



ICAO

**Fourth Meeting of the Steering Committee (SC/4) of the Cooperative Development of
Aeronautical Meteorology Services Project in the Africa- Indian Ocean Region**

27 - 29 November 2023

Agenda Item 4: Review of the ToR of Steering Committee

SC4 wp4.1 Update the ToR of Steering Committee

(Presented by the Secretariat).

SUMMARY	
<p>This paper presents an update of the ToR of the Steering Committee of CODEVMET-AFI Project for consideration by the SC/4 Meeting</p> <p>Action by the Meeting is provided in paragraph 3</p>	
<p>REFERENCES</p> <ul style="list-style-type: none"> ▪ Project Management Service Agreement (MSA) ▪ RAF16802 revised B ProDoc. ▪ Terms of Reference of the SC of the CODEVMET Project 	
<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 2021.
- 1.2. The SC/2 Meeting agreed on the Decision 2/8 approving the Terms of reference (ToR) of the SC and the inclusion in the ToR of provisions for the Vice-Chairperson with the same cycle of mandate as the Chairperson.
- 1.3. The review of the ToR aims to align its provisions with the SC/2 Meeting Decisions.

2 DISCUSSIONS

- 2.1. The Terms of Reference of the SC as approved by the SC/2 Meeting states at its paragraph 1.2 of Section 1 that “ICAO will participate in the Steering Committee, in an advisory capacity, represented by the Regional Directors of the Eastern and Southern 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).
- 2.2. Over the last five years, the Technical Cooperation Bureau (TCB) has evolved to better meet the needs of our stakeholders. With inputs from staff, senior management and key stakeholders, the new name of the Bureau was changed as Capacity Development and Implementation (CDI) Bureau. The Bureau’s new name of CDI encompasses the entire range of services and support offered under a One ICAO approach.
- 2.3. In Section 3 of the ToR on the Administration of the SC attached to the Revision B of the ProDoc, the paragraph 3.2 stipulates that “The Chairmanship of the Steering Committee shall rotate every one year 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. Nerveless, the SC/2 Meeting approved “two years” cycle of the terms of the chairpersons.
- 2.4. In the version of ToR of the SC as provided in Appendix C of the Revised B ProDoc, there is no mention on the revision of the said ToR.
- 2.5. In view of the above, the proposed update of the ToR of the SC of the Project is submitted for approval.

3 ACTION BY THE MEETING

- 2.1. The meeting is invited to:
 - a) Take note of the information presented in this working paper; and
 - b) Consider the following draft decision.

Draft Decision 4/xx Terms of Reference of the SC of the CODEVMET-AFI Project

That,

To enable the SC of the CODEVMET-AFI Project to efficiently discharge its duties, the updated Terms of Reference as provided in Appendix xx to working paper is approved.

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APPENDIX C. TERMS OF REFERENCE OF THE STEERING COMMITTEE

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

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

1. COMPOSITION

1.1 The Steering Committee shall be composed of:

- a) the Directors General of Civil Aviation of all CODEVMET-AFI Member States or their designated representatives;
- b) the Heads of Air Navigation Services Providers (ANSPs) which are members of the CODEVMET-AFI Project; and
- 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 Southern 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)~~ Capacity Development and Implementation Bureau (CDI).

2. MEMBERSHIP

2.1 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 ~~one~~ 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. ROLES AND RESPONSIBILITIES

4.1 The Steering Committee shall:

- a) review and approve the project progress reports, the project terminal report and other reports prepared by ICAO;
- b) review the financial reports covering the project activities;
- 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;
- 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 or by the host States/organizations.

6. VOTING RIGHTS

6.1 Each member of the steering committee has one vote. Organizations will have one vote, no matter how many States they are representing.

6.2 Active Members and Organisations lose their voting rights if they are 20 per cent or more in arrears with their annual membership fees.

7. REVISION OF THE TERMS OF REFERENCE OF THE STEERING COMMITTEE

7.1 Further revisions of these terms of reference of the Steering Committee will be submitted to the steering committee for approval without revision of the project document.