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International Civil Aviation Organization  
African Flight Procedure Programme

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

**Agenda Item 3:** Follow up of the implementation status of the SC/9 deliberations

**Working Paper 3.2:** Project personnel

(Presented by the Secretariat)

**EXECUTIVE SUMMARY**

This paper provides a review of the implementation status of the project document as approved during the 9<sup>th</sup> meeting of the AFPP Steering Committee (SC/9) with regard to project personnel.

**Action by the meeting is indicated in section 3.**

**REFERENCES**

Report of the 8th meeting of the AFPP Steering Committee

**1. INTRODUCTION**

1.1 The following terms are used in the present working paper:

<b>Category</b>	<b>Description</b>
<b>Professional staff</b>	Staff members in this category are normally internationally recruited. Work in this category generally demands a high degree of analytical and communication skills, substantive expertise and/or managerial leadership ability. In the context of the AFPP, the AFPP Manager is recruited as international professional staff.
<b>General Service staff</b>	The functions in this category include administrative, secretarial and clerical support as well as specialized technical functions (e.g. security or maintenance). The work carried out by General Service staff supports the functioning of the Organization. In the context of the AFPP, the Administrative Assistant is recruited as General Service staff.
<b>Consultants</b>	Personnel in this category are hired on a need basis for specific tasks and are not staff members of ICAO. In the context of the AFPP, flight procedure designers and the Information Technology (IT) Assistant are recruited as consultants due to the anticipated part-time need for related services.
<b>Gratis personnel</b>	Personnel seconded by Project members to support AFPP activities such as trainings and workshops, flight procedure design, regulatory approval.



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## 2. DISCUSSION

Category	Position	Starting date	Status
Professional staff	Programme manager	1 Aug.2022	Completed
General Service staff	Administrative Assistant	1 Aug.2022	Completed
	Information Technology Assistant	1 Aug.2022	Completed
Consultants	Consultant 1	1 Aug.2022	Completed
	Consultant 2	1 Aug.2022	Pending
Gratis personnel	Seconded experts	-	Completed

2.1 The table above shows implementation status of the project personnel for the Programme Phase III. Only one out of the five permanent positions is not filled; the observations and comments are provided in the table below.

2.2 The comparison of the actual dates with the baseline leads to the following observations:

Position	Observations and comments
AFPP Manager	The incumbent has been on duty 8 October 2018.
Administrative Assistant	The position could not be filled as planned due to: <ul style="list-style-type: none"> <li>a) the initial lack of funds; and</li> <li>b) the impact of the COVID-19 pandemic on operational activities and related needs.</li> <li>c) Low level of applications when the position was first advertised. The position was advertised twice between 29 June and 29 September 2023. The extended duration and repeated advertisement are due to the lack of applications from suitably qualified candidates who meet the eligibility criteria<sup>1</sup>. As at 15 October 2023, 10 applications were received, one from a Senegalese national and the others from citizens of African and non-African countries, all with insufficient language skills. The applications are being reviewed. Finally, after a fourth advertisement, 3 applications were received and the recruitment process was completed. The incumbent reported on duty on 1 October 2024.</li> </ul>
Flight Procedure Design Consultant 1	The position could not be filled as planned due to: <ul style="list-style-type: none"> <li>a) the initial lack of funds; and</li> </ul>

<sup>1</sup> Due to the nature of the positions, candidates must be citizens of the country or have the right to legally work at the duty station, e.g. permanent residents, holders of work permits or citizens of Member States of the Economic Community of West African States (ECOWAS), and must have good writing and speaking abilities in French.



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Position	Observations and comments
	<p>b) the impact of the COVID-19 pandemic on operational activities and related needs.</p> <p>Finally, the position was filled on 2 June 2024. The expert is from Tanzania as per the provision of the Project Document.</p>
<p>Flight Procedure Design Consultant 2</p>	<p>The position could not be filled as planned due to:</p> <p>c) the initial lack of funds; and</p> <p>d) the impact of the COVID-19 pandemic on operational activities and related needs.</p> <p>Finally the position was filled on 2 June 2024.</p>
<p>Information Technology (IT) Assistant</p>	<p>The position could not be filled as planned due to:</p> <p>a) the initial lack of funds; and</p> <p>b) the impact of the COVID-19 pandemic on operational activities and related needs.</p> <p>The position was advertised twice between 29 June and 29 September 2023. The extended duration and repeated advertisement are due to the lack of applications from suitably qualified candidates who meet the eligibility criteria<sup>1</sup>.</p> <p>As at 15 October 2023, 8 applications were received, two from candidates from other African countries who already live at the duty station, one from an ECOWAS citizen and two from non-African countries (Lebanon, Canada) with sufficient language skills, and three from other African and non-African candidates with insufficient language skills. The applications are being reviewed.</p>

### 3. ACTION BY THE MEETING

#### 3.1 The Steering Committee is invited to:

- a) take note of the information provided in this paper;
- b) identify senior PANS-OPS instructors for the position.

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