



**Project for the Cooperative Development of Aeronautical  
Meteorological Services in the AFI Region (CODEVMET-  
AFI)**

**Sixth Meeting of the Steering Committee (SC/6)**

*Abuja, Nigeria, 6 - 8 October 2025*

**REPORT**

*Prepared by the Secretariat*

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## **A. Introduction**

### **1. Date and venue of the meeting**

- 1.1. The Sixth Meeting of the Steering Committee (SC/6) of the Project for the Cooperative Development of Aeronautical Meteorology Services in the AFI Region (CODEVMET-AFI) was held in Abuja, Nigeria, from 6 to 8 October 2025. The meeting was hosted by the Nigeria Civil Aviation Authority (NCAA).

### **2. Attendance**

- 2.1. Thirty-eight (38) participants attended, representing ten (10) ESAF and WACAF States, ASECNA, SODEXAM and ICAO. The list of participants is provided in **Appendix 1** to this report.

### **3. Opening**

- 3.1. The opening of the Sixth Meeting of the Steering Committee (SC/6) of the CODEVMET-AFI Project took place on Monday 6 October 2025.
- 3.2. Opening statements were delivered by Mr. Gouamene Rock Levis, Chairperson of the CODEVMET Steering Committee, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, and Engr. Godwin Balang, Director Aerodrome and Airspace Standards, representing the Director General of the Nigeria Civil Aviation Authority (NCAA).
- 3.3. The Chairperson expressed appreciation to the Government of the Federal Republic of Nigeria for the hospitality extended to delegates. He recalled the objectives of the CODEVMET-AFI project and its relevance in addressing challenges faced by States/Organizations in MET field and called for more commitment to support the project.
- 3.4. Speaking on behalf of the ICAO WACAF Regional Director, Mr. Nika Meheza Manzi, Deputy Regional Director of the ICAO WACAF Office, welcomed the delegates and conveyed the greetings of the ICAO President of the Council and the Secretary General, acknowledging Nigeria's leadership and the continued commitment of participating States.
- 3.5. Engr. Godwin Balang, Director Aerodrome and Airspace Standards, representing the Director General of Nigeria Civil Aviation Authority (NCAA), welcomed the delegates to the meeting and highlighted the vision of Nigeria to support the project for the cooperative development of the aeronautical meteorology services in the AFI region. He recalled that the 2020 ICAO evaluation confirmed that CODEVMET is highly relevant to Member States' priorities. He highlighted Nigeria's vision to strengthen MET capabilities in alignment with ICAO Standards and expressed satisfaction with the progress of the Project, officially declaring the meeting open.

### **4. Secretariat**

- 4.1 The Secretariat of the meeting was provided by ICAO.

### **5. Working languages and the documentation**

- 5.1 The meeting was conducted in both English and French with simultaneous interpretation. The documentation was produced in both languages and accessible at <https://www.icao.int/WACAF/meetingdocs?fid=8332#block-icao-page-title>

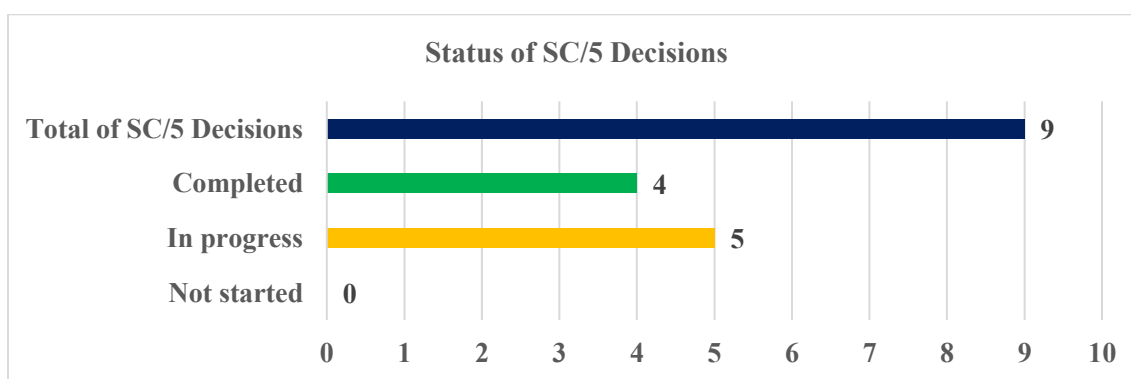
## B. Report on the Agenda Items

### 1. Agenda Item 1 - Adoption of the agenda and work programme

1.1. The meeting reviewed and adopted the agenda as provided in **Appendix 2** to this report.

### 2. Agenda Item 2 -Status of implementation of decisions taken by the SC/5 Meeting

2.1. The meeting reviewed and discussed the implementation status of decisions taken by the SC/5 meeting, held in Abidjan from 30 September to 2 October 2025. Of the nine (9) adopted Decisions, 44,44% are completed, while 55,56% remain in progress (Fig. 1 refers). **Appendix 3** to this report provides details on the status of the SC/5 Decisions.



*Figure 1 Status of implementation of the SC/5 Decisions*

2.2. Particular concern was expressed regarding the Decision 5/02 related to the establishment of an ad hoc group to develop, , a mechanism to encourage States and Organizations to join and contribute to the project by 31 May 2025.. The ad hoc group proposal for an incentive mechanism to stimulate States' and regional partners commitment, and to strengthen the financial and operational sustainability of CODEVMET-AFI was discussed and commended..

#### ***SC/6 Decision 6/01      Improvement of financial contributions***

*That, to improve the financial contributions and institutional commitment to the project, the Secretariat to:*

- a) identify and involve regional partners for the funding of priority activities; and*
- b) establish a recognition system to encourage active States through increased visibility, priority access to benefits such as technical assistance, and trainings.*

### 3. Agenda Item 3 - Status of Project Membership

3.1. As of the end of September 2025, thirteen (13) States and ASECNA had signed the Project Management Service Agreement (MSA). Thirty-five (35) States are yet to sign the agreement. The Committee expressed concern over the low membership and urged the ICAO ESAF and WACAF Offices to intensify outreach. **Appendix 4** to this report provides details on the membership to the Project. The meeting formulated the following Decisions.

***SC/6 Decision 6/02      Improvement of Project Membership***

*That, to improve the Project membership and enhance the long-term ownership of the CODEVMET-AFI Project, the Secretariat to:*

- a) organize one or more regional awareness workshops to promote the benefits and results of the project;*
- b) engage civil aviation authorities in resource mobilization; and*
- c) engage States and Organizations that are not members for their effective participation.*

***SC/6 Decision 6/03      Promotion of the project***

*That, to foster the promotion of the Project, the Secretariat to:*

- a) provide focal points with communication materials illustrating the impact of the project; and*
- b) promote achievements through digital and institutional channels for more visibility.*

**4. Agenda Item 4 - Project status of implementation since the SC/5**

***Progress Report on the implementation of the Steering Committee Work Programme***

- 4.1. A virtual mid-year review meeting of the Steering Committee held on 22<sup>nd</sup> July 2025 with Twenty-one (21) participants from twelve (12) States, ASECNA and ICAO, noted good progress in the implementation of the Project activities. The SC/6 meeting reviewed the outcomes of the mid-point review meeting and noted with satisfaction that in response to SC/5 Decision 5/03, the Chairperson of the Steering Committee has engaged discussions with representatives of Civil Aviation Authorities of nine (9) States (Congo, Burkina Faso, Madagascar, Mali, Chad, Comoros, Equatorial Guinea, Mauritania and the Central African Republic (CAR)), on potential membership, generating strong interest.
- 4.2. ASECNA Ministerial Committee reaffirmed commitment to support annual contributions of its Member States. The Steering Committee expressed its sincere gratitude to ASECNA for its consistent support.
- 4.3. The meeting noted ongoing activities, including regular consultations with project member States, RSOOs, WMO, and regional organizations; and discussions for the establishment of an agreement with AAMAC within the framework of the CODEVMET-AFI Project

***Report on the update of the project implementation materials***

- 4.4. The meeting reviewed the updated materials related to MET Safety Oversight, the implementation of QMS in MET field, as well as the implementation materials for AMET-B1 implementation. Achievements include:
  - Alignment of Generic regulations related to Meteorological Service for International Air Navigation with the provisions of Amendments 81 and 82 to Annex 3 to the Chicago Convention and the new PANS-MET (Doc 10157).

- Development of Quality Manual, QMS management processes, operational and support processes, as well as Quality related procedures.
- Preparation of guidance materials and templates to support the analysis, reporting, and planning for the implementation of AMET-B1 elements.

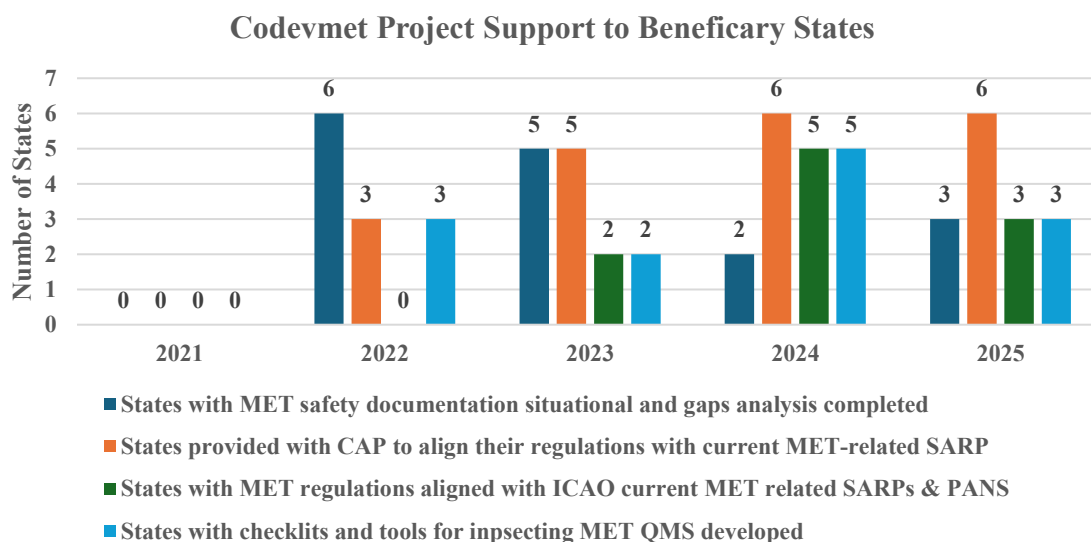
4.5. The Secretariat was urged to coordinate the validation of these materials to support the implementation of the project activities.

*Progress report on support provided to States in strengthening MET safety oversight capacity*

4.6. The meeting was updated on the actions taken to support Project members in enhancing their capacity in carrying out oversight of the aeronautical meteorological activities and noted the following achievements.

- By 30 September 2025, six (6) States (Cameroon, Côte d'Ivoire, Gabon, Gambia, Senegal and Sierra Leone) had received assistance to review CAPs on MET safety oversight capacity.
- States were provided with guidance and supporting generic documents for incorporating the provisions of Amendment 82 to the Chicago Convention as well as the new PANS-MET into their national regulations.

4.7. Figure 2 below provides an overview of the Project's support to States since 2021 when the project was reframed and relaunched .



*Figure 2 : Project's support to States since 2021*

4.8. Challenges faced by the Project Safety Team include the lack of reactivity of States/Organization focal point and the unavailability of Team experts due to their professional duties.

- 4.9. The meeting noted the progress made by the Safety Team, the challenges they faced and emphasized actions to be taken to ensure effective implementation of the Project activities. The following Decision was formulated accordingly.

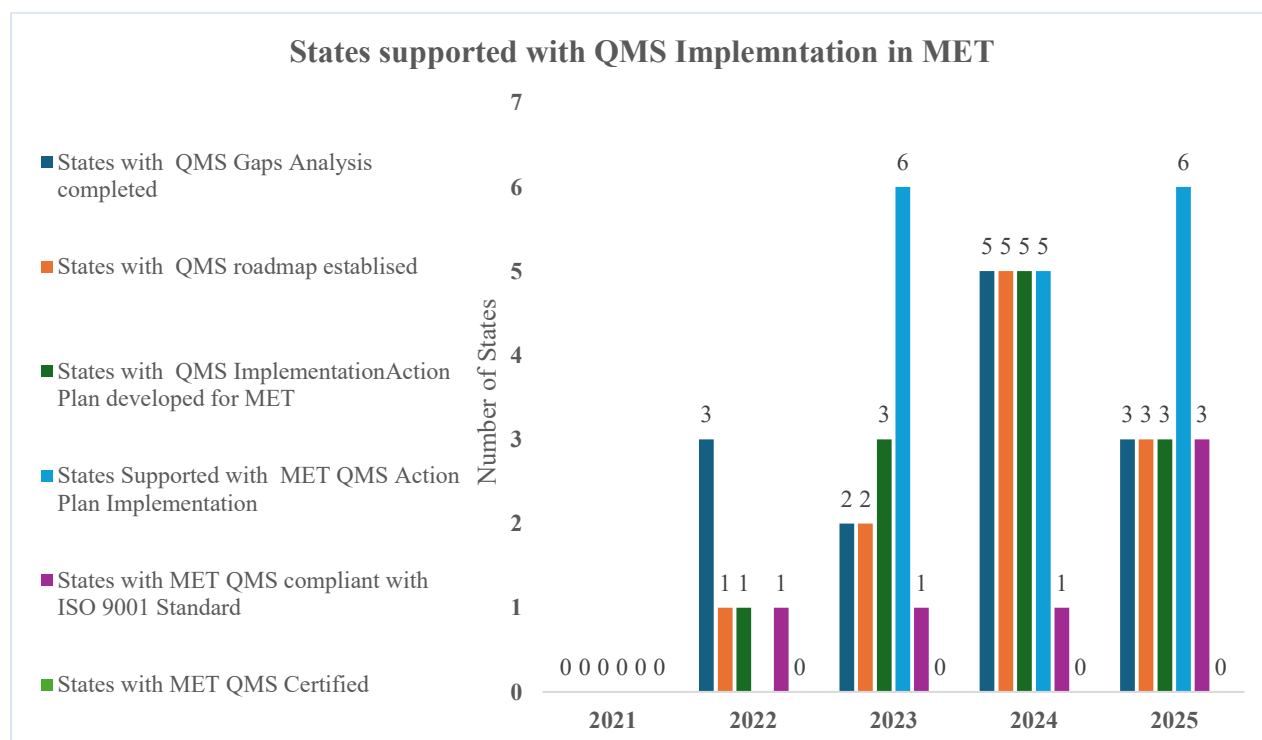
**SC/6 Decision 6/04      Effective implementation of the Project activities**

*That, to ensure effective support for implementing Project objectives:*

- a) States to nominate alternate focal point(s) to the Project; and*
- b) The Secretariat to:*
  - i). provide training to national focal points on the project methodology;*
  - ii). develop and make available a dashboard to facilitate monitoring and coordination of project activities;*
  - iii). establish a platform for experiences sharing among Member States;*
  - iv). identify and mobilize active members experts to support the project implementation activities; and*
  - v). explore additional qualified expertise to support the implementation of project activities.*

***Progress report on assistance to States in implementing Quality Management Systems (QMS)***

- 4.10. In 2025, three (3) States (Cameroon, Côte d'Ivoire and Senegal) were assisted with the review of QMS-related CAPs. Completed planned actions were validated, pending ones reviewed, and States guided on resolving outstanding issues. CAPs were updated with revised timelines, responsibilities and supporting templates to assist in finalizing outstanding documents.
- 4.11. In addition, three (3) States (Gabon, Gambia and Sierra Leone) were assisted with the situational analysis of the QMS system and the subsequent development of the QMS implementation roadmap and action plan. Follow-up activities are ongoing to continue assisting States with the implementation of planned activities.
- 4.12. Figure 3 below provides an overview of the support provided to States and Organization in QMS implementation since 2021, 2021 having been dedicated to reframing and initiating the Project.



• *Figure 3 Codevmet Support to States in QMS Implementation*

4.13. Challenges encountered in the assistance to States with QMS implementation include the lack of commitment of States' MET Service Providers' Management, the low involvement of States' Focal Points in the Project activities. The meeting emphasized on the implementation of actions formulated in the SC/6 Decision 6/04 accordingly.

#### *Update on the development of capacity building materials*

4.14. The meeting reviewed progress made by the Project Team on Capacity Building and noted that the training needs as follows:

- Internal Quality Auditors' Course;
- Quality process management Course;
- Aeronautical Meteorological Personnel Competency Assessors Course;
- MET Inspector Training Course;
- Transposing Annex 3 to the Chicago Convention into national regulations and notification of differences;
- Operational management of aeronautical meteorological services;
- Calibration of meteorological barometers;
- Management of air navigation deficiencies; and
- Safety audit techniques.

4.15. The following training materials were developed.



- Internal Quality Auditors' Course.
- Quality process management Course.
- Aeronautical Meteorological Personnel Competency Assessors Course.

4.16. The meeting commended the Capacity Building Team and encouraged the completion of the remaining modules and inclusion of a MET- ASBU training course. The following Decision was formulated accordingly.

***SC/6 Decision 6/05      Development of Human Resources***

*That, as part of the development of HR, the Secretariat to:*

- a) develop a framework to facilitate the implementation of training courses identified by the Project; and*
- b) include a training course on MET-related ASBU elements in the list of identified training needs.*

***Update on the progress in the implementation of AMET-B1 Element***

4.17. Six (6) States (Botswana, Cabo Verde, Niger Nigeria, Senegal and Sierra Leone) were supported with the situational assessment of the status of the AMET-B1 elements. Table 1 below provides details on the outcomes of that assessment.

*Table 1: Summary of the outcomes of the assessment of the AMET-B1*

State/Organization	# of airports assessed	Date(s) of assessment	Comments
Botswana	4	26 - 27 May 2025	Review of collected data ongoing with the view of developing AMET-B1 CAP for Botswana
Cabo Verde	1	23 June 2025	Review of collected data ongoing with the view of developing AMET-B1 CAP for Cabo Verde
Nigeria	5	9 - 11 June 2025	Review of collected data ongoing with the view of developing AMET-B1 CAP for Nigeria
Senegal	2	14 - 15 May 2025	Review of collected data ongoing with the view of developing AMET-B1 CAP for Senegal
Sierra Leone	1	12 - 13 May 2025	Review of collected data ongoing with the view of developing AMET-B1 CAP for Sierra Leone

State/Organization	# of airports assessed	Date(s) of assessment	Comments
Niger	3	12 - 13 June 2025	Review of collected data ongoing with the view of developing AMET-B1 CAP for Niger
<b>Total</b>	<b>18</b>	---	---

- 4.18. Challenges encountered in carrying out this assessment include (but not limited to) the unavailability of subject matter experts involved in the assessment of the AMET-B1 elements, the misunderstanding of ASBU concepts and what is needed to implement given ASBU elements, thus highlighting the need to implement action b) of the above SC/6 Decision 6/05.

*Progress report on the update of the AMBEX System and Procedures*

- 4.19. The meeting recalled that the Africa- Indian Ocean (AFI) Meteorological Bulletin Exchange (AMBEX) scheme was established by the AFI Planning and Implementation Regional Group (APIRG) in 1986. The AMBEX Handbook is the main guidance material providing detail on the procedures for OPMET exchange under the AMBEX scheme. The Handbook defines the responsibilities of the AMBEX centres and the procedures to be followed. It defines also the content and format of the AMBEX bulletins. The AMBEX Handbook is published and kept up to date by the ICAO Regional Offices.
- 4.20. The meeting was also reminded that the primary challenge faced by users in the Region is the unavailability, delays, and quality issues of OPMET data at airports, particularly with SIGMETs. Several contributing factors, including insufficient competency in applying Annex 10 Volume II procedures, lack of collaboration between NOCs, BCCs, and RODB States, outdated procedures in the AMBEX Handbook, and insufficient regular meetings among Meteorological Service Providers (MSPs), Air Navigation Service Providers (ANSPs), Regulators, and other Stakeholders were identified by several forums like the ICAO/WMO Workshop held in 2021.
- 4.21. To address the above-mentioned issues, a CNS and MET experts Team was established under CODEVMET Project to review AMBEX System and related Procedures. The following were achieved:
- Development and circulation of a survey questionnaire to NOCs, BCCs, and ROC States to assess the effectiveness of the AMBEX System from 23 May to 4 June 2025, resulting in a report identifying key gaps to be addressed.
  - A gap analysis comparing the AMBEX System with the relevant ICAO Standards and Recommended Practices (SARPs).

- Based on the results of the gap analysis, development of the organizational and editorial structure of the future updated AMBEX Handbook.
- Preparation of a roadmap for updating the AMBEX Handbook, including task assignments and associated deadlines.

4.22. The meeting commended the team's progress and urged expedited completion of the updated Handbook.

#### *Status of implementation of 2025 Project work plan*

4.23. Out of the 22 planned actions as approved in the 2025 Project work plan, 45% were completed, while 41% are ongoing and 14% are pending. **Appendix 5** to this report provides details on the status of the 2024/2025 work plan.

#### *Review of the project 2025 approved budget<sup>1</sup>*

4.24. During its fifth meeting (SC/5) the 2025 budget of the project was approved (Decision 5/08) at \$162,500. The fund balance was \$147,982 as of 31 December 2024.

4.25. Contributions received as at 30 September 2025 amounted to \$10,379.74 with expenditures of \$39 380,00 and a balance of \$118,981,74 as 30 September 2025. Table 2 below provides the summary of the budget as of 30 September 2025.

*Table 2 : Summary of the budget as of 30 September 2025*

Item	Amount
Balance as of 1 <sup>st</sup> January 2025	\$147,982
Contributions	\$10,379.74
Expenditures	\$39,380.00
Balance as of 30 September 2025	\$118,981,74

4.26. The successful remote implementation of activities 4.4, 5.1, 5.2, and 5.3 initially planned onsite as per **Appendix 5**, generated cost savings. In addition, Activity 6.1 has been postponed to 2026.

4.27. The status of payment requests is as follows:

- ICAO issues payment requests for the annual membership fees to the 12 active members. Should on-request services be required, corresponding payment requests will be issued as well.

<sup>1</sup> Unless explicitly stated otherwise, all amounts in this report are given in United States dollars.

- b) As of 30 November 2025, a total amount of \$120,000.00 of annual membership fees is outstanding for 2025, posing a sustainability risk.

4.28. In conclusion, the project budget approved during SC/5 was not fully implemented as planned up to September 2025. The gap between the baseline and the actual expenditure is mainly due to certain activities being carried out remotely instead of onsite, as well as the rescheduling of other activities.. The meeting encouraged States with arrears to settle their contributions in order to enable the achievement of the project's objectives.

## 5. Agenda item 5: Challenges in the implementation of the project activities

### *Challenges*

5.1. The Committee identified key constraints:

- ***Low Membership and Participation of States:*** State participation remains limited, as reflected in the small number of signed MSAs and reduced engagement in project activities. This lack of commitment continues to hinder coordination, delay implementation of planned activities, and weaken ownership of project outcomes.
- ***Weak follow up on States Action Plans:*** Implementation of Action Plans developed after assistance missions remains low. Many recommendations are only partially implemented—or not implemented at all—reducing the impact of assistance activities and slowing progress in compliance and capacity building.
- ***Lack of reactivity of States/Organization Focal Points for the Project:*** Despite Decision 4/02 requiring focal points to be copied on financial correspondence, responsiveness from several State and organizational focal points remains weak. This has affected follow-up on QMS and MET oversight CAPs. The meeting urged focal points to strengthen coordination with the Secretariat to ensure effective implementation of project activities.

### *Proposed Measures to Overcome these Challenges*

5.2. To overcome these challenges, the meeting agreed on several measures including the following:

- Conduct targeted awareness campaigns, through communication initiatives and regional workshops, to better inform about the objectives, benefits, and outcomes of the project and to encourage States to join;
- Enrol additional experts to meet the growing needs of the project activities and effectively support the documentation update process;
- Provide support as needed to help expert teams enhance their effectiveness in delivering support to States.
- Strengthen post-assistance follow-up, including virtual activities, periodic reporting, and dashboards to assess the effective implementation of action plans; and
- Integrate action plans into national aviation safety frameworks.

## **6. Agenda 6: Business proposals for 2026**

### ***Project work plan for the period 2025/2026***

- 6.1. The meeting reviewed the status of the 2024/2025 Project Work Plan as approved by SC/5 and discussed the updated Work Plan extending to December 2026, presented in Appendix 6. It includes pending activities from 2024/2025 and new activities agreed during the meeting. The following Decision was formulated accordingly.

### ***SC/6 Decision 6/06 – Project work plan for 2025/2026***

*That the project work plan for 2025/2026 is endorsed as provided in **Appendix 6**.*

### ***Project budget for the period 2026 <sup>2</sup>***

- 6.2. The meeting recalled the review of the 2025 budget showed a balance of \$118,981.74 as of 30 September 2025.
- 6.3. The Committee reviewed the estimated cost of planned 2026 activities detailed in Appendix 7 including support for the implementation of the AMET-B1, QMS/MET assistance, regulatory alignment with ICAO MET SARPs and the update of the AMBEX system and Procedures. The total estimated cost amounts to USD 170,000.
- 6.4. Considering the existing balance, an additional amount of \$51,018.26 is required to fully implement the 2026 activities. The meeting then formulated the following Decision.

### ***SC/6 Decision 6/07 – CODEVMET-AFI Project budget for 2025/2026***

*The project budget for 2025/2026 is approved as provided in **Appendix 7** to this report.*

### ***New proposals of Annexes to the MSA***

- 6.5. The meeting recalled that accurate meteorological observations are essential for safe and efficient aviation, as errors in temperature, pressure, wind, or humidity affect flight planning, aircraft performance and aerodrome operations. Annex 3 requires automatic, calibrated, and traceable systems with regular maintenance. However, several AFI States remain non-compliant with Annex 3 requirements due to,
- Absence of certified reference instruments and procedures.
  - Irregular or non-traceable calibration process.
  - Insufficient integration of calibration activities into MET QMS.
- 6.6. The meeting agreed that a project-based approach is needed to establish mechanisms for regular control and calibration of surface-based MET sensors and instruments.

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<sup>2</sup> Unless explicitly stated otherwise, all amounts in this report are given in United States dollars.

- 6.7. It was also noted that full implementation of Annex 3 (21st Edition) and PANS-MET is crucial for harmonized MET service provision, compliance with ICAO SARPs, and interoperability with ATM, AIM, and SWIM systems.
- 6.8. Accordingly, the meeting agreed to expand the project scope to include: (i) control and calibration of surface-based MET instruments; (ii) support for aligning national regulations with Annex 3 and PANS-MET provisions.

## **7. Agenda 7: Review of Decisions of the SC/6**

- 7.1. The meeting reviewed and adopted eight (8) Decisions as provided in Appendix 8 to this report.

## **8. Agenda item 8: Venue and date for the next SC meeting (SC/7)**

- 8.1. The meeting recalled that the Steering Committee should convene at least once a year, normally in the country of the Chairperson or Vice-Chairperson. If not possible the meeting may be hosted by another Member State that volunteers or conducted virtually.
- 8.2. The Committee noted the hosting history of recent SC meetings—Cameroon (2022), Sierra Leone (2023), Côte d’Ivoire with ASECNA support (2024), and Nigeria (2025)—and expressed appreciation to these States. The meeting also commended Nigeria for the excellent arrangements made for SC/6.
- 8.3. Angola and Kenya offered to host SC/7. The meeting tasked the Secretariat with coordinating with both States to confirm hosting arrangements.

### ***SC/6 Decision 6/08 – Venue and date of the next steering committee meeting***

*The Secretariat to coordinate with Angola and Kenya for possible hosting of the seventh meeting of the CODEVMET-AFI Project steering committee (SC/7) by 30 June 2026.*

## **9. Agenda Item 9 - Any other business**

- 9.1. No additional matters were raised under this item.

## **10. Agenda Item 10 - Closure of the meeting**

- 10.1. Closing statements were delivered by Mr. Rock Levis Gouamene, Chairperson of the CODEVMET Steering Committee, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, and Mr. Christian Nwobu, General Manager CNS, MET and AIM, representing the Director General of Nigeria Civil Aviation Authority.
- 10.2. The Chairperson thanked Nigeria for hosting the SC/6 and highlighted the meeting achievements commending the work accomplished by the Project Teams.
- 10.3. Mr. Manzi, , appreciated the very well-organized meeting and conveyed gratitude to the Government of the Federal Republic of Nigeria through the Director General of the Nigeria Civil Aviation Authority. He also thanked all participants for their contributions.

- 10.4. Mr. Nwobu officially closed the meeting, he congratulating participants on the progress achieved and thanking ICAO for entrusting Nigeria with the hosting. He wished all the participants safe journey back home.

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