



AFI COMPREHENSIVE IMPLEMENTATION PROGRAMME (ACIP)

SECOND ACIP STEERING COMMITTEE MEETING

Montreal, 20 to 21 October 2008

Agenda Item 2: ACIP Work Programme – 2009 and budgetary considerations

(Presented by the Secretary)

EXECUTIVE SUMMARY

This paper presents information related to ACIP activities planned for the year 2009 and also provides information on the ACIP budget implementation to date, the current financial status and projected budget for the years 2009 and 2010.

Action: The Steering Committee is invited to:

- a) review the work programme presented in Attachment A to this paper and provide further direction, as necessary;
- b) request the Council to require States in the AFI Region to implement prioritized projects resulting from the gap-analysis conducted and encourage States, the industry and donors to assist States in the AFI Region to implement prioritized projects;
- c) note ACIP budget implementation to date (Attachment B), review the current financial status and provide further instruction, as necessary;
- d) approve the projected budget, presented in Attachment C to this paper for the years 2009 and 2010; and
- e) provide further instruction to the Secretariat in the implementation and prioritization of the ACIP work programme.

1. ACIP WORK PROGRAMME 2009

1.1 The findings of Universal Safety Oversight Audit Programme (USOAP) audits under the Comprehensive Systems Approach show that lack of qualified and experienced personnel is one of the major factors afflicting aviation safety in the world. As of August 2008, analysis of specific critical element findings indicates that the lack of effective implementation of Critical Element 4 – Technical Personnel Qualification and Training at 75.84 percent for the 34 African States audited. This is compared with the 50.54 percent lack of effective implementation of the other 69 Contracting States audited. The global average including Africa (a total of 103 Contracting States audited) is at 58.89 percent, indicating that this problem although significantly worse among the African States, remains to be one of the main problems faced by all civil aviation authorities and a major challenge to the global aviation community.

1.2 With respect to Critical Element 5 – Technical Guidance, Tools and Safety Critical Information, lack of effective implementation at an average of 62.84 percent for the 38 African States is more than twice that of the other audited States at an average of 32.32 percent.

1.3 The above data indicates that the provision of appropriate training, the availability of guidance material and appropriate tools, and the sharing of safety critical information would contribute tremendously in enhancing aviation safety in the world and in particular in Africa where the lack of effective implementation of those critical elements of a safety oversight system are almost double. As a result, ICAO has long realized that the provision of targeted training, seminars and workshops to States in the AFI Region would go a long way to improve the safety culture among States and the aviation industry. To this end, seminars, workshops, training courses and the development of guidance material, including a forum for sharing critical safety information have been identified as a major undertaking of ACIP. Seminars, workshops and training courses planned to be provided in 2009 are contained in Attachment A to this paper.

1.4 In addition to seminars, workshops and training courses detailed in Attachment A, ACIP in coordination with the Air Navigation Bureau (ANB), the Industry Safety Strategy Group (ISSG) and Regional Offices intends to conduct at least two Global Aviation Safety Roadmap (GASR) workshops. As has been indicated in Agenda Item 1.2, all seminars, workshops and training courses will be delivered either in English or French.

1.5 Alongside the provision of seminars, workshops and training courses, ICAO will also develop the required templates, manuals and guidance material as appropriate. Where such materials are available, ICAO will ensure that they are updated and made available to users in the AFI Region.

2. GAP ANALYSIS AND PRIORITIZATION OF PROJECTS

2.1 The conduct of GASR workshops is followed by a detailed gap-analysis of the States that have participated in the workshop. To date, ACIP has completed the gap-analysis of COSCAP BAG member States and a comprehensive report of the findings, their impact on safety, requirements, action proposed and prioritization of projects thereof has been presented to this meeting and thoroughly discussed. Gap-analysis of states participating in the Arusha GASR workshop has already started and is expected to be completed by February 2009. Gap-analysis of COSCAP UEMOA States will start in January 2009 and is also expected to be completed by April 2009. Gap-analysis of the other States will follow the conduct of a GASR workshop.

2.2 The outcome of gap-analysis conducted will be presented to State authorities and relevant COSCAP Executive Boards or Steering Committees and prioritization projects would be agreed upon during those meetings. The results will be presented to the next ACIP Steering Committee for onward recommendation to the ICAO Council for action.

2.3 The outcome of the gap-analysis but most importantly the identification of priority projects should enable civil aviation authorities to effectively implement the eight critical elements (CE) of a safety oversight system and specifically CE 4 – Technical Personnel Training and Qualification; CE 5 – Guidance Material, Tools and Critical Safety Information; CE 7 – Continued Surveillance Obligations and CE 8 – Resolution of Safety Concerns. The effective implementation of the CEs and sustainability of the system established would be measurable and regularly monitored by the Regional Office Safety Team (ROST).

3. ACIP BUDGET IMPLEMENTATION, CURRENT STATUS AND PROJECTED BUDGET.

3.1 The Council (182/13) approved a transfer of US \$3.8 million from the incentive scheme for long-term outstanding arrears account to finance the AFI Plan, in addition to the US \$1.4 million of the approved carry-over of 2007 appropriations. Due to the differing nature of the funds and the need to expend the carry-over funds within 2008, ACIPs 2008 financial needs were financed from the US \$1.4 million carry-over fund. Details of actual expenditures up to 30 September 2008, current financial status and estimated expenditures for the 4th Quarter of 2008 are contained in Attachment B to this paper.

3.2 The First Meeting of the ACIP Steering Committee agreed that:

- a) the Programme be implemented on the basis of the tentatively approved budget; and,
- b) final budget to be reviewed and approved during the next Session of the Steering Committee based on experience gained and also to address any unexpected expenses which may surface during the actual implementation of the Programme.

3.2.1 The projected budget for 2009 and 2010 is contained in Attachment C to this paper. In addition to staff cost, the major areas of forecast expenditures include *contractual services*: \$384,000 for 2009 - based on recruiting 18 months worth of contractual services for the frame work establishing RSOOs, RAIOS, applicable regulations and the development of guidance material and to provide expertise assistance to States and/or Regional Organizations; *seminars/workshops and training courses*: \$199,500 - based on 16 (8 English and 8 French) aviation safety seminar/workshops per year and 3 GASR workshops in 2009; *conduct of gap-analysis*: \$192,500 - based on conducting gap-analysis of 18 States each in 2009 and 2010; and *provision of practical implementation support to Regional Organizations and/or States, which have completed gap-analysis in line with GASP requirements, by the Regional Office Safety Team (ROST)*: \$238,100 (for 2009/2010) - based on implementation support to be provided to 50% of the States/Regional Organizations participating in the gap-analysis.

3.2.2 To achieve the objectives of the Programme, it is essential that ICAO provides direct support to States that require it based on the gap-analysis findings and the urgency of the assistance that needs to be given. Such support, mainly to be given by the ROST and other Regional Officers will focus in supporting their counter-parts in States and Regional Organizations to develop and implement Regional, Sub-regional and/or State Safety Programmes. This will be done in close cooperation with other partners, such as International Air Transport Association (IATA), Airports Council International (ACI) – Africa, African Airlines Association (AFRAA) and Civil Air Navigation Services Organisation (CANSO) in order to provide support to assist aviation service providers in the AFI Region to develop and implement Safety Management Systems.

**AFI COMPREHENSIVE IMPLEMENTATION PROGRAMME
PROGRAMME OF SEMINARS, WORKSHOPS AND TRAINING COURSES – 2009**

No.	Subject	Period	Language	Venue	Coordination
1	SSP/SMS seminar/workshop package	13-24 April	French	Burkina Faso/Senegal	ACIP/WACAF/IMS
2	Aircraft Operations and Personnel Licensing Certification and Supervision	13-17 April	English	Ghana	WACAF/FSL/ACIP
3	Aircraft Operations and Personnel Licensing Certification and Supervision	20-24 April	French	Rwanda	ESAF/FSL/ACIP
4	Organization and Management of a State Safety Oversight System	4-8 May	English	Nairobi	ESAF/ACIP/SOA/ISD
5	Organization and Management of a State Safety Oversight System	11-15 May	French	Dakar/Togo?	WACAF/ACIP/SOA/ISD
6	Airworthiness and Aircraft Maintenance Certification and Supervision	22-26 June	English	Gambia	WACAF/FSL/SOA/ACIP
7	Airworthiness and Aircraft Maintenance Certification and Supervision	29 June – 4 July	French	Cameroon	ESAF/FSL/SOA/ACIP
8	Air Traffic Control Operations and Safety	27-31 July	French	Dakar	WACAF/ATM/ACIP
9	Air Traffic Control Operations and Safety	3-7 August	English	Nairobi	ESAF/ATM/ACIP

No.	Subject	Period	Language	Venue	Coordination
10	Airport Management and Ground Operations Safety	14-18 September	English	Seychelles	ESAF/AGA/ACIP
11	Airport Management and Ground Operations Safety	21-25 September	French	Cape Verde	WACAF/AGA/ACIP
12	SSP/SMS seminar/workshop package	Oct/Nov	English	(Egypt/Sudan/Libya)	ACIP/MID/ISM
13	SSP/SMS seminar/workshop package	Oct/Nov	French	(Morocco/ Algeria/Tunisia)	ACIP/EUR-NAT/ISM
14	Accident Prevention and Investigation	2-6 November	French	Dakar	WACAF/AIG/ACIP
15	Accident Prevention and Investigation	26-30 October	English	Nigeria	WACAF/AIG/ACIP

NOTE:

1. Events will be held in one language (English or French) only and no translation of papers or interpretation services will be available.
2. Venues (hosting States) in blue are tentative and not confirmed. Most of the States noted have indicated interest and will be contacted once the Programme is approved by the Steering Committee. Should there be no hosting State; the seminar/workshop shall be held in the respective Regional Office.
3. Dates indicated are "week of ..." and not necessarily the actual dates as a number of the subject items indicated may not require full five days. Actual dates may also change depending on other considerations including convenient period for the host State.
4. At least two Global Aviation Safety Roadmap seminar/workshops – one in French and another one in English shall be conducted, preferably in February and March 2009. Actual dates and venue will be notified once an agreement has been reached with States in the Regions willing to host the workshop.

**AFI COMPREHENSIVE IMPLEMENTATION PROGRAMME
CURRENT FINANCIAL STATUS (1 January to 17 September 2008)**

ACCOUNT #	ACCOUNT NAME	USD AMOUNT	COMMENTS
SURPLUSES & CONTRIBUTIONS			
30120	Transfers to/from other funds	-1,400,000.00	
41105	BEIJING CHINA AFI PLAN	-117,535.03	
41105	SAUDI ARABIA CONTRIBUTION AFI PLAN	-250,000.00	
TOTAL CONTRIBUTIONS		-1,767,535.03	
EXPENDITURE			
50205	Travel on recruitment - IP	7,568.21	
50208	Travel on transfer - IP	11,064.61	
50225	Assignment grant - IP	41,216.03	
50228	Removal of effects on transfer - IP	15,000.00	
50230	Removal of effects on recruitment - IP	15,000.00	
50245	Education grant - IP	2,605.53	
50248	Education grant travel - IP	3,608.45	
50105	Estimated salary cost	187,394.13	Amount estimated for September
55405	Remuneration - consultancies & contractors	17,418.70	
55410	Per diem - consultancies & contractors	33,002.22	
80455	Cell phone - local	149.19	
80705	Furniture and fixture - expense	3,698.09	
80770	Miscellaneous other expenses	145.05	
81110	Realized exchange gain/loss	-719.02	
81405	Travel on official business - int. DSA	74,094.94	
81410	Travel on official business - int. terminal allowance	5,401.66	
81415	Travel on official business - int. airfares	66,669.52	
81435	Travel on official business - local. airfares	14,619.12	
81440	Travel on official business - local. others	481.00	
81505	Hospitality	1,552.88	
TOTAL EXPENDITURE		499,970.31	
EXCESS CONTRIBUTION OVER EXPENDITURE		-1,267,564.72	
FUND BALANCE		USD AMOUNT	
FUND BALANCE 01 JANUARY 2008		3,800,000.00	
ADD: Contributions for the period January - September		1,767,535.03	
LESS: Expenses for the period January - September		499,970.31	
FUND BALANCE AT SEPTEMBER 17, 2008		5,067,564.72	

Note: The total expenditures for 2008 is estimated at approximately **USD 941,150.00** as a number of activities involving considerable travel and other expenses related with the development of documentation in two languages will be undertaken. Two professional staff members and a G-7 staff member are also expected to join within the month of November or early December.

**AFI COMPREHENSIVE IMPLEMENTATION PROGRAMME
ESTIMATED BUDGET FOR 2008 AND FORECAST BUDGET FOR 2009 AND 2010**

ACCOUNT	ACCOUNT NAME	USD AMOUNT			COMMENTS
	<u>FUND, SURPLUSES & CONTRIBUTIONS</u>				
	APPROVED FUND, January 1, 2008			3,800.000.00	
30120	Transfers to/from other funds			1,400,000.00	
41105	BEIJING CHINA AFI PLAN			117,535.03	
41105	SAUDI ARABIA CONTRIBUTION AFI PLAN			250,000.00	
	TOTAL FUNDS AVAILABLE			5,567,535.03	
	EXPENDITURE	2008	2009	2010	
50205, 50208 50225, 50228 50230, 50245 50248, 50105	Staff Costs	478,000.00	872,900.00	894,723.00	Includes costs associated with travel on transfer and recruitment, assignment grant, removal of effects on transfer and recruitment, education grant, education grant travel and estimated salary cost for 5 professional and 2 GS staff members. and on transfer
55405, 55410	Consultancies & contractors (Funded by transfer funds and direct contributions made to ACIP)	96,050.00	384,000.00	393,600.00	Study and development of specific guidance material for the organization and establishment of Regional Safety Oversight Organizations and Regional Accident Investigation Offices tailored to the specific needs of the sub-regions; development of comprehensive operational regulations for use of regional organizations to be established; provision of assistance to States and established Regional entities in the management of the entities, training of personnel. Includes remuneration for consultancies and contractors, travel cost and per diem for consultants and contractors.
	Overtime	3,600.00	3,700.00	3,900.00	
	ACIP and HQ/Regional Office staff training	22,500.00	11,250.00	14,060.00	
80705	Furniture and fixture - expense	18,700.00	4,500.00	4,700.00	Office furniture for staff member
80770	Miscellaneous other expenses	32,500.00	33,300.00	34,500.00	Includes computers, printers, etc., petty cash expenses, translation of guidance material, interpretation services, etc.
81405, 81410 81415, 81435 81440	Travel on official business - int. DSA	194,000.00	75,800.00	79,200.00	Includes participation at the Steering Committee meetings, aviation-related conferences and meetings other than those organized by ICAO, DSA, terminal allowance, airfares, etc.

	Seminars and workshops	24,800.00	199,500.00	107,800.00	16 safety-related seminar/workshops; 3 SSP/SMS workshop and training courses and 2 GASR seminar/workshops in 2009; 8 safety-related seminar/workshops; 2 SSP/SMS workshops and training courses and 1 GASR workshop in 2010.
	Gap-analysis related expenses	52,500.00	94,500.00	96,860.00	11 gap-analysis actions taken in 2008; 18 each planned in 2009 and 2010, respectively
	Development of new manuals, templates and training materials	5,200.00	121,500.00	18,500.00	Regional Safety Oversight Organization Manual; Guidance for the establishment and management of a Regional Accident Investigation Office, all tailored to the needs and complexity of the States to be addressed under a regional establishment in African to be developed in two languages in 2009.
	Regional Office Safety Teams (ROSTs)				Includes provision of assistance to States in resolving specific identified deficiencies and service providers, assisting in the establishment of safety management systems at Regional and National level. CAA's and service providers to be assisted in Eight States each in 2009 and 2010. Includes coordination and planning missions.
	a) Directly funded from ACIP Budget	7,800.00	8,000.00	8,200.00	
	b) Resourced by transfer funds and direct contributions made to ACIP		143,500.00	148,000.00	
81505	Hospitality	5,500.00	5,700.00	6,000.00	
	TOTAL EXPENDITURE	941,150.00	1,958,150	1,810,043.00	
	<u>SUMMARY OF FINANCIAL STATUS</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	
	FUND BALANCE 01 JANUARY	3,800,000.00	4,626,385.03	2,668,235.03	
	Contributions for the period	1,767,535.03			
	Expenses for the period January - December	941,150.00	1,958,150.00	1,810,043.00	
	ESTIMATED FUND BALANCE at end of year	<u>4,626,385.03</u>	<u>2,668,235.03</u>	<u>858,192.03</u>	
	Total amount used from contribution funds for assistance and support-related activities			<u>1,310,300.00</u>	
	Amount remaining to be used in 2011 from fund contributions			<u>457,235.03</u>	

Note: The total expenditures for 2008 is estimated at approximately **USD 941,150.00** as a number of activities involving considerable travel and other expenses related with the development of documentation in two languages will be undertaken. Two professional staff members and a G-7 staff member are also expected to join within the month of November or early December.