



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 5: Update on Stage 2 of the project for the period 2023

WP5.1 Update on the Work Programme for 2023

(Presented by the Secretariat)

SUMMARY	
This paper presents the CODEVMET-AFI project work plan for 2023. Action by the Meeting is provided in paragraph 3	
REFERENCES	
<ul style="list-style-type: none"> ▪ CODEVMET-AFI Project Document (ProDoc) ▪ CODEVMET-AFI SC/2 Report 	
<i>Strategic Objectives</i>	<i>A – Safety, B – Air Navigation Capacity and Efficiency</i>

1 INTRODUCTION

- 1.1. The second Meeting of the Steering Committee (SC/2) of the Cooperative Development of Aeronautical Meteorology Services Project in the AFI Region (CODEVMET-AFI) was held virtually from 22 to 23 July 2022.
- 1.2. The meeting took Decision 2/9 approving the CODEVMET AFI Project work plan for the planning 2022 – 2024 to start in 2022. The Work plan for 2022 was established accordingly and implemented as presented in the WP4.1.
- 1.3. This working paper is proposing a workplan of the project for 2023 for consideration by the meeting.

2 DISCUSSIONS

- 2.1. The Project work plan as approved by the Second meeting of the SC to start in January 2022 aims to achieve four (4) deliverables:
 - Deliverable 1: Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures. This deliverable is achieved.

- Deliverable 2: Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation. This deliverable is partially completed.
- Deliverable 3: Certification of States MET Services Providers QMS and Surveillance. The completion of this deliverable has not yet started.
- Deliverable 4: Project Exit Wrap up. This deliverable is not completed.

2.2. The Appendix 1 to this working paper presents the work plan for 2023 integrating the 2022 activities partially implemented and the remaining activities of the general work plan of the 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) Review and endorse the project work plan for 2023 to guide the implementation of the project activities.

3.2. Draft Decision 3/xx : CODEVMET-AFI Project Work Plan for 2023

That;

To guide the implementation of the project activities, the project work plan for 2023 is endorsed as provided in Appendix 1 to this working paper.

Appendix 1 – CODEVMET-Afi Work Programme for 2023

Activity #	Activity	Actors	Duration (in days)	Start	Finish
Deliverable 1.1	Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures				
Activities 1.1.0; 1.1.1; 1.1.2; and 1.1.3 as part of the 2022 Work plan					
1.1.4	Conduct a five-day Familiarization workshop for English speaking Countries on the Project Objectives, implementation strategy and Project implementation Package	Project Experts States ICAO	5	20-Feb-23	24-Feb-23
1.1.5	Follow-up on the development of Action Plans by States with the support/assistance of Project experts	ICAO	59	01-Feb.-23	31-March-23
1.1.6	Conduct briefing sessions for Project experts on assistance techniques	ICAO	28	01-Feb.-23	28-Feb-23
Deliverable 1.2	Submission of the States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation				
1.2.1 a)	Submission of action plans by States to ICAO for review	States	1	15-March-23	15-March-23
1.2.1 b)	ICAO to review States Actions Plans and provide feedback	ICAO	15	15-March-23	31-March-23
1.2.2	Monitoring progress in the implementation of action plans by States	Project Experts States ICAO	120	31-March-23	31-Dec-23
1.2.3	Conduct "On request" Specific seminars /workshops for a State or group of States or in the initiative of ICAO Regional Offices to address specific performance issues within the framework of the implementation of the project	ICAO	48	01-Jan-23	31-Dec-23

Activity #	Activity	Actors	Duration (in days)	Start	Finish
1.2.4	Conduct of a 3-day English workshop on the management of the processes (Online /Hybrid)	Project Experts ICAO	3	02-May-23	04-May-23
1.2.5	Conduct of a 3-day French workshop on the management of the processes (Online /Hybrid)	States ICAO	3	09-May-23	11-May-23
1.2.6	Conduct a 5-day training of QMS internal auditors (EN/FR)	States Project Experts ICAO	5	05-June-23	09-June-23
			5	26-June-23	30-June-23
1.2.7	Assist States in conducting internal audits	Experts	31	01-July-23	31-July-23
1.2.8	Conduct a 3-day mission to each State for final review of the status of planned actions and assistance as may be required	ICAO Experts	30	01-Sep-23	30-Sep-23
Deliverable 1.3	<i>States MET Services Providers ready for certification of QMS conduct of Surveillance activities</i>				
1.3.1	Assist States in the preparation third-party certification audit	ICAO Experts	90	01-Oct-23	31-Dec-23

Activity #	Activity	Actors	Duration (in days)	Start	End
SC/4	Fourth meeting of the CODEVMET Steering Committee	SC members ICAO	3	27 Nov. 2023	29 Nov. 2023