

RAF16802 Rev. C - Attachment A: Project Work Plan for 2023/ 2024

Activity #	Activity Name	Actors	Start date	End date	Onsite /Online	Venue/State	Status
Objective 1	Assist States in the enhancement of the capability their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET						
<i>Deliverable 1.1</i>	<i>Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures</i>		03-janv-22	13-sept-22	Onsite /Online	Remote	Completed
<i>Deliverable 1.2</i>	<i>Submission of States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation</i>						Ongoing
1.2.1	Submit to ICAO, for review, action plans for the improvement of safety oversight of MET services and for the implementation of the QMS in MET	Recipient States ICAO Regional Offices	03-Oct-22	16-Nov-22	Online	Remote	Completed
1.2.2.	Monitor progress in the implementation of action plans by States in the framework of improvement State's safety oversight of MET services and the implementation of the QMS in MET						
1.2.2.1	Monitor progress in the implementation of State corrective action plans related to State's safety oversight capacity of MET services	Assigned Project CAA SME	27-Sep-23	31/12/2024	Online	Remote	Ongoing
1.2.2.1	Monitor progress in the implementation of State action plans related to State MET Service Provider QMS in MET	Assigned Project QMS SME	27-Sep-23	31/12/2024	Online	Remote	Ongoing
1.2.3.	Conduct "On request" Specific seminars /workshops for a State or group of States or in the initiative of ICAO EASF and WACAF Regional Offices to address specific performance issues within the framework of the implementation of the project						

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1.2.3.1	Assist Gambia CAA and Gambia MET Service Provider to training Aeronautical Meteorological Personnel Competence Assessors	MET Assessor Instructor QMS Expert Rwanda	08-Apr-24	19-Apr-24	Onsite	Banjul /Gambia	Ongoing
1.2.4	Conduct of a 3-day English workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the processes (Online))	Experts ICAO Regional Offices	06-Dec-22	08-Dec-22	Online	Remote	Completed
1.2.5	Conduct of a 3-day French workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the QMS processes (Online))	Experts ICAO Regional Offices	13-Dec-22	15-Dec-22	Online	Remote	Completed
1.2.6	Codevmet Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight Implementation assistance mission to recipient States		11-Mar-24	07-Jun-24	Onsite		
1.2.6.1	Assistance mission to Botswana on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	CAA/QMS Expert South Africa RO MET	03-Jun-24	07-Jun-24	Onsite	Gaborone /Botswana	Not started
1.2.6.2	Assistance mission to Cabo Verde on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	CAA Expert/Botswana QMS Experts /Côte d'Ivoire RO MET	11-Mar-24	15-Mar-24	Onsite	Praia /Cabo Verde	Not started
1.2.6.3	Assistance mission to Cameroon on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	Expert CAA /Côte d'Ivoire Expert QMS /Burkina Faso RO MET	27-May-24	31-May-24	Onsite	Yaoundé /Cameroon	Not started
1.2.6.4	Assistance mission to Côte d'Ivoire on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	CAA Expert /Niger QMS Expert AAMAC RO MET	08-Apr-24	12-Apr-24	Onsite	Abidjan /Côte d'Ivoire	Not started

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1.2.6.5	Assistance mission to Gambia on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	CAA Expert /Gabon RO MET	15-Apr-24	19-Apr-24	Onsite	Banjul /Gambia	Not started
1.2.6.6	Assistance mission to Senegal on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	CAA Expert /Côte d'Ivoire QMS Expert Cameroon RO MET	25-Mar-24	29-Mar-24	Onsite	Dakar /Senegal	Not started
1.2.6.7	Assistance mission to Togo on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ and MET Safety Oversight	CAA Expert Côte d'Ivoire QMS Expert /Cameroon d'Ivoire RO MET	13-May-24	17-May-24	Onsite	Lomé /Togo	Not started
1.2.6.8	Assistance mission to ASECNA (Congo) the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the SMQ	QMS Experts AAMAC RO MET	27-May-24	31-May-24	Onsite	Brazzaville /Congo	Not started
1.2.7	Conduct a 5-day training of QMS internal auditors	QMS Auditors Trainer RO MET	24-Jun-24	28-Jun-24	Onsite	Yaoundé /Cameroon	Not started
1.2.8	Provide quarterly and end of mission/activity reports on the implementation of the Project Corrective Action Plan (CAP) related to QMS and MET Safety Oversight	CAA Experts QMS Experts RO MET	27-Sep-23	31-Dec-24	Online	Remote	Ongoing
Objective 2.	Establishment of a pool of competent subject-matter experts (SMEs) to carry out project activities						
Deliverable 2.1	Project expert teams (SME) updated, and tasks assigned						
2.1.1	Update project experts by selecting SMEs to serve as project experts	ICAO Regional Offices States/industry	01-mars-24	31-mai-24	Online	Remote	Not started
2.1.2	Train selected SMEs on the project methodology and assign tasks	ICAO Regional Offices States/industry	03-juin-24	03-juin-24	Online	Remote	Not started
2.1.2	Assign tasks to the Project SMEs with regards to the project objectives	ICAO Regional Offices	03-juin-24	03-juin-24	Online	Remote	Not started
Deliverable 2.2	Project Work Plans reviewed and approved, including steering committee meetings					Remote	Not started

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1.2.1	Develop a detailed project work plans on the annual basis including a detailed schedule containing all the activities that need to be undertaken as part of the project.	ICAO Regional Offices States/industry	21-Sep-23	31-Dec-24	Online	Remote	Not started
1.2.2	Submit and present the project work plans to the Steering Committee	ICAO Regional Offices States/industry	21-Sep-23	31-Dec-24	Online	Remote	Not started
1.2.3	Approval of the work plans.	Steering Committee	21-Sep-23	31-Dec-24	Online	Remote	Not started
Objective 3.	Conduct data collection on the current status of AMET-B1 status at the MET Service Provider						
<i>Deliverable 3.1</i>	<i>Documented data on AMET-B1 status at MET Service Providers</i>						
3.1.1	Collect data on the current status of the AMET-B1 elements at the MET service provider using appropriate tool	SME ICAO Regional Offices	01-Jul-24	31-Jul-24	Online	Remote	Not started
3.1.2	Organize and categorize collected data per anabler related to the AMET-B1 elements	SME Beneficiary States ICAO Regional Offices	01-Aug-24	31-Aug-24	Online	Remote	Not started
Objective 4.	Develop generic documentation required to implement the project activities						
<i>Deliverable 4.1</i>	<i>Implementation packages for AMET-B1 elements</i>						
4.1.1	Conduct a meeting to determine the list of generic implementation documents for AMET-B1 elements	SME ICAO Regional Offices	03-Sep-24	03-Sep-24	Online	Remote	Not started
4.1.2	Develop generic documentation required for effective implementation of AMET-B1 elements, including generic regulations, procedures, training material, technical guidance related the infrastructure and systems, etc.	SME ICAO Regional Offices	03-Sep-24	31-Dec-24	Online	Remote	Not started
4.1.3	Conduct onsite validation workshop on the implementation packages of AMET-B1 elements	SME ICAO Regional Offices	03-Feb-25	14-Feb-25	Online	Remote	Not started