International Civil Aviation Organization
African Flight Procedure Programme

Sixth Meeting of the African Flight Procedure Programme Steering Committee

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(3 September 2020)

Agenda Item   2:   Review of the AFPP 2019 activities report
Working Paper 2.2: Review of the project personnel

(Presented by TCB)

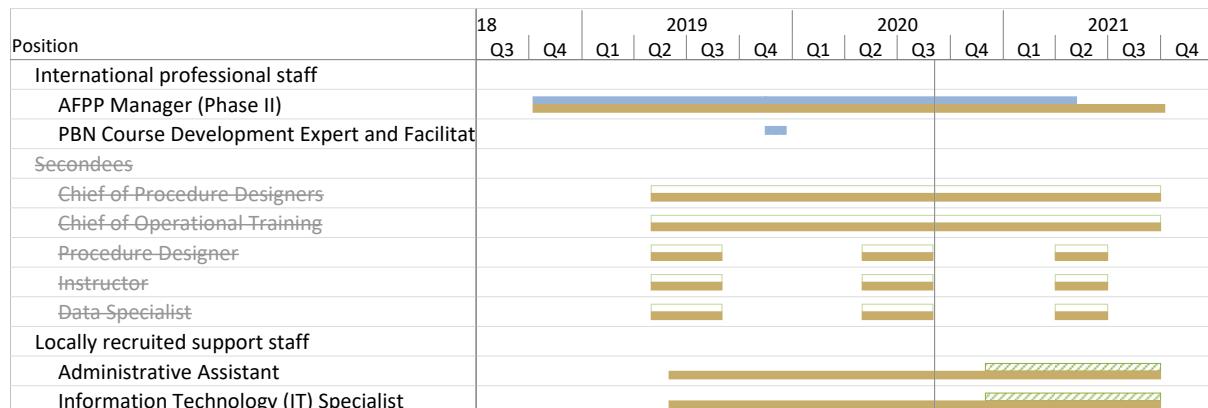| SUMMARY |
|---|
| This paper provides a review of the decisions related to project personnel during SC/5 and proposes a revised schedule for the remainder of Phase II.
Action: The steering committee is invited to take note of the information provided in this paper. |
| **REFERENCES**
Report of the 5th meeting of the steering committee |
| **Related ICAO Strategic Objective(s):**
Air navigation safety
Air navigation capacity and efficiency
Environmental protection |

1.   **INTRODUCTION**

1.1   Based on the definitions of United Nations staff categories[1], the following terms are used in the present working paper:

Category	Description
International professional staff	Staff members in the Professional category are normally internationally recruited. Work in this category generally demands a high degree of analytical and communication skills, substantive expertise and/or managerial leadership ability. Typically, these positions require judgment in analysing and evaluating problems as well as in decision-making involving discretionary choices between alternative courses of action. In the context of the AFPP, the AFPP Manager is recruited as international professional staff.

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[1] https://careers.un.org/lbw/home.aspx?viewtype=SC

Category	Description
Secondees	Secondees are not part of the United Nations staff categories. They were included in the AFPP in order to allow member states to support programme activities through their expertise, skills and know-how at reduced cost to the project.
National professional officers	National Professional Officers are normally locally recruited and perform functions at the professional level. National Professional Officers are nationals of the country in which they are serving and their functions must have a national context, i.e. functions that require national experience or knowledge of the national language, culture, institutions, and systems. In the context of the AFPP, the Information Technology (IT) Specialist may be classified as national professional officer, depending on the final job description.
General service staff	The functions in the General Service and related categories include administrative, secretarial and clerical support as well as specialized technical functions such as printing, security and buildings maintenance. The work carried out by General Service staff supports the functioning of the Organization and is typically procedural, operational or technical in nature. The work in these categories ranges from routine duties to varied and complex assignments In the context of the AFPP, the Administrative Assistant will be recruited as general service staff; the Information Technology (IT) Specialist may also be classified as general service staff, depending on the final job description.
Locally recruited support staff	Includes both national professional officers and general service staff.

2. REVIEW OF SC/5 DECISIONS

2.1   The figure above shows the periods during which the different project positions were filled and vacant. The bars at the bottom show the baseline dates agreed in SC/5, the bars at the top the actual contract dates (solid bars), the scheduled contract dates (dashed bars) or the initially planned dates for removed positions (blank bars).

2.2   The comparison of the actual dates with the baseline leads to the following observations:

Position	Observations and comments
AFPP Manager	At the time of SC/5, the position had been filled since 8 October 2018. Its extension was approved until 30 September 2021, which was the scheduled end date of Phase II of the programme at the time of the budget preparation. The incumbent's current contract is valid until 7 May 2021.
Performance-Based Navigation (PBN) Course Development Expert and Facilitator	The position was not initially budgeted; the expert was hired from 15 to 20 December 2019 to deliver a training course.
Secondees	As per SC/5-Dec05, the payment of secondees through ICAO was removed from the project scope.
Administrative Assistant	The position could not be filled as planned due to: a) The lack of funds and the impact of the COVID-19 pandemic on operational activities and related needs; and b) The ongoing review and finalization of the job description, which has been assigned lower priority given the challenges described in point a) above. The job description approved by SC/5 as part of the project document for Phase II was reviewed ICAO to ensure consistency with applicable standards and comparable positions. As a result, the position was classified at level G-5, Step 1, i.e. at a salary of approximately US$ 2,000 per month; a further review and confirmation of the classification are however required to finalize the review.
Information Technology (IT) Specialist	Same as for the Administrative Assistant, however the position was classified as a consultancy post at about US$ 100 per day or US$ 1,000 per month. The job description is also being further revised.

3.   **CONCLUSION**

3.1   The steering committee is invited to take note of the information provided in this paper.