



ICAO

International Civil Aviation Organization
African Flight Procedure Programme

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

Agenda item 5 : Review and approval of the 2020 - 2021 Budget
Working paper 5.2: Revised budget

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper proposes a revised budget for the African Flight Procedure Programme (AFPP) until the end of Phase II in 2022 for the contributions from Member States. It also provides an overview of the contributions which are required to implement the proposed budget for the period from 2020 to 2022.

Action: The steering committee meeting is invited to:

- a) Approve or revise as necessary the proposed budget of Appendix 2, in particular with regard to the project personnel; and
- b) Urge the Active Members to pay their outstanding annual contributions to the programme.

REFERENCES

Report of the 5th meeting of the steering committee
AFPP-SC/6-WP/2.2 (Review of project personnel)
AFPP-SC/6-WP/2.3 (Review of the approved budget)

1. INTRODUCTION

1.1 This paper presents the revised budget for the African Flight Procedure Programme (AFPP). The budget is funded by contributions from project members and by the fees paid by external entities for trainings and services such as the assistance with the design of PBN procedures.

1.2 The presented budget was developed based on ICAO's applicable rules and guidelines for budgets for field projects. It is therefore calculated as follows:

- a) The estimated expenditures is divided into the main categories of cost for personnel, subcontracts, equipment and miscellaneous, which include individual budget lines for more specific items; and
- b) The amounts for past years correspond to the actual expenditures, amounts for the current and future years are estimates.

1.3 The budget proposed in this paper covers the period from the beginning of the project to the end of Phase II, i.e. until 7 February 2022¹.

1.4 The budget only includes the components which are implemented by ICAO. Therefore, the payments of secondees are not reflected as they were removed from the scope of the services provided by ICAO as per decision SC/5-Dec05.

2. DISCUSSION

2.1 Proposed revised budget

2.1.1 The table above provides a summary of the revised budget of the components managed by ICAO. The detailed budget is provided in Appendix 1, together with explanations of the individual items. It includes the expenditures from 2014 to 2019 and estimates for the period from 2020 to the scheduled end date of Phase II on 7 February 2022.

2.1.2 The overall budget amount for the AFPP is approximately US\$ 1.7 million. The amount for the period from January 2020 until the end of Phase II in 2022 is about US\$ 460,000

2.2 Required contributions

2.2.1 In order to implement the proposed revised budget presented in section 2.1 au-dessus, and given the fund balance of project RAF14801 at the end of 2019 (see AFPP-SC/6-WP/2.3), additional annual contributions from the project members (i.e. from the “Active Members” as per section 5 of the project document for Phase II of the AFPP) or payments for services delivered by the AFPP are required.

2.2.2 The implementation of the budget for the current year requires an additional amount of US\$ 30,000 (see Appendix 2). For the implementation of the budget until the end of Phase II, contributions of a total amount of US\$ 460,000 are required.

2.2.3 The Active Members are therefore urged to pay their outstanding membership fees in order to support the implementation of the programme until the end of Phase II.

3. CONCLUSION

3.1 Based on the discussion in section 2 au-dessus, the steering committee meeting is invited to:

- a) Approve or revise as necessary the proposed budget of Appendix 2, in particular with regard to the project personnel; and
- b) Urge the Active Members to pay their outstanding annual contributions to the programme.

3.2 If the proposed budget needs to be modified, ICAO will submit the revised budget to the president of the steering committee for approval after the meeting.

¹ As per the project document for the African Flight Procedure Programme

1. The budget includes the expenditures from 2014 to 2019 and estimates for the period from 2020 to 2022. The estimates are described in the table below.

Item	Description
African Flight Procedure Programme Manager (Mr Legrand)	The amounts and durations reflect the actual expenditures and the contract dates for the period covered under project RAF14801. Prior to 1 July 2017, Mr Legrand was seconded to ICAO from France.
African Flight Procedure Programme Manager (Mr Damiba)	The amounts and durations are based on the incumbent's contract. The amounts include salary and entitlements such as appointment and repatriation grant, home leave, dependency allowance, payment of accrued annual leave, etc. and ICAO's contribution to the United Nations Joint Staff Pension Fund.
Administrative Assistant	The start date is set to 1 April 2021, based on the assumption that the position is filled with effect from this date at a monthly cost of US\$ 2,000 (see AFPP-SC/6-WP/2.2). The end date is aligned with the end date of Phase II.
International Travel	The amounts for the period from 2020 to 2021 are based on estimated ticket costs for the implementation of the current work programme. The amount for 2022 is an estimate based on the end date of Phase II in February that year.
Information Technology (IT) Specialist	The start date is set to 1 April 2021, based on the assumption that the position is filled with effect from this date, at an annual cost of US\$ 1,000 (see AFPP-SC/6-WP/2.2). The end date is aligned with the end date of Phase II.
Sub-contract	The amount for 2020 includes the cost for the annual maintenance of automated procedure design software for a period of two years (about € 43,000/US\$ 48,000), plus US\$ 7,000 for other subcontracts such as for services related to the delivery of training and workshops. The amount for 2021 is based on the estimated trainings and workshops to be delivered. The amount for 2022 is prorated to reflect the end date of Phase II.
Non-expendable equipment	The item includes cost estimates for stationery, training material, etc. based on the expenditures for previous years ² .
Miscellaneous expenses	The item covers expenses such as banking charges or mailing charges and corresponds to about 2.5 per cent of the above-mentioned budget items.
Overhead charges	ICAO's administrative fees of 10 per cent of the expenditures.

² The significantly higher expenditures in 2015 and 2016 are due to: the procurement of a training package for procedures for air navigation services – aircraft operations (PANS-OPS); and the temporary use of fund RAF14801 for the procurement of licenses for automated procedure design software, which were subsequently transferred to RAF14801SF together with the contributions earmarked for this purpose. The high expenditures in 2019 are due to the inaccurate recording of the software maintenance fees which are included as subcontracts in other years.

APPENDIX 2**REQUIRED CONTRIBUTIONS FOR THE IMPLEMENTATION OF THE PROPOSED
REVISED BUDGET**

Item	2020	2021	2022	Total 2020-2022
Budget SC/6	250,000	360,000	70,000	680,000
Funds available	220,000	-	-	220,000
Funds required	30,000	360,000	70,000	460,000

1. The table above shows the funds which are required to implement the proposed revised budget for the period from 2020 to 2022. The amounts are based on the figures of Appendix 1 and are rounded to the nearest multiple of US\$ 10,000.