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International Civil Aviation Organization
African Flight Procedure Programme

10th Meeting of the African Flight Procedure Programme Steering Committee
Lusaka, Zambia, 21 to 23 May 2025

Agenda Item 1: Adoption of the agenda and work programme

Working Paper 1.1: Verification of the quorum

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This working paper recalls the composition of the Steering Committee, the rules of the meeting, the voting rights, and the conditions for the validity of its deliberations.

The objective of this working paper is to review the list of the members with voting rights who are attending the meeting and, therefore decide on the validity of the deliberations.

Action by the meeting is indicated in section 3.

REFERENCES

Programme Document for Phase III
Deliberations of the Steering Committee meetings

1. INTRODUCTION

- 1.1 According to the Programme document, the Steering Committee shall meet at least once a year, normally in the country of its Chairperson or Vice-Chairperson or elsewhere if not possible for the meeting to be held in the country of the Steering Committee's current Chairpersons.
- 1.2 Its roles and responsibilities are among others to formulate priorities to provide overall direction to the Programme, approve the operating plan, the budget, the reports and assess the Programme performances.
- 1.3 The Steering Committee meeting is conducted in English and is chaired by the Chairperson and the Vice-Chairperson. As clearly outlined in the Phase III Programme document, "the steering committee can only take decisions during a meeting if a quorum of at least one third of the steering committee members with voting rights is reached."
- 1.4 The objective of this working paper is to review the list of the Programme members with voting rights attending the current meeting and decide on its validity.



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2. DISCUSSION

- 2.1 As per the provisions of Appendix D of the Programme document (Steering Committee Rules), the Steering Committee is composed of the Project Members. The Project members include the active members, the users, the host administration, the donors, the cooperating agencies, and the implementing agencies.
- 2.2 The active members are members who have paid at list one annual financial contribution to the Programme and whose arrears do not exceed the amount of three (3) annual contributions (cf SC/7-Dec14).
- 2.3 The types of membership, the commitments and the corresponding number of votes are detailed in the table below.

<i>Type of membership</i>		<i>Commitments</i>	<i>Number of votes</i>
Active Member		Payment of the annual subscriptions	1
User		-	0
Host Administration (ASECNA)		Hosting of the Programme	1
Donors	France	Financial contributions	1
	Airbus	In-kind contributions	1
Cooperating Agency (AFCAC)		-	1
Implementing agency	ESAF RO	Co-administration of the Programme	1
	EUR/NAT RO	-	1
	MID RO	-	1
	WACAF RO	Co-administration of the Programme	1
	ICAO HQ (CDI)	-	-

- 2.4 Airbus assisted the Programme during Phase I with in-kind and financial contributions.
- 2.5 The list of member States with their arrears as of 31 December 2024 is presented in the Attachment A .
- 2.6 Taking into account the host administration, the donors, the cooperating agency and the implementing agencies (4), the total number of members with voting rights is 42 voters. This number is compared with the number of participants with voting rights attending the meeting in the below table.



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<i>Type of membership</i>		<i>Number of votes</i>	<i>Present voters</i>
Active Members		34	
Host Administration		1	
Donors	France	1	
	Airbus	1	
Cooperating Agency (AFCAC)		1	
Implementing agencies	ESAF RO	1	
	EUR/NAT RO	1	
	MID RO	1	
	WACAF RO	1	
Total		42	

- 2.7 As shown in the table above, 22 out of the 42 voting members (52.3% per cent) are present, As the required minimum participation for the conduct of a Steering Committee meeting is one third (33 per cent), therefore the quorum is reached.

3. ACTION BY THE MEETING

- 3.1 The Steering Committee is invited to:

- Take note of the information provided in this working paper; and
- Proceed with the conduct of the SC/11 meeting.

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Attachment A

List of the Programme active members as of 31 December 2024

N°	State/Org	Arrears (USD)	# years	Status
1.	ANA Conakry	0	0	Active
2.	Angola	0	0.0	Active
3.	Benin	0	0.0	Active
4.	Botswana	0	0.0	Active
5.	Burkina Faso	0	0.0	Active
6.	Cabo Verde	70 000	7.0	User
7.	Cameroon	0	0.0	Active
8.	Central African Republic	0	0.0	Active
9.	Chad	0	0.0	Active
10.	Comoros	20 000	2.0	Active
11.	Congo	20 000	2.0	Active
12.	Côte d'Ivoire	0	0.0	Active
13.	Djibouti	90 000	9.0	User
14.	DRC	60 000	6.0	User
15.	Equatorial Guinea	0	0.0	Active
16.	Eswatini	0	0.0	Active
17.	Gabon	0	0	Active
18.	Gambia	25 025	2.5	Active
19.	Ghana	0	0.0	Active
20.	Guinea	70 000	7.0	User
21.	Guinea Bissau	0	0.0	Active
22.	Kenya	0	0.0	Active
23.	Madagascar	0	0.0	Active
24.	Mali	0	0.0	Active
25.	Mauritania	10 000	1.0	Active
26.	Mozambique	70 000	7.0	User
27.	Namibia	0	0.0	Active
28.	Niger	0	0.0	Active
29.	Nigeria	10 000	1.0	Active
30.	Rwanda	0	0	Active
31.	Sao Tome	30 000	3.0	Active
32.	Senegal	0	0	Active



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33.	Sierra Leone	5050	0.5	Active
34.	Somalia	30 000	3.0	Active
35.	Tanzania	10 000	1.0	Active
36.	Togo	0	0.0	Active
37.	Uganda	-10 000	-1.0	Active
38.	Zambia	2 400	0.24	Active
39.	Zimbabwe	40 000	4.0	User