

International Civil Aviation Organization African Flight Procedure Programme

9th Meeting of the African Flight Procedure Programme Steering Committee (Lomé, Togo, 23 to 25 October 2023)

Agenda Item 5: Review of the 2024 Work Programme

Working Paper 5.2: Project personnel

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper describes the proposed revised staffing of the project for Phase III, based on the progress made since the approval of the project document during the 8th meeting of the AFPP steering committee (SC/8).

Action: The Steering Committee is invited to confirm the start date and assignment durations of General Service staff and Consultants as described in section 1 or provide guidance for further review of the personnel planning.

REFERENCES

ESC7/22-WP4.2 (Project Personnel) SC9/23-WP3.1 (Project personnel)

Report of the 8th meeting of the Steering Committee

1. PROJECT PERSONNEL UNTIL THE END OF PHASE III

Position	2024			2025				
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Professional staff								
AFPP Manager								
General Service staff								
Administrative Assistant								
Consultants								
Flight Procedure Design Consultant 1					1 1	1 1		ı
Flight Procedure Design Consultant 2				1 1	1 1 1	- 1	- 1	1
Information Technology (IT) Assistant		11111						

- 1.1 The figure above shows the project staff positions until the end of Phase III and the respective assignment durations.
- 1.2 The details for each position are provided in the table below:

Position	Description				
AFPP Manager	The incumbent's current contract expires on 31 January 2014. Based on SC/7-Dec08, the contract will be extended until the scheduled end date of Phase III on 31 July 2025, subject to the conditions mentioned in section 1.3 below.				
Administrative Assistant	The recruitment process is ongoing (see SC9/23-WP3.1). Given the remaining steps to be carried out ¹ and the holiday period at the end of the year, it is anticipated that the selected candidate will report for duty on 1 February 2024.				
Flight Procedure Design Consultant 1 and Flight Procedure Design Consultant 2	The consultants will be recruited as needed based on the proposals of ASECNA and the Tanzania Civil Aviation Authority (TCAA) (cf. ESC7/22-WP4.2).				
	The indicated assignment dates are tentative based on an equal distribution of the overall working days for three flight procedure design projects for each of the consultants until the end of Phase III. The specific assignment dates will be determined by the AFPP Manager.				
Information Technology (IT) Assistant	Same as for Administrative Assistant.				

- 1.3 The initial appointment of project staff as well as contract extensions are subject to:
 - a) Confirmation of the operational need;
 - b) Satisfactory performance during the initial probationary period and subsequent annual assessments;
 - c) Approval of the corresponding budget by the steering committee; and
 - d) Availability of funds for the required period (in the case of the Administrative Assistant, who will be a staff member of ICAO, the initial contract duration has to be one year).

2. **CONCLUSION**

2.1 The Steering Committee is requested to confirm:

- a) the appointment of the Administrative Assistant and of the Information Technology (IT) Assistant with effect from 1 February 2024 and until the scheduled end date of Phase III on 31 July 2025; and
- b) the appointment of the Flight Procedure Design Consultants 1 and 2 for three assignments each between SC/9 (25 October 2023) and the scheduled end date of Phase III on 31 July 2025.

¹ Review of the CVs, ranking, conduct of interviews, final selection, issuance of contract.