



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
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Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدنى الدولى

国际民用  
航空组织

File Ref.: AN 6/33.1 – 23/133

22 June 2023

**Subject: Fourth Meeting of the MID Region Flight Procedure Programme Steering Committee (MID FPP SC/4) (Virtual, 11 July 2023)**

**Action Required Reply no later than 5 July 2023**

Sir,

I have the honour to invite your Administration/Organization to participate in the Fourth meeting of the MID Region Flight Procedures Programme Steering Committee (MID FPP SC/4) that will be held virtually on **11 July 2023**. The joining link with the exact timing of the meeting will be issued in due time.

The main subject of discussion will be related to the MID FPP project financial status and sustainability. The Provisional Agenda of the meeting is at **Attachment A**. Your comments on the Provisional Agenda, including any amendment you may wish to suggest, would be considered.

The Terms of Reference (ToR) of the MID FPP SC is at **Attachment B**.

I would appreciate if you could, as soon as possible, preferably no later than **5 July 2023**, confirm the participation of your Administration/Organization by submitting the Nomination Form at **Attachment C** to the following email address ([icaomid@icao.int](mailto:icaomid@icao.int)) with a copy to ([raissaoui@icao.int](mailto:raissaoui@icao.int) and [sonitiu@icao.int](mailto:sonitiu@icao.int)).

Accept, Sir, the assurances of my highest consideration.



Mohamed Abubaker Farea  
Regional Director  
ICAO Middle East Office

## Attachments



*International Civil Aviation Organization*

**MID Region Flight Procedure Programme Steering Committee**

**Fourth Meeting (MID FPP SC/4)**

*(Virtual, 11 July 2023)*

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**PROVISIONAL AGENDA**

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

**Agenda Item 2:** MID FPP project financial status and sustainability

**Agenda Item 3:** Any other Business

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**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;
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;
5. Participating Partners (refer to para. 6.d below), who actively participate in the implementation of the Programme work plan.

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.

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**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
MID REGIONAL OFFICE**

**FOURTH MEETING OF THE MID REGION FLIGHT PROCEDURE PROGRAMME STEERING COMMITTEE**

**(MID FPP SC/4)**

*(Virtual, 11 July 2023)*

**NOMINATION FORM**

PLEASE PRINT OR TYPE CLEARLY

**Name in full:** \_\_\_\_\_  
Mr. / Mrs. / Ms. (as should appear in the official listing)

**Title/Official Position:** \_\_\_\_\_

**State/Organization:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Date: ..... Signature: .....

After completing, please send to: ICAO MID Office at the following e-mail address: ([icaomid@icao.int](mailto:icaomid@icao.int)) with copy to ([raissaoui@icao.int](mailto:raissaoui@icao.int) and [sonitiu@icao.int](mailto:sonitiu@icao.int)).

- END -