordinated with regional meetings and implementation timelines.	Specify the City/State of implementation Hybrid (Virtual + In-person) In-person component: Mexico City, ICAO NACC Office Virtual coordination sessions will be conducted with CAR States and Territories; in-person session will be limited to ICAO NACC technical team and SME.	Mission (air tickets + DSA) 1 SME: USD 4,500 Interpretation virtual coordination meetings: USD 3,500 Document translation: USD 1,000
ICAO	Choose an item.	Click or tap here to enter text.			
Other	Choose an item.	Click or tap here to enter text.			

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	05 - 2026	Focus Area:	2 - Improve Regional Capacity and Efficiency	Proponent:	Josue Gonzalez (RO/ATM2)	*Specify "Other"*

Project/Activity title:	Space Operations 101: Operational Impacts on ATM in the NAM/CAR Region	**Main ICAO Strategic Goal:**	GEN5 / All SG / GEN5
Problem statement or opportunity:	Space launch and reentry activities are increasing and creating operational impacts on ATM, ATFM, sector capacity, and routing across the NAM/CAR Region. Many States lack: • Operational awareness • Standard coordination practices • Space-ATM knowledge • Contingency readiness		
Proposed project/activity: *(to solve the problem or take advantage of the opportunity)*	Implementation of a three-day Space Operations 101 workshop designed to strengthen regional awareness and operational readiness related to space launch and re-entry impacts on ATM and ATFM. The workshop structure will include: • Day 1–2: Classroom-based technical sessions, expert-led discussions, and case study reviews covering: - Launch and re-entry operational impacts on FIR capacity - ATFM coordination challenges - Cross-FIR communication requirements - Risk mitigation and contingency planning - International coordination frameworks • Day 3: - Operational site visit to Port Canaveral, including structured briefings on real-world launch operations, coordination mechanisms, and interaction between space operators and ATM stakeholders. The workshop will be organized by the ICAO NACC Office in coordination with relevant partners. Technical content will be delivered by subject matter experts contributing in a coordinated capacity without requiring a formal contracted SME recruitment process.	**Language of the event**	English
		Requires interpretation	☐
		Requires document translation	☒
Expected support from MCAAP: *(detail the activities/tasks to be funded by the project)*	Travel (air tickets and DSA) for four (4) State representatives to attend the three-day workshop "Space Operations 101: Operational Impacts on ATM in the NAM/CAR Region", to be held in Orlando, Florida,US]. Translation of workshop materials such as the agenda, presentations, and guidance document, estimated at approximately 20 pages		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	To build regional readiness and operational awareness on space launch and reentry impacts on ATM and ATFM.		
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	Launch operations increasingly affect multiple FIRs beyond launch sites. Proactive capacity-building supports safety, coordination, and resilience. This aligns with ICAO priorities on operational risk management and emerging aviation domains. The inclusion of a structured site visit to Port Canaveral provides participants with direct operational exposure to launch coordination procedures, enhancing practical understanding beyond theoretical instruction. This experiential component strengthens knowledge transfer and supports sustainable implementation across affected FIRs.		

Deliverables/expected outcomes:	• Regional baseline knowledge framework • Case study compendium • Exercise outcome report • Recommendations for future guidance	**Follow-up actions:**	• Briefing to GREPECAS/NACC WG • Development of regional guidance material • Continued coordination among impacted FIRs
Impacted States/subregion:	NAM/CAR FIRs (directly and indirectly affected)		

Personnel (representing cost to the Project)			**Period/Duration (w/days)**	**Place of implementation**	**Total cost estimated for the Project**
Type	**Number**	**Estimated cost**	**6 months**	**Virtual only** ☐	**USD 14,800**
SME	Choose an item.	Click or tap here to enter text.	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	4 staff	USD 14,500	Start Q3 2026 6-month period includes preparation of the workshop, the 3-day workshop, and post-workshop follow-up	Specify the City/State of implementation In-person component in Orlando, United States.	Mission (air tickets + DSA) 4 SMEs: USD 14,500 Document translation: USD 300
ICAO	Choose an item.	Click or tap here to enter text.			
Other	Choose an item.	Click or tap here to enter text.			

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	06 - 2026	Focus Area:	1 - Improve Regional Safety	Proponent:	Fernando Camargo (RO/TA)	*Specify "Other"*

Project/Activity title:	Enhancing ADREP Data Validation and Taxonomy Application in the CAR Region	**Main ICAO Strategic Goal:**	SAFSEC / A1.3 / A1.3.6

Problem statement or opportunity:

The reliability of global aviation safety analysis depends on the accuracy and consistency of occurrence data reported by States through the ICAO ADREP system. The Occurrence Validation Study Group (OVSG) plays a central role in reviewing and validating occurrence data submitted by States, ensuring that classification, categorization and associated safety attributes are correctly applied before inclusion in the ICAO global database, from which validated information feeds the ICAO Annual Safety Report and the RASG-PA Safety Report, providing essential input for safety managers around the world.

Currently, no State from the Central America and Caribbean sub-region participates as a member of the OVSG. As States from this sub-region do not participate in the OVSG, the presence of the ICAO NACC Office constitutes the only mechanism to ensure that occurrence data originating from the region are reviewed with appropriate technical representation and with consideration of the regional operational context.

The proposal approved in 2025 established a collaborative framework between the ICAO NACC Office and GRIAA and is currently in its implementation phase, following the OVSG meeting in February 2026. The technical guidance resulting from this participation is being developed during the first half of 2026 to address the 24 per cent error rate identified in regional occurrence reporting. This 2026 activity serves as the foundation for the current proposal, which aims to ensure continuity in 2027. This phased approach allows for the gradual resolution of reporting deficiencies by States while ensuring that regional material is promptly updated to include the new ADREP taxonomy parameters expected from ICAO HQ by late 2026.

During the OVSG meeting held in February 2026, which reviewed occurrence data reported by States for 2025, it was identified that approximately 24 per cent of the accidents and serious incidents reported in the CAR Region required corrections during the validation process. The most frequent inconsistencies related to the determination of occurrence class, incorrect categorization within the ADREP taxonomy and inaccuracies in the reporting of associated occurrence attributes. Such deficiencies reduce the reliability of regional safety data and limit the effectiveness of safety analysis performed at both regional and global levels.

These challenges indicate that States continue to experience difficulties in correctly determining key attributes of reported occurrences, including classification, categorization and associated data fields. This situation has already prompted the development of regional guidance material to support the consistent application of the ADREP taxonomy by States in Central America and the Caribbean. While the proposal approved in 2025 (currently under implementation in 2026) has already initiated this process through the development of initial guidance and the validation of 2025 data, the 24 per cent error rate identified in early 2026 demonstrates that the problem requires a gradual and sustained technical intervention to ensure long-term data quality. However, ICAO expert groups are expected to introduce updates to the ADREP taxonomy by the end of 2026. Without timely regional alignment with these changes, States may continue to experience difficulties in applying updated classification parameters. Consequently, the guidance material currently under development will also require revision in order to incorporate these updates and ensure its continued relevance for States.

The proposed activity represents a continuation of MCAAP Activity Proposal 06-2025, which initiated regional efforts to strengthen safety data validation and harmonize the application of the ADREP taxonomy across the region.

Proposed project/activity:
(to solve the problem or take advantage of the opportunity)

The proposed activity consists of a five-day technical mission to participate in the ICAO Occurrence Validation Study Group (OVSG) meeting in 2027, combined with follow-up activities aimed at strengthening the application of ADREP taxonomy standards by States in the CAR Region. This activity builds upon the dissemination of the guidance material and lessons learned from the 2026 implementation phase (originated from the 2025 proposal), ensuring that the initial regional safety data validation efforts are sustained and expanded.

During the OVSG meeting, the ICAO NACC Office, potentially accompanied by a Subject Matter Expert (SME) from a MCAAP Member to foster regional capacity building, will contribute to the validation of occurrence data submitted by States. This includes the review of classification parameters, occurrence categorization, and associated data attributes in accordance with the ADREP taxonomy. Participation in this process ensures that occurrence data originating from Central America and the Caribbean are validated with appropriate consideration of the regional operational context.

Following participation in the OVSG, the ICAO NACC Regional Office will lead the revision and

Language of the event	Bilingual *
Requires interpretation	☒
Requires document translation	☒

	publication of updated regional guidance material supporting the application of the ADREP taxonomy. The updated material will incorporate the taxonomy updates expected to be issued by ICAO in late 2026/early 2027 and will provide practical interpretation guidance tailored to the operational context of States in Central America and the Caribbean. As a regional cooperation mechanism in the field of aircraft accident and incident investigation, the Regional Group for Accident and Incident Investigation in the Americas (GRIAA) may support the ICAO NACC Office in the development and dissemination of the guidance material, contributing operational expertise and facilitating its practical application by States. The activity will conclude with a series of regional webinars for AIG focal points, ensuring that States receive practical guidance on the updated taxonomy, occurrence data validation practices, and reporting procedures.		
Expected support from MCAAP: *(detail the activities/tasks to be funded by the project)*	Travel funding (airfare and per diem) for 1 ICAO Staff and 1 MCAAP Member representative for the 5-day meeting. Funding for the translation of supplemented technical guidance (aprox. 50 pages). Funding interpretation for up to 9 hours of webinar.		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	The objective of this activity is to strengthen the accuracy, consistency and global compatibility of occurrence data reported by States in Central America and the Caribbean, thereby improving the quality of safety information used for safety analysis, risk identification and decision-making. Through participation in the OVSG and the subsequent update of regional guidance material, the activity will ensure that States are aligned with the latest ICAO ADREP taxonomy developments and are equipped to correctly determine and report occurrence attributes using standardized classification methodologies. This activity will also contribute to improving the quality of safety data used by States within their State Safety Programmes (SSPs) and by regional safety analysis initiatives, including the work conducted under the Regional Aviation Safety Group – Pan America (RASG-PA).		
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	Accurate and standardized occurrence reporting is essential for the effective implementation of aviation safety oversight systems and for the development of data-driven safety strategies. The validation process conducted through the ICAO Occurrence Validation Study Group (OVSG) ensures that accident and serious occurrence data reported by States are consistent, comparable and suitable for global safety analysis. Currently, no State from the Central America and Caribbean sub-regions participates directly in the OVSG. The participation of the ICAO NACC Office therefore represents the most effective mechanism to ensure adequate technical representation for these sub-regions and to ensure that regional operational perspectives are considered during the validation of occurrence data submitted to the ICAO ADREP system. In this capacity, the NACC Office serves as the regional technical focal point and conducts a quality review of occurrence data originating from the region, providing feedback to States on classification, taxonomy application and associated occurrence attributes. The need for strengthened regional engagement is evidenced by the OVSG validation cycle conducted in February 2026, which reviewed occurrence data submitted by States for 2025. During this process, approximately 24 per cent of the accidents and serious incidents reported in the CAR Region required corrections during the validation process, primarily due to inconsistencies in occurrence classification, taxonomy application and determination of associated data attributes. These deficiencies highlight the technical challenges faced by many States in applying ADREP taxonomy definitions consistently. This activity builds upon the successful implementation of the 2025–2026 MCAAP proposal, which established collaboration between the ICAO NACC Office and the Regional Group for Accident and Incident Investigation in the Americas (GRIAA). The previous phase demonstrated that regional technical engagement significantly improves the quality and accuracy of safety data. However, the forthcoming ICAO updates to the ADREP taxonomy expected in 2026 require further regional alignment and the revision of the regional guidance material currently under development in order to ensure that States apply the updated taxonomy parameters consistently. Participation in the OVSG 2027 meeting will therefore enable the NACC Office to contribute directly to the validation of occurrence data, to understand and incorporate the updated taxonomy attributes, and to translate these updates into practical guidance for States in Central America and the Caribbean. Through cooperation with GRIAA, the resulting knowledge and technical clarifications can be effectively disseminated and integrated into the regional operational context. Furthermore, this activity directly supports States in addressing the requirements associated with the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach, particularly: - PQ 6.507, which requires States to establish and maintain standardized occurrence databases compatible with ICAO ADREP and ECCAIRS systems; and - PQ 6.511, which requires States to analyse safety information contained in these databases in order to identify hazards and determine preventive actions.		

	Without proper validation and consistent classification of occurrence data, States risk basing safety analysis on incomplete or incorrectly coded information, thereby limiting the effectiveness of State Safety Programme (SSP) processes and preventive safety actions. For these reasons, the proposed activity should not be considered a routine mission, but rather a strategic effort to strengthen regional data quality, support the effective implementation of SSP processes, and ensure that safety data originating from Central America and the Caribbean continues to provide a reliable foundation for global safety analysis, including the ICAO Annual Safety Report and the RASG-PA Safety Report.
Deliverables/expected outcomes:	The activity is expected to generate the following deliverables and outcomes: - Updated regional guidance material: A revised and updated version of the "CAR Regional Guidance on ADREP Taxonomy Application," specifically incorporating the 2026/2027 ICAO global taxonomy updates to ensure continued alignment with the OVSG validation parameters. - Improved consistency and accuracy: Enhancement of classification and reporting of occurrences by States in the region through the provision of standardized validation checklists and bilingual technical interpretations of complex ADREP attributes. - Enhanced quality of regional occurrence data: Improved reliability of data used for safety analysis, ensuring that regional operational contexts are represented in the ICAO global database and the RASG-PA Safety Report. - Delivery of a series of regional webinars: Technical training sessions for AIG focal points, to be provided by technical specialists from the ICAO NACC Office in coordination with the GRIAA focal point. - Strengthened technical coordination: Enhanced collaboration between the ICAO NACC Office, regional AIG cooperation mechanisms (such as GRIAA), and MCAAP Member States to foster peer-to-peer knowledge transfer and regional capacity building.
Impacted States/subregion:	All States in CAR region.
Follow-up actions:	- Monitor the application of the updated guidance material: The ICAO NACC Office will monitor the implementation of the updated guidance by States in Central America and the Caribbean through direct coordination with their designated AIG focal points. - Collect feedback on taxonomy application: Systematic collection of feedback from AIG focal points of States regarding the practical application of the updated ADREP taxonomy to identify regional trends. - Identify remaining challenges: Continuous assessment by the ICAO NACC Office to identify technical challenges in occurrence classification and reporting faced by States. - Inform future updates: Utilization of collected feedback and identified challenges to inform and refine future updates of regional guidance material. - Support continuous improvement: Ongoing technical support to AIG focal points to ensure continuous improvement in the quality and consistency of occurrence data submitted by States.

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation		Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**46 working days**	**Virtual only**	☐	**USD 10,450**
SME	Choose an item.	Click or tap here to enter text.	**Details**	**In-person or hybrid**	☒	**Details**
State/Organiz	1 staff	USD 4,700	Start Q1-2027 and Finish Q3-2027 5 workingdays in the Meeting 30 working days for the guidance 10 working days for preparation of Webinar 1 working day for webinar	Specify the City/State of implementation In person component: Montreal/Canada		Travel (2 staff) = USD 9,400 Interpretation (virtual) = USD 1100 Document translation = USD 450
ICAO	1 staff	USD 4,700				
Other	Choose an item.	Click or tap here to enter text.				

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	07 - 2026	Focus Area:	1 - Improve Regional Safety	Proponent:	Mayda Avila (RO/CNS)	*Specify "Other"*

Project/Activity title:	CAR Region Frequency Management Validation Project	**Main ICAO Strategic Goal:**	SAFSEC / A1.5 / A1.5.6

Problem statement or opportunity:

CAR States and Territories depend on the efficient, interference-free use of aeronautical frequency bands to ensure safe and continuous CNS/ATM operations. However, several deficiencies currently affect regional spectrum management:

- Incomplete, inconsistent, or outdated frequency databases, resulting in mismatches between national and regional records.
- Lack of systematic data validation, causing uncertainty in actual assignments and operational use.
- Increased reports of interference and frequency congestion, especially in VHF COM and navigation bands.
- Absence of a harmonized regional baseline prior to the implementation of the CAR Regional Frequency Finder Tool.
- Limited preparation of States for spectrum-policy discussions in the upcoming **ITU World Radiocommunication Conference 2027 (WRC-27), where aeronautical bands will be under review.

Opportunity:

To conduct a structured, ICAO-led frequency data validation programme with the participation of two Subject Matter Experts (SMEs) from CAR States, working alongside the ICAO NACC Regional Office, ensuring high-quality data, improved spectrum protection, and enhanced safety ahead of key regional implementations and WRC-27.

Proposed project/activity:
(to solve the problem or take advantage of the opportunity)

Three-Week Frequency Data Validation Session at ICAO NACC Regional Office (Mexico City). Participants: 2 CAR Region SMEs + ICAO CNS Regional Officer.

Objective: Validate, harmonize, and consolidate the aeronautical frequencies currently in use across all CAR States and Territories, addressing the root issue of insufficiently validated and up-to-date data. This effort requires the active engagement and technical contribution of States to ensure that frequency information is accurately cross-checked against national AIPs and consistently maintained within the regional database.
In this context, the participation of CAR States in the Regional Frequency-Management Workshop, to be held in preparation for WRC-27, is essential. The workshop will serve as a critical platform to resolve existing data gaps, align positions, and strengthen regional coordination. A strong and unified commitment from CAR States is therefore necessary to support the region's interests and ensure an effective, well-coordinated position during ITU deliberations.

Language of the event	Not applicable
Requires interpretation	☐
Requires document translation	☐

Expected support from MCAAP:
(detail the activities/tasks to be funded by the project)

1. Travel and DSA for 2 SMEs for three weeks in Mexico (19 Days).
2. Travel and DSA for ICAO CNS Officer and 1 SMEs to participate in the pre-WRC-27 workshop preparatory workshop for NAM/CAR/SAM +FSMP WG23 in Lima Peru, from August 31 to September 11, 2026, (12 days).

Objective:
(what you want to achieve by solving the problem or taking advantage of the opportunity)

To establish a validated, accurate, interference-free regional frequency database for all CAR States and Territories, supporting safe CNS/ATM operations and enabling the future deployment of the CAR Frequency Finder Tool.

Specific Objectives

1. Validate, reconcile, and standardize all aeronautical frequency assignments across CAR States.
2. Identify deficiencies, duplications, and conflict-risk frequency assignments.
3. Strengthen data-quality practices for national spectrum authorities and ANSPs.
4. Improve regional coordination mechanisms to prevent harmful interference.
5. Prepare technical contributions for CAR States participating in frequency-management deliberations at WRC-27.
6. Integrate validated data into the regional CNS/ATM frequency registry.

Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	This project aims to validate and harmonize aeronautical frequency data across the CAR Region to improve safety, reduce interference, and prepare for the implementation of the CAR Frequency Finder Tool. Two SMEs from CAR States will work for three weeks at the ICAO NACC Office to reconcile, clean, and standardize the regional database. The effort will address existing deficiencies in data accuracy, outdated assignments, and cross-border inconsistencies. The ICAO CNS Regional Officer and the SMEs will participate in the regional frequency-management workshop prior to WRC-27, supporting States' preparations. The project will strengthen coordination, enhance data-quality practices, and produce a validated regional frequency registry. Expected outcomes include improved safety, stronger spectrum protection, harmonized procedures, and better readiness for ITU spectrum discussions.

Deliverables/expected outcomes:	The project will validate and harmonize aeronautical frequency data for all CAR States by bringing two regional SMEs to the ICAO NACC Office for three weeks to review, correct, and standardize frequency assignments. This work will resolve inconsistencies, identify interference risks, improve data quality, and establish a reliable regional baseline for future tools such as the CAR Frequency Finder. The ICAO CNS Regional Officer and the SMEs will also participate in a regional frequency-management workshop "WRC27 preparatory workshop for NAM/CAR/SAM + FMSP WG23" prior to WRC-27 to present results and support coordinated CAR positions. Overall, the activities strengthen safety, reduce interference, and improve spectrum management across the CAR Region.	**Follow-up actions:**	1. Annual Update and Validation of Frequency Data. 2. Establish a Regional Interference Reporting and Coordination Mechanism 3. Maintain and Improve the Regional Frequency Database 4. Support the Deployment and Use of the CAR Frequency Finder Tool 5. Prepare Technical Contributions for WRC-27 and Future ITU Meetings
Impacted States/subregion:	All States in the CAR Region		

Personnel (representing cost to the Project)			**Period/Duration (w/days)**	**Place of implementation**	**Total cost estimated for the Project**
Type	**Number**	**Estimated cost**	**31 days**	**Virtual only** ☐	**USD 29,500**
SME	2 SMEs	USD 24,750	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	Choose an item.	Click or tap here to enter text.	19 days (Frequency Data Validation Session) 12 days (Regional Frequency-Management Workshop)	Specify the City/State of implementation Mexico City/Mexico Lima/Peru	2 SME (airfare+DSA MEX)= USD 19,000 1 ICAO Staff+1 SME (airfare+DSA LIM)= USD 10,500
ICAO	1 staff	USD 5,250			
Other	Choose an item.	Click or tap here to enter text.			

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	09 - 2026	Focus Area:	2 - Improve Regional Capacity and Efficiency	Proponent:	Other (specify)	COCESNA

Project/Activity title:	Development of Regional Contingency Plans for the CAR Region	**Main ICAO Strategic Goal:**	AVIMOB / C1.2 / C1.2.7
Problem statement or opportunity:	Contingency planning for air traffic services is a requirement established in ICAO Annex 11 and is part of the regional framework defined in the CAR Region ATM Contingency Plan. ICAO has initiated actions to harmonize global guidelines for ATM contingency management. This harmonization has already begun with specific activities for the APAC and MID regions, and a similar activity is scheduled for the CAR/SAM Regions. Consequently, it is necessary to harmonize the National ATM Contingency Plans for the CAR Region. Furthermore, the NAM/CAR/CONT/5 meeting concluded the need to review and update ATM contingency plans to strengthen the resilience of the regional ANS system.		
Proposed project/activity: *(to solve the problem or take advantage of the opportunity)*	Conducting a Face-to-Face Regional Workshop in the CAR Region, with technical support from ICAO, to: - Update the CAR Region ATM Contingency Plan. - Evaluate the current state of the National ATM Contingency Plans of the States, Territories, and International Organizations of the CAR Region. - Review and update the CAR Region ATM Contingency Plans. - Align plans with the CAR Regional ATM Plan and ICAO SARPs. - Incorporate changes due to the current operational context and present CNS capabilities. - Integrate new contingency scenarios. - Harmonize procedures between upper airspace and national airspaces. - Establish coordinated activation and response mechanisms. The workshop will include technical sessions, scenario analysis, template reviews, interstate collaborative work, and joint technical validation.	**Language of the event**	Bilingual *
		Requires interpretation	☒
		Requires document translation	☒
Expected support from MCAAP: *(detail the activities/tasks to be funded by the project)*	1-Airfare and per diem for 1 NACC Regional Officer to deliver the workshop in El Salvador for a duration of 5 days. 2-Airfare and per diem for 1 representative from each MCAAP member to participate in the workshop in El Salvador for a duration of 5 days. 3-Interpretation for the workshop. 4-Translation of documents estimated at 100 pages. Note: COCESNA will support the technical and logistical coordination of the event.		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	To jointly update and harmonize the National ATM Contingency Plans of the States of the CAR Region with the ICAO Global Framework for Contingency Management, strengthening the resilience, continuity, and safety of the regional air navigation system.		
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	Due to the global harmonization of the ICAO ATM contingency management framework, it is necessary to update the CAR Region ATM contingency plan as well as the national plans of States, Territories, and International Organizations, with the goal of improving the resilience of the regional air navigation system. This workshop will strengthen the technical capabilities of the region's specialists and move toward the harmonization of National Contingency Plans, further facilitating the consolidation of a coordinated regional approach. Likewise, it is proposed that Central America serves as a pilot experience for this type of initiative, taking advantage of the level of integration existing in the subregion.		
Deliverables/expected outcomes:	1-Updated CAR Regional ATM Contingency Plan. 2-Updated National ATM Contingency Plans (CAR States). 3-Updated COCESNA ATM Contingency Plan. 4-Harmonized procedures between upper and lower airspace. 5-Incorporation of new contingency scenarios. 6-Regional technical recommendations for ANS resilience.	**Follow-up actions:**	Follow-up on the implementation, validation, testing, and verification that contingency plans operate correctly.
Impacted States/subregion:	Central American and Caribbean States		

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation	Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**5 working days**	**Virtual only** ☐	**USD 44,550**
SME	Choose an item.	Click or tap here to enter text.	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	10 staff	36,000	Click or tap here to enter text.	Specify the City/State of implementation San Salvador, El Salvador	- Travel (1 ICAO + 10 Members) = USD 39,600 - Interpretation = USD 3,450 - Document translation = USD 1,500
ICAO	1 staff	3,600			
Other	Choose an item.	Click or tap here to enter text.			

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	10 - 2026	Focus Area:	1 - Improve Regional Safety	Proponent:	Mayda Avila (RO/CNS)	*Specify "Other"*

Project/Activity title:	Development of a Minimum Operational Network (MON) Proposal for GNSS Resilience in the CAR Region	**Main ICAO Strategic Goal:**	SAFSEC / A1.1 / A1.1.11

Problem statement or opportunity:

The CAR Region has progressively transitioned to Performance-Based Navigation (PBN) operations that rely heavily on GNSS-based navigation. Although GNSS provides high levels of accuracy and operational efficiency, the aviation community has recently observed a significant increase in GNSS interference events, including:

1. GNSS jamming
2. GNSS spoofing
3. unintentional radio frequency interference

These events represent a serious safety risk to air navigation services, potentially affecting aircraft navigation, surveillance systems, and PBN operations. ICAO Assembly Resolution A42 recognizes the harmful impact of GNSS Radio Frequency Interference (RFI) on aviation safety and calls for measures to mitigate such risks.

The CAR Region currently lacks a coordinated regional strategy to ensure navigation continuity during GNSS outages. maintaining a Minimum Operational Network (MON) of conventional navigation aids is essential to allow aircraft to safely continue operations when GNSS becomes unavailable.

Without a MON strategy, the CAR Region may face:

- reduced resilience of navigation infrastructure
- operational disruptions during GNSS outages
- lack of harmonized contingency procedures
- increased safety risk during RFI events

To address this issue, ICAO NACC proposes contracting one technical expert (SME) to develop a Regional MON proposal for the CAR Region.

Proposed project/activity:
(to solve the problem or take advantage of the opportunity)

Hire a subject matter expert (SME) to work virtually for 30 business days to produce guidance material for the region on how to develop a document of Minimum Operational Network (MON) Proposal for GNSS Resilience in the CAR Region. The document should be produced in English and translated into Spanish, or vice versa.

The SME will work in coordination with ICAO NACC and CAR States to analyze GNSS resilience and define a regional MON strategy, with the following calendar:

- Week 1 (On-site – ICAO NACC Office, Mexico City) - Kick-off and technical framework development AND Review of Regional Navigation Infrastructure.
- Week 2–5 (Remote / Online) - Regional data collection and analysis
- Week 6 (On-site – ICAO NACC Office) - Regional analysis consolidation
- September 14 to 18, 2026 - Mission for 1 ICAO NACC Regional Officer and 1 SME to participate in the 5-day workshop Radio Navigation Workshop for NAM/CAR and SAM Regions (Lima, Peru), as part of the activities to complete the document with the last information provided by ICAO in the area of navigation matters.

Language of the event	Not applicable
Requires interpretation	☐
Requires document translation	☐

Expected support from MCAAP:
(detail the activities/tasks to be funded by the project)

1-SME salary for a total of 30 days of virtual work (USD300/day)
2. Mission (Week 1 and week 6): Airfare and per diem for 1 SME to work presencial in ICAO NACC Regional Office
3-Airfare and per diem for 1 NACC Regional Officer to participate 5-day workshop in Lima, Peru
4- Airfare and per diem for 1 SME to participate 5-day workshop in Lima, Perú
5-Translation of the orientation material, estimated at 100 pages. Interpretation for the workshop

Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	Develop a technical proposal for a Minimum Operational Network (MON) in the CAR Region to ensure safe and continuous aircraft navigation during GNSS interference or outages, strengthening the resilience of regional CNS infrastructure.
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	Modern air navigation operations depend heavily on GNSS-based navigation technologies. However, GNSS signals remain vulnerable to Radio Frequency Interference (RFI), which may disrupt aircraft navigation and degrade safety. Maintaining a minimum set of conventional NAVAIDs is essential to ensure aircraft can safely continue operations during GNSS outages. A regional MON concept will enable the CAR Region to: • maintain safe navigation capability during GNSS disruptions • improve resilience of the air navigation system • optimize the use of existing navigation infrastructure • support regional air navigation planning under the GANP This project will provide ICAO NACC and CAR States with the technical foundation to implement GNSS contingency navigation capabilities.
Deliverables/expected outcomes:	The project will produce the following deliverables: 1. Assessment of GNSS dependency in the CAR Region 2. Inventory of conventional navigation aids 3. Analysis of GNSS interference risk scenarios 4. Conceptual design of a CAR Regional MON 5. Proposed MON infrastructure requirements 6. Regional MON implementation roadmap 7. Technical report for ICAO NACC and CAR States 8. Presentation to NACC/WG
Impacted States/subregion:	Direct beneficiaries: All CAR Region States and Territories.
Follow-up actions:	Development of national MON implementation plans Identification of priority NAVAID infrastructure investments Development of GNSS outage contingency procedures Integration of MON planning into regional air navigation plans Regional workshop on GNSS resilience and MON implementation

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation	Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**30 DAYS**	**Virtual only** ☐	**USD 52,000**
SME	1 SME	USD 48,400	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	Choose an item.	Click or tap here to enter text.	Mission to Mexico (15 days) Consultancy fees for 6 weeks Mission travel to Lima, Peru	Specify the City/State of implementation Mexico City/Mexico Lima, Peru	- SME salary: USD 36,000 - SME air tickets and DSA: USD 12,400 - ICAO staff air tickets and DSA: USD 3600
ICAO	1 staff	USD 3600			
Other	Choose an item.	Click or tap here to enter text.			

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	11 - 2026	Focus Area:	1 - Improve Regional Safety	Proponent:	Mayda Avila (RO/CNS)	*Specify "Other"*

Project/Activity title:	Implementation of ATS Interfacility Data Communications (AIDC) between Kingston FIR (Jamaica) and Bogotá FIR (Colombia)	**Main ICAO Strategic Goal:**	AVIMOB / C1.1 / C1.1.6

Problem statement or opportunity:

Air traffic flows between the Caribbean Region and South America have continued to increase, requiring improved coordination between adjacent Air Traffic Control Units to maintain safe and efficient operations.

Currently, coordination between the Kingston FIR (Jamaica) and the Bogotá FIR (Colombia) relies primarily on voice communication for transfer of control and coordination of flights, which may introduce delays, increase controller workload, and limit operational efficiency.

The implementation of ATS Interfacility Data Communications (AIDC) enables the automated exchange of flight data and coordination messages between Air Traffic Management (ATM) systems of adjacent Flight Information Regions (FIRs). AIDC supports automated transfer of flight information and coordination messages such as Estimate (EST), Accept (ACP), Transfer of Control (TOC), and coordination updates, improving accuracy, efficiency, and safety.

However, the implementation of AIDC requires specialized expertise to support system configuration, message mapping, interoperability testing, and operational validation between the two States.

To facilitate this process, ICAO NACC proposes the engagement of a Subject Matter Expert (SME) to support the implementation of AIDC connectivity between Jamaica and Colombia, including two weeks of on-site technical work in Jamaica to coordinate configuration, testing, and validation activities.
It will benefit all CAR Region increasing coordinations between operation in a safety manner and reduce LHDs between their States coordinations.

Proposed project/activity:
(to solve the problem or take advantage of the opportunity)

The project will engage one bilingual (English and Spanish) SME specialized in ATM interoperability and AIDC implementation to support the technical implementation process between Jamaica and Colombia, in accordance with the following plan:

- Phase 1 – Technical Review and Implementation Planning - Location: Virtual coordination / ICAO NACC
  - Review current ATM system capabilities in Jamaica and Colombia
  - Review existing AIDC or ATN infrastructure connectivity
  - Identify system compatibility and configuration requirements
  - Develop a technical implementation plan
- Phase 2 – On-site Technical Support and System Configuration - 2 weeks in Jamaica
  - The SME will work directly with Jamaica technical and operational teams to configure and validate AIDC connectivity with Colombia.

Language of the event	Bilingual *
Requires interpretation	☐
Requires document translation	☐

Expected support from MCAAP:
(detail the activities/tasks to be funded by the project)

Mission to Jamaica (2 weeks)
- 1 SME (Air ticket + per diem)

Objective:
(what you want to achieve by solving the problem or taking advantage of the opportunity)

To support the implementation of ATS Interfacility Data Communications (AIDC) between Jamaica and Colombia, enabling automated coordination of flight information and improving the safety, efficiency, and interoperability of air traffic management operations between the Caribbean and South American Regions.

Justification:
(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)

This proposed was approved by MCAAP on 2023 (MCAAP proporsal activity No 8-2023), but it was impossible to completed due problems in the ATC software of Jamaica.

Also, Jamica decided to complete the implementation with Colombia first, because they have more traffic with Colombia and due the LHDs between their coordination with Colombia, theya are a big risk for CAR operations.
The implementation of AIDC represents a key step toward modernizing regional ATM coordination by replacing manual voice coordination with automated data exchange between adjacent Air Traffic Control Units.

	The benefits include: • Reduction in controller workload • Increased accuracy of flight data coordination • Improved efficiency in transfer of control between FIRs • Reduced risk of coordination errors • Enhanced situational awareness for air traffic controllers This initiative will also contribute to regional CNS/ATM interoperability and harmonization, supporting seamless air navigation services across the CAR/SAM interface.
Deliverables/expected outcomes:	The project will produce the following deliverables: • Technical assessment of AIDC readiness between Jamaica and Colombia • Configuration and validation of AIDC message exchange • Successful operational testing of AIDC coordination messages • Operational procedures for AIDC coordination between FIRs • Final technical implementation report • Recommendations for expanding AIDC to other regional FIR interfaces
Impacted States/subregion:	Direct beneficiaries: Jamaica Indirect beneficiaries: CAR coordination about ATM operations Its expected to reduce operation separation between aircraft, due the implementation of this protocol. Also this impact over CO2 emissions, effective and safe operations. All car Region increasing safety operations and reduce LHDs.
Follow-up actions:	Following completion of the project, the following actions are recommended: - Expand AIDC implementation with additional CAR and SAM FIR interfaces - Integrate AIDC procedures into regional ATM operational documentation - Conduct regional training on AIDC operations for controllers and engineers - Monitor operational performance through NACC/WG reporting mechanisms - Promote integration with future SWIM and digital ATM initiatives

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation	Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**10 days**	**Virtual only** ☐	**USD 8,800**
SME	1 SME	USD 8,800	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	Choose an item.	Click or tap here to enter text.	Mission to Mexico (12 days)	Specify the City/State of implementation Kingston, Jamaica	SME (air ticket and DSA): USD 8,800
ICAO	Choose an item.	Click or tap here to enter text.			
Other	Choose an item.	Click or tap here to enter text.			

MCAAP PROJECT/ACTIVITY PROPOSAL FORM

Rev. JAN2026

Proposal N.	15 - 2026	Focus Area:	1 - Improve Regional Safety	Proponent:	Mayda Avila (RO/CNS)	*Specify "Other"*

Project/Activity title:	Regional Implementation of Controller–Pilot Data Link Communications (CPDLC) in the CAR Region	**Main ICAO Strategic Goal:**	AVIMOB / C2.1 / C2.1.6

Problem statement or opportunity:

The Caribbean (CAR) Region continues to rely heavily on voice communications (VHF/HF) for Air Traffic Services (ATS) coordination between controllers and pilots. While voice communications remain operationally effective, the increasing traffic density and the complexity of oceanic and remote operations demand more reliable, automated and efficient communication mechanisms.
Controller–Pilot Data Link Communications (CPDLC) provides a digital communication channel that reduces communication errors, improves situational awareness and enhances operational efficiency.
The NACC/WG/10 discussions highlighted the importance of ADS-C/CPDLC implementation in the CAR Oceanic Region, emphasizing that automated data communications between ATS facilities can reduce operational errors and enhance safety.

However, several CAR States face challenges including:
- Limited infrastructure for CPDLC services
- Lack of harmonized regional implementation strategies
- Inconsistent operational procedures between FIRs
- Limited training and operational experience
- Absence of coordinated regional deployment planning

This project represents an opportunity to accelerate regional modernization of communications infrastructure and align with the Global Air Navigation Plan (GANP) ASBU Block Modules supporting digital communications.

Proposed project/activity:
(to solve the problem or take advantage of the opportunity)

Workshop (3 days) (Q3, 2026)
Bilingual, in the ICAO NACC Regional Office

Mission 1: Oakland, United States (Q3, 2026)
- 2 ICAO NACC Regional Officers (ATM/CNS)
- 3 SMEs (Curaçao, Trinidad and Tobago and COCESNA)

Mission 2: Mexico (Q4, 2026)
- 2 SMEs from United States (no financial support required)

A second phase of this implementation will be proposed in 2027

Language of the event	Bilingual *
Requires interpretation	☒
Requires document translation	☐

Expected support from MCAAP:
(detail the activities/tasks to be funded by the project)

Cover the expenses of:
- Interpretation for 3-day workshop
- 4-day mission (air tickets+per diem) to Oakland, United States for 5 person (2 ICAO staff + 3 SMEs)
- 3-day Workshop mission to Mexico for 2 SMEs (air tickets + per diem)

Objective:
(what you want to achieve by solving the problem or taking advantage of the opportunity)

Support the regional deployment of CPDLC services in the CAR Region to improve safety, reduce communication errors, and increase operational efficiency through the digitalization of ATS communications.

Justification:
(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)

The implementation of CPDLC contributes directly to ICAO strategic objectives by improving operational safety, efficiency and resilience.
Key benefits include:
- reduction of voice communication congestion
- reduction of communication errors

	• improved controller workload management • improved situational awareness • support for oceanic and remote operations • enhanced coordination between FIRs The project supports ICAO initiatives including: • Global Air Navigation Plan (GANP) • ASBU Modules for Data Communications • CAR/SAM Regional Air Navigation Plan • NACC/WG work programme priorities Given the interconnected nature of Caribbean FIRs, regional coordination is essential to ensure interoperability and consistent operational procedures.
Deliverables/expected outcomes:	Expected outcomes include: - Regional CPDLC Implementation Assessment Report - CAR Region CPDLC Concept of Operations (CONOPS) - Regional CPDLC Implementation Roadmap - Regional training programme for ATCOs and technical personnel - Pilot operational CPDLC implementation between selected FIRs - Regional coordination mechanism for digital communications deployment
Impacted States/subregion:	Direct benefits: All Central American States, all States under PIARCO FIR and Central Caribbean, Mexico, Curaçao and United States
Follow-up actions:	Establish a CAR Regional Data Link Coordination Group Integrate CPDLC monitoring into the NACC Regional Dashboard Conduct interoperability testing between CAR FIRs Expand CPDLC services to additional FIRs Integrate CPDLC with ADS-C and SWIM initiatives Report implementation progress to GREPECAS and NACC/WG

Personnel (representing cost to the Project)			Period/Duration (w/days)	Place of implementation	Total cost estimated for the Project
Type	**Number**	**Estimated cost**	**10 w/days within a period of 8 months**	**Virtual only** ☐	**USD 30,000**
SME	5 SMEs	USD 20,000	**Details**	**In-person or hybrid** ☒	**Details**
State/Organiz	Choose an item.	Click or tap here to enter text.	Workshop (3 days) Mission to Oakland (3 days) Mission to Mexico (4 days)	Specify the City/State of implementation Oakland/United States Mexico City/Mexico	Interpretation for 1 workshop: USD 3,000 5 persons (air tickets + per diem) Oakland: USD 19,000 2 persons (air tickets + per diem) workshop Mexico: USD 8,000
ICAO	2 staff	USD 7,000			
Other	Choose an item.	Click or tap here to enter text.			

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

Prepared by the MCAAP Secretariat

April 2026

List of Contents

Contents		Page
	List of Contents	i
	Amendment Procedure	ii
1.	**Mission**	1
2.	**FRL0901 MCAAP Project Members**	1
3.	**FRL0901 MCAAP Organizational Chart and Secretariat**	1
4.	**FRL0901 MCAAP Project Roles and Responsibilities**	2
5.	**FRL0901 MCAAP Fast-Track Procedure**	6
6.	**FRL0901 MCAAP Meetings and Channels of Communications**	7
7.	**FRL0901 MCAAP Work Plan Development**	9
8.	**Donors and Financial Resources**	14
9.	**Event subsidies**	15
10.	**Travel Assistance Using the FRL0901 MCAAP**	19
11.	**FRL0901 MCAAP Technical Assistance Missions (FRL0901 TEAM)**	22
12	**Reassessment of the Validity of Non-Implemented Activities**	23
13	**Procedure for Monitoring the Implementation of Activities/Projects Financed by FRL0901 MCAAP**	23

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.

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Amendments			
No.	**Procedural Handbook Part(s)**	**Date**	**Details**
	6.1.4, *i*		Replaced "shall" by "should", and added “preferably” to allow more flexibility to the Project.
	6.1.4, *ii*		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 *fast-track*.
	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	**June 2023**	New election procedure of the Rapporteur
	10.2.7.1 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	**July 2024**	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.

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Amendments			
No.	**Procedural Handbook Part(s)**	**Date**	**Details**
4	Replacement of "fellowship" by "event subsidy"	**August 2025**	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
5	RLA09801 Project Organization	**April 2026**	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 4.7.2 - #5 6.2.1. 9.2.1 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 ~~– #2~~		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.

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Amendments			
No.	**Procedural Handbook Part(s)**	**Date**	**Details**
	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.

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Amendments			
No.	**Procedural Handbook Part(s)**	**Date**	**Details**
	Appendix A		Update in the Appendix A with the MCAAP Activity Proposal Form revision MAR 2026

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1. Mission

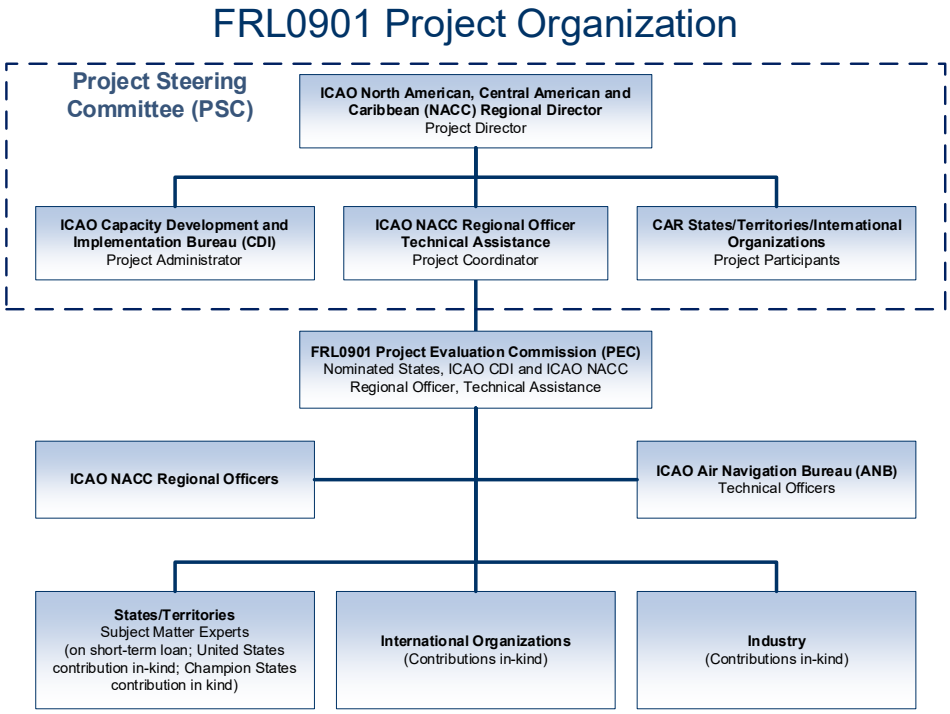
1.1 To assist Project Members in the NAM/CAR Regions in the effective implementation of ICAO standards and recommended practices (SARPs) for improving the safety, efficiency and capacity of the regional civil aviation system, in harmonization with the Global Air Navigation Plan (GANP), Global Aviation 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, ~~Curacao,~~ 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; ~~and~~ 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



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. proposeimprovements 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.

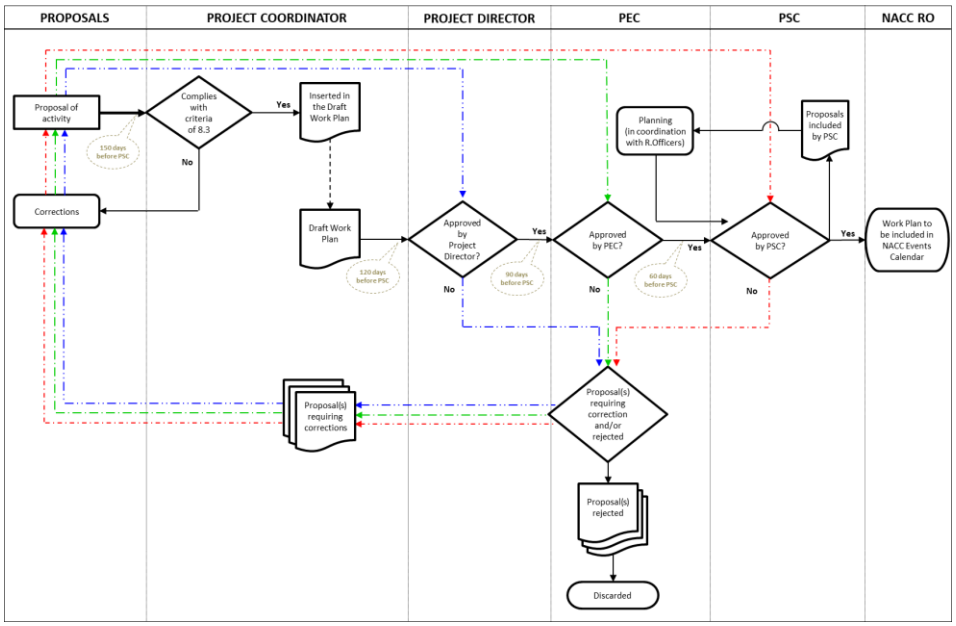
7.4.4.2 The PSC may, at its discretion, propose the inclusion of other activities not contemplated by the draft Work Plan, assigning to the PEC the planning of such activities for later evaluation of the PSC itself, under the terms determined by the PSC.

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 Royal Bank of Canada Ste. Catherine and Stanley Branch 1140 Ste. Catherine Street West Montreal, Quebec Canada H3B 1H7
For credit to:	Account 05101 404 6 892 Swift code ROYCCAT2 Cost center 4041 Fund 5101 Award FRL0901 Project FRL0901 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 ~~s~~

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 ~~FRL0901 MCAAP Secretariat~~allocation of event subsidies shall ~~propose~~be managed based on ~~the number of event subsidies offered to each~~an annual financial framework and a standardized subsidy unit. Each Project Member~~.; the PEC will evaluate and approve the number~~ 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 ~~offered~~and ensure that the total annual expenditure does not exceed the ceiling established by the Project. ~~All FRL0901 MCAAP Project Members are entitled to **one** event subsidy per event included in~~ The focal point shall contact the ~~annual work plan approved by~~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 ~~PSC. The total number~~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 ~~equal for~~the responsibility of each Project Member~~. If a Project Member decides to apply for more than one event subsidy for the same event, it may do so with the understanding that this decision will impact the total number of event subsidies they are eligible for~~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.

~~9.2.2 Project Members who will not apply for the event subsidies that are offered on the FRL0901 MCAAP annual work plan (paragraph 9.1 refers), may decide to participate in other selected ICAO endorsed events. It will be incumbent to each Project Member, through its focal point, to offer and handle within the State/Organization the event subsidies made available by the Project. The Regional Office shall not offer Project event subsidies directly to the Project Member outside of the scope of the work plan. To process a event subsidy for an event that is not included in the FRL0901 MCAAP annual work plan, the focal point shall contact the FRL0901 MCAAP Secretariat to coordinate the attendance of their delegate with at least **60 calendar days** (as per CDI regulations) prior to the commencement of the training event. The number of event subsidies available under these criteria will be the same as the offering contained in the annual work programme and the monetary cost must be of similar value.~~

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 ~~allow the coordination and approval by the PSC using the fast-track procedure. After the approval by the PSC, FRL0901 MCAAP Secretariat will give all Project Members the same opportunity to apply for these training events.~~ 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.

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9.2.4 If a Project Member decides to apply for the type of event subsidy mentioned in 9.~~1~~2.3, it may do so with the understanding that this decision will impact ~~the total number of event subsidies the Project Member is eligible for~~its annual allocation, and that the total ~~monetary value should~~utilization shall be ~~the~~accounted for based on its equivalent ~~of the amount of allocated funds~~monetary value within the annual limits established for ~~event subsidies for the year~~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 ~~State~~ Project Member to ~~decide its best interests in~~ 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 ~~USD300~~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 ~~needs to~~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 ~~to the Central American[2] States~~ 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 ~~who will represent Central American States~~ 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 ~~to the Eastern Caribbean[3] States~~ 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 ~~who will represent Eastern Caribbean States~~ 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~~Event subsidy Nomination 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 ~~State/Organization~~ Focal Point to the e-mail address provided below:

FRL0901 MCAAP Secretariat
Regional Officer, Technical Assistance
~~CDI AssistantCDI~~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**.

~~[2] Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua~~
~~[3] Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines~~

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 ~~not~~ 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 ~~that is sent by the ICAO NACC Regional Director when~~to confirm his/her participation once the event subsidy has been allocated to the ~~event subsidy~~ holder.

9.5.6

~~9.5.7~~ For any event subsidy request to be considered, the Project Member ~~should~~**shall not be in arrears** with payments to the FRL0901 MCAAP Project.

9.5.~~8~~7 Event subsidy holders ~~are~~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 ~~must~~shall ensure that their travel documentation to and from the host State is valid. Event

Commented [AA1]: This paragraph needs clarification...event subsidy is overused.

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subsidy holders who require an entry visa to the host State ~~must~~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 ~~Member States~~Project Members needing assistance with travel arrangements (air ticket, DSA and terminals allowance). For any travel assistance to be considered, the Member State ~~should~~**shall not be in arrears** with payments to the FRL0901 MCAAP Project.

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10.2 The following procedure will be used:

10.2.1 Project Members wishing to participate in selected ICAO endorsed events that ~~requires~~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~~Valid passport (minimum of six months validity upon return to the Duty Station) of the expert
  - ~~visa~~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 ~~to~~and the City (venue) of the event;

(2) Daily Subsistence Allowance (DSA)[4] rate for the City (venue) of the event, for the nights ~~for~~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 ~~the total number of event subsidies the Project Member is eligible for~~its annual allocation, and that the total monetary value ~~should~~of such assistance shall be accounted for as part of the equivalent value of ~~the amount of allocated funds for~~ event subsidies available for the year. ~~Since the monetary value is approved on a yearly basis by the PSC~~As such assistance is managed within the established annual financial framework and ceiling of the Project, it ~~would~~shall not require further approval ~~to avoid unnecessary bureaucracy~~.

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

10.2.6 Travellers ~~are~~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 ~~must~~shall ensure that their travel documentation to and from the host State is valid. Travellers who require an entry visa to the host State ~~must~~shall obtain it from their nearest consulate or embassy prior to departure.

10.2.7 Evidence of travel (scanned copy of~~original~~ ~~of~~ boarding passes of the~~for air~~ traveler ~~and hotel bill~~) ~~and a duly completed and signed Travel Expense Claim form (**Appendix E**)~~ 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 ~~will~~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.

[4] https://icsc.un.org/Home/DailySubsistence

Field Code Changed

10.2.7.2 The traveller ~~will~~shall not be entitled to receive any event subsidy or travel assistance until ~~it~~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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MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2026

Proposal N.	Activ. #	Year	**Focus Area:**	Select the focus area	**Proponent:**	Choose an item.	*Specify "Other"*

Activity title:	Click or tap here to enter text.	**Main ICAO Strategic Goal:**	Choose an item.
Problem statement or opportunity:	Click or tap here to enter text.		
Proposed activity: *(to solve the problem or take advantage of the opportunity)*	Click or tap here to enter text.	**Language of the event**	Choose an item.
		Requires interpretation	☐
		Requires document translation	☐
Expected financial support from MCAAP: *(detail the activities/tasks to be funded by the project)*	Click or tap here to enter text.		
Objective: *(what you want to achieve by solving the problem or taking advantage of the opportunity)*	Click or tap here to enter text.		
Justification: *(1- why this is the ideal solution 2- If it this a step of a larger action, describe the action)*	Click or tap here to enter text.		
Deliverables/expected outcomes:	Click or tap here to enter text.	**Follow-up actions:**	Click or tap here to enter text.
Impacted States/subregion:	Click or tap here to enter text.		

Personnel (representing cost to MCAAP)		
Type	**Number**	**Estimated cost (USD)**
SME	Choose an item.	Estimated cost
State/Organiz	Choose an item.	Estimated cost
ICAO	Choose an item.	Estimated cost
Other	Choose an item.	Estimated cost

Timeframe			
Estimated start	Q	Y	**Number of working days**
Estimated end	Q	Y	Working days
Details			
Click or tap here to enter text..			

Place of implementation	
Virtual only	☐
In-person or hybrid	☐
Specify the City/State of implementation Click or tap here to enter text..	

Total estimated cost to MCAAP (USD)
Click or tap here to enter text.
Details
Click or tap here to enter text.

MISSION TRAVEL REQUEST FORM
Capacity Development and Implementation (CDI) Bureau

(Please refer to the attached guidelines before completing the form)				
		1. Project Number		
2. Type of request	Initial ☐	Revision ☐	Revision No.	
3. Justification for revision				
SECTION 1 – TRAVELLER INFORMATION				
4. Type of traveller:	ICAO Staff ☐	RESNO:		Non-ICAO ☐
5. Family name (as seen on passport)				
6. First name and middle name(s) (as seen on passport – mandatory to attach copy of passport):				
7. Date of birth (DD/MM/YYYY):				
8. Position title:				
9. Duty station, if applicable				
SECTION 2 – MISSION INFORMATION				
10. Place of mission (city/country)				
11. Purpose of mission:				
12. Date(s) of the mission/official duty:				
13. If different from duty station, place of departure (city/country):				
14. Mode of travel:	Air ☐	Rail ☐	Ship ☐	Car ☐
15. Date/suggested time of departure (DD/MM/YYYY – 00:00 to 24:00) (if applicable, attach itinerary):				
16. Date/suggested time of return (DD/MM/YYYY – 00:00 to 24:00) (if applicable, attach itinerary):				
17. If different from duty station, place of return (city/country):				
18. Does the traveller possess a U.S. Visa? (in order to obtain the best airfare, the itinerary may include U.S. connection)	YES ☐	NO ☐	NOT APPLICABLE ☐	
19. If applicable, allowances to be paid through (including DSA and Terminal Allowances):	ICAO RO ☐ ICAO Headquarters ☐	UNDP ☐ Specify Country Office/City	The Project/ ☐ imprest account	Other/specify ☐ *(At no cost to project)*
20. Air tickets to be purchased by:	ICAO RO ☐ ICAO Headquarters☐	UNDP ☐ Specify Country Office/City ☐	The Project/ ☐ imprest account Local cost of ticket (if applicable): _____	Other/specify ☐ *(At no cost to project)*
21. Class of air tickets:	As per ICAO Rules ☐	Economy☐ Business ☐	(NOTE: For waiver of the rule, a written agreement between ICAO and the project/client must be in place before departure.)	
22. Focal point at the project (name and e-mail):				
23. Approved by (name):				
24. Title:				
25. Signature:		26. Date:		
27. Comments:				

MISSION TRAVEL REQUEST FORM
Capacity Development and Implementation (CDI) Bureau

NOTES	
A	Form is applicable to travellers whose mission is funded by a capacity development and implementation support project.
B	ICAO/Capacity Development and Implementation (CDI) Bureau shall receive the duly signed form preferably at least 21 calendar days prior to the anticipated travel date.
1	Project number funding the mission.
2	When mission is requested for the first time, tick box *Initial.* If a change or cancellation is required, tick box *Revision and indicate* number of revision (1, 2, 3, etc.).
3	Justification for revision is applicable, when a change, a modification, or cancellation of the mission is required.
4	When traveller is in possession of an ICAO contract, check *ICAO Staff* and indicate RESNO. Otherwise, check *NON-ICAO.*
5	Family name as it appears on the passport . (**It is mandatory to attach a copy of the passport to the *Mission Travel Request Form*.**)
6	First name and middle name(s) as it/they appear(s) on the passport.
7	Date of Birth of the traveller.
8	Position/title of the traveller.
9	Duty Station (applicable for travellers in possession of an ICAO contract and referring to the city where he/she works).
10	Place of mission - indicate city and country.
11	Purpose of the mission is the event/meeting the traveller is attending.
12	Indicate official duty dates of the mission (from/to) - this should not include travel time which is determined by the ICAO Travel Office.
13	Place of departure refers to the city/country where travel initiates.
14	Mode of travel specifies type(s) of transport used by the traveller to perform the mission.
15	Date of departure is the day when the travel is initiated. If required, indicate a recommended flight schedule (00:00 to 24:00 hours).
16	Date of return is the day when the traveller arrives back to the duty station or back home. If required, indicate recommended flight schedule (00:00 to 24:00 hours).
17	Place of return is the city/country to where the traveller should return.
18	It is important to indicate if the traveller possesses a U.S. Visa as the itinerary may include U.S. connections to obtain the most economical airfare.
19	Allowances include Daily Subsistence Allowance (DSA) and Travel Allowance (TA). Allowances can be paid through ICAO and UNDP offices.
20	When air tickets are charged to a CDI support project, as per ICAO travel rules, ICAO Travel Office purchases the air tickets, unless a third party is able to provide a more economical airfare; in such cases, please provide itinerary and cost obtained locally, as approval from Travel Office is required.
21	As per ICAO travel rules, for flights exceeding 9 hours, business class is applicable; otherwise, economy class applies. If project requirement is different, specify it in the comments section. To waive these rules, a written agreement between ICAO and the project/client must be in place before the first day of travel.
22	The focal point is the person working for the project and managing the mission from the field.
23 - 26	Name, Title, signature, and date are required.
27	Comments section refers to special instructions, such as when a traveller stays longer at duty station for personal reasons, at no cost to the project, or when a specific type of air ticket or airline is required (if waiver to the rule, a written agreement between ICAO and the project/client must be in place before the first day of travel). Another example is when a travel expense (e.g. DSA, TA, air tickets) is paid by another agency.