



ICAO

International Civil Aviation Organization  
African Flight Procedure Programme

## Sixth Meeting of the African Flight Procedure Programme Steering Committee

### Sixth Meeting of the African Flight Procedure Programme Steering Committee (3 September 2020)

#### Agenda item 2: Review of the AFPP 2019 activities report Working paper 2.3: Review of the SC/5 approved budget

(Presented by the Secretariat)

#### EXECUTIVE SUMMARY

This paper provides a review of the budget which was approved by the steering committee of the African Flight Procedure Programme (AFPP) during its 5<sup>th</sup> from 6 to 8 February 2019 in Dakar, Senegal (SC/5), and the corresponding expenditures and contributions. It also provides an overview of the payment status of the payment requests which were issued since SC/5.

**Action:** The steering committee meeting is invited to review and confirm the voting rights of the Active Members based on section 5.5.4 of the project document.

#### REFERENCES

Report of the 5<sup>th</sup> meeting of the steering committee

## 1. INTRODUCTION

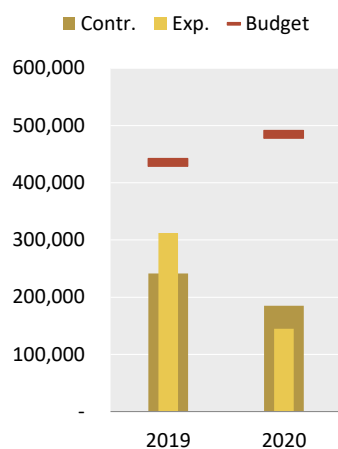
1.1 During its 5<sup>th</sup> meeting, the steering committee of the AFPP reviewed and approved a budget for the period from 2019 to September 2021.

1.2 The present paper provides a review of this approved budget and the corresponding expenditures, outstanding commitments and received contributions for the period from 1 January 2019 to 30 June 2020.

## 2. DISCUSSION

### 2.1 Budget vs. actual expenditures and contributions

#### *Overview at project level*



2.1.1 The figure above shows a comparison of the approved budget for 2019 and 2020 (in United States dollars) with the corresponding expenditures and received contributions as at 30 June 2020. The main conclusions are the following:

- In 2019, the expenditures exceeded the received contributions by US\$ 70,000.
- In the first half of 2020, the expenditures are about US\$ 40,000 below the received contributions. Since further expenses are being made, in particular for personnel cost, the balance at the end of 2020 will also be negative if no additional contributions are received.
- In 2019, about 70% of the approved budget was spent. The gap in 2020 is expected to be larger due to the reduced activities of the programme and the higher approved budget.

#### *Review by category of expenses*

Item	2019 Budget	2019 Actual	2019 Actual/ budget	2020 Budget	2020 Actual	2020 Actual/ budget
Expenses	435,100	312,173	72%	484,100	144,695	30%
Project personnel	250,300	169,115	68%	293,900	75,390	26%
International travel	100,000	77,426	77%	100,000	5,871	6%
Equipment	500	23,747	4749%	500	-	-
Subcontracts	35,000	9,983	29%	35,000	48,487	139%
Miscellaneous	49,300	31,902	65%	54,700	14,947	27%
Contributions	(435,100)	(241,532)	56%	(484,100)	(185,006)	38%
Balance	-	70,641	N/A	-	(40,312)	N/A

2.1.2 The table above shows a review of the approved budget for 2019 and 2020 (in United States dollars) with the corresponding expenditures and received contributions as at 30 June 2020<sup>1</sup>. The main conclusions are the following:

- a) Expenditures for personnel in both 2019 and 2020 are below the budget due to the removal of the secondees from the project scope and the delayed recruitment of local personnel.
- b) The expenditures for mission travel are expected to be significantly below the budget for 2020, due to the ongoing COVID-19 pandemic.
- c) The overspent amount for equipment in 2019 is due to the software maintenance which was mistakenly recorded as equipment rather than a subcontract as in other years.
- d) The expenditures for subcontracts in 2020 exceed the budget, as the full amount for two years of software maintenance was paid to the supplier in advance.

## 2.2 Current fund balance

Item	Amount (US\$)
Balance as at 1 January 2019	287,822
Contributions	426,538
Expenses	(456,868)
Balance as at 30 June 2020	257,492

2.2.1 As shown in the table au-dessus, the contributions received during 2019 and the first half of 2020 exceed the expenditures by approximately US\$ 30,000. Given the project balance of about US\$ 290,000 on 1 January 2019, the balance as at 30 June 2020 is close to US\$ 260,000.

## 2.3 Status of payment requests

2.3.1 Between January 2019 and June 2020, a total of 35 payment requests for a total amount of US\$ 712,000 were issued. These payment requests covered:

- a) The project members' outstanding payments from the period prior to January 2019;
- b) The project members' annual contributions for the period from January 2019 onwards; and
- c) The payment of services delivered by the AFPP, such as assistance with the design of flight procedures or the delivery of training and workshops.

2.3.2 Out of these 35 payment requests, 16 were settled (for a total of US\$ 412,000), while 19 are still outstanding (for a total of US\$ 300,000).

<sup>1</sup> Financial statements are issued at the end of each quarter. The financial statement as at 30 June 2020 was the most recent one at the time of writing.

## 2.4 **Additional information**

2.4.1 The summary of outstanding membership fees by Active Member is provided in Appendix 1.

2.4.2 The budget which was approved during the meeting SC/5 is provided in Appendix 2.

2.4.3 The financial statements for the expenditures during 2019 and the first half of 2020 are provided in Appendices 3 and 4.

2.4.4 The payment requests sent and contributions received during this period are provided in Appendix 5.

## 3. **CONCLUSION**

3.1 The project budget which was approved during the steering committee meeting SC/5 was not fully implemented for the year 2019; the forecast for 2020 is also below the budget. The differences between the budget and the actuals and forecast are due to the removal of the secondees from the project scope, the delayed deployment of locally recruited support staff and the effects of the COVID-19 pandemic, due to which mission travel, training activities and on-site assistance were cancelled or postponed. Although the expenses since SC/5 exceed the received contributions by US\$ 30,000, a balance of close to US\$ 260,000 is available as at 30 June 2020.

3.2 The steering committee meeting is invited to:

- a) Review and confirm the voting rights of the Active Members with arrears in their annual contributions, based on section 5.5.4 of the project document; and
- b) Confirm if Active Members with arrears in their annual contributions shall be denied access to free services delivered by the AFPP.

**APPENDIX 1****OUTSTANDING ANNUAL CONTRIBUTIONS BY ACTIVE MEMBER**

Entity	Outstanding amount
Angola - National Institute of Civil Aviation	20,000
Burkina Faso - Direction Générale de l'Aviation Civile et de la Météorologie	20,000
Cabo Verde - Civil Aviation Authority	10,000
Comoros - Agence Nationale de l'Aviation Civile et de la Météorologie	20,000
Congo - Agence Nationale de l'Aviation Civile	20,000
Djibouti - Direction de l'Aviation Civile et de la Météorologie	30,000
Gabon - Agence Nationale de l'Aviation Civile	10,000
Gambia - Gambia Civil Aviation Authority	60,025
Guinea - Direction Nationale de l'Aviation Civile	10,000
Mauritania - Agence Nationale de l'Aviation Civile	10,000
Mozambique - Aeroportos de Moçambique	10,000
Nigeria - Nigerian Civil Aviation Authority	30,000
Senegal - Agence Nationale de l'Aviation Civile et de la Météorologie	20,000
United Republic of Tanzania - Tanzania Civil Aviation Authority	10,000
<b>Total</b>	<b>280,025</b>

APPENDIX 2

BUDGET AS APPROVED DURING THE 6<sup>TH</sup> MEETING OF THE STEERING COMMITTEE

	TOTAL		2015-2017		2018		2019		2020		2021	
	w/m	\$	w/m	\$	w/m	\$	w/m	\$	w/m	\$	w/m	\$
PROJECT PERSONNEL												
INTERNATIONAL PROFESSIONAL POSTS												
B500A AFRICAN FLIGHT PROCEDURE PROGRAMME MANAGER	11.0	114 517	6.0	59 517	5.0	55 000						
B500A AFRICAN FLIGHT PROCEDURE PROGRAMME MANAGER	36.0	546 000			2.8	75 500	12.0	163 300	12.0	161 900	9.2	145 300
B554A CHIEF OF PROCEDURE DESIGNERS	29.0	87 000					8.0	24 000	12.0	36 000	9.0	27 000
B554A CHIEF OF OPERATIONAL TRAINING	29.0	58 000					8.0	16 000	12.0	24 000	9.0	18 000
B554A PROCEDURE DESIGNER	11.0	11 000					4.0	4 000	4.0	4 000	3.0	3 000
B554A INSTRUCTOR	11.0	11 000					4.0	4 000	4.0	4 000	3.0	3 000
B554A DATA SPECIALIST	11.0	11 000					4.0	4 000	4.0	4 000	3.0	3 000
SUB-TOTAL (INTERNATIONAL PROFESSIONAL POSTS)	138.0	838 517	6.0	59 517	7.8	130 500	40.0	215 300	48.0	233 900	36.2	199 300
LOCAL STAFF												
B551A ADMINISTRATIVE ASSISTANT	28.0	70 000					7.0	17 500	12.0	30 000	9.0	22 500
SUB-TOTAL (LOCAL STAFF)	28.0	70 000					7.0	17 500	12.0	30 000	9.0	22 500
B814A INTERNATIONAL TRAVEL		608 148		268 148		65 000		100 000		100 000		75 000
NATIONAL PROFESSIONAL												
B552A INFORMATION TECHNOLOGY (IT) SPECIALIST	28.0	70 000					7.0	17 500	12.0	30 000	9.0	22 500
SUB-TOTAL (NATIONAL PROFESSIONAL)	28.0	70 000					7.0	17 500	12.0	30 000	9.0	22 500
TOTAL (PROJECT PERSONNEL)	1 586 665		327 665	195 500			350 300	393 900		319 300		
SUB-CONTRACTS												
B803A SUB-CONTRACT - LOCAL	175 327		2 027	77 000			35 000	35 000		35 000		26 300
TOTAL (SUB-CONTRACTS)	175 327		2 027	77 000			35 000	35 000		35 000		26 300
EQUIPMENT												
B751B NON-EXPENDABLE EQUIPMENT - INTERNATIONAL	82 835		81 135	300			500	500		500		400
TOTAL (EQUIPMENT)	83 982		82 282	300			500	500		500		400
MISCELLANEOUS												
B807M MISCELLANEOUS EXPENSES	51 251		16 251	5 900			9 700	10 700		10 700		8 700
B754A OVERHEAD CHARGES	190 440		43 440	27 900			39 600	44 000		44 000		35 500
TOTAL (MISCELLANEOUS)	241 691		59 691	33 800			49 300	54 700		54 700		44 200
PROJECT TOTAL	2 087 665		471 665	306 600			435 100	484 100		484 100		390 200

3

VERSION:

## APPENDIX 3

## FINANCIAL STATEMENT FOR 2019

## Statement of Estimated Fund Balance

African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the  
Participating States  
Management Service Agreement  
RAF14801  
As at 31 December 2019  
(in United States dollars)

**Financial Status from accounts:**

<b>Balance of Surplus (Deficit) as at 1 January 2019</b>		287,822	
<b>Adjustment</b>		-	
		<hr/>	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2019</b>			287,822
<b>Add/(Deduct):</b>			
	Contributions Received (Schedule I)	241,532	
	Transfer of Funds to/from Other Funds (Schedule I)	-	
	Interest Earned and Accrued	-	
	Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	(2,920)	
	Refund of Contributions	-	
	Interest Expenses	-	
	Refund of Interest Earned	-	
		<hr/>	238,612
			526,434
<b>Deduct Expenses (Note 1):</b>			
	Experts (Schedule II)	169,115	
	Administrative Support Personnel (Schedule III)	-	
	United Nations Volunteers (Schedule IV)	-	
	Travel on Official Business (Schedule V)	-	
	Mission Costs (Schedule VI)	77,426	
	National Professionals (Schedule VII)	-	
	Subcontracts (Schedule VIII)	9,983	
	Fellowships (Schedule IX)	-	
	Equipment (Schedule X)	23,747	
	Sundry (Schedule XI)	1,244	
	Administrative Overhead (Schedule XII) (Note 2)	27,738	
		<hr/>	309,253
<b>Fund Balance/(Deficit Balance) as at 31 December 2019</b>			<b>217,180</b>

**Deduct outstanding commitments known up to 31 December 2019 (Note 3):**

Experts (Schedule II)	5,500	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	-	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	-	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	-	
Administrative Overhead (Schedule XII)	1,081	
		<hr/>
		6,581
<b>Estimated funds available/(required) (Note 4)</b>		<hr/> <b>210,599</b> <hr/>
<b>Future Commitments: beyond 31 December 2019 (Note 3):</b>		
		139,164
		<hr/>
<b>Estimated funds available/ (required) including future commitments beyond 2019 (Note 4)</b>		<hr/> <b>71,435</b> <hr/>



**Contributions and Transfer of Funds**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement  
RAF14801  
As at 31 December 2019  
(in United States dollars)**

**Contributions**

Date Received	Currency	Currency Amount	USD Amount	Description
2018/06/21	USD	13,851	13,851	Endeavour Management Services Abidjan SARL - RAF14801 - PR# 038/2018-RAF14801
2019/04/12	EUR	5,555	6,235	GUINEA - RAF14801 - PR# 046/2019-RAF14801
2019/04/24	USD	14,940	14,940	LIBERIA - RAF14801 - PR#045/2019-RAF14801
2019/08/09	USD	4,000	4,000	SEYCHELLES - RAF14801 - PR# 047/2019-RAF14801
2019/08/16	USD	83,460	83,460	BOTSAWANA - RAF14801 - PR# 044/2019-RAF14801
2019/08/21	USD	19,970	19,970	GHANA - RAF14801 - PR# 015/2019/RAF14801
2019/09/09	USD	25,792	25,792	CABO VERDE - RAF14801 - PR# 048/2019-RAF14801
2019/09/20	USD	32,319	32,319	Endeavour Aviation Abidjan SARL (Cote d'Ivoire) - RAF14801 - PR# 038/2019-RAF14801
2019/11/27	USD	1,000	1,000	SEYCHELLES - RAF14801 - PR# 049/2019-RAF14801
2019/12/11	USD	30,000	30,000	CONGO - RAF14801 - PR# 009/2017-RAF14801 & 009/2019-RAF14801
2019/12/18	USD	9,965	9,965	ZIMBABWE - RAF14801 - PR# 043-2019/RAF14801
		<u>240,852</u>	<u>241,532</u>	

**Transfer To/From Other Funds**

Date Received	Currency	Currency Amount	USD Amount	Description
		<u>-</u>	<u>-</u>	

**Expert Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement  
RAF14801  
(in United States dollars)**

**Financial Status From Accounts as at 31 December 2019**

<b>Purchase Order No.</b>	<b>Resource No.</b>	<b>Expert</b>	<b>Salary</b>	<b>Other Entitlements</b>	<b>Travel Costs</b>	<b>DSA</b>	<b>Total</b>
*	50227	MR. ALEXANDRE DAMIBA	137,773	22,302	-	-	160,075
*	50327	MR. EDUARD HAJEK	-	18	6,841	2,181	9,040
<b>Total</b>			<b>137,773</b>	<b>22,321</b>	<b>6,841</b>	<b>2,181</b>	<b>169,115</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2019**

<b>Purchase Order No.</b>	<b>Resource No.</b>	<b>Expert</b>	<b>Total</b>
22611277	50327	MR. EDUARD HAJEK	5,500
<b>Total</b>			<b>5,500</b>
<b>Grand Total (Expenses and Commitments)</b>			<b>174,615</b>

\* Purchases or charges which are not covered by Purchase Orders.

**Travel Mission Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States**

**Management Service Agreement**

**RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 31 December 2019**

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
206497	50227	MR. ALEXANDRE DAMIBA	5,746	-	2,037	-	7,783
206608	50227	MR. ALEXANDRE DAMIBA	926	-	374	-	1,300
206791	50227	MR. ALEXANDRE DAMIBA	1,532	-	1,307	-	2,839
206921	50227	MR. ALEXANDRE DAMIBA	2,612	-	1,453	-	4,065
207260	50227	MR. ALEXANDRE DAMIBA	1,638	-	353	-	1,991
206149	56234	MR CHRISTIAN BECHTOLD	2,094	-	6,305	-	8,399
204710	99999	VARIOUS / OTHERS	(484)	-	-	-	(484)
204839	99999	VARIOUS / OTHERS	(1,110)	-	-	-	(1,110)
205239	99999	VARIOUS / OTHERS	(1,084)	-	-	-	(1,084)
205439	99999	VARIOUS / OTHERS	(315)	-	-	-	(315)
205603	99999	VARIOUS / OTHERS	(347)	-	-	-	(347)
205724	99999	VARIOUS / OTHERS	(12)	-	-	-	(12)
205963	99999	VARIOUS / OTHERS	16	-	-	-	16
206512	99999	VARIOUS / OTHERS	5,745	-	-	-	5,745
206514	99999	VARIOUS / OTHERS	5,453	-	-	-	5,453
206799	99999	VARIOUS / OTHERS	7,728	-	403	-	8,131
206800	99999	VARIOUS / OTHERS	7,208	-	2,828	-	10,036
206920	99999	VARIOUS / OTHERS	2,612	-	1,458	127	4,197
207105	99999	VARIOUS / OTHERS	5,186	-	961	-	6,147
207111	99999	VARIOUS / OTHERS	5,582	-	-	-	5,582
207243	99999	VARIOUS / OTHERS	1,161	-	351	-	1,512
207244	99999	VARIOUS / OTHERS	4,290	-	3,291	-	7,581
<b>Total</b>			<b>56,177</b>	<b>-</b>	<b>21,123</b>	<b>127</b>	<b>77,426</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2019**

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
<b>Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Subcontracts Expenses and Estimated Commitments

#### African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States Management Service Agreement

**RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 31 December 2019**

Purchase Order No.	Purchase Order Description	Total
<b>Local Subcontracts</b>		
*		112
22202775	Payment for coffee breaks & lunch during 5th Meeting of the AFPP, Dakar, 06.02.2019-08.02.2019	2,089
22202800	Post-facto payment for translations services during 4th AFPP meeting due to wrong initial supp ID	1,734
22202808	Payment for translation services by Serigne Diagne during 5th meeting AFPP	3,024
22202810	Payment for translation services by Ndiack Ba during 5th meeting AFPP	3,024
<b>International Subcontracts</b>		
<b>Total</b>		<b>9,983</b>
<hr/> <hr/>		
<b>Commitments outstanding (POs and Contracts) known up to 31 December 2019</b>		
Purchase Order No.	Purchase Order Description	Total
<b>Local Subcontracts</b>		
<b>International Subcontracts</b>		
<b>Total</b>		-
<hr/> <hr/>		
<b>Grand Total (Expenses and Commitments)</b>		<b>9,983</b>

\* Purchases or charges which are not covered by Purchase Orders.

Schedule VIII

**Subcontracts Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement**

**RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 31 December 2019**

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Total</b>
<b>Local Subcontracts</b>		
*		112
22202775	Payment for coffee breaks & lunch during 5th Meeting of the AFPP, Dakar, 06.02.2019-08.02.2019	2,089
22202800	Post-facto payment for translations services during 4th AFPP meeting due to wrong initial supp ID	1,734
22202808	Payment for translation services by Serigne Diagne during 5th meeting AFPP	3,024
22202810	Payment for translation services by Ndiack Ba during 5th meeting AFPP	3,024
<b>International Subcontracts</b>		
<b>Total</b>		<b>9,983</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2019**

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Total</b>
<b>Local Subcontracts</b>		
<b>International Subcontracts</b>		
<b>Total</b>		<b>-</b>
<b>Grand Total (Expenses and Commitments)</b>		<b>9,983</b>

\* Purchases or charges which are not covered by Purchase Orders.

Schedule XI

**Sundry Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight  
Procedure Capability in the Participating States  
Management Service Agreement**

**RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 31 December 2019**

Purchase Order No.	Purchase Order Description	Total
	Professional Liability Insurance	
	Report costs	
	Other Sundry Expenses	
	*	1,244
	<b>Total</b>	<b>1,244</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2019**

Purchase Order No.	Purchase Order Description	Total
	Professional Liability Insurance	
	Report costs	
	Other Sundry Expenses	
	<b>Total</b>	<b>-</b>
	<b>Grand Total (Expenses and Commitments)</b>	<b>1,244</b>

\* Purchases or charges which are not covered by Purchase Orders.

*Note 1— The item “Other Sundry Expenses” corresponds to banking charges for the transfer of salaries, DSA payments, etc., and charges for the shipping of documents such as original contracts, or UNLP.*

Schedule XII

**Administrative Overhead Expense and Estimated Commitments****African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement****RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 31 December 2019**

<b>Overhead Accounts</b>		<b>Amount</b>	<b>Percentage</b>	<b>Amount of Overhead</b>
1	International Experts, OPAS and Consultants	169,115	10.00%	16,912
4	Travel on Official Business International	77,426	10.00%	7,743
9	Local Subcontract without Purchase Order	112	10.00%	11
14	Exp & Non Exp International Equipment Costs without Purchase Order	-	0.00%	-
16	Exp & Non Exp Local Equip Costs without Purchase Order	129	10.00%	13
18	All Sundry/Misc Costs	1,244	10.00%	124
<b>Total</b>				<b>24,803</b>

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Amount of Overhead</b>
22202373	Translation services for 4th AFPP meeting with the steering committee services into French	(171)
22202581	Purchase of topographical maps for Flight procedure design course	(4)
22202749	Payment for coffee breaks during PANS-OPS PBN Flight Procedure Design Course - 19.11.2018-14.12.2018	4
22202775	Payment for coffee breaks & lunch during 5th Meeting of the AFPP, Dakar, 06.02.2019-08.02.2019	210
22202800	Post-facto payment for translations services during 4th AFPP meeting due to wrong initial supp ID	174
22202808	Payment for translation services by Serigne Diagne during 5th meeting AFPP	302
22202810	Payment for translation services by Ndiack Ba during 5th meeting AFPP	302
22501884	Software's maintenance for 2016 and 2017 for the African Flight Procedure Programme (AFPP).	2,118
<b>Total</b>		<b>2,935</b>

**Other Administrative Overhead**

<b>Total Expenses</b>	<b>27,738</b>
-----------------------	---------------

**Commitments outstanding (POs and Contracts) known up to 31 December 2019**

<b>Overhead Accounts</b>		<b>Amount</b>	<b>Percentage</b>	<b>Amount of Overhead</b>
1	International Experts, OPAS and Consultants	5,500	10.00%	550
4	Travel on Official Business International	-	10.00%	-
8	International Subcontract without Purchase Order	-	0.00%	-
9	Local Subcontract without Purchase Order	-	10.00%	-
14	Exp & Non Exp International Equipment Costs without Purchase Order	-	0.00%	-
16	Exp & Non Exp Local Equip Costs without Purchase Order	-	10.00%	-
17	Reporting Costs	-	10.00%	-
18	All Sundry/Misc Costs	-	10.00%	-
19	Professional Liability Insurance	-	0.00%	-
<b>Total</b>				<b>550</b>

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Amount of Overhead</b>
22501884	Software's maintenance for 2016 and 2017 for the African Flight Procedure Programme (AFPP).	531
<b>Total</b>		<b>531</b>

<b>Total Commitments</b>	<b>1,081</b>
--------------------------	--------------

<b>Grand Total (Expenses and Commitments)</b>	<b>28,819</b>
---	---------------

\* Purchases or charges which are not covered by Purchase Orders.

## APPENDIX 4

## FINANCIAL STATEMENT FOR JANUARY TO JUNE 2020

## Statement of Estimated Fund Balance

African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement  
RAF14801  
As at 30 June 2020  
(in United States dollars)

## Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2020	217,180	
Adjustment	-	
<b>Adjusted Balance of Surplus (Deficit) as at 1 January 2020</b>		<b>217,180</b>
<b>Add/(Deduct):</b>		
Contributions Received (Schedule I)	179,000	
Transfer of Funds to/from Other Funds (Schedule I)	6,007	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	569	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
		<u>185,576</u>
		402,756
<b>Deduct Expenses (Note 1):</b>		
Experts (Schedule II)	75,390	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	5,871	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	48,487	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	1,828	
Administrative Overhead (Schedule XII) (Note 2)	13,689	
		<u>145,264</u>
<b>Fund Balance/(Deficit Balance) as at 30 June 2020</b>		<b>257,492</b>



**Deduct outstanding commitments known up to 31 December 2020 (Note 3):**

Experts (Schedule II)	30,378
Administrative Support Personnel (Schedule III)	-
United Nations Volunteers (Schedule IV)	-
Travel on Official Business (Schedule V)	-
Mission Costs (Schedule VI)	-
National Professionals (Schedule VII)	-
Subcontracts (Schedule VIII)	-
Fellowships (Schedule IX)	-
Equipment (Schedule X)	-
Sundry (Schedule XI)	-
Administrative Overhead (Schedule XII)	3,038
	<hr/>
	33,416
<b>Estimated funds available/(required) (Note 4)</b>	<b>224,076</b>
	<hr/>
<b>Future Commitments: beyond 31 December 2020 (Note 3):</b>	-
	<hr/>
<b>Estimated funds available/ (required) including future commitments beyond 2020 (Note 4)</b>	<b>224,076</b>
	<hr/>

### Contributions and Transfer of Funds

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the  
Participating States  
Management Service Agreement  
RAF14801  
As at 30 June 2020  
(in United States dollars)**

#### Contributions

Date Received	Currency	Currency Amount	USD Amount	Description
2020/02/12	USD	10,000	10,000	SOMALIA - RAF14801 - PR# 035/2019-RAF14801
2020/03/18	CAD	13,186	9,590	ZIMBABWE - RAF14801 - PR#043/2020-RAF14801
2020/05/01	USD	9,465	9,465	ENDEAVOUR AVIATION SARL - RAF14801 - PR# 038/2018-RAF14801
2020/05/04	USD	139,975	139,975	ASECNA - RAF14801 - PR# 036/2020-RAF14801
2020/06/26	USD	9,970	9,970	KENYA - RAF14801 - PR# 016/2020-RAF14801
		<u>182,596</u>	<u>179,000</u>	

#### Transfer To/From Other Funds

Date Received	Currency	Currency Amount	USD Amount	Description
2020/01/17	USD	<u>6,007</u>	<u>6,007</u>	Transfer from project RAF14801SF to project RAF14801
		<u>6,007</u>	<u>6,007</u>	

Schedule II

**Expert Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement  
RAF14801  
(in United States dollars)**

**Financial Status From Accounts as at 30 June 2020**

<b>Purchase Order No.</b>	<b>Resource No.</b>	<b>Expert</b>	<b>Salary</b>	<b>Other Entitlements</b>	<b>Travel Costs</b>	<b>DSA</b>	<b>Total</b>
*	50227	MR. ALEXANDRE DAMIBA	69,890	-	-	-	69,890
22611277	50327	MR. EDUARD HAJEK	5,500	-	-	-	5,500
	<b>Total</b>		<b>75,390</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,390</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2020**

<b>Purchase Order No.</b>	<b>Resource No.</b>	<b>Expert</b>	<b>Total</b>
22611331	50227	MR. ALEXANDRE DAMIBA	30,378
	<b>Total</b>		<b>30,378</b>
<b>Grand Total (Expenses and Commitments)</b>			<b>105,768</b>

\* Purchases or charges which are not covered by Purchase Orders.

### Travel Mission Expenses and Estimated Commitments

#### African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States

#### Management Service Agreement

RAF14801

(in United States dollars)

#### Financial Status From Accounts as at 30 June 2020

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
206497	50227	MR. ALEXANDRE DAMIBA	-	-	(1,829)	-	(1,829)
206514	99999	VARIOUS / OTHERS	(714)	-	-	-	(714)
207244	99999	VARIOUS / OTHERS	361	-	-	-	361
207491	99999	VARIOUS / OTHERS	2,337	-	5,691	25	8,053
<b>Total</b>			<b>1,984</b>	<b>-</b>	<b>3,862</b>	<b>25</b>	<b>5,871</b>

#### Commitments outstanding (POs and Contracts) known up to 31 December 2020

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
<b>Total</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Grand Total (Expenses and Commitments) 5,871**

\* Purchases or charges which are not covered by Purchase Orders.

**Subcontracts Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement**

**RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 30 June 2020**

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Total</b>
<b>Local Subcontracts</b>		
22502063	Procurement of Software Maintenance Services for the African Flight Procedure Programme (AFPP)	48,487
<b>International Subcontracts</b>		
<b>Total</b>		<b>48,487</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2020**

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Total</b>
<b>Local Subcontracts</b>		
<b>International Subcontracts</b>		
<b>Total</b>		<b>-</b>
<b>Grand Total (Expenses and Commitments)</b>		<b>48,487</b>

\* Purchases or charges which are not covered by Purchase Orders.

**Equipment Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States**  
**Management Service Agreement**  
**RAF14801**  
 (in United States dollars)

**Financial Status From Accounts as at 30 June 2020**

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Total</b>
<b>International</b>		
22501884	Software's maintenance for 2016 and 2017 for the African Flight Procedure Programme (AFPP).	-
<b>Operation and Maintenance</b>		
<b>Local</b>		
<b>Total</b>		

**Commitments outstanding (POs and Contracts) known up to 31 December 2020**

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Total</b>
<b>International</b>		
<b>Operation and Maintenance</b>		
<b>Local</b>		
<b>Total</b>		
<b>Grand Total (Expenses and Commitments)</b>		<b>-</b>

\* Purchases or charges which are not covered by Purchase Orders.

Schedule XI

**Sundry Expenses and Estimated Commitments**

**African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure  
Capability in the Participating States  
Management Service Agreement  
RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 30 June 2020**

Purchase Order No.	Purchase Order Description	Total
<b>Professional Liability Insurance</b>		
<b>Report costs</b>		
<b>Other Sundry Expenses</b>		
*		1,828
<b>Total</b>		<b>1,828</b>

**Commitments outstanding (POs and Contracts) known up to 31 December 2020**

Purchase Order No.	Purchase Order Description	Total
<b>Professional Liability Insurance</b>		
<b>Report costs</b>		
<b>Other Sundry Expenses</b>		
<b>Total</b>		<b>-</b>
<b>Grand Total (Expenses and Commitments)</b>		<b>1,828</b>

\* Purchases or charges which are not covered by Purchase Orders.

*Note 2— The item “Other Sundry Expenses” corresponds to banking charges and field security cost. The latter is a common cost to be paid by ICAO for the security services provided by the United Nations. Each project pays for a prorated portion of ICAO’s overall dues, based on the number of project staff.*

**Administrative Overhead Expense and Estimated Commitments****African Flight Procedure Programme (AFPP) to Enhance Sustainable Instrument Flight Procedure Capability in the Participating States  
Management Service Agreement****RAF14801**

(in United States dollars)

**Financial Status From Accounts as at 30 June 2020**

<b>Overhead Accounts</b>		<b>Amount</b>	<b>Percentage</b>	<b>Amount of Overhead</b>
1	International Experts, OPAS and Consultants	75,390	10.00%	7,539
4	Travel on Official Business International	5,871	10.00%	587
8	International Subcontract without Purchase Order	-	0.00%	-
9	Local Subcontract without Purchase Order	-	10.00%	-
14	Exp & Non Exp International Equipment Costs without Purchase Order	-	0.00%	-
18	All Sundry/Misc Costs	1,828	10.00%	183
<b>Total</b>				<b>8,309</b>

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Amount of Overhead</b>
22501884	Software's maintenance for 2016 and 2017 for the African Flight Procedure Programme (AFPP).	531
22502063	Procurement of Software Maintenance Services for the African Flight Procedure Programme (AFPP)	4,849
<b>Total</b>		<b>5,380</b>

**Other Administrative Overhead**

<b>Total Expenses</b>		<b>13,689</b>
-----------------------	--	---------------

**Commitments outstanding (POs and Contracts) known up to 31 December 2020**

<b>Overhead Accounts</b>		<b>Amount</b>	<b>Percentage</b>	<b>Amount of Overhead</b>
1	International Experts, OPAS and Consultants	30,378	10.00%	3,038
4	Travel on Official Business International	-	10.00%	-
8	International Subcontract without Purchase Order	-	0.00%	-
9	Local Subcontract without Purchase Order	-	10.00%	-
14	Exp & Non Exp International Equipment Costs without Purchase Order	-	0.00%	-
16	Exp & Non Exp Local Equip Costs without Purchase Order	-	10.00%	-
17	Reporting Costs	-	10.00%	-
18	All Sundry/Misc Costs	-	10.00%	-
19	Professional Liability Insurance	-	0.00%	-
<b>Total</b>				<b>3,038</b>

<b>Purchase Order No.</b>	<b>Purchase Order Description</b>	<b>Amount of Overhead</b>
<b>Total</b>		<b>-</b>
<b>Total Commitments</b>		<b>3,038</b>
<b>Grand Total (Expenses and Commitments)</b>		<b>16,727</b>

\* Purchases or charges which are not covered by Purchase Orders.



## APPENDIX 5

PAYMENT REQUESTS AND RECEIVED CONTRIBUTIONS FROM JANUARY 2019 TO  
JUNE 2020

Entity	Invoiced	Received	Total
Algeria - Établissement National de la Navigation Aérienne	4,000		4,000
034/2019-RAF14801	4,000		4,000
Angola - National Institute of Civil Aviation	20,000		20,000
037/2019-RAF14801	20,000		20,000
Botswana - Civil Aviation Authority of Botswana	83,460	(83,460)	-
044/2019-RAF14801	83,460	(83,460)	-
Burkina Faso - Direction Générale de l'Aviation Civile et de la Météorologie	20,000		20,000
004/2019-RAF14801	20,000		20,000
Cabo Verde - Civil Aviation Authority	35,905	(25,792)	10,113
005/2019-RAF14801	10,000		10,000
048/2019-RAF14801	25,905	(25,792)	113
Comoros - Agence Nationale de l'Aviation Civile et de la Météorologie	20,000		20,000
002/2019-RAF14801	20,000		20,000
Congo - Agence Nationale de l'Aviation Civile	20,000		20,000
009/2019-RAF14801	20,000		20,000
Côte d'Ivoire - Endeavour Aviation Services SARL	41,784	(41,784)	-
038/2019-RAF14801	32,319	(32,319)	-
038/2020-RAF14801	9,465	(9,465)	-
Democratic Republic of the Congo - Autorité de l'Aviation Civile	30,000	(30,000)	-
012/2019-RAF14801	30,000	(30,000)	-
Djibouti - Direction de l'Aviation Civile et de la Météorologie	30,000		30,000
011/2019-RAF14801	30,000		30,000
Eswatini - Civil Aviation Authority	18,855		18,855
040/2020-RAF14801	18,855		18,855
Gabon - Agence Nationale de l'Aviation Civile	10,000		10,000
013/2019-RAF14801	10,000		10,000

Entity	Invoiced	Received	Total
Gambia - Gambia Civil Aviation Authority	60,025		60,025
014/2019-RAF14801	10,000		10,000
008/2020-RAF14801	40,025		40,025
014/2020-RAF14801	10,000		10,000
Ghana - Ghana Civil Aviation Authority	20,000	(19,970)	30
015/2019-RAF14801	20,000	(19,970)	30
Guinea - Agence de la Navigation Aérienne (ANA)	7,695	(6,235)	1,460
046/2019/RAF14801	5,555	(6,235)	(680)
050/2019-RAF14801	2,140		2,140
Guinea - Direction Nationale de l'Aviation Civile	10,000		10,000
010/2019-RAF14801	10,000		10,000
Kenya - Kenya Civil Aviation Authority	10,000	(9,970)	30
016/2020-RAF14801	10,000	(9,970)	30
Liberia - Liberia Civil Aviation Authority	14,975	(14,940)	35
045/2019/RAF14801	14,975	(14,940)	35
Mauritania - Agence Nationale de l'Aviation Civile	10,000		10,000
018/2019-RAF14801	10,000		10,000
Mozambique - Aeroportos de Moçambique	10,000		10,000
019/2019-RAF14801	10,000		10,000
Nigeria - Nigerian Civil Aviation Authority	30,000		30,000
021/2019-RAF14801	30,000		30,000
Senegal - Agence Nationale de l'Aviation Civile et de la Météorologie	20,000		20,000
022/2019-RAF14801	20,000		20,000
Senegal - ASECNA	140,000	(139,975)	25
036/2020-RAF14801	140,000	(139,975)	25
Seychelles - Seychelles Civil Aviation Authority	5,000	(5,000)	-
047/2019-RAF14801	4,000	(4,000)	-
049/2019-RAF14801	1,000	(1,000)	-

Entity	Invoiced	Received	Total
Somalia - Somalia Civil Aviation Authority (SCAA)	10,000	(10,000)	-
035/2019-RAF14801	10,000	(10,000)	-
United Republic of Tanzania - Tanzania Civil Aviation Authority	10,000		10,000
023/2019-RAF14801	10,000		10,000
Zimbabwe - Civil Aviation Authority of Zimbabwe	21,000	(19,555)	1,445
043/2019-RAF14801	10,000	(9,965)	35
047/2019-RAF14801	1,000		1,000
043/2020-RAF14801	10,000	(9,590)	410
ICAO - ICAO Safety Fund (SAFE)		(6,007)	(6,007)
N/A		(6,007)	(6,007)
<b>Total</b>	<b>712,699</b>	<b>(412,687)</b>	<b>300,012</b>