INTERNATIONAL CIVIL AVIATION ORGANIZATION

Annex 1 to the Management Service Agreement between the International Civil Aviation Organization (ICAO) and the Member States/Organizations of the Cooperative Development of Aeronautical Meteorological Services in the Africa-Indian Ocean Region (CODEVMET-AFI) Programme

PROJECT DOCUMENT
(Confidential)

Project Code:	RAF16802 – Revision C
Project Title:	Cooperative Development of Aeronautical Meteorological Services in the Africa-Indian Ocean (AFI) Region (CODEVMET-AFI)
Executing Agency:	International Civil Aviation Organization (ICAO)
Beneficiaries	AFI States and Organizations
Start Date:	December 2016
Estimated duration:	10 years, until November 2026
Revised Budget:	US$ 290,844

Project Outline: The purpose of Revision C of this project is to extend the project scope to include the performance-based regional plan related to the development of States' capability to implement the ICAO Meteorological Information Exchange Model (IWXXM) through the implementation of the ASBU AMET-B1 elements. The objectives of the project are:

a) to strengthen the capability of the States' regulatory authority in carrying out safety oversight of aeronautical meteorology (MET) services through the adoption of a comprehensive system approach; and

b) to establish a basic and on-demand system aimed at enabling MET service providers in Member States achieve compliance with international aviation safety standards related to the quality management system and the provision of meteorological information in the digital format.

The project is implemented with the support of subject-matter experts from States and the industry.

Signed on behalf of:	**Signature**	**Name/Title**	**Date**
International Civil Aviation Organization		Juan Carlos Salazar Secretary General	5 March 2024
CODEVMET-AFI Steering Committee	_____	Chairperson	_____

This is a CONFIDENTIAL DOCUMENT meant only for use by the Participating States/Organizations and the International Civil Aviation Organization. No part of this document may be reproduced or used in any manner by any individual, company, or organization without the written approval of the International Civil Aviation Organization.

Table of Contents

3. Project Resources 10
4. Prior Obligations 11
5. Schedule 11
6. Budget 11
7. Risk Management 12
8. Monitoring, Review And Reporting 12
9. Handover of Deliverables 13
10. Roles and Responsibilities 13
11. Rules and Regulations 14
12. Legal Framework 15
Appendix A. Preliminary Schedule 16
Appendix B. Budget 23

1. CONTEXT

1.1 Background

1.1.1 The 35th Session of the ICAO Assembly resolved (Assembly Resolution A35-6 refers) that the Universal Safety Oversight Audit Programme (USOAP) be expanded to cover the safety-related provisions in all safety-related Annexes, with the exception of Annex 9 — Facilitation and Annex 17 — Security, and to implement a comprehensive systems approach for the conduct of safety oversight audits.

1.1.2 The subject of aeronautical meteorology is then covered by the State safety oversight activities, which means States shall establish the MET relevant matters related to the critical elements (CEs) CE-1 to CE-5 and ensure the effective implementation of all MET safety activities related to the CE-6 to CE-8.

1.1.3 The Cooperative Development of the Aeronautical Meteorology Services in the Africa-Indian Ocean (AFI) region (CODEVMET-AFI), as designed in 2016 to assist States in addressing longstanding critical air navigation deficiencies in MET, was recognized as highly relevant to Member States' priorities and the Global Air Navigation Plan (GANP), as it addresses AFI regional priorities (safety, integration of operations) and Member States' needs.

1.1.4 So far, the project has made achievements, but challenges are yet to be addressed, among which the lack of updated/harmonized MET safety regulations and States' lack of compliance with requirements related to the quality management system for MET.

1.1.5 The 20th Meeting of the AFI Planning and Implementation Regional Group (APIRG/20), through its Conclusion 20/44, endorsed a transition plan for handling operational meteorological (OPMET) information in digital format in the AFI region. Conclusion 20/44 of the same meeting called for the World Meteorological Organisation (WMO), in coordination with ICAO, to assist AFI States in implementing OPMET information exchange in digital format through awareness seminars and workshops and support the implementation of the AFI Transition Plan for handling OPMET information in digital format.

1.1.6 Furthermore, the ICAO Meteorological Information Exchange Model (IWXXM) format became a standard on 5 November 2020 with the applicability of the provisions of Amendment 79 to Annex 3 of the Chicago Convention for the dissemination of OPMET data in the region.

1.1.7 In response to Recommendation 5/2 by the Meteorology Divisional Meeting (2014) (MET-DIV/14), the METP developed the restructured Annex 3 and the new PANS-MET to facilitate the migration of the provision of aeronautical meteorological information from a "product-centric" to an "information-based" environment under the system-wide information management (SWIM), and the evolution of the provision of aeronautical meteorological service in line with the Global Air Navigation Plan (GANP). The implementation of the IWXXM format is required by the restructured Annex 3 to Chicago Convention as a MET key component in the SWIM environment.

1.1.8 So far, many challenges are yet to be addressed among which the staffing and qualification of the inspectorates to assume full functioning of safety oversight of MET in their respective States, the development of consistent regulation related to the civil aviation law to regulated MET activities. On the part of the MET services providers, challenges include the implementation of Quality Management Systems (QMS), the training of MET Forecasters, and the quality of the telecommunication and MET equipment and the implementation of AMET-B1 elements supporting the implementation of the IWXXM format as required by Annex 3 to Chicago Convention.

1.1.9 In light of the above, assisting AFI States to progressively develop capability of handling OPMET data in digital format become a priority.

1.2 Project Scope

1.2.1 The Project will benefit all Eastern and Southern African (ESAF) and Western and Central African (WACAF) States and interested Organizations in the AFI region. Priority will be given to:

a) a) States with a low level of implementation of critical elements CE-1 to CE-5 in the field of air navigation services (ANS) and a low level of implementation of MET-related safety standards relating to critical elements CE-6 to CE-8;

b) air navigation services providers (ANSPs) experiencing challenges in the implementation of their quality management system for MET; and

c) air navigation services providers (ANSPs) with low level of implementation the ASBU AMET-B1/1, AMET B1/2 and AMET B1/4.

1.2.2 The project may consider "on-demand services" or ''services on request'' as required.

1.2.3 At the end of the project, the following will be achieved:

a) An increasing number of States in the ESAF and WACAF regions will have developed/promulgated harmonized regulations related to MET and trained a sufficient number of inspectors to carry out safety oversight of MET activities.

b) The ANSPs will have been assisted to comply with Annex 3 with regard to the implementation of the quality management system to support the provision of MET services of required quality to end-users.

c) The level of implementation of the ASBU AMET-B1/1, AMET B1/2 and AMET B1/4 will have been increased in the region, and experiences and practices will have been shared amongst participating States/organizations.

d) States received assistance to develop capacity to continue improving project results.

1.3 Implementation Strategy

1.3.1 **Steering Committee:** The terms of reference of the steering committee are detailed in Appendix C. The steering committee may amend these terms of reference as necessary.

1.3.2 **Project experts** are subject-matter experts (SME) from States and industry with proven experience in safety oversight or provision of MET services. They nominated by States/organizations and selected by ICAO based on a review of their CVs. The selected SMEs will be trained on the project methodology and deployed on a need basis to support project in the implementation of the project.

1.3.3 **Participating Members:** The project will be executed based on the project document signed by the chairperson of the steering committee, on behalf of the States that give him/her the power to do so. In this regard, States and Organizations having given power to the chairperson of the steering committee to sign the Annex(es) to the MSA is deemed to be Participating Member.

1.3.4 **Active Members:** The Participating Members that commit to funding the project by means of an annual financial contribution in line with the approved budget become Active Members.

1.3.5 **Non-Members:** A State/Organization that is neither a Participating State/Organization nor an Active Member is not a member but can benefit from the services of the project by paying in advance the costs of the services requested.

1.3.6 **Project Team:** the project team is composed of :

a) the State/ANSP focal point for the project;

b) subject-matter experts; and

c) Regional Officers for Aeronautical Meteorology of the ICAO ESAF and WACAF Offices.

1.4 **Further assistance**

1.4.1 A change in the assistance as reflected in this document may be required during or after the completion of the project activities or in addition to the currently defined scope. If such needs are identified, a revision of the current project scope or the development of new, dedicated projects are possible.

1.5 **Strategic Objectives**

1.5.1 This project relates to the Strategic Objectives Safety and Air Navigation Capacity and Efficiency

2. OBJECTIVES, DELIVERABLES AND ACTIVITIES

Objective 1.	**Assist AFI States in the enhancement of the capability their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET**		
Performance Indicators	*- Number of States able to carry out safety oversight of MET services* *- Number of States MET Service Providers having QMS ready for certification*		
Deliverable 1.1.	**Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures**		
Activity #	*Activity description*	*Responsible*	*Status*
1.1.0	Select resources experts of the project	SC ICAO	Completed
1.1.1.	Conduct a 3-days an introductory seminar on MET Safety Oversight and QMS intended to States and resources experts (Online)	ICAO	
1.1.2.	Update /development of generic regulations, guidance material, operational procedures, technical tools, QMS processes and related guidance and procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET	Experts	Completed
1.1.3.	Conduct of a 7-day validation workshop intended to resources experts to review and validate the generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures.	ICAO, Experts	Completed

1.1.4.	Plan and organize two five-day workshops for ESAF and WACAF States to familiarize them with the above developed documentation, guidelines and tools and to agree on State action plans	ICAO, Experts	Completed
1.1.5.	Hold the resources experts briefing session (Online)	ICAO	Completed
Deliverable 1.2.	**Submission of States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation**		
Activity #	*Description*	*Responsible*	*Status*
1.2.1	Submit to ICAO, for review, action plans for the improvement of safety oversight of MET services and for the implementation of the QMS in MET	States	Completed
1.2.2	Monitor progress in the implementation of action plans by States in the framework of improvement State's safety oversight of MET services and the implementation of the QMS in MET	Experts	Ongoing
1.2.3	Conduct "On request" specific seminars/workshops for a State or group of States or in the initiative of ICAO ESAF and WACAF Regional Offices to address specific performance issues	ICAO	Ongoing
1.2.4	Conduct of a 3-day English workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the processes (Online))	Experts	Completed
1.2.5	Conduct of a 3-day French workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the QMS processes (Online))	Experts	Completed
1.2.6	Corrective Action Plan (CAP) Implementation assistance mission to recipient States	Experts ICAO Officers	Not started
1.2.7	Conduct a 5-day training of QMS internal auditors	Trainer for QMS Auditors	Not started
1.2.8	Provide quarterly and end of mission/activity reports on the implementation of the Project Corrective Action Plan (CAP) related to QMS and MET Safety Oversight	Experts	Ongoing

Objective 2.	**Establishment of a pool of competent subject-matter experts (SMEs) to carry out project activities**		
Performance Indicator(s)	- *Pool of SMEs selected and trained on the project methodology* - *Project work plans approved by the Project Steering Committee*		
Deliverable 2.1.	**Project pool of SMEs s established and tasks assigned**		
Activity #	*Activity description*	*Responsible*	*Status*
2.1.1.	Identify SMEs to serve as project experts	ICAO Regional Offices	Not started
2.1.2.	Train selected SMEs on the project methodology	ICAO Regional Offices	Not started

2.1.3.	Assign tasks to the Project SMEs with regards to the project objectives	ICAO Regional Offices	Not started
Deliverable 2.2.	**Project Work Plan reviewed and approved, including briefing meeting**		
Activity #	*Activity description*	*Responsible*	*Status*
2.2.1.	Develop a detailed project work plan on an annual basis, including a detailed schedule for all activities	ICAO Regional Offices	Ongoing
2.2.2.	Submit and present the project work plan to the Steering Committee	ICAO Regional Offices	Ongoing
2.2.3.	Approval of the work plan	Steering Committee	Ongoing

Objective 3.	**Conduct data collection on the current status of AMET-B1/1, AMET-B1/2 and AMET-B1/4 at the State MET service providers**		
Performance Indicator(s)	- *Current status of the AMET-B1 at Recipient State MET Service Providers documented*		
Deliverable 3.1.	**Documented data on the status of the AMET-B1 scoped element at States MET Service providers**		
Activity #	*Activity description*	*Responsible*	*Status*
3.1.1.	Collect data on the current status of the AMET-B1 at the MET service provider using appropriate tool	SME ICAO Regional Offices	Not started
3.1.2.	Organize collected data per enabler related to the AMET-B1 status	SME Beneficiary States ICAO Regional Offices	Not started

Objective 4.	**Develop generic documentation required to implement AMET-B1/1, AMET-B1/2 and AMET-B1/4**		
Performance Indicator(s)	- *Implementation documents of AMET-B1/1, AMET-B1/2 and AMET-B1/4 developed and validated* - *AMBEX Handbook and the Interface Control Document (ICD) updated*		
Deliverable 4.1.	**Implementation packages of the scoped AMET-B1 elements**		
Activity #	*Activity description*	*Responsible*	*Status*
4.1.1.	Conduct a meeting to determine the list of project generic implementation documents of AMET-B1 elements covered by the Project	SME ICAO Regional Offices	Not started

4.1.2.	Develop generic documentation required for effective implementation of AMET-B1 elements, including generic regulations, procedures, training material, technical guidance related the infrastructure and systems, etc.	SME ICAO Regional Offices	Not started
4.1.3.	Conduct validation workshops on the implementation packages of the scoped AMET-B1 elements	ICAO Regional Offices SME	Not started
Deliverable 4.2.	**Update the AFI Meteorological Bulletins Exchange (AMBEX) Handbook and the Interface Control Document (ICD) for AFI Region OPMET Database Access Procedures**		
Activity #	*Activity description*	*Responsible*	*Status*
4.2.1.	Review the current version of the AMBEX Handbook and the ICD and develop templates for their updating	SME ICAO Regional Offices	Not started
4.2.2.	Update the AMBEX Handbook and the ICD	SME	Not started
4.2.3.	Validate the updated AMBEX Handbook and the ICD	ICAO Regional Offices SME	Not started

Objective 5.	**Conduct a comprehensive assessment of the State MET Service Provider current implementation status of the AMET-B1 elements**		
Performance Indicator(s)	- *Briefing meeting report* - *Approved plan of action to implement AMET-B1 elements*		
Deliverable 5.1.	**Approved plan of actions**		
Activity #	*Activity description*	*Responsible*	*Status*
5.1.1.	Briefing meeting with State Met Service Provider to present the project implementation materials and the project methodology	ICAO Regional Offices SME	Not started
5.1.1.	Conduct onsite review of the status of the AMET-B1 elements at the MET Service Provider and based on the results of the review, develop comprehensive reports on the review of State MET service providers implementation status of the AMET-B1 describing current situations, deficiencies, and remedial actions	SME State MET Service Provider ICAO Regional Offices	Not started
5.1.2.	Develop detailed plans of action based on the reports of the review to address the identified deficiencies	SME State MET Service Provider	Not started
5.1.3.	Review of the plans of action developed by State MET Service Provider	ICAO Regional Offices	Not started
5.1.4.	Approve the plan of actions as per SME Reports	Beneficiary States' CAAs	Not started

Objective 6.	**Assistance to beneficiary States in the implementation of approved action plans, motoring and reporting on the implementation**		
Performance Indicator(s)	- *Progress reports* - *15 States assisted* - *Debriefing reports*		
Deliverable 6.1.	**Beneficiary States assisted**		
Activity #	*Activity description*	*Responsible*	*Status*
6.1.1.	Periodically coordinate with State/MET Service Providers to ensure implementation of planned activities.	SME	Ongoing
6.1.2.	Collect the evidence of implementation for review.	SME	Ongoing
6.1.3.	Conduct onsite visits to assist States and MET Service Providers to review, finalize/consolidate the deliverables of the project	SME ICAO Regional Offices	Not started
6.1.4.	Identify and collect specific needs from State and MET Service Provider and propose remedial actions (workshops, seminars, webinars, meetings, training, OJT, etc.).	SME	Ongoing
6.1.5.	Develop progress reports, including reports at the end of each mission and/or after an activity is completed and submit these reports to ICAO Regional Offices.	SME	Ongoing
6.1.6.	Conduct debriefing meetings with the States and the recipient Service Providers to review the achievements of the project activities.	ICAO Regional Offices SME Beneficiary States /MET Service Providers	Ongoing
6.1.7.	Prepare project quarterly assessment report and submit to the steering committee and project members	SME ICAO Regional Offices	Ongoing

Objective 7.	**Project completion, lessons learned and recommendations to improve project outcomes**		
Performance Indicator(s)	- *Project completion report*		
Deliverbale 7.1.	***Completion of project activities reviewed and guidance provided to States/MET service providers for the maintenance and continuous improvement of project results***		
Activity #	*Activity description*	*Responsible*	*Status*
7.1.1.	Conduct wrap-up visits to each beneficiary State to review the completion of the project activities and provide guidance for the maintenance and continuous	ICAO Regional Offices	Not started

	improvement of the project outcomes		
7.1.2.	Develop project completion assessment report	ICAO Regional Offices	Not started
7.1.3.	Release the termination report of the project	ICAO Regional Offices	Not started

3. PROJECT RESOURCES

3.1 Inputs from project members

3.1.1 Project funding: The project will be funded through annual contributions of Member States/Organization; and voluntary contributions from ICAO and donors. The amounts of the annual contributions will be defined by the Steering Committee. In order for ICAO to implement an activity, the corresponding funds need to be available prior to their start.

3.1.2 National Counterparts: Member States/Organizations will appoint a focal point for the project. He/she will serve as the main counterpart to ICAO for the duration of the project and assist the project experts in the overall coordination of activities.

3.1.3 Office Accommodation: Member States/Organizations will provide suitably furnished and equipped office space and furniture for the project experts and support personnel as necessary.

3.1.4 IT equipment: Member States/Organizations will provide basic equipment such as telephone, computer, high-speed internet connection, printers, and scanners to the project experts.

3.1.5 Documentation/support material: Member States/Organizations will provide all relevant documentation, which is required by the project staff to perform their duties at the start of the project activities. It will be Member States/Organizations's responsibility to ensure the project experts are provided with of all the documentation, information and data in a timely manner to complete their assignment.

3.1.6 Authorizations: Member States/Organizations will provide the project experts with authorizations necessary to access any of the work sites contained within the approved work plan as may be required.

3.1.7 Transportation: Member States/Organizations will arrange free ground transportation to/from the workplace and airport upon arrival and departure to the project experts as necessary in the performance of their duties.

3.1.8 Duty travel: Member States/Organizations supports the cost for transport and all applicable allowances of the project experts and project personnel for duty travel within the country as required.

3.1.9 Project Review Meetings: Member States/Organizations supports the cost for transport and all applicable allowances of the ICAO personnel for travel with the purpose of reviewing the project progress at least once a year or as required.

3.1.10 Security: Member States/Organizations will provide the necessary security to ensure the ICAO experts can discharge their duties

3.2 ICAO inputs (funded by the project budget)

3.2.1 Duty travel: The duty travel cost for project experts relating to project implementation, as may be required, will be paid by project funds.

3.2.2 Mission travel: The mission travel cost for ICAO staff relating to project monitoring and oversight as may be required will be paid by project funds.

3.2.3 Training: At the request of Member States or Organizations, ICAO will develop and deliver training on specific topics.

4. PRIOR OBLIGATIONS

4.1 The following elements will be required prior to the commencement of the project:

a) Signature of project document by the chairperson of the Steering Committee on the behalf of the project members.

b) Preparation and/or submission of the necessary documents to ensure the project experts may commence project activities upon the start of their assignments.

c) Preparation of authorizations required for access to work sites by the project experts.

5. SCHEDULE

5.1 Preliminary project schedule

5.1.1 The preliminary project schedule is presented in Appendix A. This preliminary project schedule is indicative.

5.1.2 A detailed work plan will be prepared on the annual basis and submitted to the approval of the Steering Committee for implementation by States with the support of the SMEs.

5.1.3 Further revisions of the project work plan will be submitted to the steering committee for approval without revision of the project document.

5.2 Detailed Planning of Project Activities

5.2.1 The ICAO WACAF Office produces a consolidated annual work plan based on the preliminary schedule in collaboration with the Project Subject Matter Experts. This plan is submitted first to the Steering Committee for approval.

6. BUDGET

6.1 The budget is presented in Appendix B to this document. Any change to the budget total amount requires approval from the steering committee.

6.2 Such approval can be obtained through a revision of the present document, through a decision taken by the steering committee during a meeting, or by exchange of correspondence between ICAO and the chairperson of the steering committee, who will liaise with its members.

7. RISK MANAGEMENT

7.1 Risks, Risks levels and mitigation measures

Risks			Assessment				Response	
Risk	Possible Causes	Consequence	Prob. 1-5	Sever. 1-5	Estimated level (1-25)	Response Type	Action	Owner
Delay in transfer of funds to ICAO	States face financial issues or amount of contribution is higher	Delay in the start of the project	2	3	6	Remove	Project format has been reviewed to allow States to join the project. Follow-up actions should be put in place and request for payment letters sent to States	ICAO
Lack of commitment of States	States did not understand well the safety concerns that may result from low engagement	Project objectives are not achieved as planned	2	3	6	Remove	Provide assistance to States as appropriate to mitigate this risks	ICAO
Delay in the development of project generic documentation	Project experts are not committed	Delay in the release of project implementation documents	2	2	4	Remove	Project experts provided with clear guidance	ICAO
Delay in the submission/implementation of actions plan by States	States not committed	Delay in the achievement of Project objectives	2	3	6	Remove	Regular follow-up on and support provided as needed	ICAO

8. MONITORING, REVIEW AND REPORTING

8.1 Monitoring activities

8.1.1 The overall implementation of the project is monitored through regular reporting and project review meetings as appropriate.

8.1.2 ICAO ESAF and WACAF Offices will execute and monitor the project in close consultation with the focal point designated by the steering committee following the approved work plan.

8.1.3 ICAO will maintain the financial accounting and budgetary control of the project, in accordance with its policies and practices.

8.1.4 ICAO may carry out missions on site to monitor the progress of the project, in accordance with the approved work plan or as required.

8.2 Reporting

8.2.1 Reports will be submitted to the appropriate stakeholders in accordance with the approved work plan

8.2.2 Reports will be submitted to the appropriate stakeholders in accordance with the approved work plan.

8.2.3 The SMEs will prepare mission reports at the conclusion of each of their missions to the beneficiary States. All such reports will be provided to ICAO.

8.2.4 The project SMEs, in close coordination with the project focal point of the beneficiary States and organizations, will submit the following documents to ICAO. After review, ICAO will submit these to the steering committee:

a) ICAO will develop and maintain an overall project work plan. SMEs will develop dedicated work plans for the individual on-site assignments.

b) The Project Terminal Report (PTR) will be submitted at the end of the project, after the last steering committee meeting.

9. HANDOVER OF DELIVERABLES

9.1 All tangible deliverables produced by the project experts are handed over to the beneficiary Sates and organizations through ICAO.

9.2 The handover of the deliverables will be accompanied with relevant guidance to allow the State and MET service provider to continue improving the deliverables.

10. ROLES AND RESPONSIBILITIES

10.1 Project Members

a) Provide inputs as indicated in Section ;

b) develop conjointly with the Project SMEs a detailed work plan, including: targets, milestones, responsibilities and specific tasks, as appropriate in conformity with the objectives scope and duration outlined in the present project document;

c) expedite approval processes of deliverables required in order not to hamper subsequent activities; and

d) follow up with State Civil Aviation Authority to ensure the adoption and promulgation of updated/new regulations as may be necessary.

10.2 **Steering Committee**

10.2.1 The roles and responsibilities of the Steering Committee are provided in 1.3.1 of this document.

10.3 ICAO

a) Provides inputs as indicated in Section 3.2;

b) executes and monitor the project under the direction of the Regional Director of the WACAF Office. The Director will delegate the responsibility for the monitoring/oversight of project activities to the appropriate level within the Bureau;

c) provides financial management and budgetary control in accordance with its policies, rules, practices, processes and procedures;

d) briefing of personnel;

e) monitoring the implementation of project activities;

f) provides financial reports in accordance with ICAO's policies, rules, practices, processes and procedures;

g) organizes experts' travel to duty station;

h) formalizes acceptance of the completed project deliverables;

i) revises the project document as requested; and

j) formalizes all activities required to close the project.

10.4 It is assumed that the full benefits of the project are only going to be achieved with adequate support from the State/MET Service Provider and that full cooperation will be required to ensure its successful completion.

10.5 This Project Document is not intended and should not be construed as a recognition or endorsement by ICAO of any functions and/or responsibilities entrusted to or performed by regional entities.

11. RULES AND REGULATIONS

11.1 Procurement

11.1.1 The procurement of equipment or services is carried out in accordance with ICAO's Procurement Code, Financial Regulations and Rules, and applicable processes and procedures.

11.2 **Finance**

11.2.1 The reception and management of funds for this project are subject to ICAO's Financial Regulations and Rules, and applicable process and procedures. The use of any of the resources for this project will be processed upon reception of proper formal authorization from the government or its entitled representative and ICAO.

11.2.2 The unauthorized use of project resources is not allowed and could result in project delay and the discontinuation of the project's activities.

11.2.3 The provision of financial management and budgetary control of the project and submitting financial reports will be in accordance with ICAO rules, regulations, process and procedures.

11.3 **General regulations**

11.3.1 All project activities are managed in accordance with applicable ICAO policies, rules, regulations, processes, practices and procedures. These will include development of a comprehensive work plan.

11.3.2 Project activities, including reports and/or deliverables prepared by the Project SMEs may be reviewed by ICAO, as appropriate.

11.3.3 This document was developed in English. Any document related to the implementation of this project that is required by the steering committee to be translated into another official language of ICAO, as may be required, shall be performed by ICAO and charged to the project, as appropriate. Any document related to the implementation of this project that is required by the steering committee to be translated into any other language not an official language of ICAO, shall be translated by Implementing Agency. In case of disagreements on the text of any of the documents, the prevailing version will be the text in the original language.

12. LEGAL FRAMEWORK

12.1 This project document shall constitute Revision C of Annex 1 to the revised Management Service Agreement for the CODEVMET-AFI Programme between the International Civil Aviation Organization (ICAO) and the Member States of the CODEVMET-AFI Programme.

12.2 The project document will come into force upon its signing by both parties and will be considered as operationally active, upon receipt at ICAO of the necessary funds.

12.3 Any change, amendment or revision to this project document (including scope, duration, budget, responsibilities, or other), will need to be formally approved in writing by both Parties.

— END —

APPENDIX A. PRELIMINARY SCHEDULE

Objective 1.	**Assist AFI States in the enhancement of the capability their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET**				
Deliverable 1.1	***Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures***		*03/01/2022*	*13/09/2022*	
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
1.1.0 to 1.1.5	Activities as indicated in Section 2 under Deliverable 1.1	Project Experts Beneficiary States ICAO Regional Offices	03/01/2022	13/09/2022	Completed
Deliverable 1.2	***Submission of States Plans of actions, monitoring and assistance of the implementation activities related to MET safety oversight and QMS implementation***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
1.2.2.	**Monitor progress in the implementation of action plans by States in the framework of improvement State's safety oversight of MET services and the implementation of the QMS in MET**				
1.2.2.1	Monitor progress in the implementation of State corrective action plans related to State's safety oversight capacity of MET services	Assigned Project CAA SME	27/09/2023	31/12/2024	Ongoing
1.2.2.1	Monitor progress in the implementation of State action plans related to State MET Service Provider QMS in MET	Assigned Project QMS SME	27/09/2023	31/12/2024	Ongoing
1.2.3.	**Conduct "On request" Specific seminars /workshops for a State or group of States or in the initiative of ICAO ESAF and WACAF Regional Offices to address specific performance issues within the framework of the implementation of the project**				
1.2.3.1	Assist Gambia CAA and Gambia MET Service Provider with training of Aeronautical Meteorological Personnel Competence Assessors	MET Assessor Instructor ICAO Regional Offices	08/04/2024	19/04/2024	Ongoing
1.2.4	Conduct of a 3-day English workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the processes (Online))	Experts ICAO Regional Offices	06/12/2022	08/12/2022	Completed
1.2.5	Conduct of a 3-day French workshop (one day dedicated to the implementation of MET oversight activities and two days on the management of the QMS processes (Online))	Experts ICAO Regional Offices	13/12/2022	15/12/2022	Completed

1.2.6	**CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight Implementation assistance mission to recipient States**				
1.2.6.1	Assistance mission to Botswana on the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert South Africa QMS Expert South Africa RO MET	03/06/2024	07/06/2024	Not started
1.2.6.2	Assistance mission to Cabo Verde on the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert Botswana Expert QMS Côte d'Ivoire RO MET	11/03/2024	15/03/2024	Not started
1.2.6.3	Assistance mission to Cameroon on the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert Côte d'Ivoire QMS Expert Burkina Faso RO MET	27/05/2024	31/05/2024	Not started
1.2.6.4	Assistance mission to Côte d'Ivoire on the implementation of the Codevmet Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert Niger QMS Expert AAMAC	08/04/2024	12/04/2024	Not started
1.2.6.5	Assistance mission to Gambia on the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert Gabon QMS Expert Rwanda RO MET	15/04/2024	19/04/2024	Not started
1.2.6.6	Assistance mission to Senegal on the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert Côte d'Ivoire Expert QMS Cameroon RO MET	25/03/2024	29/03/2024	Not started
1.2.6.7	Assistance mission to Togo on the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS and MET Safety Oversight	CAA Expert Côte d'Ivoire QMS Expert Côte d'Ivoire RO MET	13/05/2024	17/05/2024	Not started
1.2.6.8	Assistance mission to ASECNA (Congo) the implementation of the CODEVMET Project Corrective Action Plan (CAP) related to the QMS	QMS Expert AAMAC RO MET	27/05/2024	31/05/2024	Not started

1.2.7	Conduct a 5-day training of QMS internal auditors	QMS Auditors Trainer RO MET	24/06/2024	28/06/2024	Not started
1.2.8	Provide quarterly and end of mission/activity reports on the implementation of the Project Corrective Action Plan (CAP) related to QMS and MET Safety Oversight	Experts	27/09/2023	31/12/2024	Ongoing
Objective 2	**Establishment of a pool of competent subject-matter experts (SMEs) to carry out project activities**				
Deliverable 2.1	***Project expert teams (SME) updated and tasks assigned***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
2.1.1	Update project experts by selecting SMEs to serve as project experts	ICAO Regional Offices States/industry	22/01/2024	22/03/2024	Not started
2.1.2	Train selected SMEs on the project methodology and assign tasks	ICAO Regional Offices States/industry	28/03/2024	28/03/2024	Not started
2.1.2	Assign tasks to the Project SMEs with regards to the project objectives	ICAO Regional Offices	28/03/2024	28/03/2024	Not started
Deliverable 2.2	***Project Work Plans reviewed and approved, including steering committee meetings***				
1.2.1	Develop a detailed project work plans on the annual basis including a detailed schedule containing all the activities that need to be undertaken as part of the project.	ICAO Regional Offices States/industry	21/09/2023	31/12/2025	Not started
1.2.2	Submit and present the project work plans to the Steering Committee	ICAO Regional Offices States/industry	21/09/2023	31/12/2025	Not started
1.2.3	Approval of the work plans.	Steering Committee	21/09/2023	31/12/2025	Not started
Objective 3.	**Conduct data collection on the current status of AMET-B1/1, AMET-B1/2 and AMET-B1/4 at the State MET service providers**				
Deliverable 3.1	***Documented data on the status of the scoped AMET-B1 elements at States MET Service providers***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
3.1.1	Collect data on the current status of the scoped AMET-B1 elements at the MET service provider using appropriate tool	SME ICAO Regional Offices	01/07/2024	31/07/2024	Not started
3.1.2	Organize and categorize collected data per enabler related to the scoped AMET-B1 elements	SME Beneficiary States	01/08/2024	31/08/2024	Not started

		ICAO Regional Offices			
Objective 4.	**Develop generic documentation required to implement the project activities**				
Deliverable 4.1	***Implementation packages of the scoped AMET-B1 elements***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
4.1.1	Conduct a meeting to determine the list of generic implementation documents of the scoped AMET-B1 elements	SME ICAO Regional Offices	03/09/2024	03/09/2024	Not started
4.1.2	Develop generic documentation required for effective implementation of AMET-B1 elements, including generic regulations, procedures, training material, technical guidance related the infrastructure and systems, etc.	SME ICAO Regional Offices	03/09/2024	31/12/2024	Not started
4.1.3	Conduct onsite validation workshop on the implementation packages of the scoped AMET-B1elements	SME ICAO Regional Offices	03/02/2025	14/02/2025	Not started
Deliverable 4.2	***Update the AFI Meteorological Bulletins Exchange (AMBEX) Handbook and the Interface Control Document (ICD) for AFI Region OPMET Database Access Procedures***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
4.2.1	Conduct a onsite review of the current version of the AMBEX Handbook and the ICD and develop templates for their updating	SME	03/03/2025	07/03/2025	Not started
4.2.2	Update the AMBEX Handbook and the ICD	SME	01/04/2025	30/06/2025	Not started
4.2.3	Validate the updated AMBEX Handbook and the ICD	SME	07/07/2025	18/07/2025	Not started
~~***Deliverable 3.3.***~~	~~***Update the Interface Control Document (ICD) for AFI Region OPMET Database Access Procedures***~~				
~~3.3.1~~	~~Conduct an onsite review of the current version of the Interface Control Document (ICD) its updating~~	~~SME~~	~~11/07/2024~~	~~12/07/2024~~	~~Onsite~~
~~3.3.2~~	~~Update the Interface Control Document (ICD)~~	~~SME~~	~~15/07/2024~~	~~15/09/2024~~	~~Online~~
~~3.3.3~~	~~Validate the updated Interface Control Document (ICD)~~	~~SME~~	~~17/10/2024~~	~~18/10/2024~~	~~Online~~
Objective 5.	**Conduct a comprehensive assessment of the State current conditions**				
Deliverable 5.1.	***Approved plan of actions***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
5.1.1	Briefing meeting with States MET Service Providers to present the project implementation materials and the project methodology	ICAO Regional Office	29/07/2025	29/07/2025	Online

5.1.2.	**Conduct onsite review of the status of the scoped AMET-B1 elements at the MET Service Provider and based on the results of the review, develop comprehensive reports on the review of State MET service providers implementation status of the AMET-B1 describing current situations, deficiencies, and remedial actions**	**SME** **SME** **State MET Service Provider** **ICAO Regional Offices**			
5.1.2.1.	Conduct onsite assistance to Gambia to review the status of the scoped AMET-B1 elements and develop corrective action plan	Two (2) assigned SME ICAO RO MET	01/09/2025	05/09/2025	Not started
5.1.2.2.	Conduct onsite assistance to Senegal to review the status of the scoped AMET-B1 elements and develop corrective action plan	Two (2) assigned SME ICAO RO MET	22/09/2025	26/09/2025	Not started
5.1.2.3.	Conduct onsite assistance to Sierra Leone to review the status of the scoped AMET-B1 elements and develop corrective action plan	Two (2) assigned SME ICAO RO MET	06/10/2025	10/10/2025	Not started
5.1.2.4.	Conduct onsite assistance to Côte d'Ivoire to review the status of the scoped AMET-B1 elements and develop corrective action plan	Two (2) assigned SME ICAO RO MET	20/10/2025	24/10/2025	Not started
5.1.2.5.	Conduct onsite assistance to ASECNA (Congo) to review the status of the scoped AMET-B1 elements and develop corrective action plan	Two (2) assigned SME ICAO RO MET	17/11/2025	21/11/2025	Not started
5.1.2.6.	Conduct onsite assistance to Botswana to review the status of the scoped AMET-B1 elements and develop corrective action plan	Two (2) assigned SME ICAO RO MET	01/12/2025	05/12/2025	Not started
5.1.3.	Review action plans developed by States and States' MET Service Provider	ICAO Regional Offices	08/12/2025	19/12/2025	Not started
5.1.4.	Approve the plan of actions as per SME Reports	Beneficiary States' CAAs	22/12/2025	31/12/2025	Not started
Objective 6.	**Assistance to beneficiary States in the implementation of approved action plans, motoring and reporting on the implementation**				
Deliverable 5.1.	***Beneficiary States assisted***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
6.1.1	Periodically coordinate with State/MSP to ensure implementation.	SME	01/01/2026	30/09/2026	Not started
6.1.2	Collect the evidence of implementation for review.	SME	01/01/2026	30/09/2026	Not started

6.1.3	**Conduct onsite visits to assist States and MET Service Providers to achieve, finalize/consolidate the deliverables of the project**	**SME**			
6.1.3.1	Conduct onsite visits to assist Gambia and MET Service Providers to achieve, finalize/consolidate the deliverables of the project	SME	02/02/2026	06/02/2026	Not started
6.1.3.2	Conduct onsite visits to assist Senegal and MET Service Providers to achieve, finalize/consolidate the deliverables of the project	SME	09/02/2026	13/02/2026	Not started
6.1.3.3	Conduct onsite visits to assist Sierra Leone and MET Service Providers to achieve, finalize/consolidate the deliverables of the project	SME	23/02/2026	27/02/2026	Not started
6.1.3.4	Conduct onsite visits to assist Côte d'Ivoire and MET Service Providers to achieve, finalize/consolidate the deliverables of the project	SME	02/03/2026	06/03/2026	Not started
6.1.3.5	Conduct onsite visits to assist ASECNA (Congo) and MET Service Providers to achieve, finalize/consolidate the deliverables of the project	SME	16/02/2026	20/02/2026	Not started
6.1.3.6	Conduct onsite visits to assist Botswana and MET Service Providers to achieve, finalize/consolidate the deliverables of the project	SME	16/02/2026	20/02/2026	Not started
6.1.4	Identify and collect specific needs from State and MET Service Provider and propose remedial actions (workshops, seminars, webinars, meetings, training, OJT, etc.).	SME	02/03/2026	06/03/2026	Not started
6.1.5	Provide progress reports, including reports at the end of each mission and/or after an activity is completed.	SME	02/02/2026	06/03/2026	Not started
6.1.6	Conduct debriefing meetings with the States and the recipient Service Providers to review the achievements of the project activities.	ICAO Regional Offices SME Beneficiary States	02/02/2026	06/03/2026	Not started
6.1.7	Provide Project quarterly reports	SME ICAO Regional Offices	22/01/2024	31/03/2026	Not started
Objective 7.	**Project completion, tips and advice to maintain and continue to improve project outcomes**				
Deliverable 7.1	***States advised to maintain and continue to improve project outcomes***				
Activity #	**Activity Name**	**Actors**	**Start date**	**End date**	**Status**
7.1.1	Conduct wrap-up visits to each beneficiary State to review the completion of the project activities and provide guidance for the maintenance and continuous improvement of the project outcomes	ICAO Regional Offices	01/05/2026	30/06/2026	Not started

7.1.2	Prepare project completion report and submit to the Steering Committee	ICAO Regional Offices	01/07/2026	15/07/2026	Not started
7.1.3	Release projet completion report	ICAO Regional Offices	15/07/2026	31/07/2026	Not started

APPENDIX B. BUDGET

The budget includes the actual expenditures and contributions from December 2016 to September 2023 and estimates for the period from October 2023 to November 2026.

The estimates and related assumptions are described in the table below. Items which have no related cost estimates were or will be carried out remotely.

Item	Total	2016-2022	2023	2024	2025	2026
Expenditures	290,844	52,187	43,157	162,500	15,500	17,500
Objective 0: Initial activities	23,178	23,178				
Objective 1: Assist AFI States in the enhancement of the capability of their regulatory authority […]	166,823	15,167	30,657	121,000		
Deliverable 1.1: Generic regulations, guidance material […]	45,823	15,167	30,657			
Validation workshop (1.1.3)						
Familiarization workshop (English) (1.1.4)	23,777		23,777			
Familiarization workshop (French) (1.1.5)	22,046	15,167	6,879			
Deliverable 1.2: Submission of States plans of actions, monitoring and assistance of the implementation […]	121,000			121,000		
Activity 1.2.1: Submit to ICAO, for review, action plans for the improvement of safety oversight […] and QMS […]						
Activity 1.2.2: Monitor progress in the implementation of action plans by States […]						
Activity 1.2.3: Conduct "On request" specific seminars or workshops […]	5,500			5,500		
Activity 1.2.4: Conduct of a 3-day English workshop […]						
Activity 1.2.5: Conduct of a 3-day French workshop […]						
Activity 1.2.6: Corrective Action Plan (CAP) implementation assistance mission to recipient States	102,500			102,500		
1.2.6.1: Botswana (QMS and MET Safety Oversight)	12,000			12,000		
1.2.6.2: Cabo Verde (QMS and MET Safety Oversight)	16,000			16,000		
1.2.6.3: Cameroon (QMS and MET Safety Oversight)	15,000			15,000		
1.2.6.4: Côte d'Ivoire (QMS and MET Safety Oversight)	13,500			13,500		
1.2.6.5: Gambia (QMS and MET Safety Oversight)	10,000			10,000		
1.2.6.6: Senegal (QMS and MET Safety Oversight)	10,000			10,000		
1.2.6.7: Togo (QMS and MET Safety Oversight)	15,000			15,000		
1.2.6.8: ASECNA (Congo) (QMS)	11,000			11,000		

Activity 1.2.7: Conduct a 5-day training of QMS internal auditors	13,000			13,000		
Activity 1.2.8: Provide quarterly and end of mission/activity reports						
Objective 2: Establishment of a pool of competent subject-matter experts (SMEs) to carry out project activities						
Objective 3: Conduct data collection on the current status of AMET-B1 status at the MET Service Provider						
Objective 4: Develop generic documentation required to implement the project activities						
Objective 5: Conduct a comprehensive assessment of the […] implementation status of the AMET-B1 elements						
Objective 6: Assistance to beneficiary States in the implementation of approved action plans […]						
Objective 7: Project completion, lessons learned and recommendations to improve project outcomes						
Steering committee meetings	67,070	8,570	7,500	22,500	13,500	15,000
SC/1 (Dakar)	521	521				
SC/2 (Virtual)						
SC/3 (Yaoundé)	8,049	8,049				
SC/4 (Freetown)	7,500		7,500			
SC/5	22,500			22,500		
SC/6	13,500				13,500	
SC/7	15,000					15,000
Miscellaneous	33,772	5,272	5,000	19,000	2,000	2,500
Sundry	6,371	371	1,000	4,000	500	500
Overhead Charges	27,228	4,728	4,000	15,000	1,500	2,000
Foreign currency revaluation gain/loss	173	173				
Contributions	(290,844)	(173,731)	(24,128)	(35,000)	(35,000)	(22,984)
Annual membership fees	(236,635)	(119,523)	(24,128)	(35,000)	(35,000)	(22,984)
Transfer from previous CODEVMET projects	(54,208)	(54,208)				
Contributions for on-request services						
Total	-	(121,545)	19,029	127,500	(19,500)	(5,484)

Item	Description
Objective 0: Initial activities	The amount corresponds to the cost of the Aeronautical Meteorological Consultant who was hired during the initial project activities in 2018.
Familiarization workshop (English) (1.1.4)	The actual cost for the interpretation during the workshop and the air tickets and daily subsistence allowances for the Regional Officer MET and four experts.
Familiarization workshop (French) (1.1.5)	The actual cost for the catering during the workshop and the air tickets and daily subsistence allowances for five experts.
1.2.3.1: Assist Gambia CAA and Gambia MET Service Provider to traing Aeronautical Meteorological Personnel Competence Assessors	Estimated ticket cost and daily subsistence allowance for a period of 10 working days for a QMS Expert from Rwanda. The corresponding cost for the MET instructor is covered by the State.
1.2.6.1: Botswana (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and one expert (CAA/QMS Expert South Africa)
1.2.6.2: Cabo Verde (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and two experts (CAA Expert Botswana and QMS Expert Côte d'Ivoire)
1.2.6.3: Cameroon (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and two experts (Expert CAA Côte d'Ivoire and Expert QMS Burkina Faso)
1.2.6.4: Côte d'Ivoire (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and two experts (CAA Expert Niger and QMS Expert AAMAC)
1.2.6.5: Gambia (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and one expert (CAA Expert Gabon)
1.2.6.6: Senegal (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and two experts (CAA Expert Côte d'Ivoire and QMS Expert Cameroon)
1.2.6.7: Togo (QMS and MET Safety Oversight)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and two experts (CAA Expert Côte d'Ivoire and QMS Expert Côte d'Ivoire)
1.2.6.8: ASECNA (Congo) (QMS)	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and one expert (QMS Expert AAMAC)
Activity 1.2.7: Conduct a 5-day training of QMS internal auditors	Estimated ticket cost and daily subsistence allowance for a period of 5 working days for the Regional Officer MET and the QMS Auditor Trainer, assuming that Regional Officer travels within the same subregion and the Trainer from another subregion
Steering committee meetings	For SC/1, the cost corresponds to the catering provided during the event. As the meeting took place in Dakar, there was no related travel cost. For SC/2, there is no cost as the meeting was held remotely. For SC/3, the amount corresponds to the actual cost for air fare and daily subsistence allowance for two participants from the WACAF Office. For SC/4 to SC/7, the amounts correspond to the estimated ticket cost and daily subsistence allowance for a period of three working days for three participants of the WACAF Office. The estimates for SC/4 are comparatively low due to the low are fares. The estimates are substantially higher for SC/5 due to the assumption that this meeting is held in the ESAF region, which results in higher air fares.

Item	Description
Sundry	The item covers expenses such as banking charges or mailing charges and is estimated at 2.5 per cent of the above-mentioned items.
Overhead charges	ICAO's administrative fees, estimated at 10 per cent of the expenditures.
General	For mission travel, a ticket cost of $3,000 and two travel days are used for travel within the same subregion (i.e. ESAF or WACAF), and a ticket cost of $5,500 and three travel days for travel between the subregions. The rates of the daily subsistence allowance are based on the locations; where the locations are not known, the average of the capital cities of the subregion is used.