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International Civil Aviation Organization
African Flight Procedure Programme

9th Meeting of the African Flight Procedure Programme Steering Committee
(Lomé, Togo, 23 to 25 October 2023)

Agenda Item 1: Adoption of the agenda and work programme
Working Paper 1.0: Verification of the quorum

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This working paper recalls the composition of the Steering Committee, 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 current meeting and decide on the validity of the meeting.

Action by the meeting is indicated in section 3.

REFERENCES

Programme Document
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 current 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, provide overall direction to the Programme, approve the work 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. The Steering Committee decisions are valid only 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.



ICAO

International Civil Aviation Organization
African Flight Procedure Programme

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, i.e. of the signatories of the Management Service Agreement (MSA) for the African Flight Procedure Programme (AFPP) between ICAO and the Members of the AFPP.

2.2 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 Members		Payment of the annual subscriptions	1
<i>Users</i>		-	-
Host Administration		Hosting of the Programme	1
<i>Donors</i>	France	Financial contributions	1
	Airbus	In-kind contributions	1
Cooperating Agency (AFCAC)		-	1
<i>Implementing agency</i>	ESAF RO	Co-administration of the Programme	1
	EUR/NAT RO	-	1
	MID RO	-	1
	WACAF RO	Co-administration of the Programme	1
	CDI (ex TCB)	-	-

2.3 Moreover, Steering Committee Decisions SC/7-Dec14 and SC/8-Dec03 requested to demote Active Members in arrears with the annual financial contributions for more than three years to Users of the Programme, i.e. they lose their voting rights and free access to the trainings and workshops.

2.4 As explained in more detail in working paper 3.2 (Status of the AFPP membership), there are currently 28 Active Members. In addition, the Steering Committee has eight other voting members, i.e. there are 36 members with voting rights in total. This number is compared with the participants of the present meeting in the table below.

<i>Type of membership</i>		<i>Number of votes</i>	<i>Present voters</i>
Active Members		2	18
<i>Users</i>		-	-
Host Administration		1	1
<i>Donors</i>	France	1	-
	Airbus	1	-
Cooperating Agency (AFCAC)		1	1
<i>Implementing agencies</i>	ESAF RO	1	1
	EUR/NAT RO	1	-
	MID RO	1	-
	WACAF RO	1	1
Total		3	22



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2.5 As shown in the table above, the 22 out of the 35 voting members (63 per cent) are present. As the required minimum participation for the conduct of a Steering Committee meeting is one third (33 per cent), the quorum is established.

3. **ACTION BY THE MEETING**

3.1 The Steering Committee is invited to:

- a) Take note of the information provided in this working paper; and
- b) Proceed with the conduct of the SC/9 meeting.

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