



FIFTH STEERING COMMITTEE MEETING OF THE AFRICAN FLIGHT PROCEDURE PROGRAMME (AFPP)

Dakar, Senegal, 6 to 8 February 2019

Agenda Item 4: Project personnel

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper provides an overview of the filled and vacant project staff positions and explains the applicable procedures which need to be implemented in order to fill the vacancies. The appointment of secondees is subject to the ICAO *Policy on Secondment*, which leads to a number of challenges that need to be resolved. The appointment of locally recruited support personnel requires the development and confirmation of the job descriptions for the respective positions.

Action: The steering committee is invited to:

- a) Confirm the list of project staff provided in Appendix 1 or amended it as necessary;
- b) Approve the job descriptions provided in the draft project document for Phase II of the programme;
- c) Decide if project members are invited to identify means of implementing secondment arrangements outside the contractual framework with ICAO; and
- d) Confirm the members of the interview panels for locally recruited support personnel.

REFERENCES

Initial report of the 4th meeting of the steering committee (Abidjan, Côte d'Ivoire, 20 to 21 April 2017)
AFPP/SC5-WP/8.1 (Budget for the contributions from Member States)
AFPP/SC5-WP/7 (Presentation and approval of the draft AFPP Phase II Programme Document)

1. INTRODUCTION

1.1 Based on the discussions during the 4th meeting of the steering committee (SC/4) of the African Flight Procedure Programme (AFPP), there are eight project staff positions which are divided into three different types, i.e. international experts, secondees and locally recruited support staff.

1.2 The following section provides the status of each project staff position as well as the applicable procedures which need to be implemented in order to fill the vacancies.

2. DISCUSSION

2.1 Overview

2.1.1 Appendix 1 shows the project staff positions of the AFPP. The data is based on the budget presented during SC/4 and on the draft project document for Phase II. The table provided in Appendix 1 needs to be confirmed or amended by the steering committee.

2.1.2 As at 6 February 2019, the position of the AFPP Manager is filled. The remaining seven positions are vacant.

2.1.3 The sections below provide additional information for the various positions and applicable procedures for the recruitment of staff.

2.2 International Experts

2.2.1 The AFPP has one position for an international expert, i.e. the AFPP Manager.

2.2.2 Based on SC/4-Dec04: Recruitment of the Programme Manager for Phase II and SC/4-Dec06: Programme Manager salary during Phase II, ICAO appointed the AFPP Manager with effect from 8 October 2018. Despite the duration of Phase II of the AFPP of three years, (see SC/4-Dec02: Start of Phase II), ICAO appointed the AFPP Manager for an initial period of 12 months, as per the provisions of the Field Service Staff Rules (FSSR).

2.2.3 The confirmation of the AFPP Manager's appointment and its subsequent extensions until the end of the three-year period of Phase II are subject to confirmation of satisfactory performance by the steering committee. ICAO will submit the corresponding probationary evaluation report and annual staff performance reports to the president of the steering committee when they are due.

2.3 Secondees

Prior decisions of the steering committee

2.3.1 During SC/4, the steering committee took the following decisions regarding secondees to the AFPP:

- a) SC/4-Dec07: Seconded Permanent experts during Phase II, which defines the financial benefits for permanent experts and identifies the two experts which are to be appointed; and
- b) SC/4-Dec08: Seconded experts during Phase II, which defines the financial benefits for temporary secondees.

2.3.2 In order for ICAO to implement these decisions, the secondees have to be recruited in accordance with ICAO's applicable rules and procedures, in the present case in accordance with the *ICAO Policy on Secondment*.

ICAO Policy on Secondment

2.3.3 The *ICAO Policy on Secondment* has been approved by the Council of ICAO at the 14th meeting of its 208th Session, with an effective implementation date of 13 June 2016.

2.3.4 The policy is applicable to both ICAO's Regular Programme (i.e. Secretariat staff) and the Technical Cooperation Programme (i.e. field staff).

2.3.5 The definitions of the policy include the following:

- a) Transparency: Secondment opportunities shall be announced to all ICAO Member States. Formal written agreements for all seconded personnel shall be established between ICAO and the sponsoring State. These written agreements are posted on the Council website.
- b) Selection: Seconded personnel must meet the educational, experience and knowledge criteria required to perform the specific functions identified by ICAO. Proficiency in English shall be a mandatory selection criterion. Secondment opportunities shall normally be up to the P-4 level. Secondment opportunities at the P-5 level and above are to be submitted to Council for consideration and approval. The final decision on the suitability and selection of seconded personnel up to and including P-5 level rests with the Secretary General.
- c) Impartiality: Seconded personnel are subject to the authority of the Secretary General of ICAO in the exercise of their functions. They are duty bound to respect the impartiality and independence of ICAO and can neither seek nor accept instructions regarding the services to be performed for ICAO from any government, or from any authority external to the Organization.
- d) Accountability: The performance of seconded personnel shall be monitored throughout their service with ICAO and shall be evaluated under the Organization's performance management system. Unsatisfactory performance may lead to termination of service.

Challenges to be resolved and way forward

2.3.6 The above-mentioned definitions result in a number of challenges, which would impact the recruitment of secondees to the AFPP by ICAO:

- a) Timelines: The announcement of secondment opportunities to all ICAO Member States and the establishment of formal written agreements require a clarification of the applicable processes and are likely to take a significant amount of time;
- b) Selection: Due to the selection of the secondees by ICAO, the steering committee does not participate in the decision-making process;
- c) Impartiality and accountability: The applicable requirements and constraints would likely make it impossible for secondees to carry out the duties required for the operation of the AFPP (e.g. they might have to implement requests from States during the design of flight procedures or follow instructions of the steering committee); and
- d) Payment of allowances: The expected payment of a monthly allowance and housing allowance is incompatible with ICAO's current applicable procedures and regulations for the administration of staff benefits and entitlements.

2.3.7 In the recent past, ICAO Member States have also expressed the need for the support of other projects of the Technical Cooperation Programme through secondees; however due to the challenges described above, such secondees could not be recruited until now.

2.3.8 In order to respond to this need, internal consultations are ongoing within ICAO to:

- a) Confirm the possibility of delegating the implementation of the ICAO *Policy on Secondment* to the Technical Cooperation Bureau (TCB) for secondment positions in projects of the Technical Cooperation Programme; and
- b) Determine which roles and responsibilities as well as activities and procedures need to be modified.

2.3.9 Based on the above, the following possibilities exist for the steering committee with regard to the recruitment of secondees for the AFPP:

- a) Await the outcome of ICAO's internal consultations regarding the implementation of the *Policy on Secondment* and subsequently re-assess the situation; or
- b) Invite the project members to seek alternative means of paying the allowances to selected secondees, outside the contractual framework with ICAO.

2.4 Locally recruited support personnel

2.4.1 Based on the budget which was approved during SC/4, there are two project positions for locally recruited support personnel, i.e. one Administrative Assistant and one Information Technology (IT) Specialist.

2.4.2 An overview of the main steps for the appointment of locally recruited field personnel is provided in Appendix 2.

2.4.3 One step of the procedure consists in obtaining the classification for the respective position. During this activity, the job category (General Service or National Officer) as well as the appropriate level within the corresponding salary scale of the United Nations for Dakar will be determined. The related costs presented during SC/4 and used for the budget estimates in AFPP/SC5-WP/8.1 will be revised by ICAO once the job classification is completed.

2.4.4 In order for ICAO to initiate the process of appointing the two locally recruited support staff, the job descriptions for both positions (see AFPP/SC5-WP/7) need to be approved by the steering committee.

2.4.5 At a later stage of the process, interviews of shortlisted candidates need to be conducted by a panel. Therefore, the members of the interview panels need to be confirmed.

3. CONCLUSION

3.1 The steering committee is invited to:

- a) Confirm the list of project staff provided in Appendix 1 or amended it as necessary;

- b) Approve the job descriptions provided in the draft project document for Phase II of the programme;
- c) Decide if project members are invited to identify means of implementing secondment arrangements outside the contractual framework with ICAO; and
- d) Confirm the members of the interview panels for locally recruited support personnel.

APPENDIX 1
PROJECT POSITIONS

1. The table below provides an overview of the staff positions of the African Flight Procedure Programme (AFPP).

Position type	Position title	Incumbent	Start date	End date	Comments
International expert	African Flight Procedure Programme Manager	Legrand, Frédéric	01/07/2017	31/05/2018	<p>The start date refers to the date at which the contract was transferred to project RAF14801. Before this date, the AFPP Manager was seconded to the Regular Programme of ICAO from France.</p> <p>The initial appointment from 1 July to 30 November 2017 was implemented based on SC/4-Dec03: Position of the Programme Manager for Transition period. Subsequent extensions until 31 May 2018 were processed based on the approval of the steering committee and due to the ongoing recruitment of the AFPP Manager for Phase II.</p>
International expert	African Flight Procedure Programme Manager	Damiba, Alexandre	08/10/2018	07/10/2019	<p>The incumbent was appointed based on SC/4-Dec04: Recruitment of the Programme Manager for Phase II and following the selection by the steering committee. The recruitment process had been initiated in July 2017; the duration for the main parts of the recruitment process are the following:</p> <p>a) Four and a half months to complete the majority of the process (initial classification, advertisement, interviews, selection);</p> <p>b) Four months of internal exchanges to reach</p>

			the classification at level P-4 as requested through SC/4-Dec06: Programme Manager salary during Phase II; and
			c) Four months to obtain the required funding, due to the outstanding contributions from the member states.
Secondee	Chief of Procedure Designers	To be recruited	
Secondee	Chief of Operational Training	To be recruited	
Secondee	Procedure Designer	To be recruited	
Secondee	Instructor	To be recruited	
Secondee	Data Specialist	To be recruited	
Locally recruited, type to be confirmed	Administrative Assistant	To be recruited	The position type (General Service or National Officer) and classification will be determined once the job description is approved.
Locally recruited, type to be confirmed	Information Technology (IT) Specialist	To be recruited	The position type (General Service or National Officer) and classification will be determined once the job description is approved.

APPENDIX 2**APPOINTMENT OF LOCALLY RECRUITED FIELD PERSONNEL**

1. In order to appoint locally recruited field personnel, the following steps need to be carried out:

Step	Description	Responsible
1	Develop draft job description and submit to steering committee	AFPP Manager
2	Confirm draft job description	Steering committee
3	Submit draft job description to ICAO	AFPP Manager
4	Determine job classification	ICAO
5	Publish vacancy notice in local media (e.g. online, newspaper advertisements) for a duration of 30 days	AFPP Manager
6	Review the applications and prepare short list of candidates for interview	AFPP Manager
7	Conduct interviews of shortlisted candidates and make a recommendation for appointment, in order of preference	AFPP Manager, in cooperation with a panel whose members need to be confirmed by the steering committee.
8	Submit the appointment file for review by ICAO (vacancy announcement, job description, curriculum vitae of shortlisted candidates, interview report with recommendation)	AFPP Manager
9	Review appointment file	ICAO
10	Process appointment (contract, enrolment in United Nations Joint Staff Pension Fund, etc.)	ICAO