



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 3.3: Review of the approved budget

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper provides a review of the budget which was approved the 8th meeting of the AFPP steering committee (SC/8) and the actual expenditures and contributions recorded since then. It also provides an overview of the arrears for annual membership fees, service fees and training fees.

Action: The Steering Committee meeting is invited to take note of the information provided in this paper.

REFERENCES

Report of the 8th meeting of the Steering Committee
SC9/23-WP3.1 (Project personnel)

1. INTRODUCTION

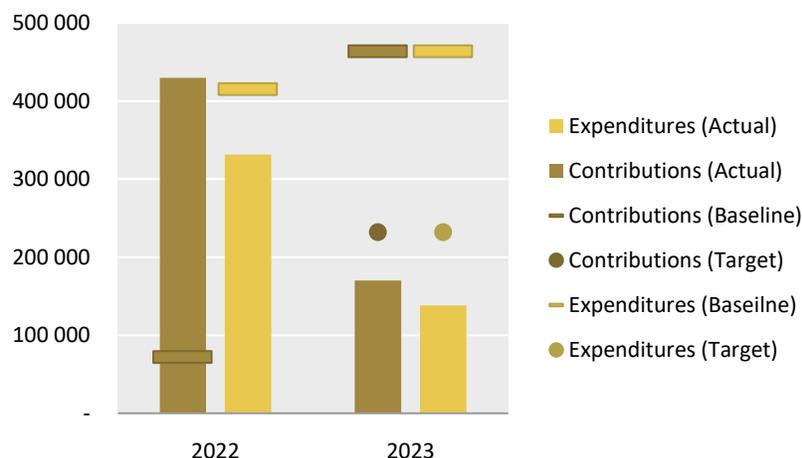
1.1 During its 8th meeting, the steering committee of the AFPP reviewed and approved the project document for Phase III, which included the corresponding budget.

1.2 The present paper provides a review of this approved budget and the related expenditures and received contributions for the period from 1 January 2022 to 30 June 2023.

1.3 Unless explicitly stated otherwise, all amounts in this paper are given in United States dollars.

2. DISCUSSION

2.1 Approved Budget (SC/8) vs. Actuals



2.1.1 The figure above shows a comparison of the approved baseline (and for the current year the corresponding target¹) with the actual expenditures and received contributions for the period from 2022 to 2023 as at 30 June 2023². The corresponding figures by category are provided in the table below.

Item	2022 Baseline	2022 Actual	2022 Actual/ Target	2023 Baseline	2023 Target	2023 Actual	2023 Actual/ Target
Expenditures	415,550	331,290	80%	463,900	231,950	138,392	60%
Project personnel	209,450	178,335	85%	262,700	131,350	84,050	64%
International travel	85,800	77,297	90%	92,500	46,250	24,978	54%
Equipment	25,000	25,147	101%	3,000	1,500	-	-
Subcontracts	48,500	5,796	12%	53,500	26,750	21,208	79%
Miscellaneous	46,800	44,716	96%	52,200	26,100	8,155	31%
Contributions	(72,300)	(429,840)	595%	(463,900)	(231,950)	(169,975)	73%
Total	343,250	(98,549)	(29%)	-	-	(31,583)	NA

2.1.2 The review of the figures leads to the following main observations:

- a) In 2022, the expenditures were 20 per cent below the baseline, mainly due to savings made for personnel (see SC9/23-WP3.1) and related savings due to mission travel which was not carried out. The received contributions were about six times as high as the baseline (which was low due to the surplus of funds carried over from previous

¹ The target corresponds to the amounts which should have been spent/received at the status date with regard to the baseline. For instance, if the baseline includes an amount of \$12,000 to be spent equally throughout the year 2023, i.e. \$1,000 each month, the target as at 30 September 2023 would be (9/12)*\$12,000 = \$9,000. The target values for years prior to 2024 are the same as the baseline values; for future years, they are not applicable.

² Financial statements are issued at the end of each quarter. The financial statement as at 30 June 2023 was the most recent one at the time of writing.

years). As a result, the project had a fund balance of about \$440,000, which was carried over to 2023.

- a) In 2023, the expenditures as at 30 June should correspond to 50 per cent of the baseline. The actual expenditures however are substantially less. The difference is due to, the postponed deployment of local support staff and flight procedure consultants, related mission travel that could not be carried out and reduced administrative fees (which are included in ‘Miscellaneous’) as a result of these savings.
- b) The received contributions for 2023 as at 30 June are also below the baseline, however less than the expenditures. The amount of received contributions exceeds the expenditures by about \$30,000.

2.1.3 The financial status reports for December 2022 and June 2023 are provided in Appendices 1 and 2, respectively. A more detailed review is provided in Appendix 3.

2.2 Current Fund Balance

Item	Amount
Balance as at 1 January 2022	343,250
Contributions	599,815
Expenditures	(469,682)
Balance as at 30 June 2023	473,383

2.2.1 As shown in the table above, the expenditures during 2022 and the first six months of 2023 exceed the received contributions by close to \$130,000. Given the project balance of about \$343,000 on 1 January 2022, the balance as at 30 June 2023 is close to \$473,000.

2.3 Status of Payment Requests

2.3.1 ICAO issues payment requests for annual membership fees, services delivered by the AFPP, such as assistance with the design of flight procedures, and training fees, for the participation of States and administrations which are not Active Members of the AFPP.

2.3.2 The outstanding amounts by category as at 15 October 2023 are shown in the table below.

Category	Arrears
Annual membership fees	742,797
Service fees	48,249
Training fees	10,000
Total	803,284

2.3.3 The details by category and State/administration are provided in Appendix 4.

3. CONCLUSION

3.1 The project budget which was approved during SC/8 was not fully implemented as planned until June 2023. The differences between the baseline and the actuals are mainly due to the delayed recruitment of the local support staff and the flight procedure designers.

3.2 As at 30 June 2023, the project has a balance of close to \$473,000, while the arrears amount to slightly over \$800,000.

3.3 The Steering Committee meeting is invited to take note of the information presented in this paper.

APPENDIX 1

FINANCIAL STATUS REPORT FOR DECEMBER 2022

Statement of Estimated Fund Balance

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure
Capability in the Participating States
Management Service Agreement
RAF14801
As at 31 December 2022
(in United States dollars)**

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2022	343,250	
Adjustment	<u>-</u>	
Adjusted Balance of Surplus (Deficit) as at 1 January 2022		343,250
Add/(Deduct):		
Contributions Received (Schedule I)	429,840	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	(8,952)	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
	<u>420,888</u>	<u>764,138</u>
Deduct Expenses (Note 1):		
Experts (Schedule II)	178,335	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	77,297	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	5,796	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	25,147	
Sundry (Schedule XI)	4,370	
Administrative Overhead (Schedule XII) (Note 2)	31,394	
	<u>322,338</u>	<u>441,799</u>
Fund Balance/(Deficit Balance) as at 31 December 2022		441,799

Schedule I

Contributions and Transfer of Funds

African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States

Management Service Agreement

RAF14801

As at 31 December 2022

(in United States dollars)

Contributions

Date Received	USD Amount	Description
2021/12/09	20,000	BURKINA FASO - RAF14801 - PR# 004/2019-RAF14801
2022/02/07	15,000	GAMBIA - RAF14801 - PR# 014/2021-RAF14801
2022/03/29	23,976	GHANA - RAF14801 - PR# 015/2021-RAF14801
2022/07/08	20,000	KENYA - RAF14801 - PR# 016/2022-RAF14801 (2021-2022 AFPP)
2022/07/14	169,975	ASECNA - RAF14801 - PR# 036/2022-RAF14801 (2022 AFPP)
2022/07/18	6,332	NAMIBIA - RAF14801 - PR# 039/2022-RAF14801
2022/07/29	40,000	TANZANIA - RAF14801 - PR# 023/2022-RAF14801
2022/08/19	10,000	UGANDA - RAF14801 - PR# 025/2022-raf14801 (AFPP for 2022 only)
2022/08/31	40,000	ANGOLA - RAF14801 - PR# 037/2020-RAF14801 (2017 TO 2022 only)
2022/09/06	20,000	ANGOLA - RAF/14/801 AFPP AFI (TTL \$50,000)
2022/11/17	4,000	RWANDA - RAF14801 - PR# 044/2022-RAF14801
2022/12/28	60,557	CABO VERDE - RAF14801 - PR# 048/2022-RAF14801
	429,840	

Schedule II

Expert Expenses and Estimated Commitments

African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

Purchase Order No.	Resource No.	Expert	Salary	Other Entitlements	Total
*	50227	MR. ALEXANDRE DAMIBA	154,740	23,594	178,335
	Total		154,740	23,594	178,335

Schedule VI

Travel Mission Expenses and Estimated Commitments

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability
in the Participating States**

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
207982	50227	MR. ALEXANDRE DAMIBA	2,169	-	5,033	-	7,202
208177	50227	MR. ALEXANDRE DAMIBA	1,138	-	4,107	-	5,245
208175	56234	MR CHRISTIAN BECHTOLD	1,212	-	2,702	-	3,914
207705	99999	VARIOUS / OTHERS	(128)	-	-	-	(128)
207826	99999	VARIOUS / OTHERS	-	-	219	-	219
207827	99999	VARIOUS / OTHERS	-	-	219	-	219
207860	99999	VARIOUS / OTHERS	1,146	-	1,365	86	2,597
207864	99999	VARIOUS / OTHERS	1,154	-	997	-	2,151
207933	99999	VARIOUS / OTHERS	1,560	-	2,101	-	3,661
207964	99999	VARIOUS / OTHERS	2,747	-	928	-	3,675
207969	99999	VARIOUS / OTHERS	2,619	-	928	41	3,588
207983	99999	VARIOUS / OTHERS	1,900	-	5,033	-	6,933
208164	99999	VARIOUS / OTHERS	1,446	-	795	-	2,241
208168	99999	VARIOUS / OTHERS	1,256	-	1,166	87	2,509
208243	99999	VARIOUS / OTHERS	1,423	-	1,166	-	2,589
208344	99999	VARIOUS / OTHERS	1,294	-	2,041	-	3,335
208345	99999	VARIOUS / OTHERS	1,128	-	341	-	1,470
208392	99999	VARIOUS / OTHERS	8,402	-	4,427	-	12,829
208451	99999	VARIOUS / OTHERS	890	-	1,588	-	2,478
208452	99999	VARIOUS / OTHERS	1,088	-	1,582	-	2,670
208562	99999	VARIOUS / OTHERS	1,472	-	2,478	-	3,950
208563	99999	VARIOUS / OTHERS	1,472	-	2,478	-	3,950
Total			35,389	-	41,694	215	77,297

Schedule VIII

Subcontracts Expenses and Estimated Commitments

African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

Purchase Order No.	Purchase Order Description	Total
Local Subcontracts		
22203353	Payment for interpretation services during SC/7 for AFPP by Ndiack Ba	998
22203354	Payment for interpretation services during SC/7 for AFPP by Mr. Amel Kane	998
22203416	Payment for translation services during AFPP Steering Committee meeting 23-24 August 2022	3,800
International Subcontracts		
Total		5,796

Schedule X

Equipment Expenses and Estimated Commitments

African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

Purchase Order No.	Purchase Order Description	Total
International		
22502063	Renewal of Software maintenance for two (2) additional years and exercising of Options 1 through 4.	25,147
Operation and Maintenance		
Local		
Total		25,147

Schedule XI

Sundry Expenses and Estimated Commitments

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure
Capability in the Participating States
Management Service Agreement
RAF14801**

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

Purchase Order No.	Purchase Order Description	Total
	Professional Liability Insurance	
	Report costs	
	Other Sundry Expenses *	4,370
	Total	4,370

Note 1— The item “Other Sundry Expenses” corresponds to banking fees, such as transfer fees for the payment of salaries and DSA, and fees for the shipping of documents such as contracts, UNLP, etc.

APPENDIX 2

FINANCIAL STATUS REPORT FOR JUNE 2023

Statement of Estimated Fund Balance

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure
Capability in the Participating States
Management Service Agreement
RAF14801
As at 30 June 2023
(in United States dollars)**

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2023	441,799	
Adjustment	-	
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Adjusted Balance of Surplus (Deficit) as at 1 January 2023		441,799
Add/(Deduct): Contributions Received (Schedule I)	169,975	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	4,344	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
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		<u>174,319</u>
		616,118
Deduct Expenses (Note 1):		
Experts (Schedule II)	84,050	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	24,978	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	21,208	
Sundry (Schedule XI)	1,451	
Administrative Overhead (Schedule XII) (Note 2)	11,048	
	<hr/>	
		<u>142,735</u>
Fund Balance/(Deficit Balance) as at 30 June 2023		473,383

Schedule I

Contributions and Transfer of Funds

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure
Capability in the Participating States**

Management Service Agreement

RAF14801

As at 30 June 2023

(in United States dollars)

Contributions

Date Received	USD Amount	Description
2023/06/12	169,975	SENEGAL (ASECNA) - RAF14801 - PR# 036/2023-RAF14801
	<u>169,975</u>	

Schedule II

Expert Expenses and Estimated Commitments

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure
Capability in the Participating States**

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 30 June 2023

Purchase Order No.	Resource No.	Expert	Salary	Other Entitlements	Total
*	50227	MR. ALEXANDRE DAMIBA	79,847	4,203	84,050
	Total		79,847	4,203	84,050

Schedule VI

Travel Mission Expenses and Estimated Commitments

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability
in the Participating States**

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 30 June 2023

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
208783	50227	MR. ALEXANDRE DAMIBA	3,043	-	5,929	-	8,973
208906	50227	MR. ALEXANDRE DAMIBA	1,994	-	1,577	-	3,571
208392	99999	VARIOUS / OTHERS	(630)	-	-	-	(630)
208784	99999	VARIOUS / OTHERS	(11)	-	-	-	(11)
208810	99999	VARIOUS / OTHERS	9,633	-	3,442	-	13,075
Total			14,029	-	10,948	-	24,978

Schedule X

Equipment Expenses and Estimated Commitments

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the
Participating States**

Management Service Agreement

RAF14801

(in United States dollars)

Financial Status From Accounts as at 30 June 2023

Purchase Order No.	Purchase Order Description	Total
International		
22502063	Renewal of Software maintenance for two (2) additional years and exercising of Options 1 through 4.	21,208
Operation and Maintenance		
Local		
Total		21,208

Schedule XI

Sundry Expenses and Estimated Commitments

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure
Capability in the Participating States
Management Service Agreement
RAF14801
(in United States dollars)**

Financial Status From Accounts as at 30 June 2023

Purchase Order No.	Purchase Order Description	Total
	Professional Liability Insurance	
	Report costs	
	Other Sundry Expenses *	1,451
	Total	1,451

Note 2— The item “Other Sundry Expenses” corresponds to banking fees, such as transfer fees for the payment of salaries and DSA, and fees for the shipping of documents such as contracts, UNLP, etc.

APPENDIX 3

DETAILED REVIEW OF ACTUALS VS. BASELINE FOR 2022 AND FROM JANUARY TO JUNE 2023

Item	2022 Baseline	2022 Actual	2022 Actual/ Baseline	2023 Baseline	2023 Target	2023 Actual	2023 Actual / Baseline
Expenditures	415,550	331,290	80%	463,900	231,950	138,392	30%
Project personnel	209,450	178,335	85%	262,700	131,350	84,050	32%
Professional staff	175,900	178,335	101%	181,600	90,800	84,050	46%
AFPP Manager (Phase II and Phase III)	175,900	178,335	101%	181,600	90,800	84,050	46%
General Service staff	9,900	-	-	24,300	12,150	-	-
Administrative Assistant	9,900	-	-	24,300	12,150	-	-
Consultants	23,650	-	-	56,800	28,400	-	-
Flight Procedure Design Consultant 1	7,500	-	-	18,000	9,000	-	-
Flight Procedure Design Consultant 2	11,250	-	-	27,000	13,500	-	-
Information Technology (IT) Assistant	4,900	-	-	11,800	5,900	-	-
International travel	85,800	77,297	90%	92,500	46,250	24,978	27%
Equipment	25,000	25,147	101%	3,000	1,500	-	-
Flight procedure design software (maintenance)		25,147	NA				
Subcontracts	48,500	5,796	12%	53,500	26,750	21,208	40%
Flight procedure design software (maintenance)						21,208	NA
Steering committee meetings		5,796	NA				
SC/7 (virtual) (interpretation)		1,996	NA				
SC/8 (Dar es Salaam) (interpretation)		3,800	NA				
Miscellaneous	46,800	44,716	96%	52,200	26,100	8,155	16%
Sundry	9,000	4,370	49%	10,000	5,000	1,451	15%
Overhead charges	37,800	31,394	83%	42,200	21,100	11,048	26%
Foreign currency revaluation gain/loss		8,952	NA			(4,344)	NA
Contributions	(72,300)	(429,840)	595%	(463,900)	(231,950)	(169,975)	37%
Total	343,250	(98,549)	(29%)	-	-	(31,583)	NA

APPENDIX 4**ARREARS AS AT 15 OCTOBER 2023*****Annual Membership Fees***

Entity	Amount
Angola - National Institute of Civil Aviation (INAVIC)	10,127
Botswana - Civil Aviation Authority of Botswana (CAAB)	50,000
Cabo Verde - Civil Aviation Authority (AAC)	60,000
Comoros - Agence Nationale de l'Aviation Civile et de la Météorologie (ANACM)	20,000
Congo - Agence Nationale de l'Aviation Civile (ANAC)	20,000
Democratic Republic of the Congo - Autorité de l'Aviation Civile (AAC)	50,000
Djibouti - Direction de l'Aviation Civile et de la Météorologie	80,000
Eswatini - Civil Aviation Authority (ESWACAA)	10,000
Gabon - Agence Nationale de l'Aviation Civile (ANAC)	10,025
Gambia - Gambia Civil Aviation Authority (GCAA)	25,050
Ghana - Ghana Civil Aviation Authority (GCAA)	26,054
Guinea - Autorité Guinéenne de l'Aviation Civile (AGAC)	60,000
Mauritania - Agence Nationale de l'Aviation Civile (ANAC)	10,015
Mozambique - Aeroportos de Moçambique (ADM)	60,030
Nigeria - Nigerian Civil Aviation Authority (NCAA)	80,015
Sao Tome and Principe - International Airport of Sao Tome	30,000
Senegal - Agence Nationale de l'Aviation Civile et de la Météorologie (ANACIM)	20,000
Sierra Leone - Sierra Leone Civil Aviation Authority (SLCAA)	60,000
Somalia - Somalia Civil Aviation Authority (SCAA)	20,000
Uganda - Uganda Civil Aviation Authority (UCAA)	10,000
Zimbabwe - Civil Aviation Authority of Zimbabwe (CAAZ)	31,480
Total	742,797

Service Fees

Entity	Amount
Guinea - Agence de la Navigation Aérienne (ANA)	1,526
Niger - Agence Nationale de l'Aviation Civile (ANAC)	46,723
Total	48,249

Training Fees

Entity	Amount
Algeria - Établissement National de la Navigation Aérienne (ENNA)	4,000
Cabo Verde - Civil Aviation Authority (AAC)	2,000
Mozambique - Aeroportos de Moçambique (ADM)	2,000
Sierra Leone - Sierra Leone Civil Aviation Authority (SLCAA)	2,000
Total	10,000

