



ICAO

International Civil Aviation Organization
African Flight Procedure Programme

11th Meeting of the African Flight Procedure Programme Steering Committee

Lusaka, Zambia, 21 to 23 May 2025

Agenda item 4: Review of the performance of the programme

Working paper 4.3: Review of the approved budget

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper provides a review of the budget for Phase III of the Programme, which was approved during the 8th meeting of the AFPP steering committee (SC/8), and the actual and scheduled expenditures and contributions. It also provides an overview of the arrears for annual membership fees, service fees and training fees.

Action: The Steering Committee meeting is invited to take note of the information provided in this paper.

REFERENCES

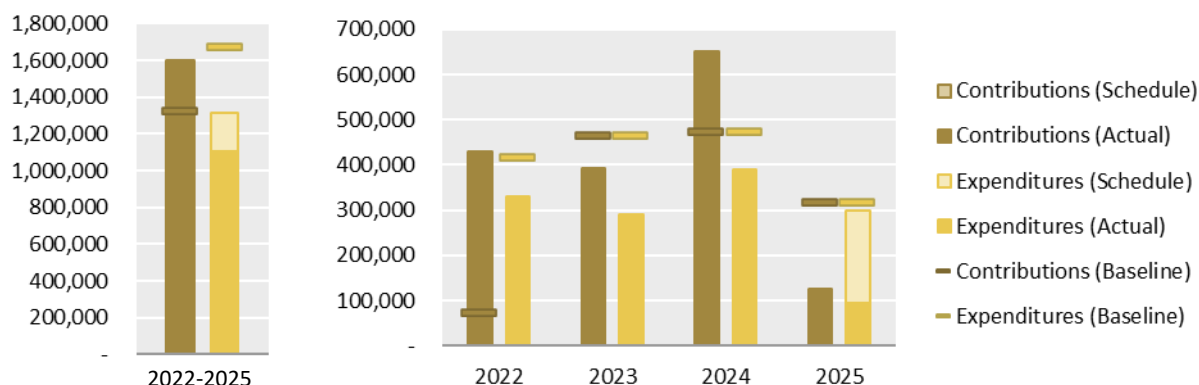
Report of the 8th meeting of the Steering Committee
SC11/25-WP 4.2 (Project personnel)

1. INTRODUCTION

- 1.1 During its 8th meeting, the steering committee of the AFPP reviewed and approved the project document for Phase III, which included the corresponding budget.
- 1.2 The present paper provides a review of this approved budget and the related scheduled expenditures and contributions for the period from 1 January 2022 to the end of Phase III on 31 July 2025.
- 1.3 Unless explicitly stated otherwise, all amounts in this paper are given in United States dollars.

2. DISCUSSION

2.1 Approved Budget (SC/8) vs. Schedule (Phase III)



2.1.1 The figures above show a comparison of the approved baseline with the actual and scheduled expenditures and contributions (as at 31 March 2025¹) for the period from 2022 to the end of Phase III on 31 July 2025. The corresponding figures are provided in Appendix 1.

2.1.2 The review of the figures leads to the following main observations:

- a) Overall, the contributions exceeded the baseline by about \$273,000. The expenditures are expected to be \$357,000 below the baseline value, mainly due to the delayed recruitment of project staff and the delayed procurement of charting software. The estimated/scheduled expenditures are mainly for salaries and entitlements of project personnel, mission travel, the extension of the maintenance for the flight procedure design software, as well as catering and supplies for workshops or training.
- b) The project's financial health has been overall stable throughout Phase III, as the received contributions exceeded the expenditures during the first three years. Assuming that no additional contributions are received by the end of Phase III, a deficit will be incurred this year. However, this deficit is largely compensated by the accumulated surplus.

2.2 Fund Balance at the End of Phase III

Item	Amount
Balance as at 1 January 2022	343,250
Contributions	1,597,880
Estimated Expenditures	1,311,147
Estimated balance as at 31 July 2025	629,983

¹ Financial status reports are issued at the end of each quarter. The financial status report as at 31 March 2025 was the most recent one at the time of writing.

2.2.1 As shown in the table above, the contributions received between 1 January 2022 and the end date of Phase III on 31 July 2025 exceed the estimated expenditures by close to \$287,000. Given the balance of about \$343,000 on 1 January 2022, the balance as at 31 July 2025 is estimated at about \$630,000.

2.3 Status of Payment Requests

2.3.1 ICAO issues payment requests for annual membership fees, services delivered by the AFPP, such as assistance with the design of flight procedures, and training fees, for the participation of States and administrations which are not Active Members of the AFPP.

2.3.2 The outstanding amounts by category as at 31 March 2025 are shown in the table below.

Category	Arrears
Membership fees	564,040
Service fees	1,526
Training fees	20,025
Total	585,591

2.3.3 The details by category and State/administration are provided in Appendix 4.

3. CONCLUSION

3.1 The approved project budget for Phase III will not be fully implemented as planned. The differences between the baseline and the schedule are mainly due to the delayed recruitment of project personnel and the postponed procurement of charting software.

3.2 On 31 July 2025, the project will have an estimated balance of close to \$630,000, while the arrears amount to slightly over \$585,000.

3.3 The Steering Committee meeting is invited to take note of the information presented in this paper.

APPENDIX 1

BASELINE VS. ACTUAL AND SCHEDULE (PHASE III)

Item	Baseline	Actual	Schedule	Baseline-Schedule	Schedule/Baseline	Comments
Expenditures	1,667,650	1,105,324	1,311,147	356,503	79%	
Project personnel	924,400	599,016	704,226	220,174	76%	Payments for salary and entitlements of project personnel. The variance is due to the following: • The Administrative Assistant and the Information Technology (IT) Assistant were recruited later than planned. • The Flight Procedure Design Consultant 1 was recruited, however the related work did not yet start. • The Flight Procedure Design Consultant 2 was not recruited.
International travel	324,800	270,297	300,275	24,525	92%	Expenditures are below the baseline values due to the delayed activities for the flight procedure design consultants.
Equipment	32,750	85,127	114,727	(81,977)	350%	Expenditures for the procurement of flight procedure design software and related maintenance, as well as a small amount for interpretation equipment for the 10th steering committee meeting. The variance is due to the different budgeting and accounting for the procurement of flight procedure design software and related maintenance, which was included as a subcontract in the budget and recorded as an expenditure for equipment.

Subcontracts	198,000	28,503	50,903	147,097	26%	Payments for catering and supplies during workshops and for interpretation during steering committee meetings. See 'Equipment' for the explanation of the variance
Miscellaneous	187,700	115,499	141,016	46,684	75%	The figures correspond to the payment of various general expenditures such as shipping cost and banking fees, and, mostly, ICAO's administrative fees which are calculated as a percentage of the expenditures. As there were savings for other budget items, the miscellaneous expenditures are also below the baseline.
Contributions	(1,324,400)	(1,597,880)	(1,597,880)	273,480	121%	
Total	343,250	(492,555)	(286,733)	629,983	NA	

The table above shows the data for the period from 1 January 2022 to 31 July 2025. The differences between the schedule and the actual values correspond to the amounts which are expected to be spent from 1 April to 31 July 2025.

APPENDIX 2

ARREARS AS AT 31 March 2025²

Annual Membership Fees

Entity	Amount
Djibouti - Direction de l'Aviation Civile et de la Météorologie	90,000
Mozambique - Aeroportos de Moçambique (ADM)	70,030
Guinea - Autorité Guinéenne de l'Aviation Civile (AGAC)	70,000
Cabo Verde - Civil Aviation Authority (AAC)	70,000
Democratic Republic of the Congo - Autorité de l'Aviation Civile (AAC)	60,000
Zimbabwe - Civil Aviation Authority of Zimbabwe (CAAZ)	41,480
Sao Tome and Principe - International Airport of Sao Tome	30,000
Somalia - Somalia Civil Aviation Authority (SCAA)	30,000
Gambia - Gambia Civil Aviation Authority (GCAA)	25,050
Congo - Agence Nationale de l'Aviation Civile (ANAC)	20,000
Comoros - Agence Nationale de l'Aviation Civile et de la Météorologie (ANACM)	20,000
Mauritania - Agence Nationale de l'Aviation Civile (ANAC)	10,015
Nigeria - Nigerian Civil Aviation Authority (NCAA)	10,015
Uganda - Uganda Civil Aviation Authority (UCAA)	10,000
Sierra Leone - Sierra Leone Civil Aviation Authority (SLCAA)	5,050
Zambia - Civil Aviation Authority of Zambia (ZCAA)	2,400
Total	564,040

Service Fees

Entity	Amount
Guinea - Agence de la Navigation Aérienne (ANA)	1,526
Total	1,526

² The tables only include arrears of more than \$1,500.

Training Fees

Entity	Amount
Burundi - Burundi Civil Aviation Authority (BCAA)	8,000
Algeria - Établissement National de la Navigation Aérienne (ENNA)	4,000
Malawi - Department of Civil Aviation (DCA)	4,000
Mozambique - Aeroportos de Moçambique (ADM)	2,025
Sierra Leone - Sierra Leone Civil Aviation Authority (SLCAA)	2,000
Total	20,025