



International civil Aviation Organization

African Flight Procedure Programme

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

Dakar, Senegal, 6 to 8 February 2019

Agenda Item 2: Review of decisions taken during SC/4 Meeting

(Presented by the Secretariat)

SUMMARY

This working paper provides an update of the decisions taken during the fourth steering committee meeting of the African Flight Procedure Programme (AFPP) held in Abidjan, Côte d'Ivoire in April 2017. The meeting addressed the extension of Phase I, the start date and duration of Phase II, the position of the Programme Manager during the transition period and the recruitment of project personnel for Phase II.

The steering committee furthermore reviewed matters related to financial resources, human resources (secondment of experts) and strategic objectives.

Action by Steering Committee is indicated in section 3

REFERENCES

Initial report of the 4th meeting of the steering committee (Abidjan, Côte d'Ivoire, 20 to 21 April 2017) (Appendix A)
AFPP-SC/5-WP/5 (Project personnel)
AFPP-SC/5-WP/7 (Review of the work programme for 2019)

1. INTRODUCTION

1.1 The 4th meeting of the steering committee (SC/4) of the African Flight Procedure Programme (AFPP) was held from 20 to 21 April 2017 in Abidjan, Côte d'Ivoire, with the objective to define scope, timelines and budget for the activities related to Phase II of the programme. The steering committee took a total of 14 decisions, which were subsequently addressed by the various stakeholders.

1.2 An extra-ordinary meeting of the steering committee was held on 23 March 2018 in Nairobi, Kenya, to select the AFPP Manager for Phase II. Given the specific scope of this extra-ordinary meeting, the decisions of SC/4 were not reviewed. They are therefore reviewed in the present meeting (SC/5).

2. DISCUSSION

2.1 A detailed review of the decisions taken during SC/4 is provided in Appendix 2. In summary, 12 out of the 14 decisions were implemented.

2.2 Although the corresponding decisions are implemented, delays were encountered due to the late appointment of the AFPP Manager for Phase II. These delays are mainly due to SC/4-Dec06 (Programme Manager salary during Phase II), which required a review of the initially provided job description and a reclassification of the position, and due to the lack of funding for the appointment of the selected AFPP Manager, which required significant coordination efforts between ICAO, the steering committee and ASECNA.

2.3 The two outstanding decisions SC/4-Dec07 (Seconded Permanent experts during Phase II) and SC/4-Dec08 (Seconded experts during Phase II) are related to the recruitment of secondees, which is constrained by the ICAO Policy on Secondment. More details are provided in AFPP-SC/5-WP/5 (Project Personnel).

3. CONCLUSION

3.1 The steering committee is invited to take note of the implementation status of the decisions taken during SC/4.

- a) Agree on the signatories of the MOUs to be developed;
- b) Take appropriate measures for the effective implementation of decision Dec07 and Dec08.

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APPENDIX 2

REVIEW OF DECISIONS TAKEN DURING THE 4TH MEETING OF THE STEERING COMMITTEE

1. The table below provides a review of the decisions taken during SC/4 and the status of implementation as at 6 February 2019.

ID	Title	Description	Status
SC/4-Dec01	Extension of Phase I duration	The duration of the Phase I of the African Flight Procedure Programme (AFPP) is extended until end of November 2017. A 6-month transition period is established from June to November 2017.	Phase I could not be completed as scheduled as the AFPP Manager for Phase II was only appointed with effect from 8 October 2018. Phase I was extended accordingly.
SC/4-Dec02	Start of Phase II	The duration of the Phase II of the African Flight Procedure Programme (AFPP) is a 3-year period and will start in December 2017 for three years at the end of the transition period, if members commit by signing the AFPP Programme Document and paying contribution.	Phase II started with the entry on duty of the AFPP Manager on 8 October 2018.
SC/4-Dec03	Position of the Programme Manager for Transition period	The present AFPP Manager is maintained in position until end of the transition period (November 2017). France accepted to fund Manager's salary in June 2017 then the salary will be funded by the AFPP Budget from July to November 2017.	The AFPP Manager's appointment was extended as decided from 1 July to 30 November 2017, and the corresponding cost was borne by the AFPP. 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.
SC/4-Dec04	Recruitment of the Programme Manager for Phase II	A Professional Vacancy Notice will be posted by ICAO for recruitment of the AFPP Manager for Phase II.	On 25 August 2017, ICAO posted the vacancy announcement on its web site. The vacancy announcement was subsequently withdrawn due to ongoing exchanges regarding the job classification (see SC/4-Dec06), as the first review resulted in a classification at level P-5. The job description was subsequently revised, and the position classified at level P-4 in December 2017. The vacancy announcement was re-posted until 30 December 2017.
SC/4-Dec05	Annual Contribution for Active Participating States (APS) to the AFPP	After validation of the proposed 3-year AFPP budget by the meeting, rate of the Annual Contribution is maintained at 10,000 USD. ASECNA stated to pay Annual Contribution to AFPP for 17 ASECNA States, statement to be confirmed by the ASECNA Board of Directors in July 2017.	ICAO issued payment requests to Active Participating States for the years 2017 and 2018 based on the mentioned amount of US\$ 10,000. The amounts were prorated in case a project member joined during the corresponding calendar year.

SC/4-Dec06	Programme Manager salary during Phase II	The costs of the AFPP Manager (Phase II) will be funded by the AFPP Budget. It is proposed to be defined as P4 in ICAO Scale. This needs to be validated by ICAO Technical Cooperation Bureau in relation to responsibilities and activities presented in the Programme Manager Job description contained in the AFPP Phase II programme document.	The position was classified at level P-4.
SC/4-Dec07	Seconded Permanent experts during Phase II	<p>Two experts seconded by States and/or Organizations will be considered as permanent experts of the AFPP and based in Dakar, Senegal.</p> <ol style="list-style-type: none"> a. Concerned functions are (#1) Chief of Procedure Designers and (#2) Chief of Operational Training. Job descriptions are attached to the AFPP Programme Document (Phase I) as appendices respectively 2-2 and 2-3.; b. Memorandum of Understanding will be developed for signature; c. A 2,000 USD monthly allowance is paid to secondees, funded by the AFPP Budget; d. An additional 1,000 USD monthly financial support is paid to secondees which are not from Senegal for supporting their residence in Dakar, Senegal; and <p>Note: #1 and #2 Functions would be proposed respectively to ASECNA for Mr. Alexandre Damiba (seconded by ASECNA during Phase I) and Tanzania CAA for Mr. Peter Erasto Chinyama (participated to AFPP activities during Phase I).</p>	<p>The AFPP Manager for Phase II was appointed with effect from 8 October 2018, which put the recruitment of additional project personnel on hold.</p> <p>Although the recruitment process could now be initiated, the appointment of secondees is constrained by the ICAO Policy on Secondment. More details are provided in AFPP-SC/5-WP/5 (Project Personnel).</p>
SC/4-Dec08	Seconded experts during Phase II	<p>Other experts could be seconded by Member States and/or Organizations for participation to AFPP activities.</p> <ol style="list-style-type: none"> a. They would participate to AFPP activities according to the needs, as flight procedure designer or other technical proficiency; b. Memorandum of Understanding will be developed 	Same status as for SC/4-Dec07.

		for signature; c. A 1,000 USD monthly allowance is paid to experts, funded by the AFPP Budget, on a pro rata basis for any period corresponding to AFPP activities; and d. ASECNA, Ghana and Kenya CAAs announced they propose experts to be seconded (second designer for ASECNA) in reference to conditions presented in this section	
SC/4-Dec09	Programme Strategic Objectives for Phase II	Programme Strategic Objectives were developed as presented in Table I.	N/A, the strategic objectives are referred to in the definition of the work programme elements for Phase II, see SC/4-Rec10.
SC/4-Rec10	Work Programme Elements	The Work Programme elements for Phase II, based on Programme Objectives are detailed in table II.	To be confirmed – status should be assessed through the review of the work plan, AFPP-SC/5-WP/7
SC/4-Dec11	AFPP Coordination with ICAO Entities	AFPP Coordination with ICAO Entities is presented in Table III.	N/A, no specific action required.
SC/4-Dec12	Hosting of the Programme Office	The Programme office will be hosted and operated by ASECNA in Dakar, Senegal, and will operate in new building to be opened close to ICAO/AFCAC Offices and Dakar International Airport	TBD
SC/4-Dec13	Hosting of the next AFPP Steering Committee meeting	Kenya will host the next AFPP SC meeting in November 2017 on dates to be coordinated.	An extra-ordinary meeting of the steering committee was held on 23 March 2018 in Nairobi, Kenya.
SC/4-Dec14	AFPP Phase I to Phase II Transition Action Plan	The AFPP Phase I to Phase II transition action plan will be as presented in Table IV.	To be confirmed – status should be assessed through the review of the work plan, AFPP-SC/5-WP/7
