



ICAO

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 3: Review of the implementation status of the programme

Working Paper 3.1: Project personnel

(Presented by the Secretariat)

SUMMARY
This paper provides a review of the implementation status of the project document as approved during the 8th meeting of the AFPP Steering Committee (SC/8) with regard to project personnel.
Action: The Steering Committee is invited to take note of the information provided in this paper.
REFERENCES
Report of the 8th meeting of the AFPP Steering Committee

1. INTRODUCTION

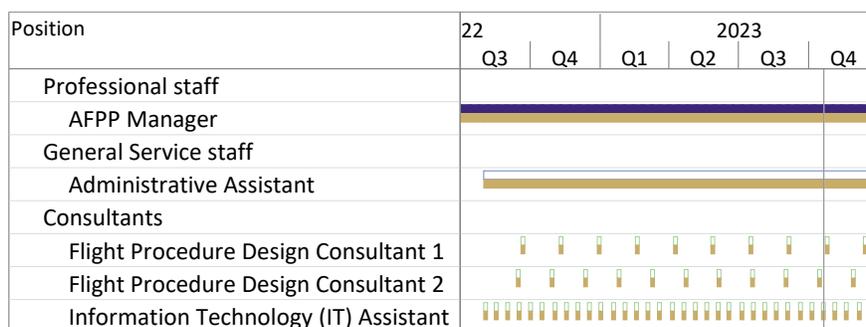
1.1 The following terms are used in the present working paper¹:

Category	Description
Professional staff	Staff members in this category are normally internationally recruited. Work in this category generally demands a high degree of analytical and communication skills, substantive expertise and/or managerial leadership ability. In the context of the AFPP, the AFPP Manager is recruited as international professional staff.
General Service staff	The functions in this category include administrative, secretarial and clerical support as well as specialized technical functions (e.g. security or maintenance). The work carried out by General Service staff supports the functioning of the Organization. In the context of the AFPP, the Administrative Assistant is recruited as General Service staff.

¹ Definitions for categories 'Professional Staff' and 'General service staff' are based on the definitions of staff categories of the United Nations: <https://careers.un.org/lbw/home.aspx?viewtype=SC>

Category	Description
Consultants	Personnel in this category are hired on a need basis for specific tasks and are not staff members of ICAO. In the context of the AFPP, flight procedure designers and the Information Technology (IT) Assistant are recruited as consultants due to the anticipated part-time need for related services.

2. REVIEW OF SECTION 3.3.3 (PROJECT PERSONNEL) OF THE PROJECT DOCUMENT



2.1 The figure above shows the periods during which the different project positions were filled and vacant. The bars at the bottom show the baseline dates as per the project document, which was approved during SC/8, the bars at the top the actual contract dates (solid bars), the scheduled contract dates (dashed bars) and the initially planned dates for positions which were not filled (blank bars).

2.2 The comparison of the actual dates with the baseline leads to the following observations:

Position	Observations and comments
AFPP Manager	The incumbent has been on duty 8 October 2018.
Administrative Assistant	The position could not be filled as planned due to: a) the initial lack of funds; and b) the impact of the COVID-19 pandemic on operational activities and related needs. The position was advertised twice between 29 June and 29 September 2023. The extended duration and repeated advertisement are due to the lack of applications from suitably qualified candidates who meet the eligibility criteria ² . As at 15 October 2023, 10 applications were received, one from a Senegalese national and the others from citizens of African and non-African countries, all with insufficient language skills. The applications are being reviewed.
Flight Procedure Design Consultant 1	The position could not be filled as planned due to: a) the initial lack of funds; and

² Due to the nature of the positions, candidates must be citizens of the country or have the right to legally work at the duty station, e.g. permanent residents, holders of work permits or citizens of Member States of the Economic Community of West African States (ECOWAS), and must have good writing and speaking abilities in French.

Position	Observations and comments
Flight Procedure Design Consultant 2	b) the impact of the COVID-19 pandemic on operational activities and related needs. Same as for Flight Procedure Design Consultant 1
Information Technology (IT) Assistant	The position could not be filled as planned due to: a) the initial lack of funds; and b) the impact of the COVID-19 pandemic on operational activities and related needs. The position was advertised twice between 29 June and 29 September 2023. The extended duration and repeated advertisement are due to the lack of applications from suitably qualified candidates who meet the eligibility criteria ² . As at 15 October 2023, 8 applications were received, two from candidates from other African countries who already live at the duty station, one from an ECOWAS citizen and two from non-African countries (Lebanon, Canada) with sufficient language skills, and three from other African and non-African candidates with insufficient language skills. The applications are being reviewed.

3. **CONCLUSION**

3.1 The steering committee is invited to take note of the information provided in this paper.