



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**THE MIDDLE EAST AIR NAVIGATION PLANNING
AND IMPLEMENTATION REGIONAL GROUP
(MIDANPIRG)**

**REPORT OF THE FIRST MID REGION ATM
ENHANCEMENT PROGRAMME BOARD MEETING**

(MAEP Board/1)

(Cairo, Egypt, 23- 25 June 2014)

The views expressed in this Report should be taken as those of the MIDANPIRG MAEP Board/1 and not of the Organization. This Report will, however, be submitted to the MIDANPIRG and any formal action taken will be published in due course as a Supplement to the Report.

Approved by the Meeting
and published by authority of the Secretary General

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 frontier or boundaries.

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PART I – HISTORY OF THE MEETING

1. PLACE AND DURATION

1.1 The First Meeting of the MID Region ATM Enhancement Programme Board (MAEP Board/1) was successfully held at the Meeting Room of the ICAO Middle East Regional Office in Cairo, Egypt, from 23 to 25 June 2014.

2. OPENING

2.1 Mr. Mohamed Khonji, ICAO MID Regional Office Regional Director, welcomed the participants to Cairo and wished them a successful and fruitful meeting. He highlighted that MAEP would be the Regional platform that provides the basis for a collaborative approach towards planning and implementing projects in support of the MID Air Navigation Strategy, taking into consideration previous initiatives.

2.2 Mr. Khonji reiterated that the DGCA MID/2 meeting through Conclusion 2/4 agreed to the establishment of the MAEP Board composed of high level representatives from concerned States and Organizations, to be responsible for overall supervision, direction, and management of the Programme. He recalled that the MAEP Special Coordination Meeting (MAEP SCM), Cairo, 18-20 February 2014, developed draft MAEP Memorandum of Agreement (MOA) and Terms of Reference (TOR) of the MAEP Board. Accordingly, Mr. Khonji emphasized on the importance of the first MAEP Board meeting as it is expected to discuss and agree on the Programme organizational structure, scope and strategic objective, MAEP MOA and the MAEP Board TOR. Furthermore, he underlined that the meeting might initiate discussions related to the MAEP legal, institutional and financial issues.

2.3 In closing, Mr. Khonji thanked the participants for their presence and wished the meeting every success in its deliberations.

3. ATTENDANCE

3.1 The meeting was attended by a total of thirty six (36) participants from seven (7) States (Bahrain, Egypt, Islamic Republic of Iran, Kuwait, Saudi Arabia, Sudan and United Arab Emirates) and six (6) International Organizations and Industries (AACO, AIRBUS, BOEING, CANSO, FAA and IATA). The list of participants is at **Attachment A** to the Report.

4. OFFICERS AND SECRETARIAT

4.1 The meeting was chaired by Mr. Ahmed Al-Jallaf, Assistant Director General Air Navigation Services, General Civil Aviation Authority, UAE.

4.2 Mr. Elie El Khoury RO/ATM/SAR was the Secretary of the meeting supported by Mr. Mohamed Smaoui, ICAO MID Regional Office Deputy Regional Director.

5. LANGUAGE

5.1 Discussions were conducted in English and documentation was issued in English.

6. AGENDA

6.1 The following Agenda was adopted:

Agenda Item 1: Adoption of the Provisional Agenda and election of Chairperson

Agenda Item 2: MID Region ATM Enhancement Programme (MAEP) Establishment

- MAEP scope and strategic objective
- MAEP mechanism/working arrangements
- MAEP Board Terms of reference (TOR)
- MAEP Memorandum of Agreement (MOA)
- MAEP legal, institutional and financial issues

Agenda Item 3: Future Work Programme

Agenda Item 4: Any other Business

7. CONCLUSIONS AND DECISIONS – DEFINITION

7.1 All MIDANPIRG Sub-Groups and Task Forces record their actions in the form of Conclusions and Decisions with the following significance:

- a) **Conclusions** deal with the matters which, in accordance with the Group's terms of reference, merit directly the attention of States on which further action will be initiated by ICAO in accordance with established procedures; and
- b) **Decisions** deal with matters of concern only to the MIDANPIRG and its contributory bodies

8. LIST OF DRAFT CONCLUSIONS AND DRAFT DECISIONS

DRAFT CONCLUSION 1/1: MAEP ESTABLISHMENT

DRAFT CONCLUSION 1/2: MAEP MEMORANDUM OF AGREEMENT (MOA)

DRAFT DECISION 1/3: MAEP STEERING COMMITTEE (MSC)

DRAFT CONCLUSION 1/4: MAEP FUNDING MECHANISM

PART II: REPORT ON AGENDA ITEMS

REPORT ON AGENDA ITEM 1: ADOPTION OF THE PROVISIONAL AGENDA AND ELECTION OF CHAIRPERSON

1.1 The meeting reviewed and adopted the Provisional Agenda as at Para. 6 of the History of the Meeting.

1.2 Mr. Ahmed Al-Jallaf, Assistant Director General Air Navigation Services, General Civil Aviation Authority, UAE, was unanimously elected as the Chairperson of the MID Region ATM Enhancement Programme Board (MAEP Board).

REPORT ON AGENDA ITEM 2: MID REGION ATM ENHANCEMENT PROGRAMME (MAEP) ESTABLISHMENT

2.1 The meeting reviewed the outcome of the MAEP Special Coordination Meeting (MAEP SCM), Cairo, Egypt, 18-20 February 2014.

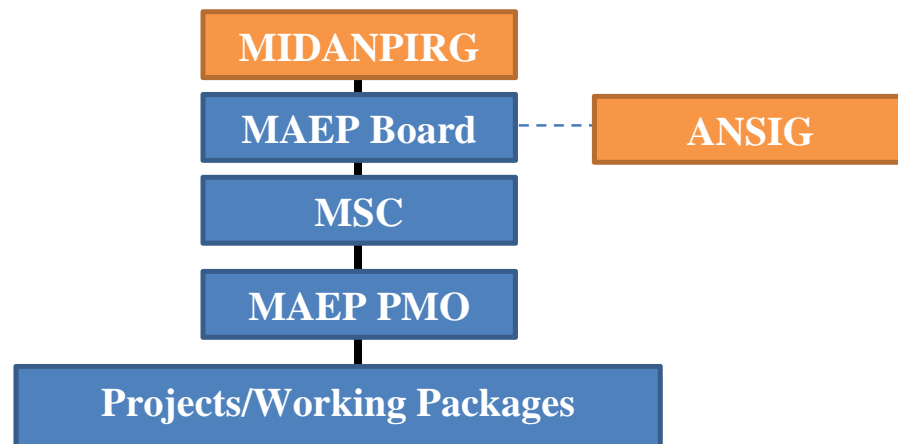
2.2 The meeting reviewed and agreed on the following Scope and Strategic Objective of the MAEP:

The MID Region ATM Enhancement Programme (MAEP) is a Regional platform that provides the basis for a collaborative approach towards planning and implementing projects in support of the MID Air Navigation Strategy, taking into consideration previous initiatives. This includes the following:

- 1) *Maximize Air Traffic Management performance in the MID Region through project management and within the time frame (2014-2028).*
- 2) *Improve efficiency and increase capacity to safely accommodate air traffic growth.*
- 3) *Support the implementation of ATM projects in the MID Region in a harmonized and collaborative manner in line with the MID Air Navigation Strategy and Global Air navigation Plan (GANP), taking into consideration the users' requirements.*
- 4) *Addresses ATM community expectations in a cost-effective and environmentally sustainable manner.*

2.3 Taking into consideration the agreed Scope and Strategic Objective of MAEP, as well as the successful experiences of the MIDRMA project and the RASG-MID, the meeting agreed to the following MAEP Organizational Structure:

- a) MAEP Board;
- b) MAEP Steering Committee (MSC);
- c) MAEP Project Management Office (PMO); and
- d) Projects/Workings Packages



2.4 The meeting was apprised of the ICAO Technical Cooperation Bureau (TCB) activities and the successful regional TCB projects in other ICAO Regions. Accordingly, the meeting agreed that the MAEP be established as an ICAO TCB project with a PMO hosted by the ICAO MID Regional Office. Accordingly, the meeting agreed to the following Draft Conclusion:

DRAFT CONCLUSION 1/1: MAEP ESTABLISHMENT

That, MAEP be established as an ICAO TCB project with a Project Management Office (PMO) hosted by the ICAO MID Regional Office.

2.5 Taking into consideration the outcome of its discussions, the meeting agreed to the draft MAEP Memorandum of Agreement (MOA) at **Appendix 2A**, which includes the agreed MAEP Board Terms of Reference (TOR). Accordingly, the meeting agreed to the following Draft Conclusion:

DRAFT CONCLUSION 1/2: MAEP MEMORANDUM OF AGREEMENT (MOA)

*That, States be urged to review the Draft MAEP Memorandum of Agreement (MOA) at **Appendix 2A** and provide their comments to the ICAO MID Regional Office by 30 September 2014.*

2.6 The meeting agreed that a MAEP Steering Committee (MSC) be established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner. In this regard, it was agreed that the MSC be co-chaired by two Chairpersons: one from the Member States and one from the Organizations. Accordingly, the meeting agreed to the following Draft Decision:

DRAFT DECISION 1/3: MAEP STEERING COMMITTEE (MSC)

*That, the MAEP Steering Committee (MSC) be established with Terms of Reference as at **Appendix 2B**.*

2.7 In connection with the above, Mr. Saleem Mohamed Hassan, Chief Air Traffic Management, Civil Aviation Affairs, Bahrain and Mr. Achim Bauman, Director, Safety and Flight Operations, IATA, MENA, were elected unanimously as Co-Chairpersons of the MSC.

2.8 The meeting agreed that the first milestone to get the programme running is the establishment of the MAEP PMO. Accordingly, the meeting agreed that the process of appointing a PMO Manager should start as soon as the MAEP MOA is signed by at least eight (8) Member States. In this regard, the meeting delegated the authority for signature of any document with the ICAO TCB necessary for the advancement of the Project, to the MAEP Chairperson on behalf of the MAEP member States.

2.9 The meeting agreed that the duties and responsibilities of the MAEP PMO should include the following:

- Responsible for the implementation of MAEP funded regional projects in accordance with approved plans.
- Coordinate and support the implementation of MAEP projects/working packages at national level.
- Develop and amend business plans (deliverables, timeline, budget and concerned entities) for each project and recommend them to the Steering Committee
- Develop Key Performance Indicators (KPIs) for tracking the implementation of the projects and to assess and measure the effectiveness of MAEP

- Submit progress reports for each project to the Steering Committee, as appropriate and when required.
- Identify and report projects risk to the MSC and maintain a risk database.

2.10 The meeting agreed that in order to ensure the sustainability of the Programme, the running cost of the PMO should be covered through annual contribution from the Member States. It was also agreed that the funding of the projects/working packages should be addressed case by case by the MSC for endorsement by the MAEP Board.

2.11 The meeting agreed that for the funding of the PMO running cost, the contribution of States should be based on the volume of traffic and the Gross Domestic Product per capita (GDP). Accordingly, it was agreed that States be divided in three groups as follows:

Group 1: Bahrain, Iran, Oman, Qatar, Saudi Arabia and UAE;

Group 2: Egypt, Iraq, Kuwait and Libya; and

Group 3: Jordan, Lebanon, Sudan, Syria and Yemen.

2.12 Based on the above, the meeting agreed to the following Draft Conclusion:

DRAFT CONCLUSION I/4: MAEP FUNDING MECHANISM

That,

- a) the running cost of the MAEP PMO be ensured through contributions from all MAEP Member States;*
- b) the annual amounts to be paid by the MAEP Member States are, as follows:*
 - i. Bahrain, Iran, Oman, Qatar, Saudi Arabia and UAE annual contribution is US\$ 30,000 each;*
 - ii. Egypt, Iraq, Kuwait and Libya annual contribution is US\$ 20,000 each; and*
 - iii. Jordan, Lebanon, Sudan, Syria and Yemen annual contribution is US\$ 10,000 each.*
- c) the funding of the projects/working packages:*
 - i. be addressed by the Board, case by case; and*
 - ii. be ensured through contribution (cash or in-kind) by concerned States, stakeholders and sponsors/donors.*
- d) the MAEP funding mechanism be revised by the MAEP Board, when necessary.*

2.13 In connection with the above, the meeting agreed that, as soon as the MAEP MOA is signed by eight (8) member States, the ICAO TCB will issue the invoices for the 2015 contributions to MAEP.

2.14 Based on all of the foregoing, the meeting agreed that the ICAO MID Regional Office and the MAEP Chairperson coordinate with ICAO TCB for the development of the required documents related to the establishment of MAEP (Memorandum of Service Agreement (MSA), Project Document, etc.). The Draft Version of these documents shall be presented to the MAEP Board/2 meeting for endorsement. Accordingly, the meeting developed the following Action Plan/Timelines related to the establishment of MAEP:

	Action	Deliverable	Responsible	Timeline
1	Circulate the Final Draft of the MAEP MOA to all States	State Letter	ICAO MID Office	15/07/2014
2	Provision of Comments on the Draft MAEP MOA to the ICAO MID Office	Comments	States	30/09/2014
3	Consolidation of the Final Version of the MAEP MOA	Final Version of the MAEP MOA	ICAO MID Office MAEP Chairman	15/10/2014
4	Circulate the MAEP MOA for signature by States	State Letter	ICAO MID Office	16/10/2014
5	Signature of the MAEP MOA	Signature of the MAEP MOA	States	31/12/2014
6	Coordination with ICAO TCB for the development of Draft MAEP Project Document	Draft Project Document	ICAO MID Office MAEP Chairman	15/09/2014
7*	Provide a Draft Project Document for MAEP	MAEP Draft Project Document	ICAO TCB	TBD
8*	Circulate the MAEP Draft Project Document to States	State Letter	ICAO MID Office	TBD
9*	Provisions of Comments related to the MAEP Draft Project Document	Comments	States	TBD
10	Presentation of a consolidated version of the Draft Project Document to the MAEP Board/2 meeting	Draft Project Document	ICAO MAEP Chairman	January 2015
11	Issuance of invoices for the 2015 contributions to MAEP	2015 MAEP Invoices	ICAO TCB	TBD

* Pending TCB readiness to provide Draft Documents

2.15 The meeting supported the proposal of the PBN SG/1 meeting related to the inclusion of the MID Flight Procedure Programme (MID FPP) as one of the MAEP projects/working packages.

2.16 In the same vein, the meeting agreed that the MID Region AIM Database (MIDAD) project could be also considered as a MAEP project/working package candidate, in due time.

REPORT ON AGENDA ITEM 3: FUTURE WORK PROGRAMME

3.1 In accordance with MAEP Board Terms of Reference, the meetings of the MAEP Board should be hosted by its Members States on rotation basis.

3.2 In this regard, the meeting noted with appreciation UAE offer to host the MAEP Board/2 meeting during the first quarter of 2015. The meeting agreed that the ICAO MID Regional Office coordinates the exact dates and venue with the hosting State and the MAEP Board Chairperson.

REPORT ON AGENDA ITEM 4: ANY OTHER BUSINESS

4.1 The meeting raised concern about the low level of attendance of States to the MAEP Board/1 meeting. Nevertheless, the meeting noted with appreciation the support of the Organizations and Industry to the Programme. In this respect, the meeting was informed that SESAR JU apologized for not being able to attend the MAEP Board/1 meeting and confirmed their full support to the Programme.

4.2 The meeting recalled that the ICAO MID Regional Office issued State Letter Ref: AN 6/31 – 14/142 dated 21 May 2014, requesting States and International/Regional Organizations to provide a Focal Point for MAEP to coordinate with him/her the preparation for the MAEP Board/1 meeting. In this respect, the meeting agreed that the ICAO MID Regional Office is to issue another State Letter to request the designation of MAEP Board Members, Alternates and Advisors from all MID States. In the same vein, it was agreed that States and Organizations should be requested to designate Members and Representatives to the MSC.

4.3 The meeting agreed that MAEP should be promoted through the use of communication/media means such as websites, journals, magazines, etc. Accordingly, all States and Organizations were invited to promote MAEP.

APPENDICES

APPENDIX 2A



**MID REGION ATM ENHANCEMENT PROGRAMME
(MAEP)**

**MEMORANDUM OF AGREEMENT
(MOA)**

Draft version 1

**MID Region ATM Enhancement Programme
(MAEP)**

MEMORANDUM OF AGREEMENT

1. PARTIES

1.1 The signatories to this Memorandum of Agreement (MOA) herein called the Parties are listed at **Attachment I**.

2. AGREEMENT

- CONSIDERING the increasing need for cooperation between the different Air Traffic Management (ATM) stakeholders for the enhancement of ATM efficiency and increase of capacity to safely accommodate air traffic growth in the MID Region;
- CONSIDERING the decision to establish a MAEP Board, which will be responsible for the overall management of MAEP and the below DGCA-MID/2 Conclusions 2/3 and 2/4:

*DGCA-MID/2 CONCLUSION 2/3 – MID REGION ATM ENHANCEMENT
PROGRAMME (MAEP) – SPECIAL
COORDINATION MEETING*

That, the ICAO MID Regional Office organise a Special Coordination Meeting in September 2013 in order to agree on the best mechanism to establish a MID Region ATM Enhancement Programme, taking into consideration all initiatives.

*DGCA-MID/2 CONCLUSION 2/4 – MID REGION ATM ENHANCEMENT
PROGRAMME (MAEP) BOARD*

That, a MID Region ATM Enhancement Programme Board composed of high level representatives from concerned States and Organizations, be established for overall supervision, direction, and management of the Programme.

The Parties have agreed to the following:

1. The Parties to this Agreement agree to establish the MAEP and undertake to support the programme.
2. MAEP shall be managed as a regional programme by the MAEP Board in accordance with the agreed Terms of Reference as at **ATTACHEMNT II**.
3. MAEP will be established as an ICAO Technical Cooperation Bureau (TCB) project.
4. The overall objective of MAEP, which is a regional platform that provides the basis for a collaborative approach towards planning and implementing projects in support of the MID Air Navigation Strategy, is to maximize ATM performance in the MID Region through project management; by supporting the implementation of ATM projects in the MID Region in a harmonized and collaborative manner in line with the MID Air Navigation Strategy and Global Air Navigation Plan (GANP), taking into consideration the users' requirements.

5. The MAEP Steering Committee (MSC) is established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner. The MSC TOR are at **Attachment III**.
6. The MAEP Board, in which each member State is entitled to appoint a Member, Alternate and Advisor(s), shall retain overall direction and responsibility for the supervision and operation of the MAEP Project Management Office (PMO) through the MAEP Steering Committee (MSC).
7. The Board shall elect its chairperson from its member States.
8. The Board shall secure the commitment of its Members for funding the MAEP activities, in accordance with agreed funding mechanism.
9. The MAEP PMO scope, duties and responsibilities will be agreed by the MAEP Board and could be revised as deemed necessary, through the MSC.
10. The MAEP PMO shall be assigned clear tasks in a step-by-step approach.
11. The MAEP PMO will be hosted by the ICAO MID Regional Office.
12. The MAEP Funding mechanism shall be agreed by the MAEP Board and amended as deemed necessary.
13. The running cost of the MAEP PMO shall be covered through annual contribution from the Member States.
14. The funding of the projects/working packages shall be addressed by the Board, case by case; and ensured through contribution (cash or in-kind) by concerned States, stakeholders and sponsors/donors.
15. The MAEP Board Chairman is delegated the authority to sign with ICAO, on behalf of the Parties, the MAEP Legal, Administrative and Financial documentation.
16. This Agreement shall come into effect on the date it has been signed by at least eight (08) member States.
17. Any amendment to this Agreement shall be valid only if agreed and executed in writing by the Parties.
18. Any dispute arising out of or relating to this Agreement shall be settled by direct consultation between the Members concerned and ICAO.
19. This Agreement is open to accession. State(s) that is not a signatory of this Agreement and willing to join the Programme shall submit a request to the MAEP Board through the ICAO Regional Director, for appropriate action.
20. Any member State wishing to withdraw from this Agreement shall notify in written the MAEP Board through the ICAO Regional Director at least 12 months in advance. The obligations assumed by the Parties under this Agreement shall continue to exist after the withdrawal from this Agreement to the extent necessary to permit the orderly finalization of activities, the withdrawal of personnel, the distribution of funds and assets and the settlement of contractual obligations. Additional funds, if necessary, to cover the above mentioned expenditures shall be provided by the Members.

21. All correspondence related to the implementation of this Agreement, shall be addressed to:

Chairman of the MAEP Board

General Civil Aviation Authority
P.O.Box 666
Abu Dhabi
United Arab Emirates

and

ICAO Regional Director

ICAO Middle East Regional Office
Egyptian Civil Aviation Complex, Airport Road
P.O Box 85, Airport Post office, Terminal One
11776, Cairo, Egypt

ATTACHEMNET I

Agreed on behalf of:

Parties	Name	Title	Signature	Date
Bahrain				
Egypt				
Iran				
Iraq				
Jordan				
Lebanon				
Libya				
Kuwait				
Oman				
Qatar				
Saudi Arabia				
Sudan				
Syria				
Unite Arab Emirates				
Yemen				

ATTACHMENT II

MID Region ATM Enhancement Programme Board (MAEP Board)

TERMS OF REFERENCE

The Terms of Reference of the MAEP Board are:

1. Take responsibility for overall leadership, supervision, direction, and management of the MID Region ATM Enhancement Programme (MAEP).
2. Agree on MAEP objectives and develop the policies and the strategic plans to achieve these objectives including those related to the legal, financial and institutional arrangements, in line with the MAEP Scope and Strategic Objective.
3. Work to build commitment of all the involved Stakeholders.
4. Review and approve the MAEP work plan on a yearly basis and/or whenever required.
5. Develop duties and the responsibilities of the MAEP key players.
6. Approve the projects implementation plans to achieve the agreed objectives, which include projects scope, milestones, deliverables, budgets and resources.
7. Review and amend as deemed necessary the TOR of the MAEP Board and the MSC.
8. Develop, review and amend as deemed necessary the Institutional Framework and Administrative Procedures Manual of the PMO.
9. Monitor and review the activities and the work programme of the PMO through the MSC and ensure compliance with the project charter and take actions as appropriate.
10. Review, amend and approve the business plans submitted by the MSC for the implementation of MAEP projects/working packages.
11. Maintain a close and permanent consultation and cooperation with Stakeholders/Entities that might contribute to the work of the Board and optimize the exploitation of available expertise and resources.
12. Provide high level support and guidance to States to ensure harmonization and interoperability in line with the projects deliverables and recommendations.
13. Provide regular progress reports to MIDANPIRG.

In order to effectively perform its tasks and responsibilities:

1. The MAEP Board shall elect a Chairperson for a cycle of five years unless otherwise re-elected. The Chairperson acts as the contact point and coordinator on behalf of the MAEP Board members to oversee the Programme in coordination with ICAO.
2. The MAEP Board shall meet at least once a year or when deemed necessary.
3. The MAEP Board meetings should be hosted by its members on rotation basis.

Composition:

The MAEP Board is composed of:

- a) High Level (Decision Makers) Members from the MID States listed in **Attachment I** to the MAEP MOA;
- b) The MAEP Chairperson; and
- c) Observers from AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, FAA-USA, IATA, IFALPA and IFATCA

Other representatives from States and industry may be invited on ad-hoc basis as observers when required.

The ICAO MID Regional Office will act as the Secretary of the MAEP Board meetings.

ATTACHMENT III
MAEP STEERING COMMITTEE (MSC)
TERMS OF REFERENCE

A) Purpose of the MSC:

The MSC is established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner.

In order to meet its Terms of Reference, the MSC shall:

1. Review regional objectives, plans and users' requirements, and recommend priorities to the MAEP Board.
2. Review plans submitted by the PMO, and recommend priorities, projects/working packages and associated funding arrangements to the MAEP Board.
3. Ensure that the business plans are in line with the MID Air Navigation Strategy.
4. Oversee the activities of the PMO in line with the plans and budgets approved by the MAEP Board.
5. Monitor the financial performance at project level in line with the Board approved budget for each project/working package.
6. Monitor and follow-up the implementation of the MAEP Board Conclusions and Decisions related to the projects/working packages management.
7. Follow up with the PMO the implementation of the agreed projects/working packages and provide regular progress report to the Board.
8. Coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies;
9. Establish Task Forces and implementation bodies, as deemed necessary, provided that:
 - i. the MSC ensure harmonization and avoidance of duplication of efforts;
 - ii. the MSC assumes the role of maintaining accountability for the established task forces and implementation bodies ensuring that they meet their deliverables; and
 - iii. all ATM stakeholders, including Industry and International Organizations, have an active participation in the established task forces and implementation bodies.
10. Monitor the progress of work and provide guidance to the established Task Forces and implementation bodies.

B) Composition:

The MSC is composed of:

- a) The MSC Co-Chairpersons
- b) MAEP Board Chairperson
- c) Members/Alternates from the MAEP member States
- d) MAEP Representatives/Alternates from the following Partners:
AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU,
FAA-USA, IATA, IFALPA.

Other representatives from States and industry may be invited on ad-hoc basis, as required.

Note 1: *The MSC meetings are organised by the PMO. The PMO Manager will act as the Secretary of the MSC meetings.*

Note 2: *ICAO will attend the MSC meetings as Observer and would provide support as appropriate.*

Note 3: *The composition of the MSC might be updated over time to include only Member States and Partners that could participate actively in the MSC and contribute to its work.*

DRAFT

APPENDIX 2B

MAEP STEERING COMMITTEE (MSC)

TERMS OF REFERENCE

A) Purpose of the MSC:

The MSC is established to act as an advisory body to the MAEP Board, guide its work and ensure that MAEP objectives are accomplished in a timely, effective and efficient manner.

In order to meet its Terms of Reference, the MSC shall:

1. Review regional objectives, plans and users' requirements, and recommend priorities to the MAEP Board.
2. Review plans submitted by the PMO, and recommend priorities, projects/working packages and associated funding arrangements to the MAEP Board.
3. Ensure that the business plans are in line with the MID Air Navigation Strategy.
4. Oversee the activities of the PMO in line with the plans and budgets approved by the MAEP Board.
5. Monitor the financial performance at project level in line with the Board approved budget for each project/working package.
6. Monitor and follow-up the implementation of the MAEP Board Conclusions and Decisions related to the projects/working packages management.
7. Follow up with the PMO the implementation of the agreed projects/working packages and provide regular progress report to the Board.
8. Coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies;
9. Establish Task Forces and implementation bodies, as deemed necessary, provided that:
 - i. the MSC ensure harmonization and avoidance of duplication of efforts;
 - ii. the MSC assumes the role of maintaining accountability for the established task forces and implementation bodies ensuring that they meet their deliverables; and
 - iii. all ATM stakeholders, including Industry and International Organizations, have an active participation in the established task forces and implementation bodies.
10. Monitor the progress of work and provide guidance to the established Task Forces and implementation bodies.

B) Composition:

- a) The MSC Co-Chairpersons
- b) MAEP Board Chairperson
- c) Members/Alternates from the MAEP member States
- d) MAEP Representatives/Alternates from the following Partners:
AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, FAA-USA, IATA, IFALPA.

Other representatives from States and industry may be invited on ad-hoc basis, as required.

Note 1: The MSC meetings are organised by the PMO. The PMO Manager will act as the Secretary of the MSC meetings.

Note 2: ICAO will attend the MSC meetings as Observer and would provide support as appropriate.

Note 3: The composition of the MSC might be updated over time to include only Member States and Partners that could participate actively in the MSC and contribute to its work.

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LIST OF PARTICIPANTS

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