



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 5 : Review of the 2024 Work Programme Working paper 5.3: Revised budget

(Presented by the Secretariat)

#### EXECUTIVE SUMMARY

This paper proposes a revised budget for the African Flight Procedure Programme (AFPP) until the end of Phase III on 31 July 2025.

**Action:** The Steering Committee meeting is invited to:

- a) approve or revise as necessary the proposed budget of Appendix 1, in particular with regard to the project personnel; and
- b) urge States and organizations to settle their arrears.

#### REFERENCES

Report of the 8th meeting of the Steering Committee  
SC9/23-WP3.3 (Review of the approved budget)  
SC9/23-WP5.2 (Project personnel)

## 1. INTRODUCTION

1.1 This paper presents the revised budget for the African Flight Procedure Programme (AFPP).

1.2 The presented budget was developed based on the revised work plan of the AFPP and ICAO's applicable rules and guidelines. It includes:

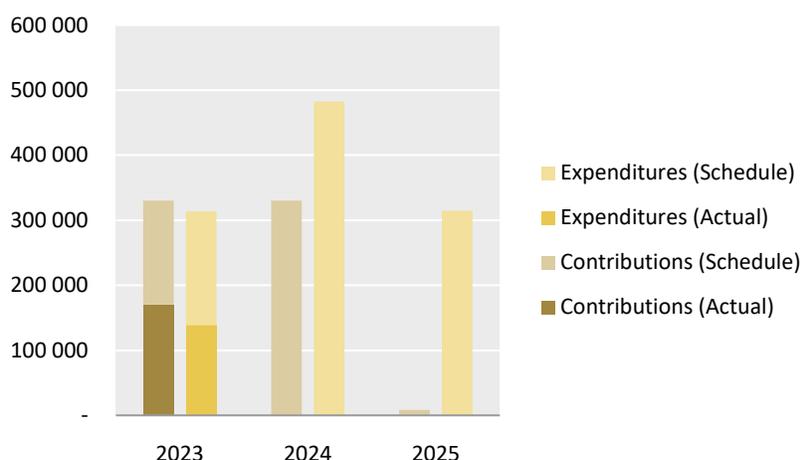
- a) actual expenditures and contributions until 30 June 2023<sup>1</sup>; and
- b) estimates for the period from 1 July 2023 until the scheduled end date of Phase III on 31 July 2025.

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

<sup>1</sup> 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.

## 2. DISCUSSION

2.1 The detailed budget and related explanations are provided in Appendix 1. The subsections below describe the estimates for the period from 1 July 2023 to the end of Phase III and the required contributions for its implementation.



2.2 The figure above shows the budget for the individual years from 2023 until the end of Phase III. Since the most recent financial statement was issued for June 2023, the present year includes both actuals (solid area) and estimates (shaded area). The corresponding figures by category are provided below.

Item	2023-2025	2023	2024	2025
Expenditures	1,110,549	313,400	482,450	314,700
Project personnel	610,350	181,600	255,900	172,850
International travel	204,900	58,400	92,500	54,000
Equipment	32,750	3,000	28,000	1,750
Subcontracts	140,800	38,800	51,500	50,500
Miscellaneous	121,749	31,600	54,550	35,600
Contributions	(668,750)	(330,300)	(330,300)	(8,150)
Total	441,799	(16,900)	152,150	306,550

2.3 The main observations are the following:

- a) The expenditures are expected to increase significantly during 2024 and 2025 (the latter only includes seven months), due to the recruitment of project staff, related mission travel for on-site activities of the flight procedure designers and increased expenditures for equipment and subcontracts, which include the procurement and maintenance of charting software.
- b) The expenditures from 1 July 2023 until the end of Phase III are expected to be slightly over \$1.1 million. Given the surplus carried over from the previous year and the contributions received as at 15 October 2023, additional contributions of close to \$340,000 are required to implement the budget.

2.4 States and organizations are therefore urged to pay their arrears for annual membership fees, service fees and training fees (see SC9/23-WP3.3) in order to support the implementation of the programme until the end of Phase III.

### 3. **CONCLUSION**

3.1 Based on the discussion in section 2 above, the Steering Committee meeting is invited to:

- a) approve or revise as necessary the proposed budget of Appendix 1;
- b) urge States and organizations to settle their arrears.

3.2 If the proposed budget needs to be modified, ICAO will submit the revised budget to the president of the Steering Committee for approval after the meeting.



## APPENDIX 1

## REVISED BUDGET

Item	Total	2014-2022	2023-2025	2023	2024	2025
Expenditures	2,923,848	1,813,299	1,110,549	313,400	482,450	314,700
Project personnel	1,406,360	796,010	610,350	181,600	255,900	172,850
Professional staff	1,299,910	796,010	503,900	181,600	187,300	135,000
AFPP Manager (Phase I)	114,745	114,745				
AFPP Manager (Phase II and Phase III)	1,170,625	666,725	503,900	181,600	187,300	135,000
PBN Course Development Expert and Facilitator	14,540	14,540				
General Service staff	37,500		37,500		22,300	15,200
Administrative Assistant	37,500		37,500		22,300	15,200
Consultants	68,950		68,950		46,300	22,650
Flight Procedure Design Consultant 1	13,950		13,950		9,300	4,650
Flight Procedure Design Consultant 2	37,500		37,500		25,000	12,500
Information Technology (IT) Assistant	17,500		17,500		12,000	5,500
International travel	733,924	529,024	204,900	58,400	92,500	54,000
Equipment	164,214	131,464	32,750	3,000	28,000	1,750
Flight procedure design software	48,765	48,765				
Charting Software	25,000		25,000		25,000	
Catering and supplies for training	204	204				
Training delivery	81,135	81,135				
Stationery	354	354				
Other	8,756	1,006	7,750	3,000	3,000	1,750
Subcontracts	279,081	138,281	140,800	38,800	51,500	50,500
Software maintenance	199,438	110,238	89,200	29,200	27,500	32,500
Flight procedure design software	194,438	110,238	84,200	29,200	27,500	27,500
Charting Software	5,000		5,000			5,000
Catering and supplies for workshops/training	42,872	7,522	35,350	5,350	18,000	12,000
Training delivery	2,726	2,726				
Steering committee meetings (interpretation, cater.)	33,933	17,683	16,250	4,250	6,000	6,000
Other	112	112				

SC9/23-WP5.3

Miscellaneous	340,270	218,520	121,749	31,600	54,550	35,600
Sundry	58,411	33,661	24,750	7,050	10,700	7,000
Overhead charges	266,990	165,641	101,349	28,900	43,850	28,600
Foreign currency revaluation gain/loss	14,869	19,219	(4,350)	(4,350)		
Contributions	(2,923,848)	(2,255,098)	(668,750)	(330,300)	(330,300)	(8,150)
Total	-	(441,799)	441,799	(16,900)	152,150	306,550



1. The budget includes the expenditures from 2 June 2014 to 30 June 2023 and estimates for the period from 1 July 2023 to the scheduled end date of Phase III on 31 July 2025. The estimates are described in the table below.

Item	Description
AFPP Manager (Phase II and Phase III)	The amounts and durations are based on an extension of the incumbent's current contract until the end of Phase III and include salary and entitlements. The entitlements include repatriation grant, home leave, dependency allowance, payment of accrued annual leave, etc. and ICAO's contribution to the United Nations Joint Staff Pension Fund.
Administrative Assistant	It is expected that the recruitment process will be completed and the selected candidate report for duty on 1 February 2024 until the end of Phase III. The position was classified at G-5, Step I.
Consultant 1 (based in Dakar) Consultant 2 (based in Dar es Salaam)	It is expected that the two consultants will work tree flight procedure design projects each until the end of Phase III. Two of these projects are scheduled to be carried out in 2024 and one in 2025. Each project includes three activities with a duration of 5 working days each; the estimated fee is \$600 per working day. Note that the project only covers the assignment cost for the flight procedure design projects. For the trainings/workshops, the consultants are paid by their respective administrations, while ICAO will only cover the related mission cost.
Information Technology (IT) Specialist	It is expected that the recruitment process will be completed and the selected candidate report for duty on 1 February 2024 until the end of Phase III, for 10 working days per month. The position was classified at a fee of XOF 57,000 per working day.
International Travel	The estimates are based on the individual missions, workshops, trainings and flight procedure design projects, taking into account the duty station of the consultants. The ticket cost for any mission is estimated at US\$ 3,000. The amounts for daily subsistence allowance (DSA) are based on applicable UN rates as at April 2023.
Equipment	The item includes: a) cost estimates for the procurement of charting software in 2024; and b) a general provision of \$3,000 per year to cover stationery, phone credit, etc.
Subcontracts	The item includes: a) maintenance fees for flight procedure design and charting software; b) provisions for catering and supplies for training and workshops of \$6,000 per event (three in 2024, two in 2025); and c) provisions for interpretation services and/or catering during one steering committee per year (\$6,000 per meeting).
Miscellaneous expenses	The item covers expenses such as banking charges or mailing charges and corresponds to about 2.5 per cent of the above-mentioned items.
Overhead charges	ICAO's administrative fees of 10 per cent of the expenditures.