



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NS2-35 — **E.OSG-NACC114875**

11 February 2025

To: RLA09801 Project Evaluation Commission (PEC) Members

Subject: **Project RLA09801 — Multi-Regional Civil Aviation Assistance Programme (MCAAP) — Invitation to the Eighth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/8)**
ICAO NACC Regional Office, Mexico City, Mexico, 25 and 26 March 2025

Action

- Required:
- 1) Send the documentation requested for the representative to the Evaluation Commission by **7 March 2025**
 - 2) Transmittal by States of any additional items to the Provisional Agenda by **21 February 2025**
 - 3) Register participation by **17 February 2025**

Dear Sir/Madam:

Further to the Final Report of the Eleventh Meeting of the RLA09801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA09801 MCAAP PSC/11), held at Placencia, Stann Creek District, Belize, on 10 July 2024, I wish to invite your Administration to the Eighth Meeting of the RLA09801 Project Evaluation Commission (MCAAP/PEC/8) that will be held at the ICAO NACC Regional Office, Mexico City, Mexico, on 25 and 26 March 2025.

For this forthcoming PEC meeting, the group will be requested to analyse improvements to the Project in line with the new ICAO implementation support policies and the 2024-2025 priorities and to carry out an assessment of the Project's performance.

Project members are requested to participate in the project assessment evaluation that is available at <https://forms.office.com/r/BcENntbknK>.

It is expected that the member representatives of the Commission attend this meeting (Bahamas, Canada, Cuba, Dominican Republic, Mexico, United States, COCESNA, the ICAO NACC Regional Office and the ICAO Capacity Development and Implementation Bureau). The working language of the meeting will be English. The Draft Agenda is included as **Appendix A**. Each PEC member is requested to fill out the Registration Form found at the following link by **7 March 2025**: <https://forms.office.com/r/FGCcnEvRi0>

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As per paragraph 7.1.3 of the MCAAP Procedural Handbook, Project funds will cover the travel expenses and air ticket for the RLA09801 MCAAP PEC Members for the duration of the meeting. To process these missions, PEC Members must send the following documentation to nacc-tc@icao.int by **17 February 2025**:

- Full name of PEC member, position, full address, phone number and e-mail address (official and alternate) – to be provided in the Registration Form mentioned on the first page of this letter
- Scanned copy of the following documentation:
 - a. current/valid passport of the PEC member
 - b. Health Statement for Subject Matter Experts (SMEs) Form, included in the **Appendix B** to this letter

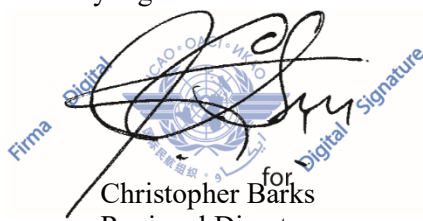
Once we receive the aforementioned documentation, the MCAAP Secretariat will be contacting each PEC Member to make travel arrangements, all travel expenses will be paid for through the UNDP Office in each State; in case there is no UNDP office, a duly filled banking instructions form will be required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

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

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

If you require any further information regarding the meeting, please contact Mr. Fernando Camargo, Regional Officer, Technical Assistance and Ms. Sybil Gómez, Capacity and Development Implementation Assistant at the following e-mail address: nacc-tc@icao.int.

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


for
Christopher Barks
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *As indicated*



ICAO

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

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

**Eighth Meeting of the RLA09801 Project Evaluation Commission
(MCAAP/PEC/8)**

ICAO NACC Regional Office, Mexico City, Mexico, 25 and 26 March 2025

**APPENDIX A
PROVISIONAL AGENDA**

- | | |
|-----------------------|---|
| Agenda Item 1: | Adoption of the Provisional Agenda and Schedule |
| Agenda Item 2: | Review of Valid Decisions/Conclusions |
| Agenda Item 3: | ICAO NACC Regional Office 2025-2026 Priorities and Projects |
| Agenda Item 4: | Updates in the Procedural Handbook |
| Agenda Item 5: | Discussion and Approval of Proposals of New Activities for 2025/2026 |
| Agenda Item 6: | Other Business |

**PROVISIONAL AGENDA
EXPLANATORY NOTES**

Agenda Item 1: Adoption of the Provisional Agenda and Schedule

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

Agenda Item 2: Review of Valid Decisions/Conclusions

Under this agenda item, the Meeting will review the valid Decisions and Conclusions of the Project Evaluation Commission (PEC) and the Project Steering Committee (PSC) meetings. This Agenda Item will include the Project evaluation results regarding its performance, the use of funds, accomplishment of expected benefits, and the compliance of regional goals.

Agenda Item 3: ICAO NACC 2025-2026 Priorities and Projects

Under this agenda Item, the Meeting will be informed on the 2024-2025 priorities and the current Projects in the NAM/CAR Regions. The Secretariat will explain the project management approach toward results-based and State-focused assistance, the regional opportunities for common solutions, and the ICAO new donor-partnership methodology, under the NACC Strategic Assistance Programme (SAP). The purpose of this Agenda Item is to increase the situational awareness of Project Members in relation to the context of implementation support at ICAO.

Agenda Item 4: Updates in the Procedural Handbook

Under this agenda item, the Meeting will review the draft proposals of changes in the Project Procedural Handbook.

Agenda Item 5: Discussion and Approval of Proposals of New Activities for 2025/2026

Under this agenda item, the Meeting will review the new proposals for projects for 2025/2026.

Agenda Item 6: Other Business

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

ANNEX VIII



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



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.