



**Project for the Cooperative Development of Aeronautical
Meteorological Services in the AFI Region (CODEVMET-AFI)**

Fourth Meeting of the Steering Committee (SC/4)

Freetown (Sierra Leone), 27-29 November 2023

REPORT

Prepared by the Secretariat

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A. Introduction

1. Date and venue of the meeting

- 1.1. The Fourth Meeting of the Steering Committee (SC/4) of the Project for the Cooperative Development of Aeronautical Meteorology Services in the AFI Region (CODEVMET-AFI) was held in Freetown, Sierra Leone, from 27 to 29 November 2023.

2. Attendance

- 2.1. Thirty-one (31) participants representing nine (9) ESAF and WACAF States, ASECNA and ICAO attended the meeting. The list of participants is provided in **Appendix 1** to this report.

3. Opening

- 3.1. The opening of the Fourth meeting of the Steering Committee (SC/4) of the CODEVMET-AFI Project, initially scheduled on Monday 27 November, took place on Tuesday 28 November 2023, due to unforeseen circumstances.
- 3.2. During the opening session, statements were delivered by Mr. Francis J. Kaikai, Board Chairman of the Sierra Leone Civil Aviation Authority (SLCAA), Mr. Cyrille ABONDO, Chairperson of the CODEVMET Steering Committee, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, and Ms. Musayeroh Barrie, Director General of the SLCAA.
- 3.3. Mr. Francis J. Kaikai, Board Chairman SLCAA, welcomed all the participants and thanked ICAO for choosing Sierra Leone for this important meeting.
- 3.4. The Chairperson of the CODEVMET Steering Committee, Mr. Cyrille ABONDO, in his statement thanked the Government of Sierra Leone for the hospitality extended to delegates. He recalled the objectives of the CODEVMET-AFI project and its relevance in addressing challenges faced by States/Organizations in MET field and called for more commitment to support the project.
- 3.5. Speaking on behalf of the ICAO WACAF Regional Director Mr. Prosper Zo'o Minto'o, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, welcomed the delegates and conveyed the greetings of the ICAO President of the Council and the Secretary General. He expressed his sincere appreciation to the Government of Sierra Leone for accepting to host the meeting and for the excellent arrangements made for the delegates. He also thanked the participants from States as well as the industry present in the meeting.
- 3.6. Ms. Musayeroh Barrie, Director General, Sierra Leone Civil Aviation Authority welcomed the delegates to the meeting and highlighted the vision of Sierra Leone to support the project for the cooperative development of the aeronautical meteorology services in the AFI region, designed to contribute to the improvement of the provision of quality meteorological information to aviation. The Director General recalled that Sierra Leone has signed the CODEVMET-AFI Management Service Agreement (MSA) and will join the project as active member. While recalling the relevance of the project, she encouraged other States to join the project.
- 3.7. The meeting was officially opened by the Honourable Deputy Minister of Transport and Aviation Mr Alex Bonapha, who on behalf of the Government of the Sierra Leone, welcomed the delegates to this important meeting. He also thanked the International Civil Aviation Organization (ICAO) for choosing Sierra Leone to host for the first time the Steering Committee meeting of the CODEVMET-AFI Project.

- 3.8. The Deputy Minister further emphasized the importance of this project for the region and the need for the meeting to comprehensively discuss the agenda items and propose actions to address challenges identified among members States. He underscored that, Sierra Leone as an ICAO member State, is committed to support the project in resolving the air navigation deficiencies in MET field. He concluded by wishing delegates a pleasant stay in Sierra Leone and successful deliberations and officially opened the Fourth Meeting of the CODEVMET-AFI Steering Committee.

4. Secretariat

- 4.1 The Secretariat of the meeting was provided by the ICAO WACAF Regional Office.

5. Working languages and the documentation

- 5.1 The meeting was held in both English and French languages with simultaneous interpretation and the documentation was produced in both languages. The meeting documents are accessible at <https://www.icao.int/WACAF/Pages/Fourth-MSCCODEVMET-AFI.aspx>

B. Report on the Agenda Items

1. Agenda Item 1 - Adoption of the agenda and work programme

- 1.1. The meeting reviewed and adopted the agenda as provided in **Appendix 2** to this report.

2. Agenda Item 2 - Election of the Steering Committee Chairperson and Vice-Chairperson

2.1. Under this agenda item, the meeting recalled the provisions of the Terms of Reference (ToRs) of the Steering Committee (SC) relating to election of the chairpersons of the SC.

2.2. The SC/2 meeting held virtually in July 2021 discussed the chairmanship of the SC and reviewed its Terms of reference (ToR) to include the Vice-Chairperson position with the same cycle of mandate as the Chairperson, as per Decision 2/8 of the SC/2 Meeting.

2.3. The Chairmanship of the SC shall rotate every two years amongst the CODEVMET-AFI Member. The election of Chairpersons should consider the regional and linguistic balance in addition to the gender consideration.

2.4. The SC/4 Meeting was recalled that in 2018, the First meeting of the Steering Committee (SC/1) elected Mr. Cyrille ABONDO, Aviation Safety Inspector, Cameroon Civil Aviation Authority, as the Chairperson. The meeting was also informed that in 2022, the SC/3 Meeting held in Yaoundé, noting that no candidate was registered, agreed through its Decision 3/1 to postpone the election of the Vice-Chair to the next Steering Committee meeting.

2.5. In view of the above, the SC/4 meeting elected Mr. **Rock Levis Gouamene** from Côte d'Ivoire and Mr. **Sahar Samuel Gando** from Sierra Leone respectively as Chairperson and Vice-Chairperson of the Steering Committee.

Codevmet SC/4 Decision 4/1 Election of the Chairperson and Vice-chairperson

Mr. Rock Levis GOUAMENE from Côte d'Ivoire and Mr. Sahr Samuel GANDO from Sierra Leone are respectively elected as Chairperson and Vice-Chairperson of the Steering Committee.

3. Agenda Item 3 - Review of the decisions taken by the SC/3 Meeting

Implementation status of Decisions taken by the SC/3 Meeting

3.1. Under this agenda item, the meeting reviewed and discussed the implementation status of decisions taken by the SC/3 meeting, held in Yaoundé (Cameroon) from 27 to 29 November 2023. It was noted that 40% of decisions were completed, the implementation of 40% is still ongoing and 20% has not started as presented in **Appendix 3** to this report.

3.2. The status of implementation of the decisions taken by the SC/3 meeting is shown in the **Figure 1** below.

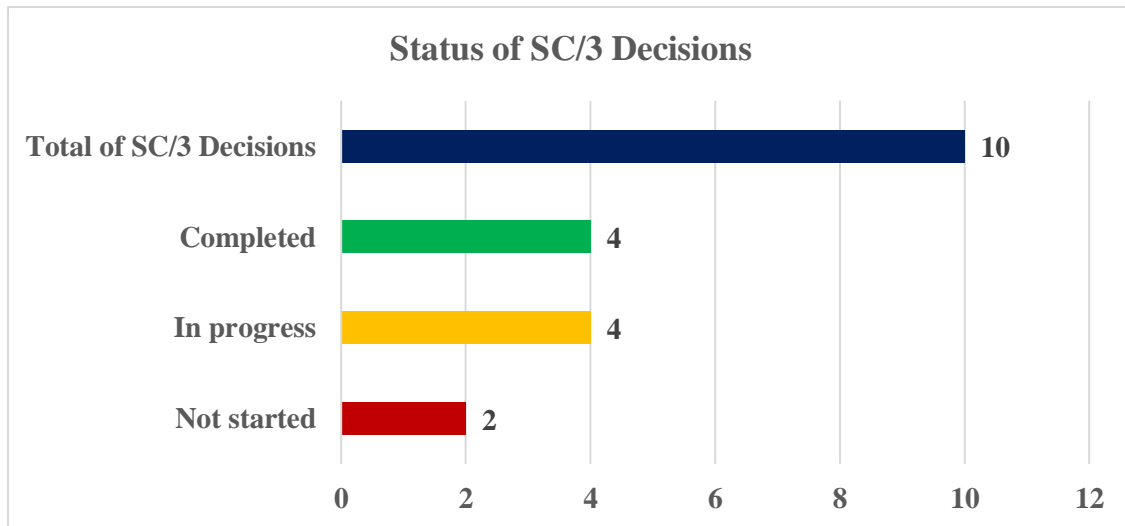


Figure 1 Status of implementation of the SC/3 Decisions

3.3. The four decisions in progress include:

3.3.1. *Decision 3/2 - Promotion of the CODEVMET Project* calling for States and Secretariat to take measures to promote the Project and foster the participation in the Project. This decision is still pending, because to date, only 45% of WACAF States and 8% of ESAF States have signed the Project MSA.

3.3.2. *Decision 3/4 - Start date of payment of annual contribution by project members.* To date, two (2) States and one (1) ANSP have paid their annual contributions as of the date of signature of the revised management service agreement. The decision will continue to apply to States/Organizations that sign the MSA.

3.3.3. *Decision 3/7 – Services on request:* The “Services on request” is currently provided to Gambia and might be continued to be provided to States on the basis need.

3.3.4. *Decision 3/9 – Project funding:* States/Organizations may need to be encouraged to clear their annual contributions.

3.4. The “not started” decision is the Decision 3/5 of the SC/3 meeting on invoicing of non-member States/Organizations.

3.5. In view of the above, the meeting formulated the following Decision to establish a follow-up mechanism.

Codevmet SC/4 Decision 4/2 Follow-up on the payment of annual contributions to the CODEVMET-AFI Project

To improve the monitoring of States contributions' payments requests, States/Organizations' project focal points shall be in copy of all related correspondences.

4. Agenda Item 4 - Review of the Terms of Reference (ToR) of the Steering Committee

Update of the Terms of Reference of the Steering Committee

4.1. Under this agenda item, the meeting was informed that the name of the Technical Cooperation Bureau (TCB) has been changed to Capacity Development and Implementation Bureau (CDI) to reflect the entire range of services and support offered in the One ICAO approach. The attention of the meeting was drawn to the fact that the current version of the SC ToR contains the old designation TCB.

4.2. Furthermore, the meeting noted that there was no paragraph dealing with the revision of the ToR of the Steering Committee.

4.3. To address the above-mentioned inconsistencies, the meeting reviewed the amended the terms of reference as provided in **Appendix 4** to this report updating the name of the Technical Cooperation Bureau (TCB), adding a paragraph relating to the revision of the terms of reference and revising the mandate cycle of the chairpersons. The following decision was therefore formulated accordingly.

Codevmet SC/4 Decision 4/3 Terms of Reference of the Steering Committee of the CODEVMET-AFI Project

The updated Terms of Reference of the Steering Committee as provided in Appendix 4 to this report are approved.

5. Agenda Item 5 - Project status of implementation since the SC/3

Project implementation status

5.1. The SC/4 meeting was presented the progress made in the implementation of the planned activities as approved by the SC/3 meeting and noted that the implementation status of action plan is up to 61%. The status of completion of the Project deliverables is presented in **Figure 2**. Some deliverables are fully completed while others are in progress or not yet started.

5.2. For deliverable 1.1, the Project completed the development of the Project implementation documents, including generic regulations, guidance materials, generic procedures and tools made them available at the ICAO secured shared folder.

5.3. For deliverable 1.2, the SC/4 meeting noted that Botswana, Cameroon, Cabo Verde, Côte d’Ivoire, Gambia, Nigeria, Senegal, Togo and ASECNA were assisted with the review of the current situation of their system and the development of subsequent corrective action plans (CAP) to enhance State capacity in carrying out MET Safety oversight activities and to assist MET Service Providers to comply with ICAO requirements related to the QMS.

5.4. The meeting noted that the deliverables 1.3 and 1.4 are still pending, due to the slow pace of implementation of project activities by States.

5.5. The meeting was then presented status of implementation of beneficiary States corrective action plans as per Figures 2 and 3. It was noted that Senegal and Sierra Leone have not yet submitted CAPs related to the QMS. The meeting also noted that Togo and ASECNA have developed their CAPs which have not been yet approved and submitted. Furthermore, some States raised the need to have experts more committed to assist them in the implementation of the project activities. The meeting formulated the following Decision.

Codevmet SC/4 Decision 4/4 Submission of the Project related corrective action plan

To enable the project to undertake assistance activities, Togo and ASECNA are requested to submit their CODEVMET Project related corrective action plan by 15 December 2023.

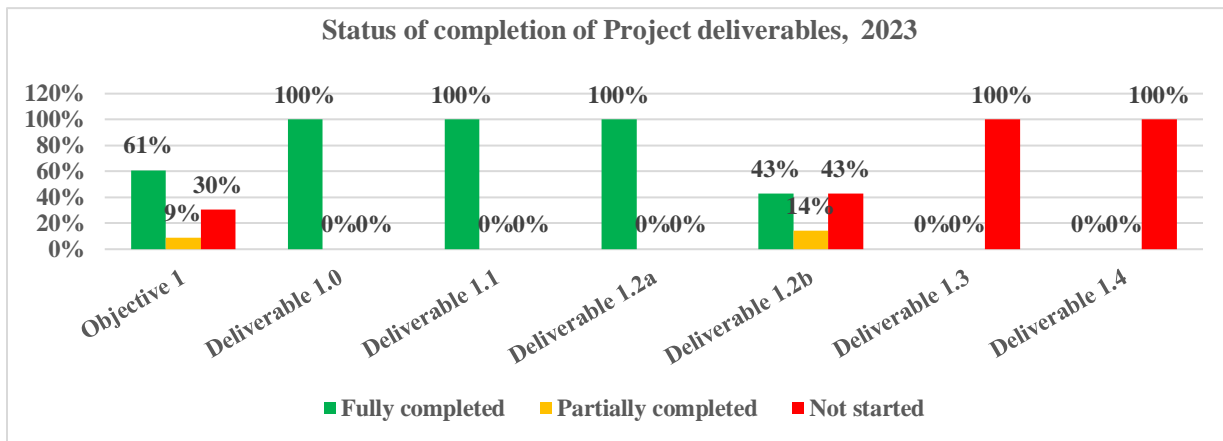


Figure 2 - Status of completion of Project deliverables as per 2023 Work programme - November 2022

- Deliverable 1.0 Project expert teams established
- Deliverable 1.1 Project generic implementation packages developed and validated
- Deliverable 1.2a States’ Corrective Actions Plan developed & approved for implementation
- Deliverable 1.2b States assisted with the implementation of project activities
- Deliverable 1.3 States assisted with guidance on the QMS certification & Surveillance of MET activities
- Deliverable 1.4 Project completion summary and exit wrap up

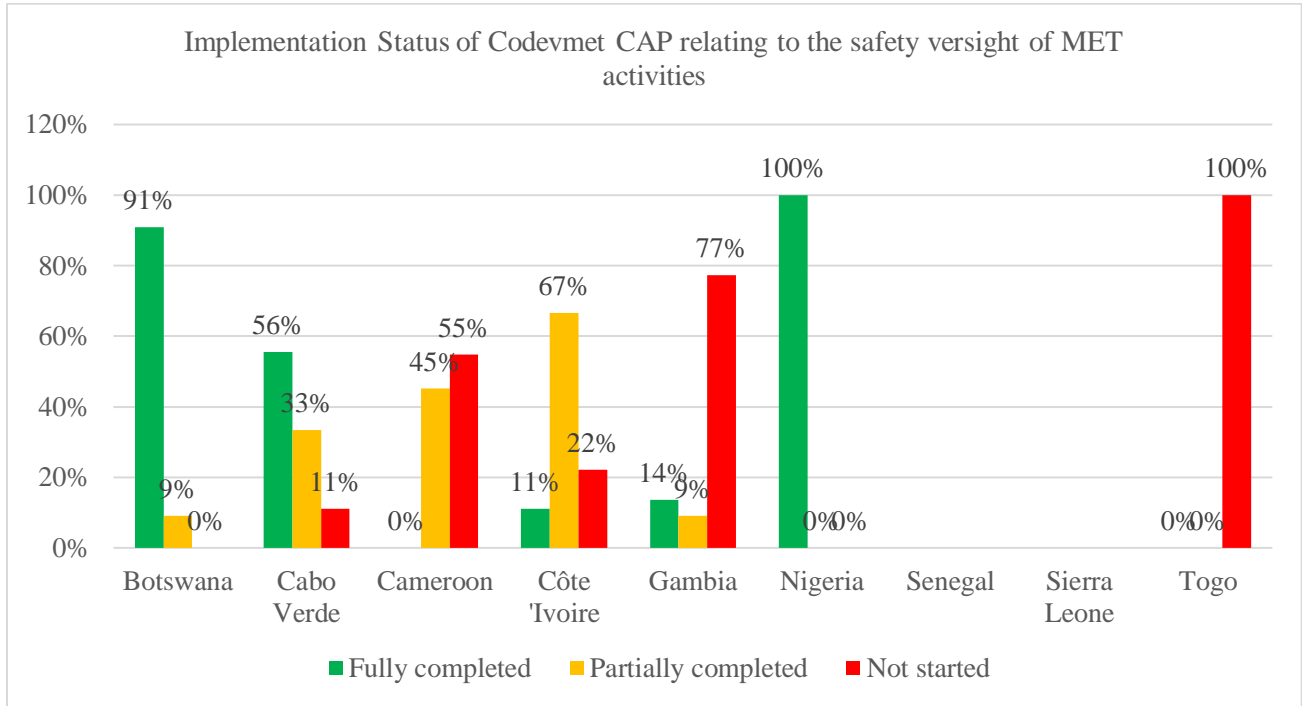


Figure 3 - Implementation Status of Codevmet CAP relating to MET Safety Oversight Activities

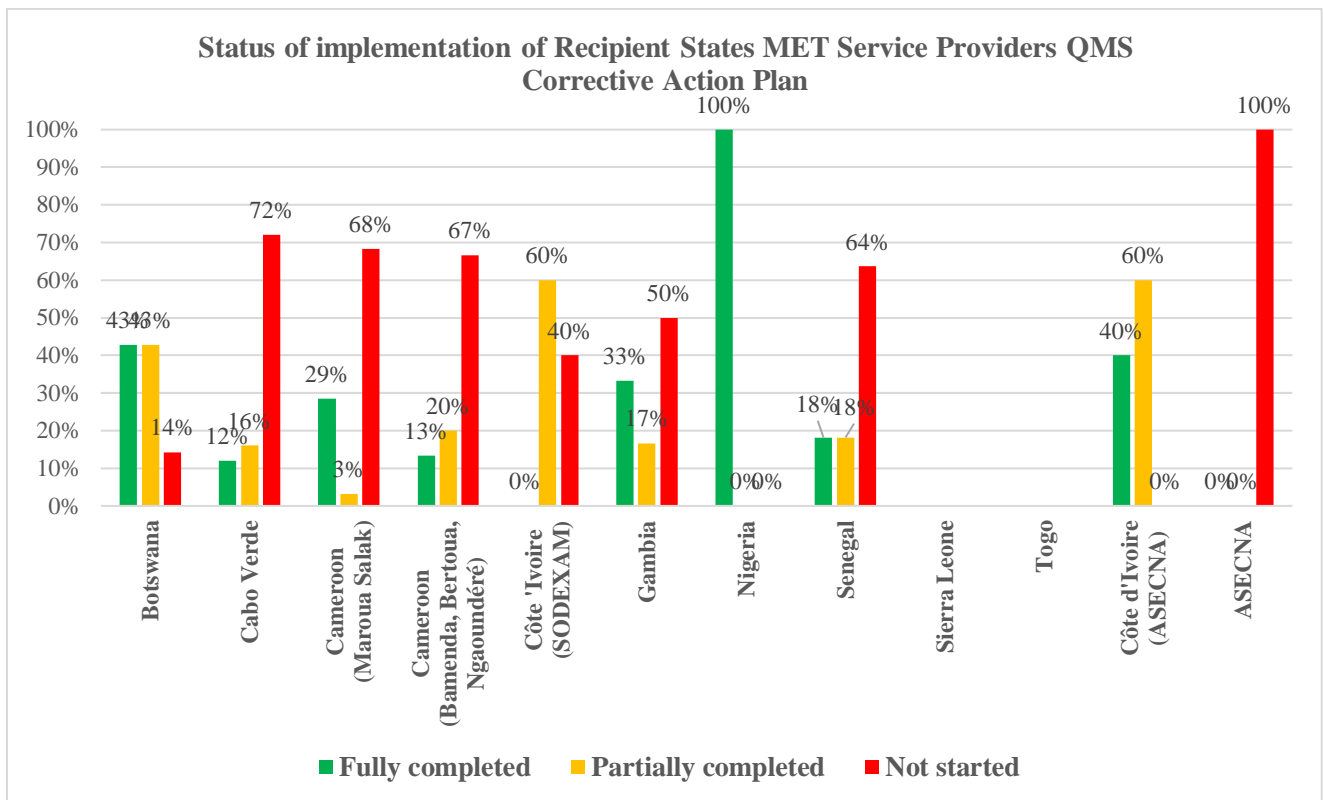


Figure 4 - Status of implementation of Recipient States MET Service Providers QMS Corrective Action Plan

Review of the Project Budget

5.6. Under this item, the meeting was presented the status of the budget approved by the Steering Committee of the CODEVMET-AFI Project during its third meeting (SC/3), held from 28 to 30 November 2022 in Yaoundé and the corresponding expenditures and contributions. Considering the current balance as provided in the **Table 1**, the meeting noted that the expenditures during 2022 and the first nine months of 2023 exceed the received contributions by close to \$37,500. The project balance was about \$147,500 on 1 January 2022. The balance as of 30 September 2023 is close to \$110,000.

5.7. Regarding the status of payment requests, the meeting was informed that ICAO issues payment requests for annual membership fees. Should on-request services be required, corresponding payment requests will be issued as well. Unfortunately, the SC/4 meeting noted with concerns that as of 17 November 2023, a total amount of \$182,614 of annual membership fees is outstanding. The meeting reiterate the need to put in place a monitoring mechanism to involving the Project Focal Points and called for Project Members to clear their arrears.

Table 1 - Current Fund Balance

Item	Amount (USD)
Balance as at 1 January 2022	147,536
Contributions	24,128
Expenditures	61,649
Balance as at 30 September 2023	110,016

Status of Project Membership

5.8. The SC/4 meeting discussed the status of the membership of the CODEVMET-AFI project and its evolution since its stage 1 in 2016 as illustrated in the Figure 5.

5.9. The meeting noted that Stage 1 of the project was run from 2016 to 2018, and then, the project was down from 2029 to 2020 due amongst other reasons to the retirement of ICAO WACAF MET Regional Officer. The stage 2 of the project started in 2021 following the approval by the Second Steering Committee Meeting of the Revision B of the ProDoc .

5.10. The meeting noted that 8% of ESAF States (2 States), 46% of WACAF States (11 States) and one (1) ANSP (ASECNA) have signed the Project Management Service Agreement (MSA).

5.11. The meeting also noted that eight (8) of the MSA signatory States and ASECNA committed to contribute to the Project. In 2023, only two (2) of these States and ASECNA have paid their annual contributions to the project.

5.12. In view of the above, the meeting noted with concern the status of the members of the Project and the low number of States contributing to the Project. To address this critical situation, the meeting encouraged promotion of the project and requested the Secretariat to include the project related matters in the agenda of major meetings.

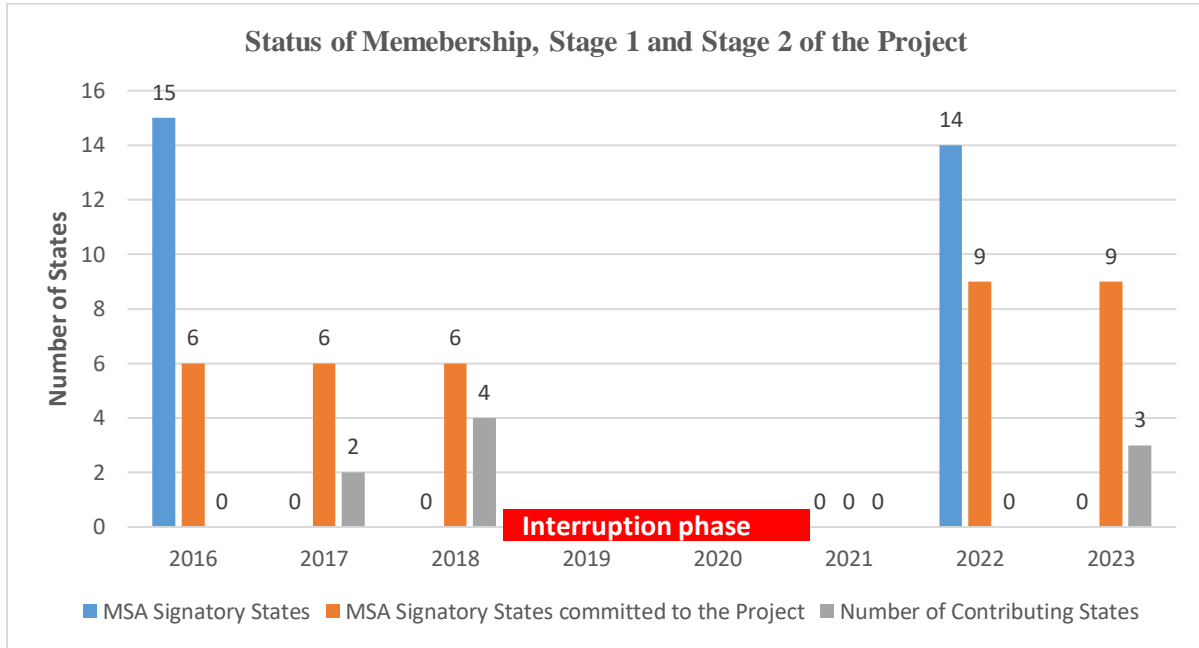


Figure 5 - Status of Membership, Stage 1 and Stage 2 of the Project

6. Agenda Item 6 - Proposed activities for 2024

Revision of the project document and Update of the work plan

6.1. Under this agenda item, the meeting was recalled that the CODEVMET-AFI project activities have been implemented since 2016. From 2019 to 2020, the project was interrupted for some reasons. In 2021, the Steering Committee, through its Decision 2/5, approved the Revision B of the Project Document (ProDoc) proposed by the Secretariat to make the project more relevant for States/Organizations and to address challenges faced in MET field.

6.2. The meeting was informed that in carrying out the Project activities, some difficulties were encountered that require the revision of the project document. Indeed, the *Activity #1.2.2 on 'Monitor progress in the implementation of action plans by States'* as stipulated in Section 2 of the ProDoc does not allow to deploy the Project Subject Matter Experts (SME) for onsite activities. It also appeared that deliverable 1.3 on "QMS certification of MET service providers, and surveillance of MET activities" as well as associated activities should be reformulated for clarity and realism, in relation to the project objectives.

6.3. The meeting was also informed that in 2022, the SC/3 Meeting proposed to extend the project scope to cover other areas of challenges in MET, including the needs for States to be assisted in the implementation of meteorological facilities/services and/or Systems.

6.4. The meeting then reviewed the proposed Revision C of the CODEVMET-AFI ProDoc as provided in **Appendix 5** to this report and endorsed the amendments to the ProDoc and the extension of the project scope to include the implementation of services, facilities and systems relating to the ASBU AMET-B1 elements adopted by APIRG/25 Meeting through its Conclusion 25/10.

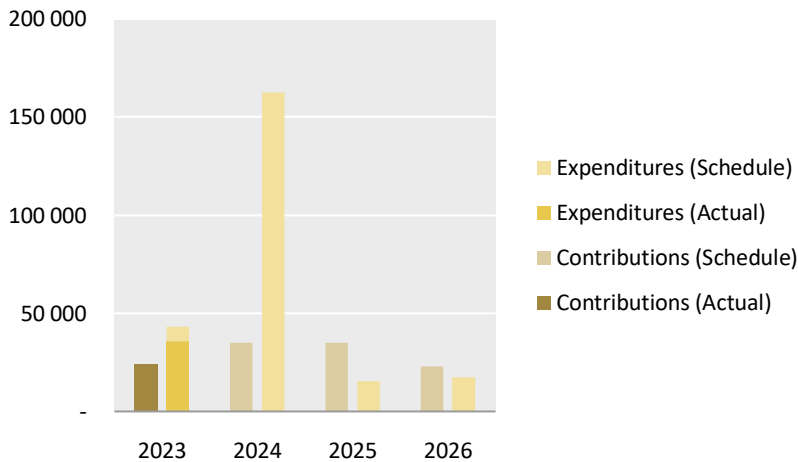
6.5. Considering the project preliminary schedule as provided in the Revision C of the Project Document, the meeting reviewed the work plan for 2023/2024 and noted that the cost of implementing the planned activities is slightly higher than the available budget. Hoping that project members will clear their annual contributions to the project, the meeting adopted the project work plan as presented in **Appendix 6** to this report. The meeting then formulated the following Decision:

Codevmet SC/4 Decision 4/5 Revision C of the ProDoc of the CODEVMET-AFI Project and the Work plan for 2023/2024

- a) ***The Revision C of the CODEVMET-AFI Project Document as provided in Appendix 5 to this working paper is approved.***
- b) ***The project work plan for 2023/2024 as provided in Appendix 6 to this report is endorsed.***

Revised Project Budget

6.6. The meeting was presented the estimates for the period from 1 October 2023 to the end of the project in November 2026 and the required contributions for its implementation as illustrated below.



6.7. The meeting noted from the figure above, the individual years from January 2023 until the end of the project. Since the most recent financial statement was issued for September 2023, the present year includes both actuals (solid area) and estimates (shaded area). The corresponding figures by project objective and deliverable are provided below. Work plan items with no related cost are not reflected in the budget.

Item	2023-2026	2023	2024	2025	2026
Expenditures	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 [...]	151,657	30,657	121,000		
Deliverable 1.1: Generic regulations, guidance material, operational procedures [...]	30,657	30,657			
Deliverable 1.2: Submission of States' plans of actions, monitoring and assistance [...]	121,000		121,000		
Steering committee meetings	58,500	7,500	22,500	13,500	15,000
Miscellaneous	28,500	5,000	19,000	2,000	2,500
Contributions	(117,112)	(24,128)	(35,000)	(35,000)	(22,984)
Total	121,545	19,029	127,500	(19,500)	(5,484)

6.8. The meeting reviewed and discussed the figures, approved the proposed budget provided in **Appendix 7** to this report and urged States and Organizations to pay their arrears for annual membership fees, service fees and training fees in order to support the implementation of the project. The meeting then formulated the following Decision.

Codevmet SC/4 Decision 4/6 CODEVMET-AFI Project budget for 2024

- a) The budget is approved as provided in Appendix 7 to this report.*
- b) Member States and Organizations are urged to settle their arrears to enable the implementation of the approved project work plan.*
- c) The Secretariat is requested to encourage non-member States and Organizations to sign the MSA of the project.*

Catalogue of on-demand and other services

6.9. The meeting was reminded that in accordance with the provisions of the project document, basic services consistent with the project objectives and services on request, to meet States' specific needs, can be provided.

6.10. Under on-demand services, the Project proposed a set of capacity building activities for review and consideration by the meeting. The capacity building activities provided in **Appendix 8** of this report include (but are not limited to) workshops, seminars, short courses, guidance materials, etc.

- 6.11. The meeting reviewed the proposed capacity building activities, provided guidance for the development of the content of these activities and agreed on their inclusion in the revised project document. The following decision has been formulated accordingly.

Codevmet SC/4 Decision 4/7 CODEVMET-AFI Project Capacity-Building Resources

As part of the on-demand service needs,

- a) The capacity-building activities catalogue as presented in Appendix 8 to this report is approved;***
- b) The Secretariat is requested to coordinate with States and organizations to collect other relevant needs of competency development to be included in the catalogue;***
- c) The Secretariat to identify competent subject-matter experts to assist in developing the related capacity building materials; and***
- d) The developed capacity building materials should be validated by a Committee through online workshop.***

7. Agenda Item 7 - Review of decisions of the SC/4

- 7.1. The meeting reviewed and approved seven (7) Decisions as provided in **Appendix 9** to this report.

8. Agenda Item 8 - Venue and date for the next SC meeting (SC/5)

- 8.1. Under this agenda item, the meeting recalled the provisions of the Terms of Reference of the Steering Committee regarding its meetings and called for the SC/4 meeting to agree on a date and venue of the SC/5 Meeting.

8.2. It was recalled that the Steering Committee shall meet, at least once a year, normally in the country of its current Chairperson or Vice-Chairperson and 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 State having offered to host it or be held virtually. In this regard, the elected Chairperson proposed to coordinate with his Administration regarding the hosting of the SC/5 meeting. Furthermore, ASECNA is proposing the host the next Steering Committee in one of its member States.

- 8.3. In view of the above, the meeting tasked the Secretariat to coordinate with Côte d'Ivoire and ASECNA to finalize the determination of the hosting State of the next Steering Committee meeting.

9. Agenda Item 9 - Any other business

- 9.1. Under this agenda item, the outgoing President congratulated the incoming presidents and praised the initiative of developing a catalogue of capacity building activities as part of the implementation of the project.
- 9.2. Togo stressed the need to seek new strategies for States to clean up their annual contributions to the project.
- 9.3. The Deputy Regional Director of ICAO WACAF Office, Mr. Nika Meheza Manzi, thanked the Chairpersons for their support to the project. He thanked all participants for the work accomplished and emphasized that the pooling of experts under the CODEVMET should be strengthened for greater effectiveness.

10. Agenda Item 10 - Closure of the meeting

- 10.1. During the closing session, statements were delivered by Mr. Cyrille ABONDO, Chairperson of the CODEVMET Steering Committee, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, and Ms. Fatu-Maria Wurrie, Deputy Director General – Technical SLCAA
- 10.2. In his closing remarks, Mr. Cyrille ABONDO, Chairperson of the CODEVMET Steering Committee, thanked Sierra for hosting the SC/4 meeting of the Project. He highlighted the meetings achievements and specially commended the development and inclusion of a capacity building catalogue in the revised project document. He also thanked ASECNA for committing to organize the fifth meeting of the Steering Committee in 2024.
- 10.3. Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, in his closing remarks, appreciated the very well organized meeting and expressed his gratitude to the Government of Sierra through the Direction General of the Sierra Leone Civil Aviation Authority. He also extended his acknowledgements to all participants.
- 10.4. The meeting was officially closed by the Ms. Fatu-Maria Wurrie, Deputy Director General – Technical, SLCAA. In her address, she commended the achievements of the meeting and extended her thanks to all participants. She thanked ICAO for trusting Sierra Leone with the hosting of this meeting. She wished all the participants safe journey back home and officially closed the meeting.

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