



CENTRAL FUND FOR INFLUENZA ACTION

ANNEX 1

**Submission Form
To the
Management Committee for the Central Fund for Influenza Action**

Part A: Meeting Information (To be completed by the Secretariat for the CFIA MC)	
MC Meeting No:	
Item No:	
Date of Meeting:	
Part B: Programme Summary (To be completed by the Participating UN or Non-UN Organization(s))	
Date of Submission:	October 2008
From: <i>Head of Participating UN or Non-UN Organization(s):</i> International Civil Aviation Organization	Contact: <i>Telephone number, email:</i> Dr. Anthony Evans +1 514 954 8150 aevans@icao.int
National Authority: <input type="checkbox"/> Endorsement <input type="checkbox"/> Comments (mandatory if no endorsement)	Contact: <i>Telephone number, email:</i>
Proposed programme, if approved, would result in: X New programme/Joint Programme X Continuation of previous funding <input type="checkbox"/> Other (explain)	Proposed programme resulted from: <input type="checkbox"/> National Authorities request within the UN Consolidated Action Plan X Participating UN/Non-UN Organization within the UN Consolidated Action Plan <input type="checkbox"/> Other (explain)
Participating UN or Non-UN Organization: International Civil Aviation Organization	
Implementing Partner(s):	
Category of project: <u>Country with restricted implementation capacity;</u> Unforeseen Urgency; Joint programming:	
Programme Title: Cooperative Arrangement for the Prevention of Spread of Communicable Disease by Air Transport (CAPSCA)	

¹ The term "programme" is used for projects, programmes and joint programmes.



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Total Programme Budget: US\$ 550,000			
Amount of CFIA funds requested: US\$ 399,960			
Amount and percentage of indirect costs requested: US\$ 36,360 (10%)			
Projected Annual Disbursements:	2008 \$ Nil	2009 \$ 150,000	2010 \$ 249,960
Projected Annual Commitments:	2008 \$	2009 \$ 150,000	2010 \$ 249,960

Narrative summary of programme
(Not to exceed 500 words)



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1. Background

[Provide brief and concise information on the background of the programme. Indicate how originated, refer to request endorsement or approval by relevant (Name of Country) authorities etc. If extension of existing programme, provide information on original programme, such as number, programme amount, date of approval. Provide information on other/previous fundraising activities for the programme.]

A meeting in Geneva on avian and human pandemic influenza was held at the World Health Organisation (WHO) headquarters, Geneva, from 7 – 9th November 2005. Co-sponsors of the meeting with the WHO were the Food and Agriculture Organization, the World Bank and the World Organization for Animal Health. At this meeting it was clear that the focus of public health efforts were directed at surveillance, detection, isolation and treatment/prophylaxis and that guidance with respect to actions in the aviation sector were not of high priority. The WHO had produced a “global influenza preparedness plan” which set out specific objectives and actions for each of the six phases in the development of an influenza pandemic, but, although this did address the aviation sector, ICAO felt that it did not do so in sufficient detail to answer some of the questions that were being received from States, airport and airline operators.

ICAO determined to take a proactive approach to address the impact of a possible pandemic on the aviation sector and to develop an aviation related preparedness plan. Two consecutive meetings on the subject were held in Singapore between 7 and 10 February 2006. The first meeting on 7 and 8 February was for a 15 member Working Group which agreed pandemic planning guidelines for States, airports and airlines. Participants and experts, from 10 states, 42 participants in all, attended the second meeting on 9 and 10 February 2006 and recommended some modifications that were incorporated into the guidelines.

CAPSCA

The next step was implementation of the guidelines and to carry this work forward a project entitled “Cooperative Arrangement for the Prevention of Spread of Communicable Disease by Air Transport” (CAPSCA) was commenced. The aim was to reduce the risk of spreading influenza of pandemic potential and similar communicable diseases by air travellers through cooperative arrangements between the participating States/administrations and airports. A secondary aim was to reduce the financial impact from an outbreak, by having an efficient management plan in place. These aims would be achieved by the application and implementation of ICAO Guidelines.

The Asia Pacific region was chosen as the first region to be targeted as the risk of an outbreak was considered greatest in this region. Twelve airports have been evaluated and a number of workshops have been arranged. The project has now been extended into Africa and a kick-off meeting was held in Gabon in November 2007, followed up by two further workshops.

The project document (see attached) outlining the activities to be conducted in Americas and Caribbean Region will be sent to contracting States in October 2008, inviting States in the Americas and Caribbean Region to participate in the project. As soon as a sufficient number of States join the project, a Steering Committee will be established.



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In parallel, an ICAO Expert or Experts provided through the project will be appointed. He/they will be encourage States to join CAPSCA by communicating the existence and objectives of the project through seminars, workshops and lobbying. Moreover, he/they will coordinate the establishment of the Regional Aviation Medicine Team(s) (RAMTs) and later lead those team(s). He/they will evaluate the airports of participating States to ensure the guidelines are implemented, and to train personnel from the participating civil aviation and airport authorities, as well as airlines, to ensure the continued implementation of these guidelines and to assist other states in the region that may join the program.

The target date for the commencement of the project is initially planned for December 2008. However the project will formally be launched by means of a symposium that will take place in Lima in the first half of 2009. It may also be possible to arrange a second event, in Mexico, in the first half of next year.

Participants:

The following States/Special Administrative Regions/International Organizations may join the project:

ICAO	Ecuador
WHO	El Salvador
International Air Transport Association	Grenada
Airports Council International	Guatemala
Argentina	Guyana
Bahamas	Haiti
Barbados	Honduras
Belize	Jamaica
Bermuda	Mexico
Bolivia	Nicaragua
Brazil	Panama
Cayman Islands	Paraguay
Chile	Peru
Colombia	Trinidad Tobago
Costa Rica	Uruguay
Cuba	Venezuela
Dominican Republic	

At the present time (mid October 2008), none of those States have received the project document describing in detail the activities to be conducted under the CAPSCA project in the American and Caribbean Region. This list of States is provisional and will be finalised when definite confirmations are received.

2. Purpose of Proposed Programme

[Detail objectives, outputs and key activities indicated in the programme cover sheet and attach detailed programme document in standard UNDG format.]

Detail key objectives, output, activities and indicator of success from programme/project cover sheet and attach detailed programme/project document in standard format.

- What problem(s) does the programme/project address? What specific assessments have been made and by whom?



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The primary aim of CAPSCA is to ensure that in the event of an outbreak of a communicable disease of international public health concern, such as pandemic influenza, the aviation sector is in a position to respond in a proportionate and efficient manner. It is clear, from the experience gained in other regions, that the current response to the threat is piecemeal. Some airports and airlines within certain States are well prepared, whereas others are not. Key objectives are as follows:

- (1) number of States that have joined the CAPSCA project
- (2) number of international airports that have been evaluated
- (3) establishment of a network of experts in the region, the Regional Aviation Medicine Team (RAMT)
- (4) revision of ICAO preparedness guidelines subsequent to input from the RAMT

- How do the proposed outputs and activities help solve these problems? How does the programme/project fit in with the national AI Plan?

CAPSCA encourages airports and airlines to develop an aviation preparedness plan, that is in line with the ICAO guidelines. To have a successful evaluation, lines of communication must be established with all relevant stakeholders, at varying levels. At a local level, communication must be established between the airport operator, public health authority, customs and immigration and security and other organizations. At a national level communication is required between the ministry of transport and the ministry of health. Internationally, bilateral links are needed to ensure regional harmonization of response. The aviation preparedness plan must fit in with the national plan. It must also reflect the IHR (2005) and any associated guidelines.

Training has been undertaken in Africa and Asia as part of the CAPSCA project in these regions, and it is intended that similar training will be carried out during this project. Such training has taken place in a series of seminars and workshops. A wide range of professionals has been invited to such training events, including representatives from both public and private organizations spanning the whole of the aviation sector, and the importance of cross-organizational collaboration and communication in effective preparedness planning has been stressed. The WHO International Health Regulations, as related to aviation, has also been an important topic, along with consideration of the implementation of the ICAO guidelines for States, airport and aircraft operators.

Such training initiatives have resulted in States becoming more aware of wide scope of organizations involved in preparedness planning, the need for collaboration and the need to include the aviation sector in any national preparedness plan. The organization of such events encourages States to develop a national preparedness plan for aviation and also increases their willingness to join the CAPSCA project and volunteer the evaluation of international airports in their State. Such training results in more effective preparedness planning

ICAO has also been considering how it might formally assess preparedness planning in States. For some years it has undertaken audits of States' safety oversight capability. The possibility of including pandemic preparedness planning in such audit programme will be explored within ICAO. If this is feasible, it may represent a system for promulgating information concerning preparedness by States in the aviation sector, since some of the audit results are published on the ICAO public website. In the meantime, ICAO will consider how best to share information concerning the CAPSCA project with others.



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- What are the essential features of the programme/project's operating environment?

The aviation operating environment is highly dynamic and cost intensive. Decisions that affect passenger traffic can have an immediate, detrimental and serious financial effect.

- How does the programme/project fit into the UN Consolidated Action Plan on AHI?

The programme has been developed in line with the proposal that has been included in the Consolidated Action Plan.

- What are the expected benefits and who are the main targeted beneficiaries

The expected benefits would arise in the event of an outbreak and a scaling up of the WHO Phase level of risk, as the aviation sector will be able to respond promptly and appropriately to any call for health protection measures from the WHO. This might entail providing accurate, consistent and timely information about the operating status of an airport or airline to passengers and crew, having the ability to screen passengers on departure and being able to deal with a suspected case on an inbound aircraft. In fact, a wide range of responses may be called for, ranging from segregation of potentially infectious travellers to effective cleaning of aircraft after a suspect case has been transported.

A further aspect will be the sharing of information from the CAPSCA project. ICAO will consider how best to do this, using electronic systems.

- Are the needs of particularly vulnerable or marginalised groups and issues of gender addressed? How?

The project does not specifically address the needs of vulnerable or marginalised groups.

- How does the programme/project relate to existing national structures and how will it contribute to national capacity building

It is clear that national preparedness planning should include provisions for the aviation sector. Establishing reliable lines of communication to develop preparedness plans across different departments and disparate organizations is a key objective. At a government level the ministry of health is responsible for controlling the national plan but collaboration with the ministry of transport is essential if transport issues are to be adequately addressed.



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Part C: Technical Review <i>(to be completed by the UN Organization that has lead responsibilities for the objectives of the UN Consolidated Action Plan)</i>		
3. Technical Evaluation of Proposal <i>Provide concise summary evaluation of proposal against:</i>		
General Principles and Selection Criteria		
(a)	Must be explicitly based on the UN Consolidated Action Plan (UNCAPAHI),	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Must support national strategies,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Must promote and ensure national ownership,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Must demonstrate UN's comparative advantage for specific intervention ,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	The organization must have the appropriate system to deliver the intervention,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	The UN response must be effective, coherent, context-sensitive, cost-efficient and the outcomes, sustainable,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(g)	Must avoid duplication of and significant overlap with the activities of other actors,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(h)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(i)	Must build on existing capacities, strengths and experience,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(j)	Must promote consultation, participation and partnerships.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Elaborate: <i>(Summary of technical review)</i> The CAPSCA project coordinates the inputs from a variety of stakeholders, including ICAO, WHO, Airports Council International, International Air Transport Association and the US Centers for Disease Control and Prevention, as well as local expertise, in order to develop a coherent preparedness plan for aviation on a national and regional basis. Recently, the Office for the Coordination of Humanitarian Affairs has participated in meetings. The project has been running in Asia for two years and 12 international airports have been evaluated in that region: workshops, steering committees and technical team meetings have also been held. In Africa, an aviation medicine seminar and two workshops have been held. Two regional experts have been appointed and airport evaluations are planned for later in 2008. Both the work in Asia and Africa have had funding by CFIA grants. If successful, this particular grant application will enable CAPSCA to be developed in the Americas and Caribbean region. The long-term aim is to establish CAPSCA in all regions, and thus develop a global programme.		

Part D: Administrative Review <i>(To be completed by the Secretariat for the CFIA MC)</i>		
4. Review by the Secretariat		
(a)	Does the programme document comply with format?	Yes <input type="checkbox"/> No <input type="checkbox"/>



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	<i>(incl., cover page, results framework, etc.) (Note: LFA not required < \$500.000)</i>	
(b)	Is the Budget in compliance with required categories?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	Is the Indirect Support Cost within the approved rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Is the Programme Summary completed? <i>(for posting on website)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Is the Progress Report included? <i>(for supplementary funding only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part E: General Criteria for Prioritising <i>(To be completed by the Secretariat for the CFIA MC)</i>		
(a)	Must be in line with UN Consolidated Action Plan,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Recipient Organization is unable to meet high or urgent priority needs with existing level of funding,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	Need to address high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall situation at national and local levels,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Does not overlap with other ongoing programmes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> <i>Overall review of programme submission</i> <i>[Recommendations]</i>		



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Part F: Decision of the Management Committee

(To be completed by the Secretariat for the CFIA MC)

5. Decision of the CFIA Management Committee

- Approved for a total budget of US\$ 399,960
- Approved with modification/condition
- Deferred/returned with comments for further consideration
- Rejected

Comments/Justification

Part G: Administrative Agent Review

(To be completed by the MDTF Office)

6. Action taken by the Executive Coordinator, Multi-Donor Trust Fund Office, UNDP

- Programme consistent with provisions of the CFIA Memorandum of Understanding and the Letter of Agreement with donors.

PROGRAMME BUDGET

The budget should utilise the format approved by UNDG Financial Policy Working Group in 2006¹.

PROGRAMME BUDGET				
CATEGORY	ITEM	UNIT COST	NUMBER OF UNITS	TOTAL COST
1.1 Supplies, Commodities, Equipment and Transport	Missions within the region	95,000	1	95,000
1.2 Personnel <i>Staff, consultants, travel and training</i>	Aviation medicine expert	150,400	1	150,400
1.3 Training of Counterparts		60,000	1	60,000
1.4 Contracts		47,000		47,000
1.5 Other Direct Costs		11,200	1	11,200
Sub-total				363,600
2.0 Indirect Costs² 10%	Handling charges			36,360
TOTAL				\$ 399,960

¹ Harmonized Financial Reporting to Donors in Joint Programmes Explanatory Note is available at [http://www.undg.org/archive_docs/8746-Harmonised Financial Reporting to Donors in JPs - Explanatory Note.doc](http://www.undg.org/archive_docs/8746-Harmonised_Financial_Reporting_to_Donors_in_JPs_-_Explanatory_Note.doc)

² The indirect support cost, which is calculated as a percentage of the programme budget sub-total (1-8), should be in line with the rate or range specified in the CFIA TOR, MOU and LOA. The Management Committee encourages keeping management support costs at 7 percent level