



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

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Regional Technical Cooperation Project for the  
Multi-Regional Civil Aviation Assistance Programme  
**MCAAP RLA09801**

# **Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee**

## **RLA09801 MCAAP PSC/9**

### **Final Report**

Fort-de-France, Martinique, France, 22 June 2022

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**List of Contents**

<b>Contents</b>	<b>Page</b>
<b>Index</b> .....	i-1
<b>Historical</b> .....	ii-1
<b>ii.1</b> Place and Date of the Meeting .....	ii-1
<b>ii.2</b> Opening Ceremony .....	ii-1
<b>ii.3</b> Officers of the Meeting .....	ii-1
<b>ii.4</b> Working Languages .....	ii-1
<b>ii.5</b> Agenda .....	ii-2
<b>ii.6</b> Attendance .....	ii-2
<b>ii.7</b> Conclusions and Decisions.....	ii-3
<b>ii.8</b> List of Conclusions.....	ii-3
<b>ii.9</b> List of Working and Information Papers and Presentation .....	ii-3
<b>List of Participants</b> .....	iii-1
Contact Information .....	iv-1
<b>Agenda Item 1</b> .....	1-1
<b><i>Adoption of the Provisional Agenda</i></b>	
<b>Agenda Item 2</b> .....	2-1
<b><i>Review of previous PSC Reports and Agreements</i></b>	
<b>Agenda Item 3</b> .....	3-1
<b><i>2019/2021/2022 Project Financial Statement</i></b>	
<b>Agenda Item 4</b> .....	4-1
<b><i>Project Implementation Report</i></b>	
<b>Agenda Item 5</b> .....	5-1
<b><i>Recommendations of the Fifth Meeting of the Project Evaluation Commission</i></b>	
5.1 <i>Review and Update of the MCAAP Procedural Handbook</i>	
5.2 <i>Proposals of Activities</i>	
<b>Agenda Item 6</b> .....	6-1
<b><i>RLA09801 Project Evaluation Commission (PEC) Composition for the Term 2022-2024</i></b>	

<b>Contents</b>	<b>Page</b>
<b>Agenda Item 7 .....</b>	<b>7-1</b>
<b><i>Other Business Related to the Project</i></b>	
<b>Appendix A – Executive Summary of Conclusions</b>	<b>A-1</b>
<b>Appendix B – Financial implementation of Project completed activities from 2019 up to 31 May 2022</b>	<b>B-1</b>
<b>Appendix C – Detail of contributions made by members of the Project since its commencement</b>	<b>C-1</b>
<b>Appendix D – Project fellowship and mission count and expenses per Project member</b>	<b>D-1</b>
<b>Appendix E – Statement of Estimated Fund Balance as of 31 May 2022</b>	<b>E-1</b>
<b>Appendix F – Status of Implementation of Approved MCAAP Activities</b>	<b>F-1</b>
<b>Appendix G – MCAAP Procedural Handbook</b>	<b>G-1</b>

## **HISTORICAL**

### **ii.1 Place and Date of the Meeting**

The Ninth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 MCAAP PSC/9) was held at the at La Batelière hotel in Schoelcher, Martinique, France on 22 June 2022.

### **ii.2 Opening Ceremony**

Mr. Melvin Cintron, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) and RLA09801 MCAAP Project Director, provided opening remarks highlighting the importance that the Project has had since the COVID-19 Pandemic began to provide assistance to comply the needs of the States. Mr. Cintron thanked Martinique for hosting the event and officially opened the meeting.

### **ii.3 Officers of the Meeting**

The RLA09801 MCAAP PSC/9 Meeting was held with the participation of Mr. Melvin Cintron, Regional Director of the ICAO NACC Regional Office and Director of Project RLA09801 and Mr. Julio Siu, Deputy Regional Director of the ICAO NACC Regional Office, who served as Secretary of the Meeting.

### **ii.4 Working Languages**

The working languages of the Meeting were English and Spanish. The working papers, information papers and draft report of the meeting were available to participants in both languages.

## **ii.5            Agenda**

- Agenda Item 1:            Adoption of the Provisional Agenda**
- Agenda Item 2            Review of previous PSC Reports and Agreements**
- Agenda Item 3            2019/2021/2022 Project Financial Statement**
- Agenda Item 4            Project Implementation Report**
- Agenda Item 5            Recommendations of the Fifth Meeting of the Project Evaluation Commission:**  
5.1     Review and Update of the MCAAP Procedural Handbook  
5.2     Proposals of Activities
- Agenda Item 6            RLA09801 Project Evaluation Commission (PEC) Composition for the Term 2022-2024**
- Agenda Item 7            Other Business Related to the Project**

## **ii.6            Attendance**

The RLA09801 MCAAP PSC/9 Meeting was held with the participation of the vast majority of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Members<sup>1</sup>. As the RLA09801 MCAAP PSC/9 Meeting was held in conjunction with the Tenth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/10), the list of participants can be found in the Report of the NACC/DCA/10 Meeting available at: <https://www.icao.int/NACC/Pages/meetings-2022-naccdca10.aspx>.

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<sup>1</sup> **RLA09801 Project Member States** are: Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua). United States participates in the Project as an in-kind support donor.

## ii.7 Conclusions and Decisions

The Project Steering Committee Meeting records its activities as Conclusions and Decisions as follows:

**CONCLUSIONS:** Activities approved by RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Members.

**DECISIONS:** Internal activities of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee.

## ii.8 List of Conclusions

Number	Title	Page
9/1	MCAAP Project RLA09801 Financial Status	3-2
9/2	MCAAP Project RLA09801 Implementation Report	4-2
9/3	Approval of the MCAAP/PEC/5 Meeting Report	5-1
9/4	Approval of 3 <sup>rd</sup> Edition of the MCAAP Procedural Handbook	5-2

An executive summary of these conclusions is presented in the **Appendix A** to this report.

## ii.9 List of Working, Information Papers and Presentations

### WORKING PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
WP/01	1	Provisional Agenda	12/06/22	Secretariat
WP/02	2	Follow-up on the RLA09801 PSC/8 Meeting Report	08/06/22	Secretariat
WP/03	3	Review of the Project RLA09801 Financial Statement	08/06/22	Secretariat
WP/04	4	Review of the Implementation of the Project RLA09801 Activities	09/06/22	Secretariat
WP/05	5.1 5.2	Report of the Fifth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/5)	13/06/22	Secretariat



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INFORMATION PAPERS

Number	Agenda Item	Title	Date	Prepared and Presented by
IP/01	--	List of Working, Information Papers and Presentations	17/06/22	Secretariat

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PRESENTATIONS

Number	Agenda Item	Title	Presented by
1	6	Project RLA09801 – Multi-Regional Civil Aviation Assistance Programme (MCAAP)	Secretariat

***Refer to the Meeting web page:***

<https://www.icao.int/NACC/Pages/meetings-2022-rla09801.aspx>

**Agenda Item 1:            Adoption of the Provisional Agenda**

1.1            The Secretariat presented the provisional agenda, which was approved by the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (PSC) as presented in the historical section of this report.

1.2            The documentation reviewed during this meeting is contained in IP/01.

**Agenda Item 2            Review of previous PSC Reports and Agreements**

2.1            Under WP/02, the Secretariat presented a review of the last PSC meeting held in 2019, as well as a follow-up to the 6 Decisions agreed from that meeting. The discussions under this agenda item are considered as a complement to the discussion of item 4, Project Implementation.

2.2            Since its inception, the RLA09801 MCAAP Project has proven to be an effective tool to assist States in implementing the lines of action established by the various global and regional aviation plans.

2.3            From the review of the previous PSC Decisions, the following points are highlighted:

- a)            the USD25,000 annual membership will be maintained to ensure Project performance (Decision RLA09801 PSC/8/1);
- b)            regarding Decision RLA09801 PSC/8/3, the PSC updated the Project Evaluation Commission (PEC) membership (Agenda Items 5 and 6 to this Report refer);
- c)            PSC focal point ratification (Decision RLA09801 PSC/8/4);
- d)            approval of second edition of the MCAAP Procedural Handbook (Decision RLA09801 PSC/8/5); and
- e)            extension the MCAAP Project through Revision D of the Project Document (PRODOC) (Decisions RLA09801 PSC/8/2 and RLA09801 PSC/8/6).

2.4            In conclusion, the Meeting agreed that all the 6 valid Decisions from the previous PSC/8 meeting are finalized.

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**Agenda Item 3                    2019/2021/2022 Project Financial Statement**

3.1                    Under WP/03, the Secretariat presented the Project financial status and the 2019 to 2022 activities approved with their status of implementation.

3.2                    The following appendixes details the financial status of the MCAAP Project RLA09801:

- **Appendix B** – financial implementation of Project completed activities from 2019 up to 31 May 2022
- **Appendix C** – detail of contributions made by members of the Project since its commencement
- **Appendix D** – Project fellowship and mission count and expenses per Project member
- **Appendix E** – Statement of Estimated Fund Balance as of 31 May 2022

3.3                    Due to the pandemic, all activities proposed after the PSC/8 were submitted and approved by the fast track procedure.

3.4                    With the new extension of the Project (Revision D), and in accordance with the new PRODOC, the scope of the Project started to be distributed into three focal areas (i.e. improve regional safety, improve regional capacity and efficiency, and ensure regional sustainability) in lieu of the previous 10 sub-projects.

3.5                    Although the pandemic affected the Project along 2020 and part of 2021, the level of activity has been increased significantly since mid-2021.

3.6                    As per the membership contributions, waivers have been granted to help members facing the difficulties brought to their aviation systems as a result of the pandemic. The membership from 2019 was extended to cover 2020, while the membership from 2021 remained valid for 2022.

3.7                    An important part of the Project has been the fellowships, severely impacted by the pandemic. From 2019 until 2022, the Project allocated a total of 72 fellowships, representing a budgetary commitment of USD107,208.49.

3.8                    The real balance of the Statement of Estimated Fund Balance as of 31 May 2022, can only be identified after the liquidation of all pending missions and activities.

3.9 Based on the above, the Meeting formulated the following conclusion:

<b>CONCLUSION</b>	
<b>RLA09801 MCAAP PSC/9/1</b>	<b>MCAAP PROJECT RLA09801 FINANCIAL STATUS</b>
<b>What:</b> That, considering the presentation and reporting of the MCAAP Project RLA09801 financial status, the MCAAP Project Members:  a) approve the financial statement contained in Appendix E; and  b) pay their pending contributions to be up-to-date.	<b>Expected impact:</b> <input checked="" type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input checked="" type="checkbox"/> Economic <input type="checkbox"/> Environmental <input type="checkbox"/> Operational/Technical
<b>Why:</b> Recognition of MCAAP financial Status and proper follow/up of funds execution	
<b>When:</b> a) Immediate b) PSC/10 Meeting	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	COCESNA and ECCAA

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## Agenda Item 4                      Project Implementation Report

4.1                      Under WP/04, the Secretariat reported that the Project had gradually enhanced its implementation and results toward the Members throughout the years, reflected in the evolution of the Project Document and its work programme since end of 2017 until the beginning of 2019, when it resumed a more intense pace after the Third Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/3).

4.2                      During the COVID-19 pandemic the Project proved to be an excellent, timely tool to assist the States through the funding of the first ICAO Implementation Packages (iPacks) deployed in the CAR Region to the Project Members with the Aviation Safety Risk Management (ASRM) related to COVID-19 for CAAs.

4.3                      Similarly, during the COVID-19 pandemic, the Project conducted several coordination and updates reviewing the Project activities and priorities from Members. Therefore, since the PSC/8 meeting several meetings of the PEC were conducted, including: the Fourth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/4), in the ICAO NACC Regional Office, from 3 to 5 December 2019, 4 virtual meetings of the Project Evaluation Commission (PEC) of Project RLA09801 from 2020 to 2021 and finally, the recent Fifth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/5), held in the ICAO NACC Regional Office, from 1 and 2 June 2022. PEC Meeting reports and outcomes are available at: <https://www.icao.int/NACC/Pages/edocs-tc.aspx>

4.4                      Revision D of the Project Document (PRODOC Rev. D) has been signed by most of the Project Members. In this revision, Project Members reiterated that the areas of Aviation Security (AVSEC) and Facilitation (FAL) be excluded from the scope of the Project.

4.5                      The Meeting observed a significant increase in the level of activity of the Project from the fourth quarter of 2021 to date. So far, a total of 21 activities, specific and macro, have been approved, including iPacks, assistance missions, production of guidance materials and training sessions.

4.6                      The Meeting recognized the timely contributions of most of the Project Members as well as the in-kind support by United States, observed with the provision of Subject Matter Experts (SMEs) to the MCAAP activities such as Runway Safety Teams (RST), State Safety Programme (SSP), etc. This represents about 480 people being trained and over 540 days of SMEs assistance being provided for the benefit of Project members and the areas of safety, air navigation and aviation recovery. Overall, the Project has accomplished 53% of implementation of these work plans. The **Appendix F** to the Report shows in detail the activities carried out.

4.7 In this regard the Meeting formulated the following Conclusion:

<b>CONCLUSION</b>	
<b>RLA09801 MCAAP PSC/9/2</b>	<b>MCAAP PROJECT RLA09801 IMPLEMENTATION REPORT</b>
<p><b>What:</b></p> <p>That, considering the presentation and reporting of the MCAAP Project RLA09801 activities, the MCAAP Project Members:</p> <p>a) approve the MCAAP Project Implementation report as presented in Appendix F;</p> <p>b) propose new activities to obtain MCAAP funding, as needed; and</p> <p>c) follow-up on increasing the Project execution percentage through the PEC.</p>	<p><b>Expected impact:</b></p> <p><input type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input checked="" type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input checked="" type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>Enhance MCAAP Project performance and Members participation</p>	
<p><b>When:</b> a) immediate b) and c) PSC/10 Meeting</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>COCESNA and ECCAA</p>

**Agenda Item 5 Recommendations of the Fifth Meeting of the Project Evaluation Commission:**  
**5.1 Review and Update of the MCAAP Procedural Handbook**  
**5.2 Proposals of Activities**

5.1 Under WP/05, the meeting was informed on the Fifth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/5) that was held at the premises of the ICAO NACC Regional Office, Mexico City, Mexico from 1 to 2 June 2022, resulting in the report presented in the Appendix to WP/05 and the following 4 draft conclusions:

Number	Title
MCAAP/PEC/5/1	Approval of the Third Edition of the MCAAP Procedural Handbook
MCAAP/PEC/5/2	Approval of MCAAP Proposal Activity N. 9/2022: AIM Tracking Website Development
MCAAP/PEC/5/3	Approval of MCAAP Proposal Activity N. 10/2022: National Aviation Safety Plan (NASP) Implementation Project
MCAAP/PEC/5/4	Composition of the Project Evaluation Commission (PEC)

5.2 In this regard, the Meeting agreed on its approval and formulated the following conclusion:

<b>CONCLUSION</b>	
<b>RLA09801 MCAAP PSC/9/3 APPROVAL OF THE MCAAP/PEC/5 MEETING REPORT</b>	
<p><b>What:</b></p> <p>That, considering the report presented from the MCAAP/PEC/5 meeting, the MCAAP Project Members approve:</p> <p>a) the MCAAP/PEC/5 Meeting Report;</p> <p>b) the new MCAAP activities for AIM Tracking Website development and the National Aviation Safety Plan (NASP); and</p> <p>c) the request on changes for the PEC composition.</p>	<p><b>Expected impact:</b></p> <p><input checked="" type="checkbox"/> Political / Global</p> <p><input checked="" type="checkbox"/> Inter-regional</p> <p><input type="checkbox"/> Economic</p> <p><input type="checkbox"/> Environmental</p> <p><input type="checkbox"/> Operational/Technical</p>
<p><b>Why:</b></p> <p>Approval of new MCAAP activities and PEC/5 Meeting report</p>	
<p><b>When:</b> immediate</p>	<p><b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed</p>
<p><b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:</p>	<p>COCESNA and ECCAA</p>



5.3 *Review and Update of the MCAAP Procedural Handbook*

5.3.1 With the changes brought to the Project from the approval of Revision D of the Project Document (PRODOC Rev. D), as well as the impact of the pandemic on its management, a new revision (3<sup>rd</sup> edition) of the Procedural Handbook was developed (**Appendix G** refers). The main modifications are:

- a) process for the establishment of the composition of the PEC;
- b) the transfer of the assignment of approving Procedural Handbook revisions from the PSC to the PEC;
- c) the improvement of the Fast Track Procedure; and
- d) the addition of details regarding internal processes related to the fellowship programme and travel assistance.

5.3.2 The lack of face-to-face meetings forced the Project to adjust the Fast Track procedure, in order to allow the Project to move on. As a result, some changes in said procedure were proposed by the Secretariat and agreed by the PEC, in order to allow greater agility in the approval of proposals, making the Project management more efficient.

5.3.3 The details of internal processes related to the fellowship programme and travel assistance have also been included to improve awareness of the required steps and timelines, to avoid setbacks in the processing of activity proposals. The details added to the Handbook allow for greater knowledge about the internal processes required for requests for fellowships or travel assistance, notably with regard to the required deadlines.

5.3.4 As such, the Meeting agreed on the following conclusion:

<b>CONCLUSION</b>	
<b>RLA09801 MCAAP PSC/9/4</b>	<b>Approval of 3<sup>rd</sup> Edition of the MCAAP Procedural Handbook</b>
<b>What:</b> That, to include the most recent updates and agreement to the MCAAP procedures and processes, the MCAAP Project Members approves the 3 <sup>rd</sup> edition of the MCAAP Procedural Handbook as presented in Appendix G.	<b>Expected impact:</b> <input checked="" type="checkbox"/> Political / Global <input type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input type="checkbox"/> Operational/Technical
<b>Why:</b> Timely update of Project procedures and processes	
<b>When:</b> immediate	<b>Status:</b> <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
<b>Who:</b> <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	COCESNA and ECCAA

5.3.5           The PEC also proposed that the approval of future changes in the Procedural Handbook be assigned to the PEC, instead of the PSC, as this document deals, basically, with the internal processes to make the Project function efficiently. The PSC had different views to this request and the approval will remain under the authority of the PSC.

5.4            *Project Evaluation Commission Membership*

5.4.1           The Meeting agreed on not limiting to five the number of members in the PEC, thus any member (provided they are not in arrears with the Project annual contribution) would be invited to nominate a representative to make part of the PEC for the term to begin. COCESNA joined the PEC membership (Agenda Item 6 refers).

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**Agenda Item 6**                    **RLA09801 Project Evaluation Commission (PEC) Composition for the Term 2022-2024**

6.1                    The Secretariat informed the PSC Meeting that the MCAAP Project Director sent the ICAO NACC State Letter Ref. NT-NS2-35 — E.OSG-NACC93433, dated 14 June 2022, to the Project Members concerning the Membership of the RLA09801 Project Evaluation Commission (PEC) (Conclusion MCAAP/PEC/5/4 refers). After the recollection of responses on the composition of the PEC, the previous members expressed their interest to be nominated once again for the new term. COCESNA also expressed its interest in being part of the PEC composition.

6.2                    This considered, the PSC agreed on a new composition of the PEC for the term 2022-2024, consisting of Bahamas, Canada, Cuba, Dominican Republic, Mexico, United States, COCESNA the ICAO NACC Regional Office and the ICAO Technical Cooperation Bureau. This new composition will remain valid until the 2024 PSC Meeting, when a new composition will be proposed.

6.3                    The Secretariat reminded the PSC Meeting that the PEC has the following responsibilities (Ref. Project RLA09801 Procedural Handbook, paragraphs 4.6, 4.6.1):

4.6                    *RLA09801 MCAAP Project Evaluation Commission (PEC)*

4.6.1                *The RLA09801 MCAAP PEC will be responsible for:*

1. *on a continual basis, evaluating Project management and associated activities to determine benefits and effective impact in States Effective implementation (EI);*
2. *evaluating the draft Project annual work plan;*
3. *proposing improvements and new activities to support implementation;*
4. *annually assess and propose new activities for the Project;*
5. *proposing updates and amendments to the RLA09801 MCAAP Project PRODOC;*
6. *approve any amendment to this Procedural Handbook;*
7. *identifying and monitoring methods for continuous improvement of the Project; and*
8. *seek and lobby for support to the Project.*

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**Agenda Item 7            Other Business Related to the Project**

7.1            The Secretariat presented P/01 providing a up-to-date briefing of the MCAAP Project activities and the benefits to all Project Members under the new Revision D of the PRODOC.

7.2            In this presentation the main recent achievements were illustrated:

- Over five hundred days of subject matter expert (SME) assistance provided to members
- Almost five hundred professionals trained
- Travel assistance for Project Members
- COVID Safety Exemption – Council Aviation Recovery Taskforce (CART) Recommendations
- Bilateral exchange of Bilateral Subject Matter Experts (SME)
- Accident Investigation (AIG) and Safety Awareness

7.3            The current Project benefits were listed:

- The Project Activity Plan is aligned with the Global Air Navigation Plan (GANP), the Global Aviation Safety Plan (GASP), and the NACC Systemic Assistance Programme (SAP) targets
- Project targets improved Standards and Recommended Practices (SARPs) Implementation and increased Effective Implementation (EI) by grouping States that can benefit from the same activities.
- Immediate support for COVID-19 recovery
- Travel assistance for participation in ICAO events (discounted from fellowships available for each Member)
- Each Project Activity benefits multiple States – Cost Savings.
- Benefit from in kind contributions from other Project Members at no cost.
- Benefit from assistance from ICAO Headquarters and NACC Regional Office.
- SME Assistance Man Days and Training received by each MCAAP Member State far exceed their contribution.

7.4 Finally the additional Project benefits on the procurement aspect of the MCAAP were commented as follows:

- Grouping States with similar procurement needs to use the MCAAP as a tool to negotiate as a group and achieve lower prices, example: satellite automatic dependent surveillance – broadcast (ADS- B).
- Ensure compatibility of systems and interconnection with neighbouring States.
- Obtain ICAO assistance during implementation of equipment.
- Ensure proper training of staff on the use and maintenance of new systems.
- Ensure alignment with ICAO SARPs, as well as Global and Regional Plans.

7.5 The Meeting was invited to share this presentation to their administration to ensure awareness and greater participation and use of the MCAAP project for each States priorities and needs.

**APPENDIX A  
EXECUTIVE LIST OF CONCLUSIONS**

<b>Number</b>	<b>Conclusion/Decision</b>	<b>Responsible for action</b>	<b>Deadline</b>
<b>C9/1</b>	<b>MCAAP PROJECT RLA09801 FINANCIAL STATUS</b>		
	That, considering the presentation and reporting of the MCAAP Project RLA09801 financial status, the MCAAP Project Members:		
	a) approve the financial statement contained in Appendix E; and	MCAAP Project Members	Immediately
	b) pay their pending contributions to be up-to-date.		By next PSC/10 Meeting
<b>C9/2</b>	<b>MCAAP PROJECT RLA09801 IMPLEMENTATION REPORT</b>		
	That, considering the presentation and reporting of the MCAAP Project RLA09801 activities, the MCAAP Project Members:		
	a) approve the MCAAP Project Implementation report as presented in Appendix F;	MCAAP Project Members	Immediately
	b) propose new activities to obtain MCAAP funding, as needed; and		By next PSC/10 Meeting
	c) follow-up on increasing the Project execution percentage through the PEC.		By next PSC/10 Meeting
<b>C9/3</b>	<b>APPROVAL OF THE MCAAP/PEC/5 MEETING REPORT</b>		
	That, considering the report presented from the MCAAP/PEC/5 Meeting, the MCAAP Project Members approve:		
	a) the MCAAP/PEC/5 Meeting Report;	MCAAP Project Members	Immediately
	b) the new MCAAP Activities for AIM Tracking Website Development and National Aviation Safety Plan (NASP) Implementation; and		Immediately
	c) the request on changes for the PEC composition.		Immediately
<b>C9/4</b>	<b>APPROVAL OF 3<sup>RD</sup> EDITION OF THE MCAAP PROCEDURAL HANDBOOK</b>		
	That, to include the most recent updates and agreement to the MCAAP procedures and processes, the MCAAP Project Members approves the 3rd edition of the MCAAP Procedural Handbook as presented in Appendix G.	MCAAP Project Members	Immediately

**FINANCIAL IMPLEMENTATION OF PROJECT ACTIVITIES  
IMPLEMENTACIÓN FINANCIERA DE LAS ACTIVIDADES DEL PROYECTO**

Projected Activities and Expenses per Sub-Project and Focal Area / Gastos proyectados por Sub-Proyecto y Área Focal (2019 to 2022) / (2019 al 2022)		
Sub-Project and Focus Area Sub-Proyecto y Área de enfoque	Activity / Actividad	Total
Sub-Project/Sub-Proyecto 4 <sup>1</sup>  <b>Total: USD11,100</b>	<b>2019-4.1</b> Regional Assistance Project to SIGMET Information Improvement Proyecto de Asistencia Regional para el mejoramiento de la información SIGMET	USD8,100.00
	<b>2019-4.2</b> NCLB Regional Assistance Project, Technical Assistance Proposal for the Analysis of Meteorological Data Proyecto de asistencia regional bajo el NCLB, Propuesta de asistencia técnica para el análisis de datos meteorológicos	USD\$3,000.00
Sub-Project/Sub-Proyecto 5 <sup>2</sup>  <b>Total: USD6,300</b>	<b>2019-5.1</b> Workshop for the Central American Air Space Redesign addressed to COCESNA Member States and COCESNA's technical and operational personnel Taller para rediseño de Espacio Aéreo de Centroamérica dirigido a Estados Miembros de COCESNA y a personal técnico/operativo de COCESNA	USD\$6,300.00
Sub-Project/Sub-Proyecto 6 <sup>3</sup>      <b>Total: USD80,400.00</b>	<b>2019-6.1</b> Regional Assistance to improve the communications infrastructure – NAM/CAR Regions Asistencia regional para mejorar la infraestructura de comunicaciones – Regiones NAM/CAR	USD11,000.00
	<b>2019-6.2</b> NCLB Regional Assistance Project, Technical Assistance Proposal to minimize flight plan errors in the region – 4-day Workshop at the NACC Regional Office (Bilingual) Proyecto de asistencia regional bajo el NCLB, Propuesta de asistencia técnica para minimizar los errores de planes de vuelo en la región – Taller de 4 días en la Oficina Regional NACC (bilingüe)	USD6,000.00
	<b>2019-6.3</b> Assistance for the Development of Regional Tasks of the NAM/CAR Surveillance Group in the Region Asistencia regional para desarrollo de las tareas regionales del Grupo de Vigilancia de la Región NAM/CAR	USD8,500.00
	<b>2019-6.4</b> Assistance to States for the Development of GBAS Procedures in their Airports Asistencia a los Estados para el desarrollo de procedimientos GBAS en sus aeropuertos	USD13,500.00
	<b>2019-6.5</b> Regional Assistance to Improve NAM/ICD and AIDC Implementation – Jamaica y Barbados Asistencia regional para mejorar la implementación NAM/ICD y AIDC – Jamaica y Barbados	USD13,000.00
	<b>2020-6.1</b> Technical Assistance Mission on ADS-B and MLAT implementation in Barbados – 6 missions in March/May 2020 Misión de Asistencia Técnica sobre ADS-B e Implementación MLAT en Barbados – 6 misiones en marzo/mayo en 2020	USD19,000.00
	<b>2020-6.2</b> Cybersecurity Seminar in Cuba Seminario de Ciberseguridad en Cuba	USD9,400.00
Sub-Project/Sub-Proyecto 7 <sup>4</sup>	<b>2019-7.1</b> Workshop on Safety Assessment for Aerodromes and certification plans, ICAO NACC Regional Office, Mexico City, Mexico, 21-24 May 2019 Taller sobre Evaluaciones de la seguridad operacional para aeródromos y planes de certificación, ICAO NACC Regional Office, Mexico City, Mexico, 21-24 May 2019	USD3,750.00

<sup>1</sup> Sub-Project 4. Aeronautical Meteorology (MET) | Sub-Proyecto 4. Meteorología Aeronáutica (MET)

<sup>2</sup> Sub-Project 5. Implementation of Flexible Use of Airspace (FUA); ATS Contingency and Emergency Response Planning; Improvement of Search and Rescue System | Sub-Proyecto 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

<sup>3</sup> Sub-Project 6. Enhance ATS situational awareness and improve efficiency of ATS Unit(s) Operations | Sub-Proyecto 6. Mejorar la conciencia situacional ATS y mejorar la eficiencia de las Dependencias ATS

<sup>4</sup> Sub-Project 7. Enhance Capacity and Efficiency of Aerodrome Operations | Sub-Proyecto 7. Mejorar la capacidad y eficiencia de las operaciones en los aeródromos

Projected Activities and Expenses per Sub-Project and Focal Area / Gastos proyectados por Sub-Proyecto y Área Focal (2019 to 2022) / (2019 al 2022)		
Sub-Project and Focus Area Sub-Proyecto y Área de enfoque	Activity / Actividad	Total
<b>Total: USD15,500.00</b>	<b>2019-7.2</b> Workshop on Aerodrome Collaborative Decision Making (A-CDM) Implementation, ICAO NACC Regional Office, Mexico City, Mexico, 11-14 June 2019 Taller sobre la Implementación de Toma de Decisiones Colaborativa en Aeródromos (A-CDM), Oficina Regional NACC, Oficina Regional NACC del 11 al 14 de junio de 2019	USD3,750.00
	<b>2020-7.1</b> ICAO/ACI Seminar on the implementation of the new Global Reporting Format for Runway Surface Conditions, 14 to 15 April 2020 Seminario OACI/ACI sobre implementación del nuevo formato mundial de notificación del estado de la superficie de la pista, 14-15 Abril de 2020	USD8,000.00
Sub-Project/Sub-Proyecto 8 <sup>5</sup>	<b>2019-8.1</b> Extended Diversion Time Operations (EDTO) Workshop Taller de las Operaciones con tiempo de desviación extendido (EDTO)	USD2,000.00
	<b>2020-8.1</b> Workshop on AIG legal and procedural requirements, 21 – 23 April 2020 Taller sobre requerimientos legales y de procedimientos para AIG, 21 al 23 de abril de 2020	USD8,212.00
	<b>2020-8.2</b> Workshop on the installation and use of the ECCAIRS platform, including the issuance of all ADREP reports through that system, 17 – 19 November 2020 Taller sobre la instalación y uso de la plataforma ECCAIRS, incluyendo la emisión de todos los informes ADREP mediante dicho sistema – 17 al 19 de noviembre de 2020	USD11,000.00
	<b>2020-8.3</b> Workshop on the ICAO Safety Information Monitoring System (SIMS) Taller sobre el Sistema de Monitoreo e información de Seguridad Operacional (SIMS)	USD2,600.00
<b>Total: USD23,812.00</b>		
Sub-Project/Sub-Proyecto 9 <sup>6</sup>	<b>2019-9.1</b> Workshop to develop/update National Air Navigation Plans in accordance with the Aviation System Block Upgrades (ASBU) – 3 States: Bahamas, Cuba y Jamaica Taller para desarrollar/actualizar los Planes Nacionales de Navegación Aérea de conformidad con las mejoras por bloques del sistema de aviación (ASBU) – 3 Estados: Bahamas, Cuba y Jamaica	USD17,200.00
<b>Total: USD17,200.00</b>		
Sub-Project/Sub-Proyecto 10 <sup>7</sup>	<b>2019-10.1</b> Workshop on Security Equipment and Technology – ICAO event that will be organized in coordination with ICAO SAM Office and IATA Taller en Equipos de Seguridad y Tecnología – Evento de la OACI que será organizado en coordinación La oficina SAM de OACI e IATA	USD3,500.00
	<b>2019-10.2</b> One-Stop Security – (2 missions, one for English-speaking States and one for Spanish-speaking States) Control de Seguridad Único – Barbados (2 misiones, una para Estados anglófonos y otra para Estados hispanohablantes)	USD15,600.00
	<b>2019-10.3</b> Workshop on Risk Assessment and risk assessments at two voluntary States (one in English and one in Spanish) Taller de Evaluación de riesgo y evaluación de riesgos en dos Estados voluntarios (uno en inglés y otro en español)	USD22,500.00
<b>Total: USD41,600.00</b>		
	<b>Total</b>	<b>USD195,912.00</b>

<sup>5</sup> Sub-Project 8. Improve Regional Safety | Sub-Proyecto 8. Mejorar la seguridad operacional regional

<sup>6</sup> Sub-Project 9. Enhance Regional ANS and Safety Performance Planning | Sub-Proyecto 9. Mejorar la planificación regional sobre servicios de navegación aérea y performance de la seguridad operacional

<sup>7</sup> Sub-Project 10. Enhance Aviation Security and Facilitation | Sub-Proyecto 10. Mejorar la seguridad de la aviación y facilitación



Projected Activities and Expenses per Focal Area / Gastos proyectados por Área de enfoque (2021 to 2022) / (2021 al 2022)		
Focus Area Área de enfoque	Activity / Actividad	Total
Focus Area 1 – Improve regional safety Área de enfoque 1 – Mejora de la Seguridad operacional regional	3/2021 Virtual Medical Examiner Training Course Curso virtual de formación de examinador médico	USD13,000
	1/2020 Aviation Safety Risk Management related to COVID-19 for CAAs iPack for Caribbean States iPack sobre gestión de riesgos de seguridad operacional de la aviación relacionados a la COVID-19 para Estados del Caribe	USD41,632
	5/2021 Aviation Safety Risk Management related to COVID-19 for CAAs iPack for Central American States and Mexico iPack sobre gestión de riesgos de seguridad operacional de la aviación relacionados a la COVID-19 para Estados de Centroamérica y México	USD93,600
	2/2022 – NACC AIG Turnkey Project Llave en mano NACC AIG	USD90,000
	3/2022 – Support to the NACC SOS Project Apoyo al Proyecto NACC SOS	USD183,000
	4/2022 – Regulatory Comparison Comparación regulatoria	USD36,000
	5/2022 – Guidance for the establishment of ATS incident report and analysis system Orientación para el establecimiento de un sistema de análisis e informe de incidentes ATS	USD19,200
Focus Area 2 – Improve regional capacity and efficiency Área de enfoque 2 – Mejora de la capacidad y eficiencia regional	1/2021 Support the Regional assistance for the development of the CANSNET network Apoyar la Asistencia regional para el desarrollo de la Red de comunicaciones CANSNET	USD28,000
	2/2021 Optimization of the upper airspace infrastructure in the Port-au-Prince FIR Optimización de la infraestructura del espacio aéreo superior en la FIR Port-au-Prince	USD5,000
	1/2022 – PHC Implementation Implementación del PHC	USD23,000
	6/2022 – Guidance to support ANS safety oversight Orientación para respaldar la supervisión de la seguridad operacional de los ANS	USD29,000
	7/2022 NAM CAR Regional Airspace Optimization Project Proyecto para la optimización del espacio aéreo regional NAM/CAR	USD76,500
	8/2022 Development of National Air Navigation Plans Desarrollo de Planes nacionales de navegación aérea	USD50,000
Focus Area 3 – Ensure regional sustainability Área de enfoque 3 – Garantizar la sostenibilidad regional	No proposals have been included under this Focal Area No se han incluido propuestas bajo esta Área de enfoque.	
<b>Total:</b>		<b>USD687,932</b>

**ACTUAL EVENT IMPLEMENTATION AND EXPENSES IN 2019 / IMPLEMENTACIÓN REAL Y GASTOS DE EVENTOS EN 2019  
(AS OF 31 MAY 2022 | AL 31 DE MAYO DE 2022)**

#	Event / Evento	Date / Fechas	Place / Lugar	Status / Estado	Cost / Costo
	<b>2019-7.1</b> Workshop on Safety Assessment for Aerodromes and Runway Safety Workshop in conjunction with the FAA Taller sobre Evaluaciones de la seguridad operacional para aeródromos y planes de certificación	21 to 25 October 2019 21 al 25 de octubre de 2019	San José, Costa Rica	Finalized Finalizada	USD2,655.00
	<b>NO/ID</b> Tercera Meeting of the RLA/09/801 Project Evaluation Commission (MCAAP/PEC/3) Third Reunión de la Comisión de Evaluación del Proyecto RLA09801 (MCAAP/PEC/3)	13 to 17 May 2019 13 al 17 de mayo de 2019	ICAO NACC Regional Office, Mexico City Oficina Regional NACC de la OACI	Finalized Finalizada	USD2,900.00
	<b>NO/ID</b> Ninth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/9) & Eighth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/8)	24 to 27 June 2019 24 al 27 de junio de 2019	Port of Spain, Trinidad and Tobago Puerto España, Trinidad y Tabago	Finalized Finalizada	USD5,633.00
	<b>NO/ID</b> Mission to Ottawa, Canada requested by Mexico to attend the Automatic dependent surveillance – broadcast (ADS- B) OUT Implementation Meeting Misión a Ottawa, Canadá solicitada por México para participar en la Reunión de Implementación de la Vigilancia Dependiente Automática – Emisión (ADS-B OUT)	21 to 23 August 2019 21 al 23 de agosto de 2019	Ottawa, Canada	Finalized Finalizada	USD3,316.00
	<b>2019-7.2</b> Workshop on Aerodrome Collaborative Decision Making (A-CDM) Implementation Taller sobre la Implementación de Toma de Decisiones Colaborativa en Aeródromos (A-CDM)	9 to 10 September 2019 9 al 10 de septiembre de 2019	ICAO NACC Regional Office, Mexico City Oficina Regional NACC de la OACI	Finalized Finalizada	USD2,420.00
	<b>2019-10.1</b> Workshop on Security Equipment and Technology – ICAO event that will be organized in coordination with ICAO SAM Office and IATA Taller en Equipos de Seguridad y Tecnología – Evento de la OACI que será organizado en coordinación La oficina SAM de OACI e IATA	26 to 28 November 2019 26 al 28 de noviembre de 2019	ICAO NACC Regional Office, Mexico City Oficina Regional NACC de la OACI	Finalized Finalizada	USD7,649.00
	<b>NO/ID</b> Fourth Meeting of the RLA/09/801 Project Evaluation Commission (MCAAP/PEC/4) Cuarta Reunión de la Comisión de Evaluación del Proyecto RLA09801 (MCAAP/PEC/4)	2 to 5 December 2019 2 al 5 de diciembre de 2019	ICAO NACC Regional Office, Mexico City Oficina Regional NACC de la OACI	Finalized Finalizada	USD7,578.00
<b>Projected Expenses as per 2019 proposals   Gastos proyectados para 2019 según las propuestas:</b>					<b>USD195,912.00</b>
<b>Actual expenses carried out in 2019   Gastos reales ejecutados en 2019</b>					<b>USD32,151.00</b>

**ACTUAL EVENT IMPLEMENTATION AND EXPENSES IN 2020 / IMPLEMENTACIÓN REAL Y GASTOS DE EVENTOS EN 2020  
(AS OF 31 MAY 2022 | AL 31 DE MAYO DE 2022)**

#	Event / Evento	Date / Fechas	Place / Lugar	Status / Estado	Cost / Costo
1	<b>2019-6-5</b> Mission to Jamaica to support AIDC and NAM/ICD Implementation Misión a Jamaica para apoyar la implementación AIDC y NAM/ICD	21 to 23 January 21 al 23 de enero	Kingston, Jamaica	Finalized Finalizada	USD6,813.00
2	<b>2019-6.1</b> Regional Assistance to improve the Communications infrastructure in the NAM/CAR Regions – MEVA IV Asistencia Regional para mejorar la infraestructura de comunicaciones de las Regiones NAM/CAR - MEVA IV	3 to 7 February 3 al 7 de febrero	ICAO NACC Regional Office Oficina Regional NACC de la OACI	Finalized Finalizada	USD9,073.00
3	<b>2020-6.1</b> Technical Assistance Mission on ADS-B and MLAT implementation Misión de asistencia técnica sobre ADS-B e implementación MLAT	2 to 6 March 2 al 6 de marzo	Bridgetown, Barbados	Finalized Finalizada	USD6,787.00
4	<b>1/2020</b> RLA20401 – Aviation Safety Risk Management related to COVID-19 for CAAs iPack for Barbados, Belize, Jamaica and Trinidad and Tobago iPack sobre gestión de riesgos de seguridad operacional de la aviación relacionados a la COVID-19 para Barbados, Belice, Jamaica y Trinidad y Tabago	September 2020	Online En línea	Finalized Finalizada	USD41,632.00
<b>Projected Expenses as per 2020 proposals   Gastos proyectados para 2020 según las propuestas:</b>					<b>USD58,212.00</b>
<b>Actual expenses carried out in 2020   Gastos reales ejecutados en 2020</b>					<b>USD64,305.00</b>

**ACTUAL EVENT IMPLEMENTATION AND EXPENSES IN 2021 / IMPLEMENTACIÓN REAL Y GASTOS DE EVENTOS EN 2021  
(AS OF 31 MAY 2022 | AL 31 DE MAYO DE 2022)**

#	Event / Evento	Date / Fechas	Place / Lugar	Status / Estado	Cost / Costo
1	<b>2/2021</b> Implementation of en-route charts for lower and upper airspace with the required changes and the updated table of Air Traffic Services (ATS) routes for the Aviation Information Publication (AIP) of Haiti. Implementación de cartas en ruta para los espacios aéreos inferior y superior con los cambios requeridos y actualización de la tabla de las rutas de Servicios de Tránsito Aéreo (ATS) para la Publicación de Información Aeronáutica (AIP) de Haití	February 2021	Online	Finalized Finalizada	USD5,405.00
2	<b>3/2021</b> Virtual Medical Examiner Training Course Curso virtual de formación de examinador médico	23 to 31 August 2021	Online	Finalized Finalizada	USD13,580.00
3	<b>2019-5.1</b> Redesign of Central American Airspace Rediseño de Espacio Aéreo de Centroamérica	12 to 14 October 2021	Tegucigalpa, Honduras	Finalized Finalizada	USD1,849.00
5	<b>5/2021</b> RLA21401 – Aviation Safety Risk Management related to COVID-19 for CAAs iPack for Costa Rica, Guatemala and Honduras iPack sobre gestión de riesgos de seguridad operacional de la aviación relacionados a la COVID-19 para Costa Rica, Guatemala y Honduras	October 2021	Online	Finalized Finalizada	USD46,800.00
6	<b>5/2021</b> RLA21402 – Aviation Safety Risk Management related to COVID-19 for CAAs iPack for El Salvador, Mexico and Nicaragua iPack sobre gestión de riesgos de seguridad operacional de la aviación relacionados a la COVID-19 para El Salvador, México y Nicaragua	October 2021	Online	Finalized Finalizada	USD46,800.00
<b>Projected Expenses as per 2021 proposals   Gastos proyectados para 2021 según las propuestas:</b>					<b>USD181,232.00</b>
<b>Actual expenses carried out in 2021   Gastos reales ejecutados en 2021</b>					<b>USD109,266.00</b>

**ACTUAL EVENT IMPLEMENTATION AND EXPENSES IN 2022 / IMPLEMENTACIÓN REAL Y GASTOS DE EVENTOS EN 2022  
(AS OF 31 MAY 2022 | AL 31 DE MAYO DE 2022)**

#	Event / Evento	Date / Fechas	Place / Lugar	Status Estado /	Cost / Costo
1	<b>2/2022</b> NACC AIG Turnkey Project Llave en mano NACC AIG	25 to 29 April 2022 23 to 27 May 2022	Miami, United States	2 of 4 - Finalized 2 de 4 - Finalizados	USD15,685.00 USD12,553.00
2	<b>NO/ID</b> Mission to Lima requested by Cuba to attend the Second MEVA III / REDDIG II Interconnection Coordination Meeting Misión a Lima solicitada por Cuba para participar en la Segunda Reunión de Coordinación de la Interconexión MEVA III / REDDIG II	5 to 6 May 2022 5 al 6 de mayo de 2022	Lima, Perú	Finalized Finalizada	USD3,725.00
3	<b>NO/ID</b> Mission to Lima requested by COCESNA to attend the Second MEVA III / REDDIG II Interconnection Coordination Meeting Misión a Lima solicitada por COCESNA para participar en la Segunda Reunión de Coordinación de la Interconexión MEVA III / REDDIG II	5 to 6 May 2022 5 al 6 de mayo de 2022	Lima, Perú	Finalized Finalizada	USD3,376.00
4	<b>NO/ID</b> Technical Assistance Mission on ADS-B requested by Mexico for two experts from the IACC of Cuba Misión de Asistencia Técnica sobre ADS-B solicitada por México de dos expertos del IACC de Cuba	16 to 20 May 2022 16 al 20 de mayo de 2022	Mexico City, Mexico Ciudad de México, México	Finalized Finalizada	USD6,420.00
5	<b>NO/ID</b> Fifth Meeting of the RLA/09/801 Project Evaluation Commission (MCAAP/PEC/5) Quinta Reunión de la Comisión de Evaluación del Proyecto RLA09801 (MCAAP/PEC/5)	1 to 2 June 2022	ICAO NACC Regional Office	Finalized Finalizada	USD8,226.98
<b>Projected Expenses as per 2022 proposals   Gastos proyectados para 2022 según las propuestas:</b>					<b>USD506,700.00</b>
<b>Actual expenses carried out in 2022 (as of 31 May 2022)   Gastos reales ejecutados en 2022 (al 31 de mayo de 2022)</b>					<b>USD49,985.98</b>

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**RLA09801 STATUS OF PROJECT CONTRIBUTIONS AND PRODOC SIGNATURE AS OF 8 JUNE 2022**  
**ESTADO DE LAS CONTRIBUCIONES DEL PROYECTO Y FIRMA DEL PRODOC DEL RLA09801 AL 8 DE JUNIO DE 2022**

Member Miembro	Status of PRODOC Signatures Estado de firmas del PRODOC				Status of Contributions / Estado de las Contribuciones USD25,000 per contribution/por contribución								
	PRODOC A	PRODOC B	PRODOC C	PRODOC D	2011	2014	2016	2017	2018	2019	2020	2021	2022
Bahamas	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Not paid / Pago pendiente
Barbados	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado 22/04/22	Paid / Pagado 14/02/22
Canada Canadá	Not a member	Not a member	Signed / Firmado	Signed / Firmado	N/A	N/A	N/A	N/A	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado 21/04/22	Paid / Pagado 18/03/22
Cuba	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	N/A
Curaçao Curazao	Signed / Firmado	Signed / Firmado	Signed / Firmado	Not Signed / Sin firmar	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Not paid / Pago pendiente	N/A	Paid / Pagado 7/02/22
Haiti Haití	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Not paid / Pago pendiente
Jamaica	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Not paid / Pago pendiente	N/A	Not paid / Pago pendiente
Mexico México	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado 11/06/22	Paid / Pagado 11/06/22	Not paid / Pago pendiente
Dominican Republic República Dominicana	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado 10/02/22
Trinidad and Tobago Trinidad and Tobago	Signed / Firmado	Signed / Firmado	Signed / Firmado	Not Signed / Sin firmar	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Not paid / Pago pendiente	N/A	Paid / Pagado 15/02/22
United States Estados Unidos	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support
COCESNA	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado 17/02/22
ECCAA	Signed / Firmado	Signed / Firmado	Signed / Firmado	Not Signed / Sin firmar	Partial payment / Pago parcial	Partial payment / Pago parcial	Not paid / Pago pendiente	Not paid / Pago pendiente	Partial payment / Pago parcial	Partial payment / Pago parcial	Partial payment / Pago parcial	N/A	Not paid / Pago pendiente

**PROJECT FELLOWSHIP COUNT AND EXPENSES PER PROJECT MEMBER  
CONTEO Y GASTOS CORRESPONDIENTES A BECAS POR MIEMBRO DEL PROYECTO**

	2019		2020		2021		2022 (as of 31 May)	
	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto
Bahamas	USD2,070.00	1	-	-	-	-	-	-
Barbados	USD6,284.31	4	USD3,904.78	2	-	-	-	-
Cuba	USD18,491.20	12	USD5,599.20	3	USD1,857.14	2	USD627.77	1
Curaçao / Curazao	USD2,070.00	1	-	-	-	-	-	-
Dominican Republic / República Dominicana	USD11,525.05	7	USD5,633.79	3	-	-	-	-
Haiti / Haití	USD7,435.11	5	-	-	-	-	-	-
Jamaica	-	-	-	-	-	-	-	-
Mexico / México	USD1,476.00	1	-	-	USD1,857.14	2	-	-
Trinidad and Tobago / Trinidad y Tabago	USD13,925.01	9	USD1,716	1	-	-	-	-
COCESNA	USD12,812.19	7	-	-	USD2,785.71	3	USD638.09	1
ECCAA	-	-	-	-	USD6,500.00	7	-	-
<b>Total per year:</b>	<b>USD76,088.87</b>	<b>47</b>	<b>USD6,853.77</b>	<b>9</b>	<b>USD12,999.99</b>	<b>14</b>	<b>USD1,265.86</b>	<b>2</b>

<b>Total number of fellowships:</b>	<b>72</b>
<b>Total budgetary commitment:</b>	<b>USD107,208.49</b>

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**Statement of Estimated Fund Balance**  
**Multi-Regional Civil Aviation Assistance programme (MCAAP)**  
**Management Service Agreement**  
**RLA09801**  
**As at 31 May 2022**  
(in United States dollars)

<b>Financial Status from accounts:</b>			
<b>Balance of Surplus (Deficit) as at 1 January 2022</b>		604,379	
<b>Adjustment</b>		-	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2022</b>		<u>        </u>	604,379
<b>Add/(Deduct):</b>			
Contributions Received (Schedule I)		149,875	
Transfer of Funds to/from Other Funds (Schedule I)		-	
Interest Earned and Accrued		-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)		6	
Refund of Contributions		-	
Interest Expenses		-	
Refund of Interest Earned		-	
		<u>        </u>	149,881
			<u>754,260</u>
<b>Deduct Expenses (Note 1):</b>			
Experts (Schedule II)		1,082	
Administrative Support Personnel (Schedule III)		-	
United Nations Volunteers (Schedule IV)		-	
Travel on Official Business (Schedule V)		-	
Mission Costs (Schedule VI)		57,641	
National Professionals (Schedule VII)		-	
Subcontracts (Schedule VIII)		622	
Fellowships (Schedule IX)		-	
Equipment (Schedule X)		-	
Sundry (Schedule XI)		58	
Administrative Overhead (Schedule XII) (Note 2)		5,980	
		<u>        </u>	65,383
<b>Fund Balance/(Deficit Balance) as at 31 March 2022</b>			<u><b>688,877</b></u>
<b>Deduct outstanding commitments known up to 31 December 2022 (Note 3):</b>			
Experts (Schedule II)		-	
Administrative Support Personnel (Schedule III)		-	
United Nations Volunteers (Schedule IV)		-	
Travel on Official Business (Schedule V)		-	
Mission Costs (Schedule VI)		(22)	
National Professionals (Schedule VII)		-	
Subcontracts (Schedule VIII)		553	
Fellowships (Schedule IX)		-	
Equipment (Schedule X)		-	
Sundry (Schedule XI)		-	
Administrative Overhead (Schedule XII)		5	
		<u>        </u>	536
<b>Estimated funds available/(required) (Note 4)</b>			<u><b>688,341</b></u>
<b>Future Commitments: beyond 31 December 2022 (Note 3):</b>			
<b>Estimated funds available/ (required) including future commitments beyond 2022 (Note 4)</b>			<u><b>688,341</b></u>

— END/FIN —



### Status of Implementation of Approved MCAAP Activities

#	ACTIVITY	DATES	STATUS	BENEFICIARY	EXPECTED IMPACT	SME WORKING DAYS (W/D)	PERSONS TRAINED
1	Mission to Jamaica to support AIDC and NAM/ICD Implementation	January 2020	Finalized	Cuba Jamaica	Safety  1. To reduce LHD on 50% in the FIR where AIDC will implemented. 2. FPL errors mitigated by 10% through Regional actions. 3. 2 more AIDC connections completed in the CAR Region	3	30
2	Regional Assistance to improve the communications infrastructure – NAM/CAR Regions - MEVA IV	February 2020	Finalized	NAM/CAR Regions	Air Navigation  Implementation of a new communications network based on IP that is able to support future services, while also providing a back-up for the network currently in operations	12	N/A
3	Technical Assistance Mission on ADS-B and MLAT implementation	March 2020	Finalized	Barbados	Air Navigation  Technical and operational implementation of ADS-B	3	10
4	RLA20401 – Aviation Safety Risk Management related to COVID-19 for CAAs (iPack)	October 2020	Finalized	Barbados, Belize, Jamaica and Trinidad and Tobago	Aviation Recovery:  Improved decision making to address COVID-19 challenges and support safe aircraft operations	60	96
5	Implementation of en-route charts for lower and upper airspace with the required changes and the updated table of Air Traffic Services (ATS) routes for the Aviation Information Publication (AIP) of Haiti.	February 2021	Finalized	CAR Region	Safety and Air Navigation  Optimization of ATS routes network of the CAR Region by introducing changes in the upper airspace infrastructure in the Port-au-Prince FIR	10	N/A
6	Virtual Medical Examiner Training Course	August 2021	Finalized	Cuba, El Salvador, Guatemala, México, OECS	Safety:  Improve the capacity of Safety oversight from beneficiary members (PEL)	7	19
7	Regional Airspace Optimization for the NAM/CAR Regions (Redesign of Central American Airspace)	October 2021	Finalized	Central American States-COCESNA	Safety and Air Navigation  Integration of a homogenized airspace that takes advantage of the MODE-S/ADS-B surveillance implemented in Central America	3	12
8	RLA21401 – Aviation Safety Risk Management related to COVID-19 for CAAs (iPack)	October 2021	Finalized	Costa Rica, Guatemala and Honduras	Aviation Recovery:  Improved decision making to address COVID-19 challenges and support safe aircraft operations	45	82

#	ACTIVITY	DATES	STATUS	BENEFICIARY	EXPECTED IMPACT	SME WORKING DAYS (W/D)	PERSONS TRAINED
9	RLA21402 – Aviation Safety Risk Management related to COVID-19 for CAAs (iPack)	October 2021	Finalized	El Salvador, Mexico and Nicaragua	Aviation Recovery: Improved decision making to address COVID-19 challenges and support safe aircraft operations	45	82
10	NACC Aviation Accident and Incident Investigation (AIG) Turnkey Project	25 to 29 April 2022	Finalized	All Central American and Caribbean States, and Mexico	Safety  After the development of this project's deliverables, participating States will be able to build national capacity in AIG, paving the way for future adoption of a Regional Accident Investigation Organization (RAIO) approach.	5	15
		23 to 27 May 2022	Finalized			5	15
		18 to 22 July 2022	Scheduled			5	15
		27 to 29 September 2022	Scheduled			5	15
11	Support to the NACC Safety Oversight System (SOS) Project	2 <sup>nd</sup> Semester 2022	Scheduled	Barbados, Belize, Cuba, El Salvador, Jamaica, Nicaragua, Dominican Republic, and Trinidad and Tobago	Safety  Provide the required knowledge and skills for the executions of the audits and technical support in the CAR Region	15	60
12	Regulatory Comparison Project	September 2021 – End 2022	In progress	All Central American and Caribbean States	Safety: Enhance the knowledge of States of the most applied regulations in the CAR Region, provide tools to facilitate mutual acceptance of certificates and establishment of bilateral/multilateral agreements	90	N/A
13	Guidance material for the establishment of ATS incident report and analysis system	December 2022	Scheduled	CAR Region States	Safety: To foster the establishment and implementation of a consistent ATS incident report and analysis system, contributing to the State safety management	30	N/A
14	Guidance to support air navigation services (ANS) Safety Oversight	May-July 2022	In progress	CAR Region States	Safety: Regional template to support the development of an ANS inspector manual and training programme	40	N/A
15	NAM/CAR Regional Airspace Optimization Project	July – November 2022	In progress	NAM/CAR Region	Safety and Air Navigation Enhanced efficiency of air navigation in the NAM/CAR Regions	20	11
17	Assistance to States for the Development of GBAS Procedures in their Airports	12 to 14 September 2022	Scheduled	CAR Region	Air Navigation Increase in capacity, efficiency and safety; Development of the recommendations requested by the States to support decision-making	3	Pending

#	ACTIVITY	DATES	STATUS	BENEFICIARY	EXPECTED IMPACT	SME WORKING DAYS (W/D)	PERSONS TRAINED
16	Development of National Air Navigation Plans	August 2022 to March 2023.	Scheduled	Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago and Central American States (COCESNA)	Air Navigation Development and implementation of the NANPs	100	10
18	Misión de Asistencia Técnica sobre ADS-B por el IACC para la AFAC	16 to 20 May 2022	Finalized	Mexico	Air Navigation Funds covered by Mexico fellowships: Implementation of ADS-B monitoring software for evaluation ADS-B technical performance and statistic data. System is operating	5	10
19	Meeting for the NAM/CAR Frequency Management Review	27 to 29 July 2022	Scheduled	CAR States	Air Navigation Improve CAR frequencies management	3	Pending
20	Air Navigation Services (ANS) Surveillance Task Force Ad hoc Group Meeting	13 to 15 July 2022	Scheduled	CAR States	Air Navigation a. Draft document "Parameters to monitor the performance of ADS-B systems". b. GREPECAS Project C Work Plan updated in accordance with the new Regional needs. c. Proposal of the new action plan of the Task Force 2022-2025 for approval during the NACC/WG/7 Meeting d. Meeting report including recommendations	18	N/A
21	Fifth Meeting of the RLA/09/801 Project Evaluation Commission (MCAAP/PEC/5)	1 to 2 June 2022	Finalized	All Project members	Improved implementation of the MCAAP	14	N/A
<b>TOTAL</b>						<b>546</b>	<b>482</b>

**APPENDIX A TO THE RLA09801 PRODOC**



**ICAO**

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

**RLA09801**

**Multi-Regional Civil Aviation Assistance  
Programme**

**MCAAP**

**Procedural Handbook**



**List of Contents**

<b>Contents</b>	<b>Page</b>
<b>List of Contents</b> .....	<b>i</b>
<b>Amendment Procedure</b> .....	<b>ii</b>
<b>1. Mission</b> .....	<b>1</b>
<b>2. RLA09801 MCAAP Project Member States</b> .....	<b>2</b>
<b>3. RLA09801 MCAAP Organizational Chart and Secretariat</b> .....	<b>2</b>
<b>4. RLA09801 MCAAP Project Roles and Responsibilities</b> .....	<b>3</b>
<b>5. RLA09801 MCAAP Fast-Track Procedure</b> .....	<b>6</b>
<b>6. RLA09801 MCAAP Meetings and Channels of Communications</b> .....	<b>6</b>
<b>7. RLA09801 MCAAP Work Plan Development</b> .....	<b>8</b>
<b>8. Donors and Financial Resources</b> .....	<b>9</b>
<b>9. Fellowships</b> .....	<b>11</b>
<b>10. Travel Assistance Using the RLA09801 MCAAP</b> .....	<b>13</b>
<b>11. RLA09801 MCAAP Technical Assistance Missions (RLA09801 TEAM)</b> .....	<b>14</b>



### Amendment Procedure

The RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook is issued by the MCAAP Secretariat and maintained by the RLA09801 Project Evaluation Commission (PEC) under the supervision of the RLA09801 MCAAP Project Steering Committee (PSC).

New or revised instructions will be incorporated in the Handbook as an amendment, with brief details included in the Record of Amendments.

All changes to the RLA09801 MCAAP Procedural Handbook are to be coordinated with the RLA09801 PEC. Users are requested to submit to the RLA09801 MCAAP Secretariat any suggestions for changes action by the RLA/08/801 PEC as appropriate.

The RLA09801 MCAAP Procedural Handbook is to be made available and used as an electronic document, so any amendments will involve the provision of a replacement file for the amended Part or Appendix.

### Record of Amendments

Amendments			
No.	Procedural Handbook Part(s)	Date	Details
1	3.1	20/09/17	Inclusion of Canada as a new Member
2		27/09/19	Updates made by the PEC/3 Meeting
3		TBD	<del>New edition for the extension of the Project. Edited in accordance with PRODOC-D</del>
3	4.5.1	TBD (after PSC)	<i>The function "approve any amendment to this Procedural Handbook".</i>
	3		<i>Update the Project Organization Chart to reflect the current situation of not having AVSEC-/FAL in the scope of the Project anymore</i>
	4.6		<i>Item 4.6.4 included to detail the process.</i>
	4.6.1, 6		<i>Included the function "approving any amendment to this Handbook", responsibility that is being transferred from the PSC to the PEC. Renumbering the remaining items of 4.6.1.</i>
	4.6.2.1		<i>New wording for clarification.</i>
	4.8.1		<i>Included the expression "by the PSC for a new term" and replaced "of two years" by "corresponding to the term", to add more clarity.</i>
	5		<i>New improved rules for the fast-track procedure, with more clarity and timelines.</i>
	6.1.1, i		<i>Replaced "the second day" by "one of the days", to allow more flexibility to the Project.</i>









## 1. Mission

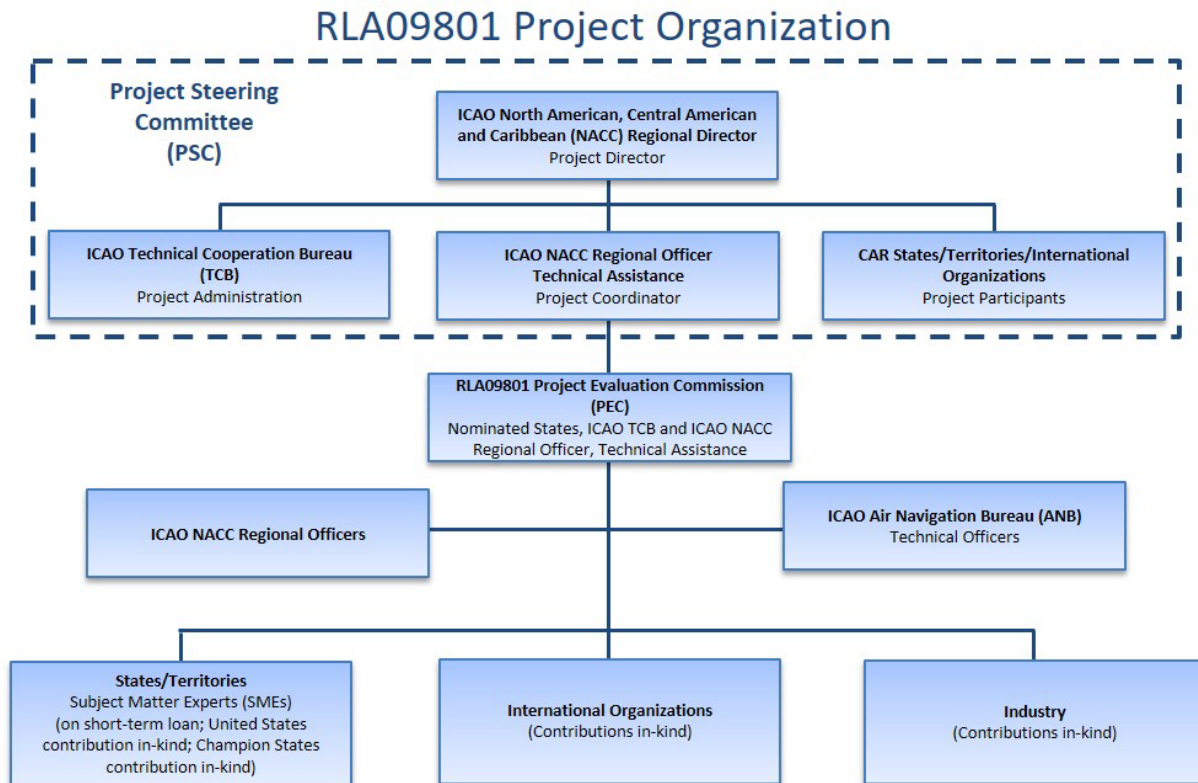
1.1 To assist Project member States/Territories in the NAM/CAR Regions in the effective implementation of ICAO standards and recommended practices (SARPs) for improving the safety, efficiency and capacity of the regional civil aviation system, in harmonization with the Global Air Navigation Plan (GANP), Global Aviation Safety Plan (GASP), CAR/SAM Regional Air Navigation Plan, and in support of the ICAO No Country Left Behind (NCLB) initiative.

## 2. RLA09801 MCAAP Project Member States

2.1 Bahamas, Barbados, Canada, Cuba, Curacao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, United States, Central American States (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) represented by COCESNA as one member; and Eastern Caribbean States (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines) represented by ECCAA as one member.

2.2 With the increased effectiveness and efficiency of this Project, regional aviation safety and aviation security issues will improve and participants will benefit as a result of the RLA09801 MCAAP Project expansion.

## 3. RLA09801 MCAAP Organizational Chart



#### **4. RLA09801 MCAAP Project Roles and Responsibilities**

##### *4.1 RLA09801 MCAAP Project Director*

4.1.1 The ICAO NACC Regional Director serves as the Project Director of RLA09801 MCAAP. The RLA09801 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.

##### *4.2 RLA09801 MCAAP Secretariat*

4.2.1 The Coordinator (Secretariat) is the ICAO NACC Regional Officer, Technical Assistance (RO/TA) with the support of the Technical Cooperation Associate.

4.2.2 The RLA09801 MCAAP Secretariat supports the RLA09801 MCAAP by providing administrative, coordination and technical support to the RLA09801 MCAAP members, as required.

4.2.3 The RLA09801 MCAAP Secretariat functions are the following:

1. manage the RLA09801 MCAAP work programme and associated activities;
2. administer budget execution/allocation for PSC approval;
3. administer fellowship process;
4. the Technical Cooperation Associate will forward invitation letters to events already sent to the State/Organization Directors to all Project Focal Points, indicating the deadline to receive fellowship nominations (as per Section 10 of this Handbook), which will be at least **45 calendar days** prior to the commencement of the event;
5. propose RLA09801 MCAAP TEAM missions and assignment of Subject Matter Experts (SMEs) in coordination with the ICAO NACC Regional Officers;
6. develop meeting agendas proposals in coordination with the Project Member/Regional Officer proponents;
7. the Project Coordinator will chair PSC meetings on behalf of the Project Director;
8. prepare PSC and PEC meeting agendas, documentation and summaries of discussion;
9. monitor action items and report annual status to the RLA09801 MCAAP PSC;
10. maintain communication with the RLA09801 MCAAP members;
11. identify required administrative support; and
12. control and administer the RLA09801 MCAAP website.

4.2.4 In addition to the functions above, the RLA09801 MCAAP Project Coordinator will seek for the RLA09801 MCAAP Project Director's approval on the following:

1. for the use of consultants as described in paragraph 8.4;
2. of additional RLA09801 MCAAP work programme events prior to the approval by the PSC; and
3. for attendance of Regional Officers, SMEs and ICAO Secretariat staff at work programme events.

4.2.4.1 Once approved by the RLA09801 Project Director, the RLA09801 MCAAP Project Coordinator will request the approval by the PSC using the fast-track procedure (paragraph 5 refers).

#### 4.3 *RLA09801 MCAAP Administration*

4.3.1 The administration is handled by the ICAO Technical Cooperation Bureau (TCB), Field Operations, Americas Office (FOS), in accordance with ICAO established procedures and practices.

4.3.2 The RLA09801 MCAAP Administrator (TCB) is tasked to oversee this Technical Cooperation project and its implementation in the following manner:

1. review and approve changes and amendments to RLA09801 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. seek the certification of funds for Project fellowships; and
7. on any other issues regarding implementation of RLA09801 MCAAP refer to Part 5 – *Technical Cooperation and Technical Assistance* of the *ICAO Regional Office Manual*.

#### 4.4 *RLA09801 MCAAP Member States*

4.4.1 All parties mentioned in paragraph 2.1 are members of the RLA09801 MCAAP Project Steering Committee (PSC) ~~{formerly known as SCM}~~.

4.4.1.1 Focal points designated by each Project member to represent their interests will act on their behalf in all required activities of the Project.

4.4.2 With the exception of the United States (that only participates by providing in-kind support) all Project members are potential beneficiaries of the activities undertaken by the Project.

4.4.3 The responsibilities of the RLA09801 MCAAP Member States/Organizations are the following:

- a) deposit the Project contributions established by the PSC within set deadlines;
- b) maintain a focal point designated to represent their interests in Project activities; and
- c) participate in Project activities, as required.

4.4.3.1 The United States is exempt from the annual contribution referred to in paragraph 8.1, since they are not a beneficiary of the Project.

4.5 *RLA09801 MCAAP Project Steering Committee (PSC)*

4.5.1 The responsibilities of the PSC are the following:

1. approve the Project Document (PRODOC) and any revisions proposed by the PEC prior to its official submission to the ICAO Technical Cooperation Bureau (TCB);
2. approve the RLA09801 MCAAP work plan and associated activities
- ~~3.1. approve any amendment to this Procedural Handbook;~~
- 4.3. nominate States to be part of the PEC; and
- 5.4. oversee the management of the project and budget.

4.6 *RLA09801 MCAAP Project Evaluation Commission (PEC)*

4.6.1 The RLA09801 MCAAP PEC will be responsible for:

1. on a continual basis, evaluating Project management and associated activities to determine benefits and effective impact in States Effective implementation (EI);
2. evaluating the draft Project annual work plan;
3. proposing improvements and new activities to support implementation;
4. annually assess and propose new activities for the Project;
5. proposing updates and amendments to the RLA09801 MCAAP Project PRODOC;
- ~~6.~~ 6. approve any amendment to this Procedural Handbook;
- ~~6.7.~~ identifying and monitoring methods for continuous improvement of the Project; and
- ~~7.8.~~ seek and lobby for support to the Project.

4.6.2 The PEC will be composed by the Project Administration, *the* Project Coordinator and *the* ~~5 States~~ *Project Members who submit nominations in response to the invitation mentioned in 4.6.4 assigned every two years by the PSC.*

4.6.2.1 *PEC Membership will be reviewed every 2 years, or every 2 PSC regular meetings (whatever happens first), when the PEC will be officially assigned by the PSC.*

4.6.2.2 Other member States may participate in PEC activities, through their Focal Points, at their discretion.

4.6.3 States that are in arrears with the contributions cannot be considered to be assigned for the PEC.

4.6.4 *With a minimum advance notice of 30 calendar days in relation to the relevant PSC Meeting, the members of the Project, in condition to be members of the PEC, will be invited to apply for their inclusion in the Commission for the following two-year term.*

#### 4.7 MCAAP Focal Point

4.7.1 The MCAAP Focal Point is a representative designated by the Director of Civil Aviation of a State or by the Director of an International Organization from Project RLA09801 MCAAP members.

4.7.2 The RLA09801 MCAAP Focal Points will be responsible for:

1. representing the interests of their State/Organization;
2. presenting the needs of their State/Organization to the RLA09801 MCAAP Secretariat;
3. acting as advisors to the ICAO NACC Regional Office for the preparation of the annual Project work plan;
4. making the necessary coordination within his/her own Administration on all RLA09801 MCAAP processes and activities, including processing the contributions for the Project;
5. deciding within their State/Organization on fellowship holder application requests and sending them to the RLA09801 MCAAP Secretariat with at least **45 calendar days** prior to the commencement of the event;
6. approving changes made to the work plan through the fast track procedure;
7. providing support to the Project activities including their attendance at Project Meetings, as necessary;
8. proposing improvements and new activities to support implementation; and
9. proposing updates and amendments to the RLA09801 MCAAP Project Procedural Handbook and PRODOC.



#### 4.8 RLA09801 MCAAP PEC Rapporteur

4.8.1 The RLA09801 MCAAP PEC Rapporteur is a representative of a member State/Organization of the PEC. The PEC members shall elect the Rapporteur in the first meeting of the PEC after the assignment of the States/Organizations *by the PSC for a new term*. The PEC Rapporteur will serve for a period *corresponding to the term of two years* and may be re-elected.

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

1. calling meetings of the PEC;
2. chairing the RLA09801 MCAAP PEC meetings;
3. keeping focus on high priority Project activities;
4. providing leadership on developing activities for project implementation;
5. promoting consensus among the RLA09801 MCAAP PEC members;
6. coordinating RLA09801 MCAAP activities closely with the RLA09801 MCAAP Secretariat; and
7. enacting PEC's decisions by inviting external participation in support to the Project.

#### 5. RLA09801 MCAAP Fast-Track Procedure

5.1 *Fast-track is the administrative procedure through which the approval of MCAAP members, either individually or collectively (PEC and/or PSC), is sought for the acts necessary for the management of the programme. All routine operational activities that do not have a budgetary impact on the project but require approval from the members (e.g. events, SMEs, fellowships) can be processed through the Fast Track Procedure using electronic mail. Unless the RLA09801 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 considered approved.*

5.2 *This procedure presupposes approval by the programme's members, either for from the timely response to the query it conveys, or for the lack of timely manifestation (tacit members (e.g. approval). of governance documents; changes*

5.3 *Approval via fast-track of activities that have a financial impact on the membership contributions must be addressed to the PSC, being a minimum period of 10 working days required for members to respond Procedural Handbook; changes to respond the work plan with budgetary impact; changes.*

~~5.4 For any other approval, the consultation will be addressed directly to the PEC, being the number of fellowships, etc.) an official letter from the Project Director will be sent to the members of the PEC for approval. The outcome is determined by the responses of the majority position of the PEC member States/Organizations (ICAO excluded). In case there is a draw in the position of the PEC member States/Organizations with equal voting for and against, the proposal will not be considered approved by the PEC. ▸~~

~~5.3 The timelines for responding to those consultations the Fast Track Procedure approvals will be determined in a case-by-case basis, taking into account the urgency needed for the particular process, but will never be less than five working days.~~

## **6. RLA09801 MCAAP Meetings and Channels of Communications**

6.1 RLA09801 MCAAP will ordinarily hold meetings with different scope and schedule, as follows:

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

- i. Plenary meetings shall convene once every year, ~~one of the second~~ days of the Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA).
- ii. RLA09801 MCAAP PSC Plenary meetings shall be bilingual (English and Spanish) with simultaneous interpretation services and documentation provided as needed, in both languages.
- iii. To enable membership participation, Project funds will cover the following expenses:
  - a. Fellowship for the RLA09801 MCAAP Focal Points; and
  - b. Travel expenses for the RLA09801 MCAAP Secretariat.
- iv. The RLA09801 Secretariat shall notify all members of the time and place of PSC meetings with at least 90 days prior notice of such meeting.

### *6.1.2 PSC Teleconferences*

- i. PSC Teleconferences will be held whenever the RLA09801 MCAAP *PEC Rapporteur or the Project Director* ~~Coordinator~~ deems it appropriate to inform members of additional activity, financial issues, or other significant matters that require the attention of the PSC.

### 6.1.3 *Project Evaluation Commission (PEC) Meetings*

- i. Plenary meetings shall convene once every year in the ICAO NACC Regional Office, except when the majority of the PEC membership decides otherwise.
- ii. The meetings will usually be of three days, and shall be no longer than five days.
- iii. RLA09801 MCAAP PEC Plenary meetings and documentation shall be in English, with the Report in both languages (English and Spanish).
- iv. For the convening of this meeting, Project funds will cover the following expenses:
  - a. Travel expenses and air ticket for the RLA09801 MCAAP PEC Members for the duration of the meeting; to process these missions, PEC Members must send the following documentation **60 calendar days** before the event commences:
    - Copy of passport
    - Health Statement
    - Contact information
  - b. Travel expenses for the RLA09801 MCAAP Secretariat (if outside the NACC Office) and for the RLA09801 MCAAP Administration.
- v. The RLA09801 Secretariat shall notify all members of the time and place of PEC meetings with at least 90 days prior notice of such meeting.

### 6.1.4 *Focal Point Meetings*

- i. Focal Point meetings ~~shall~~*may* convene once every year, *preferably* in conjunction with the PEC Meeting.
- ii. The meetings will usually be of one day and ~~shall~~*may* precede the PEC Meetings.
- iii. RLA09801 MCAAP Focal Point Plenary meetings and documentation shall be in English, with the Report in both languages (English and Spanish).
- iv. For the convening of this meeting, Project funds will cover the following expenses:
  - a. Fellowship for the RLA09801 MCAAP Focal Points for the duration of the meeting; these fellowships will not count towards the State/Organization's yearly fellowship allocation (Part 9.1.1 refers); and
  - b. Travel expenses for the RLA09801 MCAAP Secretariat (if outside the NACC Office) and for the RLA09801 MCAAP Administration.
- v. The RLA09801 Secretariat shall notify all members of the time and place of Focal Point meetings with at least 90 days prior notice of such meeting.

### 6.1.5 *PEC Teleconferences*

- i. PEC Teleconferences will be held whenever the PEC Rapporteur or the RLA09801 MCAAP Coordinator deems it necessary.

### 6.2 *RLA09801 MCAAP Secretariat support of PSC and PEC Meetings*

6.2.1 Documentation should be sent to the RLA09801 MCAAP Secretariat 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.

6.2.2 The Report of the PSC meetings will be completed by the MCAAP Secretariat and approved by the Director for transmission within two weeks after the end of the meeting.

6.2.3 The Report of the PEC meetings will be completed by the MCAAP Secretariat and approved by the Rapporteur for transmission within two weeks after the end of the meeting.

### ~~6.3 *Languages*~~

~~6.3.1 *RLA09801 MCAAP Project funds will not be used to cover translation and/or simultaneous interpretation services for any of the events related to the RLA09801 MCAAP Project.*~~

## **7. RLA09801 MCAAP Work Plan Development**

7.1 The MCAAP work plan is drawn from the regional or States' needs, which are identified, in most cases, by the ICAO Regional Officers as a result of the action in their respective areas. To meet these needs, the Regional Officers prepare the proposals for activities to be developed within the scope of the Project, which, once the criteria established in this Handbook have been met, will be approved and incorporated into the Project's schedule and published in the calendar of activities of the Regional Office.

7.2 It is important to note that Project members themselves can identify needs and propose activities. Nevertheless, in order to establish these proposals, the proposing member should promote the necessary coordination with the Regional Officer(s) involved.

7.2.1 After coordinating with the Regional Officers, the Director of the proposing member State/Organization, shall send a letter to the MCAAP Project Director through the official channels of communication.

7.3 The activities to be developed by MCAAP shall be circumscribed to the project objectives, detailed in the Revision D PRODOC, and may address, among others, the following topics:

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

7.3.1 In addition, to be considered for the evaluation process, the proposals for activities should also meet the following requirements:

- bring benefits to more than one State, preferably having regional scope (except when the activity is part of a set of actions to be implemented in stages);
- the proposal is timely presented in the appropriate form and with all the information necessary for the evaluation process;
- the justification presented to propose the activity is clear and sufficient; and
- States benefited by the activity are not in arrears with payments to the Project (except in cases where the activity is part of a set of actions and, after deliberation, the PSC considers that its non-execution will negatively impact the whole set).

#### 7.4 *Process of Approval of the Work Plan*

7.4.1 The *regular* approval process for the proposed activities starts with an initial verification by the Project Coordinator regarding the fulfilment of the criteria established in paragraph 7.3 above.

7.4.1.1 The proposals must be submitted using the form presented in the **Appendix A** of this Handbook.

7.4.1.2 As soon as the PSC Meeting date for the following calendar year is defined, the Secretariat will inform member States/Organizations of the work plan approval process deadlines for the year after the abovementioned PSC Meeting. The approval process will observe the following deadlines:

- Proposals due to the Project Coordinator – 150 days before the PSC Meeting
- Draft Work Plan sent by Project Coordinator to the MCAAP Project Director – 120 days before the PSC Meeting
- Draft Work Plan approved by MCAAP Project Director and sent to PEC– 90 days before the PSC Meeting
- Draft Work Plan approved by the PEC and sent to the ICAO Secretariat – 60 days before the PSC Meeting.

7.4.1.3 Proposals that present inconsistencies must be returned to the proposer for appropriate corrections.

7.4.2 After the initial verification, proposals that meet the minimum requirements will be consolidated into a draft Work Plan, which will be forwarded to the assessment of the Project Director, which will manifest on the approval, insertion, correction and/or rejection of activities.

7.4.2.1 When rejecting or recommending corrections in a proposal, the Project Director shall point out the problems identified and may suggest ways to correct them where appropriate.

7.4.2.1.1 Proposals receiving a recommendation for correction by the Project Director will be returned to the proposers so that the necessary adjustments can be made.

7.4.2.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the Project Director.

7.4.2.1.3 Proposals that are not corrected or that are not forwarded to the Coordinator within the established deadline will be disregarded.

7.4.2.2 New proposals inserted at this stage must be coordinated with the Regional Officer(s) involved.

7.4.3 After the evaluation of the Project Director, the draft Work Plan will be forwarded to the assessment of the Project Evaluation Committee (PEC), which will manifest on the approval, insertion, correction and/or rejection of activities.

7.4.3.1 When rejecting or recommending corrections in a proposal, the PEC shall point out the problems identified and may suggest ways to correct them where appropriate.

7.4.3.1.1 Proposals receiving a recommendation for correction by the PEC will be returned to the proposers so that the necessary adjustments can be made.

7.4.3.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the PEC.

7.4.3.1.3 Proposals that are not corrected and/or forwarded to the Coordinator within the established deadline will be disregarded.

7.4.3.2 New proposals inserted at this stage must be coordinated with the Regional Officer(s) involved.

7.4.4 After the evaluation stage by the PEC, the draft Work Plan will be submitted to the approval of the Project Steering Committee (PSC).

7.4.4.1 When rejecting or recommending corrections in a proposal, the PSC shall point out the problems identified and may suggest ways to correct them where appropriate.

7.4.4.1.1 Proposals receiving a recommendation for correction by the PSC will be returned to the proposers so that the necessary adjustments can be made.

7.4.4.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the PSC.

7.4.4.1.3 Proposals that are not corrected and/or forwarded to the Coordinator within the established deadline will be disregarded.

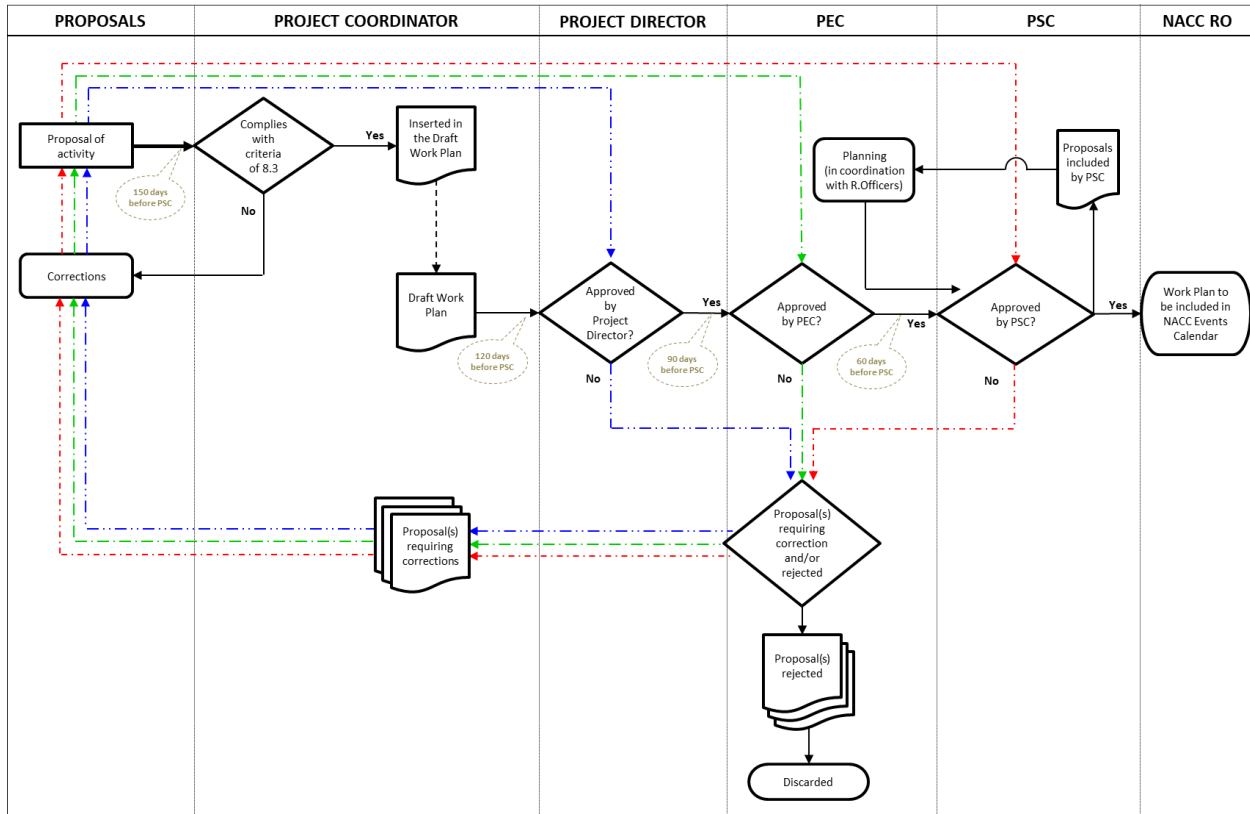
7.4.4.2 The PSC may, at its discretion, propose the inclusion of other activities not contemplated by the draft Work Plan, assigning to the PEC the planning of such activities for later evaluation of the PSC itself, under the terms determined by the PSC.

7.4.2.2.1 When planning these proposals, the PEC must coordinate with the Regional Officer(s) involved.

7.4.5 After approval of the Work Plan by the PSC, the activities listed therein will be included in the Calendar of Events of the ICAO NACC Regional Office.

7.4.6 The entire process ~~must~~*will* follow the flowchart (below), observing the deadlines established in paragraph 7.4.1.2.

**FLOWCHART OF THE PROJECT WORK PLAN APPROVAL**



7.5 In addition to activities regularly approved by the process described in item 8.3, other activities deemed necessary may be **extraordinarily** included in the Work Plan *after approval* through the Fast-Track Procedure (paragraph 5 of this Handbook).

7.6 All meetings, workshops, courses or seminars approved in the Work Plan 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.



## 8. Donors and Financial Sources

8.1 The annual financial contribution of USD 25,000 for all RLA09801 MCAAP Project Members (except the United States) is due *in the first quarter on 31 January* of each calendar year. If a member State/Organization wishes to pay their financial contribution in advance, they shall request the invoice to the MCAAP Secretariat, who in turn will request it from the MCAAP Administration, and then send it to the requesting member State/Organization. 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.

8.2 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 RLA09801 MCAAP.

8.3 Financial resources in support of RLA09801 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 RLA09801 ICAO Pool Account
Swift code:	ROYCCAT2

8.3 Under the applicable terms of the Management Service Agreement (MSA) between ICAO and the RLA09801 MCAAP Member States, the funds and activities under this MSA shall be administered according to applicable ICAO regulations, rules, directives, procedures and practices.

### 8.4 Use of Consultants

8.4.1 The RLA09801 MCAAP Project envisions the use of outside (long-term) consultants from time to time to support specific *needs of the Project and/or its members*~~Projects, as necessary~~. The RLA09801 MCAAP Project Coordinator will work with the members involved, the Regional Officers and the Technical Cooperation Bureau to provide international/national professionals needed.

8.4.2 In these circumstances, additional funding may be required. The RLA09801 MCAAP Secretariat will prepare the necessary documentation for the approval of the RLA09801 MCAAP Project Director and submission to the ICAO Technical Cooperation Bureau.

## 8.5 *In-Kind Contributions*

8.5.1 Understanding that in-kind support provides significant impact to the Project outcomes, the RLA09801 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 ICAO Technical Cooperation Bureau established a standard cost of USD500 per day to calculate the contributions relating to SME and other personnel costs, unless otherwise provided by the donor.

## 9. Fellowships

9.1 *RLA09801 contains a Fellowship Programme, which will normally be linked to the activities carried out by the NACC Regional Office for Project Members. Fellowships include the following:*

- (1) *Daily Subsistence Allowance (DSA)<sup>1</sup> rate for the City (Venue) of the event, covering the period for the nights of the duration of the event. The DSA shall comprise the total contribution of the United Nations towards such charges as meals, lodging and gratuities made for services rendered during official travel. Any additional expenses must be covered by the traveller during the mission.*
- (2) *USD\$300.00 – representing outward and return travel expenses*

### 9.1.2 *Types of Fellowships for RLA09801 MCAAP*

9.1.2.1 The RLA09801 MCAAP Secretariat shall propose on the number of fellowships and eligible events offering fellowships; the PEC will evaluate and make recommendations to the PSC; the PSC will approve the number of fellowships offered by the Project. All RLA09801 MCAAP Project Members are entitled to **one** fellowship per event included in the annual work plan approved by the PSC. The total number of fellowships shall be equal for each member State/Organization. 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. The focal point shall contact the RLA09801 MCAAP Secretariat to coordinate the attendance of their delegate with at least **45 calendar days** (*as per TCB regulations*) prior to the commencement of the event

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<sup>1</sup> <https://icsc.un.org/Home/DailySubsistence>

**9.12.2** Project members who will not apply for the fellowships that are offered on the RLA09801 MCAAP annual work plan (paragraph 9.1 refers), may decide to participate in other selected ICAO endorsed events. It will be incumbent to each member State/Organization, through its focal point, to offer and handle within the State/Organization the fellowships made available by the Project. The Regional Office shall not offer Project fellowships directly to the States/Organizations outside of the scope of the work plan. To process a fellowship for an event that is not included in the RLA09801 MCAAP annual work plan, the focal point shall contact the RLA09801 MCAAP Secretariat to coordinate the attendance of their delegate with at least **45 calendar days** (*as per TCB regulations*) 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.

**9.12.3** Project members who wish to participate in additional ICAO-endorsed training events that require an additional cost of tuition should contact the RLA09801 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, RLA09801 MCAAP Secretariat will give all Project members the same opportunity to apply for these training events.

**9.12.4** If a Project member decides to apply for the type of fellowship mentioned in 9.1.3, 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.

**9.12.5** The RLA09801 MCAAP Secretariat will monitor awarded fellowships and will work with the State to decide its best interests in fellowship participation.

### **9.23** *Funding*

**9.23.1** 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.

**9.23.2** 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 RLA09801 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int) to coordinate the necessary administrative arrangements for the applicable refund.

### **9.34** Fellowship Allocation for International Organizations

**9.34.1** Regarding fellowships offered to the Central American<sup>2</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.

**9.34.2** Regarding fellowships offered to the Eastern Caribbean<sup>3</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.

### **9.45** Administrative Procedure for Nominations

**9.45.1** 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 completed (signed and stamped) Fellowship Nomination Form should be submitted to the MCAAP Secretariat by the member State/Organization Focal Point to the e-mail address provided below:

**RLA09801 MCAAP Secretariat**  
Regional Officer, Technical Assistance  
Technical Cooperation Associate  
nacc-tc@icao.int

**9.45.2** The duly completed Fellowship Nomination Form must be received in the ICAO NACC Regional Office as soon as feasible but no later than **45 calendar days** (*as per TCB regulations*) prior to the beginning of event. 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.**

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<sup>2</sup> Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua

<sup>3</sup> Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines

**9.5.3** *The internal administrative process entails the following activities:*

- a) *the RLA09801 MCAAP Secretariat will request certification of funds to the Field Operations Section (FOS) for onward transmission to the Programme Budget Unit (PBU) – two days after established deadline to receive the fellowship nomination forms from focal points – process takes 1-2 working days;*
- b) *FOS sends the request to PBU – process takes 1-3 working days;*
- c) *PBU certifies and blocks funds for fellowships, notifies FOS – process takes 5-7 working days;*
- d) *FOS sends the approval to the RLA09801 MCAAP Secretariat – immediately after receiving approval;*
- e) *the RLA09801 MCAAP Secretariat prepares the fellowship for payment through either one of the following payment methods:*
  - i. *For States that have a UNDP Office in the Country of Origin payment will always be made sending an Agency Service Request (ASR) and the fellowship holder will collect payment in that office – payment process takes approximately 10-15 working days, starting on the day the ASR is received from ICAO;*
  - ii. *For States that have no UNDP Office in the Country of Origin, payment will be made sending an ASR to the Administrative Officer of the ICAO NACC Regional Office and the Administrative Officer will make a bank transfer using the information provided in the Banking Instructions Form (which will have to be filled out by the fellowship holder) – payment process takes approximately 10-15 working days, starting on the day the ASR is received from ICAO;*
  - iii. *For events held in the Regional Office, the Administrative Officer will prepare a cheque for the fellowship holder to be cashed at the local bank in Mexico City in US currency.*

**9.5.4** The acceptance of fellowship nomination forms received after the established deadlines will be subject to the discretion of the RLA09801 MCAAP Secretariat and will be the exception and not the norm. The RLA09801 MCAAP Secretariat will not process Post-Facto fellowships under no circumstances.

**9.4.35.5** Each fellowship holder is required to send his/her travel itinerary to the RLA09801 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.

**9.45.46** 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:

**RLA09801 MCAAP Secretariat**

Regional Officer, Technical Assistance  
Technical Cooperation Associate  
nacc-tc@icao.int

**9.45.57** For any fellowship request to be considered, the member State should not be in arrears with payments to the RLA09801 MCAAP Project.

**9.45.68** 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.

**10. Travel Assistance using the RLA09801 MCAAP**

10.1 Per the discretion of the RLA09801 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 RLA09801 MCAAP Project.

10.2 The following procedure will be used:

10.2.1 Project Members wishing to participate in selected ICAO endorsed events that requires assistance from ICAO for travel, must contact the RLA09801 MCAAP Secretariat no later than **60 calendar days** (*as per TCB regulations*) prior to the commencement of the event.

**10.2.2 Administrative Procedure for Travel Assistance**

**10.2.2.1 Travellers must send the following documentation and information to the RLA09801 MCAAP Secretariat:**

- *Health Statement for Subject Matter Experts (SMEs) Form*
- *Scanned copy of the following documentation:*
  - *Banking Instructions Form, duly filled. This format must be filled to process the DSA payment*
  - *current/valid passport of the expert*
  - *visa of the expert (if applicable)*
- *Expert contact information, including address, telephone and e-mail addresses (official and alternate)*
- *Hotel information for Security Clearance*

*10.2.2.2 The internal administrative process for travel entails the following activities upon the receipt of the traveller's documentation:*

- a) the Technical Cooperation Associate requests mission number and proposed itinerary to the ICAO Travel Section – process takes 1-2 working days;*
- b) the ICAO Travel Section sends itinerary – process takes 1-2 working days;*
- c) the Technical Cooperation Associate prepares the Draft Mission Travel Authorization (dMTA) and sends to the NACC Administrative Associate – process takes 1-2 working days;*
- d) the Technical Cooperation Associate coordinates with the corresponding assistant in the NACC Office to request the traveller for the hotel reservation information during the mission in order to proceed and request the corresponding United Nations Department of Safety and Security (UNDSS) Security Clearance for the mission – process takes 1-2 working days;*
- e) NACC Administrative Associate finishes the MTA and sends to Field Operations Section (FOS) for approval – process takes 1-3 working days;*
- f) FOS requests certification of funds to the Programme Budget Unit (PBU) – process takes 1-3 working days;*
- g) PBU certifies and blocks funds for travel, notifies FOS – process takes 5-7 working days;*
- h) FOS sends the approval to the ICAO Travel Section – immediately after receiving approval;*
- i) the ICAO Travel Section sends the approved MTA to the Accounting Services Section – Travel Claims Unit (ASV/TCU) – process takes 1-3 working days;*
- j) the ICAO Travel Section purchases the air ticket – process takes 1-2 working days;*
- k) ASV/TCU issues Agency Service Request (ASR) and sends directly to the issuer of payment for payment to traveller – process takes from 10 to 15 working days;*
- l) the travel advance payment is issued through either one of the following:*
  - i. for States that have a UNDP Office in the Country of Origin payment will always be made sending an ASR and the traveller will collect payment in that office – payment process takes approximately 10-15 working days;*
  - ii. for States that have no UNDP Office in the Country of Origin, payment will be made sending an ASR to the Administrative Officer of the ICAO NACC Regional Office – payment process takes approximately 10-15 working days.*

**10.2.3** *The entitlements for a mission include the following:*

- (1) Air ticket to/from the Duty Station to the City (venue) of the event;*
- (2) Daily Subsistence Allowance (DSA)<sup>4</sup> rate for the City (venue) of the event, for the nights for the duration of the travel (using the air ticket as reference). The DSA shall comprise the total contribution of the United Nations towards such charges as meals, lodging and gratuities made for services rendered during official travel. Any additional expenses must be covered by the traveller during the mission. The travel advance is usually 80% of the Daily Subsistence Allowance (DSA) and the remaining 20% will be reimbursed to the traveller after the mission has been completed. For this purpose, the traveller will return the following documents to the Technical Cooperation Associate:
  - i. Scanned copy of the boarding passes*
  - ii. Scanned copy of the baggage fee receipts (first bag will be reimbursed)*
  - iii. Scanned copy of the Antigen/PCR invoice/receipt (if applicable)**
- (3) Terminal Allowances (4) destined for the taxis needed for the following transportation segments: home-airport, airport-hotel, hotel-airport and airport-home*

**10.2.24** 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.

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

**10.2.46** 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.

**10.2.57** 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 RLA09801 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 RLA09801 MCAAP Secretariat.

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<sup>4</sup> <https://icsc.un.org/Home/DailySubsistence>



## 11. RLA09801 MCAAP Technical Assistance Missions (RLA09801 TEAM)

11.1 In order to enhance the supporting activities, Project Members may request the assistance of a Technical Assistance Mission (RLA09801 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.

### 11.2 *Deploying RLA09801 MCAAP TEAMS*

11.2.1 Any requests for a RLA09801 MCAAP TEAM must be done in writing and using the official channels of communication with the ICAO NACC Regional Office.

11.2.2 Under no circumstances will a RLA09801 MCAAP TEAM be deployed or considered without the expressed written official consent of the Director General of Civil Aviation for the requesting ~~member~~-Member State.

11.2.3 For any request to be considered, the ~~member~~-Member State should not be in arrears with payments to the RLA09801 MCAAP Project.

11.2.4 RLA09801 MCAAP TEAM ~~Membership~~ may comprise of:

- The RLA09801 MCAAP TEAM will be led by an ICAO NACC Regional Officer
- The RLA09801 MCAAP TEAM will be composed of subject matter experts from Project Member States/Organizations selected by the ICAO NACC Regional Office
- If expertise cannot be provided by the member States/Organizations, the MCAAP Secretariat may seek experts from other sources
- Other Project Member States/Organizations could send additional specialists as observers, as long as all travel and DSA costs are covered by such State/Organization, and upon the approval of the State who will be receiving the RLA09801 MCAAP TEAM

11.2.5 Roles and expectations of RLA09801 MCAAP TEAM experts

- The NACC Regional Officer leading the RLA09801 MCAAP TEAM will verify the required technical background of the selected RLA09801 MCAAP TEAM experts who shall comply with all applicable requirements
- RLA09801 MCAAP TEAM experts shall agree and sign a confidentiality agreement regarding the information observed and discussed during and after the RLA09801 MCAAP TEAM mission

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

11.2.7 The internal ICAO procedures, administrative timelines (*mentioned in paragraph 10.2.2*) and administrative forms needed for deploying RLA09801 MCAAP TEAM missions are included in **Appendix F** to this Procedural Handbook.

*11.3 Reporting*

11.3.1 ICAO Team Lead is responsible for submission of the RLA09801 MCAAP TEAM Report using the appropriate template (**Appendix G** refers) within 30 days from the last day of the mission.

*11.4 Sharing outcomes with other RLA09801 MCAAP Project Members*

11.4.1 Upon request, the RLA09801 MCAAP Secretariat may share the outcomes of a RLA09801 MCAAP TEAM mission only with the written consent of the Director General of the Civil Aviation Administration of the State where the activity occurred.

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<b>MCAAP Proposal Activity N.</b>	Choose an item.	Choose an item.	<b>Focus Area:</b>	Choose an item.
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<b>Activity title:</b>	Click here to enter text.
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<b>Deficiency/opportunity:</b>	Click here to enter text.
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<b>Proposed activity:</b>	Click here to enter text.
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<b>Objective:</b>	Click here to enter text.
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<b>Justification:</b>	Click here to enter text.
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<b>If the activity is a step of a larger action, describe the action</b>	Click here to enter text.
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<b>Deliverables/results:</b>	Click here to enter text.
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<b>States impacted by the activity:</b>	Click here to enter text.	<b>Estimated impact on EI%:</b>	Click here to enter text.
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<b>Local (of execution of activity)</b>	<b>Personnel (representing cost to the Project)</b>	<b>Period/Duration</b>	<b>Estimated cost to the Project</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

<b>Proponent</b>	<b>Project Director Assessment</b>	<b>Project Director Assessment</b>	<b>PSC approval status</b>
	Recommendation: Choose an item.	Click here to enter text. Choose an item.	Choose an item.



## 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	
Total duration					

**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 I – cont'd

3. Requests that this fellowship be financed under the following technical co-operation programme:  
(Check as appropriate and insert project number)

- |                          |                                 |              |  |           |  |
|--------------------------|---------------------------------|--------------|--|-----------|--|
| <input type="checkbox"/> | UNDP Country Programme          | Project No.: |  | Post No.: |  |
| <input type="checkbox"/> | UNDP Regional Programme         | Project No.: |  |           |  |
| <input type="checkbox"/> | UNDP Interregional Programme    | Project No.: |  |           |  |
| <input type="checkbox"/> | Trust Funds agreement with ICAO | Project No.: |  |           |  |

4. Declares that the objectives of this fellowship are:

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5. With respect to the nominee's transportation to and from host country(ies), agrees that:

- Will assume costs  
 Will not assume costs

6. Certifies that:

- a) The nominee is obligated to return to his/her country, on completion of the fellowship programme for duty assignment in civil aviation for a minimum period of \_\_\_\_ years.
- b) The absence of the candidate by the granting of the fellowship will not adversely affect the rank, rights, salary or seniority corresponding to his job.
- c) All sections of this Nomination Form have been duly completed and the nominee is suitable for the proposed Training Programme.
- d) Nominee is/will be in possession of a valid passport which does not expire before the termination date of the Fellowship.

\_\_\_\_\_  
Signature of Civil Aviation Authority

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

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

Title: \_\_\_\_\_  
AFFIX OFFICIAL SEAL OR STAMP

### OBSERVATIONS BY ICAO PROJECT MANAGER / MISSION CHIEF

I certify that all sections of this Nomination Form have been duly completed and the nominee is suitable for the proposed Training Programme.

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

\_\_\_\_\_  
Signature

**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)  
Page 4 of 8

## 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: \_\_\_\_\_

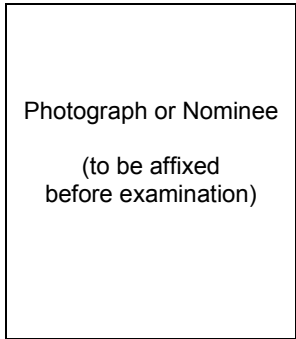
\_\_\_\_\_  
Signature of examiner

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  
TECHNICAL CO-OPERATION PROGRAMME

GUIDE FOR ICAO FELLOWSHIP-HOLDERS

TABLE OF CONTENTS

	<i>Page</i>		<i>Page</i>
Section I. Your Obligations as an ICAO Fellow . . . . .	1	C. Transportation provided by ICAO . . . . .	3
Section II. Security . . . . .	1	D. Excess baggage . . . . .	3
Section III. Passport/visas . . . . .	1	Section XI. Local Transportation . . . . .	3
Section IV. Clothing . . . . .	1	A. Local transportation in place of study . . . . .	3
Section V. Commencing Travel . . . . .	1	B. Transportation between cities . . . . .	3
Section VI. Family/dependents . . . . .	1	Section XII. Miscellaneous Allowances . . . . .	3
Section VII. Duration of a Fellowship . . . . .	2	Section XIII. Group Insurance Policy . . . . .	4
A. Initial duration . . . . .	2	A. General . . . . .	4
B. Extension . . . . .	2	B. Some exclusions from medical expenses . . . . .	4
C. Termination . . . . .	2	C. Dental treatment . . . . .	4
Section VIII. Correspondence Procedures . . . . .	2	D. Reimbursement procedures . . . . .	4
Section IX. Living Allowance . . . . .	2	E. Liability to third parties for damage to persons or property . . . . .	4
A. General . . . . .	2	F. Mailing address . . . . .	4
B. Residential courses . . . . .	3	Section XIV. Progress and Termination Reports . . . . .	4
C. Stipend for outward and return journey . . . . .	3	A. General . . . . .	4
Section X. International Transportation and Excess Baggage . . . . .	3	B. Progress report . . . . .	5
A. General . . . . .	3	C. Termination report . . . . .	5
B. Transportation provided by Government . . . . .	3	Section XV. Special Note . . . . .	5

## ICAO OFFICES INFORMATION

### HEADQUARTERS

Technical Cooperation Bureau – Fellowship Unit  
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)

Presidente Masaryk 29 – 3rd. Floor  
Col. Chapultepec Morales, Del. Miguel Hidalgo  
México, D.F., México, 11570  
Tel: + 52 (55) 5250-3211  
Fax: + 52 (55) 5203-2757  
E.mail: [icao\\_nacc@mexico.icao.int](mailto:icao_nacc@mexico.icao.int)

### SOUTH AMERICAN OFFICE (SAM)

Vía Principal N° 102, Edificio Real 4, piso 4  
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 -



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

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

RLA09801 MCAAP  
Appendix D to the Procedural Handbook

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: \_\_\_\_\_



RLA09801 MCAAP  
Appendix E to the Procedural Handbook  
**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"/>			
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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

**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

Date

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**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

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

Accounts Officer





**Travel Procedure for Subject Matter Expert (SME)  
Technical Assistance Missions for RLA09801 MCAAP TEAMS**

#	Action	Responsible	Time	Remarks
1.	Establishment of RLA09801 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 RLA09801 MCAAP TEAM visit	Regional Officer & Regional Officer Assistant	4 months	
3.	<ul style="list-style-type: none"> <li>Letter dispatch to State proposing a RLA09801 MCAAP TEAM visit – it will include the names of the team experts assigned to the RLA09801 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 Officer Assistant	4 months	<p>The letter must be prepared by the technical area organizing the RLA09801 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 Officer: 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 RLA09801 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, <i>in case the release is accepted, it should request the following documentation should be requested; in case the release is accepted</i>, to be sent to the Regional Office (formats will be attached to the <i>email</i> 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><i>Copy of Visa of the expert (if applicable)</i></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 Officer Assistant  TC/A	4 months	<p>This letter must be prepared by the technical area organizing the RLA09801 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 and ADM/A</p>
5.	<del>When the State sends the expert release</del> Once the State sends all the requested formats, TC/A will forward the e-mail and relevant documentation to DRD, RO/TA, the <i>corresponding</i> 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.

RLA09801 MCAAP  
Appendix F to the Procedural Handbook

F2

#	Action	Responsible	Time	Remarks
6.	As soon as the acceptance is received, the <i>area assistant</i> <del>assistant</del> will <i>request a mission number to send</i> —ADM/A for the RLA09801 MCAAP TEAM mission dates, so <del>ADM/A</del> <i>that the area assistant</i> can proceed to request travel itineraries <i>to the Travel Section and prepare</i> — <del>and mission calculations.</del> ADM/A will in turn send the itinerary and mission number to the assistant for the preparation of the corresponding MTA (ICAO Form 100), <i>which the</i> <del>and</del> <i>the</i> assistant will deliver to ADM/A <del>the MTA</del> using the regular procedure. <i>The area assistant will request the traveller for his/her lodging details during the mission, in order to prepare the corresponding Security Clearance.</i>	Area assistant  ADM/A	60 days before mission	
7.	<i>The area assistant will proceed to request the Security Clearance and once the authorization has been issued by UNDSS, the area assistant will file it in the corresponding electronic folder.</i>	Area assistant  ADM/A	30 to 15 days before mission	
<del>7.8</del>	When the MTA has been processed by ADM/A, the original <del>will be hand-delivered</del> <i>electronic version will be forwarded</i> 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	60 days before mission	
<del>8.9</del>	Upon <del>receiving</del> <i>reception</i> , the Project Coordinator in FOS will process the TA Form 104 for the signature and approval of <del>P4</del> BU, FOS and TCB. Once the TA Form 104 has been signed, it is sent to the Travel Section <del>by messenger</del> . 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/ <del>P4</del> BU C/FOS D/TCB Travel Section ASV TC/A ADM/A	45 days before mission	

#	Action	Responsible	Time	Remarks
9.1	ADM/A will send the ticket to the traveller, copying the area assistant, <del>in this message ADM/A will request the hotel information during the mission in order to proceed and request the corresponding Security Clearance for the mission. Likewise, ADM/A will informing</del> the traveller that he/she needs to <del>save-keep</del> all original boarding passes related to the mission.	ADM/A Area assistant	30 to 15 days before mission	
<del>10.</del>	<del>The area assistant will proceed to request the Security Clearance and once the authorization has been issued by UNDSS it will be sent to ADM/A to complete the mission documentation.</del>	<del>Area assistant ADM/A</del>	<del>30 to 15 days before mission</del>	
11.	All mission payments will be processed by ADM/O.	ADM/O	30 to 7 days before mission	
12.	The Area Assistant will fill-out the <i>Travel Expense Claim</i> (TEC) (Form 109) for each traveller and it will be sent <i>via email</i> for signature. The signed document must be returned to the Regional Office along with the boarding passes, <i>via email as well</i> .	Area Assistant	After the mission	
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  
ANNEX VIII**



ICAO

**HEALTH STATEMENT FOR INDIVIDUAL CONSULTANTS/CONTRACTORS**

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

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

*Indicate travel destination*

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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 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p style="font-size: 24px; font-weight: bold; margin: 0;">ICAO</p> </div>			<p><b>NON-ICAO</b> <b>TECHNICAL COOPERATION BUREAU</b> <b>TRAVEL AUTHORIZATION</b></p>		<p>Form 104 TCB 5/122 (Rev. 01/08)</p>																						
			<p>Originator: <b>ICAO RD, Mexico</b> <b>(C. López/NACC/130</b> <b>L. Flores/NACC/131)</b></p>																								
			<p>Ref. No.: <b>0</b></p>																								
			<p><b>ROUTING</b></p>																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Position</th> <th style="width: 40%;">Date of Birth</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Name	Position	Date of Birth				<p><b>Certifying Officer</b></p>																		
Name	Position	Date of Birth																									
<p><b>Names and ages of dependants</b></p>			<p>Signature and date</p>																								
<p><b>Destination/Routing</b></p> <p style="text-align: center;">0</p>			<p><b>TCB Budget Implication</b></p>																								
<p><b>Stopping places en route and mode of transportation on each segment of travel</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> <th style="width: 60%;">Mode of transportation</th> </tr> </thead> <tbody> <tr><td>0</td><td>0</td><td>Air</td></tr> <tr><td>0</td><td>0</td><td>Air</td></tr> <tr><td>0</td><td>0</td><td>Air</td></tr> <tr><td>0</td><td>0</td><td>Air</td></tr> <tr><td>0</td><td>0</td><td>Air</td></tr> <tr><td>0</td><td>0</td><td>Air</td></tr> <tr><td>0</td><td>0</td><td>Air</td></tr> </tbody> </table>			From	To	Mode of transportation	0	0	Air	0	0	Air	0	0	Air	0	0	Air	0	0	Air	0	0	Air	0	0	Air	<p>Year <b>2022</b> Cost Center <b>4166</b> Work Order <b>RLA09801A-01</b> Fund <b>5497</b> Account <b>814 MT</b></p>
From	To	Mode of transportation																									
0	0	Air																									
0	0	Air																									
0	0	Air																									
0	0	Air																									
0	0	Air																									
0	0	Air																									
0	0	Air																									
<p><b>Purpose of trip</b></p> <p>Attend as Instructor/Speaker/Subject Matter Expert on the XXXX, City, Country, XX to XX Month 202*</p>			<p><b>Travel Officer</b></p>																								
<p><b>Points of contact</b></p> <p>To: mtorres@icao.int; lflores@icao.int cc: nacc-tc@icao.int; fam@icao.int;</p>			<p>Estimated fares inserted <span style="border: 1px solid black; padding: 2px;">USD &amp; CAD</span></p> <p>Preliminary booking effected <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span></p>																								
<p><b>Place of departure and date</b></p> <p>Mexico City - MEX, Mexico <span style="float: right;">0-Jan-1900</span></p>			<p><i>Initials and date</i></p>																								
<p><b>Approximate date of return</b></p> <p>0-Jan-1900</p>			<p><b>Travel Claims</b></p>																								
<p><b>Dates of intended annual leave</b></p> <p>(if applicable, attach Form 130) <span style="float: right;">Number of working days</span></p> <table style="width:100%;"> <tr> <td style="width: 20%;">From</td> <td style="width: 20%;">To</td> <td style="width: 60%;"></td> </tr> </table>			From	To		<p>Registered and cost estimates inserted</p> <p><i>Initials and date</i></p>																					
From	To																										
<p><b>Special instructions to Travel Officer and/or ASV</b></p> <p><b>Travel Officer:</b> Please purchase ticket under Project RLA/09/801. / Ticket will be purchased through the NACC Regional Office using local travel agency under Project RLA/09/801. / No travel arrangements are necessary. XXX is paying for air tickets.</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. / Please authorize UNDP XXX to pay DSA in <b>US Dollars</b> at the appropriate rate from the project Imprest Account.</p> <p><b>Attached please find:</b> Invitation letter Ref. XX dated Day Month Year, sent by ICAO RD, Mexico. Scanned copy of passport (XXXX) is attached. Annex VIII – Health Statement for Individual Consultants/Contractors is also attached. Contact information of traveller is: Name, Tel: + **** , Mobile: +***; E-mail: ***@**.***</p>			<p><b>Accounts Officer</b></p> <p>Cost estimates</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">USD</th> <th style="width: 20%; text-align: center;">CAD</th> </tr> </thead> <tbody> <tr> <td>Fares</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Service Fee</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Transit and all other allowances</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td colspan="3" style="border-top: 1px solid black;"></td> </tr> <tr> <td>Overall cost limitation of above items</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Subsistence</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Total commitment</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> </tr> </tbody> </table>		USD	CAD	Fares	\$ -	\$ -	Service Fee	\$ -	\$ -	Transit and all other allowances	\$ -	\$ -				Overall cost limitation of above items	\$ -	\$ -	Subsistence	\$ -	\$ -	Total commitment	\$ -	\$ -
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			<p><b>Budget Officer:</b></p>																								
			<p><i>Initials and date</i></p>																								
			<p><b>ICAO RD:</b></p>																								
			<p><i>Initials and date</i></p>																								



**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 / **currency** (in USA): \_\_\_\_\_ ABA or Swift routing number (for accounts in North America): \_\_\_\_\_

Account number / **currency** (in CAN): \_\_\_\_\_ Bank code: \_\_\_\_\_ Transfer code: \_\_\_\_\_

Swift Code or IBAN (for accounts outside North America): \_\_\_\_\_

Currency of bank account if outside North America : \_\_\_\_\_ **Please Specify** \_\_\_\_\_

\_\_\_\_\_  
(Signature of staff member)

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Type of Contract: Professional Staff HQ   
Professional Staff RO   
GS Staff HQ   
SSA   
Short-Term

Human Resources Officer

Date



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

Regional Technical Cooperation Project for the  
Multi-Regional Civil Aviation Assistance Programme  
**MCAAP RLA09801**

**[TITLE] RLA09801 TECHNICAL ASSISTANCE 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 RLA09801 Technical Assistance Mission. 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 RLA09801 Technical Assistance Mission 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>

SAMPLE



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**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 RLA09801 Technical Assistance Mission**

- 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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