



**REVISION B of ANNEX 1 to the MSA**  
**PROJECT DOCUMENT**  
**CODEVMET AFI**

- 1. Project Title:** Cooperative Development of Aeronautical Meteorology Services in AFI Region
- 2. Project Code:** RAF16802
- 3. Executing Agency :** International Civil Aviation Organization (ICAO)
- 4. Beneficiaries :** Africa and Indian-Ocean (AFI) States /Organizations
- 5. Revised schedule** December 2016 to April 2024
- 6. Revised Budget :** US\$ 547,695
- 7. Strategic Objectives :** A - Safety; B -Air Navigation Capacity and Efficiency

**Brief Description:** The present programme is the successor of the Cooperative Development of Aeronautical Meteorology Services in WACAF Region – Pilot Project (CODEVMET-WACAF PP). The overarching objectives of the CODEVMET AFI programme are:

- a) To continue enhancing the capability of the States’ regulatory authority in carrying out safety oversight of Aeronautical Meteorology (MET) services through the adoption of a comprehensive system approach; and
- b) To establish a basic and on-demand system aimed at enabling MET service providers in Member States achieve compliance with international aviation safety standards in as these relate to the provision of timely, reliable and accurate meteorological information to aviation users in an efficient manner.

The programme is open to the whole AFI region as per Conclusion 17/104 of the APIRG/17 meeting.

The present Revision B of the project was developed to formalize the review of the project objectives and to set a baseline for Stage 2 of the project.

<b>Signed on behalf of:</b>	<b>Signature</b>	<b>Name/Title</b>	<b>Date</b>
<b>International Civil Aviation Organization</b>	_____	Juan Carlos Salazar Secretary General	_____
<b>CODEVMET AFI Steering Committee</b>	_____	President	_____

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## **1. PROJECT CONTEXT**

- 1.1. The 35<sup>th</sup> Session of the ICAO Assembly resolved (Assembly Resolution A35-6 refers) that the ICAO Universal Safety Oversight Audit Programme (USOAP) be expanded to cover the safety-related provisions in all safety-related Annexes (all with the exception of Annex 9 — Facilitation and Annex 17 — Security) and also to implement a comprehensive systems approach for the conduct of safety oversight audits.
- 1.2. As such, the subject of Aeronautical Meteorology is to be covered by the State Safety Oversight activities, which means that State shall focus on the establishment of the MET relevant aspects related the Critical Elements CE-1 to CE-5 and proceed with ensuring the effective implementation of all MET safety activities related to the Critical Elements CE-6 to CE-8.
- 1.3. The Cooperative Development of the Aeronautical Meteorology Services (CODEVMET) as designed and implemented through its pilot phase (CODEVMET Pilot Phase) and its evolved phase to CODEVMET AFI Project has been recognized as with highly relevant to Member States priorities and the Global Air Navigation Plan (GANP), as it addresses AFI Regional priorities (safety, integration of operations) and Member States' needs.
- 1.4. Despite the relevance of this Project as mentioned above, the ICAO Office of Internal Oversight (OIO) (the former Evaluation and Internal Audit Office - EAO), through an evaluation of the project in February 2020, found that CODEVMETAFI project was not able to achieve the planned activities within the timeframe of the project using the allocated budget. Indeed, achievements have been made regarding the enhancement of the State's MET Safety Oversight System, but many challenges are yet to be addressed among which include:
  - a) Lack of harmonized regulations on safety oversight of Met services
  - b) The lack of qualified and competent MET Inspectors to assume full functioning of safety oversight of MET in their respective States;
  - c) States not implementing quality system in aeronautical meteorological field.
- 1.5. The main purpose of the revision is to update, to format and adapt the project process to efficiently:
  - a) Assist States that have joined the project in improving their oversight functions in MET service providers in member States.
  - b) Assist States' MET Services Providers that have not yet implemented quality management system in MET field to do so.

## **2. TARGETS, OVERALL OBJECTIVES AND END OF PROJECT STATUS,**

- 2.1. At the end of the project, the following will be achieved:
  - a) States safety oversight capabilities in MET is enhanced;
  - b) All MET Service Providers comply with MET related standards and have established the quality management system in MET as required in the ICAO Annex 3.

### **3. IMPLEMENTATION PROCESS AND STRATEGY**

#### **3.1. Institutional framework**

- a) **Participating Members:** The Project will be executed based on the Project Document signed by the Chairperson of the CODEVMET AFI Steering Committee, on behalf of the State that gives him the power to do so. In this regards, State /Organization having given power to the Chairperson of the Steering Committee to sign the Annex(es) to the MSA is deemed to be Participating Member.
- b) **Active Members:** All AFI States /Organization that commit to funding the project by means of an annual financial contribution in line with the approved budget become Active Members.
- c) **Users:** All African Participating Members who are not Active Members are Users.
- d) **Observers:** Participating Members who are not Active Members or Users are Observers.
- e) **Donors:** Participating Members that support the Cooperation Development of Aeronautical Meteorology Services in the AFI Region by secondment of experts and/or provision of equipment, trainings, finance and any other proposed activities endorsed by the Steering Committee.
- f) **Host of the common activities:** The Gambia and ESAF and WACAF Offices will host the face-to-face activities involving /benefiting to all beneficiary States. Those activities include trainings, seminars, workshops and meetings. The host State will provide necessary facilitations necessary for conduction of such events.

#### **3.2. Activities format**

- a) Experts supporting the project implementation activities will be deployed on a need-basis.
- b) Activities that may not require the physical presence of the Project experts in States may be conducted online and deliverables produced would be made available by email or any other suitable means to the participating and concerned States.

#### **3.3. Project Team composition:**

- a) Regional Officers of ICAO ESAF and WACAF Offices;
- b) Selected qualified and competent Experts from States.
- c) . Experts from Organizations in charge of the provision of MET services.

#### **3.4. Implementation process**

##### **3.4.1. Resumption of the Project activities**

- a) A two-days meeting of the Project Steering Committee scheduled in July 2021. This meeting will be attended by the DGCAAs of the Participating States or their representatives, ICAO Regional Directors for ESAF and WACAF Offices, and other stakeholders.
- b) The purpose of this SC meeting is to review and endorse the revised project document and get commitment of States on the Project implementation activities.

#### 3.4.2. Identification of experts

- a) The ICAO Regional Offices will assist the SC with guidance to select the required resources experts. The criteria for selecting the resources experts should include among other, the experience, the competences, the expertise and the commitment of the individuals.
- b) Selected experts should cover the areas of MET regulatory authorities, MET related SARPs applicable to MET Service providers.

#### 3.4.3. Actions by the experts

- a) Under the guidance and coordination of the ICAO ESAF and WACAF Offices, the above-mentioned Experts will collect, develop and/or update generic regulations, guidance material, operational procedures, technical tools, QMS processes and related procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET.
- b) The activities indicated in a) will be conducted remotely.

#### 3.4.4. Validation workshop

- a) A 7-day validation workshop will be conducted. The purpose of this workshop is to:
  - i. Finalize the developed generic documentation for MET safety oversight and QMS, and agree on the Project implementation strategy; and
  - ii. Develop a work plan and assign tasks to the experts.

#### 3.4.5. Familiarization Workshop

- a) Following the validation workshop and prior to the deployment of experts for implementation assistance, a 7-day workshop will be conducted to:
  - i. Build capacity and familiarize staff in target States with the Safety Oversight of MET services and Quality management approach;
  - ii. Provide the necessary information and guidance to the Project Experts on the project strategy; and
  - iii. Prepare for assisting new target States/Organizations.

#### 3.4.6. Deployment of experts in States

- a) Experts will be deployed in the Member States based on the established assistance plan.

**4. PROJECT OBJECTIVES, DELIVERABLES, ACTIVITIES**

<b>Objective 1</b>	<b>Assist AFI States in the enhancement of the capability their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET</b>	
<b>Identified risks</b>	<ul style="list-style-type: none"> <li>- Delay in transfer funds to ICAO</li> <li>- Lack of commitment of States</li> </ul>	
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>- States able to carry out safety oversight of MET services.</li> <li>- Number of States having certified QMS in MET</li> </ul>	
<b>Deliverable 1.1</b>	<b>Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures</b>	
<i>Activity #</i>	<i>Activity description</i>	<i>Actors</i>
1.1.0	Select resources experts of the project	SC ICAO
1.1.1.	Conduct a 3-days an introductory seminar on MET Safety Oversight and QMS intended to States and resources experts (Online)	ICAO
1.1.2.	Update /development of generic regulations, guidance material, operational procedures, technical tools, QMS processes and related guidance and procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET	Experts
1.1.3.	Conduct of a 7-day validation workshop intended to resources experts to review and validate the generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures.	ICAO, Experts
1.1.4.	Plan and organize two five-day workshops for ESAF and WACAF States to familiarize them with the above developed documentation, guidelines and tools and to agree on State action plans	ICAO, Experts
1.1.5.	Hold the resources experts briefing session (Online)	ICAO
<b>Deliverable 1.2</b>	<b>Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation</b>	
<i>Activity #</i>	<i>Description</i>	<i>Actors</i>
1.2.1	Submit to ICAO, for review, action plans for the improvement of safety oversight of MET services and for the implementation of the QMS in MET	States
1.2.2	Monitor progress in the implementation of action plans by States in the framework of improvement State’s safety oversight of MET services and the implementation of the QMS in MET	Experts

1.2.3	Conduct "On request" Specific seminars /workshops for a State or group of States or in the initiative of ICAO EASF and WACAF Regional Offices to address specific performance issues within the framework of the implementation of the project	ICAO
1.2.4	Conduct of a 3-day English workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the processes (Online))	Experts
1.2.5	Conduct of a 3-day French workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the QMS processes (Online))	Experts
1.2.6	Conduct a 5-day training of QMS internal auditors	ICAO
1.2.7	Assist States in conducting internal audits (1 day work per State)	Experts
1.2.8	Conduct a 3-day mission (by 1 expert) to each State for final review of the status of planned actions and assistance as may be required	Experts
<b>Deliverable 1.3</b>	<b>Certification of States MET Services Providers QMS and Surveillance</b>	
<i>Activity #</i>	<i>Activity description</i>	<i>Actors</i>
1.3.1.	Assist States in the preparation third-party certification audit	ICAO, Experts
1.3.2.	Assist States in carrying out MET safety oversight and conduct of QMS certification audits. 1 Expert per State, 7 days per State	Experts
<b>Deliverable 1.4</b>	<b>Project exit wrap up</b>	
<i>Activity #</i>	<i>Activity description</i>	<i>Actors</i>
1.4.1.	Conduct a 2-day project wrap up visit to each beneficiary State	ICAO

## **5. PROJECT RESOURCES**

### **5.1. Inputs from States / Organizations**

#### 5.1.1. Steering Committee

The steering committee shall, amongst others:

- a) Review and approve the comprehensive progress report of the Project prepared by ICAO;
- b) Review the financial statements covering the Project activities since the previous meeting;
- c) Formulate policies and assign priorities for the activities of CODEVMET AFI, the provisions of the CODEVMET AFI Project Document, and the availability of funds;
- d) Review and approve the work plan (including for services on request) and budget for the Project; and
- e) 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.

The Terms of reference of the Steering Committee are detailed in the **Attachment C** to this document. The Steering Committee may amend these Terms of reference as necessary.

#### 5.1.2. Project funding:

- a) The project will be funded through:
  - The annual contributions of Member States /organization; and
  - Voluntary contributions from ICAO and Donors.
- b) The amounts of the annual contributions will be defined by the steering committee.

#### 5.1.3. Participating States /Organizations

- a) Participating Members will provide the following:
  - i) Experts;
  - ii) Support expenses of duty travel of experts and ICAO Regional Officers, as required, supporting MET Safety Oversight and QMS activities in their States/Organization.
  - iii) Arrange free ground transportation to/from the workplace and airport upon arrival and departure to the ICAO expert(s) as necessary in the performance of their duties
  - iv) Authorizations to ICAO experts to access technical documentation and any of the work sites contained within the approved work plan as may be require.

#### 5.1.4. Active members:

- a) Active Members will provide the following:
  - i) Annual contributions covering the cost of the project activities as decided by the steering committee.

- ii) Participation in the meetings of the Steering Committee as Participating Member with the right to vote. In the case of regional organizations, the Active Member has a has one vote regardless the number of States it represents.

## **5.2. Monitoring and reporting**

### 5.2.1. Project Monitoring

- a) The overall project implementation will be monitored by the Steering Committee, which will meet at least once a year. The meeting interval will be decided by the Steering Committee.
- b) On a day-to-day basis, ICAO monitors the work of the assigned project experts.
- c) ICAO evaluates the implementation status of the CODEVMET project and reports to the steering committee.

### 5.2.2. Mission Reports of the Project Experts

- a) The Project experts will prepare mission reports at the conclusion of each of their missions to the Member States. All such reports shall be provided confidentially to WACAF Office.
- b) The project experts will prepare technical reports on any QMS implementation or safety oversight work in which they will be required to participate in advisory capacity. All such reports shall be provided confidentially to WACAF Office.

### 5.2.3. Project Progress Reports

- a) ICAO will submit progress reports to the steering committee to keep it informed of activities. The progress report will provide an overview of the project implementation status.

### 5.2.4. Project Terminal Report.

- b) Towards the conclusion of the Project, ICAO will prepare a Terminal Report, based on the activities implemented and based on the experts' mission reports. It shall be prepared in draft sufficiently in advance to allow review and technical clearance by ICAO at least two months prior to the last scheduled steering committee.

## **5.3. ICAO's inputs**

- a) Mission travel of ICAO Secretariat staff for monitoring /assistance purposes and steering committee meetings, as well as mission travel for project experts. Related cost is covered by project funds.
- b) Administrative and other services for the handling of the Project;
- c) Financial account management and budgetary control of the Project; and
- d) Technical support to the Project experts in the performance of their duties.

**6. RISKS, MITIGATION MEASURES AND PREREQUISITES**

**6.1. Risks, Risks levels and mitigation measures.**

Risks		- Assessment				Response		
Risk	Possible Causes	Consequence	Prob. 1-5	Sever. 1-5	Estimated level (1-25)	Response Type	Action	Owner
Delay in transfer funds to ICAO	States face financial issues or amount of contribution is higher	Delay in the start of the project	2	3	6	Remove	Project format has been reviewed to allow States to join the project. Follow-up actions should be put in place and request for payment letters sent to States	ICAO
Lack of engagement of States	States didn't understand well the safety concerns that may result from its low engagement	Project objectives are not achieved as planned	2	3	6	Remove	Provide assistance to States as appropriate to mitigate this risks	ICAO
Lack of engagement of States' MET Service Providers	Lack of awareness of the benefits of adopting a QMS.	Project objectives are not achieved as planned	2	3	6	Remove	State MET Services Raise awareness of State MET service providers to comply with the provisions of ICAO Annex 3..	States
Lack of engagement of project experts	Experts didn't understand well what is expected from him	Project objectives are not achieved as planned	2	3	6	Remove	Provide experts with clear briefing on their mission, what is expected from them and what in return they will gain in terms of knowledge, experience and expertise.	ICAO, States

**7. PROJECT SCHEDULE**

7.1. Preliminary project schedule

- a) The revised Project is scheduled to start in 2022.
- b) The preliminary project schedule for Stage 2 of the project is presented in **Attachment A**. This preliminary project schedule is indicative only. A detailed work plan will be prepared once the experts are selected and deployed in the field to assist States.

**8. PROJECT BUDGET**

- 8.1. An overview of the project budget from the beginning of the project until 2024 is provided in the **Attachment B** to the this document.

**9. LEGAL FRAMEWORK**

- 9.1. This project document shall constitute Revision B of Annex 1 to the revised Management Service Agreement between the International Civil Aviation Organization (ICAO) and the CODEVMET-AFI Member States.
- 9.2. The project document will come into force upon its signing by both parties and will be considered as operationally active, upon receipt at ICAO of the necessary funds .
- 9.3. Any change, amendment or revision to this project document (including scope, duration, budget, responsibilities, or other), will need to be formally approved in writing by both Parties.
- 9.4. Nothing contained in or relating to this Project Document shall be deemed a waiver, express or implied, of any of the privileges and immunities of ICAO and its personnel.
- 9.5. The CODEVMET-AFI Member States shall indemnify, hold harmless and, in consultation with ICAO, defend ICAO, including its personnel, from any and all actions, claims or other demands arising out of any act performed by ICAO on behalf of the CODEVMET-AFI Member States pursuant to this Project Document. The obligation under this clause does not lapse upon termination or completion of this Project Document.

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RAF16802 - CODEVMET AFI Project Attachment A : Preliminary Schedule

Activity #	Activity Name	Actors	Duration (in days)	Start	Finish
	<b>Enhancement of the State Oversight and Implementation of QMS in MET</b>		849	03-Jan-22	30-Apr-24
1.0	Steering Committee Meetings	SC	15	03-Jan-22	30-Apr-24
<b>1.1</b>	<b><i>Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures</i></b>		254	03-Jan-22	13-Sep-22
1.1.0	Select resources experts to support States implementing Project with respect to challenges in MET	SC ICAO	75	03-Jan-22	18-Mar-22
1.1.1	Conduct a 3-days Introductory seminar on MET Safety Oversight and QMS intended to States and resources experts (Online)	ICAO	3	21-Mar-22	23-Mar-22
1.1.2	Develop /update generic regulations, guidance material, operational procedures, technical tools, QMS processes and related guidance and procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET (by resources Experts under the coordination of ICAO Regional Officers)	Experts	61	25-Apr-22	24-Jun-22
1.1.3	Conduct of a 7-day Validation workshop intended to experts and ICAO Regional Officers to review and validate generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures.	ICAO Experts	7	18-Jul-22	24-Jul-22
1.1.4	Plan and organize five-day workshops for ESAF States to familiarize them with the above developed documentation, guidelines and tools and to agree on State action plans	ICAO Experts States	5	15-Aug-22	19-Aug-22
1.1.5	Plan and organize five-day workshop for WACAF States to familiarize them with the above developed documentation, guidelines and tools and to agree on State action plans	ICAO Experts States	5	05-Sep-22	09-Sep-22

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1.1.6	Resources experts briefing session (online)	ICAO	2	12-Sep-22	13-Sep-22
<b>1.2</b>	<b><i>Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation</i></b>		301	03-Oct-22	30-Jul-23
1.2.1	Submit to ICAO, for review, States action plans for the improvement of safety oversight of MET services and for the implementation of the QMS in MET	States	45	03-Oct-22	16-Nov-22
1.2.2	Monitoring progress in the implementation of action plans by States	Experts States	120	01-Dec-22	30-Mar-23
1.2.3	Conduct "On request" Specific seminars /workshops for a State or group of States or in the initiative of ICAO Regional Offices to address specific performance issues within the framework of the implementation of the project	ICAO	48	01-Jan-23	30-Apr-24
1.2.4	Conduct of a 3-day English workshop on the management of the processes (Online)	States ICAO	3	06-Dec-22	08-Dec-22
1.2.5	Conduct of a 3-day French workshop on the management of the processes (Online)	States ICAO	3	13-Dec-22	15-Dec-22
1.2.6	Conduct a 5-day training of QMS internal auditors	States ICAO	5	03-Apr-23	07-Apr-23
1.2.7	Assist States in conducting internal audits	Experts	31	01-May-23	31-May-23
1.2.8	Conduct a 3-day mission to each State for final review of the status of planned actions and assistance as may be required	ICAO Experts	30	01-Jul-23	30-Jul-23
<b>1.3</b>	<b><i>Certification of States MET Services Providers QMS and Surveillance</i></b>		243	01-Sep-23	30-Apr-24
1.3.1	Assist States in the preparation third-party certification audit	ICAO Experts	30	01-Sep-23	30-Sep-23

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1.3.2	Assist States in the conduct of QMS certification audits (1 Expert per State, 3 days per State).	Experts States	45	01-Oct-23	14-Nov-23
1.3.3	Assist States in carrying out MET safety oversight activities, 1 Expert per State, 3 days per State	Experts States	63	15-Dec-23	15-Feb-24
<b>1.4</b>	<b><i>Project Exit Wrap up</i></b>		47	15-Mar-24	30-Apr-24
1.4.1	Conduct a 2-day project wrap up visit to each beneficiary State	ICAO	47	15-Mar-24	30-Apr-24

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<b>Item</b>	<b>Description</b>	<b>Name</b>	<b>Total</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Expenditures</b>			<b>547,695</b>		<b>57</b>	<b>26,132</b>	<b>6</b>		<b>219,000</b>	<b>178,000</b>	<b>124,500</b>
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

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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)				
<b>Contributions</b>	<b>(547,695)</b>	<b>(40,000)</b>	<b>(79,523)</b>	<b>(54,208)</b>		<b>(71,464)</b>	<b>(178,000)</b>	<b>(124,500)</b>
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)				
<b>Balance</b>	<b>-</b>	<b>(40,000)</b>	<b>(79,466)</b>	<b>(28,076)</b>	<b>6</b>	<b>147,536</b>	<b>-</b>	<b>-</b>

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	2024	Other	2	2	300	4,500	9,000	
	Validation workshop (1.1.3)	2022	Banjul	12	7	194	4,940	59,280	Held in Banjul.
	Familiarization workshop (ESAF) (1.1.4)	2022	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)	2022	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) (1.2.3)	2023	Other	3	5	300	5,400	16,200	
	On-request seminar/workshop on performance issues (2) (1.2.3)	2023	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) (1.2.3)	2023	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) (1.2.3)	2024	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 (1.2.6)	2023	Other	7	5	300	5,400	37,800	
	Assistance with conducting internal audits (1.2.7)	2023	Other	6	1	300	4,200	25,200	
	Final status review (1.2.8)	2023	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)	2024	Other	6	3	300	4,800	28,800	
Project wrap-up visit (1.4.1)	2024	Other	6	2	300	4,500	27,000		
<b>Total</b>							<b>462,168</b>		
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.								

END



**Cooperative Development of Aeronautical Meteorology  
Services in AFI Region  
(CODEVMET AFI)**

**Attachment C to the  
Revised CODEVMET AFI Project Document**

**TERMS OF REFERENCE OF THE CODEVMET AFI  
STEERING COMMITTEE**

## **1. Composition**

1.1. The Steering Committee shall be composed of

- a) Directors General of Civil Aviation of all CODEVMET AFI Member States or their designated representatives;
- b) The Heads of Air Navigation Service Providers (ANSPs) members of the CODEVMET-AFI Project;
- c) The Heads of other CODEVMET AFI member or donor Organizations;

1.2. ICAO will participate in the Steering Committee, in an advisory capacity, represented by the Regional Directors of the Eastern and Central African (ESAF) and the Western and Central African (WACAF) Offices, also serving as the secretaries of the Steering Committee, supported by the Director, Technical Cooperation Bureau (TCB).

## **2. Membership**

1.1. A State/Organization becomes a member of the CODEVMET AFI Steering Committee through the signature of the Management Service Agreement for the CODEVMET AFI Project.

## **3. Administration of the Steering Committee**

- 3.1. The Steering Committee is administered by a Chairperson and a Vice-Chairperson. The election of Chairpersons should take into account the regional and linguistic balance in addition to the gender consideration.
- 3.2. The Chairmanship of the Steering Committee shall rotate every two years amongst the CODEVMET AFI Members, through an election by simple majority of all the members' present and taking part in the vote unless otherwise resolved by the Steering Committee.
- 3.3. The Chairperson and the Vice-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 a period of two years, or for any other period of time as determined by the steering committee.
- 3.4. The Chairperson or Vice-Chairperson are not elected in the same States as the outgoing Chairperson or Vice-Chairperson.

## **4. Role and responsibilities**

2.1. The Steering Committee shall:

- a) Review and approve the comprehensive progress report of the Project prepared by ICAO;
- b) Review the financial statements covering the Project 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 Project;

## *Terms of Reference of CODEVMET AFI Steering Committee*

- e) Consult with ICAO on matters related to the implementation of the Project, 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. voting rights of its Members, amounts of membership contributions, etc.

### **5. Steering Committee Meetings**

- 5.1. The CODEVMET AFI Steering Committee shall meet, at least once a year, normally in the country of its current Chairperson or Vice-Chairperson. If, for any reason, it is not possible for the meeting to be held in the country of the Steering Committee's Chairpersons, it shall be hosted by another Member having offered to host it, or be held virtually.
- 5.2. Representatives from stakeholder organizations, States, agencies or other entities may be invited to participate in meetings as observers. Donor States, agencies, organizations and industry having made a financial contribution or contribution-in-kind may be recognized as "Partners" in the implementation of the Project.
- 5.3. 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.
- 5.4. The Chairperson is responsible for convening Steering Committee meetings in coordination with ICAO.
- 5.5. The Steering Committee, through the Chairperson, may invite other Stakeholders /donors and experts in observer or advisory roles to attend meetings and assist in achieving the objectives of the Project.
- 5.6. The Steering Committee meetings will be conducted in the English and French languages. Translation costs will be borne by the project funds/by the host States/organizations.

### **6. Voting rights**

- 4.1. Each State 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 Organisations lose their voting rights if they are 20% or more in arrears with their annual membership fee.

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