



International Civil Aviation Organization

MID Region Flight Procedure Programme Steering Committee

Second Meeting (MID FPP SC/2)
(Abu Dhabi, UAE, 15 - 16 June 2022)

Agenda Item 4: Future Work Programme

REVIEW OF THE MID FPP SC TERMS OF REFERENCE (TOR)

(Presented by the Secretariat)

SUMMARY

This paper presents a proposal related to the MID FPP Steering Committee Terms of Reference (ToRs) to be reviewed by the meeting.

Action by the meeting is at paragraph 3.

REFERENCES

- Summary of Discussion (SoD) of MID FPP Steering Committee (SC/1)

1. INTRODUCTION

1.1 The MID FPP Institutional framework is based on the signature of the Project Document (ProDoc) by any State wishing to participate in the Programme. Upon signature, such State becomes a Participating State.

1.2 The Participating States are grouped in the following categories: (1) Active States, (2) User States, (3) Donors and (4) Observer States.

1.3 The Programme is governed by the MID FPP Steering Committee (MID FPP SC), in accordance with its Terms of Reference.

2. DISCUSSION

2.1 The SC/1 meeting reviewed the MID FPP Terms of Reference (ToR) and agreed that they might need to be revisited by the upcoming SC meetings, especially with regard to the composition of the Steering Committee.

2.2 The assurance of the Programme financial sustainability is essential and this is guaranteed through the following stream of resources/revenues:

- Annual contribution paid by the Active States.
- Cash/in-kind contribution provided by Donors; and
- Fees paid by Participating States in relation to services provided by MID FPP.

2.3 Based on above, one of the financial flows is assured by the number of Participating States that commit to funding the Programme which is automatically reflected in the upgrade of the State category into an “active” status within the MID FPP institutional framework.

2.4 In order to encourage States, organizations and other entities to support the Programme through the provision of financial and/or in-kind contributions, this paper proposes that the MID FPP SC Terms of Reference (Appendix A to ProDoc, paragraph B) “Composition”) should be updated with a Note as follows:

“The MID FPP SC might decide to upgrade the status of Donor States, Agencies, Organizations or Industries from Observer to a full member with voting rights, on a case-by-case basis, depending on their contributions to the Programme”.

2.5 As a result, the MID FPP will be achieving a larger base of financial stability necessary for its normal operations, but it will also assure a “win-win” effect to the upgraded Donor member i.e. benefiting of all advantages in respect of the Programme services.

2.6 The Chairperson of MID FPP and PBN SG respectively are proposed to be included in the composition of the MID FPP Steering Committee.

2.7 For the purpose of an effective function of the MID FPP SC, new paragraph C is proposed to be added to the ToRs regarding the group working arrangements.

3. ACTION BY THE MEETING

3.1 The meeting is invited to:

- a) discuss and review the proposals for the update of MID FPP SC Terms of Reference – refer to **Appendix A**,
- b) endorse the Note regarding the status upgrade as proposed in para. 2.4. above; and
- c) endorse the updated composition of MID FPP as well as the working arrangements.

MID FPP STEERING COMMITTEE (MID FPP SC)

TERMS OF REFERENCE

A) Purpose of the MID FPP SC:

The MID FPP Steering Committee shall meet at least once a year at a venue and time agreed upon by the SC Members.

In order to meet its Terms of Reference, the MID FPP SC shall:

1. elect a Chairperson for a cycle of three years unless re-elected;
2. review regional objectives, plans and users' requirements;
3. monitor and evaluate the Programme activities since the previous meeting;
4. formulate policies and assign priorities for the activities of the MID FPP taking into account the requirements of this Institutional Framework, the provisions of the MID FPP Project Document (ProDoc) and the availability of funds;
5. review and approve the annual work plan and budget of the MID FPP; taking into account the Host State's and Participating States' in kind-contributions for offsetting their annual financial contribution to the Programme;
6. review plans submitted by the MID FPP Manager;
7. ensure that the business plans are in line with the MID Air Navigation Strategy;
8. oversee the activities of the MID FPP in line with the plans and approved budgets;
9. monitor the financial performance at project level in line with the approved budget;
10. monitor and follow-up the implementation of the MIDANPIRG Conclusions and Decisions related to the MID FPP;
11. follow up with the implementation of the agreed projects and provide regular progress report to the relevant MIDANPIRG subsidiary bodies;
12. coordinate technical issues with the appropriate MIDANPIRG subsidiary bodies; and
13. review and update its terms of reference, as deemed necessary.

B) Composition:

The MID FPP SC is composed of:

1. MID FPP Active States: Directors General of Civil Aviation of the MID FPP Active States, or their designated representatives;
2. ICAO: Regional Director, Middle East Office, Director, Technical Cooperation Bureau (TCB), and Director Air Navigation Bureau Section (ANB) or their representatives; ~~and~~
3. The MID FPP Chairperson and the MID FPP Manager, who will act also as the Secretary of the Steering Committee meetings;
4. The PBN SG Chairpersons;
- 4.5. Participating Partners (refer to para. 6.d below), who actively participate in the implementation of the Programme work plan.

5.6. The following may participate in the Steering Committee meetings as Observers:

- a) MID FPP Users States: Directors General of Civil Aviation of the MID FPP Member States, or their designated representatives;
- b) Donor States, agencies, organizations and industry having made a financial or in-kind contribution (recognized as “Partners” in the implementation of the Programme);
- c) Representatives from observers States, agencies, organizations and industry with an interest in aviation safety or air navigation issues in the MID Region; and
- d) Representatives from the following participating Partners:
AACO, ACAC, ACI, AIRBUS, BOEING, CANSO, EUROCONTROL/SESAR JU, IATA, IFALPA IFAIMA, and IFATCA.

Other representatives from States and industry may be invited on ad-hoc basis, as required.

Note 1: The composition of the MID FPP SC may be updated over time to include only States and/or Partners that could participate actively and contribute to the work of the SC.

C) Working arrangements

3.1 The Chairperson, in close co-operation with the MID FPP Manager and the ICAO MID Office, shall make all necessary arrangements for the most efficient working arrangements of the MID FPP Steering Committee. Permanent contact shall be maintained between the Chairperson, Secretary, ICAO MID Office and Members of the Steering Committee to advance the work. Best advantage should be taken of modern communications facilities, particularly video-conferencing (Virtual Meetings) and e-mails.