



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

Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee

(RLA09801 PSC/11)

Final Report

Placencia, Belize, 10 July 2024

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HISTORICAL

ii.1 Place and Date of the Meeting

The Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 PSC/11) was held at Placencia, Stann Creek District, Belize, on 10 July 2024 in the afternoon.

ii.2 Officers of the Meeting

The RLA09801 PSC/11 Meeting was held with the participation of Mr. Christopher Barks, Regional Director of the ICAO NACC Regional Office and Director of the MCAAP Project, and Mr. Fernando Camargo, Regional Officer, Technical Assistance of the ICAO NACC Regional Office, who served as Secretary of the meeting, assisted by Mr. Julio Siu, Deputy Regional Director of the NACC Regional Office.

Mr. Barks welcomed the members of the Project, highlighting Curaçao's new participation in the MCAAP and the substantial increase in MCAAP support/assistance activities, inviting all its members to use the MCAAP more effectively and efficiently in the implementation.

ii.3 Working Languages

The working languages of the Meeting were English and Spanish. The working papers, information papers and report of the meeting were available to participants in both languages.

ii.4 Schedule and Working Arrangements

It was agreed that the working hours for the sessions of the meeting would be from 15:30 to 17:45 hours.

ii.6 Agenda

- Agenda Item 1 Approval of the Provisional Agenda**
- Agenda Item 2 Review of Previous PSC Reports and Agreements**
- Agenda Item 3 2023/2024 Project Progress Report and Financial Statement**
- Agenda Item 4 Recommendations of the Sixth Meeting of the Project Evaluation Commission**
- Agenda Item 5 Other Business Related to the Project**

ii.7 Attendance

The Meeting was attended by 8 States from the CAR Region, 1 Observer from the EUR Region and 1 International Organization, totalling 13 delegates as indicated in the list of participants.

ii.8 Decision

The Meeting recorded its activities as Decisions as follows:

DECISIONS: Activities approved by RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Members.

ii.8.1 Decision

Number	Title	Page
11/1	<i>SCOPE AND EFFICIENCY OF THE RLA09801 MCAAP PROJECT</i>	2-2
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ii.9 List of Working and Information Papers and Presentations

Refer to the Meeting web page:

<https://www.icao.int/NACC/Pages/meetings-2024-psc11.aspx>

LIST OF PARTICIPANTS

BARBADOS

1. Tracey Forde-Bailey
2. Diane Shurland

BELIZE/BELICE

3. Nigel Carter
4. Ellis Stanley Gideon

CUBA

5. Orlando Nevot

EL SALVADOR*

6. Homero Morales

HONDURAS

7. Lenin Pineda

JAMAICA

8. Rohan Campbell

TRINIDAD AND TOBAGO/TRINIDAD Y TABAGO

9. Cary Price

UNITED KINGDOM/REINO UNIDO*

10. Justin Rothwell
11. Mark Baker

UNITED STATES / ESTADOS UNIDOS

12. Norma Campos

COCESNA

13. Juan Carlos Trabanino

ICAO/OACI

14. Christopher Barks
15. Julio Siu
16. Fernando Camargo
17. Marcelo Orellana

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CONTACT INFORMATION

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Agenda Item 1 Adoption of the Provisional Agenda

1.1 The Secretariat presented the provisional agenda, which was approved by the Meeting as presented in the Historical section of this report.

Agenda Item 2 Review of Previous PSC Reports and Agreements

2.1 Under WP/02, the Secretariat presented a review of the last PSC meeting held in 2023, as well as a follow-up to the four Conclusions agreed from that meeting.

2.2 Since its inception, RLA09801 MCAAP Project has proven to be an effective tool to assist States in implementing the lines of action established by the various global and regional aviation plans.

2.3 Moreover, the Project also proved to be a great support for the recovery of aviation in the NAM/CAR Regions after the pandemic, promoting numerous activities in its various areas of action.

2.4 From the review of the previous PSC Conclusions, the following points are highlighted:

- a) the PSC agreed on the need for more effective participation in the Project, either by directly proposing activities or through the PEC, exercising greater control over implementation (Conclusion RLA09801 PSC/9/2 refers); and
- b) the payment of the USD25,000 annual membership fee, ratified through Decision RLA09801 PSC/8/1, is required for Project members to benefit from approved activities and fellowships, thus members in arrears with dues should catch up as soon as possible (Conclusion RLA09801 PSC/10/1 refers).

2.5 In conclusion, the Meeting agreed that the issues previously addressed in conclusions C9/2 b) and c) and C10/1 b) remain relevant and, consequently, the following Decision was agreed in replacement of those mentioned above:

DECISION	
RLA09801 MCAAP PSC/11/1	SCOPE AND EFFICIENCY OF THE RLA09801 MCAAP PROJECT
What: <p>That, to ensure that the Project has a greater reach among its members and remains an efficient implementation support tool:</p> <ul style="list-style-type: none"> a) the PSC agrees on the need for more effective participation in the Project, either by directly proposing activities or through the PEC, and exercising greater control over implementation; and b) the payment of the annual membership fee of USD25,000, ratified by Decision RLA09801 PSC/8/1, is required for the Project membership to benefit from the approved activities and scholarships, so members in default on the payment of their dues must be brought up to date as soon as possible. 	Expected impact: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input type="checkbox"/> Operational/Technical
Why: <p>To keep the MCAAP as an efficient and effective tool to support implementation.</p>	
When: Immediate	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input checked="" type="checkbox"/> States <input checked="" type="checkbox"/> ICAO <input checked="" type="checkbox"/> Other:	COCESNA and ECCAA

2.6 As a result, all conclusions from previous meetings were considered completed.

Agenda Item 3 2023/2024 Project Progress Report and Financial Statement

3.1 Under WP/03, the Secretariat presented the Project RLA09801 financial status as of 31 May 2024 and, based on the contributions received, the committed implementation and budget line, as well as the support received for implementation on behalf of the States in the NAM/CAR Regions.

3.2 The Meeting also reviewed the activities since the last meeting of the RLA09801 Project Steering Committee.

3.3 The following Appendices detail the financial status and activities of the RLA09801 MCAAP Project:

- **Appendix A** – Financial implementation of the Project completed activities from 2023 up to 31 May 2024
- **Appendix B** – Detail of contributions made by members of the Project since its commencement
- **Appendix C** – Project fellowship, mission and activities count and expenses per Project member as of 30 June 2024
- **Appendix D** – Statement of Estimated Fund Balance as of 31 March 2024

3.4 The Meeting noted the significant increase in the support provided to the implementation through the Project, with a total of 16 activities approved along the considered period.

3.5 The level of contributions related to annual membership dues was also noted with concern. The Meeting urged Project members in arrears with annual contributions to try to catch up with payments so that they can benefit from the Project again. Considering the importance of maintaining the current level of activities equal for all members. The Meeting agreed on keeping the topic as valid, issuing Conclusion RLA09801 MCAAP PSC/11/1.

3.6 Based on the above and the following Meeting discussion, the Meeting concurred on the effective Project management conducted in this period as well as the benefits and positive impact to the States implementation and compliance through the different associated Project activities

Agenda Item 4 Recommendations of the Seventh Meeting of the Project Evaluation Commission

4.1 Under WP/04, the Secretariat presented to the Meeting the most relevant discussions held during the Seventh Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/7) held in the premises of the ICAO NACC Regional Office, Mexico City, Mexico, from 7 to 9 May 2024, resulting in the report presented in the Appendix to WP/04 and the following three Draft Conclusions:

Number	Title
DRAFT CONCLUSIONS	
MCAAP/PEC/7/1	Approval of Project Extension
MCAAP/PEC/7/2	Approval of MCAAP following Proposal Activities: <ul style="list-style-type: none">• 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
MCAAP/PEC/7/3	Approval of changes in MCAAP Procedural Handbook

4.2 During the MCAAP/PEC/7, the Secretariat provided the PEC with an overview of the ICAO Business Plan for 2023-2025, describing its targets for 2024 and 2025 with their respective indicators. It was highlighted that, no matter the efforts made by ICAO, at the end, all achievements would depend on the level of commitment of the States. This considered, it is essential that States use Project RLA09801 as an implementation tool for the improvement of air navigation services, safety, accident investigation and environment.

Extension of the MCAAP

4.3 ICAO informed the PSC that Revision D of the Project Document (PRODOC) will expire in December 2024, and that a draft PRODOC Revision E had already been prepared by the Secretariat in the case that the PSC decide an extension of the Project as recommended by the PEC in its report.

4.4 The Secretariat reported that during the deliberations carried out by the PEC, the value of MCAAP in supporting members had been highlighted, not only with scholarships, but mainly with funding for projects and initiatives covering the most diverse areas.

4.5 As a result of the discussions, the PSC approved the extension of the RLA09801 MCAAP in accordance with the terms of Conclusion MCAAP/PEC/7/1 proposed in the MCAAP/PEC/7 report.

Submission of New Proposals of Activity

4.6 During the MCAAP/PEC/7, the Commission evaluated five new proposals of activities and one amendment proposal within an activity approved in 2023. The PEC validated all the proposals and recommended their approval by the PSC.

4.7 The PSC accepted the PEC's recommendation and approved all the proposals listed under Conclusion MCAAP/PEC/7/2 proposed in the MCAAP/PEC/7 report.

Review and Update of the MCAAP Procedural Handbook

4.8 Regarding the contents of Draft Conclusion MCAAP/PEC/7/3, the Secretariat informed that the Project Evaluation Commission had analysed the Secretariat's proposal for improvement of the MCAAP Procedural Handbook, related to a review process on the validity of proposals previously approved by the Project, which implementation has not been carried out by the Secretariat. Moreover, the Secretariat updated Appendix A of the Handbook with the most recent version of the MCAAP Activity Proposal Form.

4.9 The updated edition of the RLA09801 MCAAP Procedural Handbook version 2024 as approved by the Project Steering Committee is attached to this report as **Appendix E**.

4.10 In this regard, the Meeting agreed on the approval of the MCAAP/PEC/7 meeting report and the updates to the RLA09801 MCAAP Procedural Handbook and formulated the following decision:

DECISION	
RLA09801 MCAAP PSC/11/2	APPROVAL OF THE MCAAP/PEC/7 MEETING REPORT INCLUDING ALL ITS CONCLUSIONS
What: <p>That, the MCAAP Project Members approve the MCAAP/PEC/7 Meeting Report, including its Conclusions:</p> <ul style="list-style-type: none"> a) MCAAP/PEC/7/1 - Approval of Project Extension b) MCAAP/PEC/7/2 - Approval of the following MCAAP activity proposals: <ul style="list-style-type: none"> • 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; and c) MCAAP/PEC/7/3 - Approval of changes in the MCAAP Procedural Handbook. 	Expected impact: <input checked="" type="checkbox"/> Political / Global <input checked="" type="checkbox"/> Inter-regional <input type="checkbox"/> Economic <input type="checkbox"/> Environmental <input type="checkbox"/> Operational/Technical
Why: <p>To keep the MCAAP as an efficient and effective tool to support implementation.</p>	
When: Immediate	Status: <input checked="" type="checkbox"/> Valid / <input type="checkbox"/> Superseded / <input type="checkbox"/> Completed
Who: <input checked="" type="checkbox"/> States <input type="checkbox"/> ICAO <input type="checkbox"/> Other:	COCESNA and ECCAA

Agenda Item 5 Other Business Related to the Project

5.1 When commenting on the importance of creating the PEC with its function of monitoring the efficiency of the Project, Cuba highlighted the need for more effective participation of the Members of the Commission, mentioning as an example the lack of contributions to the proposed activity monitoring procedure that is being developed and that, once approved, will be incorporated into the Procedures Manual.

ACTIVITIES UNDER THE RLA09801 MULTI-REGIONAL CIVIL AVIATION ASSISTANCE PROGRAMME (MCAAP)

MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Cost Approved	Cost of Transactions	CDI Overhead	Balance	Formatted: English (United Kingdom)
No. 2-2022	Support to the AIG Turnkey Project Phase 1	Assist States in the area of AIG by building/enhancing national capacity in accident and incident investigation	Mission expenses for 8 participants for 4 training sessions of 5 w/d, 5 w/d, 5 w/d and 3 w/d	CAR States	Completed	USD 90,000.00	USD 90,534.43	USD 9,053.44	USD 9,587.8	Formatted Table
No. 3-2022	Support to the NACC SOS Project	Train the future team members to allow the audit activities of the project	Mission expenses for 15 experts for 3 training courses of 5 w/d each	CAR States	Completed	USD 103,000.00	USD 103,776.66	USD 10,377.67	USD 68,845.6	Formatted: English (United Kingdom)
No. 4-2022	Regulatory Comparison	Enhance the knowledge of States regarding the most applied regulations in our region, provide tools to facilitate mutual acceptance of certificates and establishment of bilateral/multilateral agreements	Salary Expenses for 2 SMEs for SME OPS 50 w/d and SME AIR 40w/d	CAR region	Ongoing	USD 36,000.00	USD 0.00	USD 0.00	USD 36,000.0	Formatted: English (United Kingdom), Highlight
No. 5-2022	Guidance for the establishment of ATS incident report and analysis system	Foster the establishment and implementation of a consistent ATS incident report and analysis system, contributing to the State safety management	Mission expenses for 5 w/d at NACC, spell out RE for one ATS SME	CAR States	Ongoing	USD 19,200.00	USD 0.00	USD 0.00	USD 19,200.0	Formatted: English (United Kingdom)
No. 6-2022	Guidance to support ANS safety oversight	Draft a regional template to support the development of an ANS inspector manual and training programme	Salary and Mission expenses for 5 w/d at NACC, spell out RE for two ANS safety oversight SMEs	CAR States	Completed	USD 29,000.00	USD 8,002.00	USD 808.20	USD 20,109.8	Formatted: Highlight
No. 7-2022	CAR Airspace development	Move the NAM/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.	Interpretation Expenses Mission expenses for ATM/2 to States involved in the Project	NAM/CAR region	Ongoing	USD 76,500.00	USD 13,523.56	USD 1,352.36	USD 61,624.0	Formatted: English (United Kingdom)

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MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Cost Approved	Cost of Transactions	CDI Overhead	Balance
No. 8-2022	Development of National Air Navigation Plan	Foster the development and implementation of the National Air Navigation Plans among the States in the region through the provision of assistance	Hiring of 1 SME per MCAAP Project Member for 10 w/d 2024: Mission expenses for two experts from each of the Spanish speaking MCAAP Members and two members of the Secretariat for a 5-day mission to San Salvador. 2024: Mission expenses for RO/CNS and one SME from Costa Rica for a 5-day mission to Palmerola International Airport in Honduras. 2025: Mission expenses for two experts from each of the English speaking MCAAP Members and two members of the ICAO Secretariat for a 5-day mission to Jamaica.	CAR States	Ongoing	USD 60,000.00	USD 29,120.37	USD 2,912.04	USD 27,967.5
No. 10-2022	AIM Tracking Website	Present the progress of the transition from AIS to AIM indicating the implementation of each of the transition steps in the CAR States.	Procurement for a Website Development	CAR States	Ongoing	USD 19,000.00	USD 0.00	USD 0.00	USD 19,000.0
No. 11-2022	NASP implementation Project	Ensure, through the provision of adequate training and guidance, that all States of the CAR region develop and approve their NASP by the end of 2022	Mission expenses for one Workshop and technical assistance	CAR States	Ongoing	USD 49,530.00	USD 25,271.00	USD 2,527.10	USD 21,731.9
No. 01-2023	SOS Cross reference working sessions	Produce an evaluation tool for the States, combining all elements of the different assessment programmes (ICAO-USOAP, FAA-IASA, EASA-SASA and IATA-IOISA)	Mission expenses for 3 SMEs to participate in 2 Working Sessions at NACC RQ	CAR States	Ongoing	USD 25,000.00	USD 10,091.00	USD 1,009.10	USD 5,099.9
No. 02-2023	RST Workshop	Promote the identification and mitigation of risks related to runway safety at selected international CAR airports, in response to the RASG-PA goals.	Mission expenses for a representative of each MCAAP member and for 1 RST specialist	CAR States	Completed	USD 50,000.00	USD 26,426.00	USD 2,642.60	USD 20,931.4
No. 03-2023	Project to foster regional cooperation for accident and incident investigation (AIG) in the CAR region.	Assist the States in the implementation of certain requirements in AIG, making use of the synergy to be achieved with the use of regional assets, laying the foundations for the formation of regional cooperation for accident and incident investigation (AIG).	Mission expenses for RO/TA to attend a 5-day mission (OSVG); 5-day mission for ECCAIRS training and a 3-day mission to the RAIO Cooperative Platform Meeting	CAR States	Ongoing	USD 12,000.00	USD 3,464.00	USD 346.40	USD 8,189.6

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MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Cost Approved	Cost of Transactions	CDI Overhead	Balance	Formatted: English (United Kingdom)
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No. 04-2023	Implementation of the ADS-B Monitoring System	Install a software tool that allows the indicated States to debug, monitor and verify the correct performance of ADS-B data.	Mission expenses for RO/CNS and one SME for a 5-day mission to Dominican Republic and Trinidad and Tobago	Dominican Republic (Completed), Trinidad and Tobago (Pending)	Ongoing	USD 15,000.00	USD 5,571.00	USD 557.10	USD 8,871.90	Formatted: English (United Kingdom)
No. 05-2023	Use of Frequency Finder App	Provide training to regional staff in the use of Frequency Finder Tool and frequency management according to Annex 10 and ICAO criteria.	Mission expenses for Mr. Loftur Jonasson to attend event at the ICAO SAM Regional Office	NAM and CAR States	Completed	USD 4,500.00	USD 4,032.00	USD 403.20	USD 64.80	Formatted: English (United Kingdom)
No. 2020-6.1	Enhance ATS situational awareness	Action plan for the operational implementation of MLAT and ADS-B facilities and to assist in their final implementation	A one-week mission is proposed through which Barbados can develop an action plan to develop the operational implementation of the ADS-B and the MLAT. A second mission (one week) to provide a training about ADS-B and MLAT safety implementation and follow up on the first mission.	Barbados	Ongoing	USD 19,000.00	USD 0.00	USD 0.00	USD 19,000.00	Formatted: English (United Kingdom)
No. 2019-4.1	SIGMET Workshop Part 1	Improve the availability and quality of SIGMET messages in the NAM/CAR Regions by training Meteorological Watch Offices (MWO) technical personnel	Mission expenses for a NOAA representative	CAR region	Completed	USD 7,586.73	USD 4,049.00	USD 404.90	USD 3,132.83	Formatted: English (United Kingdom)
No. 06-2023	Development of a system for statistics and evaluation of surveillance data	Evaluate the data, which allows the data to be certified and integrated into air traffic control systems, as well as allowing the development of data statistics for decision making	Salary Expenses for 3 SMEs to work for specific timelines within a 6-month timeframe maximum	CAR States	Ongoing	USD 31,072.00	USD 0.00	USD 0.00	USD 31,072.00	Formatted: English (United Kingdom)
No. 07-2023	Analysis of the implementation of cybersecurity in ANS for two MCAAP Members States	Carry out an evaluation of these two states that would serve as a pilot programme and at the same time serve as a training process to train regional specialists in this field	Mission expenses for RO/CNS and one SME for a 5-day mission to two selected MCAAP member States	CAR region	Ongoing	USD 13,000.00	USD 0.00	USD 0.00	USD 13,000.00	Formatted: English (United Kingdom)
No. 08-2023	NAM/ICD (AIDC) implementation between Cuba and Jamaica	Improve Safety Operation in the FIR's coordination between the States	2 SME Mission expenses to Jamaica	Cuba and Jamaica	Ongoing	USD 7,500.00	USD 0.00	USD 0.00	USD 7,500.00	Formatted: English (United Kingdom)
No. 09-2023	Assistance for the Development of Regional Tasks of the CAR Navigation Systems through an AD-Hoc Group	Provide assistance to CAR States in the development of the requirements, determine the needs and operational benefit to implement of the different navigation system (VOR, VOR/DME, GBAS, SBAS, etc)	4 SMEs Mission expenses traveling to NACC RO	CAR region	Ongoing	USD 18,700.00	USD 0.00	USD 0.00	USD 18,700.00	Formatted: English (United Kingdom)
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MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Cost Approved	Cost of Transactions	CDI Overhead	Balance
No. 10-2023	Project to develop a CAR Region Guidance for Gender Equality	Create a regional Ad hoc Group to develop a Project proposal to develop opportunities for the career of women in civil aviation and the aviation industry, in response to Conclusion GREPECAS/20/09	Mission expenses for 4 SMEs for a 5-day mission to NACC RO	CAR region	Ongoing	USD 20,000.00	USD 0.00	USD 0.00	USD 20,000.00
No. 11-2023	Support regional assistance for the development of the CANSNET communications network	Provide resources to cover simultaneous translation at CANSNET Group meetings to support the understanding of information to all Member States, whether Spanish or English speaking.	Interpretation Expenses	CAR region	Ongoing	USD 4,000.00	USD 2,770.35	USD 277.04	USD 952.61
No. 13-2023	Support for the development of National Air Navigation Plans	Foster the development and implementation of the National Air Navigation Plans among the States in the region through the provision of assistance.	Mission expenses for one representative of each Central American State and two COCESNA Representatives in San Salvador, El Salvador	Central American States	Ongoing	USD 13,500.00	USD 6,608.07	USD 660.81	USD 6,231.12
No. 14-2023	Workshop Development of the Global Air Navigation Plan Key Performance Indicators Evaluation for ATM	Develop the knowledge of regional specialists for the establishment of data, development of the process of measuring key performance indicators for air traffic management operations.	DSA expenses for 4 experts traveling to NACC RO Interpretation Expenses	CAR Region	Superseded by Activity No. 04-2024	USD 0.00	USD 0.00	USD 0.00	USD 0.00
No. 01-2024	Support to the certification of aerodromes in the CAR Region	To foster the compliance of States in the regions regarding the certification of aerodromes.	Mission expenses for two Secretariat Members to Oklahoma	CAR Region	Ongoing	USD 10,000.00	USD 7,359.32	USD 735.93	USD 1,904.75
No. 02-2024	Validation of Safety Data	1- Assist the States in implementing specific requirements in AIG and other areas of safety, making use of the synergy to be achieved by using regional assets and having timely access to relevant and validated safety data. 2- To have an RLA09801 MCAAP PRODOC Revision "E" timely prepared and ready to be submitted to the Project Evaluation Committee (PEC)	TA Mission to ICAO HQs	CAR Region	Completed	USD 6,000.00	USD 4,306.45	USD 430.65	USD 1,262.90

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MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Cost Approved	Cost of Transactions	CDI Overhead	Balance	Formatted: English (United Kingdom)
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No. 03-2024	NAM CAR Regional Airspace Optimization Project – Phase 2	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.	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 ad hoc 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.	CAR Region	For PSC approval	USD 85,000.00		USD 0.00	USD 85,000.00	Formatted: English (United Kingdom)
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No. 04-2024	Workshop on the development of the Global Air Navigation Plan Key Performance Indicators Evaluation	Support the implementation of the CAR/SAM ANP Volume III with its KPI development.	Mission expenses for 4 Subject Matter Experts (SME) to convene a 4-day workshop to support States in the CAR Region in developing and calculating GANP KPIs. This proposal replaces the MCAAP Activity Proposal 14/2023 - Key Performance Indicators Evaluation for ATM. Interpretation expenses	CAR Region	For PSC approval	Cost to be approved by PSC: USD 18,500.00	N/A	N/A	N/A	- A5
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Formatted: English (United Kingdom)										
No. 05-2024	Development of regional guidance material for States to align local Master Plans with National and Regional Plans.	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.	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). Translation expenses for documents produced	CAR Region	For PSC approval	Cost to be approved by PSC: USD 20,000.00	N/A	N/A	N/A	Formatted: English (United Kingdom)

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MCAAP Activity	Title	Objective	Covers	Beneficiary State(s)	Implementation Status	Cost Approved	Cost of Transactions	CDI Overhead	Balance	Formatted: English (United Kingdom)
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No. 06-2024	Development of guidance material with best practices for States and airports to prepare for natural disasters	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).	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. Translation expenses for documents produced	CAR Region	For PSC approval	Cost to be approved by PSC: USD 9,500.00	N/A	N/A	N/A	Formatted: English (United Kingdom)
No. 07-2024	Development of guidance material to support the establishment and implementation of regulation for operations of drones in CAR Region.	Improve the capacity of CAR States to develop and update appropriate regulations for the operation of drones	Mission expenses for 3 SMEs to participate in the following events: 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. Interpretation expenses	CAR Region	For PSC approval	Cost to be approved by PSC: USD 28,500.00	N/A	N/A	N/A	Formatted: English (United Kingdom)
No. 11-2024	Guidance material for VOL III of the Regional Air Navigation Plan.	Achieve sustainable growth of the regional civil aviation system, through strategic planning of air navigation based on cost-benefit analyses.	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.	CAR Region	For PSC approval	Cost to be approved by PSC: USD 22,500.00	N/A	N/A	N/A	Formatted: English (United Kingdom)

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RLA09801 STATUS OF PROJECT CONTRIBUTIONS AND PRODOC SIGNATURE AS OF 30 JUNE 2024
ESTADO DE LAS CONTRIBUCIONES DEL PROYECTO Y FIRMA DEL PRODOC DEL RLA09801 AL 30 DE JUNIO DE 2024

	Status of PRODOC Signatures Estado de firmas del PRODOC				Status of Contributions / Estado de las Contribuciones USD25,000 per contribution/por contribución											# missing contributions # contribuciones faltantes
Member	PRODOC A	PRODOC B	PRODOC C	PRODOC D	2011	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Bahamas	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado		1 (2024)
Barbados	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado		1 (2024)
Canada	Not a member	Not a member	Signed / Firmado	Signed / Firmado	Canada became a Project Member in late 2017 Canadá se integró como Miembro al Proyecto a finales de 2017				Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	
Cuba	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	N/A	
Curaçao	Signed / Firmado	Signed / Firmado	Signed / Firmado	Not Signed / Sin firmar	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	No longer a Member Ya no es Miembro				
Curaçao DC-ANSP	Not a member	Not a member	Not a member	Signed / Firmado	DC-ANSP became a Member in early 2024 DC-ANSP se integró como Miembro al Proyecto a principios de 2024										Paid / Pagado	
Haiti	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Not paid / Pago pendiente	Not paid / Pago pendiente		3 (2020, 2023 & 2024)
Jamaica	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	Paid / Pagado	
México	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	Not paid / Pago pendiente	Paid / Pagado		2 (2022 & 2024)
República Dominicana	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	Paid / Pagado	
Trinidad and Tobago	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	Paid / Pagado	
United States	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	In-kind support	
COCESNA	Signed / Firmado	Signed / Firmado	Signed / Firmado	Signed / Firmado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	Paid / Pagado	N/A	Paid / Pagado	N/A	Paid / Pagado	Paid / Pagado	Paid / Pagado	
ECCAA	Signed / Firmado	Signed / Firmado	Signed / Firmado	Not Signed / Sin firmar	Partial payment / Pago parcial	Partial payment / Pago parcial	Not paid / Pago pendiente	Not paid / Pago pendiente	Partial payment / Pago parcial	Partial payment / Pago parcial	Partial payment / Pago parcial	N/A	Partial payment / Pago parcial	Not paid / Pago pendiente		Since the beginning of the Project / Desde el inicio del Proyecto

PROJECT FELLOWSHIP COUNT AND EXPENSES PER PROJECT MEMBER
CONTEO Y GASTOS CORRESPONDIENTES A BECAS POR MIEMBRO DEL PROYECTO

	2020		2021		2022		2023		2024	
	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto	Cost Costo	Fellowships Per Project Member Becas por cada miembro del Proyecto (as of 30 June 2024)
Bahamas	Nil	Nil	Nil	Nil	USD1,708.00	1	Nil	Nil	Nil	Nil
Barbados	USD3,904.78	2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Canada	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Cuba	USD5,599.20	3	USD1,857.14	2	USD21,375.00	13.65 [Ⓐ]	USD19,037.16 USD3,922.00	10 2.17 [Ⓐ]	USD5,773.00	4
Curaçao / Curazao	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Dominican Republic / República Dominicana	USD5,633.79	3	-	-	USD5,354.00	3 [Ⓐ]	USD1,745.00	1	USD3,648.76	2
Haiti / Haití	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Jamaica	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Mexico / México	Nil	Nil	USD1,857.14	2	USD12,134.00	6.74 [Ⓐ]	USD1,745.00	1	Nil	Nil
Trinidad and Tobago / Trinidad y Tabago	USD1,716	1	Nil	Nil	USD1,708.00	1	USD4,182.27 USD7,033.00	2 3.90 [Ⓐ]	Nil	Nil
United States / Estados Unidos	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
COCESNA	Nil	Nil	USD2,785.71	3	USD11,303.00	7 [Ⓐ]	USD16,095.00 USD5,062.00	8 2.81 [Ⓐ]	Nil	Nil
ECCAA	Nil	Nil	USD6,500.00	7	Nil	Nil	Nil	Nil	Nil	Nil
Total per year:	USD16,853.77	9	USD12,999.99	14	USD53,582.00	32.39	USD58,821.43	30.88	USD9,421.76	6

[Ⓐ] Member used fellowship funds for travel under Project RLA09801 (fellowship value is estimated at USD1,800 in average, per fellowship) /
El miembro utilizó fondos de becas para viajes oficiales bajo el Proyecto RLA09801 (el valor de las becas está estimado en un promedio de USD1,800, por beca)

Historic Count of Fellowships per Project Member
Conteo histórico de becas por cada miembro del Proyecto

Member Miembro	Cost Costo	Fellowships Processed per Member Becas procesadas por cada Miembro	Cancelled fellowships Becas Canceladas	Fellowships granted Becas otorgadas
Bahamas	USD 6,236.00	5	1	4
Barbados	USD 36,565.20	24	3	21
Canada	Nil	Nil	Nil	Nil
Cuba	USD 142,870.94	96	4	92
Curaçao	USD 7,639.00	5	1	4
Haiti	USD 41,399.16	28	4	24
Jamaica	USD 25,282.55	12	1	11
México	USD 27,100.94	18		18
República Dominicana	USD 76,248.32	46	2	44
Trinidad and Tobago	USD 58,878.42	37	1	36
United States	Nil	Nil	Nil	Nil
COCESNA	USD 88,074.20	55	2	53
ECCAA	USD 34,616.00	27	5	22
	USD 547,105.98	353	24	329

SUMMARY OF EXPENSES OF ALL ACTIVITIES / RESUMEN DE GASTOS DE TODAS LAS ACTIVIDADES

	Bahamas	Barbados	Canada	Cuba	Curacao	Dominican Republic	Haiti	Jamaica	México	Trinidad and Tobago	COCESNA	DC-ANSP	ECCAA	Totals	Year
2011 Contributions		\$ 25,000.00					\$ 25,000.00	\$ 24,980.00	\$ 25,000.00	\$ 24,980.00				\$ 124,960.00	2011
2012 Contributions	\$ 25,000.00			\$ 24,909.51	\$ 25,000.00	\$ 24,985.00							\$ 15,000.00	\$ 114,894.51	2012
2013 Contributions				\$ 24,962.29							\$ 24,985.00		\$ 5,000.00	\$ 54,947.29	2013
2014 Contributions					\$ 25,000.00	\$ 24,975.00	\$ 24,980.00	\$ 25,000.00	\$ 25,000.00	\$ 24,985.00	\$ 24,985.00		\$ 10,000.00	\$ 184,925.00	2014
2015 Contributions						\$ 25,000.00	\$ 24,980.00						\$ 20,000.00	\$ 69,980.00	2015
2016 Contributions		\$ 49,965.00		\$ 25,000.00					\$ 25,000.00		\$ 24,985.00			\$ 124,950.00	2016
2017 Contributions	\$ 25,000.00	\$ 24,965.00		\$ 25,000.00	\$ 50,000.00	\$ 24,975.00	\$ 24,980.00				\$ 24,985.00			\$ 199,905.00	2017
2018 Contributions	\$ 75,000.00	\$ 24,965.00	\$ 25,000.00	\$ 25,000.00		\$ 25,000.00		\$ 75,000.00	\$ 24,985.00	\$ 75,000.00	\$ 25,000.00		\$ 5,000.00	\$ 379,950.00	2018
2019 Contributions			\$ 25,000.00	\$ 25,000.00									\$ 29,950.00	\$ 79,950.00	2019
2020 Contributions	\$ 24,980.00	\$ 24,965.00	\$ 25,000.00	\$ 25,000.00	\$ 24,925.00	\$ 25,000.00	\$ 49,980.00		\$ 25,000.00		\$ 24,985.00		\$ 4,975.00	\$ 254,810.00	2020
2021 Contributions	\$ 24,980.00		\$ 25,000.00						\$ 25,000.00					\$ 74,980.00	2021
2022 Contributions		\$ 24,965.00	\$ 25,000.00		\$ 24,925.00	\$ 25,000.00				\$ 50,000.00	\$ 24,985.00		\$ 9,950.00	\$ 184,825.00	2022
2023 Contributions	\$ 24,980.00	\$ 24,965.00	\$ 25,000.00	\$ 55,430.00		\$ 25,000.00			\$ 25,000.00	\$ 25,000.00	\$ 24,985.00			\$ 230,360.00	2023
2024 Contributions			\$ 25,000.00			\$ 25,000.00		\$ 99,993.00		\$ 25,000.00	\$ 24,985.00	\$ 24,925.00		\$ 224,903.00	2024
Total Contributions	\$ 199,940.00	\$ 199,790.00	\$ 175,000.00	\$ 230,301.80	\$ 149,850.00	\$ 224,935.00	\$ 149,920.00	\$ 224,973.00	\$ 174,985.00	\$ 224,965.00	\$ 224,880.00	\$ 24,925.00	\$ 99,875.00	\$ 2,304,339.80	
Fellowship Expenses	\$ 6,236.00	\$ 36,565.20	\$ -	\$ 142,870.94	\$ 7,639.00	\$ 76,248.32	\$ 41,399.16	\$ 25,282.55	\$ 27,100.94	\$ 61,073.67	\$ 88,074.20	\$ -	\$ 34,616.00	\$ 547,105.98	
Missions & Go-Teams	\$ 10,086.84	\$ 26,312.45	\$ -	\$ 34,399.53	\$ 14,463.50	\$ 29,335.78	\$ 9,303.90	\$ 40,153.53	\$ 35,794.00	\$ 48,888.08	\$ 146,586.25	\$ -	\$ 4,786.00	\$ 400,109.86	
Administrative Mission Costs	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ 44,351.47	\$ -	\$ 44,351.47	\$ 532,217.60	
Subtotal	\$ 60,674.31	\$ 107,229.12	\$ 44,351.47	\$ 221,621.93	\$ 66,453.97	\$ 149,935.57	\$ 95,054.53	\$ 109,787.55	\$ 107,246.41	\$ 154,313.22	\$ 279,011.92	\$ -	\$ 83,753.47	\$ 1,479,433.44	
ICAO Administrative Overhead	\$ 6,067.43	\$ 10,722.91	\$ 4,435.15	\$ 22,162.19	\$ 6,645.40	\$ 14,993.56	\$ 9,505.45	\$ 10,978.75	\$ 10,724.64	\$ 15,431.32	\$ 27,901.19	\$ -	\$ 8,375.35	\$ 147,943.34	
Grand Total of Expenses	\$ 66,741.74	\$ 117,952.03	\$ 48,786.61	\$ 243,784.13	\$ 73,099.36	\$ 164,929.12	\$ 104,559.98	\$ 120,766.30	\$ 117,971.05	\$ 169,744.54	\$ 306,913.11	\$ -	\$ 92,128.81	\$ 1,627,376.79	
Pending payments by Member	\$ 25,060.00	\$ 25,210.00	\$ -	\$ (5,301.80)	\$ 75,150.00	\$ 65.00	\$ 75,080.00	\$ 27.00	\$ 50,015.00	\$ 35.00	\$ 120.00	\$ 75.00	\$ 125,125.00	\$ 370,660.20	

APPENDIX D TO THE REPORT/ APÉNDICE D AL INFORME

Statement of Estimated Fund Balance

Multi-Regional Civil Aviation Assistance programme (MCAAP)

Management Service Agreement

RLA09801

As at 31 March 2024

(in United States dollars)

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2024	431,677	
Adjustment	-	
Adjusted Balance of Surplus (Deficit) as at 1 January 2024		431,677
Add/(Deduct):		
Contributions Received (Schedule I)	124,978	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain (Loss) and other Income (Note 5)	-	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
		124,978
		556,655
Deduct Expenses (Note 1):		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	9,532	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	36	
Administrative Overhead (Schedule XII) (Note 2)	957	
		10,525
Fund Balance/(Deficit Balance) as at 31 March 2024		546,130
Deduct outstanding commitments known up to 31 December 2024 (Note 3):		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	3,539	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	553	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	-	
Administrative Overhead (Schedule XII)	361	
		4,453
Estimated funds available/(required) (Note 4)		541,677
Future Commitments: beyond 31 December 2024 (Note 3):		
Estimated funds available/ (required) including future commitments beyond 2024 (Note 4)		541,677

Notes to the Statement of Estimated Fund Balance
Multi-Regional Civil Aviation Assistance programme (MCAAP)
Management Service Agreement
RLA09801

As at 31 March 2024

1. Expenses represent the costs of goods delivered and services rendered from the first day of the calendar year until the last day of the reporting period in accordance with International Public Sector Accounting Standards (IPSAS).
2. Administrative Overhead is calculated as per the project agreement. Administrative Overhead is recognized periodically on the basis of cost incurred except for equipment or services procured. Where equipment or services have been procured, the Administrative Overhead is calculated on the total procurement value and recognized based on the stage of completion. The stage of completion is estimated (1) ninety percent progressively recognized until and when a purchase order is issued and, (2) the remaining ten percent is recognized upon final delivery.
3. Commitments represent the outstanding balance of purchase orders and contracts as at the end of the reporting year. Future Commitments represent the amounts of purchase orders and contracts after the reporting year.
4. The estimated funds available/(required) represents the net available resources for information and planning purposes.
5. Foreign Currency exchange gain (Loss) represents the Exchange Gain (Loss) on the revaluation of cash and cash equivalents, accounts receivables and payables denominated in currencies other than US dollars at the UN exchange rate applicable at the reporting date and the exchange gain/loss recognized on the settlement of the accounts receivables and payables in currencies other than US dollars.
6. For adjustments or modifications to this Statement of Estimated Fund Balance, please contact the Capacity Development and Implementation Bureau (CDI). If no comments are received within the 30 days from receiving this Statement, this Statement shall be considered as automatically approved and closed to adjustments.

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

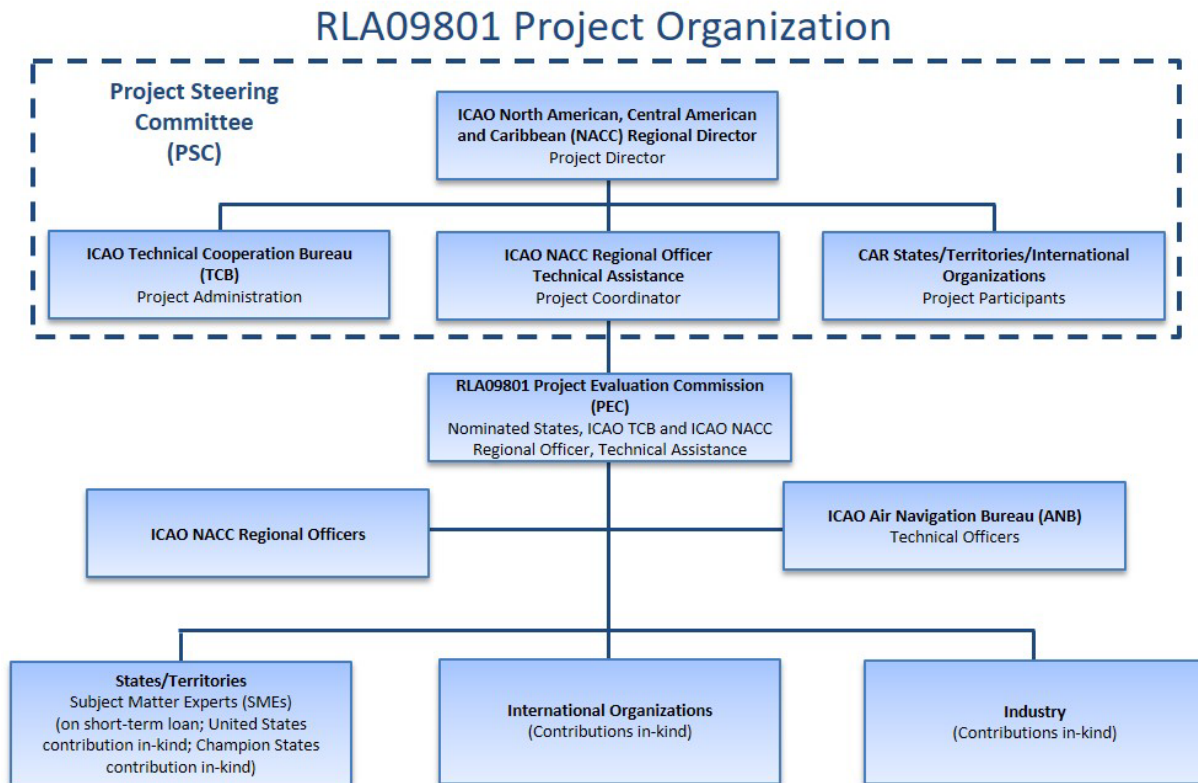
1.1 To assist Project member States/Territories in the NAM/CAR Regions in the effective implementation of ICAO standards and recommended practices (SARPs) for improving the safety, efficiency and capacity of the regional civil aviation system, in harmonization with the Global Air Navigation Plan (GANP), 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.

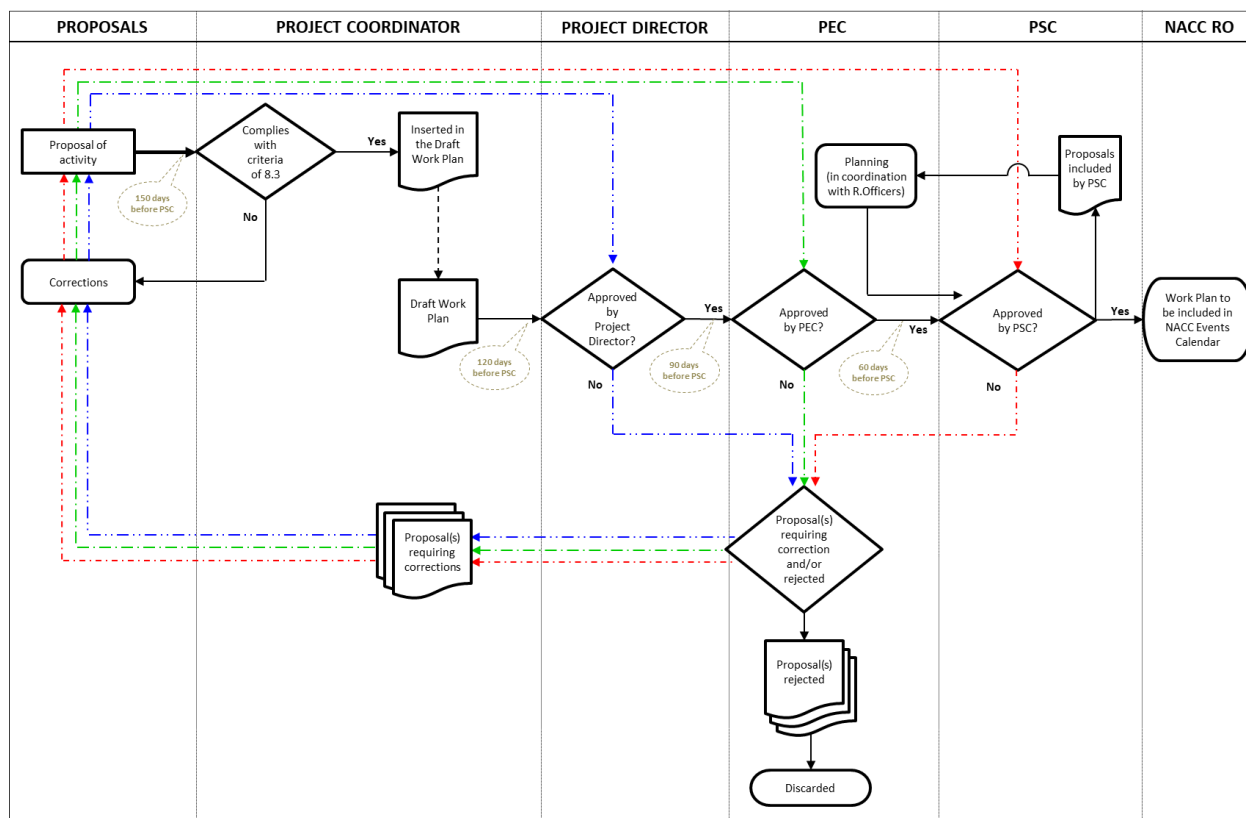
7.4.4.2 The PSC may, at its discretion, propose the inclusion of other activities not contemplated by the draft Work Plan, assigning to the PEC the planning of such activities for later evaluation of the PSC itself, under the terms determined by the PSC.

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 ~~ICB~~**ICDI** 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.

— — — — —

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	<input type="checkbox"/>
		Requires document translation	<input type="checkbox"/>
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.

Please see reverse side for additional information

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)

- | | | |
|--|--------------------|-----------------|
| <input type="checkbox"/> UNDP Country Programme | Project No.: _____ | Post No.: _____ |
| <input type="checkbox"/> UNDP Regional Programme | Project No.: _____ | |
| <input type="checkbox"/> UNDP Interregional Programme | Project No.: _____ | |
| <input type="checkbox"/> 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): <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Telephone E-mail </div>																
5. Name and address of person to be notified in case of emergency (other than the government authorities): <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Telephone E-mail </div>																
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;"> <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;"> <thead> <tr> <th rowspan="2" style="width:30%;">Name of college/university</th> <th rowspan="2" style="width:30%;">Subject/s studied</th> <th colspan="2" style="width:15%;">Period</th> <th rowspan="2" style="width:25%;">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: 60px;"></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;"> <thead> <tr> <th rowspan="2" style="width:25%;">Name and place of Training Institute</th> <th rowspan="2" style="width:30%;">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:15%;">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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(Rev. 8/10)
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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. | <input type="checkbox"/> |
| b) Understands nearly everything at normal speed although occasional repetition may be necessary. | <input type="checkbox"/> |
| c) Understands almost everything if addressed slowly and carefully. | <input type="checkbox"/> |
| d) Requires frequent repetition and/or translation of words and phrases. | <input type="checkbox"/> |
| e) Does not understand even the simplest conversation. | <input type="checkbox"/> |
| 2. Speaking: | |
| a) Speaks fluently, accurately and is easily intelligible. | <input type="checkbox"/> |
| b) Occasionally makes errors which do not, however, obscure meaning. | <input type="checkbox"/> |
| c) Makes frequent errors which occasionally obscure meaning. | <input type="checkbox"/> |
| d) Speaks with so much difficulty that comprehension is difficult. | <input type="checkbox"/> |
| e) Errors in speech so severe as to make comprehension virtually impossible. | <input type="checkbox"/> |
| 3. Reading: | |
| a) Reads fluently with full comprehension. | <input type="checkbox"/> |
| b) Reads slowly but understands almost everything he/she reads. | <input type="checkbox"/> |
| c) Reads with difficulty; often consults the dictionary. | <input type="checkbox"/> |
| d) Cannot understand what he/she reads. | <input type="checkbox"/> |
| 4. Writing: | |
| a) Writes with ease and accuracy. | <input type="checkbox"/> |
| b) Writes with few mistakes; can be understood. | <input type="checkbox"/> |
| c) Writes with difficulty and makes frequent mistakes. | <input type="checkbox"/> |
| d) Cannot write. | <input type="checkbox"/> |

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

Form 602
(Rev. 8/10)
Page 6 of 8

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
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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

INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

PART IV - B – MEDICAL REPORT FOR FLIGHT CREW MEMBERS AND AIR TRAFFIC CONTROLLERS WHO ARE TO UNDERGO TRAINING FOR A LICENSE AS SPECIFIED IN ICAO ANNEX 1. THIS PAGE TO BE COMPLETED BY NOMINEE					
Place and date of examination					
Full name		Nationality		Sex	M <input type="checkbox"/> F <input type="checkbox"/>
Date of birth			Marital status		
Type of license to be trained for: Initial <input type="checkbox"/> PP <input type="checkbox"/> Other: _____ ATCO <input type="checkbox"/> CP <input type="checkbox"/>					
Have you previously been examined for flight crew or air traffic control duties?		Yes <input type="checkbox"/> If yes, when and where? No <input type="checkbox"/>		Were you declared: Fit <input type="checkbox"/> Unfit <input type="checkbox"/>	
Has a "medical waiver" ever been issued to you?		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Flight time: Total		Last six months:			
Type of aircraft presently flown		Jet <input type="checkbox"/> Prop <input type="checkbox"/>		Helicopter <input type="checkbox"/>	
Have you had any aviation accidents?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, elaborate under Remarks	
MEDICAL HISTORY Have you ever had or have you now any of the following: (elaborate yes answers under Remarks)					
	Yes	No		Yes	No
Frequent or severe headaches			Nervous trouble of any kind		
Dizziness or fainting spells			Any drug or narcotic habit		
Unconsciousness for any reason			Excessive drinking habit		
Eye trouble except glasses			Attempted suicide		
Hay fever			Motion sickness requiring drugs		
Asthma			Rejection for life insurance		
Heart trouble			Admission to hospital in the last two years		
High or low blood pressure			Record of traffic convictions		
Stomach trouble			Record of other convictions		
Kidney stone or blood in urine			Gynecological / Obstetrical conditions		
Sugar or albumin in urine			Other illnesses		
Epilepsy or fits			Are you in good physical and mental health as far as you know and believe?		
Is there any family history of:		Diabetes <input type="checkbox"/> Cardiovascular disease <input type="checkbox"/>		Tuberculosis <input type="checkbox"/> ?	
REMARKS					
NOMINEE'S DECLARATION: I hereby certify that all statements and answers provided by me in this examination form are complete and true to the best of my knowledge.					
Signature of Nominee: _____			Date: _____		

INTERNATIONAL CIVIL AVIATION ORGANIZATION FELLOWSHIP NOMINATION FORM

PART IV - B - cont'd											
(Every nominee must undergo a complete medical examination, conducted by a designated medical examiner, including thorough clinical and laboratory examinations and X-ray of the chest. Medical papers (examination, laboratory, X-ray results, etc.) should not be forwarded unless requested. THIS PAGE TO BE COMPLETED BY MEDICAL EXAMINER.)											
Height		Weight		Build - Slender <input type="checkbox"/>		Medium <input type="checkbox"/>		Heavy <input type="checkbox"/>		Obese <input type="checkbox"/>	
				<div style="display: flex; justify-content: space-between;"> Normal Abnormal </div>						<div style="display: flex; justify-content: space-between;"> Normal Abnormal </div>	
Head, face, neck and scalp						Vascular system					
Nose						Abdomen and viscera (including hernia)					
Sinuses						Anus and rectum (hemorrhoids, fistula, prostate)					
Mouth and throat						Endocrine system					
Ears, general (int. & ext. canals)						G-U system					
Drums (perforation)						Upper and lower extremities (strength, range of motion)					
Eyes, general						Spine, other musculoskeletal					
Ophthalmoscopic						Identifying body marks, scars, tattoos					
Pupils (equality and reaction)						Skin and lymphatics					
Ocular mobility (associated parallel movement, nystagmus)						Neurologic (tendon reflexes, equilibrium, sense, co-ordination, etc.)					
Lungs and chest (including breasts)						Psychiatric (specify any personality deviation)					
Heart (thrust, size, rhythm, sounds)						General systemic					
Blood pressure		Systolic		} sitting			Distant vision:				
		Diastolic		} recumbent			Right eye: 20/ Corrected to 20/ Left eye: 20/ Corrected to 20/ Both eyes: 20/ Corrected to 20/				
		Pulse: sitting				} recumbent			Near vision N Chart value: Intermediate vision N Chart value:		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Hearing cv ft ww ft Right ear Left ear </div> <div style="text-align: center;"> Audiometry 500 1000 2000 3000 dB loss <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> dB loss <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div>								Normal		Abnormal	
								Colour vision			
LABORATORY EXAMINATIONS											
Urinalysis		Sugar				Albumin		Blood analysis:		Hb	
Microscopic:								Sedimentation rate			
ECG <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal						Chest X-ray <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal					
Summary (Abnormal findings, remarks and recommendations)											
Nominee is/is not* medically fit for flight crew/air traffic control* duties											
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 – <i>Personnel Licensing</i> .											
<div style="border-top: 1px solid black; margin-top: 20px;"></div> <div style="margin-top: 5px;">*Delete that which is not applicable</div>											



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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Appendix D to the Procedural Handbook

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							
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ARR							<input type="checkbox"/> <input type="checkbox"/>			
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.	<ul style="list-style-type: none"> 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	<p>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.</p> <p>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.</p>
4.	<ul style="list-style-type: none"> 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): <ul style="list-style-type: none"> <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	<p>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.</p> <p>When preparing the e-mail, blind copies should include the following Staff members in addition to DRD and the Regional Office: RO/TA, ADM/O, TC/A and ADM/A</p>
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
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RLA09801 MCAAP
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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	
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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	
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11.	All mission payments will be processed by ADM/O.	ADM/O	30 to 7 days before mission	

#	Action	Responsible	Time	Remarks
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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

 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> NON-ICAO TECHNICAL COOPERATION BUREAU TRAVEL AUTHORIZATION </div>			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
			<div style="display: flex; justify-content: space-around;"> USD CAD </div>
			Fares \$ - \$ - Service Fee \$ - \$ - Transit and all other allowances \$ - \$ - <hr/> \$ - \$ -
			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

- | | | | |
|--|--|--|--------------------------------|
| <input type="checkbox"/> Professional HQ Staff | <input type="checkbox"/> TC National Staff | <input type="checkbox"/> Regional Office Staff | <input type="checkbox"/> SSA |
| <input type="checkbox"/> GS HQ Staff | <input type="checkbox"/> TC Local Staff | <input type="checkbox"/> Fellowship | <input type="checkbox"/> 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	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Account Currency <small>* Please see page 2 for currency of payment</small>	<input type="checkbox"/> USD	<input type="checkbox"/> 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:	<ul style="list-style-type: none">• Name, Title, Organisation, E-mail address (if available)•
Objectives of the Mission:	<ul style="list-style-type: none">• Taken from the RLA09801 Technical Assistance Mission Terms of Reference
Summary of Activities:	Itinerary of activities per day
Documents and Data Collected and Reviewed:	<ul style="list-style-type: none">• 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
