



**Project for the Cooperative Development of Aeronautical
Meteorological Services in the AFI Region
(CODEVMET-AFI)**

Fifth Meeting of the Steering Committee (SC/5)

Abidjan, Côte d'Ivoire, 30 September - 2 October 2024

REPORT

Prepared by the Secretariat

Contents

A.	Introduction	3
1.	Date and venue of the meeting.....	3
2.	Attendance	3
3.	Opening.....	3
4.	Secretariat	3
5.	Working languages and the documentation.....	4
B.	Report on the Agenda Items.....	4
	Agenda Item 1 - Adoption of the agenda and work programme.....	4
	Agenda Item 2 - Review of the status of decisions taken by the SC/4 Meeting	4
	Agenda Item 3 - Update on the Revision C of the Project.....	4
	Agenda Item 4 - Review of the implementation of Project activities since the SC/4	5
	Agenda Item 5 - Proposed activities and budget for 2025	8
	Agenda Item 6 : Review of Decisions of the SC/5	10
	Agenda Item 7 - Venue and date for the next SC meeting (SC/6).....	10
	Agenda Item 8 – Any Other Business.....	10
	Closure of the meeting	10

A. Introduction

1. Date and venue of the meeting

- 1.1. The Fifth Meeting of the Steering Committee (SC/5) of the Project for the Cooperative Development of Aeronautical Meteorology Services in the AFI Region (CODEVMET-AFI) was held in Abidjan, Côte d'Ivoire, from 30 September to 2 October 2024.

2. Attendance

- 2.1. Forty-one (41) participants from nine (9) ESAF and WACAF States, along with two organizations (AAMAC and ASECNA), attended the meeting. The list of participants is provided in **Appendix 1** to this report.

3. Opening

- 3.1. The opening of the Fifth meeting of the Steering Committee (SC/5) of the CODEVMET-AFI Project, took place on Monday 30 September 2024.
- 3.2. During the opening session, statements were delivered by Mr. Sidi Koné, Representative of ASECNA in the Republic of Côte d'Ivoire, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, and Mr. Sinaly Silué, Director General, ANAC, Côte d'Ivoire.
- 3.3. Mr. Sidi Koné, Representative of ASECNA in the Republic of Côte d'Ivoire, welcomed all participants on behalf of the Director General of ASECNA, and expressed his gratitude to ICAO for choosing Côte d'Ivoire as the host for this important meeting.
- 3.4. Speaking on behalf of the ICAO, Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, welcomed the delegates and conveyed the greetings of the ICAO fraternity. He expressed his sincere appreciation to the Government of Côte d'Ivoire for accepting to host the meeting and for the excellent facilities provided. Mr. Manzi acknowledged ASECNA's support in organizing the meeting and expressed his heartfelt gratitude to the Director General of ASECNA. He also extended his thanks to the participants from various States and representatives of the industry who were present at the meeting.
- 3.5. Mr. Sinaly Silué, Director General, Côte d'Ivoire Civil Aviation Authority, welcomed the delegates to the meeting and emphasized Côte d'Ivoire's commitment to supporting the cooperative development of aeronautical meteorology services in the AFI region. He noted that this project plays a key role in enhancing the quality of meteorological information provided to aviation. He expressed his gratitude to ICAO for its continuous support and to ASECNA for organizing this meeting. Mr. Silué emphasized that this fifth meeting of the SC is crucial for assessing progress and guiding future actions of the project, which aims to address deficiencies in aeronautical meteorology, thereby ensuring the safety and efficiency of air navigation in the region. He concluded by encouraging active participation and officially declared the meeting open.

4. Secretariat

- 4.1. The Secretariat of the meeting was provided by the ICAO WACAF Regional Office.

5. Working languages and the documentation

- 5.1. The meeting was held in both English and French languages with simultaneous interpretation and the documentation was produced in both languages. The meeting documents are accessible at <https://www.icao.int/WACAF/Pages/Fifth-MSCCODEVMET-AFI.aspx>

B. Report on the Agenda Items

Agenda Item 1 - Adoption of the agenda and work programme

- 1.1. The meeting reviewed and adopted the agenda as provided in **Appendix 2** to this report.

Agenda Item 2 - Review of the status of decisions taken by the SC/4 Meeting

Implementation status of Decisions taken by the SC/3 Meeting

- 2.1. Under this agenda item, the meeting reviewed and discussed the implementation status of decisions taken by the SC/4 meeting, held in Freetown, Sierra Leone, from 27 to 29 November 2023. The Appendix 3 of this report provides details on the status of the SC/4 Decisions. It was noted that five (5) out of the seven (74,43%) Decisions were completed while two (28,57%) are in progress and include the following:
- 2.1.1. *Decision 4/6 - CODEVMET-AFI Project budget for 2024* approving the project 2024 budget, that urged participating States and Organizations to settle their arrears to enable the implementation of the approved project work plan and requested the Secretariat to encourage non-member States and Organizations to sign the MSA of the project. This Decision is partially completed, and the status is provided in **Appendix 3** to this report.
- 2.1.2. *Decision 4/7 - CODEVMET-AFI Project on the Capacity-Building*, approving the catalogue of the capacity-building resources, that requested the Secretariat to coordinate with States and organizations to collect other relevant needs of competency development to be included in the catalogue; and identify competent subject-matter experts to assist in developing the capacity building materials. The partial achievements related to this Decision are outlined in Appendix 3 of this report.

Agenda Item 3 - Update on the Revision C of the Project

Revision C of the Project Document as approved by the SC/4

- 3.1. Under this agenda item, the meeting was recalled that over several Steering Committee meetings, key decisions were made to update project objectives and expand project activities and services. In 2023, the fourth meeting approved "Revision C" of the project document (ProDoc), extending the project's scope to assist States/Organizations with the implementation of ASBU AMET elements.
- 3.2. The Revision C of the ProDoc introduced the development of the Capacity-Building material as part of the on-demand services. Key deliverables are set through 2026, and the project is implemented through expert groups and coordinated by ICAO WACAF and ESAF Offices. The meeting commended the restructuring of the implementation of the project activities, through establishment of project teams in relation to the project objectives and urged States and organizations to utilize the project to resolve outstanding MET issues in the region. The meeting then formulated the following Decision:

SC/5 Decision 5/01 – Resolution of Longstanding MET Issues in States

That, to strengthen the safety and reliability of meteorological services in support of aviation, States and Organizations to leverage on the project as a primary mechanism for implementing the MET related SARPs and address outstanding aeronautical meteorology challenges in the region.

Agenda Item 4 - Review of the implementation of Project activities since the SC/4*Project implementation status*

4.1 The meeting was recalled the Decision 4/5 and Decision 4/6 of the fourth Meeting of the CODEVMET Steering Committee (SC/4), held in Freetown, Sierra Leone, in September 2023, approving the revised Project Document and related Project work plan respectively. The meeting noted with satisfaction that major planned activities were implemented, including the assistance to States in the enhancement of their capacity in carrying out the oversight activities of MET Service Providers functions, and helping State MET Services Providers in the implementation of QMS for aeronautical meteorological services. The meeting noted that so far, the main achievements include:

a) Assistance to States in enhancing CAAs capability to carry out safety oversight activities in MET.

- Eight (8) States (Botswana, Cameroon, Cabo Verde, Côte d'Ivoire, Gambia, Nigeria, Senegal and Togo) were assisted.
- Assistance activities were focused on reviewing and improving documents related to the implementation of States safety oversight system critical elements of establishment (CE-1 to CE-5) and application (CE-6 to CE-8).
- States were also guided in the alignment of their national legislation related to the provision of meteorological services to aviation with ICAO requirements.
- Furthermore, guidance materials and generic documents were provided to States to help them in aligning their MET related regulations with ICAO SARPs.

b) Assistance to States MET Service Providers in the implementation of QMS.

- Four (4) States (Cameroon, Cabo Verde, Senegal, Togo) were assisted for the implementation of the QMS.
- Assistance provided to Gambia in training ten (10) MET competency assessors.
- One (1) ANSP (ASECNA) is being assisted in the development of MET related contingency measures and the development of procedures for the use space weather advisories.
- Two (2) States (Gabon and Sierra Leone) are planned to receive the Project assistance by the end of the year.

c) Supporting documents

- To facilitate the implementation of Project activities, a set of generic documents including sample regulation, standard processes, meteorological operational procedures, forms and model guide manuals was provided to the assisted States and Organizations. These resources can be adapted or contextualized as needed.

4.2 The status of the implementation of the CODEVMET planned activities for 2023/2024 is provided in Appendix 4 to this report.

Review of the Project Budget

4.3 The budget situation for the CODEVMET project for 2023/2024 indicates an approved budget of \$127,500 for 2024. As of January 2024, the adjusted surplus balance was \$105,342, with contributions totalling \$65,818 by August 2024. After deducting expenses, including missions and administrative costs, the fund balance stood at \$114,531. Estimated outstanding commitments were \$1,138 in mission costs and \$114 in overhead, leading to an estimated available fund of \$113,279.

4.4 In September 2024, an assistance mission to Senegal was recorded with an estimated cost of \$10,000, and the estimated cost of the SC/5 meeting amount to \$22,500. This brings the estimated balance as of 30 September 2024, to \$80,779, subject to changes.

4.5 As of 30 November 2024, \$236,622 in annual membership fees remains outstanding. The meeting expressed concerns about the longstanding arrears of annual contributions and proposed that the Secretariat includes in the letters of request for payments, proposals of payment over a reasonable period.

4.6 The meeting recommended the Chairperson of the SC to make a follow-up on the commitment of ASECNA to include its member States contributions to the Project in its 2025 budget as mentioned the Director General of the Civil Aviation Authority of Côte d'Ivoire in his opening remarks. It was also reiterated the need for Project Focal Points to strengthen their efforts in following up with States regarding the payment of annual contribution, the inclusion of an instalment payment proposal in the letters requesting contributions.

4.7 In addition, the meeting proposed to setup an Ad hoc group composed of Angola, Côte d'Ivoire, Nigeria and Senegal to propose a mechanism to foster the payment of the annual contributions. The meeting then formulated the following Decision.

SC/5 Decision 5/02 – Payment of annual contributions to the project

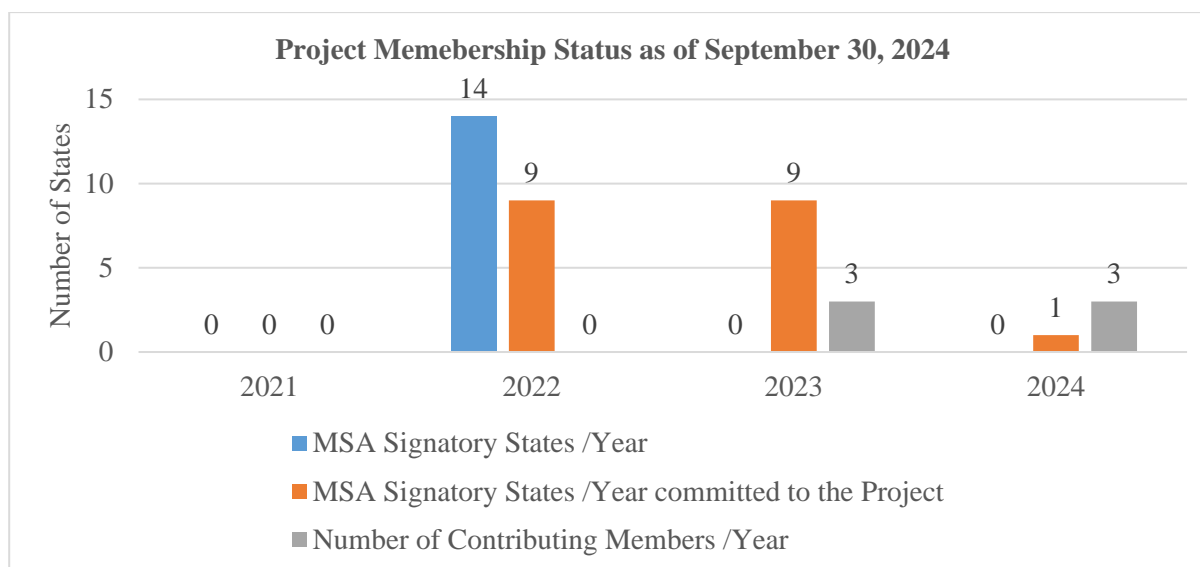
That, to improve the financial situation of the project, the Secretariat to,

- a) include an installment payment proposal in the letters requesting contributions to facilitate the smooth settlement of longstanding arrears;*
- b) explore additional funding sources for the project through donors and financial institutions; and*
- c) establish an ad hoc group to develop by 31 May 2025, a proposal for a mechanism to encourage States/Organizations to join and contribute to the project.*

Status of Project Membership

- 4.8 The meeting was presented the status of the membership of the Project as illustrated in Fig. 1 The meeting expressed concerns about the low participation in the project and agreed on the importance of identifying an effective mechanism to expand its membership. The meeting also requested the Secretariat to seek for adhesion of RSOOs to the Project.

Figure 1 Membership of the CODEVMET-AFI Project, 2021 - 2024



Challenges in the implementation of the Project

- 4.9 The meeting reviewed the challenges currently faced by the Project, including low MSA signature rates, limited participation from ESAF States, delays in payments and incomplete execution of decisions. They also highlighted the outdated nature of some of the project implementation documents and the failure of some members to pay their annual contributions. To address these challenges, the meeting proposed several measures:

- Engaging ICAO Regional Directors to enhance States' participation.
- Establishing mechanisms to effectively track contributions.
- Updating project implementation documentation.
- Encouraging timely payments from member States.
- Exploring alternative funding sources to support project sustainability.

- 4.10 Considering these discussions, the following decision was formulated:

SC/5 Decision 5/03 – Overcoming the challenges faced by the Project

That to increase the effectiveness of the project,

- a) ICAO ESAF and WACAF Regional Offices to encourage their States of accreditation to effectively participate in the project;**
- b) The Secretariat to define a mechanism for updating the Project implementation packages;**

- c) *The Secretariat to coordinate the incorporation of the recent amendments of Annex 3 to Chicago Convention in the Project implementation documentation by 30 June 2025; and*
- d) *The Secretariat to update the list of State focal points for the CODEVMET-AFI project and organize briefing meetings with them on the project and the scope of their mandate.*

Project Codevmet, an implementation tool for ICAO and States

- 4.11 Under this agenda item, the meeting received an update on the benefits of the project and its relevance to the needs of States and the priorities of the region in aeronautical meteorology. The meeting was reminded of the project's achievements, particularly the assistance provided to States in the safety oversight of meteorological services and the implementation of the MET QMS. The implementation approach adopted by the project was also praised, and States were encouraged to use the CODEVMET project to implement the SARPs and address air navigation deficiencies in the MET domain.

Agenda Item 5 - Proposed activities and budget for 2025

Update on the implementation mechanism for the project activities

- 5.1. The meeting was recalled the SC/4 meeting held in Freetown approving the Revision C of the ProDoc for the CODEVMET-AFI project, expanding its scope to assist participating States and organizations in implementing ASBU AMET-B1/1, AMET-B1/2, and AMET-B1/4 elements. The SC/4 meeting, through Decision 4/7 introduced the Capacity-Building activities as part of on-demand services and tasked the Secretariat to gather competency development needs from States and organizations and identify subject-matter experts for developing training materials. To enhance effectiveness of the Project the meeting acknowledged the establishment of specific Project Teams relevant to each objective of the project as follows:

- a) Codevmet Project Team on IWXXM (CPT-IWXXM), supports the implementation of ASBU AMET elements;
- b) Codevmet Project Team on QMS (CPT-QMS), assists States in developing and deploying Quality Management Systems for Aeronautical Meteorological Services in compliance with ICAO and WMO standards.
- c) Codevmet Project Team on Safety (CPT-SAFE), assists States in meeting safety meteorological requirements, aligning national legislation with ICAO SARPs; and
- d) Codevmet Project Team on Capacity Building (CPT-CAB) assists States in enhancing skills and competencies of aviation meteorological professionals.

- 5.2. The meeting then reviewed and endorsed the Terms of Reference of the above Codevmet Project Teams as provided in Appendices 5, 6, 7 and 8 to these reports.

***SC/5 Decision 5/04 – Implementation of the Project objectives
That to facilitate the implementation of the Project objectives,***

- a) *The terms of reference of the project teams are approved as provided in Appendices 5, 6, 7 and 8; and*

- b) *The Secretariat to coordinate the establishment of the project teams by 31 March 2025 and supports their work.***

Update on the actions taken on the Codevmet SC/4 Decision 4/7 - CODEVMET – AFI Project Capacity-Building Resources

5.3. The meeting was updated on the actions taken on the Decision 4/7, which led the development of the Terms of reference of a Project Team on Capacity Building (CPT-CAB) with the mandate of supporting States with enhancing the skills and competencies of their MET technical personnel. The members of the CPT-CAB are composed of SME from States' Civil Aviation Authorities, ANSPs, and Training Schools. They were briefed on and familiarized with the project objectives and implementation methodology. The meeting encouraged the Team to collaborate with States and Organizations to develop capacity building materials relevant to their needs.

Cooperation Framework between AAMAC and the ICAO CODEVMETAFI Project

5.4. The meeting commended the activities carried out by the AAMAC, particularly in the MET field, and emphasized the importance of synergy between AAMAC and ICAO, notably through the CODEVMET project, to strengthen actions in favour of aviation safety for the benefit of all member States. The meeting then formulated the following Decision.

SC/5 Decision 5/05 – Coordination with AAMAC within the framework of the CODEVMET-AFI project That to reinforce the synergy of actions between African and Malagasy Civil Aviation Authorities (AAMAC) and the CODEVMET project,

- a) *The African and Malagasy Civil Aviation Authorities should:***
- i). participate in the development and updating of generic MET documentation to avoid duplication of efforts; and***
 - ii). participate in the project implementation activities.***
- b) *The Secretariat to explore the possibilities of establishing an agreement with AAMAC within the framework of the CODEVMET-AFI Project.***

Project Work plan for 2024/2025

5.5. Taking into account the preliminary project schedule as outlined in Revision C of the project document and the pending activities in the 2023/2024 work plan, a 2024/2025 work plan has been developed, incorporating the partially completed or uncompleted activities from the 2023/2024 schedule as well as new activities for 2024/2025. The meeting reviewed and approved the proposed 2024/2025 work plan as presented in Appendix 9 of this report. Furthermore, it was proposed to hold a mid-term meeting of the Steering Committee to assess progress in the implementation of the work plan. The following decisions were then formulated:

SC/5 Decision 5/06 – Project work plan for 2024/2025

That the project work plan for 2024/2025 is endorsed as provided in Appendix 9.

SC/5 Decision 5/07 – Follow-up on the progress of project implementation

To ensure the effective implementation of the planned activities, the Steering Committee to hold a mid-term meeting to monitor the progress and provide guidance as appropriate.

Revised Project Budget

5.6. The meeting reviewed the proposed budget for the period from 1 October 2024 to December 2025 in relation to the project work plan for 2024/2025. The meeting noted that considering the current balance of the budget, the work plan for 2024/2025 may not be fully implemented. Considering that States and Organizations will commit to pay their arrears for annual membership fees, the meeting endorsed the revised budget as provided in Appendix 10 to this report.

SC/5 Decision 5/08 – CODEVMET-AFI Project budget for 2024/2025

The project budget for 2024/2025 is approved as provided in Appendix 10 to this report.

Agenda Item 6 : Review of Decisions of the SC/5

6.1. The meeting reviewed and endorsed nine (9) decisions as provided in **Appendix 11** to this Report.

Agenda Item 7 - Venue and date for the next SC meeting (SC/6)

7.1. The meeting recalled that the Terms of Reference of the CODEVMET-AFI Steering Committee (SC) stipulate that the SC should meet at least once a year, typically in the country of its current Chairperson or Vice-Chairperson. If this is not feasible, another Member State may host the meeting, or it may be held virtually. The meeting then expressed its gratitude to Cameroon, Côte d'Ivoire, and Sierra Leone for hosting previous meetings of the SC. The meeting also acknowledged Nigeria's proposal to host the sixth Steering Committee meeting and tasked the Secretariat with coordinating the related arrangements with Nigeria. The following Decision was formulated:

SC/5 Decision 5/09 – Venue and date of the next steering committee meeting

The Federal Republic of Nigeria offered to host the next Steering committee meeting in 2025. The Secretariat to coordinate with Nigeria for the organization of the sixth meeting of the CODEVMET-AFI Project steering committee (SC/6) by 30 June 2025.

Agenda Item 8 – Any Other Business

8.1. No item was discussed under this agenda item.

Closure of the meeting

During the closing session, statements were delivered by Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, and Mr. Ayebi Henri Jacques Assi, Director of Safety, Air Navigation, and Aerodromes, representing the Director General of ANAC, Côte d'Ivoire.

Mr. Nika Meheza Manzi, Deputy Regional Director, ICAO WACAF Office, in his closing remarks, appreciated the very well-organized meeting and expressed his gratitude to the Government of Côte d'Ivoire

through the Direction General of the Côte d'Ivoire Civil Aviation Authority. He also extended his acknowledgements to the Director General of ASECNA as well as all participants.

The meeting was officially closed by Mr. Ayebi Henri Jacques Assi, Director of Safety, Air Navigation, and Aerodromes, on behalf of Mr. Sinaly Silué, Director General of ANAC Côte d'Ivoire. In his address, he commended the achievements of the meeting and extended his thanks to all participants. He thanked ICAO for trusting Côte d'Ivoire with the hosting of this meeting. He wished all the participants a safe journey back home and officially closed the meeting.

--- END ---