



International Civil Aviation Organization

MID Region ATM Enhancement Programme Board

First Meeting (MAEP Board/1)

(Cairo, Egypt, 23 - 25 June 2014)

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

PROPOSED MAEP BOARD TERM OF REFERENCE

(Presented by the Secretariat)

SUMMARY
This paper presents a consolidated version for the MAEP Board Terms of Reference
Action by the meeting is at paragraph 3.
REFERENCES
– MAEP SCM Report

1. INTRODUCTION

1.1 The meeting may wish to recall that the MID Region Air Traffic Management Enhancement Programme – Special Coordination Meeting (MAEP SCM) developed the initial draft Terms of Reference (ToR) for the MAEP Board in order to facilitate the discussions during the MAEP Board/1 meeting.

2. DISCUSSION

2.1 The meeting may wish to note that the ICAO MID Regional Office received inputs related to the MAEP Board TOR from Bahrain, Jordan, Sudan, UAE and the International Organizations (AACO, ACAC, CANSO and IATA). Accordingly, the Secretariat consolidated a Draft version of the MAEP Board TOR as at **Appendix A** to this working paper, for the review and update by the meeting, as deemed necessary.

3. ACTION BY THE MEETING

3.1 The meeting is invited to discuss, update as deemed necessary and endorse the MAEP TOR.

**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. Review 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 update 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. Establish, review, and propose when necessary, the target dates for the implementation of facilities, services and procedures to ensure the coordinated development of the ATM Systems in the MID Region.
8. Develop, review and amend as deemed necessary the Institutional Framework and Administrative Procedures Manual of the Project Management Office (PMO).
9. Monitor and review the activities and the work programme of the PMO in line with the approved implementation plans and ensure compliance with the project charter and take actions as appropriate.
10. Review, amend and approve the business plans submitted by the PMO 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 the MAEP Board shall:

1. 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 MAEP in coordination with ICAO.
2. 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 shall consist of High Level (Decision Makers) Members/Observers from MID States: (Regulators, ANSPs, ADs, and Military), AACO, ACAC, ACI, CANSO, IATA, Airbus, ATR, Boeing, Bombardier and Embraer. (TBD by the MAEP Board)

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

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