EAST AFRICAN COMMUNITY
CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

MINUTES OF THE 4TH CASSOA BOARD MEETING
FIFTH CASSOA BOARD MEETING

ARUSHA TANZANIA
30th - 31st October 2008

Ref: CAS/BD/05/WP2-A

BOARD SECRETARIAT
Arusha, Tanzania
October 2008
MINUTES OF THE FOURTH BOARD MEETING FOR CASSOA HELD ON
10TH – 11TH JULY 2008 IN THEMI ROOM, AICC ARUSHA, TANZANIA

Present:

1. Mrs. Margaret T. Munyagi  Director General  Chairperson
   Tanzania Civil Aviation Authority

2. Mr. Ambrose Akandonda  Managing Director  Member
   Civil Aviation Authority Uganda

3. Mr. Chris Kuto  Director General  Member
   Kenya Civil Aviation Authority

4. Mr. Mtesigwa Maugo  Executive Director  Member
   CASSOA

In Attendance:

1. Mr. Robert Mwesigwa Nviiri  Technical Coordinator – CASSOA

2. Mr. Erastus M. Njogu  Manager Air Traffic Services – Kenya Civil Aviation Authority

3. Mr. Stanley Kibunja  Ag. Chief Airworthiness Inspector – Kenya Civil Aviation Authority

4. Eng. Ladislaus Matindi  Principal Civil Aviation Officer – EAC Secretariat

5. Ms. Wanjiru Muita  Accountant – CASSOA

6. Mrs. Lillian Mwenda  Office Management Assistant – CASSOA

Observers:

1. Amb. Joseph Bangurambona  Director - Burundi Civil Aviation Authority

Minutes of the Fourth Board Meeting of CASSOA
1.0 Preliminaries

1.1 Opening of the Meeting and rotation of Chairmanship

The outgoing Chairman Mr. Ambrose Akandonda, the Managing Director of Civil Aviation Authority, Uganda opened the Meeting at 9:10 a.m. and welcomed Members and other participants to the Fourth Board Meeting. He informed the meeting about the pending acceding to the Protocol by Rwanda and Burundi due to the technicalities of Kenya and Tanzania not having yet ratified the Protocol. He then informed the meeting about the change of Chair with effect from the 7th Ordinary Summit held in Kigali on 25th June 2008. He pointed out the need for the Agency to work out a rotation of the chair as presented by the Secretariat Paper CAS/BD/04/WP1B.

Article 7 (4) and (5) of the Protocol require the Agency to establish a rotational system which will guide the Board Chairmanship rotation. The rotation should be documented. It was agreed upon that the alphabetical order to be followed would be UTKBR – Uganda, Tanzania, Kenya, Burundi and Rwanda. At this juncture, the outgoing Chairman handed over the Protocol and Board Rules of Procedures to Mrs. Margaret Munyagi, Director General of Tanzania Civil Aviation Authority, as the second Chairperson of CASSOA in the history of the Agency.

The Chairperson asked the Secretariat to move a vote of thanks. The Executive Director of CASSOA moved a Vote of Thanks to the outgoing Chairman on behalf of the Agency while the EAC PCAO, Eng. Ladislaus Matindi moved a Vote of Thanks on behalf of the EAC Secretariat. The Chairperson proposed to the Secretariat to think of an idea of a symbolic Instrument of Power that could be used during the handover of the Chairmanship in the future. e.g. A Chain of Authority.

The Accountant Ms. Wanjiru Muita was introduced to the Board.

The Board:

a) decided that the chairmanship of the Board in line with Article 7(4) of the CASSOA Protocol be rotated in the order of Uganda, Tanzania, Kenya, Burundi and Rwanda; and

b) the Agency Secretariat inform the Council on this decision.

1.2 Adoption of the Agenda

The Agenda was adopted without amendments.
Minutes of the Third Board Meeting

Minutes of the Third Board Meeting were reviewed and the following corrections were made:
(i) Page 2 added the word ‘Authority’ after Kenya Civil Aviation to Mr. Chris Kuto’s title;
(ii) Added under Min. CAS/BD/03/03 item (2) the letter ‘y’ at the end of the word ‘difficult’ in the first line;
(iii) Changed under Min. CAS/BD/03/03 item (5) on the 6th line the word ‘dissolve’ to resolve;
(iv) Changed under Min. CAS/BD/03/03 item (6) on the 2nd line the words ‘iron out’ to ‘bridge’
(v) Changed under Min. CAS/BD/03/06 in the paragraph after item (f) the words ‘in detail’ to ‘on’;
(vi) Made title cases under Min. CAS/BD/03/10 item (2) the words Training, Institutions, Rehabilitation, and Project;
(vii) Under Min. CAS/BD/03/12 deleted the words ‘Heads of Civil Aviation Authorities of EAC Partner States and of the Board’ to the Board’.

The Board:

| a) confirmed the Minutes as a true record of the proceedings of the Third Board Meeting; and  
| b) directed that the use of the words Agency and CASSOA in the Minutes where the Board is directing for action be changed to ‘Agency Secretariat’. |

Min. CAS/BD/04/03

Matters Arising from Minutes of the Third Board Meeting

(1) Funding for CASSOA

The Agency through EAC Secretariat secured funding for the Strategic and Organisation evolution Plans development. It has also submitted three proposals for funding in the F/Y 2008/09 totalling USD 664,890 through EAC for funding to the Partnership Fund. The Board was informed that the EAC Secretariat will reconvene in November 2008 to review the Partnership Fund allocation where the Agency request will be considered.

(2) USOAP identified deficiencies

The Board urged the Secretariat to assist the Partner States in resolving the deficiencies identified during the preparations of the ICAO USOAP following the Missions with ICAO ESAF in the Partner States by putting in place a harmonised focus of resolutions. Burundi informed the meeting that it was due for a Security audit from 15th – 22nd August 2008 and therefore was requesting for assistance from the Agency to prepare it for the audit. The Board asked the Secretariat to work out a programme for assisting Burundi.
(3) Logo for CASSOA

The Secretariat reported that it had circulated a Circular Resolution with recommendations of the Public Relations Managers of the CAAs, and endorsed by the Technical Committee – Regulatory, on the winner of the Logo competition to the Board Members. The Public Relations Managers met in Arusha on 28th February 2008. Unfortunately until the time of the Meeting the Resolution had not come back. The matter is under consideration as an Agenda item in this meeting – refer Min. CAS/BD/04/05.

(4) Website for the Agency

The Secretariat informed the Board that Partner States IT Managers were consulted and showed that the average estimate to design a website was at USD 8,000. However, in consultation with the EAC Secretariat the Agency website initially will be hosted on the main EAC website with a link to its own site. The Agency is working with the IT experts to design the website.

The Board was informed by the Managing Director of the Civil Aviation Authority – Uganda, of the untimely demise of the IT Manager for CAA (U). The new IT Manager is now Mr. Mubiru.

(5) Implementation of the Harmonised Regulations in Kenya

EAC Secretary General (SG) was notified as directed on status of implementation of the harmonised Regulations. The SG wrote to the Kenya Ministry of Transport on the issue. The Agency Executive Director also paid a courtesy call to the Permanent Secretary Ministry of Transport Kenya and discussed the same matter on 22 Feb 08. Progress has been registered on the matter as the Regulations were implemented in May 2008. The Director General of KCAA confirmed to the Board that the Regulations started being implemented in May 2008 and will come into force on 15th August 2008.

(6) Ratification of the Protocol

EAC Secretariat was notified on the issue of delay on the ratification of the Protocol. The EAC Counsel to the Community (CTC) is handling the matter. Kenya and Tanzania are yet to ratify the Protocol. It was reported that Kenya was optimistic that the Protocol would be ratified by October 2008 while Tanzania informed the meeting that the Protocol would be tabled in Parliament during the November session. The Board agreed that if ratification by the two Partner States is completed as planned then Rwanda and Burundi may accede to the Protocol by January 2009.

(7) CASSOA Headquarters Host Agreement

EAC Secretariat drafted the Headquarters Agreement and submitted to Uganda. The EAC Assessment team travelled to Uganda on 24th – 25th April 2008 to assess the facilities offered. Report of the Team was submitted to the EAC SG for submission to the Council. The Board was informed that the Council considered and approved the facilities offered by Uganda to CASSOA. The Managing Director of CAA-U also informed the Board that remodelling of the building is on-going and it will be ready by September
2008, and that the Host Agreement was being discussed by concerned parties and would be ready by the end of July 2008. The Board advised the Secretariat to visit the premises to confirm the remodelling and plan for relocation in September 2008.

(8) Draft Annual Budget and Programme of Activities for 2008/09

The Secretariat reported that amendments were made to the Annual Programme of Activities (APA) to fit the approved Budget which was adjusted to fit the approved amount of contributions by PS CAAs and prospective funding for the Consultancy. The final figure on the expenditure budget is USD 1,140,502. The Budget was signed by the Chairperson of the Board. Board Members were availed with the signed Budget and the APA. The Board advised the Secretariat to prioritise activities of the approved APA 2008/9 to the available finances of the FY 2008/9 in view of Rwanda and Burundi delay in acceding to the Protocol. The Board will review the Budget in the third quarter where a clear picture of the Agency’s financial capability will be determined to enable the execution of the APA and if necessary a revised budget may be formulated.

(9) Gap Analysis

The Secretariat informed the Board that the HR WG met on 15th – 16th May 2008 and thereafter from 30th June to 1st July 2008 to carry out a thorough Gap analysis of the aviation safety inspectors in the flight safety standard divisions. The Report was considered by the Technical Committee – F&A which met on 2nd to 3rd June 2008. However, the Board directed the Secretariat to convene a meeting of Technical Committee – Regulatory in order to review the Gap Analysis report before it is considered by the Board. It was therefore agreed that an Extraordinary Board be convened to specifically consider the Gap Analysis.

(10) Review of the civil aviation laws

Following the FAA and CAAs legal experts review of the civil aviation principal laws in Washington in January 2008, the review reports were finally submitted to the Agency by the FAA on 7th April 2008. The reviews were dispatched to Partner States for comments. The Secretariat was yet to receive comments. The Secretariat requested the CAAs Legal experts to expedite the submissions of their comments on the submitted Legal Reviews.

(11) Action papers

The Board noted that in future all Matters Arising that need Board action to be stand-alone items on the Agenda and have separate Working Papers.

**The Board:**

| a) noted the Agency Secretariat initiative for mobilising resources and directed to follow-up with the EAC Secretariat for the Partnership Fund allocation; |
| b) directed the Agency Secretariat to work out a programme for assisting Burundi in the forthcoming Security Audit of 15th – 22nd August 2008; |

Minutes of the Fourth Board Meeting of CASSOA
c) noted that Kenya had started to implement the harmonised safety Regulations in May 2008 which will come into effect on 15th August 2008.

d) urged Partner States of Kenya and Tanzania CAAs to follow-up the ratification of the Protocol so that it is ratified by December 2008.

e) directed the Agency Secretariat to visit the premises to confirm the remodelling and plan for relocation in September 2008.

f) directed the Agency Secretariat to present to the Board for review the Budget in the third quarter where a clear picture of the Agency’s financial capability may be determined for the execution of the APA for the FY 2008/9 and if necessary a revised budget to be formulated for the implementation of 2008/09 APA and advised the Agency Secretariat to prioritise activities of the approved APA 2008/9 to the available Finances of the FY 2008/9.

g) directed the Agency Secretariat to convene a Technical Committee – Regulatory meeting in order to review the Gap Analysis report by the Human Resource WG, thereafter convene an Extraordinary Board Meeting to consider the Gap Analysis recommendations.

h) decided that the Partner States civil aviation Legal experts expedite on the review of the submitted Legal Reviews submitted by FAA legal counsel.

i) directed the Agency Secretariat in future to have all Matters Arising or issues in the Secretariat Report that need action to be Stand-alone items on the Agenda and have their own Working Papers generated with recommendations for action by the Board.

Min. CAS/BD/04/04

Secretariat Report

The Secretariat presented a Report highlighting activities carried out by the Agency from 1st February 2008 till 30th June 2008 including meetings attended or convened by the Agency.

(1) Human Resource

The Secretariat reported that the Technical Coordinator, Mr. Mwesigwa Nviiri had been confirmed by the Board at the 1st Extraordinary Board meeting that sat on 18th March 2008 in Arusha, and that the appointed Accountant for the Agency, Ms. Wanjiru Muita, reported on duty on 1st April 2008. The Secretariat further informed the meeting that the Executive Director had been confirmed by the Council at the 17th Extraordinary Council of Ministers that was held on 14th June 2008 in Arusha (Min. EAC/CMA/EX17/Decision). The Secretariat further informed the meeting that a temporary driver, Mr. Musa Iddi Waziri, for the Executive Director had been engaged with effect from 14th April 2008. The Board noted and asked the Secretariat to write a note of thanks to the Secretary General of the EAC and Mr. Stanley Mono, the Accountant of the East African Court of Justice, who supported CASSOA to manage her finances from August 2007 till April 2008 with the Agency’s accounts.
(2) **Relocation to the Host State**

The Secretariat informed the meeting that an EAC Secretariat assessment team had travelled to Uganda to evaluate the proposed premises of the new headquarters for CASSOA and had carried out an assessment from 24th – 26th April 2008. The team comprised representatives from all the Partner States except Rwanda. However, the Secretariat could not present the assessment report since it was the mandate of the EAC Secretariat to do so, and to the Council. The Managing Director of Civil Aviation Authority – Uganda, Mr. Akandonda informed members that work on the said premises was progressing and that Uganda was anticipating to be ready to host the Agency by 1st October 2008, taking into account the progress of civil works required to be made on the proposed facility. The Board took note of the update from Uganda.

(3) **Meetings held during the period February – June 2008**

The Board was informed that a number of meetings had been convened and/or attended by the Secretariat. Among them were eleven (11) Working Group meetings, two (2) Technical Committee meetings, one TCM Sectoral Council, one (1) Ordinary Council and one (1) Extraordinary Council meeting, and one (1) Ordinary Summit. The Secretariat also informed the meeting of the circumstances that led to the Agency’s report not to be considered at the 15th Ordinary Council of Ministers held from 12th – 14th March, 2008. The Board took note of the meetings held and the reason for the Agency not being represented at the Council meeting; however directed that the Agency must make sure that it is always represented at the high organ meetings of the Community.

(4) **English Language Proficiency (ELP) implementation**

The Secretariat informed the meeting that the Working Group of the ELP had convened twice (March and April) and come up with standardised Technical Guidance Materials for the implementation of the ELP in the Region. The meeting was informed that the examiners from the Partner States of Kenya and Tanzania were being used to assist other Partner States in the implementation of the requirements.

(5) **ICAO USOAP audit preparations**

The Board was informed that the Executive Director together with ICAO ESAF team carried out an USOAP preparation audit of KCAA in February 2008 during which period he paid a visit to the Permanent Secretary Ministry of Transport in order to discuss the coming USOAP and implementation of the harmonised Safety Regulations and promulgation of the Aerodromes and Aviation Security Regulations. The Board took note of the effort and initiative of the Agency in the preparation for the audits and in particular in the area of air navigation services.

(6) **Technical Missions**

The Secretariat informed the Board about the Technical Missions that had been carried out by the Agency. The Executive Director had attended a preview meeting of the Technical Guidance Materials in Washington from 11th – 15th March and 9th – 20th June; he visited the ICAO ESAF office in Nairobi from 2nd – 3rd June, accompanied by the Accountant and visited KCAA and also paid a courtesy call to the new Permanent
Secretary of Ministry of Transport, Eng. Abdulrazak Aden Ali; he visited Tanzania Air Operators Association (TAOA), Tanzanair, Coastal Travel Aviation and Precision Air from 5th – 6th June 2008.

(7) Consultancy for the Strategic Plan 2008 – 2012

The Secretariat informed the Board that the advertisement for the Consultancy on the Strategic Plan had been placed in the Media of the Partner States and on the EAC website for potential bidders to submit their Expression of Interest (EOI). In total six (6) bidders had submitted their EOI out of which four (4) were pre-qualified for Tender. The pre-qualified firms had all been issued with the Request for Proposal and were expected to submit their bids by 22nd July 2008.

(8) Information Documentation and Institutional Development

The Secretariat informed the Board that a Register for meetings convened had been put in place and was being managed by the Office Management Assistant. The Secretariat had also developed draft Financial Rules and Regulations that were to be presented to the Board for consideration and approval.

(9) Implementation of the harmonised Safety Regulations and TGM

The Secretariat informed the Board that the harmonised Safety Regulations were now applicable in all the three Partner States of Kenya, Tanzania and Uganda after coming into force in Kenya during the month of May 2008. However, a re-certification of the current operators, personnel and organisations in the Region was yet to be effected. Kenya was still under the process of promulgating the harmonised Aerodrome and Aviation Security Regulations. The Agency has completed the amendments of the approved TGM to incorporate the observations by the FAA and is presented for approval.

(10) Financial Report

The Secretariat presented the Financial Report, however, the Board differed its discussion to the next Board meeting when a review of the Agency’s accounts would be carried out. The Board also directed that the Financial Performance report should be presented in tabular form with foot notes and should be an Agenda item on its own. The Board also directed the Secretariat to look into the possibility of insuring its property.

(11) Proposed Projects

The Secretariat presented four (4) proposed projects to be implemented in the FY 2008/9, namely:

1. The development of ANS harmonised Regulations and TGM - $269,140.00;
2. The fast tracking of Rwanda and Burundi to harmonise their civil aviation Regulations and TGM - $177,050.00;
3. A support programme for the continued operationalisation to facilitate the relocation of the Agency to the Host State - $218,700.00; and

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The Board advised the Secretariat to develop the Capacity Building project in modular format in which would-be sponsors may select modules to support.

The Board advised the Secretariat to look into the option of seeking cooperation with willing donors for Rwanda and Burundi’s fast tracking of harmonising their Regulations.

(12) **Highlights on Challenges faced**

The Board advised the Secretariat to include in the Secretariat Report highlights of the challenges faced by the Agency in the reporting period; annually the Agency should also provide an overview of the general performance in what could be a State of the Agency Report.

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<th>The Board:</th>
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<tr>
<td>a) noted the Secretariat Report for the period from 31st January to 30th June 2008;</td>
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<td>b) directed the Agency Secretariat to write an appreciation note to the EAC Secretariat and Mr. Stanley Mono of EACJ for the support rendered to the Agency during the period August 2007 till April 2008 in the finance management of CASSOA;</td>
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<td>c) directed the Agency Secretariat to ensure participation in the EAC high level events whenever held and if required;</td>
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<td>d) directed the Agency Secretariat to follow-up and assist States in the USOAP preparations in the flight safety standards area;</td>
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<td>e) noted the progress being made for the procurement of a Consultant for the Agency’s 5-Year Strategic Plan and Organisation Evolvement Plan;</td>
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<tr>
<td>f) directed that the Financial Performance report should be presented in Tabular form with foot notes and should be an Agenda item on its own.</td>
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<tr>
<td>g) directed the Agency Secretariat to look into the possibility of insurance for its property.</td>
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<tr>
<td>h) directed the Agency Secretariat to develop the Capacity Building project in modular format in which would-be sponsors may select modules to support.</td>
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<tr>
<td>i) directed the Agency Secretariat to include in the Secretariat Report highlights of the challenges faced by the Agency in the reporting period; annually the Agency should also provide an overview of the general performance in what could be a State of the Agency Report.</td>
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Min. CAS/BD/04/05

Logo

The Secretariat presented to the Board the report by the WG of the Public Relations Managers as endorsed by the Technical Committee - Regulatory on the selection of the finalist for the competition of the proposed CASSOA Logo. The WG had recommended Mr. Kituku Kinyae as the winner. The Board accepted the recommendation by the WG but made some adjustments to the proposed work. The Board directed that the
Secretariat liaises with Mr. Kituku Kinyae in order to see the option of improving the Logo to give it an identity with the EAC by way of writing in full the words East African Community on the Logo. The Board also directed that the Secretariat pays the finalist an initial amount of $300.00 and the remaining $200.00 after the improvements have been effected.

The Board:

| a) approved Mr. Kituku Kinyae's work as the selected CASSOA Logo subject to the suggested improvements being incorporated. |
| b) directed the Agency Secretariat to present the improved logo to the Board for endorsement before use. |
| c) directed that Mr. Kituku Kinyae be paid an initial $300.00 deposit and later the balance of $200.00 after the improvements have been incorporated. |

Min. CAS/BD/04/06

Consideration and Approval of the ELP, Flight Safety and Aerodrome TGM

The Secretariat presented the Flight Safety and Aerodromes Technical Guidance Materials for consideration, approval and release by the Partner States' Civil Aviation Authorities to the industry for use.

The Board in considering the presented TGM noted that the Technical Committee – Regulatory has not reviewed the materials to recommend to the Board. The Board directed the Secretariat to convene a meeting of the Technical Committee – Regulatory, in order to review the TGM and make appropriate recommendations for consideration by the Board. The Board agreed to meet at an Extraordinary Board meeting for consideration of the TGM and Gap Analysis.

The Board:

(a) directed the Agency to convene a meeting of the Technical Committee – Regulatory to review the Flight Safety and Aerodromes TGM.

(b) decided to consider the TGM during the Second Extraordinary Board meeting to be convened on 18th July 2008.

Min. CAS/BD/04/07

Draft Financial Rules and Regulations

The Secretariat presented to the Meeting the Draft Financial Rules and Regulations for consideration and approval. The Board considered the draft Rules and Regulations and made some amendments. However, the Board did not approve them since the Regulations on Procurement (Part 6), Disposal of Assets (Part 7) and Fixed Assets and
Supplies (Part 8) were found to be in need of great improvement. The Board referred the matter to the next Board meeting.

**The Board:**

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| a) | noted the efforts carried out by CASSOA in the drafting of Financial Rules and Regulations of the Agency.  
 b) | directed the Agency to revisit Parts 6, 7 and 8 for further improvement prior to consideration and approval.  
 c) | referred the consideration of the draft to the next Board meeting. |

Min. CAS/BD/04/08

**ICAO GASP/GASR workshop in Arusha**

The Secretariat presented a proposal to co-host the coming GASP/GASR workshop in Arusha together with the Tanzania Civil Aviation Authority, ICAO and Industry Safety Strategy Group (ISSG) as this would boost the Agency’s image and build a case to solicit for funding. The Board rejected the Agency’s proposal to re-allocate $9,000.00 from the Staff personnel emoluments to conferences to fund the conference for the workshop but instead proposed that the Agency give support in form of Secretarial work.

However, the Board noted and thanked TCAA for the offer to host the workshop. The Board also suggested that TCAA invites AFCAC President to participate in the workshop.

**The Board:**

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| a) | rejected the request by the Agency Secretariat to re-allocate part of the personnel emoluments to fund the GASP/GASR workshop as a means of co-hosting with TCAA;  
 b) | noted and thanked TCAA for the hosting of the GASP/GASR workshop; and  
 c) | committed to support effective participation in the workshop by stakeholders from respective States. |

Min. CAS/BD/04/09

**Any Other Related matters**

1) **Technical Assistance Agreement with FAA**

   The Executive Director informed the meeting that he had received a Technical Assistance Agreement between the FAA and CASSOA which spelt out terms and conditions under which the FAA may provide technical assistance in managing, operations and development of the civil aviation infrastructure operated by CASSOA. The Agreement had to be signed and returned to FAA by 11th July
2008. The Secretariat sought guidance of the Board as similar agreements are in place with individual Partner States CAAs.

The Board took note of the similar Agreement signed by the Partner States CAAs and therefore saw no problem for the Agency to enter into such Agreement as it has no financial implication since it was supported under the Safe Skies for Africa Programme. However the Board also advised the Secretariat to forward the Agreement to the EAC Legal Officers for preview and comments.

2) Board Annual Schedule

The Secretariat presented a draft 2008/9 Board Schedule of Meetings and activities as required by the Board Rules of Procedures and upcoming events Schedule for consideration and approval.

The Board considered and approved the Schedule with amendments as follows:

<table>
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<tr>
<th>Date</th>
<th>Activity/Focus</th>
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<tbody>
<tr>
<td>10 – 11 July 2008</td>
<td>Annual Report; Review USOAP Prep; PR 07/08</td>
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<tr>
<td>30 – 31 October 2008</td>
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<tr>
<td>5 – 6 February 2009</td>
<td>Mid-Year Review 2008/09 Performance; Draft APA/Budget; Consider Action Plans for USOAP Findings, Annual Report</td>
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<tr>
<td>28 – 29 May 2009</td>
<td>Final APA/Budget/ IASA cat 1 progress review</td>
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The Board:

a) noted the information about the Technical Assistance Agreement with the FAA and had no problem for CASSOA to sign the Agreement and advised the Agency Secretariat to forward the Agreement to the EAC Legal Officers for preview and comment.

b) approved the proposed 2008/9 Board Schedule of Meetings with amendments and took note of the upcoming events.

Min. CAS/BD/04/10

Date and venue of the next Board meeting

The next Board meeting will be held at the Agency’s Headquarters on the 30th – 31st October, 2008.
Min. CAS/BD/04/11

Closing of the Meeting

The Board Meeting was closed at 11:00 a.m. on 11th July 2008.

These minutes are hereby approved and signed on this 30th day of October, 2008.

Mrs. Margaret Munnyagi
Chairperson

Mr. Mtesigwa O. Maugo
Secretary

Minutes of the Fourth Board Meeting of CASSOA