

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

Yaoundé (Cameroon), from 28 to 30 November 2022

Item Agenda 5: Update for the remainder of Phase III

5.2: Update on the Project Budget

REVIEW OF APPROVED BUDGET

(Presented by the Secretariat

SUMMARY

This paper proposes a revised budget for the CODEVMET-AFI Programme until the end of 2024. It also indicates the amount of contributions which is required to implement the proposed budget.

Actions by the meeting are provided in paragraph 3

REFERENCES

WP4.3 Codev SC3 – Review of the budget

1. INTRODUCTION

1.1 This paper presents the revised budget for the CODEVMET-AFI Programme. The budget is funded by contributions from project members and by ICAO Voluntary Funds.

1.2 The presented budget was developed based on ICAO's applicable rules and guidelines for budgets for field projects. It is therefore calculated as follows:

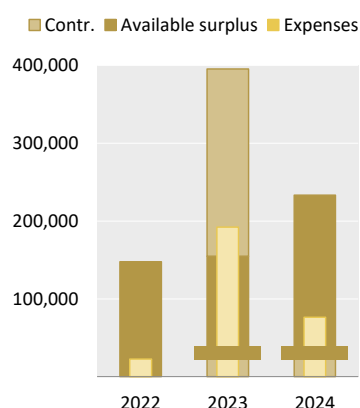
- a) The estimated expenditures are divided into the main categories of cost for personnel, subcontracts, equipment and miscellaneous, which include individual budget lines for more specific items; and
- b) The amounts for past years correspond to the actual expenditures, amounts for the current and future years are estimates.

1.3 The budget proposed in this paper covers the period until the end of 2024.

1.4 The budget only includes the components which are implemented by ICAO. Therefore, items such as the salaries of project experts during their on-site assignments or costs for meetings which are covered by the host states/organizations are not included.

2. DISCUSSION

2.1 Overview



2.1.1 The figure above shows an overview of the planned expenditures and expected contributions for the period from 2022 to the scheduled end date of the project in 2024. The brown bars show the amounts for on-request services, which do not need to be covered by annual membership fees.

2.1.2 The amounts for 2022 correspond to the present earmarkings for the expenditures related to the familiarization workshop for the project experts and the 3rd meeting of the Steering Committee. The amounts for 2023 and 2024 are based on the project work plan and cover mostly mission travel for the experts and secretariat staff for assistance missions and meetings.

2.2 Review by year

2.2.1 In 2022, the expenditures are significantly lower than the available surplus from the previous year. As a result, a surplus of \$124,000 will be carried over to 2023.

2.2.2 In 2023, two types of activities are planned:

- a) On-request activities, which are covered by corresponding contributions from the requesting States (i.e. not through annual contributions), for an amount of \$30,000; and
- b) The regular project activities, which are covered by the annual membership fees, for an amount of about \$162,000. Given the surplus from the previous year, an additional amount of \$38,000 of annual contributions is required.

2.2.3 Provided that all outstanding arrears are settled in 2023, a surplus of \$148,000 will be carried over to 2024.

2.2.4 In 2024, the same two types of activities are planned as in 2023:

- a) On-request activities for \$30,000, to be funded by the requesting States; and
- b) The regular project activities, for \$46,500. Provided that all arrears are settled in 2023, no additional annual contributions will be required.

2.2.5 At the end of 2024, the expected project balance is close to \$157,000.

2.3 Additional comments for consideration

2.3.1 Should no additional annual contributions be received, only about 75 per cent of the budget for 2023 can be spent, i.e.:

- a) Activities until item 1.2.7 of the work plan (Assistance with conducting internal audits) could be completed for all six beneficiary States;
- b) Item 1.2.8 (Final status review of planned actions and assistance) could only be completed for five States; and
- c) No subsequent activities could be carried.

2.3.2 The above-mentioned arrears in annual contributions include payment requests which were issued in 2016 based on the signature of the previous MSA, for a total amount of \$200,000. Should these be cancelled, the outstanding arrears would amount to \$40,000, i.e. to the amount required to complete the year 2023.

2.3.3 The review of the detailed project budget (see Appendix 1) shows that the cost for the assistance to an individual State is about \$17,500, i.e. significantly higher than the annual membership fee. Therefore, the long-term sustainability of the project depends on the regular contribution of the States.

3. ACTION BY THE MEETING

3.1 The steering committee is invited to:

- a) Take note of the information contained in this paper;
- b) Approve the proposed budget of Appendix 1 or provide further guidance for its review;
- c) Indicate how to proceed with arrears carried over from the previous project phase; and
- d) Urge the project members to pay their outstanding contributions to the programme.

APPENDIX 1
PROPOSED REVISED BUDGET FOR the CODEVMET-AFI PROGRAMME (RAF16802)

Description	Budget	2016-2021	2022	2023	2024
Expenditures	317,462	26,195	22,767	192,000	76,500
Personnel	23,178	23,178			
Consultants	23,178	23,178			
Aeronautical Meteorological Consultant	23,178	23,178			
Mission travel	258,022		20,022	170,000	68,000
Steering committee meetings (1.0)	35,032		6,032	14,500	14,500
SC/1					
SC/2					
SC/3	6,032		6,032		
SC/4	14,500			14,500	
SC/5	14,500				14,500
Workshops	117,990		13,990	74,000	30,000
Validation workshop (1.1.3)					
Familiarization workshop (English) (1.1.4)	44,000			44,000	
Familiarization workshop (French) (1.1.5)	13,990		13,990		
On-request activities	60,000			30,000	30,000
Seminar/workshop on performance issues (1) (1.2.3)	15,000			15,000	
Seminar/workshop on performance issues (2) (1.2.3)	15,000			15,000	
Seminar/workshop on performance issues (3) (1.2.3)	15,000				15,000
Seminar/workshop on performance issues (4) (1.2.3)	15,000				15,000

Assistance to States	105,000			81,500	23,500
Training of QMS internal auditors (1.2.6)	9,000			9,000	
Assistance with conducting internal audits (1.2.7)	22,500			22,500	
Final status review (1.2.8)	25,000			25,000	
Assistance with preparation of third-party certification					
Assistance with conduct of MET safety oversight activities	25,000			25,000	
Project wrap-up visit (1.4.1)	23,500				23,500
Subcontracts	1,196	521	675		
Payment of coffee breaks and lunch during SC/1	521	521			
Payment of coffee breaks during familiarization workshop WACAF (1.1.5)	675		675		
Miscellaneous	35,066	2,496	2,070	22,000	8,500
Sundry	6,117	117		4,500	1,500
Reporting costs					
Overhead Charges	28,951	2,382	2,070	17,500	7,000
Foreign currency revaluation gain/loss	(2)	(2)			
Contributions	(474,183)	(173,731)	-	(270,452)	(30,000)
Annual membership fees	(359,975)	(119,523)		(240,452)	
Botswana	(20,000)	(20,000)			
Burundi	(20,000)			(20,000)	
Cabo Verde	(20,000)	(20,000)			
Cameroon	(30,000)	(19,593)		(10,407)	
Congo	(20,000)			(20,000)	
Côte d'Ivoire	(30,000)	(19,955)		(10,045)	
Democratic Republic of the Congo	(20,000)			(20,000)	
Equatorial Guinea	(20,000)			(20,000)	
Gabon	(20,000)			(20,000)	

Gambia	(19,975)	(19,975)			
Ghana	(20,000)			(20,000)	
Niger	(30,000)			(30,000)	
Nigeria	(20,000)	(20,000)			
Rwanda	(20,000)			(20,000)	
Senegal	(20,000)			(20,000)	
Seychelles	(10,000)			(10,000)	
Togo	(20,000)			(20,000)	
Transfer from previous CODEVMET projects	(54,208)	(54,208)			
Transfer from RAF07804 (IFFAS Grant CODEVMET-WACAF)	(8,083)	(8,083)			
Transfer from RAF10802 (Cooperative Development of Aeronautical Meteorology Services in the WACAF Region)	(46,125)	(46,125)			
Contributions for on-request services	(60,000)		-	(30,000)	(30,000)
Total	(156,722)	(147,536)	22,767	(78,452)	46,500

The budget includes the actual expenditures and contributions from 2016 to November 2022 and estimates for the period from November 2022 to 2024.

Item	Description									
Mission Travel	The table below provides an overview of the calculations for the individual mission travel items.									
	Mission	Year	Location	Nb part.	Mission days	DSA	2022	2023	2024	Comments SC/2
	SC/1	2018	Virtual	2	2	0	-	-	-	
	SC/2	2021	Virtual	2	2	0	-	-	-	
	SC/3	2022	Cameroon	2	3	188	6,032	-	-	
	SC/4	2023	Other	3	4	250	-	14,250	-	Regional Director, RO/MET, RO/TAAT
	SC/5	2024	Other	3	4	250	-	-	14,250	Regional Director, RO/MET, RO/TAAT
	Validation workshop (1.1.3)	2022	Virtual	12	5	0	-	-	-	
	Familiarization workshop (English) (1.1.4)	2023	Kenya	8	5	311	-	43,904	-	1 expert CAA + 1 expert MSP for each State. Four States remaining, since the other experts were already trained in Dakar.
	Familiarization workshop (French) (1.1.5)	2022	Senegal	5	5	318	13,990	-	-	1 expert CAA + 1 expert MSP for each State. Experts were trained for two States, and the Chairperson of the steering committee participated as well.
	Seminar/workshop on performance issues (1) (1.2.3)	2023	Other	3	5	250	-	15,000	-	One participant from the ESAF Office, one from the WACAF Office and one expert.
	Seminar/workshop on performance issues (2) (1.2.3)	2023	Other	3	5	250	-	15,000	-	One participant from the ESAF Office, one from the WACAF Office and one expert.
	Seminar/workshop on performance issues (3) (1.2.3)	2024	Other	3	5	250	-	-	15,000	One participant from the ESAF Office, one from the WACAF Office and one expert.
	Seminar/workshop on performance issues (4) (1.2.3)	2024	Other	3	5	250	-	-	15,000	One participant from the ESAF Office, one from the WACAF Office and one expert.
	Training of QMS internal auditors (1.2.6)	2023	Other	2	5	188	-	9,000	-	2 instructors (e.g. Regional Officers, project experts)
	Assistance with conducting internal audits (1.2.7)	2023	Other	6	1	188	-	22,500	-	1 mission per State, 1 participant (Regional Office or project expert)
	Final status review (1.2.8)	2023	Other	6	3	188	-	24,750	-	1 mission per State, 1 participant (Regional Office or project expert)
	Assistance with preparation of third-party certification audits (1.3.1)	2023	Virtual	6	3	0	-	-	-	1 mission per State, 1 participant (Regional Office or project expert)

Item	Description									
	Assistance with conduct of MET safety oversight activities (1.3.2)	2023	Other	6	3	188	-	24,750	-	1 mission per State, 1 participant (Regional Office or project expert)
	Project wrap-up visit (1.4.1)	2024	Other	6	2	188	-	-	23,625	1 mission per State, 1 participant (Regional Office or project expert)
	Total						20,022	169,154	67,875	
Sundry	The item covers expenses such as banking charges or mailing charges and corresponds to 2.5 per cent of the above-mentioned budget items.									
	ICAO's administrative fees of 10 per cent of the expenditures.									