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When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC92744**

31 March 2022



To: RLA09801 Project Members

Subject: **Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) — Invitation to the Fifth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/5)**
ICAO NACC Regional Office, Mexico City, Mexico, 1 to 2 June 2022

Action

- Required:
- 1) Confirm the participation and send the documentation requested for the representative to the Evaluation Commission by **15 April 2022**
 - 2) Transmittal by States of any additional items to the Provisional Agenda by **5 May 2022**
 - 3) Register participation by **15 May 2022**

Dear Sir/Madam:

Further to the minutes of the Fourth Virtual Meeting of the Project Evaluation Commission (PEC) of Project RLA09801 (MCAAP/PEC/Online/4) held online on 16 November 2021, I wish to invite your Administration to the Fifth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/5) that will be held at the ICAO NACC Regional Office, Mexico City, Mexico, from 1 to 2 June 2022.

It is expected that the member representatives of the Commission attend this meeting (Bahamas, Canada, Cuba, Dominican Republic, Mexico, United States, the ICAO NACC Regional Office and the ICAO Technical Cooperation Bureau). The working language of the meeting will be English. The Draft Agenda is included as **Appendix A**. You are kindly requested to complete and return the Registration Form at **Appendix B** by e-mail for each participant by **15 May 2022**.

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As per paragraph 7.1.3 of the MCAAP Procedural Handbook, Project funds will cover the travel expenses and air ticket for the RLA09801 MCAAP PEC Members for the duration of the meeting. In order to process these missions, PEC Members must send the following documentation by **15 April 2022**:

- Full name of PEC member, position, full address, phone number and e-mail address (official and alternate)
- Scanned copy of the following documentation:
 - a. current/valid passport of the PEC member
 - b. proof of vaccination of the PEC member
 - c. antigen test of the PEC member (to be sent 24 hours prior to departure)
 - d. Health Statement for Subject Matter Experts (SMEs) Form, included in the **Appendix C** to this letter

Once we receive the aforementioned documentation, the MCAAP Secretariat will be contacting each PEC Member to make travel arrangements, all travel expenses will be paid for through the UNDP Office in each State; in case there is no UNDP office, a duly filled banking instructions form will be required (**Appendix D**).

The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx). Participants are encouraged to make reservations directly with the hotel(s) in a timely manner.

All documentation necessary for the meeting will be sent by e-mail to the members of the Commission as soon as it becomes available. Taking into consideration the availability of documentation/presentations in electronic format, no hard copies will be distributed during the event.

If you require any further information regarding the meeting, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance (fcamargo@icao.int) and Ms. Claudia López, Technical Cooperation Associate (clopez@icao.int).

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

A digital signature in black ink is written over a blue circular watermark. The watermark contains the text "Firma Digital" on the left and "Digital Signature" on the right, with "CAO" and "NACC" visible in the center. The signature itself is a cursive script that appears to read "Melvin Cintron".

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

Enclosure: *As indicated*



ICAO

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

Regional Technical Cooperation Project for the
Multi-Regional Civil Aviation Assistance Programme
(MCAAP) (RLA/09/801)

**Fifth Meeting of the RLA09801 Project Evaluation Commission
(MCAAP/PEC/5)**

ICAO NACC Regional Office, Mexico City, Mexico, 1 to 2 June 2022

**APPENDIX A
PROVISIONAL AGENDA**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: MCAAP Procedural Handbook Review**
- Agenda Item 3: Discussion and Approval of new proposals of projects for 2022**
- Agenda Item 4: Other Business**

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

Under this agenda item, the Meeting shall review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: MCAAP Procedural Handbook Review

Under this agenda item, the Meeting will review the current Procedural Handbook to incorporate changes in order to improve the management of the MCAAP.

Agenda Item 3: Discussion and Approval of new proposals of projects for 2022

Under this agenda item, the Meeting will review the new/pending proposals of projects for 2022.

Agenda Item 4: Other Business

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