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国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG - NACC66855**

6 June 2017



To: Project RLA/09/801 Members

Subject: **Invitation – Sixth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/6)**
Washington, D. C., United States, 20 September 2017

Action

- Required:**
- 1) Transmittal by States of any additional items to the Provisional Agenda by **23 June 2017**;
 - 2) Submission of documentation by the deadlines provided in this letter
 - 3) Register participation by **18 August 2017**
 - 4) Submit fellowship nomination form by **21 August 2017**

Sir/Madam,

Further to paragraph 7.1 of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook, I wish to invite your Administration/Organization to participate in the Sixth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/6) to be convened on the afternoon of 20 September 2017 at the Omni Shoreham Hotel, in Washington, D. C., United States, in conjunction with the Seventh Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/7) also being held in the same venue from 19 to 21 September 2017. The RLA/09/801 PSC/6 Meeting will start at 14:00 hours, local time.

The venue hotel information is at: <https://www.omnihotels.com/hotels/washington-dc-shoreham/meetings/faa-nacc-dca-7>. Participants are encouraged to make reservations directly with the hotel in a timely manner.

The group rate for the NACC/DCA/7 meeting is USD231 per night. Please make your reservation by **Friday, 18 August 2017** in order to receive the group rate. If participants need to extend their reservation for additional time before or after the meeting, please contact Michelle Westover, FAA Office of International Affairs for assistance (T: 202-267-0952 , email: michelle.westover@faa.gov).

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The working languages of the meeting will be English and Spanish, and simultaneous interpretation will be provided. The provisional agenda for the Meeting is provided in **Appendix A**. You are requested to complete the Registration Form (**Appendix B**) for each participant and submit by e-mail to this office by **18 August 2017**.

Documentation that your Administration may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices. The deadlines for submission of documentation are the same as the ones established in the invitation to the Seventh Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/7) (Ref. NT-NE57 —**E.OSG - NACC66697**).

In addition, as established in paragraph 7.1 of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook I am pleased to inform that the Project is offering a one-day fellowship for the **RLA/09/801 MCAAP PSC Focal Points**¹.

The fellowship includes Daily Subsistence Allowance (DSA) to cover lodging and per diem. Your Administration shall provide the candidate with the air ticket to/from Washington D.C., United States, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure. The duly completed Fellowship Nomination Form must be received in this Regional Office at the nacc-tc@icao.int e-mail address by **21 August 2017**.

If you require further information on this event, you may contact Mr. Romulo Gallegos, Regional Officer, Technical Assistance (rgallegos@icao.int), or Ms. Claudia Lopez, Technical Cooperation Associate (clopez@icao.int).

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


Melvin Cintron
for
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Agenda
B – Registration Form
(Templates for Papers)

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¹ **RLA/09/801 Project Member States** are: Bahamas, Barbados, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago and Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua).



ICAO

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

**Sixth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP)
Project Steering Committee (RLA/09/801 PSC/6)
Washington, D. C., United States, 20 September 2017**

APPENDIX A

PROVISIONAL AGENDA

- | | |
|----------------------|---|
| Agenda Item 1 | Review of previous Project Steering Committee Reports and Agreements |
| Agenda Item 2 | Project Progress Report – Achievement Assessment of the Project’s Objectives |
| Agenda Item 3 | Project Evaluation Commission (PEC) Results presented by the PEC Rapporteur |
| Agenda Item 4 | Project Financial Status |
| Agenda Item 5 | Review of the RLA/09/801 MCAAP Procedural Handbook |
| Agenda Item 6 | Planning of Future Project Activities (2018-2020) |
| | 6.1 2018 RLA/09/801 Project Calendar of Activities |
| Agenda Item 7 | Other Business Related to the Project |
| | 7.1 RLA/09/801 Project Satisfaction Survey |

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Review of previous SCM Reports and Agreements

Under this agenda item, the Meeting shall review and discuss important action items and agreements from previous meetings.

Agenda Item 2: Project Progress Report – Achievement Assessment of the Project’s Objectives

Under this agenda item, the Meeting will discuss the implementation of the MCAAP project objectives and take decisions on its future goals.

Agenda Item 3: Project Evaluation Commission Results presented by the PEC Rapporteur

Under this agenda item, the Meeting will hear from the rapporteur on actions taken by the PEC.

Agenda Item 4: Project Financial Status

Under this agenda item, the Meeting will review the project financial status and discuss future expenditures and commitments.

Agenda Item 5: Review of the RLA/09/801 MCAAP Procedural Handbook

Under this agenda item, the meeting will review specific items of the MCAAP and agree on modifications as proposed.

Agenda Item 6: Planning of Future Project Activities (2018-2020)

Under this agenda item, the meeting will discuss and approve new activities.

Agenda Item 7: Other Business Related to the Project

Under this agenda item, the meeting will discuss other items related to the project not previously discussed.
