



ICAO

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

**RLA09801**

**Multi-Regional Civil Aviation Assistance  
Programme**

**MCAAP**

**Procedural Handbook**



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## **1. Mission**

1.1 To assist Project member States/Territories in the NAM/CAR Regions in the effective implementation of ICAO Standards and Recommended Practices (SARPs), safety improvements and performance-based air navigation services/systems; in order to achieve a safe, efficient and sustainable aviation system in harmonization with the Global Air Navigation Plan (GANP), Global Aviation Safety Plan (GASP), CAR/SAM Regional Air Navigation Plan and regional performance targets for air navigation and aviation safety; and in support of the ICAO No Country Left Behind (NCLB) initiative and this multiregional assistance programme.

## **2. Background**

2.1 In order to support States in the NAM/CAR Regions with national level implementation of future systems and services in accordance with the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP), and in order to continue the implementation support and benefits of the CAR RLA09801 Project, the Fourth Steering Committee Meeting (RLA09801 SCM/4) adopted Decision RLA09801 SCM/4/9 – CAR RLA09801 Project Extension:

### ***DECISION***

#### ***RLA09801 SCM/4/9***

#### ***CAR RLA09801 PROJECT EXTENSION***

*That in order to continue the implementation support and benefits of the CAR RLA09801 Project:*

- a) Project Members extend the implementation period for four more years as of 13 July 2016; and*
- b) ICAO NACC Regional Office conduct the necessary actions for this extension.*

2.2 RLA09801 SCM/4 also agreed to establish a Project Evaluation Commission, consisting of members from Cuba, Curacao, Dominican Republic, United States, the ICAO NACC Regional Office, and the ICAO Technical Cooperation Bureau. Their mandate was to update the RLA09801 Project Document (PRODOC), evaluate project management activity, and propose improvements and new activities to support implementation.

2.3 This Project, as modified by the Project Evaluation Commission, and approved by the Fifth SCM teleconference, is a tool to assist Member States in the effective implementation of ICAO SARPs, and to streamline aviation safety and air navigation implementation matters consistent with global air navigation, aviation safety plans and regional performance targets for air navigation and aviation safety.

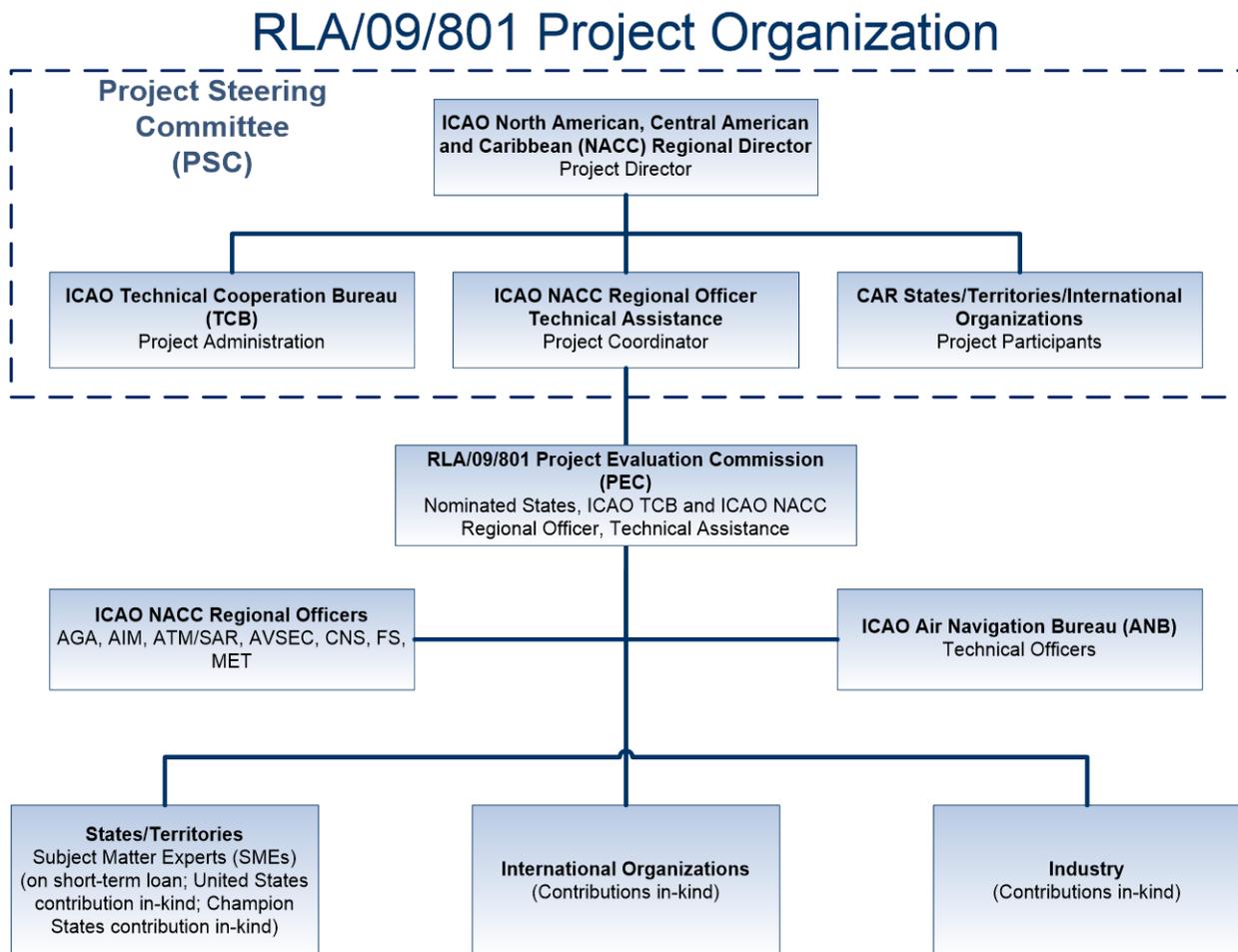
2.4 The Phase II RLA09801-B – MCAAP Project Document (PRODOC) was signed during the Fifth Steering Committee Meeting of the Regional Technical Cooperation Project for the Caribbean Region – (RLA09801 SCM/5) on 11 May 2016 in Nassau, Bahamas, which was held in conjunction with the Sixth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/6) also held in the same venue from 10 to 12 May 2016.

### 3. RLA09801 MCAAP Project Member States

3.1 Bahamas, Barbados, Canada, Cuba, Curaçao, Dominican Republic, Haiti, Jamaica, Mexico, OECS States through ECCAA (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines), Trinidad and Tobago; Central American States through COCESNA (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) and United States.

3.2 With the increased effectiveness and efficiency of this Project, regional aviation safety and aviation security issues will improve and participants will benefit as a result of the RLA09801 MCAAP Project expansion.

### 4. RLA09801 MCAAP Organizational Chart



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**5. RLA09801 MCAAP Project Roles and Responsibilities**

5.1 *RLA09801 MCAAP Project Director*

5.1.1 The ICAO NACC Regional Director serves as the Project Director of RLA09801 MCAAP. The RLA09801 MCAAP Project Director will ensure that all aspects of the Project are implemented in accordance with the mission statement mentioned in paragraph 1.1 above.

5.2 *RLA09801 MCAAP Secretariat*

5.2.1 The Coordinator (Secretariat) is the ICAO NACC Regional Officer, Technical Assistance (RO/TA) with the support of the Technical Cooperation Associate.

5.2.2 The RLA09801 MCAAP Secretariat supports the RLA09801 MCAAP by providing administrative, coordination and technical support to the RLA09801 MCAAP members, as required.

5.2.3 The RLA09801 MCAAP Secretariat functions are the following:

1. manage the RLA09801 MCAAP work programme and associated activities;
2. administer budget execution/allocation for PSC approval;
3. administer fellowship process;
4. the Technical Cooperation Associate will forward invitation letters to events already sent to the State/Organization Directors to all Project Focal Points, indicating the deadline to receive fellowship nominations (as per Section 10 of this Handbook), which will be at least **45 calendar days** prior to the commencement of the event; propose RLA09801 MCAAP TEAM missions and assignment of Subject Matter Experts (SMEs) in coordination with the ICAO NACC Regional Officers;
5. develop meeting agendas proposals in coordination with the RLA09801 MCAAP PSC and PEC;
6. the Project Coordinator will chair PSC meetings on behalf of the Project Director;
7. prepare PSC and PEC meeting agendas, documentation and summaries of discussion;
8. monitor action items and report annual status to the RLA09801 MCAAP PSC;
9. maintain communication with the RLA09801 MCAAP members;
10. identify required administrative support; and
11. control and administer the RLA09801 MCAAP website.

5.2.4 In addition to the functions above, the RLA09801 MCAAP Project Coordinator will seek for the RLA09801 MCAAP Project Director's approval on the following:

1. for the use of consultants as described in paragraph 9.4;
2. of additional RLA09801 MCAAP work programme events after the initial approval by the PSC; and
3. for attendance of Regional Officers, SMEs and ICAO Secretariat staff at work programme events.

5.2.4.1 Once approved by the RLA09801 Project Director, the RLA09801 MCAAP Project Coordinator will request the approval by the PSC using the fast-track procedure (paragraph 6 refers).

### 5.3 *RLA09801 MCAAP Administration*

5.3.1 The administration is handled by the ICAO Technical Cooperation Bureau (TCB), Field Operations, Americas Office (FOS), in accordance with ICAO established procedures and practices.

5.3.2 The RLA09801 MCAAP Administrator (TCB) is tasked to oversee this Technical Cooperation project and its implementation in the following manner:

1. review and approve changes and amendments to RLA09801 MCAAP PRODOC;
2. coordinate with the ICAO Legal Bureau on any matters associated with the implementation of the Project, as needed;
3. obtain the approval and signature of the ICAO Secretary General for any changes and amendments to the PRODOC;
4. provide the Regional Office with Project Financial Statements as appropriate;
5. coordinate with the Regional Office for the approval of Regional Officers and SMEs travel in support of Project activities;
6. seek the certification of funds for Project fellowships; and
7. on any other issues regarding implementation of RLA09801 MCAAP refer to Part 5 – *Technical Cooperation and Technical Assistance* of the *ICAO Regional Office Manual*.

### 5.4 *RLA09801 MCAAP Member States*

5.4.1 All parties mentioned in paragraph 3.1 are members of the RLA09801 MCAAP Project Steering Committee (PSC) [formerly known as SCM].

5.4.1.1 To facilitate the work of the PSC, Directors of Civil Aviation are urged to designate a national RLA09801 MCAAP focal point to represent their interests in all Project activities.

5.4.2 The 21 CAR States participating in the RLA/09/801 MCAAP Project are the beneficiaries of the activities undertaken by the Project through the 12 members who are signatories of the Project.

5.4.3 United States participates in the Project by providing in-kind support; however, it is not a recipient of fellowships offered by the Project.

5.4.4 The responsibilities of the RLA09801 MCAAP Member States/Organizations are the following:

- a) deposit the Project contributions established by the PSC within set deadlines;
- b) designate the focal point to represent their interests in Project activities; and
- c) participate in Project activities, as required.

5.4.4.1 The United States participates in the Project by providing in-kind support only, being exempt from the contribution referred to in item a) of paragraph 5.4.4.

5.5 *RLA09801 MCAAP Project Steering Committee (PSC)*

5.5.1 The responsibilities of the PSC are the following:

1. approve the Project Document (PRODOC) and any revisions proposed by the PEC prior to its official submission to the ICAO Technical Cooperation Bureau (TCB);
2. approve the RLA09801 MCAAP work plan and associated activities
3. approve any amendment to this Procedural Handbook;
4. nominate States to be part of the PEC; and
5. oversee the management of the project and budget.

5.6 *RLA09801 MCAAP Project Evaluation Commission (PEC)*

5.6.1 The RLA09801 MCAAP PEC will be responsible for:

1. on a continual basis, evaluating Project management and associated activities to determine benefits and effective impact in States Effective implementation (EI);
2. evaluating the draft Project annual work plan;
3. proposing improvements and new activities to support implementation;
4. annually assess and propose new activities for the Project;
5. proposing updates and amendments to the RLA09801 MCAAP Project PRODOC;
6. identifying and monitoring methods for continuous improvement of the Project; and
7. seek and lobby for support to the Project.

5.6.2 The PEC will be composed by the Project Administration, Project Coordinator and 5 States assigned by the PSC.

5.6.2.1 PEC Membership will be reviewed every 2 years.

5.6.2.2 Other member States may participate in PEC activities, through their Focal Points, at their discretion.

5.6.3 States that are in arrears with the contributions cannot be considered to be assigned for the PEC.

5.7 *MCAAP Focal Point*

5.7.1 The MCAAP Focal Point is a representative designated by the Director of Civil Aviation of a State or by the Director of an International Organization from Project RLA09801 MCAAP members.

5.7.2 The RLA09801 MCAAP Focal Points will be responsible for:

1. representing the interests of their State/Organization;
2. presenting the needs of their State/Organization to the RLA09801 MCAAP Secretariat;
3. acting as advisors to the ICAO NACC Regional Office for the preparation of the annual Project work plan;
4. making the necessary coordination within his/her own Administration on all RLA09801 MCAAP processes and activities, including processing the contributions for the Project;
5. deciding within their State/Organization on fellowship holder application requests and sending them to the RLA09801 MCAAP Secretariat with at least **45 calendar days** prior to the commencement of the event;
6. approving changes made to the work plan through the fast track procedure;

7. providing support to the Project activities including their attendance at Project Meetings, as necessary;
8. proposing improvements and new activities to support implementation; and
9. proposing updates and amendments to the RLA09801 MCAAP Project Procedural Handbook and PRODOC.

#### 5.8 *RLA09801 MCAAP PEC Rapporteur*

5.8.1 The RLA09801 MCAAP PEC Rapporteur is a representative of a member State/Organization of the PEC. The PEC members shall elect the Rapporteur in the first meeting of the PEC after the assignment of the States/Organizations. The PEC Rapporteur will serve for a period of two years and may be re-elected.

5.8.2 The PEC Rapporteur, in coordination with the Project Secretariat, performs functions as follows:

1. calling meetings of the PEC;
2. chairing the RLA09801 MCAAP PEC meetings;
3. keeping focus on high priority Project activities;
4. providing leadership on developing activities for project implementation;
5. promoting consensus among the RLA09801 MCAAP PEC members;
6. coordinating RLA09801 MCAAP activities closely with the RLA09801 MCAAP Secretariat; and
7. enacting PEC's decisions by inviting external participation in support to the Project.

### **6. RLA09801 MCAAP Fast-Track Procedure**

6.1 All routine operational activities that do not have a budgetary impact on the project but require approval from the members (e.g. events, SMEs, fellowships) can be processed through the Fast-Track Procedure using electronic mail. Unless the RLA09801 MCAAP Secretariat considers it otherwise, in case there are no responses from members, it will be presumed that there is no objection to the proposals sent through the Fast-Track Procedure and, consequently, they will be considered approved.

6.2 For other activities that require approval from the members (e.g. approval of governance documents; changes to the Procedural Handbook; changes to the work plan with budgetary impact; changes to the number of fellowships, etc.) an official letter from the Project Director will be sent to the members of the PEC for approval. The outcome is determined by the responses of the majority of PEC member States/Organizations.

6.3 The timelines for the Fast-Track Procedure approvals will be determined in a case-by-case basis, taking into account the urgency needed for the particular process.

**7. RLA09801 MCAAP Meetings and Channels of Communications**

7.1 RLA09801 MCAAP will ordinarily hold meetings with different scope and schedule, as follows:

*7.1.1 Project Steering Committee (PSC) Meetings*

- i. Plenary meetings shall convene once every year, on the second day of the Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA).
- ii. RLA09801 MCAAP PSC Plenary meetings shall be bilingual (English and Spanish) with simultaneous interpretation services and documentation provided as needed, in both languages.
- iii. To enable membership participation, Project funds will cover the following expenses:
  - a. Fellowship for the RLA09801 MCAAP Focal Points; and
  - b. Travel expenses for the RLA09801 MCAAP Secretariat.
- iv. The RLA09801 Secretariat shall notify all members of the time and place of PSC meetings with at least 90 days prior notice of such meeting.

*7.1.2 PSC Teleconferences*

- i. PSC Teleconferences will be held whenever the RLA09801 MCAAP Coordinator deems it appropriate to inform members of additional activity, financial issues, or other significant matters that require the attention of the PSC.

*7.1.3 Project Evaluation Commission (PEC) Meetings*

- i. Plenary meetings shall convene once every year in the ICAO NACC Regional Office, except when the majority of the PEC membership decides otherwise.
- ii. The meetings will usually be of three days, and shall be no longer than five days.
- iii. RLA09801 MCAAP PEC Plenary meetings and documentation shall be in English, with the Report in both languages (English and Spanish).
- iv. For the convening of this meeting, Project funds will cover the following expenses:
  - a. Travel expenses and air ticket for the RLA09801 MCAAP PEC Members for the duration of the meeting; to process these missions, PEC Members must send the following documentation 60 calendar days before the event commences:
    - Copy of passport
    - Health Statement
    - Contact information

- b. Travel expenses for the RLA09801 MCAAP Secretariat (if outside the NACC Office) and for the RLA09801 MCAAP Administration.
- v. The RLA09801 Secretariat shall notify all members of the time and place of PEC meetings with at least 90 days prior notice of such meeting.

#### *7.1.4 Focal Point Meetings*

- i. Focal Point meetings shall convene once every year in conjunction with the PEC Meeting.
- ii. The meetings will usually be of one day and shall precede the PEC Meetings.
- iii. RLA09801 MCAAP Focal Point Plenary meetings and documentation shall be in English, with the Report in both languages (English and Spanish).
- iv. For the convening of this meeting, Project funds will cover the following expenses:
  - a. Fellowship for the RLA09801 MCAAP Focal Points for the duration of the meeting; these fellowships will not count towards the State/Organization's yearly fellowship allocation (Part 10.1.1 refers); and
  - b. Travel expenses for the RLA09801 MCAAP Secretariat (if outside the NACC Office) and for the RLA09801 MCAAP Administration.
- v. The RLA09801 Secretariat shall notify all members of the time and place of Focal Point meetings with at least 90 days prior notice of such meeting.

#### *7.1.2 PEC Teleconferences*

- i. PEC Teleconferences will be held whenever the PEC Rapporteur or the RLA09801 MCAAP Coordinator deems it necessary.

#### *7.2 RLA09801 MCAAP Secretariat support of PSC and PEC Meetings*

7.2.1 Documentation should be sent to the RLA09801 MCAAP Secretariat electronically 45 days before the meeting to permit timely processing in both English and Spanish. All documentation should be submitted 21 days before the meeting, at the latest, for proper publishing and distribution. It should be noted that those papers received after this 21-day period may not be accepted by the Secretariat; however, they may be presented as information papers. All Meeting documentation will be available on the web at least 15 days prior to meetings.

7.2.2 The Report of the PSC meetings will be completed by the MCAAP Secretariat and approved by the Director for transmission within two weeks after the end of the meeting.

7.2.3 The Report of the PEC meetings will be completed by the MCAAP Secretariat and approved by the Rapporteur for transmission within two weeks after the end of the meeting.

### 7.3 *Languages*

7.3.1 RLA09801 MCAAP Project funds will not be used to cover translation and/or simultaneous interpretation services for any of the events related to the RLA09801 MCAAP Project.

## **8. RLA09801 MCAAP Work Plan Development**

8.1 The MCAAP work plan is drawn from the regional or States' needs, which are identified, in most cases, by the ICAO Regional Officers as a result of the action in their respective areas. To meet these needs, the Regional Officers prepare the proposals for activities to be developed within the scope of the Project, which, once the criteria established in this Handbook have been met, will be approved and incorporated into the Project's schedule and published in the calendar of activities of the Regional Office.

8.2 It is important to note that Project members themselves can identify needs and propose activities. Nevertheless, in order to establish these proposals, the proposing member should promote the necessary coordination with the Regional Officer(s) involved.

8.2.1 After coordinating with the Regional Officers, the Director of the proposing member State/Organization, shall send a letter to the MCAAP Project Director through the official channels of communication.

8.3 The activities to be developed by MCAAP shall be circumscribed to the project objectives, detailed in paragraph 2.3 above, and may address, among others, the following topics:

- increase the Effective Implementation (EI) rate of targeted States;
- ensure States compliance with ICAO SARPs;
- projects that address deficiencies as noted through audits;
- targeted programmes that lead to increased Safety (such as Runway Safety, Airport Certification, etc.);
- needed training (Performance-Based Navigation [PBN] implementation, State Safety Programme [SSP], Safety Inspector, Accident Investigation, etc.);
- environmental programmes;

- NCLB Systemic Assistance Programme (SAP) Multidisciplinary Teams identified by the SAP Team Lead;
- partnership programmes with other Civil Aviation Authority (CAAs) or Regional Safety Oversight Organizations (RSOOs); and
- project management training for States.

8.3.1 In addition, to be considered for the evaluation process, the proposals for activities should also meet the following requirements:

- bring benefits to more than one State, preferably having regional scope (except when the activity is part of a set of actions to be implemented in stages);
- the proposal is timely presented in the appropriate form and with all the information necessary for the evaluation process;
- the justification presented to propose the activity is clear and sufficient; and
- States benefited by the activity are not in arrears with payments to the Project (except in cases where the activity is part of a set of actions and, after deliberation, the PSC considers that its non-execution will negatively impact the whole set).

#### 8.4 *Process of Approval of the Work Plan*

8.4.1 The approval process for the proposed activities starts with an initial verification by the Project Coordinator regarding the fulfilment of the criteria established in paragraph 8.3 above.

8.4.1.1 The proposals must be submitted using the form presented in the **Appendix A** of this Handbook.

8.4.1.2 As soon as the PSC Meeting date for the following calendar year is defined, the Secretariat will inform member States/Organizations of the work plan approval process deadlines for the year after the abovementioned PSC Meeting. The approval process will observe the following deadlines:

- Proposals due to the Project Coordinator – 150 days before the PSC Meeting
- Draft Work Plan sent by Project Coordinator to the MCAAP Project Director – 120 days before the PSC Meeting
- Draft Work Plan approved by MCAAP Project Director and sent to PEC– 90 days before the PSC Meeting
- Draft Work Plan approved by the PEC and sent to the ICAO Secretariat – 60 days before the PSC Meeting.

8.4.1.3 Proposals that present inconsistencies must be returned to the proposer for appropriate corrections.

8.4.2 After the initial verification, proposals that meet the minimum requirements will be consolidated into a draft Work Plan, which will be forwarded to the assessment of the Project Director, which will manifest on the approval, insertion, correction and/or rejection of activities.

8.4.2.1 When rejecting or recommending corrections in a proposal, the Project Director shall point out the problems identified and may suggest ways to correct them where appropriate.

8.4.2.1.1 Proposals receiving a recommendation for correction by the Project Director will be returned to the proposers so that the necessary adjustments can be made.

8.4.2.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the Project Director.

8.4.2.1.3 Proposals that are not corrected or that are not forwarded to the Coordinator within the established deadline will be disregarded.

8.4.2.2 New proposals inserted at this stage must be coordinated with the Regional Officer(s) involved.

8.4.3 After the evaluation of the Project Director, the draft Work Plan will be forwarded to the assessment of the Project Evaluation Committee (PEC), which will manifest on the approval, insertion, correction and/or rejection of activities.

8.4.3.1 When rejecting or recommending corrections in a proposal, the PEC shall point out the problems identified and may suggest ways to correct them where appropriate.

8.4.3.1.1 Proposals receiving a recommendation for correction by the PEC will be returned to the proposers so that the necessary adjustments can be made.

8.4.3.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the PEC.

8.4.3.1.3 Proposals that are not corrected and/or forwarded to the Coordinator within the established deadline will be disregarded.

8.4.3.2 New proposals inserted at this stage must be coordinated with the Regional Officer(s) involved.

8.4.4 After the evaluation stage by the PEC, the draft Work Plan will be submitted to the approval of the Project Steering Committee (PSC).

8.4.4.1 When rejecting or recommending corrections in a proposal, the PSC shall point out the problems identified and may suggest ways to correct them where appropriate.

8.4.4.1.1 Proposals receiving a recommendation for correction by the PSC will be returned to the proposers so that the necessary adjustments can be made.

8.4.4.1.2 These proposals, once corrected, should be directed to the Project Coordinator, to be again submitted to the evaluation of the PSC.

8.4.4.1.3 Proposals that are not corrected and/or forwarded to the Coordinator within the established deadline will be disregarded.

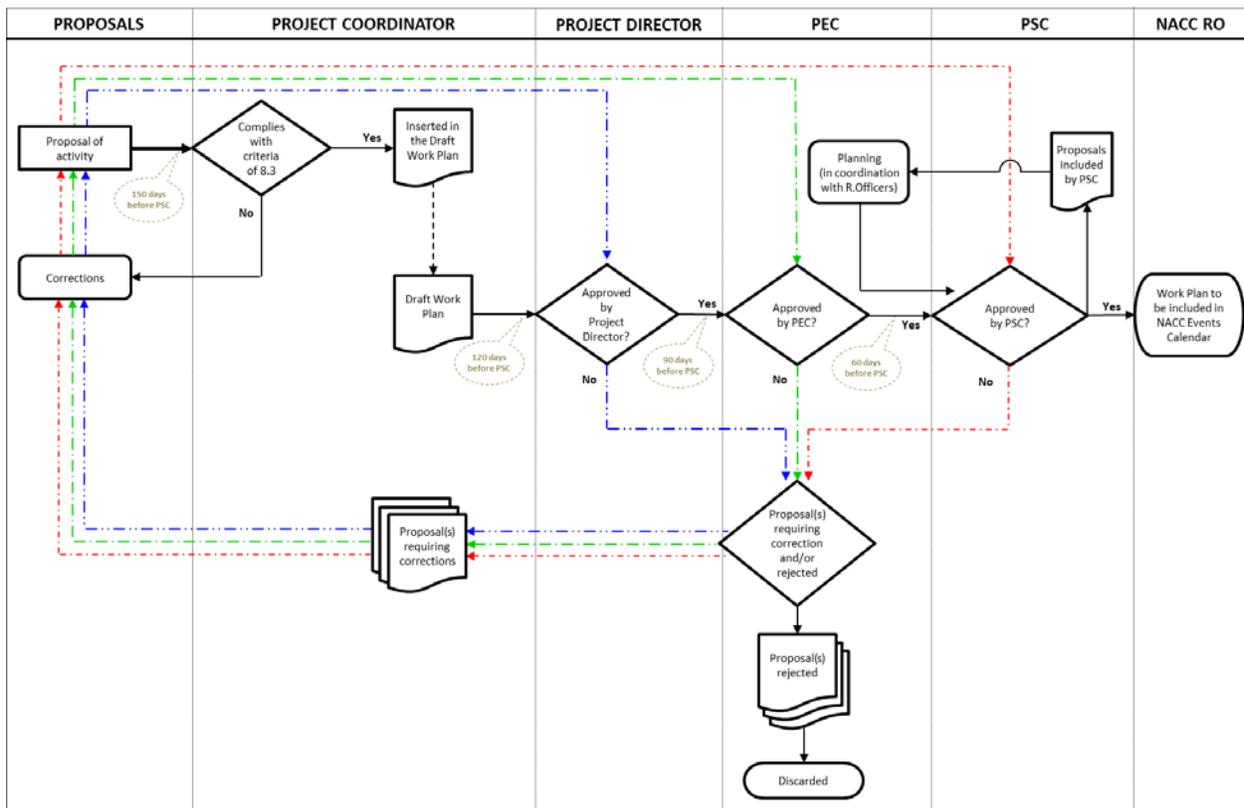
8.4.4.2 The PSC may, at its discretion, propose the inclusion of other activities not contemplated by the draft Work Plan, assigning to the PEC the planning of such activities for later evaluation of the PSC itself, under the terms determined by the PSC.

8.4.2.2.1 When planning these proposals, the PEC must coordinate with the Regional Officer(s) involved.

8.4.5 After approval of the Work Plan by the PSC, the activities listed therein will be included in the Calendar of Events of the ICAO NACC Regional Office.

8.4.6 The entire process must follow the flowchart (below), observing the deadlines established in paragraph 8.4.1.2.

**FLOWCHART OF THE PROJECT WORK PLAN APPROVAL**



8.5 In addition to activities regularly approved by the process described in item 8.3, other activities deemed necessary may be extraordinarily included in the Work Plan through the Fast-Track Procedure (paragraph 6 of this Handbook)RLA09801

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- a) registered participation of at least 5 States/Territories/International Organizations; and
- b) in order for an event to be considered for interpretation services, a minimum registration of at least 3 States of the same language at least one month prior to the beginning of the event is required.

## **9. Donors and Financial Sources**

9.1 The annual financial contribution of USD25,000 for all RLA09801 MCAAP Project Members is due on 31 January of each calendar year. If a member State/Organization wishes to pay their financial contribution in advance, they shall request the invoice to the MCAAP Secretariat, who in turn will request it from the MCAAP Administration, and then send it to the requesting member State/Organization. The Project Steering Committee Members, during their annual meeting, may define the amounts of the annual financial contribution per State in subsequent years of the project, taking into account an equitable mechanism, based on the principle of cost recovery for the States, Territories, international organizations and other entities.

9.2 Other entities (such as non-governmental organizations, foreign assistance agencies, transportation industry stakeholders, international development banks and other related financial institutions, regional organizations, private parties, foundations and other donors with interests in aviation related development activities in the NAM/CAR Regions) may provide financial resources to RLA09801 MCAAP.

9.3 Financial resources in support of RLA09801 MCAAP Project activities should be made in U.S. dollars and deposited in ICAO's bank account as follows:

Pay to:	//CC000305101 Royal Bank of Canada Ste. Catherine and Stanley Branch 1140 Ste. Catherine Street West Montreal, Quebec Canada H3B 1H7
For credit to:	05101 404 6 892 Project RLA09801 ICAO Pool Account
Swift code:	ROYCCAT2

9.3 Under the applicable terms of the Management Service Agreement (MSA) between ICAO and the RLA09801 MCAAP Member States, the funds and activities under this MSA shall be administered according to applicable ICAO regulations, rules, directives, procedures and practices.

#### 9.4 *Use of Consultants*

9.4.1 The RLA09801 MCAAP Project envisions the use of outside (long-term) consultants from time to time to support specific Projects, as necessary. The RLA09801 MCAAP Project Coordinator will work with the members involved, the Regional Officers and the Technical Cooperation Bureau to provide international/national professionals needed.

9.4.2 In these circumstances, additional funding may be required. The RLA09801 MCAAP Secretariat will prepare the necessary documentation for the approval of the RLA09801 MCAAP Project Director and submission to the ICAO Technical Cooperation Bureau.

#### 9.5 *In-Kind Contributions*

9.5.1 Understanding that in-kind support provides significant impact to the Project outcomes, the RLA09801 MCAAP utilises the support of in-kind support by States and other entities. To ensure clarity on how to quantify the technical expertise provided by donors, the ICAO Technical Cooperation Bureau established a standard cost of USD500 per day to calculate the contributions relating to SME and other personnel costs, unless otherwise provided by the donor.

## **10. Fellowships**

### *10.1 Types of Fellowships for RLA09801 MCAAP*

10.1.1 The RLA09801 MCAAP Secretariat shall propose on the number of fellowships and eligible events offering fellowships; the PEC will evaluate and make recommendations to the PSC; the PSC will approve the number of fellowships offered by the Project. All RLA09801 MCAAP Project Members are entitled to **one** fellowship per event included in the annual work plan approved by the PSC. The total number of fellowships shall be equal for each member State/Organization. If a Project member decides to apply for more than one fellowship for the same event, it may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for. The focal point shall contact the RLA09801 MCAAP Secretariat to coordinate the attendance of their delegate with at least **45 calendar days** prior to the commencement of the event

10.1.2 Project members who will not apply for the fellowships that are offered on the RLA09801 MCAAP annual work plan (paragraph 10.1 refers), may decide to participate in other selected ICAO endorsed events. It will be incumbent to each member State/Organization, through its focal point, to offer and handle within the State/Organization the fellowships made available by the Project. The Regional Office shall not offer Project fellowships directly to the States/Organizations outside of the scope of the work plan. To process a fellowship for an event that is not included in the RLA09801 MCAAP annual work plan, the focal point shall contact the RLA09801 MCAAP Secretariat to coordinate the attendance of their delegate with at least **45 calendar days** prior to the commencement of the training event. The number of fellowships available under these criteria will be the same as the offering contained in the annual work programme and the monetary cost must be of similar value.

10.1.3 Project members who wish to participate in additional ICAO-endorsed training events that require an additional cost of tuition should contact the RLA09801 MCAAP Secretariat at least 60 calendar days prior to the commencement of the training events, to allow the coordination and approval by the PSC using the fast-track procedure. After the approval by the PSC, RLA09801 MCAAP Secretariat will give all Project members the same opportunity to apply for these training events.

10.1.4 If a Project member decides to apply for the type of fellowship mentioned in 10.1.3, it may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for, and that the total monetary value should be the equivalent of the amount of allocated funds for fellowships for the year.

10.1.5 The RLA09801 MCAAP Secretariat will monitor awarded fellowships and will work with the State to decide its best interests in fellowship participation.

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## 10.2 *Funding*

10.2.1 The fellowship includes daily subsistence allowance (DSA) to cover lodging and expenses for the duration of the event; plus the amount of USD300 representing outward and return travel expenses, as per ICAO Regulations. The candidate sponsoring organization/administration shall provide him/her with the air ticket to/from the City of Origin to the City of the relevant event venue, and ensure that the candidate has the necessary travel documents, vaccinations, and visa prior to departure.

10.2.2 In the event that a fellowship holder is not able to attend or does not complete its participation in a sponsored event, it needs to return the allocated funds by contacting the RLA09801 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int) to coordinate the necessary administrative arrangements for the applicable refund.

## 10.3 *Fellowship Allocation for International Organizations*

10.3.1 Regarding fellowships offered to the Central American<sup>1</sup> States through COCESNA, the candidate appointment decision is made by COCESNA by assessing Fellowship Nomination Forms sent by States to the COCESNA Focal Point. Once COCESNA has selected a candidate and all internal coordination has been completed, the Fellowship Nomination of the candidate who will represent Central American States should be sent to the ICAO NACC Regional Office by the COCESNA Focal Point.

10.3.2 Regarding fellowships offered to the Eastern Caribbean<sup>2</sup> States through ECCAA, the candidate appointment decision is made by ECCAA by assessing Fellowship Nomination Forms sent by States to the ECCAA Focal Point. Once ECCAA has selected a candidate and all internal coordination has been completed, the Fellowship Nomination of the candidate who will represent Eastern Caribbean States should be sent to the ICAO NACC Regional Office by the ECCAA Focal Point.

## 10.4 *Administrative Procedure for Nominations*

10.4.1 With no exceptions, the Fellowship Nomination Form (**Appendix B** refers) must be completed for each nominee. All pages must be filled-out and must include the Civil Aviation Authority, COCESNA or ECCAA director's signature and seal (page 2 of the form), as well as the signature and seal of the doctor who performs the medical examination on the medical portion of the form (page 6). The medical examination will be valid for one year from the date signed by the doctor and may be used for future fellowship nomination forms submitted for the same candidate. The completed (signed and stamped) Fellowship Nomination Form should be submitted to the MCAAP Secretariat by the member State/Organization Focal Point to the e-mail address provided below:

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<sup>1</sup> Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua

<sup>2</sup> Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines

***RLA09801 MCAAP Secretariat***

Regional Officer, Technical Assistance  
Technical Cooperation Associate  
[nacc-tc@icao.int](mailto:nacc-tc@icao.int)

10.4.2 The duly completed Fellowship Nomination Form must be received in the ICAO NACC Regional Office as soon as feasible but no later than **45 calendar days** prior to the beginning of event. In order to ensure timely payment and to comply with the internal administrative processes of the ICAO NACC Regional Office, the ICAO Technical Cooperation Bureau and the United Nations Development Programme (UNDP) Office who will process the fellowship holder's payment (if applicable), **it is essential to comply with the established deadlines**. The acceptance of fellowship nomination forms received after the established deadlines will be subject to the discretion of the RLA09801 MCAAP Secretariat and will be the exception and not the norm. The RLA09801 MCAAP Secretariat will not process Post-Facto fellowships under no circumstances.

10.4.3 Each fellowship holder is required to send his/her travel itinerary to the RLA09801 MCAAP Secretariat at [nacc-tc@icao.int](mailto:nacc-tc@icao.int). Furthermore, each fellowship holder is required to report to the event coordinator as mentioned in the Notice of Fellowship Award and Special Instructions No. 1 that is sent by the ICAO NACC Regional Director when the fellowship has been allocated to the fellowship holder.

10.4.4 It is the responsibility of each fellow to read and follow the guidelines contained on the Guide for ICAO fellowship-holders (**Appendix C** refers). With no exceptions, each fellowship holder should fill-out the Fellowship Termination Form (**Appendix D**) and send it back to the ICAO NACC Regional Office to the e-mail address provided below:

***RLA09801 MCAAP Secretariat***

Regional Officer, Technical Assistance  
Technical Cooperation Associate  
[nacc-tc@icao.int](mailto:nacc-tc@icao.int)

10.4.5 For any fellowship request to be considered, the member State should not be in arrears with payments to the RLA09801 MCAAP Project.

10.4.6 Fellowship holders are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all fellowship holders must ensure that their travel documentation to and from the host State is valid. Fellowship holders who require an entry visa to the host State must obtain it from their nearest consulate or embassy prior to departure.

**11. Travel Assistance using the RLA09801 MCAAP**

11.1 Per the discretion of the RLA09801 MCAAP Secretariat and on an as needed basis, consideration will be given to those member States needing assistance with travel arrangements (air ticket, DSA and terminals allowance). For any travel assistance to be considered, the member State should not be in arrears with payments to the RLA09801 MCAAP Project.

11.2 The following procedure will be used:

11.2.1 Project Members wishing to participate in selected ICAO endorsed events that requires assistance from ICAO for travel, must contact the RLA09801 MCAAP Secretariat no later than 60 days prior to the commencement of the event.

11.2.2 If a Project member decides to apply for assistance from ICAO for travel, they may do so with the understanding that this decision will impact the total number of fellowships the Project member is eligible for, and that the total monetary value should be the equivalent of the amount of allocated funds for fellowships for the year. Since the monetary value is approved on a yearly basis by the PSC, it would not require further approval to avoid unnecessary bureaucracy.

11.2.3 Air travel shall be provided as per ICAO travel guidelines and regulations.

11.2.4 Travellers are responsible for their own travel arrangements, including hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all travellers must ensure that their travel documentation to and from the host State is valid. Travellers who require an entry visa to the host State must obtain it from their nearest consulate or embassy prior to departure.

11.2.5 Evidence of travel (original of boarding passes for air travel and hotel bill) and a duly completed and signed Travel Expense Claim form (**Appendix E**) must be submitted to the RLA09801 MCAAP Secretariat within 10 working days after completion of travel. Failure to do so will result in recovery of DSA and of other advance payments made by the RLA09801 MCAAP Secretariat.

## **12. RLA09801 MCAAP Technical Assistance Missions (RLA09801 TEAM)**

12.1 In order to enhance the supporting activities, Project Members may request the assistance of a Technical Assistance Mission (RLA09801 TEAM) to help in the implementation of any of the technical issues or goals related with the *ICAO Global Air Navigation Plan (GANP)* – Doc 9750; the *Global Aviation Safety Plan* – Doc 10004; the *Regional Performance Based Air Navigation Implementation Plan (RPBANIP)* and the *Declaration of Intent for the International Civil Aviation Organization (ICAO) Regional Office for North America, Central America and Caribbean (NACC) Regional No Country Left Behind (NCLB) Strategy*.

### **12.2 Deploying RLA09801 MCAAP TEAMS**

12.2.1 Any requests for a RLA09801 MCAAP TEAM must be done in writing and using the official channels of communication with the ICAO NACC Regional Office.

12.2.2 Under no circumstances will a RLA09801 MCAAP TEAM be deployed or considered without the expressed written official consent of the Director General of Civil Aviation for the requesting member State.

12.2.3 For any request to be considered, the member State should not be in arrears with payments to the RLA09801 MCAAP Project.

12.2.4 RLA09801 MCAAP TEAM Membership may comprise of:

- The RLA09801 MCAAP TEAM will be led by an ICAO NACC Regional Officer
- The RLA09801 MCAAP TEAM will be composed of subject matter experts from Project Member States/Organizations selected by the ICAO NACC Regional Office
- If expertise cannot be provided by the member States/Organizations, the MCAAP Secretariat may seek experts from other sources
- Other Project Member States/Organizations could send additional specialists as observers, as long as all travel and DSA costs are covered by such State/Organization, and upon the approval of the State who will be receiving the RLA09801 MCAAP TEAM

12.2.5 Roles and expectations of RLA09801 MCAAP TEAM experts

- The NACC Regional Officer leading the RLA09801 MCAAP TEAM will verify the required technical background of the selected RLA09801 MCAAP TEAM experts who shall comply with all applicable requirements
- RLA09801 MCAAP TEAM experts shall agree and sign a confidentiality agreement regarding the information observed and discussed during and after the RLA09801 MCAAP TEAM mission

12.2.6 The mission duration will be determined by the ICAO NACC Regional Office.

12.2.7 The internal ICAO procedures, administrative timelines and administrative forms needed for deploying RLA09801 MCAAP TEAM missions are included in **Appendix F** to this Procedural Handbook.

### *12.3 Reporting*

12.3.1 ICAO Team Lead is responsible for submission of the RLA09801 MCAAP TEAM Report using the appropriate template (**Appendix G** refers) within 30 days from the last day of the mission.

### *12.4 Sharing outcomes with other RLA09801 MCAAP Project Members*

12.4.1 Upon request, the RLA09801 MCAAP Secretariat may share the outcomes of a RLA09801 MCAAP TEAM mission only with the written consent of the Director General of the Civil Aviation Administration of the member State where the activity occurred.

**APPENDIX A** to the MCCAP Procedural Handbook  
**Sub-Project 1 - Implement a CAR Region PBN Airspace Concept**

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 2 - Enhance the Transition to Aeronautical Information Management (AIM)

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 3 - Implement Regional Air Traffic Flow Management (ATFM)

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 4 - Aeronautical Meteorology (MET)

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

**Sub-Project 5 – Implementation of Flexible Use of Airspace (FUA); ATS Contingency and Emergency Response Planning; Improvement of Search and Rescue System**

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>		<b>Personnel</b>	<b>Period/Duration</b>
<b>Proponent</b>		<b>PEC revision status</b>	<b>PSC approval status</b>

## Sub-Project 6 - Enhance ATS situational awareness and improve efficiency of ATS Unit(s) Operations

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 7 - Enhance Capacity and Efficiency of Aerodrome Operations

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 8 - Improve Regional Safety

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 9 - Enhance Regional ANS and Safety Performance Planning

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>

## Sub-Project 10 - Enhance Aviation Security and Facilitation

<b>Deficiency/opportunity</b>			
<b>Proposed activity</b>			
<b>Objective</b>			
<b>Justification</b>			
<b>If the activity is a step of a larger action, describe the action</b>			
<b>Deliverables/results</b>			
<b>States impacted by the event</b>		<b>Impact on EI%</b>	
<b>Local</b>	<b>Personnel</b>	<b>Period/Duration</b>	<b>Cost</b>
<b>Proponent</b>	<b>PEC revision status</b>		<b>PSC approval status</b>



## INTERNATIONAL CIVIL AVIATION ORGANIZATION TECHNICAL COOPERATION BUREAU

### GUIDE FOR THE COMPLETION OF ICAO FELLOWSHIP NOMINATION FORM

*(This sheet should be detached by the originator prior to submitting the attached Fellowship Nomination Form to the local or regional UNDP Office for transmission to ICAO)*

It is in the interests of Governments to ensure that the attached Nomination Form is fully completed for each nominee in *original and two copies*. All Nomination Forms should be submitted to the local UNDP Resident Representative who will then forward three copies to the appropriate ICAO Regional Representative. Nomination Forms should be received at the ICAO Regional Office at least *two months prior* to the starting date of the proposed courses.

#### PART I – NOMINATION BY GOVERNMENT

Please note the following:

*Paragraph 1* should indicate the *main* field of training as specified in SECTION I – LIST OF TRAINING COURSES of the AVIATION TRAINING DIRECTORY OF ICAO.

*Paragraph 2* should provide *specific* details as regards Host Countries, Training Institutes and Courses. For example: Air Traffic Control – Aerodrome and Approach Control, Procedural; Aircraft Maintenance – Boeing 737 Air Frame and Powerplant Systems should be shown instead of general phrases such as ATC, Aircraft Maintenance, etc.

*Paragraph 4.* The objectives of the Fellowship should be stated concisely and accurately.

#### PART II – NOMINEE'S PERSONAL HISTORY

The technical and/or specialized training data is indispensable in the formulation of the Fellow's programme to indicate what prerequisite/basic or advanced course may have to be added/eliminated to achieve the optimum result. The employment data is also an essential ingredient in the formulation of the programme, as it helps to define the type and level of the requested training.

#### PART III – LANGUAGE TEST

Unless a Fellow has had his/her academic education, especially High School and/or College, in the language of instruction to be used by the Host Countries proposed for the Fellowship, it is essential that a Language Test be administered at a certified Language School or at the local Embassy/Consulate of the Host Country to ascertain that the Fellow understands, reads, writes and speaks the instructional language sufficiently well to receive instruction in it.

#### PART IV-A and PART IV-B – MEDICAL REPORTS

It is essential that a nominee be healthy and free of any sickness which may require further examination and/or treatment during the tenure of the Fellowship. ICAO/UNDP will not pay any medical expenses incurred by a Fellow for sicknesses existing prior to the starting date of his/her Fellowship. Such expenses must be borne by the Fellow and/or his/her Government. A prospective Fellow must be examined by a medical doctor recommended by the local UNDP Office. Flight Crew Members and Air Traffic Controllers should take a thorough medical examination (Part IV-B) as specified in ICAO Annex 1, Chapter 6, paragraph 6.6, if they are pursuing a course leading to the award of a license. All others should take a general physical examination including a chest X-ray (Part IV-A).



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

**NOTE:** Each item must be completed in full and all entries should be typewritten or written in block letters. The completed form should be forwarded in triplicate to ICAO through the Office of the UNDP Resident Representative for the country concerned at least two months prior to the starting date of the proposed programme. The UNDP Resident Representative will in turn forward the completed Form in triplicate to the appropriate ICAO Regional Representative.

**PART I – NOMINATION BY GOVERNMENT**

The Government of \_\_\_\_\_ hereby:

1. Nominates: Mr./Mrs./Ms.\* \_\_\_\_\_  
(family name) (first name) (middle name)

for an ICAO fellowship in the field of \_\_\_\_\_

(Please identify main Field of Training in accordance with the Aviation Training Directory of ICAO, Section I – List of Training Courses)

2. Requests the following programmes of training under this fellowship:

(List in chronological sequence the various stages of training or study envisaged and identify the level as *ab initio*, advanced, refresher, further specialization, familiarization tour, on-the-job training (OJT), etc. If space is insufficient, please attach additional sheet using the same format.)

Host Country(ies)	Training Institute(s) (firms/organizations)	Specific Courses	Period		Duration (weeks)
			from	to	
Total duration					

**NOTE:** The final fellowship study programme will be prepared by ICAO in consultation with the host countries and/or institutions, as the case may be. It may differ in detail, particularly regarding the duration of training and choice of host countries, from that requested. However, the objectives of the requested training programme will be respected by ICAO whenever possible.

\_\_\_\_\_  
 \*Delete that which is not applicable.

## INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

### PART I – cont'd

3. Requests that this fellowship be financed under the following technical co-operation programme:  
(Check as appropriate and insert project number)

- |                          |                                 |              |                      |           |                      |
|--------------------------|---------------------------------|--------------|----------------------|-----------|----------------------|
| <input type="checkbox"/> | UNDP Country Programme          | Project No.: | <input type="text"/> | Post No.: | <input type="text"/> |
| <input type="checkbox"/> | UNDP Regional Programme         | Project No.: | <input type="text"/> |           |                      |
| <input type="checkbox"/> | UNDP Interregional Programme    | Project No.: | <input type="text"/> |           |                      |
| <input type="checkbox"/> | Trust Funds agreement with ICAO | Project No.: | <input type="text"/> |           |                      |

4. Declares that the objectives of this fellowship are:

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5. With respect to the nominee's transportation to and from host country(ies), agrees that:

- Will assume costs  
 Will not assume costs

6. Certifies that:

- a) The nominee is obligated to return to his/her country, on completion of the fellowship programme for duty assignment in civil aviation for a minimum period of \_\_\_\_ years.
- b) The absence of the candidate by the granting of the fellowship will not adversely affect the rank, rights, salary or seniority corresponding to his job.
- c) All sections of this Nomination Form have been duly completed and the nominee is suitable for the proposed Training Programme.
- d) Nominee is/will be in possession of a valid passport which does not expire before the termination date of the Fellowship.

\_\_\_\_\_  
Signature of Civil Aviation Authority

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(type or print)

Title: \_\_\_\_\_  
AFFIX OFFICIAL SEAL OR STAMP

### OBSERVATIONS BY ICAO PROJECT MANAGER / MISSION CHIEF

I certify that all sections of this Nomination Form have been duly completed and the nominee is suitable for the proposed Training Programme.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

PART II – NOMINEE’S PERSONAL HISTORY

1. Name:	2. Marital Status:	3. Date of birth:		
4. Private address (for mailing purposes): _____				
Telephone _____ E-mail _____				
5. Name and address of person to be notified in case of emergency (other than the government authorities): _____				
Telephone _____ E-mail _____				
6. Language ability:				
a) Mother tongue _____				
b) Language/s used in Primary and Secondary school _____				
c) Other language/s of which nominee has a working knowledge _____				
d) Language/s to be used in proposed fellowship programme _____				
7. School education record:				
Name, Town, Country of School/s	Period	Grade completed and certificate acquired		
	from to			
8. College/university education record:				
(If you have graduated with a diploma or degree indicate under “subject/s studied” only the major subject/s studies. Otherwise indicate all the subjects studied)				
Name of college/university	Subject/s studied	Period		
		from to		
		Degree /Diploma acquired		
9. Technical and/or specialized training record:				
(Proceed as with paragraph 8. Please list and specify all previous training received through ICAO fellowships for further education)				
Name and place of Training Institute	Subject/s studied	Period	Duration (weeks)	Diploma/Certificate acquired
		from to		

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## INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

### PART II – cont'd

10. Employment record:  
(Indicate last five years and/or two positions)

Employer (name of firm/organization)	Position last held	Period		Duties and responsibilities
		from	to	

11. Nominee's statement:

- i) I understand that the ICAO fellowship will not become effective and no travel can be undertaken until I receive written notification and instructions of the award from ICAO.
- ii) Should I be awarded this fellowship I hereby undertake to:
  - a) Conduct myself, at all times, in a manner compatible with my status as holder of an ICAO fellowship;
  - b) Devote all my time during the fellowship programme to the successful pursuit of my studies as directed by ICAO and by the designated institution in the country of study;
  - c) Refrain from engaging in political, commercial, or any activities detrimental to the host country;
  - d) Submit reports, as required by ICAO and comply with all ICAO instructions; and
  - e) Return to my country, on termination of my fellowship programme, and to apply my newly acquired knowledge to further the development of civil aviation in my country.

I certify to the best of my knowledge that all the information given above is true in all respects.

Date: \_\_\_\_\_

\_\_\_\_\_  
Nominee's Signature

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

**PART III – LANGUAGE TEST**

Note: This test is only required if the language to be used during the proposed fellowship programme is different from the mother tongue of the nominee or from the language used in the Primary and Secondary schools where he/she acquired his/her basic education (see PART II – Item 6). The test should be conducted by a school of language or university unless otherwise designated by ICAO to meet the requirements of the host country. The office of the UNDP Resident Representative or ICAO Technical Cooperation Mission should be consulted in this regard.

Name of institution conducting the examination: \_\_\_\_\_

Nominee’s name: Mr./Mrs./Ms.\*: \_\_\_\_\_

Language for which test was set: \_\_\_\_\_

**RESULTS**

(Check as appropriate)

1. Understanding:

- a) Understands without difficulty when addressed at normal speed.
- b) Understands nearly everything at normal speed although occasional repetition may be necessary.
- c) Understands almost everything if addressed slowly and carefully.
- d) Requires frequent repetition and/or translation of words and phrases.
- e) Does not understand even the simplest conversation.

2. Speaking:

- a) Speaks fluently, accurately and is easily intelligible.
- b) Occasionally makes errors which do not, however, obscure meaning.
- c) Makes frequent errors which occasionally obscure meaning.
- d) Speaks with so much difficulty that comprehension is difficult.
- e) Errors in speech so severe as to make comprehension virtually impossible.

3. Reading:

- a) Reads fluently with full comprehension.
- b) Reads slowly but understands almost everything he/she reads.
- c) Reads with difficulty; often consults the dictionary.
- d) Cannot understand what he/she reads.

4. Writing:

- a) Writes with ease and accuracy.
- b) Writes with few mistakes; can be understood.
- c) Writes with difficulty and makes frequent mistakes.
- d) Cannot write.

**CONCLUDING REMARKS**

Would this person be able to follow a technical course in this language?  Yes  No

Date: \_\_\_\_\_

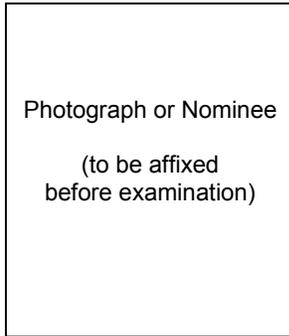
\_\_\_\_\_  
Signature of examiner

Name: \_\_\_\_\_  
(type or print)

\_\_\_\_\_

AFFIX OFFICIAL SEAL OR STAMP

\*Delete that which is not applicable



**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
FELLOWSHIP NOMINATION FORM**

**PART IV - A – MEDICAL REPORT**

Notes:

1. Flight Crew Members and Air Traffic Controllers who are to undergo training for the purpose of obtaining a license in accordance with ICAO Annex 1 shall use the form in Part IV-B.
2. Every nominee must undergo a complete medical examination conducted by a registered medical practitioner, including thorough clinical and laboratory examinations and X-ray of the chest. Medical papers (examination, laboratory, X-ray results, etc.) should not be forwarded unless requested.

The undersigned, Dr. \_\_\_\_\_ having completed the medical examination of nominee Mr./Mrs./Ms.\* \_\_\_\_\_ whose photograph appears above, certifies the following:

(Check as appropriate)

The Nominee:

1. Is physically able to travel abroad? \_\_\_\_\_
2. Is mentally and physically able to carry out intensive studies? \_\_\_\_\_
3. Is free from infectious diseases? \_\_\_\_\_
4. Has good hearing? \_\_\_\_\_
5. Has good eyesight? \_\_\_\_\_
6. Is free from diseases that require treatment, or periodic medical examination during the proposed duration of the fellowship programme? \_\_\_\_\_

Yes	No

Additional comments by Medical Practitioner:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Medical Practitioner

\_\_\_\_\_  
\*Delete that which is not applicable

AFFIX OFFICIAL SEAL OR STAMP  
(to be affixed across photograph also)



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## INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

### PART IV - B - cont'd

(Every nominee must undergo a complete medical examination, conducted by a designated medical examiner, including thorough clinical and laboratory examinations and X-ray of the chest. Medical papers (examination, laboratory, X-ray results, etc.) should not be forwarded unless requested. THIS PAGE TO BE COMPLETED BY MEDICAL EXAMINER.)

Height	Weight	Build - Slender <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Obese <input type="checkbox"/>		
		Normal	Abnormal		Normal	Abnormal	
Head, face, neck and scalp				Vascular system			
Nose				Abdomen and viscera (including hernia)			
Sinuses				Anus and rectum (hemorrhoids, fistula, prostate)			
Mouth and throat				Endocrine system			
Ears, general (int. & ext. canals)				G-U system			
Drums (perforation)				Upper and lower extremities (strength, range of motion)			
Eyes, general				Spine, other musculoskeletal			
Ophthalmoscopic				Identifying body marks, scars, tattoos			
Pupils (equality and reaction)				Skin and lymphatics			
Ocular mobility (associated parallel movement, nystagmus)				Neurologic (tendon reflexes, equilibrium, sense, co-ordination, etc.)			
Lungs and chest (including breasts)				Psychiatric (specify any personality deviation)			
Heart (thrust, size, rhythm, sounds)				General systemic			
Blood pressure	Systolic	} sitting				Distant vision:	
	Diastolic						
		} recumbent				Right eye:                    20/                    Corrected to 20/	
	Systolic						
	Diastolic				Left eye:                    20/                    Corrected to 20/		
Pulse: sitting						Both eyes:                    20/                    Corrected to 20/	
						Near vision                    N Chart value:	
						Intermediate vision                    N Chart value:	
	Hearing		Audiometry			Normal	Abnormal
	cv      vv		500	1000	2000	3000	
Right ear	ft      ft		dB loss <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Colour vision
Left ear	ft      ft		dB loss <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LABORATORY EXAMINATIONS</b>							
Urinalysis	Sugar		Albumin			Blood analysis:	Hb
Microscopic:						Sedimentation rate	
ECG	<input type="checkbox"/> Normal		<input type="checkbox"/> Abnormal			Chest X-ray	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal
Summary (Abnormal findings, remarks and recommendations)							
Nominee is/is not* medically fit for flight crew/air traffic control* duties							
<b>MEDICAL EXAMINER'S DECLARATION</b>							
I hereby certify that I personally examined the applicant named on this medical examination report, and that this report with any attachment embodies my findings completely and correctly.							
Date and place of examination				Aviation medical examiner's signature			
NOTE: The above test has been conducted in accordance with the provisions detailed in Chapter VI of ICAO Annex 1 – <i>Personnel Licensing</i> .							
<hr style="width: 20%; margin-left: 0;"/> <p>*Delete that which is not applicable</p>							



INTERNATIONAL CIVIL AVIATION ORGANIZATION  
TECHNICAL CO-OPERATION PROGRAMME

GUIDE FOR ICAO FELLOWSHIP-HOLDERS

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## ICAO OFFICES INFORMATION

### HEADQUARTERS

Technical Cooperation Bureau – Fellowship Unit  
999 University Street Montreal, Quebec, Canada  
H3C 5H7 Tel: +1 514 954-8219  
Fax: +1 514 954-6077  
E-mail: [fsu@icao.int](mailto:fsu@icao.int)

### NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE (NACC)

Presidente Masaryk 29 – 3rd. Floor  
Col. Chapultepec Morales, Del. Miguel Hidalgo  
México, D.F., México, 11570  
Tel: + 52 (55) 5250-3211  
Fax: + 52 (55) 5203-2757  
E.mail: [icao\\_nacc@mexico.icao.int](mailto:icao_nacc@mexico.icao.int)

### SOUTH AMERICAN OFFICE (SAM)

Vía Principal N° 102, Edificio Real 4, piso 4  
Centro Empresarial, San Isidro  
Lima, Perú  
Apartado 4127, Lima 100, Perú  
Tel: + 511 611-8686 Fax: +511 611-8689  
Correo-e: [mail@lima.icao.int](mailto:mail@lima.icao.int)

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## TECHNICAL CO-OPERATION PROGRAMME

### GUIDE FOR ICAO FELLOWSHIP-HOLDERS

The International Civil Aviation Organization (hereinafter referred to as ICAO) is pleased to be afforded this opportunity to execute the fellowship awarded to you on request from your Government. We would like to assure you that every effort will be made to make your fellowship programme a success. This guide endeavours to provide detailed information regarding the implementation of your fellowship programme. Please take time to read it in its entirety and note carefully its contents prior to your departure from your country.

#### Section I. Your Obligations as an ICAO Fellow

As an ICAO fellowship-holder it is mandatory that you:

- A. conduct yourself at all times in a manner compatible with the status of an international fellowship-holder and as a representative of your country;
- B. carry out your studies diligently as specified and within the period prescribed by ICAO. No modifications, additions, or deletions should be made to your programme without prior consultations with and approval received from ICAO;
- C. refrain from engaging in political or other activities inconsistent with your status as an ICAO fellowship-holder;
- D. return to your country immediately at the end of your fellowship programme;
- E. submit progress and termination reports as specified by ICAO.

#### Section II. Security

You are responsible for protecting and looking after your personal belongings, including money and travel documents. It is not advisable to carry large sums of money in cash. The use of travellers' cheques and/or money orders is highly recommended. Also, it may be wise to carry with

you photocopies of the most essential pages of your passport and health certificate to enable you to obtain replacements more quickly should the need arise while travelling abroad.

#### Section III. Passport/visas

You are responsible for obtaining your own passport, health certificate and visas, including any transit visas which may be necessary to permit travel through countries on your way to the Host Country and on return to your own country. You must ensure that your passport and visas remain valid for at least three months beyond the termination date of the planned period of study. Costs associated with obtaining these documents will be your responsibility.

#### Section IV. Clothing

It is recommended that you acquire clothing suitable to the climate of the Host Country. This applies particularly if you come from a tropical or a sub-tropical country and are going to countries in the northern hemisphere during the period November-April or in the southern hemisphere during the period May-October. ICAO does not pay a clothing allowance.

#### Section V. Commencing Travel

You should not travel to the Host Country prior to receiving official instructions from ICAO. ICAO will not be responsible, financially or otherwise, for the period of time you may wish to spend abroad before the official starting date of your fellowship programme.

#### Section VI. Family/dependents

As the living allowance paid to you is sufficient only to cover the normal living expenses of one person, you should

not envisage taking your family or dependents abroad with you unless you have made additional provisions for this purpose.

### Section VII. Duration of a Fellowship

#### A. *Initial duration*

The duration of a fellowship, normally including travel time of two days to, and two days from the Host Country, shall not exceed the duration indicated in the Notice of Fellowship Award. The exact starting and termination dates of your fellowship programme will be communicated to you separately.

#### B. *Extension*

In exceptional cases, when the need arises and providing funds are available, ICAO may consider, in consultation with your Government and the Host Country, a reasonable extension to your fellowship programme.

#### C. *Termination*

ICAO reserves the right to terminate your fellowship at any time should arrangements with the Host Country or training institution warrant such action; in the event of receiving unsatisfactory reports; or if you become incapable of continuing your programme. Under such circumstances, you are required to return to your home country upon receipt of notification of the termination of your fellowship.

### Section VIII. Correspondence Procedures

- A. If your Award and Instructions have been processed by ICAO Headquarters, Montreal, Canada, you should forward all correspondence dealing with reports, training programme and financial matters to:

Fellowships Unit  
 Technical Co-operation Bureau  
 International Civil Aviation Organization  
 999 University Street, Suite 10.30  
 Montreal, Quebec  
 Canada H3C 5H7

- B. If your Award and Instructions have been processed by one of the ICAO Regional Offices (i.e. in Bangkok, Thailand; Cairo, Egypt; Dakar, Senegal; Lima, Peru;

Mexico City, Mexico and Nairobi, Kenya), you should forward all correspondence dealing with reports, training programme and financial matters to the ICAO Regional Representative at the relevant Regional Office.

- C. All correspondence (including requests for books, tools, etc.) and reports should bear the reference given in your Special Instructions and incorporate all the fellowship data set out at the top of page 1 of the Fellowship Termination Report.

### Section IX. Living Allowance

#### A. *General*

1. Living allowance rates are established by the United Nations. An appropriate living allowance, the details of which will be provided once your training programme has been finalized, will be paid to you.
2. The living allowance paid to you while you are outside your country is intended to cover the cost of your food, accommodation and incidentals such as laundry, local transportation, etc. It is a modest but sufficient amount; therefore you must plan your expenditures carefully.
3. Living allowance is paid in the currency of the Host Country and payments are made monthly, in advance. In the normal course of events, living allowance is paid by ICAO through the training institution concerned or by the UNDP Resident Representative of the Host Country on behalf of ICAO. In the case of a very short programme comprising only familiarization visit(s) or on-the-job training in a Host Country where there is no UNDP Resident Representative, other arrangements will be made.
4. If, for any reason, your fellowship is terminated before its scheduled termination date, you are required to return to ICAO that portion of the living allowance paid to you which covers the period after the new termination date. Payments should be made immediately after your return to your country, through the office of the UNDP Resident or Regional Representative, in local currency computed at the prevailing United Nations rate of exchange.

5. ICAO will not pay a living allowance or any other expenses incurred before the commencement or after the termination date of your fellowship, should you wish to spend additional time in the Host Country or in another country while in transit to or from your country.

#### B. Residential courses

If you are attending courses at training institutions where accommodation and/or meals are provided free or where such costs are paid directly by ICAO, your living allowance will be proportionally reduced. Also, a reduced rate known as the "Academic Rate" is applicable to certain Training Institutions and Host Countries designated by the United Nations. If the above rates are applicable to you, you will be so notified prior to leaving your country.

#### C. Stipend for outward and return journeys

You may need convertible currency for use on your journey to and from the Host Country to cover such incidental expenses as airport taxes, taxi fares, telephone calls, hotels, etc. Prior to your departure from your country, the UNDP Resident Representative will pay you an outward travel allowance for this purpose. Prior to your return to your country, arrangements will be made to pay you a return travel allowance.

### Section X. International Transportation and Excess Baggage

#### A. General

The cost of transportation to and from a Host Country, in whole or in part, will be paid either by your Government or by ICAO depending on the provisions in the project and/or the information provided in your Fellowship Nomination Form.

#### B. Transportation provided by Government

When transportation is provided by your Government, it is your responsibility to obtain the necessary return tickets either before you leave your country or prior to the termination date of your fellowship programme.

#### C. Transportation provided by ICAO

ICAO will pay for tourist/economy class/excursion fare tickets computed on the basis of the most direct route. Tickets originate in the capital city of your home country

and will be made available to you at the appropriate airline counter or through the office of the UNDP Resident Representative. You or your Government must bear the cost of domestic travel within your home country, if required.

#### D. Excess baggage

1. ICAO will not pay excess baggage allowance when your transportation is provided by your Government.
2. When your transportation is provided by ICAO, you are entitled to claim reimbursement for the cost of transporting to your country up to 10 kg (22 lb) of excess baggage, essentially for books and tools acquired and used during your fellowship programme. To obtain reimbursement you must forward official vouchers to ICAO upon returning to your country. The same weight limit (10 kg or 22 lb) will apply irrespective of whether you choose to ship the excess baggage by air freight or by surface.

### Section XI. Local Transportation

#### A. Local transportation in place of study

Your living allowance has been computed taking into account normal local transportation expenses; however, exceptions to this rule can be made where conditions warrant an additional allowance for transportation. When a request is endorsed by the official supervising your training, a special transportation allowance may be paid.

#### B. Transportation between cities

If your training programme requires you to travel to a city other than those mentioned in your instructions, you must obtain prior approval for the trip from ICAO through the official supervising your programme.

### Section XII. Miscellaneous Allowances

Based on the type and duration of the programme you are attending, it may be necessary for you to purchase books, reference materials, tools and minor equipment, such as calculators. If you are attending long-term university courses leading to a diploma or a degree, you may also be required to prepare term papers or a thesis. In such cases,

you are entitled to modest and reasonable allowances to cover such expenses. However, you should obtain written approval from ICAO prior to buying books, reference materials, tools or minor equipment. You should also contact ICAO to find out the exact amount permissible and seek approval for the cost involved in having your term papers or thesis typed.

### Section XIII. Group Insurance Policy

#### A. General

ICAO fellowship-holders are covered by a group medical insurance policy for which ICAO pays monthly premiums. This policy embraces medical expenses up to U.S.\$15 000 per individual for the period of coverage (duration of fellowship) when attending courses in the United States, Canada and Europe (excluding Eastern Europe) and up to U.S.\$10 000 when attending courses in all other countries.

#### B. Some exclusions from medical expenses

1. Periodic, preventive health examination.
2. Rejuvenation cures and cosmetic treatment. However, cosmetic surgery is covered when it is necessary as a result of an accident for which coverage is provided.
3. Hearing aids, spectacles and fees for examination of the eye for glasses, and costs of spa-cures.
4. Consequences of sicknesses or accidents resulting from voluntary and intentional action on your part, such as attempted suicide, voluntary mutilation or venereal disease.
5. Medical expenses incurred before or after termination of your fellowship, as well as those of your dependents.

#### C. Dental treatment

The cost of dental care, periodontic treatment, or false teeth, crowns, bridges, and similar dento-facial orthopaedic appliances is reimbursed only to a maximum sum of U.S.\$500 per individual period of coverage.

#### D. Reimbursement procedures

1. Medical expenses of the first U.S.\$10 per individual period of coverage are not reimbursable.

2. The Insurer must be provided with original receipts of medical or dental expenses incurred, complete with a diagnosis of the illness.
3. Reimbursement will be made in U.S. dollars directly to you, within 15 days of receipt of the medical or dental bills, by the Insurer.
4. A claim shall be paid only if it is submitted to the Insurer within two years of the date on which expenses were incurred for the first time during the insurance period (duration of fellowship).

#### E. Liability to third parties for damage to persons or property

ICAO assumes no liability for damage to persons or property caused by holders of ICAO fellowships.

#### F. Mailing address

Should you fall ill during your fellowship programme abroad and incur medical or hospitalization expenses, you are required to adhere to the rules, privileges and limitations outlined above and forward your claims to the following address for reimbursement:

Vanbreda International  
P.O. Box 69  
2140 Antwerpen  
Belgium

International Telephone: 32 3 217.57.40  
Telex: 31 788 BREDCO B  
Facsimile: 32 3 235.01.24

Give your full name, home country, host country (pertaining to claim), award number, starting and termination dates of fellowship, exact date and/or period of sickness and complete mailing address. In cases of major illness, when you cannot pay medical expenses out of your living allowance, ICAO should be notified. Arrangements will be made for the expenses to be paid and the claim to be refunded to ICAO.

### Section XIV. Progress and Termination Reports

#### A. General

To enable ICAO to assess the usefulness of fellowship programmes and to evaluate the benefits which developing countries derive from them, ICAO fellows are required to

submit progress and termination reports. These reports should be concise and to the point, written legibly (preferably typed) and duly signed before being forwarded to ICAO.

#### B. *Progress report*

1. If your fellowship programme is six months or less in duration, you are not required to submit a progress report.
2. If your fellowship programme exceeds six months in duration, you are required to submit Progress Reports as follows:
  - a) a first report to cover the initial six months of your programme;
  - b) second and subsequent reports to cover the next six months or the remaining portion of your fellowship programme if less than six months, as the case may be.
3. Progress reports should include:
  - a) a brief account of your training activities including the availability and applicability of training aids and equipment;
  - b) where applicable, the places visited and names and titles of officials with whom you came in contact;

- c) if flight training is included in the programme, the kind of training, types of planes and number of hours flown;
- d) your own assessment of the course or training programme.

#### C. *Termination report*

Regardless of the duration of your fellowship programme, you are required to submit a termination report to ICAO, through the office of the head of the Civil Aviation Administration of your country or your immediate supervisor. This should be done immediately upon return to your country and, at any rate, no later than six months after the termination date of your fellowship programme. You will be provided with a special form for this purpose.

#### **Section XV. Special Note**

Please bear in mind that your fellowship programme is funded from the limited resources available to your government for training purposes and you are therefore requested to give careful consideration before making applications that involve increasing the cost of your fellowship, such as: increases in living allowance; extension and/or revision of your programme; change in training location; purchase of books, tools or minor equipment; claim for medical expenses; and allowances for clothing, typing of term papers and thesis, etc.

- END -



ICAO

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
TECHNICAL COOPERATION BUREAU  
FELLOWSHIP TERMINATION FORM**

Please refer to the GUIDE FOR ICAO FELLOWSHIP HOLDERS, Section XIV, Paragraph C. The completed report should be forwarded to either ICAO Headquarters, Montreal, or the ICAO Regional Office, depending on where your Award was processed, as specified in the GUIDE FOR ICAO FELLOWSHIP HOLDERS, Section VIII. If more space is required for comments, please attach additional sheet(s).

Ref. \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_  
(Family/Surname) (First) (Middle)

Home Country: \_\_\_\_\_ Project No.: \_\_\_\_\_

Post No.: \_\_\_\_\_ Award No.: \_\_\_\_\_

Field of Training: \_\_\_\_\_

Host Country(ies): \_\_\_\_\_

Fellowship Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

A. Was the programme duration:

1. Appropriate                       2. Long                       3. Short

Comments

B. Were the instructors:

1. Qualified                       2. Fair                       3. Poor

Comments

C. Considering the objectives of your fellowship programme, were the contents of the programme:

1. Appropriate

2. Fair

3. Poor

Comments

D. General comments including the availability and applicability of training aids and equipment

E. Comments by the Head of the Aviation Department of the Fellow's immediate supervisor:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

— END —

**TRAVEL EXPENSE CLAIM**

(One copy of this form to be completed by claimant)

Page \_\_\_\_\_ of \_\_\_\_\_



Name \_\_\_\_\_ Grade \_\_\_\_\_ Claim No. \_\_\_\_\_  
 Bureau/Duty Station \_\_\_\_\_ Type of Travel \_\_\_\_\_ Staff No. \_\_\_\_\_  
 Travel Auth. No \_\_\_\_\_

CITY AND COUNTRY OF DEPARTURE AND ARRIVAL (ITINERARY)	DATE			HOUR (LOCAL TIME)	TOTAL TRAVEL HOURS	MODE OF TRAVEL	Indicate whether UN or Govt. vehicle was made available at DEP and/or ARR YES / NO	PER DIEM			
	DAY	MONTH	YEAR								
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
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REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											
DEP							<input type="checkbox"/>	<input type="checkbox"/>			
ARR							<input type="checkbox"/>	<input type="checkbox"/>			
REASON FOR STOPOVER											

Subtotal from page(s): \_\_\_\_\_ Total per diem: \$ \_\_\_\_\_

**CERTIFICATE AND SIGNATURE OF CLAIMANT**

I certify that this claim for which settlement has not been effected, is true and correct and represents expenditures necessarily incurred for the travel as authorized

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE FOR MISSION TRAVEL**

It is hereby certified that to the best of my knowledge, the Mission travel reported herein was accomplished and that the duration of the Mission is in accordance with the approved Travel Authorization. Any deviation from the Travel Authorization is the responsibility of the Staff Member.

Signature of claimant's superior not below Chief of Section \_\_\_\_\_ Date \_\_\_\_\_

**SUMMARY**

Per diem: \$ \_\_\_\_\_  
 Travel expenses (B/F from overleaf): \_\_\_\_\_  
 PE/Removal costs: \_\_\_\_\_  
 Total claim: \_\_\_\_\_  
 Less advances: \_\_\_\_\_  
 Bal. Due: \_\_\_\_\_  
 Claimant   
 ICAO  \$ \_\_\_\_\_

**FOR FINANCE BRANCH USE ONLY**  
**ACCOUNTING DISTRIBUTION**

	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Claim processed by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Accounts Officer



RLA/09/801 MCAAP Procedural Handbook  
**APPENDIX F**

**Travel Procedure for Subject Matter Expert (SME)  
 Technical Assistance Missions for RLA/09/801 MCAAP TEAMS**

#	Action	Responsible	Time	Remarks
1.	Establishment of RLA/09/801 MCAAP TEAM dates/visit to a State	Regional Officer	4 months	Dates should be sent to TC/A to be inserted in the Annual Project Activities Table and in the NACC Calendar
2.	ToR preparation for the specific RLA/09/801 MCAAP TEAM visit	Regional Officer & Regional Assistant	4 months	
3.	<ul style="list-style-type: none"> <li>• Letter dispatch to State proposing a RLA/09/801 MCAAP TEAM visit – it will include the names of the team experts assigned to the RLA/09/801 MCAAP TEAM and the ToRs</li> <li>• In addition to the regular addresses included in the AutoText, this letter should be copied to C/FOS to the following addresses: <a href="mailto:fam@icao.int">fam@icao.int</a>; <a href="mailto:icaohq@icao.int">icaohq@icao.int</a>;</li> </ul>	Regional Officer & Regional Assistant	4 months	<p>The letter must be prepared by the technical area organizing the RLA/09/801 MCAAP TEAM and it should be initialed by the technical area and by RO/TA<sup>1</sup>.</p> <p>When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Office: RO/TA, ADM/O, TC/A y ADM/A</p>
4.	<ul style="list-style-type: none"> <li>• The appendixes of the release letter dispatch of the assigned SME for the RLA/09/801 MCAAP TEAM must be requested to TC/A to be personalized by the technical area organizing the mission</li> <li>• The letter must be sent to the civil aviation authority who is releasing the expert and it should request the following documentation, in case the release is accepted, to be sent to the Regional Office (formats will be attached to the message):               <ul style="list-style-type: none"> <li>○ <i>Annex VIII – Health Statement for Individual Consultants/Contractors</i></li> <li>○ <i>Banking Instructions Form</i></li> <li>○ Copy of current passport</li> <li>○ SME's Contact information and current position (telephone, e-mail, etc.)</li> </ul> </li> <li>• In addition to the regular AutoText addresses used for the letter, C/FOS must be copied using the following addresses: <a href="mailto:fam@icao.int">fam@icao.int</a>; <a href="mailto:icaohq@icao.int">icaohq@icao.int</a>;</li> </ul>	Regional Officer & Regional Assistant  TC/A	4 months	<p>This letter must be prepared by the technical area organizing the RLA/09/801 MCAAP TEAM and it must be initialed by the Regional Officer and by RO/TA.</p> <p>When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Office: RO/TA, ADM/O, TC/A y ADM/A</p>
5.	When the State sends the expert release, TC/A will forward the e-mail and relevant documentation using the prefix "@mx" to DRD, RO/TA, the Regional Officer, his/her assistant, ADM/O and ADM/A	TC/A	As soon as the acceptance is received	

<sup>1</sup> In case RO/TA is on Mission or Annual Leave, DRD will act as back-up in the corresponding revisión of correspondence and he will brief RO/TA upon his return to the Office

RLA/09/801 MCAAP Procedural Handbook

#	Action	Responsible	Time	Remarks
6.	As soon as the acceptance is received, the assistant will send ADM/A the RLA/09/801 MCAAP TEAM mission dates so ADM/A can proceed to request travel itineraries and mission calculations. ADM/A will in turn send the itinerary and mission number to the assistant for the preparation of the corresponding MTA (ICAO Form 100) and the assistant will deliver the MTA using the regular procedure.	Area assistant ADM/A	1 month before mission	
7.	When the MTA has been processed by ADM/A, the original will be hand-delivered to TC/A who will process the MTA using the <i>Non-ICAO – Technical Cooperation Bureau Travel Authorization</i> (Form 104, TCB 5/122), once filled-out, it will be returned to ADM/A (together with the authorization letters sent to State and the documentation returned by State – the Area Assistant is responsible for copying all these documents in the Server) for the regular authorization process. ADM/A will send Form 104 and all the documentation to the Travel Section and to FOS for TCB's approval ( <a href="mailto:fam@icao.int">fam@icao.int</a> ). When sending the documentation ADM/A will include the number of the Project in the Subject line using the following format: RLA09801.	TC/A ADM/A Area assistant	1 month before mission	
8.	Upon receiving the Project Coordinator in FOS will process the TA Form 104 for the signature and approval of PIU, FOS and TCB. Once the TA Form 104 has been signed, it is sent to the Travel Section by messenger. Once the Travel Section receives the documentation, the ticket is issued and it is forwarded to ASV for the travel advance payment process and until then it is returned to TC/A and ADM/A in the Regional Office.	C/PIU C/FOS D/TCB Travel Section ASV TC/A ADM/A	2 weeks	
9.	ADM/A will send the ticket to the traveller copying the area assistant, in this message ADM/A will request the hotel information during the mission in order to proceed and request the corresponding <i>Security Clearance</i> for the misión. Likewise, ADM/A will inform the traveller that he/she needs to save all original boarding passes related to the mission.	ADM/A Area assistant	2 weeks	
10.	The area assistant will proceed to request the <i>Security Clearance</i> and once the authorization has been issued by UNDSS it will be sent to ADM/A to complete the mission documentation.	Area assistant ADM/A	1-2 days	
11.	All mission payments will be processed by ADM/O	ADM/O	2 weeks	
12.	ADM/A will fill-out the <i>Travel Expense Claim</i> (TEC) (Form 109) for each traveller and it will be sent for signature. The signed document must be returned to the Regional Office along with the boarding passes.	ADM/A	After the mission	

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#	Action	Responsible	Time	Remarks
13.	ADM/A sends the TEC to ASV to process the final payment and once the ASR has been processed ASV sends it to the Regional Office. ADM/O makes the final settlement payment of the mission through a bank transfer.	ADM/A ASV ADM/O	After the mission	

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Administrative Instructions on Contracts of Individual Consultants/Contractors

**ANNEX VIII**



**HEALTH STATEMENT FOR INDIVIDUAL CONSULTANTS/CONTRACTORS**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Duty Station(s) \_\_\_\_\_

I hereby certify that:

- a) I am in good health. \_\_\_\_\_
- b) I am fit to carry out the duties of the assignment being offered. \_\_\_\_\_
- c) If applicable, I am fit for travel within the country of normal residence. \_\_\_\_\_
- d) If applicable, I am fit for travel outside the country of normal residence. \_\_\_\_\_
- e) I am free from any communicable disease. \_\_\_\_\_
- f) If applicable, I have been informed of the inoculations required for the country(ies) to which I have to travel on behalf of ICAO. \_\_\_\_\_
- g) I have valid medical/health insurance coverage. \_\_\_\_\_

I certify that these answers and statements are complete and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of individual consultant/contractor

\_\_\_\_\_  
Date

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INTERNATIONAL CIVIL AVIATION ORGANIZATION  
HUMAN RESOURCES BRANCH

BANKING INSTRUCTIONS FORM

**PAYMENTS CANNOT BE MADE UNTIL YOUR BANKING INSTRUCTIONS HAVE BEEN PROVIDED TO HUMAN RESOURCES BRANCH AT ICAO HEADQUARTERS.**

Name: \_\_\_\_\_ Staff No. \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 Home address 2: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Home country: \_\_\_\_\_ Country of service (Duty station): \_\_\_\_\_

To: **Chief, Human Resources Branch**

I hereby request that payment of salary and entitlements due to me be made to the following financial institution:

Note: The below banking instructions will be used for all future payments unless we are notified otherwise.  
 Please provide **full bank address**.

**PLEASE ATTACH VOID CHEQUE OR BANK STATEMENT.**

**\* ALL PAYMENTS IN CANADA AND THE USA ARE DONE BY DIRECT DEPOSIT \*  
 \*\* PAYMENTS OUTSIDE NORTH AMERICA ARE SENT BY ELECTRONIC FUNDS TRANSFER \*\***

Full name of bank: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_ Country: \_\_\_\_\_  
 Postal/Zip code: \_\_\_\_\_  
 Account number / **currency** (in USA): \_\_\_\_\_ ABA or Swift routing number (for accounts in North America): \_\_\_\_\_  
 Account number / **currency** (in CAN): \_\_\_\_\_ Bank code: \_\_\_\_\_ Transfer code: \_\_\_\_\_  
 Swift Code or IBAN (for accounts outside North America): \_\_\_\_\_  
 Currency of bank account if outside North America : \_\_\_\_\_ **Please Specify** \_\_\_\_\_

\_\_\_\_\_  
 (Signature of staff member)

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

Type of Contract: Professional Staff HQ   
 Professional Staff RO   
 GS Staff HQ   
 SSA   
 Short-Term

Human Resources Officer

Date



ICAO

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

**PROJECT RLA/09/801 – MULTI-REGIONAL CIVIL AVIATION ASSISTANCE PROGRAMME (MCAAP)**

**[TITLE] RLA/09/801 TEAM MISSION TO STATE  
(Dates)**

**REPORT**

**EXECUTIVE SUMMARY**

**MAXIMUM** 1 page summary of main organisations and facilities visited, critical observations and associated recommendations, assistance provided, any other key mission results, and items of particular interest in the streamlining the implementation matter subject of the RLA/09/801 TEAM. Reference to Appendix A with the checklist/ gap analyst conducted and Appendix B with a proposed Action Plan to apply.

**GENERAL**

<b>ICAO Representatives:</b>	Name, Title, Office/ State/Organization
<b>Place of Mission:</b>	City, State
<b>Dates of Mission:</b>	Dates
<b>Officials met:</b>	<ul style="list-style-type: none"><li>• Name, Title, Organisation, E-mail address (if available)</li><li>•</li></ul>
<b>Objectives of the Mission:</b>	<ul style="list-style-type: none"><li>• Taken from the RLA/09/801 TEAM Terms of Reference</li></ul>
<b>Summary of Activities:</b>	Itinerary of activities per day
<b>Documents and Data Collected and Reviewed:</b>	<ul style="list-style-type: none"><li>• Reference documentation provided by State</li><li>•</li></ul>

**REPORT**

insert photos and other images when useful to illustrate; insert tables where applicable

**1. Background of the implementation (Plan, scope, operational concept, etc.)**

- Comments in bullet list or

1.1 paragraph numbers

**2. Scope of the RLA/09/801 TEAM Assistance**

- Comments in bullet list or

2.1 paragraph numbers

**3. Technical Analysis and Implementation Status/ Implementation Gap Analysis**

- Comments in bullet list or

3.1 paragraph numbers

**4. Recommendations**

- Comments in bullet list or

4.1 paragraph numbers

**5. Follow-up actions**

- Comments in bullet list or

5.1 paragraph numbers

**ATTACHMENTS:**

- A Checklist/ Gap Analysis conducted
- B Proposed Action Plan
- C, D, etc Any other

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