



African Flight Procedure Programme

Steering Committee Meeting #1
16-17 December 2014
Nairobi, Kenya

2014/SC1/WP02
Attachment A
16/12/2014

Agenda Item 2: Formation of the Steering Committee

PROPOSED TEXT FOR PROGRAMME DOCUMENT UPDATE

(Presented by the Secretariat)

5. INSTITUTIONAL FRAMEWORK

5.1 **Participating States:** The Programme will be executed on the basis of the Programme Document signed by the Host Administration and ICAO and to which any State wishing to participate shall sign on. Upon signature onto the attachment of the Programme Document, such State becomes a Participating State.

5.2 **Active Participating States:** All African Participating States that commit to funding the Programme by means of an annual financial contribution in line with an approved budget become an Active Participating State.

5.3 **User States:** All African Participating States who are not Active Participating State are User States.

5.4 **Observer States:** Participating States who are not Active Participating States or User States are Observer States.

5.5 **Donor States:** non-Participating States that support the African Flight Procedure Programme by secondment of expert and/or provision of equipment, finance, etc....

5.6 **Host Administration**
During Phase 1 of the Programme, ASECNA is the Host Administration.

5.7 **Steering Committee**

5.7.1 The members of the Steering Committee consist of:

- One representative from each Active Participating State;
- One representative from the Host Administration;
- One representative of each Donor States;
- One representative from AFCAC; and
- One representative from ICAO as facilitator/observer.

5.7.2 The role and responsibility of the Steering Committee include:



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- Review and approve the Annual Work Programme of the African-FPP;
 - Review and approve the Annual Budget;
 - Review and approve annual financial contribution level for Active Participating States, including considering request for waiver of financial contribution in lieu of in-kind contribution;
 - Review of the performance of the Programme and review the Programme document as necessary.
 - Review and approve fee schedule for services and trainings in consultation with ICAO Policy.

5.7.3 Conduct of Steering Committee meeting

- The Steering Committee meeting will be conducted at least once a year to accomplish the role and the responsibility of the Steering Committee as listed in 5.6.2;
- A Steering Committee meeting will consist of at least three Members of the Steering Committee including ~~one of the Co-Chairpersons~~ either the Chairperson or the Vice-Chairperson, and ICAO ~~as facilitator/observer~~;
- ~~Two Co-Chairpersons~~ The Chairperson and the Vice-Chairperson of the Steering Committee, each from ESAF and WACAF area, shall be elected by Members of the Steering Committee, from different African regions, for the duration of the Phase 1 of the Programme. They are responsible for convening the Steering Committee meeting;
- Steering Committee meeting attendance include the Members of the Steering Committee and can be extended, upon agreement by the Steering Committee, to all Participating States and Donors;
- The Steering Committee through the ~~Co-Chairpersons~~ may invite ~~guests~~ other Stakeholders and experts to attend the Steering Committee meetings and to assist it in the Steering Committee achieving the objectives of the Programme;
- Steering Committee Meetings will be conducted in the English Language, and if resources available, in the French language; and
- The AFPP Manager is the Secretary of the Steering Committee and shall perform duties according to the job description in the Appendix 2-1.