

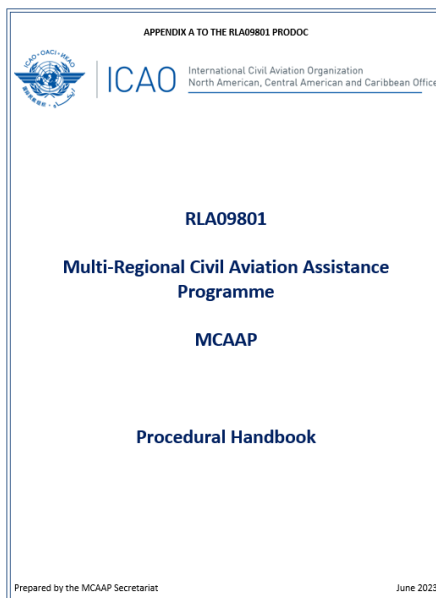


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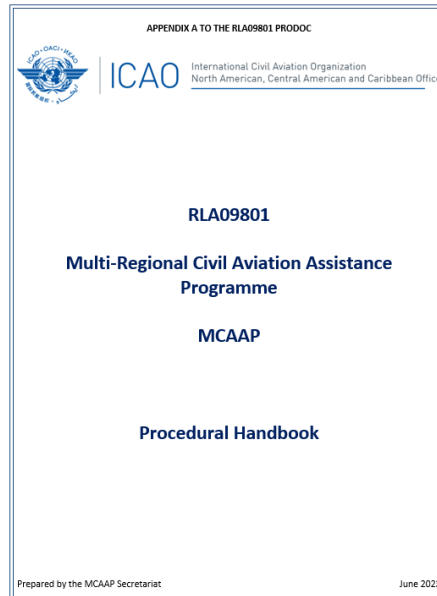
Updates to the Procedural Handbook



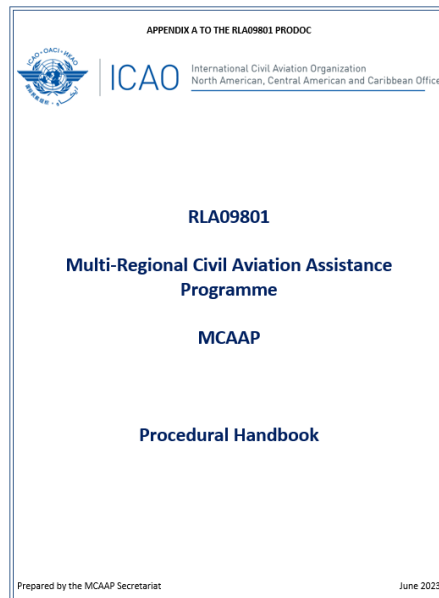
Presented by Secretariat



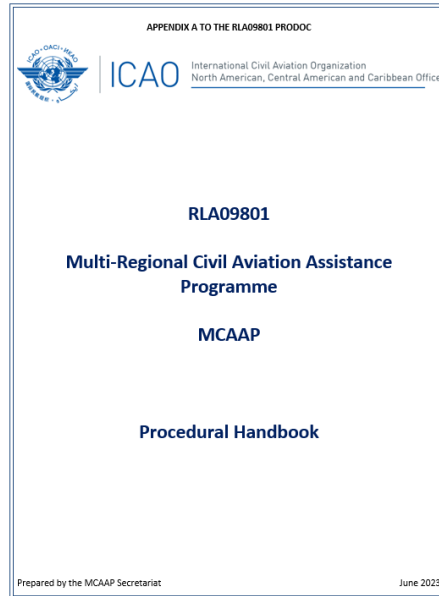
Amendments			
No.	Procedural Handbook Part(s)	Date	Details
4	Replacement of “fellowship” by “event subsidy”	August 2025	Following a recommendation from the ICAO Legal Bureau (LEB), the expression “fellowship” will be replaced by “event subsidy”



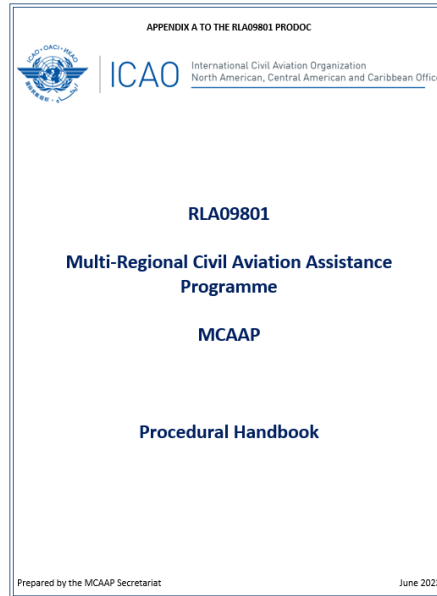
- As per guidance from the ICAO Legal Bureau, we are replacing the expression "fellowship" with the expression "event subsidy"
- As a result, the Secretariat proposes the correspondent editorial change throughout the Handbook.



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4	Replacement of “fellowship” by “event subsidy”	August 2025	Following a recommendation from the ICAO Legal Bureau (LEB), the expression “fellowship” will be replaced by “event subsidy”
	4.6.1.1		Insertion of reference to the new section 13



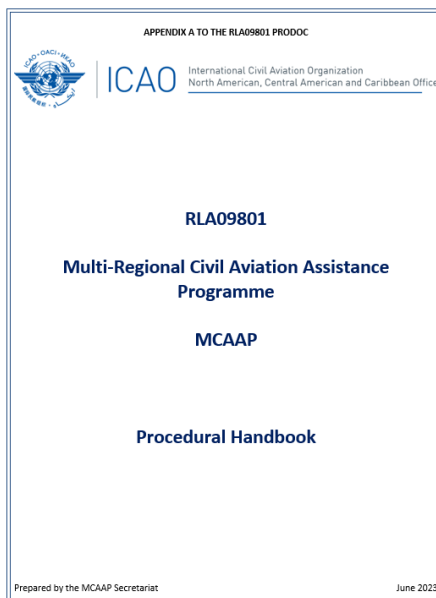
- To effectively fulfill its mandate, the PEC decided to establish a Procedure to monitor the implementation of activities/projects financed by RLA09801 MCAAP, which is being incorporated into the Handbook under a new section 13.



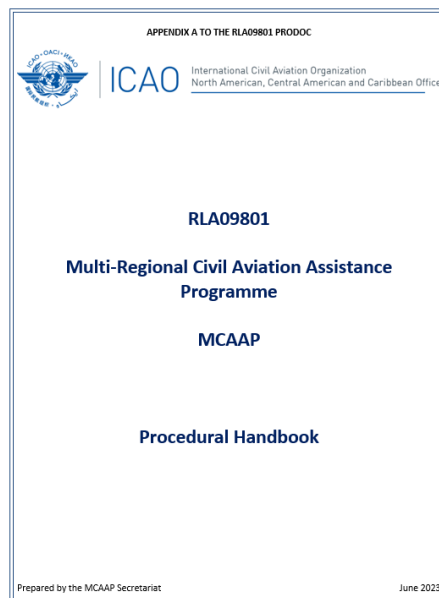
4.6.1

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), **through the Procedure detailed in section 13**
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.



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4	Replacement of “fellowship” by “event subsidy”	August 2025	Following a recommendation from the ICAO Legal Bureau (LEB), the expression “fellowship” will be replaced by “event subsidy”
	4.6.1.1		Insertion of reference to the new section 13
	13		New section called “Procedure for Monitoring the Implementation of Activities/Projects Financed by RLA09801 MCAAP”



13. Procedure for Monitoring the Implementation of Activities/Projects Financed by RLA09801 MCAAP

13.1 OBJECTIVE

13.1.1 Describe the procedure for monitoring and evaluating the implementation by the Project Evaluation Commission (PEC) of activities/projects funded by MCAAP, ratifying the role established for the Commission in the MCAAP Procedural Handbook.

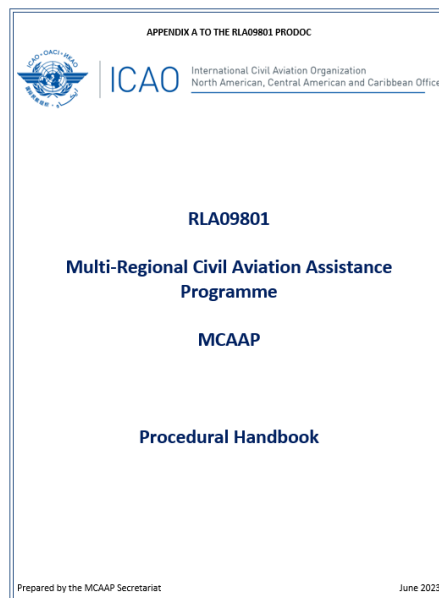
13.2 SCOPE

13.2.1 This procedure applies to all projects and activities financed in whole or in part by MCAAP.
Note: in the case of partial financing, monitoring and evaluation will be limited to the financed part(s).

13.3 RESPONSIBILITY

13.3.1 The RLA09801 Project Coordinator (Secretariat) is responsible for providing the PEC with information regarding:

- a) Project/activity proposals approved by the RLA09801 Project Steering Committee (PSC), including the corresponding Activity Proposal Forms and implementation schedules.
- b) The budget execution of the project/activity.



13.3.2 Proponents of projects/activities (typically Regional Officers from the NACC Regional Office) are responsible for providing the PEC Rapporteur with:

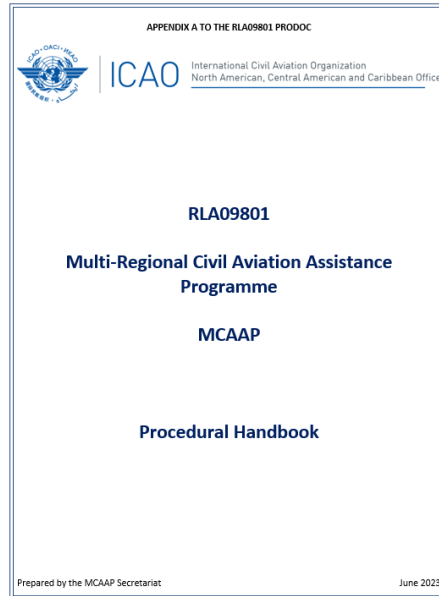
- a) A report every six months on the implementation status of the corresponding project/activity, detailing actions carried out, not carried out, compliance with the schedule, difficulties encountered, and any other aspects considered relevant by the proponent.

Note: The dates for sending reports to the PEC will be counted from the approval of the project/activity, either from the PSC meeting or from the response deadline for fast-track cases.

- b) Any other additional information requested by the PEC.

13.3.3 PEC members are responsible for:

- a) Analyse and evaluate, qualitatively and quantitatively, the implementation of the projects/activities to comply with the provisions of points 4.6.1 and 12 of the MCAAP Procedural Handbook.
- b) Provide guidance to the Officer responsible for the project/activity on the need for changes in implementation.
- c) Issue an annual evaluation report to be submitted to the PSC.



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	4.6.1.1		Insertion of reference to the new section 13
	13		New section called "Procedure for Monitoring the Implementation of Activities/Projects Financed by RLA09801 MCAAP"
	Appendix A		Update in the Appendix A with the MCAAP Project/Activity Proposal Form revision FEB 2025

Update in the Appendix A

MCAAP PROJECT/ACTIVITY PROPOSAL FORM										Rev. FEB2025
Proposal N.	Activ. #	Year	Focus Area:	Select the focus area			Proponent:	Choose an item.	Specify "Other"	
Project/Activity title:			Click or tap here to enter text.				Local (of implementation):		Click or tap here to enter text.	
Problem statement or opportunity:			Click or tap here to enter text.							
Proposed project/activity: (to solve the problem or take advantage of the opportunity)			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"/>	
Expected support from MCAAP: (detail the activities/tasks to be funded by the project)			Click or tap here to enter text.				Main ICAO Strategic Objectives: (select up to 3)		Choose an item. Choose an item. Choose an item.	
Objective: (what you want to achieve by solving the problem or taking advantage of the opportunity)			Click or tap here to enter text.							
Justification: (1- why this is the ideal solution 2- If it this 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.			
Impacted States/subregion:			Click or tap here to enter text.							
Personnel (representing cost to the Project)						Period/Duration (w/days)		Total cost estimated for the Project		
Type	Number	Estimated cost		Click or tap here to enter text.				Click or tap here to enter text.		
SME	Choose an item.	Click or tap here to enter text.		Details				Details		
State/Organiz	Choose an item.	Click or tap here to enter text.		Click or tap here to enter text.				Click or tap here to enter text.		
ICAO	Choose an item.	Click or tap here to enter text.								
Other	Choose an item.	Click or tap here to enter text.								



Thank You!