



ICAO

Fifth Meeting of the Steering Committee (SC/5) of the Cooperative Development of Aeronautical Meteorology Services Project in the Africa- Indian Ocean Region

30 September - 2 October 2024

Agenda item 4: Review of the implementation activities since SC/4

WP 4.2: Review of the project approved budget

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper presents the budget approved by the Steering Committee of the CODEVMET-AFI Project during its fourth meeting (SC/4), held from 27 to 29 November 2023 and the corresponding expenditures and contributions. It also provides an overview of the payment status of the Member States.

Action by the meeting is provided **in paragraph 3**

REFERENCES

- Report of the Fourth Meeting of the Steering Committee (SC/4)
- SC/4-WP5.1 (Project implementation status)

1. INTRODUCTION

- 1.1. During its fourth meeting (SC/4), the Steering Committee of the CODEVMET-AFI Project approved the revised budget for the project as per Decision 4/6.
- 1.2. The paper provides a review of this approved budget, the related expenditures and received contributions for the period from 1 January 2023 to 30 September 2024.
- 1.3. Unless explicitly stated otherwise, all amounts in this paper are given in United States dollars.

2. DISCUSSION

- 1.1. The situation of the 2023/2024 budget is as follows:
 - a) The approved budget for 2024 as per Codevmet SC/5 Decision 4/6 stands as \$127,500 as provided in Appendix 1 to his working paper.
 - b) The adjusted Balance of Surplus as at 1 January 2024 amount to \$105,342 as at 1 January 2024.

- c) The contributions received as at 31 August 2024 amount to \$65,818. The deduct expenses include the missions (\$51,205), the sundry, and the administrative overhead (\$114). The fund balance as at 31 August 2024 is then \$114,531.
- d) The deduct outstanding commitments known up to 31 December 2024 include mission costs (1,138) and administrative overhead (\$114). The estimated fund available as at 31 August is \$113,279. Details of this financial statement are provided of in Appendix 2 to this working paper.
- e) The summary of the budget as at 31 August 2024 is shown in the table below.

Item	Amount
Balance as of January 1, 2024	\$105,342
Contributions	\$65,818
Expenditures	\$57,881
Balance as at 31 August 2024	\$113,279

- f) In September 2024, the project recorded on assistance mission with an estimated total cost of \$10,000, corresponding to the mission to Senegal. The details are provided in Appendix 1 to this WP. The cost of the SC/5 meeting is also estimated at \$22,500 in the 2024 approved budget. These costs may change (up or down) in the normal financial statement expected during the first half of October 2024.
- g) Taking into account the expenses mentioned in f), the balance of the budget as of September 30, 2024 is estimated at **\$80,779**. This amount could change (up or down) for the reasons mentioned above.

1.2. Status of payment requests

- a) ICAO issues payment requests for annual membership fees. Should on-request services be required, corresponding payment requests will be issued as well.
- b) As at 30 November 2024, a total amount of \$236,622 of annual membership fees is outstanding. The details are provided in Appendix 4.

1.3. Conclusion

- a) The project budget which was approved during SC/4 was not fully implemented as planned until September 2024.
- b) The differences between the baseline and the actuals are mainly due to contributions of some members and the rescheduling of activities.

- c) As at 30 September 2024, the project has a balance of close to \$103,279, while the arrears amount to slightly over \$230,000.

3. **ACTIONS BY THE MEETING**

3.1. The meeting is invited to:

- a) to take note of the information presented in this paper:
- b) deliberate on the issue raised in paragraph 1.2. b) of this working paper.

APPENDIX 1

ACTUAL vs REVISED BUDGED (SC/4)

Item	Total	2016-2022	2023-2026	2023	2024	2025	2026
Expenditures	290,844	52,187	238,657	43,157	162,500	15,500	17,500
Objective 1: Assist AFI States in the enhancement of the capability of their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET	166,823	15,167	151,657	30,657	121,000		
Deliverable 1.1: Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures	45,823	15,167	30,657	30,657			
Familiarization workshop (English) (1.1.4)	23,777		23,777	23,777			
Familiarization workshop (French) (1.1.5)	22,046	15,167	6,879	6,879			
Deliverable 1.2: Submission of States' plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation	121,000		121,000		121,000		
Activity 1.2.3: Conduct "On request" specific seminars/workshops for a State or group of States or at the initiative of ICAO ESAF and WACAF Offices to address specific performance issues	5,500		5,500		5,500		
1.2.3.1: Assist Gambia CAA and Gambia MET Service Provider to train Aeronautical Meteorological Personnel Competence Assessors	5,500		5,500		5,500		
Activity 1.2.6: Corrective Action Plan (CAP) implementation assistance mission to recipient States	102,500		102,500		102,500		
1.2.6.1: Botswana (QMS and MET Safety Oversight)	12,000		12,000		12,000		
1.2.6.2: Cabo Verde (QMS and MET Safety Oversight)	16,000		16,000		16,000		
1.2.6.3: Cameroon (QMS and MET Safety Oversight)	15,000		15,000		15,000		
1.2.6.4: Côte d'Ivoire (QMS and MET Safety Oversight)	13,500		13,500		13,500		
1.2.6.5: Gambia (QMS and MET Safety Oversight)	10,000		10,000		10,000		
1.2.6.6: Senegal (QMS and MET Safety Oversight)	10,000		10,000		10,000		
1.2.6.7: Togo (QMS and MET Safety Oversight)	15,000		15,000		15,000		
1.2.6.8: ASECNA (Congo) (QMS)	11,000		11,000		11,000		
Activity 1.2.7: Conduct a 5-day training of QMS internal auditors	13,000		13,000		13,000		

Item	Total	2016-2022	2023- 2026	2023	2024	2025	2026
Steering committee meetings	67,070	8,570	58,500	7,500	22,500	13,500	15,000
SC/4 (Freetown)	7,500		7,500	7,500			
SC/5 (ESAF)	22,500		22,500		22,500		
SC/6 (WACAF)	13,500		13,500			13,500	
SC/7 (WACAF)	15,000		15,000				15,000
Miscellaneous	33,772	5,272	28,500	5,000	19,000	2,000	2,500
Sundry	6,371	371	6,000	1,000	4,000	500	500
Overhead charges	27,228	4,728	22,500	4,000	15,000	1,500	2,000
Contributions	(290,844)	(173,731)	(117,112)	(24,128)	(35,000)	(35,000)	(22,984)
Total	-	(121,545)	121,545	19,029	127,500	(19,500)	(5,484)

APPENDIX 2
FINANCIAL STATUS REPORT FOR DECEMBER 2023

Statement of Estimated Fund Balance

Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
As at 31 August 2024
(in United States dollars)

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2024		105 342	
Adjustment		<hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/>	-
Adjusted Balance of Surplus (Deficit) as at 1 January 2024			105 342
Add/(Deduct):			
	Contributions Received (Schedule I)	65 818	
	Transfer of Funds to/from Other Funds (Schedule I)	-	
	Interest Earned and Accrued	-	
	Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	-	
	Refund of Contributions	-	
	Interest Expenses	-	

Refund of Interest Earned	-	65 818
		<hr/>
		171 160

Deduct Expenses (Note 1):

Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	51 205	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	276	
Administrative Overhead (Schedule XII) (Note 2)	5 148	
		<hr/>
		56 629

Fund Balance/(Deficit Balance) as at 31 August 2024

114 531

Deduct outstanding commitments known up to 31 December 2024 (Note 3):

Experts (Schedule II)	-
Administrative Support Personnel (Schedule III)	-

United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	1 138	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	-	
Administrative Overhead (Schedule XII)	114	
		<hr/>
		1 252
Estimated funds available/(required) (Note 4)		<hr/> 113 279 <hr/>
Future Commitments: beyond 31 December 2024 (Note 3):		
		-
		<hr/>
Estimated funds available/ (required) including future commitments beyond 2024 (Note 4)		<hr/> 113 279 <hr/>

APPENDIX 3
FINANCIAL STATUS REPORT FOR JUNE 2024

Schedule I

Contributions and Transfer of Funds

Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
As at 31 August 2024
(in United States dollars)

Contributions

Date Received	Customer	Currency	Currency Amount	USD Amount	Exchange Rate	Description
2024/05/15		USD	27 390	27 390	1	SENEGAL - RAF16802 - PR# RAF16802-2024/13 (\$17,425) & # RAF16802-2024/14 (\$9,965)
2024/06/12		USD	9 934	9 934	1	ASECNA (FRANCE) - RAF16802 - PR# RAF16802-2024/05
2024/06/20		USD	28 494	28 494	1	COTE D'IVOIRE - RAF16802 - PR# RAF16802-2024/02
			<u>65 818</u>	<u>65 818</u>		

Transfer To/From Other Funds

Date Received	Currency	Currency Amount	USD Amount	Exchange Rate	Description
		<u>-</u>	<u>-</u>		

Travel Mission Expenses and Estimated Commitments

Cooperative Development of Aeronautical Meteorology Services in the AFI Region Management Service Agreement RAF16802 (in United States dollars)

Financial Status From Accounts as at 31 August 2024

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
209576	49754	MR MEHEZA MANZI	442	-	-	-	442
208766	99999	VARIOUS / OTHERS	-	-	1 319	-	1 319
209958	99999	VARIOUS / OTHERS	1 328	-	400	-	1 728
210009	99999	VARIOUS / OTHERS	2 808	-	6 411	-	9 219
210010	99999	VARIOUS / OTHERS	2 890	-	4 396	-	7 287
210083	99999	VARIOUS / OTHERS	1 760	-	1 144	-	2 904
210084	99999	VARIOUS / OTHERS	1 554	-	2 727	-	4 281
210085	99999	VARIOUS / OTHERS	1 654	-	1 219	-	2 874
210089	99999	VARIOUS / OTHERS	1 299	-	1 357	-	2 656
210090	99999	VARIOUS / OTHERS	1 564	-	571	-	2 135
210111	99999	VARIOUS / OTHERS	1 310	-	2 822	-	4 132
210122	99999	VARIOUS / OTHERS	1 564	-	1 632	-	3 196
210281	99999	VARIOUS / OTHERS	-	-	640	-	640
210330	99999	VARIOUS / OTHERS	1 399	-	2 147	-	3 546
210331	99999	VARIOUS / OTHERS	1 399	-	3 447	-	4 846
Total			20 972	-	30 233	-	51 205

Commitments outstanding (POs and Contracts) known up to 31 December 2024

Resource

Terminal

TA No.	No.	Expert	DSA	Allowance	Travel cost	Others	Total
209958	99999	VARIOUS / OTHERS	305	-	-	-	305
210281	99999	VARIOUS / OTHERS	833	-	-	-	833
Total			1 138	-	-	-	1 138
Grand Total (Expenses and Commitments)							52 343

* Purchases or charges which are not covered by Purchase Orders.

Schedule XI

Sundry Expenses and Estimated Commitments

Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
(in United States dollars)

Financial Status From Accounts as at 31 August 2024

Purchase Order No.	Purchase Order Description	Total
Professional Liability Insurance		
Report costs		
Other Sundry Expenses		
*		276

Total	276
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Commitments outstanding (POs and Contracts) known up to 31 December 2024

Purchase Order No.	Purchase Order Description	Total
Professional Liability Insurance		
Report costs		
Other Sundry Expenses		
Total		-
Grand Total (Expenses and Commitments)		276

* Purchases or charges which are not covered by Purchase Orders.

APPENDIX 4

ARREARS AS AT 20 NOVEMBER 2024

Annual Membership Fees (in USD)

Entity	2021	2022	2023	2024	Total Amount
Benin - Agence Nationale de l'Aviation Civile (ANAC)		7,945	10,000	10,000	27,945
Botswana - Civil Aviation Authority of Botswana (CAAB)	-	7,616	10,000	10,000	27,616
Cameroon - Cameroon Civil Aviation Authority (CCAA)	-	9,530	10,000	10,000	29,530
Côte d'Ivoire - Autorité nationale de l'aviation civile (ANAC)	-	0	0	0	0
Gabon - Agence Nationale de l'Aviation Civile (ANAC)	-	7,781	10,000	10,000	27,781
Gambia - Gambia Civil Aviation Authority (GCAA)	-	7,066	10,000	10,000	27,066
Niger - Agence Nationale de l'Aviation Civile (ANAC)	-	9,178	10,000	10,000	29,178
Senegal - Agence Nationale de l'Aviation Civile et de la Météorologie (ANACIM)	-	0	0	0	0
Seychelles - Seychelles Civil Aviation Authority	-	9,342	10,000	10,000	29,342
Sierra Leone - Sierra Leone Civil Aviation Authority (SLCAA)	-	7,12	10,000	10,000	20,712
Togo - Agence Nationale de l'Aviation Civile (ANAC)	-	7,452	0	10,000	17,452
ASECNA		0	0	0	0
Total	0	66,622	80,000	90,000	236,622