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منظمة الطيران
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国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG - NACC73664**

8 June 2018

To: Project RLA/09/801 Members

Subject: Invitation – Seventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/7) Ottawa, Canada, 1 August 2018

Action

- Required:**
- 1) Transmittal by States of any additional items to the Provisional Agenda by **29 June 2018**;
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **2 July 2018**
 - 4) Submit fellowship nomination form by **2 July 2018**

Sir/Madam,

Further to paragraph 7.1 of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook, I wish to invite your Administration/Organization to participate in the Seventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/7) to be convened on the afternoon of 1 August 2018 at the Lord Elgin Hotel – Pearson Room, in Ottawa, Canada, in conjunction with the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08) also being held in the same venue from 31 July to 2 August 2018.

The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided. The provisional agenda for the Meeting is provided in **Appendix A**. You are requested to complete the Registration Form (**Appendix B**) for each participant and submit by e-mail to this office by **11 July 2018**.

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Documentation that your Administration may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadlines for submission of documentation as well as the hotel and general information are the same as the ones established in the invitation to the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/8) (Ref. NT-NE57 — **E.OSG - NACC73290**).

In addition, as established in paragraph 7.1 of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook I am pleased to inform that the Project is offering a one-day fellowship for the **RLA/09/801 MCAAP PSC Focal Points**¹.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Ottawa, Canada, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office at the nacc-tc@icao.int e-mail address by **2 July 2018**.

If you require further information on this event, you may contact Mrs. Mayda Ávila, Regional Officer, Communications, Navigation and Surveillance (mavila@icao.int), or Ms. Claudia Lopez, Technical Cooperation Associate (clopez@icao.int).

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



for
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *A – Provisional Agenda, B – Registration Form, C – Working Paper Template, D – Information Paper Template, E – Appendix to Paper Template*

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¹ **RLA/09/801 Project Member States** are: Bahamas, Barbados, Canada, 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).



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

**Seventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)
Project Steering Committee (RLA/09/801 PSC/7)
Ottawa, Canada, 1 August 2018**

APPENDIX A

PROVISIONAL AGENDA

- | | |
|----------------------|---|
| Agenda Item 1 | Review of previous PSC Reports and Agreements |
| Agenda Item 2 | 2017/2018 Project Progress Report |
| | 2.1 Report of the Project's Implementation – First Semester of 2018 |
| Agenda Item 3 | Project Financial Statement |
| Agenda Item 4 | 2019 – 2020 Regional Objectives |
| | 4.1 Planning of 2019-2020 Project Activities |
| Agenda Item 5 | Other Business Related to the Project |

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1 Review of previous PSC Reports and Agreements

Under this agenda item, the Meeting shall review and discuss action items and agreements from previous meetings.

Agenda Item 2 2017/2018 Project Progress Report

Under this agenda item, the Meeting will discuss the implementation of the MCAAP project objectives and take decisions on its future goals.

Agenda Item 3 Project Financial Statement

Under this agenda item, the Meeting will review the project financial statements and discuss future expenditures and commitments.

Agenda Item 4 2019 – 2020 Regional Objectives

Under this agenda Item, the meeting will discuss and approve new activities.

Agenda Item 5 Other Business Related to the Project

Under this agenda Item, the meeting will discuss other items related to the project not previously discussed.

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North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)

APPENDIX B / APÉNDICE B

Seventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee
Séptima Reunión del Comité Ejecutivo del Proyecto RLA/09/801
Programa de Asistencia Multi-Regional para la Aviación Civil (MCAAP)
(RLA/09/801 PSC/7)

Ottawa, Canada, 1 August 2018 / Ottawa, Canadá, 1 de agosto de 2018

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	Position in your Delegation: (Please select one option)	Chief Delegate / Jefe de la Delegación	Delegate / Delegado		
	Posición dentro de su Delegación: (Por favor seleccione una opción)	Adviser / Asesor	Observer / Observador		
2.	Country / Organization País / Organización				
3.	Salutation / Encabezamiento	Mr. / Sr.	Mrs. / Sra.	Miss / Srta.	
4.	Name / Nombre				
5.	Official Position or Title / Cargo o Título Oficial				
6.	Official Telephone / Teléfono oficial				
7.	Mobile (to contact you in case of an emergency) Celular (para contactarle en caso de emergencia)				
8.	Official E-mail / Correo-e oficial				
9.	Hotel and address where you will be staying during the event / Hotel y dirección donde se estará hospedando durante el evento				
10.	Please indicate if accompanied by your family Por favor indique si lo acompaña su familia	Yes / Sí		#	
11.	Dates of total stay in the venue Country Fechas de estancia total en el País del evento				
12.	Please indicate if you have any medical condition or allergies / Por favor indique si usted tiene alguna condición médica o alergias				
13.	Emergency contact information in your country of origin / Información de contacto para emergencias en su país de origen	Name Nombre			
		Relationship Relación			
		Telephone Teléfono			

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int