



ICAO

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

27 - 29 November 2023

Agenda Item 5: Review of implementation activities since the SC/3

SC4 wp5.1 Project implementation status

(Presented by the Secretariat).

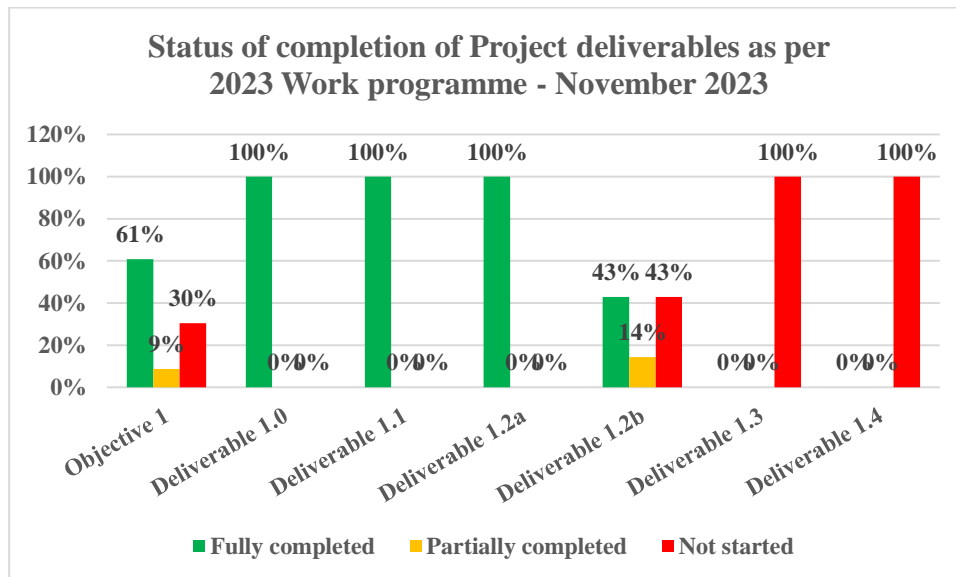
SUMMARY	
<p>This paper presents the progress made by the project since the SC/2 Meeting.</p> <p>Action by the Meeting is provided in paragraph 3</p>	
<p>REFERENCES</p> <ul style="list-style-type: none"> ▪ Project Management Service Agreement (MSA) ▪ RAF16802 revised B ProDoc. ▪ Project 2022/2023 work plan ▪ CODEVMET-AFI SC/3 Report ▪ Project quarterly Reports 	
<p><i>Strategic Objectives</i></p>	<p><i>A – Safety, B – Air Navigation Capacity and Efficiency</i></p>

1 INTRODUCTION

- 1.1. The Third Meeting of the Steering Committee (SC/3) of the Cooperative Development of Aeronautical Meteorology Services Project in the AFI Region (CODEVMET-AFI) was held in Yaoundé in Cameroon, from 28 to 30 November 2023.
- 1.2. The SC/3 Meeting took Decision 3/6 approving the Project Work programme for 2022/2023. Major planned activities were completed while some are still to be implemented.
- 1.3. This working paper provides an update on the status of activities as scheduled to achieve the deliverables of the project for 2023.

2 DISCUSSIONS

- 2.1. The CODEVMET Project was established with the objectives of assisting African States to: a) strengthen their Safety oversight activities in MET; and b) assist MET Service Providers to comply with quality management system requirements as prescribed by ICAO Annex 3 to Chicago Convention.
- 2.2. This is done through the development of generic implementation documents (regulations and guidance material, etc.); capacity building activities such as trainings, workshops, and provision of remote/onsite assistance activities.
- 2.3. In accordance with the provisions of the project document, Subject Matter Experts serving as Project experts assist States/Organizations in implementing the project activities.
- 2.4. Periodic reports regularly provided by Project experts at the completion of activities and/or the end of mission permit the Secretariat make a follow-up and provide support as needed.
- 2.5. The implementation of the project activities is carried out in relation to the project deliverables as per the Project approved work programme. Major activities were implemented, some are underway and other are planned.
- 2.6. Under the Objective 1 as defined in the project work programme, six (6) deliverables are planned. The Figure 1 shows the implementation status of action plan up to 61% as well as the level of completion of these deliverables:

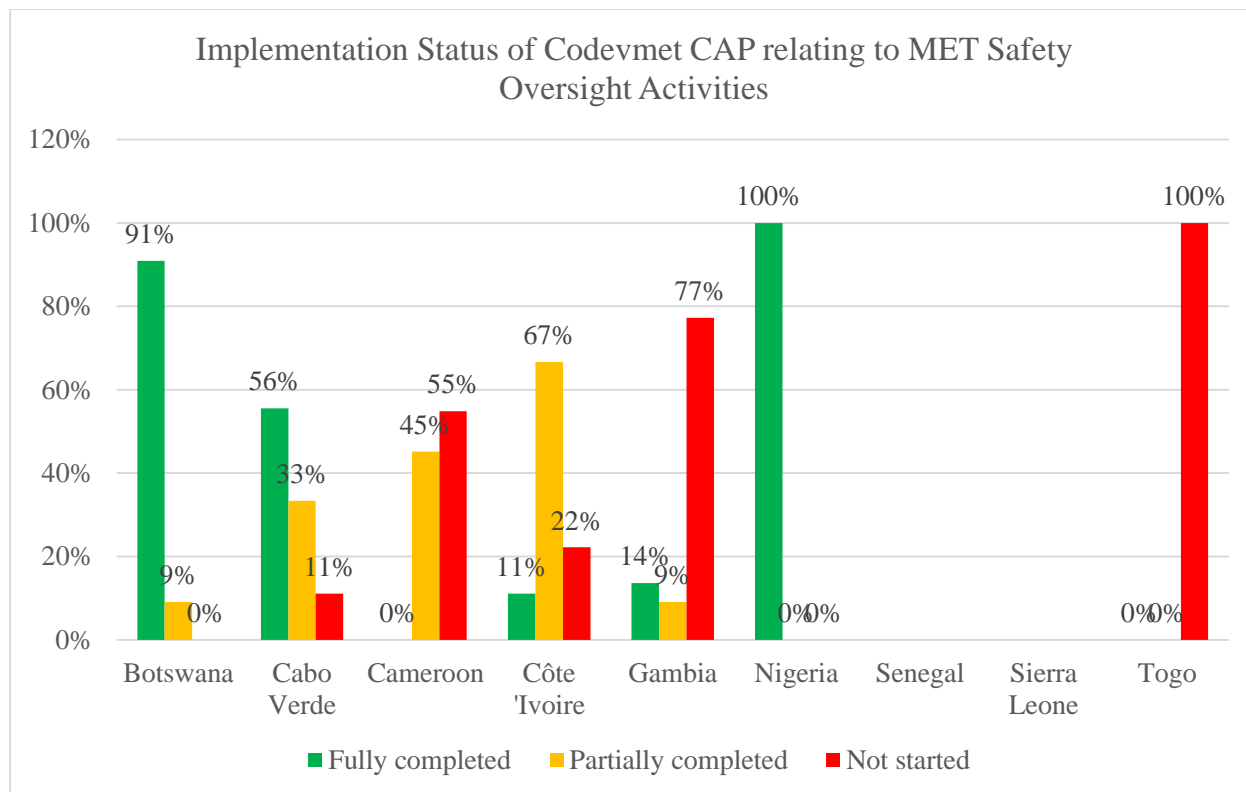


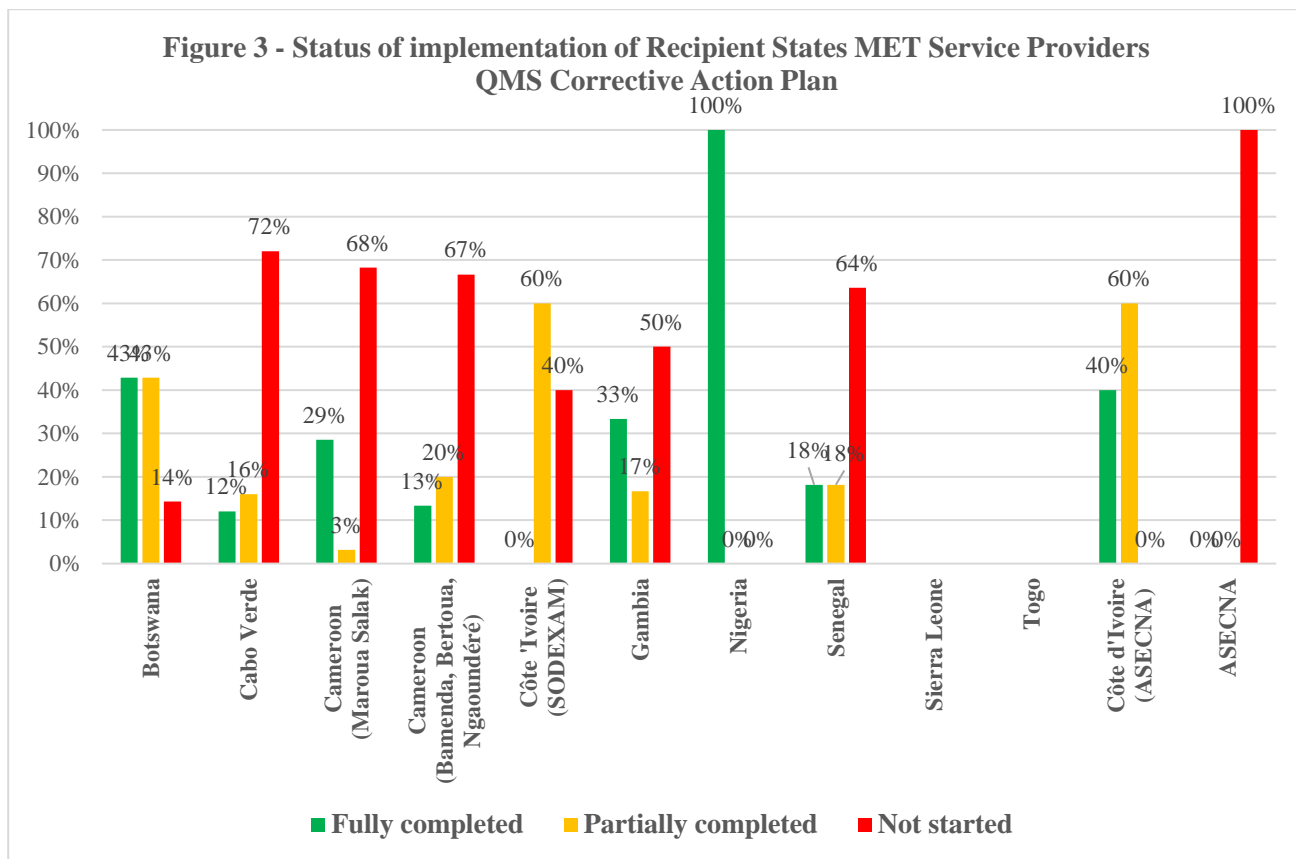
Objective 1 – Strengthened State MET oversight capacity and State MET Service Provider assisted with QMS implementation

- Deliverable 1.0 Project expert teams established
- Deliverable 1.1 Project generic implementation packages developed and validated
- Deliverable 1.2a States Corrective Actions developed & approved for implementation
- Deliverable 1.2b States assisted with the implementation of project activities
- Deliverable 1.3 States assisted with guidance on the QMS certification & Surveillance of MET activities
- Deliverable 1.4 Project completion summary and exit wrap up

- 2.7. Under deliverable 1.1, the Project developed the Project implementation documents, including generic regulations, guidance materials, generic procedures and tools made available at the ICAO secured shared folder that can be made available to recipient States.

- 2.8. Under deliverable 1.2, beneficiary States (Botswana, Cameroon, Cabo Verde, Côte d'Ivoire, Gambia, Nigeria, Senegal, Togo, ASECNA) were assisted with the review of the current situation of their system and the development of subsequent corrective action plan to enhance State capacity in carrying out MET Safety oversight activities as well as assisting States MET Service Provider to comply with QMS requirements.
- 2.9. The deliverables 1.3 and 1.4 are still pending, due to the slow pace of implementation of project activities by States.
- 2.10. The Figures 2 and 3 provides status of implementation of corrective action plans per beneficiary States.





2.11. The status of the implementation of the CODEVMET planned activities is provided in Appendix 1 to this working paper.

3 ACTION BY THE MEETING

3.1. The meeting is invited to:

- a) Take note of the information presented in this working paper;
- b) Encourage recipient States and Organizations/ANSPs to release their focal points to closely work with the project experts in the implementation of project activities; and
- c) Request States/Organizations to rely on the CODEVMET Project for the resolution of air navigation deficiencies in MET area.

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Tableau 1 - Appendix 1 : Status of the Project Work Programme

Objectives /Deliverables	Activity #	Activity Name	Status	Outcomes /Achievements	Beneficiary States	Date of completion	Comments
Objective 1 : Assist AFI States in the enhancement of the capability their regulatory authority in carrying out safety oversight of MET service and the implementation of QMS in MET							
Deliverable 1.0 Establishment of Project Experts Teams	1.1.0 a)	Select resource experts to support States in implementing Project with respect to challenges in MET		Four Teams of Resources experts (CAA (EN), CAA (FR), Service Provider (EN) and Service Provide (FR) established and trained on the Project Methodology	Botswana Cabo Verde Cameroon Côte d'Ivoire Gambia Nigeria	28 Feb. 2022	Experts Teams to carry out project activities
	1.1.0 b)	Establish Resource Experts Teams and train resource experts on the methodology of the project				3 March 2022	
Deliverable 1.1 : Generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures	1.1.1	Conduct a 3-days Introductory seminar on MET Safety Oversight and QMS intended to States and resources experts (Online)		States updated on the Project Objectives and implementation methodology	All States	28-30 March 2022	All States briefed on the project objectives and advantage
	1.1.2	Develop /update generic regulations, guidance material, operational procedures, technical tools, QMS processes and related guidance and procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET (by resources Experts under the coordination of ICAO Regional Officers)		1) Draft QMS Implementation Package developed 2) Draft MET Safety Regulatory Generic Documentation developed	Botswana Cabo Verde Cameroon Côte d'Ivoire Gambia Nigeria	25 Apr. to 24 June 2022	Draft Implementation Packages developed

Objectives /Deliverables	Activity #	Activity Name	Status	Outcomes /Achievements	Beneficiary States	Date of completion	Comments
	1.1.3	Conduct of a 7-day Validation workshop intended to experts and ICAO Regional Officers to review and validate generic regulations, guidance material, operational procedures, technical tools, QMS related guidance and procedures.		QMS Implementation Package reviewed and validated MET Safety Regulatory Generic Documentation reviewed and validated	Botswana Cabo Verde Cameroon Côte d'Ivoire Gambia Nigeria	5-9 Sept. 2022	
	1.1.4 a)	Conduct a five-day Familiarization workshop for English speaking Countries on the Project Objectives, implementation strategy and Project implementation Package		State Service Provides QMS situational analysis conducted, and subsequent corrective action plan drafted. State MET safety oversigth system situational analysis conducted, and subsequent action plan drafted	Botswana Cabo Verde Cameroon Gambia Nigeria & New coming States	6-10 March 2023	
	1.1.4 b)	Plan and organize five-day workshop for French speaking Countries States to familiarize them with the above developed documentation, guidelines and tools, and to agree on State action plans		18 States and 1 ANSP familiarized on the Project implementation Tools and Guidance. Three (3) States assisted in assessing their current status and developing subsequent Action Plan	Cameroon Côte d'Ivoire Senegal	14 - 18 Nov. 2022	
	1.1.5	Conduct briefing sessions for Project experts on assistance techniques		Project Teams updated on the project objectives and implementation methodology	Project Experts selected	20-Apr-23	
	1.1.6	Follow-up on the development of Action Plans by States with the		Action plan developed and submitted by States	Cameroon Côte d'Ivoire Senegal	March 2023	

Objectives /Deliverables	Activity #	Activity Name	Status	Outcomes /Achievements	Beneficiary States	Date of completion	Comments
		support/assistance of Project experts					
Deliverable 1.2 a) : Development & Submission of the States Plans of actions	1.2.1 a)	Submission of action plans by States to ICAO for review		Action plans submitted to ICAO by States and ASECNA	Botswana; Cabo Verde Côte d'Ivoire; Cameroon Gambia; Nigeria; ASECNA /Côte d'Ivoire	28 Feb. 2023	
	1.2.1 b)	ICAO to review States Actions Plans and provide feedback		Actions reviewed and feedback provided to States and ASECNA	Botswana; Cabo Verde Côte d'Ivoire; Cameroon Gambia; Nigeria; ASECNA /Côte d'Ivoire	March 2023	
Deliverable 1.2 b) : Monitoring & assistance to States in the implementation of project activities	1.2.2	Monitoring progress in the implementation of action plans by States		1) Project Experts regular report on their achievements to ICAO WACAF Regional Office 2) Regional Offices review the reports and provide guidance/support as needed	Recipient States	Conitnuous	Monitoring progress is a continuous activity
	1.2.3	Conduct "On request" Specific seminars /workshops for a State or group of States or in the initiative of ICAO Regional Offices to address specific performance issues within the framework of the implementation of the project		a) On request Training plan developed to training MET Assessors for the Gambia MET Service Provider. b) Assessor Training to be implemented in December 2023 in Banjul, the Gambia	The Gambia	By the end of 2023	Assessor Training to be implemented on due date once Gambia ready to host the training

Objectives /Deliverables	Activity #	Activity Name	Status	Outcomes /Achievements	Beneficiary States	Date of completion	Comments
	1.2.4	Conduct of a 3-day English workshop on the management of the processes (Online /Hybrid)		Thirty-six (36) participants representing fourteen (14) States attended the English session	Project Recipient and Non-Recipient States	27 June 2023	Participants provided with tailored guidance on the management of QMS MET processes
	1.2.5	Conduct of a 3-day French workshop on the management of the processes (Online /Hybrid)		Forty-one (41) participants representing fifteen (15) States and ASECNA attended the French session.	Project Recipient and Non-Recipient States	17 July 2023	Participants provided with tailored guidance on the management of QMS MET processes
	1.2.6	Conduct a 5-day training of QMS internal auditors (EN/FR)					
	1.2.7	Assist States in conducting internal audits					
	1.2.8	Conduct a 3-day mission to each State for final review of the status of planned actions and assistance as may be required					
Deliverable 1.3 : States MET Services Providers ready for certification of QMS and States assisted with guidance on the conduct of	1.3.1	Assist States in the preparation third-party certification audit					
	1.3.2	Assist States in the conduct of QMS certification audits. 1 Expert per State, 3 days per State					
	1.3.3	Assist States in carrying out MET safety oversight					

Objectives /Deliverables	Activity #	Activity Name	Status	Outcomes /Achievements	Beneficiary States	Date of completion	Comments
Surveillance activities		activities, 1 Expert per State, 3 days per State					
Deliverable 1.4 Project exit wrap up	1.4.1	Conduct a 2-day project wrap up visit to each beneficiary State					
	SC/4	Fourth meeting of the CODEVMET-AFI Project Steering Committee (SC/4)		SC/4 Meeting conducted from 27 to 29 November 2023	Project Recipient and Non-Recipient States	29 November 2023	