



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION

## Fourth Meeting of the Steering Committee (SC/4) of the Cooperative Development of Aeronautical Meteorology Services Project in the Africa- Indian Ocean Region

*Freetown (Sierra Leone), from 27 to 29 November 2023*

### PROVISIONAL AGENDA AND WORKSHOP PROGRAMME

Day 1 : 28 November 2022				
Time in UTC	Agenda item #	Item	WP/IP	Responsibility
08:30 – 09:00		<b>Registration</b>		
09:00 – 09:30		<b>Welcome and opening address</b>		RD WACAF Chairperson of the SC Host State Officials
<b>09:30 – 10:00</b>		<b>Coffee break</b>		
10:00 – 10:30	1.	<b>Adoption of the agenda and work programme</b>	WP1.1	ICAO
10:30 – 11:15	2.	<b>Election of the Steering Committee Chairperson and Vice-Chairperson</b>	WP2.1	ICAO
11:15 – 12:15	3.	<b>Review of the decisions taken by the SC/3 Meeting</b>	WP3.1	
	4.	<b>Review of the ToR of the Steering Committee</b>	WP4.1	ICAO
<b>12:15 – 13:15</b>		<b>Lunch break</b>		
13:15 – 14:15	5.	<b>Project status of implementation since the SC/3</b>		
		5.1. Project implementation status	WP5.1	ICAO
		5.2. Review of the Project Budget	WP5.2	ICAO
		5.3. Status of Project Membership	WP5.3	ICAO

*SC/4 Meeting of CODEVMET-AFI Project*

Day 2 : 29 November 2022				
Time in UTC	Agenda item	Item		Responsibility
09:00 – 12:00	6.	<b>Business Proposals for 2024</b>		
		6.1. Revision of the project document	WP6.1	ICAO
		6.2. Catalogue of on-demand and other services	WP6.2	ICAO
		<b>Coffee break</b>		
		6.3. Update of the work programme	WP6.3	ICAO
		6.4. Revised Project Budget	WP6.4	ICAO
12:00 – 13:00		<b>Lunch break</b>		
13:00 – 14:00		<b>Preparation of draft decisions of the SC/4</b>	-	ICAO

Day 3: 30 November 2022				
Time in UTC	Agenda item	Item		Responsibility
09:00 – 10:30	7.	<b>Review of decisions of the SC/4</b>	WP7.1	ICAO
10:30 – 11:00	8.	<b>Venue and date for the next SC meeting (SC/5)</b>	WP8.1	ICAO
11:00 – 11:30		<b>Coffee break</b>		
11:30 – 12:00	9.	<b>Any other business</b>	WP9.1	ICAO
12:00 – 12:30	10.	<b>Closing Remarks</b>		RD WACAF Chairperson of the SC Host State Officials