

2.1. The figure above shows a comparison the actual timelines (light bars) with the baseline approved during SC/1 (dark bars). In order to reduce the complexity of the Gantt chart, the content is limited to the summary bars for the outputs, which are based on the corresponding individual activities.

2.2. The comparison of the actual values with the approved baseline leads to the following observations:

- a) The approved work plan included the delivery of three outputs for core services (see review below). One of these outputs was delivered.
- b) No activities were planned for on-request services.
- c) An additional output was included in the project scope for the translation of documents.
- d) While the approved work plan covered a period of 15 months from March 2018 to May 2019, activities were only implemented during a period of 3 months from May to July 2018.

2.3. The progress for each of the defined outputs is provided in the table below.

Output	Review
Generic MET Regulations/Rules; Generic Procedures Manual for MET Quality Management System (QMS) implementation and surveillance; Generic MET Inspector/trainer’s Handbook	The relevant documents were reviewed and updated or developed. In addition, related assistance was provided to Member States with the review of their respective national documentation with the objective of harmonization. The implemented activities took a significantly shorter time than anticipated.
Enhanced capability of the national inspectors/trainers of Member States for carrying out QMS implementation and safety oversight / surveillance of MET services	No related activities were carried out.
Detailed plan for institutional training of operational and technical personnel of each MET Service Providers	No related activities were carried out.
Translation of documents	During the implementation of the above-mentioned activities, the need for translating the revised documents into French was identified. The related activities were implemented, and the French versions of the documents produced.

2.4. Additional information

- a) A more detailed review of the approved work plan and the implemented activities is provided in Appendix 1.

2.5. Conclusion

- a) The work plan which was approved by SC/1 covered three outputs which were expected to be delivered over a period of 15 months, starting from March 2018. Although the first output was delivered ahead of schedule, no activities could be implemented with regard to the two other scheduled outputs. One output, the translation of documents, was included in the project scope.

3. Actions by the meeting

3.1. The steering committee meeting is invited to :

- a) Take note of the information presented in this paper.

APPENDIX 1

Task Name	2018														
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Core services															
Generic MET Regulations/Rules; Generic Procedures Manual for MET Quality Management System (QMS) implementation and surveillance; Generic MET Inspector/trainer's Handbook	[Gantt bar: May to July]														
Update the generic MET Regulations/Rules; Generic Procedures Manual for MET Quality Management System (QMS) implementation and surveillance; Generic MET Inspector/trainer's Handbook	[Gantt bar: May to June]														
Collect information on MET regulations, QMS implementation/surveillance procedure manual and inspector handbook (from latest ICAO Annexes, MET part AFI RANP, ICAO Docs, WMO related guides)	[Gantt bar: June]														
Update the generic MET Regulations/rules; Generic Procedures Manual for MET QMS implementation and surveillance; Generic MET Inspector/trainer's Handbook	[Gantt bar: May to June]														
Send the updated version to ICAO (TCB/Regional Offices) for distribution to contributing Member States	[Gantt bar: June]														
Assist all participating States as required in revising their MET Regulations, Procedures Manual for MET QMS Implementation and MET Inspector/trainer's Handbook	[Gantt bar: June to July]														
Distribution by WACAF of the updated material to each member State for customization	[Gantt bar: July]														
Collect the reviewed documents updated by States using the generic material together with an explanatory note on their CC/EFOD	[Gantt bar: July]														
Review customized material as submitted by individual States	[Gantt bar: July to August]														
Enhanced capability of the national inspectors/trainers of Member States for carrying out QMS implementation and safety oversight / surveillance of MET services	[Gantt bar: June to November]														
Review and update individual training proposals in consultation with the respective national counterparts	[Gantt bar: June to August]														
Assist in negotiations with donor State(s)/ Group of States/stakeholder organization(s) for conducting formal basic and or advanced Inspector/trainer Training Course(s)	[Gantt bar: August]														
Prepare material for and/or conduct and/or facilitate basic Inspectors/trainers courses	[Gantt bar: September]														
Provide on-the-job training to national inspectors	[Gantt bar: October]														
Establish and maintain a roster of suitably qualified and experienced national experts for carrying out assigned activities in their respective fields of specialization	[Gantt bar: November]														
Detailed plan for institutional training of operational and technical personnel of each MET Service Providers	[Gantt bar: November to March]														
Review and update individual training proposals in consultation with the respective national counterparts	[Gantt bar: November]														
Prepare detailed plans for institutional training	[Gantt bar: December]														
Submit costed training plans to the respective members of the steering committee for obtaining government approval and	[Gantt bar: January]														
Conduct regular review of the progress of implementation of the training plan and assist as required	[Gantt bar: February]														
Prepare material for and conduct regional workshops	[Gantt bar: March]														
Conduct basic and on-job trainings at the programme headquarters	[Gantt bar: April]														
Conduct reviews of States' AEROMET QMS and implementation thereof and provide advice on improvement required, if any	[Gantt bar: May]														
Other activities															
Translation of documents															
Translate the generic regulation (181 pages)	[Gantt bar: June]														
Translate the generic MET QMS procedures Manual (31pages)	[Gantt bar: June]														
Translate the generic MET Inspector Handbook 47 pages)	[Gantt bar: June]														
Translate prepared State Letters in carrying out "Function2" and "Function 3"	[Gantt bar: June]														