



**Cooperative Development of Aeronautical Meteorology Services in AFI  
Region**

**(CODEVMET-AFI)**

**RAF16802**

**Attachment C to Annex 1 to the Revised Management Service Agreement  
between the CODEVMET-AFI Member States and ICAO**

**RULES FOR THE FUNCTIONING OF THE CODEVMET-AFI STEERING  
COMMITTEE**

## **1. Composition and Membership**

### 1.1. The Steering Committee shall be composed of:

- a) The heads of the civil aviation administration responsible for regulatory functions of all CODEVMET-AFI Members (Directors General of Civil Aviation/Chairmen of civil aviation authorities (CAAs)) or their designated representatives which will be the States' regulatory meteorological authorities as defined in ICAO Annex 3;
- b) The heads of Air Navigation Services Providers (ANSP) when in charge of the provision of aeronautical meteorology (MET) services at airports and as applicable in flight information regions (FIRs) in CODEVMET-AFI Member States.
- c) The heads of the departments responsible for the provision of MET services at airports and as applicable in FIRs covering a group of States in CODEVMET-AFI Member States when different from the CAAs and ANSPs.

### 1.2. ICAO will participate in the Steering Committee, in an advisory capacity, represented by the Regional Director of the Western and Central African (WACAF) Office, also serving as the secretary of the Steering Committee, supported by the Director, Technical Cooperation Bureau (TCB), who will provide administrative services to the WACAF Office for the recruitment of experts/CODEVMET-AFI personnel, assistance with the administration of mission travel, preparation of budgets and maintaining financial and accounting records.

### 1.3. A State/Entity becomes a member of the CODEVMET-AFI steering committee through the signature of the Management Service Agreement for the CODEVMET-AFI Programme.

## **2. Role and responsibilities**

### 2.1. The Steering Committee shall:

- a) Review and approve the comprehensive progress report of the Programme prepared by ICAO;
- b) Review the financial statements covering the Programme activities;
- 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;
- e) Consult with ICAO on matters related to the implementation of the Programme, in particular with regard to scope, timelines and budget of the work plan, and for general guidance on technical matters; and
- f) 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.

### **3. Conduct of Steering Committee meetings**

- 3.1. The Steering Committee can only take decisions during a meeting if a quorum of at least one third of the Members of the Steering Committee is reached, including the Chairperson.
- 3.2. The Chairperson of the Steering Committee shall be elected, by simple majority of all the members' present, having voting rights and taking part in the vote, amongst the Project Members, for the duration of a cycle of the Steering Committee's meetings, or for any other period of time as determined by the steering committee. The Chairperson shall not be elected from the same Project Member as the previous Chairperson. Unless individual Project Members are not available, the Chairperson should be elected on a rotating basis amongst the Project Members.
- 3.3. Steering Committee meetings will be conducted at least once a year to accomplish the role and responsibilities of the Steering Committee as listed in section 2 au-dessus.
- 3.4. The Chairperson is responsible for convening Steering Committee meetings in coordination with ICAO.
- 3.5. The Steering Committee through the Chairpersons may invite other Stakeholders and experts in observer or advisory roles to attend meetings and assist it in achieving the objectives of the Project.
- 3.6. The Steering Committee meetings will be conducted in the English and French languages. Translation costs will be borne by project funds/by the host States/organizations.
- 3.7. Steering Committee meetings shall take place in the country of its current Chairperson. If, for any reason, it is not possible for the meeting to be held in the country of the steering committee's current Chairperson, it shall be hosted by another Member having offered to host it, or be held virtually.

### **4. Voting rights**

- 4.1. Each member of the steering committee has one vote. Organizations will have one vote, no matter how many States they are representing.
- 4.2. Active Members and Organizations cannot vote if they are in arrears by 20% or more of the invoiced annual membership fees.