



ICAO

INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)
COMPREHENSIVE REGIONAL IMPLEMENTATION PLAN FOR AVIATION SAFETY
IN AFRICA (AFI-Plan)
PLANNING AND MONITORING FRAMEWORK

1. OBJECTIVE

1.1. The objective of this framework is to:

- review and standardize the AFI Plan planning and monitoring activities in consistency with the current cycle of the Plan and the projects approved by the Steering Committee (SC);
- develop a format that supports the annual planning and regular periodical monitoring activities of the Plan including financial performance; and
- establish the planning and monitoring team that develops the annual plan and monitors its implementation at specific regular period.

2. SCOPE

2.1. The framework covers the AFI Plan activities targeted in support of implementing the objectives outlined in the current cycle of the Programme (2021-24) including specific projects designed to support member States and decisions and recommendations of the AFI Plan SC meetings.

3. COMPOSITION, RESPONSIBILITIES AND ACCOUNTABILITY

3.1. The planning team is composed of the Deputy Regional Directors of the ESAF, EURNAT, MID and WACAF Offices and all Regional Officers concerned by the AFI Plan activities, in their respective area.

3.2. The Deputy Regional Directors shall be the Team Leaders and accountable for developing the annual plan of the AFI Plan and, once approved by the Regional Directors and the Steering Committee, for the regular monitoring of its implementation.

3.3. The Associate Regional Programme Officer shall be responsible for coordinating and collating the necessary information required for the Planning and Monitoring of the AFI Plan regularly.

3.4. The WACAF Administrative Officer will provide the necessary information and support on the financial status of the AFI Plan in general and for each project.

- 3.5. Regional Officers TA/AT of the above-mentioned Regional Offices support the programme and project design and implementation monitoring mechanisms.
- 3.6. Each Regional Officer is responsible for developing and submitting the activities of their section/programme/project annual plan, and for regular report in the specified format provided and period indicated in section 3 of this framework.
- 3.7. The Secretary of the AFI Plan, i.e. Regional Director WACAF, in addition to providing the necessary guidance to the planning process, has overall responsibility for the identification of key strategic objectives, selection and approval of projects/activities as well as availing the necessary resources for the effective implementation of the annual plan.

4. SCHEDULE OF PLANNING AND MONITORING

- 4.1. Each Regional Officer has to submit their annual AFI Plan activities to the Associate Regional Programme Officer with a copy to their respective Deputy Regional Directors in the 2nd week of October and ensure that the monitoring file for the budget on SharePoint ([AFI-Plan Project Monitoring | General | Microsoft Teams](#)) is updated by the same date.
- 4.2. The consolidated annual plan will be discussed, reviewed, and approved by 31st of October.
- 4.3. Each Regional Officer must submit the implementation report of the planned activities in the specified format in the 4th week of each quarter to the Associate Regional Programme Officer for consolidation and subsequent review by Deputy Regional Directors.
- 4.4. Each Regional Director and the Deputy Regional Director should conduct bi-annual/quarterly implementation performance review and provide feedback and necessary guidance.
- 4.5. The Regional Officers shall maintain the budget of their respective projects in the SharePoint file on an ongoing basis. This file may also be used to keep track of the activity dates.

5. REVIEW AND UPDATE

- 5.1. Proposed changes and updates to improve the planning and monitoring framework can be submitted to the Deputy Regional Directors for consideration.
- 5.2. This framework will be reviewed and updated annually, or as necessary.