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International Civil Aviation Organization
African Flight Procedure Programme

10th Meeting of the African Flight Procedure Programme Steering Committee
(Dakar, Senegal, 19 to 21 November 2024)

Agenda Item 1: Adoption of the agenda and work programme

Working Paper 1.1: Verification of the quorum

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This working paper recalls the composition of the Steering Committee, the rules of the meeting, the voting rights, and the conditions for the validity of its deliberations.

The objective of this working paper is to review the list of the members with voting rights who are attending the current meeting and decide on the validity of the meeting.

Action by the meeting is indicated in section 3.

REFERENCES

Programme Document for Phase III
Deliberations of the Steering Committee meetings

1. INTRODUCTION

- 1.1 According to the Programme document, the Steering Committee shall meet at least once a year, normally in the country of its current Chairperson or Vice-Chairperson or elsewhere if not possible for the meeting to be held in the country of the Steering Committee's current Chairpersons.
- 1.2 Its roles and responsibilities are among others to formulate priorities, provide overall direction to the Programme, approve the work plan, the budget, the reports and assess the Programme performances.
- 1.3 The Steering Committee meeting is conducted in English and is chaired by the Chairperson and the Vice-Chairperson. The Steering Committee decisions are valid only if a quorum of at least one third of the Steering Committee members with voting rights is reached.
- 1.4 The objective of this working paper is to review the list of the Programme members with voting rights attending the current meeting and decide on its validity.



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2. DISCUSSION

2.1 As per the provisions of Appendix D of the Programme document (Steering Committee Rules), the Steering Committee is composed of the Project Members, i.e. of the signatories of the Management Service Agreement (MSA) for the African Flight Procedure Programme (AFPP) between ICAO and the Members of the AFPP.

2.2 The types of membership, the commitments and the corresponding number of votes are detailed in the table below.

<i>Type of membership</i>		<i>Commitments</i>	<i>Number of votes</i>
Active Members		Payment of the annual subscriptions	1
<i>Users</i>		-	0
Host Administration (ASECNA)		Hosting of the Programme	1
<i>Donors</i>	France	Financial contributions	1
	Airbus	In-kind contributions	1
Cooperating Agency (AFCAC)		-	1
<i>Implementing agency</i>	ESAF RO	Co-administration of the Programme	1
	EUR/NAT RO	-	1
	MID RO	-	1
	WACAF RO	Co-administration of the Programme	1
	ICAO HQ (CDI)	-	-

2.3 Moreover, Steering Committee Decisions SC/7-Dec14 and SC/8-Dec03 requested to demote Active Members in arrears with the annual financial contributions for more than three years to Users of the Programme, i.e. they lose their voting rights and free access to the trainings and workshops.

2.4 As shown in attachment 1.1 below, the Programme currently encompasses thirty-seven members States including thirty-three active members and four users. Taking into account the host administration, the donors, the cooperating agency and the implementing agencies (4), the total of members with voting rights is 41. This number is compared with the participants of the present meeting in the table below.

<i>Type of membership</i>		<i>Number of votes</i>	<i>Present voters</i>
Active Members		34	14
<i>Users</i>		-	-
Host Administration		1	1
<i>Donors</i>	France	1	-
	Airbus	1	-
Cooperating Agency (AFCAC)		1	1
<i>Implementing agencies</i>	ESAF RO	1	1
	EUR/NAT RO	1	0
	MID RO	1	0
	WACAF RO	1	1



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<i>Total</i>	42	22
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2.5 As shown in the table above, the 22 out of the 42 voting members (52.3% per cent) are present. As the required minimum participation for the conduct of a Steering Committee meeting is one third (33 per cent), therefore the quorum is established.

2.6 The meeting should take note that the ICAO EUR/NAT is a member of the Programme with voting right but never participate in the steering committee meeting. This can affect negatively the quorum.

3. ACTION BY THE MEETING

3.1 The Steering Committee is invited to:

- a) Take note of the information provided in this working paper;
- b) Decide on the voting rights of the ICAO EUR/NAT; and
- c) Proceed with the conduct of the SC/10 meeting.

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Attachment 1.1

List of the Programme active members

N°	State/Org	Arrears (USD)	# years	Status
2	Angola	0	0,0	Active
3	Benin	0	0,0	Active
4	Botswana	0	0,0	Active
5	Burkina Faso	0	0,0	Active
6	Cameroon	0	0,0	Active
7	Central African Republic	0	0,0	Active
8	Chad	0	0,0	Active
9	Côte d'Ivoire	0	0,0	Active
10	Equatorial Guinea	0	0,0	Active
11	Eswatini	0	0,0	Active
12	Ghana	0	0,0	Active
13	Guinea Bissau	0	0,0	Active
14	Kenya	0	0,0	Active
15	Madagascar	0	0,0	Active
16	Mali	0	0,0	Active
17	Namibia	0	0,0	Active
18	Niger	0	0,0	Active
19	Senegal	0	0,0	Active
20	Togo	0	0,0	Active
21	Zambia	0	0,0	Active
1	ANA Conakry	2 500	1	Active
22	Gabon	10 000	1,0	Active
23	Mauritania	10 000	1,0	Active
24	Nigeria	10 000	1,0	Active
25	Tanzania	10 000	1,0	Active
26	Uganda	10 000	1,0	Active
27	Comoros	20 000	2,0	Active
28	Congo	20 000	2,0	Active
29	Sierra Leone	20 000	2,0	Active
30	Gambia	25 025	2,5	Active
31	Sao Tome	30 000	3,0	Active
32	Somalia	30 000	3,0	Active
33	Zimbabwe	40 000	4,0	User



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34	DRC	60 000	6,0	User
35	Cabo Verde	70 000	7,0	User
36	Guinea	70 000	7,0	User
37	Mozambique	70 000	7,0	User
38	Djibouti	90 000	9,0	User