



## **REVISION B of ANNEX 1 to the Management Service Agreement between ICAO and CODEVMET-AFI Member States**

### **PROJECT DOCUMENT**

**(Confidential)**

- 1. Project Code:** **RAF16802**
- 2. Beneficiary States /Organizations** Africa and Indian-Ocean (AFI) States /Organizations
- 3. Project Title:** Cooperative Development of Aeronautical Meteorology Services in AFI Region
- 4. Executing Agency :** ICAO
- 5. Beneficiaries :** States /Organizations
- 6. Project Start Date :** 14 December 2016
- 7. Revised Duration:** 6.5 Years
- 8. Estimated project** Until July 2023
- 9. Source of finding :** Project Member States /Organizations, ICAO Voluntary Funds
- 10. Revised Budget :** US\$ 547,695
- 11. Strategic Objectives :** A - Safety; B -Air Navigation Capacity and Efficiency

**Brief Description:** This is Revision B of the for Cooperative Development of Aeronautical Meteorology (MET) Services in the AFI Region (CODEVMET-AFI) programme.

**The objectives of the project are:**

- a) To continue enhancing the capability of the States' regulatory authority in carrying out safety oversight of MET services;
- b) To enable MET services Providers in Member States achieve compliance with international aviation safety standards related to the provision of timely, reliable and accurate meteorological information to aviation users in an efficient manner.

The project is open to the all AFI States as per Conclusion 17/04 of the APIRG/17 meeting and aviation meteorology organizations operating within the AFI Region. The project will be implemented under a Management Service Agreement to which this document constitutes **Annex 1**.

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## **1. PROJECT CONTEXT**

- 1.1. The 35th Session of the ICAO Assembly resolved (Assembly Resolution A35-6 refers) that the ICAO Universal Safety Oversight Audit Programme (USOAP) be expanded to cover the safety-related provisions in all safety-related Annexes (all with the exception of Annex 9 — Facilitation and Annex 17 — Security) and also to implement a comprehensive systems approach for the conduct of safety oversight audits.
- 1.2. As such, the subject of Aeronautical Meteorology is to be covered by the State Safety Oversight activities, which means that State shall focus on the establishment of the MET relevant aspects related the Critical Elements CE-1 to CE-5 and proceed with ensuring the effective implementation of all MET safety activities related to the Critical Elements CE-6 to CE-8.
- 1.3. The Cooperative Development of the Aeronautical Meteorology Services (CODEVMET) as designed and implemented through its pilot phase (CODEVMET Pilot Phase) and its evolved phase to CODEVMET AFI Programme has been recognized as with highly relevant to Member States priorities and the Global Air Navigation Plan (GANP), as it addresses AFI Regional priorities (safety, integration of operations) and Member States' needs.
- 1.4. Despite the relevance of this programme as mentioned above, the ICAO Evaluation and Internal Audit Office, through an evaluation of the project in February 2020, found that CODEVMET-AFI project was not able to achieve the planned activities within the timeframe of the project using the allocated budget. Indeed, achievements have been made regarding the enhancement of the State's MET Safety Oversight System, but many challenges are yet to be addressed among which include:
  - a) Lack of harmonized regulations on safety oversight of Met services
  - b) The lack of qualified and competent MET Inspectors to assume full functioning of safety oversight of MET in their respective States;
  - c) States not implementing quality system in aeronautical meteorological field.
- 1.5. The purpose of the revision of the project is therefore to extend the duration of the project until July 2023 to:
  - a) Assist States that have joined the project in improving their oversight functions in MET service providers in member States.
  - b) Assist States' MET Services Providers that have not yet implemented quality management system in MET field to do so.

## **2. TARGETS, OVERALL OBJECTIVES AND END OF PROJECT STATUS,**

- 1.1. The purpose of this project is to:
  - a) Assist States to enhance their Safety Oversight System in MET; and
  - b) Assist Service Providers in complying with ICAO SARPs and implementing the quality management system in MET.

1.2. At the end of the project, the following will be achieved:

- a) States safety oversight capabilities in MET is enhanced;
- b) All MET Service Providers comply with MET related standards and have established the quality management system in MET as required in the ICAO Annex 3.

### 3. IMPLEMENTATION PROCESS AND STRATEGY

#### 3.1. Institutional framework

- a) **Participating Members:** The Project will be executed on the basis of the Project Document signed by the Chairperson of the CODEVMET-AFI Steering Committee, on behalf of the State that gives him the power to do so. In this regards, State /Organization having given power to the Chairperson of the Steering Committee to sign the Annex(es) to the MSA is deemed to be Participating Member.
- b) **Active Members:** All AFI States /Organization that commit to funding the project by means of an annual financial contribution in line with an approved budget become an Active Member.
- c) **Users:** All African Participating Members who are not Active Members are Users.
- d) **Observers:** Participating Members who are not Active Members or Users are Observers.
- e) **Donors:** Participating Members that support the Cooperation Development of Aeronautical Meteorology Services in the AFI Region by secondment of expert and/or provision of equipment, trainings, finance and any other proposed activities endorsed by the Steering Committee.
- f) **Host of the common activities:** The Gambia will host the face-to-face activities involving /benefiting to all beneficiary States. Those activities include trainings, seminars, workshops and meetings. The host State will provide necessary facilitations necessary for conduction of such events.

#### 3.2. Activities format

- a) Experts supporting the project implementation activities will be deployed on a need-basis. Activities that may not require the physical presence of the Project experts in States may be conducted online and deliverables produced would be made available by email or any other suitable means to the participating and concerned States.

#### 3.3. Project Team composition:

- a) Regional Officers of ICAO ESAF and WACAF Offices;
- b) Selected Experts from States with Effective implementation (EI) in ANS greater than 80% and with certified QMS for ANSPs.
- c) . Experts from Organizations in charge of MET (such as ASECNA)

#### 3.4. Implementation process

##### 3.4.1. Resumption of the Project activities

- a) A two-days meeting of the Project Steering Committee will be held in July 2021. This meeting will be attended by the DGCAAs of the Participating States or their representatives, ICAO

Regional Directors for ESAF and WACAF Offices, and other stakeholders.

- b) The purpose of this SC meeting is to review and endorse the revised project document and get commitment of States on the Project implementation activities.

#### 3.4.2. Identification of experts

- a) The ICAO Regional Offices will identify experts (from regulatory authorities, MET service providers and QMS Focal Points) from States which have a level of Effective Implementation (EI) of at least 80 per cent in the area of air navigation services (ANS) in the USOAP-CMA and whose Service Providers have already certified or operationally implemented their QMS for meteorological services.

#### 3.4.3. Actions by the experts

- a) Under the guidance and coordination of the ICAO ESAF and WACAF Offices, the above-mentioned Experts, will develop generic regulations, guidance material, operational procedures, technical tools, QMS processes and related procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET.
- b) The said activities will be conducted remotely.

#### 3.4.4. Validation workshop

- a) A 7-day validation workshop will be conducted. The purpose of this workshop is to:
  - i. Finalize the developed generic documentation for MET safety oversight and QMS, and agree on the Project implementation strategy; and
  - ii. Develop a work plan and assign tasks to the experts.

#### 3.4.5. Familiarization Workshop

- a) Following the validation workshop and prior to the deployment of experts for implementation assistance, a 7-day workshop will be conducted to:
  - i. Build capacity and familiarize staff in target States with the Safety Oversight of MET services and Quality management approach;
  - ii. Provide the necessary information and guidance to the Project Experts on the project strategy; and
  - iii. Prepare for assisting new target States/Organizations.

#### 3.4.6. Deployment of experts in States

- a) Experts will be deployed in the Member States based on the established assistance plan.

#### 4. PROJECT OBJECTIVES, DELIVERABLES, ACTIVITIES

<b>Objective 1</b>	<b>Assist AFI States in the enhancement of the capability their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET</b>	
<b>Identified risks</b>	<ul style="list-style-type: none"> <li>- <i>Delay in transfer funds to ICAO</i></li> <li>- <i>Lack of commitment of States</i></li> </ul>	
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>- <i>States able to carry out safety oversight of MET services.</i></li> <li>- <i>Number of States having certified QMS in MET</i></li> </ul>	
<b>Deliverable 1.1</b>	<b>Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures</b>	
<i>Activity #</i>	<i>Activity description</i>	<i>Actors</i>
1.1.1.	Conduct a 3-days an introductory seminar on MET Safety Oversight and QMS intended to States and resources experts (Online)	ICAO
1.1.2.	Development of generic regulations, guidance material, operational procedures, technical tools, QMS processes and related guidance and procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET	Experts
1.1.3.	Conduct of a 7-day validation workshop intended to experts and ICAO Regional Officers to review and validate the generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures.	ICAO, Experts
1.1.4.	Plan and organize two five-day workshops for ESAF and WACAF States to familiarize them with the above developed documentation, guidelines and tools and to agree on State action plans	ICAO, Experts
1.1.5.	Hold the resources experts briefing session (Online)	ICAO
1.1.6.	Conduct of Specific seminars /workshops on request of a State or group of States or in the initiative of ICAO Regional Offices to address specific performance issues within the implementation of the project.	ICAO
<b>Deliverable 1.2</b>	<b>Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation</b>	
<i>Activity #</i>	<i>Description</i>	<i>Actors</i>
1.2.1	Submit to ICAO, for review, action plans for the improvement of safety oversight of MET services and for the implementation of the QMS in MET	States

1.2.2	Monitor progress in the implementation of action plans by States in the framework of improvement State's safety oversight of MET services and the implementation of the QMS in MET	Experts
1.2.3	Conduct of a 3-day English workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the processes (Online))	Experts
1.2.4	Conduct of a 3-day French workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the processes (Online))	Experts
1.2.5	Conduct a 5-day training of QMS internal auditors	ICAO
1.2.6	Assist States in conducting internal audits (1 day work per State)	Experts
1.2.7	Conduct a 3-day mission (by 1 expert) to each State for final review of the status of planned actions and assistance as may be required	Experts
<b>Deliverable 1.3</b>	<b>Certification of States MET Services Providers QMS and Surveillance</b>	
<i>Activity #</i>	<i>Activity description</i>	<i>Actors</i>
1.3.1.	Assist States in the preparation third-party certification audit	ICAO, Experts
1.3.2.	Assist States in carrying out MET safety oversight and conduct of QMS certification audits. 1 Expert per State, 7 days per State	Experts
<b>Deliverable 1.4</b>	<b>Project exit wrap up</b>	
<i>Activity #</i>	<i>Activity description</i>	<i>Actors</i>
1.1.1.	Conduct a 2-day project wrap up visit to each beneficiary State	ICAO

## 5. PROJECT RESOURCES

### 5.1. Inputs from States / Organizations

#### 5.1.1. Steering Committee

The steering committee shall, amongst others:

- a) Review and approve the comprehensive progress report of the Programme prepared by ICAO;
- b) Review the financial statements covering the Programme activities since the previous meeting;
- c) Formulate policies and assign priorities for the activities of CODEVMET-AFI, the provisions of the CODEVMET-AFI Programme Document, and the availability of funds;
- d) Review and approve the work plan (including for services on request) and budget for the Programme; and
- e) Decide on any other matters related to its activities as deemed necessary, e.g. on the voting rights of its Members, the amounts of membership contributions, etc.

The rules of procedures of the Steering Committee are detailed in the **Attachment C** to this document. The steering committee may amend these rules of procedure as necessary.

#### 5.1.2. Project funding:

- a) The project will be funded through:
  - The annual contributions of Member States /organization; and
  - Voluntary contributions from ICAO and Donors.
- b) The amounts of the annual contributions will be defined by the steering committee.

#### 5.1.3. Participating States /Organizations

- a) Participating Members will provide the following:
  - i) Experts;
  - ii) Support expenses of duty travel of experts and ICAO Regional Officers, as required, supporting MET Safety Oversight and QMS activities in their States/Organization.
  - iii) Arrange free ground transportation to/from the workplace and airport upon arrival and departure to the ICAO expert(s) as necessary in the performance of their duties
  - iv) **Authorizations to ICAO** experts to access technical documentation and any of the work sites contained within the approved work plan as may be require.

#### 5.1.4.Active members:

- a) Active Members will provide the following:
  - i) Annual contributions covering the cost of the project activities as decided by the steering committee.
  - ii) Participation in the meetings of the Steering Committee as Participating Member with the right to vote. In the case of regional organizations, the Active Member has a number of votes equal to the number of Member States engaged in the project it represents and has to manage with those Members States for the vote.

### **5.2. Monitoring and reporting**

#### 5.2.1.Project Monitoring

- a) The overall project implementation will be monitored by the Steering Committee, which will meet at least once a year. The meeting interval will be decided by the Steering Committee.
- b) On a day-to-day basis, ICAO monitors the work of the assigned project experts.
- c) ICAO evaluates the implementation status of the CODEVMET project and reports to the steering committee.

#### 5.2.2.Mission Reports of the Project Experts

- a) The Project experts will prepare mission reports at the conclusion of each of their missions to the Member States. All such reports shall be provided confidentially to WACAF Office.
- b) The project experts will prepare technical reports on any QMS implementation or safety oversight work in which they will be required to participate in advisory capacity. All such reports shall be provided confidentially to WACAF Office.

#### 5.2.3.Project Progress Reports

- a) ICAO will submit progress reports to the steering committee to keep it informed of activities. The progress report will provide an overview of the project implementation status.

#### 5.2.4.Project Terminal Report.

- b) Towards the conclusion of the Project, ICAO will prepare a Terminal Report, based on the activities implemented and based on the experts' mission reports. It shall be prepared in draft sufficiently in advance to allow review and technical clearance by ICAO at least two months prior to the last scheduled steering committee.

### **5.3. ICAO's inputs**

- a) Mission travel of ICAO Secretariat staff for monitoring /assistance purposes and steering committee meetings, as well as mission travel for project experts. Related cost is covered by project funds.
- b) Administrative and other services for the handling of the Project;
- c) Financial account management and budgetary control of the Project; and
- d) Technical support to the Project experts in the performance of their duties.

## 6. RISKS, MITIGATION MEASURES AND PREREQUISITES

### 6.1. Risks, Risks levels and mitigation measures.

Risks		- Assessment				Response		
Risk	Possible Causes	Consequence	Prob. 1-5	Sever. 1-5	Estimated level (1-25)	Response Type	Action	Owner
Delay in transfer funds to ICAO	States face financial issues or amount of contribution is higher	Delay in the start of the project	2	3	6	Remove	Project format has been reviewed to allow States to join the project. Follow-up actions should be put in place and request for payment letters sent to States	ICAO
Lack of engagement of States	States didn't understand well the safety concerns that may result from its low engagement	Project objectives are not achieved as planned	2	3	6	Remove	Provide assistance to States as appropriate to mitigate this risks	ICAO
Lack of engagement of States' MET Service Providers	Lack of awareness of the benefits of adopting a QMS.	Project objectives are not achieved as planned	2	3	6	Remove	State MET Services Providers should be aware that they shall comply with ICAO Annex 3 provisions. The benefits they will record by adopting QMS in MET should be demonstrated.	States
Lack of engagement of project experts	Experts didn't understand well what is expected from him	Project objectives are not achieved as planned	2	3	6	Remove	Provide experts with clear briefing on their mission, what is expected from them and what in return they will gain in terms of knowledge, experience and expertise.	ICAO, States

## **7. PROJECT SCHEDULE**

### **7.1. Preliminary project schedule**

- a) The preliminary project schedule for Stage 2 of the project is presented in **Attachment A**. This preliminary project schedule is indicative only. A detailed work plan will be prepared once the experts are selected and deployed in the field to assist States.

## **8. PROJECT BUDGET**

- 8.1. An overview of the project budget from the beginning of the project until July 2023 is provided in the **Attachment B** to the this document.

## **9. LEGAL FRAMEWORK**

- 9.1. This project document shall constitute Revision B of Annex 1 to the revised Management Service Agreement between the International Civil Aviation Organization (ICAO) and the CODEVMET-AFI Member States.
- 9.2. The project document will come into force upon its signing by both parties and will be considered as operationally active, upon receipt at ICAO of the necessary funds as indicated in section 0 of the present project document.
- 9.3. Any change, amendment or revision to this project document (including scope, duration, budget, responsibilities, or other), will need to be formally approved in writing by both Parties.
- 9.4. Nothing contained in or relating to this Project Document shall be deemed a waiver, express or implied, of any of the privileges and immunities of ICAO and its personnel.
- 9.5. The CODEVMET-AFI Member States shall indemnify, hold harmless and, in consultation with ICAO, defend ICAO, including its personnel, from any and all actions, claims or other demands arising out of any act performed by ICAO on behalf of the CODEVMET-AFI Member States pursuant to this Project Document. The obligation under this clause does not lapse upon termination or completion of this Project Document.