



**Third Meeting of the Steering Committee (SC/3) of the Cooperative Development of Aeronautical Meteorology Services Project in the AFI Region (CODEVMET-AFI Project)**

*Yaoundé, (Cameroon), from 28 to 30 November 2022*

**Agenda Item 2: Election of the Vice-Chair of the Steering Committee**

**WP2.1 Election of the Vice-Chairperson of the Steering Committee of  
CODEVMET-AFI Project**

*(Presented by the Secretariat)*

SUMMARY	
<p>This paper presents provisions related the chairmanship of the CODEVMET-AFI Project Steering Committee (SC) with the aims to elect a Vice-Chair of the Project SC.</p> <p>Action by the Meeting is provided <b>in paragraph 3</b></p>	
<p><b>REFERENCES</b></p> <ul style="list-style-type: none"> <li>▪ Project Management Service Agreement (MSA)</li> <li>▪ CODEVMET-AFI Project revised Document</li> <li>▪ CODEVMET-AFI SC/2 Report</li> </ul>	
<i>Strategic Objectives</i>	<i>A – Safety, B – Air Navigation Capacity and Efficiency</i>

**1 INTRODUCTION**

- 1.1. The Cooperative Development of Aeronautical Meteorological Service Project in the AFI region (CODEVMET-AFI) was designed to assist States in enhancing the safety oversight capability and help States MET Service Providers to comply with SARPs.
- 1.2. Legal framework for the administration of the CODEVMET-AFI Project is established by the Management Service Agreement (MSA) signed by the ICAO Secretary General and States.
- 1.3. The CODEVMET-AFI Project Document (ProDoc) details the objectives, scope, timelines, budget and risks of the Projects and the outcomes.
- 1.4. The Project is administrated by a Steering Committee composed of the MSA signatory States and chaired by a State elected amongst the Active participating States.
- 1.5. The SC/2 held virtually in July 2021 discussed the chairmanship of the SC and reviewed the Terms of reference of the SC to include the post of Vice-Chairperson with the same cycle of mandate as the Chairperson as per Decision 2/8 of the SC/2 Meeting.

- 1.6. This working paper propose the election of the Vice-Chair to support the Chair in administrating the CODEVMET-AFI Project.

## 2 DISCUSSIONS

- 2.1. A State/Organization becomes a member of the CODEVMET AFI Steering Committee through the signature of the Management Service Agreement for the CODEVMET AFI Project.
- 2.2. In accordance with the provisions of the ToR, the Steering Committee is administered by a Chairperson and a Vice-Chairperson. The election of Chairpersons should consider the regional and linguistic balance in addition to the gender consideration.
- 2.3. The Chairmanship of the Steering Committee shall rotate every two years amongst the CODEVMET AFI Members, through an election by simple majority of all the members' present and taking part in the vote unless otherwise resolved by the Steering Committee.
- 2.4. The Chairperson and the Vice-Chairperson of the Steering Committee shall be elected, by simple majority of all the members' present, having voting rights and taking part in the vote, amongst the Project Members, for a period of two years, or for any other period as determined by the steering committee.
- 2.5. The Chairperson or Vice-Chairperson are not elected in the same States as the outgoing Chairperson or Vice-Chairperson.
- 2.6. In accordance with the provisions of the ToRs of the SC, the Steering Committee can only take decisions during a meeting if a quorum of at least one third of the Members of the Steering Committee is reached, including the Chairperson.
- 2.7. In accordance with the provisions related to the voting rules, each State member of the steering committee has one vote. Organizations will have one vote, no matter how many States they are representing. Active Members and Organisations loose their voting rights if they are 20% or more in arrears with their annual membership fee.
- 2.8. Given that the chairpersonship is led by Cameroon, actions should be undertaken towards the election of the Vice-Chair of the CODEVMET-AFI Project.

## 3 ACTION BY THE MEETING

- 3.1. The meeting is invited to:
  - a) Take note of the information presented in this working paper.
  - b) Commend the work done by Cameroon as Chairperson of the Steering Committee.
  - c) Elect the Vice-Chairperson to support the Chairperson in administrating the CODEVMET-AFI Project.

### 3.2. *Draft Decision 3/xx : Election of the Vice-Chairperson of the CODEVMET-AFI Project*

*That,*

*Mr./Ms. xxx from [name of State] is elected as Vice-Chairperson of the Steering Committee to support and/or replace the Chairperson in administrating the Project or in case of unavailability.*

**END**