



## **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 5: Proposed activities and budget for 2025**

#### **WP 6.4 Project budget for 2025**

*(Presented by the Secretariat)*

#### **EXECUTIVE SUMMARY**

This paper proposes a revised budget for the CODEVMET-AFI Programme until the end of 2026. It also indicates the amount of contributions which is required to implement the proposed budget.

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

#### **REFERENCES**

- SC/5-WP4.2 (Review of the approved budget)

### **1. INTRODUCTION**

1.1. This paper presents the revised budget for the CODEVMET-AFI project.

1.2. The presented budget was developed based on the revised work plan for 2024/2025 and ICAO's applicable rules and guidelines. It includes:

- a) actual expenditures and contributions until 31 August 2024<sup>1</sup>; and
- b) estimates for the period from 1 September 2024 until the end date of December 2025. It doesn't include the estimates for 2026 which will be related to 2025/2026 work plan.

1.3. Unless explicitly stated otherwise, all amounts in this paper are given in United States dollars.

<sup>1</sup> Financial statements are issued at the end of each quarter. The extraordinary Donor Report was provided the financial statement as at 30 August 2024 in preparation of the SC/5 meeting.

## 2. **DISCUSSION**

- 1.1. The review of the approved budget by the SC/4 as discussed in the WP4.2, indicate that the estimate fund balance available as at 30 September 2024 is \$80,779.
- 1.2. Detailed budget and related explanations are provided in Appendix 1 to this working paper.
- 1.3. The expenditures for 2025 are expected to be more than 3.2 times as high as the expenditures for 2024. This situation is due to the extension of the scope of the project by the SC/4 to consider the implementation of the AMET-B1 elements and the inclusion of new activities.
- 1.4. Most activities in 2024 are carried out on-site, which includes air tickets and daily subsistence allowance and cover the assistance to States in enhancing their safety oversight in MET and the implementation of the QMS.
- 1.5. For 2025, activities include the two same activities, the development of additional implementation documentation, onsite assistance activities, workshops, update of the AMBEX and the steering committee meeting. These regular project activities, are covered by the annual membership fees, for an amount of about \$162,500. Given the surplus from the previous year, an additional amount of \$81,121 of annual contributions is required.
- 1.6. It is important to note that the on-request activities, which are covered by corresponding contributions from the requesting States are not included in the regular budget of the project.
- 1.7. The payment of the arrears detailed in working paper WP4.2 and which amount to approximately \$240,000 would make it possible to easily implement the budget.
- 1.8. The review of the detailed project budget (see Appendix 1) shows that the cost for the assistance to an individual State reaches \$12,500, i.e. higher than the annual membership fee. Therefore, the long-term sustainability of the project depends on the regular contribution of the States.

## 3. **ACTION BY THE MEETING**

- 3.1 The steering committee is invited to:
  - a) Take note of the information contained in this paper;
  - b) Review and approve the proposed budget provided in Appendix 1 to this working paper or if necessary, provided guidance for its review by ICAO and submit the revised budget to the chairperson of the Steering Committee for approval after the meeting.

## Appendix 1 – Revised project budget

Description	Total	Round up 500	2016-2022	2023	2024	2025	2026
<b>Expenditures</b>	355 973		52 187	43 157	56 629	186 500	<b>17 500</b>
<b>Recapitulation</b>	<b>104 696</b>	<b>173 500</b>	<b>38 904</b>	<b>71 609</b>	<b>73 705</b>	<b>186 500</b>	<b>15 000</b>
<b>Submission action plans - Project documentation - On request services</b>	<b>158 648</b>		<b>30 334</b>	<b>64 109</b>	<b>51 205</b>	<b>13 000</b>	<b>-</b>
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	45 824		15 167	30 657			
Deliverable 1.1: Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures	45 824		15 167	30 657			
Deliverable 1.2: Submission of States' plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation	0						
Activity 1.2.3: Conduct "On request" specific seminars or workshops [...]	130 882			2 795			
Activity 1.2.6: Corrective Action Plan (CAP) implementation assistance mission to recipient States (Assistance missions to States)	51 205				51 205		
Activity 1.2.7: Conduct a 5-day training of QMS internal auditors	13 000					13 000	
<b>Project Implementation package for AMET-B1 elements</b>	<b>30 816</b>	<b>31 000</b>				<b>31 000</b>	<b>-</b>

Description	Total	Round up 500	2016-2022	2023	2024	2025	2026
3.2 Conduct onsite validation workshop (in Lome, Togo) to review and validate AMET-B1 implementation generic documentation	30 816	31 000				31 000	
<b>Assistance to States in CAP implementation</b>	<b>31 068</b>	<b>32 000</b>			-	<b>32 000</b>	
4.1 Assist The Gambia in CAP implementation	10 863	11 000				11 000	
4.2 Assist Gabon on CAP development	12 123	12 500				12 500	
4.3 Assist ASECNA in CAP Implementation (Douala, Cameroon)	8 082	8 500				8 500	
<b>Wrap-up visits to States</b>	<b>16 398</b>	<b>16 500</b>				16 500	
5.1 Wrap-up visit to Cabo Verde	5 466	5 500				5 500	
5.2 Wrap-up visit to Cameroon	5 466	5 500				5 500	
5.3 Wrap-up visit to Côte d'Ivoire	5 466	5 500				5 500	
<b>Capacity building</b>	<b>12 123</b>	<b>12 500</b>			-	<b>12 500</b>	-
5.1 Quality Internal Auditors training (Yaoundé, CCAA School)	12 123	12 500				12 500	
<b>Update the AMBEX Handbook and the ICD</b>	<b>30 658</b>	<b>31 000</b>			-	<b>31 000</b>	-
Onsite workshop on the the updating of AMBEX Handbook and the ICD (Dakar, Senegal)	28 408	28 500				28 500	
Catering (5 days coffee and lunch for 15 participants)	2 250	2 500				2 500	
<b>Steering Committee Meetings</b>	<b>66 911</b>	<b>67 000</b>	<b>8 570</b>	<b>7 500</b>	<b>22 500</b>	<b>36 000</b>	<b>15 000</b>
SC/1(Dakar)	521		521				
SC/2 (Virtual)							
SC/3 (Yaoundé)	8 049		8 049				
SC/4 (Freetown)	7 500	7 500		7 500			
SC/5 (WACAF)	22 500	22 500			22 500	22 500	
SC/6 (ESAF)	13 341	13 500				13 500	
SC/7 (WACAF)	15 000	15 000					15 000

Description	Total	Round up 500	2016-2022	2023	2024	2025	2026
Sundry	9 000	9 000				9 000	
Overhead charges	2 000	2 000				2 000	
Contributions	333 473	184 500	173 731	24 128	65 818	35 000	34 796
Annual membership fees	333 473		119 523	24 128	65 818	62 002	62 002
Total	-	184 500	80 619	47 481	7 887	162 500	44 502



The estimates are described in the table below.

The proposed budget for the project is presented in the table above. The estimates for each activity were determined as described below.

Item	Description
<b>Steering Committee Meetings</b>	
1.3 SC/5 (WACAF)	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 3 (2 ROs, and RD/DRD)</li> <li>b) Meeting duration: 3 working days plus travel time</li> <li>c) Meeting venue: Meeting will be conducted in the State of the Chairperson, or in another State as agreed by the SC.</li> <li>d) The mission costs include air ticket, terminal allowance, and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul>
6.1 SC/6 (ESAF)	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 3 (3 ICAO Staff)</li> <li>b) Meeting duration: 3 working days plus travel time</li> <li>c) Meeting venue: Meeting will be conducted in the State of the Chairperson, or in another State as agreed by the SC.</li> <li>d) The mission costs include air ticket, terminal allowance, and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul>
<b>Project Implementation packages</b>	
3.2 Conduct onsite validation workshop (in Lome, Togo) to review and validate AMET-B1 implementation generic documentation	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 8 (6 Project experts, and 2 ICAO Staff)</li> <li>b) Mission duration: 5 working days plus travel time</li> <li>c) Mission venue: Mission will be conducted in Lomé.</li> <li>d) The mission costs include air ticket, terminal allowance, and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul>
<b>Assistance to States in CAP implementation</b>	

Item	Description
4.1 Assist The Gambia in CAP implementation	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 2 (1 Project experts, 1 ICAO Staff)</li> <li>b) Mission duration: 5 working days plus travel time</li> <li>c) Mission venue: Mission will be conducted in Banjul.</li> </ul> <p>The mission costs include air ticket, terminal allowance, and daily subsistence allowance (DSA) for the duration of the missions.</p>
4.2 Assist Gabon on CAP development	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 3 (2 Project experts, 1 ICAO Staff)</li> <li>b) Mission duration: 5 working days plus travel time</li> <li>c) Mission venue: Mission will be conducted in Libreville.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>d) The mission costs include air ticket, terminal allowance and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul>
4.3 Assist ASECNA in CAP Implementation (Douala, Cameroon)	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 2 (2 ICAO Staff)</li> <li>b) Mission duration: 5 working days plus travel time</li> <li>c) Mission venue: Mission will be conducted in Douala.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>d) The mission costs include air ticket, terminal allowance and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul>
<b>Wrap-up visits to States</b>	
5.1, 5.2, 5.3 wrap-up visits to Cabo Verde, Cameroon and Côte d'Ivoire	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 2 per State; 1 Project expert, 1 ICAO Staff)</li> <li>b) Mission duration: 3 working days plus travel time</li> <li>c) Mission venue: Mission will be conducted in Sal, Yaoundé and Abidjan.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>d) The mission costs include air ticket, terminal allowance and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul>
<b>Capacity building</b>	

Item	Description
6.1 Quality Internal Auditors training (Yaoundé, CCAA School)	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>e) Number of participants for whom the travel cost is covered by project funds: 2 1 Project expert, 1 ICAO Staff</li> <li>f) Mission duration: 5 working days plus travel time</li> <li>g) Mission venue: Mission will be conducted in Yaoundé.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>h) The mission costs include air ticket, terminal allowance and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul> <hr/>
<b>Update the AMBEX Handbook and the ICD</b>	
8.1 Onsite workshop on the develop of template for updating AMBEX Handbook and the ICD (Dakar, Senegal)	<p>The estimated costs are based on the following assumptions:</p> <ul style="list-style-type: none"> <li>a) Number of participants for whom the travel cost is covered by project funds: 8 Project experts</li> <li>b) Mission duration: 5 working days plus travel time</li> <li>c) Mission venue: Mission will be conducted in Dakar.</li> </ul> <hr/>
Catering (5 days coffee and lunch for 10 participants)	<ul style="list-style-type: none"> <li>d) The mission costs include air ticket, terminal allowance and daily subsistence allowance (DSA) for the duration of the missions.</li> </ul> <hr/>

Note:

- a) The amounts are rounded to 5 per cent of the above-mentioned costs and are included in the budget as a contingency and to cover cost such as extra expenditures.
- b) Mission costs include ticket cost of \$1,500, terminal allowance of \$252, and two travel days. The DSA rates for each location are based on the DSA rates of September 2024.
- c) All amounts are rounded up to the nearest multiple of \$500.