



**Second Steering Committee Meeting of the  
Cooperative Development of Aeronautical  
Meteorology Services Project in the AFI  
Region (CODEVMET- AFI)**

*(Virtual meeting, 22 - 23 July 2021)*

**FINAL REPORT**

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## A. Introduction

### 1. Date and venue of the meeting

1.1. The second Steering Committee Meeting (SC/2) of the Cooperative Development of Aeronautical Meteorology Services Project in the AFI Region (CODEVMET-AFI) was held virtually from 22 to 23 July 2021.

### 2. Attendance

2.1. Seventy-seven participants representing 25 States and ICAO attended the meeting. The list of participants is provided at Appendix B to this report.

### 3. Opening

3.1. Mr. Prosper Zo'o Minto'o, ICAO WACAF Regional Director, opened the meeting. He emphasized the importance of the CODEVMET AFI project and the need for States' commitment as called for by the Seventeenth Meeting of the AFI Planning and Implementation Regional Group (APIRG/17), to ensure its continuation to enhance MET oversight capabilities in the AFI Region. Mr. Barry Kashambo, ICAO ESAF Regional Director also delivered welcome remarks to the participants.

3.2. Mr. Cyrille Abondo, the Chairperson of the Steering Committee also addressed the meeting and called for States' support to resume the CODEVMET project which had been idle over the past three years due to various challenges.

### 4. Officers and Secretariat

4.1 The Secretariat of the meeting was provided by the ICAO ESAF and WACAF Regional Offices.

### 5. Working languages

5.1 The meeting was held in both English and French languages with simultaneous interpretation and the documentation was produced in both languages as well.

## B. Summary of the discussions

### 1. Adoption of the Agenda

1.1. The meeting reviewed and adopted the Agenda as attached as Appendix A to this report.

### 2. Agenda Item 1 - Background of the project

2.1. The CODEVMET-AFI Project background was provided to the meeting. The project was implemented in three phases. The first was initiated to address the long-standing MET deficiency in nine WACAF States and was funded by the International Financial Facility for Aviation Safety (IFFAS). Following the success of the phase I, the First Meeting of the Steering Committee (SC/1) called States to extend the project to the WACAF States. Later on, the APIRG/17 meeting, through its Conclusion APIRG 17/104 requested the Project Membership to be extended to all AFI States. The membership rose to 16 States, which includes

14 WACAF and 2 ESAF States. The project achieved some results, but some challenges are still to be addressed. The meeting agreed on the following.

***Decision 2/1 Continuation of the CODEVMET AFI Project***

***That,***

***The CODEVMET AFI Project Members commit to support the continuation of the project.***

**3. Agenda Item 2 - Status of the implementation the SC/1 Decisions and Work plan**

- 3.1. Under this item, the Meeting was updated on the status of the implementation of the SC/1 decisions. The SC/1 agreed on 11 decisions to continuously improve the effectiveness of CODEVMET project. Seven out of the 11 decisions were implemented. The four remaining pending decisions have been incorporated to the Project revision framework.
- 3.2. The status of the implementation of the work plan approved by the SC/1 meeting was also presented. Only one output out of three was delivered to six States.
- 3.3. The approved budget and the financial status of the project were reviewed. As a result of the low implementation of the work plan, only about 30 per cent of the budget was used. Furthermore, the project received close to US\$ 55,000 in contributions, which correspond to the balances of the predecessor projects for Phases I and II. Overall, the project has a fund balance of close to US\$ 147,000.
- 3.4. The meeting also discussed issues related to the follow-up and monitoring of the project implementation, and highlighted the lack of state-designated project focal points.

***Decision 2/2 Designation of States /Organizations Focal points***

***That,***

***Each Member State/Organization of the CODEVMET-AFI Project, in order to improve the efficiency and facilitate periodic and timely follow-up, nominates Focal points for this Project by 31 August 2021***

**4. Agenda Item 3 - Presentation and adoption of the revised Project documents and discussions**

- 4.1. Under this agenda item, details on the needs for revising the project Management Service Agreement (MSA) were provided. The reasons for revision of the MSA include amongst others, the following:
  - i) In the former version of the MSA, there is no mention that project document not requires signatures;
  - ii) The content of the project document is outdated. The project work plan was updated during the SC/1, however not formalized since; and
  - iii) The original MSA does not include provisions for the administration of revisions of its Annexes/project documents.
- 4.2. The revised MSA includes a mechanism to simplify the signature of the project documents. The meeting agreed on the following.

***Decision 2/3 Signature of the revised MSA by States******That,***

- a) ICAO to expedite the revision of the MSA, and make it available by the end of September 2021;***
- b) The Members of the CODEVMET AFI Project sign the revised MSA as soon as it becomes available.***

4.3. The WP 3.2 presented the new format of the project with the main objective of : i) assisting States having joined the project to improve their Oversight functions in MET service providers in member States; ii) helping MET Service Providers in complying with ICAO SARPs and implementing the quality management system in MET.

4.4. The project comprises 11 steps leading to remote and onsite deliverables. Selected Experts, in coordination with ESAF and WACAF Offices, will support the implementation of activities. The project is provided with an appropriate mechanism of monitoring and reporting. The Project experts will submit mission reports at the conclusion of each of their missions to ICAO Regional Offices. ICAO Regional Offices will monitor the work of the assigned project Experts; evaluate the implementation status of the CODEVMET project and reports to the Steering Committee. A set of risks have been identified in order to anticipate on their negative impacts on the achievement of the project objectives. After discussions, the SC/2 recommends the following.

***Decision 2/4 Selection of Resources Experts******That,***

- a) ICAO to revisit and refine the criteria for the selection of resource experts to ensure appropriate participation of qualified Member States Experts.***
- b) ICAO to report the SC on the experts' selection process.***

***Decision 2/5 Approval of the revised Project Document******That,***

***The CODEVMET AFI revised Project Document is approved to guide the implementation of the project during its planning period.***

***Decision 2/6 Project effective date******That,***

***The Secretariat should review the project start date , which will be effective from January 2022 and update the project work plan accordingly.***

4.5. The terms of reference of the Steering Committee was presented. A set of rules and procedures has been proposed to govern the functioning of the Steering Committee. The composition of the SC and the voting rights of the Members were discussed. The following decisions were taken accordingly.

***Decision 2/7 Mandate of the Chairperson******That,******The provisions related to the mandate of the SC Chairperson be included in the terms of reference of the SC.******Decision 2/8 Mandate of the Vice-Chairperson******That,******The terms of reference of the SC to include provisions for the Vice-Chairperson with the same cycle of mandate as the Chairperson.*****5. Agenda Item 4 Presentation and adoption of the work Plan and Budget**

5.1. Under this agenda items, two presentations were provided. The first one detailed the work plan for the planning period from 2022 to July 2024.

5.2. The second presentation provided the estimated project budget to support the implementation of actions scheduled in the work plan.

5.3. In line with the above, the SC agreed to the following decisions.

***Decision 2/9 Approval of the CODEVMET AFI Project work plan for the planning 2022 - 2024******That,******The CODEVMET AFI project work plan for the planning 2022 – 2024 period is approved by the Steering Committee.******Decision 2/10 Approval of the budget of the project******That,***

- a) The proposed budget for the revised project is approved;***
- b) Project members should pay their outstanding initial contributions to the Project;***
- c) The revised amount of US\$ 10,000 for the annual contributions from 2022 onwards is approved; and***
- d) The charging of non-Member States /Organizations when participating in workshops or other activities under the project is approved***

***Decision 2/11 Promotion of the Project******That,******States and the ICAO Regional Offices should initiate advocacy and promotion of the CODEVMET AFI project to attract partners and the donors' community***

**6. Agenda Item 5 Meeting Conclusions/Decisions**

6.1. The meeting reviewed and took 11 decisions as per Appendix B to this report

**7. Agenda Item 6 Any Other Business**

7.1. The meeting expressed the importance that CODEVMET Project be a forum where States may be able to review and refine their MET safety oversight tools and guidance.

**8. Closure of the meeting**

The Chairperson Mr. Cyrille ABONDO closed the meeting, on 23 July 2021 at 12:30 UTC.

**END**



## Appendix A

**Meeting of the Cooperative Development of Aeronautical Meteorology Services Project in AFI Region (CODEVMET- AFI) Steering Committee***(Virtual, from 22 to 23 July 2021)***AGENDA AND WORK PROGRAMME****Day 1: 22 July 2021**

<b>Time in UTC</b>	<b>Agenda</b>	<b>Item</b>	<b>Responsibility</b>
09h00 - 09h30	<b>0.</b>	Welcome and opening address	RDs ESAF & WACAF Offices Chairperson of the Steering Committee
09h30 -10h30	<b>1.</b>	Background of the project	ICAO
	<b>2.</b>	Status of the implementation of SC/1 decisions and work plan	ICAO
10h30 -12h00	<b>3.</b>	Presentation and adoption of the revised Project documents and discussions	ICAO

**Day 2: 23 July 2021**

<b>Time in UTC</b>	<b>Agenda #</b>	<b>Item</b>	<b>Responsibility</b>
09h00 - 10h00	<b>4.</b>	Presentation and adoption of the work Plan and Budget	ICAO
10h00 -11h00	<b>5.</b>	Meeting Conclusions	ICAO
11h00-11h30	<b>6.</b>	Any Other Business	All
11h30-12h00	<b>7.</b>	Closure	RDs ESAF & WACAF Offices Chairperson of the Steering Committee



## Appendix B – Recapitulation of the SC/2 Decisions

Decision reference	Decision Title	Text	Responsibility	Status as of [date]
<i>Decision 2/1</i>	<i>Continuation of the CODEVMET AFI Project</i>	<i>That, The CODEVMET AFI Project Members commit to support the continuation of the project.</i>	<i>SC/2</i>	
<i>Decision 2/2</i>	<i>Designation of states/organizations focal points</i>	<i>That; Each Member State/Organization of the CODEVMET-AFI Project, in order to improve the efficiency and facilitate periodic and timely follow-ups, nominates focal points for this Project by 31 August 2021</i>	<i>ICAO States</i>	
<i>Decision 2/3</i>	<i>Signature of the revised MSA by States</i>	<i>That, a) ICAO to expedite the revision of the MSA, and make it available by the end of September 2021; b) The Members of the CODEVMET AFI Project sign the revised MSA as soon as it becomes available.</i>	<i>ICAO States</i>	
<i>Decision 2/4</i>	<i>Selection of Resources Experts</i>	<i>That, a) ICAO to revisit and refine the criteria for the selection of resource experts to ensure appropriate participation of qualified Member States Experts. b) ICAO to report to the SC on the experts' selection process.</i>	<i>ICAO</i>	See §3.4.2 of the revised Project Document for proposal of rewording

Decision reference	Decision Title	Text	Responsibility	Status as of [date]
<i>Decision 2/5</i>	<i>Approval of the revised Project Document</i>	<i>That, The CODEVMET AFI revised Project Document is approved to guide the implementation of the project during its planning period.</i>	<i>SC/2</i>	
<i>Decision 2/6</i>	<i>Project effective date</i>	<i>That, The Secretariat should review the start date, which will be effective from January 2022 and update the project work plan accordingly.</i>	<i>ICAO</i>	The effective date of the project is revised to start in 2022 (Project Documents §7.1 a) and Project Work Plan refer)
<i>Decision 2/7</i>	<i>Mandate of the Chairperson</i>	<i>That, The provisions related to the mandate of the SC Chairperson be included in the Terms of reference of the SC.</i>	<i>ICAO SC</i>	The Terms of Reference of the SC Committee has been updated accordingly.
<i>Decision 2/8</i>	<i>Mandate of Vice-Chairperson</i>	<i>That, The Terms of reference of the SC include provisions for the Vice-Chairperson with the same cycle of mandate as the Chairperson.</i>	<i>ICAO SC</i>	The Terms of Reference of the SC Committee has been updated to include provisions related to the post of a Vice-Chairperson.
<i>Decision 2/9</i>	<i>Approval of the CODEVMET AFI Project work plan for the planning 2022 - 2024</i>	<i>That, The CODEVMET AFI project work plan for the planning 2022 – 2024 period is approved by the Steering Committee.</i>	<i>SC/2</i>	
<i>Decision 2/10</i>	<i>Approval of the budget of the project</i>	<i>That, a) The proposed budget for the revised project is approved;</i>	<i>a) SC/2 b) States c) States</i>	

Decision reference	Decision Title	Text	Responsibility	Status as of [date]
		<p><i>b) Project members should pay their outstanding initial contributions to the Project;</i></p> <p><i>c) The revised amount of US\$ 10,000 for the annual contributions from 2022 onwards is approved; and</i></p> <p><i>d) The charging of non-Member States /Organizations when participating in workshops or other activities under the project is approved</i></p>		
<i>Decision 2/11</i>	<i>Promotion of the Project</i>	<p><i>That,</i></p> <p><i>States and the ICAO Regional Offices should initiate advocacy and promotion of the CODEVMET AFI project to attract partners and the donors community</i></p>	<p><i>ICAO</i></p> <p><i>States</i></p>	

## Appendix C: List of Participants

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CODEVMET AFI SC/2  
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CODEVMET AFI SC/2  
REPORT

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