

**Minutes of the ACP meeting held on 12th May 2009, at
IBM India Pvt. Ltd., New Delhi - 110070**

Time: 1700 – 1900 hrs.

1. Agenda

The following agenda are discussed.

- Project and Proposal Summary
- Project and Proposal Oversight
- Membership
- ACP Membership Payments
- Other

2. Attendance

The following members are attended the meeting in person:

- | | | | |
|-----|----------------------|-----------------|---|
| 1. | Mr. Larry Coughlin | Boeing | Co-Chair Industry ACP |
| 2. | Mr. Aaron E. Wilkins | FAA | Co-Chair USG, Senior FAA Representative |
| 3. | Dr. Arjun Singh | ACP | Program Director |
| 4. | Mr. Ajay Kumar | FAA | Civil Aviation Specialist for South Asia |
| 5. | Mr. K. Balakrishnan | USTDA | Country Representative |
| 6. | Mr. Henry Steingass | USTDA, HQ | Regional Director, South and Southeast Asia |
| 7. | Mr. Jacob Flewelling | USTDA, HQ | Country Manager India and South Asia, |
| 8. | Ms. Linda Sollars | Vaughn College | Professor |
| 9. | Mr. Chuck Kohli | PAS | Advisor |
| 10. | Mr. Frank Binnekade | IBM | GM Travel & Transport Industry Solutions |
| 11. | Mr. Priyank Aggarwal | Honeywell | Director Business Development |
| 12. | Mr. Sikander R. Shah | US-Embassy | Economic Advisor |
| 13. | Ms. Sarika Sharma | Pratt & Whitney | Client Manager |

The following members attended the meeting via Teleconference:

- | | | | |
|-----|----------------------|-----------------|---------------------------------|
| 1. | Mr. Howard Nesbitt | HiTec | Advisor |
| 2. | Ms. Linda Schuessler | WCG | US-India ACP Program Manager |
| 3. | Dr. Kalpna Jain | Vaughan College | VP (Academic & Student Affairs) |
| 4. | Ms. Deepa Das | Fedex | Sr. International Legal Advisor |
| 5. | Mr. Vijyant Singh | GE | Regional Marketing Director |
| 6. | Mr. Venkat Raman | HEICO | Vice President |
| 7. | Mr. B.S. Singh Deo | Bell Helicopter | Managing Director |
| 8. | Mr. Vasudev Banerjee | Textron | India National Executive |
| 9. | Ms Miyoun L. Dobbs | MITRE | Program Director |
| 10. | Mr. Shawn Kinder | RICONDO | Vice President |
| 11. | Mr. Randy Bregger | Bell Helicopter | |

A total of 15 partner companies were represented

3. Meeting Details

Meeting commenced on May 12, 2009 at IBM India Pvt. Ltd., Vasant Kunj, New Delhi - 110070. Mr. Larry Coughlin welcomed Mr. Henry Steingass and Mr. Jacob Flewelling of the USTDA to the ACP meeting. USTDA is a key USG member of the ACP, and the ACP is deeply appreciative of having these senior USTDA officials participate in the afternoon's proceedings. Coughlin kicked-off the ACP meeting and discussed the agenda as well briefly and given the update of Active ACP-08 and Proposed ACP-09 projects.

A. Active Projects Summary:

- (1) Project-08 A “**Technical Training for Aerospace Industry**” has been approved by USTDA and draft agreement received by DGCA and it is under process of approval from Government of India. Grant offer letter is planned to be signed in the end of May-09 in Washington DC. The project leader has requested team members to submit training related program and material within 40 days and also firm up your commitment related to the project.
- (2) Project-08 D1 “**Pilot Capacity Assessment**” has been approved by USTDA and due diligence has been completed and awaiting USTDA Project review Board approval.
- (3) Project-08 D2 “**AME Capacity Assessment**” is under TDA desk review. Per the project leader, the USTDA desk auditor has put up a new requirement on 11-05-2009 to use a revised budget format. This point was further clarified by Mr. Henry Steingass, Regional Director, USTDA.
- (4) Project-08 D3 (I&II) “**ATCO, CNS Engineers Training and Capacity Assessment**” Revised proposal as per USTDA frame is submitted on 2-23-09 (I) and 3-26-09 (II) to TDA and it is under desk review process. Per the project leader, no response received from the USTDA desk auditor.

[**Note:** During the briefing of the active project status, ACP team leaders Ms Linda Schuessler, WCG, has requested to Mr. Henry Steingass, Regional Director, South and Southeast Asia, USTDA, HQ to fix the time-frame for review process of the each ACP project instead keeping uncertain dates.]

- (5) Proposal 09D: “**Helicopter Aviation Safety Technical Assistance**” has been approved by USTDA. A draft agreement has been sent to the DGCA and is under the process of approval from Government of India. Grant offer letter is planned to be signed at end of May-09 in Washington, DC. The team lead of the project has given the tentative schedule of the projects i.e.
 - November – Safety and Certification Training
 - July- December – onsite technical support
 - Regulatory framework review
 - Helo routes for Delhi/ Mumbai

B. Project and Proposal Oversight

The objective of this topic is to bring ACP visibility and transparency into all projects and proposals in order to facilitate: keeping projects moving; developing synergies with previous, concurrent, and/or follow-on projects; and preventing overlap of the projects. The following methods were discussed for project and proposal oversight:

- (1) ACP project proposals will be routed through the ACP secretariat, for review by Program Director and TDA representative-India, before submission to USTDA. The final proposal, barring any company proprietary information, will be submitted to the USTDA by the ACP secretariat.
- (2) ACP secretariat will be an interlocutor on follow-on correspondence between company and TDA and from the TDA to the customer
- (3) Abridged project proposals and reports will be posted on the members-only section of the ACP website i.e. www.acp-india.com. The website will be a common repository for this material and allow ACP members easy access to project/proposal information for cross reference. Material posted on the website will be provided by the project leaders and not include company-sensitive data. **ACP member companies are requested to provide**

abridged project proposals and reports and brief about the lesson learned to Program Director at the earliest.

C. 2009 Membership

(1) Membership fees received from following 14 ACP members:

- | | | | |
|----|-----------------|-----|-------------------------|
| 1. | Metron Aviation | 9. | Moog |
| 2. | HEICO Aerospace | 10. | Bell Helicopter |
| 3. | Textron India | 11. | Honeywell International |
| 4. | Vaughn | 12. | Hi-Tec Systems Inc. |
| 5. | MITRE | 13. | Goodrich Aerospace |
| 6. | Ricondo | 14. | Boeing |
| 7. | WCG | | |
| 8. | GE | | |

(2) ACP Membership Drive.

US-India Aviation Cooperation Program has the goal of achieving 100% of its 2008 membership (19) and adding additional companies to bring the total to 25-30 companies. **ACP member companies are requested to help solicit new members—we need your help!**

D. ACP membership Payments

(1) Tax on Membership Dues

- Indian tax law prescribes a service tax on “chambers” (such as the IACC or ACP) based on membership fees, if the beneficiary of the fee is an Indian company.
- Because the beneficiaries of general ACP membership are US companies, no tax is due.
- But, the currency in which membership fees are paid is a predicate for determining *IF* the beneficiary is a US or Indian company.

(2) **ACP member are requested to pay the membership fee in USD by the US parent company.**

E. Other

(1) India MCA/DGCA/AAI delegation to DC on 8-10 June, 2009 which will be lead by Mr. M. M. Nambiar, Secretary, Ministry of Civil Aviation (tentative) with following officials:

- Dr. S. N. A. Zaidi, Director General, DGCA
- Mr. V.P. Agrawal, Chairman, Airports Authority of India

(2) ACP coffee & USTDA signing followed by ACP/USIBC luncheon

4. Next ACP meeting

Meeting ended at 1900Hrs. Next ACP meeting will be conducted on 26th June 2009. Time and venue will be informed separately.

Meeting ended with thanks.

(Dr. Arjun Singh)
Program Director-ACP

(Larry Coughlin)
Co-Chair Industry

(Aaron E. Wilkins III)
Co-Chair US Govt.