MINUTES OF THE FIRST EXTRAORDINARY BOARD MEETING (CLOSED) FOR CASSOA

FOURTH CASSOA BOARD MEETING

ARUSHA TANZANIA
29th – 30th May 2008

Ref: CAS/BD/04/WP2-B

BOARD SECRETARIAT
Arusha, Tanzania
May 2008
MINUTES OF THE FIRST EXTRAORDINARY BOARD MEETING (CLOSED) FOR CASSOA HELD ON 18th MARCH 2008 IN THE EXECUTIVE DIRECTOR’S OFFICE, AICC ARUSHA, TANZANIA – (CAS/BD/04/WP2-B)

Present:

1. Mr. Ambrose Akandonda Managing Director Chairman
   Civil Aviation Authority
   Uganda
2. Mrs. Margaret T. Munyagi Director General Member
   Tanzania Civil Aviation Authority
3. Mr. Timothy Waweru For Director General Representing KCAA DG
   Kenya Civil Aviation Authority
4. Mr. Mtesigwa Maugo Executive Director Member
   CASSOA

Min. CAS/EBD/01/01

Preliminaries

(i) Opening of the Meeting and Adoption of the Agenda

The Chairman Mr. Ambrose Akandonda, the Managing Director of Civil Aviation Authority, Uganda opened the Meeting at 10:30 a.m. and welcomed Members to the First Extraordinary Board Meeting. Mr Timothy Waweru informed the Meeting that he is representing the Kenya Director General, Mr. Chris Kuto who has travelled to Canada for another assignment. He presented to the Chair a sealed envelope containing comments from Chris Kuto on the agenda to be discussed.

The Agenda was adopted with the following amendments:

(i) Inclusion of the Agency's Failure to be represented at the 15th Council Meeting.
(ii) 'Communication from the Chair' item to be placed after Adoption of the Agenda.

(ii) Communication from the Chair

The Chairman informed the Meeting that:

(a) the Agency operations are continuing well;
(b) the EAC Permanent Secretaries retreat was held in Mwanza, Tanzania and the Chairman, the Kenya Airport Authorities Chief Executive and the CASSOA Executive Director attended and presented papers; and
(c) He was informed by the Uganda Attorney General that CASSOA Report to the 15th Council was not considered as the Agency was not represented. The Chair therefore requested this subject be discussed during AOB Agenda item.

Minutes of the 1st Extraordinary Board Meeting

[Signatures]
Min. CAS/EBD/01/02

Performance Review of Executive Director and Technical Coordinator

(i) **Executive Director’s Performance Review**

The Board reviewed the performance of the Executive Director in line with the requirement of Article 7(8)(f) of the Protocol for establishment of CASSOA. The ED presented the duly filled in EAC Assessment Form - APPENDIX IIIa (Regulation 32). The Board discussed together with the ED the self scoring of the ED in Section A (Agreed Output and Targets) and Section B (General Job Competencies and Principles).

Some of the comments and observations made by the Board included:

(a) The Agency requires displaying its objectives prominently to create awareness;

(b) The Executive Director should make the resource mobilisation as his key function;

(c) The Executive Director should always ensure that the Agency is represented at all high organ meetings when required.

(ii) **Technical Coordinator’s Performance Review**

The Board concluded the consideration of the Performance of the Technical Coordinator as reviewed and submitted by the Executive Director. The Board informed the Technical Coordinator of the outcome and advised him areas he requires to improve which included the enhancement in supervision to enable timely production of documentation.

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**The Board, in accordance with Article 7(8)(f) of the Protocol on the establishment of East African Community Civil Aviation Safety and Security Oversight Agency:**

a) considered and confirmed Mr. Robert Mwesigwa to the position of Technical Coordinator, Grade P5 with effect from 1st June 2007; and

b) reviewed the performance of Mr. Mtesiwa Maugo in the Executive Director position (Grade D1) and recommended to the Council for approval of confirmation in the position with effect from 1st June 2007.

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Min. CAS/EBD/01/03

Any Other Business

The Executive Director provided the explanation to why the Report of CASSOA was not considered during the just ended 15th Council Meeting. During the Senior Officials and Coordinating Committees Sessions (12th to 14th March 2008), the Executive Director was in Washington leading a team of experts at a meeting with FAA Experts. At the same time the Technical Coordinator was administering an Inspectors workshop for aerodromes and aviation security which started on 3rd March 2008. The Agency had
requested the Report to be presented by the Secretariat’s Principal Civil Aviation Officer when it comes for discussion. Unfortunately the Officer was assigned another task a few minutes before the discussion of the Agency Report.

The Board directed that the Agency must ensure that it gives priority to all high organs of the Community Meetings whenever required.

Min. CAS/EBD/01/04

Closing of the Meeting

The Board Meeting was closed at 1:10 p.m.

These minutes are hereby signed by the Heads of Civil Aviation Authorities, of the EAC Partner States, on this .... day of .............., 2008 in Arusha, Tanzania.

[Signature]
Mr. Ambrose Akandonda
Chairman of the Board

[Signature]
Mr. Mtesigwa O. Maugo
Secretary to the Board