



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

(Virtual, from 22 to 23 June 2021)

Item Agenda 4: Presentation of the Work Plan and the Budget

4.2: Revised Programme Budget

REVIEW OF APPROVED BUDGET

(Presented by the Secretariat)

SUMMARY

This paper proposes a revised budget for the CODEVMET-AFI Programme until the end of Stage 2 in 2023. It also provides an overview of the contributions which are required to implement the proposed budget for the period from 2021 to 2023.

Actions by the meeting are provided in paragraph 3

REFERENCES

CODEVMET-AFI SC/2-WP/5.1: Revised work plan

1. INTRODUCTION

1.1 This paper presents the revised budget for the CODEVMET-AFI Programme. The budget is funded by contributions from project members and by ICAO Voluntary Funds.

1.2 The presented budget was developed based on ICAO's applicable rules and guidelines for budgets for field projects. It is therefore calculated as follows:

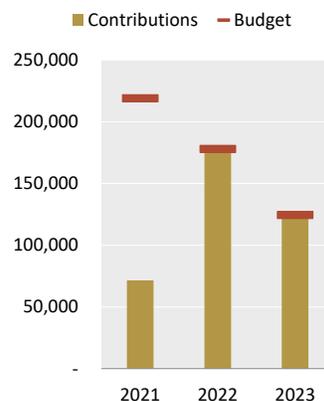
- a) The estimated expenditures are divided into the main categories of cost for personnel, subcontracts, equipment and miscellaneous, which include individual budget lines for more specific items; and
- b) The amounts for past years correspond to the actual expenditures, amounts for the current and future years are estimates.

1.3 The budget proposed in this paper covers the period from the beginning of the project to the end of Stage 2, i.e. until July 2023.

1.4 The budget only includes the components which are implemented by ICAO. Therefore, items such as the salaries of project experts during their on-site assignments or costs for meetings which are covered by the host states/organizations are not included.

2. DISCUSSION

2.1 Proposed revised budget



2.1.1 The figure above shows an overview of the project budget and the required contributions for the period from 2021 to the scheduled end date of Stage 2 in July 2023. It is expected that close to US\$ 520,000 are spent over this period, with the majority of the expenses being planned for 2021. Given the available fund balance of about US\$ 150,000, the amount of additional funds required in 2021 is less than the budget for this year, and initial activities can be implemented.

2.1.2 The detailed, complete project budget, which covers the entire period from the project start date until its expected end date, is provided in Appendix 1, together with explanations of the individual items. The overall budget amount for the CODEVMET-AFI Programme is close to US\$ 550,000.

2.2 Required contributions

2.2.1 In order to implement the proposed revised budget presented in section 2.1 au-dessus, and given the fund balance of the project at the end of 2020 (see WP 2.3), additional contributions from the project members are required.

2.2.2 For the implementation of the budget until the end of Stage 2, additional contributions of US\$ 374,000 are required.

2.2.3 The project members who have not paid their initial contributions¹ are therefore urged to pay their outstanding membership fees (US 20,000 per State) in order to enable the implementation of the programme.

2.2.4 It is suggested that the annual membership fees are reduced to US\$ 10,000 from 2022 onwards.

2.3 **Additional income**

2.3.1 Certain activities, e.g. workshops, may be open to States/organizations which are not members of the project. Such non-member States/organizations need to participate in the cost-sharing and pay a fee for their participation.

2.3.2 For activities such as workshops, a participation fee of US\$ 4,000 will be required. Should a State join the CODEVMET-AFI programme during the same year in which it paid a participation fee for a workshop, the participation fees will be deducted from the State's membership fees for that year.

2.3.3 For more specific activities, States which are not members of the project will be invoiced on a cost-recovery basis.

3. **ACTION BY THE MEETING**

3.1 The steering committee is invited to:

- a) Take note of the information contained in this paper;
- b) Approve or amend as necessary the proposed budget of Appendix 1;
- c) Urge the project members to pay their outstanding initial contributions to the programme;
- d) Confirm the revised amount for the annual contributions from 2022 onwards; and
- e) Confirm the possibility to invoice States, which are not members of the project for the participation in workshops or other activities.

3.2 If the proposed budget needs to be modified, ICAO will submit the revised budget to the Chairperson of the steering committee for approval after the meeting.

¹ An amount of close to US\$ 200,000 is still outstanding as 10 out of the 16 signatory States have not paid their contributions.

**APPENDIX 1
PROPOSED REVISED BUDGET FOR the CODEVMET-AFI PROGRAMME (RAF16802)**

Item	Description	Name	Total	2016	2017	2018	2019	2020	2021	2022	2023
Expenditures			547,695		57	26,132	6		219,000	178,000	124,500
	Project personnel		23,178			23,178					
	Senior Aerodrome Expert, Project Coordinator										
	Aerodrome Facilities Expert										
	Consultants		23,178			23,178					
	Aeronautical Meteorological Consultant	50210 / Okossi, Benoît	23,178			23,178					
	Mission travel		462,000						194,000	158,000	110,000
	Steering committee meetings		27,000							18,000	9,000
	SC/1										
	SC/2										
	SC/3										
	SC/4		9,000							9,000	
	SC/5		9,000							9,000	
	SC/6		9,000								9,000
	Workshops		258,000						194,000	48,000	16,000
	Validation workshop (1.1.3)		59,500						59,500		
	Familiarization workshop (ESAF) (1.1.4)		68,000						68,000		
	Familiarization workshop (WACAF) (1.1.5)		66,500						66,500		
	On-request seminar/workshop on performance issues (1) (1.1.7)		16,000							16,000	
	On-request seminar/workshop on performance issues (2) (1.1.7)		16,000							16,000	
	On-request seminar/workshop on performance issues (3) (1.1.7)		16,000							16,000	
	On-request seminar/workshop on performance issues (4) (1.1.7)		16,000								16,000
	Assistance to States		177,000							92,000	85,000
	Training of QMS internal auditors (1.2.5)		38,000							38,000	
	Assistance with conducting internal audits (1.2.6)		25,000							25,000	
	Final status review (1.2.7)		29,000							29,000	
	Assistance with conduct of QMS certification audits (1.3.2)		29,000								29,000
	Assistance with conduct of MET safety oversight activities (1.3.3)		29,000								29,000
	Project wrap-up visit (1.4.1)		27,000								27,000

Subcontracts	521		521					
Payment of coffee breaks and lunch during SC/1	521		521					
Miscellaneous	61,996	57	2,433	6	25,000	20,000	14,500	
Sundry	12,117	52	60	5	5,000	4,000	3,000	
Reporting costs								
Overhead Charges	49,882	5	2,376	1	20,000	16,000	11,500	
Interest								
Foreign currency revaluation gain/loss	(2)		(2)					
Contributions	(547,695)	(40,000)	(79,523)	(54,208)	(71,464)	(178,000)	(124,500)	
Annual membership fees	(119,523)	(40,000)	(79,523)					
Cabo Verde	(20,000)	(20,000)						
Botswana	(20,000)	(20,000)						
Gambia	(19,975)		(19,975)					
Nigeria	(20,000)		(20,000)					
Cameroon	(19,593)		(19,593)					
Côte d'Ivoire	(19,955)		(19,955)					
Transfer from previous CODEVMET projects	(54,208)			(54,208)				
Transfer from RAF07804 (IFFAS Grant CODEVMET-WACAF)	(8,083)			(8,083)				
Transfer from RAF10802 (Cooperative Development of Aeronautical Meteorology Services in the WACAF Region)	(46,125)			(46,125)				
Balance	-	(40,000)	(79,466)	(28,076)	6	147,536	-	-

The budget includes the actual expenditures and contributions from 2016 to 2020 and estimates for the period from 2021 to 2023. The estimates are described in the table below.

Item	Description								
Mission Travel	The table below provides an overview of the calculations for the individual mission travel items.								
	Mission	Year	Location	Nb. part.	Mission days	DSA	Cost per participant	Total cost	Comments
	SC/1	2018	Virtual	2	2	0	-	-	Held in Dakar.
	SC/2	2021	Virtual	2	2	0	-	-	Meeting is held virtually.
	SC/3	2021	Virtual	2	2	0	-	-	Assuming virtual meeting.
	SC/4	2022	Other	2	2	300	4,500	9,000	
	SC/5	2022	Other	2	2	300	4,500	9,000	
	SC/6	2023	Other	2	2	300	4,500	9,000	
	Validation workshop (1.1.3)	2021	Banjul	12	7	194	4,940	59,280	Held in Banjul.
	Familiarization workshop (ESAF) (1.1.4)	2021	Seychelles	12	5	335	5,680	68,160	Assuming Seychelles as location as it has the highest regular DSA rate in the sub-region.
	Familiarization workshop (WACAF) (1.1.5)	2021	Gabon	12	5	318	5,544	66,528	Assuming Gabon as location as it has the highest regular DSA rate in the sub-region.
	On-request seminar/workshop on performance issues (1) (1.1.7)	2022	Other	3	5	300	5,400	16,200	
	On-request seminar/workshop on performance issues (2) (1.1.7)	2022	Other	3	5	300	5,400	16,200	One participant from the ESAF Office, one from the WACAF Office and one expert.
	On-request seminar/workshop on performance issues (3) (1.1.7)	2022	Other	3	5	300	5,400	16,200	One participant from the ESAF Office, one from the WACAF Office and one expert.
	On-request seminar/workshop on performance issues (4) (1.1.7)	2023	Other	3	5	300	5,400	16,200	One participant from the ESAF Office, one from the WACAF Office and one expert.
	Training of QMS internal auditors (1.2.5)	2022	Other	7	5	300	5,400	37,800	
	Assistance with conducting internal audits (1.2.6)	2022	Other	6	1	300	4,200	25,200	
	Final status review (1.2.7)	2022	Other	6	3	300	4,800	28,800	
	Assistance with conduct of QMS certification audits (1.3.2)	2023	Other	6	3	300	4,800	28,800	
	Assistance with conduct of MET safety oversight activities (1.3.3)	2023	Other	6	3	300	4,800	28,800	
	Project wrap-up visit (1.4.1)	2023	Other	6	2	300	4,500	27,000	
	Total							462,168	
	Sundry	The item covers expenses such as banking charges or mailing charges and corresponds to 2.5 per cent of the above-mentioned budget items.							
	ICAO's administrative fees of 10 per cent of the expenditures.								

