



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organizacion
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدنى الدولى

国际民用
航空组织

File Ref.: AN 6/33.1 – 22/309

13 December 2022

**Subject: Third Meeting of the MID Region Flight Procedure Programme
Steering Committee (MID FPP SC/3)
(Virtual, 25 – 26 January 2023)**

Action Required Reply no later than 5 January 2023

Sir/Madam,

I have the honour to invite your Administration/Organization to participate in the Third meeting of the MID Region Flight Procedures Programme Steering Committee (MID FPP SC/3) that will be held virtually from **25 to 26 January 2023**.

I would like to highlight that one of the important objective for the MID FPP SC/3 meeting is the completion and the agreement on the Work Plan for Y2023 which, as noted during the MID FPP SC/2 meeting, should be customized to the needs of the member States. The meeting will address also the evolving needs of States in term of projects and training related to PBN and PANS-OPS.

The Provisional Agenda of the meeting is at **Attachment A**. Your comments on the Provisional Agenda, including any amendment you may wish to suggest, would be considered.

The Terms of Reference (ToR) of the MID FPP SC is at **Attachment B**.

This letter and all its relevant attachments will be posted on the ICAO MID website at <https://www.icao.int/mid/>, as they become available.

I would appreciate if you could, as soon as possible, preferably no later than **5 January 2023**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following email address (icaomid@icao.int) with a copy to (raissaoui@icao.int and sonitiu@icao.int). The exact timing and joining link will be shared with the confirmed participants in due course.

Accept, Sir/Madam, the assurances of my highest consideration.



for/
Mohamed Abubaker Farea
Regional Director
ICAO Middle East Office

Attachments

Ministry of Civil Aviation Complex
Cairo Airport Road
P.O. Box 85,
Airport Post Office
Cairo 11776 A.R.E

Tel: +2 (02) 22674840/1/5/6
Fax: +2 (02) 22674843

E-mail: icaomid@icao.int
<http://www.icao.int/mid>



International Civil Aviation Organization

MID Region Flight Procedure Programme Steering Committee

Third Meeting (MID FPP SC/3)
(Virtual, 25 - 26 January 2023)

PROVISIONAL AGENDA

- Agenda Item 1:** Adoption of the Provisional Agenda
- Agenda Item 2:** MID FPP Activity status report
- Agenda Item 3:** MID FPP Work Plan for the Year 2023
- Agenda Item 4:** Programme sustainability
- MID FPP budget and financial report Year 2022
 - MID FPP projected budget for Year 2023
 - MID FPP membership and sustainability
- Agenda Item 5:** Future Work Programme
- MID FPP Steering Committee Terms of Reference (ToR)
 - Dates and venue of MID FPP SC/4 meeting
- Agenda Item 6:** Any other Business
-

MID FPP STEERING COMMITTEE (MID FPP SC)

TERMS OF REFERENCE

A) Purpose of the MID FPP SC:

The MID FPP Steering Committee shall meet at least once a year at a venue and time agreed upon by the SC Members.

In order to meet its Terms of Reference, the MID FPP SC shall:

1. elect a Chairperson for a cycle of three years unless re-elected;
2. review regional objectives, plans and users' requirements;
3. monitor and evaluate the Programme activities since the previous meeting;
4. formulate policies and assign priorities for the activities of the MID FPP taking into account the requirements of this Institutional Framework, the provisions of the MID FPP Project Document (ProDoc) and the availability of funds;
5. review and approve the annual work plan and budget of the MID FPP; taking into account the Host State's and Participating States' in kind-contributions for offsetting their annual financial contribution to the Programme.
6. review plans submitted by the MID FPP Manager;
7. ensure that the business plans are in line with the MID Air Navigation Strategy;
8. oversee the activities of the MID FPP in line with the plans and approved budgets;
9. monitor the financial performance at project level in line with the approved budget;
10. monitor and follow-up the implementation of the MIDANPIRG Conclusions and Decisions related to the MID FPP;
11. follow up with the implementation of the agreed projects and provide regular progress report to the relevant MIDANPIRG subsidiary bodies;
12. coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies; and
13. review and update its terms of reference, as deemed necessary.

B) Composition:

The MID FPP SC is composed of:

1. MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives;
2. ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Director Air Navigation Bureau Section (ANB) or their representatives;
3. The MID FPP Chairperson and the MID FPP Manager, who will act also as the Secretary of the Steering Committee meetings;
4. The PBN SG Chairpersons;
5. Participating Partners (refer to para. 6.d below), who actively participate in the implementation of the Programme work plan.

6. The following may participate in the Steering Committee meetings as Observers:

- a) MID FPP Users States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;
- b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as “Partners” in the implementation of the Programme);
- c) Representatives from observers States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and
- d) Representatives from the following participating Partners:
AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA IFAIMA, and IFATCA.

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

Note 1: The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.

C) Working arrangements

- 3.1 The Chairperson, in close co-operation with the MID FPP Manager and the ICAO MID Office, shall make all necessary arrangements for the most efficient working arrangements of the MID FPP Steering Committee. Permanent contact shall be maintained between the Chairperson, Secretary, ICAO MID Office and Members of the Steering Committee to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
MID REGIONAL OFFICE**

THIRD MEETING OF THE MID REGION FLIGHT PROCEDURE PROGRAMME STEERING COMMITTEE

(MID FPP SC/3)

(Virtual, 25 – 26 January 2023)

NOMINATION FORM

PLEASE PRINT OR TYPE CLEARLY

Name in full: _____
Mr. / Mrs. / Ms. (as should appear in the official listing)

Title/Official Position: _____

State/Organization: _____

Telephone Number: _____

Mobile: _____

E-mail: _____

Date: Signature:

After completing, please send to: ICAO MID Office at the following e-mail address: (icaomid@icao.int) with copy to (raissaoui@icao.int and sonitiu@icao.int).

Note: Meeting material will be available at ICAO MID Regional Office Website.

- END -