



International Civil Aviation Organization

MID Region ATM Enhancement Programme Steering Committee

First Meeting (MAEP SC/1)
(Dubai, UAE, 20 - 22 January 2015)

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

MAEP MEMORANDUM OF AGREEMENT

(Presented by the Secretariat)

SUMMARY

This paper presents a consolidated version of the Draft MAEP Memorandum of Agreement.

Action by the meeting is at paragraph 3.

REFERENCES

– MAEP Board/1 Report

1. INTRODUCTION

1.1 The MAEP Memorandum of Agreement (MOA) reflects the implementation of the DGCA-MID/2 Conclusions 2/4 related to the establishment of the MAEP Board. The MAEP MOA is the legal document that formalizes the commitment of the States, signatories of the MOA, to undertake support of the programme.

2. DISCUSSION

2.1 The meeting may wish to recall that the MAEP Board/1 meeting agreed to a draft MAEP Memorandum of Agreement (MOA), which includes the agreed Terms of Reference (TORs) of the MAEP Board and the MAEP Steering Committee (MAEP SC). The ICAO MID Regional Office circulated the Draft MAEP MOA through the State Letter Ref AN 6/31-14/202 dated 22 July 2014, requesting States to provide their comments related to the MAEP MOA before 30 September 2014.

2.2 In line with the above, the MAEP MOA was coordinated with the ICAO Legal and Technical Cooperation (TC) Bureaus for their inputs and comments.

2.3 The meeting may wish to note that the MAEP MOA at **Appendix A** was consolidated by the Secretariat based on the inputs received from States and ICAO Legal and TC Bureaus. The final version of the MAEP MOA would be presented to the States for signature during the DGCA-MID/3 meeting (Doha, Qatar, 27-29 April 2015).

3. ACTION BY THE MEETING

3.1 The meeting is invited to review, update as deemed necessary, and endorse the MAEP MOA at **Appendix A**.

APPENDIX A



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

**MEMORANDUM OF AGREEMENT
(MOA)**

**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 (TC) project.
4. The overall objective of MAEP, which is a regional platform that provides the basis for a collaborative approach towards planning and implementing air navigation 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 (MAEP SC) is established to act as an advisory body to the MAEP Board, guide MAEP's work and ensure that its objectives are accomplished in a

timely, effective and efficient manner. The MAEP SC Terms of Reference (TORs) are at **Attachment III**.

6. The MAEP Board, in which each Party 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 (MAEP SC).
7. The Board shall elect its chairperson from among the Parties.
8. The Board shall secure the commitment of the Parties 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 MAEP SC.
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. Hosting arrangements shall be subject to a written agreement with the relevant authorities of ICAO.
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 Parties
14. The funding of the projects/working packages shall be addressed by the Board on case-by-case basis; and ensured through contribution (cash or in-kind) by concerned States, stakeholders and sponsors/donors. Funds and activities concerning projects/working packages undertaken through ICAO TCB, as well as project documents with ICAO, shall be executed and administered according to applicable ICAO procedures, policies and practices.
15. The MAEP Board Chairperson is delegated the authority to sign with ICAO, on behalf of the Parties, the MAEP Legal, Administrative and Financial documentation.
16. Any State listed in **Attachment I** may join the MAEP by signing this Agreement. This Agreement shall come into effect on the date it has been signed by at least eight (08) States, States willing to join the Programme after it has entered into force shall submit a request to the MAEP Board through the Regional Director of the ICAO Middle East Office, for appropriate action.
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 Parties concerned.
19. Any Party wishing to withdraw from this Agreement shall notify in writing the MAEP Board through the Regional Director of the ICAO Middle East Office, 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, assets and the settlement of contractual obligations. Additional funds, if necessary, to cover the above mentioned expenditures shall be provided by the Parties.

20. 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

Regional Director, ICAO Middle East Office

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

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ATTACHMENT 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 MAEP Steering Committee (MAEP SC).
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 MAEP SC and ensure compliance with the project charter and take actions as appropriate.
10. Review, amend and approve the business plans submitted by the MAEP SC 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 Board Chairperson;
- c) MAEP SC Chairpersons; and
- d) 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 (MAEP SC)****TERMS OF REFERENCE****A) Purpose of the MAEP SC:**

The MAEP SC 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 MAEP SC 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 MAEP SC ensure harmonization and avoidance of duplication of efforts;
 - ii. the MAEP SC 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 MAEP SC is composed of:

- a) The MAEP SC 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 MAEP SC meetings are organised by the PMO. The PMO Manager will act as the Secretary of the MAEP SC meetings.*

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

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

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