



# ICAO

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North American, Central American and Caribbean Office

WORKING PAPER

NACC/WG/5 — WP/29  
27/04/17

**Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5)**  
Port of Spain, Trinidad and Tobago, 22-26 May 2017

**Agenda Item 4                      Regional Cooperation and Training Matters to Support Implementation**  
**4.1                      Review of Regional Project: RLA/09/801 Multi Regional Civil Aviation Assistance Programme (MCAAP)**

**PROGRESS REPORT AND FUTURE ACTIVITIES PROPOSED FOR THE TECHNICAL COOPERATION REGIONAL PROJECT– MULTI-REGIONAL CIVIL AVIATION ASSISTANCE PROGRAMME (MCAAP) (RLA/09/801)**

(Presented by the Secretariat)

<b>EXECUTIVE SUMMARY</b>	
<p>This working paper presents implementation progress of the ICAO Technical Cooperation Project– Multi-Regional Civil Aviation Assistance Programme (MCAAP) (RLA/09/801) and it invites the Meeting to discuss and initiate possible Project proposals for the 2018-2020 RLA/09/801 MCAAP Project Calendar of Events.</p>	
<b>Action:</b>	Action is presented in paragraph 4.
<i>Strategic Objectives:</i>	<ul style="list-style-type: none"><li>• Safety</li><li>• Air Navigation Capacity and Efficiency</li><li>• Security &amp; Facilitation</li><li>• Economic Development of Air Transport</li><li>• Environmental Protection</li></ul>
<i>References:</i>	<ul style="list-style-type: none"><li>• Fifth Teleconference of the Steering Committee for Project RLA/09/801, 28 January 2016</li><li>• Fifth Project Steering Committee Meeting (RLA/09/801 SCM/5) Report, Nassau, Bahamas, 11 May 2016</li><li>• Second Meeting of the RLA/09/801 MCAAP Project Evaluation Commission (PEC) (RLA/09/801 PEC/2), Washington, D.C., United States, 22 to 24 August 2016</li></ul>

## 1. Introduction

1.1 During the Fifth Steering Committee Meeting (RLA/09/801 SCM/5) held in Nassau, Bahamas on 11 May, 2016, the members approved to expand the Project to create the Multi Regional Civil Aviation Assistance Program (MCAAP).

1.2 Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) and OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines) remain members of the Project. United States continues to participate in the Project by providing in-kind support.

1.3 The expansion allows for project development to touch all ICAO Annexes as well as further support the activities of the ICAO NACC No Country Left Behind (NCLB) Strategy.

1.4 This RLA/09/801 MCAAP Project is also an effective tool to assist Member States in the effective implementation of ICAO Standards and Recommended Practices, and to streamline aviation safety and air navigation implementation matters consistent with global air navigation and aviation safety plans and regional performance targets for air navigation and aviation safety.

1.5 The Fifth SCM Teleconference additionally agreed to permanently establish the Project Evaluation Commission (PEC), consisting of members from Cuba, Curacao, Dominican Republic, United States, the ICAO NACC Regional Office, and the ICAO Technical Cooperation Bureau. Their mandate was to update the RLA/09/801 Project Document (PRODOC) as necessary, evaluate all project management activity, and propose improvements and new activities to support implementation. The SCM further authorized the PEC to develop a Project Manual of Operation through the following Decision:

### **DECISION**

#### **RLA/09/801 SCM/5/1: RLA/09/801 PROJECT MANUAL OF OPERATIONS**

*That the Project Evaluation Commission develop and establish a Project Manual of Operations. This activity will begin in June, 2016 and conclude by 31 December 2016.*

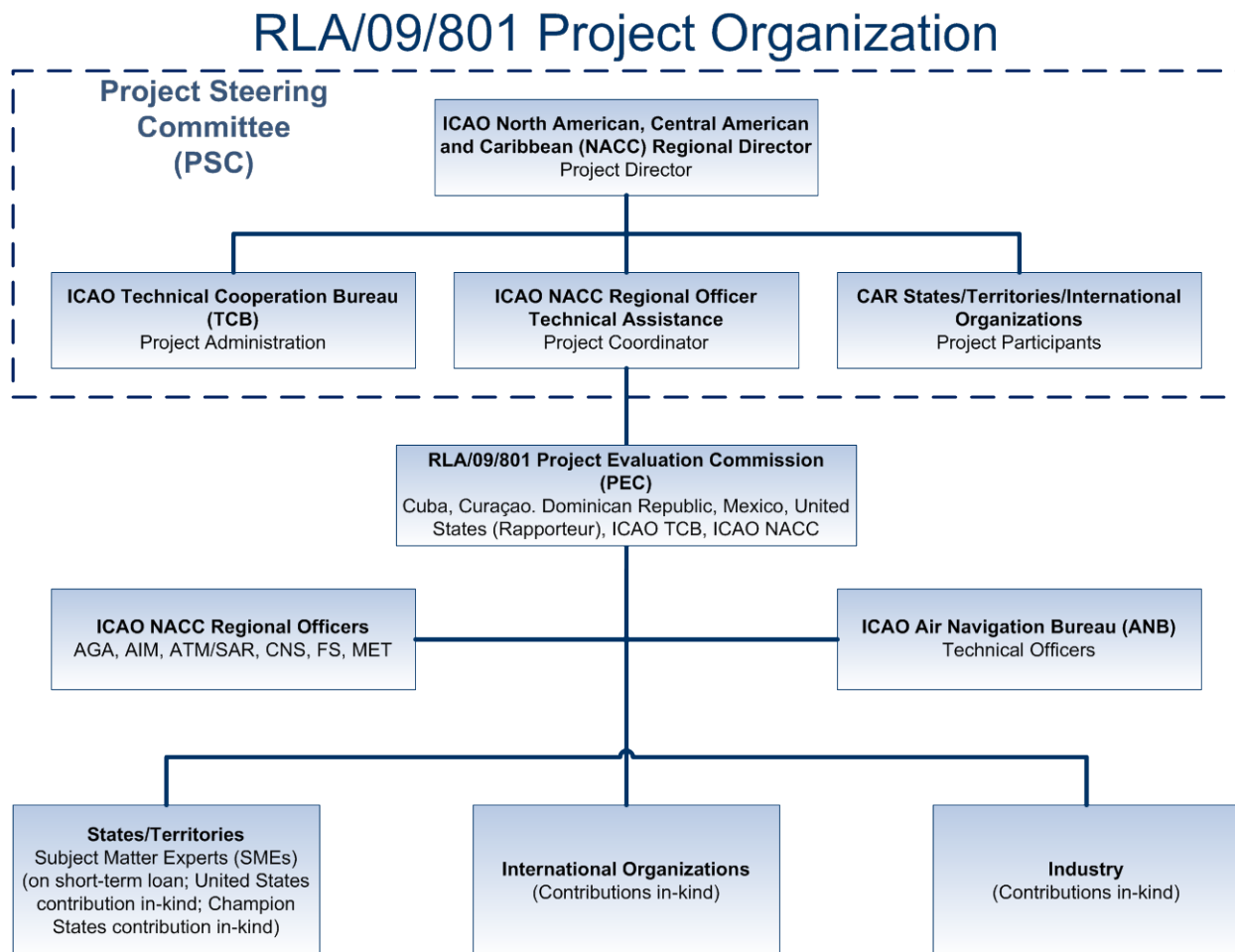
1.6 The RLA/09/801 MCAAP Secretariat together with the Rapporteur of the Project Evaluation Commission (PEC) convened the Second Meeting of the RLA/09/801 MCAAP Project Evaluation Commission (RLA/09/801 PEC/2), which was held in Washington, D.C., United States, from 22 to 24 August 2016. As per the abovementioned Decision, the PEC developed the RLA/09/801 MCAAP Procedural Handbook which was approved by Project Member States through State Letter Ref. NT-NS2-35 — E.OSG - NACC64680, dated 23 February 2017.

1.7 The main changes to Project RLA/09/801 MCAAP are now contained in the approved Procedural Handbook (**Appendix A** to this paper) and are explained in the following paragraphs.

1.7.1 From January 2017, the Steering Committee Meeting (SCM) was renamed and shall now be referred to as the RLA/09/801 MCAAP Project Steering Committee (PSC).

*Definition of Roles and Functions*

1.7.2 Section 5 defines and explains the roles and functions of the Project Organizational Chart:



- RLA/09/801 MCAAP Project Director
- RLA/09/801 MCAAP Secretariat
- RLA/09/801 MCAAP Member States
- RLA/09/801 MCAAP Project Steering Committee (PSC)
- RLA/09/801 MCAAP Project Evaluation Commission (PEC)
- RLA/09/801 MCAAP PEC Rapporteur
- RLA/09/801 MCAAP Administrator

1.7.3 Section 6 defines the Fast-Track Procedure for approvals within the RLA/09/801 MCAAC Project.

1.7.4 Section 7 details the RLA/09/801 MCAAP Meetings and Channels of Communications, which includes the procedures for the following meetings:

- RLA/09/801 MCAAP Project Steering Committee (PSC) Meetings
- RLA/09/801 MCAAP Project Evaluation Commission (PEC) Meetings
- RLA/09/801 MCAAP Project Steering Committee Teleconferences

1.7.5 Section 8 explains the process for the RLA/09/801 MCAAP Work Plan Development.

1.7.6 Section 9 details the Donors and Financial sources for the RLA/09/801 MCAAP. It is important to note that the contribution for this Project is now annual as per paragraph 9.1 in this Section.

1.7.7 Section 10 details the types of available Fellowships; the eligibility, allocation, funding, deadlines and administrative procedure for application.

1.7.8 Section 11 contains the Travel Assistance for Project Members, including deadlines.

1.7.9 Section 12 details the process to initiate a RLA/09/801 MCAAP Technical Assistance Mission (RLA/09/801 MCAAP TEAM)

## 2. Discussion

### *Completed activities supported by the Project*

2.1 **Appendix B** reflects the completed Project activities as of the date of this Meeting. 70 events (meetings, workshops, seminars, technical assistance missions, etc.) have been completed since the beginning of the project in 2011, with air navigation matters taking over 84% (59) of the overall projects. The Secretariat, with the assistance of the Project Evaluation Commission, observed that while the project deliverables met the needs of the project as written, the first phase activity fell short of the intended deliverables such as airspace concept formulation, national action plans, conducting gap analysis, and completion of safety assessments. Further, there appears to have been little effect in terms of strategic operational improvements (safety and efficiency of the en-route and terminal airspace).

2.2 To mitigate these issues, the Evaluation Commission, with concurrence of the Fifth SCM teleconference, concluded that the second phase of the Project will include and emphasize ICAO and the NACC Regional Office strategic objectives, to include:

- Increasing Effective Implementation (EI)
- Aerodrome Certification
- Harmonize projects with global and regional air navigation and safety targets
- Resolution of Significant Safety Concerns (SSC)
- Mitigation of safety/security deficiencies through audits
- Capacity building of Civil Aviation Authorities (CAAs)

2.3 To align projects with specific programme activity, the Evaluation Commission, with the approval of the Fifth SCM teleconference, approved the realignment of projects as reflected in the 2016 Calendar of Events:

1. Implement a PBN Airspace Concept for the CAR Region
2. Enhance the Transition to Aeronautical Information Management (AIM)
3. Implementation of Regional Air Traffic Flow Management (ATFM)
4. Aeronautical Meteorology (MET)
5. Implementation of Flexible Use of Airspace (FUA); ATS Contingency and Emergency Response Planning; Improvement of Search and Rescue System
6. Enhance ATS situational awareness and improve efficiency of ATS Unit(s) Operations
7. Enhance Capacity and Efficiency of Aerodrome Operations
8. Improve Regional Safety
9. Enhance Regional ANS and Safety Performance Planning
10. Enhance Aviation Security and Facilitation

*Future activities for the Project*

2.4 In January 2017, the RLA/09/801 MCAAP Secretariat submitted Revision “C” of the RLA/09/801 Project Document to ICAO Headquarters for approval. This document allowed for the expansion of the MCAAP in the following manner:

- Accept funding from Third Party sources
- Hire consultants for technical assistance and support RLA/09/801 MCAAP Project Member States
- Expand RLA/09/801 MCAAP activity to include all ICAO Annexes
- Expanded travel assistance for Project Member States
- Develop and include a RLA/09/801 MCAAP Project Procedural Handbook
- Update the Project Budget

2.5 **Appendix C** reflects the 2017 Activities that are still pending to be carried out, as approved by the PSC (former SCM), with amendments as requested by member States. The Activities Calendar also reflects fellowship status, projected costs, intended deliverable and PSC approval status.

2.6 As discussed and approved by the PSC, the Third Meeting of the RLA/09/801 MCAAP Project Evaluation Commission (RLA/09/801 PEC/3) will convene a teleconference in July 2017 to begin work on the 2018 Project Calendar of Events. The PEC will work to complete its activities no later than 30 August 2017, for approval by the Sixth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/6) to be held in Washington, D.C., United States, in September 2017. In order for the PEC to complete its work, Member States are requested to provide proposed project inputs to the NACC Regional Office no later than **15 July 2017**. Projects received after that date will receive a lower priority or be tabled to the following year.

### 3. Suggested Action

3.1 The Meeting is invited to:

- a) take note of the roles, responsibilities and established procedures contained in the RLA/09/801 MCAAP Project Procedural Handbook (Appendix A);
- b) take note of the activities finalized by the Project (Appendix B);
- c) take note of Appendix C to apply for fellowships offered for the remaining 2017 events;
- d) provide project inputs no later than **15 July 2017** as mentioned in paragraph 2.6;
- e) suggest improvements to the Project and submit for evaluation and approval by the PSC; and
- f) take any other action that the meeting deems appropriate.

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**ICAO**

International Civil Aviation Organization  
North American, Central American and Caribbean Office

**RLA/09/801**

**Multi-Regional Civil Aviation Assistance  
Programme**

**MCAAP**

**Procedural Handbook**





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## **1. Mission**

1.1 To assist Project member States/Territories in the NAM/CAR Regions in the effective implementation of ICAO Standards and Recommended Practices (SARPs), safety improvements and performance-based air navigation services/systems; in order to achieve a safe, efficient and sustainable aviation system in harmonization with the Global Air Navigation Plan (GANP), Global Aviation Safety Plan (GASP), CAR/SAM Regional Air Navigation Plan and regional performance targets for air navigation and aviation safety; and in support of the ICAO No Country Left Behind (NCLB) initiative and this multiregional assistance programme.

## **2. Background**

2.1 In order to support States in the NAM/CAR Regions with national level implementation of future systems and services in accordance with the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP), and in order to continue the implementation support and benefits of the CAR RLA/09/801 Project, the Fourth Steering Committee Meeting (RLA/09/801 SCM/4) adopted Decision RLA/09/801 SCM/4/9 – CAR RLA/09/801 Project Extension:

### ***DECISION***

#### ***RLA/09/801 SCM/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.*

2.2 RLA/09/801 SCM/4 also agreed to establish a Project Evaluation Commission, consisting of members from Cuba, Curacao, Dominican Republic, United States, the ICAO NACC Regional Office, and the ICAO Technical Cooperation Bureau. Their mandate was to update the RLA/09/801 Project Document (PRODOC), evaluate project management activity, and propose improvements and new activities to support implementation.

2.3 This Project, as modified by the Project Evaluation Commission, and approved by the Fifth SCM teleconference, is a tool to assist Member States in the effective implementation of ICAO SARPs, and to streamline aviation safety and air navigation implementation matters consistent with global air navigation, aviation safety plans and regional performance targets for air navigation and aviation safety.

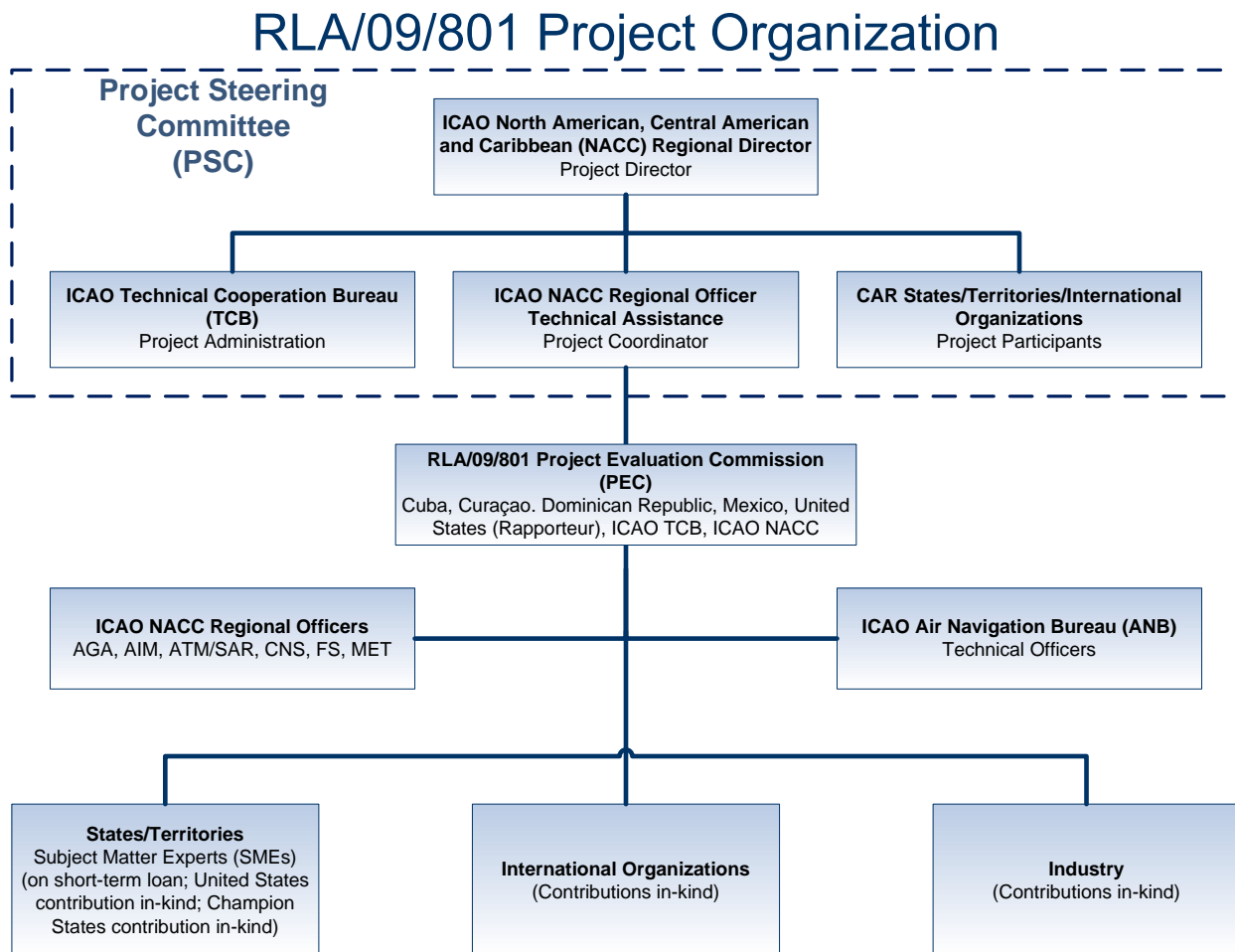
2.4 The Phase II RLA/09/801-B – MCAAP Project Document (PRODOC) was signed during the Fifth Steering Committee Meeting of the Regional Technical Cooperation Project for the Caribbean Region – (RLA/09/801 SCM/5) on 11 May 2016 in Nassau, Bahamas, which was held in conjunction with the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/6) also held in the same venue from 10 to 12 May 2016.

### 3. RLA/09/801 MCAAP Project Member States

3.1 Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).

3.2 With the increased effectiveness and efficiency of this Project, regional aviation safety and security issues will improve and participants will benefit as a result of the RLA/09/801 MCAAP Project expansion.

### 4. RLA/09/801 MCAAP Organizational Chart and Secretariat



4.1 The ICAO NACC Regional Director serves as the Project Director of RLA/09/801 MCAAP. The Coordinator (Secretariat) is the ICAO NACC Regional Officer, Technical Assistance (RO/TA) with the support of the Technical Cooperation Associate. The administration is handled by the ICAO Technical Cooperation Bureau (TCB), Field Operations, Americas Office (FOS). The 20 CAR States participating in the RLA/09/801 MCAAP Project (paragraph 3.1 refers) are the beneficiaries of the activities undertaken by the Project through the 11 members who are signatories of the Project. United States participates in the Project by providing in-kind support; however, it is not a recipient of fellowships offered by the Project.

4.2 All parties mentioned in paragraph 4.1 are members of the RLA/09/801 MCAAP Project Steering Committee (PSC) [formerly known as SCM]. To facilitate the work of the PSC, Directors of Civil Aviation are urged to designate a national RLA/09/801 MCAAP focal point to represent their interests at PSC teleconferences for routine working level issues.

## **5. RLA/09/801 MCAAP Project Roles and Responsibilities**

### *RLA/09/801 MCAAP Project Director*

5.1 The RLA/09/801 MCAAP Project Director will ensure that all aspects of the Project are implemented in accordance with the mission statement mentioned in paragraph 1.1 above.

### *RLA/09/801 MCAAP Secretariat*

5.2 The RLA/09/801 MCAAP Secretariat supports the RLA/09/801 MCAAP by providing administrative, coordination and technical support to the RLA/09/801 MCAAP members, as required.

5.3 The RLA/09/801 MCAAP Secretariat functions are the following:

1. manage the RLA/09/801 MCAAP work programme and associated activities;
2. administer budget execution/allocation for PSC approval;
3. administer fellowship process;
4. administer RLA/09/801 MCAAP TEAM missions by assigning Subject Matter Experts (SMEs) in coordination with the ICAO NACC Regional Officers;
5. develop meeting agendas proposals in coordination with the RLA/09/801 MCAAP PSC and PEC;
6. the Project Coordinator will chair PSC meetings on behalf of the Project Director;
7. prepare PSC and PEC meeting agendas, documentation and summaries of discussion;
8. monitor action items and report annual status to the RLA/09/801 MCAAP PSC;
9. maintain communication with the RLA/09/801 MCAAP members;

10. identify required administrative support; and
11. control and administer the RLA/09/801 MCAAP website.

5.3.1 In addition to the functions above, the RLA/09/801 MCAAP Project Coordinator will differ to the RLA/09/801 MCAAP Project Director for the following:

1. approvals for the use of consultants as described in paragraph 9.4;
2. approvals of additional RLA/09/801 MCAAP work programme events after the initial approval by the PSC; and
3. approvals for attendance of Regional Officers, SMEs and ICAO Secretariat staff at work programme events.

5.3.2 Once approved by the RLA/09/801 Project Director, the RLA/09/801 MCAAP Project Coordinator will request the approval by the PSC using the fast-track procedure (paragraph 6 refers).

*RLA/09/801 MCAAP Member States*

5.4 The responsibilities of the RLA/09/801 MCAAP Member States are the following:

1. deposit the Project contributions established by the PSC within set deadlines; and
2. provide act as advisors to the ICAO NACC Regional Office for the preparation of the event calendar.

*RLA/09/801 MCAAP Project Steering Committee (PSC)*

5.5 The responsibilities of the PSC are the following:

1. approve the Project Document (PRODOC) and any revisions made by the PEC prior to its official submission to the ICAO Technical Cooperation Bureau (TCB) Project Development Unit (PDU);
2. approve the RLA/09/801 MCAAP work programme and associated activities; and
3. oversee the management of the project and budget.



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*RLA/09/801 MCAAP Project Evaluation Commission (PEC)*

5.6 The RLA/09/801 MCAAP PEC will be responsible for:

1. on a continual basis, evaluating Project management and associated activities to determine benefits and effective impact in streamlining States Effective implementation (EI);
2. proposing improvements and new activities to support implementation;
3. annually assess and propose new activities for the Project;
4. proposing updates and amendments to the RLA/09/801 MCAAP Project PRODOC; and
5. identifying and monitoring methods for continuous improvement of the Project.

*RLA/09/801 MCAAP PEC Rapporteur*

5.7 The RLA/09/801 MCAAP PEC Rapporteur is a member of the PSC. The PSC members shall propose their respective representative as Rapporteur for ratification by the RLA/09/801 MCAAP membership. In order to preserve institutional memory, the election of the Rapporteur shall not occur in the same calendar year. The PEC Rapporteur will serve for a period of three years and may be re-elected, but may not serve for more than two consecutive terms.

5.8 The PEC Rapporteur, in coordination with the Project Secretariat, performs functions as follows:

1. call meetings of the PEC;
2. chair the RLA/09/801 MCAAP PEC meetings;
3. keep focus on high priority Project activities;
4. provide leadership on developing activities for project implementation;
5. promote consensus among the RLA/09/801 MCAAP PEC members;
6. coordinate RLA/09/801 MCAAP activities closely with the RLA/09/801 MCAAP Secretariat; and
7. promote RLA/09/801 MCAAP Project and lobby for contributors.

*RLA/09/801 MCAAP Administrator*

5.9 The RLA/09/801 MCAAP Administrator (TCB) is tasked to oversee this TC project and its implementation in the following manner:

1. review and approve changes and amendments to RLA/09/801 MCAAP PRODOC;
2. coordinate with the ICAO Legal Bureau on any matters associated with the implementation of the Project, as needed;
3. obtain the approval and signature of the ICAO Secretary General for any changes and amendments to the PRODOC;

4. provide the Regional Office with Project Financial Statements as appropriate;
5. coordinate with the Regional Office for the approval of Regional Officers and SMEs travel in support of Project activities;
6. certify funds for Project fellowships; and
7. on any other issues regarding implementation of RLA/09/801 MCAAP refer to Part 5 – *Technical Cooperation and Technical Assistance* of the *ICAO Regional Office Manual*.

## **6. RLA/09/801 MCAAP Fast-Track Procedure**

6.1 To enable greater efficiency for the work of the RLA/09/801 MCAAP Project, additional events, SMEs, fellowships or activities can be approved through the Fast-Track Procedure using electronic mail. Unless the RLA/09/801 MCAAP Secretariat considers it otherwise, in case there are no responses from members, it will be presumed that there is no objection to the proposals sent through the Fast-Track Procedure and, consequently, they will be processed accordingly.

## **7. RLA/09/801 MCAAP Meetings and Channels of Communications**

7.1 RLA/09/801 MCAAP will ordinarily hold meetings with different scope and schedule, as follows:

### *Project Steering Committee (PSC) Meetings*

- i. Plenary meetings shall convene once every year, on the second day of the Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA). RLA/09/801 MCAAP PSC Plenary meetings shall be bilingual (English and Spanish) with simultaneous interpretation services and documentation provided as needed, in both languages. To enable membership participation, Project funds will cover the following expenses:
  - a. One-day fellowship for the RLA/09/801 MCAAP PSC Focal Points; and
  - b. Travel expenses for the RLA/09/801 MCAAP Secretariat.
- ii. The RLA/09/801 Secretariat shall notify all members of the time and place of PSC meetings with at least 90 days prior notice of such meeting.

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*Project Evaluation Commission (PEC) Meetings*

- iii. Plenary meetings shall convene once every year using a rotational scheme that alternates between the ICAO NACC Regional Office and the facilities of PEC members, for a duration of no more than three days. RLA/09/801 MCAAP PEC Plenary meetings and documentation shall be in English, with the Summary of Discussions in both languages (English and Spanish). For the convening of this meeting, Project funds will cover the following expenses
  - a. fellowship for the RLA/09/801 MCAAP PEC Focal Points for the duration of the meeting; and
  - b. travel expenses for the RLA/09/801 MCAAP Secretariat.
- iv. The RLA/09/801 Secretariat shall notify all members of the time and place of PEC meetings with at least 90 days prior notice of such meeting.

*Project Steering Committee Teleconferences*

- v. PSC Teleconferences will be held whenever the RLA/09/801 MCAAP Coordinator deems it appropriate to inform members of additional activity, financial issues, or other significant matters that require the attention of the PSC.

*7.2 RLA/09/801 MCAAP Secretariat support of PSC and PEC Meetings*

7.2.1 Documentation should be sent electronically 45 days before the meeting to permit timely processing in both English and Spanish. All documentation should be submitted 21 days before the meeting, at the latest, for proper publishing and distribution. It should be noted that those papers received after this 21-day period may not be accepted by the Secretariat; however, they may be presented as information papers. All Meeting documentation will be available on the web at least 15 days prior to meetings.

7.2.2 The Summary of Discussions will be completed by the Secretary and approved by the Director for transmission within two weeks after the end of the meeting.

*7.3 Languages*

7.3.1 RLA/09/801 MCAAP Project funds will not be used to cover translation and/or simultaneous interpretation services for any of the events related to the RLA/09/801 MCAAP Project.

## **8. RLA/09/801 MCAAP Work Plan Development**

8.1 The identification of RLA/09/801 MCAAP Project activities is initiated by events published by the ICAO NACC Regional Office with the recommendations of the ICAO NACC Regional Officers, who have a close knowledge of States' needs, and considering the NACC NCLB Regional Strategy, as well as specific State Action Plans.

8.2 Input to the ICAO NACC Regional Office calendar comes from the following sources:

- Air Navigation Bureau
  - Coordination with Air Navigation Capacity and Efficiency Section
  - Coordination with Aviation Safety Section
  - Coordination with Monitoring & Oversight Section
  - Special Implementation Projects (SIPs)
- Air Transport Bureau
  - Coordination with Implementation Support and Development Section – Security, ICAO SAM Regional Office and the Latin America Civil Aviation Commission (LACAC)
- Technical Cooperation Bureau
  - Coordination with Field Operations – Americas
- Coordination with the ICAO SAM Regional Office
- Coordination with the Global Aviation Training Office (GAT)
- Annual events held by the ICAO NACC Regional Office on a regular basis, such as DCA meetings, working groups, technical management groups, etc.
- Events coordinated by Regional Officers – includes events co-sponsored with other States or other entities

8.3 States/Territories are encouraged to make recommendations to the calendar considering their needs and these should be sent to the ICAO NACC Regional Director by the end of April of each year and, at his/her discretion, may be included in the ICAO NACC Office calendar. However, due to budget constraints, these events may require host country funding for venue, interpretation costs, and ICAO Secretariat support. If included in the calendar, the RLA/09/801 MCAAP Project will then decide to incorporate these events into its work programme and allocate funding for fellowships.

### *8.4 Work Programme Approval Process*

8.4.1 The ICAO NACC Regional Office will send the Draft Calendar of Events by the end of July of each year, for review and comments by States. The RLA/09/801 MCAAP PEC will then review the calendar and recommend specific activities eligible for fellowships.

8.4.2 At their discretion, the RLA/09/801 MCAAP PEC may add other activities such as RLA/09/801 Technical Assistance Missions (RLA/09/801 TEAMS) to the Project work programme that are aligned with Project objectives, or specific State requests, as well as Regional Officer recommendation using the following criteria:

- increase the Effective Implementation (EI) rate of targeted States;
- ensure States meet ICAO SARPs;
- projects that address deficiencies as noted through audits;
- targeted programmes that lead to increased Safety (such as Runway Safety, Airport Certification, Security programmes, etc.);
- needed training (Performance-Based Navigation [PBN] implementation, State Safety Programme [SSP], Safety Inspector, etc.);
- environmental Programmes;
- NCLB Multidisciplinary Teams identified by the NCLB Team Lead;
- partnership programmes with other Civil Aviation Authority (CAAs) or Regional Safety Oversight Organizations (RSOOs); and
- project management training for States.

8.4.3 After the review of the work programme by the RLA/09/801 MCAAP PEC, the recommendations will be forwarded for the approval of the RLA/09/801 MCAAP PSC.

8.5 Once the ICAO NACC Regional Office calendar has been approved, all meetings, workshops, courses or seminars are always subject to the confirmation of the following:

- a) registered participation of at least 5 States/Territories/International Organizations; and
- b) in order for an event to be considered for interpretation services, a minimum registration of at least 3 States of the same language at least one month prior to the beginning of the event is required.

## **9. Donors and Financial Sources**

9.1 The annual financial contribution of USD25,000 for all RLA/09/801 MCAAP Project Members is due on 31 January of each calendar year. The Project Steering Committee Members, during their annual meeting, may define the amounts of the annual financial contribution per State in subsequent years of the project, taking into account an equitable mechanism, based on the principle of cost recovery for the States, Territories, international organizations and other entities.

9.2 Other entities (such as non-governmental organizations, foreign assistance agencies, transportation industry stakeholders, international development banks and other related financial institutions, regional organizations, private parties, foundations and other donors with interests in aviation related development activities in the NAM/CAR Regions) may provide financial resources to RLA/09/801 MCAAP.

9.3 Financial resources in support of RLA/09/801 MCAAP Project activities should be made in U.S. dollars and deposited in ICAO's bank account as follows:

Pay to:	//CC000305101 Royal Bank of Canada Ste. Catherine and Stanley Branch 1140 Ste. Catherine Street West Montreal, Quebec Canada H3B 1H7
For credit to:	05101 404 6 892 Project RLA/09/801 ICAO Pool Account
Swift code:	ROYCCAT2

9.3 Under the applicable terms of the Management Service Agreement (MSA) between ICAO and the RLA/09/801 MCAAP Member States, the funds and activities under this MSA shall be administered according to applicable ICAO regulations, rules, directives, procedures and practices.

#### 9.4 *Use of Consultants*

9.4.1 The RLA/09/801 MCAAP Project envisions the use of outside (long term) consultants from time to time to support specific Projects within a member State, as necessary. The RLA/09/801 MCAAP Project Coordinator will work with the State, the Regional Officer and the Technical Cooperation Bureau to provide international/national professionals in the following specialties:

- Airworthiness
- Aircraft operations
- Personnel licensing
- Aerodromes
- Air navigation services
- Aviation accident and incident investigation
- Aviation Security
- Development of standards and procedures
- Others

9.4.2 In these circumstances, additional funding will be required. The RLA/09/801 MCAAP Secretariat will prepare the necessary documentation for the approval of the RLA/09/801 MCAAP Project Director and submission to the ICAO Technical Cooperation Bureau.

#### 9.5 *In-Kind Contributions*

9.5.1 Understanding that in-kind support provides significant impact to the Project outcomes, the RLA/09/801 MCAAP utilises the support of in-kind support by States and other entities. To ensure clarity on how to quantify the technical expertise provided by donors, the Cost tables used by the ICAO Technical Cooperation Bureau will be the standard to calculate the contributions relating to SME and other personnel costs (**Appendix A** refers). **PENDING TO BE DELIVERED BY TCB.**

### **10. Fellowships**

#### 10.1 *Types of Fellowships for RLA/09/801 MCAAP*

10.1.1 The PSC and the RLA/09/801 MCAAP Secretariat will coordinate and decide on the number of fellowships or eligible events offering fellowships. All RLA/09/801 MCAAP Project Members are entitled to one fellowship per event included in the annual work programme approved by the PSC. If a Project member decides to apply for more than one fellowship for the same event, it may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for.

10.1.2 Project members who will not apply for the fellowships that are offered on the RLA/09/801 MCAAP annual work programme (paragraph 10.1 refers), may decide to participate in other selected ICAO endorsed events. To process a fellowship for an event that is not included in the RLA/09/801 MCAAP annual work programme, the focal point should contact the RLA/09/801 MCAAP Secretariat to coordinate the attendance of their delegate with at least 35 calendar days prior to the commencement of the training event. The number of fellowships available under these criteria will be the same as the offering contained in the annual work programme and the monetary cost must be of similar value.

10.1.3 Project members who wish to participate in additional ICAO-endorsed training events that require an additional cost of tuition should contact the RLA/09/801 MCAAP Secretariat at least 60 calendar days prior to the commencement of the training events, to allow the coordination and approval by the PSC using the fast-track procedure. After the approval by the PSC, RLA/09/801 MCAAP Secretariat will give all Project members the same opportunity to apply for these training events.

10.1.4 If a Project member decides to apply for the type of fellowship mentioned in 10.1.3, it may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for, and that the total monetary value should be the equivalent of the amount of allocated funds for fellowships for the year.

10.1.5 The RLA/09/801 MCAAP Secretariat will monitor awarded fellowships and will work with the State to decide its best interests in fellowship participation.

## 10.2 *Funding*

10.2.1 The fellowship includes daily subsistence allowance (DSA) to cover lodging and expenses for the duration of the event; plus the amount of USD300 representing outward and return travel expenses, as per ICAO Regulations. The candidate sponsoring organization/administration shall provide him/her with the air ticket to/from the City of Origin to the City of the relevant event venue, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure.

10.2.2 In the event that a fellowship holder is not able to attend or does not complete its participation in a sponsored event, it needs to return the allocated funds by contacting the RLA/09/801 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int) to coordinate the necessary administrative arrangements for the applicable refund.

## 10.3 *Fellowship Allocation for International Organizations*

10.3.1 Regarding fellowships offered to the Central American<sup>1</sup> States through COCESNA, the candidate appointment decision is made by COCESNA by assessing Fellowship Nomination Forms sent by States to the COCESNA Focal Point. Once COCESNA has selected a candidate and all internal coordination has been completed, the Fellowship Nomination of the candidate who will represent Central American States should be sent to the ICAO NACC Regional Office by the COCESNA Focal Point.

10.3.2 Regarding fellowships offered to the Eastern Caribbean<sup>2</sup> States through ECCAA, the candidate appointment decision is made by ECCAA by assessing Fellowship Nomination Forms sent by States to the ECCAA Focal Point. Once ECCAA has selected a candidate and all internal coordination has been completed, the Fellowship Nomination of the candidate who will represent Eastern Caribbean States should be sent to the ICAO NACC Regional Office by the ECCAA Focal Point.

## 10.4 *Administrative Procedure for Nominations*

10.4.1 With no exceptions, the Fellowship Nomination Form (**Appendix B** refers) must be completed for each nominee. All pages must be filled-out and must include the Civil Aviation Authority, COCESNA or ECCAA director's signature and seal (page 2 of the form), as well as the signature and seal of the doctor who performs the medical examination on the medical portion of the form (page 6). The medical examination will be valid for one year from the date signed by the doctor and may be used for future fellowship nomination forms submitted for the same candidate. The Fellowship Nomination Form should be submitted to the e-mail address provided below:

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<sup>1</sup> Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua

<sup>2</sup> Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines



***RLA/09/801 MCAAP Secretariat***

Regional Officer, Technical Assistance

Technical Cooperation Associate

[nacc-tc@icao.int](mailto:nacc-tc@icao.int)

10.4.2 The duly completed Fellowship Nomination Form must be received in the ICAO NACC Regional Office as soon as feasible but no later than 30 calendar days prior to the beginning of event, the deadline should usually be on a Monday. In order to ensure timely payment and to comply with the internal administrative processes of the ICAO NACC Regional Office, the ICAO Technical Cooperation Bureau and the United Nations Development Programme (UNDP) Office who will process the fellowship holder's payment (if applicable), **it is essential to comply with the established deadlines**. The acceptance of fellowship nomination forms received after the established deadlines will be subject to the discretion of the RLA/09/801 MCAAP Secretariat and will be the exception and not the norm. The RLA/09/801 MCAAP Secretariat will not process Post-Facto fellowships under no circumstances.

10.4.3 Each fellowship holder is required to send his/her travel itinerary to the RLA/09/801 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int). Furthermore, each fellowship holder is required to report to the event coordinator as mentioned in the Notice of Fellowship Award and Special Instructions No. 1 that is sent by the ICAO NACC Regional Director when the fellowship has been allocated to the fellowship holder.

10.4.4 It is the responsibility of each fellow to read and follow the guidelines contained on the Guide for ICAO fellowship-holders (**Appendix C** refers). With no exceptions, each fellowship holder should fill-out the Fellowship Termination Form (**Appendix D**) and send it back to the ICAO NACC Regional Office to the e-mail address provided below:

***RLA/09/801 MCAAP Secretariat***

Regional Officer, Technical Assistance

Technical Cooperation Associate

[nacc-tc@icao.int](mailto:nacc-tc@icao.int)

10.4.5 For any fellowship request to be considered, the member State should not be in arrears with payments to the RLA/09/801 MCAAP Project.

10.4.6 Fellowship holders are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all fellowship holders must ensure that their travel documentation to and from the host State is valid. Fellowship holders who require an entry visa to the host State must obtain it from their nearest consulate or embassy prior to departure.

**11. Travel Assistance using the RLA/09/801 MCAAP**

11.1 Per the discretion of the RLA/09/801 MCAAP Secretariat and on an as needed basis, consideration will be given to those member States needing assistance with travel arrangements (air ticket, DSA and terminals allowance). For any travel assistance to be considered, the member State should not be in arrears with payments to the RLA/09/801 MCAAP Project.

11.2 The following procedure will be used:

11.2.1 Project Members wishing to participate in selected ICAO endorsed events that requires assistance from ICAO for travel, must contact the RLA/09/801 MCAAP Secretariat no later than 60 days prior to the commencement of the event.

11.2.2 If a Project member decides to apply for assistance from ICAO for travel, they may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for, and that the total monetary value should be the equivalent of the amount of allocated funds for fellowships for the year. Since the monetary value is approved on a yearly basis by the PSC, it would not require further approval to avoid unnecessary bureaucracy.

11.2.3 Air travel shall be provided as per ICAO travel guidelines and regulations.

11.2.4 Travellers are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all travellers must ensure that their travel documentation to and from the host State is valid. Travellers who require an entry visa to the host State must obtain it from their nearest consulate or embassy prior to departure.

11.2.5 Evidence of travel (original of boarding passes for air travel and hotel bill) and a duly completed and signed Travel Expense Claim form (**Appendix E**) must be submitted to the RLA/09/801 MCAAP Secretariat within 10 working days after completion of travel. Failure to do so will result in recovery of DSA and of other advance payments made by the RLA/09/801 MCAAP Secretariat.

## **12. RLA/09/801 MCAAP Technical Assistance Missions (RLA/09/801 TEAM)**

12.1 In order to enhance the supporting activities, Project Members may request the assistance of a Technical Assistance Mission (RLA/09/801 TEAM) to help in the implementation of any of the technical issues or goals related with the *ICAO Global Air Navigation Plan (GANP)* – Doc 9750; the *Global Aviation Safety Plan* – Doc 10004; the *Regional Performance Based Air Navigation Implementation Plan (RPBANIP)* and the *Declaration of Intent for the International Civil Aviation Organization (ICAO) Regional Office for North America, Central America and Caribbean (NACC) Regional No Country Left Behind (NCLB) Strategy*; as well as the Annexes to the Convention on International Civil Aviation:

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Annex 1	Personnel Licensing
Annex 2	Rules of the Air
Annex 3	Meteorological Service for International Air Navigation
Annex 4	Aeronautical Charts
Annex 5	Units of Measurement to be Used in Air and Ground Operations
Annex 6	Operation of Aircraft Part I — International Commercial Air Transport — Aeroplanes Part II — International General Aviation — Aeroplanes Part III — International Operations — Helicopters
Annex 7	Aircraft Nationality and Registration Marks
Annex 8	Airworthiness of Aircraft
Annex 9	Facilitation
Annex 10	Aeronautical Telecommunications Volume I — Radio Navigation Aids Volume II — Communication Procedures including those with PANS Status Volume III — Communications Systems Volume IV — Surveillance Radar and Collision Avoidance Systems Volume V — Aeronautical Radio Frequency Spectrum Utilization
Annex 11	Air Traffic Services
Annex 12	Search and Rescue
Annex 13	Aircraft Accident and Incident Investigation
Annex 14	Aerodromes Volume I — Aerodrome Design and Operations Volume II — Heliports
Annex 15	Aeronautical Information Services
Annex 16	Environmental Protection Volume I - Aircraft Noise Volume II - Aircraft Engine Emissions
Annex 17	Security
Annex 18	The Safe Transport of Dangerous Goods by Air
Annex 19	Safety Management

## 12.2 *Deploying RLA/09/801 MCAAP TEAMS*

12.2.1 All Project Member States must request a RLA/09/801 MCAAP TEAM in writing using the official channels of communication with the ICAO NACC Regional Office.

12.2.2 Under no circumstances will a RLA/09/801 MCAAP TEAM be deployed or considered without the expressed written official consent of the Director General of Civil Aviation for the requesting member State.

12.2.3 For any request to be considered, the member State should not be in arrears with payments to the RLA/09/801 MCAAP Project.

12.2.4 RLA/09/801 MCAAP TEAM Membership may comprise of:

- The RLA/09/801 MCAAP TEAM will be led by an ICAO NACC Regional Officer
- The RLA/09/801 MCAAP TEAM will be composed of subject matter experts from Project Member States selected by the ICAO NACC Regional Office
- Other Project Member States could send additional specialists as observers, as long as all travel and DSA costs are covered by such State, and upon the approval of the State who will be receiving the RLA/09/801 MCAAP TEAM

12.2.5 Roles and expectations of RLA/09/801 MCAAP TEAM experts

- The NACC Regional Officer leading the RLA/09/801 MCAAP TEAM will verify the required technical background of the selected RLA/09/801 MCAAP TEAM experts who shall comply with all applicable requirements
- RLA/09/801 MCAAP TEAM experts shall agree and sign a confidentiality agreement regarding the information observed and discussed during and after the RLA/09/801 MCAAP TEAM mission

12.2.6 The mission duration will be determined by the ICAO NACC Regional Office.

12.2.7 The internal ICAO procedures, administrative timelines and administrative forms needed for deploying RLA/09/801 MCAAP TEAM missions is included in **Appendix F** to this Procedural Handbook.

### 12.3 *Reporting*

12.3.1 ICAO Team Lead is responsible for submission of the RLA/09/801 MCAAP TEAM Report using the appropriate template (**Appendix G** refers) within 30 days from the last day of the mission.

### 12.4 *Sharing outcomes with other RLA/09/801 MCAAP Project Members*

12.4.1 The RLA/09/801 MCAAP Secretariat may share the outcomes of a RLA/09/801 MCAAP TEAM mission only with the written consent of the Director General of the Civil Aviation Administration of the requesting member State.

Pending to be delivered by TCB

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## INTERNATIONAL CIVIL AVIATION ORGANIZATION TECHNICAL COOPERATION BUREAU

### GUIDE FOR THE COMPLETION OF ICAO FELLOWSHIP NOMINATION FORM

*(This sheet should be detached by the originator prior to submitting the attached Fellowship Nomination Form to the local or regional UNDP Office for transmission to ICAO)*

It is in the interests of Governments to ensure that the attached Nomination Form is fully completed for each nominee in *original and two copies*. All Nomination Forms should be submitted to the local UNDP Resident Representative who will then forward three copies to the appropriate ICAO Regional Representative. Nomination Forms should be received at the ICAO Regional Office at least *two months prior* to the starting date of the proposed courses.

#### PART I – NOMINATION BY GOVERNMENT

Please note the following:

*Paragraph 1* should indicate the *main* field of training as specified in SECTION I – LIST OF TRAINING COURSES of the AVIATION TRAINING DIRECTORY OF ICAO.

*Paragraph 2* should provide *specific* details as regards Host Countries, Training Institutes and Courses. For example: Air Traffic Control – Aerodrome and Approach Control, Procedural; Aircraft Maintenance – Boeing 737 Air Frame and Powerplant Systems should be shown instead of general phrases such as ATC, Aircraft Maintenance, etc.

*Paragraph 4.* The objectives of the Fellowship should be stated concisely and accurately.

#### PART II – NOMINEE'S PERSONAL HISTORY

The technical and/or specialized training data is indispensable in the formulation of the Fellow's programme to indicate what prerequisite/basic or advanced course may have to be added/eliminated to achieve the optimum result. The employment data is also an essential ingredient in the formulation of the programme, as it helps to define the type and level of the requested training.

#### PART III – LANGUAGE TEST

Unless a Fellow has had his/her academic education, especially High School and/or College, in the language of instruction to be used by the Host Countries proposed for the Fellowship, it is essential that a Language Test be administered at a certified Language School or at the local Embassy/Consulate of the Host Country to ascertain that the Fellow understands, reads, writes and speaks the instructional language sufficiently well to receive instruction in it.

*Please see reverse side for additional information*

#### PART IV-A and PART IV-B – MEDICAL REPORTS

It is essential that a nominee be healthy and free of any sickness which may require further examination and/or treatment during the tenure of the Fellowship. ICAO/UNDP will not pay any medical expenses incurred by a Fellow for sicknesses existing prior to the starting date of his/her Fellowship. Such expenses must be borne by the Fellow and/or his/her Government. A prospective Fellow must be examined by a medical doctor recommended by the local UNDP Office. Flight Crew Members and Air Traffic Controllers should take a thorough medical examination (Part IV-B) as specified in ICAO Annex 1, Chapter 6, paragraph 6.6, if they are pursuing a course leading to the award of a license. All others should take a general physical examination including a chest X-ray (Part IV-A).





## INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

**NOTE:** Each item must be completed in full and all entries should be typewritten or written in block letters. The completed form should be forwarded in triplicate to ICAO through the Office of the UNDP Resident Representative for the country concerned at least two months prior to the starting date of the proposed programme. The UNDP Resident Representative will in turn forward the completed Form in triplicate to the appropriate ICAO Regional Representative.

### PART I – NOMINATION BY GOVERNMENT

The Government of \_\_\_\_\_ hereby:

1. Nominates: Mr./Mrs./Ms.\* \_\_\_\_\_  
(family name) (first name) (middle name)

for an ICAO fellowship in the field of \_\_\_\_\_

(Please identify main Field of Training in accordance with the Aviation Training Directory of ICAO, Section I – List of Training Courses)

2. Requests the following programmes of training under this fellowship:

(List in chronological sequence the various stages of training or study envisaged and identify the level as *ab initio*, advanced, refresher, further specialization, familiarization tour, on-the-job training (OJT), etc. If space is insufficient, please attach additional sheet using the same format.)

Host Country(ies)	Training Institute(s) (firms/organizations)	Specific Courses	Period		Duration (weeks)
			from	to	
<b>Total duration</b>					

**NOTE:** The final fellowship study programme will be prepared by ICAO in consultation with the host countries and/or institutions, as the case may be. It may differ in detail, particularly regarding the duration of training and choice of host countries, from that requested. However, the objectives of the requested training programme will be respected by ICAO whenever possible.

\_\_\_\_\_  
\*Delete that which is not applicable.



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

PART II – NOMINEE’S PERSONAL HISTORY

1. Name:	2. Marital Status:	3. Date of birth:		
4. Private address (for mailing purposes): _____				
Telephone _____ E-mail _____				
5. Name and address of person to be notified in case of emergency (other than the government authorities): _____				
Telephone _____ E-mail _____				
6. Language ability:				
a) Mother tongue _____				
b) Language/s used in Primary and Secondary school _____				
c) Other language/s of which nominee has a working knowledge _____				
d) Language/s to be used in proposed fellowship programme _____				
7. School education record:				
Name, Town, Country of School/s	Period	Grade completed and certificate acquired		
	from to			
8. College/university education record:				
(If you have graduated with a diploma or degree indicate under “subject/s studied” only the major subject/s studies. Otherwise indicate all the subjects studied)				
Name of college/university	Subject/s studied	Period		
		from to		
		Degree /Diploma acquired		
9. Technical and/or specialized training record:				
(Proceed as with paragraph 8. Please list and specify all previous training received through ICAO fellowships for further education)				
Name and place of Training Institute	Subject/s studied	Period	Duration (weeks)	Diploma/Certificate acquired
		from to		

Form 602  
(Rev. 8/10)  
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## INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

### PART II – cont'd

10. Employment record:  
(Indicate last five years and/or two positions)

Employer (name of firm/organization)	Position last held	Period		Duties and responsibilities
		from	to	

11. Nominee's statement:

- i) I understand that the ICAO fellowship will not become effective and no travel can be undertaken until I receive written notification and instructions of the award from ICAO.
- ii) Should I be awarded this fellowship I hereby undertake to:
  - a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO fellowship;
  - b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by ICAO and by the designated institution in the country of study;
  - c) Refrain from engaging in political, commercial, or any activities detrimental to the host country;
  - d) Submit reports, as required by ICAO and comply with all ICAO instructions; and
  - e) Return to my country, on termination of my fellowship programme, and to apply my newly acquired knowledge to further the development of civil aviation in my country.

I certify to the best of my knowledge that all the information given above is true in all respects.

Date: \_\_\_\_\_

\_\_\_\_\_  
Nominee's Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

**PART III – LANGUAGE TEST**

Note: This test is only required if the language to be used during the proposed fellowship programme is different from the mother tongue of the nominee or from the language used in the Primary and Secondary schools where he/she acquired his/her basic education (see PART II – Item 6). The test should be conducted by a school of language or university unless otherwise designated by ICAO to meet the requirements of the host country. The office of the UNDP Resident Representative or ICAO Technical Cooperation Mission should be consulted in this regard.

Name of institution conducting the examination: \_\_\_\_\_

Nominee’s name: Mr./Mrs./Ms.\*: \_\_\_\_\_

Language for which test was set: \_\_\_\_\_

**RESULTS**

(Check as appropriate)

1. Understanding:

- a) Understands without difficulty when addressed at normal speed.
- b) Understands nearly everything at normal speed although occasional repetition may be necessary.
- c) Understands almost everything if addressed slowly and carefully.
- d) Requires frequent repetition and/or translation of words and phrases.
- e) Does not understand even the simplest conversation.

2. Speaking:

- a) Speaks fluently, accurately and is easily intelligible.
- b) Occasionally makes errors which do not, however, obscure meaning.
- c) Makes frequent errors which occasionally obscure meaning.
- d) Speaks with so much difficulty that comprehension is difficult.
- e) Errors in speech so severe as to make comprehension virtually impossible.

3. Reading:

- a) Reads fluently with full comprehension.
- b) Reads slowly but understands almost everything he/she reads.
- c) Reads with difficulty; often consults the dictionary.
- d) Cannot understand what he/she reads.

4. Writing:

- a) Writes with ease and accuracy.
- b) Writes with few mistakes; can be understood.
- c) Writes with difficulty and makes frequent mistakes.
- d) Cannot write.

**CONCLUDING REMARKS**

Would this person be able to follow a technical course in this language?  Yes  No

Date: \_\_\_\_\_

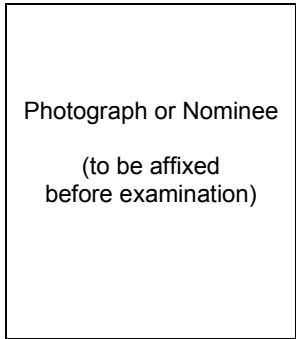
\_\_\_\_\_  
Signature of examiner

Name: \_\_\_\_\_  
(type or print)

\_\_\_\_\_

AFFIX OFFICIAL SEAL OR STAMP

\*Delete that which is not applicable



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

**PART IV - A – MEDICAL REPORT**

Notes:

1. Flight Crew Members and Air Traffic Controllers who are to undergo training for the purpose of obtaining a license in accordance with ICAO Annex 1 shall use the form in Part IV-B.
2. Every nominee must undergo a complete medical examination conducted by a registered medical practitioner, including thorough clinical and laboratory examinations and X-ray of the chest. Medical papers (examination, laboratory, X-ray results, etc.) should not be forwarded unless requested.

The undersigned, Dr. \_\_\_\_\_ having completed the medical examination of nominee Mr./Mrs./Ms.\* \_\_\_\_\_ whose photograph appears above, certifies the following:

(Check as appropriate)

The Nominee:

1. Is physically able to travel abroad? \_\_\_\_\_
2. Is mentally and physically able to carry out intensive studies? \_\_\_\_\_
3. Is free from infectious diseases? \_\_\_\_\_
4. Has good hearing? \_\_\_\_\_
5. Has good eyesight? \_\_\_\_\_
6. Is free from diseases that require treatment, or periodic medical examination during the proposed duration of the fellowship programme? \_\_\_\_\_

Yes	No

Additional comments by Medical Practitioner:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Medical Practitioner

\_\_\_\_\_  
\*Delete that which is not applicable

AFFIX OFFICIAL SEAL OR STAMP  
(to be affixed across photograph also)

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

<b>PART IV - B – MEDICAL REPORT</b> FOR FLIGHT CREW MEMBERS AND AIR TRAFFIC CONTROLLERS WHO ARE TO UNDERGO TRAINING FOR A LICENSE AS SPECIFIED IN ICAO ANNEX 1. THIS PAGE TO BE COMPLETED BY NOMINEE					
Place and date of examination					
Full name		Nationality		Sex	M <input type="checkbox"/> F <input type="checkbox"/>
Date of birth			Marital status		
Type of license to be trained for:		Other:			
Initial <input type="checkbox"/>		PP <input type="checkbox"/>			
ATCO <input type="checkbox"/>		CP <input type="checkbox"/>			
Have you previously been examined for flight crew or air traffic control duties?		Yes <input type="checkbox"/> If yes, when and where? No <input type="checkbox"/>		Were you declared: Fit <input type="checkbox"/> Unfit <input type="checkbox"/>	
Has a "medical waiver" ever been issued to you?		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Flight time: Total		Last six months:			
Type of aircraft presently flown		Jet <input type="checkbox"/>		Prop <input type="checkbox"/> Helicopter <input type="checkbox"/>	
Have you had any aviation accidents?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, elaborate under Remarks	
MEDICAL HISTORY Have you ever had or have you now any of the following: (elaborate yes answers under Remarks)					
		Yes	No		
Frequent or severe headaches				Nervous trouble of any kind	
Dizziness or fainting spells				Any drug or narcotic habit	
Unconsciousness for any reason				Excessive drinking habit	
Eye trouble except glasses				Attempted suicide	
Hay fever				Motion sickness requiring drugs	
Asthma				Rejection for life insurance	
Heart trouble				Admission to hospital in the last two years	
High or low blood pressure				Record of traffic convictions	
Stomach trouble				Record of other convictions	
Kidney stone or blood in urine				Gynecological / Obstetrical conditions	
Sugar or albumin in urine				Other illnesses	
Epilepsy or fits				Are you in good physical and mental health as far as you know and believe?	
Is there any family history of:		Diabetes <input type="checkbox"/>		Cardiovascular disease <input type="checkbox"/> Tuberculosis <input type="checkbox"/>	
REMARKS					
NOMINEE'S DECLARATION: I hereby certify that all statements and answers provided by me in this examination form are complete and true to the best of my knowledge.					
Signature of Nominee: _____			Date: _____		







INTERNATIONAL CIVIL AVIATION ORGANIZATION  
TECHNICAL CO-OPERATION PROGRAMME

GUIDE FOR ICAO FELLOWSHIP-HOLDERS

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## ICAO OFFICES INFORMATION

### HEADQUARTERS

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999 University Street Montreal, Quebec, Canada  
H3C 5H7 Tel: +1 514 954-8219  
Fax: +1 514 954-6077  
E-mail: [fsu@icao.int](mailto:fsu@icao.int)

### NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE (NACC)

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### SOUTH AMERICAN OFFICE (SAM)

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Centro Empresarial, San Isidro  
Lima, Perú  
Apartado 4127, Lima 100, Perú  
Tel: + 511 611-8686 Fax: +511 611-8689  
Correo-e: [mail@lima.icao.int](mailto:mail@lima.icao.int)

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## TECHNICAL CO-OPERATION PROGRAMME

### GUIDE FOR ICAO FELLOWSHIP-HOLDERS

The International Civil Aviation Organization (hereinafter referred to as ICAO) is pleased to be afforded this opportunity to execute the fellowship awarded to you on request from your Government. We would like to assure you that every effort will be made to make your fellowship programme a success. This guide endeavours to provide detailed information regarding the implementation of your fellowship programme. Please take time to read it in its entirety and note carefully its contents prior to your departure from your country.

#### Section I. Your Obligations as an ICAO Fellow

As an ICAO fellowship-holder it is mandatory that you:

- A. conduct yourself at all times in a manner compatible with the status of an international fellowship-holder and as a representative of your country;
- B. carry out your studies diligently as specified and within the period prescribed by ICAO. No modifications, additions, or deletions should be made to your programme without prior consultations with and approval received from ICAO;
- C. refrain from engaging in political or other activities inconsistent with your status as an ICAO fellowship-holder;
- D. return to your country immediately at the end of your fellowship programme;
- E. submit progress and termination reports as specified by ICAO.

#### Section II. Security

You are responsible for protecting and looking after your personal belongings, including money and travel documents. It is not advisable to carry large sums of money in cash. The use of travellers' cheques and/or money orders is highly recommended. Also, it may be wise to carry with

you photocopies of the most essential pages of your passport and health certificate to enable you to obtain replacements more quickly should the need arise while travelling abroad.

#### Section III. Passport/visas

You are responsible for obtaining your own passport, health certificate and visas, including any transit visas which may be necessary to permit travel through countries on your way to the Host Country and on return to your own country. You must ensure that your passport and visas remain valid for at least three months beyond the termination date of the planned period of study. Costs associated with obtaining these documents will be your responsibility.

#### Section IV. Clothing

It is recommended that you acquire clothing suitable to the climate of the Host Country. This applies particularly if you come from a tropical or a sub-tropical country and are going to countries in the northern hemisphere during the period November-April or in the southern hemisphere during the period May-October. ICAO does not pay a clothing allowance.

#### Section V. Commencing Travel

You should not travel to the Host Country prior to receiving official instructions from ICAO. ICAO will not be responsible, financially or otherwise, for the period of time you may wish to spend abroad before the official starting date of your fellowship programme.

#### Section VI. Family/dependents

As the living allowance paid to you is sufficient only to cover the normal living expenses of one person, you should

not envisage taking your family or dependents abroad with you unless you have made additional provisions for this purpose.

### Section VII. Duration of a Fellowship

#### A. *Initial duration*

The duration of a fellowship, normally including travel time of two days to, and two days from the Host Country, shall not exceed the duration indicated in the Notice of Fellowship Award. The exact starting and termination dates of your fellowship programme will be communicated to you separately.

#### B. *Extension*

In exceptional cases, when the need arises and providing funds are available, ICAO may consider, in consultation with your Government and the Host Country, a reasonable extension to your fellowship programme.

#### C. *Termination*

ICAO reserves the right to terminate your fellowship at any time should arrangements with the Host Country or training institution warrant such action; in the event of receiving unsatisfactory reports; or if you become incapable of continuing your programme. Under such circumstances, you are required to return to your home country upon receipt of notification of the termination of your fellowship.

### Section VIII. Correspondence Procedures

- A. If your Award and Instructions have been processed by ICAO Headquarters, Montreal, Canada, you should forward all correspondence dealing with reports, training programme and financial matters to:

Fellowships Unit  
 Technical Co-operation Bureau  
 International Civil Aviation Organization  
 999 University Street, Suite 10.30  
 Montreal, Quebec  
 Canada H3C 5H7

- B. If your Award and Instructions have been processed by one of the ICAO Regional Offices (i.e. in Bangkok, Thailand; Cairo, Egypt; Dakar, Senegal; Lima, Peru;

Mexico City, Mexico and Nairobi, Kenya), you should forward all correspondence dealing with reports, training programme and financial matters to the ICAO Regional Representative at the relevant Regional Office.

- C. All correspondence (including requests for books, tools, etc.) and reports should bear the reference given in your Special Instructions and incorporate all the fellowship data set out at the top of page 1 of the Fellowship Termination Report.

### Section IX. Living Allowance

#### A. *General*

1. Living allowance rates are established by the United Nations. An appropriate living allowance, the details of which will be provided once your training programme has been finalized, will be paid to you.
2. The living allowance paid to you while you are outside your country is intended to cover the cost of your food, accommodation and incidentals such as laundry, local transportation, etc. It is a modest but sufficient amount; therefore you must plan your expenditures carefully.
3. Living allowance is paid in the currency of the Host Country and payments are made monthly, in advance. In the normal course of events, living allowance is paid by ICAO through the training institution concerned or by the UNDP Resident Representative of the Host Country on behalf of ICAO. In the case of a very short programme comprising only familiarization visit(s) or on-the-job training in a Host Country where there is no UNDP Resident Representative, other arrangements will be made.
4. If, for any reason, your fellowship is terminated before its scheduled termination date, you are required to return to ICAO that portion of the living allowance paid to you which covers the period after the new termination date. Payments should be made immediately after your return to your country, through the office of the UNDP Resident or Regional Representative, in local currency computed at the prevailing United Nations rate of exchange.

5. ICAO will not pay a living allowance or any other expenses incurred before the commencement or after the termination date of your fellowship, should you wish to spend additional time in the Host Country or in another country while in transit to or from your country.

#### B. Residential courses

If you are attending courses at training institutions where accommodation and/or meals are provided free or where such costs are paid directly by ICAO, your living allowance will be proportionally reduced. Also, a reduced rate known as the "Academic Rate" is applicable to certain Training Institutions and Host Countries designated by the United Nations. If the above rates are applicable to you, you will be so notified prior to leaving your country.

#### C. Stipend for outward and return journeys

You may need convertible currency for use on your journey to and from the Host Country to cover such incidental expenses as airport taxes, taxi fares, telephone calls, hotels, etc. Prior to your departure from your country, the UNDP Resident Representative will pay you an outward travel allowance for this purpose. Prior to your return to your country, arrangements will be made to pay you a return travel allowance.

### Section X. International Transportation and Excess Baggage

#### A. General

The cost of transportation to and from a Host Country, in whole or in part, will be paid either by your Government or by ICAO depending on the provisions in the project and/or the information provided in your Fellowship Nomination Form.

#### B. Transportation provided by Government

When transportation is provided by your Government, it is your responsibility to obtain the necessary return tickets either before you leave your country or prior to the termination date of your fellowship programme.

#### C. Transportation provided by ICAO

ICAO will pay for tourist/economy class/excursion fare tickets computed on the basis of the most direct route. Tickets originate in the capital city of your home country

and will be made available to you at the appropriate airline counter or through the office of the UNDP Resident Representative. You or your Government must bear the cost of domestic travel within your home country, if required.

#### D. Excess baggage

1. ICAO will not pay excess baggage allowance when your transportation is provided by your Government.
2. When your transportation is provided by ICAO, you are entitled to claim reimbursement for the cost of transporting to your country up to 10 kg (22 lb) of excess baggage, essentially for books and tools acquired and used during your fellowship programme. To obtain reimbursement you must forward official vouchers to ICAO upon returning to your country. The same weight limit (10 kg or 22 lb) will apply irrespective of whether you choose to ship the excess baggage by air freight or by surface.

### Section XI. Local Transportation

#### A. Local transportation in place of study

Your living allowance has been computed taking into account normal local transportation expenses; however, exceptions to this rule can be made where conditions warrant an additional allowance for transportation. When a request is endorsed by the official supervising your training, a special transportation allowance may be paid.

#### B. Transportation between cities

If your training programme requires you to travel to a city other than those mentioned in your instructions, you must obtain prior approval for the trip from ICAO through the official supervising your programme.

### Section XII. Miscellaneous Allowances

Based on the type and duration of the programme you are attending, it may be necessary for you to purchase books, reference materials, tools and minor equipment, such as calculators. If you are attending long-term university courses leading to a diploma or a degree, you may also be required to prepare term papers or a thesis. In such cases,

you are entitled to modest and reasonable allowances to cover such expenses. However, you should obtain written approval from ICAO prior to buying books, reference materials, tools or minor equipment. You should also contact ICAO to find out the exact amount permissible and seek approval for the cost involved in having your term papers or thesis typed.

### Section XIII. Group Insurance Policy

#### A. General

ICAO fellowship-holders are covered by a group medical insurance policy for which ICAO pays monthly premiums. This policy embraces medical expenses up to U.S.\$15 000 per individual for the period of coverage (duration of fellowship) when attending courses in the United States, Canada and Europe (excluding Eastern Europe) and up to U.S.\$10 000 when attending courses in all other countries.

#### B. Some exclusions from medical expenses

1. Periodic, preventive health examination.
2. Rejuvenation cures and cosmetic treatment. However, cosmetic surgery is covered when it is necessary as a result of an accident for which coverage is provided.
3. Hearing aids, spectacles and fees for examination of the eye for glasses, and costs of spa-cures.
4. Consequences of sicknesses or accidents resulting from voluntary and intentional action on your part, such as attempted suicide, voluntary mutilation or venereal disease.
5. Medical expenses incurred before or after termination of your fellowship, as well as those of your dependents.

#### C. Dental treatment

The cost of dental care, periodontic treatment, or false teeth, crowns, bridges, and similar dento-facial orthopaedic appliances is reimbursed only to a maximum sum of U.S.\$500 per individual period of coverage.

#### D. Reimbursement procedures

1. Medical expenses of the first U.S.\$10 per individual period of coverage are not reimbursable.

2. The Insurer must be provided with original receipts of medical or dental expenses incurred, complete with a diagnosis of the illness.
3. Reimbursement will be made in U.S. dollars directly to you, within 15 days of receipt of the medical or dental bills, by the Insurer.
4. A claim shall be paid only if it is submitted to the Insurer within two years of the date on which expenses were incurred for the first time during the insurance period (duration of fellowship).

#### E. Liability to third parties for damage to persons or property

ICAO assumes no liability for damage to persons or property caused by holders of ICAO fellowships.

#### F. Mailing address

Should you fall ill during your fellowship programme abroad and incur medical or hospitalization expenses, you are required to adhere to the rules, privileges and limitations outlined above and forward your claims to the following address for reimbursement:

Vanbreda International  
P.O. Box 69  
2140 Antwerpen  
Belgium

International Telephone: 32 3 217.57.40  
Telex: 31 788 BREDCO B  
Facsimile: 32 3 235.01.24

Give your full name, home country, host country (pertaining to claim), award number, starting and termination dates of fellowship, exact date and/or period of sickness and complete mailing address. In cases of major illness, when you cannot pay medical expenses out of your living allowance, ICAO should be notified. Arrangements will be made for the expenses to be paid and the claim to be refunded to ICAO.

### Section XIV. Progress and Termination Reports

#### A. General

To enable ICAO to assess the usefulness of fellowship programmes and to evaluate the benefits which developing countries derive from them, ICAO fellows are required to

submit progress and termination reports. These reports should be concise and to the point, written legibly (preferably typed) and duly signed before being forwarded to ICAO.

#### B. *Progress report*

1. If your fellowship programme is six months or less in duration, you are not required to submit a progress report.
2. If your fellowship programme exceeds six months in duration, you are required to submit Progress Reports as follows:
  - a) a first report to cover the initial six months of your programme;
  - b) second and subsequent reports to cover the next six months or the remaining portion of your fellowship programme if less than six months, as the case may be.
3. Progress reports should include:
  - a) a brief account of your training activities including the availability and applicability of training aids and equipment;
  - b) where applicable, the places visited and names and titles of officials with whom you came in contact;

- c) if flight training is included in the programme, the kind of training, types of planes and number of hours flown;
- d) your own assessment of the course or training programme.

#### C. *Termination report*

Regardless of the duration of your fellowship programme, you are required to submit a termination report to ICAO, through the office of the head of the Civil Aviation Administration of your country or your immediate supervisor. This should be done immediately upon return to your country and, at any rate, no later than six months after the termination date of your fellowship programme. You will be provided with a special form for this purpose.

#### **Section XV. Special Note**

Please bear in mind that your fellowship programme is funded from the limited resources available to your government for training purposes and you are therefore requested to give careful consideration before making applications that involve increasing the cost of your fellowship, such as: increases in living allowance; extension and/or revision of your programme; change in training location; purchase of books, tools or minor equipment; claim for medical expenses; and allowances for clothing, typing of term papers and thesis, etc.

- END -

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ICAO

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
TECHNICAL COOPERATION BUREAU  
FELLOWSHIP TERMINATION FORM**

Please refer to the GUIDE FOR ICAO FELLOWSHIP HOLDERS, Section XIV, Paragraph C. The completed report should be forwarded to either ICAO Headquarters, Montreal, or the ICAO Regional Office, depending on where your Award was processed, as specified in the GUIDE FOR ICAO FELLOWSHIP HOLDERS, Section VIII. If more space is required for comments, please attach additional sheet(s).

Ref. \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
(Family/Surname) (First) (Middle)

Home Country: \_\_\_\_\_ Project No.: \_\_\_\_\_

Post No.: \_\_\_\_\_ Award No.: \_\_\_\_\_

Field of Training: \_\_\_\_\_

Host Country(ies): \_\_\_\_\_

Fellowship Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

A. Was the programme duration:

1. Appropriate                       2. Long                       3. Short

Comments

B. Were the instructors:

1. Qualified                       2. Fair                       3. Poor

Comments

C. Considering the objectives of your fellowship programme, were the contents of the programme:

1. Appropriate

2. Fair

3. Poor

Comments

D. General comments including the availability and applicability of training aids and equipment

E. Comments by the Head of the Aviation Department of the Fellow's immediate supervisor:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

— END —

**TRAVEL EXPENSE CLAIM**

(One copy of this form to be completed by claimant)

Page \_\_\_\_\_ of \_\_\_\_\_



Name \_\_\_\_\_ Grade \_\_\_\_\_ Claim No. \_\_\_\_\_  
 Bureau/Duty Station \_\_\_\_\_ Type of Travel \_\_\_\_\_ Staff No. \_\_\_\_\_  
 Travel Auth. No \_\_\_\_\_

CITY AND COUNTRY OF DEPARTURE AND ARRIVAL (ITINERARY)	DATE			HOUR (LOCAL TIME)	TOTAL TRAVEL HOURS	MODE OF TRAVEL	Indicate whether UN or Govt. vehicle was made available at DEP and/or ARR YES / NO	PER DIEM			
	D A Y	M O N T H	Y E A R								
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											

Subtotal from page(s): \_\_\_\_\_ Total per diem: \$ \_\_\_\_\_

**CERTIFICATE AND SIGNATURE OF CLAIMANT**

I certify that this claim for which settlement has not been effected, is true and correct and represents expenditures necessarily incurred for the travel as authorized

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE FOR MISSION TRAVEL**

It is hereby certified that to the best of my knowledge, the Mission travel reported herein was accomplished and that the duration of the Mission is in accordance with the approved Travel Authorization. Any deviation from the Travel Authorization is the responsibility of the Staff Member.

Signature of claimant's superior not below Chief of Section \_\_\_\_\_ Date \_\_\_\_\_

**SUMMARY**

Per diem: \$ \_\_\_\_\_  
 Travel expenses (B/F from overleaf): \_\_\_\_\_  
 PE/Removal costs: \_\_\_\_\_  
 Total claim: \_\_\_\_\_  
 Less advances: \_\_\_\_\_  
 Bal. Due: \_\_\_\_\_  
 Claimant   
 ICAO  \$ \_\_\_\_\_

**FOR FINANCE BRANCH USE ONLY**

ACCOUNTING DISTRIBUTION AMOUNT

ACCOUNTING DISTRIBUTION	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Claim processed by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Accounts Officer



**APPENDIX F**

**Travel Procedure for Subject Matter Expert (SME)  
Technical Assistance Missions for RLA/09/801 MCAAP TEAMS**

#	Action	Responsible	Time	Remarks
1.	Establishment of RLA/09/801 MCAAP TEAM dates/visit to a State	Regional Officer	4 months	Dates should be sent to TC/A to be inserted in the Annual Project Activities Table and in the NACC Calendar
2.	ToR preparation for the specific RLA/09/801 MCAAP TEAM visit	Regional Officer & Regional Assistant	4 months	
3.	<ul style="list-style-type: none"> <li>Letter dispatch to State proposing a RLA/09/801 MCAAP TEAM visit – it will include the names of the team experts assigned to the RLA/09/801 MCAAP TEAM and the ToRs</li> <li>In addition to the regular addresses included in the AutoText, this letter should be copied to C/FOS to the following addresses: <a href="mailto:fam@icao.int">fam@icao.int</a>; <a href="mailto:icaohq@icao.int">icaohq@icao.int</a>;</li> </ul>	Regional Officer & Regional Assistant	4 months	<p>The letter must be prepared by the technical area organizing the RLA/09/801 MCAAP TEAM and it should be initialed by the technical area and by RO/TA<sup>1</sup>.</p> <p>When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Office: RO/TA, ADM/O, TC/A y ADM/A</p>
4.	<ul style="list-style-type: none"> <li>The appendixes of the release letter dispatch of the assigned SME for the RLA/09/801 MCAAP TEAM must be requested to TC/A to be personalized by the technical area organizing the mission</li> <li>The letter must be sent to the civil aviation authority who is releasing the expert and it should request the following documentation, in case the release is accepted, to be sent to the Regional Office (formats will be attached to the message): <ul style="list-style-type: none"> <li><i>Annex VIII – Health Statement for Individual Consultants/Contractors</i></li> <li><i>Banking Instructions Form</i></li> <li>Copy of current passport</li> <li>SME's Contact information and current position (telephone, e-mail, etc.)</li> </ul> </li> <li>In addition to the regular AutoText addresses used for the letter, C/FOS must be copied using the following addresses: <a href="mailto:fam@icao.int">fam@icao.int</a>; <a href="mailto:icaohq@icao.int">icaohq@icao.int</a>;</li> </ul>	Regional Officer & Regional Assistant  TC/A	4 months	<p>This letter must be prepared by the technical area organizing the RLA/09/801 MCAAP TEAM and it must be initialed by the Regional Officer and by RO/TA.</p> <p>When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Office: RO/TA, ADM/O, TC/A y ADM/A</p>
5.	When the State sends the expert release, TC/A will forward the e-mail and relevant documentation using the prefix "@mx" to DRD, RO/TA, the Regional Officer, his/her assistant, ADM/O and ADM/A	TC/A	As soon as the acceptance is received	

<sup>1</sup> In case RO/TA is on Mission or Annual Leave, DRD will act as back-up in the corresponding revisión of correspondence and he will brief RO/TA upon his return to the Office

RLA/09/801 MCAAP Procedural Handbook

#	Action	Responsible	Time	Remarks
6.	As soon as the acceptance is received, the assistant will send ADM/A the RLA/09/801 MCAAP TEAM mission dates so ADM/A can proceed to request travel itineraries and mission calculations. ADM/A will in turn send the itinerary and mission number to the assistant for the preparation of the corresponding MTA (ICAO Form 100) and the assistant will deliver the MTA using the regular procedure.	Area assistant ADM/A	1 month before mission	
7.	When the MTA has been processed by ADM/A, the original will be hand-delivered to TC/A who will process the MTA using the <i>Non-ICAO – Technical Cooperation Bureau Travel Authorization</i> (Form 104, TCB 5/122), once filled-out, it will be returned to ADM/A (together with the authorization letters sent to State and the documentation returned by State – the Area Assistant is responsible for copying all these documents in the Server) for the regular authorization process. ADM/A will send Form 104 and all the documentation to the Travel Section and to FOS for TCB’s approval ( <a href="mailto:fam@icao.int">fam@icao.int</a> ). When sending the documentation ADM/A will include the number of the Project in the Subject line using the following format: RLA09801.	TC/A ADM/A Area assistant	1 month before mission	
8.	Upon receiving the Project Coordinator in FOS will process the TA Form 104 for the signature and approval of PIU, FOS and TCB. Once the TA Form 104 has been signed, it is sent to the Travel Section by messenger. Once the Travel Section receives the documentation, the ticket is issued and it is forwarded to ASV for the travel advance payment process and until then it is returned to TC/A and ADM/A in the Regional Office.	C/PIU C/FOS D/TCB Travel Section ASV TC/A ADM/A	2 weeks	
9.	ADM/A will send the ticket to the traveller copying the area assistant, in this message ADM/A will request the hotel information during the mission in order to proceed and request the corresponding <i>Security Clearance</i> for the misión. Likewise, ADM/A will inform the traveller that he/she needs to save all original boarding passes related to the mission.	ADM/A Area assistant	2 weeks	
10.	The area assistant will proceed to request the <i>Security Clearance</i> and once the authorization has been issued by UNDSS it will be sent to ADM/A to complete the mission documentation.	Area assistant ADM/A	1-2 days	
11.	All mission payments will be processed by ADM/O	ADM/O	2 weeks	
12.	ADM/A will fill-out the <i>Travel Expense Claim</i> (TEC) (Form 109) for each traveller and it will be sent for signature. The signed document must be returned to the Regional Office along with the boarding passes.	ADM/A	After the mission	

RLA/09/801 MCAAP Procedural Handbook

#	Action	Responsible	Time	Remarks
13.	ADM/A sends the TEC to ASV to process the final payment and once the ASR has been processed ASV sends it to the Regional Office. ADM/O makes the final settlement payment of the mission through a bank transfer.	ADM/A ASV ADM/O	After the mission	

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Administrative Instructions on Contracts of Individual Consultants/Contractors

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**ANNEX VIII**



**HEALTH STATEMENT FOR INDIVIDUAL CONSULTANTS/CONTRACTORS**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Duty Station(s) \_\_\_\_\_

I hereby certify that:

- a) I am in good health. \_\_\_\_\_
- b) I am fit to carry out the duties of the assignment being offered. \_\_\_\_\_
- c) If applicable, I am fit for travel within the country of normal residence. \_\_\_\_\_
- d) If applicable, I am fit for travel outside the country of normal residence. \_\_\_\_\_
- e) I am free from any communicable disease. \_\_\_\_\_
- f) If applicable, I have been informed of the inoculations required for the country(ies) to which I have to travel on behalf of ICAO. \_\_\_\_\_
- g) I have valid medical/health insurance coverage. \_\_\_\_\_

I certify that these answers and statements are complete and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of individual consultant/contractor

\_\_\_\_\_  
Date

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**NON-ICAO**  
**TECHNICAL CO-OPERATION BUREAU**  
**TRAVEL AUTHORIZATION**

**NACC Ref. M-1729**

**Form 104**  
 TCB 5/122  
 (Rev.01/08)

**Originator: ICAO RD, Mexico**  
**(C. López/NACC/136**  
**L. Flores/NACC/127)**  
**Ref No.: RLA/09/801**

**ROUTING**

<b>Name</b>	<b>DOB</b>
Mr. John Doe Position in Civil Aviation Authority	9 February 1974
<b>Name(s) and age(s) of dependents (if applicable)</b>	
<b>Destination/Routing</b>	
City X, State X / City X, State X / City X, State X / City X, State X / City X, State X	
<b>Stopping places en route</b>	
<b>Mode of travel</b> Air [ <input checked="" type="checkbox"/> ]      Rail [ <input type="checkbox"/> ]      Ship [ <input type="checkbox"/> ]      Car [ <input type="checkbox"/> ]	
<b>Purpose of trip</b>	
Attend as subject matter expert to the Project RLA/09/801 – Multi-Regional Civil Aviation Assistance Programme (MCAAP) – No Country Left Behind (NCLB RLA/09/801 Team Technical Assistance Mission to State X	
<b>Points of contact</b>	
To: <a href="mailto:mtorres@icao.int">mtorres@icao.int</a> ; <a href="mailto:lflores@icao.int">lflores@icao.int</a> ; CC: <a href="mailto:nacc-tc@icao.int">nacc-tc@icao.int</a> ; <a href="mailto:fam@icao.int">fam@icao.int</a> ;	
<b>Place of departure and date</b>	
State X                                      2 April 2017	
<b>Approximate date of return</b>	
8 April 2017	
<b>Dates of leave - (if applicable)</b>	
N/A	
<b>Special instructions to Travel and/or ASV</b>	
<p><b>Travel Officer:</b> Please purchase ticket under Project RLA/09/801.</p> <p><b>ASV:</b> Please authorize ICAO RD, Mexico to pay DSA in <b>US Dollars</b> at the appropriate rate from the project Imprest Account.</p> <p>Attached please find: Request of expert sent to City X, State X through letter Ref. NT-NT1-5, NT-NA9-5.3 — E.OSG - NACCxxxxx dated 6 March 2017.</p> <p>Scanned copy of passport (<b>XXsdsd3445</b>), and signed Annex VIII – Health Statement for Individual Consultants/Contractors are also attached.</p>	

<b>Certifying Officers</b>		
<b>ICAO RD, Mexico</b>		
<b>C/FOS</b>		
Signature and date:      22 March 2017		
TCB Budget Implication		
Year	2017	
Cost Center:	4166	
Work order:	RLA09801A-01	
Fund:	5497	
Account:	814 MT	
<b>Travel Officer</b>		
Estimated fares inserted: CAD		
Preliminary booking effected by:		
(Initials and date)		
<b>Travel Claims</b>		
Registered and cost estimates inserted		
(Initials and date)		
<b>Accounts Officer</b> Cost Estimates		
	<b>CAD</b>	<b>USD</b>
Fares	\$ 703.47	\$ 537.00
Service fee	\$ 26.20	\$ 20.00
Excess Baggage		
Transit and all other allowances	\$ 199.12	\$ 152.00
<b>Total</b>	<b>\$ 928.79</b>	<b>\$ 709.00</b>
Over-all cost limitation of above items		
Subsistence	\$ 3,513.42	\$ 2,682.00
<b>Total Commitment</b>	<b>\$ 4,442.21</b>	<b>\$ 3,391.00</b>
s		
<b>Budget Officer:</b> (Initials and date)		
<b>D/TCB:</b> (Initials and date)		

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INTERNATIONAL CIVIL AVIATION ORGANIZATION  
HUMAN RESOURCES BRANCH

BANKING INSTRUCTIONS FORM

**PAYMENTS CANNOT BE MADE UNTIL YOUR BANKING INSTRUCTIONS HAVE BEEN PROVIDED TO HUMAN RESOURCES BRANCH AT ICAO HEADQUARTERS.**

Name: \_\_\_\_\_ Staff No. \_\_\_\_\_  
Home address: \_\_\_\_\_  
Home address 2: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Home country: \_\_\_\_\_ Country of service (Duty station): \_\_\_\_\_

To: **Chief, Human Resources Branch**

I hereby request that payment of salary and entitlements due to me be made to the following financial institution:

Note: The below banking instructions will be used for all future payments unless we are notified otherwise.

Please provide **full bank address**.

**PLEASE ATTACH VOID CHEQUE OR BANK STATEMENT.**

**\* ALL PAYMENTS IN CANADA AND THE USA ARE DONE BY DIRECT DEPOSIT \*  
\*\* PAYMENTS OUTSIDE NORTH AMERICA ARE SENT BY ELECTRONIC FUNDS TRANSFER \*\***

Full name of bank: _____	
Street address: _____	
City: _____	
State/Province: _____	Country: _____
Postal/Zip code: _____	
Account number / <b>currency</b> (in USA): _____	ABA or Swift routing number <b>(for accounts in North America):</b> _____
Account number / <b>currency</b> (in CAN): _____	Bank code: _____ Transfer code: _____
Swift Code or IBAN <b>(for accounts outside North America)</b> : _____	
Currency of bank account if outside North America :	<b>Please Specify</b> _____
_____	_____
(Signature of staff member)	Date

**FOR OFFICE USE ONLY**

Type of Contract:	Professional Staff HQ <input type="checkbox"/>
	Professional Staff RO <input type="checkbox"/>
	GS Staff HQ <input type="checkbox"/>
	SSA <input type="checkbox"/>
	Short-Term <input type="checkbox"/>
Human Resources Officer	Date

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ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

PROJECT RLA/09/801 – MULTI-REGIONAL CIVIL AVIATION ASSISTANCE PROGRAMME (MCAAP)

[TITLE] RLA/09/801 TEAM MISSION TO STATE  
(Dates)

REPORT

EXECUTIVE SUMMARY

**MAXIMUM** 1 page summary of main organisations and facilities visited, critical observations and associated recommendations, assistance provided, any other key mission results, and items of particular interest in the streamlining the implementation matter subject of the RLA/09/801 TEAM. Reference to Appendix A with the checklist/ gap analyst conducted and Appendix B with a proposed Action Plan to apply.

**GENERAL**

<b>ICAO Representatives:</b>	Name, Title, Office/ State/Organization
<b>Place of Mission:</b>	City, State
<b>Dates of Mission:</b>	Dates
<b>Officials met:</b>	<ul style="list-style-type: none"> <li>• Name, Title, Organisation, E-mail address (if available)</li> <li>•</li> </ul>
<b>Objectives of the Mission:</b>	<ul style="list-style-type: none"> <li>• Taken from the RLA/09/801 TEAM Terms of Reference</li> </ul>
<b>Summary of Activities:</b>	Itinerary of activities per day
<b>Documents and Data Collected and Reviewed:</b>	<ul style="list-style-type: none"> <li>• Reference documentation provided by State</li> <li>•</li> </ul>



**REPORT**

insert photos and other images when useful to illustrate; insert tables where applicable

**1. Background of the implementation (Plan, scope, operational concept, etc.)**

- Comments in bullet list or

1.1 paragraph numbers

**2. Scope of the RLA/09/801 TEAM Assistance**

- Comments in bullet list or

2.1 paragraph numbers

**3. Technical Analysis and Implementation Status/ Implementation Gap Analysis**

- Comments in bullet list or

3.1 paragraph numbers

**4. Recommendations**

- Comments in bullet list or

4.1 paragraph numbers

**5. Follow-up actions**

- Comments in bullet list or

5.1 paragraph numbers

**ATTACHMENTS:**

- A Checklist/ Gap Analysis conducted
- B Proposed Action Plan
- C, D, etc Any other

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**RLA/09/801**  
**COMPLETED ACTIVITIES / ACTIVIDADES FINALIZADAS**

Key Activity / Tasks Actividad Clave / Tareas	Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
<b>Sub-Project / Objective</b> <i>1. Implement a PBN Airspace Concept for the CAR Region</i>			
<b>Sub-Proyecto / Objetivo</b> <i>1. Implementación de un concepto de espacio aéreo PBN para la Región CAR</i>			
1.1	<p><b>WORKSHOP TALLER</b></p> <p>ICAO/IATA/CANSO Regional PBN Airspace Concept Workshop</p> <p>Taller Regional de Concepto de Espacio Aéreo PBN de la OACI/IATA/CANSO</p>	<p>Miami, United States 11 to 22 March 2013</p> <p>Miami, Estados Unidos 11 al 22 de marzo de 2013</p>	<p>3 fellowships / 3 becas: Jamaica (Award <b>3K506</b>) Mexico (Award <b>3K507</b>) Trinidad and Tobago (Award <b>3K505</b>)</p> <p>USD3,836.00 per fellowship / por becario</p> <p><b>Total: USD11,508.00</b></p>
1.2	<p><b>WORKSHOP TALLER</b></p> <p>ICAO/CANSO – Regional Workshop on Airspace Concept Redesign and Operational Approval of Performance-Based-Navigation (PBN)</p> <p>Taller Regional OACI/CANSO sobre Rediseño del Concepto de Espacio Aéreo y Aprobación Operacional de la Navegación basada en la performance (PBN)</p>	<p>Mexico City, Mexico 25 to 29 November 2013</p> <p>Ciudad de México, México 25 al 29 de noviembre de 2013</p>	<p>7 fellowships / 7 becas: Antigua and Barbuda (ECCAA) (Award <b>3K727</b>) Belize (COCESNA) (Award <b>3K723</b>) Cuba (Award <b>3K724</b>) Dominican Republic (Awards <b>3K725, 3K726</b>) Haiti (Awards <b>3K728, 3K729</b>)</p> <p>USD1,536.00 per fellowship / por becario</p> <p><b>Total: USD7,680.00</b></p>
1.3	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>PBN Go-Team</p> <p>Go-Team sobre PBN</p>	<p>Trinidad and Tobago, 15 to 19 September 2014</p> <p>Trinidad y Tabago, 15 al 19 de septiembre de 2014</p>	<p>3 Experts / 3 expertos Mexico (Mission / Misión <b>M-14122</b>) COCESNA (Mission / Misión <b>M-14121</b>) ICAO (Mission / Misión <b>M-1482</b>)</p> <p>USD2,919.71 (Mission / Misión <b>M-14122</b>) USD2,966.00 (Mission / Misión <b>M-14121</b>) USD2,802.00 (Mission / Misión <b>M-1482</b>)</p> <p><b>Total: USD8,687.71</b></p>
1.4	<p><b>COURSE CURSO</b></p> <p>Design And Publishing of PBN Approach Procedures Course</p> <p>Curso sobre diseño y publicación de procedimientos de aproximación PBN</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México</p> <p>17 to 28 November 2014 17 al 28 de noviembre de 2014</p>	<p>6 fellowships / 6 becas: Barbados (Award <b>3M046</b>) Dominican Republic (Award <b>3M047</b>) Jamaica (Award <b>3M050</b>) Saint Lucia (ECCAA) (Award <b>3M048</b>) Trinidad and Tobago (Award <b>3M049</b>) Honduras (COCESNA) (Award <b>3M051</b>)</p> <p>USD4,368.00 per fellowship / por becario</p> <p><b>Total: USD26,208.00</b></p>
1.5	<p><b>WORKSHOP TALLER</b></p> <p>Workshop on Regional Implementation on Performance-Based Navigation PBN Airspace Redesign for the CAR Region</p> <p>Taller sobre la Implementación Regional del Rediseño del Espacio Aéreo de Navegación basada en la performance (PBN) para la Región CAR</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México</p> <p>4 to 8 May 2015 4 al 8 de mayo de 2015</p>	<p>2 fellowships / 2 becas: Cuba (Award <b>3M445</b>) Trinidad and Tobago (Award <b>3M446</b>)</p> <p>USD1,995.00 per fellowship / por becario</p> <p><b>Total: USD3,990.00</b></p>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
1.6	<p><b>WORKSHOP/MEETING TALLER/REUNIÓN</b></p> <p>ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region</p> <p>Reunión sobre armonización, modernización e implementación de la navegación basada en la performance (PBN) de OACI/IATA/CANSO para la Región Caribe (CAR)</p>	<p>Fort Lauderdale, United States, 28 March to 1 April 2016</p> <p>Fort Lauderdale, Estados Unidos, 28 de marzo al 1 de abril de 2016</p>	<p>8 fellowships / 8 becas:</p> <p>Antigua and Barbuda (ECCAA) (Award <b>3M706</b>) Cuba (Award <b>3M707</b>) Dominican Republic (Award <b>3M710</b>) Haiti (Awards <b>3M708, 3M709</b>) Honduras (COCESNA) (Award <b>3M712</b>) Mexico (Award <b>3M713</b>) Trinidad and Tobago (Award <b>3M711</b>)</p> <p>1 Expert / 1 experto ICAO (Mission / Misión <b>M-1617</b>)</p>	<p>USD1,690.00 per fellowship / por becario</p> <p>USD2,831.00 (Mission / Misión <b>M-1617</b>)</p> <p><b>Total: USD16,351.00</b></p>
1.7	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>RLA/09/801 (MCAAP) TEAM Performance Based Navigation (PBN) Mission to Mexico</p> <p>Misión RLA/09/801 (MCAAP) TEAM sobre navegación basada en la performance a México</p>	<p>Mexico, 4 to 8 July 2016</p> <p>Mexico, 4 al 8 de julio de 2016</p>	<p>3 Experts / 3 expertos Costa Rica (Mission / Misión <b>M-1667</b>) Costa Rica (Mission / Misión <b>M-1668</b>) ICAO at no cost due since Mexico is the duty station</p>	<p>USD2,072.00 (Mission / Misión <b>M-1667</b>) USD2,072.00 (Mission / Misión <b>M-1668</b>)</p> <p><b>Total: USD4,144.00</b></p>
1.8	<p><b>WORKSHOP/MEETING TALLER/REUNIÓN</b></p> <p>Second ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the Caribbean (CAR) Region</p> <p>Segunda Reunión sobre armonización, modernización e implementación de la navegación basada en la performance (PBN) de OACI/IATA/CANSO para la Región Caribe (CAR)</p>	<p>San José, Costa Rica, 7 to 9 December 2016</p> <p>Fort Lauderdale, Estados Unidos, 7 al 9 de diciembre de 2016</p>	<p>6 fellowships / 6 becas:</p> <p>Cuba (Award <b>3M820</b>) Cuba (Award <b>3M821</b>) Dominican Republic (Award <b>3M817</b>) Honduras (COCESNA) (Award <b>3M819</b>) Mexico (Award <b>3M816</b>) Trinidad and Tobago (Award <b>3M818</b>)</p> <p>2 Experts / 2 expertos ICAO (Mission / Misión <b>M-16112</b>) ICAO (Mission / Misión <b>M-16119</b>)</p>	<p>USD936.00 per fellowship / por becario</p> <p>USD636.00 (Mission / Misión <b>M-16112</b>) USD1,406.00 (Mission / Misión <b>M-16119</b>)</p> <p><b>Total: USD7,658.00</b></p>
1.9	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>RLA/09/801 (MCAAP) TEAM Performance Based Navigation (PBN) Mission to Jamaica</p> <p>Misión RLA/09/801 (MCAAP) TEAM sobre navegación basada en la performance a Jamaica</p>	<p>Kingston, Jamaica, 13 to 15 March 2017</p> <p>Kingston, Jamaica, 13 al 15 de marzo de 2017</p>	<p>3 Experts / 3 expertos Costa Rica (Mission / Misión <b>M-1716</b>) Trinidad and Tobago (Mission / Misión <b>M-1728</b>) ICAO (Mission / Misión <b>M-1715</b>)</p>	<p>USD2,652.64 (Mission / Misión <b>M-1716</b>) USD2,323.15 (Mission / Misión <b>M-1728</b>) USD2,530.00 (Mission / Misión <b>M-1715</b>)</p> <p><b>Total: USD7,505.79</b></p>
<b>Sub-Project / Objective</b>		<b>2. Enhance the Transition to Aeronautical Information Management (AIM)</b>		
<b>Sub-Proyecto / Objetivo</b>		<b>2. Mejorar la Transición hacia la Gestión de Información Aeronáutica (AIM)</b>		
2.1	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>AIM Go-Team Go-Team sobre AIM</p>	<p>Port-au-Prince, Haiti 13 to 15 October 2014</p> <p>Puerto Príncipe, Haití 13 al 15 de octubre de 2014</p>	<p>3 Experts / 3 expertos Cuba (Mission / Misión <b>M-14127</b>) COCESNA (Mission / Misión <b>M-14128</b>) ICAO (Mission / Misión <b>M-14112</b>)</p>	<p>USD1,497.00 (Mission / Misión <b>M-14127</b>) USD2,460.00 (Mission / Misión <b>M-14128</b>) USD1,580.00 (Mission / Misión <b>M-14112</b>)</p> <p><b>Total: USD5,537.00</b></p>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
2.2	<p><b>WORKSHOP TALLER</b></p> <p>Electronic Aeronautical Charts of Performance Based Navigation (PBN) Terminal Procedures and Aerodrome Mapping Seminar</p> <p>Seminario sobre cartas aeronáuticas electrónicas de los Procedimientos Terminales de la navegación basada en la performance (PBN)</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico, 24 to 28 August 2015</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México, 24 al 28 de agosto de 2015</p>	<p>2 fellowships / 2 becas: Cuba (Award <b>3M477</b>) Curaçao (Award <b>3M478</b>)</p>	<p>USD1,656.00 per fellowship / por becario</p> <p><b>Total: USD3,312.00</b></p>
2.3	<p><b>SEMINAR SEMINARIO</b></p> <p>Organization and Management of the electronic Aeronautical Information Publication (eAIP) Seminar</p> <p>Seminario sobre la Organización y Gestión de la Publicación de Información Aeronáutica electrónica (eAIP)</p>	<p>ICAO SAM Regional Office, 22 to 25 November 2016</p> <p>Oficina Regional SAM de la OACI, 22 al 25 de noviembre de 2016</p>	<p>1 fellowship / 1 beca: Mexico (Award <b>3M758</b>)</p> <p>1 Expert / 1 experto ICAO (Mission / Misión <b>M-16130</b>)</p>	<p>USD1,260.00 per fellowship / por becario</p> <p>USD2,255.00 (Mission / Misión <b>M-16130</b>)</p> <p><b>Total: USD3,515.00</b></p>
<b>Sub-Project / Objective</b>		<b>3. Implementation of Regional Air Traffic Flow Management (ATFM)</b>		
<b>Sub-Proyecto / Objetivo</b>		<b>3. Implementación de un Flujo de Gestión de Tránsito Aéreo Regional (ATFM)</b>		
3.1	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>ATFM Go-Team Implementation</p> <p>GoTeam para implementación ATFM</p>	<p>Kingston, Jamaica, 6 to 10 October 2014</p> <p>Kingston, Jamaica, 6 al 10 de octubre de 2014</p>	<p>3 Experts / 3 expertos Trinidad and Tobago (Mission / Misión <b>M-14125</b>) United States (Mission / Misión <b>M-14129</b>) ICAO (Mission / Misión <b>M-14115</b>)</p>	<p>USD2,184.29 (Mission / Misión <b>M-14125</b>) USD2119.10 (Mission / Misión <b>M-14129</b>) USD2,175.98 (Mission / Misión <b>M-14115</b>)</p> <p><b>Total: USD6,479.37</b></p>
3.2	<p><b>WORKSHOP TALLER</b></p> <p>Workshop on Air Traffic Flow Management (ATFM) Implementation for the CAR/SAM Regions</p> <p>Taller sobre la implementación para la gestión de la afluencia del tránsito aéreo (ATFM) para las Regiones CAR/SAM</p>	<p>Panama City, Panama, 25 to 29 May 2015</p> <p>Ciudad de Panamá, Panamá, 25 al 29 de mayo de 2015</p>	<p>2 fellowships / 2 becas: Dominican Republic (Award <b>3M451 &amp; 3M452</b>)</p>	<p>USD1,470.00 per fellowship / por becario</p> <p><b>Total: USD2,940.00</b></p>
3.3	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>ATFM RLA/09/801 TEAM</p> <p>RLA/09/801 TEAM sobre ATFM</p>	<p>Port of Spain, Trinidad and Tobago, 23 to 25 June 2015</p> <p>Puerto España, Trinidad y Tabago, 23 al 25 de junio de 2015</p>	<p>2 Experts / 2 expertos Dominican Republic (Mission / Misión <b>M-1596</b>) ICAO (Mission / Misión <b>M-1595</b>)</p>	<p>USD2,350.00 (Mission / Misión <b>M-1596</b>) USD2,292.00 (Mission / Misión <b>M-1595</b>)</p> <p><b>Total: USD4,642.00</b></p>
3.4	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>ATFM RLA/09/801 TEAM</p> <p>RLA/09/801 TEAM sobre ATFM</p>	<p>Santo Domingo, Dominican Republic, 7 to 9 July 2015</p> <p>Santo Domingo, República Dominicana, 7 al 9 de julio de 2015</p>	<p>1 Expert / 1 experto ICAO (Mission / Misión <b>M-1599</b>)</p>	<p>USD1,984.00 (Mission / Misión <b>M-1599</b>)</p> <p><b>Total: USD1,984.00</b></p>
3.5	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>ATFM RLA/09/801 TEAM</p> <p>RLA/09/801 TEAM sobre ATFM</p>	<p>Havana, Cuba, 28 to 30 July 2015</p> <p>La Habana, Cuba, 28 al 30 de julio de 2015</p>	<p>3 Experts / 3 expertos Jamaica (Mission / Misión <b>M-15115</b>) United States (Mission / Misión <b>M-15124</b>) ICAO (Mission / Misión <b>M-1598</b>)</p>	<p>USD1,571.00 (Mission / Misión <b>M-15115</b>) USD2,246.00 (Mission / Misión <b>M-15124</b>) USD1,489.79 (Mission / Misión <b>M-1598</b>)</p> <p><b>Total: USD5,306.79</b></p>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
<b>Sub-Project / Objective</b>		4. Aeronautical Meteorology (MET)		
<b>Sub-Proyecto / Objetivo</b>		4. Meteorología Aeronáutica (MET)		
4.1	<p><b>MEETING REUNIÓN</b></p> <p>Meeting to Enhance State Coordination between Aeronautical Meteorology (MET), Aeronautical Information Management (AIM) and Air Traffic Management (ATM) Areas</p> <p>Reunión para mejorar la coordinación entre las áreas de meteorología aeronáutica (MET), gestión de la información aeronáutica (AIM) y gestión de tránsito aéreo (ATM) de los Estados</p>	<p>ICAO NACC Regional Office, 26 to 28 July 2016</p> <p>Oficina Regional NACC de la OACI, 26 al 28 de julio de 2016</p>	<p>5 fellowships / 5 becas:</p> <p>Antigua and Barbuda (ECCAA) (Awards <b>3M727, 3M731</b>)</p> <p>Barbados (Award <b>3M728</b>)</p> <p>Haiti (Award <b>3M729</b>)</p> <p>Trinidad and Tobago (Award <b>3M730</b>)</p>	<p>USD1,260.00 per fellowship / por becario</p> <p><b>Total: USD6,300.00</b></p>
<b>Sub-Project / Objective</b>		5. Implementation of Flexible Use of Airspace (FUA); ATS Contingency and Emergency Response Planning; Improvement of Search and Rescue System		
<b>Sub-Proyecto / Objetivo</b>		5. Implementación del uso flexible del espacio aéreo (FUA); Planificación de la respuesta ante emergencias y planes de contingencia ATS; Mejorar el Sistema de búsqueda y salvamento		
5.1	<p><b>SEMINAR SEMINARIO</b></p> <p>ICAO NAM/CAR/SAM Search and Rescue (SAR) and Civil/Military Coordination Seminar</p> <p>Seminario de Búsqueda y Salvamento (SAR) y Coordinación Civil/Militar NAM/CAR/SAM de la OACI</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México</p> <p>26 to 30 May 2014 26 al 30 de mayo de 2014</p>	<p>5 fellowships / 5 becas:</p> <p>Cuba (Award <b>3I223</b>)</p> <p>Dominican Republic (Award <b>3I224</b>)</p> <p>Haiti (Award <b>3I225</b>)</p> <p>Nicaragua (COCESNA) (Award <b>3I226</b>)</p> <p>Trinidad and Tobago (Award <b>3I227</b>)</p>	<p>USD1,845.00 per fellowship / por becario</p> <p><b>Total: USD9,225.00</b></p>
5.2	<p><b>MEETING REUNIÓN</b></p> <p>NAM/CAR/SAM Search and Rescue (SAR) Implementation and Civil-military Coordination Meeting</p> <p>Reunión de implementación de Búsqueda y Salvamento (SAR) y Coordinación cívico-militar NAM/CAR/SAM</p>	<p>Porf of Spain, Trinidad and Tobago, 25 to 28 October 2016</p> <p>Puerto España, Trinidad y Tabago, 25 to 28 de octubre de 2016</p>	<p>3 fellowships / 3 becas:</p> <p>Dominican Republic (Award <b>3M756</b>)</p> <p>El Salvador (Award <b>3M757</b>)</p> <p>Mexico (Award <b>3M755</b>)</p>	<p>USD1,664.00 per fellowship / por becario</p> <p><b>Total: USD4,992.00</b></p>
<b>Sub-Project / Objective</b>		6. Enhance ATS situational awareness and improve efficiency of ATS Unit(s) Operations		
<b>Sub-Proyecto / Objetivo</b>		6. Mejorar la conciencia situacional ATS y mejorar la eficiencia de las Unidades ATS		
6.1	<p><b>WORKSHOP/MEETING TALLER/REUNIÓN</b></p> <p>Third Workshop/Meeting on the Follow-up to the Implementation of the ATS Message Handling System (AMHS) in the NAM/CAR Regions (III AMHS-IMP)</p> <p>Tercera Taller/Reunión sobre el Seguimiento a la Implementación del Sistema de Tratamiento de Mensajes ATS (AMHS) en las Regiones NAM/CAR (III AMHS-IMP)</p>	<p>Boca Chica, Dominican Republic 24 to 26 September 2013</p> <p>Boca Chica, República Dominicana 24 al 26 de septiembre de 2013</p>	<p>4 fellowships / 4 becas:</p> <p>Barbados (Award <b>3K606</b>)</p> <p>Cuba (Award <b>3K607</b>)</p> <p>Mexico (Award <b>3K608</b>)</p> <p>Trinidad and Tobago (Award <b>3K609</b>)</p>	<p>USD705.00 per fellowship / por becario</p> <p><b>Total: USD2,820.00</b></p>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
6.2	<p><b>MEETING/WORKSHOP REUNIÓN/TALLER</b></p> <p>Automation System and Integrated Telecommunications for Air Navigation Services/System-Wide Information Management (SWIM) Workshop (AUTO/SWIM) and GOLD/Controller-Pilot Data Link Communication (CPDLC) and Air Traffic Services Inter-facility Data Communication (AIDC) Task Force Follow-up Meetings</p> <p>Taller del Sistema de Automatización y Comunicaciones Integradas para Servicios de Navegación Aérea/Gestión de la Información de todo el Sistema (SWIM) (AUTO/SWIM) y Reuniones de Seguimiento de los Grupos de Tarea GOLD/Comunicaciones por enlace de datos controlador-piloto (CPDLC) y Comunicaciones de datos entre instalaciones de servicios de tránsito aérea (AIDC)</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México</p> <p>21 to 25 April 2014 21 al 25 de abril de 2014</p>	<p>6 fellowships / 6 becas: Barbados (Award <b>31146</b>) Cuba (Award <b>31145</b>) Dominican Republic (Award <b>31149</b>) Jamaica (Award <b>31147</b>) Honduras (COCESNA) (Award <b>31150</b>) Trinidad and Tobago (Award <b>31148</b>)</p>	<p>USD1,845.00 per fellowship / por becario</p> <p><b>Total: USD10,761.00</b></p>
6.3	<p><b>MEETING/WORKSHOP REUNIÓN/TALLER</b></p> <p>ICAO/FAA Workshop on ADS-B and Multilateration Implementation (ADS-B/IMP) and ADS-B Task Force Follow-up Meeting</p> <p>Taller OACI/FAA sobre Implementación ADS-B y Multilateración (ADS-B/IMP) y Reunión de Seguimiento del Grupo de Tarea ADS-B</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México</p> <p>19 to 23 May 2014 19 al 23 de mayo de 2014</p>	<p>6 fellowships / 6 becas: Barbados (Award <b>31221</b>) Cuba (Award <b>31192</b>) Dominican Republic (Award <b>31228</b>) Haiti (Award <b>31193</b>) Jamaica (Award <b>31194</b>) Trinidad and Tobago (Award <b>31222</b>)</p>	<p>USD1,845.00 per fellowship / por becario (5 days/días) USD1,536.00 per fellowship / por becario (4 days/días)</p> <p><b>Total: USD10,452.00</b></p>
6.4	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>AIDC Go-Team Go-Team sobre AIDC</p>	<p>Santo Domingo, Dominican Republic 8 to 14 September 2014</p> <p>Santo Domingo, República Dominicana</p> <p>8 al 14 de septiembre de 2014</p>	<p>3 Experts / 3 expertos Cuba (Mission / Misión <b>M-14102</b>) United States (Mission / Misión <b>M-14101</b>) ICAO (Mission / Misión <b>M-14100</b>)</p>	<p>USD1,932.00 (Mission / Misión <b>M-14102</b>) USD2,934.00 (Mission / Misión <b>M-14101</b>) USD2,114.00 (Mission / Misión <b>M-14100</b>)</p> <p><b>Total: USD6,980.00</b></p>
6.5	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>AMHS Go-Team: ATN Routing evaluation and architecture</p> <p>Go-Team sobre AMHS: Evaluación y arquitectura del enrutamiento ATN</p>	<p>Curaçao 13 to 17 October 2014</p> <p>Curacao 13 al 17 de octubre de 2014</p>	<p>3 Experts / 3 expertos Cuba (Mission / Misión <b>M-14105</b>) Dominican Republic (Mission / Misión <b>M-14104</b>) ICAO (Mission / Misión <b>M-14103</b>)</p>	<p>USD2,750.00 (Mission / Misión <b>M-14105</b>) USD2,219.00 (Mission / Misión <b>M-14104</b>) USD2,280.00 (Mission / Misión <b>M-14103</b>)</p> <p><b>Total: USD7,249.00</b></p>
6.6	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>AIDC Go-Team Implementation</p> <p>Go-Team para implementación AIDC</p>	<p>Honduras, 12 to 14 November 2014</p> <p>Honduras, 12 al 14 de noviembre de 2014</p>	<p>2 Experts / 2 expertos United States (Mission / Misión <b>M-14107</b>) ICAO (Mission / Misión <b>M-14106</b>)</p>	<p>USD1,603.70 (Mission / Misión <b>M-14108</b>) USD1,738.00 (Mission / Misión <b>M-14106</b>)</p> <p><b>Total: USD3,341.70</b></p>
6.7	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>MEVA III Go-Team</p> <p>Go-Team sobre MEVA III</p>	<p>MEVA Dominican Republic Node 4 to 6 March 2015</p> <p>Nodo de MEVA en República Dominicana 4 al 6 de marzo de 2015</p>	<p>2 Experts / 2 expertos Cuba (Mission / Misión <b>M-1520</b>) Mexico (Mission / Misión <b>M-1521</b>)</p>	<p>USD1,859.00 (Mission / Misión <b>M-1520</b>) USD1,887.00 (Mission / Misión <b>M-1521</b>)</p> <p><b>Total: USD3,746.00</b></p>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
6.8	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  MEVA III Go-Team  Go-Team sobre MEVA III	MEVA Haiti Node 4 to 6 March 2015  Nodo de MEVA en Haití 4 al 6 de marzo de 2015	2 Experts / 2 expertos Cuba (Mission / Misión <b>M-1523</b> ) ICAO (Mission / Misión <b>M-1522</b> )	USD1,739.00 (Mission / Misión <b>M-1523</b> ) USD2,027.90 (Mission / Misión <b>M-1522</b> )  <b>Total: USD3,766.90</b>
6.9	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  MEVA III Go-Team  Go-Team sobre MEVA III	MEVA Bahamas Node 4 to 6 March 2015  Nodo de MEVA en Bahamas 4 al 6 de marzo de 2015	1 Expert / 1 experto COCESNA (Mission / Misión <b>M-1524</b> )	USD2,609.00 (Mission / Misión <b>M-1524</b> )  <b>Total: USD2,609.00</b>
6.10	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  MEVA III Go-Team  Go-Team sobre MEVA III	MEVA Jamaica Node 11 to 13 March 2015  Nodo de MEVA en Jamaica 11 al 13 de marzo de 2015	3 Experts / 3 expertos Bahamas (Mission / Misión <b>M-1527</b> ) Dominican Republic (Mission / Misión <b>M-1526</b> ) COCESNA (Mission / Misión <b>M-1525</b> )	USD1,958.00 (Mission / Misión <b>M-1527</b> ) USD2,023.00 (Mission / Misión <b>M-1526</b> ) USD3,036.00 (Mission / Misión <b>M-1525</b> )  <b>Total: USD7,017.00</b>
6.11	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  MEVA III Go-Team  Go-Team sobre MEVA III	MEVA Curaçao Node 11 to 13 March 2015  Nodo de MEVA en Curazao 11 al 13 de marzo de 2015	2 Experts / 2 expertos Haiti (Mission / Misión <b>M-1529</b> ) ICAO (Mission / Misión <b>M-1514</b> )	USD2,321.00 (Mission / Misión <b>M-1529</b> ) USD2,376.00 (Mission / Misión <b>M-1514</b> )  <b>Total: USD4,697.00</b>
6.12	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  MEVA III Go-Team  Go-Team sobre MEVA III	MEVA Cuba Node 18 to 20 March 2015  Nodo de MEVA en Cuba 18 al 20 de marzo de 2015	3 Experts / 3 expertos Haiti (Mission / Misión <b>M-1515</b> ) Mexico (Mission / Misión <b>M-1516</b> ) ICAO (Mission / Misión <b>M-1514</b> )	USD2,274.00 (Mission / Misión <b>M-1515</b> ) USD1,582.00 (Mission / Misión <b>M-1516</b> ) USD1,976.00 (Mission / Misión <b>M-1514</b> )  <b>Total: USD5,832.00</b>
6.13	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  MEVA III Go-Team  Go-Team sobre MEVA III	MEVA COCESNA Node 18 to 20 March 2015  Nodo de MEVA en COCESNA 18 al 20 de marzo de 2015	2 Experts / 2 expertos Dominican Republic (Mission / Misión <b>M-1530</b> ) Jamaica (Mission / Misión <b>M-1531</b> )	USD1,821.00 (Mission / Misión <b>M-1530</b> ) USD2,206.00 (Mission / Misión <b>M-1531</b> )  <b>Total: USD4,027.00</b>
6.14	<b>MEETING</b> <b>REUNIÓN</b>  Automatic Dependent Surveillance – Broadcast (ADS-B) Implementation Meeting (ADS-B/IMP)  Reunión de Implementación de la Vigilancia Dependiente Automática – Radiodifusión (ADS-B) (ADS-B/IMP)	ICAO NACC Regional Office, Mexico City, Mexico  Oficina Regional NACC de la OACI, Ciudad de México, México  27 to 29 April 2015  27 al 29 de abril de 2015	5 fellowships / 5 becas: Cuba (Award <b>3M441</b> ) Dominican Republic (Award <b>3M442</b> ) Dominican Republic (Award <b>3M443</b> ) Trinidad and Tobago (Award <b>3M444</b> ) Honduras (COCESNA) (Award <b>3M447</b> )	USD1,317.00 per fellowship / por becario  <b>Total: USD6,585.00</b>
6.15	<b>ASSISTANCE</b> <b>ASISTENCIA</b>  CPDLC, ADS-C, AIDC RLA/09/801 TEAM RLA/09/801 TEAM sobre CPDLC, ADS-C, AIDC	Trinidad and Tobago, 20 to 22 October 2015 Trinidad y Tabago, 20 al 22 de octubre de 2015	3 Experts / 3 expertos Canada (Mission / Misión <b>M-15143</b> ) United States (Mission / Misión <b>M-15145</b> ) ICAO (Mission / Misión <b>M-15141</b> )	USD2,043.00 (Mission / Misión <b>M-15143</b> ) USD2,260.00 (Mission / Misión <b>M-15145</b> ) USD2,306.00 (Mission / Misión <b>M-15141</b> )  <b>Total: USD6,609.00</b>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
6.16	<b>ASSISTANCE ASISTENCIA</b>  CPDLC, ADS-C, AIDC RLA/09/801 TEAM RLA/09/801 TEAM sobre CPDLC, ADS-C, AIDC	COCESNA Tegucigalpa, Honduras, 27 to 29 July 2015 Tegucigalpa, Honduras, 27 al 29 de julio de 2015	3 Experts / 3 expertos Canada (Mission / Misión <b>M-15108</b> ) United States (Mission / Misión <b>M-15123</b> ) ICAO (Mission / Misión <b>M-15100</b> )	USD2,400.00 (Mission / Misión <b>M-15108</b> ) USD2,004.00 (Mission / Misión <b>M-15123</b> ) USD1,699.00 (Mission / Misión <b>M-15100</b> )  <b>Total: USD6,103.00</b>
6.17	<b>WORKSHOP TALLER</b>  NAM/CAR/SAM Datalink and ATS Data Integration Workshop  Taller NAM/CAR/SAM sobre Enlace e Integración de datos ATS	Sint Maarten, 18 to 21 April 2016 Sint Maarten, 18 al 21 de abril de 2016	3 fellowships / 3 becas: Cuba (Award <b>3M722</b> ) Dominican Republic (Award <b>3M723</b> ) Trinidad and Tobago (Award <b>3M724</b> )  1 Expert / 1 experto United States (Mission / Misión <b>M-1642</b> )	USD1,388.00 per fellowship / por becario  USD1,982.00 (Mission / Misión <b>M-1642</b> )  <b>Total: USD6,146.00</b>
6.18	<b>WORKSHOP TALLER</b>  Workshop for the Implementation of Navigation Infrastructure to Support Performance-Based Navigation (PBN) and Global navigation satellite system (GNSS) Precision Approach Operations in the NAM/CAR/SAM Regions  Taller para la Implementación de Infraestructura de Navegación para soportar PBN y las Operaciones de Aproximación de Precisión del Sistema mundial de navegación por satélite (GNSS) en las Regiones NAM/CAR/SAM	Lima, Peru, 15 to 17 August 2016 Lima, Perú, 15 al 17 de agosto de 2016	2 fellowships / 2 becas: Dominican Republic (Award <b>3M731</b> ) Mexico(Award <b>3M733</b> )	USD1,020.00 per fellowship / por becario  <b>Total: USD2,040.00</b>
<b>Sub-Project / Objective</b>		<i>7. Enhance Capacity and Efficiency of Aerodrome Operations</i>		
<b>Sub-Proyecto / Objetivo</b>		<i>7. Mejorar la capacidad y eficiencia de las operaciones en los aeródromos</i>		
7.1	<b>WORKSHOP TALLER</b>  ICAO Regional Workshop on Aerodrome Certification and Inspection  Taller Regional de la OACI sobre Certificación de Aeródromos e Inspección	ICAO NACC Regional Office, Mexico City, Mexico  Oficina Regional NACC de la OACI, Ciudad de México, México  6 to 9 November 2012 6 al 9 de noviembre de 2012	1 fellowship / 1 beca: Cuba (Award <b>3K346</b> )	<b>Total: USD1,535.99</b>
7.2	<b>WORKSHOP TALLER</b>  Regional Workshop on GREPECAS Project F1 - Aerodrome Certification Improvements  Taller Regional sobre el Proyecto F1 del GREPECAS - Mejoras a la Certificación de Aeródromos	ICAO NACC Regional Office, Mexico City, Mexico  Oficina Regional NACC de la OACI, Ciudad de México, México  14 to 18 October 2013 14 al 18 de octubre de 2013	2 fellowships / 2 becas: Barbados (Award <b>3K640</b> ) Cuba (Award <b>3K641</b> )	USD1,845.00 per fellowship / por becario  <b>Total: USD3,690.00</b>
7.3	<b>WORKSHOP TALLER</b>  Aerodrome Inspectors Workshop - GREPECAS Project F1 CAR Activity  Taller para inspectores de aeródromos – Actividad del Proyecto F1 del GREPECAS	Trinidad and Tobago 9 to 13 June 2014  Trinidad y Tabago 9 al 13 de junio de 2014	3 fellowships / 3 becas: Barbados (Award <b>3I314</b> ) Grenada (Award <b>3I315</b> ) Jamaica (Award <b>3I316</b> )	USD1,845.00 per fellowship / por becario  <b>Total: USD5,535.00</b>



Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
7.4	<b>ASSISTANCE ASISTENCIA</b>  Aerodrome Certification Go-Team Implementation  Go-Team para la implementación de la Certificación de Aeródromos	Dominican Republic, 11 to 13 November 2014  República Dominicana, 11 al 13 de noviembre de 2014	3 Experts / 3 expertos Mexico (Mission / Misión <b>M-14133</b> ) COCESNA (Mission / Misión <b>M-14134</b> ) ICAO (Mission / Misión <b>M-14132</b> )	USD1,900.00 (Mission / Misión <b>M-14133</b> ) USD1,878.62 (Mission / Misión <b>M-14134</b> ) USD1,941.16 (Mission / Misión <b>M-14132</b> )  <b>Total: USD5,719.78</b>
7.5	<b>WORKSHOP TALLER</b>  Workshop on Best practices to prevent Runway Incursion/Runway excursions - GREPECAS- Project F2  Taller sobre las prácticas mejoradas para prevenir las excursiones de pista e incursiones en pista - GREPECAS – Proyecto F2	ICAO NACC Regional Office, 11 to 14 August 2015  Oficina Regional NACC de la OACI, 11 al 14 de agosto de 2015	1 fellowship / 1 beca: Cuba (Award <b>3M474</b> )	USD1,656.00 per fellowship / por becario  <b>Total: USD1,656.00</b>
7.6	<b>ASSISTANCE ASISTENCIA</b>  RLA/09/801 Follow-up TEAM on Aerodrome Certification Honduras  RLA/09/801 TEAM de Seguimiento sobre Certificación de Aeródromos Honduras	San Pedro Sula, Honduras, 30 March to 1 April 2016  San Pedro Sula, Honduras, 30 de marzo al 1 de abril de 2016	1 Expert / 1 experto ICAO (Mission / Misión <b>M-1625</b> )	USD1,689.00 (Mission / Misión <b>M-1625</b> )  <b>Total: USD1,689.00</b>
7.7	<b>ASSISTANCE ASISTENCIA</b>  ICAO/FAA/IDAC RLA/09/801 Follow-up TEAM on Aerodrome Certification  RLA/09/801 TEAM OACI/FAA/IDAC de Seguimiento sobre Certificación de Aeródromos	Dominican Republic, 14 to 16 June 2016  República Dominicana, 14 al 16 de junio de 2016	1 Expert / 1 experto ICAO (Mission / Misión <b>M-1656</b> )	USD1,689.00 (Mission / Misión <b>M-1656</b> )  <b>Total: USD1,971.00</b>
<b>Sub-Project / Objective</b>		<b>8. Improve Regional Safety</b>		
<b>Sub-Proyecto / Objetivo</b>		<b>8. Mejorar la seguridad operacional regional</b>		
8.1	<b>COURSE CURSO</b>  ICAO End-User and Technical Courses on European Coordination Centre for Accident and Incident Reporting Systems  Cursos de la OACI para Usuarios Finales y Técnico sobre el Sistema del Centro Europeo de Coordinación de Sistemas de Notificación de Incidentes de Aviación (ECCAIRS)	ICAO NACC Regional Office, Mexico City, Mexico, 17 to 21 March 2014  Oficina Regional NACC de la OACI, Ciudad de México, México, 17 al 21 de marzo de 2014	5 fellowships / 5 becas: Bahamas (Award <b>3K903</b> ) Belize (COCESNA) (Award <b>3K951</b> ) Cuba (Award <b>3K904</b> ) Dominican Republic (Award <b>3K905</b> ) Haiti (Award <b>3K952</b> )	USD1,845.00 per fellowship / por becario  <b>Total: USD9,225.00</b>
8.2	<b>WORKSHOP TALLER</b>  Aerodrome Safety Management System (SMS) Implementation Workshop  Taller sobre Implantación del Sistema de gestión de la seguridad operacional (SMS) en Aeródromos	ICAO NACC Regional Office, Mexico City, Mexico  Oficina Regional NACC de la OACI, Ciudad de México, México  18 to 21 March 2014  18 al 21 de marzo de 2014	4 fellowships / 4 becas: Barbados (Award <b>3K901</b> ) Cuba (Award <b>3K902</b> ) Costa Rica (COCESNA) ( <b>3K950</b> ) Haiti (Award <b>3K988</b> )	USD1,536.00 per fellowship / por becario  <b>Total: USD6,144.00</b>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
8.3	<b>WORKSHOP TALLER</b>  Safety Oversight Air Navigation Services (ANS) Seminar  Seminario sobre supervisión de la seguridad operacional de los Servicios de Navegación Aérea (ANS)	ICAO NACC Regional Office, Mexico City, Mexico  Oficina Regional NACC de la OACI, Ciudad de México, México  12 to 16 May 2014 12 al 16 de mayo de 2014	5 fellowships / 5 becas: Belize (COCESNA) (Award <b>31173</b> ) Cuba (Award <b>31172</b> ) Haiti (Awards <b>31174, 31176</b> ) Jamaica (Award <b>31175</b> )	USD1,845.00 per fellowship / por becario  <b>Total: USD9,225.00</b>
8.4	<b>WORKSHOP TALLER</b>  ICAO Regional Workshop on the Implementation of the State Safety Programme (SSP) and Safety Management Systems (SMS)  Taller Regional de la OACI sobre Implementación del Programa Estatal de Seguridad Operacional (SSP) y de los Sistemas de Gestión de Seguridad Operacional (SMS)	ICAO NACC Regional Office, Mexico City, Mexico  Oficina Regional NACC de la OACI, Ciudad de México, México  21 to 25 July 2014 21 al 25 de julio de 2014	2 fellowships / 2 becas: Belize (COCESNA) (Award <b>31542</b> ) Cuba (Award <b>31541</b> )	USD1,845.00 per fellowship / por becario  <b>Total: USD3,690.00</b>
8.5	<b>ASSISTANCE ASISTENCIA</b>  Curaçao Safety Go-Team  Go-Team sobre Seguridad Operacional para Curazao	Curaçao, 13 to 17 October 2014  Curazao, 13 al 17 de octubre de 2014	1 Expert / 1 experto ICAO (Mission / Misión <b>M-1454</b> )	USD2,517.50 (Mission / Misión <b>M-1454</b> )  <b>Total: USD2,517.50</b>
8.6	<b>SEMINAR SEMINARIO</b>  Accident Investigation Seminar  Seminario sobre Investigación de Accidentes	ICAO NACC Regional Office, 20 to 24 July 2015 Oficina Regional NACC de la OACI, 20 al 24 de julio de 2015	3 fellowships / 3 becas: Cuba (Award <b>3M471</b> ) Barbados (Award <b>3M472</b> ) Honduras (Award <b>3M473</b> )  1 Expert / 1 experto ICAO (Mission / Misión <b>M-15102</b> )	USD1,995.00 per fellowship / por becario USD2,525.00 (Mission / Misión <b>M-15102</b> )  <b>Total: USD8,510.00</b>
8.7	<b>ASSISTANCE ASISTENCIA</b>  RST RLA/09/801 TEAM RLA/09/801 TEAM sobre RST	Havana, Cuba, 13 to 15 October 2015 La Habana, Cuba, 13 al 15 de octubre de 2015	2 Experts / 2 expertos United States (Mission / Misión <b>M-15154</b> ) ICAO (Mission / Misión <b>M-15112</b> )	USD2,343.00 (Mission / Misión <b>M-15154</b> ) USD1,658.00 (Mission / Misión <b>M-15112</b> )  <b>Total: USD4,001.00</b>
8.8	<b>SEMINAR SEMINARIO</b>  Second Series of ICAO's Global Aviation Dialogues (GLADs) on Market-based Measures to Address Climate Change  Segunda Sesión de los Diálogos de la aviación mundial (GLAD) de la OACI, sobre medidas basadas en el mercado (MBM) relativas al cambio climático	ICAO NACC Regional Office, 7 to 8 April 2016 Oficina Regional NACC de la OACI, Ciudad de México, México, 7 al 8 de abril de 2016	1 fellowship / 1 beca: Guatemala (COCESNA) (Award <b>3M714</b> )	USD940.00 per fellowship / por becario  <b>Total: USD940.00</b>
8.9	<b>WORKSHOP TALLER</b>  ICAO Workshop on Remotely Piloted Aircraft Systems (RPAS) and Civil Unmanned Aircraft Systems (UAS)  Taller de la OACI sobre los Sistemas de aeronave pilotada a distancia (RPAS) y Sistemas de aeronave no tripulada (UAS)	ICAO NACC Regional Office, Mexico City, Mexico, 24 to 28 April 2017  Oficina Regional NACC de la OACI, Ciudad de México, México, 24 al 28 de abril de 2017	2 fellowships / 2 becas: Guatemala (COCESNA) (Award <b>3M967</b> ) Antigua and Barbuda (ECCAA) (Award <b>3M968</b> )	USD1,323.00 per fellowship / por becario  <b>Total: USD2,646.00</b>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
<b>Sub-Project / Objective</b>		9. Enhance Regional ANS and Safety Performance Planning		
<b>Sub-Proyecto / Objetivo</b>		9. Mejorar la planificación regional sobre servicios de navegación aérea y performance de la seguridad operacional		
9.1	<b>MEETING REUNIÓN</b>  First NAM/CAR Air Navigation Implementation Working Group (ANI/WG/1) Meeting  Primera Reunión del Grupo de Trabajo NAM/CAR sobre la Implementación de la Navegación Aérea (ANI/WG/1)	ICAO NACC Regional Office, Mexico City, Mexico 29 July to 1 August 2013  Oficina Regional NACC de la OACI, Ciudad de México, México 29 de julio al 1 de agosto de 2013	5 fellowships / 5 becas: Barbados (Award <b>3K510</b> ) Belize (COCESNA) (Award <b>3K534</b> ) Cuba (Awards <b>3K511, 3K512</b> ) Honduras (COCESNA) (Award <b>3K513</b> )	USD1,536.00 per fellowship / por becario  <b>Total: USD7,680.00</b>
9.2	<b>MEETING REUNIÓN</b>  Fourth North American, Central American and Caribbean Working Group Meeting (NACC/WG/4)  Cuarta Reunión del Grupo de Trabajo de Norteamérica, Centroamérica y Caribe (NACC/WG/4)	Ottawa, Canada, 24 to 28 March 2014  Ottawa, Canadá, 24 al 28 de marzo de 2014	7 fellowships / 7 becas: Belize (COCESNA) (Award <b>3K954</b> ) Cuba (Award <b>3K906</b> ) Dominican Republic (Award <b>3K955</b> ) Haiti (Award <b>3K989</b> ) Jamaica (Award <b>3K956</b> ) Mexico (Award <b>3K957</b> ) Antigua and Barbuda (ECCAA) (Award <b>3K907</b> )	USD2,050.00 per fellowship / por becario  <b>Total: USD14,350.00</b>
9.3	<b>MEETING REUNIÓN</b>  Fourth Steering Committee Meeting of the Regional Technical Cooperation Project for the Caribbean Region (RLA/09/801 SCM/4)  Cuarta Reunión del Comité Ejecutivo del Proyecto Regional de Cooperación Técnica para la Región Caribe (RLA/09/801 SCM/4)	Kingston, Jamaica, 12 May 2015  Kingston, Jamaica, 12 de mayo de 2015	3 fellowships / 3 becas: Bahamas (Award <b>3M448</b> ) Barbados (Award <b>3M449</b> ) Cuba (Award <b>3M450</b> )	USD613.00 per fellowship / por becario  <b>Total: USD1,839.00</b>
9.4	<b>MEETING REUNIÓN</b>  Second NAM/CAR Air Navigation Implementation Working Group (ANI/WG/2) Meeting  Segunda Reunión del Grupo de Trabajo NAM/CAR sobre la Implementación de la Navegación Aérea (ANI/WG/2)	Puntarenas, Costa Rica, 1 to 4 June 2015  Puntarenas, Costa Rica, 1 al 4 de junio de 2015	6 fellowships / 6 becas: Cuba (Award <b>3M453</b> ) Trinidad and Tobago (Award <b>3M454</b> ) Honduras (COCESNA) (Award <b>3M455</b> ) Barbados (Award <b>3M457</b> ) Dominican Republic (Awards <b>3M458, 3M459</b> )	USD1,376.00 per fellowship / por becario  <b>Total: USD8,256.00</b>
9.5	<b>MEETING REUNIÓN</b>  RLA/09/801 Project Evaluation Commission  Comisión de Evaluación del Proyecto RLA/09/801	ICAO NACC Regional Office, 18 to 21 August 2015  Oficina Regional NACC de la OACI, 18 al 21 de agosto de 2015	1 fellowship / 1 beca: Dominican Republic (Award <b>3M476</b> ) Cuba cancelled participation (Award <b>3M475</b> )  1 Expert / 1 experto ICAO (Mission / Misión <b>M-15129</b> )	USD1,656.00 per fellowship / por becario  USD2,963.00 (Mission / Misión <b>M-15129</b> )  <b>Total: USD4,619.00</b>
9.6	<b>ASSISTANCE ASISTENCIA</b>  NCLB Multidisciplinary Technical Assistance Mission to Trinidad and Tobago - Objective: to support States as part of the NCLB NACC Strategy  Misión Multidisciplinaria NCLB de Asistencia Técnica para Trinidad y Tabago – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB	Trinidad and Tobago, 22 to 26 February 2016  Trinidad y Tabago, 22 al 26 de febrero de 2016	4 Experts / 4 expertos ICAO (Mission / Misión <b>M-1609</b> ) ICAO (Mission / Misión <b>M-1613</b> ) ICAO (Mission / Misión <b>M-1614</b> ) ICAO (Mission / Misión <b>M-1622</b> )	USD2,313.00 (Mission / Misión <b>M-1609</b> ) USD1,975.00 (Mission / Misión <b>M-1613</b> ) USD2,371.00 (Mission / Misión <b>M-1614</b> ) USD2,371.00 (Mission / Misión <b>M-1622</b> )  <b>Total: USD9,030.00</b>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
9.7	<p><b>MEETING REUNIÓN</b></p> <p>Third NAM/CAR Air Navigation Implementation Working Group (ANI/WG/3) Meeting</p> <p>Tercera Reunión del Grupo de Trabajo NAM/CAR sobre la Implementación de la Navegación Aérea (ANI/WG/3)</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico, 4 to 6 April 2016</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México, 4 al 6 de abril de 2016</p>	<p>7 fellowships / 7 becas: Belize (COCESNA) (Award <b>3M720</b>) Cuba (Awards <b>3M716, 3M717</b>) Curaçao (Award <b>3M725</b>) Dominican Republic (Award <b>3M718</b>) Trinidad and Tobago (Award <b>3M719</b>) Saint Lucia (ECCAA) (Award <b>3M721</b>)</p>	<p>USD1,260.00 per fellowship / por becario</p> <p><b>Total: USD8,820.00</b></p>
9.8	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>NCLB Multidisciplinary Technical Assistance Mission to Guatemala - Objective: to support States as part of the NCLB NACC Strategy</p> <p>Misión Multidisciplinaria NCLB de Asistencia Técnica para Guatemala – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB</p>	<p>Guatemala, 30 May to 3 June 2016</p> <p>Guatemala, 30 de mayo al 3 de junio de 2016</p>	<p>5 Experts / 5 expertos ICAO (Mission / Misión <b>M-1650</b>) ICAO (Mission / Misión <b>M-1651</b>) ICAO (Mission / Misión <b>M-1652</b>) ICAO (Mission / Misión <b>M-1653</b>) ICAO (Mission / Misión <b>M-1654</b>)</p>	<p>USD1,573.88 (Mission / Misión <b>M-1650</b>) USD1,573.88 (Mission / Misión <b>M-1651</b>) USD1,573.88 (Mission / Misión <b>M-1652</b>) USD1,573.88 (Mission / Misión <b>M-1653</b>) USD1,573.88 (Mission / Misión <b>M-1654</b>)</p> <p><b>Total: USD7,869.40</b></p>
9.9	<p><b>MEETING REUNIÓN</b></p> <p>NAM/CAR Regional and National Air Navigation Performance Framework (ASBU) Implementation Workshop</p> <p>Taller sobre la implementación del Marco para la Performance Regional y Nacional de la Navegación Aérea (ASBU)</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico, 22 to 26 August 2016</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México, 22 al 26 de agosto de 2016</p>	<p>8 fellowships / 8 becas: Barbados (Award <b>3M741</b>) Costa Rica (COCESNA) (Award <b>3M734</b>) Cuba (Awards <b>3M737, 3M740</b>) Dominican Republic (Award <b>3M736</b>) Haiti (Award <b>3M739</b>) Saint Lucia (ECCAA) (Award <b>3M735</b>) Trinidad and Tobago (Award <b>3M738</b>)</p>	<p>USD1,900.00 per fellowship / por becario</p> <p><b>Total: USD15,200.00</b></p>
9.10	<p><b>WORKSHOP/SEMINAR TALLER/SEMINARIO</b></p> <p>Workshop/Seminar for Regional Implementation of Competence Based Training (CBT) for Air Traffic Controller (ATCO) and Air Traffic Safety Electronics Personnel</p> <p>Taller/Seminario para la Implementación Regional de la Instrucción Basada en Competencia (CBT) para el personal de control de tránsito aéreo (ATCO) y de Seguridad Operacional en la electrónica del tránsito aéreo</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico, 21 to 23 September 2016</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México, 21 al 23 de septiembre de 2016</p>	<p>1 fellowship / 1 beca: Saint Lucia (ECCAA) (Award <b>3M742</b>)</p>	<p>USD1,260.00 per fellowship / por becario</p> <p><b>Total: USD1,260.00</b></p>
9.11	<p><b>MEETING REUNIÓN</b></p> <p>Third Meeting of the NAM/CAR Civil Aviation Training Centres Working Group (NAM/CAR/CATC/WG/3)</p> <p>Tercera Reunión del Grupo de Trabajo NAM/CAR de los Centros de Instrucción de Aviación Civil (NAM/CAR/CATC/WG/3)</p>	<p>ICAO NACC Regional Office, Mexico City, Mexico, 12 to 13 October 2016</p> <p>Oficina Regional NACC de la OACI, Ciudad de México, México, 12 al 13 de octubre de 2016</p>	<p>1 fellowship / 1 beca: Cuba (Award <b>3M745</b>)</p>	<p>USD940.00 per fellowship / por becario</p> <p><b>Total: USD940.00</b></p>
9.12	<p><b>WORKSHOP/MEETING TALLER/REUNIÓN</b></p> <p>First Regional Meeting/Workshop for National Continuous Monitoring Coordinators (NCMCs)</p> <p>Primera Reunión/Taller Regional para los Coordinadores Nacionales de Supervisión Continua (NCMC)</p>	<p>Mexico City, Mexico, 28 November to 2 December 2016</p> <p>Ciudad de México, México, 28 de noviembre al 2 de diciembre de 2016</p>	<p>1 fellowship / 1 beca: Cuba (Award <b>3M782</b>)</p> <p>1 Expert / 1 experto ICAO (Mission / Misión <b>M-16140</b>)</p>	<p>USD1,900.00 per fellowship / por becario</p> <p>USD2,963.00 (Mission / Misión <b>M-16140</b>)</p> <p><b>Total: USD4,863.00</b></p>

Key Activity / Tasks Actividad Clave / Tareas		Activity Location and Date Fecha y lugar de la actividad	Fellowships / Experts Becas / Expertos	Actual Cost – does not include ICAO Overhead and Bank/UNDP transaction fees Costo real – no incluye los gastos de la OACI ni las tarifas bancarias/PNUD por las transacciones
9.13	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>NCLB Multidisciplinary Technical Assistance Mission to Bahamas - Objective: to support States as part of the NCLB NACC Strategy</p> <p>Misión Multidisciplinaria NCLB de Asistencia Técnica para Bahamas – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB</p>	<p>Nassau, Bahamas, 3 to 7 April 2017</p> <p>Trinidad y Tabago, 3 al 7 de abril de 2017</p>	<p>3 Experts / 3 expertos</p> <p>Jamaica (Mission / Misión <b>M-1745</b>)</p> <p>Cuba (Mission / Misión <b>M-1746</b>)</p> <p>Dominican Republic (Mission / Misión <b>M-1729</b>)</p>	<p>USD3,549.74 (Mission / Misión <b>M-1745</b>)</p> <p>USD3,928.10 (Mission / Misión <b>M-1746</b>)</p> <p>USD3,488.62 (Mission / Misión <b>M-1729</b>)</p> <p><b>Total: USD10,966.46</b></p>
9.14	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>NCLB Multidisciplinary Technical Assistance Mission to Honduras - Objective: to support States as part of the NCLB NACC Strategy</p> <p>Misión Multidisciplinaria NCLB de Asistencia Técnica para Honduras – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB</p>	<p>Tegucigalpa, Honduras, 2 to 5 May 2017</p> <p>Tegucigalpa, Honduras, 2 al 5 de mayo de 2017</p>	<p>1 Expert / 1 experto</p> <p>Dominican Republic (Mission / Misión <b>M-1763</b>)</p>	<p>USD2,509.00 (Mission / Misión <b>M-1763</b>)</p> <p><b>Total: USD10,966.46</b></p>
9.15	<p><b>ASSISTANCE ASISTENCIA</b></p> <p>NCLB Multidisciplinary Technical Assistance Mission to Cuba - Objective: to support States as part of the NCLB NACC Strategy</p> <p>Misión Multidisciplinaria NCLB de Asistencia Técnica para Cuba – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB</p>	<p>Cuba, 9 to 11 May 2017</p> <p>Cuba, 9 al 11 de mayo de 2017</p>	<p>3 Experts / 3 expertos</p> <p>ICAO (Mission / Misión <b>M-1724</b>)</p> <p>ICAO (Mission / Misión <b>M-1743</b>)</p> <p>ICAO (Mission / Misión <b>M-1744</b>)</p>	<p>USD1,488.74 (Mission / Misión <b>M-1724</b>)</p> <p>USD1,492.00 (Mission / Misión <b>M-1743</b>)</p> <p>USD1,492.00 (Mission / Misión <b>M-1744</b>)</p> <p><b>Total: USD4,472.74</b></p>
9.16	<p><b>MEETING REUNIÓN</b></p> <p>Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5)</p> <p>Quinta Reunión del Grupo de Trabajo de Norteamérica, Centroamérica y Caribe (NACC/WG/5)</p>	<p>Trinidad and Tobago, 22 to 26 May 2017</p> <p>Trinidad y Tabago, 22 al 26 de mayo de 2017</p>	<p>6 fellowships / 6 becas:</p> <p>Cuba (Awards <b>3M969, 3M970</b>)</p> <p>Curaçao (Award <b>3M971</b>)</p> <p>Mexico (Award <b>3M972</b>)</p> <p>Dominican Republic (Award <b>3M973</b>)</p> <p>Antigua and Barbuda (ECCAA) (Award <b>3M974</b>)</p>	<p>USD2,005.00 per fellowship / por becario</p> <p><b>Total: USD12,030.00</b></p>
<b>Sub-Project / Objective</b>		10. Enhance Aviation Security and Facilitation		
<b>Sub-Proyecto / Objetivo</b>		10. Mejorar la seguridad de la aviación y facilitación		

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**APPENDIX C – APÉNDICE C**  
**2017 ACTIVITIES OF RLA/09/801 REGIONAL PROJECT**  
**ACTIVIDADES PARA 2017 DEL PROYECTO REGIONAL RLA/09/801**

Key Activity / Tasks Actividad Clave / Tareas	Fellowships / Experts Becas / Expertos	Projected Cost Costo Projectado	Project Steering Committee (PSC) Approval Status Estado de aprobación por el Comité Ejecutivo del Proyecto (PSC)
<p><b>Sub-Project / Objective</b> 1. Implement a PBN Airspace Concept for the CAR Region</p> <p><b>Sub-Proyecto / Objetivo</b> 1. Implementación de un concepto de espacio aéreo PBN para la Región CAR</p>			
<p><b>RLA/09/801 (MCAAP) TEAM Performance Based Navigation (PBN) Mission to Jamaica</b> Kingston, Jamaica, 13 to 15 March</p> <p><b>Misión RLA/09/801 (MCAAP) TEAM sobre navegación basada en la performance a Jamaica</b> Kingston, Jamaica, 13 al 15 de marzo</p> <p><b>FINALIZED EVENT – See Appendix B to WP/29 for actual expenses</b></p> <p><b>EVEN TO FINALIZADO – Ver Apéndice B a la NE/29 para los gastos reales</b></p>	<p>3 missions of subject matter experts 3 misiones de expertos en la materia</p>	<p>USD\$10,000.00</p>	<p>Approved by the PSC</p> <p>Aprobado por el PSC</p>
<p><b>Third ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the NAM/CAR/SAM Regions</b> To be determined, 10 to 14 July</p> <p><b>Tercera Reunión sobre armonización, modernización e implementación de la navegación basada en la performance (PBN) de OACI/IATA/CANSO para las Regiones NAM/CAR/SAM</b> A determinarse, 10 al 14 de julio</p>	<p>11 Fellowships 11 Becas 2 SMEs 1 NACC Regional Office Staff Member</p>	<p>USD\$27,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Fourth ICAO/IATA/CANSO Performance-Based Navigation (PBN) Harmonization, Modernization and Implementation Meeting for the NAM/CAR/SAM Regions</b> CAR Region, 16 to 20 October</p> <p><b>Cuarta Reunión sobre armonización, modernización e implementación de la navegación basada en la performance (PBN) de OACI/IATA/CANSO para las Regiones NAM/CAR/SAM</b> Región CAR, 16 al 20 de octubre</p>	<p>11 Fellowships 11 Becas 1 SME 1 NACC Regional Office Staff Member</p>	<p>USD\$24,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 2. Enhance the Transition to Aeronautical Information Management (AIM)</p> <p><b>Sub-Proyecto / Objetivo</b> 2. Mejorar la Transición hacia la Gestión de Información Aeronáutica (AIM)</p>			
<p><b>Workshop on AIM Evolution into Information Management (IM) in the SWIM Framework</b> ICAO NACC Regional Office, Mexico City, Mexico, 11 to 13 October</p> <p><b>Taller sobre la Evolución AIM a la Gestión de Información (IM) dentro del marco SWIM</b> Oficina Regional NACC de la OACI, Ciudad de México, México, 11 al 13 de octubre</p> <p><b>EVENT POSTPONED FOR 2018</b></p> <p><b>EVEN TO POSTERGADO PARA 2018</b></p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 3. Implementation of Regional Air Traffic Flow Management (ATFM)</p> <p><b>Sub-Proyecto / Objetivo</b> 3. Implementación de un Flujo de Gestión de Tránsito Aéreo Regional (ATFM)</p>			

Key Activity / Tasks Actividad Clave / Tareas	Fellowships / Experts Becas / Expertos	Projected Cost Costo Projectado	Project Steering Committee (PSC) Approval Status Estado de aprobación por el Comité Ejecutivo del Proyecto (PSC)
<p><b>Air Traffic Flow Management (ATFM) Implementation Meeting</b> ICAO NACC Regional Office, Mexico City, Mexico, 6 to 9 November</p> <p><b>Reunión sobre la implementación de la Gestión de afluencia del tránsito aéreo (ATFM)</b> Oficina Regional NACC de la OACI, Ciudad de México, México, 6 al 9 de noviembre</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 4. Aeronautical Meteorology (MET)</p> <p><b>Sub-Proyecto / Objetivo</b> 4. Meteorología Aeronáutica (MET)</p>			
<p><b>GREPECAS Meteorology (MET) Programme Meeting</b> ICAO SAM Regional Office, Lima, Peru or Panama, 18 to 22 September</p> <p><b>Reunión sobre el Programa de Meteorología (MET) del GREPECAS</b> Oficina Regional SAM de la OACI, Lima, Perú o Panamá, 18 al 22 de septiembre</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 5. Implementation of Flexible Use of Airspace (FUA); ATS Contingency and Emergency Response Planning; Improvement of Search and Rescue System</p> <p><b>Sub-Proyecto / Objetivo</b> 5. Implementación del uso flexible del espacio aéreo (FUA); Planificación de la respuesta ante emergencias y planes de contingencia ATS; Mejorar el Sistema de búsqueda y salvamento</p>			
<p><b>NAM/CAR Meeting/Workshop to Improve the Regional Search and Rescue (SAR) System and Civil/Military Coordination</b> To be determined, October</p> <p><b>Reunión/Taller NAM/CAR para mejorar el Sistema regional de búsqueda y salvamento (SAR) y Coordinación Civil/Militar</b> A determinarse, octubre</p>	<p>11 Fellowships 11 Becas 2 SMEs</p>	<p>USD\$27,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 6. Enhance ATS situational awareness and improve efficiency of ATS Unit(s) Operations</p> <p><b>Sub-Proyecto / Objetivo</b> 6. Mejorar la conciencia situacional ATS y mejorar la eficiencia de las Unidades ATS</p>			
<p><b>CAR Workshop on the Use of the New ICAO Frequency Finder Tool</b> ICAO NACC Regional Office, Mexico City, Mexico, 9 to 13 October</p> <p><b>Taller sobre el uso de la herramienta OACI de Frequency Finder para la región CAR</b> Oficina Regional NACC de la OACI, Ciudad de México, México, 9 al 13 de octubre</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 7. Enhance Capacity and Efficiency of Aerodrome Operations</p> <p><b>Sub-Proyecto / Objetivo</b> 7. Mejorar la capacidad y eficiencia de las operaciones en los aeródromos</p>			
<p><b>Runway Safety Team (RST) Implementation for CAR State – Joint Project with FAA</b> To be determined, 11 to 14 April</p> <p><b>Implementación de un Equipo de Seguridad Operacional en Pistas para un Estado CAR – Proyecto conjunto con la FAA</b> A determinarse, 11 al 14 de abril</p> <p><b>EVENT POSTPONED FOR 2018</b></p> <p><b>EVENTO POSTERGADO PARA 2018</b></p>	<p>3 missions of subject matter experts 3 misiones de expertos en la materia</p>	<p>USD\$10,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>

Key Activity / Tasks Actividad Clave / Tareas	Fellowships / Experts Becas / Expertos	Projected Cost Costo Proyectado	Project Steering Committee (PSC) Approval Status Estado de aprobación por el Comité Ejecutivo del Proyecto (PSC)
<p>ICAO/FAA/ACI Meeting/Workshop on Best Practices for Aerodrome Certification Procedures – Spanish Panama, 12 to 15 June</p> <p>Reunión/Taller OACI/FAA/ACI sobre mejores prácticas para los procedimientos de certificación de aeródromos – Español Panamá, 12 al 15 de junio</p>	<p>11 Fellowships 11 Becas 1 SME</p>	<p>USD\$21,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p>ICAO/FAA Workshop on Best Practices for the Development of Aerodrome Manuals and the Use of Procedures for Air Navigation Services — Aerodromes (PANS-AGA) for the CAR Region Trinidad and Tobago, 3 to 6 October</p> <p>Taller OACI/FAA sobre mejores prácticas para el desarrollo de manuales de aeródromos y el uso de procedimientos para servicios de navegación aérea – Aeródromos (PANS-AGA) para la Región CAR Trinidad y Tabago, 3 al 6 de octubre</p>	<p>11 Fellowships 11 Becas 1 SME</p>	<p>USD\$21,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 8. Improve Regional Safety</p> <p><b>Sub-Proyecto / Objetivo</b> 8. Mejorar la seguridad operacional regional</p>			
<p>ICAO Workshop on Remotely Piloted Aircraft Systems (RPAS) and Civil Unmanned Aircraft Systems (UAS) ICAO NACC Regional Office, Mexico City, Mexico, 24 to 28 April</p> <p>Taller de la OACI sobre los Sistemas de aeronave pilotada a distancia (RPAS) y Sistemas de aeronave no tripulada (UAS) Oficina Regional NACC de la OACI, Ciudad de México, México, 24 al 28 de abril</p> <p><b>FINALIZED EVENT – See Appendix B to WP/29 for actual expenses</b></p> <p><b>EVENTO FINALIZADO – Ver Apéndice B a la NE/29 para los gastos reales</b></p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p>ICAO Upset prevention and recovery training (UPRT) Workshop Oklahoma City, Oklahoma, United States, 12 to 13 September</p> <p>Taller de la OACI sobre la Instrucción para la prevención y recuperación de la pérdida de control de la aeronave (UPRT) Oklahoma City, Oklahoma, Estados Unidos, 12 al 13 de septiembre</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>Sub-Project / Objective</b> 9. Enhance Regional ANS and Safety Performance Planning</p> <p><b>Sub-Proyecto / Objetivo</b> 9. Mejorar la planificación regional sobre servicios de navegación aérea y performance de la seguridad operacional</p>			
<p>Fifth North American, Central American and Caribbean Working Group Meeting (NACC/WG/5) Trinidad and Tobago, 22 to 26 May</p> <p>Quinta Reunión del Grupo de Trabajo de Norteamérica, Centroamérica y Caribe (NACC/WG/5) Trinidad y Tabago, 22 al 26 de mayo</p> <p><b>EVENT IN PROGRESS – See Appendix B to WP/29 for actual expenses</b></p> <p><b>EVENTO EN PROCESO – Ver Apéndice B a la NE/29 para los gastos reales</b></p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>



Key Activity / Tasks Actividad Clave / Tareas	Fellowships / Experts Becas / Expertos	Projected Cost Costo Projectado	Project Steering Committee (PSC) Approval Status Estado de aprobación por el Comité Ejecutivo del Proyecto (PSC)
<p><b>NCLB Multidisciplinary Technical Assistance Mission to Barbados</b> - Objective: to support States as part of the NCLB NACC Strategy Bridgetown Barbados, 2017</p> <p><b>Misión Multidisciplinaria NCLB de Asistencia Técnica para Barbados</b> – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB Bridgetown Barbados, 2017</p> <p><b>EVENT POSTPONED FOR 2018</b></p> <p><b>EVENTO POSTERGADO PARA 2018</b></p>	<p>4 missions of NACC Regional Officers 4 misiones de especialistas regionales de la Oficina NACC</p>	<p>USD\$12,000.00</p>	<p>Approved by the Fifth SCM Teleconference State is still required to send TEAM request letter to ICAO</p> <p>Aprobado por la Quinta Teleconferencia del SCM Aún se requiere que el Estado envíe la carta de solicitud del TEAM a la OACI</p>
<p><b>NCLB Multidisciplinary Technical Assistance Mission to ECCAA</b> - Objective: to support States as part of the NCLB NACC Strategy 25 to 27 April</p> <p><b>Misión Multidisciplinaria NCLB de Asistencia Técnica para ECCAA</b> – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB 25 al 27 abril</p> <p><b>EVENT WILL BE CARRIED OUT UNDER SIP FUNDS</b></p> <p><b>ESTE EVENTO SERÁ REALIZADO UTILIZANDO FONDOS DE UN SIP</b></p>	<p>4 missions of NACC Regional Officers 4 misiones de especialistas regionales de la Oficina NACC</p>	<p>USD\$12,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016 State is still required to send TEAM request letter to ICAO</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016 Aún se requiere que el Estado envíe la carta de solicitud del TEAM a la OACI</p>
<p><b>NCLB Multidisciplinary Technical Assistance Mission to Cuba</b> - Objective: to support States as part of the NCLB NACC Strategy Cuba, 9 to 11 May 2017</p> <p><b>Misión Multidisciplinaria NCLB de Asistencia Técnica para Cuba</b> – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB Cuba, 9 al 11 de mayo de 2017</p> <p><b>FINALIZED EVENT – See Appendix B to WP/29 for actual expenses</b></p> <p><b>EVENTO FINALIZADO – Ver Apéndice B a la NE/29 para los gastos reales</b></p>	<p>4 missions of NACC Regional Officers 4 misiones de especialistas regionales de la Oficina NACC</p>	<p>USD\$12,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>NCLB Multidisciplinary Technical Assistance Mission to Nicaragua</b> - Objective: to support States as part of the NCLB NACC Strategy Nicaragua, 3 to 5 October 2017</p> <p><b>Misión Multidisciplinaria NCLB de Asistencia Técnica para Nicaragua</b> – Objetivo: apoyar a los Estados como parte de la Estrategia NACC para NCLB Nicaragua, 3 al 5 de octubre de 2017</p>	<p>4 missions of NACC Regional Officers 4 misiones de especialistas regionales de la Oficina NACC</p>	<p>USD\$12,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016 State is still required to send TEAM request letter to ICAO</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016 Aún se requiere que el Estado envíe la carta de solicitud del TEAM a la OACI</p>
<p><b>Sub-Project / Objective</b> 10. Enhance Aviation Security and Facilitation</p> <p><b>Sub-Proyecto / Objetivo</b> 10. Mejorar la seguridad de la aviación y facilitación</p>			
<p><b>ICAO/LACAC AVSEC/FAL/RG – Facilitation Course</b> ICAO ASTC CIIASA; Mexico City, Mexico, 13 to 17 February</p> <p><b>OACI/CLAC AVSEC/FAL/RG – Curso sobre facilitación</b> ASTC de la OACI CIIASA, Ciudad de México, México, 13 al 17 de febrero</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>SLOTS, Consumer Protection, Aviation Rights and Open Skies Forum</b> ICAO NACC Regional Office, Mexico City, Mexico, 18 to 20 April</p> <p><b>Foro sobre SLOTS, protección del consumidor, derechos de la aviación y Open Skies</b> Oficina Regional NACC de la OACI, Ciudad de México, México, 18 al 20 de abril</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p><b>RLA/09/801 Members to pick <u>one</u> of the following events for fellowships as only 11 fellowships will be offered / Los miembros del RLA/09/801 deberán seleccionar <u>uno</u> de los siguientes eventos para becas ya que se ofrecerán únicamente 11 becas:</b></p>			

Key Activity / Tasks Actividad Clave / Tareas	Fellowships / Experts Becas / Expertos	Projected Cost Costo Projectado	Project Steering Committee (PSC) Approval Status Estado de aprobación por el Comité Ejecutivo del Proyecto (PSC)
<p>ICAO Traveller Identification Programme (ICAO TRIP) Strategy – Strengthening Border Controls in the Caribbean Region Workshop Eastern Caribbean State (To be determined) 17 to 21 July</p> <p>Estrategia del Programa OACI de identificación de viajeros (TRIP de la OACI) – Taller para el fortalecimiento de los controles de fronteras en la Región Caribe Estado del Caribe Oriental (a determinarse) 17 al 21 de julio</p>			
<p>ICAO Traveller Identification Programme (ICAO TRIP) Strategy – Strengthening Identification Management in the Caribbean Region Workshop Host to be determined, 14 to 18 August</p> <p>Estrategia del Programa OACI de identificación de viajeros (TRIP de la OACI) – Taller para el fortalecimiento de la gestión de identificaciones en la Región Caribe Anfitrión a determinarse, 14 al 18 de agosto</p>	<p>11 Fellowships 11 Becas</p>	<p>USD\$18,000.00</p>	<p>Approved by the PSC through the fast-track approval process on 27 December 2016</p> <p>Aprobado por el PSC mediante el procedimiento expreso de aprobación el 27 de diciembre de 2016</p>
<p>ICAO Traveller Identification Programme (ICAO TRIP) Strategy – Strengthening Security of Passport Issuance and Handling in the Caribbean Region Workshop Host to be determined, 11 to 15 September</p> <p>Estrategia del Programa OACI de identificación de viajeros (TRIP de la OACI) – Taller para el fortalecimiento de la emisión y manejo de pasaportes en la Región Caribe Anfitrión a determinarse, 11 al 15 de septiembre</p>			
<p>ICAO Traveller Identification Programme (ICAO TRIP) Strategy – Strengthening Air Border Controls in the Caribbean Region Workshop Host to be determined, 23 to 27 October</p> <p>Estrategia del Programa OACI de identificación de viajeros (TRIP de la OACI) – Taller para el fortalecimiento de los controles de fronteras aéreas en la Región Caribe Anfitrión a determinarse, 23 al 27 de octubre</p>			