**APPENDIX B**

**SAFETY FUND (SAFE)**

**PROJECT REVIEW COMMITTEE (PRC)**

**TECHNICAL ASSISTANCE PROPOSAL TEMPLATE OUTLINE**

(applicable to medium to large projects: 5 – 10 pages)

**PROPOSED TA TITLE**

**PROPONENT**

1. Introduction
* Background and Justification (ICAO USOAP and other Organisation info, needs analysis, assistance provided by ICAO and others, etc.)
* Proposed Objectives and link to ICAO Strategic Objectives
* TA Description (including proposed participants)
* Expected Outcome
* Fulfilment of Project Selection Criteria for Funding by the SAFE Fund (existing SAFE & PRC Terms of Reference criteria attached; may be supplemented with more in the future)
1. Scope
* Activities
* Outputs/Deliverables
* Summary of Planned Schedule – Commencement, duration, phases, milestones
1. Resources
* Required personnel expertise, number and assignment
* Estimated Costs
* Potential for partners – donors of funds and/or contributions in kind
1. Project Progress and Results Indicators and Implementation Risks and Mitigations (optional, if available and/or desirable; otherwise include in the project document developed after the proposal is approved by the PRC)

**Attachments:**

1. Planned Schedule - GANTT chart including Activities, Responsibilities, Deliverables, Timelines, Milestones, Phased Decision Points for Project Continuation, Deadlines, Dependencies (the level of detail as available and desirable; more detail can be included in the project document developed after the proposal is approved by the PRC)
2. Estimated Budget – e.g. Consultants, Travel and Subsistence, office, etc. (the level of detail as available and desirable; more detail can be included in the project document developed after the proposal is approved by the PRC)
3. Job Descriptions (the level of detail as available and desirable; more detail can be included in the project document developed after the proposal is approved by the PRC)
4. List of References – e.g. USOAP references, RO/COSCAP mission reports, Plan of Action, reports on other assistance, etc.

**PROJECT SELECTION CRITERIA FOR FUNDING BY THE SAFE FUND**

**(Extracts from existing Fund Policy and Terms of References)**

1 The ICAO Policy on Establishment and Management of Voluntary Funds mandate the PRC to review and approve projects based on the following criteria:

1. the project addresses the priorities of a strategic objective;
2. the expected results are consistent with ICAO’s Strategic Objectives;
3. activities support outputs that are measurable;
4. the resources being applied produce results for the beneficiaries in a cost-effective manner;
5. results/benefits will continue after ICAO’s involvement ends;
6. initiative is locally driven, while responsibility and accountability for results are shared and roles clear; and
7. risks are identified and mitigation strategies proposed.

2 The SAFE Fund ToRs identifies three types of projects which may be funded through the SAFE by applying a prioritization to States and RSOOs to receive assistance based on information available through existing mechanisms (including the USOAP continuous monitoring approach (CMA), MARB, GASP, GANP, RASGs and PIRGs), with special attention for assistance given to Least Developed Countries (LDCs):

1. safety-related projects for which States cannot otherwise provide or obtain the necessary financial resources. The principal area of application of assistance shall be to remedy or mitigate safety-related deficiencies identified through the ICAO Universal Safety Oversight Audit Programme (USOAP) as an element of the GASP;
2. projects identified through existing mechanisms used at the global level (e.g. the Monitoring and Assistance Review Board (MARB), Global Aviation Safety Plan (GASP), Global Air Navigation Plan (GANP) or Business Plan) and the regional level (e.g. planning and implementation regional groups (PIRGs) and regional aviation safety groups (RASGs)); and
3. safety-related projects in the Business Plan that are currently unfunded.

3 The SAFE Fund PRC ToRs specifies that the PRC shall take into consideration the following elements in prioritizing projects:

1. The expected outcomes/outputs are consistent with ICAO’s Strategic Objectives and measurable;
2. Required resources are used in a cost effective manner in order for the beneficiaries to take full advantage of the project outcomes/outputs;
3. The project is additionally designed to enhance State’s capacity building in the safety oversight system;
4. Responsibility and accountability for results are shared among stakeholders and are clearly outlined in the project; and
5. Risks are identified and mitigation strategies are proposed;
6. Priority shall be given to the projects developed for the following States and regional/sub-regional group:
7. Least Developed Counties (LDCs) - only applies to the projects financed by the fund transferred from IFFAS;
8. Significant Safety Concerns (SSCs) States;
9. States whose ICAO Plan of Action was endorsed by the State; and
10. Projects proposed by regional/sub-regional groups (e.g. RSOOs/COSCAPs, etc.)