SADIS COST RECOVERY ADMINISTRATIVE GROUP (SCRAG)

TWENTY-FIFTH MEETING

(Virtual Meeting, 3 December 2024)

Agenda Item 4: **Review of estimated SADIS costs and cost shares for the period 1 January to 31 December 2025 and estimated cost for the next 2-5 years**

ANNUAL SUPPORT COSTS TO SADIS PROVIDED BY ICAO UNDER THE METEOROLOGY PANEL STRUCTURE

(Presented by the Secretariat)

1. Introduction

1.1 This working paper contains a review and update concerning the costs attributable ICAO annual support to the Meteorology Panel (METP) Working Group on Meteorological Operations Group (WG/MOG) for SADIS related work.

1.2 Specifically, at the SCRAG/17 Meeting, on 10 November 2016, the Group requested that a review of the annual costs attributable to SADIS, METP WG/MOG support service costs. Subsequent to this an evaluation of tasks was undertaken and resulted in the determination of 25.25 technical assistant/officer days and 35.75 administrative/secretary days required to operationally support SADIS services when compared to the evaluation of tasks previously conducted in 2012.

1.3 An update to the ICAO annual WG/MOG for SADIS task requirements has been undertaken to determine 2025 estimated costs. This has resulted in the determination of: 19.75 technical assistant/officer days (a reduction of 27.85 per cent) and 30.25 administrative/secretary days (a reduction of 18.18 per cent). A comprehensive task breakdown is provided in the Appendix to this working paper.

2. Action by the Group

2.1 The Group is invited to note the information presented in this paper and in the Appendix.

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Appendix

ANNUAL SECRETARIAT SUPPORT FOR METP-MOG/SADIS

1.   Tasks DURING the annual METP-MOG/SADIS Meeting
   1.1. The following table lists the effort required during the METP-MOG/SADIS Meeting.

	Staff-days	
Task description	*Secretary*	*Technical assistant*
Annual METP-MOG/SADIS Meeting (including travel by the Secretary)	5	3

2.   Tasks BETWEEN the annual METP-MOG/SADIS Meetings
   2.1. The following tables list all the tasks related to the support of the METP-MOG/SADIS and the corresponding person-days required.
   2.2. After the meeting, the following tasks are carried out.

		Staff-days	
Title	*Task description*	*Secretary*	*Technical Assistant*
Final report of the METP-MOG/SADIS Meeting	Make available on the METP-MOG/SADIS website: 1. final report (after a complete editorial check), and 2. Updated master lists from the report.	1.5	1.5
Follow-up of the METP-MOG/SADIS Conclusions by Ros	Prepare Memos to Regional Offices (ICAO RDs) drawing their attention to the follow-up required on conclusions addressed to: 1. PIRGs and MET sub-groups (always include any draft conclusions).	1	0.5
	Total	2.5	2

2.3. Before the meeting, the following tasks are carried out.

Title	Task description	Staff-days	
		Secretary	Technical Assistant
Templates for the METP-MOG/SADIS Meeting	Prepare the templates for the meeting based on the provisional agenda	0.25	0.5
Provisional agenda and admin arrangements for the METP-MOG/SADIS Meeting	1. Assist to develop WP/1 (provisional agenda, explanatory notes) and IP/1 (admin arrangements), and 2. Place them on the METP-MOG/SADIS website	0.5	0.25
Invitation letters to the METP-MOG/SADIS Meeting	Send invitation letters inviting the members and advisors of the METP-MOG/SADIS Work Stream	0.5	1
Draft State letter on operational efficacy questionnaire	Prepare a memo to Regional Offices concerned making reference to the interactive questionnaire on the SADIS operational efficacy available on the METP MOG/SADIS website	1	0.5
Reports called for by the METP-MOG/SADIS Conclusions	Review reports by the SADIS Provider States and Teams; resolve any outstanding issues	2	0.5
WPs by the Provider State(s) and members of the METP-MOG/SADIS Meeting	Edit and make available the WPs from the Provider States and members on the METP-MOG/SADIS website	5.25	3.75
Completion of the Secretariat WPs for the METP-MOG/SADIS Meeting	1. Deal with the Conclusions addressed to the METP-MOG/SADIS by the PIRGs; and 2. Coordinate with the Chair the availability of WPs on the METP-MOG/SADIS website	5	2
METP-MOG/SADIS e-mail related to the completion of WPs and participation	Issue a METP-MOG/SADIS e-mail: 1. Announcing the completion of WPs; and 2. Reminding about the deadline for the indication of participation	0.25	0.25

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List of participants at the METP-MOG/SADIS Meeting	Prepare the list of participants as Appendix A to the report	0	1
	Total	14.75	9.75

1.   RECURRENT tasks in support of the METP-MOG/SADIS
    1.1. The following table lists the recurrent tasks.

Task description	*Staff-days*	
	Secretary	*Technical Assistant*
Correspondence concerning SADIS (including Regional Offices)	5	4
Maintenance of Master Lists (SADIS Focal Points; SADIS Implementation)	3	1
Total	8	5

2.   SUMMARY
    2.1. The following table summarizes the annual Secretariat efforts in equivalent staff-days.

Efforts	*Staff-days*	
	Secretary	*Technical Assistant*
During the METP-MOG/SADIS Meeting	5	3
After the METP-MOG/SADIS Meeting	2.5	2
Before the METP-MOG/SADIS Meeting	14.75	9.75
Recurrent Tasks	8	5
Total	**30.25**	**19.75**

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