



ICAO

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WORKING PAPER

RLA/09/801 SCM/5 — WP/04
06/05/16

**Fifth Steering Committee Meeting of the
Regional Technical Cooperation Project for the Caribbean Region (RLA/09/801 SCM/5)**
Nassau, Bahamas, afternoon of 11 May 2016

Agenda Item 1 Review of previous SCM Reports and Agreements

PROCEEDING ACTIONS AND AGREEMENTS OF THE STEERING COMMITTEE

(Presented by the Secretariat)

EXECUTIVE SUMMARY	
This working paper presents a review of the on-going actions and agreements adopted by the Project Steering Committee.	
Action:	The Suggested action is presented in paragraph 4.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Safety• Air Navigation Capacity and Efficiency• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• Fourth Project Steering Committee Meeting (SCM/4) Report , Kingston, Jamaica, 12 May 2015

1. Introduction

1.1 Since the last Project Steering Committee Meeting (SCM) in 2015, there have been numerous actions undertaken with respect to the completion of conclusions and decisions carried out by the SCM in preparation for the conclusion of Phase I of the Project (2012 to 2016) and advancing preparatory work for the implementation of Phase II activity (2016-2020).

1.2 The Secretariat would like to commend the work of the Project Evaluation Commission, who has assisted greatly in the analysis of Phase I, which has led to major improvements that will ensure project viability for the next four years.

2. Discussion

2.1 **Appendix** to this paper presents the status of all conclusions and decisions of the Project Steering Committee as of the conclusion of SCM/4 Meeting.

2.2 The Secretariat noted that one specific item, as stated in Conclusion RLA/09/801 SCM/4/ - *In-kind Contributions from Project Members*, requires discussion and clarification by the SCM/5:

CONCLUSION

RLA/09/801 SCM/4/4

IN-KIND CONTRIBUTIONS FROM PROJECT MEMBERS

That in order to register the in-kind support provided by the Project Members:

- a) *the Project Coordinator propose a generic uniform cost to determine Subject Matter Expert (SME) salary contributions by the next SCM Meeting/Teleconference; and*
- b) *Project Members provide the estimated cost of their in-kind support to the ICAO NACC Regional Office for their register by next SCM Meeting.*

3. Suggested Action

3.1 The Meeting is invited to:

- a) review the follow-up of each action or agreement of the Steering Committee (see Appendix);
- b) discuss the specific item as mentioned in paragraph 2.2; and
- c) take any other action, as deemed necessary.

STATUS AND FOLLOW-UP OF CONCLUSIONS (C) AND DECISIONS (D) OF THE “FOURTH STEERING COMMITTEE MEETING OF THE REGIONAL TECHNICAL COOPERATION PROJECT FOR THE CARIBBEAN REGION (RLA/09/801 SCM/4)” OUTSTANDING AFTER THE PREVIOUS MEETING

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
C - 4/1	IMPLEMENTATION OF PREVIOUS ACTIONS OF THE PROJECT STEERING COMMITTEE MEETINGS	<p>That in order to complete and improve the management of the project making it a more efficient task:</p> <p>a) the Project Coordinator:</p> <p>i. coordinate the update the Project Steering Committee Terms of Reference (ToRs);</p> <p>ii. coordinate the review and update the Project Document (PRODOC);</p> <p>iii. amend the corresponding Project documentation to reflect the term “Project RLA/09/801 Technical Assistance Missions” denoting it as “RLA/09/801 TEAM;”</p> <p>iv. review and update the current fellowship procedure to include the agreement on “the flexibility to have each member using the assigned fellowships to selected events, based on the individual priorities of each member State without reducing the number of events included in the plan, nor increasing the budget;”</p> <p>b) Project Members send the ICAO NACC Regional Office their updated focal points-of-contact information by 30 June 2015; and</p> <p>c) Project Coordinator report results of actions on items a) and b) by next SCM Meeting/Teleconference on 19 June 2015.</p>	<p>a) All actions taken and incorporated into Prodoc Phase II</p> <p>c) Reported at SCM telecon</p>	Project Coordinator	<p>Complete Prodoc</p> <p>Complete Prodoc</p>	Jan 2016	a, b and c) Completed
D - 4/2	APPROVAL OF PROJECT ACTIVITIES FOR REMAINING 2015	In order to continue the execution of the CAR Project activities, the SCM approves the execution of activities for the remaining months of 2015, as presented in Appendix C of this report.	2015 Project Completed			Dec 2015	Completed
C - 4/3	TECHNICAL ASSISTANCE MISSIONS AND FELLOWSHIPS	That in order to enhance the project supporting activities, the Project Members request in a timely manner the Technical Assistance Mission (RLA/09/801 TEAM) for the implementation of any of the technical issues or goals related with the RPBANIP and the Port-of-Spain Declaration as well as the application of the Project fellowships to ensure the participation of their Administrations in the key air navigation implementation matters.	RLA/09/801 Team visits continue in calendar year 2016	Project Coordinator		Dec 2016	On-going

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
C - 4/4	IN-KIND CONTRIBUTIONS FROM PROJECT MEMBERS	That in order to register the in-kind support provided by the Project Members: a) the Project Coordinator propose a generic uniform cost to determine Subject Matter Expert (SME) salary contributions by the next SCM Meeting/Teleconference; and b) Project Members provide the estimated cost of their in-kind support to the ICAO NACC Regional Office for their register by next SCM Meeting.	a and b): To be discussed	SCM			Valid
D - 4/5	PENDING CONTRIBUTIONS FROM PROJECT MEMBERS	Based on the 2015 financial project status, Project Members who have pending contributions deposit their corresponding contributions by September 2015.	On-going	SCM / States			Valid
D - 4/6	PROJECT CONTRIBUTION FOR 2016	That in order to continue with the execution of the 2015-2016 Project Activities Plan, the Project members deposit the contribution of USD\$25,000 to the Project by 31 January 2016.	On-going	SCM / States			Valid
D - 4/7	IMPROVEMENTS ON THE APPROVAL PROCESS OF THE PROJECT PLAN OF ACTIVITIES	That, in order to improve the current approval procedure of the Project Plan of Activities, the Project Coordinator update the corresponding Project procedures to ensure that the Project teleconference minutes and agreements be circulated using the Fast-Track methodology through an ICAO NACC Regional Office State Letter.	Updated per Phase II Prodoc	Project Coordinator			Completed
D - 4/8	TRANSLATION AND INTERPRETATION COSTS	That Project funds not be used to cover translation and simultaneous interpretation costs.	Completed				Completed
D - 4/9	CAR RLA/09/801 PROJECT EXTENSION	That in order to continue the implementation support and benefits of the CAR RLA/09/801 Project: a) Project Members extend the implementation period for four more years as of 13 July 2016; and b) ICAO NACC Regional Office conduct the necessary actions for this extension.	Completed				Completed

C/D No.	Title of Conclusion/Decision	Text of Conclusion/Decision	Follow-up and Remarks	Responsibility	Deliverable	Target Completion Date	Status (Valid, Completed, Superseded)
D - 4/10	PROJECT EVALUATION COMMISSION AND SCM FOLLOW-UP TELECONFERENCE	<p>That in order to conduct an evaluation of the Project, as well as to ensure greater accountability for the effective use of the resources and provide a more measurable result-oriented assistance, the Project Evaluation Commission of Project RLA/09/801 (composed by Cuba, Curaçao, Dominican Republic, United States, the ICAO NACC Regional Office and the ICAO Technical Cooperation Bureau):</p> <p>a) inform the ICAO NACC Regional Office of their designated representative who will be part of this Commission by 22 May 2015;</p> <p>b) provide the following deliverables by 21 August 2015:</p> <ul style="list-style-type: none"> i. update the CAR RLA/09/801 Project PRODOC; ii. assess the proposed 2016 activities (Appendix D); iii. evaluate the project management and activities to determine benefits and effective impact in streamlining States implementation; iv. propose improvements and new activities to support implementation; v. identify a monitoring method and continuous evaluation of the Project; <p>c) use mainly electronic means led by the Project Coordinator ad interim and convene a final face-to-face meeting from 18 to 21 August 2015; and</p> <p>d) conduct together with the Project Members a follow-up teleconference to make the necessary agreements and decisions regarding 2016 activities, the signature of new PRODOC, Project management improvements and carry out performance target measuring based on the Commission results no later than 15 September 2015.</p>	All actions by Evaluation Commission Completed per Prodoc Phase II				Completed

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