



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT- NS2-35 — **E.OSG-NACC117296**

4 November 2025

To: RLA09801 Project Steering Committee Members (PSC)

Subject: **Draft Summary of Discussions – Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) – Project Steering Committee (RLA09801 PSC/12)**
Santo Domingo, Dominican Republic, 7 August 2025

Action

Required: Your approval/comments to report by **4 December 2025**

Dear Sir/Madam,

Further to the Twelfth Meeting of the RLA09801 *Multi-Regional Civil Aviation Assistance Programme (MCAAP)* Project Steering Committee (RLA09801 PSC/12), please find attached the Draft Summary of Discussions, which highlights the improvement plan for the management and promotion of the MCAAP Project, the approval of 8 activity proposals, the renewal of the PEC membership, and improvements to the Project procedures.

I kindly request that you send your comments/amendments or approval by **4 December 2025**. In the event that the views of your Administration are not received by that date, approval of the draft will be presumed, and the final report will be processed accordingly.

Finally, I thank all the Project members for their participation and invite them to immediately implement the set of improvements adopted by this Meeting, reporting this Regional Office your results and comments to continue the Project's benefits for its members.

Accept, Sir/Madam, the assurances of my highest consideration.

Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: As indicated

<https://oaci.sharepoint.com/sites/NACCRegionalOfficeTeam/Shared Documents/00-Meetings/RLA09801-MCAAP/PSCMeetings/PSC12/Correspondence/NACC117296CDI-PSCMembers-PSC12SoD.docx> / YTR



ICAO

International Civil Aviation Organization
North American, Central American and Caribbean Office
SUMMARY OF DISCUSSIONS

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.

**Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)
Project Steering Committee (RLA09801 PSC/12)
Santo Domingo, Dominican Republic, 7 August 2025**

SUMMARY OF DISCUSSIONS

ii.1 Place and Date of the Meeting

The Twelfth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/12) was held at Santo Domingo, Dominican Republic, on 7 August 2025 in the morning.

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/13 meeting, inviting them to use the MCAAP more effectively and efficiently concerning implementation, and officially opened the meeting.

ii.3 Officers of the Meeting

The RLA09801 PSC/12 Meeting was led by the Director of the MCAAP Project, Mr. Christopher Barks, Regional Director, assisted, by Mr. Fernando Camargo, Regional Officer, Technical Assistance, and Mr. Julio Siu, Deputy Regional Director, serving all 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 summary of discussions 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 session of the meeting would be from 8:30 to 9:30 hours.

ii.6 Agenda

- | | |
|---------------|---|
| Agenda Item 1 | Review of Previous PSC Reports and Agreements |
| Agenda Item 2 | 2024/2025 Project Progress Report and Financial Statement |
| Agenda Item 3 | Recommendations of the Eighth Meeting of the Project Evaluation Commission and Approval of Pending Projects |
| Agenda Item 4 | Composition of the PEC Membership |
| Agenda Item 5 | Other Business Related to the Project |

ii.7 Attendance

The Meeting was attended by 11 States from the CAR Region, and 1 International Organization, totalling 19 delegates as indicated in the list of participants. **(Appendix A)**.

ii.8 Conclusions and Decisions

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

CONCLUSIONS: Activities approved by RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Members.

DECISIONS: Internal activities of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee.

ii.8.1 List of Conclusions and Decisions

Number	Title	Page
C/1	<i>APPROVAL OF THE MCAAP/PEC/8 MEETING REPORT INCLUDING ALL ITS CONCLUSIONS</i>	7
D/2	<i>COMPOSITION OF THE PROJECT EVALUATION COMMISSION</i>	9

ii.9 List of Working and Information Papers

WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda	10/07/25	Secretariat
WP/02	1	Review of Approved Conclusions in Previous PSC Meetings	06/08/25	Secretariat
WP/03		Cancelled		
WP/04	3	Report of the Eighth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/8)	25/07/25	Secretariat

INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	2	Review of the Project RLA09801 Financial Statement	25/07/25	Secretariat

Agenda Item 1 Review of Previous PSC Reports and Agreements

1.1 Under WP/01, the Secretariat presented the provisional agenda, which was approved by the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (PSC) as presented in the historical section of this summary.

1.2 Under WP/02, the Secretariat presented a review of the last PSC meeting held in 2024, as well as a follow-up to the two Decisions agreed by that meeting.

1.3 Since its inception, the RLA09801 MCAAP Project has proven to be an effective tool to assist States in implementing the lines of action established by the various global and regional aviation plans.

1.4 In addition, the Project also proved to be a great support for the recovery of aviation in the region after the pandemic, promoting numerous activities in its various areas of action.

1.5 From the review of the previous PSC Decisions, the Meeting agreed that Decisions D11/1 and D11/2 were considered as Completed.

Agenda Item 2 2024/2025 Project Progress Report and Financial Statement

2.1 Under IP/01, the Secretariat provided the Meeting with an overview of the financial status and implementation progress of the MCAAP. The document highlighted the financial execution of the Project from 2023 to 2025, outlining contributions received, commitments undertaken, and the support given to States in the NAM/CAR Regions. It also presented detailed annexes that covered the financial implementation of completed activities up to 31 May 2025, the contributions of member States, the record of fellowships, missions and associated costs up to 30 June 2025, and the statement of the estimated fund balance as of 31 March 2025.

2.2 The paper demonstrated that several activities were successfully carried out in the areas of accident and incident investigation, safety oversight, air navigation capacity and efficiency, and the development of national and regional air navigation plans. Many initiatives were completed, while others remain ongoing, including technical assistance missions, workshops, and the development of regulatory and operational guidance material. These efforts reflected the Project's strategic objectives of strengthening safety and enhancing air navigation efficiency across the region.

2.3 In financial terms, the paper showed that contributions from member States have remained consistent, with total inflows complemented by targeted expenditures across missions, training, and expert services. The statement of the estimated fund balance indicated a healthy position, with a closing balance of USD 658,409 as of 31 March 2025, after accounting for expenses and known commitments. This positive balance suggests that the Project continues to operate within sustainable financial parameters, while still addressing pending commitments and planning for future activities.

2.4 The Secretariat also noted the importance of event subsidies and missions in supporting member States' capacity-building efforts. According to the data presented, event subsidies have played a central role in enabling regional participation and the exchange of expertise. The report underlined the need for continued contributions and engagement from member States to maintain momentum in Project implementation and to ensure that activities align with ICAO's global and regional priorities.

2.5 In summary, the IP provided a comprehensive picture of the Project's financial health and operational progress, confirming that MCAAP has advanced its objectives effectively while maintaining prudent financial management.

2.6 The Meeting was invited to review in detail the content of IP/01 to further appreciate the scope of activities, the distribution of resources, and the future direction of the Project.

Agenda Item 3 Recommendations of the Eighth Meeting of the Project Evaluation Commission and Approval of Pending Projects

3.1 Under WP/04, the Secretariat presented to the Meeting the most relevant discussions carried out during the Eighth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/8) that took place in the premises of the ICAO NACC Regional Office, Mexico City, Mexico, 25 and 26 March 2025, resulting in the report presented in the Appendix to WP/04 and the following four Draft Conclusions:

Number	Title
DRAFT CONCLUSIONS	
MCAAP/PEC/8/1	Development of a new strategic approach directive for the MCAAP
MCAAP/PEC/8/2	Approval/comments on enhancements to MCAAP Project
MCAAP/PEC/8/3	Approval of MCAAP proposal activities
MCAAP/PEC/8/4	Approval of the amendments to the MCAAP Procedural Handbook

3.2 The Meeting noted that during the MCAAP/PEC/8, the Commission addressed several key matters, including the proposal for a new strategic approach to MCAAP implementation, the definition of regional priorities and communication strategies, the evaluation of new Project activity proposals, and amendments to the Procedural Handbook. A summary of the discussions held on each of these topics is presented in the following sections.

Introduction and strategic planning shift

3.3 The PSC reviewed the outcomes of the MCAAP/PEC/8. The PEC meeting served to assess the Project's progress, explore areas for enhancement, and recommend new activities for the upcoming cycle.

3.4 At PEC/8, the Secretariat proposed a new strategic approach to MCAAP implementation, aiming to align the Project with ICAO's long-term planning frameworks. The Commission supported this proposal and adopted Decision MCAAP/PEC/8/01, thereby committing to the development of a strategic directive to guide the 2026–2028 business planning cycle. The PSC took note of this decision and the strategic direction proposed by the PEC, recognising the importance of providing Project members with a more structured, future-oriented implementation model.

3.5 As a result of the discussions, the PSC approved the strategic planning shift in accordance with the terms of *Conclusion MCAAP/PEC/8/1* proposed in the MCAAP/PEC/8 Report (refer to MCAAP/PEC/8 report page 4-2 - <https://www.icao.int/nacc/meetingdocs?fid=15995>).

Regional priorities and communication strategy

3.6 The PEC also reviewed regional priorities for 2025–2026 as presented by ICAO. These included support for the development of National Air Navigation Plans (NANPs), the enhancement of Remotely Piloted Aircraft Systems (RPAS) operations, and improvements to Safety Oversight Systems. The PEC acknowledged the importance of increasing the visibility and impact of MCAAP and agreed on the need for enhanced communication efforts across Project members.

3.7 In response, the PEC adopted Draft Conclusion MCAAP/PEC/8/02, recommending the PSC's approval of three key elements: a new communication plan, a set of activity recommendations, and a proposed programme of work aligned with the *Global Air Navigation Plan (GANP)*. These documents, appended to the PEC/8 Report, were submitted to PSC/12 for review and endorsement. The Steering Committee considered the PEC's recommendations with a view to improving awareness, participation, and strategic coherence throughout the MCAAP membership.

3.8 As a result of the discussions, the PSC approved the adoption of the new communication plan, the set of activity recommendations, and the proposed work programme aligned with the *Global Air Navigation Plan* (GANP), which implementation was effective immediately and a progress report is to be provided by the next PSC Meeting. The approved activities and the MCAAP work programme linked to GANP are included in the MCAAP/PEC/8 report (pages 5-1 and 5-1 refer) at: <https://www.icao.int/nacc/meetingdocs?fid=15995>.

Submission of New Proposals of Activity

3.9 Another major focus of PEC/8 was the evaluation of twelve new proposals for MCAAP-funded activities for implementation in 2025 and 2026. Following technical assessment and discussion, the Commission determined that four proposals were sufficiently mature and time-sensitive to be recommended for fast-track approval. These included:

- a. a workshop on Air Traffic Centre (ATC) fatigue risk management,
- b. analysis of Automatic dependent surveillance – broadcast (ADS-B) data for Reduced Vertical Separation Minimum (RVSM) monitoring,
- c. support for Caribbean Air Navigation Services Network (CANSNET) implementation, and
- d. administrative assistance for Project operations.

3.10 For the remaining eight proposals, the PEC recommended revisions and proposed that they be submitted to the PSC for discussion and approval during the PSC/12. These were formalised under Draft Conclusion MCAAP/PEC/8/03. In this regard, the PSC/12 reviewed this conclusion and the 8 accompanying Project proposals:

- a. safety oversight of foreign operators,
- b. regional accident investigation cooperation,
- c. Safety Management System (SMS) implementation in Air Traffic Services (ATS),
- d. Search and Rescue (SAR) evaluation,
- e. regional airspace optimisation,
- f. integrated safety and quality frameworks,
- g. the development of training programmes for operations, and
- h. the development of training programmes for accident investigation personnel.

3.11 The PSC/12 approved the PEC/8 Meeting report, which includes recommendations (refer to *MCAAP/PEC/8 Report, page B-1*) and all 8 Project proposals (refer to *MCAAP/PEC/8 Report, page 5-2*) – <https://www.icao.int/nacc/meetingdocs?fid=15994#block-icao-page-title>.

Review and Update of the MCAAP Procedural Handbook

3.12 In the context of administrative improvements, the PEC reviewed and endorsed a set of amendments to the MCAAP Procedural Handbook. The changes included the replacement of the term “fellowship” with “event subsidy”, following legal guidance from ICAO’s Legal Affairs and External Relations Bureau. The Commission also introduced a new procedure for monitoring Project implementation, which requires the use of standardised biannual and annual reports.

3.13 Additionally, the PEC welcomed the revised Activity Proposal Form (Rev. FEB2025), which aims at enhancing clarity, specify strategic alignment, and define expected MCAAP support more precisely. These proposals were captured in Draft Conclusion MCAAP/PEC/8/04 and submitted to PSC/12 for approval. The Steering Committee examined these updates to the Handbook, recognising their potential to strengthen efficiency, transparency, and equitable participation across member States and organizations.

3.14 The PSC/12 approved the PEC’s recommendation and updates to the RLA09801 MCAAP Procedural Handbook as in Conclusion MCAAP/PEC/8/4 proposed in the MCAAP/PEC/8 report. All this was reflected in a revised version of the MCAAP Procedural Handbook (refer to MCAAP/PEC/8 report page 4-2 and its Appendix E at <https://www.icao.int/nacc/meetingdocs?fid=15995>).

3.15 As a result of the discussions, the Meeting agreed on the approval of the MCAAP/PEC/8 meeting report with all its draft conclusions and formulated the following Conclusion:

CONCLUSION	
RLA09801 PSC/12/01	APPROVAL OF THE MCAAP/PEC/8 MEETING REPORT INCLUDING ALL ITS CONCLUSIONS
<p>What:</p> <p>That, the MCAAP Project Members approve the MCAAP/PEC/8 meeting report, including its Conclusions:</p> <ul style="list-style-type: none"> a) MCAAP/PEC/8/1 - Development of a new strategic approach directive for the MCAAP b) MCAAP/PEC/8/2 - Approval/comments on enhancements to MCAAP Project c) MCAAP/PEC/8/3 - Approval of the following MCAAP activity proposals: <ul style="list-style-type: none"> • 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; 	<p>Expected impact:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input type="checkbox"/> Operational/Technical

<ul style="list-style-type: none"> • 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. <p>d) MCAAP/PEC/8/4 - Approval of amendments to the MCAAP Procedural Handbook.</p>	
<p>Why: To keep the MCAAP as an efficient and effective tool to support implementation.</p>	
<p>When: Immediately</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>ECCAA and COCESNA</p>

Agenda Item 4 Composition of the PEC Membership

4.1 In accordance with Section 4.6 of the MCAAP Procedural Handbook, the PEC is composed of the Project Administration, the Project Coordinator, and Project Members who submit nominations in response to the official invitation issued prior to the relevant PSC meeting. The Handbook also establishes that PEC membership is reviewed every two years, or at every two regular PSC meetings, whichever occurs first, and that only Members in good standing may be considered for assignment.

4.2 During the PSC/12 meeting, the following Members volunteered to integrate the PEC for the upcoming term: Canada, Cuba, Dominican Republic, Mexico, United States, and COCESNA. These States/International Organizations expressed their willingness to actively participate in the PEC’s functions and responsibilities in support of the Project.

4.3 The PSC formally designated all volunteering Members as PEC participants for the new two-year term, alongside the Project Administration and the Project Coordinator. This assignment is effective immediately and will remain valid until the next regular review in accordance with the Procedural Handbook’s provisions.

4.4 As a result of the discussions, the Meeting agreed on the approval of the new composition of the PEC for the period of 2025 to 2027 and formulated the following Decision:

DECISION	
RLA09801 PSC/12/02	NEW COMPOSITION OF THE MCAAP PROJECT EVALUATION COMMISSION (PEC)
<p>What:</p> <p>That, in accordance with the Procedural Handbook, and to allow the continuous assessment of the management and activities of the RLA09801 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.</p>	<p>Expected impact:</p> <p><input type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental <input checked="" type="checkbox"/> Operational/Technical</p>
<p>Why:</p> <p>To ensure the Project's effectiveness and benefits for Members' implementation.</p>	
<p>When: Immediately</p>	<p>Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p>Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	COCESNA

Agenda Item 5 Other Business Related to the Project

5.1 No other business were discussed under this agenda item.
