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When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC110988**

26 February 2024

To: RLA09801 Project Evaluation Commission (PEC) Members

Subject: **Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) — Invitation to the Seventh Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/7)**
ICAO NACC Regional Office, Mexico City, Mexico, 7 to 9 May 2024

Action

- Required:
- 1) Confirm the participation and send the documentation requested for the representative to the Evaluation Commission by **11 March 2024**
 - 2) Transmittal by States of any additional items to the Provisional Agenda by **22 March 2024**
 - 3) Register participation by **12 April 2024**

Dear Sir/Madam:

Further to the Final Report of the Tenth Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 MCAAP PSC/10), held in Varadero, Cuba on 29 June 2023, I wish to invite your Administration to the Seventh Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/7) that will be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 7 to 9 May 2024.

For this forthcoming PEC meeting, the group will be requested to analyze improvements to the Project in line with the new ICAO implementation support policies and the 2024-2025 priorities and to carry out an assessment of the Project's performance.

Project members are requested to participate in the project assessment evaluation that is available at <https://forms.office.com/r/DptT8haETh>.

It is expected that the member representatives of the Commission attend this meeting (Bahamas, Canada, Cuba, Dominican Republic, Mexico, United States, COCESNA the ICAO NACC Regional Office and the ICAO Capacity Development and Implementation Bureau). The working language of the meeting will be English. The Draft Agenda is included as **Appendix A**. Each PEC member is requested to fill out the Registration Form found at the following link by **12 April 2024**: <https://forms.office.com/r/22WqFYKUmK>

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As per paragraph 7.1.3 of the MCAAP Procedural Handbook, Project funds will cover the travel expenses and air ticket for the RLA09801 MCAAP PEC Members for the duration of the meeting. In order to process these missions, PEC Members must send the following documentation to nacc-tc@icao.int by **11 March 2024**:

- Full name of PEC member, position, full address, phone number and e-mail address (official and alternate) – to be provided in the Registration Form mentioned on the first page of this letter
- Scanned copy of the following documentation:
 - a. current/valid passport of the PEC member
 - b. Health Statement for Subject Matter Experts (SMEs) Form, included in the **Appendix B** to this letter


Once we receive the aforementioned documentation, the MCAAP Secretariat will be contacting each PEC Member to make travel arrangements, all travel expenses will be paid for through the UNDP Office in each State; in case there is no UNDP office, a duly filled banking instructions form will be required (**Appendix C**).

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All documentation necessary for the meeting will be sent by e-mail to the members of the Commission as soon as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

If you require any further information regarding the meeting, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance and Ms. Claudia López, Technical Cooperation Associate (nacc-tc@icao.int).

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


Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *As indicated*



ICAO

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

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

**Seventh Meeting of the RLA09801 Project Evaluation Commission
(MCAAP/PEC/7)**

ICAO NACC Regional Office, Mexico City, Mexico, 7 to 9 May 2024

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
 - Agenda Item 2: Review of Valid Decisions/Conclusions**
 - Agenda Item 3: ICAO NACC Regional Office 2024-2025 Priorities and Projects**
 - Agenda Item 4: Project Document (PRODOC) Rev. E for extension of the Project**
 - Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2024/2025**
 - Agenda Item 6: Other Business**
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**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting will review the agenda and schedule and will adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Review of Valid Decisions/Conclusions

Under this agenda item, the Meeting will review the valid Decisions and Conclusions of the Project Evaluation Commission (PEC) and the Project Steering Committee (PSC) meetings. This Agenda Item will include the evaluation results carried out by Project Members regarding their performance and accomplishment of expected benefits.

Agenda Item 3: ICAO NACC 2024-2025 Priorities and Projects

Under this agenda Item, the Meeting will be informed on the 2024-2025 priorities and the current Projects in the NAM/CAR Regions. The Secretariat will explain the project management approach toward results-based and State-focused assistance, the regional opportunities for common solutions, and the ICAO new donor-partnership methodology. The purpose of this Agenda Item is to increase the situational awareness of Project Members in relation to the context of implementation support at ICAO.

Agenda Item 4: Project Document (PRODOC) Rev. E for extension of the Project

Under this agenda item, the Meeting will review the draft Project Document (PRODOC) Revision E prepared for the project's extension, considering new updates and alignment to the regional work frame in the NACC States since the current Revision D of the PRODOC will expire in December 2024.

Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2024/2025

Under this agenda item, the Meeting will review the new proposals for projects for 2024/2025.

Agenda Item 6: Other Business

Under this agenda item, the Meeting will analyse any other matter that cannot be addressed under the previous agenda items.