



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

Regional Technical Cooperation Project for the
Multi-Regional Civil Aviation Assistance Programme
MCAAP RLA09801

Seventh Meeting of the RLA09801 Project Evaluation Commission

MCAAP/PEC/7

Draft Report

ICAO NACC Regional Office, Mexico City, Mexico, 7 to 9 May 2024

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HISTORICAL

ii.1 Place and Date of the Meeting

The Seventh Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/7) was held at the premises of the ICAO NACC Regional Office in Mexico City, Mexico, from 7 to 9 May 2024.

ii.2 Opening Ceremony

Mr. Christopher Barks, Regional Director of the North American, Central American and Caribbean (NACC) Office of the International Civil Aviation Organization (ICAO) provided opening remarks; he welcomed the participants to the premises of the ICAO NACC Regional Office and officially opened the meeting.

ii.3 Officers of the Meeting

The MCAAP/PEC/7 Meeting was held with the participation of the following member representatives of the PEC: Canada, Cuba, Dominican Republic and COCESNA. The meeting regretted the absence of Bahamas, Mexico and United States during this meeting. Mr. Fernando Camargo, Regional Officer, Technical Assistance of the ICAO NACC Regional Office served as Secretary of the Meeting, assisted by Ms. Claudia López, Capacity Development and Implementation Associate of the ICAO NACC Regional Office.

ii.4 Working Languages

The working language of the Meeting was English; the documentation was available to participants in said language. The draft report was available to participants in English and Spanish.

ii.5 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 09:00 to 15:30 hours daily with adequate breaks.

ii.6 Agenda

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Review of Valid Decisions/Conclusions**
- Agenda Item 3: ICAO NACC Regional Office 2024-2025 Priorities and Projects**
- Agenda Item 4: Project Document (PRODOC) Rev. E for extension of the Project**
- Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2024/2025**
- Agenda Item 6: Updates to the Procedural Handbook**
- Agenda Item 7: Other Business**

ii.7 Attendance

The Meeting was attended by 4 Members of Project RLA09801 MCAAP, totalling 5 delegates as indicated in the list of participants.

ii.8 Draft Conclusions and Decisions

The Meeting recorded its activities as Draft Conclusions and Draft Decisions as follows:

DRAFT

CONCLUSIONS: Activities requiring endorsement by the RLA09801 MCAAP Project Steering Committee (PSC).

DRAFT

DECISIONS: Internal activities of the RLA09801 Project Evaluation Commission (PEC) requiring endorsement by the RLA09801 MCAAP Project Steering Committee (PSC).

ii.9 List of Draft Conclusions

Number	Title	Page
7/1	Approval of Project Extension	4/1
7/2	Approval of MCAAP Proposal Activities	5/1
7/3	Approval of changes in the MCAAP Procedural Handbook	6/1

LIST OF PARTICIPANTS

CANADA

1. James Moriarity

CUBA

2. Orlando Nevot

DOMINICAN REPUBLIC

3. Claudia Roa
4. Antony Joel Pérez Martínez

COCESNA

5. Roger Pérez

ICAO SECRETARIAT

6. Fernando Camargo
7. Claudia López

CONTACT INFORMATION

Name / Position	Administration / Organization	Telephone / E-mail
CANADA		
James Moriarity Senior Advisor and Civil Aviation Safety Inspector, International Aviation	Transport Canada	Tel. + 613 292 5417 E-mail james.moriarity@tc.gc.ca
CUBA		
Orlando Nevot González Director Aeronavegación	Instituto de Aeronáutica Civil de Cuba (IACC)	Tel. + 537 838 1121 + 535 285 8443 E-mail orlando.nevot@iacc.avianet.cu
DOMINICAN REPUBLIC		
Claudia Beatriz Roa Ochoa Directora de Navegación Aérea	Instituto Dominicano de Aviación Civil (IDAC)	Tel. + 1 809 274 4322 ext. 2067 E-mail croa@idac.gov.do
Antony Joel Pérez Martínez Coordinador Técnico	Instituto Dominicano de Aviación Civil (IDAC)	Tel. + 809 315 9713 E-mail aperez@idac.gov.do
COCESNA		
Roger Pérez Gerente de Navegación Aérea Agencia Centroamericana de Navegación Aérea (ACNA)	Corporación Centroamericana de Servicios de Navegación Aérea (COCESNA)	Tel. + 504 2275 7090 ext. 45101 E-mail roger.perez@cocesna.org
ICAO		
Fernando Camargo Regional Officer, Technical Assistance	North American, Central American and Caribbean Regional Office (NACC)	Tel. + 52 55 5250 3211 E-mail fcamargo@icao.int nacc-tc@icao.int
Claudia López Capacity Development and Implementation Associate	North American, Central American and Caribbean Regional Office (NACC)	Tel. + 52 55 5250 3211 E-mail clopez@icao.int nacc-tc@icao.int

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

1.1 The Secretariat presented a draft agenda and schedule, which were approved by the Meeting as presented in the historical section of this report.

Agenda Item 2: Review of Valid Decisions/Conclusions

2.1 The Meeting was invited to review the valid Conclusions/Decisions from the Project Steering Committee (PSC), as presented below:

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Status (Valid, Completed, Superseded)
PSC C9/2	MCAAP PROJECT RLA09801 IMPLEMENTATION REPORT			
	That, considering the presentation and reporting of the MCAAP Project RLA09801 activities, the MCAAP Project Members:			
	a) approve the MCAAP Project Implementation report as presented in Appendix F;	MCAAP Project Members	Immediately	Completed
	b) propose new activities to obtain MCAAP funding, as needed; and	MCAAP Project Members	Immediately	Valid
	c) follow-up on increasing the Project execution percentage through the PEC	MCAAP Project Members	Immediately	Valid
PSC C10/1	MCAAP PROJECT RLA09801 FINANCIAL STATUS AND PAYMENT OF MISSING CONTRIBUTIONS			
	That, considering the presentation and reporting of the MCAAP Project RLA09801 financial status until 31 May 2023, the MCAAP Project Members:			
	a) approve the financial statement up to 31 May 2023, as contained in Appendix D of WP/03; and	MCAAP Project Members	Immediately	Completed
	b) urge those Project Members with pending contributions to pay their pending balance as soon as possible to be up to date	MCAAP Project Members	As soon as possible	Valid
PSC C10/2	APPROVAL OF THE MCAAP/PEC/6 MEETING REPORT AND THE UPDATED PROCEDURAL HANDBOOK			

Number	Conclusion/Decision	Responsible for action	Target Completion Date	Status (Valid, Completed, Superseded)
	That, the MCAAP Project Members approve the MCAAP/PEC/6 Meeting Report, including all its Decisions and Conclusions, as well as the updates to the RLA09801 MCAAP Procedural Handbook (WP/04 Appendix).	Secretariat and MCAAP Project Members	Immediately	Completed
	APPROVAL OF THE MCAAP ACTIVITY PROPOSAL 14/2023			
PSC C10/3	That, considering the relevance of efficient performance indicators, the MCAAP Project Members approve the MCAAP Activity Proposal 14/2023 – Workshop on the development of the Global Air Navigation Plan (GANP) Key Performance Indicators (KPIs) for the evaluation of Air Traffic Management (ATM) and airport-related operations.	MCAAP Project Members	Immediately	Completed

2.2 As a result it was determined that Conclusions C9/2 and C10/1 are still valid, while Conclusions C10/2 and C10/3 were considered Completed.

Agenda Item 3: ICAO NACC Regional Office 2024-2025 Priorities and Projects

3.1 The Secretariat presented P/01, which provided an overview of the ICAO Business Plan for 2023-2025, describing its targets for 2024 and 2025 with their respective indicators.

3.2 The Secretariat emphasized that, at the end, all achievements will depend on the level of commitment on behalf of States, no matter the efforts made by ICAO.

3.3 P/01 also presented the initiatives from the NACC Regional Office to support implementation all technical areas, detailing the projects and activities in the areas of Safety, Air Navigation Services and Environment.

3.4 The Secretariat commented that a new process under the ICAO Implementation Support Group (ISG) has been developed and a through revision of existing projects (not related to MCAAP) is being carried out by the NACC Regional Office.

3.5 The Secretariat also explained that the Regional Office is fostering the adoption of a regional approach with the establishment of Regional Safety Oversight Organizations (RSOOs) and Regional Accident Investigation Organizations (RAIOs), supporting initiatives like the Central American Aviation Safety Agency (ACSA) and the Regional Aviation Accident Investigation Group (GRIAA), both under the Central American Corporation for Air Navigation Services (COCESNA), and the Caribbean Aviation Security and Safety Oversight System (CASSOS).

3.6 Furthermore, P/01 showed ongoing coordination with various stakeholders to establish partnerships with a view to supporting ICAO initiatives and projects for the NAM/CAR Regions.

3.7 The Secretariat invited the PEC to support the NACC Regional Office initiatives as well as to propose additional activities to support implementation.

Agenda Item 4: Project Document (PRODOC) Rev. E for extension of the Project

4.1 Under P/02, the Secretariat explained that the Project, which runs under PRODOC Revision D, will expire on December 2024, and that the PSC will have to decide whether an extension of the Project will be approved or not.

4.2 The Secretariat also explained that, as a requirement for the extension, there is a need to timely prepare a Revision E for the PRODOC, in a way that it could be presented for approval in the Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/11).

4.3 Subsequently, the PEC prepared a draft Revision E of the PRODOC based on a detailed examination of the latest version (Revision D), that will go under editorial review by the Secretariat.

4.4 As a result of the discussions, the meeting approved the following Draft Conclusion:

DRAFT CONCLUSION	
MCAAP/PEC/7/1	APPROVAL OF PROJECT EXTENSION
What: That, considering the results obtained by the Project in support of implementation in the CAR Region, and particularly its Members, the RLA09801 MCAAP Project Steering Committee (PSC): a) approve the extension of Project RLA09810 MCAAP; b) determines that the Secretariat sends, by 15 August 2024, the PRODOC Revision E proposal to all members of the Project for their revision; c) request all Project Members to return to the Secretariat their comments on the PRODOC Revision E proposal by 18 September 2024; and d) determine that the Secretariat carries out the necessary procedures to ensure that the final version of PRODOC Revision E is sent for signature by Project members by 6 December 2024.	Expected impact: ☐ Political / Global ☒ Inter-regional ☒ Economic ☒ Environmental ☒ Operational/Technical
Why: To ensure continued support for implementation in the CAR Region and the continuity of benefits brought by the Project to its Members.	
When: Immediately on 15 August 2024; 15 September 2024 and 6 December 2024	Status: ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☒ ICAO ☒ Other:	ECCAA, COCESNA and DC-ANSP

Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2024/2025

5.1 The Meeting had received for evaluation a total of six proposals of activities, contained in **Appendix A**, five being new and one proposal submits changes in an activity approved in 2023 (No. 04/2024), all presented through the appropriate MCAAP Activity Proposal form.

5.2 After the discussions, the Meeting agreed on the following Draft Conclusion:

DRAFT CONCLUSION	
MCAAP/PEC/7/2	APPROVAL OF MCAAP PROPOSAL ACTIVITIES
What: That, to foster the continuous increase in the level of implementation of members, the PSC approves the following MCAAP Proposal Activities: - Activity No. 3/2024 – NAM/CAR Regional Airspace Optimization Project – Phase 2 - Activity No. 4/2024 – Workshop on the development of the Global Air Navigation Plan Key Performance Indicators Evaluation - Activity No. 5/2024 – Development of regional guidance material for States to align local Master Plans with National and Regional Plans - Activity No. 6/2024 – Development of guidance material with best practices for States and airports to prepare for natural disasters - Activity No. 7/2024 – Development of guidance material to support the establishment and implementation of regulation for operations of drones in CAR Region - Activity No. 11/2024 – Guidance material for VOL III of the Regional Air Navigation Plan	Expected impact: ☐ Political / Global ☒ Inter-regional ☒ Economic ☒ Environmental ☒ Operational/Technical
Why: To support implementation of Air Navigation requirements in the CAR region within Project Members	
When: In accordance with timelines of each proposal	Status: ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☒ ICAO ☒ Other:	COCESNA, ECCAA and DC-ANSP

Agenda Item 6: Updates to the Procedural Handbook

6.1 Under this Agenda Item, the Secretariat presented a couple of proposals for improvement in the MCAAP Procedural Handbook, which are presented in **Appendix B**.

6.2 The first change proposed was the update in the Activity Proposal Form presented in Appendix A of the Procedural Handbook, as the current version of the form brings significant improvements.

6.3 Regarding the other proposed change, the Secretariat recalled that, during the pandemic, all activities had their implementation postponed and that some of them no longer seemed necessary at the time of their resumption.

6.4 At the time, this perception that these activities were no longer necessary came about intuitively, without a formally established process. Therefore, and as a result of the lessons learned from the pandemic, the Secretariat proposed the inclusion of the new Section 12 in the Handbook, thus providing a means to reassess the validity of non-implemented activities.

6.5 After the discussions, the Meeting agreed on the following Draft Conclusion:

DRAFT CONCLUSION	
MCAAP/PEC/7/3	APPROVAL OF CHANGES IN THE MCAAP PROCEDURAL HANDBOOK
What: That, the PSC approve the Fifth Edition of the MCAAP Procedural Handbook to improve the efficiency in the management of administrative tasks and organization of the Project; to ensure equity between all Project member States/Organizations; to clarify responsibilities and standardize procedures.	Expected impact: ☐ Political / Global ☒ Inter-regional ☒ Economic ☐ Environmental ☒ Operational/Technical
Why: To improve efficiency, equity, responsibilities and standardization of project processes and procedures to be aligned with the current needs of the Project	
When: After approval by the PSC	Status: ☒ Valid / ☐ Superseded / ☐ Completed
Who: ☒ States ☒ ICAO ☒ Other:	COCESNA, ECCAA and DC-ANSP

Agenda Item 7: Other Business

7.1 During the work to prepare the draft Revision E of PRODOC, the PEC identified the lack of a detailed process so that it could carry out its function of monitoring project management and related activities, established in the Procedural Handbook item 4.6.1, (1).

7.2 Among other aspects, the PEC noted that a routine for reporting the implementation of each of the approved activities should be established, in order to provide the necessary inputs for monitoring.

7.3 The PEC will meet virtually as necessary, to work on structuring a proposed monitoring process that contains all the necessary elements to facilitate its monitoring work, including possible reporting routines, forms, procedures, timelines, etc.

7.4 Once prepared, the process proposal will be submitted to the PSC for approval for inclusion in the Project Procedural Handbook.

MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

03 - 2024

Focus Area:

2 - Improve Regional Capacity and Efficiency

Event/Activity title:	NAM CAR Regional Airspace Optimization Project – Phase 2		
Problem statement (opportunity):	It was identified an opportunity to optimize the airspace in the CAR airspace eventually moving towards Free Route Airspace (FRA). The process has been moving in steps from city pair route optimization to Strategic Direct Routing (SDR) to finally regional FRA.		
Proposed solution (activity):	Carry out a series of meetings with 11 SMEs from the States and FIRs. The team will meet twice virtually and 2 other times in person, in Cuba and Orlando (each meeting with 5 days) in 2024. An additional adhoc 5-day meeting with 5 CAR SMEs is planned to take place in México (NACC RO), to coordinate and work with CNS Taskforces as their required assistance will be needed for the advancement of optimization. All meetings (virtual and face-to-face) will require interpretation.	Language of the event	Bilingual *
		Requires interpretation	☒
		Requires document translation	☐
Objective:	Move the CAR region towards the FRA concept as outlined in the Global Air Navigation Plan (GANP) and the CAR/SAM Air Navigation Plan (ANP) thereby enhancing efficiency of air navigation in the region. This phase 2 will be the transition of the region to a more open route structure, Strategic Direct Routing (SDR) and inclusion of other ANS taskforces. This phase 2 will be the transition of the region to a more open route structure, Strategic Direct Routing (SDR) and inclusion of other ANS taskforces.	ICAO Strategic Objectives	NACC CAP 7.1
Justification:	As required in the GANP and the CAR/SAM ANP. This will lower Co2 emissions as well as reduce costs to the users. The associated ASBU references (FRTO BO/1) state the following: "Direct routings are established with the aim of providing airspace users with additional flight planningroute options on a larger scale across FIRs such that overall planned leg distances are reduced incomparison with the fixed route network"; as well as, "Direct routings (DCTs) are established at national and regional levels and made available for flightplanning (with published conditions of use)". DCTs should be considered as an early iteration of the FRA concept. Direct routing operations allow airspace users to optimizeflight and fuel planning.		
If the activity is a step of a larger action, describe the action	This phase 2 proposal corresponds to the Year 3 activities of the Airspace Optimization Project for the CAR Region, which entitles a 5 year deployment. This is the transition from point to point to more FRA like operations. In the phase 1 (from September 2022 to September 2023), more than 48,000 minutes were saved with almost 4 million Kg of fuel and over 12 million Kg of CO2 emissions. The monetary savings in phase 1 were 7.3 million US dollars. The next phase we expect to see even greater savings across the board.		
Deliverables/expected outcomes:	1. Continued addition of UPR's. 2. SDR development in ANSP's. 3. Trial FRA	Follow-up actions:	Harmonize efforts with the SAM office
States impacted by the activity:	All States in the CAR region.		Estimated impact on EI%: N/A
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Cuba, Orlando and Mexico	17 experts	18 working days	85,000
Proponent	Details	Details	Details

RO/ATM2 ...	11 SMEs from the States and FIRs, 5 CAR SMEs, 1 ICAO staff	5-day meeting in Cuba+5-day meeting in Orlando+6-day meeting in Mexico+2 virtual meetings	Being \$ 41,000 for 11 Fellowships, \$ 12,000 for Missions of ICAO staff and \$ 22,000 for Mission of CAR SMEs
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MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

04 - 2024

Focus Area:

2 - Improve Regional Capacity and Efficiency

Event/Activity title:	Workshop on the development of the Global Air Navigation Plan Key Performance Indicators Evaluation		
Problem statement (opportunity):	As part of the air navigation plan development process and for the development of the electronic air navigation plan (e-ANP) Vol III, it is necessary for the States to integrate into their process the performance evaluation of their operations both in the area of air traffic management and in the area of airport operations. The CAR States have begun their evaluation of the level of implementation of air navigation in their States and the Region, but to continue with the process it is necessary to evaluate their performance.		
Proposed solution (activity):	Hold a workshop to support States in the CAR Region in developing and calculating GANP KPIs. The workshop will last 4 days and will feature 4 invited experts. This proposal replaces the MCAAP Activity Proposal 14/2023 - Key Performance Indicators Evaluation for ATM.	Language of the event	Bilingual *
		Requires interpretation	☒
		Requires document translation	☐
Objective:	Support the implementation of the CAR/SAM ANP Volume III with its KPI development.	ICAO Strategic Objectives	NACC CAP 7.4
Justification:	It was identified at the Second CAR Workshop for the Implementation of the CAR/SAM Air Navigation Plan Volume III, of February 2024, that the one of deficiency of States in the development of the Regional Air Navigation Plan, Vol III, is in the GANP KPI development. For this reason, it is important to hold the Workshop on GANP KPI in 2024.		
If the activity is a step of a larger action, describe the action	Support States the develop the CAR/SAM ANP Volume III by GREPECAS		
Deliverables/expected outcomes:	Development of the knowledge of regional specialists and its application to the Air Navigation Plans of the CAR States and e-ANP III.	Follow-up actions:	Monitoring the CAR/SAM eANP VOL III update process with the States by GREPECAS.
States impacted by the activity:	All States in the CAR Region.		Estimated impact on EI%: 1% AGA
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Mexico (NACC RO)	4 Subject Matter Experts (SME)	4 days	US\$18,500.00
Proponent	Details	Details	Details
RO/AGA ...	4 experts to carry out the Workshop	NIL	USD 15,500 (tickets+DSA for the SMEs) + 3,000 interpretation. From this total, USD 16,000 were already approved through MCAAP A P 14/2023

MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

05 - 2024

Focus Area:

2 - Improve Regional Capacity and Efficiency

Event/Activity title:	Development of regional guidance material for States to align local Master Plans with National and Regional Plans.		
Problem statement (opportunity):	There is no regional guidance material to guide States on how to prepare their strategic airport development plans for the medium and long-term at a national and regional levels, in coordination with the Global Air Navigation Plan (GANP) requirements.		
Proposed solution (activity):	Hire 2 Subject Matter Expert (SME) to develop regional guidance material for States to align Local Master Plans with National and Regional Plans, and in observance of Doc 9184 Part 1 - Airport Planning Manual and Doc 9750 GANP. Each SME will be working virtually along 25 business days (for a total of 50 workload days funded by MCAAP).	Language of the event	Not applicable
		Requires interpretation	☐
		Requires document translation	☒
Objective:	Achieve sustainable growth of the regional civil aviation system, through integrated strategic planning at the national and regional level of the airports in the CAR region.	ICAO Strategic Objectives	NACC CAP 7.10
Justification:	The GREPECAS Member States approved under the F2 Project on Airport Planning (PPRC/5 Meeting), 4 work packages, each one related to a product expected by the project, among which is the guidance material for States to align local Master Plans with National and Regional Plans		
If the activity is a step of a larger action, describe the action	GREPECAS F2 Project on Airport Planning.		
Deliverables/expected outcomes:	Regional guidance material to support States in the development of their strategic plans and the Air Navigation Plan, Vol III, relating to the airport component.	Follow-up actions:	Webinar for dissemination and discussion of guidance material with States
States impacted by the activity:	All States in the CAR Region		Estimated impact on EI%: 1% AGA
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Virtual	2 Subject Matter Expert (SME)	50 working days	USD 20,000
Proponent	Details	Details	Details
RO/AGA ...	NIL	25 working days per SME	USD 8,750 salary per SME (considering USD 350 per day per SME)+ USD 2,500 for document translation

MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

06 - 2024

Focus Area:

2 - Improve Regional Capacity and Efficiency

Event/Activity title:	Development of guidance material with best practices for States and airports to prepare for natural disasters		
Problem statement (opportunity):	There is no regional guidance material with best practices in emergency plans for States and airports on how to prepare for natural disasters (such as hurricanes and earthquakes). Mainly, in the current context of climate change that is intensifying events such as hurricanes and storms.		
Proposed solution (activity):	Hire one Subject Matter Expert (SME) to develop regional guidance material with best practices for States and airports on how to prepare for natural disasters (such as hurricanes and earthquakes). The SME will be working virtually along 20 business days. This expert will work jointly with the two CARRG experts in the development and achievement of this proposal.	Language of the event	Not applicable
		Requires interpretation	☐
		Requires document translation	☒
Objective:	Promote the mitigation of operational impacts at airports; Encourage safety oversight and compliance with the Standards and Recommendations of the International Civil Aviation Organization (ICAO).	ICAO Strategic Objectives	NACC CAP 7.6
Justification:	The Caribbean and Central America frequently have events such as hurricanes and tornadoes, which impact airport operations and can lead to incidents and accidents with loss of life, especially in a context of climate change where these events have become more intense and of greater magnitudes. Therefore, being prepared with an airport emergency plan that addresses these issues is important to minimize negative impacts.		
If the activity is a step of a larger action, describe the action	It is a step of action that was agreed upon by the ICAO Council as a list of priority areas of interest, the ICAO response mechanism/framework to crisis situations. In addition, it is a project in coordination with the work of the Caribbean Aviation Recovery and Resilience Group (CARRG) that will also support two (02) US specialists in airport emergencies in the event of natural disasters.		
Deliverables/expected outcomes:	Regional guidance material on emergency plans, and a webinar with a presentation and discussion on how to use the material to minimize impacts at airports due to emergency events due to natural disasters/severe weather.	Follow-up actions:	Host follow on webinar to see States plans developed from the guidance material; Support the assessment of their implementation in a natural disaster/severe weather event
States impacted by the activity:	All States in the CAR Region		Estimated impact on EI%: 1% AGA
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Virtual	1 Subject Matter Expert (SME)	20 working days	USD 9,500
Proponent	Details	Details	Details
RO/AGA ...	NIL	NIL	USD 7,000 salary (considering USD 350 per day)+ USD 2,500 for document translation

MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

07 - 2024

Focus Area:

2 - Improve Regional Capacity and Efficiency

Event/Activity title:	Development of guidance material to support the establishment and implementation of regulation for operations of drones in CAR Region.		
Problem statement (opportunity):	New types of drone operations have been introduced in areas with little or no civil aviation activity, and at a rate greater than the capacity of States to develop the required regulations. States in the CAR region require assistance to develop the capacity to clearly identify the technical and operational requirements of drone operations so that they can establish and implement compatible regulations. A group of 3 subject matter experts (SME) was formed to study existing guidance material in other regions and adapt it to the needs and characteristics of the region. This group needs support to complete the activities.		
Proposed solution (activity):	a) 5-day meeting at the NACC Regional Office for the group of experts, under the coordination of ICAO, to finalize the production of a standardized guidance document to guide authorities in the CAR region; b) 4-day workshop to disseminate the guidance material produced and train States.	Language of the event	Bilingual *
		Requires interpretation	☒
		Requires document translation	☐
Objective:	Improve the capacity of CAR States to develop and update appropriate regulations for the operation of drones	ICAO Strategic Objectives	NACC SAF 7.3
Justification:	The rapid advancement in the establishment of drone operations has posed continuous challenges to civil aviation authorities in terms of timely development and updating of regulations, with existing guidance material being insufficient to meet the needs and particularities of the CAR region		
If the activity is a step of a larger action, describe the action	Advanced air mobility and new entrants were declared by the ICAO Council as one of ICAO's priorities for the coming years. States must have to integrate into their Aviation Master Plan and regulations the necessary activities to ensure correct integration of UAS/RPAS-drone operations within their aviation system, paying attention to training, development of legislation and other important actions for these operations. This proposal supports the ongoing work started in 2022 with workshops, the review of available documentation such as that developed in the RO SAM, and the recent work with States in evaluating legislation and regulation for drones.		
Deliverables/expected outcomes:	1. Guidance material to support the developing and updating relevant regulation. 2. Workshop for dissemination of information and training States representatives.	Follow-up actions:	Monitoring the implementation and virtual assistance through the SAP.
States impacted by the activity:	CAR States		Estimated impact on EI%: TBD
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Mexico (NACC RO)	3 Subject Matter Experts (SME)	9	USD 28,500
Proponent	Details	Details	Details

RO/CNS ...	MCAAP to support the meeting between SME and ICAO staff, and the participation of the SME in the workshop. The SME will work virtually at no cost prior to the meeting (in-kind support)	5-day meeting and 4-day workshop, both in Mexico	Being USD 13,000 for the meeting (tickets and per diem for the 3 SME) and USD 15,500 for the workshop (USD 12,000 for tickets and per diem for the 3 SME, and USD 3,500 for the interpretation)
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MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

11 - 2024

Focus Area:

2 - Improve Regional Capacity and Efficiency

Event/Activity title:	Guidance material for VOL III of the Regional Air Navigation Plan.		
Problem statement (opportunity):	There is no regional guidance material to support States on how to conduct cost-benefit analyses within the GNAF.		
Proposed solution (activity):	Hire 2 Subject Matter Expert (SME) to develop regional guidance material to support States in the cost-benefit analysis in air navigation planning. Each SME will be working virtually along 20 business days (for a total of 40 workload days funded by MCAAP). In addition, a 5-day Workshop with a 3rd expert guest will support the capacity building within States in the CAR Region.	Language of the event	Bilingual *
		Requires interpretation	☒
		Requires document translation	☐
Objective:	Achieve sustainable growth of the regional civil aviation system, through strategic planning of air navigation based on cost-benefit analyses.	ICAO Strategic Objectives	NACC CAP 7.4
Justification:	It was identified at the Second CAR Workshop for the Implementation of the CAR/SAM Air Navigation Plan Volume III, of February 2024, that the greatest deficiency of States in the development of the Regional Air Navigation Plan, Vol III, is in the cost-benefit methodology. For this reason, the Workshop on strategic planning focused on air navigation and airports, including guidance for decision-making based on cost-benefit analysis, was programmed to end of 2024.		
If the activity is a step of a larger action, describe the action	CAR/SAM eANP, VOL III, update process.		
Deliverables/expected outcomes:	Regional guidance material for support States in the cost-benefit analysis in air navigation planning and a Workshop about this guidance.	Follow-up actions:	Monitoring the CAR/SAM eANP VOL III update process with the States by GREPECAS
States impacted by the activity:	All States in the CAR Region		Estimated impact on EI%: 1% AGA
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Virtual	3 Subject Matter Experts (SME)	45 working days	USD 22,500
Proponent	Details	Details	Details
RO/AGA ...	2 SME to be hired for developing guidance material + 1 SME invited to support the workshop	40 working days for guidance material (20 per SME)+ 5 days of workshop (invited SME)	USD 14,000 SME + USD 8,500 Workshop (3,500 interpretation+5,000 air ticket and DSA)

APPENDIX A TO THE RLA09801 PRODOC



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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Amendment Procedure

The RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Procedural Handbook is issued by the MCAAP Secretariat and maintained by the RLA09801 Project Evaluation Commission (PEC) under the supervision of the RLA09801 MCAAP Project Steering Committee (PSC).

New or revised instructions will be incorporated in the Handbook as an amendment, with brief details included in the Record of Amendments.

All changes to the RLA09801 MCAAP Procedural Handbook are to be coordinated with the RLA09801 PEC. Users are requested to submit to the RLA09801 MCAAP Secretariat any suggestions for changes action by the RLA/08/801 PEC as appropriate.

The RLA09801 MCAAP Procedural Handbook is to be made available and used as an electronic document, so any amendments will involve the provision of a replacement file for the amended Part or Appendix.

Record of Amendments

Amendments			
No.	Procedural Handbook Part(s)	Date	Details
1	3.1	20/09/17	Inclusion of Canada as a new Member
2		27/09/19	Updates made by the PEC/3 Meeting
3	4.5.1	4/11/22	The function "approve any amendment to this Procedural Handbook".
	3		Update the Project Organization Chart to reflect the current situation of not having AVSEC/FAL in the scope of the Project anymore
	4.6		Item 4.6.4 included to detail the process.
	4.6.1, 6		Included the function "approving any amendment to this Handbook", responsibility that is being transferred from the PSC to the PEC. Renumbering the remaining items of 4.6.1.
	4.6.2.1		New wording for clarification.
	4.8.1		Included the expression "by the PSC for a new term" and replaced "of two years" by "corresponding to the term", to add more clarity.
	5		New improved rules for the fast-track procedure, with more clarity and timelines.
	6.1.1, i		Replaced "the second day" by "one of the days", to allow more flexibility to the Project.
	6.1.2		Replaced "Coordinator" by "PEC Rapporteur and Project Director", to ensure a more appropriate level for requesting PSC teleconferences.

Amendments			
No.	Procedural Handbook Part(s)	Date	Details
	6.1.4, <i>i</i>		Replaced "shall" by "should", and added "preferably" to allow more flexibility to the Project.
	6.1.4, <i>ii</i>		Replaced "shall" by "should", to allow more flexibility to the Project.
	6.3		Item suppressed to become consistent with the PRODOC D scope.
	7.4.1		Included "regular" to clarify that this is the formal process, to be complemented by extemporaneous proposals.
	7.4.6		Replaced "must" by "will", to be consistent with the possibility of approval through <i>fast-track</i> .
	7.5		Removed "extraordinarily", to allow more flexibility to the Project. Inserted "after the approval", for clarity.
	8.1		Replaced "on 31 January" by "in the first quarter", to allow more flexibility to members.
	8.4.1		Replaced "Projects, as necessary" by "needs of Project members", to be more consistent with the particularities of the use of consultants.
	9.1		Inserted a paragraph to detail the "Fellowships Programme". Renumbered the other items on section 9.
	9.2.1		Inserted "(as per TCBCDI regulations)" for clarity.
	9.2.2		Inserted "(as per TCBCDI regulations)" for clarity.
	9.4.2		Inserted "(as per TCBCDI regulations)" for clarity.
	9.4.3		Inserted a paragraph to detail the internal administrative process for the nominations to fellowships.
	10.2.1		Inserted "(as per TCBCDI regulations)" for clarity.
	10.2.2		Inserted a paragraph to detail the internal administrative process for the travel assistance.
	11.2.4		Deleted "Membership", editorial correction.
	11.2.7		Included the reference "(mentioned in paragraph 10.2.2)".
	Appendix A		New version of format.
	Appendix F		Update of travel process and formats
	4.8.1.1	June 2023	New election procedure of the Rapporteur
	10.2.7.1 10.2.7.2		Upon a cancelation of a mission by the beneficiary, to add the reimbursement of travel expenses, air tickets and cancellation of fellowship and mission rights until reimbursement by the Project member has been completed.
	12	June 2024	<i>New section called "Reassessment of the Validity of Non-Implemented Activities."</i>
	TCB Acronym		<i>All mentions of TCB throughout the document have been updated to reflect the change of the Technical Cooperation Bureau (TCB) to the new Capacity Development and Implementation (CDI) Bureau.</i>

[illegible]

1. Mission

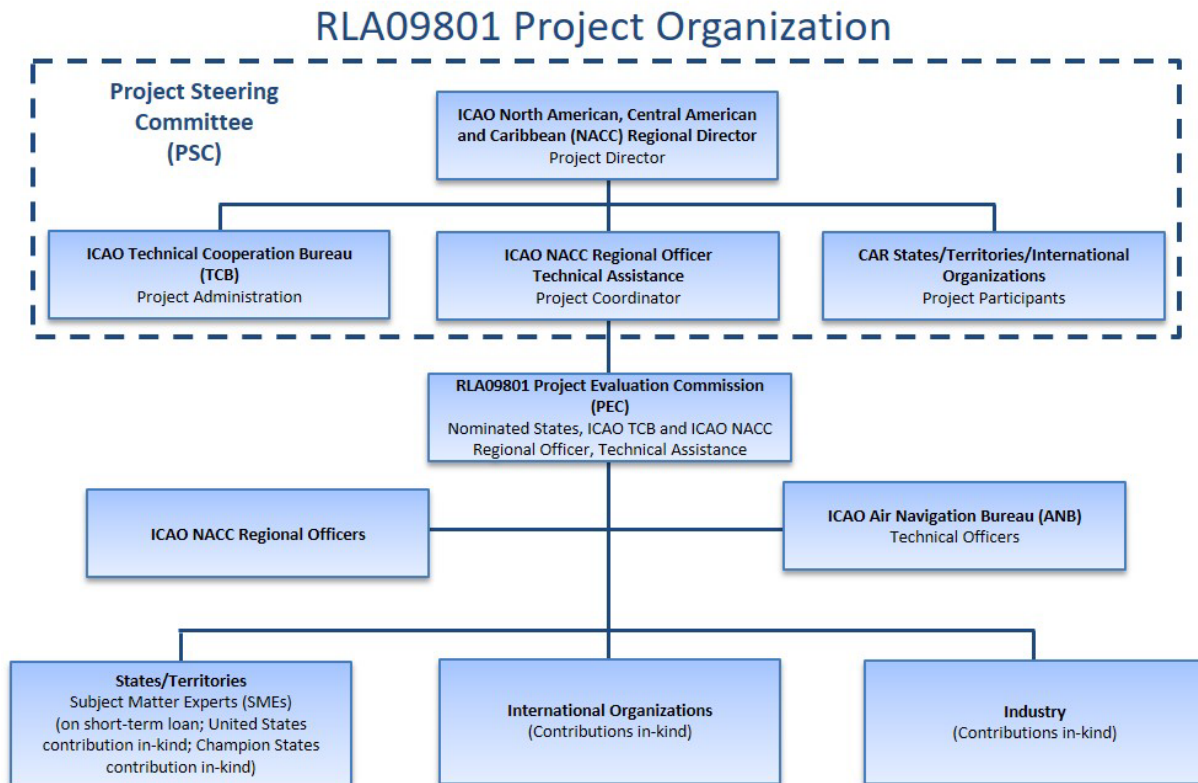
1.1 To assist Project member States/Territories in the NAM/CAR Regions in the effective implementation of ICAO standards and recommended practices (SARPs) for improving the safety, efficiency and capacity of the regional civil aviation system, in harmonization with the Global Air Navigation Plan (GANP), Global Aviation Safety Plan (GASP), CAR/SAM Regional Air Navigation Plan, and in support of the ICAO No Country Left Behind (NCLB) initiative.

2. RLA09801 MCAAP Project Member States

2.1 Bahamas, Barbados, Canada, Cuba, Curacao, Dominican Republic, Haiti, Jamaica, Mexico, Trinidad and Tobago, United States, Central American States (Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua) represented by COCESNA as one member; and Eastern Caribbean States (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines) represented by ECCAA as one member.

2.2 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.

3. RLA09801 MCAAP Organizational Chart



4. RLA09801 MCAAP Project Roles and Responsibilities

4.1 RLA09801 MCAAP Project Director

4.1.1 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.

4.2 RLA09801 MCAAP Secretariat

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

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

4.2.3 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;
5. propose RLA09801 MCAAP TEAM missions and assignment of Subject Matter Experts (SMEs) in coordination with the ICAO NACC Regional Officers;
6. develop meeting agendas proposals in coordination with the Project Member/Regional Officer proponents;
7. the Project Coordinator will chair PSC meetings on behalf of the Project Director;
8. prepare PSC and PEC meeting agendas, documentation and summaries of discussion;
9. monitor action items and report annual status to the RLA09801 MCAAP PSC;
10. maintain communication with the RLA09801 MCAAP members;
11. identify required administrative support; and
12. control and administer the RLA09801 MCAAP website.

4.2.4 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 8.4;
2. of additional RLA09801 MCAAP work programme events prior to the approval by the PSC; and
3. for attendance of Regional Officers, SMEs and ICAO Secretariat staff at work programme events.

4.2.4.1 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 5 refers).

4.3 *RLA09801 MCAAP Administration*

4.3.1 The administration is handled by the ICAO ~~Technical Cooperation~~*Capacity Development and Implementation* Bureau (~~TCBCDI~~), Field Operations, Americas Office (FOS), in accordance with ICAO established procedures and practices.

4.3.2 The RLA09801 MCAAP Administrator (~~TCBCDI~~) 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*.

4.4 *RLA09801 MCAAP Member States*

4.4.1 All parties mentioned in paragraph 2.1 are members of the RLA09801 MCAAP Project Steering Committee (PSC).

4.4.1.1 Focal points designated by each Project member to represent their interests will act on their behalf in all required activities of the Project.

4.4.2 With the exception of the United States (that only participates by providing in-kind support) all Project members are potential beneficiaries of the activities undertaken by the Project.

4.4.3 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) maintain a focal point designated to represent their interests in Project activities; and
- c) participate in Project activities, as required.

4.4.3.1 The United States is exempt from the annual contribution referred to in paragraph 8.1, since they are not a beneficiary of the Project.

4.5 *RLA09801 MCAAP Project Steering Committee (PSC)*

4.5.1 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~~*Capacity Development and Implementation* Bureau (~~T/CB~~*CDI*);
2. approve the RLA09801 MCAAP work plan and associated activities;
3. nominate States to be part of the PEC; and
4. oversee the management of the project and budget.

4.6 *RLA09801 MCAAP Project Evaluation Commission (PEC)*

4.6.1 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. approve any amendment to this Procedural Handbook;
7. identifying and monitoring methods for continuous improvement of the Project; and
8. seek and lobby for support to the Project.

4.6.2 The PEC will be composed by the Project Administration, the Project Coordinator and the Project Members who submit nominations in response to the invitation mentioned in 4.6.4.

4.6.2.1 PEC Membership will be reviewed every 2 years, or every 2 PSC regular meetings (whatever happens first), when the PEC will be officially assigned by the PSC.

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

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

4.6.4 With a minimum advance notice of 30 calendar days in relation to the relevant PSC Meeting, the members of the Project, in condition to be members of the PEC, will be invited to apply for their inclusion in the Commission for the following two-year term.

4.7 *MCAAP Focal Point*

4.7.1 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.

4.7.2 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.

4.8 *RLA09801 MCAAP PEC Rapporteur*

4.8.1 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 by the PSC for a new term. The PEC Rapporteur will serve for a period corresponding to the term and may be re-elected.

4.8.1.1 If there is no candidate for the position, the Rapporteur will be chosen by drawing lots in which the Members of the PEC will participate, except for the Rapporteur who is completing his/her mandate, the Project Administrator, and the Project Coordinator. In case there is no consensus, the Rapporteur will be the representative of the next PEC Member following the alphabetical order of the States/Organizations in English.

4.8.2 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.

5. **RLA09801 MCAAP Fast-Track Procedure**

5.1 Fast-track is the administrative procedure through which the approval of MCAAP members, either individually or collectively (PEC and/or PSC), is sought for the acts necessary for the management of the programme.

5.2 This procedure presupposes approval by the programme's members, either for the timely response to the query it conveys, or for the lack of timely manifestation (tacit -approval).

5.3 Approval via *fast-track* of activities that have a financial impact on the membership contributions must be addressed to the PSC, being a minimum period of 10 working days required for members to respond to respond.

5.4 For any other approval, the consultation will be addressed directly to the PEC, being the outcome determined by the majority position of the PEC member States/Organizations (ICAO excluded). In case there is a draw in the position of the PEC member States/Organizations with equal voting for and against, the proposal will not be considered approved by the PEC. The timelines for responding to those consultations will be determined in a case-by-case basis, taking into account the urgency needed for the particular process, but will never be less than five working days.

6. RLA09801 MCAAP Meetings and Channels of Communications

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

6.1.1 *Project Steering Committee (PSC) Meetings*

- i. Plenary meetings shall convene once every year, one of the days 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.

6.1.2 *PSC Teleconferences*

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

6.1.3 *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.

6.1.4 *Focal Point Meetings*

- i. Focal Point meetings may convene once every year, preferably in conjunction with the PEC Meeting.
- ii. The meetings will usually be of one day and may 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 9.1.1 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.

6.1.5 *PEC Teleconferences*

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

6.2 *RLA09801 MCAAP Secretariat support of PSC and PEC Meetings*

6.2.1 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.

6.2.2 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.

6.2.3 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. RLA09801 MCAAP Work Plan Development

7.1 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.

7.2 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.

7.2.1 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.

7.3 The activities to be developed by MCAAP shall be circumscribed to the project objectives, detailed in the Revision D PRODOC, 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.

7.3.1 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).

7.4 *Process of Approval of the Work Plan*

7.4.1 The regular approval process for the proposed activities starts with an initial verification by the Project Coordinator regarding the fulfilment of the criteria established in paragraph 7.3 above.

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

7.4.1.2 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.

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

7.4.2 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.

7.4.2.1 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.

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

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

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

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

7.4.3 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.

7.4.3.1 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.

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

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

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

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

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

7.4.4.1 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.

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

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

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

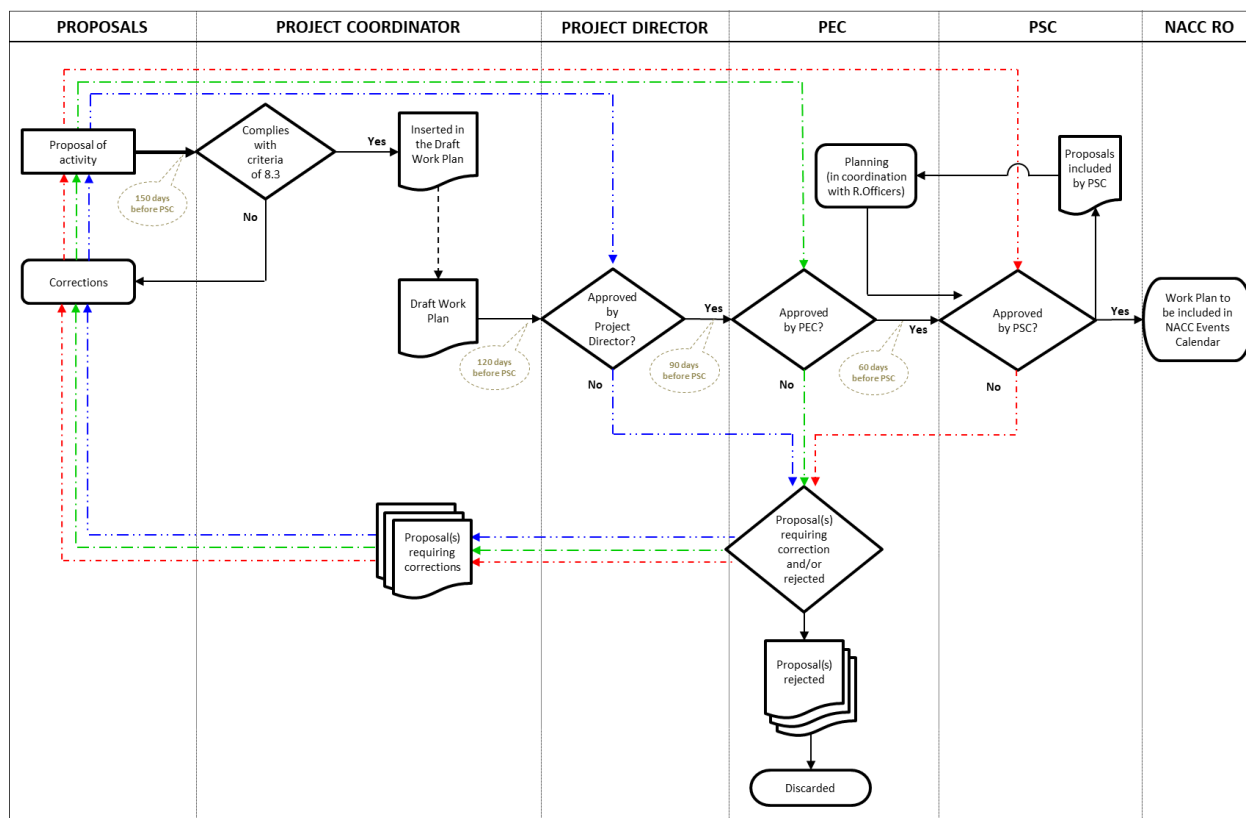
7.4.4.2 The PSC may, at its discretion, propose the inclusion of other activities not contemplated by the draft Work Plan, assigning to the PEC the planning of such activities for later evaluation of the PSC itself, under the terms determined by the PSC.

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

7.4.5 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.

7.4.6 The entire process will follow the flowchart (below), observing the deadlines established in paragraph 7.4.1.2.

FLOWCHART OF THE PROJECT WORK PLAN APPROVAL



7.5 In addition to activities regularly approved by the process described in item 8.3, other activities deemed necessary may be included in the Work Plan after approval through the Fast-Track Procedure (paragraph 5 of this Handbook).

7.6 All meetings, workshops, courses or seminars approved in the Work Plan are always subject to the confirmation of the following:

- registered participation of at least 5 States/Territories/International Organizations; and
- 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.

8. Donors and Financial Sources

8.1 The annual financial contribution of USD 25,000 for all RLA09801 MCAAP Project Members (except the United States) is due in the first quarter 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.

8.2 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.

8.3 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

8.3 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.

8.4 *Use of Consultants*

8.4.1 The RLA09801 MCAAP Project envisions the use of outside (long-term) consultants from time to time to support specific needs of the Project and/or its members. 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.

8.4.2 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.

8.5 *In-Kind Contributions*

8.5.1 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.

9. **Fellowships**

9.1 RLA09801 contains a Fellowship Programme, which will normally be linked to the activities carried out by the NACC Regional Office for Project Members. Fellowships include the following:

- (1) Daily Subsistence Allowance (DSA)¹ rate for the City (Venue) of the event, covering the period for the nights of the duration of the event. The DSA shall comprise the total contribution of the United Nations towards such charges as meals, lodging and gratuities made for services rendered during official travel. Any additional expenses must be covered by the traveller during the mission.
- (2) USD\$300.00 – representing outward and return travel expenses

9.2 *Types of Fellowships for RLA09801 MCAAP*

9.2.1 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** (as per ~~TCBCDI~~ regulations) prior to the commencement of the event.

¹ <https://icsc.un.org/Home/DailySubsistence>

9.2.2 Project members who will not apply for the fellowships that are offered on the RLA09801 MCAAP annual work plan (paragraph 9.1 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** (as per ~~TCBCD~~ regulations) 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.

9.2.3 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.

9.2.4 If a Project member decides to apply for the type of fellowship mentioned in 9.1.3, 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.

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

9.3 *Funding*

9.3.1 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.

9.3.2 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 to coordinate the necessary administrative arrangements for the applicable refund.

9.4 *Fellowship Allocation for International Organizations*

9.4.1 Regarding fellowships offered to the Central American² 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.

9.4.2 Regarding fellowships offered to the Eastern Caribbean³ 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.

9.5 *Administrative Procedure for Nominations*

9.5.1 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:

RLA09801 MCAAP Secretariat

Regional Officer, Technical Assistance
Technical Cooperation Associate
nacc-tc@icao.int

9.5.2 The duly completed Fellowship Nomination Form must be received in the ICAO NACC Regional Office as soon as feasible but no later than **60 calendar days** (as per ~~TEBCDI~~ regulations) 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.**

² Belize, Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua

³ Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines

9.5.3 The internal administrative process entails the following activities:

- a) the RLA09801 MCAAP Secretariat will request certification of funds to the Field Operations Section (FOS) for onward transmission to the Programme Budget Unit (PBU) – two days after established deadline to receive the fellowship nomination forms from focal points – process takes 1-2 working days;
- b) FOS sends the request to PBU – process takes 1-3 working days;
- c) PBU certifies and blocks funds for fellowships, notifies FOS – process takes 5-7 working days;
- d) FOS sends the approval to the RLA09801 MCAAP Secretariat – immediately after receiving approval;
- e) the RLA09801 MCAAP Secretariat prepares the fellowship for payment through either one of the following payment methods:
 - i. For States that have a UNDP Office in the Country of Origin payment will always be made sending an Agency Service Request (ASR) and the fellowship holder will collect payment in that office – payment process takes approximately 10-15 working days, starting on the day the ASR is received from ICAO;
 - ii. For States that have no UNDP Office in the Country of Origin, payment will be made sending an ASR to the Administrative Officer of the ICAO NACC Regional Office and the Administrative Officer will make a bank transfer using the information provided in the Banking Instructions Form (which will have to be filled out by the fellowship holder) – payment process takes approximately 10-15 working days, starting on the day the ASR is received from ICAO;
 - iii. For events held in the Regional Office, the Administrative Officer will prepare a cheque for the fellowship holder to be cashed at the local bank in Mexico City in US currency.

9.5.4 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.

9.5.5 Each fellowship holder is required to send his/her travel itinerary to the RLA09801 MCAAP Secretariat at 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.

9.5.6 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

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

9.5.8 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.

10. Travel Assistance using the RLA09801 MCAAP

10.1 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.

10.2 The following procedure will be used:

10.2.1 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 calendar days** (as per ~~TEBCD~~ regulations) prior to the commencement of the event.

10.2.2 Administrative Procedure for Travel Assistance

10.2.2.1 Travellers must send the following documentation and information to the RLA09801 MCAAP Secretariat:

- Health Statement for Subject Matter Experts (SMEs) Form
- Scanned copy of the following documentation:
 - Banking Instructions Form, duly filled. This format must be filled to process the DSA payment
 - current/valid passport of the expert
 - visa of the expert (if applicable)
- Expert contact information, including address, telephone and e-mail addresses (official and alternate)
- Hotel information for Security Clearance

10.2.2.2 The internal administrative process for travel entails the following activities upon the receipt of the traveller's documentation:

- a) the Technical Cooperation Associate requests mission number and proposed itinerary to the ICAO Travel Section – process takes 1-2 working days;
- b) the ICAO Travel Section sends itinerary – process takes 1-2 working days;
- c) the Technical Cooperation Associate prepares the Draft Mission Travel Authorization (dMTA) and sends to the NACC Administrative Associate – process takes 1-2 working days;
- d) the Technical Cooperation Associate coordinates with the corresponding assistant in the NACC Office to request the traveller for the hotel reservation information during the mission in order to proceed and request the corresponding United Nations Department of Safety and Security (UNDSS) Security Clearance for the mission – process takes 1-2 working days;
- e) NACC Administrative Associate finishes the MTA and sends to Field Operations Section (FOS) for approval – process takes 1-3 working days;
- f) FOS requests certification of funds to the Programme Budget Unit (PBU) – process takes 1-3 working days;
- g) PBU certifies and blocks funds for travel, notifies FOS – process takes 5-7 working days;
- h) FOS sends the approval to the ICAO Travel Section – immediately after receiving approval;
- i) the ICAO Travel Section sends the approved MTA to the Accounting Services Section – Travel Claims Unit (ASV/TCU) – process takes 1-3 working days;
- j) the ICAO Travel Section purchases the air ticket – process takes 1-2 working days;
- k) ASV/TCU issues Agency Service Request (ASR) and sends directly to the issuer of payment for payment to traveller – process takes from 10 to 15 working days;
- l) the travel advance payment is issued through either one of the following:
 - i. for States that have a UNDP Office in the Country of Origin payment will always be made sending an ASR and the traveller will collect payment in that office – payment process takes approximately 10-15 working days;
 - ii. for States that have no UNDP Office in the Country of Origin, payment will be made sending an ASR to the Administrative Officer of the ICAO NACC Regional Office – payment process takes approximately 10-15 working days.

10.2.3 The entitlements for a mission include the following:

- (1) Air ticket to/from the Duty Station to the City (venue) of the event;
- (2) Daily Subsistence Allowance (DSA)⁴ rate for the City (venue) of the event, for the nights for the duration of the travel (using the air ticket as reference). The DSA shall comprise the total contribution of the United Nations towards such charges as meals, lodging and gratuities made for services rendered during official travel. Any additional expenses must be covered by the traveller during the mission. The travel advance is usually 80% of the Daily Subsistence Allowance (DSA) and the remaining 20% will be reimbursed to the traveller after the mission has been completed. For this purpose, the traveller will return the following documents to the Technical Cooperation Associate:
 - i. Scanned copy of the boarding passes
 - ii. Scanned copy of the baggage fee receipts (first bag will be reimbursed)
 - iii. Scanned copy of the Antigen/PCR invoice/receipt (if applicable)
- (3) Terminal Allowances (4) destined for the taxis needed for the following transportation segments: home-airport, airport-hotel, hotel-airport and airport-home

10.2.4 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.

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

10.2.6 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.

10.2.7 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.

10.2.7.1 Failure to comply with 10.2.7 will result in recovery of DSA and of other advance payments made by the RLA09801 MCAAP Secretariat, including the expenses related to cancelled air tickets.

⁴ <https://icsc.un.org/Home/DailySubsistence>

10.2.7.2 The Project Member will not be entitled to receive any fellowship or travel assistance until it has returned the amounts mentioned above.

11. RLA09801 MCAAP Technical Assistance Missions (RLA09801 TEAM)

11.1 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.

11.2 Deploying RLA09801 MCAAP TEAMS

11.2.1 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.

11.2.2 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.

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

11.2.4 RLA09801 MCAAP TEAM 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

11.2.5 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

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

11.2.7 The internal ICAO procedures, administrative timelines (mentioned in paragraph 10.2.2) and administrative forms needed for deploying RLA09801 MCAAP TEAM missions are included in **Appendix F** to this Procedural Handbook.

11.3 *Reporting*

11.3.1 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.

11.4 *Sharing outcomes with other RLA09801 MCAAP Project Members*

11.4.1 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 State where the activity occurred.

12. *Reassessment of the Validity of Non-Implemented Activities*

12.1 Approved activities whose implementation has not started within two years from the date of formal approval by the PSC will be subject to review by the Secretariat and, at its discretion, will again be submitted for re-evaluation by the PEC or the PSC (via fast-track procedure).

12.2 The reassessment by the PEC will be final, authorizing the implementation of the activity, or its cancellation, without the need for approval by the PSC.

12.3 The re-evaluation of activities must observe the criteria established in paragraph 7.3.

12.4 If the implementation of the activity does not begin within one year of the re-evaluation decision, the activity will be automatically cancelled, not preventing a new proposal on the same topic from being submitted by the interested party.

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MCAAP ACTIVITY PROPOSAL FORM

Rev. MAR2024

MCAAP Proposal Activity N.

Activ. # - 2024

Focus Area:

Select the focus area

Event/Activity title:	Click or tap here to enter text.		
Problem statement (opportunity):	Click or tap here to enter text.		
Proposed solution (activity):	Click or tap here to enter text.	Language of the event	Choose an item.
		Requires interpretation	☐
		Requires document translation	☐
Objective:	Click or tap here to enter text.	ICAO Strategic Objectives	Choose an item.
Justification:	Click or tap here to enter text.		
If the activity is a step of a larger action, describe the action	Click or tap here to enter text.		
Deliverables/expected outcomes:	Click or tap here to enter text.	Follow-up actions:	Click or tap here to enter text.
States impacted by the activity:	Click or tap here to enter text.		Estimated impact on EI%: Click or tap here to enter text.
Local (of execution of activity)	Personnel (representing cost to the Project)	Period/Duration (w/days)	Estimated cost to the Project
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Proponent	Details	Details	Details
Choose an item. ...	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



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).



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.

The Government of _____ hereby:

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)

(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)

- | | | |
|--|--------------------|-----------------|
| ☐ UNDP Country Programme | Project No.: _____ | Post No.: _____ |
| ☐ UNDP Regional Programme | Project No.: _____ | |
| ☐ UNDP Interregional Programme | Project No.: _____ | |
| ☐ Trust Funds agreement with ICAO | Project No.: _____ | |

4. Declares that the objectives of this fellowship are:

5. With respect to the nominees'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: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width:55%;">Name, Town, Country of School/s</th> <th colspan="2" style="width:15%;">Period</th> <th rowspan="2" style="width:30%;">Grade completed and certificate acquired</th> </tr> <tr> <th style="width:10%;">from</th> <th style="width:5%;">to</th> </tr> </thead> <tbody> <tr> <td style="height: 80px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name, Town, Country of School/s	Period		Grade completed and certificate acquired	from	to								
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) <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width:30%;">Name of college/university</th> <th rowspan="2" style="width:25%;">Subject/s studied</th> <th colspan="2" style="width:15%;">Period</th> <th rowspan="2" style="width:30%;">Degree /Diploma acquired</th> </tr> <tr> <th style="width:10%;">from</th> <th style="width:5%;">to</th> </tr> </thead> <tbody> <tr> <td style="height: 80px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name of college/university	Subject/s studied	Period		Degree /Diploma acquired	from	to							
Name of college/university	Subject/s studied	Period			Degree /Diploma acquired											
		from	to													
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) <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width:25%;">Name and place of Training Institute</th> <th rowspan="2" style="width:25%;">Subject/s studied</th> <th colspan="2" style="width:15%;">Period</th> <th rowspan="2" style="width:15%;">Duration (weeks)</th> <th rowspan="2" style="width:20%;">Diploma/Certificate acquired</th> </tr> <tr> <th style="width:10%;">from</th> <th style="width:5%;">to</th> </tr> </thead> <tbody> <tr> <td style="height: 80px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name and place of Training Institute	Subject/s studied	Period		Duration (weeks)	Diploma/Certificate acquired	from	to						
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

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Photograph or Nominee

(to be affixed
before examination)

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

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

*Delete that which is not applicable

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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 ☐	Medium ☐	Heavy ☐	Obese ☐
--------	--------	--	---------------------------------	--------------------------------	--------------------------------

	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				Right eye: 20/ Corrected to 20/
	Systolic	}	recumbent		Left eye: 20/ Corrected to 20/
	Diastolic				Both eyes: 20/ Corrected to 20/
Pulse: sitting					Near vision N Chart value: Intermediate vision N Chart value:

Hearing	Audiometry					Normal	Abnormal
cv wv	500	1000	2000	3000			
Right ear ft ft	dB loss ☐	☐	☐	☐	Colour vision		
Left ear ft ft	dB loss ☐	☐	☐	☐			

LABORATORY EXAMINATIONS

Urinalysis Microscopic:	Sugar	Albumin	Blood analysis: Sedimentation rate	Hb
----------------------------	-------	---------	---------------------------------------	----

ECG ☐ Normal ☐ Abnormal	Chest X-ray ☐ Normal ☐ Abnormal
---	---

Summary (Abnormal findings, remarks and recommendations)

Nominee is/is not* medically fit for flight crew/air traffic control* duties

MEDICAL EXAMINER'S DECLARATION

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 – *Personnel Licensing*.

*Delete that which is not applicable



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

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

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

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

RLA09801 MCAAP
Appendix D to the Procedural Handbook

INTERNATIONAL CIVIL AVIATION ORGANIZATION
TECHNICAL COOPERATION BUREAU
FELLOWSHIP TERMINATION FORM

Form 603
(Rev. 2/01)
Page 1 of 2

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

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

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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 —



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Appendix E to the Procedural Handbook
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		
	D A Y	M O N T H	Y E A R							
DEP							☐ ☐			
ARR							☐ ☐			
REASON FOR STOPOVER										
DEP							☐ ☐			
ARR							☐ ☐			
REASON FOR STOPOVER										
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TRAVEL EXPENSES

[illegible]

Notes:

- 1) This claim form is to be submitted within 30 days of completion of travel for any journey at ICAO's expense. It must be signed and certified by the claimant and the claimant's superior (not below Chief of Section). Superior's certification not required for termination travel. Staff rules 107.1 and 107.11 (Staff regulations 7.1 through 7.11) and FSSR Part VI and Annex VI refer.
- 2) All used and unused airline ticket stubs, excess baggage tickets, MCOs with residual value, airport tax and other receipts must be attached to this claim when submitting for processing.
- 3) Copies of Airway Bills, Bills of Lading and Insurance Policies showing gross and net weights and insured value respectively must be attached to all shipment of personal effects or household goods removal claims.
- 4) Any deviation from itinerary and standard of accommodation as given in the Travel Authorization and any stopover not authorized thereby must be supported by full explanation; otherwise your claim may be reduced.
- 5) Submit a separate claim if eligible dependents have authorized travel itineraries which differ from your own.
- 6) Extra sheets can be attached with full explanation of lengthy or involved travel.

FOR FINANCE BRANCH USE ONLY

**Travel Procedure for Subject Matter Expert (SME)
Technical Assistance Missions for RLA09801 MCAAP TEAMS**

#	Action	Responsible	Time	Remarks
1.	Establishment of RLA09801 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 RLA09801 MCAAP TEAM visit	Regional Officer & Regional Officer Assistant	4 months	
3.	- Letter dispatch to State proposing a RLA09801 MCAAP TEAM visit – it will include the names of the team experts assigned to the RLA09801 MCAAP TEAM and the ToRs - In addition to the regular addresses included in the AutoText, this letter should be copied to C/FOS to the following addresses: fam@icao.int; icaohq@icao.int;	Regional Officer & Regional Officer Assistant	4 months	The letter must be prepared by the technical area organizing the RLA09801 MCAAP TEAM and it should be initialed by the technical area and by RO/TA¹. When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Officer: RO/TA, ADM/O, TC/A y ADM/A.
4.	- The appendixes of the release letter dispatch of the assigned SME for the RLA09801 MCAAP TEAM must be requested to TC/A to be personalized by the technical area organizing the mission. - The letter must be sent to the civil aviation authority who is releasing the expert and, in case the release is accepted, the following documentation should be requested to be sent to the Regional Office (formats will be attached to the email message): <i>Annex VIII – Health Statement for Individual Consultants/Contractors</i> <i>Banking Instructions Form</i> - Copy of current passport - Copy of Visa of the expert (if applicable) - SME's Contact information and current position (telephone, e-mail, etc.) - In addition to the regular AutoText addresses used for the letter, C/FOS must be copied using the following addresses: fam@icao.int; icaohq@icao.int;	Regional Officer & Regional Officer Assistant TC/A	4 months	This letter must be prepared by the technical area organizing the RLA09801 MCAAP TEAM and it must be initialed by the Regional Officer and by RO/TA. 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 and ADM/A
5.	Once the State sends all the requested formats, TC/A will forward the e-mail and relevant documentation to DRD, RO/TA, the corresponding Regional Officer, his/her assistant, ADM/O and ADM/A.	TC/A	As soon as the acceptance is received	

¹ 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.

RLA09801 MCAAP
Appendix F to the Procedural Handbook

F2

#	Action	Responsible	Time	Remarks
6.	As soon as the acceptance is received, the area assistant will request a mission number to ADM/A for the RLA09801 MCAAP TEAM mission dates, so that the area assistant can proceed to request travel itineraries to the Travel Section and prepare the corresponding MTA (ICAO Form 100), which the assistant will deliver to ADM/A using the regular procedure. The area assistant will request the traveller for his/her lodging details during the mission, in order to prepare the corresponding <i>Security Clearance</i> .	Area assistant ADM/A	60 days before mission	
7.	The area assistant will proceed to request the <i>Security Clearance</i> and once the authorization has been issued by UNDSS, the area assistant will file it in the corresponding electronic folder.	Area assistant ADM/A	30 to 15 days before mission	
8.	When the MTA has been processed by ADM/A, the original electronic version will be forwarded 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 (fam@icao.int). 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	60 days before mission	
9.	Upon reception, the Project Coordinator in FOS will process the TA Form 104 for the signature and approval of PBU, FOS and TCB. Once the TA Form 104 has been signed, it is sent to the Travel Section. 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/PBU C/FOS D/TCB Travel Section ASV TC/A ADM/A	45 days before mission	
10.	ADM/A will send the ticket to the traveller, copying the area assistant, informing the traveller that he/she needs to keep all original boarding passes related to the mission.	ADM/A Area assistant	30 to 15 days before mission	
11.	All mission payments will be processed by ADM/O.	ADM/O	30 to 7 days before mission	
12.	The Area Assistant will fill-out the <i>Travel Expense Claim</i> (TEC) (Form 109) for each traveller and it will be sent via email for signature. The signed document must be returned to the Regional Office along with the boarding passes, via email as well.	Area Assistant	After the mission	

#	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	

**Travel Procedure for Subject Matter Expert (SME)
Technical Assistance Missions for RLA09801 MCAAP TEAMS**

#	Action	Responsible	Time	Remarks
1.	Establishment of RLA09801 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 RLA09801 MCAAP TEAM visit	Regional Officer & Regional Assistant	4 months	
3.	- Letter dispatch to State proposing a RLA09801 MCAAP TEAM visit – it will include the names of the team experts assigned to the RLA09801 MCAAP TEAM and the ToRs - In addition to the regular addresses included in the AutoText, this letter should be copied to C/FOS to the following addresses: fam@icao.int; icaohq@icao.int;	Regional Officer & Regional Assistant	4 months	The letter must be prepared by the technical area organizing the RLA09801 MCAAP TEAM and it should be initialed by the technical area and by RO/TA¹. When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Officer: RO/TA, ADM/O, TC/A y ADM/A.
4.	- The appendixes of the release letter dispatch of the assigned SME for the RLA09801 MCAAP TEAM must be requested to TC/A to be personalized by the technical area organizing the mission. - The letter must be sent to the civil aviation authority who is releasing the expert and, in case the release is accepted, the following documentation should be requested to be sent to the Regional Office (formats will be attached to the email message): <i>Annex VIII – Health Statement for Individual Consultants/Contractors</i> <i>Banking Instructions Form</i> - Copy of current passport - Copy of Visa of the expert (if applicable) - SME's Contact information and current position (telephone, e-mail, etc.) - In addition to the regular AutoText addresses used for the letter, C/FOS must be copied using the following addresses: fam@icao.int; icaohq@icao.int;	Regional Officer & Regional Assistant TC/A	4 months	This letter must be prepared by the technical area organizing the RLA09801 MCAAP TEAM and it must be initialed by the Regional Officer and by RO/TA. 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 and ADM/A
5.	Once the State sends all the requested formats, TC/A will forward the e-mail and relevant documentation to DRD, RO/TA, the corresponding Regional Officer, his/her assistant, ADM/O and ADM/A.	TC/A	As soon as the acceptance is received	

¹ 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.

RLA09801 MCAAP
Appendix F to the Procedural Handbook

F2

#	Action	Responsible	Time	Remarks
6.	As soon as the acceptance is received, the area assistant will request a mission number to ADM/A for the RLA09801 MCAAP TEAM mission dates, so that the area assistant can proceed to request travel itineraries to the Travel Section and prepare the corresponding MTA (ICAO Form 100), which the assistant will deliver to ADM/A using the regular procedure. The area assistant will request the traveller for his/her lodging details during the mission, in order to prepare the corresponding <i>Security Clearance</i> .	Area assistant ADM/A	60 days before mission	
7.	The area assistant will proceed to request the <i>Security Clearance</i> and once the authorization has been issued by UNDSS, the area assistant will file it in the corresponding electronic folder.	Area assistant ADM/A	30 to 15 days before mission	
8.	When the MTA has been processed by ADM/A, the original electronic version will be forwarded 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 (fam@icao.int). 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	60 days before mission	
9.	Upon reception, the Project Coordinator in FOS will process the TA Form 104 for the signature and approval of PBU, FOS and TCB. Once the TA Form 104 has been signed, it is sent to the Travel Section. 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/PBU C/FOS D/TCB Travel Section ASV TC/A ADM/A	45 days before mission	
10.	ADM/A will send the ticket to the traveller, copying the area assistant, informing the traveller that he/she needs to keep all original boarding passes related to the mission.	ADM/A Area assistant	30 to 15 days before mission	
11.	All mission payments will be processed by ADM/O.	ADM/O	30 to 7 days before mission	

#	Action	Responsible	Time	Remarks
12.	The Area Assistant will fill-out the <i>Travel Expense Claim</i> (TEC) (Form 109) for each traveller and it will be sent via email for signature. The signed document must be returned to the Regional Office along with the boarding passes, via email as well.	Area Assistant	After the mission	
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	

Administrative Instructions on Contracts of Individual Consultants/Contractors
ANNEX VIII



ICAO

HEALTH STATEMENT FOR INDIVIDUAL CONSULTANTS/CONTRACTORS

First Name _____ Last Name _____

Duty Station(s) _____

Indicate travel destination

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

 NON-ICAO TECHNICAL COOPERATION BUREAU TRAVEL AUTHORIZATION			Form 104 TCB 5/122 (Rev. 01/08)
			Originator: ICAO RD, Mexico (C. López/NACC/130 L. Flores/NACC/131)
			Ref. No.: 0
			ROUTING
			Certifying Officer
			Signature and date
			TCB Budget Implication
			Year 2022 Cost Center 4166 Work Order RLA09801A-01 Fund 5497 Account 814 MT
			Travel Officer
			Estimated fares inserted USD & CAD Preliminary booking effected
			<i>Initials and date</i>
			Travel Claims
			Registered and cost estimates inserted
			<i>Initials and date</i>
			Accounts Officer
			Cost estimates
			USD CAD
			Fares \$ - \$ - Service Fee \$ - \$ - Transit and all other allowances \$ - \$ - \$ - \$ -
			Overall cost limitation of above items Subsistence \$ - \$ - Total commitment \$ - \$ -
			Budget Officer:
			<i>Initials and date</i>
			ICAO RD:
			<i>Initials and date</i>

Name	Position	Date of Birth
Names and ages of dependants		
Destination/Routing		
0		
Stopping places en route and mode of transportation on each segment of travel		
From	To	Mode of transportation
0	0	Air
0	0	Air
0	0	Air
0	0	Air
0	0	Air
0	0	Air
0	0	Air
Purpose of trip		
Attend as Instructor/Speaker/Subject Matter Expert on the XXXX, City, Country, XX to XX Month 202*		
Points of contact		
To: mtorres@icao.int; lflores@icao.int		
cc: nacc-tc@icao.int; fam@icao.int;		
Place of departure and date		
Mexico City - MEX, Mexico		0-Jan-1900
Approximate date of return		
0-Jan-1900		
Dates of intended annual leave		
(if applicable, attach Form 130)		Number of working days
From	To	
Special instructions to Travel Officer and/or ASV Travel Officer: Please purchase ticket under Project RLA/09/801. / Ticket will be purchased through the NACC Regional Office using local travel agency under Project RLA/09/801. / No travel arrangements are necessary. XXX is paying for air tickets. ASV: Please authorize ICAO RD, Mexico to pay DSA in US Dollars at the appropriate rate from the project Imprest Account. / Please authorize UNDP XXX to pay DSA in US Dollars at the appropriate rate from the project Imprest Account. Attached please find: Invitation letter Ref. XX dated Day Month Year, sent by ICAO RD, Mexico. Scanned copy of passport (XXXX) is attached. Annex VIII – Health Statement for Individual Consultants/Contractors is also attached. Contact information of traveller is: Name, Tel: + **** , Mobile: +***; E-mail: ***@**.*		



ICAO

Banking Instruction Form



Please send completed form along with a supporting document to ICAO Treasury through the secure link:

<https://box.icao.int/filedrop/treasury> or by email to treasury@icao.int



Supporting document: Bank Statement or Void Cheque or Incoming Wire Transfer Detail Form

PAYMENTS CANNOT BE MADE UNTIL THIS PROOF HAS BEEN PROVIDED

ICAO CONTRACT INFORMATION

- | | | | |
|--|--|--|--------------------------------|
| ☐ Professional HQ Staff | ☐ TC National Staff | ☐ Regional Office Staff | ☐ SSA |
| ☐ GS HQ Staff | ☐ TC Local Staff | ☐ Fellowship | ☐ Other |

INFORMATION

Name			Staff No	
Address				
City				
State / Province		Postal / Zip code		
Country		E-mail address		

BANKING DETAILS

Name on Account			
Name of Bank			
Bank Address			
City		Postal / Zip code	
State / Province		Country	

CANADA or USA Bank

Account Number		
Bank Code		
Transit Number		
ABA Routing Number (for US based accounts)		
Account Type	☐ Checking	☐ Savings
Account Currency * Please see page 2 for currency of payment	☐ USD	☐ CAD

INTERNATIONAL Bank

(For banks located outside of North America)

IBAN or Account Number	
SWIFT	
Other (if applicable)	
Intermediary Bank (if applicable)	
Name of Bank	
Bank Address	
City, State	
Country	

Name _____

Date _____

SIGN HERE

The above banking instructions will be used for all future payments unless we are notified otherwise.
Please see Instructions on next page

Instructions for completing the Banking Instruction Form

Bank Account Title

In order to receive payments from ICAO, you must have a bank account in your name. If yours is a joint account, your name should be a part of the title of the account. Please note that ICAO will not make a payment to another person on your behalf.

Currency of Payments

If you are entitled to receive payments in a currency other than Canadian dollars (please check your entitlement with your ICAO Focal Point) ICAO Treasury will make payments in other currencies when it is stipulated in your contract. **Please note that you must have a bank account in the country of your designated currency for certain foreign currencies or a bank account which could receive the currency stipulated in your contract.**

International Bank Account Requirements

IBAN: The new standard format of the account number was introduced and adopted especially in euro countries to ensure the straight through processing of the cross-border payments. If you have a euro account in one of the European banks, your current bank statements would indicate IBAN as well as your account number. IBAN always start with 2 alpha codes for a country, followed by alphanumeric numbers of varying lengths depending on the country.

SWIFT number (BIC code): International identification number of bank (8 or 11 digits alphanumeric number).

Service fees from incoming remittances: Please note that ICAO does not reimburse bank fees deducted by your bank or by any intermediary bank.

US Bank Account Requirements

ABA number (9 digits): You may learn from your bank the ABA (American Bankers Association) routing number. Alternatively, ABA number may be obtained from your personal cheque. It is the first nine digit number in the lower left-hand corner of your personal cheque. Please attach a copy of your voided cheque or deposit slip for verification of the ABA number.

Type of Account (necessary if your account is located in the United States)

This information is necessary only if your bank account is located in the United States. All bank accounts in the United States are classified as either checking or savings accounts for the purpose of receiving direct-deposit payments (ACH payments). If you are not sure of your account type, please contact your bank to verify which account type should be used for ACH purposes.

The ICAO Treasury Unit currently makes United States Dollar payments from Royal Bank of Canada (RBC), Montreal. Cross-border payments are routed through an intermediary bank (JP Morgan Chase Bank, NY) or other intermediary banks. To avoid errors, delays or expensive bank fees, it is recommended that you contact your bank to ascertain whether there is a preferred method of sending United States dollar payments to your bank account. Identification of your own bank's correspondent bank in the United States is helpful in routing your payment accurately with minimum intermediary bank charges.

Bank charges

Your bank or intermediary banks may deduct service fees from incoming remittances. Please note that ICAO does not reimburse bank fees deducted by your bank or by any intermediary bank.

Currency conversion

If your bank account is not in either Canadian or United States dollars, payments in those currencies may be converted automatically into local currency by receiving banks. Unfavourable exchange rates may be applied which are different from the United Nations exchange rates. Please consult your local bank regarding its procedures and charges.

Receiving wire payments from ICAO

When you receive a wire payment through RBC, certain information must be included to satisfy our internal compliance requirements. This includes regulatory requirements under anti-money laundering and anti-terrorist financing laws and regulations that are applicable to all Canadian financial institutions. This information will also assist us in ensuring that your payment is processed efficiently, accurately and avoid any payment delays.

If your address is a P.O. Box, depending on the receiving and intermediary banks' policies, the wire payment could be delayed or rejected.

If the spelling of the name you've provided does not exactly match the spelling used on the bank account, the payment may be rejected. It is good practice to ensure that the exact name used in the opening of the account is provided.



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

Regional Technical Cooperation Project for the
Multi-Regional Civil Aviation Assistance Programme
MCAAP RLA09801

[TITLE] RLA09801 TECHNICAL ASSISTANCE 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 RLA09801 Technical Assistance Mission. Reference to Appendix A with the checklist/ gap analyst conducted and Appendix B with a proposed Action Plan to apply.

GENERAL

ICAO Representatives:	Name, Title, Office/ State/Organization
Place of Mission:	City, State
Dates of Mission:	Dates
Officials met:	• Name, Title, Organisation, E-mail address (if available) •
Objectives of the Mission:	• Taken from the RLA09801 Technical Assistance Mission Terms of Reference
Summary of Activities:	Itinerary of activities per day
Documents and Data Collected and Reviewed:	• Reference documentation provided by State •

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 RLA09801 Technical Assistance Mission

- 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
