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

REFINEMENT OF THE MCAAP IMPLEMENTATION MONITORING PROCESS BASED ON THE APPLICATION OF A PROTOTYPE MONITORING REPORT

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This working paper presents the results of the application of a prototype implementation monitoring report to selected MCAAP activities approved in 2025 and proposes refinements to both the reporting format and the monitoring process described in Section 13 of the MCAAP Procedural Handbook.

The objective is to enhance the tools available to support the PEC in carrying out its monitoring and evaluation functions, while promoting the active participation of MCAAP Members in the continuous improvement of the process.

Action:	As presented in Section 3.
<i>Strategic Goals 2026-2050:</i>	<ul style="list-style-type: none">• Every flight is safe and secure• Aviation is environmentally sustainable• Aviation delivers seamless, accessible, and reliable mobility for all• No country left behind
<i>References:</i>	<ul style="list-style-type: none">• MCAAP Procedural Handbook, Section 13 – “Procedure for Monitoring the Implementation of Activities/Projects Financed by RLA09801 MCAAP”• Implementation monitoring reports for selected MCAAP activities approved in 2025

1. Introduction

1.1 The MCAAP Procedural Handbook establishes, in Section 13, the procedure for monitoring the implementation of activities and projects financed by the Programme.

1.2 In order to support the implementation of this procedure, a prototype implementation monitoring report was developed and applied to selected MCAAP activities approved in 2025.

1.3 The application of this prototype report aimed to test its usability and to generate practical input for the refinement of the monitoring process.

1.4 This working paper presents the experience gained from this exercise, proposes initial improvements to the monitoring report and process, and invites feedback from MCAAP Members to support the definition of parameters for the monitoring process and to assist the PEC in its monitoring and evaluation functions.

2. Discussion

2.1 Application of the prototype monitoring report

2.1.1 A prototype implementation monitoring report was applied by the Secretariat to selected MCAAP activities approved in 2025 using a common reporting structure, as illustrated in **Appendix A**.

2.1.2 The reports provided structured information on activities implemented, deliverables produced, delays encountered, and overall implementation status.

2.1.3 The use of a common reporting format improved consistency across activities and identified areas for further refinement of both the reporting format and the monitoring process.

2.2 Lessons learned from the pilot exercise

2.2.1 Based on the review of the reports, the following observations were identified:

- a) implementation status is reported, but without standardized categories, limiting comparability;
- b) information on implementation is descriptive, with limited reference to the original plan;
- c) reporting focuses on activities and deliverables, with limited information on results achieved;
- d) delays are identified, but without structured indication of their impact on implementation;
- e) financial information is provided, but not clearly related to implementation progress; and
- f) the reports provide useful information, but do not fully support a consistent assessment of implementation across activities.

2.3 Proposed improvements to the monitoring report

In order to address the above, the following improvements are proposed as parameters for refining the monitoring report format, as reflected in the revised template in **Appendix B**:

- a) **Standardized implementation status** - Introduce a common set of categories to describe implementation status, like:
 - Not started
 - In progress (on track)

- In progress (delayed)
 - Completed
 - Completed with issues.
- b) **Indication of progress against plan** - Include a simple indication of whether implementation is proceeding as planned or with deviations. Proposed options:
- As planned
 - With minor deviations
 - With significant deviations
- c) **Clarification of deliverables** - Indicate whether planned deliverables were produced and identify pending items:
- Confirmation of deliverables (Yes / Partially / No)
 - Identification of pending deliverables
- d) **Inclusion of results achieved** - *Include a brief description of results achieved and regional benefit:*
- Results achieved
 - Level of regional benefit (High / Moderate / Limited / None)
- e) **Structured reporting of delays** - Indicate the presence and significance of delays and their impact:
- Delay: Yes / No
 - If yes: Minor / Major
 - Description of impact
- f) **Identification of issues** - Include a brief description of issues encountered and their impact:
- Description of issue
 - Impact: Low / Medium / High
- g) **Link between financial execution and implementation** - Indicate budget utilization in relation to implementation progress:
- Budget utilized (%)
 - Estimated implementation progress (%)
- h) **Identification of required actions** - Indicate whether any action is required, including possible PEC consideration:
- No action required
 - Adjustment needed
 - Additional support required
 - Consideration by the PEC required

2.3.2 Illustrative examples supporting the application of the proposed monitoring report elements are provided in **Appendix C**.

2.4 Refinement of the monitoring process

2.4.1 The improvements proposed above are intended to strengthen the application of the procedure described in Section 13 of the Procedural Handbook, without modifying its structure. The revised monitoring report format is provided in Appendix B.

2.4.2 These improvements aim to improve consistency, enhance analytical value, and better support PEC review of implementation.

2.5 Participation of MCAAP Members

2.5.1 The refinement of the monitoring report and process represents the development of tools to support the PEC in effectively carrying out its monitoring and evaluation functions as established in the Procedural Handbook.

2.5.2 Active participation of MCAAP Members is essential to ensure that the monitoring tools are practical, relevant, and effective in supporting decision-making.

2.5.3 Members are therefore invited to provide feedback on:

- the usability of the prototype report;
- the relevance of the proposed improvements; and
- any additional suggestions for enhancing the monitoring process.

2.6 For ease of reference, Appendix A presents an example of the prototype monitoring report applied to a selected activity, while Appendix B provides the revised monitoring report format incorporating the proposed improvements.

3. Suggested Action

3.1 The PEC is invited to:

- a) note the application of the prototype implementation monitoring report to selected MCAAP activities approved in 2025;
- b) note the lessons learned from this exercise;
- c) review the proposed improvements and provide feedback to support the definition of parameters for the monitoring report and process;
- d) encourage MCAAP Members to actively contribute to the refinement of the monitoring tools; and
- e) agree on the way forward for updating the monitoring report format and strengthening the implementation of the procedure described in Section 13 of the MCAAP Procedural Handbook.

APPENDIX A
EXAMPLE OF IMPLEMENTATION MONITORING REPORT (PILOT APPLICATION)

DATE: XXXX

MCAAP – 2025 Activity Implementation Report (Simplified) MCAAP ... https://docs.google.com/forms/u/1/d/14e6tgVClwp_rvcswrbVmtzEY..

MCAAP – 2025 Activity Implementation Report (Simplified)
MCAAP – Informe de Implementación del Actividad 2025 (Versión simplificada)

This simplified form is used during 2026 as a pilot tool to collect essential information on the implementation status of MCAAP-funded activities/projects, in accordance with the Procedure for Monitoring the Implementation of Activities/Projects approved by the PEC.

Este formulario simplificado se utiliza durante 2026 como herramienta piloto para recopilar información esencial sobre el estado de implementación de las actividades/proyectos financiados por el MCAAP, de conformidad con el Procedimiento para el Monitoreo de la Implementación aprobado por la PEC.

SECTION A – Project Identification / Identificación del Proyecto

A1. Proposal N. / Project identification *
A1. Propuesta N.º / Identificación del proyecto

Dropdown

Act Prop 01-2025 – Workshop on Aircraft Classification Rating – Pavement Classification
Rating (ACR-PCR) method – RO/AGA

A2. Reporting period / Período del informe *

- 2025 – Second Semester (Jul–Dec) / 2025 – Segundo semestre (jul–dic)
- 2026 – First Semester (Jan–Jun) / 2026 – Primer semestre (ene–jun)
- 2026 – Second Semester (Jul–Dec) / 2026 – Segundo semestre (jul–dic)

A3. Name of responsible officer and Position *

Nombre del responsable y Cargo

Dropdown

Fabiana Todesco - RO/AGA

A4. Date / Fecha *

Date of this report / Fecha del informe

MM DD YYYY

01 / 29 / 2026

SECTION B – Overall Implementation Status / Estado General de Implementación

B1. Overall implementation status during this reporting period**B1. Estado general de implementación durante este período**

- Implemented as planned (on track) / Implementado según lo planificado (en curso conforme al plan)
- Implemented with deviations or delays / Implementado con desviaciones o retrasos
- Not implemented during this period / No implementado durante este período

SECTION C – Activities Implemented / Actividades Ejecutadas**C1. Brief description of activities implemented (if any)****C1. Descripción breve de las actividades ejecutadas (si aplica)**

Briefly describe the activities carried out during the reporting period.

Describe brevemente las actividades realizadas durante el período del informe.

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.

C2. Main deliverables produced during this period**C2. Principales entregables producidos durante el período**

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.

SECTION D – Delays and Difficulties / Retrasos y Dificultades**D1. Were there delays or activities not implemented?****D1. ¿Hubo retrasos o actividades no ejecutadas?**

- No / No
- Yes – partially / Sí – parcialmente
- Yes – not implemented / Sí – no implementadas

D2. Main reason(s) for delay or non-implementation
D2. Principal(es) razón(es) del retraso o de la no ejecución

- Technical / Técnicas
- Administrative / Administrativas
- Financial / Financieras
- Coordination / Coordinación
- External factors / Factores externos
- Not applicable / No aplica

D3. Additional explanation (if needed)
D3. Explicación adicional (si es necesario)

SECTION E – Financial Information (Simplified) / Información Financiera (Simplificada)

E1. Estimated cost approved (USD)
E1. Costo estimado aprobado (USD)

As per approved MCAAP proposal.

Según la propuesta MCAAP aprobada.

7100 _____

E2. Final cost incurred so far (USD)
E2. Costo final incurrido hasta la fecha (USD)

To be informed _____

E3. Is the final cost aligned with the approved budget?
E3. ¿El costo final está alineado con el presupuesto aprobado?

- Yes / Sí
- No / No
- Not applicable (ongoing) / No aplica (en ejecución)

E4. If No, please briefly explain
E4. Si la respuesta es No, explique brevemente

SECTION F – Next Steps and Declaration / Próximos Pasos y Declaración

F1. Planned next steps for the next reporting period
F1. Próximos pasos planificados para el siguiente período

Ensure that the ACR-PCR system fully replaces ACN-PCN, especially in airport databases and NOTAMs.

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APPENDIX B

REVISED IMPLEMENTATION MONITORING REPORT TEMPLATE

(Refined format proposed to support improved monitoring and assessment by the PEC)

Section 1. Activity Information

1.1 Identification of the Activity

- Activity Reference (dropdown)
- Activity Title (auto or dropdown)
- Proponent (dropdown)

Section 2. Implementation Status

2.1 Overall implementation status (mandatory):

- Not started
- In progress (on track)
- In progress (delayed)
- Completed
- Completed with issues

2.2 Justification:

(Paragraph)

Section 3. Activities Implemented

3.1 Activities implemented:

(Paragraph)

3.2 Completion of planned activities:

- All completed
- Partially completed
- Not completed

Section 4. Deliverables

4.1 Deliverables produced / pending:

(Paragraph)

4.2 Were planned deliverables produced?

- Yes
- Partially
- No

Section 5. Delays

5.1 Were there delays?

- No
- Yes

5.2 If yes, indicate severity:

- Minor
- Major

5.3 Description and impact:
(Paragraph)

Section 6. Financial Information

6.1 Budget

- Budget allocated (USD)
- Budget utilized (USD)

6.2 Estimated implementation progress (%)
(Short answer)

Section 7. Additional Comments

7.1 Provide any additional comments
(Paragraph)

Section 8. Results Achieved

8.1 Results achieved as a consequence of the activity:
(Paragraph)

8.2 Level of regional benefit:

- High
- Moderate
- Limited
- None

Section 9. Actions Required

9.1 Is any action required?

- No
- Yes

9.2 If yes, indicate the type of action:

- Adjustment needed
- Additional support required
- Consideration by the PEC

9.3 Description:
(Paragraph)

APPENDIX C
ILLUSTRATIVE EXAMPLES FOR MONITORING REPORT FIELDS

This appendix provides illustrative examples to support the application of the monitoring report elements described in Section 2.3.

1. Indication of progress against plan

Example:

If a workshop planned for June is delivered in July without affecting other activities:
With minor deviations

2. Clarification of deliverables

Example:

Planned deliverables: training report and participant list
Reported: Partially – training report completed; participant list pending

3. Inclusion of results achieved

Example:

States implemented harmonized procedures for safety data validation following the workshop
Regional benefit: Moderate

4. Structured reporting of delays

Example:

Delay: Yes (Minor)
Impact: postponement of workshop by one month, without affecting deliverables

5. Identification of issues

Example:

Issue: limited availability of subject matter experts
Impact: Medium

6. Link between financial execution and implementation

Example:

Budget utilized: 60%
Implementation progress: 40%
(This allows identification of potential imbalance between expenditure and progress.)

7. Identification of required actions

Example:

Additional support required – need for technical expert to complete remaining activities