

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

*(Virtual, from 22 to 23 June 2021)*

### Agenda item 3 : Presentation and adoption of the revised Project Document

#### 3.3. Steering Committee – Terms of reference

#### TERMS OF REFERENCE-AFI STEERING COMMITTEE

*(Presented by the Secretariat)*

<b>SUMMARY</b>
This working paper presents the Rules and Procedures pertaining to the structure and the functioning of CODEVMET AFI Steering Committee.
Actions by the meeting are provided in paragraph 3
<b>References</b> <ul style="list-style-type: none"> <li>• Attachment C to Annex 1 to the Revised Management Service Agreement between the CODEVMET-AFI Member States and ICAO</li> </ul>

#### 1. Introduction

- 1.1. The Cooperative Development for Aeronautical Meteorology Services in AFI Region ‘CODEVMET -AFI has been reviewed with the objective of improving its effectiveness and efficiency.
- 1.2. A set of rules and procedures has been proposed to govern the functioning of the Steering Committee that is in charge of the overall monitoring of the project.

#### 2. Discussion

- 2.1. The Attachment C (see Appendix 3.3 to this WP) to Annex 1 to the Revised Management Service Agreement between the CODEVMET-AFI Member States and ICAO provides details on the composition, the role and the functioning of the SC.
- 2.2. The role of ICAO has been also clarified. The Organization will participate to the SC in a advisory capacity and will be represented by the TCB Bureau and AFI Regional Offices.
- 2.3. Regarding the voting rights, each member of the Steering Committee has one vote. Organizations will have one vote, no matter how many States they are representing.

2.4. Active Members and Organizations cannot vote if they are in arrears by 20% or more of the invoiced annual membership fees.

**3. Action by the meeting**

3.1. The Steering Committee is invited to :

- a) Review and approve the proposed rules for the operation of the CODEVMET AFI Steering Committee.