



ICAO

**Fourth Meeting of the Steering Committee (SC/4) of the Cooperative Development of  
Aeronautical Meteorology Services Project in the Africa- Indian Ocean Region**

**27 - 29 November 2023**

**Agenda Item 8: Venue and date for the next SC meeting (SC/5)**

**SC4 wp8.1 Venue and date for the SC/5 Meeting**

*(Presented by the Secretariat).*

<b>SUMMARY</b>	
<p>This paper recalls the provisions of the Terms of the Steering Committee regarding its meetings and calls for the meeting to agree on a date and venue of the SC/5 Meeting</p> <p>Action by the Meeting is provided <b>in paragraph 3</b></p>	
<b>REFERENCES</b>	
<ul style="list-style-type: none"> <li>▪ Terms of Reference of the CODEVMET-AFI Project Steering Committee</li> <li>▪ RAF16802 revised B ProDoc.</li> <li>▪ CODEVMET-AFI SC/3 Report</li> </ul>	
<i>Strategic Objectives</i>	<i>A – Safety, B – Air Navigation Capacity and Efficiency</i>

**1 INTRODUCTION**

- 1.1 The SC/2 Meeting held virtually in July 2021, took Decision 2/5 approving the Project Document (ProDoc) and the Terms of Reference (ToR) of the Steering Committee (SC).
- 1.2 The Section 5 of the ToR provides guidance for the organization and the conduct of the meetings of the Steering Committee.
- 1.3 This working paper aims to discuss matters related the venue and the date of the SC/5 Meeting.

**2 DISCUSSIONS**

- 2.1. The CODEVMET AFI Steering Committee shall meet, at least once a year, normally in the country of its current Chairperson or Vice-Chairperson.

- 2.2. 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 having offered to host it or be held virtually.
- 2.3. In 2021, the SC/2 was held virtually from 22 to 23 July 2021 in the context of COVID-19.
- 2.4. In 2022, the SC/3 meeting was held in-person in Yaoundé, Cameroon, from 28 to 30 November 2022.
- 2.5. In 2023, Sierra Leone has accepted to host the SC/4 meeting in Freetown from 27 to 29 November 2023.
- 2.6. In the view of the above, the meeting may need to agree on the venue and date of the next meeting of the Steering Committee.

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

- 3.1. The meeting is invited to:
  - a) Take note of the information presented in this working paper; and
  - b) discuss the venue and date for the next meeting of the Steering Committee.

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