



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

SC5 wp5.4 Project work plan for the period 2024/2025

(Presented by the Secretariat).

SUMMARY	
This paper presents the proposed work plan of the Project up to December 2025 for consideration by the SC/5 Meeting.	
Action by the Meeting is provided in paragraph 3	
REFERENCES	
▪ RAF16802 Revision C ProDoc. ▪ CODEVMET-AFI SC/4 Report	
Strategic Objectives	<i>A – Safety, B – Air Navigation Capacity and Efficiency</i>

1 INTRODUCTION

- 1.1 The Fourth Meeting of the Steering Committee (SC/4) of the Cooperative Development of Aeronautical Meteorology Services Project in the AFI Region (CODEVMET-AFI) was held in-person in Freetown, Sierra Leone, from 27 to 29 November 2023.
- 1.2 The meeting approved the Revision C of the Project Document (ProDoc) as well as the related work plan for the planning 2023/2024.
- 1.3 This working paper proposes an update of the work plan of the project for the period up to December to 2025 for consideration by the meeting.

2 DISCUSSIONS

- 2.1. The SC/4 Meeting held in-person in Freetown, Sierra Leone, from 27 to 29 November 2023 approved the Project Work plan for 2022/2023 through Decision 4/5.

- 2.2. The status of implementation of Project planned activities for 2024 were discussed in the working paper sc5 wp4.1 presented under agenda item 4.
- 2.3. Considering the pending 2024 work plan activities and the project's preliminary tasks as outlined in the Appendix A to the ProDoc, a draft work plan for 2024/2025 has been prepared (see Appendix A). The meeting is invited to review and provide guidance for its consolidation.

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) Review and endorse the project work plan for 2024/2025 to guide the implementation of the project objectives.

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Activity #	Project Tasks		Start Date	End Date	# of Days
1.	Assistance to Cabo Verde, Cameroon, Côte d'Ivoire; Senegal; Togo		1-Jan-24	2-Oct-24	198
1.1	Assistance missions on MET Safety and QMS CAPs implementation		1-Jan-24	30-Sep-24	196
1.2	Draft project 2024/2025 work plan		18-Sep-24	30-Sep-24	9
1.3	Submit the project work plan to the Fourth Steering Committee Meeting (SC/4) for approval		30-Sep-24	2-Oct-24	3
2	AMET-B1 Current Status in Recipient States		3-Feb-25	31-Jul-25	129
2.1	Gather data on AMET-B1 status in the recipient States		3-Feb-25	30-Apr-25	63
2.2	Review, analyse collected data and provide reports on the current status of AMET-B1 for each State		1-May-25	30-Jun-25	43
2.3	Approve reports on the current status of AMET-B1 for each State		1-Jul-25	31-Jul-25	23
3	Project Implementation package for AMET-B1 elements		1-Jul-25	21-Nov-25	104
3.1	Develop project implementation generic documents related to AMET-B1 elements		1-Jul-25	30-Sep-25	66
3.2	Conduct onsite validation workshop (in Lome, Togo) to review and validate AMET-B1 implementation generic documentation		17-Nov-25	21-Nov-25	5
3.3	Review and update the QMS and MET Safety Implementation Packages (online)		3-Mar-25	30-Jun-25	86
4	Assistance to Gambia, Gabon and ASECNA		7-Apr-25	12-Sep-25	115
4.1	Assistance mission to The Gambia on CAP implementation		7-Apr-25	11-Apr-25	5
4.2	Assistance mission to Gabon on CAP development		2-Jun-25	6-Jun-25	5
4.3	Assistance mission to ASECNA (in Douala, Cameroon) on CAP implementation		8-Sep-25	12-Sep-25	5
5	Wrap-up visits to States		12-May-25	13-Aug-25	68
5.1	Wrap-up visit to Cabo Verde		12-May-25	14-May-25	3
5.2	Wrap-up visit to Cameroon		9-Jun-25	11-Jun-25	3
5.3	Wrap-up visit to Côte d'Ivoire		11-Aug-25	13-Aug-25	3
6	Capacity building		18-Aug-25	22-Aug-25	5
6.1	Quality Internal Auditors training, Yaoundé, CCAA School		18-Aug-25	22-Aug-25	5
7	Sixth Steering Committee meeting		28-Sep-25	1-Oct-25	3
7.1	Sixth Meeting of the Steering Committee (SC/6)		28-Sep-25	1-Oct-25	3
8	Update AMBEX Handbook and the ICD		9-Dec-25	9-May-26	109
8.1	Onsite workshop on the updating of AMBEX Handbook and the ICD (Dakar, Senegal)		9-Dec-25	14-Dec-25	4
8.2	Develop the Draft Update of AMBEX Handbook and the ICD		1-Jan-26	30-Apr-26	86
8.3	Remote validation of the updated AMBEX Handbook and the ICD		5-May-26	9-May-26	4

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CODEVMET-AFI Project : Work Plan for 2024/2025

START DATE	1-Jan-24
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