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国际民用  
航空组织

*When replying please quote:*

Ref.: NT-NS2-35 — **E.OSG - NACC77764**

9 April 2019

To: States, Territories and International Organizations

Subject: **Invitation – Eighth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/8)**  
Port of Spain, Trinidad and Tobago, 26 June 2019

Action

- Required:
- 1) Transmittal by States of any additional items to the Provisional Agenda by **26 April 2019**;
  - 2) Submission of documentation by the deadlines provided in this letter
  - 3) Submit fellowship nomination form by **27 May 2019**
  - 4) Register participation by **31 May 2019**

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 Eighth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/8) to be convened on the afternoon of 26 June 2019 at the Hyatt Regency Hotel, in Port-of-Spain, Trinidad and Tobago, in conjunction with the Ninth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/9), also being held in the same venue from 25 to 27 June 2019, which will be kindly hosted by Trinidad and Tobago.

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 **31 May 2019**.

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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 Ninth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/9) (Ref. NT-NE57 — **E.OSG - NACC77443**).

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**<sup>1</sup>. In order to know how many fellowships are available for your Administration for this year, please contact Ms. Claudia López, Technical Cooperation Associate ([clopez@icao.int](mailto:clopez@icao.int)).

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 Port of Spain, Trinidad and Tobago, 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](mailto:nacc-tc@icao.int) e-mail address by **27 May 2019**.

If you require further information on this event, you may contact Mr. Fernando Camargo, Regional Officer, Technical Assistance ([fcamargo@icao.int](mailto:fcamargo@icao.int)), or Ms. Claudia Lopez, Technical Cooperation Associate ([clopez@icao.int](mailto: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 template*

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<sup>1</sup> **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).



ICAO

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

Regional Technical Cooperation Project for the  
Multi-Regional Civil Aviation Assistance Programme  
(MCAAP) (RLA/09/801)

**Eighth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)  
Project Steering Committee (RLA/09/801 PSC/8)  
Port of Spain, Trinidad and Tobago, 26 June 2019**

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**APPENDIX A**

**PROVISIONAL AGENDA**

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|----------------------|--|
| <b>Agenda Item 1</b> | <b>Review of previous PSC Reports and Agreements</b>                             |
| <b>Agenda Item 2</b> | <b>2018/2019 Project Progress Report and Financial Statement</b>                 |
| <b>Agenda Item 3</b> | <b>Recommendations of the Third Meeting of the Project Evaluation Commission</b> |
|                      | 3.1 Project Extension beyond 2020  |
|                      | 3.2 Review and Update of the MCAAP Procedural Handbook                           |
| <b>Agenda Item 4</b> | <b>Other Business Related to the Project</b>                                     |

**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            2018/2019 Project Progress Report and Financial Statement**

Under this agenda item, the Meeting will discuss the implementation of the MCAAP project objectives and make decisions on its future goals. In addition, the Meeting will review the project financial statements and discuss future expenditures and commitments.

**Agenda Item 3            Recommendations of the Third Meeting of the Project Evaluation Commission**

Under this agenda Item, the Meeting will decide upon the recommendation of the Project Evaluation Commission (PEC) regarding the Project extension beyond 2020. In addition, the Meeting will review the changes proposed by the PEC to the MCAAP Procedural Handbook and approve the revision of this document.

**Agenda Item 4            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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