



Third Meeting of the Steering Committee (SC/3) of the Cooperative Development of Aeronautical Meteorology Services Project in the AFI Region (CODEVMET-AFI Project)

Yaoundé, (Cameroon), from 28 to 30 November 2022

Agenda Item 5: Update on Stage 2 of the project for the period 2023

WP5.1 Update on the Work Programme for 2023

(Presented by the Secretariat)

SUMMARY	
This paper presents the CODEVMET-AFI project work plan for 2023. Action by the Meeting is provided in paragraph 3	
REFERENCES	
<ul style="list-style-type: none"> ▪ CODEVMET-AFI Project Document (ProDoc) ▪ CODEVMET-AFI SC/2 Report 	
<i>Strategic Objectives</i>	<i>A – Safety, B – Air Navigation Capacity and Efficiency</i>

1 INTRODUCTION

- 1.1. The second Meeting of the Steering Committee (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 2022.
- 1.2. The meeting took Decision 2/9 approving the CODEVMET AFI Project work plan for the planning 2022 – 2024 to start in 2022. The Work plan for 2022 was established accordingly and implemented as presented in the WP4.1.
- 1.3. This working paper is proposing a workplan of the project for 2023 for consideration by the meeting.

2 DISCUSSIONS

- 2.1. The Project work plan as approved by the Second meeting of the SC to start in January 2022 aims to achieve four (4) deliverables:
 - Deliverable 1: Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures. This deliverable is achieved.

- Deliverable 2: Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation. This deliverable is partially completed.
- Deliverable 3: Certification of States MET Services Providers QMS and Surveillance. The completion of this deliverable has not yet started.
- Deliverable 4: Project Exit Wrap up. This deliverable is not completed.

2.2. The Appendix 1 to this working paper presents the work plan for 2023 integrating the 2022 activities partially implemented and the remaining activities of the general work plan of the project.

3 ACTION BY THE MEETING

3.1. The meeting is invited to:

- a) Take note of the information presented in this working paper;
- b) Review and endorse the project work plan for 2023 to guide the implementation of the project activities.

3.2. Draft Decision 3/xx : CODEVMET-AFI Project Work Plan for 2023

That;

To guide the implementation of the project activities, the project work plan for 2023 is endorsed as provided in Appendix 1 to this working paper.

Appendix 1 – CODEVMET-Afi Work Programme for 2023

Activity #	Activity	Actors	Duration (in days)	Start	Finish
Deliverable 1.1	<i>Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures</i>				
Activities 1.1.0; 1.1.1; 1.1.2; and 1.1.3 as part of the 2022 Work plan					
1.1.4	Conduct a five-day Familiarization workshop for English speaking Countries on the Project Objectives, implementation strategy and Project implementation Package	Project Experts States ICAO	5	20-Feb-23	24-Feb-23
1.1.5	Follow-up on the development of Action Plans by States with the support/assistance of Project experts	ICAO	59	01-Feb.-23	31-March-23
1.1.6	Conduct briefing sessions for Project experts on assistance techniques	ICAO	28	01-Feb.-23	28-Feb-23
Deliverable 1.2	<i>Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation</i>				
1.2.1 a)	Submission of action plans by States to ICAO for review	States	1	15-March-23	15-March-23
1.2.1 b)	ICAO to review States Actions Plans and provide feedback	ICAO	15	15-March-23	31-March-23
1.2.2	Monitoring progress in the implementation of action plans by States	Project Experts States ICAO	120	31-March-23	31-Dec-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	31-Dec-23

Activity #	Activity	Actors	Duration (in days)	Start	Finish
1.2.4	Conduct of a 3-day English workshop on the management of the processes (Online /Hybrid)	Project Experts ICAO	3	02-May-23	04-May-23
1.2.5	Conduct of a 3-day French workshop on the management of the processes (Online /Hybrid)	States ICAO	3	09-May-23	11-May-23
1.2.6	Conduct a 5-day training of QMS internal auditors (EN/FR)	States Project Experts	5	05-June-23	09-June-23
		ICAO	5	26-June-23	30-June-23
1.2.7	Assist States in conducting internal audits	Experts	31	01-July-23	31-July-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-Sep-23	30-Sep-23
Deliverable 1.3	<i>States MET Services Providers ready for certification of QMS conduct of Surveillance activities</i>				
1.3.1	Assist States in the preparation third-party certification audit	ICAO Experts	90	01-Oct-23	31-Dec-23

Activity #	Activity	Actors	Duration (in days)	Start	End
SC/4	Fourth meeting of the CODEVMET Steering Committee	SC members ICAO	3	27 Nov. 2023	29 Nov. 2023