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航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG - NACC79856**

4 September 2019

To: RLA09801 Project Members

Subject: **Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) — Invitation to the Fourth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/4)**

ICAO NACC Regional Office, Mexico City, Mexico, 3 to 5 December 2019

Action

- Required:
- 1) Confirm the participation and send the documentation requested for the representative to the Evaluation Commission by **4 October 2019**
  - 2) Transmittal by States of any additional items to the Provisional Agenda by **11 October 2019**
  - 3) Register participation by **4 November 2019**

Sir/Madam:

Further to Decision RLA09801 PSC/8/6 – *Fourth Extraordinary Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/4)* of the Eighth Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/8) held in Port of Spain, Trinidad and Tobago, on 27 June 2019; I wish to invite your Administration to the Fourth Meeting of the RLA/09/801 Project Evaluation Commission (MCAAP/PEC/4) that will be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 3 to 5 December 2019.

The purpose of this Meeting is:

- a) to work on the Revision D of the PRODOC and the development of the 2020 Annual Work Plan;
- b) approve the draft Revision D of the PRODOC, to be submitted for the approval by the PSC and the review of the ICAO Technical Cooperation and Legal Bureaus and the eventual endorsement by Project members on July 2020 and signing during the NACC/DCA/10 Meeting in December 2020; and
- c) approve the 2020 Project Work Plan on behalf of the PSC.

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It is expected that the member representatives of the Commission attend this meeting (Bahamas, Canada, Cuba, Dominican Republic, Mexico, United States, the ICAO NACC Regional Office and the ICAO Technical Cooperation Bureau). The working language of the meeting will be English. The Draft Agenda is included as **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **4 November 2019**.

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 by **4 October 2019**:

- Full name of PEC member, position, full address, phone number and e-mail address
- Copy of passport
- Health Statement (**Appendix C**)

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 D**).

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](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 ([fcamargo@icao.i.nt](mailto:fcamargo@icao.i.nt)) and Ms. Claudia López, Technical Cooperation Associate ([clopez@icao.int](mailto:clopez@icao.int)).

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

A digital signature in blue ink, appearing as a stylized cursive 'M' and 'C', is overlaid on a circular blue stamp. The stamp contains the text 'Firma Digital' on the left and 'Digital Signature' on the right, with a central emblem.

Melvin Cintron  
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)

**Fourth Meeting of the RLA/09/801 Project Evaluation Commission  
(MCAAP/PEC/4)**

ICAO NACC Regional Office, Mexico City, Mexico, 3 to 5 December 2019

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**APPENDIX A  
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Preparation and Approval of the Draft Revision D of the Project Document (PRODOC)**
- Agenda Item 3: Discussion and Approval of the 2020 Project Work Plan on Behalf of the Project Steering Committee (PSC)**
- Agenda Item 4: 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 shall review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

**Agenda Item 2: Preparation and Approval of the Draft Revision D of the Project Document (PRODOC)**

Under this agenda item, the Meeting will approve the draft Revision D of the PRODOC, to be submitted for the approval of the PSC and the review of the ICAO Technical Cooperation and Legal Bureaus and the eventual endorsement by Project members on July 2020 and signing during the NACC/DCA/10 Meeting in December 2020.

**Agenda Item 3: Discussion and Approval of the 2020 Project Work Plan on Behalf of the Project Steering Committee (PSC)**

Under this agenda item, the Meeting will review the activities developed by the Project for 2020.

**Agenda Item 4: Other Business**

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