



WORKING PAPER

**FOURTH MEETING OF THE STEERING COMMITTEE OF THE
COOPERATIVE DEVELOPMENT OF AERONAUTICAL METEOROLOGY
SERVICES IN THE AFI REGION (CODEVMET-AFI) PROJECT (SC/4)**

Freetown (Sierra Leone), 27 to 29 November 2023

Agenda item 5: Review of the implementation activities since SC/3
Working paper 5.2: Review of the project budget

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper provides a review of the budget which was approved by the Steering Committee of the CODEVMET-AFI Project during its third meeting (SC/3), which was held from 28 to 30 November 2022 and the corresponding expenditures and contributions. It also provides an overview of the payment status of the Member States.

Action: The steering committee meeting is invited to take note of the presented information.

REFERENCES

Report of the third meeting of the Steering Committee (SC/3)
SC/3-WP5.2 (Project implementation status)

1. INTRODUCTION

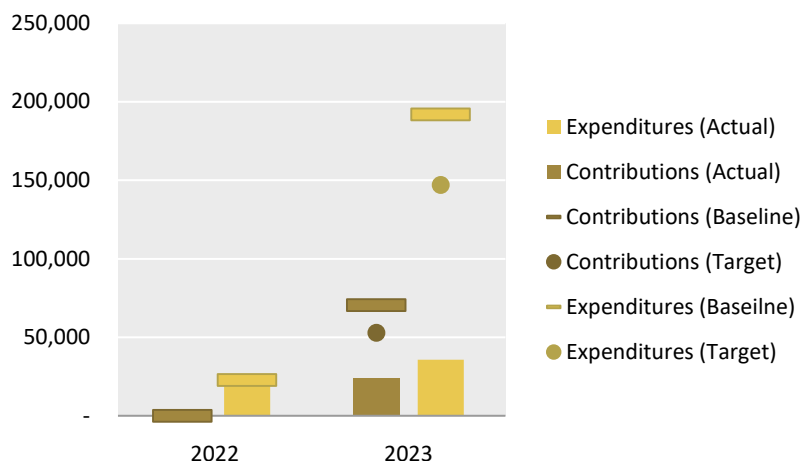
1.1 During its third meeting (SC/3), the Steering Committee of the CODEVMET-AFI programme approved the revised budget for the project as per Decision 3/8.

1.2 The present paper provides a review of this approved budget and the related expenditures and received contributions for the period from 1 January 2022 to 30 September 2023.

1.3 Unless explicitly stated otherwise, all amounts in this paper are given in United States dollars.

2. DISCUSSION

2.1 Approved Budget (SC/3) vs. Actuals



2.1.1 The figure above shows a comparison of the approved baseline (and for the current year the corresponding target¹) with the actual expenditures and received contributions for the period from 2022 to 2023 as at 30 June 2023². The corresponding figures by category are provided in Appendix 1.

2.1.2 The review of the figures leads to the following main observations:

- a) In 2022, the expenditures were 14 per cent above the baseline. The difference is due to an underestimation of ticket costs for SC/3 and the resulting increase in administrative fees (which are included in budget item ‘Miscellaneous’). No contributions were received, however the surplus carried over from 2021 was sufficient to cover the expenditures. As a result, the project had a fund balance of about \$121,000 which was carried over to 2023.
- a) In 2023, the expenditures as at 30 September should correspond to 77 per cent of the baseline. The actual expenditures however are substantially less. The difference is due to:
 - 1) an overestimation of the ticket cost for the familiarization workshop;
 - 2) the removal of activities from the project scope (e.g. the two-day wrap-up missions);
 - 3) the rescheduling of activities (e.g. assistance missions for the implementation of corrective action plans); and

¹ The target corresponds to the amounts which should have been spent/received at the status date with regard to the baseline. For instance, if the baseline includes an amount of \$12,000 to be spent equally throughout the year 2023, i.e. \$1,000 each month, the target as at 30 September 2023 would be $(9/12) * \$12,000 = \$9,000$. The target values for years prior to 2024 are the same as the baseline values; for future years, they are not applicable.

² Financial statements are issued at the end of each quarter. The financial statement as at 30 June 2023 was the most recent one at the time of writing.

4) reduced administrative fees as a result of these savings.

b) The received contributions for 2023 as at 30 September are also below the baseline, however less than the expenditures. The amount of expenditures exceeds the received contributions by about \$11,500.

2.1.3 A more detailed review is provided in Appendix 1. The financial status reports for December 2022 and September 2023 are provided in Appendices 2 and 3, respectively.

2.2 Current Fund Balance

Item	Amount
Balance as at 1 January 2022	147,536
Contributions	24,128
Expenditures	61,649
Balance as at 30 September 2023	110,016

2.2.1 As shown in the table above, the expenditures during 2022 and the first nine months of 2023 exceed the received contributions by close to \$37,500. Given the project balance of about \$147,500 on 1 January 2022, the balance as at 30 September 2023 is close to \$110,000.

2.3 Status of Payment Requests

2.3.1 ICAO issues payment requests for annual membership fees. Should on-request services be required, corresponding payment requests will be issued as well.

2.3.2 As at 17 November 2023, a total amount of \$182,137 of annual membership fees is outstanding. The details are provided in Appendix 4.

3. CONCLUSION

3.1 The project budget which was approved during SC/3 was not fully implemented as planned until September 2023. The differences between the baseline and the actuals are mainly due to the changes of the project scope and the rescheduling of activities.

3.2 As at 30 September 2023, the project has a balance of close to \$110,000, while the arrears amount to slightly over \$180,000.

3.3 The Steering Committee meeting is invited to take note of the information presented in this paper.

APPENDIX 1

ACTUALS VS. BUDGET SC/3

Item	2022 Baseline	2022 Actual	2022 Actual/ Baseline	2023 Baseline	2023 Target ³	2023 Actual	2023 Actual/ Target
Expenditures	22,767	25,992	114%	192,000	147,000	35,657	24%
Objective 1: Assist AFI States in the enhancement of the capability of their regulatory authority [...]	14,665	15,167	103%	155,500	130,500	32,086	25%
Deliverable 1.1: Generic regulations, guidance material [...]	14,665	15,167	103%	44,000	44,000	32,086	73%
Validation workshop (1.1.3)							
Familiarization workshop (English) (1.1.4)				44,000	44,000	25,206	57%
Familiarization workshop (French) (1.1.5)	14,665	15,167	103%			6,879	NA
Deliverable 1.2: Submission of States' plans of actions, monitoring and assistance [...]				86,500	86,500		0%
Objective 2: Establishment of a pool of competent SMEs [...]							
Objective 3: Conduct data collection on the status of AMET-B1 [...]							
Objective 4: Develop generic documentation [...]							
Objective 5: Conduct a comprehensive assessment of the MET Service Provider [...]							
Objective 6: Assistance in the implementation of action plans [...]							
Objective 7: Project completion, lessons learned [...]							
Steering committee meetings	6,032	8,049	133%	14,500			
Miscellaneous	2,070	2,776	134%	22,000	16,500	3,571	22%
Contributions				(70,452)	(52,839)	(24,128)	46%
Total	22,767	25,992	NA	121,548	94,161	11,529	12%

³ The target corresponds to the amount which should have been spent by 30 September 2023.

APPENDIX 2

FINANCIAL STATUS REPORT FOR DECEMBER 2022

Statement of Estimated Fund Balance

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
As at 31 December 2022
(in United States dollars)**

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2022	147,536	
Adjustment	<u>-</u>	
Adjusted Balance of Surplus (Deficit) as at 1 January 2022		147,536
Add/(Deduct):		
Contributions Received (Schedule I)	-	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	(175)	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
	<u>(175)</u>	
		<u>147,361</u>
Deduct Expenses (Note 1):		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	22,522	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	694	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	254	
Administrative Overhead (Schedule XII) (Note 2)	2,347	
		<u>25,816</u>
Fund Balance/(Deficit Balance) as at 31 December 2022		121,545

Travel Mission Expenses and Estimated Commitments

Cooperative Development of Aeronautical Meteorology Services in the AFI Region

Management Service Agreement

RAF16802

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
208427	44931	PROSPER ZO'O-MINTO'O	-	-	135	-	135
208397	56234	MR CHRISTIAN BECHTOLD	1,706	-	2,546	-	4,251
208390	99999	VARIOUS / OTHERS	1,321	-	2,342	-	3,663
208460	99999	VARIOUS / OTHERS	1,544	-	820	-	2,364
208467	99999	VARIOUS / OTHERS	1,574	-	1,688	-	3,262
208468	99999	VARIOUS / OTHERS	1,574	-	2,051	-	3,625
208469	99999	VARIOUS / OTHERS	1,674	-	3,548	-	5,222
Total			9,393	-	13,129	-	22,522

Subcontracts Expenses and Estimated Commitments

Cooperative Development of Aeronautical Meteorology Services in the AFI Region

Management Service Agreement

RAF16802

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

Purchase Order No.	Purchase Order Description	Total
Local Subcontracts		
22203477	Payment for catering services during CODEVMET Familiarization Workshop (14 to 18 November 2022)	694
International Subcontracts		
Total		694

Schedule XI

Sundry Expenses and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement**

RAF16802

(in United States dollars)

Financial Status From Accounts as at 31 December 2022

Purchase Order No.	Purchase Order Description	Total
	Professional Liability Insurance Report costs	
	Other Sundry Expenses	
	*	254
Total		254

Note 1— The item “Other Sundry Expenses” corresponds to banking fees, such as transfer fees for the payment of DSA, etc.

Administrative Overhead Expense and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
(in United States dollars)**

Financial Status From Accounts as at 31 December 2022

Overhead Accounts		Amount	Percentage	Amount of Overhead
4	Travel on Official Business International	22,522	10.00%	2,252
9	Local Subcontract without Purchase Order	-	10.00%	-
18	All Sundry/Misc Costs	254	10.00%	25
Total				2,278

Purchase Order No.	Purchase Order Description	Amount of Overhead
22203477	Payment for catering services during CODEVMET Familiarization Workshop (14 to 18 November 2022)	69
Total		69

Other Administrative Overhead

Total Expenses 2,347

APPENDIX 3

FINANCIAL STATUS REPORT FOR JUNE 2023

Statement of Estimated Fund Balance

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
As at 30 September 2023
(in United States dollars)**

Financial Status from accounts:

Balance of Surplus (Deficit) as at 1 January 2023	121,545	
Adjustment	<u>-</u>	
Adjusted Balance of Surplus (Deficit) as at 1 January 2023		121,545
Add/(Deduct):		
Contributions Received (Schedule I)	24,128	
Transfer of Funds to/from Other Funds (Schedule I)	-	
Interest Earned and Accrued	-	
Foreign Currency Exchange Gain(Loss) and other Income (Note 5)	-	
Refund of Contributions	-	
Interest Expenses	-	
Refund of Interest Earned	-	
	<u>24,128</u>	
		<u>145,673</u>
Deduct Expenses (Note 1):		
Experts (Schedule II)	-	
Administrative Support Personnel (Schedule III)	-	
United Nations Volunteers (Schedule IV)	-	
Travel on Official Business (Schedule V)	-	
Mission Costs (Schedule VI)	27,396	
National Professionals (Schedule VII)	-	
Subcontracts (Schedule VIII)	4,690	
Fellowships (Schedule IX)	-	
Equipment (Schedule X)	-	
Sundry (Schedule XI)	330	
Administrative Overhead (Schedule XII) (Note 2)	3,242	
	<u>35,657</u>	
Fund Balance/(Deficit Balance) as at 30 September 2023		110,016

Contributions and Transfer of Funds

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
As at 30 September 2023
(in United States dollars)**

Contributions

Date Received	Currency	USD Amount	Exchange Rate	Description
2023/03/29	USD	10,000	1	TOGO - RAF16802 - PR# RAF16802-2023/12
2023/05/19	USD	14,128	1	SENEGAL - RAF16802 - PR# RAF16802-2023/05
		24,128		

Transfer To/From Other Funds

Date Received	Currency	USD Amount	Exchange Rate	Description
		-		

Travel Mission Expenses and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
(in United States dollars)**

Financial Status From Accounts as at 30 September 2023

TA No.	Resource No.	Expert	DSA	Terminal Allowance	Travel cost	Others	Total
208466	99999	VARIOUS / OTHERS	1,785	-	5,094	-	6,879
208764	99999	VARIOUS / OTHERS	1,793	-	5,388	-	7,181
208765	99999	VARIOUS / OTHERS	1,748	-	1,754	-	3,502
208766	99999	VARIOUS / OTHERS	1,748	-	1,835	-	3,583
208767	99999	VARIOUS / OTHERS	1,560	-	1,842	188	3,590
208768	99999	VARIOUS / OTHERS	1,616	-	854	188	2,658
	Total		10,250	-	16,769	376	27,396

Schedule VIII

Subcontracts Expenses and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
(in United States dollars)**

Financial Status From Accounts as at 30 September 2023

Purchase Order No.	Purchase Order Description	Total
Local Subcontracts		
22203516	Provision of conference services during CODEVMET meeting (6 to 10 March 2023)	4,690
International Subcontracts		
Total		4,690

Schedule XI

Sundry Expenses and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
(in United States dollars)**

Financial Status From Accounts as at 30 September 2023

Purchase Order No.	Purchase Order Description	Total
	Professional Liability Insurance	
	Report costs	
	Other Sundry Expenses	
*		330
Total		330

Note 2— The item “Other Sundry Expenses” corresponds to banking fees, such as transfer fees for the payment of DSA, etc.

Administrative Overhead Expense and Estimated Commitments

**Cooperative Development of Aeronautical Meteorology Services in the AFI Region
Management Service Agreement
RAF16802
(in United States dollars)**

Financial Status From Accounts as at 30 September 2023

Overhead Accounts	Amount	Percentage	Amount of Overhead	
4	Travel on Official Business International	27,396	10.00%	2,740
9	Local Subcontract without Purchase Order	-	10.00%	-
18	All Sundry/Misc Costs	330	10.00%	33
Total				2,773

Purchase Order No.	Purchase Order Description	Amount of Overhead
22203516	Provision of conference services during CODEVMET meeting (6 to 10 March 2023)	469
Total		469

APPENDIX 4**ARREARS AS AT 17 NOVEMBER 2023***Annual Membership Fees*

Entity	Amount
Benin - Agence Nationale de l'Aviation Civile (ANAC)	17,945
Botswana - Civil Aviation Authority of Botswana (CAAB)	17,616
Cameroon - Cameroon Civil Aviation Authority (CCAA)	19,123
Côte d'Ivoire - Autorité nationale de l'aviation civile (ANAC)	18,521
Gabon - Agence Nationale de l'Aviation Civile (ANAC)	17,781
Gambia - Gambia Civil Aviation Authority (GCAA)	17,041
Niger - Agence Nationale de l'Aviation Civile (ANAC)	19,178
Senegal - Agence Nationale de l'Aviation Civile et de la Météorologie (ANACIM)	17,425
Seychelles - Seychelles Civil Aviation Authority	19,342
Sierra Leone - Sierra Leone Civil Aviation Authority (SLCAA)	10,712
Togo - Agence Nationale de l'Aviation Civile (ANAC)	7,452
Total	182,137