



International Civil Aviation Organization

Second Meeting of the MID Region AIS Database Study Group

(MIDAD STG/2)
(Cairo, Egypt, 1 - 3 July 2013)

Agenda Item 4: MIDAD Project – Phase 2 (Detailed Study)

THE CONSULTANT

(Presented by Jordan)

SUMMARY

The aim of this paper is to describe the need for having a consultant and highlight the general services that a consultant might provide.

Action by the meeting is at paragraph 3.

REFERENCES

- DGCA-MID/2
- MIDANPIRG/13
- <http://en.wikipedia.org>
- <http://www.nonprofitinclusiveness.org/>

1. INTRODUCTION

1.1 MIDANPIRG/13 (Abu Dhabi, UAE, 22-26 April 2012) was apprised of the outcome of the MIDAD STG/1 meeting (Cairo, 20-22 February 2012) and re-iterated that the implementation of a Regional/Sub-Regional AIS Database in the MID Region would improve the quality, availability and timeliness of aeronautical information provided to users and pave the way for the transition from AIS to AIM, in accordance with the ICAO Roadmap. MIDANPIRG/13 agreed that the first phase of the MIDAD Study was considered completed and achieved the expected goals. Based on the Recommendations contained in the Initial MIDAD Study Report (Phase 1), the meeting agreed to move ahead with the Project, pending the agreement on the best option for the MIDAD legal framework by the DGCA-MID/2 meeting.

1.2 The DGCA-MID/2 meeting (Jeddah, Saudi Arabia, 20-22 May 2013) noted with appreciation that Bahrain, Qatar, Saudi Arabia and UAE volunteered to take the lead in carrying out the detailed MIDAD study (Phase 2). It was highlighted that Phase 2 of the project will be composed of 2 steps. During the first step, a Consultant would be hired to develop the Call for Tender for the detailed study. Accordingly, the meeting agreed That, Bahrain, Qatar, Saudi Arabia and UAE take the lead in carrying out the detailed MIDAD study (Phase 2), in close coordination with the MIDAD Study Group; and states provide all necessary support for the achievement of Phase 2 of the study.

2. DISCUSSION

2.1 WHAT IS A CONSULTANT?

2.1.1 A Consultant is an expert who has a wide knowledge of the subject matter, and who provides professional or expert advice in a particular area or any of many other specialized fields.

2.2 WHAT IS A ROLE OF A CONSULTANT?

2.2.1 A consultant provides professional advice for a fee; and gives professional advice and offers business improvement. The role of consultant can be recognized as the following two general categories:

- **Internal Consultant** - someone who operates within an organization but is available to be consulted on areas of specialism by other departments or individuals (acting as clients); or
- **External Consultant** - someone who is employed externally (either by a firm or some other agency) whose expertise is provided on a temporary basis, usually for a fee.

2.3 CONSULTANT GENERIC ROLLS

2.3.1 Mainly the following 4 rolls are undertaken by a consultant:

- a) **Overall Guidance:** Working with the Inclusiveness Committee throughout the inclusiveness initiative to plan and execute the initiative.
- b) **Information Gathering:** Designing strategies and gathering data during the information-gathering phase.
- c) **Inclusiveness Training** (if required): Conducting trainings to create a more inclusive organizational culture.
- d) **Evaluation:** Creating an evaluation plan to measure efficacy of trainings and progress of inclusiveness initiative.

2.4 WHAT DOES A PROJECT CONSULTANT DO?

2.4.1 Usually assist in the completion of a project from beginning to end. And provide his knowledge and expertise throughout all stages to ensure the best possible results.

There are five common duties that a project consultant is responsible for;

- Meeting with clients to identify specific needs to address and determine the project time frame ;
- Creating strategies to meet those needs;
- Going over ideas with clients;
- Budget management ;and
- Executing the necessary actions to reach intended goals.

2.5 PLACE OF WORK

2.5.1 Although most of the research and analysis occurs at the consultants' offices, consultants should work at the site of the client for at least some of the time, and interact with involved parties (clients) as required.

2.6 WAYS OF WORK

2.6.1 The range of areas of expertise covered by the term consultant is extremely wide. The process of consulting and the means by which the (external) consultant is engaged vary according to industry and local practice.

2.6.2 A consultant is engaged to fulfill a brief in terms of helping to find solutions to specific issues but the ways in which that is to be done generally falls to the consultant to decide, within constraints such as budget and resources agreed with the client. There is however a hybrid form where a consultant may be hired as an temporary Manager or Executive, bringing a combination of specialist expertise to bear on a role that is temporarily vacant (usually at a senior level).

2.7 QUALIFICATIONS

2.7.1 Internationally the official approval of consultants is overseen by higher education training and accreditation organizations. While there is no such thing called single qualification to be considered as a consultant. But the qualities, qualifications, and experiences will be needed in a consultant might include, but not limited to:

- Flexible
- Effective as a facilitator
- Knowledgeable about assessment and evaluation
- Knowledgeable about the nonprofit sector
- Experienced (*specific number of years in the field.*)
- Knowledgeable about different communities (*examples: the MID specific needs ,and the reality of the Region*)
- Organized, timely, Efficient, Patient
- Strong communication skills
- Able to work with your time schedule
- Experienced and effective meeting facilitator
- Experienced and effective process facilitator
- Strong people skills
- Will work within your budget

2.8 IMPORTANT ISSUES SHOULD BE TAKEN INTO CONSIDERATION

- A consultant who works very well with one organization might not have the right style or resources to work as well with another organization.
- Consider both quantitative and qualitative outcomes that you would like to have from your work with the consultant.
- What are the factors that will assist in building strong, trustful, and successful relationship with the consultant
- Identifying all Generic and specific tasks need to be completed?
- Identifying what results do you expect to see?
- Remember that a consultant is a consultant, while you are the decision maker.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) note the information in this WP; and
- b) consider it the base for selecting the MIDAD phase 2 consultant.